

**To perform the Distiller Settings (Distiller 9 for Adobe Acrobat) - as specified by us - the following steps must be carried out:**

1. Open Acrobat Distiller with the "Start" menu, "Programs".
2. Set the default to "Standard".
3. In the "Default Settings" select "Edit Adobe PDF Settings" and change as described earlier (from Acrobat Distiller version 6.0 on the font folder that has to be used is no longer named "Base 14 fonts" but "C: \ WINDOWS \ Fonts \").
4. Save the changed settings and it automatically creates "Standard (1)".
5. Now exit the program and go in the "Start" menu to "Control Panel".
6. From there go to "Printers and Other Hardware".
7. Select the printer "Adobe PDF" and then use the left-click to select "select Printer Properties".
8. Now access the "Adobe PDF Settings" and select, by right-clicking in "Default Settings", the new "Standard (1)" and see if "Only use system fonts, no document fonts" is set as checked, then click "ok" to confirm.
9. To generate a PDF from a Word file, you now go in the open Word file to "File" and "Print". In the Printer menu, select the "Adobe PDF" printer and click "OK". Now select the storage space for the PDF file and let the file finish creating – done.  
  
In this PDF file – after being opened- in the option "File" "Document Properties" "Fonts" after all used fonts (embedded) or (embedded subset) must be shown in brackets.
10. You can then print this PDF file (make sure in the print menu, that under "Page Attributes" the "Page Scaling" is set to "No", since otherwise there will be a false print out size) and control for errors. When everything is in order and correction free we can use this file for publishing. The paper copy should be supplied to us as a check up.

**No fonts should be entered in "never embedded"**

After the PDF file is opened under "File" - "Document Properties - Fonts", the picture above should appear and behind each font the embedding must appear in the brackets.

## Another tip for conversion into PDF

When converting a WORD file to PDF in the “**Zoom**” field “**No Scaling**” should be shown. All other settings change the original size of the PDF. This must be when printed out (also with the setting "no scaling") in a set **width of 12 cm!**

This also applies to the print out of a WORD file!