How to make a PDF file from a DOC file

This guide shows the way to convert a DOC file into a PDF file using Adobe Acrobat 9.

(1) Click print in menu tab.

Then, choose "Adobe PDF" in the printer name box and select "Properties."



(2) Click "Edit" in the Adobe PDF Setting.

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Use these settings to cre business documents. Cre 6.0 and later.	, ate Adobe PDF documents suitable for rel ated PDF documents can be opened with (able viewing Acrobat and A	and printing of Ndobe Reader
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☐ Ask to replace existing P	DF file		

(3) Make sure to check "Optimize for fast web view", and then click Fonts.

Standard - Adobe PDF Settir	igs		×			
Standard General						
Images	Description					
Color Advanced Standards	Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.					
	File Options					
	Compatibility:	Acrobat 6.0 (PDF 1.5)	-			
	Object Level Compression:	Maximum	•			
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(4) Check "Embed all fonts" , and remove all fonts in "Never embed box. Then save your setting and click OK.

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(5) Here, as an example, it is saved as "Standard(1).joboptions"

(6) Choose your setting and click OK.

Adobe PDF のドキュメントのプロパティ				
レイアウト 用紙/品質 🖄 Adobe PDF Settings Adobe PDF Conversion Settings				
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.				
Default Settings: Standard(1)				
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Adobe PDF Page Size: A4				
View Adobe PDF results				
Add document information				
Rely on system fonts only; do not use document fonts				
✓ Delete log files for successful jobs				
Ask to replace existing PDF file				

(7) Now, all settings are completed and you can print your document as a PDF file.

(8) Finally, in order to check if it is completed, select the "File"→"Properties"→"Font" in the resulting PDF file. If there is an "Embedded Subset" attached to every font, the process is successful.

Document Properties	X
Description Security Fonts Initial View Custom Advanced	
Fonts Used in this Document	
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