EXPORTING YOUR HANDBOOK PDF

How to export a PDF that's compatible with the Premier Planner Builder

Page Size and Margins

The Premier Planner Builder does have a limited ability to adjust the size of handbook content, but isn't capable of actually reformatting your design to fit. For best results, set up your handbook in the template for your chosen product size, or adjust your page size and margins according to the *Handbook Margin Guide.*

Caution: Do not copy/paste formatted text into a handbook template! Doing so will override the page size and margin settings, so the template will no longer fit the page size of your agenda. If you need to adapt an existing document for your agenda, either paste into the template as unformatted text, or adjust the page size and margins in the original.

Many word processing programs allow different sections to have different page sizes and margins, so check your entire handbook to make sure it will all fit.

Some methods of converting to PDF format will change the page size to 8.5 x11, which would result in very wide margins in your finished agenda. **In Microsoft Word for PCs, we recommend creating your PDF by going to "Save as" and setting the "Save as type" to PDF.** If you're using another word processing program, or you're on a Mac, you may need to experiment a bit to find settings that will work. Be sure to check the page size of your PDF against the margin guide.

TIP: Read on for more important settings you may need!

Missing Fonts

In order to display and print text in a particular font, a computer needs to have a copy of that font available. So, if you create a document on one computer, and then open it on a computer that has a different font library, you can only use fonts that are in both computers' libraries. Otherwise, the computer will have to substitute a different font for the missing one.

The best way to get around this problem is to use only "common system fonts"—that is, fonts that all computers have, such as Arial and Times New Roman. If you want to use a more unusual font, though, there's an alternative: include a copy of the font as part of the file. This is called *embedding* the font.

The simplest way to embed fonts is by adjusting the settings you use when you create your PDF. **In the Save window that comes up after you hit "Save as," open the Options menu and make sure "ISO 19005-1 (PDF/A)" is checked.**

Caution: You can only embed fonts that are available on your computer! If your handbook was created on a computer with a different font library than the one you're currently using, it might include fonts that you don't have available. In the PDF, text that's in the missing font might appear in a substitute font.

TIP: If you have trouble exporting a PDF without missing fonts, Premier can help! Contact Customer Care at 1-800-447-2034 (US) or 1-800-665-2461 (Canada) for information on our artwork service offerings.