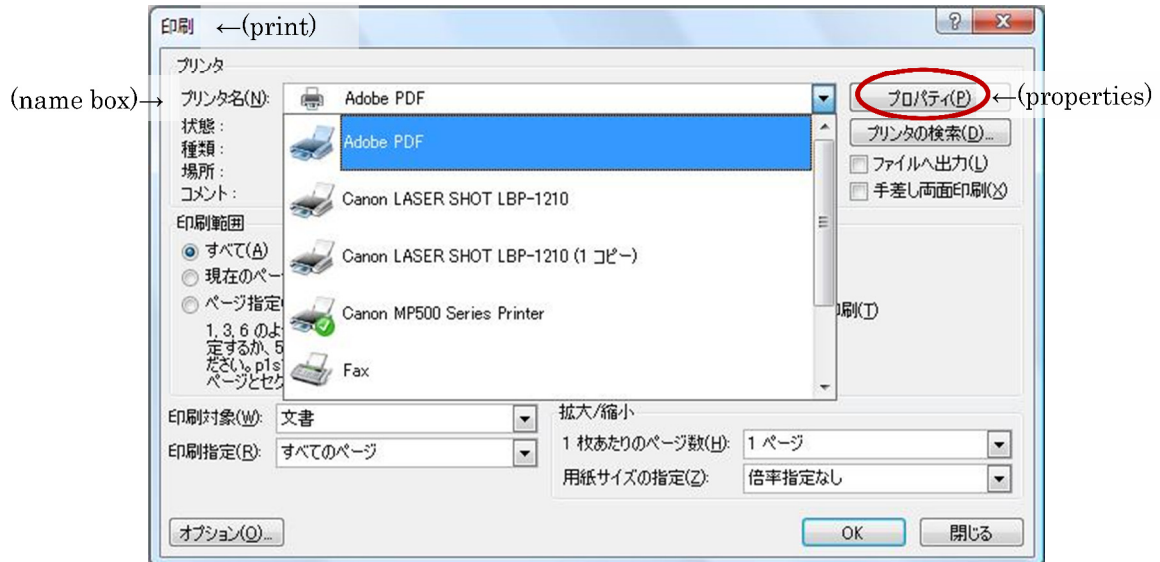# How to make a PDF file from a DOC file
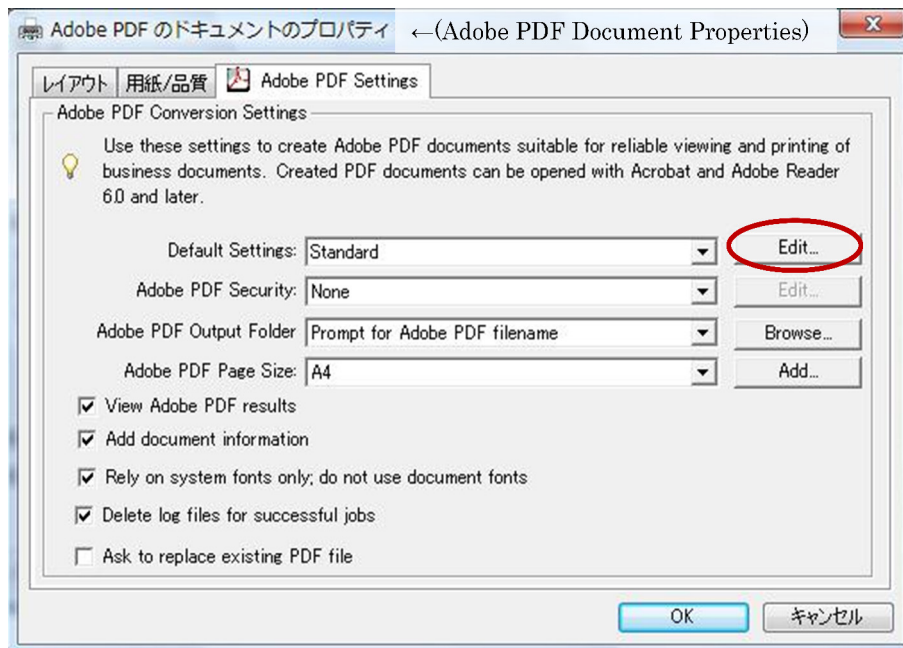
This guide shows the way to convert a DOC file into a PDF file using Adobe Acrobat 9.

(1) Click print in menu tab.
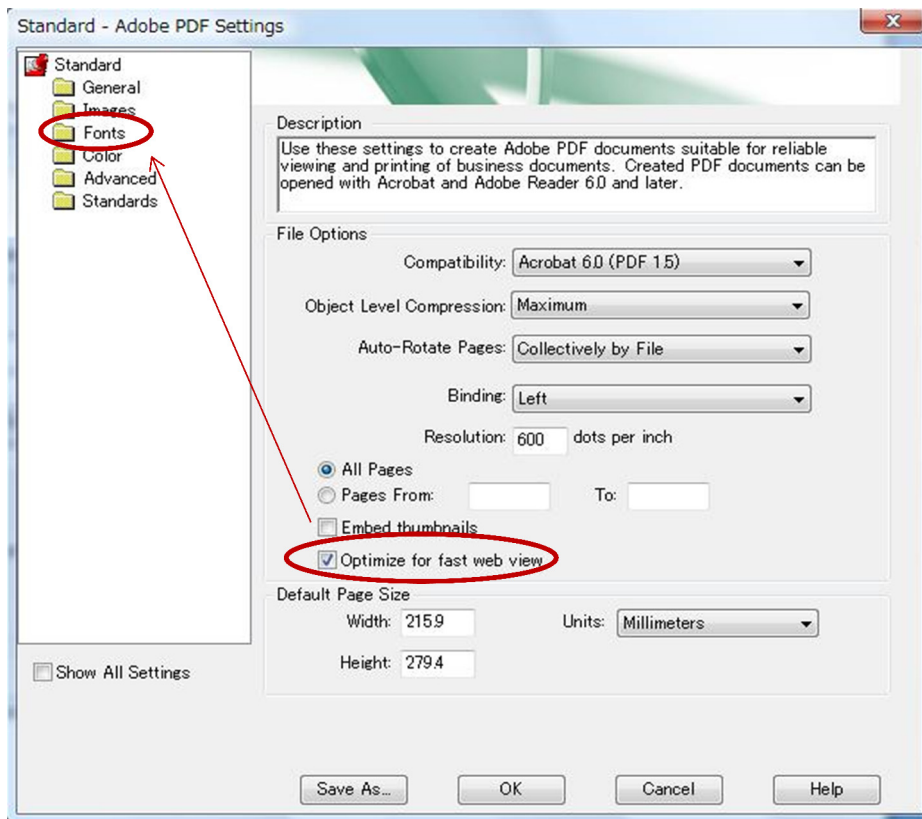
Then, choose "Adobe PDF " in the printer name box and select "Properties."

(name box)→ ←(properties)

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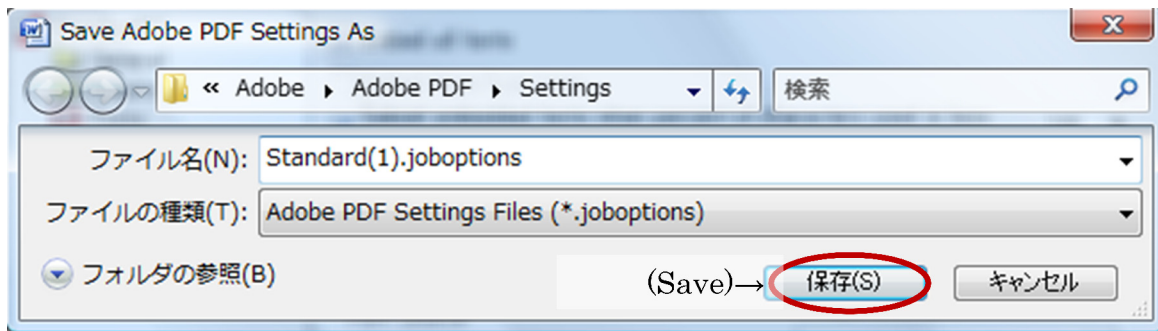

←(Adobe PDF Document Properties)

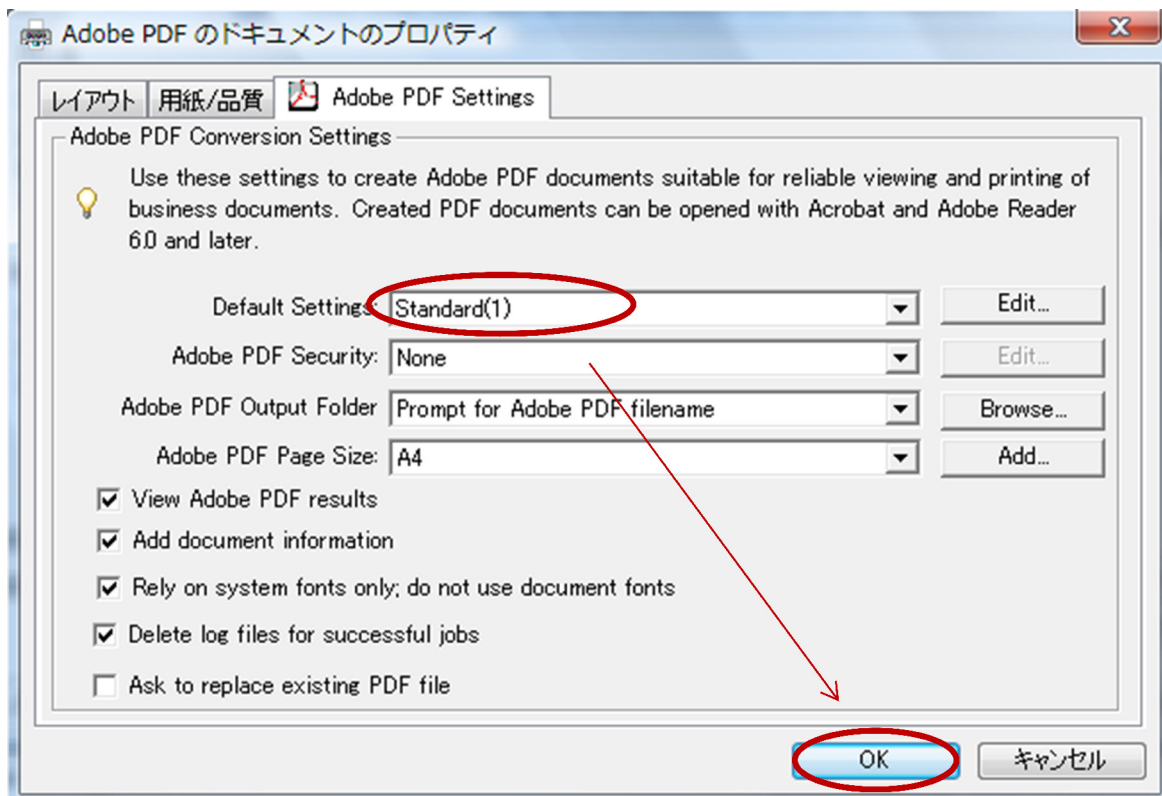(3) Make sure to check "Optimize for fast web view", and then click Fonts.

(4) Check "Embed all fonts", and remove all fonts in "Never embed box.
Then save your setting and click OK.
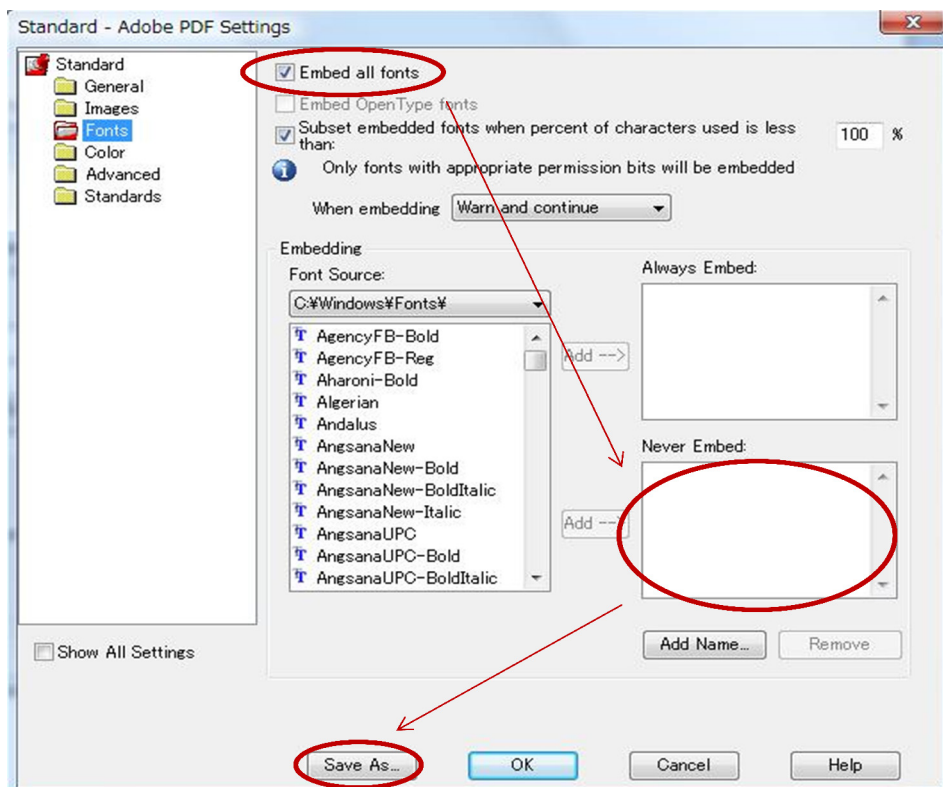
⑸ Here, as an example, it is saved as "Standard(1).joboptions"

Save Adobe PDF Settings As

« Adobe ▸ Adobe PDF ▸ Settings ▾ ✦ 検索

ファイル名(N): Standard(1).joboptions

ファイルの種類(T): Adobe PDF Settings Files (*.joboptions)

フォルダの参照(B)   (Save)→ 保存(S)   キャンセル

⑹ 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)   Edit...

Adobe PDF Security: None   Edit...

Adobe PDF Output Folder: Prompt for Adobe PDF filename   Browse...

Adobe PDF Page Size: A4   Add...

☑ 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

OK   キャンセル

⑺ 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.