

Revision: 01
Issue Date: 11.23.2020
Revision Date: 10.29.2021



Sheridan will not accept native Microsoft Word files for production. Files must be converted to PDF before submitting.

Sheridan recommends using Adobe PDFMaker for making PDF files. To use Adobe PDFMaker, Acrobat Pro, Acrobat Distiller, Adobe PDF Printer and Adobe plug-ins for Microsoft Office need to be installed on your computer. Using only the options within Microsoft Word is very challenging to produce a PDF that is print ready. There are a number of third-party converters available and some will create PDF's which can be used for production. **Sheridan cannot recommend or endorse any of these products.** We will evaluate your files upon request to ensure they are correct for Sheridan workflow.

Please read this document carefully to ensure that you are creating PDF files that can be used in the Sheridan workflow. By default, MS Word relies on printer and font information from the operating system it resides on when creating PDF files. Some options must be changed before creating PDF.

Color and Microsoft Word

Microsoft Word is not suitable for a color workflow. Word is built with its own RGB color model which does not use standard color definitions that are recognized by other applications such as Acrobat Distiller. Word files cannot be set up using Pantone colors and colors in a PDF file cannot be changed to Pantone. Often text converts to a screen of black rather than 100% black.

Because Microsoft Word uses an RGB color model, any images placed in Word files automatically convert to RGB. If you intend for your project to print in color, it will have to be converted to CMYK when the PDF is generated or when the file is processed in the Sheridan workflow. As a result, images will go through multiple, unmanaged color conversions which can cause undesirable results.

Font Embedding Options in Microsoft Word

PDF files generated from Word must be created on the same computer that the Word files are created. Microsoft Word commonly uses system fonts resident on the computer where the files were created. Fonts on other computers may not be identical despite having the same name. By default, Word does not embed system fonts.

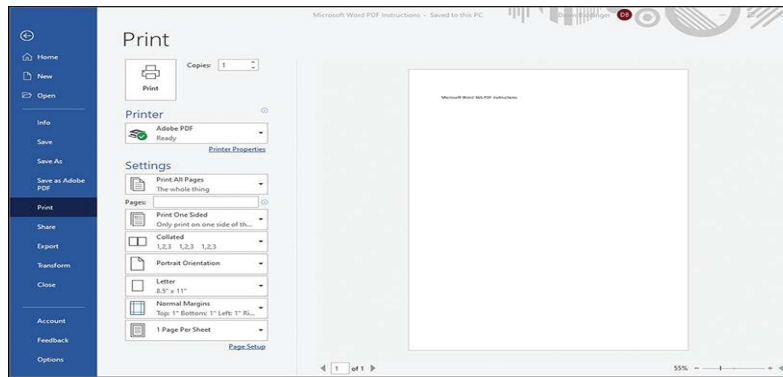
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Adobe PDF Printer - The Following instructions require Acrobat Professional, Acrobat Distiller and Adobe plug-ins for MS Office installed on your computer.

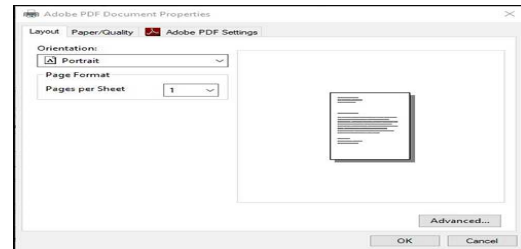
Screen shots are from Windows 10, screenshots used were generated for this document.

Microsoft Word document open go to **File/Print**.
Under Printer change to **Adobe PDF**.
Select **Printer Properties**.



Layout Tab

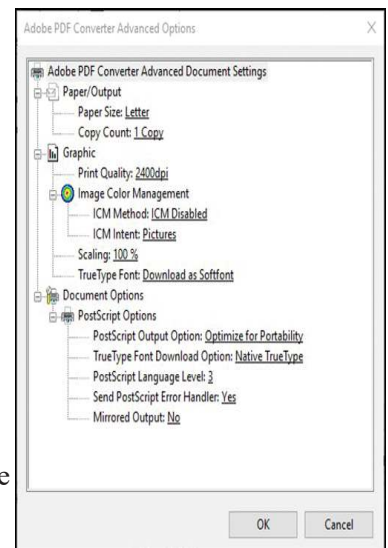
Orientation: Portrait
Page Format: Pages per Sheet: 1



Click the Advanced button

Adobe PDF Converter Advanced Document Settings

- Paper/Output
 - Paper Size - Letter
 - Copy Count - 1 Copy
- Graphic
 - Print Quality: 2400dpi
 - Image Color Management
 - ICM Method: ICM disabled
 - ICM Intent: Pictures
 - Scaling: 100%
 - TrueType Font: Download as Softfont
- Document Options:
 - Postscript Options:
 - Postscript Output Option: Optimize for Portability
 - TrueType Font Download Option: Native TrueType
 - PostScript Language Level: 3
 - Send PostScript Error Handler: Yes
 - Mirrored Output: No



Click OK

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Adobe PDF Settings Tab

Default settings: Press Quality (Starting point)

Adobe PDF Security: None

Adobe PDF Output Folder: Prompt for Adobe PDF filename

Adobe PDF Page Size: Letter

Select:

View Adobe PDF results

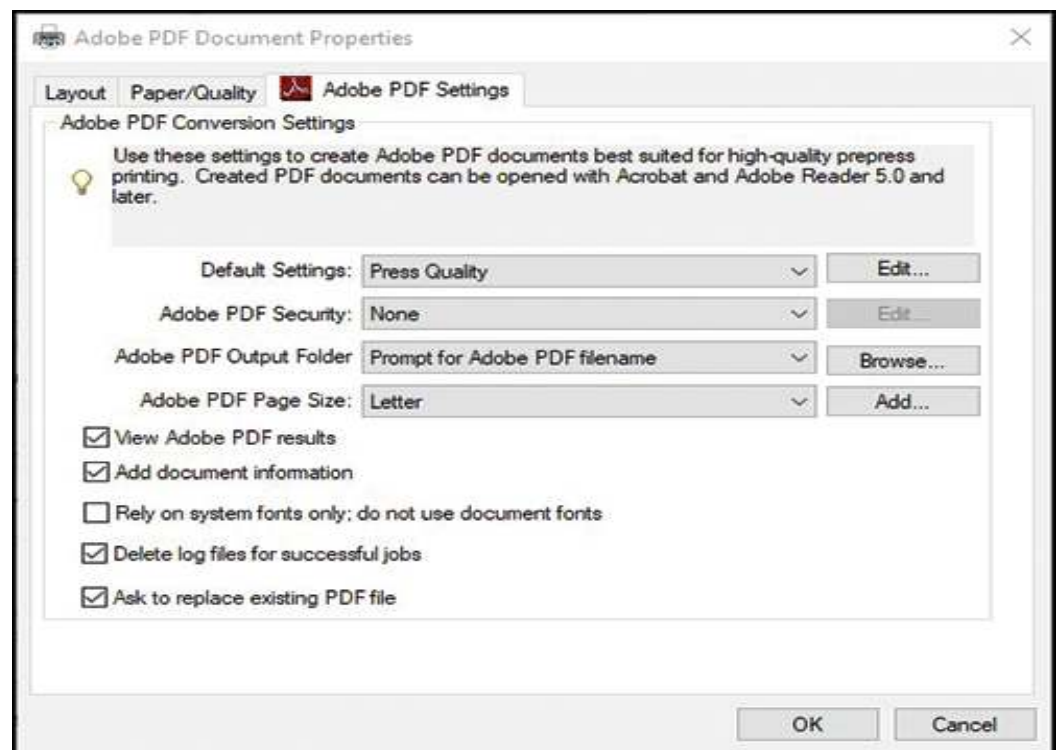
Add document information

Delete log files for successful jobs

Ask to replace existing PDF file

Unselect:

Rely on Systems fonts only; do not use document fonts.



Go into Edit under the Default settings: Press Quality. This will take you into Adobe Distiller Settings.

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General Tab

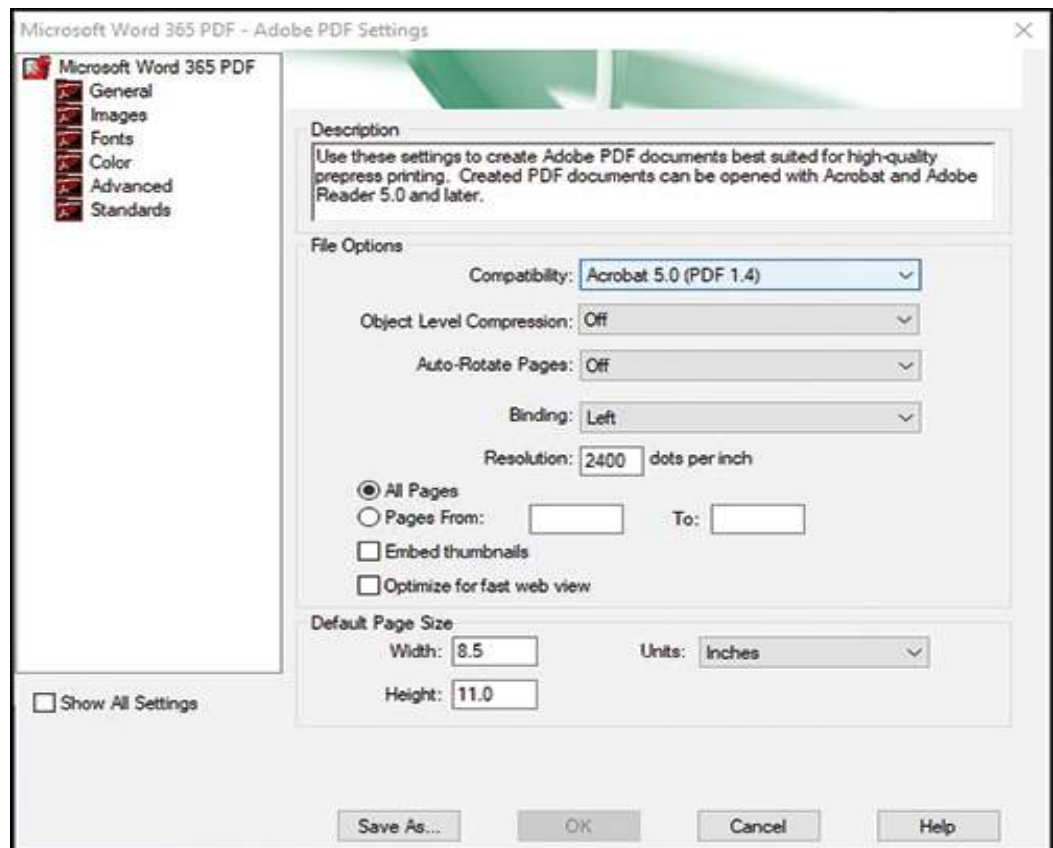
Compatibility: Acrobat 5.0 (PDF 1.4)
Object Level Compression: Off
Auto-Rotate Pages: Off
Binding: Left
Resolution: 2400 dots per inch

Select: All Pages

Default Pages Size:

Width: 8.5 (If your Document Width is set up to a certain Size Type it in)
Height: 11 (If your Document Height is set up to a certain Size Type it in)

Units: Inches



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Images Tab

Color Images

Downsample: Off - 300 pixels per inch
Compression: Zip

Greyscale Images

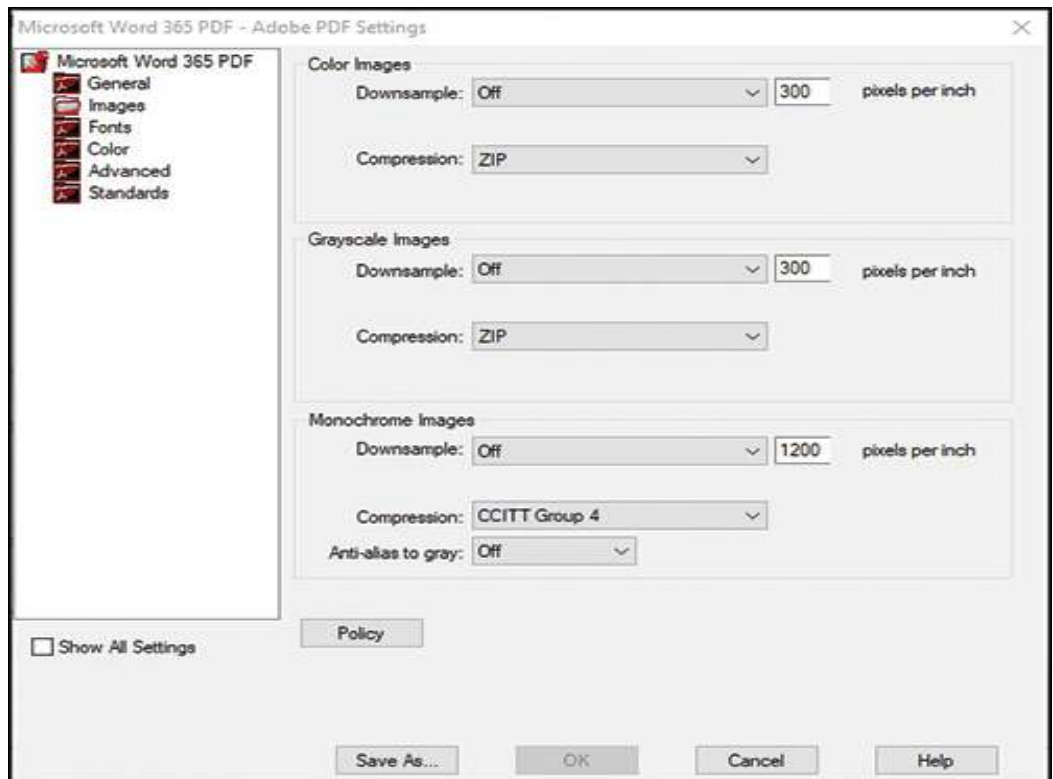
Downsample: Off - 300 pixels per inch
Compression: Zip

Monochrome Images

Downsample: Off - 1200 pixels per inch

Compression: CCITT Group 4

Anti alias to gray: Off

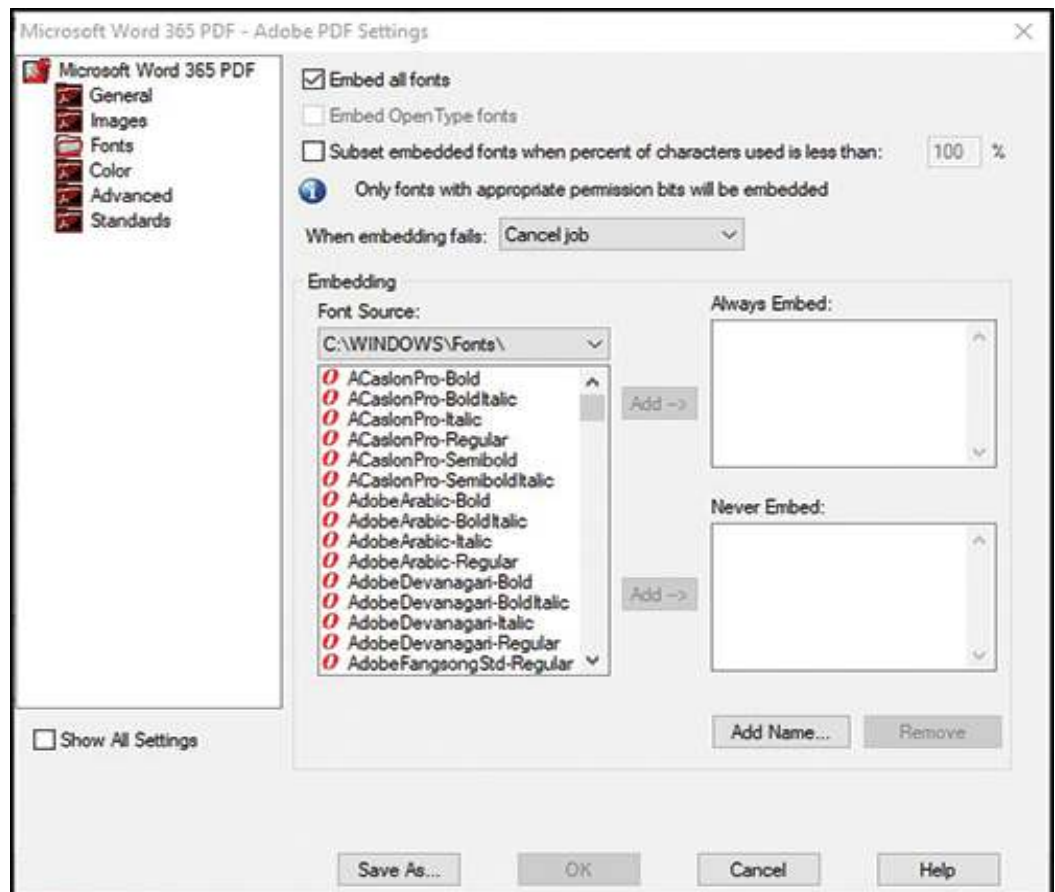


Fonts

Select Embed all fonts

Unselect Subset embedded fonts when percent of characters used less than: 100%

When embedding fonts fails: Cancel Job



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Color

Adobe Color Settings
Settings File: None

Color Management Policies
Convert all Colors to CMYK
Document Rendering Intent: Preserve

Working Spaces
Gray: Dot Gain 20%
RGB: sRGB IEC61996-2.1
CMYK: Coated FOGRA39 (ISO 12647-2:2004)

Select:

Preserve CMYK values for Calibrated CMYK color spaces

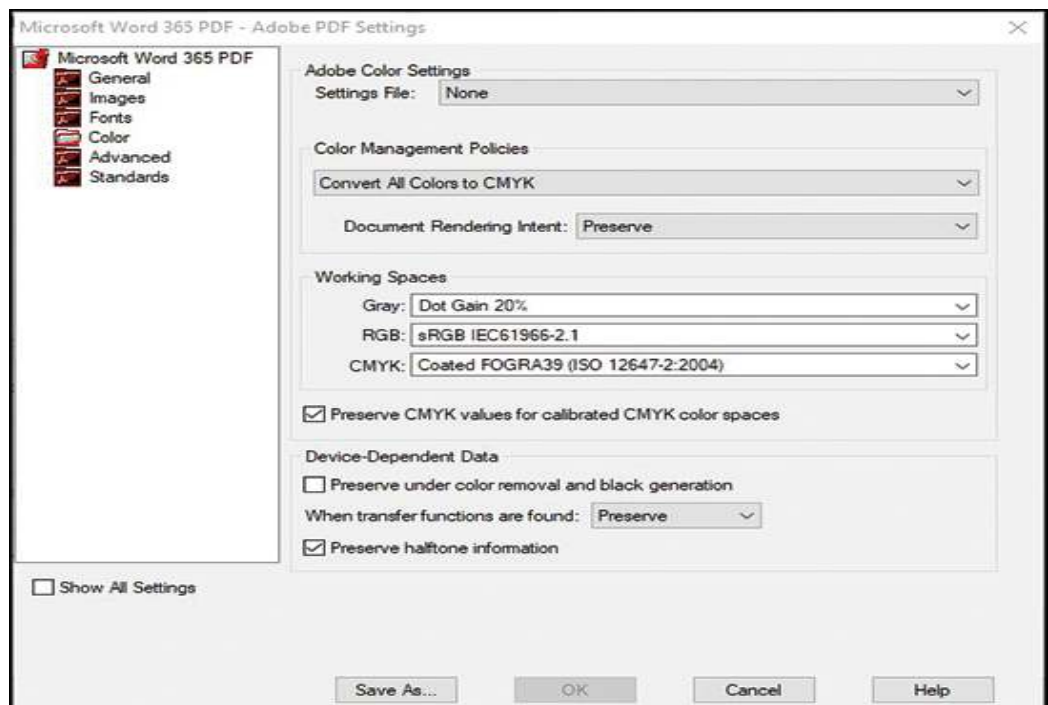
Device-Dependant Data

Unselect:

Preserve under color removal and black generation
When transfer functions are found: Preserve

Select:

Preserve halftone information.



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Advanced

Options

Select:

- Convert gradients to smooth shades
- Preserve Level 2 copypage semantics
- Preserve overprint settings
 - Overprinting default is nonzero overprinting
- Save original JPEG images in PDF if possible

UnSelect:

- Allow PostScript file to override Adobe PDF settings
- Allow Postscript XObjects
- Convert smooth lines to curves
- Save Adobe PDF settings inside PDF file
- Save Portable Job Ticket inside PDF file
- Use Prologue.ps and Epilogue.ps

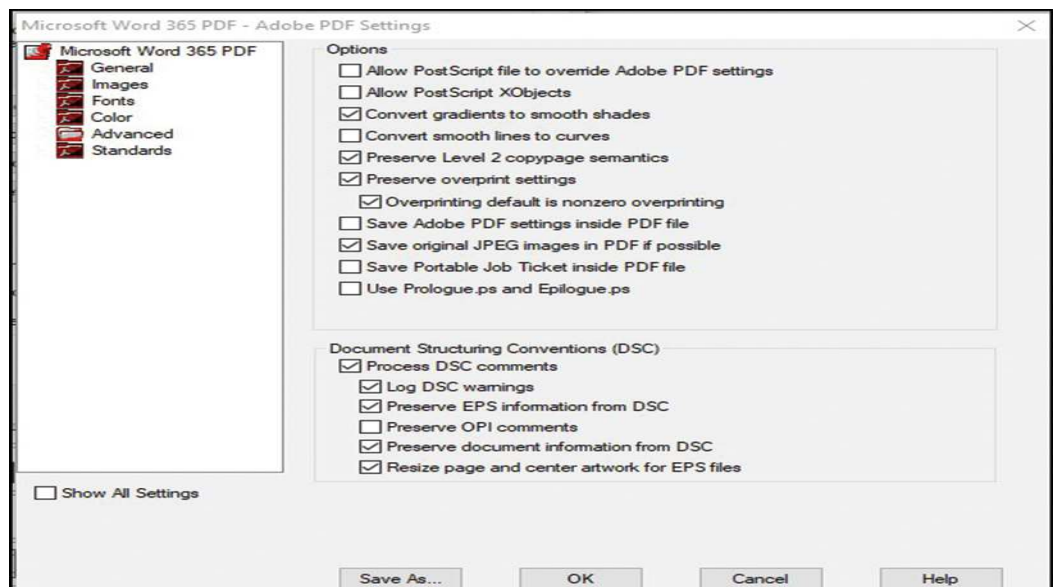
Document Structuring Conventions (DSC)

Select:

- Process DSC comments
- Log DSC warnings
- Preserve EPS information from DSC
- Preserve document information from DSC
- Resize page and center artwork for EPS files

Unselect:

- Preserve OPI comments



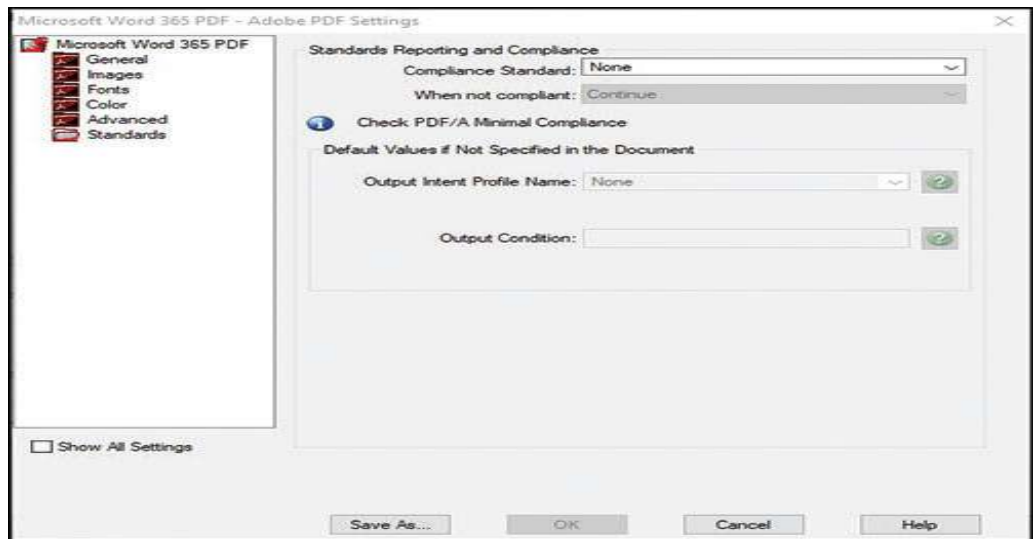
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Standards

Standards Reporting and Compliance:
Compliance Standard: None

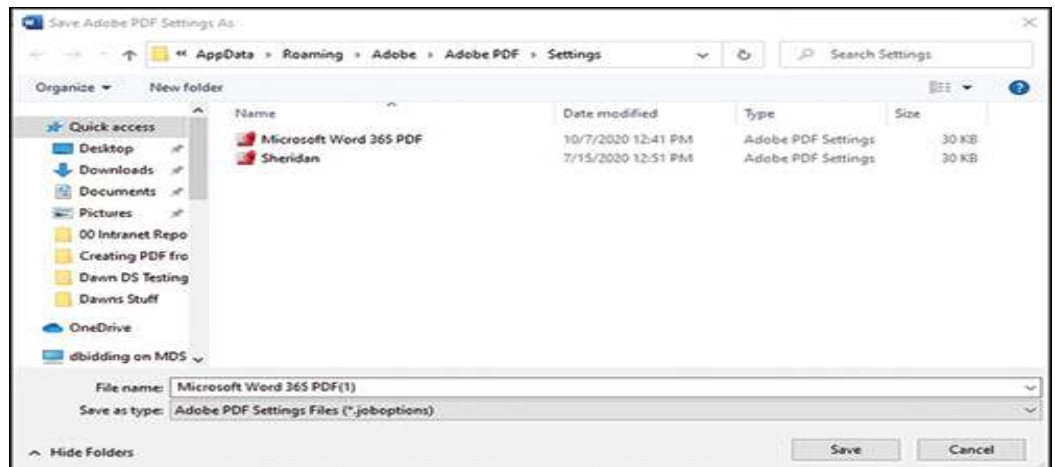
Everything else will be greyed out not be available.



Select Save As

The Adobe Setting in the AppData/Roaming/Adobe/Adobe PDF /Settings folder (this should appear automatically when the Save As button is selected). Name it something of your choice. Example: Microsoft Word 365 PDF.

Select the Save button



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Once saved, the Adobe PDF Document Properties window will reappear. The new PDF Job Option settings that were just saved will show in the Default Settings: dropdown. Example: Microsoft Word 365 PDF. This is what you will select when saving to a PDF from Microsoft. PDF. That is what you will select when saving to a PDF from Microsoft Word.

Select OK

The Print Screen will appear.

Select the Print button.

Direct where to Save the PDF from the browser window.

