

There are several ways to create a PDF file from Word. You really should have Distiller loaded on your computer for best results.

## Creating a PDF from Word on the PC

The best method is to **Print to File** from the Print dialog box using a postscript printer. Then, using Distiller, you will distill the resultant .prn file. See the file, [Distiller Settings Instructions.pdf](#) and download the [OPI High Quality Distiller settings.zip](#) archive.

Another method is to use the **Adobe PDF** printer from the Print dialog box. (See below)

The third is to **export a PDF from Word**, but first making sure you have the correct settings. (See below)

Whichever method you use, you will have to do some set-up to make sure the PDF file you create is of the best quality for high resolution printing.

## Printing Using Adobe PDF

If you are going to print to PDF using the Adobe PDF printer, choose the **Properties** button in the print dialog. From there, choose “OPI High Quality Dist~” (if you have already imported our .joboptions file) under the **Adobe PDF Settings** tab. If you haven’t imported the settings choose **Press Quality** from the drop-down menu then **Edit** to set up OPI’s preferred settings. Use the pictures on page 2 of [Distiller Settings Instructions.pdf](#) as your guide.

## Exporting PDF

If you are going to export a PDF file directly from Word, make sure to go to the **Adobe PDF/Change Conversion Settings...** menu. From there, choose “OPI High Quality Dist~” (if you have already imported our .joboptions file) or choose **Advanced Settings**, go to each tab—General, Images, Fonts, etc.—and match the settings shown in the [Distiller Settings Instructions.pdf](#)

## Page Size

Please set your PDF page size to the size of your document, i.e., if your book is 6 x 9 that should be the final page size on your PDF. Exporting to PDF should set that automatically. Printing to postscript pages are set from Properties/Advanced/Page Size/Custom. Printing to Adobe PDF pages are set from Properties/Adobe PDF Settings/Adobe PDF Page Size/Add....

Once your PDF is created, open it, choose File/Properties... and click on the Fonts tab to make sure **all fonts** (even Times, Helvetica, etc.) are embedded, or at least embedded subset.

## Creating a PDF from Word on the Mac

Choose **PDF** then **Save as PDF** in the print dialog box. This method is not the best, as all fonts may not embed and the text may be “RGB” instead of black.

If you have Acrobat, choose “Adobe PDF” as the Printer, “Standard” as the preset then, under PDF Options, choose “OPI High Quality Dist~” (or use the pictures in the [Distiller Settings Instructions.pdf](#) file to set your own).