

Revision: 06
Issue Date: 06.14.2012
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

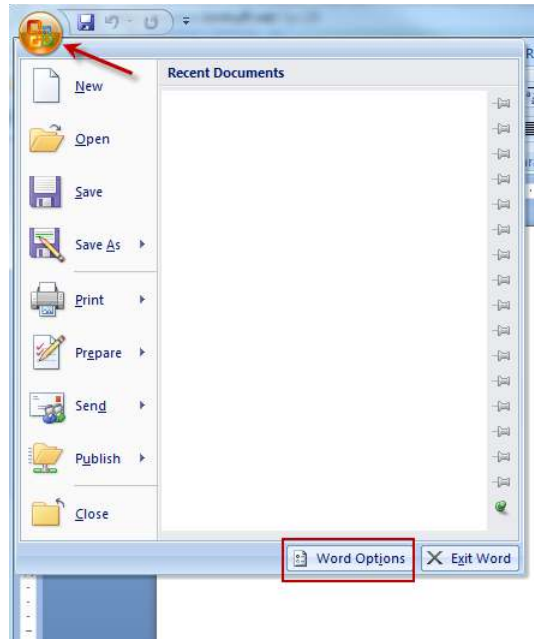
PDF files generated from Word must be created on the same computer that the Word files are created. Microsoft Word commonly uses system fonts resident on the computer where the files were created. Fonts on other computers may not be identical despite having the same name. By default, Word does not embed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

Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021

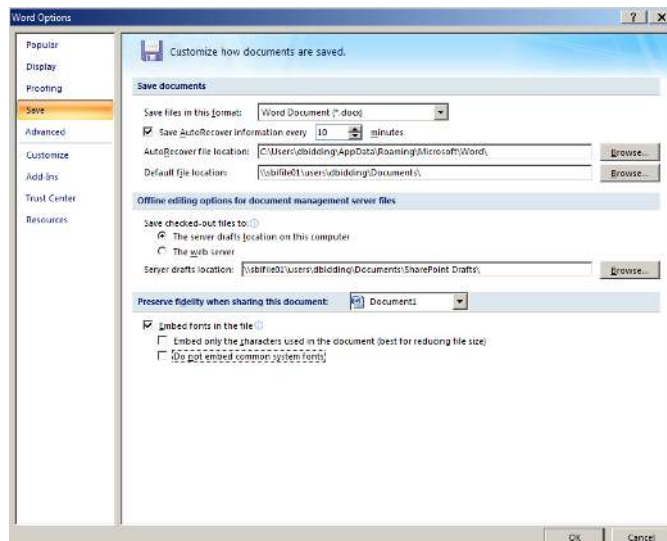


Embedding Fonts in PDF from Microsoft Word 2007 and Later

1. Click on the *MS Office* button.
2. Choose *Word Options* at the bottom of the menu.



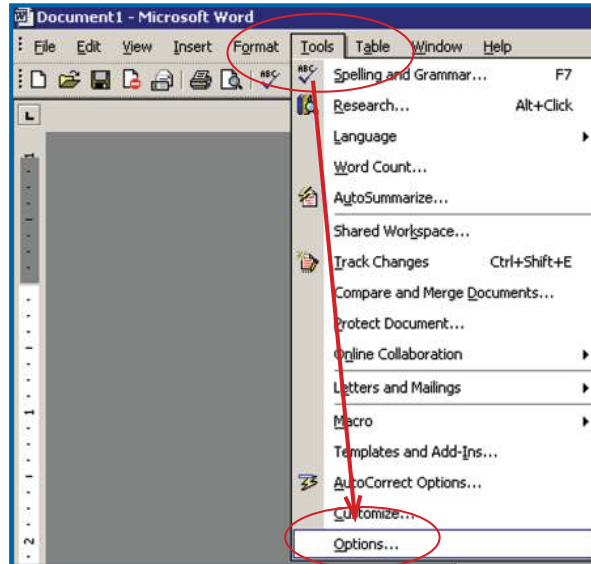
3. Click on *Save* in the pane to the left.
4. Check *Embed fonts in the file*.
5. Uncheck *Embed only the characters used in the document (best for reducing the file size)*.
6. Uncheck *Do not embed common system fonts*.
7. Click *OK*.



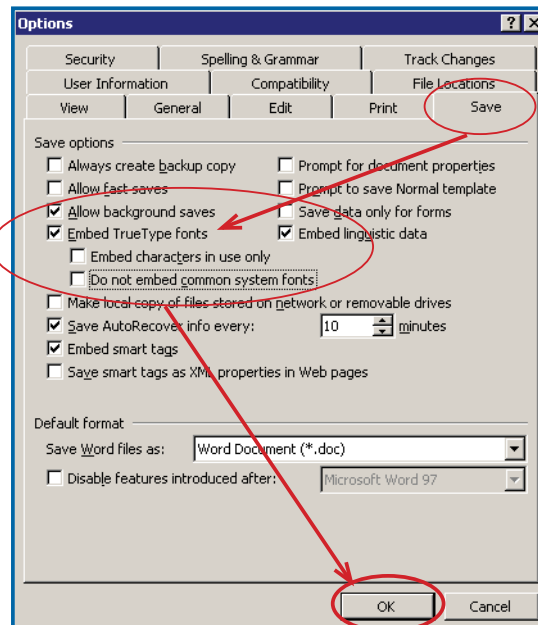
Embedding Fonts in PDF Microsoft Word 2003 and Earlier

Click on the *Tools* in the Menu Bar and choose *Options...* from the drop down menu.

Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



1. Click on the *Save* tab.
2. Click *Embed TrueType fonts*.
3. Uncheck *Embed characters in use only*.
4. Uncheck *Do not embed common system fonts*.
5. Click *OK*.



Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



How To Generate PDF from Microsoft Word

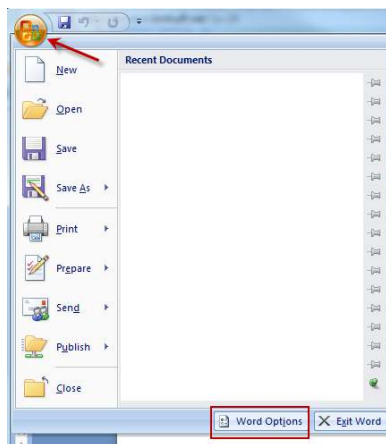
The following instructions for creating PDF from MS Word use Acrobat PDFMaker. See the section [Adobe PDFMaker](#) for instructions for configuring and making PDF. The most common issue we encounter with PDF from Word is that system fonts are not embedded. These include the TimesNewRoman and Arial families. See the next page for options to configure in Microsoft Word.

Adobe PDFMaker

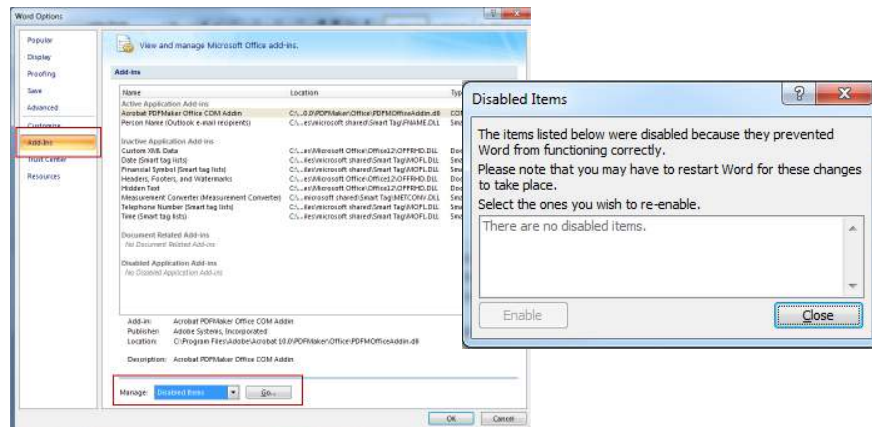
Sheridan recommends using the Adobe PDFMaker add-in for generating PDF from Microsoft Word. **You must have Acrobat installed on your computer in order for this add-in to function properly.** Adobe PDFMaker is installed by default with MS Word 2003 and later. Below are instructions on how to enable the PDFMaker add-ins.

Enable PDFMakerOfficeAddin from the Microsoft Office application's Disabled Items List

1. Open the Microsoft Office program you are using (Word, Excel, Publisher or PowerPoint).
2. Click the *Office button* and choose *'[Application name] Options'*.



3. Click *Add-Ins*
 - a. Select *Disabled Items from the Manage:* drop down menu
 - b. Select *Go...*



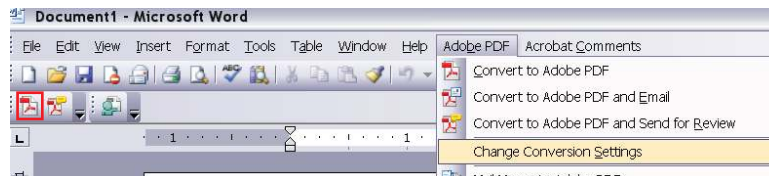
Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021

4. Check the list for **PDFMakerOfficeAdd-in:**
 - a. If it is listed, then select it and click **Enable**. Close all dialog boxes and restart the Office application.
 - b. If it is not listed, then make sure that PDFMOfficeAddin.dll is located in the ‘.../program Files/Adobe/Acrobat 8.0/PDFMaker/Office’ folder. If the file is missing, then reinstall Acrobat.
5. The Acrobat tab should be visible in the ribbon at top of application. If the Acrobat tab does not appear in the menu bar, please consult your Microsoft Help Menu for information regarding the installation and use of Add-Ins. Please also see the document <http://kb2.adobe.com/cps/330/330984.html> from the Adobe web site for more information. Following are the instructions for creating PDF from MS Word.

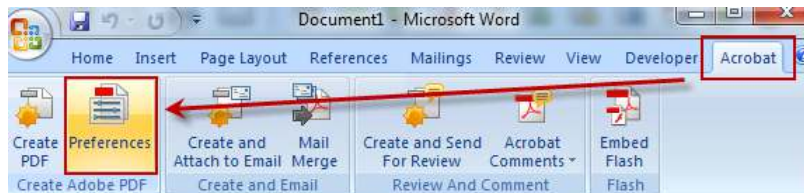


Configuring Preferences Adobe PDF Maker

In MS Word 2003 and earlier choose *Adobe PDF* from the menu and choose *Change Conversion Settings* from the drop down menu.



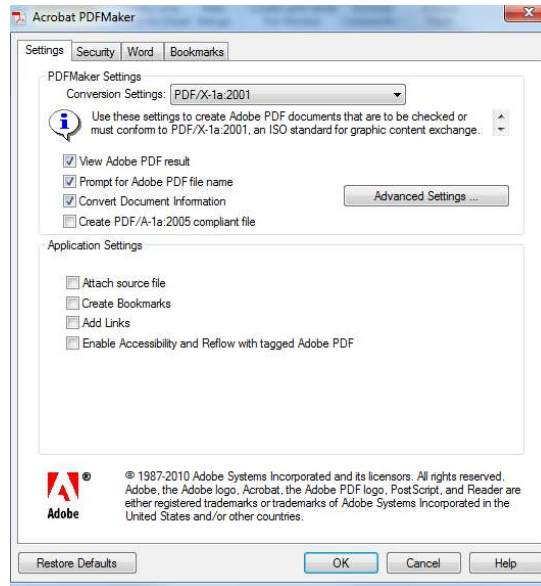
In MS Word 2007 and later choose *Acrobat* from the ribbon and select the *Preferences* button.



PDFMaker Settings:

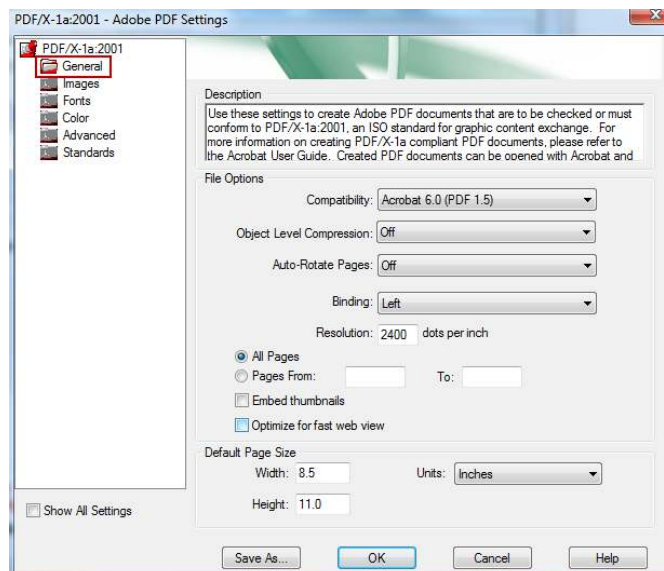
1. Select *PDF/X-1a:2001* from the *Conversion Settings:* drop down menu.
2. Check *View Adobe PDF result*.
3. Check *Prompt for Adobe PDF file name*.
4. Check *Convert Document Information*.
5. Uncheck *Create PDF/A-1a:2005 compliant file*.
6. Uncheck all boxes under *Application Settings*.
7. Click the *Advanced Settings...* button.

Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



Select General:

1. Select *Acrobat 6.0 (PDF 1.5)* from the *Compatibility*: drop down menu.
2. Select *Off* from the *Object Level Compression*: drop down menu.
3. Select *Off* from the *Auto-Rotate Pages*: drop down menu.
4. Select *Left* from the *Binding*: drop down menu.
5. The radio button for *All Pages* should be active unless only specific pages are being output. If only some pages are being output, activate *Pages From*: and enter page numbers.
6. *Default Page Size* refers to *Trim Size*, the *Page Layout/Paper Size* in Microsoft Word should also be set up as the *Trim Size*.

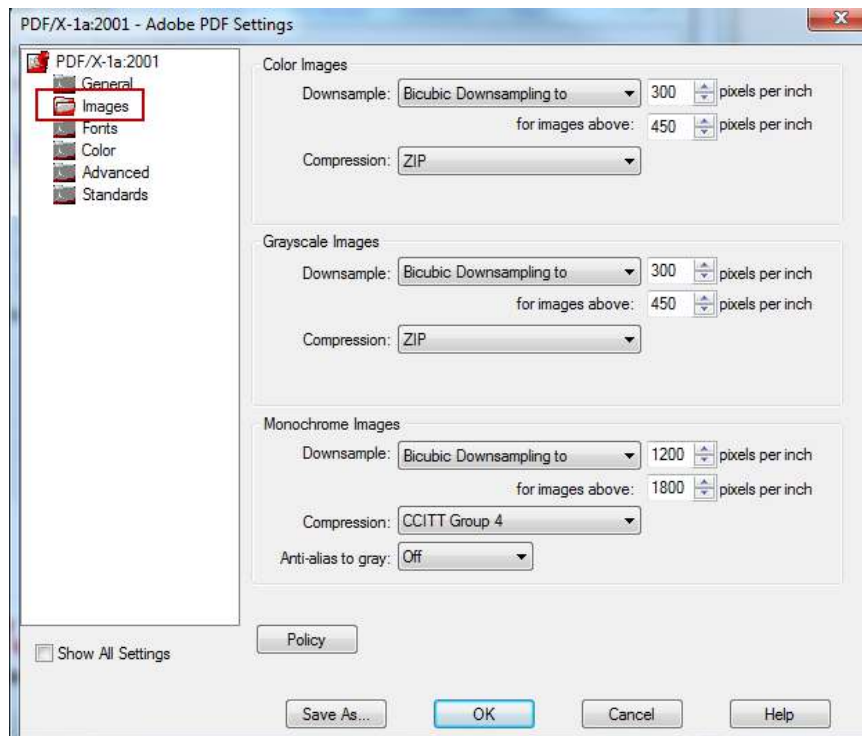


Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



Select Images:

6. Color Images:
 - a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
 - b. Enter *300* in pixels per inch.
 - c. Enter *450* for images above:
 - d. Select *Zip* from the *Compression drop:* down menu.
7. Grayscale Images:
 - a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
 - b. Enter *300* in pixels per inch.
 - c. Enter *450* for images above:
 - d. Select *Zip* from the *Compression:* drop down menu.
8. Monochrome Images:
 - a. Select *Bicubic Downsampling* from the *Downsample:* drop down menu.
 - b. Enter *1200* pixels per inch.
 - c. Enter *1800* for images above:
 - d. Select *CCITT Group 4* from the *Compression:* drop down menu.
 - e. Select *Off* from the *Anti-alias to gray:* drop down menu.

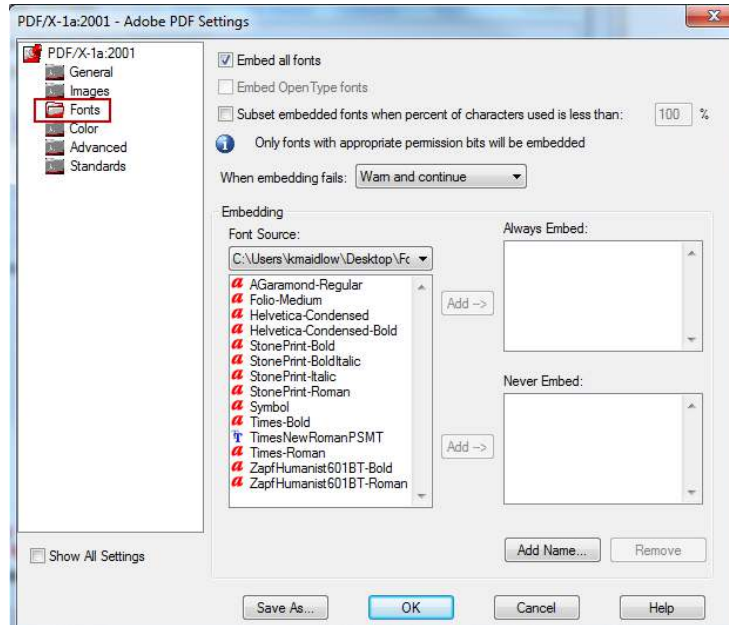


Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



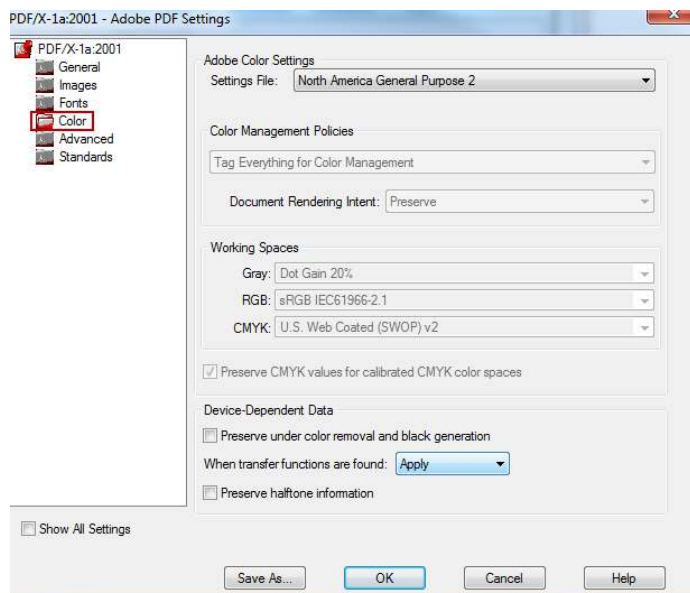
Select Fonts:

9. Check *Embed all fonts*.
10. Uncheck *Subset embedded fonts when percent of characters is less than:*
11. Select *Warn and continue* from the *When embedding fails:* drop down menu.
12. The *Always Embed* and *Never Embed* windows should be empty.



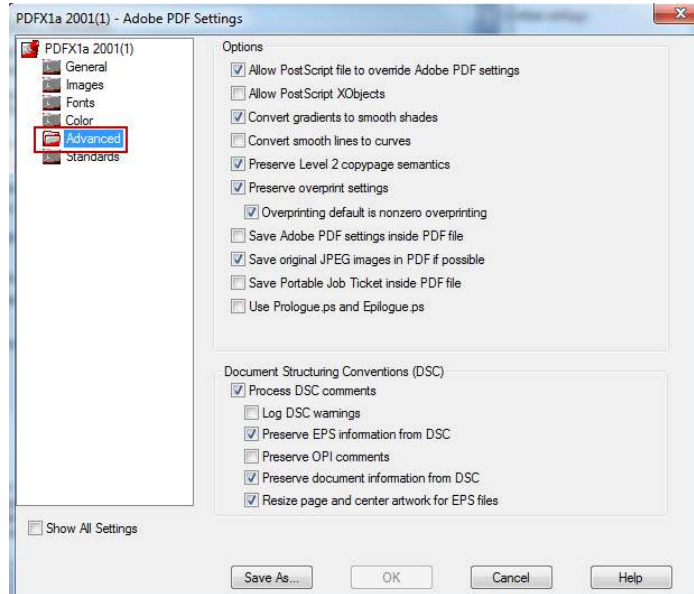
Select Color:

13. Select *North America General Purpose 2* from the Settings File: drop down menu.
14. Do not modify any other settings



Select Advanced:

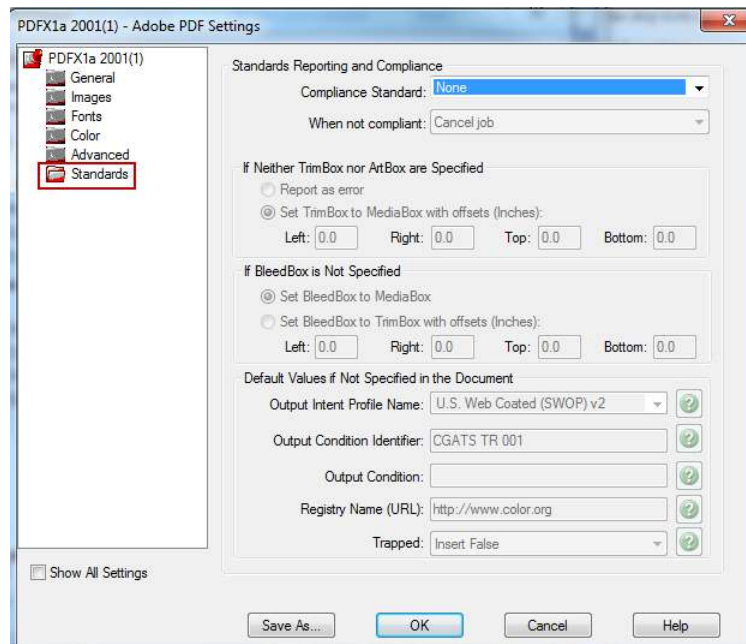
15. Do not modify any of the settings in this window. *Leave all settings at defaults.*



Select Standards:

16. Choose *None* from the *Compliance Standard*: drop down menu.

17. All other settings will be grayed out.



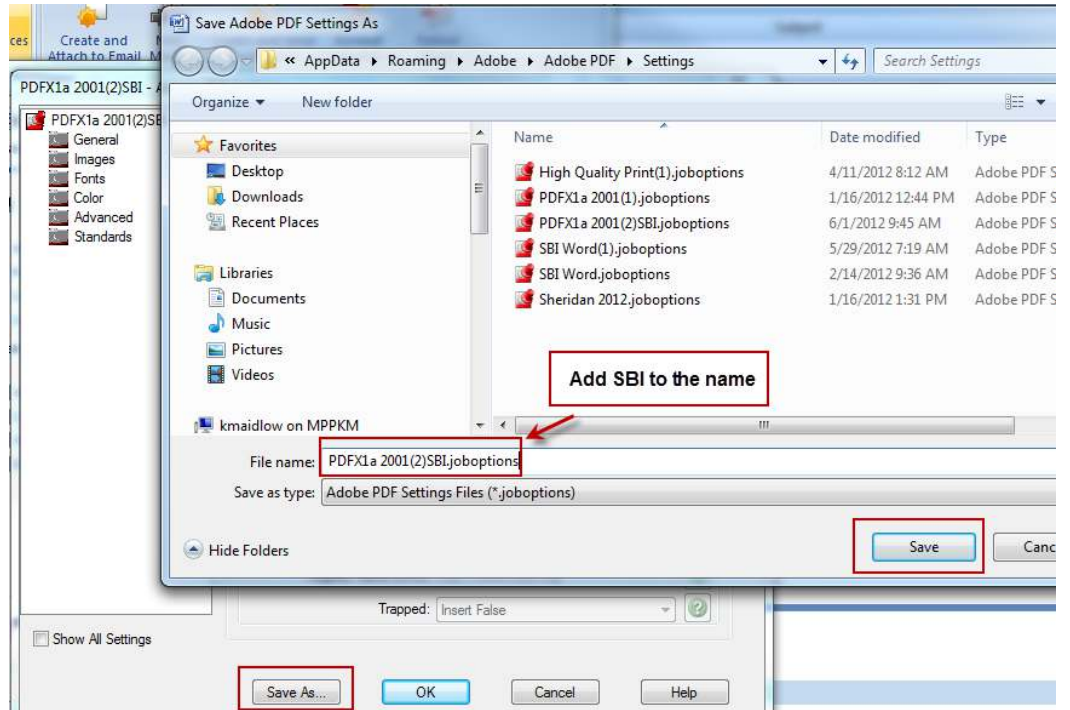
Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



Revision: 06
Issue Date: 06.14.2012
Revision Date: 10.29.2021



18. Click the *Save As* button.
19. Add *SBI* to the end of the settings name.
20. Select *Save*.
21. Click *OK*.



Generating PDF

Clicking the Acrobat button in Microsoft Word will generate a PDF file using the default settings just configured.

Microsoft Word 2003



Microsoft Word 2007 and later

