If You Use Word (otherwise, skip to the next section):

File \rightarrow Options \rightarrow Advanced: Scroll down to **Image Size and Quality**. Check the box **Do not compress images in file** and change the default resolution to **High fidelity**.

Word Options		?	\times
General Display Proofing	 Use the Insert key for paste ✓ Show Paste Options button when content is pasted ✓ Use smart cut and paste i Settings 		
Save Language Accessibility Advanced Customize Ribbon Quick Access Toolbar	Pen Use pen to select and interact with content by default Image Size and Quality Document1 Discard editing data Do not compress images in file Category Default resolution: Thigh fidelity		
Add-ins Trust Center	Chart Document1 Properties follow chart data point i Show document content		
	 Show background colors and images in Print Layout view Show text wrapped within the document window Show picture placeholders i Show drawings and text boxes on screen Show bookgmarks Show text boundaries Show text boundaries Show crop marks Show field codes instead of their values Field shading: When selected 		
	Use <u>d</u> raft font in Draft and Outline views	Car	▼ ncel

When printing to Adobe Acrobat:

File \rightarrow Print \rightarrow Printer Properties \rightarrow Layout tab: Click the Advance button and then select **PostScript Custom Page Size**. Enter the dimensions of your book!

aper Feed Direction: aper Type: Offsets Relative to Paper Feed Direction	
aper Type: Out Sheet Offsets Relative to Paper Feed Direction	``
Offsets Relative to Paper Feed Direction	ł
Perpendicular Direction: 0.00 (0.00, 25000.00)	
Parallel Direction: 0.00 (0.00, 25000.00)	

File \rightarrow Print \rightarrow Printer Properties \rightarrow Adobe PDF settings tab:

Change the **Default settings** to the High Quality Print preset and then click the **Edit...** button.

Adobe PDF Conver	sion Settings		
Use these sett and proofers. and later.	tings to create Adobe PDF docum Created PDF documents can be	ents for quality printing on desk opened with Acrobat and Adob	top printers e Reader 5.0
Defa	ault Settings: High Quality Print	~)(Edit
Adobe P	DF Security: None	~	Edit
Adobe PDF O	utput Folder Prompt for Adobe P	DF filename 🗸 🗸	Browse
Adobe PDF	Page Size: Legal	~	Add
🔽 View Adobe P	DF results		
Add documen	t information		
Rely on syster	m fonts only; do not use document	fonts	
🖌 Delete log files	s for successful jobs		
Ask to replace	existing PDF file		

Under the Images tab, turn off all down sampling and compression.

High Quality Print(1) - Adobe	PDF Settings		\times
High Quality Print(1)	Color Images		
General	Downsample: Off	300 pixels per inch	
Fonts			
🚾 Color	Compression: Off	~	
Advanced Standarde			
Standards			
	Grayscale Images		
	Downsample: Off	✓ 300 pixels per inch	
	Compression: Off	~	
	Monochrome Images		
	Downsample: Off	✓ 1200 pixels per inch	
	Compression: Off	~	
	Anti-alias to gray: Off 🗸 🗸		
Show All Settings	Policy		
	Save As OK	Cancel Help	

Then, under the **Fonts** tab, check the box to embed all fonts and move all of your fonts into the **Always Embed** category.

High Quality Print(1) - Adobe	PDF Settings	\times
High Quality Print(1) General Images Fonts Color Advanced Standards	 Embed all fonts Embed Open Type fonts Subset embedded fonts when percent of characters used is less than: 100 % Only fonts with appropriate permission bits will be embedded When embedding fails: Warm and continue 	
	Embedding Font Source: C:\WINDOWS\Fonts\ O ACaslonPro-Bold O ACaslonPro-Regular O ACaslonPro-Semibold O AdobeArabic-Bold O AdobeArabic-Regular O AdobeDevanagari-Bold O AdobeDevanagari-Regular O AdobeFangsongStd-Regular	
Show All Settings	Add Name Remove Save As OK Cancel Help	

Be sure to save the edited High Quality Print preset to a new preset so that you can select it in the future.