Instructions for Creating Reliable Adobe Acrobat Files

To ensure that all text and special symbols in your article appear the way you want, certain precautions must be taken to prevent these kinds of problems:

- Missing or incorrect characters (due to missing fonts that were not embedded)
- Low-resolution graphics (typically copied from the web or generated by PDF Writer)
- Colors that disappear or end up looking like the same shade of gray when printed.
- Non-standard page sizes (the final printed pages are 8-1/2 inches by 11 inches)

Please observe the following rules for creating Acrobat documents:

1. Do not use Acrobat PDF Writer or PDF Maker to generate PDF files because they do not embed fonts and all graphics are low-resolution web-style graphics. Always use Acrobat Distiller instead. If you must use Acrobat PDF Writer, use only standard PostScript fonts, Times Roman (with Italic, Bold, and Bold Italic) and Symbol and carefully check the PDF documents you create to make sure the graphics are of acceptable quality.
2. When creating graphics to be included in your document, embed the fonts into the graphics.
3. When using Acrobat Distiller, EMBED ALL FONTS. It is sometimes possible to correct an Acrobat file that is missing fonts, but it takes a long time, and if the new font doesn't match the one used originally, certain characters will disappear and others will appear as only black dots.
4. Do not use graphics copied from the web. These images typically have a resolution of only 72 dots-per-inch (dpi). Normally line drawings are printed at 600 to 1200 dpi and color and gray-scale images are printed at 300 dpi.
5. Avoid the use of color graphics. The files are printed in black and white, and some colors (such as light green) disappear when printed in black and white. Also, different colors may end up looking like the same shade of gray when printed. Before sending Acrobat documents with color graphics, test them by printing to a black and white printer.
6. Use 8-1/2 inch by 11-inch (US letter) sized pages. Problems can occur when A4-size paper is reformatted as US letter size paper (all the text may not fit onto a single page).
7. Use 1-inch margins at top and bottom and ¾-inch margins on the left and right. Do not include page numbers. These are added later when all the papers are assembled.