

# User Manual to Convert MS Word Format to EDAS- Compatible PDF Format

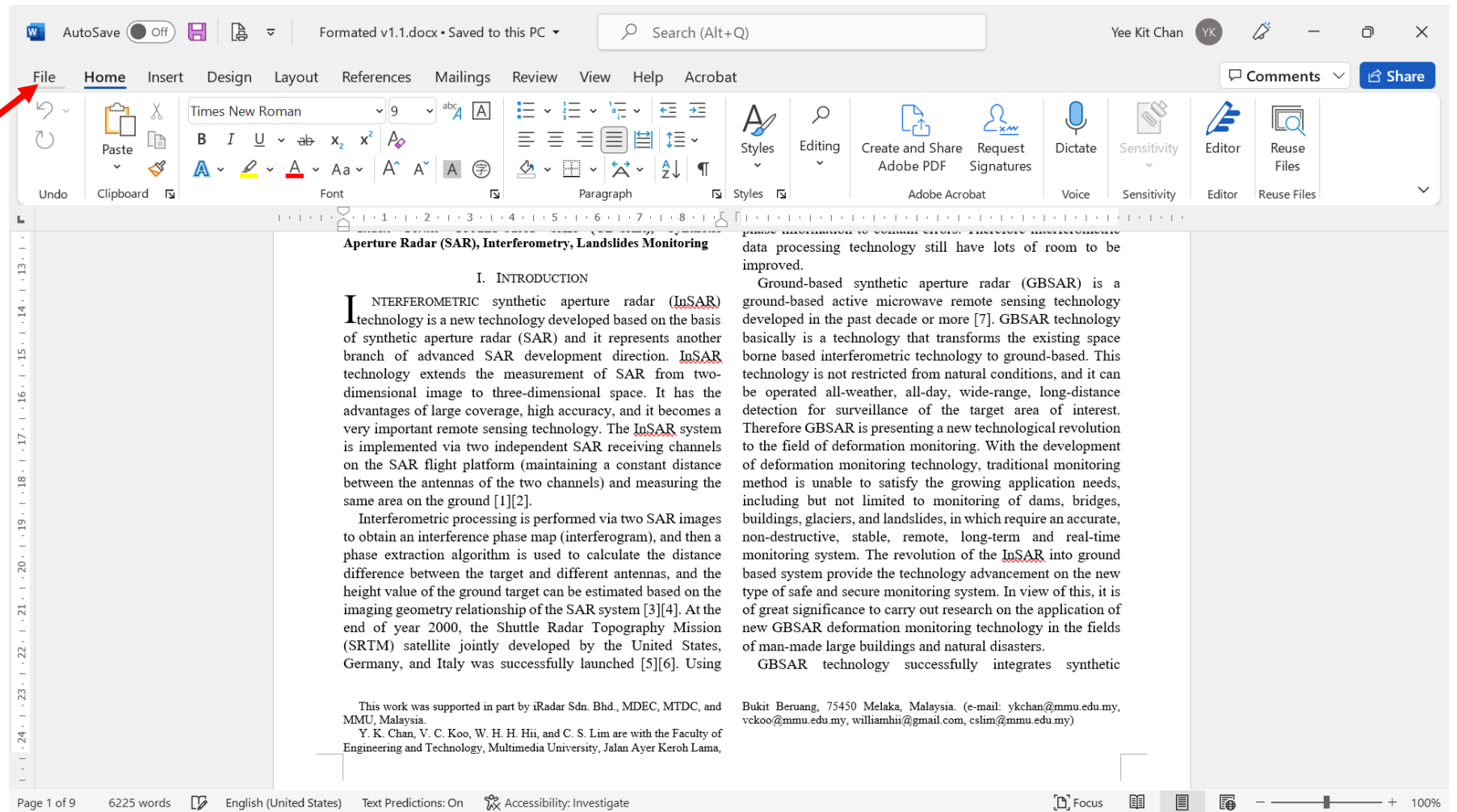


**DIFCON2022**  
DIGITAL FUTURES INTERNATIONAL CONGRESS

| **CONGRESS COMMITTEE**

# Embed Fonts in File (1)

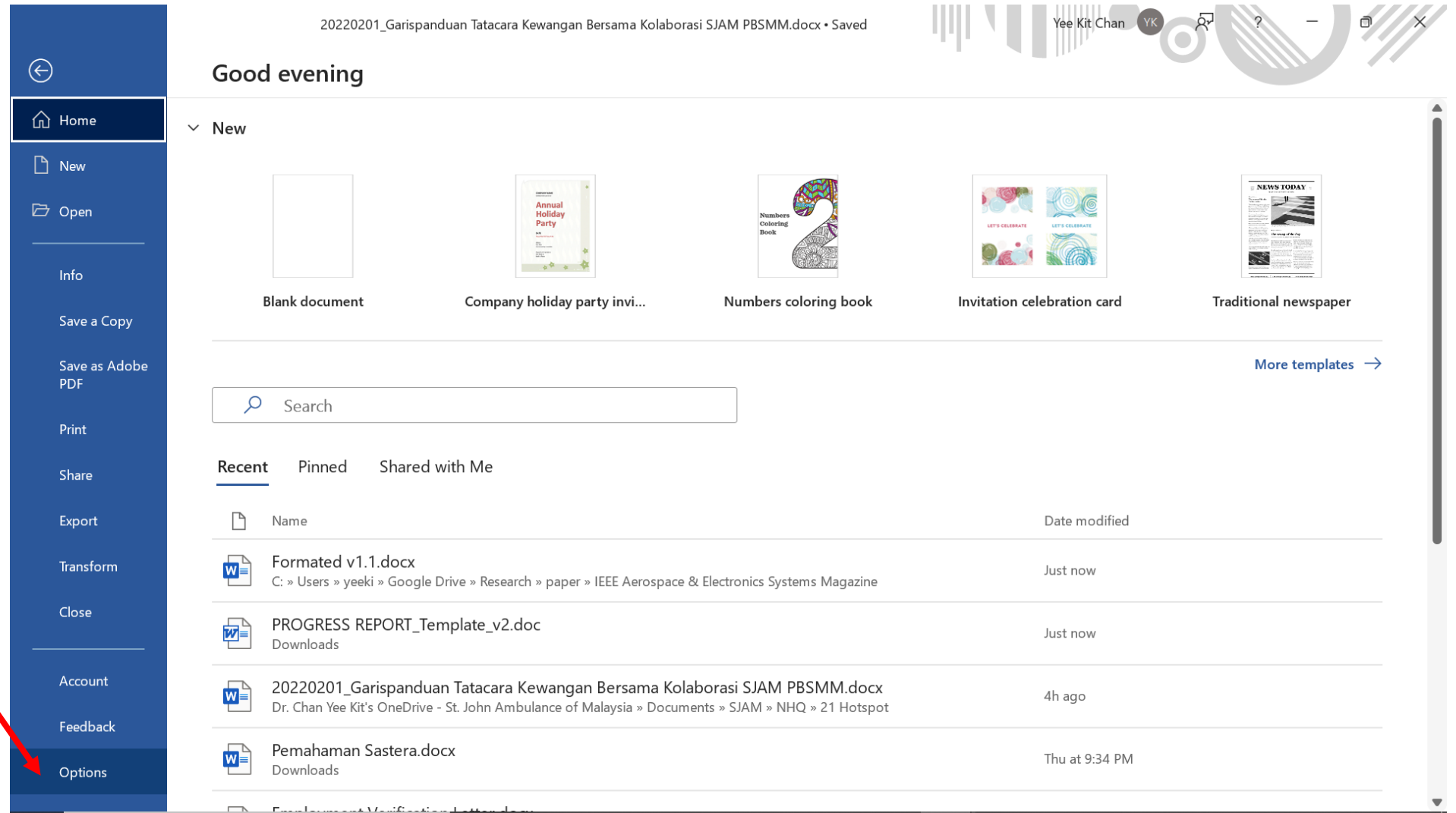
Press the file menu



The screenshot shows the Microsoft Word application window. The title bar indicates the file is 'Formatted v1.1.docx' and is saved to the PC. The ribbon is set to the 'File' tab, which is highlighted with a red arrow. The ribbon includes options like 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. The 'File' ribbon contains various icons for file operations, including 'Undo', 'Paste', 'Clipboard', 'Font', 'Paragraph', 'Styles', 'Editing', 'Create and Share', 'Request Signatures', 'Dictate', 'Sensitivity', 'Editor', and 'Reuse Files'. The main document area displays a document titled 'Aperture Radar (SAR), Interferometry, Landslides Monitoring'. The document content includes an introduction to InSAR technology and its applications in ground-based synthetic aperture radar (GBSAR). The status bar at the bottom shows 'Page 1 of 9', '6225 words', 'English (United States)', 'Text Predictions: On', and 'Accessibility: Investigate'.

# Embed Fonts in File (2)

Select the  
"Option"  
submenu

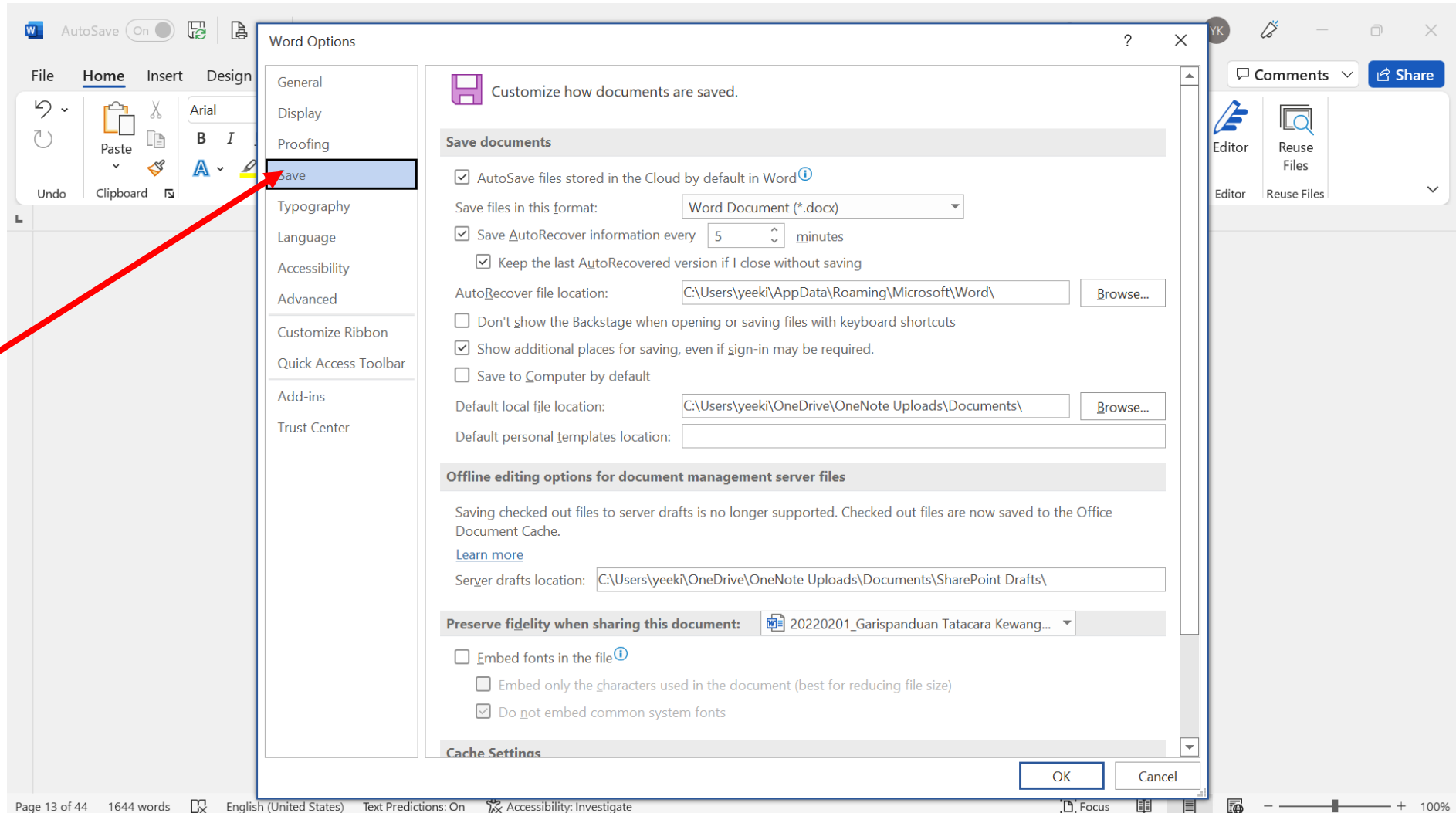


The screenshot shows the Microsoft Word interface. The left sidebar contains the following menu items: Home, New, Open, Info, Save a Copy, Save as Adobe PDF, Print, Share, Export, Transform, Close, Account, Feedback, and Options. The 'Options' item is highlighted in blue, and a red arrow points to it from the text 'Select the "Option" submenu'. The main area displays a document titled '20220201\_Garispenduan Tatacara Kewangan Bersama Kolaborasi SJAM PBSMM.docx • Saved'. Below the title bar, there is a navigation pane with 'Good evening' and a 'New' section containing five templates: Blank document, Company holiday party invi..., Numbers coloring book, Invitation celebration card, and Traditional newspaper. A search bar is located below the templates. The 'Recent' tab is active, showing a list of documents with columns for Name and Date modified.

Name	Date modified
Formatted v1.1.docx C: » Users » yeeki » Google Drive » Research » paper » IEEE Aerospace & Electronics Systems Magazine	Just now
PROGRESS REPORT_Template_v2.doc Downloads	Just now
20220201_Garispenduan Tatacara Kewangan Bersama Kolaborasi SJAM PBSMM.docx Dr. Chan Yee Kit's OneDrive - St. John Ambulance of Malaysia » Documents » SJAM » NHQ » 21 Hotspot	4h ago
Pemahaman Sastera.docx Downloads	Thu at 9:34 PM

# Embed Fonts in File (3)

Select the  
"Save"  
submenu



The screenshot shows the Microsoft Word interface with the 'Word Options' dialog box open. The 'Save' option is highlighted in the left-hand menu, and a red arrow points to it from the text 'Select the "Save" submenu'. The 'Word Options' dialog box is titled 'Word Options' and has a 'Save' icon at the top left. The main content area is titled 'Customize how documents are saved.' and is divided into several sections:

- Save documents**
  - AutoSave files stored in the Cloud by default in Word
  - Save files in this format: Word Document (\*.docx)
  - Save AutoRecover information every 5 minutes
    - Keep the last AutoRecovered version if I close without saving
  - AutoRecover file location: C:\Users\yeeki\AppData\Roaming\Microsoft\Word\ Browse...
  - Don't show the Backstage when opening or saving files with keyboard shortcuts
  - Show additional places for saving, even if sign-in may be required.
  - Save to Computer by default
  - Default local file location: C:\Users\yeeki\OneDrive\OneNote Uploads\Documents\ Browse...
  - Default personal templates location:
- Offline editing options for document management server files**
  - Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.  
[Learn more](#)
  - Server drafts location: C:\Users\yeeki\OneDrive\OneNote Uploads\Documents\SharePoint Drafts\
- Preserve fidelity when sharing this document:** 20220201\_Garispanduan Tatacara Kewang...
  - Embed fonts in the file
    - Embed only the characters used in the document (best for reducing file size)
    - Do not embed common system fonts
- Cache Settings**

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The status bar at the bottom of the Word window shows 'Page 13 of 44', '1644 words', 'English (United States)', 'Text Predictions: On', and 'Accessibility: Investigate'.

# Embed Fonts in File (4)

(1) Tick  
“Embed  
fonts in the  
file”

(2) Uncheck  
both sub  
option

The screenshot shows the Microsoft Word Options dialog box, specifically the 'Save' section. The 'Save' option is selected in the left-hand menu. The 'Save documents' section is expanded, showing the following settings:

- AutoSave files stored in the Cloud by default in Word
- Save files in this format: Word Document (\*.docx)
- Save AutoRecover information every 5 minutes
- Keep the last AutoRecovered version if I close without saving
- AutoRecover file location: C:\Users\yeeki\AppData\Roaming\Microsoft\Word\
- Don't show the Backstage when opening or saving files with keyboard shortcuts
- Show additional places for saving, even if sign-in may be required.
- Save to Computer by default
- Default local file location: C:\Users\yeeki\OneDrive\OneNote Uploads\Documents\
- Default personal templates location:

The 'Offline editing options for document management server files' section is also visible, with the following settings:

- Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.
- Learn more
- Server drafts location: C:\Users\yeeki\OneDrive\OneNote Uploads\Documents\SharePoint Drafts\

The 'Preserve fidelity when sharing this document' section is expanded, showing the following settings:

- Formatted v1.1.docx
- Embed fonts in the file
- Embed only the characters used in the document (best for reducing file size)
- Do not embed common system fonts

The 'Cache Settings' section is partially visible at the bottom.

Red arrows point from the text annotations to the 'Embed fonts in the file' checkbox and the two sub-options below it. A red box highlights the two sub-options.

# Save as PDF file (1)

Select "Save as" in File menu

The screenshot shows the Microsoft Word interface. On the left, the File menu is open, displaying options such as Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Transform, Close, Account, and More... The 'Save As' option is highlighted. The main window displays a document titled 'Formatted v1.1.docx • Saved to this PC'. The document content includes a greeting 'Good evening', a 'New' section with various templates (Blank document, Company holiday party invitation, Numbers coloring book, Invitation celebration card, Traditional newspaper), a search bar, and a 'Recent' section listing several documents with their names and modification dates.

Formatted v1.1.docx • Saved to this PC

Yee Kit Chan YK

Good evening

New

- Blank document
- Company holiday party invi...
- Numbers coloring book
- Invitation celebration card
- Traditional newspaper

More templates →

Search

Recent Pinned Shared with Me

Name	Date modified
Formatted v1.1.docx C: » Users » yeeki » Google Drive » Research » paper » IEEE Aerospace & Electronics Systems Magazine	3m ago
PROGRESS REPORT_Template_v2.doc Downloads	3m ago
20220201_Garispenduan Tatacara Kewangan Bersama Kolaborasi SJAM PBSMM.docx Dr. Chan Yee Kit's OneDrive - St. John Ambulance of Malaysia » Documents » SJAM » NHQ » 21 Hotspot	4h ago
Pemahaman Sastera.docx Downloads	Thu at 9:34 PM

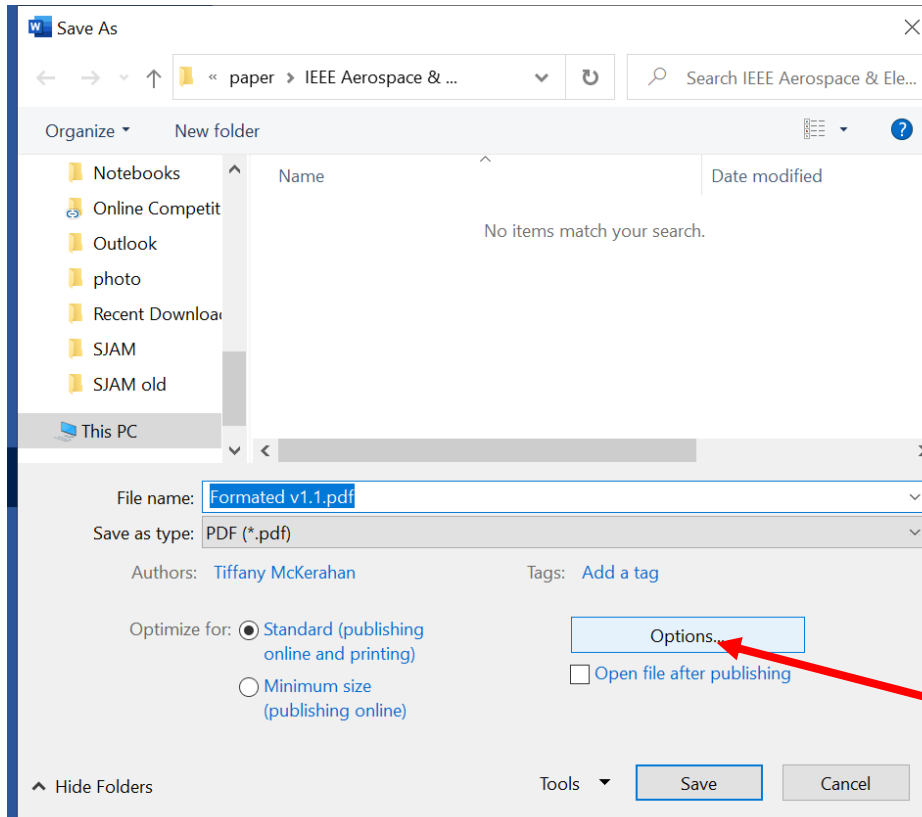
# Save as PDF file (2)

The screenshot shows the 'Save As' dialog box in Microsoft Word. The title bar indicates the file is 'Formatted v1.1.docx' and is saved to the PC. The breadcrumb path is 'C: > Users > yeeki > Google Drive > Research > paper > IEEE Aerospace & Electronics System...'. The file name 'Formatted v1.1' is entered in the text box. The file format dropdown menu is set to 'PDF (\*.pdf)'. A 'Save' button is visible to the right of the dropdown. Below the dropdown, there is a 'More options' link. A 'New Folder' button is also present. A yellow box contains accessibility recommendations: 'We have recommendations that will make the PDF easier for people with disabilities to read.' with a button for 'Investigate Accessibility' and a link to 'Learn more about creating accessible PDFs'. The left sidebar shows navigation options like Home, New, Open, Info, Save, Save As (highlighted), Save as Adobe PDF, Print, Share, Export, Transform, Close, Account, and More... The 'Recent' section lists 'St. John Ambulance of Malaysia' and 'Personal' section lists 'OneDrive - Personal'. The 'This PC' section is currently selected.

(1) Select the format of file to be saved as "PDF"

(2) Click on "More options"

# Save as PDF file (3)



Users > yeeki > Google Drive > Research > paper > IEEE Aerospace & Electronics System...



Nothing to show here.

Recommendations that will make the PDF easier for people with disabilities to read.

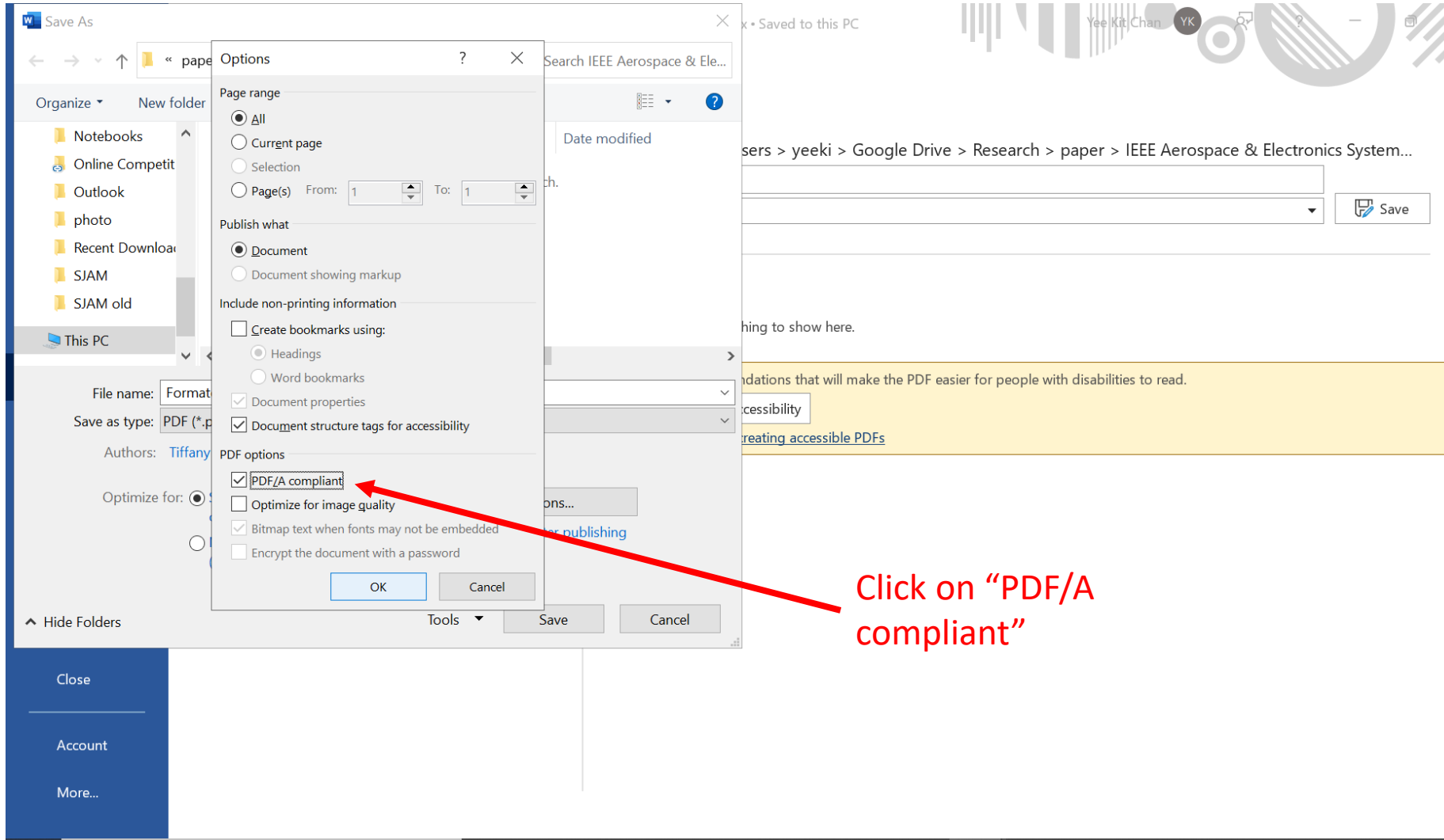
Accessibility

Creating accessible PDFs

Click on  
"Options"



# Save as PDF file (4)



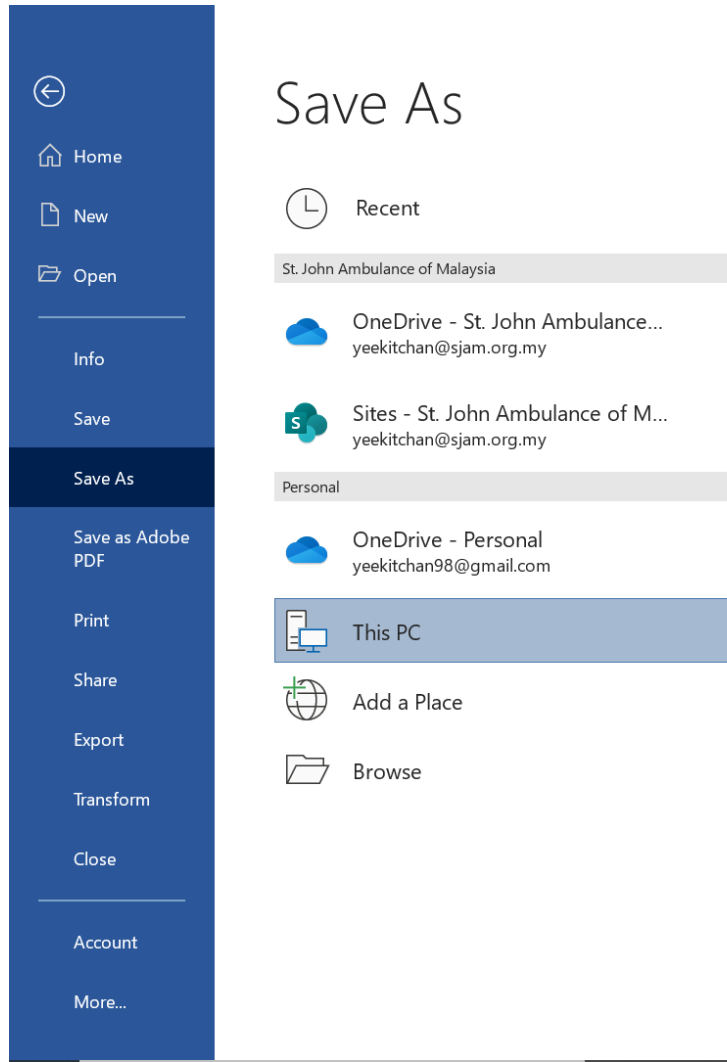
The image shows a Microsoft Word 'Save As' dialog box with the 'Options' sub-dialog open. The 'Options' dialog has several sections:

- Page range:**  All,  Current page,  Selection,  Page(s) (From: 1, To: 1)
- Publish what:**  Document,  Document showing markup
- Include non-printing information:**  Create bookmarks using:  Headings,  Word bookmarks,  Document properties,  Document structure tags for accessibility
- PDF options:**  PDF/A compliant,  Optimize for image quality,  Bitmap text when fonts may not be embedded,  Encrypt the document with a password

A red arrow points to the 'PDF/A compliant' checkbox. A yellow highlighted box in the background contains the text: '...ations that will make the PDF easier for people with disabilities to read. ...cessibility ...reating accessible PDFs'. The 'Save' button is visible in the bottom right of the dialog.

Click on "PDF/A compliant"

# Save as PDF file (5)



Formatted v1.1.docx • Saved to this PC



(1) Insert file name to be saved in PDF

Formatted v1.1

Formatted v1.1

PDF (\*.pdf)

Save

[More options...](#)

New Folder

We didn't find anything to show here.

We have recommendations that will make the PDF easier for people with disabilities to read.

[Investigate Accessibility](#)

[Learn more about creating accessible PDFs](#)

(2) Click on "Save" to generate the PDF file

# Thank You

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