

◆Precaution to create a PDF file◆

● Restriction of usable fonts

You can use only "Times New Roman (or Times)" and "Symbol" fonts for your document (Microsoft Word®), even figures and tables placed in the document. Pay attention to the font setting especially in the following cases.

- when you input symbol(s) or special character(s) by using the "Symbol..." command on the "Insert" menu ;
- when you automatically add the bullet(s) or number(s) to the headings in certain paragraph(s) by using the "Bullets and Numbering..." command on the "Format" menu.

● Resolution of figures (photos and scanning data)

If possible, change the resolution of each figure placed in your document to 300dpi or less.

● Adobe's Distiller version

Use of Adobe's Distiller version 4.0 or later (but not PDF writer!) is recommended to ensure full compatibility with other readers around the world. To create an optimum PDF file, select the "Print" for the "Job Option" command with Acrobat Distiller.

◆Confirmation of a PDF file◆

● Check the font used in a PDF file

It is necessary to check whether a PDF file can be viewed regardless of the platform used to create it, or not. Execute the following steps to check it.

1. Open a PDF file in Acrobat (Reader), then display all its pages sequentially by scrolling down.
2. Execute the "Fonts..." sub-command of the "Document properties" command on the "File" menu. Then, all used fonts in the PDF file are listed in a dialog window.

The PDF file cannot be normally viewed on some platforms, when any word of the followings is displayed in the "Encoding" field of the dialog window,

- 90ms-RKSJ-H ;
- 90ms-RKSJ-V ;
- 90msp-RKSJ-H ;
- 90msp-RKSJ-V ;

or when the word(s) in the "Actual font" field of the dialog window are neither "Embedded Subset" nor blank.

In these cases, create a new PDF file again after opening your document with Microsoft Word and changing the inappropriate fonts to the usable fonts (Times New Roman/Times or Symbol) described above.

If you cannot find the fonts caused an error and create a universal PDF file, submit not only the PDF file but document file (Microsoft Word).