

How to Create a Production-Ready PDF File of Your Final Submission

- Make sure all images included in your submission were created using the guidelines provided in the below section named "Figure Position and Digital File Preparation."
- **ALL FONTS MUST BE EMBEDDED IN THE PDF. THIS INCLUDES ALL FONTS CONTAINED IN THE GRAPHIC IMAGES AS WELL.**

How to Embed Fonts

You will be converting your source file, whether it is a Word file or LaTeX file to pdf for final submission to the proceedings. When creating the pdf file it is important to ensure that you embed all fonts.

In order to ensure there is no loss of information in the pdf file, all fonts must be embedded. **If your fonts are not embedded, your paper will not print correctly.** Fonts should be embedded when creating the initial pdf file.

Converting Word to PDF

When creating a pdf file from a Word file the settings to embed the fonts should be done in Word. When printing to pdf from Wprd, the options are chosen when creating your print settings. Below is how this should be done:

- Select Print
- In the print dialog box, select "Adobe PDF."
- Select "Properties."
- Under "Default Setting" select "High Quality Print."
- Select "Edit".
- Select "Fonts" from the left list of folders.
- If it is not already checked off, check the two boxes: "Embed all Fonts" and "Subset embedded fonts when percent of characters is less than 100 %."
- Hit "Ok".

Converting LaTeX to PDF

If you will be creating the pdf file directly from the LaTeX file the following command should be ran

- `pdflatex`

If you will be creating a .dvi file from the Latex file and then converting that to a postscript file, the following command should be ran

- `dvi2ps`

You will then need to convert the .ps file to a pdf file using Distiller. Your distiller settings should be set as follows:

- Set your "Default Setting" to "High Quality Print."
- Select "Settings" from the drop down menu.
- Select "Fonts" from the left list of folders.
- If it is not already checked off, check the two boxes: "Embed all Fonts" and "Subset embedded fonts when percent of characters is less than 100 %."
- Hit "Ok".

How to Check the PDF File to Ensure All Fonts Are Embedded

Preflight Your File

It is important to check your final PDF file to make sure that all fonts are embedded and that your PDF is suitable to be printed on a digital press. If you have Adobe Professional, you can preflight your file.

- From your Main Menu, select Tools → Print Production → Pre-flight.
- Once the Preflight dialog box opens, select the profile “Digital press (b/w).” If your paper contains color which you have made arrangements with AIP to print in color select “Digital press (color).”
- The File will run through a quick diagnostic, and you will be provided a report listing all problems found with your file including any low resolution images or un-embedded fonts.