

University Libraries

## PDF Instructions

### Converting Your Document to PDF (Microsoft Windows with Office 2010)

1. Click on File > Save As. Under "Save As Type" select PDF from the drop-down menu.
2. On the left under "Optimize For" select Standard (publishing online and printing).
3. To preserve your document using the archival version of PDF, find "Options" towards the bottom and click on it. In the window, under PDF Options select ISO 19005-1 compliant (PDF/A). Click OK.
4. To embed fonts, click the drop-down menu next to "Tools" and select "Save Options". On the bottom on the left under "Preserve fidelity when sharing this document" place a check next to "Embed Fonts", and then also next to "Embed Only The Characters Used", and then also next to "Do Not Embed Common Systems Fonts." Click on "OK" (Fonts must be embedded to guarantee your document will be readable on computers that do not necessarily have your font on them. This is especially helpful for documents with special characters and symbols.)
5. Click on "Save".

### Combining PDFs

To combine multiple files using Adobe Acrobat X Pro, choose File > Create > Combine Files into a Single PDF and follow the instructions. Acrobat is available on computers on the 1st floor of the main library (look for the Multimedia Express Workstations or use the Student Multimedia Studio).

### Proofing Your PDF

Browse through your finished PDF to make sure all content and formatting was preserved during the conversion.