USPTO JobOptions File

What is the USPTO.JobOptions file?

The USPTO.JobOptions file contains configuration settings that when selected, will produce a document consistent with the USPTO PDF profile. Using these settings will create Adobe PDF documents suitable for submission to the United States Patent and Trademark Office.
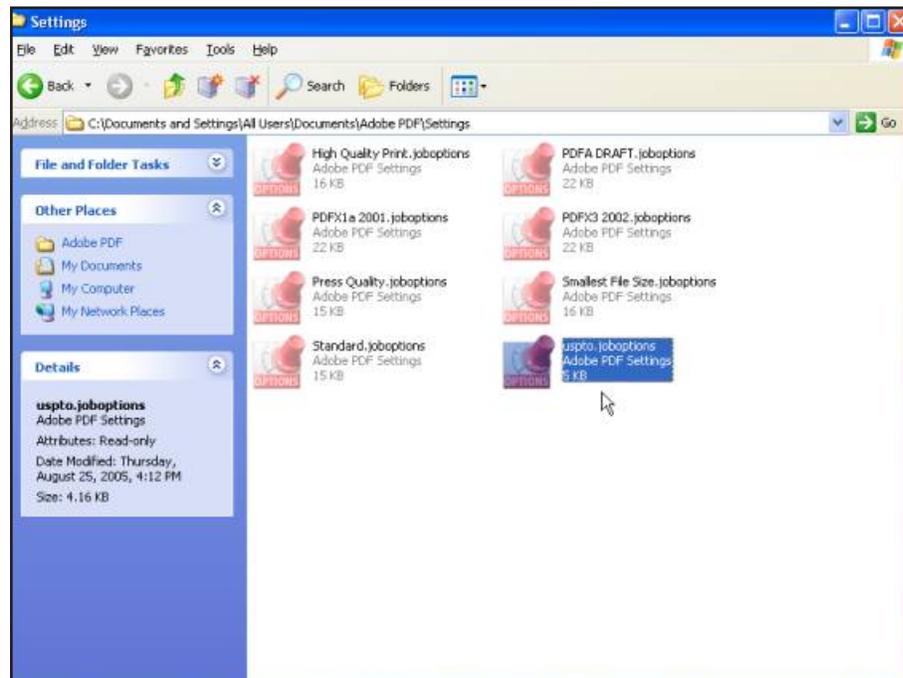
How do I install it?

To automatically set your PDF settings to USPTO standards, first you must save the USPTO.Joboptions file into your Adobe PDF Settings folder. To save the file, right click the Job Options link and select Save Target As...
Next browse to C:\Documents and Settings\All Users\Documents\Adobe PDF\Settings
Select the drop down list next to Save as Type:
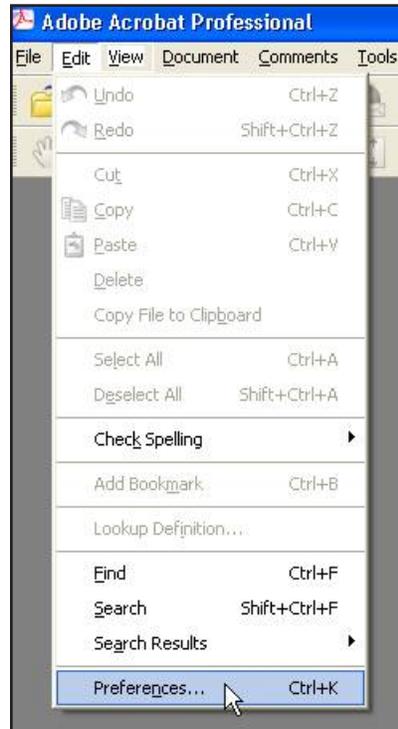Select All Files
Select save

How do I use it?

This document describes two ways to create a PDF using the USPTO.JobOptions file. PDF files can be created either directly from Adobe Acrobat or from the source file itself (i.e. Microsoft Word). However, the ways in which to invoke the JobOptions file differ and are explained below.
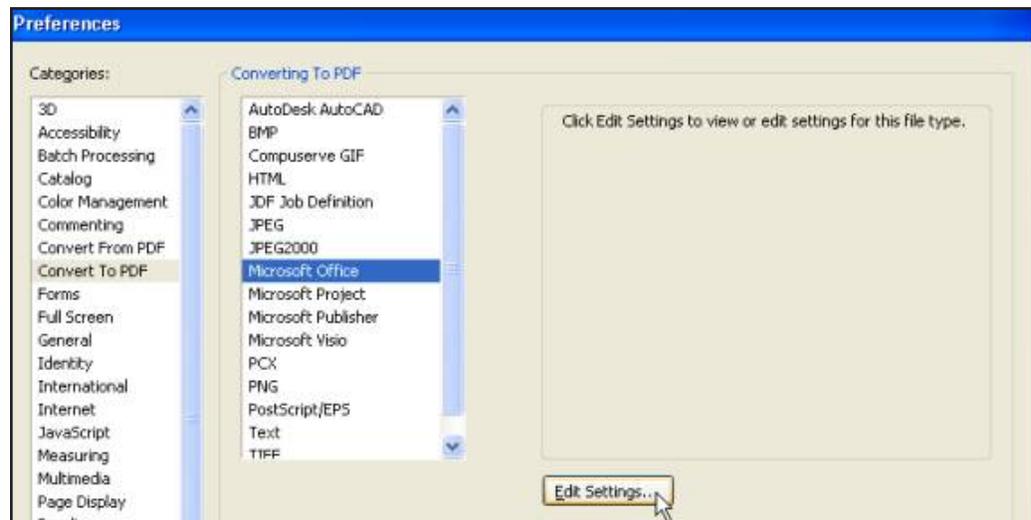
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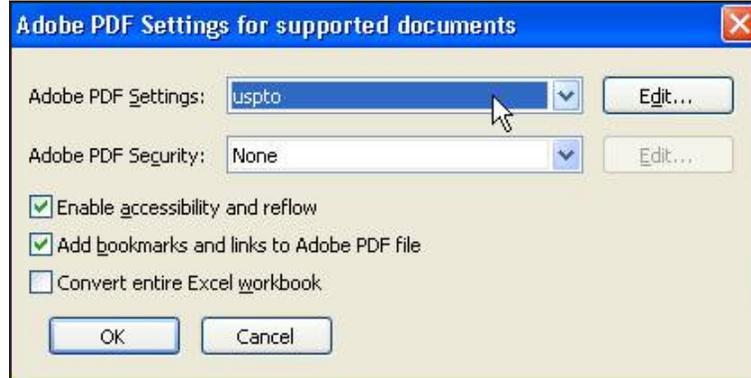**Creating a PDF from Adobe Acrobat Professional**

1. Once you have the USPTO.JobOptions file saved in the Adobe PDF Settings folder, when printing to PDF from Adobe Professional, select 'Preferences' from the Edit menu bar.
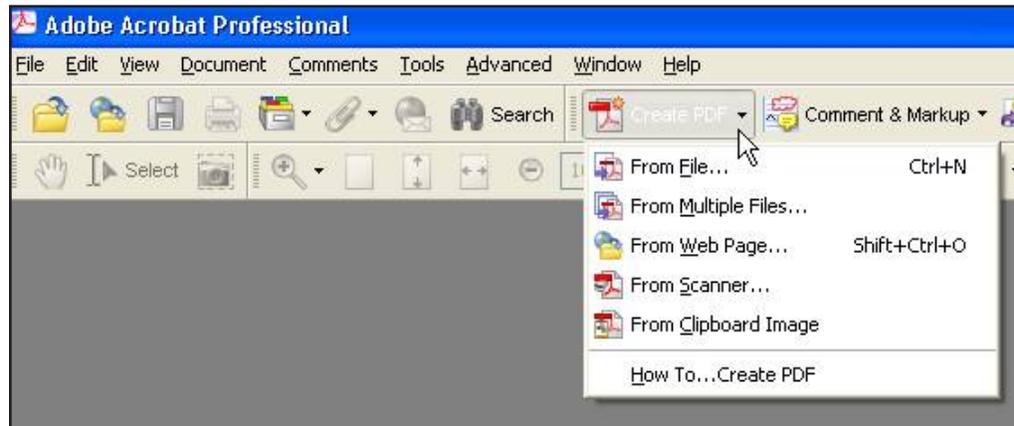

2. After selecting 'Convert to PDF' and 'Microsoft Office' click on the 'Edit Settings' button.

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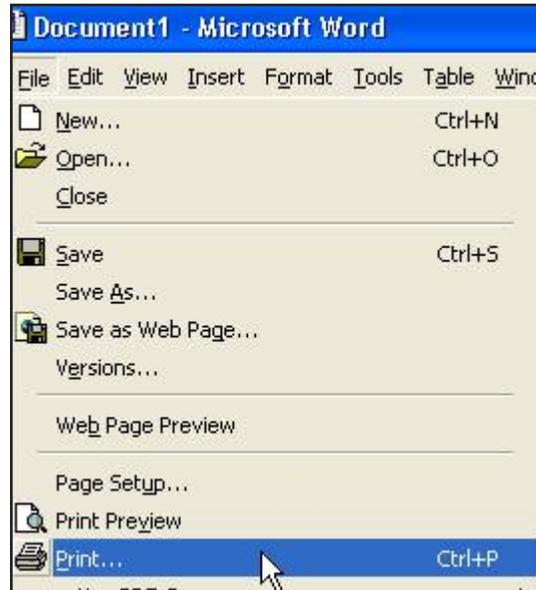3. Select 'USPTO' from the 'Adobe PDF Settings' dropdown.

4. After selecting 'OK', you are now ready to create your PDF file consistent to USPTO PDF standards.

If you have any questions or problems, please contact our EBC Helpdesk at **1-866-217-9197** or email us at **ebc@uspto.gov**.
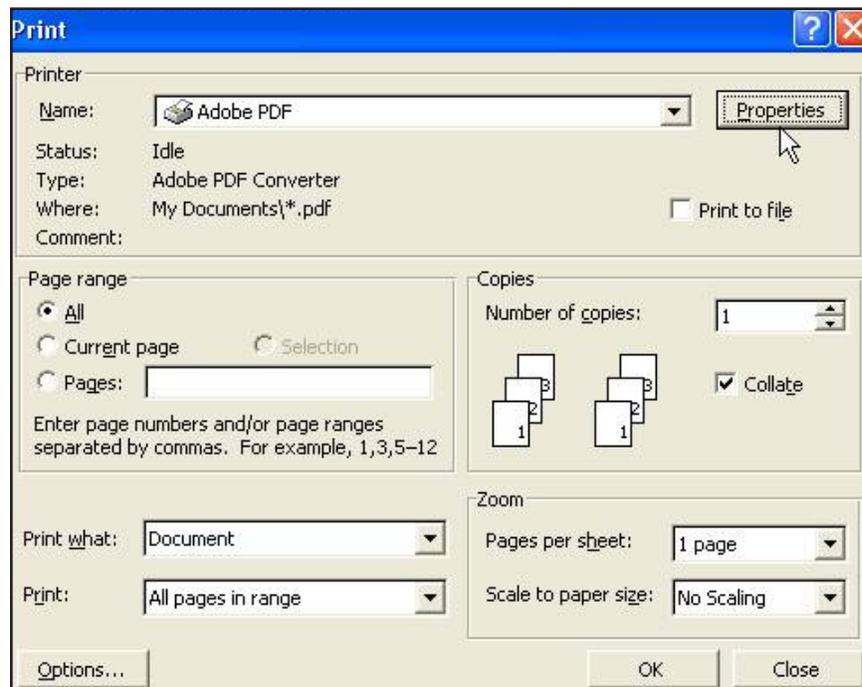
USPTO JobOptions File
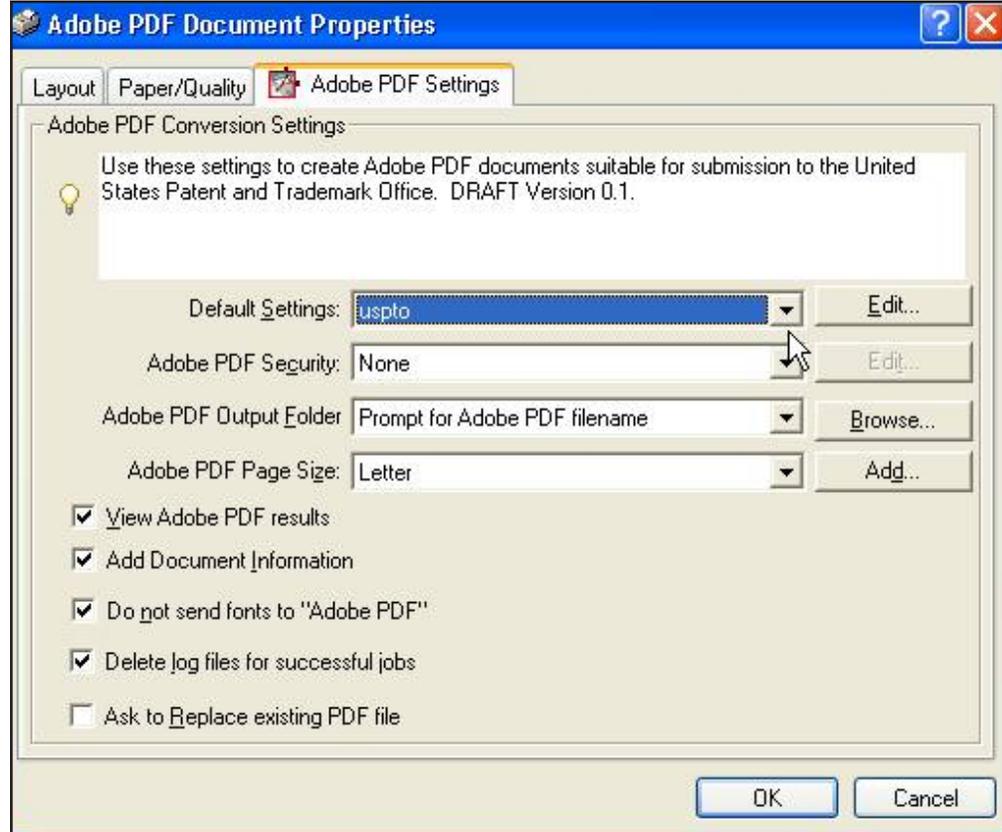
Creating a PDF from Source File

1. Once you have this file saved in the Adobe PDF Settings folder, when printing to PDF from your source file, select 'Print' from the file menu.

   (Microsoft Word is used in this example)

2. Select 'Adobe PDF' from the Printer Name dropdown and click on the 'Properties' tab.

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3. After clicking on 'Properties', choose the 'Adobe PDF Settings' tab.

4. Under the Adobe PDF Conversion Settings section, select 'USPTO' from the 'Default Settings' drop down and click 'OK'.

5. After selecting 'OK', you are now ready to create your PDF file consistent to USPTO PDF standards.
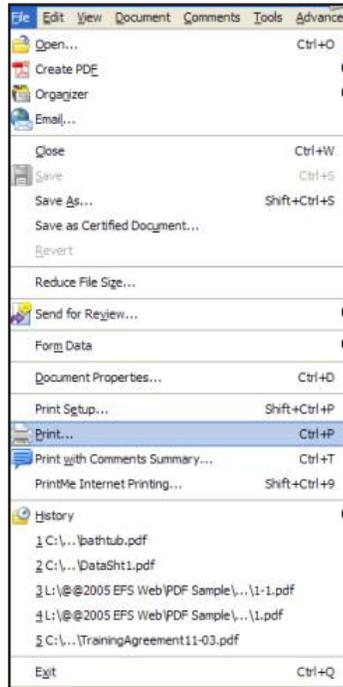
If you have any questions or problems, please contact our EBC Helpdesk at **1-866-217-9197** or email us at **ebc@uspto.gov**.
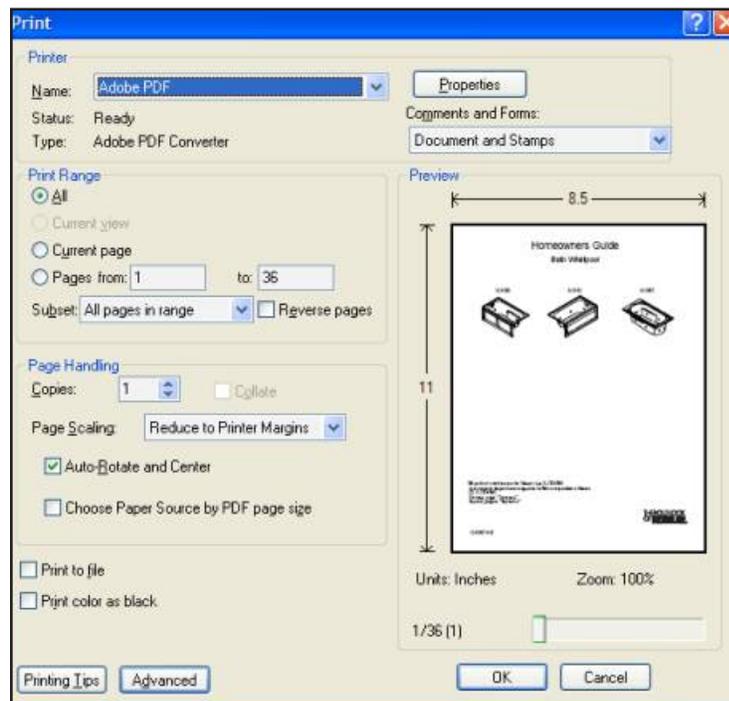
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Validation Failure

If the PDF file fails validation due to non-embedded fonts or some other reason, open your PDF in Adobe Professional.

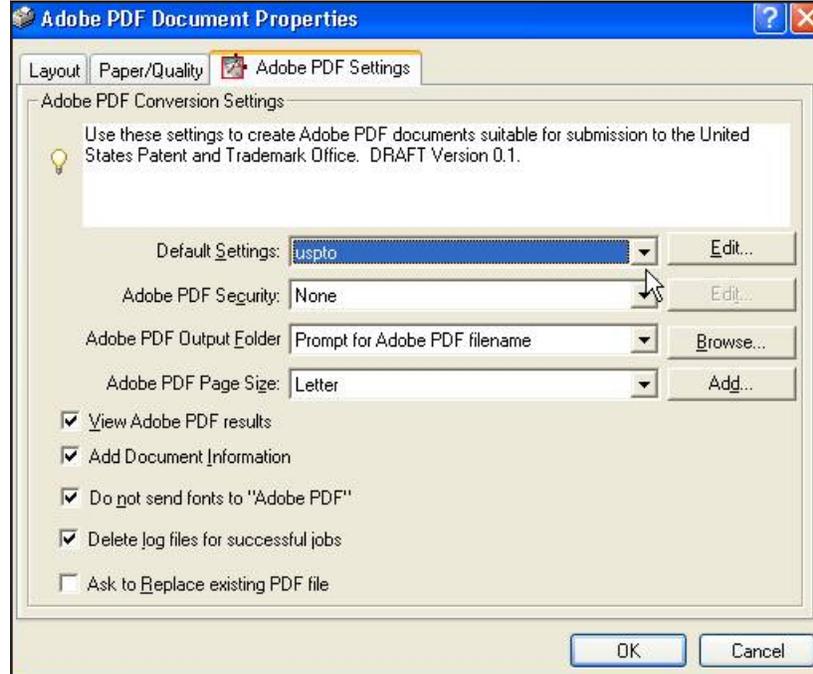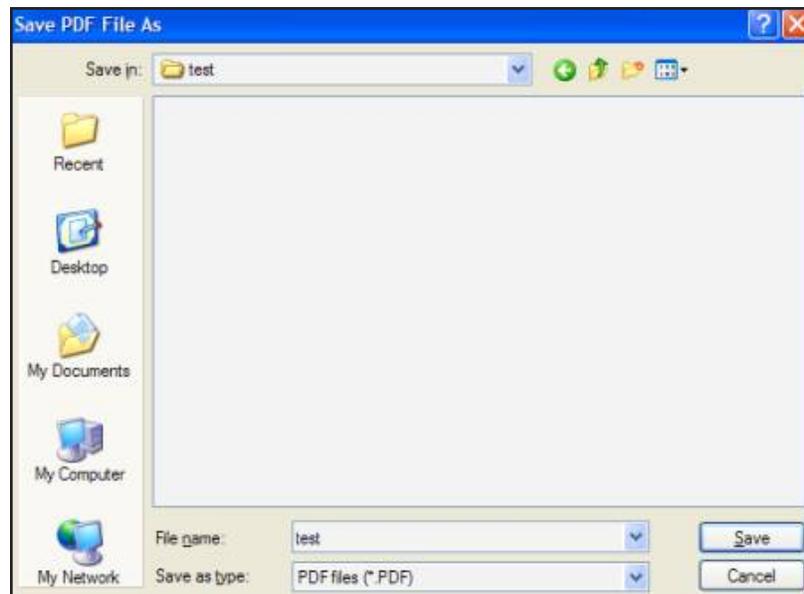
1. Choose "Print" from the File menu

2. Select 'Adobe PDF' from the Printer Name dropdown and click on the 'Properties' tab.

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3. After clicking on 'Properties', choose the 'Adobe PDF Settings' tab.

4. Under the Adobe PDF Conversion Settings section, select 'USPTO' from the 'Default Settings' drop down and click 'OK'.

5. Click OK to begin printing.

6. Save the new version of the PDF

7. Re-attach file in EFS-Web.