How to

Create Adobe® PDF Files for Print and Press

Adobe Acrobat 4 Edition

Adobe

Adobe Acrobat® at work

- Create PDF files for online publishing
- ➤ Create PDF files for printing
- ➤ Create PDF files for press
- Create PDF files for presentation
- Create PDF files from paper documents
- Create PDF forms
- Collaborate with PDF



Creating high-quality PDF files with Adobe® Acrobat® for print and press

Create your document in your favorite application.

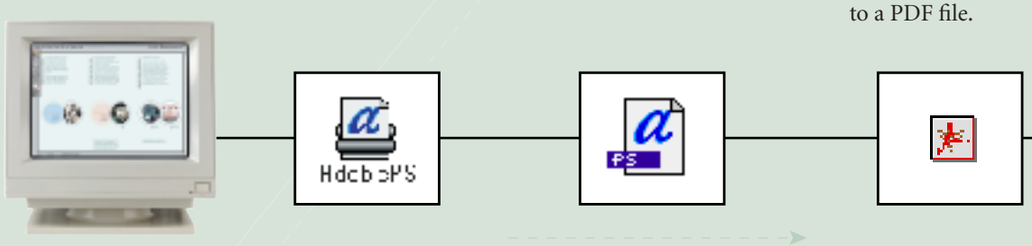
Step 1

Set up your system for proper PDF generation.

Step 2

Create a PostScript® file from your document.

Use Acrobat Distiller® to convert your PostScript file to a PDF file.



For Print

- Laser Printers
- Digital Color Copiers
- Inkjet Printers
- Large Format Printers



For Press

- Digital Printing
- Imagesetter Output
- Computer to Plate



For Online Viewing

- Download from the Internet
- Electronic Document
- Distribution
- Onscreen Viewing



For Publishing on CD or Server

- Technical Documentation
- CD-ROM Presentation
- Business Presentation



Increasingly, customers and service providers are using Adobe Acrobat software and the Adobe Portable Document Format (PDF) to streamline the printing process. PDF is quickly setting the standard for consistency and reliability in all stages of the prepress and print production workflow. This translates into real benefits, including better communication, fewer delays, and lower production costs.

How to Create Adobe PDF Files for Print and Press

Adobe Acrobat 4 Edition





This book was created using Adobe Illustrator,® Adobe PageMaker,® Adobe Photoshop,® and font software from the Adobe Type Library.

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Welcome to Adobe's How to Create Adobe PDF Files for Print and Press book, a step-by-step guide that covers the basics of creating Adobe Portable Document Format (PDF) files for prepress and print workflows. This book tells you how you can use Adobe Acrobat 4.0 software to easily convert any document created in your favorite page-layout or illustration application to a PDF file and then distribute that file to a prepress provider or service bureau for high-quality publishing. Also, with the new annotation features in Acrobat 4.0 software, you can streamline the internal and external review processes by allowing reviewers and clients to make extensive remarks directly on your PDF comps.

Benefits of PDF

One of the greatest challenges facing anyone in professional publishing today is the complexity of the printing workflow itself. Between the time you create a document and send it off to your print shop, there are a number of steps that take place before your work actually gets printed.

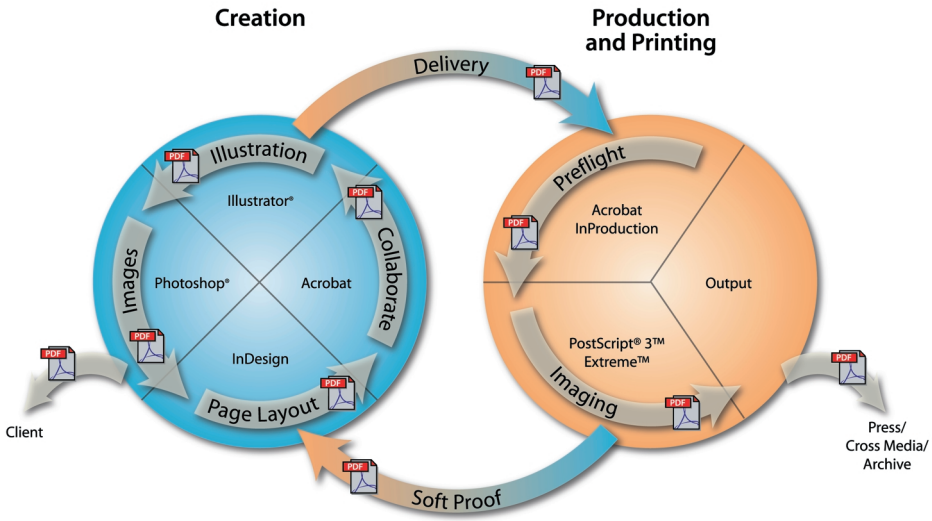
Introducing PDF to your workflow can streamline your printing process. Based on the PostScript imaging model, PDF is a flexible, cross-platform, cross-application file format that accurately displays and preserves fonts, page layouts, and other graphical elements in a document. PDF offers unique benefits for both document creators and professional print producers throughout the entire workflow.

PDF offers many benefits:

• PDF files are small and self-contained.

• Fonts, images, and graphics are embedded within a PDF document, streamlining electronic transmission and preflighting.

• PDF files are independent of the platform, operating system, and authoring application and are viewable onscreen in Macintosh, Windows, and UNIX® environments.



• One consistent, predictable, reliable format can be used for all documents.

• PDF files are ideal for archival and retrieval.

When producing PDF files, you can choose to create either pre-separated or composite PDFs. Working with composite PDF files gives you advantages over pre-separated files, including the ability to soft proof or view the file and make simple last-minute changes to text and graphics prior to final output. In addition, a reduced file size makes file transfer over a network much faster.

About this book

In How to Create Adobe PDF Files for Print and Press, you'll find the basic procedures and techniques you need to create PDF files for high-quality output, including how to:

• Set up your printing environment to create high-quality PDF files.

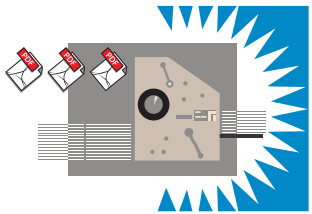
• Create a clean PostScript file from any application, with specific instructions on how to create a PDF file using the Macintosh and Windows versions of Adobe FrameMaker, Adobe Illustrator, Adobe InDesign, Adobe PageMaker Plus, Macromedia FreeHand, and QuarkXPress.

• Create print- and press-optimized PDF files using Adobe Acrobat 4.0 software.

• Streamline internal and external review by allowing reviewers to make extensive remarks directly on PDF comps. Editors and clients can add sticky notes, stamps, and handwritten comments, and they can use highlight, strikethrough, and underline tools to mark up text.

In addition to these steps, you'll find more information on advanced techniques and specific workflow issues in the appendixes. Even if you've used Adobe Acrobat software before, we recommend you start at Step 1, "Setup," before beginning any of the other steps.





Step 1

Setup Read this first

Before you start, read this section.

This section describes the basics of setting up your computing environment to create PDF files for high-quality output. To create a PDF file that contains the right information for high-quality printing to composite digital devices and imagesetters or platesetters, you will need to do the following:

1. Set up your AdobePS printer driver and Acrobat 4 (Step 1).

2. Choose specific options for the creation of PDF files within the originating application and create quality PDF files (Step 2).

3. Review and mark-up your PDF files (Step 3).

4. Preflight and print your PDF files (Step 4).

Software and setup for Windows 95 and Windows 98

Checking version of AdobePS printer driver

Downloading and installing AdobePS printer driver

Setting up AdobePS printer driver

Setting up Acrobat 4.05

Setting Acrobat Distiller options

Software and setup for Macintosh

Checking version of AdobePS printer driver

Downloading and installing AdobePS printer driver

Setting up AdobePS printer driver

Setting up Acrobat 4.05

Setting Acrobat Distiller options

For Windows 95 & Windows 98

To create PDF files, several printing- and Acrobat-related files must be correctly installed on your computer. Before you begin creating PDF files, you should make sure that all required files are installed in the correct folders.

Checking version of AdobePS printer driver

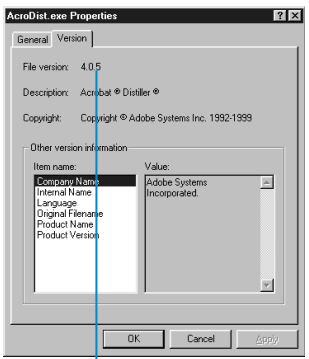
This book assumes that you already have the most current version of Adobe printer driver software installed on your system.

Note: At the time of this publication, AdobePS driver 4.4.1 is the most current driver for Windows 95 and Windows 98. AdobePS 5.1.2 is the most current driver for Windows NT 4.0; PScript 5 is the most current driver for Windows 2000.

The AdobePS driver version 4.4 works on any printer that is equipped with Adobe PostScript Level 2 or Adobe PostScript 3™ printing technology.

To find out which driver you have installed on your system:

1. Choose Start > Settings > Printers.



Make sure the file version is 4.0.5 or later

2. Right-click the Acrobat Distiller printer icon, and then select Properties. (The Acrobat Distiller printer is installed when you install Acrobat 4.)

3. Click Paper, and then click About.

The About dialog box will also display the exact name of the driver file (ADOBEPS4.DRV) and the PPD file (ADIST4.PPD) associated with the driver.

Downloading and installing AdobePS printer driver

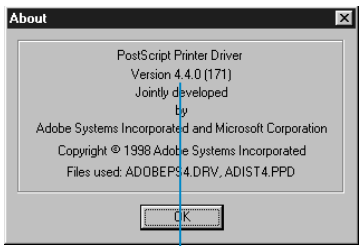
To download the Universal Installer version 1.02, which includes the AdobePS 4.4.1 printer driver, follow these steps:

1. Go to www.adobe.com.

2. Under Product Index, click Plug-ins & Updates.

3. Next to Printer Drivers, click Windows.

4. Click PostScript Printer Driver: AdobePS for Windows 95, Windows 98, Windows NT 4.0, and Windows 2000-English. (If you're using an operating system other than English, click on the appropriate language-specific version of AdobePS.)



The printer driver should read AdobePS Version 4.4.0

5. Click the Download button.

An executable file called apseng.exe is downloaded to your computer. This file is the Universal Installer for Windows 95/90/2000 and Windows NT 4.0.

To install the AdobePS printer driver, double-click on the apseng.exe file and follow the on-screen instructions.

Note: The version 1.02 Universal Installer includes AdobePS 4.4.1 for Windows 95/98; AdobePS 5.1.2 for Windows NT 4.0; and PScript 5 for WIndows 2000. This installer does not include Adobe Acrobat.

Setting up AdobePS printer driver

If you want, you can specify the Acrobat Distiller printer as the default printer, or you can choose this printer within any application when you want to create a PDF file. To specify the Acrobat Distiller printer as the default printer:

1. Choose Start > Settings > Printers. Acrobat Distiller should be displayed in your list of printers.

2. Click the Acrobat Distiller printer icon, and then choose File > Set as Default.

Setting up Acrobat 4.05

Note: At the time of this publication, Acrobat 4.05 is the most current version. The free Acrobat 4.05 update CD is available to all owners of Acrobat 4.0. Owners of the Macintosh version of Acrobat 4 may update to Acrobat 4.05 for Macintosh; owners of the Windows version of Acrobat 4 may update to Acrobat 4.05 for Windows. For information about obtaining the Acrobat 4.05 update CD, please visit www.adobe.com/support/salesdocs/1612.htm

To determine what version of Adobe Acrobat you have:

1. Open the Acrobat 4.0 > Distiller folder on your hard disk.

2. Right-click the AcroDist icon, and then choose Properties from the drop-down menu.

3. Click the Version tab and make sure the version is 4.05 or later.

4. Close the Acrobat Distiller 4.0 Info dialog box.

If you do not have Acrobat 4.05, please visit www.adobe.com/support/salesdocs/1612.htm for information about obtaining the free Acrobat 4.05 update CD.

Setting Acrobat Distiller options

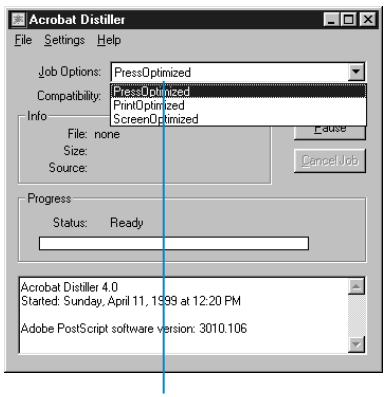
Acrobat Distiller converts PostScript files to PDF files. You do not need to manually launch Distiller when converting documents. However, you do need to run Distiller before you generate PDF files to set default options.

Three default settings are available:

• The ScreenOptimized job options are recommended for files that will be displayed on the World Wide Web or an intranet.

• The PrintOptimized job options are recommended for PDF files that are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof.

• The PressOptimized job options are suggested for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example.



Click on the Job Options pop-up menu and choose PrintOptimized or PressOptimized, depending on how your PDF files will be used

To set Distiller defaults:

1. Launch Acrobat Distiller.

2. Click the Job Options pop-up menu, and then select the appropriate option (PressOptimized, PrintOptimized, or ScreenOptimized) or create your own Distiller settings and save the Job Options with a unique name.

3. Quit Acrobat Distiller.

Acrobat Distiller will retain the default settings until you change them.

Note: You cannot modify the three predefined sets of Distiller job options. However, you can create new sets based on the default sets, or you can define and save custom sets of options and use them at any time.

Before creating a PDF file to send to a commercial printer or a service bureau, check with the provider to find out what the output resolution and other settings should be, or ask them to provide a joboptions file containing their recommended settings. You may need to customize the job options for a particular provider and then provide them with a joboptions file of your own.

For Macintosh

To create PDF files, several printing- and Acrobat-related files must be correctly installed on your computer. Before you begin creating PDF files, you should make sure that all required files are installed in the correct folders.

Checking version of AdobePS printer driver

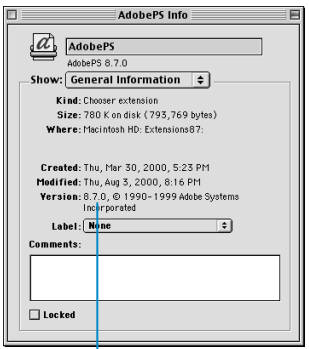
This book assumes that you already have the most current version of Adobe printer driver software installed on your system.

Note: At the time of this publication, AdobePS driver 8.7 is the most current driver for the Macintosh operating system.

If you have a Chooser icon called AdobePS, find out which driver version you have installed on your system. To identify the driver version:

1. Open the Extensions folder within your System folder.

2. Click once on the AdobePS Chooser extension, and then choose File > Get Info. If the version is not 8.7, install the AdobePS printer driver version 8.7 or later on your system.



Make sure the version is 8.7 or later

3. Close the AdobePS Info dialog box.

Downloading and installing AdobePS printer driver

To download the AdobePS 8.7 printer driver, follow these steps:

1. Go to www.adobe.com

2. Under Product Index, click Plug-ins & Updates.

3. Next to Printer Drivers, click Macintosh.

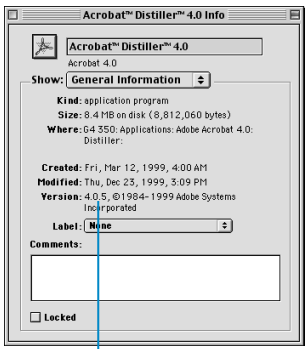
4. Click PostScript Printer Driver AdobePS 8.7-English. (If you're using an operating system other than English, click on the appropriate language-specific version of AdobePS.)

5. Click the Download button.

A folder called AdobePS 8.7-English is downloaded to your computer. To install the AdobePS printer driver, open this folder, double-click on the AdobePS Installer icon, and follow the on-screen instructions.

When you install AdobePS 8.7, the following files required to create PDF files are placed in the Extensions folder within the System folder:

- AdobePS (Chooser extension)
- PrintingLib (library)
- Adobe Printing Library (library)



Make sure the version is 4.05 or later

Setting up AdobePS printer driver

Before you begin converting documents into PDF files, you must first select the AdobePS printer driver in the Chooser.

To choose the AdobePS printer driver:

1. Open the Chooser (Apple menu > Chooser) and click the AdobePS driver icon.

2. Choose a PostScript printer from the list of printers available under Select a PostScript Printer.

3. Close the Chooser window.

Setting up Acrobat 4.05

Note: At the time of this publication, Acrobat 4.05 is the most current version. The free Acrobat 4.05 update CD is available to all owners of Acrobat 4.0 for Macintosh or Windows. For information about obtaining the Acrobat 4.05 update CD, please visit www.adobe.com/support/salesdocs/1612.htm

To determine what version of Adobe Acrobat you have:

1. Open the Acrobat 4.0 > Distiller folder on your hard disk.

2. Click the Acrobat Distiller 4.0 icon, and then choose File > Get Info. Make sure the version is 4.05 or later.

3. Close the Acrobat Distiller 4.0 Info dialog box.

If you do not have Acrobat 4.05, please visit www.adobe.com/support/salesdocs/1612.htm for information about obtaining the free Acrobat 4.05 update CD.

When you install Acrobat 4.05, the following items are installed:

• DistillerLib (installed in the Distiller folder within the Adobe Acrobat 4.0 folder)

• DistillerLib Helper (installed in the Distiller folder within the Adobe Acrobat 4.0 folder)

• DistillerLib Helper alias file (installed in Preferences folder)

• Create Adobe PDF Read Me file (installed in the AdobePS Read Me files folder within the Distiller folder within the Adobe Acrobat 4.0 folder)

• AdobePS License Agreement file (installed in the AdobePS Read Me files folder within the Distiller folder within the Adobe Acrobat 4.0 folder)

• Acrobat Distiller PostScript printer description (installed in the Extensions folder within the System folder)

• Folder called Printing Plug-ins containing a plug-in for AdobePS 8.6.0 and later called DistillerHose (installed in the Extensions folder within the System folder)

Before you begin creating PDF files, you should make sure that the Acrobat Distiller PPD file and the DistillerHose file are in the correct folders. If either of these two files is not available, the PDF creation process may not work correctly.

Setting Acrobat Distiller options

Acrobat Distiller converts PostScript files to PDF files. You must run Distiller to convert the PostScript files you generate. You can set default Acrobat Distiller options before you begin creating PDF files, or you can set options whenever you convert a PostScript file into a PDF file. Acrobat Distiller offers three default settings:

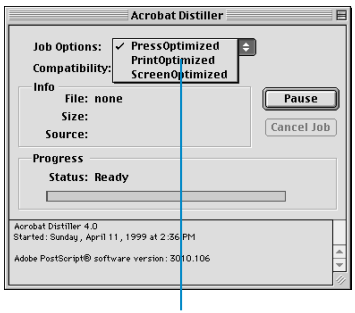
• The ScreenOptimized job options are recommended for files that will be displayed on the World Wide Web or an intranet.

• The PrintOptimized job options are recommended for PDF files that are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof.

• The PressOptimized job options are suggested for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example.

To set Distiller defaults:

1. Launch Acrobat Distiller.



Click the Job Options pop-up menu and choose PrintOptimized or PressOptimized, depending on how your PDF files will be used

2. Click the Job Options pop-up menu, and then select the appropriate option (PressOptimized, PrintOptimized, or ScreenOptimized) or create your own Distiller settings and save the Job Options with a unique name.

3. Quit Acrobat Distiller.

Acrobat Distiller will retain the default settings until you change them.

The Acrobat application requires 17MB of RAM; Acrobat Distiller requires 12MB. Make sure that your computer has sufficient RAM to run these applications.

The instructions in Step 2 of this book explain how to create PostScript files from within several applications. The instructions in Step 3 of this booklet explain how to convert PostScript files into PDF files.

Note: You cannot modify the three predefined sets of Distiller job options. However, you can create new sets based on the default sets, or you can define and save custom sets of options and use them at any time.

Before creating a PDF file to send to a commercial printer or a service bureau, check with the provider to find out what the output resolution and other settings should be, or ask them to provide a joboptions file containing their recommended settings. You may need to customize the job options for a particular provider and then provide them with a joboptions file of your own.



Step 2
Setting up your applications

Before you start, read this section.

This section describes the basic techniques you will follow to output PDF files directly from an application or to generate PostScript files and convert them into PDF files. Specifying the correct output settings is an important step because the content in the PostScript files you generate determines the data that appears in your PDF file. For example, if you forget to include a font in your PostScript file, it will not appear in your PDF file.

In this section of How to Create Adobe PDF Files for Print and Press, you will find basic step-by-step instructions on how to create a PDF file designed for a composite PDF workflow. For more advanced techniques, such as trapping and OPI, see Appendix A.

Before you begin, make sure you have installed Acrobat 4.0. you may also want to set up your Acrobat Distiller functions before creating a PostScript file from your application. To do so, see Step 1 in this book.

Creating PDF files with the following applications

Windows

Adobe FrameMaker 6.0 and Adobe FrameMaker + SGML 6.0
Adobe Illustrator 9.0
Adobe InDesign 1.5
Adobe PageMaker Plus
Adobe Photoshop 5.5 and 6.0
Macromedia FreeHand 9
Microsoft Word 2000
QuarkXpress 4.1

Macintosh

Adobe FrameMaker 6.0 and Adobe FrameMaker + SGML 6.0
Adobe Illustrator 9.0
Adobe InDesign 1.5
Adobe PageMaker Plus
Adobe Photoshop 5.5 and 6.0
Macromedia FreeHand 9
Microsoft Word 8.0
QuarkXpress 3.32
QuarkXpress 4.11

Adobe Framemaker 6.0 & Adobe Framemaker + SGML

In addition to creating a PostScript file and using Distiller, you can generate PDF files from individual FrameMaker documents, as well as from FrameMaker books. When you generate a PDF version of a book, you can create either a single PDF file for the entire book or separate PDF files for each document in the book. You have two options for creating PDF files with FrameMaker: 1) you can use the Save As command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer.

Creating a PDF file with FrameMaker's Save As command

Note: Before you launch FrameMaker, make sure at least one PostScript printer is installed on your PC.

1. Open the document or book you want to convert to PDF. A book will be saved to a single PDF file.

2. If there are references to other FrameMaker documents that are in other books, also open the other book files. This ensures that links will work properly when all the books are converted to PDF.

3. In the original document or book file, select File > Save As (or Save Book As), and then select PDF from the Format pop-up.

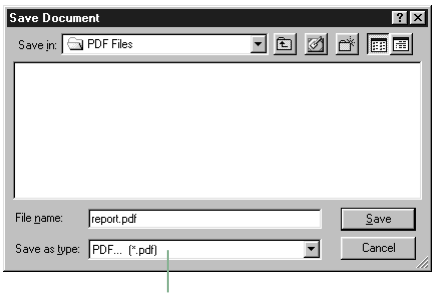
4. In the Save Document dialog box, add a .pdf extension to the original filename. You can also change the save location. Click Save.

5. In the PDF Setup dialog box, select the Bookmarks tab, and then set up PDF bookmarks by doing the following:

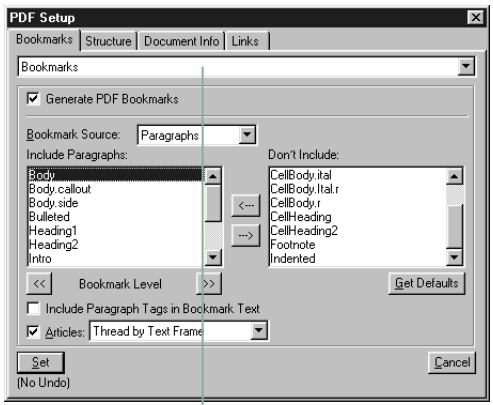
• To indicate which paragraphs should be converted to PDF bookmarks, move paragraph tags between scroll lists. The paragraphs in the Include Paragraphs scroll list will have bookmarks in the PDF file. To move a tag between scroll lists, select the tag and click an arrow or double-click the tag. To move all the tags from one scroll list to the other, Shift-click an arrow. To omit bookmarks, turn off Generate PDF Bookmarks.

• To change bookmark levels for the included paragraphs, select a paragraph tag and click a Bookmark Level arrow. To change the level of all items, Shift-click a Bookmark Level arrow. If the indent for a tag exceeds six levels, n> precedes the paragraph tag, where n is the indentation level of the paragraph tag.

• To include paragraph tags along with the paragraph text in the bookmarks, select Include Paragraph Tags in Bookmark Text. Use this option to check the assigned levels of bookmarks in a draft of the PDF file. (Turn this option off when you print the final draft of the document.)



In the Save Document dialog box, select PDF from the Save As type pop-up



In the PDF Setup dialog box, select Bookmarks from the pop-up, and then set up PDF bookmarks

6. Set up article threading by doing one of the following:

• To have the reading order of each article follow the same order that the insertion point moves, select Articles and select Thread by Column from the pop-up. This setting is usually the most appropriate in multicolumn formats.

• To have the reading order of each article go from text frame to text frame, select Articles and select Thread by Text Frame from the pop-up. This setting is usually the most appropriate in single-column formats.

• To create no article threads, turn off Article Threading.

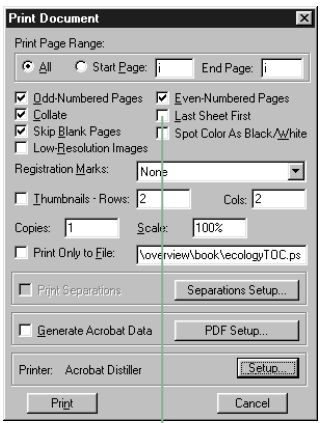
7. If you'll add links to this document from other documents after the PDF file is created, select the Links tab and turn on Create Named Destinations for All Paragraphs. Note that turning on this option increases the size of the PDF file.

8. To generate a logical PDF structure, select the Structure tab and turn on Generate Logical PDF Structure.

A logical PDF structure creates standard elements in the PDF, which can be read by other programs that need to read and/or analyze the PDF file. This option is not generally needed in files intended solely for prepress or printing. For more information on logical PDF structure, see Adobe Technical Note 5401, available from http://partners.adobe.com/asn/developer/technotes.html#acrobat-pdf

If you select Generate Logical PDF Structure, you can select how each paragraph tag corresponds to a structure level by selecting a tag in the left scrolling list. Click the "<<" or ">>" buttons to change its structure level, and then click the middle "-->" button to add the paragraph tag to the list of tags that will be included in the PDF. For more information on this topic, see page 481 of the FrameMaker User Guide.

9. To add document information such as author's name and keywords, select Document Info from the pop-up, and enter the appropriate information.



In the Print Document dialog box, deselect Last Sheet First

10. Click Set.

When you click Set, you are returned to your document while Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 4.

Creating a PDF file with FrameMaker's Print command

To create a PDF file from a single FrameMaker document:

1. Open the document you want to convert to PDF.

2. Select File > Print.

3. In the Print Document dialog box, deselect Last Sheet First.

Note: Because this book focuses on creating print-ready PDF files, it does not describe the Generate Acrobat Data feature of FrameMaker. This feature creates files that are prepared for online use. If you are interested in this capability, refer to the FrameMaker manual or online help.

For Windows

4. Check to see if the printer listed next to Printer is Acrobat Distiller. If not, click Setup. In the Print Setup dialog box, select the Acrobat Distiller printer choice. Click OK to return to the Print dialog box.

5. Click Print.

Note: You do not need to select the Print Only to File option in the Print dialog box. If you select this option, a PostScript file is generated in the specified location, but the file is not automatically converted into a PDF file. Use Distiller to convert the PostScript file to PDF.

When you click Print, Acrobat Distiller runs in the background and places the PDF file in the PDF Output folder within the Acrobat 4.0 folder. If the Distiller preference "Ask for PDF file destination" is checked, FrameMaker will show a "Save PDF File As" dialog box, prompting you to choose the name and location of the saved PDF file. In some cases, this dialog box may pop up behind the FrameMaker document window; if this happens, a flashing tab will appear in the Windows task bar. Clicking on this flashing tab will cause the Save dialog to pop to the front, where you can fill in the appropriate filename and folder, and then click on Save.

To create a single PDF file from a FrameMaker book:

1. Open the book (.book) file.

2. Select File > Print Book if you want to include all of the files that make up the book in the PDF. If you want to print one or more of the book files but not all files, select the files in the book list, and then select File > Print Selected. To select multiple files in the book list, hold down the Control key and click on the file names.

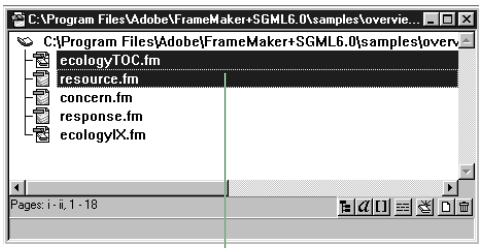
3. In the Print Files in Book dialog box or the Print Selected Files in Book dialog box, deselect Last Sheet first.

4. Check to see if the printer listed in the Printer is Acrobat Distiller. If not, click Setup. In the Print Setup dialog box, select the Acrobat Distiller printer choice. Click OK to return to the Print dialog box.

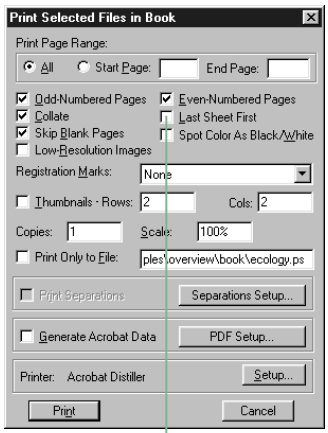
5. Click Print.

Note: You do not need to select the Print Only to File option in the Print dialog box. If you select this option, a PostScript file is generated in the specified location, but the file is not automatically converted into a PDF file. Use Distiller to convert the PostScript file to PDF.

When you click Print, Acrobat Distiller runs in the background and creates the PDF file.



To create a PDF file of one or more book files, select the files in the Print List



In the Print Book dialog box deselect Last Sheet First

Adobe Framemaker 6.0 & Adobe Framemaker + SGML

In addition to creating a PostScript file and using Distiller, you can generate PDF files from individual FrameMaker documents, as well as from FrameMaker books. When you generate a PDF version of a book, you can create either a single PDF file for the entire book or separate PDF files for each document in the book. You have two options for creating PDF files with FrameMaker: 1) you can use the Save As command (File menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer.

Creating a PDF file with FrameMaker's Save As command

Note: Before you launch FrameMaker, make sure at least one PostScript printer is installed on your Macintosh.

1. Open the document or book you want to convert to PDF. A book will be saved to a single PDF file.

2. If there are references to other FrameMaker documents that are in other books, also open the other book files. This ensures that links will work properly when all the books are converted to PDF.

3. In the original document or book file, select File > Save As (or Save Book As), and then select PDF from the Format pop-up.

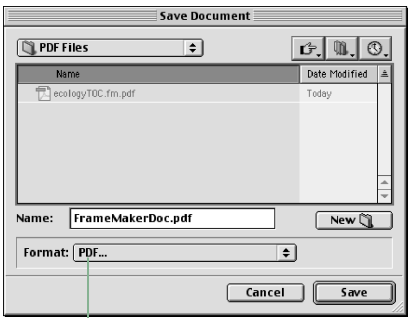
4. In the Save Document dialog box, add a .pdf extension to the original file name (but don't change the file name beyond that). You can also change the save location. Click Save.

5. In the PDF Setup dialog box, select Bookmarks from the pop-up, and then set up PDF bookmarks by doing the following:

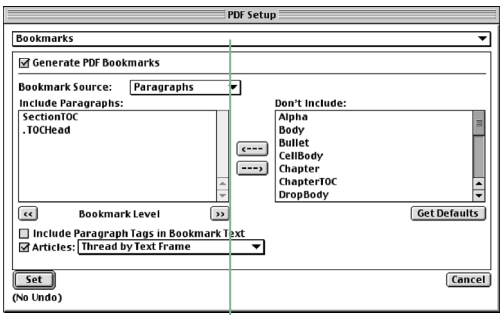
• To indicate which paragraphs should be converted to PDF bookmarks, move paragraph tags between scroll lists. The paragraphs in the Include Paragraphs scroll list will have bookmarks in the PDF file. To move a tag between scroll lists, select the tag and click an arrow or double-click the tag. To move all the tags from one scroll list to the other, Shift-click an arrow. To omit bookmarks, turn off Generate PDF Bookmarks.

• To change bookmark levels for the included paragraphs, select a paragraph tag and click a Bookmark Level arrow. To change the level of all items, Shift-click a Bookmark Level arrow. If the indent for a tag exceeds six levels, n> precedes the paragraph tag, where n is the indentation level of the paragraph tag.

• To include paragraph tags along with the paragraph text in the bookmarks, select Include Paragraph Tags in Bookmark Text. Use this option to check the assigned levels of bookmarks in a draft of the PDF file. (Turn this option off when you print the final draft of the document.)



In the Save Document dialog box, select PDF from the Format pop-up



In the PDF Setup dialog box, select Bookmarks from the pop-up, and then set up PDF bookmarks

For Macintosh

Note: If Include Paragraph Tags in Bookmark Text is on, the actual style names of the tags get put in the bookmarks, along with the text that has been tagged. So a bookmark in the "report.fm" demo file might say "CellHeading - Dosage" instead of just "Dosage"

6. Set up article threading by doing one of the following:

• To have the reading order of each article follow the same order that the insertion point moves, select Articles and select Thread by Column from the pop-up. This setting is usually the most appropriate in multicolumn formats.

• To have the reading order of each article go from text frame to text frame, select Articles and select Thread by Text Frame from the pop-up. This setting is usually the most appropriate in single-column formats.

• To create no article threads, turn off Article Threading.

7. To generate a logical PDF structure, select Structure from the pop-up and turn on Generate Logical PDF Structure.

• A logical PDF structure creates standard elements in the PDF, which can be read by other programs that need to read and/or analyze the PDF file. This option is not generally needed in files intended solely for prepress or printing. For more information on logical PDF structure, see Adobe Technical Note 5401, available from http://partners.adobe.com/asn/developer/technotes.html#acrobat-pdf.

8. To add document information such as author's name and keywords, select Document Info from the pop-up, and enter the appropriate information.

9. Click Set. When you click Set, you are returned to your document while Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 4.

Creating a PDF file with FrameMaker's Print command

To create a PDF file from a single FrameMaker document:

1. Open the FrameMaker document you want to convert to PDF.

2. Select File > Print.

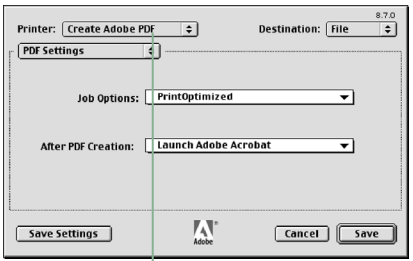
3. Select Create Adobe PDF from the Printer pop-up.

4. Select the option in the Job Options pop-up that's appropriate for the PDF you're creating, and select an option from the After PDF Creation pop-up.

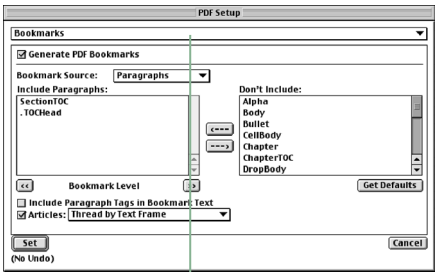
5. Select FrameMaker.6.0 or FrameMaker+SGML 6.0 from the pop-up, and then click PDF Setup to display the PDF Setup dialog box.

6. In the PDF Setup dialog box, select Bookmarks from the pop-up, and then set up PDF bookmarks by doing the following:

• To indicate which paragraphs should be converted to PDF bookmarks, move paragraph tags between scroll lists. The paragraphs in the Include Paragraphs scroll list will have bookmarks in the PDF file. To move a tag between scroll lists, select the tag and click an arrow or double-click the tag. To move all the tags from one scroll list to the



Select Create Adobe PDF from the Printer pop-up and select File from the Destination pop-up



In the PDF Setup dialog box, select Bookmarks from the pop-up, and then set up PDF bookmarks

other, Shift-click an arrow. To omit bookmarks, turn off Generate PDF Bookmarks.

• To change bookmark levels for the included paragraphs, select a paragraph tag and click a Bookmark Level arrow. To change the level of all items, Shift-click a Bookmark Level arrow. If the indent for a tag exceeds six levels, n> precedes the paragraph tag, where n is the indentation level of the paragraph tag.

• To include paragraph tags along with the paragraph text in the bookmarks, select Include Paragraph Tags in Bookmark Text. Use this option to check the assigned levels of bookmarks in a draft of the PDF file. (Turn this option off when you print the final draft of the document.)

Note: Because this book focuses on creating print-ready PDF files, it does not describe the Generate Acrobat Data feature of FrameMaker. This feature creates files that are prepared for online use. If you are interested in this capability, refer to the FrameMaker manual or online help.

7. Set up article threading by doing one of the following:

• To have the reading order of each article follow the same order that the insertion point moves, select Articles and select Thread by Column from the pop-up. This setting is usually the most appropriate in multicolumn formats.

• To have the reading order of each article go from text frame to text frame, select Articles and select Thread by Text Frame from the pop-up. This setting is usually the most appropriate in single-column formats.

• To create no article threads, turn off Article Threading.

8. If you'll add links to this document from other documents after the PDF file is created, select Links from the pop-up and turn on Create Named Destinations for All Paragraphs. Note that turning on this option increases the size of the PDF file.

9. To generate a logical PDF structure, select Structure from the pop-up and turn on Generate Logical PDF Structure.

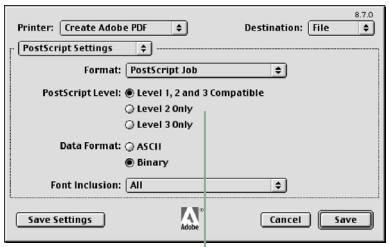
10. To add document information such as author's name and keywords, select Document Info from the pop-up, and enter the appropriate information.

11. Click Set.

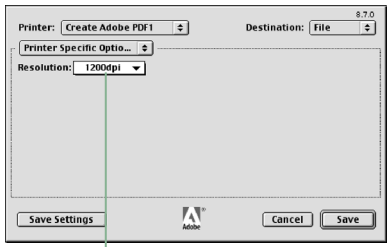
12. Select PostScript Settings from the pop-up, and then select the following options:

• For Format, select PostScript Job.

• For PostScript Level, select the level that is appropriate for your PDF file or print production output.



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusion



For Resolution, select 1200 dpi or 2400 dpi depending on the output device

For Macintosh

• For Data Format, select Binary.

• For Font Inclusion, select All.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

13. Select Printer Specific Options from the pop-up, and then select a resolution.

• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be on a printing press or plotter. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

14. Select other options from the pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Save. Your settings will be retained until you save them again.

15. Select a storage folder and specify a name for the PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 15. If you selected to view the PDF file after creation (in step 4), the application you selected is launched and the PDF file is displayed. Otherwise, you are returned to your document.

To create a single PDF file from a FrameMaker book:

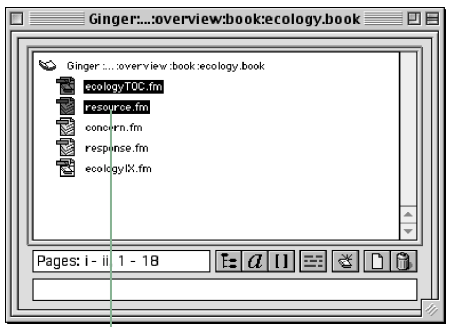
1. Open the book (.book) file.

2. Select File > Print Book if you want to include all of the files that make up the book in the PDF. If you want to print one or more of the book files but not all files, select the files in the book list, and then select File > Print Selected Files. To select multiple files in the book list, hold down the Command key and click on the file names.

3. Select Create Adobe PDF from the Printer pop-up and select File from the Destination pop-up.

Go to page 18.

At this point, the steps for creating a PDF file from book files are the same as the steps above for creating a PDF file from a single FrameMaker document.



To create a PDF file of one or more book files, select the files in the Print list

Adobe Illustrator 9.0

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with Illustrator: 1) you can use the Save As command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer.

Creating a PDF file with Illustrator's Save As command

Note: Before you launch Illustrator, make sure at least one PostScript printer is installed on your PC.

1. Open the illustration you want to convert to PDF.

2. Chose File > Save As.

3. In the Save dialog box, select the folder where you want to save the file and enter a name for the file.

4. Select Adobe PDF from the Save as Type pop-up, and then click Save.

5. In the Adobe PDF Format Options dialog box, select from the following options in the Options Set menu:

• Select the Default option to use the default PDF general settings and compression settings.

• Select Screen-Optimized to use default settings appropriate for use on the Web. When selecting Screen-Optimized, the file is automatically converted to the RGB color mode.

• Ensure that Custom is selected when creating your own customized general settings and compression settings.

6. In the Adobe PDF Format Options dialog box, select General from the pop-up below the Option Set pop-up and then select from the following options:

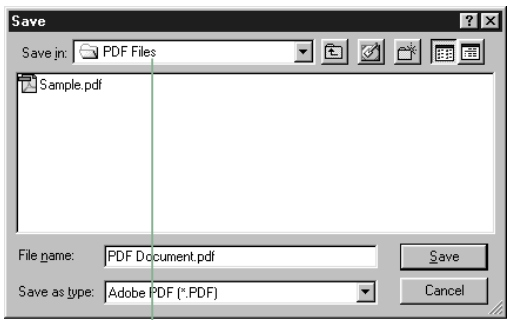
• Select either Acrobat 5.0 or 4.0 in the File Compatibility panel. Transparent artwork will be preserved only when saving in the Acrobat 5.0 format.

• Select Preserve Illustrator Editing Capabilities to export the file in an Acrobat PDF format that allows you to reopen and edit the file in Adobe Illustrator.

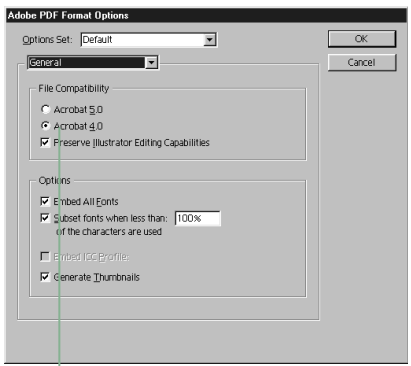
• Select the Embed All Fonts option to save the fonts used in the file with the saved file. Protected Japanese fonts cannot be embedded in the file.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

• Select the Subset fonts when less than _ % of the characters are used option to minimize the PDF file size by embedding only those characters of the font that are used in the document—that is, a subset of the font. This option is available when you select Embed All Fonts. Type the character threshold that determines when a font subset is created. If the percentage of characters used in the document exceeds this setting, then the entire font is embedded in the file rather than a subset of the font.



In the Save dialog box, select a storage folder and specify a name for the PDF file



In the Adobe PDF Format Options dialog box, select Acrobat 4.0 or Acrobat 5.0 under File Compatibility and check Embed All Fonts

For Windows

• Select the Embed ICC profile option to embed a color profile into the saved file. The color profile is determined in the Color Settings dialog box. This embedded color profile is then applied to the file when the file is reopened in Adobe Illustrator.

Note: If color management is not turned on (in Edit->Color Settings) this checkbox will be disabled.

• Select the Generate Thumbnails option to save a thumbnail image of the artwork with the saved file.

7. In the Adobe PDF Format Options dialog box, select Compression from the pop-up below the Options Set pop-up. Then select from the following options:

• Select the Average Downsampling at _ dpi option in any of the compression panels if you want to set downsampling for the PDF file. Downsampling is a technique whereby information represented by several pixels in a bitmap is combined to make a larger pixel. Downsampling reduces the resolution of the image to the specified dpi setting by choosing a pixel in the center of the sample area and replacing the area with a pixel of the averaged color.

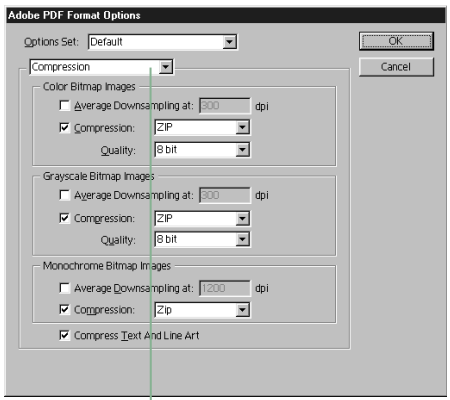
• Select a compression method for the PDF file:

Automatic The Automatic option automatically lets Illustrator set the best possible compression and quality for the artwork contained in the file. For most files, this option produces satisfactory results.

ZIP ZIP is a compression method that works well on images with large areas of single colors or repeating patterns and for black-and-white images that contain repeating patterns. Illustrator provides 4-bit and 8-bit ZIP compression options. If you use 4-bit ZIP compression with 4-bit images, or 8-bit ZIP compression with 4-bit or 8-bit images, the ZIP method is lossless; that is, data is not removed to reduce file size and so image quality is not affected. Using 4-bit ZIP compression with 8-bit data can affect the quality, however, because data is lost.

JPEG The JPEG compression method is suitable for grayscale or color images. JPEG is lossy, which means that it removes image data and may reduce image quality; however, it attempts to reduce file size with a minimum loss of information. Because JPEG eliminates data, it can achieve much smaller file sizes than ZIP.

CCITT The Consultative Committee on International Telephony and Telegraphy (CCITT) compression method (only available when compressing as a monochrome bitmap image) is appropriate for black-and-white images and any images scanned with an image depth of 1 bit. CCITT is a lossless method. Illustrator provides CCITT



Select the compression settings you want to apply to the PDF file you generate

Group 3 and Group 4 compression options. Group 4 is a general-purpose method that produces good compression for most monochromatic images. Group 3, used by most fax machines, compresses monochromatic bitmaps one row at a time.

Note: The Consultative Committee on International Telegraphy and Telephony (CCITT) was renamed as the International Telecommunications Union, Telecommunications Standard Sector (ITU-T); however the compression standard is still referred to as CCITT Group 3 and Group 4.

Run Length The Run Length option is a lossless encoding option that produces the best results for images that contain large areas of solid black or white.

• Select the Compress Text and Line Art option to apply the ZIP compression method (a lossless compression method) to all text and line art in the file.

8. Click OK.

When you click OK, the PDF file is saved and you are returned to your document. Note that the file format of the open file is now PDF. The PDF file is placed in the folder you specified in step 3.

Creating a PDF file with Illustrator's Print command

1. Open the illustration you want to convert to PDF.

2. Select File > Print.

3. Check to see if the printer listed in the (printer) Name pop-up is Acrobat Distiller. If not, click Cancel and go to File > Print Setup. In the Print Setup dialog box, select the Acrobat Distiller printer choice. Click OK to return to the Print dialog box.

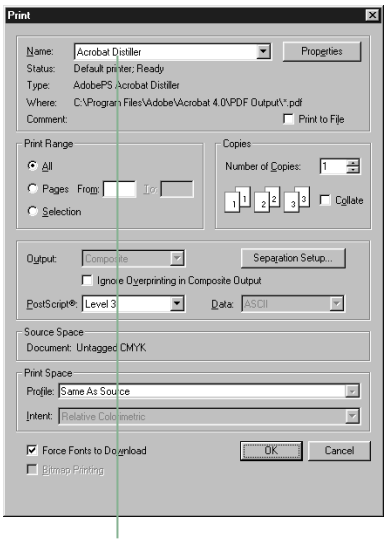
4. From the PostScript pop-up, select the level that is appropriate for your PDF file.

5. Select the Force Fonts To Download option.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

6. Click OK.

When you click OK, Acrobat Distiller runs in the background and places the PDF file in the PDF Output folder within the Acrobat 4.0 folder.



Make sure you select Acrobat Distiller from the (printer) Name pop-up

For Macintosh

Adobe Illustrator 9.0

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with Illustrator: 1) you can use the Save As command (File menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer.

Creating a PDF file with Illustrator's Save As command

Note: Before you launch Illustrator, make sure at least one PostScript printer is installed on your Macintosh.

1. Open the illustration you want to convert to PDF.

2. Chose File > Save As.

3. In the Save dialog box, select the folder where you want to save the file and enter a name for the file.

4. Select Adobe PDF from the Format pop-up. If you want, select Append File Extension to add ".PDF" to the file name; select Lower Case to add ".pdf" to the file name. Click Save.

5. In the Adobe PDF Format Options dialog box, select from the following options in the Options Set menu:

• Select the Default option to use the default PDF general settings and compression settings.

• Select ScreenOptimized to use default settings appropriate for use on the Web. When selecting ScreenOptimized, the file is automatically converted to the RGB color mode.

• Select Custom to create your own customized general settings and compression settings.

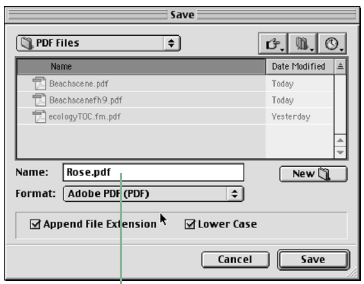
6. Select General from the pop-up below the Option Set pop-up and then select from the following options:

• Select either Acrobat 5.0 or 4.0 in the File Compatibility panel. Transparent artwork from Illustrator 9.0 and later will be preserved only when saving in the Acrobat 5.0 format.

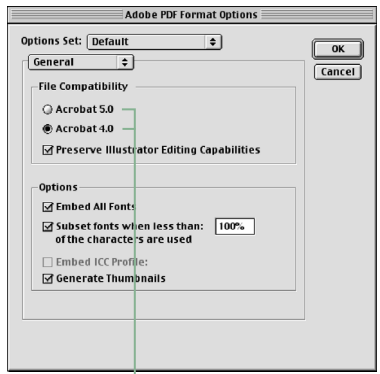
• Select Preserve Illustrator Editing Capabilities to export the file in an Acrobat PDF format that allows you to reopen and edit the file in Adobe Illustrator (versions 9.0 and later).

• Select the Embed All Fonts option to save the fonts used in the file with the saved file. Protected fonts cannot be embedded in the file.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.



In the Save dialog box, select a storage folder and specify a name for the PDF file



In the Adobe PDF Format Options dialog box, select Acrobat 4.0 or Acrobat 5.0 under File Compatibility and check Embed All Fonts

• Select the "Subset Fonts When Less Than _ % of the Characters are Used" option to minimize the PDF file size by embedding only those characters of the font that are used in the document—that is, a subset of the font. This option is available when you select Embed All Fonts. Type the character threshold that determines when a font subset is created. If the percentage of characters used in the document exceeds this setting, then the entire font is embedded in the file rather than a subset of the font. Setting subset at 100% will create a unique name for each font embedded into the PDF. This can be valuable for print output as it requires the use of the unique font from the PDF file rather than from the operating system.

• Select the Embed ICC profile option to embed a color profile into the saved file. The color profile is determined in the Color Settings dialog box. This embedded color profile is then applied to the file when the file is reopened in Adobe Illustrator. This checkbox will be unavailable (as shown in this Figure) when no ICC profile has been assigned to the document.

• Select the Generate Thumbnails option to save a thumbnail image of the artwork with the saved file.

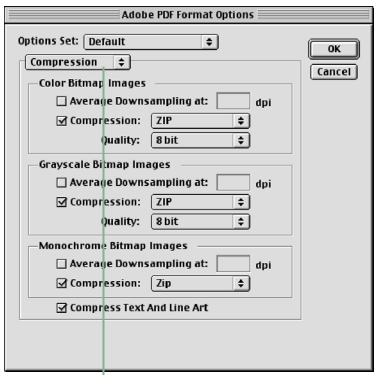
7. Select Compression from the pop-up below the Options Set pop-up. Then select from the following options:

• Select the Average Downsampling at _ dpi option in any of the compression panels if you want to set downsampling for the PDF file. Downsampling is a technique whereby information represented by several pixels in a bitmap is combined to make a larger pixel. Downsampling reduces the resolution of the image to the specified dpi setting by choosing a pixel in the center of the sample area and replacing the area with a pixel of the averaged color.

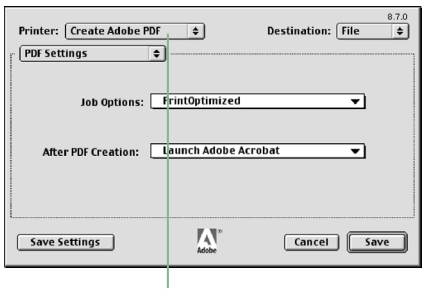
• Select a compression method for the PDF file:

Automatic The Automatic option automatically lets Illustrator set the best possible compression and quality for the artwork contained in the file. For most files, this option produces satisfactory results.

ZIP ZIP is a compression method that works well on images with large areas of single colors or repeating patterns and for black-and-white images that contain repeating patterns. Illustrator provides 4-bit and 8-bit ZIP compression options. If you use 4-bit ZIP compression with 4-bit images, or 8-bit ZIP compression with 4-bit or 8-bit images, the ZIP method is lossless; that is, data is not removed to reduce file size and so image quality is not affected.



Select the compression settings you want to apply to the PDF file you generate



Select Create Adobe PDF from the Printer pop-up and select File from the Destination pop-up

For Macintosh

Using 4-bit ZIP compression with 8-bit data can affect the quality, however, because data is lost.

JPEG The JPEG compression method is suitable for grayscale or color images. JPEG is lossy, which means that it removes image data and may reduce image quality when the compression is set high. However, JPEG attempts to reduce file size with a minimum loss of information. Because JPEG eliminates data, it can achieve much smaller files sizes than ZIP.

CCITT The Consultative Committee on International Telephony and Telegraphy (CCITT) compression method (only available when compressing as a monochrome bitmap image) is appropriate for black-and-white images and any images scanned with an image depth of 1 bit. CCITT is a lossless method. Illustrator provides CCITT Group 3 and Group 4 compression options. Group 4 is a general-purpose method that produces good compression for most monochromatic images. Group 3, used by most fax machines, compresses monochromatic bitmaps one row at a time.

Note: The Consultative Committee on International Telegraphy and Telephony (CCITT) was renamed as the International Telecommunications Union, Telecommunications Standard Sector (ITU-T); however the compression standard is still referred to as CCITT Group 3 and Group 4.

Run Length The Run Length option is a lossless encoding option that produces the best results for images that contain large areas of solid black or white.

• Select the Compress Text and Line Art option to apply the ZIP compression method (a lossless compression method) to all text and line art (both of which are comprised of vectors) in the file.

8. Click OK.

When you click OK, the PDF file is created and placed in the folder you specified in step 3. You are then returned to your document.

Creating a PDF file with Illustrator's Print command

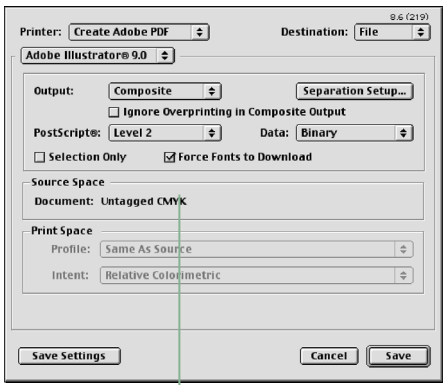
1. Open the illustration you want to convert to PDF.

2. Select File > Print.

3. Select Create Adobe PDF from the Printer pop-up.

Note Print to PDF only works with the Adobe print driver, not Apple's LaserWriter 8.

4. Select the option in the Job Options pop-up that's appropriate for the PDF you're creating, and select an option from the After PDF Creation pop-up. These job options come from the ones defined in the "Settings" folder inside the Acrobat Distiller folder.



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data pop-up, and select Force Fonts To Download

5. Select Illustrator 9.0 from the pop-up, and then select the level of PostScript that's appropriate for your PDF file from the Print Setting pop-up. Select Binary from the Data pop-up and select Force Fonts To Download. For further information about these and other options in this part of the dialog, see pages 364-366 of the Adobe Illustrator User Guide.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

6. Select Printer Specific Options from the pop-up, and then select a resolution.

• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

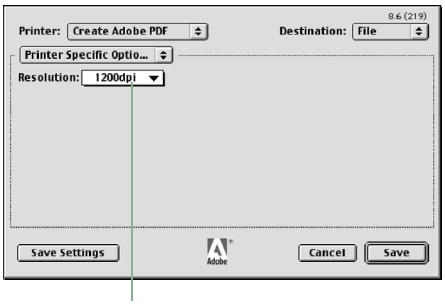
• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

7. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again.

8. Click Save to bring up the Save dialog box.

9. Choose a destination folder, enter a name for your PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 14. If you selected to view the PDF file after creation (in step 4), the application you selected is launched and the PDF file is displayed. Otherwise, you are returned to your document.



For Resolution, select 1200 dpi or 2400 dpi depending on the output device

For Windows

Adobe InDesign 1.5

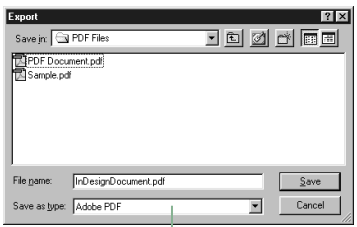
In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with InDesign: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer.

Creating a PDF file with InDesign's Export command

If you decide to create PDF files using InDesign's Export feature, you should first use the Define PDF Style command (File menu) to create "style sheets" for the files you'll be generating. For example, if your PDF files are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof, you can create your own "PrintOptimized" PDF style and apply it to the InDesign documents you export as PDF.

Note: Before you launch InDesign, make sure at least one PostScript printer is installed on your PC.

1. Open the document you want to convert to PDF.



In the Export dialog box, select Adobe PDF from the Save As Type pop-up

2. Select File > Export.

3. In the Export dialog box, select the folder where you want to save the file and enter a name for the file.

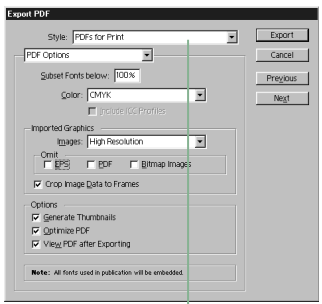
4. Select Adobe PDF from the Save as Type pop-up, and then click Save.

5. In the Export PDF dialog box, select the PDF style you want to use from the Style pop-up.

6. If you want to modify any of the settings in the PDF style you've selected, select PDF Options, Compression, Pages and Page Marks, and Security from the pop-up, and then modify the settings as necessary. When you modify export settings, Custom is displayed in the Style pop-up.

7. Click Export.

When you click Export: 1) if you selected the View PDF After Exporting option in the Export PDF dialog box, InDesign creates the PDF file, and then the PDF is opened in Adobe Acrobat, or 2) if you did not select the View PDF After Exporting option, you are returned to your document. The PDF file is placed in the folder you specified in step 3.



When you export a PDF file, select the style you want to apply from the Style pop-up and, optionally, modify the setting

Creating a PDF file with InDesign's Print command

1. Open the document you want to convert to PDF.

2. Select File > Print.

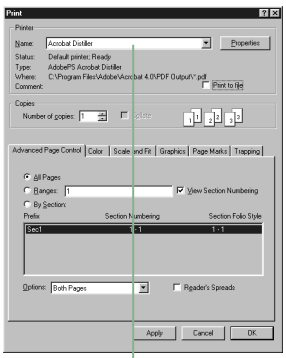
3. Check to see if the printer listed in the (printer) Name pop-up is Acrobat Distiller.

4. Set the PostScript level that is appropriate for your PDF file by clicking on Properties. In the Properties dialog, click on Advanced Options, then on PostScript Options and then PostScript LanguageLevel to set the level from 1 to 3.

5. Click the Advanced Page Control, Color, Scale and Fit, Graphics, and Page Marks tabs and select the setting in each pane that are most appropriate for your PDF file.

6. Click OK.

When you click OK, Acrobat Distiller runs in the background creating the PDF file.



In the Print dialog box, select Acrobat Distiller from the Printer Name pop-up

Adobe InDesign 1.5

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with InDesign: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer.

Creating a PDF file with InDesign's Export command

If you decide to create PDF files using InDesign's Export feature, you should first use the Define PDF Style command (File menu) to create "style sheets" for the files you'll be generating. For example, if your PDF files are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof, you can create your own "Print-Optimized" PDF style and apply it to the InDesign documents you export as PDF.

Note: Before you launch InDesign, make sure at least one PostScript printer is installed on your Mac.

1. Open the document you want to convert to PDF.

2. Select File > Export.

3. In the Export dialog box, select the folder where you want to save the file and enter a name for the file.

4. Select Adobe PDF from the Formats pop-up, and then click Save.

5. In the Export PDF dialog box, select the PDF style you want to use from the Style pop-up.

6. If you want to modify any of the settings in the PDF style you've selected, select PDF Options, Compression, Pages and Page Marks, and Security from the pop-up, and then modify the settings as necessary. When you modify export settings, Custom is displayed in the Style pop-up.

7. Click Export.

When you click Export: 1) if you selected the View PDF After Exporting option in the Export PDF dialog box the PDF file is opened in Adobe Acrobat, or 2) if you did not select the View PDF After Exporting option, you are returned to your document. The PDF file is placed in the folder you specified in step 3.

Creating a PDF file with InDesign's Print command

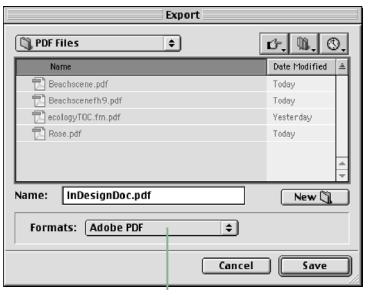
1. Open the document you want to convert to PDF.

2. Select File > Print.

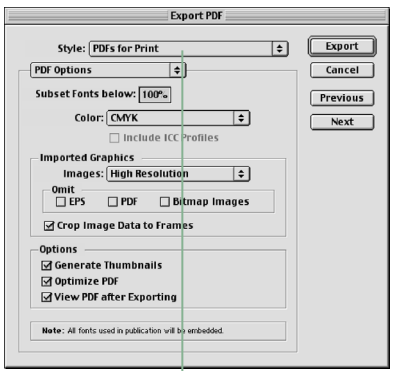
3. Select Create Adobe PDF from the Printer pop-up.

4. Select the option in the Job Options pop-up that's appropriate for the PDF you're creating, and select an option from the After PDF Creation pop-up. These job options come from the ones defined in the "Settings" folder inside the Acrobat Distiller folder.

5. Select PostScript Settings from the Printer Options pop-up, and then select PostScript job from the Format pop-up. Select Binary from the Data Format pop-up and select All from the Font Inclusion pop-up.



In the Export dialog box, select Adobe PDF from the Save As Type pop-up



When you export a PDF file, select the style you want to apply from the Style pop-up and, optionally, modify the settings

For Macintosh

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau

6. Select Printer Specific Options from the Printer Options pop-up, and then select a resolution.

• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

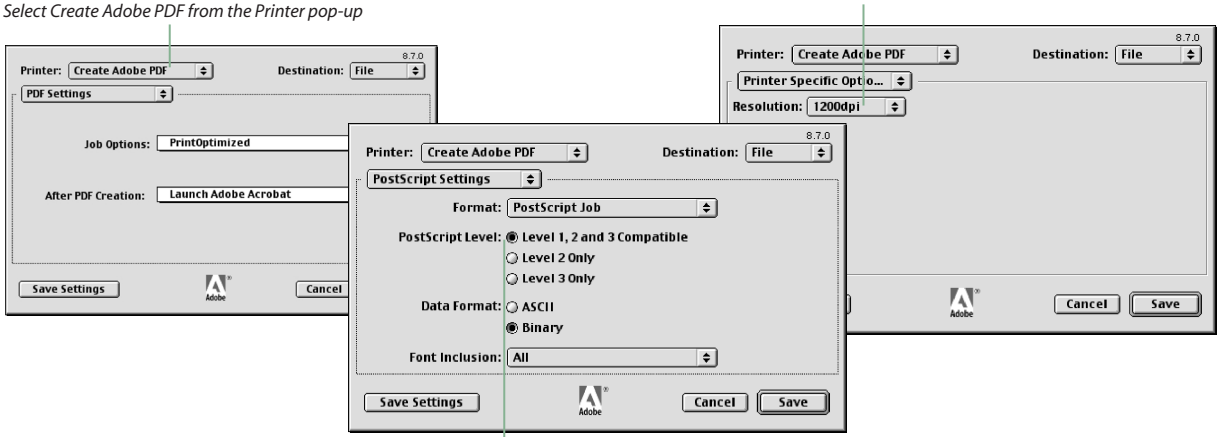
7. Select other options from the Printer Options pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again. Then, click Save to bring up the Save dialog box.

8. Choose a destination folder, enter a name for your PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 8. If you selected to view the PDF file after creation (in step 4), the application you selected is launched and the PDF file is displayed. Otherwise, you are returned to your document.

Select Create Adobe PDF from the Printer pop-up

For Resolution, select 1200 dpi or 2400 dpi depending on the output device



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusions

Adobe PageMaker Plus

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with PageMaker: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer.

Note: Before you create a PDF file from a PageMaker document, you should copy the Acrobat Distiller printer description (located in the Xtras folder within the Distiller folder) into a folder named Ppd4 within your PageMaker folder. The complete path within your PageMaker folder is: …\Pm65\Rsrc\Usenglish\Ppd4.

Creating a PDF file with PageMaker's Export command

Note: Before you launch PageMaker, make sure at least one PostScript printer is installed on your PC.

1. Open the document you want to convert to PDF.

2. Select File > Export > Adobe PDF.

3. In the General panel of the Export Adobe PDF dialog box, check Distill Now and select Acrobat from the Printer Style pop-up.

4. From the pop-up, select Format & Fonts. Make sure Embed All Fonts is checked; choose Acrobat 3.0 from the Compatibility pop-up. Select the Subset fonts below checkbox, and type the character threshold that determines when a font subset is created. If the percentage of characters used in the document exceeds this setting, then the entire font is embedded in the file rather than a subset of the font.

5. From the pop-up, select Miscellaneous and uncheck Override Distiller Options. When you do this, the "PDF Style" pop-up at the bottom of the dialog box will be cleared, because Acrobat is now controlling the PDF style.

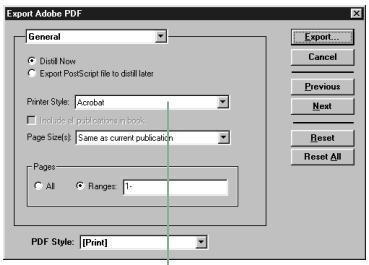
6. Select other options from the pop-up and make the appropriate settings for your PDF file.

7. Click Export.

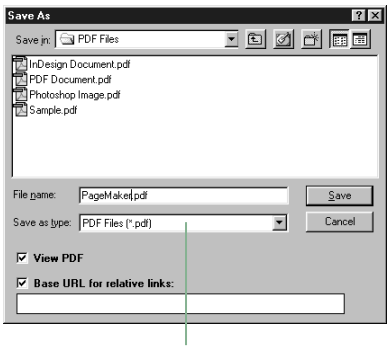
8. In the Save As dialog box, select the folder where you want to save the file and enter a name for the file.

9. Click Save.

When you click Save: 1) if you selected the View PDF option in the Save As dialog box, Acrobat Distiller creates the PDF file, and then the file is opened in Adobe Acrobat, or; 2) if you did not select the View PDF option, Acrobat Distiller creates the PDF file, and then



In the Export Adobe PDF dialog, select Acrobat from the Printer Style pop-up



In the Save As dialog box, make sure the file has a .PDF extension

you are returned to your document. The PDF file is placed in the folder you specified in step 8.

Creating a PDF file with PageMaker's Print command

1. Open the document you want to convert to PDF.

2. Select File > Document Setup.

3. Select Acrobat Distiller from the Compose To Printer pop-up, and then click OK.

4. Select File > Print.

5. Check to see if the printer listed is Acrobat Distiller. If not, click Setup. In the Print Setup dialog box, select the Acrobat Distiller printer choice. Click OK to return to the Print dialog box.

6. For PPD, select the Acrobat Distiller PPD 3010.106.

7. Select Features, and then select a resolution.

• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output using a color printer or a digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

8. Select Options.

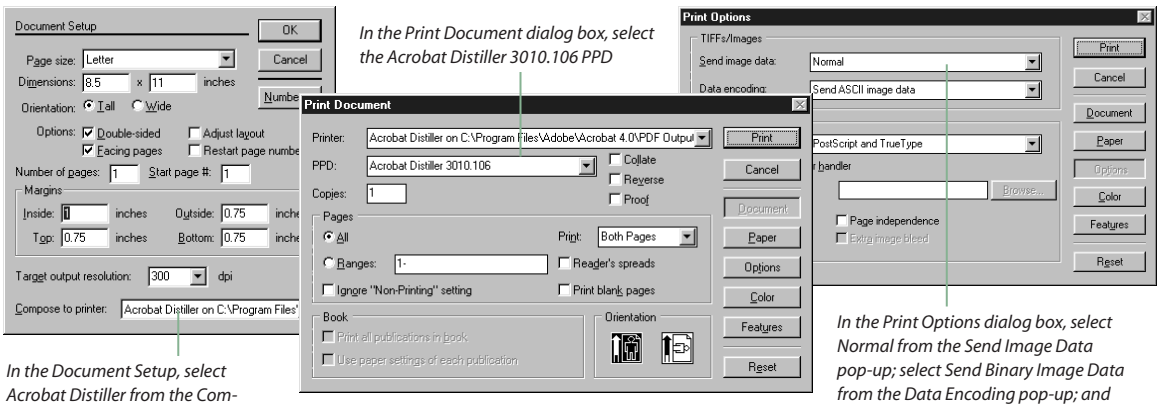
9. From the Send Image Data pop-up, select Normal.

10. From the Data Encoding pop-up, select Send ASCII image data.

11. From the Download Fonts pop-up, select PostScript and TrueType.

12. Click Print.

When you click Print, you are returned to your document while Acrobat Distiller creates the PDF file in the background.



In the Print Document dialog box, select the Acrobat Distiller 3010.106 PPD

In the Document Setup, select Acrobat Distiller from the Compose To Printer pop-up

In the Print Options dialog box, select Normal from the Send Image Data pop-up; select Send Binary Image Data from the Data Encoding pop-up; and select PostScript and TrueType from the Download Fonts pop-up

Adobe PageMaker Plus

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with PageMaker: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer.

Creating a PDF file with PageMaker's Export command

1. Open the document you want to convert to PDF.

2. Select File > Export > Adobe PDF.

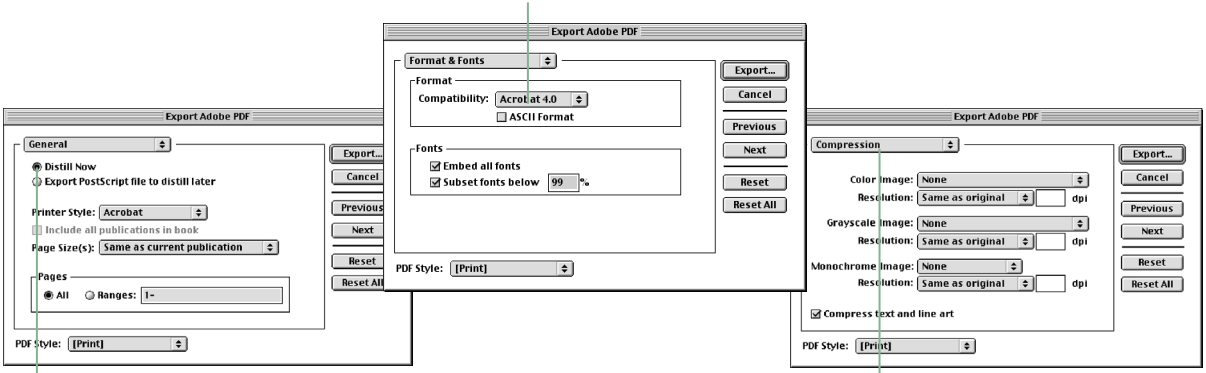
3. The Export Adobe PDF dialog appears. The pop-up at the top left of this dialog selects various PageMaker and Distiller option panels. You can also use the Previous and Next buttons at the right of the dialog box to change which option panel is shown.

• In the General panel, click on Distill Now. Choose the PDF Style appropriate to your workflow in the PDF Style pop-up. If you change any other settings in the Export Adobe PDF dialog box, the PDF Style pop-up will change to blank; after you have selected settings in the various panels, you can then choose Save PDF Style in this pop-up to save your settings as a new PDF style.

• In the Format & Fonts panel, select Acrobat 4.0 from the Compatibility pop-up, and make sure that ASCII Format is unchecked. Check the Embed all fonts and Subset fonts below checkboxes, and enter a percentage value below which fonts will be subsetted in the document. Select the Subset fonts below _ % option to minimize the PDF file size by embedding only those characters of the font that are used in the document that is, a subset of the font. This option is available when you select Embed all fonts. Type the character threshold that determines when a font subset is created. If the percentage of characters used in the document exceeds this setting, then the entire font is embedded in the file rather than a subset of the font.

• In the Compression panel, select compression settings appropriate to your document and workflow. You can choose to compress images and/or resample them. If you choose to resample them, you can choose between Subsampling and Downsampling. Both are techniques whereby information represented by several pixels in a bitmap image is combined to make a larger pixel; larger pixels for the same image mean fewer total pixels (i.e., lower resolution). Subsampling is faster to

In the Format & Fonts panel, select Acrobat 4.0 from the Compatibility pop-up



In the General panel, click on Distill Now

In the Compression panel, select compression settings appropriate to your document and workflow

For Macintosh

compute than downsampling, because it reduces image resolution by picking a single pixel in the center of a sampled area, whereas downsampling reduces the resolution by averaging the pixel color over the entire sample area. In general, PDF files intended for printing on high-resolution (1200 dpi and above) devices should not have their images resampled.

For more information on image compression, see the PageMaker Help topic "Preparing a PageMaker Publication for PDF" under the heading "Distributing a Publication Electronically."

• In the Color Model panel, click on CMYK, and leave other settings unchanged unless you will be printing using a PostScript 3 RIP with built-in color management.

• In the Document Information panel, enter any identifying information you want saved in the document.

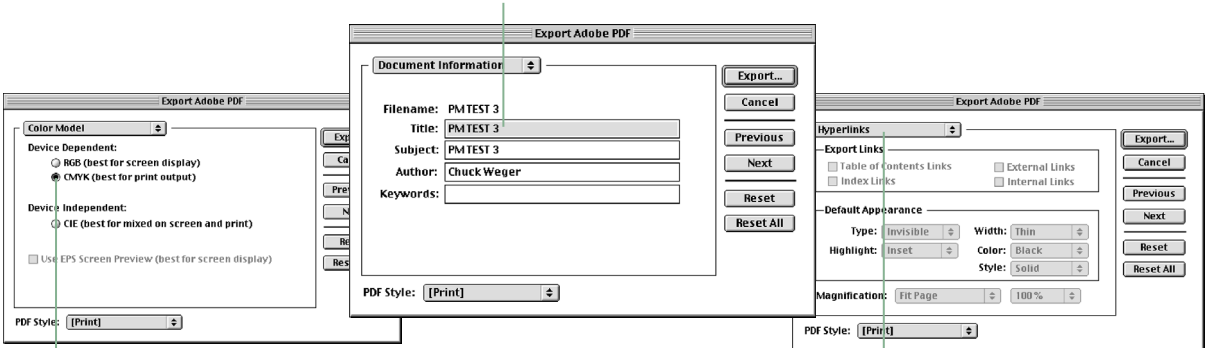
• If you have hyperlinks in your PageMaker document, you can export them to the PDF by changing the settings in the Hyperlinks panel of the Export Adobe PDF dialog box. Exporting hyperlinks is not generally recommended for a document intended for a printing press.

• The Articles & Bookmarks panel allows you to export bookmarks for index and table of contents entries, if your document has these. It also allows you to create Acrobat articles. For more information about Acrobat articles, see the PageMaker help file topic "Changing PDF options for hyperlinks, bookmarks, and articles."

• To display an Acrobat note on the first page of the PDF, select the Notes on First Page panel from the pop-up, and type your note text.

• The Advanced Options panel allows you to set printing options that determine how the PDF file interacts with downstream RIPs and file processors. The Preserve OPI comments, Preserve overprint settings, and Preserve halftone screen information function the same as their identically-named counterparts in a Distiller Job Options set. The Transfer functions and UCR/Black Generation function control how these options are carried through to the PDF from continuous tone image files in the PageMaker document. In general, unless your printer specifies otherwise, these pop-ups should be set to Preserve.

In the Document Information panel, enter any identifying information you want saved in the document



In the Color Model panel, click on CMYK, and leave other settings unchanged unless you will be printing using a PostScript 3 RIP with built-in color management

If you have hyperlinks in your PageMaker document, you can export them to the PDF by changing the settings in the Hyperlinks panel of the Export Adobe PDF dialog.

Note that these settings only apply if the Override Distiller options checkbox (in the Miscellaneous panel) is checked.

The Miscellaneous panel includes the following checkboxes:

• Automatically save publication causes PageMaker to save the document before distilling.

• Quit Distiller after use causes Distiller to quit after it distills the file. If you will be exporting multiple PageMaker documents, you should uncheck this box to avoid having to launch Distiller each time.

• Check for PageMaker printer style conflicts.

• Override Distiller options must be checked if you have set any options in the Advanced Options, Format & Fonts, or Compression panels. Otherwise, Distiller will use its own job options when it processes the file.

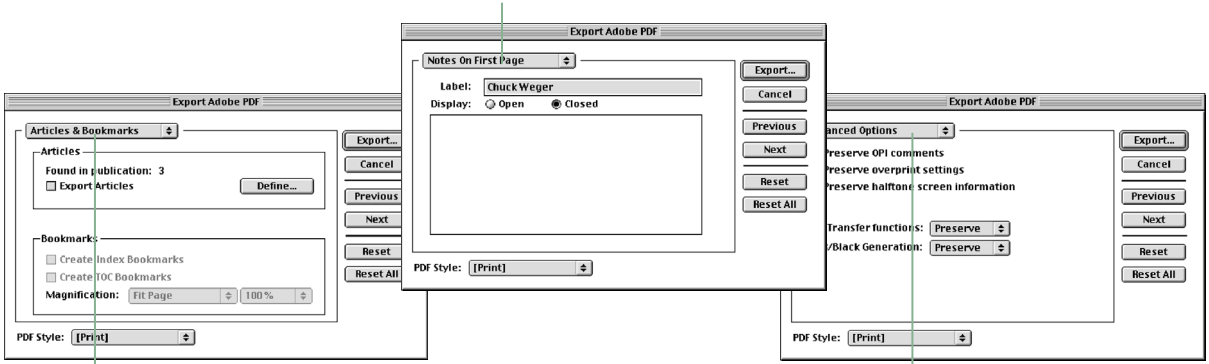
4. Click Export.

5. Select the folder where you want to save the file and enter a name for the file. At this point, you can also choose to view the PDF after it has been generated. If you have more than one viewing application installed (such as Acrobat Reader as well as Acrobat), you can use the pop-up to pick which program will be used to view the PDF. If you have hyperlinks in the file that will be exported to PDF, you can also set a base URL for these links.

6. Click Save.

When you click Save: 1) if you selected the View PDF using option in the Save dialog box, Acrobat Distiller creates the PDF file, and then the file is opened in the application you selected, or; 2) if you did not select the View PDF using option, Acrobat Distiller creates the PDF file, and then you are returned to your document. The PDF file is placed in the folder you specified in step 5.

To display an Acrobat note on the first page of the PDF, select the Notes on First Page panel from the pop-up, and type your note text.



The Articles & Bookmarks panel allows you to export bookmarks for index and table of contents entries, if your document has these.

The Advanced Options panel allows you to set printing options that determine how the PDF file interacts with downstream RIPs and file processors

For Macintosh

Creating a PDF file with PageMaker's Print command

1. Open the document you want to convert to PDF.

2. Select File > Print.

Check to see if the printer is Create Adobe PDF. If not, go to the Mac OS Finder, click on the desktop printer named "Create Adobe PDF" and then choose "Set Default Printer" from the Finder's Printing menu. Note that this operation cannot be accomplished using the Mac OS Chooser.

3. Select Acrobat Distiller from the PPD pop-up, and then click Options.

4. From the Send image data pop-up, select Normal.

5. From the Data encoding pop-up, select Send binary image data.

6. From the Download fonts pop-up, select PostScript and TrueType.

7. Deselect Use Symbol Font For Special Characters.

8. Click the Features button, and then select a resolution.

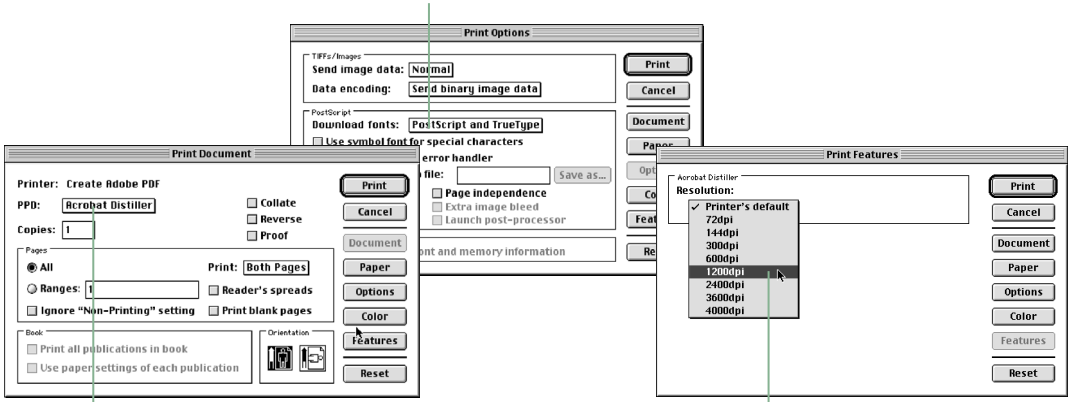
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output using a color printer or a digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output on a printing press or plotter. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

9. Click Print.

When you click Print, you are returned to your document while Acrobat Distiller runs in the background.

In the Print Options dialog box, select PostScript and TrueType from Download fonts pop-up



In the Print Document dialog box, select Acrobat Distiller from the PPD pop-up

In the Print Features dialog box, select the resolution you need

Adobe Photoshop 5.5 & 6.0

In Photoshop 5.5 you have three options from the File menu for creating PDF files:

1. Save As command, select PDF from the file-type options.

2. Save As Single Image PDF. This option is used when working on a single image in Photoshop and saving it to PDF. This functionality is based primarily on Acrobat's ability to allow editing of an image in Photoshop by using the Touchup Object Tool and Control clicking on an image, which will open that image in Photoshop for editing. Once in Photoshop 5.5, you can just click Save and the altered image will automatically update into the Acrobat file. You can also use the Save As Single Image PDF to rename the image and save it into a new PDF file.

3. Print command, select Create Adobe PDF as the printer.

In Photoshop 6.0 you have two options from the File menu for creating PDF files:

1. Save As command, select PDF from the file-type options. Note that Photoshop 6.0 can include vector images, which will be saved into the PDF.

2. Print command and select Create Adobe PDF as the printer.

Note: The Save As Single Image PDF option is not available as a File menu option in Photoshop 6. It is only available in Photoshop 6 when editing an image from Acrobat using the Touchup Object Tool and Control clicking on an image, which will open that image in Photoshop for editing. Save As will provide a temporary file name and an Acrobat Touchup Image file type, which is the same as Save As Single Image PDF.

Creating a PDF file with Photoshop's Save As command

Note: Before you launch Photoshop, make sure at least one PostScript printer is installed on your PC.

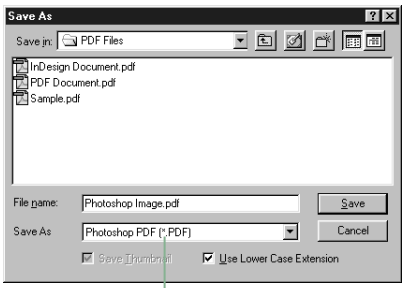
1. Open the image you want to convert to PDF.

2. Select File > Save As.

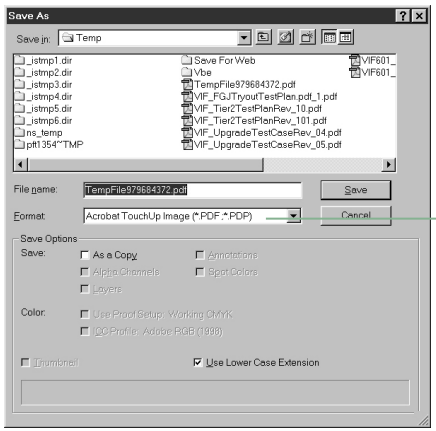
3. In the Save As dialog box, select the folder where you want to save the file and enter a name for the file.

4. Select Photoshop PDF from the Save As pop-up menu, and then click Save.

Note: If PDF isn't an option in the Save dialog, it's possible the image needs to be flattened.



In the Save As dialog box (Photoshop 5.5), select Photoshop PDF from the Save As pop-up



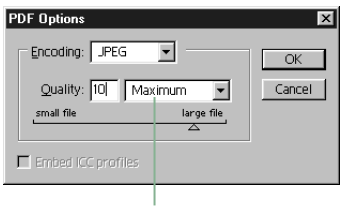
From Acrobat 4, you can use the Object Touchup Tool to open images in Photoshop. Hold down the Ctrl key and double-click an image in a PDF file – that image will then open into Photoshop. Make changes to the image and click Save – the image will be updated in your PDF file. If you choose to Save As, the window above will appear, giving you an option to Save the image. This is where there is a difference between Photoshop 5.5 and 6.0. Photoshop 5.5 provides a Save As choice for Save as Single Image PDF. Photoshop 6 calls this Save As option Touchup Image and provides a temp file for a name. Both versions of Photoshop are doing the same thing - saving the altered image back to your PDF file.

For Windows

5. In the PDF Options dialog box, select the type of compression you want to apply from the Encoding pop-up menu. If you select JPEG encoding, enter a value in the Quality field, select an option from the accompanying pop-up menu, or use the slider to specify the amount of compression. The higher the quality, the larger the file size of the PDF will be.

6. Click OK.

When you click OK, Photoshop saves the image into Photoshop PDF format. While this is an Adobe PDF file, recognize that it is a Photoshop PDF and when double-clicked will open in Photoshop. Using the Print to PDF options discussed below will create a stand-alone PDF – not associated with Photoshop. Another important difference is that with Save As, the PDF page size is the size of the Photoshop document, whereas with Print, the PDF page size is the paper size selected in the Page Setup dialog.



In the PDF Options dialog box, select the type of compression

Creating a PDF file with Photoshop's Print command

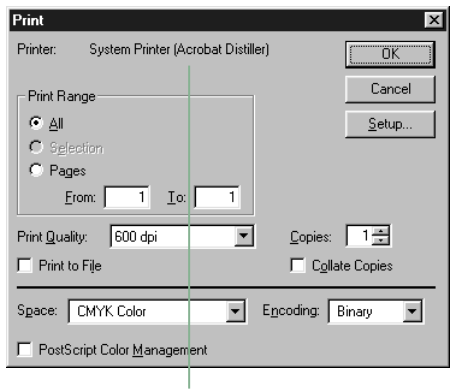
1. Open the image you want to convert to PDF.

2. Select File > Print.

3. Check to see if the printer listed next to Printer is Acrobat Distiller. If not, click Setup. In the Print Setup dialog box, select the Acrobat Distiller printer choice. Click OK to return to the Print dialog box.

Note: The Acrobat Distiller printer choice only exists if you've previously installed the Adobe driver with the Acrobat PPD, and set it up so it prints to a file.

4. Select Binary from the Encoding pop-up, select CMYK Color from the space pop-up. This setting is for color print separation output.



Make sure the chosen printer is Acrobat Distiller

5. Enter a Print Quality value, typically 600 - 1200 dpi for print-optimized, 2400 dpi for press-optimized.

6. Click OK, name the PDF file and Click Save.

Acrobat Distiller runs in the background to create the PDF file.

Adobe Photoshop 5.5 & 6.0

In Photoshop 5.5 you have three options from the File menu for creating PDF files:

1. Save As command, select PDF from the file-type options.

2. Save As Single Image PDF. This option is used when working on a single image in Photoshop and saving it to PDF. This functionality is based primarily on Acrobat's ability to allow editing of an image in Photoshop by using the Touchup Object Tool and Option clicking on an image, which will open that image in Photoshop for editing. Once in Photoshop 5.5, you can just click Save and the altered image will automatically update into the Acrobat file. You can also use the Save As Single Image PDF to rename the image and save it into a new PDF file.

3. Print command, select Create Adobe PDF as the printer.

In Photoshop 6.0 you have two options from the File menu for creating PDF files:

1. Save As command, select PDF from the file-type options. Note that Photoshop 6.0 can include vector images, which will be saved into the PDF.

2. Print command and select Create Adobe PDF as the printer.

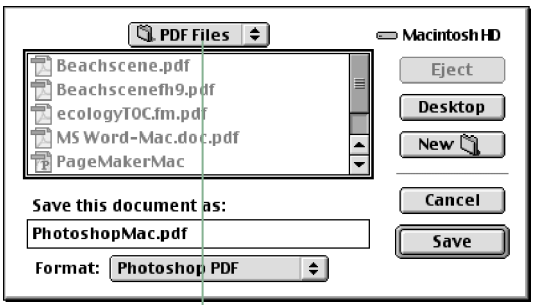
Note: The Save As Single Image PDF option is not available as a File menu option in Photoshop 6. It is only available in Photoshop 6 when editing an image from Acrobat using the Touchup Object Tool and Option clicking on an image, which will open that image in Photoshop for editing. Save As will provide a temporary file name and an Acrobat Touchup Image file type, which is the same as Save As Single Image PDF.

Creating a PDF file with Photoshop's Save As command

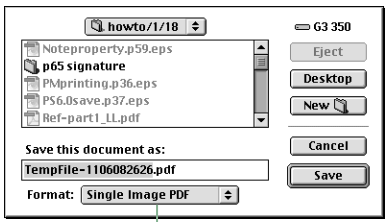
1. Open the image you want to convert to PDF.

2. Select File > Save As.

3. Select the folder where you want to save the file and enter a name for the file.



Choose a storage folder, specify a name, and Select Photoshop PDF from the Format pop-up



From Acrobat 4, you can use the Object Touchup Tool to open images in Photoshop. Hold down the Option key and double-click an image in a PDF file – that image will then open into Photoshop. Make changes to the image and click Save – the image will be updated in your PDF file. If you choose to Save As, the window above will appear, giving you an option to Save the image. This is where there is a difference between Photoshop 5.5 and 6.0. Photoshop 5.5 provides a Save As choice for Save as Single Image PDF. Photoshop 6 calls this Save As option Touchup Image and provides a temp file for a name. Both versions of Photoshop are doing the same thing – saving the altered image back to your PDF file.

For Macintosh

4. Select Photoshop PDF from the Format pop-up menu, and then click Save.

Note: If PDF isn't an option in the Save dialog, it's possible the image needs to be flattened.

5. In the PDF Options dialog box, select the type of compression you want to apply from the Encoding pop-up menu. If you select JPEG encoding, enter a value in the Quality field, select an option from the accompanying pop-up menu, or use the slider to specify the amount of compression. The higher the quality, the larger the file size of the PDF will be.

6. Click OK.

When you click OK, Photoshop saves the image into Photoshop PDF format. While this is an Adobe PDF file, recognize that it is a Photoshop PDF and when double-clicked will open in Photoshop. Using the Print to PDF options discussed below will create a stand-alone PDF – not associated with Photoshop. Another important difference is that with Save As, the PDF page size is the size of the Photoshop document, whereas with Print, the PDF page size is the paper size selected in the Page Setup dialog.

Creating a PDF file with Photoshop's Print command

1. Open the image you want to convert to PDF.

2. Select File > Print.

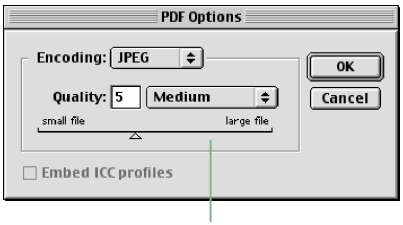
3. Select Create Adobe PDF from the Printer pop-up.

4. Select Adobe Photoshop from the Printer Options pop-up.

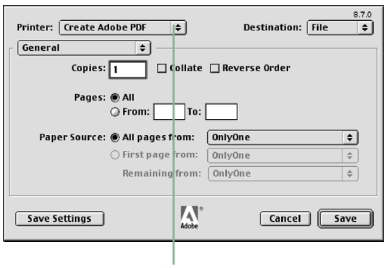
5. Select Binary from the Encoding pop-up, select CMYK Color from the space pop-up. This setting is for color print separation output.

6. Select PostScript settings from the Printer Options pop-up, and then select PostScript job from the Format pop-up. Select Binary from the Data Format pop-up and select All from the Font Inclusion pop-up.

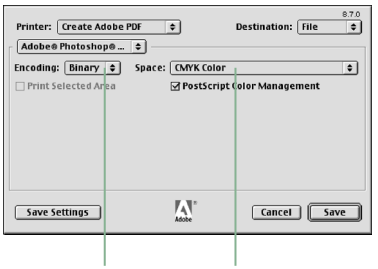
Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.



In the PDF Options dialog box, select Photoshop PDF from the Save As pop-up



Select Create Adobe PDF from the Printer pop-up



Choose Binary from the Encoding pop-up and CMYK Color from the Space pop-up

7. Select Printer Specific Options from the Printer Options pop-up, and then select a resolution.

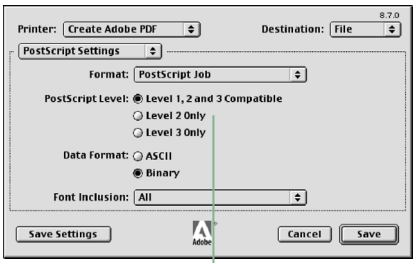
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be on a printing press or plotter. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

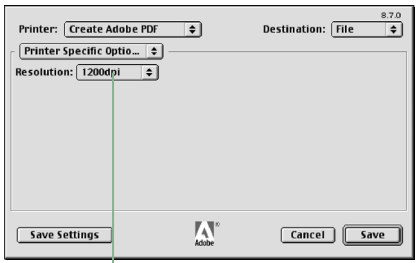
8. Select other options from the Printer Options pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again. Then, click Save to bring up the Save dialog box.

9. Choose a destination folder, enter a name for your PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the background and you are returned to your document. The PDF file is placed in the folder you specified in step 9.



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusion



For Resolution, select 1200 dpi or 2400 dpi depending on the output device

For Windows

Macromedia Freehand 9

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with FreeHand: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer.

Note: At the time of this publication, Macromedia FreeHand 9.02 was the most current version for Windows. You can download the 9.02 update from Macromedia's Web site (www.macromedia.com/software/downloads/).

Creating a PDF file with FreeHand's Export command

1. Open the illustration you want to convert to PDF.

2. Select File > Export.

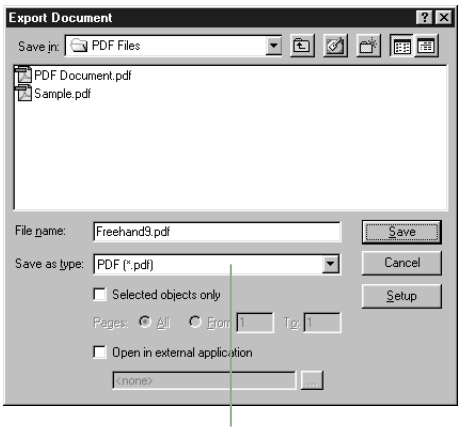
3. Select a storage folder and assign a name to the PDF file.

4. Select PDF from the Save As Type pop-up. If you want to open the PDF file you create, select Open In External Application, and then click the Browse button to select the program you want to use to view the PDF file.

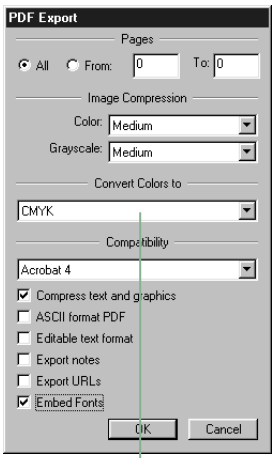
5. Click Setup in the Export Document dialog box. In the PDF Export dialog box, select CMYK from the Convert Colors to pop-up, and check Embed fonts. Select other options as appropriate for the PDF file you're creating, and then click OK to close the dialog box. When exporting a FreeHand document to PDF format, check the Editable text format on the Export Options dialog box so that each text block does not break into several text blocks during export.

6. Click Save in the Export Document dialog box.

When you click Save, a PDF file is created in the background. The PDF file



In the Export Document dialog box, select PDF from the Save As Type pop-up



In the PDF Export dialog box, convert colors to CMYK, select Embed Fonts, and set other options appropriate for the PDF file you're creating

is placed in the folder you specified in step 3. If you chose to open the PDF file in an external application (in step 4), the file is opened in the selected application. Otherwise, you are returned to your document.

Note: FreeHand 9 does not use Acrobat Distiller when you create a PDF file via the Export command.

Creating a PDF file with FreeHand's Print command

1. Open the image you want to convert to PDF.

2. Select File > Print.

3. Select Acrobat Distiller from the Printer pop-up. Click OK to return to the Print dialog box. If Distiller is not listed, then the PostScript driver or Distiller have not been properly installed.

4. From the Print Setting pop-up, select the PostScript level that is appropriate for your PDF file or output device.

5. Check Use PPD, and then locate and select the Acrobat Distiller PPD (Acrobat 4.0 > Distillr > Xtras > Adist4.ppd).

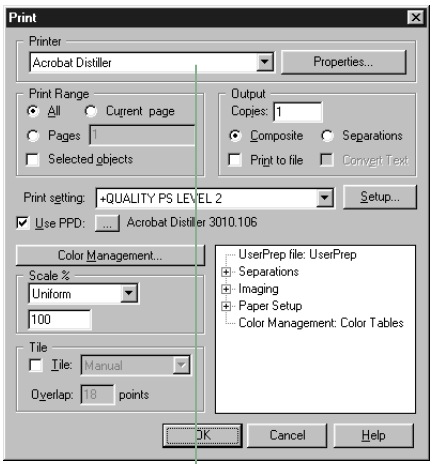
Note: For convenience, copy the Acrobat PPD into the FreeHand PPD folder (generally found in Program Files->Macromedia->FreeHand 9->English->PPDs. FreeHand automatically opens to its own PPD folder, so this would save some time when creating PDF files from FreeHand.

6. Click Setup. In the Print Setup dialog box, select Paper Setup, and then select the appropriate size from the Paper Size pop-up. For wide pages, select Custom, and then enter the width and height of the paper in the pair of associated fields. Click OK after you have specified a paper size.

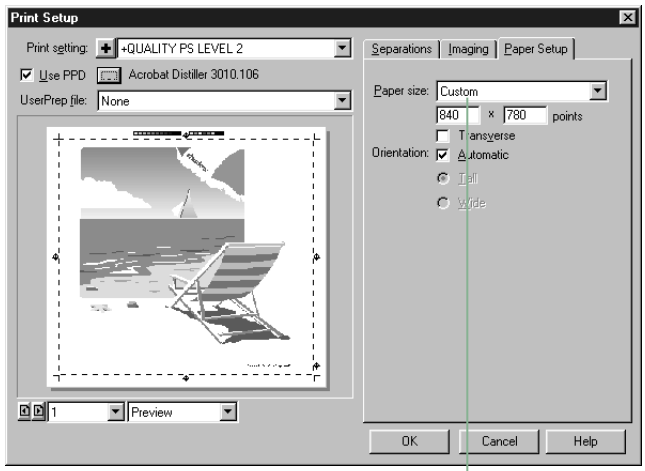
7. Select Uniform from the Scale % pop-up menu.

8. Click OK.

When you click OK, Acrobat Distiller runs in the background and creates the PDF file.



Make sure you select Acrobat Distiller from the Printer pop-up



Select a size from the Paper Size pop-up or select Custom and enter width and height values

For Macintosh

Macromedia Freehand 9

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with FreeHand: 1) you can use the Export command (File menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer.

Note: At the time of this publication, Macromedia FreeHand 9.01 was the most current version for Macintosh. You can download the 9.01 update from Macromedia's Web site (www.macromedia.com/software/downloads/).

Creating a PDF file with FreeHand's Export command

1. Open the illustration you want to convert to PDF.

2. Select File > Export.

3. Select a storage folder and assign a name to the PDF file.

4. Select PDF from the Format pop-up. If you want to open the PDF file you create, select open in external application, and then click the Browse button to select the program you want to use to view the PDF file.

5. Click Options in the Export Document dialog box. In the Pages dialog box, select CMYK from the Convert Colors to pop-up, and check Embed fonts. Select other options as appropriate for the PDF file you're creating, and then click OK to close the dialog box.

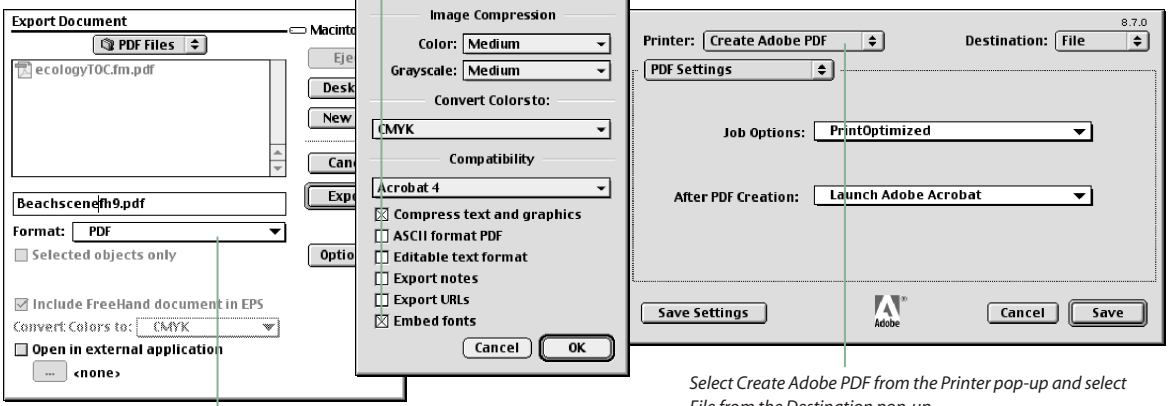
When exporting a FreeHand document to PDF format, check the Editable text format on the Export Options dialog box so that each text block does not break into several text blocks during export.

6. Click Export in the Export Document dialog box.

When you click Save, a PDF file is created in the background. The PDF file is placed in the folder you specified in step 3. If you chose to open the PDF file in an external application (in step 4), the file is opened in the selected application. Otherwise, you are returned to your document.

Note: FreeHand 9 does not use Acrobat Distiller when you create a PDF file via the Export command.

In the Pages dialog box, convert colors to CMYK, select Embed Fonts, and set other options appropriate for the PDF file you're creating



In the Export Document dialog box, select PDF from the Format pop-up

Select Create Adobe PDF from the Printer pop-up and select File from the Destination pop-up

Creating a PDF file with FreeHand's Print command

1. Open the image you want to convert to PDF.

2. Select File > Print.

3. Select Create Adobe PDF from the Printer pop-up.

4. Select the option in the Job Options pop-up that's appropriate for the PDF you're creating and select an option from the After PDF Creation pop-up. These job options come from the ones defined in the "Settings" folder inside the Acrobat Distiller folder.

5. Select FreeHand 9.01 from the pop-up, and then select the level of PostScript that's appropriate for your PDF file from the Print Setting pop-up. Select Uniform from the Scale % pop-up.

6. Click Setup. In the Print Setup dialog box, select Use PPD if it's not checked, and then click the Browse button to locate and select Acrobat Distiller (in the Printer Descriptions folder within the Extensions folder in your System folder).

7. Select Paper Setup, and then select the appropriate size from the Paper Size pop-up. For wide pages, select Custom, and then enter the width and height of the paper in the pair of associated fields. Click OK after you have specified a paper size.

8. Select Printer Specific Options, and select a resolution.

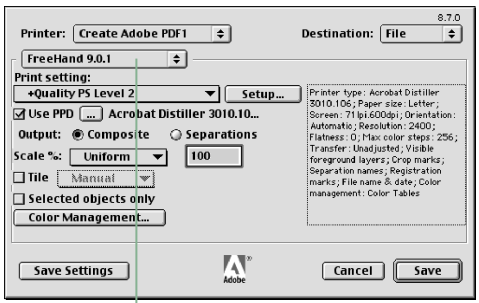
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

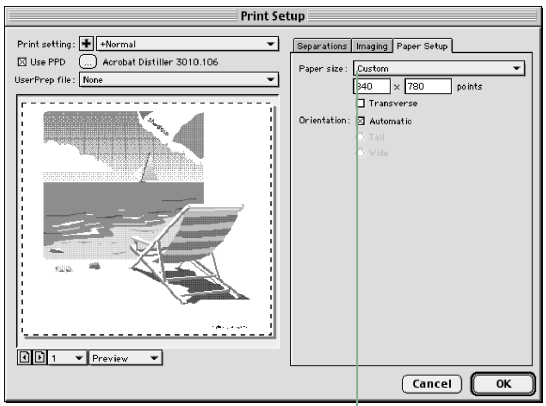
9. Click OK.

10. Choose a storage folder, enter a name for your PDF file, and then click Save.

When you click Save, a PDF file is created in the background. The PDF file is placed in the folder you specified in step 10. If you chose to open the PDF file in an external application (in step 4), the file is opened in the selected application. Otherwise, you are returned to your document.



Select FreeHand 9.01 from the pop-up, and then choose the appropriate PostScript level for your PDF from the Print setting pop-up



Select a size from the Paper Size pop-up or select Custom and enter width and height values in the fields below

Microsoft Word 2000

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with Word: 1) you can use the Create Adobe PDF command (File menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer. (The Create Adobe PDF command is available only if Acrobat has been installed.)

Creating a PDF file with Word's Export command

Note: Before you launch Word, make sure at least one PostScript printer is installed on your PC.

1. Open the document you want to convert to PDF.

2. Select File > Create Adobe PDF. You can also click the Acrobat icon on the far right in Word's tool bar.

An excellent help file, "PDFMaker.pdf" is available by clicking the Help button. This help file resides in the directory Acrobat 4.0\Help\ENU if you need to open it manually. This file describes how various Word formatting elements are converted to PDF objects.

3. Select your choices under File Options, and then click the Output, Bookmarks, and Display Options tabs and, optionally, modify the settings.

4. After you finish modifying settings, click Create. Acrobat Distiller runs in the background. A Save dialog will pop up if you've selected "Prompt for the PDF filename." Otherwise, it places the PDF file in the same folder as the original Word file.

Creating a PDF file with Word's Print command

1. Open the document you want to convert to PDF.

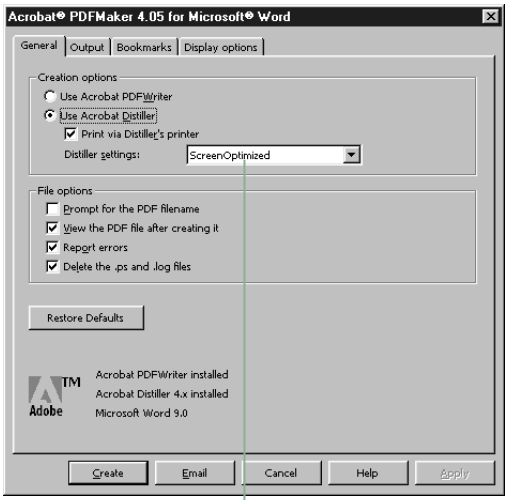
2. Select File > Print.

3. Select Acrobat Distiller from the Printer pop-up. If it isn't there, then the PostScript driver or Acrobat Distiller hasn't been correctly installed. Click OK to return to the Print dialog box.

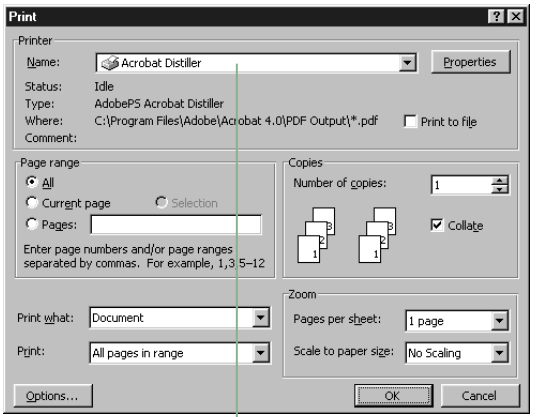
4. If it's selected, deselect Print To File.

5. Click OK.

When you click OK, Acrobat Distiller runs in the background and saves the PDF file.



From the Distiller Settings pop-up, select the kind of PDF you want to create



Make sure you select Acrobat Distiller from the Printer Name pop-up

Microsoft Word 8.0

To create PDF files with Microsoft Word 8.0 use the Print command (File menu) and select Create Adobe PDF as the printer.

Creating a PDF file with Word's Print command

1. Open the document you want to convert to PDF.

2. Select File > Print.

3. Select Create Adobe PDF from the Printer pop-up.

4. Select the option in the Job Options pop-up that's appropriate for the PDF you're creating, and select an option from the After PDF Creation pop-up. These job options come from the ones defined in the "Settings" folder inside the Acrobat Distiller folder.

5. Select PostScript settings from the Printer Options pop-up, and then select PostScript job from the Format pop-up. Select Binary from the Data Format pop-up and select All from the Font Inclusion pop-up.

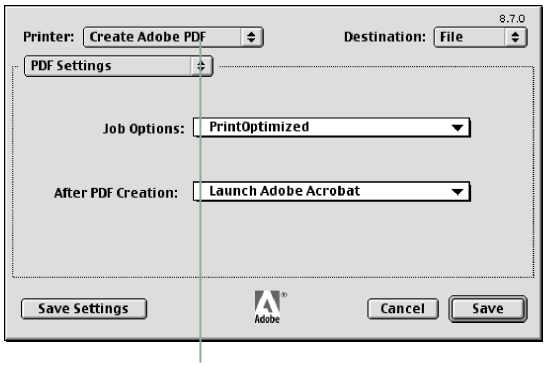
Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

6. Select Printer Specific Options from the pop-up, and then select a resolution.

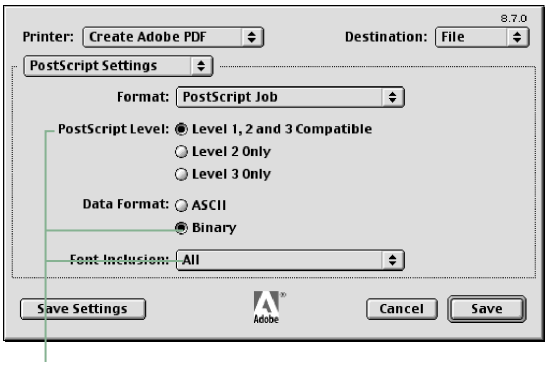
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

7. Select other options from the Printer Options pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again. Then, click Save to bring up the Save dialog box.



Select Create Adobe PDF from the Printer pop-up

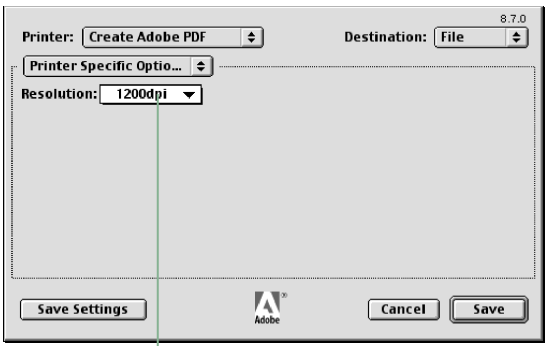


Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusion

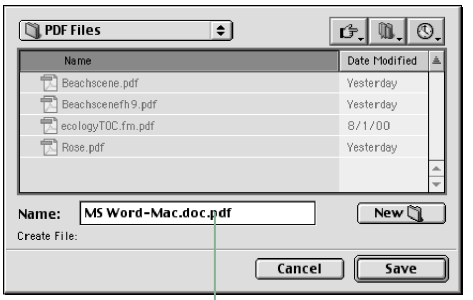
For Macintosh

8. Choose a destination folder, enter a name for your PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the background. The PDF file is placed in the folder you specified in step 8. If you selected to view the PDF file after creation (in step 4), the application you selected is launched and the PDF file is displayed. Otherwise, you are returned to your document.



For Resolution, select 1200 dpi or 2400 dpi depending on the output device



Select a destination folder and specify a name for your PDF file

Quark Xpress 4.1

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with QuarkXPress: 1) you can use the Export As PDF command (Utilities menu) or; 2) you can use the Print command (File menu) and select Acrobat Distiller as the printer. (The Export As PDF command is available only if the PDF Filter XTension is installed.)

Note: At the time of this publication, QuarkXPress 4.11 was the most current version for Windows. You can download the 4.11 update from Quark's Web site (www.quark.com). You should also download and install the "4.11fixit" XTension (also available from www.quark.com) which fixes problems with image files and OPI in QuarkXPress 4.11.

Creating a PDF file with QuarkXPress' Export As PDF command

Before you use the Export As PDF command, you must configure a PostScript printer to print to a file. Also, you may want to set up PDF export settings in the PDF Export Preferences dialog. To do so, select Edit > Preferences > PDF Export.

Note that these Preferences are local to EACH document; they're not a global setting for QuarkXPress. So if you change the Compression under Job Options for a file, you have to do it again for the next file you make a PDF from.

To create a PDF file with the Export As PDF command:

1. Open the document you want to convert to PDF.

2. Select Utilities > Export as PDF. If prompted, locate Acrobat Distiller.

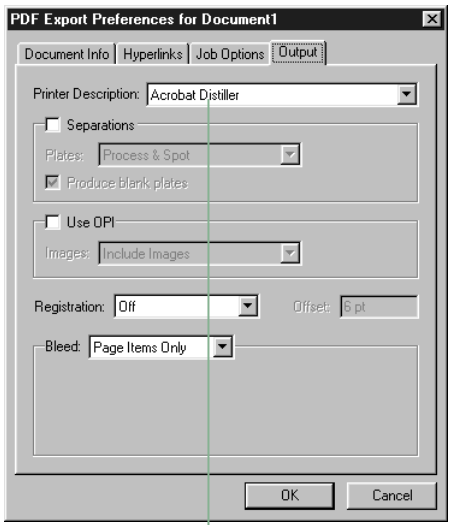
3. In the Export As PDF dialog box, select a storage folder and assign a name to the PDF file.

4. If you want to modify any of the default PDF export settings, click Preferences. When you finish modifying export settings, click OK. The "default" settings are the ones you set earlier in the PDF Export Preferences dialog.

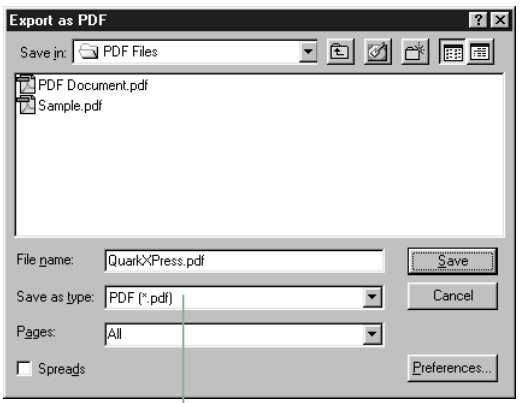
5. Select PDF from the Save as Type pop-up, and then click Save.

Note: Selecting PDF (.pdf) as the file type does two things:*

1. Affects which files are shown in the scrolling file list – only .pdf files are shown.



Before exporting a PDF file, you can set up custom Distiller options in the PDF Export Preferences dialog box



In the Export As PDF dialog box, select PDF from the Save As Type pop-up

2. Adds the .pdf extension to your file — it does not change the file type to PDF. Distiller is still used to convert the file to PDF. Unlike most other Windows programs discussed in this document, QuarkXPress runs Distiller in the foreground, not in the background.

6. When you click Save, Acrobat Distiller generates a PDF file and places it in the folder you specified in step 3. You are then returned to your document.

Creating a PDF file with QuarkXPress' Print command

1. Open the document you want to convert to PDF.

2. Select File > Page Setup or File > Print to open the Print dialog box.

3. Check to see if the printer listed in the Printer pop-up is Acrobat Distiller. If not, select it from the pop-up.

The Print dialog box contains five tabs (Document, Setup, Output, Options, and Preview). You can use these tabs to customize your document. Use the Document tab to turn the Separations option on or off. Use the Output tab to select print color and set resolution. Use the Options tab to select settings, such as Print Colors, which should be set to Composite CMYK.

4. Click Setup, and then select Acrobat Distiller from the Printer Description pop-up menu.

This tab lets you select any of several predefined paper sizes or specify a custom paper size. If you select Custom from the Paper Size pop-up menu, you can specify the width and height of the paper in the Paper Width and Paper Height fields, respectively, or you can let QuarkXPress determine the paper height by choosing Automatic.

If your page is wider than it is tall, select the landscape icon next to Orientation. To see how the size of the current document relates to the specified paper size, click the Preview tab.

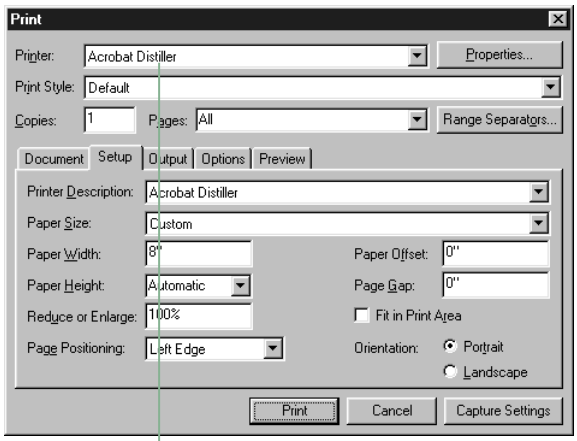
5. Select Output, and then select a resolution:

• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or a digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output on a printing press or plotter. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

6. When you have selected all of your settings in each tab, click Print.

When you click Print, Acrobat Distiller runs in the foreground and places the PDF file in the PDF Output folder within the Acrobat 4.0 folder.



Make sure you select Acrobat Distiller from the Printer pop-up; use the tabs to customize your document; select Setup, and then select Acrobat Distiller from the Printer Description pop-up

QuarkXpress 3.32

To create a PDF file with QuarkXPress 3.32 use the Print command and select Create Adobe PDF as the printer.

Creating a PDF file with QuarkXPress' Print command

Adobe PDF files can be created from any application using Create Adobe PDF. There are other methods, including third party plugins and printing PostScript and using Adobe Acrobat Distiller.

Before you print, you must perform a Page Setup:

1. Select File > Page Setup

2. Make sure that Printer is set to Create Adobe PDF

3. Choose "QuarkXPress" from the "Page Setup Options" pop-up

4. Choose "Acrobat Distiller" from the "Printer Type" pop-up.

5. Set all other options to match your document and output. The remaining options in this dialog (such as "Resolution") can be set here, but should be checked at Print time as described in steps 4-5 below.

Note: If you don't perform Page Setup, then your PDF document could be rendered in black & white, or have other errors.

Printing your Quark file to PDF

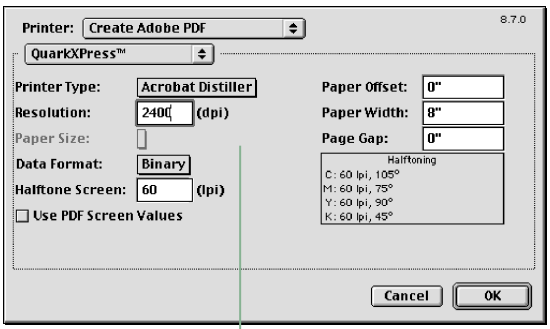
1. Open the document you want to convert to PDF. Ensure that all fonts are loaded and links are updated.

2. Select File > Print.

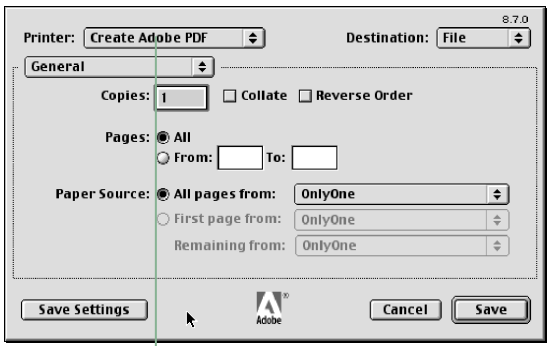
3. Select Create Adobe PDF from the Printer pop-up.

4. Select PostScript Settings from the Printer Options pop-up, and then select PostScript job from the Format pop-up. Select Binary from the Data Format pop-up and select All from the Font Inclusion pop-up.

Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.



Note: If you don't perform Page Setup, then your PDF document could be rendered in black & white, or have other errors



Select Create Adobe PDF from the Printer pop-up

For Macintosh

5. Select Printer Specific Options from the pop-up, and then select a resolution.

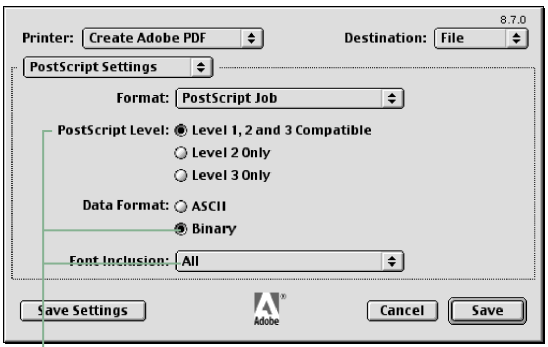
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

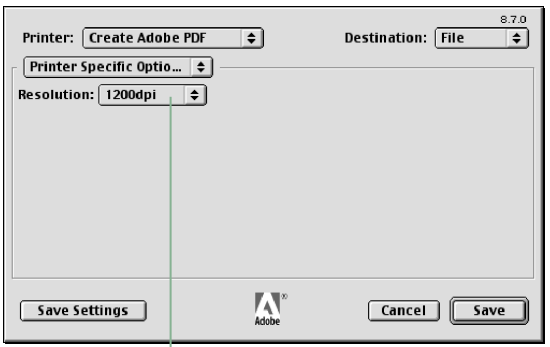
6. Select other options from the pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again. Then, click Save to bring up the Save dialog box.

7. Choose a destination folder, enter a name for your PDF file, and then click Save.

When you click Save, Acrobat Distiller runs in the foreground and you are returned to your document. The PDF file is placed in the folder you specified in step 7.



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusion



For Resolution, select 1200 dpi or 2400 dpi depending on the output device

QuarkXpress 4.11

In addition to creating a PostScript file and using Distiller, you have two options for creating PDF files with QuarkXPress 4.1: 1) you can use the Export As PDF command (Utilities menu) or; 2) you can use the Print command (File menu) and select Create Adobe PDF as the printer. (The Export As PDF command is available only if the PDF Filter XTension is installed.)

Note: At the time of this publication, QuarkXPress 4.11 was the most current version for Macintosh. You can download the 4.11 update from Quark's Web site (www.quark.com).

Creating a PDF file with QuarkXPress' Export As PDF command

Before you use the Export As PDF command, you may want to set up PDF export settings in the PDF Export Preferences dialog. To do so, select Edit > Preferences > PDF Export. You can also set these Preferences at print time (see Step 4).

To create a PDF file with the Export As PDF command:

1. Open the document you want to convert to PDF.

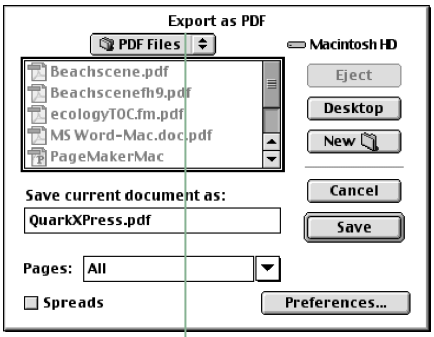
2. Select Utilities > Create Adobe PDF. If prompted, locate Acrobat Distiller.

3. In the Export As PDF dialog box, select a storage folder and assign a name to the PDF file.

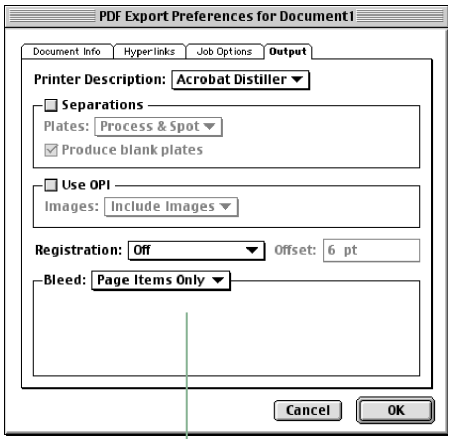
4. If you want to modify any of the default PDF export settings, click Preferences. When you finish modifying export settings, click OK.

5. Click Save.

When you click Save, Quark creates a PostScript file and passes it to Adobe Acrobat Distiller, which generates a PDF file and places it in the folder you specified in step 3. You are then returned to your document.



The Export As PDF dialog box



Before exporting a PDF file, you can set up custom Distiller options in the PDF Export Preferences dialog box

For Macintosh

Creating a PDF file with QuarkXPress' Print command

1. Open the document you want to convert to PDF.

2. Select File > Page Setup or File > Print to open the Print dialog box.

3. Select the Setup tab in the Print dialog box, and then select the Acrobat Distiller PPD from the Printer Description pop-up.

This tab lets you choose any of several predefined paper sizes or specify a custom paper size. If you choose Custom from the Paper Size pop-up, you can specify the width and height of the paper in the Paper Width and Paper Height fields, respectively, or you can let QuarkXPress determine the paper height by choosing Automatic. If your page is wider than it is tall, select the landscape icon next to Orientation. (To see how the size of the current document relates to the specified paper size, click the Preview tab.)

4. Select Page Setup at the bottom of the dialog box.

5. Select create Adobe PDF from the Printer pop-up, and then click OK.

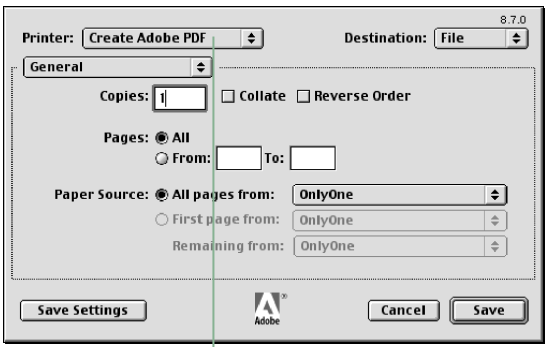
The Print dialog box contains five tabs (Document, Setup, Output, Options, and Preview). You can use these tabs to customize your document. Use the Document tab to turn the Separations option on or off. Use the Output tab to select print color and set resolution. Use the Options tab to select settings, such as OPI.

6. Select Output, and then select a resolution:

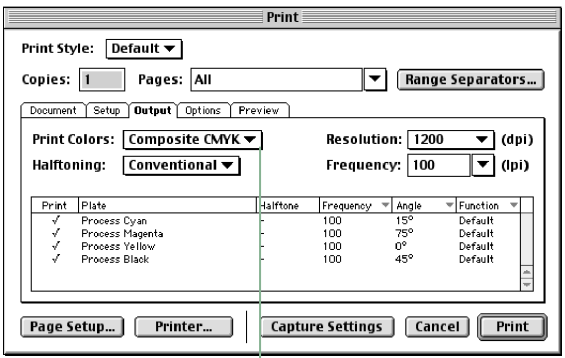
• Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or a digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)

• Select 2400 dpi if you want to produce a press-optimized PDF file that will be output to film or plate to be run on a printing press. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

• Select Composite CMYK from the Print Colors pop-up.



Make sure Create Adobe PDF is the selected printer



Select Composite CMYK from the Print Colors pop-up and choose a resolution from the Resolution pop-up

7. When you have selected all of your settings, click Printer.

8. Make sure Create Adobe PDF is the selected printer.

9. Select PostScript Settings from the Printer Options pop-up, and then select PostScript job from the Format pop-up. Select Binary from the Data Format pop-up and select All from the Font Inclusion pop-up.

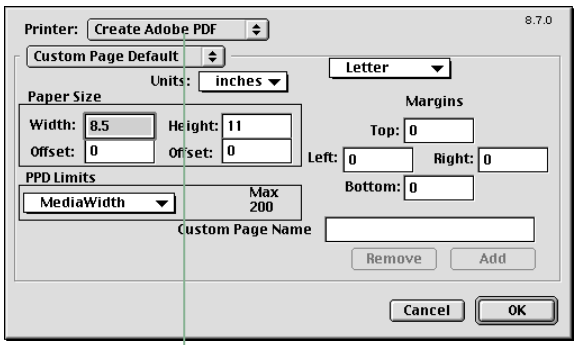
Note: It is important to include all fonts when you create a PDF file. This helps avoid missing fonts if you send your files to a service bureau.

11. Select other options from the Printers Options pop-up to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click OK. Your settings will be retained until you save them again.

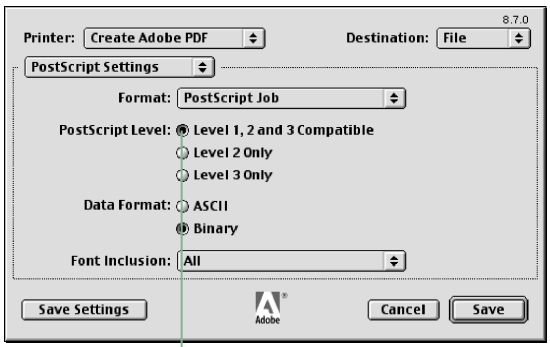
12. Then, click Save to bring up the Save dialog box. Select a storage folder, enter a name for your PDF file, and then click Save. After clicking Save, the Quark Print dialog is once again displayed.

13. Click Print.

When you click Print, Acrobat Distiller runs in the foreground and you are returned to your document. The PDF file is placed in the folder you specified in step 12.



Select Create Adobe PDF from the Printer pop-up



Select the level of PostScript that's appropriate for your PDF from the PostScript pop-up, select Binary from the Data Format pop-up, and select All for Font Inclusion


PDF

Step 3
Streamline your review and markup

Before you start, read this section.

This section describes how you can use the Adobe Acrobat 4.0 application to review and mark up PDF files being routed for editorial or design review, before they're sent to a printer, to create thumbnails that make it easy to preview longer documents, to create bookmarks to easily navigate your documents, and to create digital signatures to protect sensitive information.

Acrobat 4.0 includes several tools that let reviewers add different kinds of annotations to PDF documents. For example, a client could use Acrobat to add comments and mark corrections when proofing a publication before final output. Clients don't need the original authoring application, and the annotations they insert don't affect the original content.

Note: Once you've created a PDF file, anyone with a Macintosh, Windows, or UNIX computer can open, display, and print the file using the free Acrobat Reader application. Acrobat 4.0 software is required if you want to add annotations and markup or otherwise modify a PDF document.

Using electronic annotation and navigation tools for internal and external review

- **Annotation tools**
- **Markup tools**
- **Thumbnails and bookmarks**
- **Digital signatures**

Using electronic annotation tools for internal and external review

After you've converted a document into a print- or press-optimized PDF file, the file is ready to be printed—to a black-and-white or color laser printer, inkjet printer, or digital copier if it's a print-optimized file, or to a high resolution imagesetter or platesetter if it's a press-optimized file. But a PDF file doesn't have to be sent straight to a printer. Reviewers can use Acrobat software's versatile annotation and markup tools to add such things as electronic sticky notes and handwritten copyedits to PDF documents, and they can add their comments directly on the PDF documents without modifying the originals.

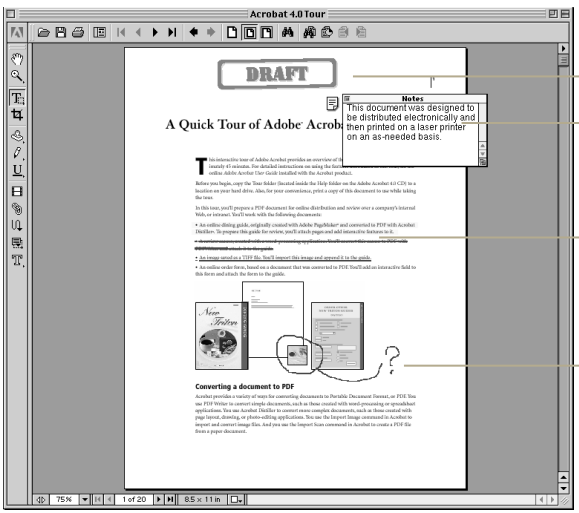
Annotating and marking up PDF documents

Before Acrobat software, the client review process could be long and problematic. Comps and prepress proofs were sent by costly express mail or courier service. If you really wanted to ensure safe delivery, you probably delivered them to your client personally. If you were confident enough to send a comp on disk, you had to make sure your client had all the fonts and graphics used in the document, as well as the correct version of the file and authoring application. And there was still no guarantee the client would see the document as you intended. Acrobat has changed all of that with the single-file convenience of PDF. Now, e-mailing a PDF digital master to clients is a widely accepted improvement to the client review process. You can save time and money associated with traditional forms of delivery, and you can be sure your client sees your document exactly the way you designed it, with the layout, fonts, and graphical elements intact.

The annotation and markup features in Acrobat 4.0 streamline both the internal and external review and approval processes. Reviewers can make extensive remarks directly on your PDF comps.

Annotation tools

With Adobe Acrobat, you can electronically apply comments — such as electronic "sticky notes," highlights, strikethroughs, and digital stamps — to your Adobe PDF documents. Electronic annotations are a great way to share comments because they're part of the Adobe PDF file and travel with it.



Add any of several built-in stamps or create your own custom stamps

Add "sticky notes" without affecting the original layer

Use the text markup tools to highlight, strikethrough, or underline text

Use the graphic markup tools to add handwritten notes and marks

The ***Notes tool*** lets you add electronic notes to any page in an Adobe PDF document. Users can open and close, move, resize, and scroll a Note window, which enables reviewers to write extensive editorial or design comments in legible text. These electronic sticky notes are ideal for making extensive, content-oriented annotations. They can be sorted, imported, exported, deleted, and summarized for at-a-glance review.

The name and color of a note can be modified by clicking on a Note and selecting Edit > Properties. Routing a file for edits may result in multiple people adding notes. Each person's notes are easily identifiable by their name and/or color.

To add a note:

1. Select the Notes tool from the Tool bar.

2. Click where you want to place the note.

3. Enter your comment on the notepad.

You can click the note window's close box after you've entered your comment. To delete a note, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).

Like the Notes tool, the ***Text Annotation tool*** lets you create a text annotation on any page in a PDF document and then place it anywhere you want. Unlike a note annotation, a text annotation remains visible on top of a page and cannot be closed. You can specify the font, size, and color of a text annotation, and you have the option of adding a border and a background color to the text field.

To add a text annotation:

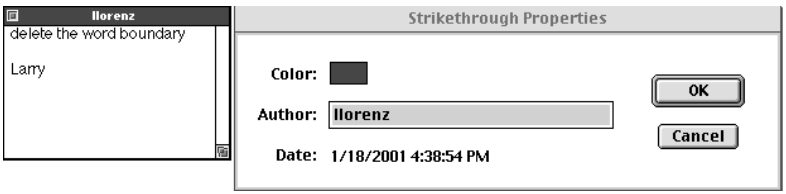
1. Select the Text Annotation tool from the Tool bar by clicking and holding on the Note icon, and selecting the Text Annotation icon.

2. Click and drag a rectangle where you want to place the note.

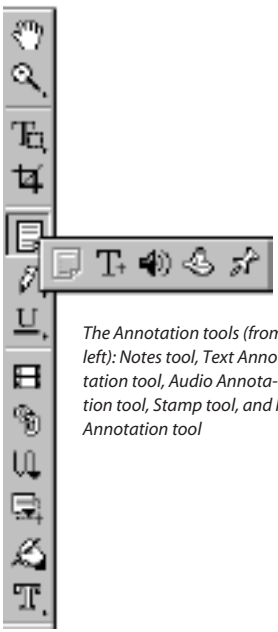
3. Enter your comment.

4. After you've entered your comment, click outside the rectangle.

You can change the font, color, size of a text annotation. To do so, click on a text annotation and then choose Edit > Properties. To delete a text annotation, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).



Select Properties from Edit to change color and name for multiple people



The Annotation tools (from left): Notes tool, Text Annotation tool, Audio Annotation tool, Stamp tool, and File Annotation tool

The ***Audio Annotation*** tool lets you record and attach verbal comments to an Adobe PDF document. You must have a microphone attached to the audio port of your computer to record an audio annotation, and your computer must have a sound card to play them.

To add an audio annotation:

1. Select the Audio Annotation tool from the Tool bar.

2. Click where you want to place the audio annotation.

3. Click Record in the Audio Annotation dialog box and speak into the microphone.

4. Click Stop when you're done speaking.

You can change the color and author of an audio annotation and add a description. To do so, click on an audio annotation and then choose Edit > Properties. To delete an audio annotation, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).

Note (Macintosh): If you are unable to record sound for an audio annotation, open the Sound control panel and make sure that Built In and External Mic are selected in the Input pane.

The ***Stamp tool*** allows you to apply a graphic stamp to a document in much the same way you would use a rubber stamp on a paper document. Acrobat includes several built-in stamp designs, such as "Approved," and "Draft," and you can create and add your own stamps, such as happy faces, to the selection list. After you add a stamp to a page, you have the option to associate a note with it.

To stamp a document:

1. Select the Stamp tool from the Tool bar.

2. Click where you want to place the stamp.

To change a stamp's graphic, click on it and then choose Edit > Properties. To add a note to a stamp, double-click on it. To delete a stamp, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).

The ***File Annotation tool*** lets you embed a file at a selected location in a PDF document, so the reader can open it for viewing. Rather than referencing the file, as you would with a link, the file becomes part of the PDF document. Thus, if you move the PDF document to a new location, the embedded file annotation automatically goes with it.

Annotation Tools



Notes tool



Text Annotation tool



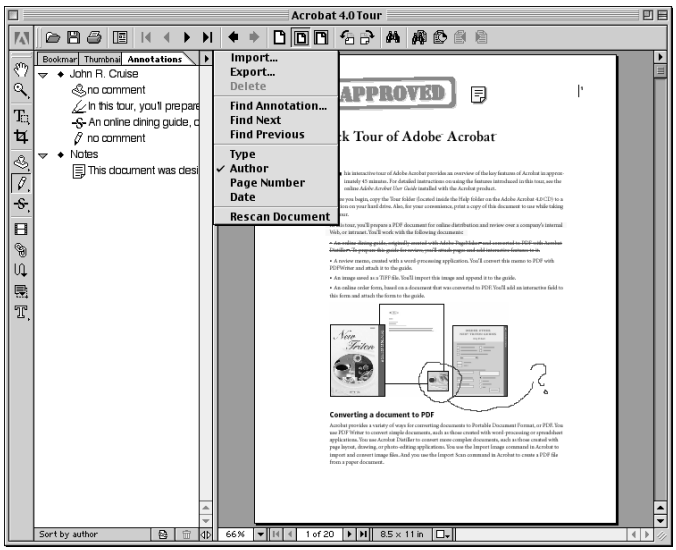
Audio Annotation tool



Stamp tool



File Annotation tool



The Annotation palette lists all annotations in an Adobe PDF file and displays them by type, author, page number, or date.

To attach a file:

1. Select the File Annotation tool from the Tool bar.

2. Click where you want to attach a file.

3. Use the Select File to Attach dialog box to locate and select the file you want to attach.

4. Click Open.

5. In the File Annotation dialog box, specify the properties of the annotation and then click OK.

When you click on the icon of a file attachment, the file is opened in the originating application — if the application is available. To delete a file annotation, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).

Note: Keep in mind that when you attach a file to a PDF document, the size of the PDF document is increased by the size of the attached file. Attached files can be a PDF file or any application file type.

The Annotations palette lists all of the annotations in a PDF file and sorts them by type, author, page number, or creation date. You can use the Annotations palette to navigate from annotation to annotation, to import, export, and delete annotations, and to search for keywords in annotations.

To use the Annotations palette:

1. Choose Window > Show Annotations.

2. Click the right arrow at the top right of the Annotations palette to display the palette's pop-up menu.

3. Choose Rescan Document from the pop-up menu.

4. To sort the annotations, choose Type, Author, Page Number, or Date from the pop-up menu.

Graphic and Text Markup tools

Adobe Acrobat offers two sets of markup tools—graphic and text—that let you insert copyedits, add handwritten comments, draw attention to a portion of a page, and more. You can also add a note to a text or graphic markup, if you want.

The visual information you convey with a graphic annotation can be purely abstract or highly symbolic. For instance, you might draw an ellipse as an abstract representation of the workflow process and attach your comments about the workflow in an associated note. Or you might draw a rectangle that encloses a graphic and write your critique on the image in the associated note.

Graphic Markup tools

The ***Pencil tool*** creates a freeform line. You can use this tool to add copy-editing symbols, handwritten notes, or hand-drawn graphics.

To add a handwritten note/graphic:

1. Select the Pencil tool from the Tool bar.

2. Move the cursor to where you want to begin writing/drawing and then click and drag. You do not have to use one,



Text Markup tools

Highlight Text tool



Strikethrough Text tool



Underline Text tool



Graphic Markup tools

Pencil tool



Rectangle tool



Ellipse tool



Line tool

continuous stroke. You can click, drag, and release the mouse as many times as you want.

3. To finish, click anywhere on the page.

You can change the thickness, color, and author of a markup created with the Pencil tool. To do so, click on an existing line and then choose Edit > Properties. To delete a markup created with the Pencil tool, click on it and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).

The ***Rectangle tool*** creates a rectangle you can position over text or graphics. Select this tool and then click and drag to draw a rectangle. Double click inside the rectangle to reveal the notes attached to that rectangle.

The ***Ellipse tool*** creates a circle you can position over text or graphics.

The ***Line tool*** creates a straight line from two specified points.

To add a rectangle, ellipse, or line:

1. Select the appropriate tool from the Tool bar.

2. Move the cursor to where you want to place your graphic markup and then click and drag.

You can change the thickness, color, and author of a markup created with the Pencil tool. To do so, click on one of the markups and then choose Edit > Properties.

Text Markup tools

The Text Markup tools provide several methods for visually marking up text in a document. You can use these annotations by themselves or in conjunction with other annotation types. For example, you may want to highlight or strike through a section of text, then double-click on that highlight to add a Note window to explain your reason for the markup.

The ***Highlight Text tool*** acts like a felt-tip highlighter pen and lets you draw attention to text by applying a highlight color of your choice.

The ***Strikethrough Text tool*** draws a horizontal line through selected text—handy for indicating text that needs to be deleted. Doubleclicking text with the strikeout markup also brings up a notes window to add your comments.

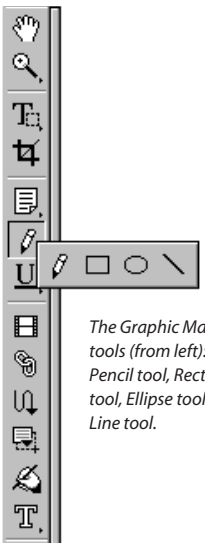
The ***Underline Text tool*** adds a line under selected text and also includes a note for adding comments — just double click the underlined text.

To highlight, strike through, or underline text:

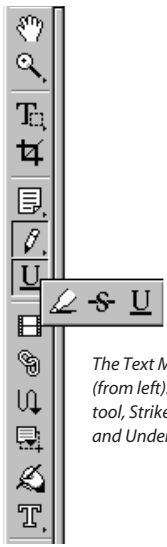
1. Select the appropriate tool from the Tool bar.

2. Move the cursor to the beginning of the text you want to mark up, drag, and then release the mouse button when the text is highlighted.

If you want, you can change the color and author of marked-up text. To do so, click on the text and then choose Edit > Properties. To add a note, double-click on the text. To remove the highlight, strikethrough, or underline applied to marked-up text, click on the marked-up text and then choose Edit > Clear or press the Delete key (Macintosh) or the Backspace key (Windows).



The Graphic Markup tools (from left): Pencil tool, Rectangle tool, Ellipse tool, and Line tool.



The Text Markup tools (from left): Highlight tool, Strikethrough tool, and Underline tool.

Navigating Adobe PDF files using thumbnails and bookmarks

When you create Adobe PDF documents, it's important to provide readers with navigation tools that allow them to move quickly through the pages of a single document and among several documents. Two of Acrobat's most useful navigation tools are thumbnails and bookmarks.

Thumbnails

Thumbnails display miniature previews of the pages in an Adobe PDF document. When thumbnails are displayed, you can double-click on a page preview to display a particular page.

To create thumbnails:

1. Choose Window > Show Thumbnails.

2. Choose Create All Thumbnails from the Thumbnail palette's pop-up menu. To remove thumbnails, choose Delete All Thumbnails from the pop-up menu.

Note: Each thumbnail increases file size by roughly 3-4K.

Bookmarks

A bookmark in an Adobe PDF document behaves like a paper bookmark by allowing you to navigate quickly to a particular page. You can use bookmarks to jump from page to page within a document, to another document (PDF or non-PDF) or to a Web page and more. To display bookmarks, choose Window > Show Bookmarks.

To create a bookmark:

1. Choose Window > Show Bookmarks.

2. Navigate to the page and exact view (zoom) you want the bookmark to link to.

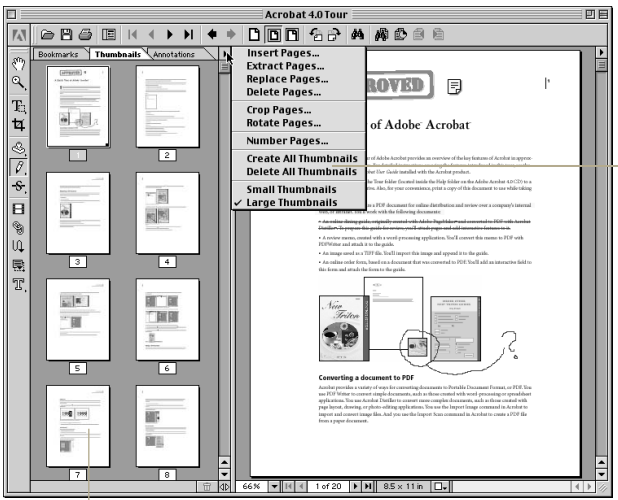
3. Choose New Bookmark from the Bookmarks palette's pop-up menu, or use the quick key specified. The new bookmark is displayed in the palette.

4. Type in the text for the bookmark label and then press Enter.

When you're done, you should test the bookmark by navigating to another place in the document and then clicking the bookmark. After clicking on the bookmark, the view should jump to the same exact page and zoom as when you set the bookmark.

Follow the same steps to create additional bookmarks. You can click and drag bookmark icons to arrange bookmarks in a hierarchical order, with nested bookmarks, as with sections of a chapter.

You can also associate an action with a bookmark. For example, clicking a bookmark can execute a menu command, play a movie or sound, or



The Thumbnails palette's pop-up menu lets you create and delete icons for thumbnails and perform several other page-related tasks, like viewing a specific portion of a page by positioning the zoom window in the thumbnail of the current page.

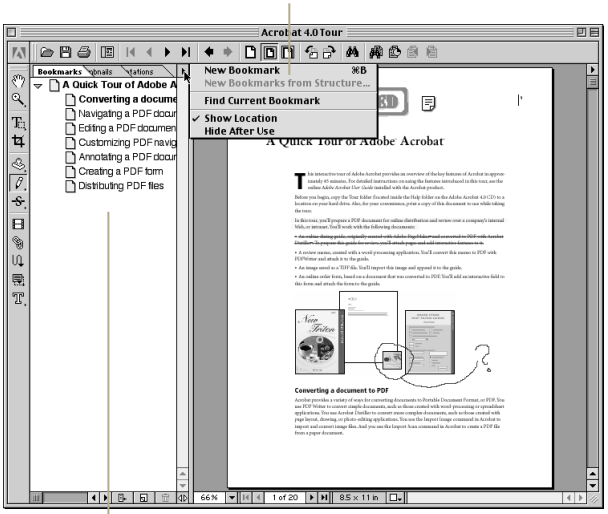
Acrobat's Navigation pane displays separate palettes for bookmarks, thumbnails, annotations, and signatures. In this example, thumbnails are displayed.

change the view magnification. To associate an action with a bookmark, click on a specific bookmark and then choose Edit Properties. Use the controls in the Bookmark Properties dialog box to specify an action.

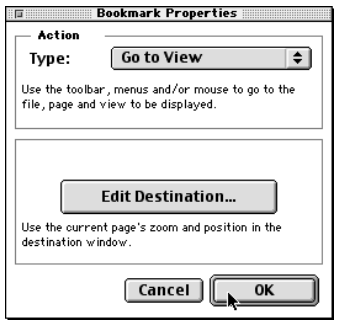
To delete a bookmark, click on it and then choose Delete Bookmark from the Bookmarks palette's pop-up menu.

Note: When a viewer clicks on a bookmark, the current zoom magnification is retained unless you specify otherwise when you create the bookmark. To retain the current zoom magnification of a bookmarked page, click on the bookmark, then choose Edit > Properties. Click Edit Destination, then choose Inherit Zoom from the Magnification pop-up menu. Click Set Action to save this change.

The Bookmarks palette's pop-up menu lets you create and delete bookmarks and perform other navigation-related tasks.



Here you see bookmarks displayed in the Navigation pane. Clicking on a bookmark displays the associated page.



The Bookmark Properties dialog box lets you apply an action to a bookmark.

Using digital signatures

Digital signatures act like conventional signatures — allowing you to "sign off" on anything that requires an approval. You can simply attach your "signature" to the document. In addition, a signature stores information, like the date and time, and allows you to track document versions and validate their authenticity.

To create a digital signature profile:

1. Choose Tools > Self-Sign Signatures > Log In.

2. In the Acrobat Self-Sign Signatures - Log In dialog box, click New Profile.

3. In the User Attributes area of the Acrobat Self-Sign Signatures - Create New User dialog box, enter your name and whatever other information you want to include in the three optional fields.

4. In the Profile File area of the Acrobat Self-Sign Signatures - Create New User dialog box, enter the path name for the folder in which you want to store your signature profile or click Browse and choose a folder. Enter a password of at least six characters in the User Password and Confirm Password fields and then click OK.

To add a digital signature to a document:

1. Click on the Digital Signature tool in the Tool bar and then click and drag where you want to place your signature.

2. In the Acrobat Self-Sign Signatures-Sign Document dialog box you can select an option from the Reason for Signing Document pop-up menu or enter a reason in the field, and you can enter a location in the Location, e.g. City Name field.

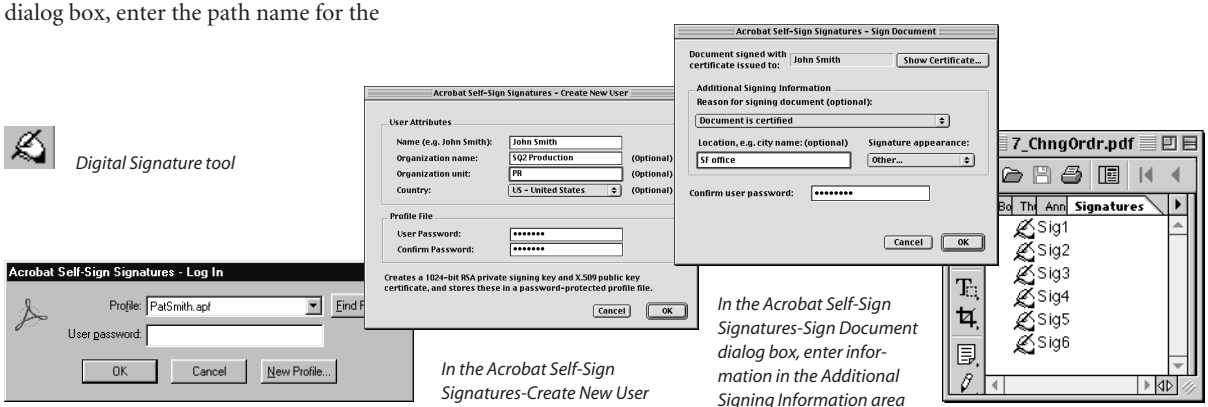
Note: If you're using a third-party signature handler, follow the instructions displayed on screen. You may be prompted to log in to the handler or enter required information.

3. Enter your password in the Confirm User Password field and then click Save Document.

4. If this is the first signature added to the document, the Save As dialog box is displayed. Enter a name and choose a location for the file and then click OK.

Note: If the Save As dialog box is displayed when you add a digital signature, you end up with two copies of the document: one unsigned and one signed. From this point on, you should use the signed version.

To display a list of a document's signatures, click the Signatures tab in the Navigation pane. The Signatures palette's pop-up menu contains several commands for working with digital signatures; the Properties command lets you see the attributes of a digital signature



Choose your profile from the pull-down menu and enter your password in the Acrobat Self-Sign Signatures-Log On dialog box.

In the Acrobat Self-Sign Signatures-Create New User dialog box, enter information in the User Attributes and Profile File areas.

In the Acrobat Self-Sign Signatures-Sign Document dialog box, enter information in the Additional Signing Information area (optional), and enter your password in the Confirm User Password file.

The Signatures palette displays a list of all digital signatures attached to a document.



Step 4
Preflight and Printing

Before you start, read this section.

When it's time to print the PDF files you've created, you can use Adobe Acrobat or the free Acrobat Reader application to output your print-optimized files to black-and-white or color desktop printers. If your press-optimized color PDF files will be printed on an offset printing press, you can use Adobe Acrobat InProduction to control preflight, color separations and conversions, and trim/bleed and trapping parameters in preparation for final output.

Service bureaus, providers of prepress services, and commercial printers that handle PDF files can take advantage of the powerful PDF printing features of Adobe Extreme, which automates prepress tasks and optimizes output speeds and quality by using Adobe PDF and job tickets.

Additional Adobe tools for preparing PDF files for output and for printing PDF files

- **Adobe Acrobat InProduction**
- **Adobe Extreme**
- **Adobe PostScript 3**

Adobe Acrobat InProduction
In February 2000, Adobe added another powerful application to the Acrobat family of products. Built for print production professionals, Adobe Acrobat InProduction provides a bridge between design creation and reliable PDF output. InProduction increases workflow productivity using a tightly integrated toolset that enables you to control preflight, color separations and conversions, and trim/bleed and trapping parameters within PDF files.

InProduction includes five tools that help you prepare PDF files for final output:

• Preflight: Analyze and correct problems in PDF files with user-definable profiles

• Trim/Bleed: Define media, bleed, trim, and art boxes

• Color Converter: Convert and tag or untag LAB, RGB, and CMYK colors using ICC profiles

• Separator: Preview and map color plates and output files for separation

• Adobe in-RIP Trapping: Specify page and zone-based trapping parameters

InProduction offers improved workflow productivity, increased reliability, and enhanced control in color PDF print production, which means users spend less time dealing with costly, time-consuming errors. Unlike today's piecemeal solutions and workarounds used to complete print production workflows, InProduction software provides a robust solution for managing PDF files to final output.

InProduction Preflight Online
If you want to get a free sample of what InProduction has to offer, you can visit Adobe Acrobat InProduction Preflight Online at http://preflightpdf.adobe.com/

InProduction Preflight is one of five tools available in InProduction. It provides an in-depth scan of your PDF files and prepares a detailed report identifying problems. InProduction Preflight Online gives individuals and companies 10 trial preflights. Without leaving your browser you can upload your PDF files, scan them using Acrobat InProduction Preflight, and receive your preflight report via e-mail.

As a registered company, in addition to use of the site, your company's online Acrobat InProduction Prefight Profiles are available to owners of Acrobat InProduction through the Directory of Company Preflight Profiles. Owners of Adobe Acrobat InProduction can easily download preflight profiles from the Directory of Company Preflight Profiles for use offline to generate preflight reports.

For more information on Adobe Acrobat InProduction, please see Adobe's website at www.adobe.com/inproduction



Adobe Acrobat InProduction Preflight Online lets individuals and companies try the preflight feature that's part of the commercial version of InProduction.

Adobe Extreme
Adobe Extreme is a printing architecture for service bureaus, prepress and commercial printers. As the fastest, most flexible implementation of printing technology, Extreme provides an integrated workflow that automates prepress tasks and optimizes output speeds and quality by using Adobe PDF and job tickets. This architecture offers implementation flexibility to OEMs while delivering the most scalable, reliable, and productive printing system available for commercial printing environments.

Key Features

• Integrates prepress workflow system and can render to multiple output devices

• Automates processing of tasks such as imposition, preflight, and trapping

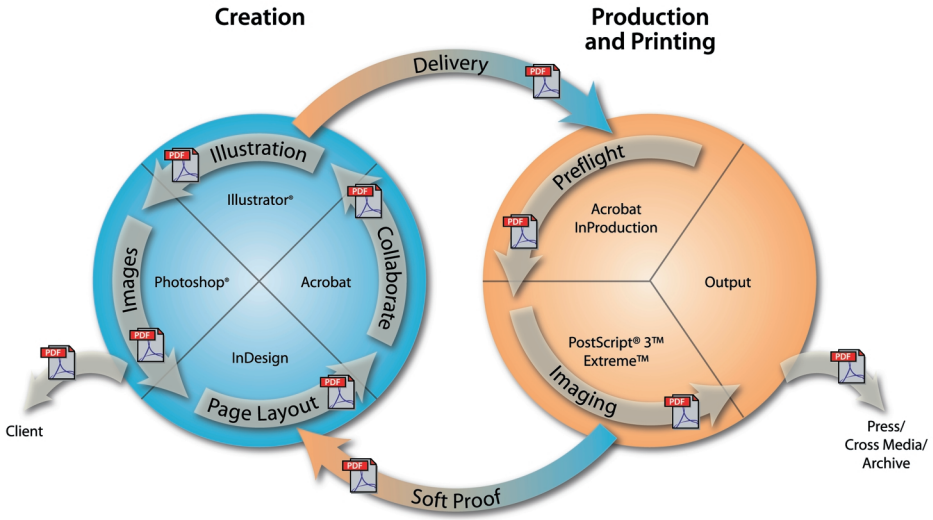
• Enables last-minute correction to Adobe PDF page content and job ticket data

• Provides distributed digital workflow processing (optional)

• Supports job rendering across multiple CPUs (optional)

• Ensures final output looks just as the designer intended

Adobe Extreme is licensed to OEMs for customization within their printing environment, workflow, and output devices. Several Adobe OEMs have announced Extreme products. For information about Adobe Extreme and a listing of Adobe OEM partners, visit http://www.adobe.com/print/pstextreme/main.html.



Adobe PostScript 3
Adobe PostScript, developed in 1985, is a page-description language for printing and displaying documents that integrate text, graphics, images, and color.

PostScript has evolved through successive LanguageLevels 1, 2, and PostScript 3. LanguageLevel 1 includes the initial features and commands or "operators" of the PostScript language. LanguageLevel 2 expands the functionality of LanguageLevel 1 to include device-independent color and improved memory management.

PostScript 3 includes all the features of LanguageLevels 1 and 2, and provides further enhancements, which this document identifies.

Enhanced Image Technology
The following PostScript 3 features enhance image editing and output.

• Smooth Shading feature renders gradient fills at the resolution of the printing system, reducing print time and improving output quality. Smooth shading significantly reduces banding from desktop printers and eliminates it entirely on high-resolution devices such as imagesetters and direct-to-plate systems.

• Masked Images feature replaces complex clipping paths with a raster mask. LanguageLevel 2 commonly defined masked images by drawing a clipping path between the pixels of the source image. This method often resulted in limit check errors when saving or printing complex or multiple clipping paths. The masked images feature in PostScript 3 lets you place images on the page without concern for the constraints of the clipping path. Instead of mathematically tracing each line segment, the masked images feature indicates which individual pixels in the image should be masked.

• Selectable Separations feature lets you print color separations, even on low-end monochrome printing systems. A "separation" is the output that corresponds to one color plate (e.g., cyan, magenta, yellow, or black). In the past, only imagesetters could generate separations as individually imaged pages. Other printing devices depended on the host computer to produce the imaged data for each separation. With selectable separations, you can perform basic proofing of separations without having to output to film, saving time and money.

• More Gray Levels feature lets you print photo-quality grayscale (256 gray levels) images on monochrome desktop printing systems. Although PostScript interpreters can handle 256 gray levels, most desktop monochrome printers can print only 32 to 72 gray levels. PostScript 3 uses "supercells" that increase the number of printable gray levels by a factor of four. This technology also helps high-resolution devices such as imagesetters print 4,096 shades of gray in each separation to produce images with smoother blends.

• In-RIP Trapping lets you use a raster image processor (RIP) to perform trapping rather than a page layout or post-processing application (e.g., DK&A Trapper). You can specify regions on a page, called trapping zones, and specify a set of trapping parameters, then use the RIP to calculate and administer traps for each region. For print service providers, in-RIP trapping saves time and money by eliminating the need for manual, labor-intensive trapping processes in proprietary and expensive systems. In-RIP trapping is an optional PostScript feature, so not all PostScript 3 devices support it.

• HiFi Color lets you specify and render more vibrant hues and richer colors than in previous LanguageLevels. The HiFi color specification lets applications such as Adobe InDesign transform data into HiFi color spaces (e.g., Pantone Hexachrome) prior to printing. HiFi color rendering performs color transformations in the PostScript interpreter, reducing print times.

• Improved Color Control provides greater control for overprinting color components. This feature introduces the DeviceN color space, which allows the composite specification of an arbitrary number of device-dependent color components (e.g., cyan, magenta, and yellow). Previously, to alter only the cyan, magenta, and yellow device color components and leave the black component unaltered, you needed to use the Separations color space, called Device CMYK, once each for cyan, magenta, and yellow component.

Advanced Page Processing
The following LanguageLevel 3 features enhance print performance:

• Idiom Recognition converts less efficient LanguageLevel 2 operators (e.g., application-generated contours and iterative shades) into higher-quality, faster-printing PostScript 3 operators.

• Fast Image Printing lets you print raster images in fast draft or near-final quality modes. This feature optimizes

images and speeds printing by inserting device-specific halftone values.

Improved Font Technology and Extended Font Set

The following PostScript 3 features improves font management and increase available fonts:

• Compact Font Format (CFF) is a compact representation of one or more Type 1 (PostScript) fonts. Unlike previous PostScript font formats, CFF allows multiple fonts to be stored together in a unit called a font set. CFF significantly reduces required disk space of fonts by using a compact binary representation of fonts and by sharing data that is common to multiple fonts.

• Chameleon Font Format uses a "shape library" which allows compact representations of Roman font shapes for book and display faces. Chameleon fonts can be tailored to address the font needs of a device.

• Extended Font Set increases the number of standard fonts. While there is no standard set of required fonts, Adobe PostScript 3 devices typically use an extended set of 136 fonts that are built into the PostScript interpreter. LanguageLevel 3 has defined a new character in the Symbol font set and has added Central and Eastern European (CE) character encodings to PostScript character sets.

Adobe PostScript 3

The evolution of corporate networks and the World Wide Web have profoundly affected the content and quality of communications. The complexity and visual content of documents is no longer limited by the artistic skills of the designer. Corporate intranets and Web sites are being tapped into for creative content that is much more complex than could have been imagined. As creative expression expands to new levels, the quality of the printed output must also rise to the challenge.

The Internet has changed not only the dynamics of the creative process but the entire printing workflow process. The Internet is used to transmit information electronically while CD-ROMs and servers are used for storing and accessing data. It's often difficult to predict what will be printed because documents can come from many sources. And it's equally difficult to predict where they will be printed, because documents can be distributed around the world electronically and printed locally. The printing workflow has evolved from creating, printing, copying, and distributing hard-copy documents to creating, electronically publishing, and printing documents on demand. It was clearly time to advance the imaging standard.

Adobe PostScript 3: the next generation of Adobe PostScript printing

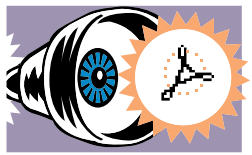
With the introduction of PostScript in 1985, Adobe Systems Incorporated sparked a revolution in how we communicate on the printed page. Since its introduction, Adobe PostScript has become the printing and imaging technology of choice for corporations, publishers, and government agencies throughout the world. In fact, 75 percent of commercial publications are printed on Adobe PostScript-licensed devices, including black-and-white printers, color printers, imagesetters, platesetters, and direct digital printing systems. Adobe PostScript is also found as the display imaging system in some of the most advanced workstations on the market today.

Adobe has continually launched evolutionary and revolutionary solutions for every printing market. With the introduction of Adobe PostScript 3, Adobe once again takes the worldwide imaging standard to the next level with a new and innovative approach to printing.

Adobe PostScript 3 takes the PostScript standard beyond a page description language into a fully optimized printing system that addresses the broad range of new requirements in today's increasingly complex and distributed printing environments.

By fully integrating Portable Document Format (PDF) — an open file format that preserves the visual fidelity of documents across applications and platforms — into Adobe PostScript 3, documents can be delivered electronically and printed directly. A PDF file delivers the single "digital master" for use in electronic, printed, and cross media workflows, ensuring the highest fidelity across all media.

Adobe PostScript 3 delivers targeted benefits to its users for whom printing the right document in the right way is critical. In the enterprise, office and graphics users will see improved performance and better network integration. In professional applications, graphics arts users will see new creative features. And production users — from graphics arts through high-volume printing — get increasing reliability and predictability from their printing systems.



Appendix A
Other Workflow Considerations

This section takes you beyond the basic steps of creating PDF files for press and print workflows. It explores more complex print-related workflow considerations — such as trapping, OPI, and working with bleeds — that may play an important role in your PDF workflow.

Working with Encapsulated PostScript (EPS) files

Working with Desktop Color Separation (DCS) files

Working with multi-toned EPS files or colorized TIFF files

Working with vector graphics containing custom color gradients or blends

Bleeds

Trapping

OPI

Naming PostScript files

Working with Encapsulated PostScript (EPS) files

Encapsulated PostScript (EPS) is a graphic file format. An EPS file is not designed for printing. It is usually incorporated in a page design and then printed. Acrobat Distiller can convert EPS files to PDF files, but, unlike PostScript files, EPS files do not have a defined page size and may not include required fonts. The default page size and resolution in Distiller's job options compensate for the lack of a defined page size in EPS files.

Distiller gains access to font information in two ways:

• The font is included in the PostScript file that Distiller is converting.

• The font is available in a monitored font location.

If you get font errors when trying to convert an EPS file created in any application other than QuarkXPress (version 4.0 or later) to a PDF file, you probably did not embed the fonts in the EPS file when it was saved. To eliminate font errors in PDF files, embed fonts in EPS files when saving the EPS file from the original application. In Adobe Illustrator software, check "Include Document Fonts" when creating an EPS file.

If a particular font is unavailable, Distiller will substitute the Courier font.

Note: Distiller will substitute the Courier font only if you previously disabled the superatm and distsadb.dos files. Distiller will also substitute with Adobe San/Serif MM fonts.

Depending on the operating system, Distiller will monitor font folders and use the fonts in those folders to convert PostScript files with unembedded fonts. If you need Distiller to monitor font folders other than the default folders, you can add those font locations in Distiller.

Working with Desktop Color Separation (DCS) files

DCS files are Encapsulated PostScript (EPS) files that use a low-resolution display image with high-resolution data for color separations. DCS 1.0 files are composed of five parts: a low-resolution file for placement, and separations files for cyan, magenta, yellow, and black. DCS 2.0 files support spot color separations and can store all the separations in one file.

While Adobe Acrobat Distiller 4.0 software or later versions support both PostScript (*.ps) and EPS files, they do not support Desktop Color Separation (DCS) files. If you distill a DCS file, Distiller may return the error, "Warning: Empty Job. No PDF file produced." PDF files created from DCS files will not appear or print as expected (for example, only one channel will appear).

You can only create PDF files from DCS files by saving them in EPS format and then distilling the EPS files. The EPS file format does not support alpha channels, so you must remove alpha channels from the DCS files before saving them as EPS files.

When working with DCS files, we recommend you follow these steps:

1. Create a pre-separated "fat" PostScript file that contains all the image data, separated into the four process-color channels prior to distilling.

2. To retain a composite PostScript workflow with your DCS images, open the DCS file in an image-editing program such as Adobe Photoshop, and then save it as a CMYK, TIFF, or EPS file.

3. Link the new image to your document.

Note: To maintain a composite PostScript workflow in QuarkXPress 4.0 or later, use the SmartXT XTension from Total Integration to recombine the DCS file into a single file when creating a composite PostScript file. There is no similar plug-in for PageMaker at this time.

Check with your service provider to see if their OPI server software can handle the picture replacement of a five-file DCS 1.0 image in a composite PostScript workflow.

Working with multi-toned EPS files or colorized TIFF files

Multi-toned images created in Photoshop® 5.02 or later and placed into QuarkXPress 4.04 and later or InDesign will be retained in a composite PDF file if the PostScript generated by QuarkXPress or InDesign is LanguageLevel 2 or Level 3. These PostScript files will maintain color information when converted to PDF if Acrobat 4.0 compatibility is selected in Acrobat Distiller. Colorized TIFF files will not color-separate properly when included in a document printed to disk as a composite PostScript file. These images contain additional spot color components that are not supported in composite mode.

Multi-toned images — such as duotones, tritones, and quadtones — represent the use of a single gray image to paint multiple color components. For example, in a duotone, a single gray image might be used to paint the black component as well as a spot-color component (the tone reproduction is different for the two color components). Because these additional spot color components are not supported in composite PostScript LanguageLevel 1 or LanguageLevel 2 files, they will not color-separate properly.

Working with vector graphics containing custom color gradients or blends

With Adobe Illustrator 8.01 or later, vector EPS files that contain gradients or blends of two custom or spot colors will be maintained when you create a composite PostScript file and separate it at the RIP or convert it to a PDF file.

Bleeds

To preserve bleed information, create a PostScript file with a page size larger than your original document. Using the Acrobat Distiller PPD, you can create custom page sizes from the Page Setup or Print dialog box. To create a larger page size, add approximately one inch to your document size. For example, if your page width is 8.5 inches, type in 9.5 inches. Select registration and crop marks and set the page orientation to Portrait. Your resulting PDF file will be 9.5 by 12 inches.

Trapping

In order for Acrobat Distiller to preserve trapping information in a PDF file, you must include the information in the composite PostScript file.

The page layout application you are using determines what document trapping information you can include in the composite PostScript file. QuarkXPress 3.3.2 software or later versions include document trapping information only when creating pre-separated PostScript files. On the other hand, Adobe PageMaker 6.01 or later versions include document trapping information in both composite and pre-separated PostScript files. If you are using QuarkXPress, you may need to modify your workflow (for example, use a post-processing application to trap the file or use an output device that supports in-RIP trapping).

Note: Some raster-based prepress workflows ignore application trapping information, so check with your service provider about trapping.

OPI

With Acrobat Distiller 4.0 software or later versions, you can specify that Distiller read and preserve Open Prepress Interface (OPI) 1.3 and 2.0 comments.

Naming PostScript files

Some Windows applications use .prn extensions rather than the designated .ps extension. If this occurs, you should rename the file with a .ps extension to enable the Acrobat Distiller program to recognize and process the file. Windows may add a .prn suffix to the file.



Appendix B
Extending Adobe Acrobat

In this appendix, you will find important resources to help you get the most out of the capabilities of Adobe Acrobat software. With third-party plug-ins, you can take full advantage of the many features and functionality of PDF.

Acrobat plug-ins

Tools that support PDF

Acrobat plug-ins

callas software
Pappelalle 9
D-10437 Berlin, Germany
Tel: +49 30 44390310
Fax: +49 30 4416402
E-mail: info@callas.de
www.callas.de

pdfToolbox
pdfToolbox features a number of plug-ins that support the PDF based workflow, from the creation of PDF files to output, from preflighting to post-editing, as well as the automation of major steps in your workflow.

- pdfBatchMeister: Applies pre-defined Distiller settings to EPS and PostScript files in batch mode.
- pdfOutput: Enables cross-platform EPS file-generation.
- pdfInspektor: Preflights PDF files for output by using individually customized preflight profiles.
- pdfCrop&Measure: Crops and measures areas and distances of PDF files.
- pdfCropMarks: Assigns crop marks to PDF files.
- pdfBatchProcess: Brings the power of pdfBatchmeister, pdfInspektor, pdfOutput and pdfOutput Pro — as well as other third-party plug-ins — under one roof by automating all or a selection of these plug-ins, based on a hot folder mechanism.

pdfOutput Pro
pdfOutput Pro lets you output separations from PDF files from within Acrobat Exchange on any PostScript device — even on older PostScript Level 1 imagesetters or on any PostScript desktop printer. Furthermore, you may also create separated PostScript files from your PDF files by printing separations to a file.

pdfOutput Pro/RGBGone (Bundle)
The bundle of pdfOutput Pro (from callas software) and PGBGone (from Quite Software) covers the range of output tasks required when you use RGB colors. With RGBGone, you can convert RGB to CMYK; with pdfOutput Pro, you can print the separations.

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PitStop
Enfocus PitStop 4.0 adds powerful, seamlessly integrated, and easy-to-use preflight, editing, and correction capabilities to Adobe Acrobat. Within PitStop, preflight your PDF document; PitStop guides you to any problem for automatic correction or interactive editing.

Preflight
Provides comprehensive preflight checking and reporting. Navigator guides users to problems and suggests corrections, which you can make either automatically or interactively.

Interactive editing
Add new or edit existing objects and text in any PDF document. Edit text either by paragraph or line by line. Use any font—system or embedded—when editing text. Change color and other attributes, such as over print, on text, and objects. Copy and paste objects and attributes.

Automated global correction
Preflight enables graphical global change and playback of recorded checking and correction actions.

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Preflight Pro
Preflight Pro preflights PDF documents, checking for more than 40 different file attributes to ensure that PDFs have been created according to the correct specifications. The program quickly reports on font embedding and subsetting, image resolution, compression settings, and other attributes, catching potential output problems early in the workflow. Preflight Pro adds to Acrobat a floating palette that helps users navigate, with a single click, to each of the flagged problems in the PDF and then automatically generates an electronic job ticket. The program's preflighting engine also supports PageMaker, QuarkXPress, Photoshop, Illustrator, Freehand EPS, and Multi-Ad Creator2 files.

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ImpozeIt
ImpozeIt replaces the expensive and time-consuming task of manual stripping with the precision and speed of digital page imposition. With PDF In and PDF Out, ImpozeIt fits smoothly into PDF workflows, eliminating the need for PostScript filters and allowing you to easily process files from any application or platform. ImpozeIt enables you to assemble easily and make them instantly available for screen proofing and text editing. Templates and wizards for installation, configuration, and common tasks give you quick results. Speed, completeness, and an intuitive GUI made ImpozeIt a Hot Pick choice at Boston Seybold 1999.

ImpozeIt is part of IPTech's process-control product line, which includes CanOPI (OPI) and TurboRIP (Adobe PostScript 3 and PDF raster image processor).

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PDF plug-ins available for Macintosh, Windows (95/98/NT)

Crackerjack 3.0
Crackerjack enables PDF-based color production printing by providing expert control over print output and high-end devices such as imagesetters, proofers, platesetters, and digital presses, through a visually intuitive user interface. Crackerjack allows tuning of position, scaling, separations, screening, printers' marks, color management, stored settings, and more for different page ranges. Crackerjack 3.0 also includes Crackerjack Pilot, a "hot folders" automation option, which can be organized by devices, classes of work, or customer; and a choice of in-RIP separations for improved performance or preseparated output to support legacy products and applications. Crackerjack supports either Acrobat 3.0 or 4.0.

PDF PowerPack
PDF PowerPack for Acrobat 3.0 is a bundle of the leading graphic arts tools for PDF production, plus an interactive tutorial CD. The bundle includes CheckUp (preflight) and PitStop (editing) from Enfocus; Imposing Plus (imposition) from Quite, and Crackerjack (output control) from Lantana. Also included is a training and reference CD, "Adobe Acrobat and PDF Workflow" from Digital Media.

PDF PowerPack II
PDF PowerPack II for Acrobat 4.0 provides all the latest tools for PDF production work. The bundle includes Enfocus PitStop 4.0 (with integrated CheckUp), Quite Imposing Plus, and OPI Doctor and Crackerjack 3.0 from Lantana.

OPI Doctor
OPI Doctor allows general image manipulation and enables you to make adjustments to Open Prepress Interface (OPI) information within a PDF document so that PDF files, proofs, and final prints come out right. With OPI Doctor, you can include, extract, or substitute images (skinny PDF to fat PDF, or vice versa), verify and update links, and perform other OPI-related functions.

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PDF Librarian enables you to store digital files within a PDF document for asset management or archiving. This plug-in has complete capabilities for managing, extracting, and launching digital files. Especially useful in engineering projects, Web site management, and graphic arts, PDF Librarian provides folder input, compression, encryption, versioning, and revision capabilities.

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Quite Imposing and Imposing Plus
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Quite a Box of Tricks
Quite a Box of Tricks is an easy-to-use toolkit for solving PDF problems. Quite a Box of Tricks converts CMYK or grayscale, thickens "hairlines," shrinks files for proofing by subsampling or extra compression, changes all text to black, and does much more. The software is fully compatible with Acrobat 3.0 or 4.0 on Mac or Windows.

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Preps
Preps Imposition Software is a print management solution that runs on Macintosh and Windows platforms. Preps electronically imposes PDF pages into signatures, dramatically cutting job costs and production time. Preps also supports PostScript, EPS, TIFF, DCS, and Xerox XDOD files from more than 120 different applications. Localized versions of Preps in German, French, and Spanish are available as part of the Preps standard product, and a Japanese language version is available as well. Preps is available in three different versions: Preps XL, Preps Plus, and Preps Pro. All versions ship with a fully integrated Adobe PostScript 3 color previewer.

Preps XL
Preps XL is a complete on-demand solution designed for those who require ease of use as well as exceptional flexibility for assembling and laying out jobs. Preps XL can print to any black-and-white or color printer, and it includes on-demand specific features such as positioning of tabs and slip sheets, full control over media and finishing options, and built-in OPI.

Preps Plus
Preps Plus is designed for the demanding commercial printer who requires features and support for a wide variety of printing workflows. Preps Plus includes features such as an integrated color separator, shingling and bottling capabilities, and automatic and custom tiling. Preps Plus also ships with a wide variety of template marks.

Preps Pro
Preps Pro delivers the most flexible and powerful imposition solution available and provides the ideal tool to facilitate the integration of the on-demand workflow into existing workflows. In addition to having all the sophisticated offset features of Preps Plus, Preps Pro delivers all the custom on-demand features included in Preps XL.

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The Ultimate On-Q Server
The Ultimate On-Q Server is the automated PostScript and PDF workflow solution for prepress and printing professionals. On-Q is an ICC color-managed workflow that includes trapping, OPI, and imposition. The Ultimate On-Q Server is the non-proprietary prepress solution for professionals who need to integrate a workflow solution into their shop. While some workflow solutions necessitate costly purchases to replace most of the hardware in a shop, the On-Q Server easily integrates with your existing server and output device setup.

Impostrip
Impostrip replaces the manual and time-consuming task of "stripping." Before Impostrip, documents were output one or two pages at a time to an imagesetter, and then manually stripped onto a plate for printing. Times have changed since Ultimate invented digital imposition more than ten years ago. Some companies have since tried to imitate Impostrip, but none have achieved the level of quality and accuracy the publishing and printing industry demands — and gets — with Impostrip. Impostrip imposes PostScript and PDF documents from more than 150 applications for output to imagesetters and platesetters. Impostrip also imposes jobs for sheetfed and multiple-web presses and provides sophisticated yet easy-to-use tools to accomplish jobs faster than any application on the market.

Full Plate
Full Plate is the easiest way to automatically or manually combine PostScript, PDF, and Impostrip signature files for imposition on film or on plates. Full Plate is the innovative and easy-to-use job ganging solution ("ganging" is a printing term for maximizing the use of film, plate, and paper by combining as many jobs as possible for printing). Full Plate revolutionizes imposition by offering more integrated viewing and document placement tools than any other ganging application available. Using every square inch of film, plate, and paper, Full Plate ensures that your shop is not only getting the most value from the consumables you purchase, but also that jobs are printed faster. Full Plate is the key to a profitable prepress and print shop.

IMPress
IMPress is an easy-to-use PostScript and PDF imposition solution for on-demand printers. IMPress provides tools to manually or automatically impose PostScript and PDF files onto film or plate, or directly to a digital press. IMPress is the imposition solution of choice for on-demand printers, corporate publishing departments, and printers with small output devices and presses.

UltimateFlow
UltimateFlow is a prepress OPI print manager that enables you to manage an automated trapping and imposition workflow from a simple and intuitive interface. UltimateFlow not only helps you print faster, it's a color management-savvy workflow tool that supports ICC color profiles. UltimateFlow is the productivity solution for prepress and printing environments. Install UltimateFlow and you instantly have an ICC-compatible workflow that manages all of your print jobs to any PostScript device—including proofers, digital printers, imagesetters, and platesetters. UltimateFlow also links to Adobe Acrobat Distiller, enabling you to add different distilling preferences to print queues. Create PDF files on the fly, without constantly and manually having to reconfigure Distiller.

Trapeze
Trapeze is an automated, server-based raster trapping solution that can be integrated into any hardware and software workflow. It is a non-proprietary solution, which means it works with the equipment you already have in your shop. Trapeze is the PostScript and PDF trapping solution of printing and prepress professionals around the world. Trapeze integrates the most precise and sophisticated technology available on the market, including the Adobe PostScript 3 RIP. No other trapping solution offers an integrated print management system, with the ability to create automated trap queues. Trapeze includes an integrated print management system that controls color management, load balancing, and PDF creation, enabling you to complete your jobs faster and more accurately.

Tools that support PDF

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DoubleCheck
Enfocus DoubleCheck guarantees the quality of PostScript and PDF documents in a client-to-service provider print workflow. With DoubleCheck, you can preflight and automatically correct, convert, and normalize your PostScript, PDF, and EPS files before going into prepress production.

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Preflight Pro
Preflight Pro automates the entire preflight process, using the unique Pilot feature to find and correct errors in PageMaker, QuarkXPress, Photoshop, Illustrator, Freehand EPS, and Multi-Ad Creator2 files. With the program's Automation feature, users can automatically preflight, collect, and distill page-layout documents into clean, error-free PDF files by simply dropping them into designated watch folders.

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PressWise 3.0
PressWise is digital imposition software that lets you quickly and easily impose almost any variety of flat and folding layouts. PressWise accepts PostScript language and PDF files from leading applications, enabling compatibility with your existing workflows. You can design and save templates for your most common layouts, including folding schemes, press marks, and press sheet settings. For added precision, view entire imposition layouts onscreen either in keyline view or with page elements visible.

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Imation OPEN software enables you to automate time-consuming, repetitive tasks—such as creating PDF files on a server, converting PDF to PostScript, or distributing PDF files to multiple recipients—within a distributed server environment. With OPEN, you can send files into the Pipeline from anywhere on the network, and OPEN controls the progress of the files each step of the way.

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For additional technical information, see the Adobe CustomerFirst Support Web pages at www.adobe.com/supportservice/custsupport/

For the latest information on using Adobe PDF for print production, go to the Print Production Zone on Adobe's website www.adobe.com/print/prodzone

Adobe PostScript
A page description language developed by Adobe Systems Incorporated.

ATM®
Adobe Type Manager® software created by Adobe Systems. ATM provides crisp, clear type at any point size onscreen and in print.

Black Generation
The representation of black using only the K component, instead of a combination of C, M, and Y.

Bleeds
Extending the image beyond the finished trim size so that the image runs right to the edge of the printed sheet after trimming and binding.

Bitmap
Graphic images consisting of many tiny cells of numerical computer data. The number of cells determines the resolution of the bitmap, while the value of each cell establishes the density or darkness of each cell and therefore its tone.

CMYK
An acronym for the four process colors: cyan, magenta, yellow, and black.

DCS
An acronym for Desktop Color Separation, a data file standard defined by QuarkXPress to assist in making color separations with a desktop publishing system. Using DCS, five files are created: four color files containing cyan, magenta, yellow, and black image data, and a composite color view file of the color image.

Driver
Software that aids in the transfer of information between the computer and the peripheral controlled by the driver software program. In publishing, the most common drivers are printer drivers.

Duotone
A halftone image created by overprinting two different halftone screens of the same image with different tonal values. Duotones are printed using two black inks or a black and a colored ink. Duotones are created to increase the detail and saturation of the black part of an image, or to create a special effect.

EPS
An acronym for Encapsulated PostScript, a file type that is created by a wide variety of computer programs. EPS files contain all of the vector and bitmap information necessary to image a single page. These files are usually not intended to be printed by themselves, but are placed in a page design and then printed.

Grayscale
Data represented by only the K component.

In-RIP trapping
The process of trapping data inside the RIP during the print process.

JPEG
An acronym for Joint Photographic Experts Group, an ISO group that has established a standard for the compression of bitmapped, scanned, and rendered color images.

Monochrome
A single color. Monochrome usually refers to a black-and-white image.

OPI
An acronym for Open Prepress Interface, a communication connection developed by Aldus Corporation that facilitates links between CEPS and desktop publishing systems. Using OPI, view files or high resolution scans can be transferred to desktop publishing systems and placed in page layout software. When the page file is sent back to the CEPS for processing and output, the high resolution image data is automatically swapped for the view file. OPI is frequently used by systems that seek to maintain high-resolution image data separate from page layout files. OPI is often compared to DCS.

PDF
An acronym for Portable Document Format. Created by Adobe Systems, PDF is a file format used to represent a document in a manner independent of the application software, hardware, and operating system used to create it.

PPD
An acronym for PostScript Printer Description file. Each PostScript printer has an associated PPD file, which contains information used by printer drivers and some applications to control the PostScript creation criteria.

PressOptimized
A built-in set of Acrobat Distiller Job Options recommended by Adobe to create a PDF file optimized for output to a press.

PrintOptimized
A built-in set of Acrobat Distiller Job Options recommended by Adobe to create a PDF file optimized for output to a four-color composite printer.

Quark PDF
A printer description file used by QuarkXPress 3.3.1 and earlier versions of the software to read PPD files. Quark PDF files are not used in QuarkXPress 3.3.2 or later.

RGB
An acronym for red, green, and blue, the three primary colors blended to create the spectrum of colors displayed on a color monitor.

ScreenOptimized
A built-in set of Acrobat Distiller Job Options recommended by Adobe to create a PDF file optimized for display on a monitor.

TIFF
An acronym for Tagged Image File Format, a standard format developed by Aldus Corporation for bitmap or raster graphics — usually scanned images. TIFF can handle a variety of image data, from 8-bit black-and-white images to 24-bit color RGB or CMYK images.

Trapping
The intentional overlapping of colors along common boundaries to prevent unprinted paper from showing in the event of misregistration in printing.

UCR
An acronym for undercolor removal. UCR is the technique for reducing the cyan, magenta, and yellow content in neutral gray shadow areas of a reproduction and replacing them with black ink so that the reproduction will appear normal but will use less process color ink.

ZIP
A compression method that does not remove data to achieve compression.