

PDF

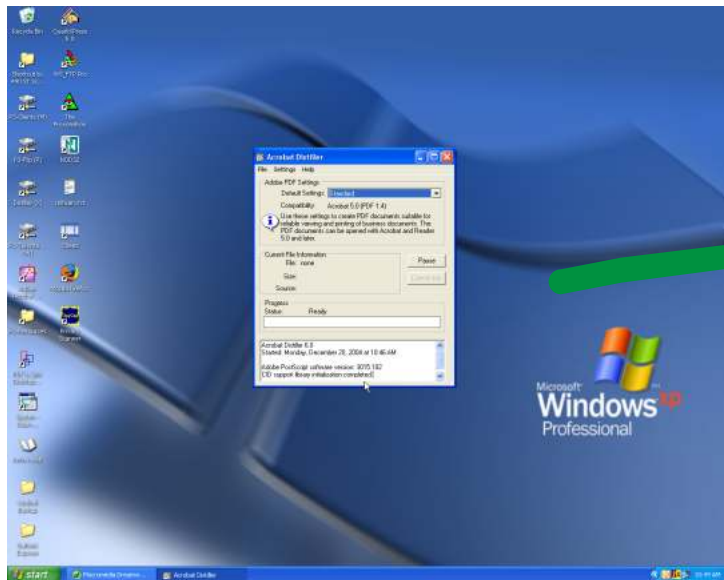
conversion guide

**in Microsoft Office applications
using
Adobe Acrobat Professional Suite
(applicable from version 4 to 7, Windows platform)**

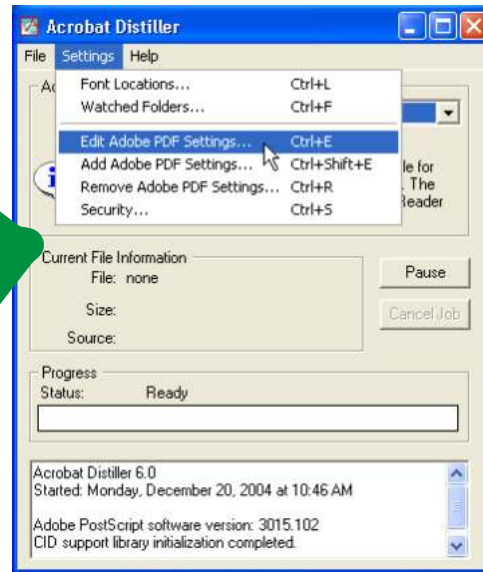
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*Note: although all photos shown in these instructions are from Adobe Acrobat version 6,
other versions should have similar interface with same options.*

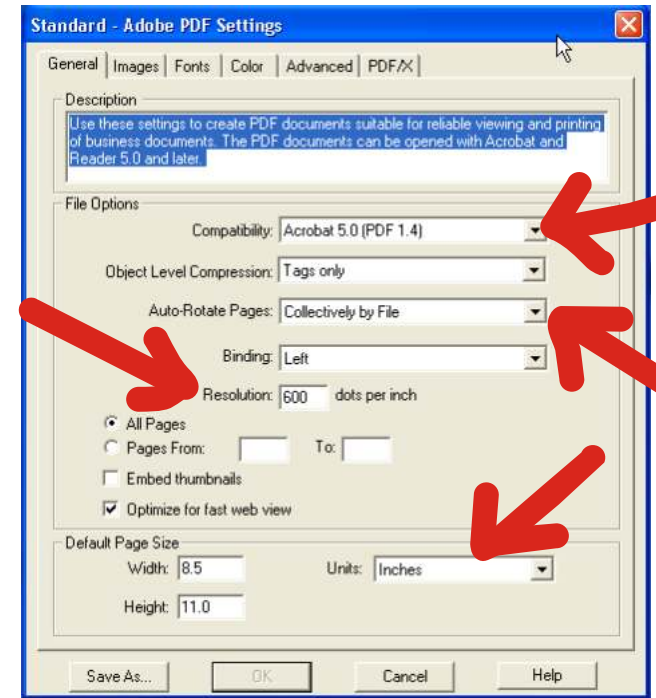
1. Run “Adobe Distiller”. The program will take some time to load, depending how many fonts are loaded with your system. Note the “Standard” profile in the “Default Settings” box.



2. Under “Settings”, select “Edit Adobe PDF Settings” (or press Ctrl + E)

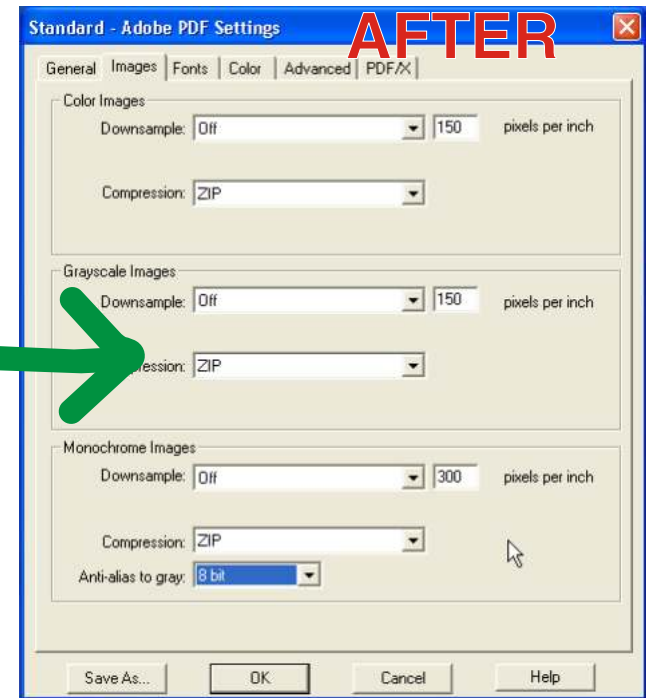
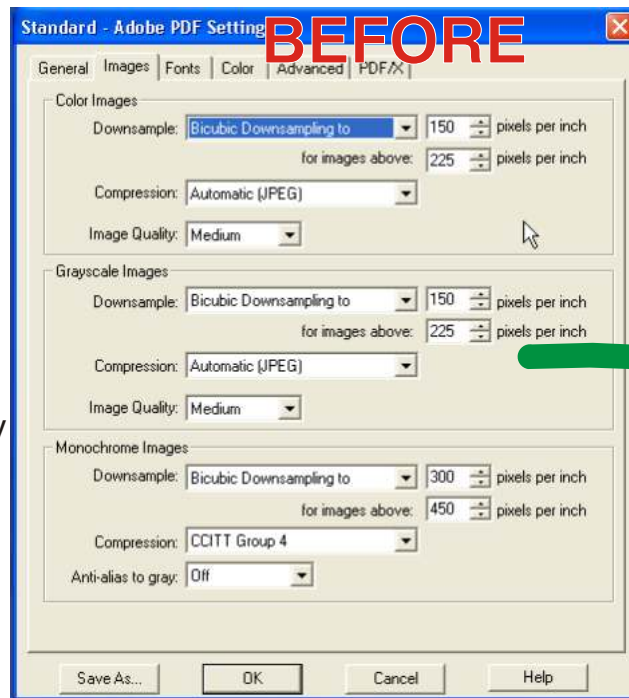


3. In the “General Tab”, change the options as followed ... (the red arrows show important specs)

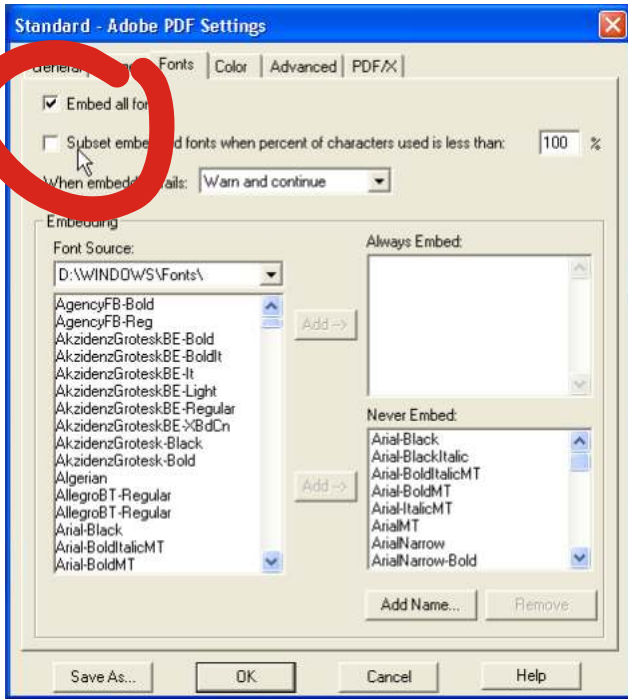


4. In the “Images” tab, change the compression options as followed ...

Note that this tab may look slightly different across Acrobat Distiller versions (from 4 to 7), but the objective remains the same: “use the ZIP compression to retain the original quality of the image(s).”



(Next Page)

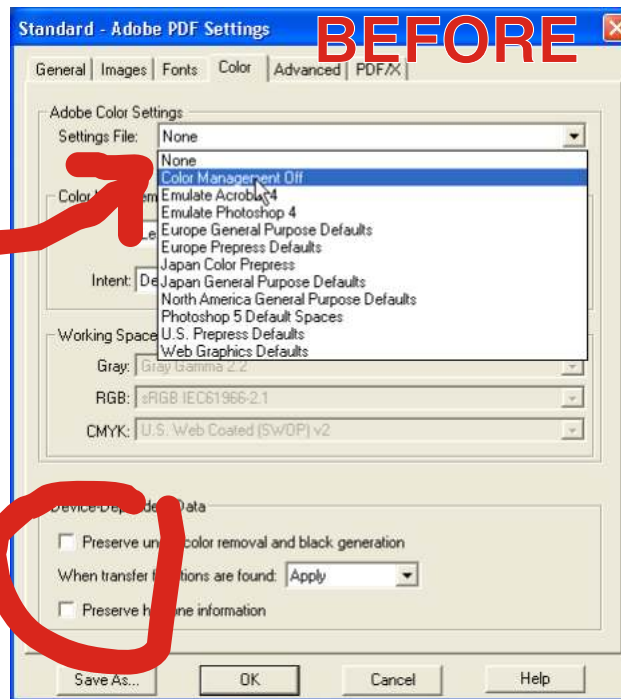


5. In the “Fonts” tab, make sure “Embedded all fonts” is checked. DO NOT SUBSET embedded fonts.

The fonts specified under “Never Embed” are usually common fonts that are **ASSUMED** to be always available in any computer running any platform (PC, MAC or UNIX). The fonts that are listed under “Never Embed” can be removed from the list to cause them to be embedded at all times.

Some fonts are PROTECTED by the font designer/manufacturer that they **cannot be embedded** in a PDF, even though they could be forced into appearing in the “Always Embed” box. (Adobe respects this protection to avoid possible lawsuit!)

However there are some free utilities on the internet that can change the protection setting (called “fsType”) of the font & allow it to be embedded by the Adobe Distiller into PDFs.



6. In the “Color” tab, turn OFF the Color Management feature as shown above & check on the “Device Dependant Date” options.

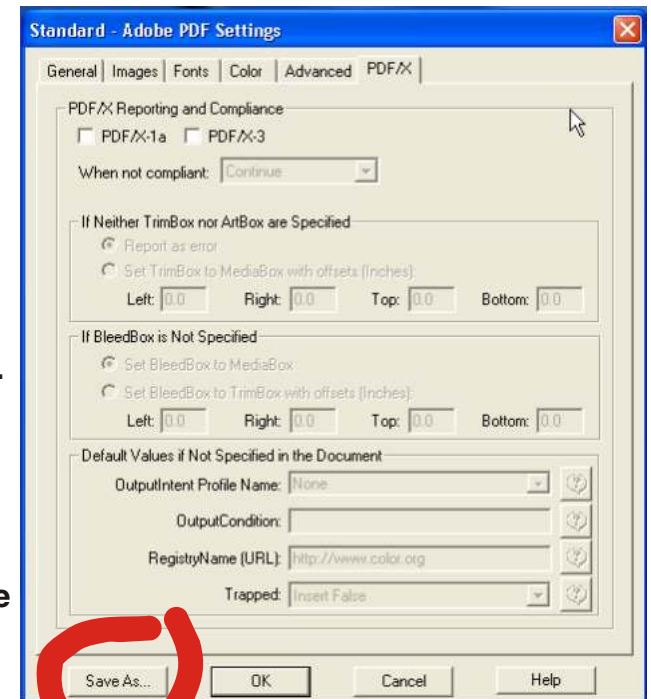
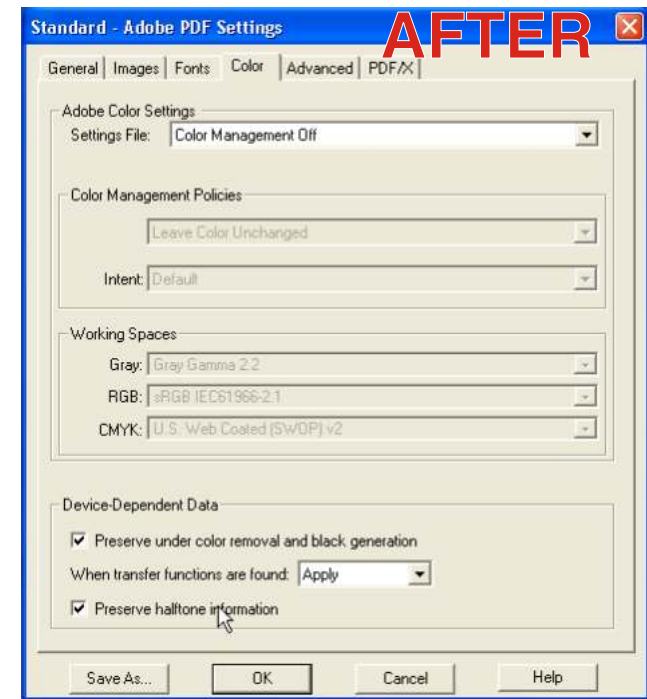
7. In the “Advanced” tab (not shown here), all options can be checked **except:**

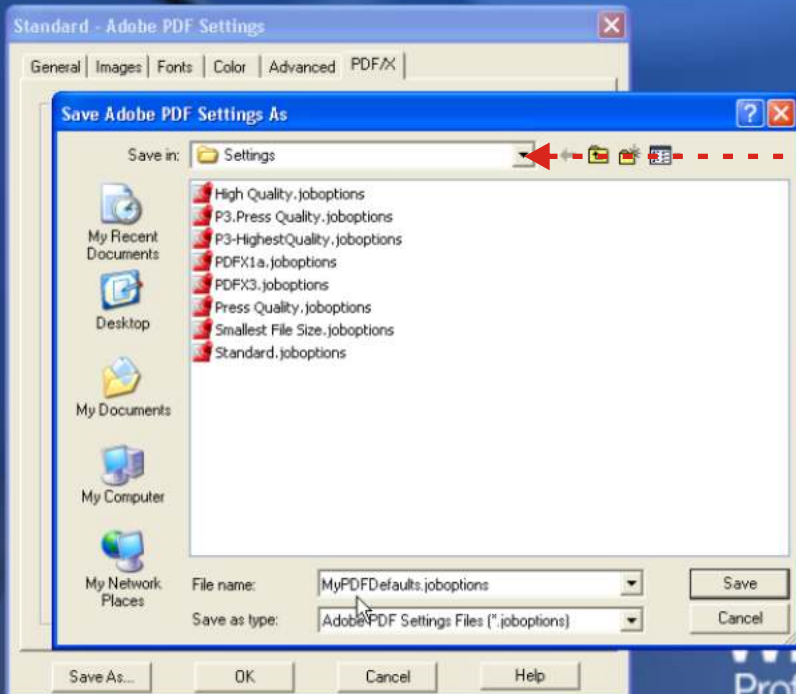
- “Save Adobe PDF settings inside ...”
- “Save Portable Job Ticket ...”
- “Use Prologue.ps ...”
- “Create Job Definition Format ...”
- “Log DSC warnings ...”

8. Ignore the PDF/X settings for now.

then ...

9. Click on “Save As...” to save all the settings that have been made so far in all the tabs.





(click here to check the correct folder)

10. Any memorable name can be used for these settings. A name which contain a term such as “Highest Quality” is suggested to make this setting distinguishable from other presets provided by Adobe Distiller. **Make sure the name ends with “.joboptions” extension.**

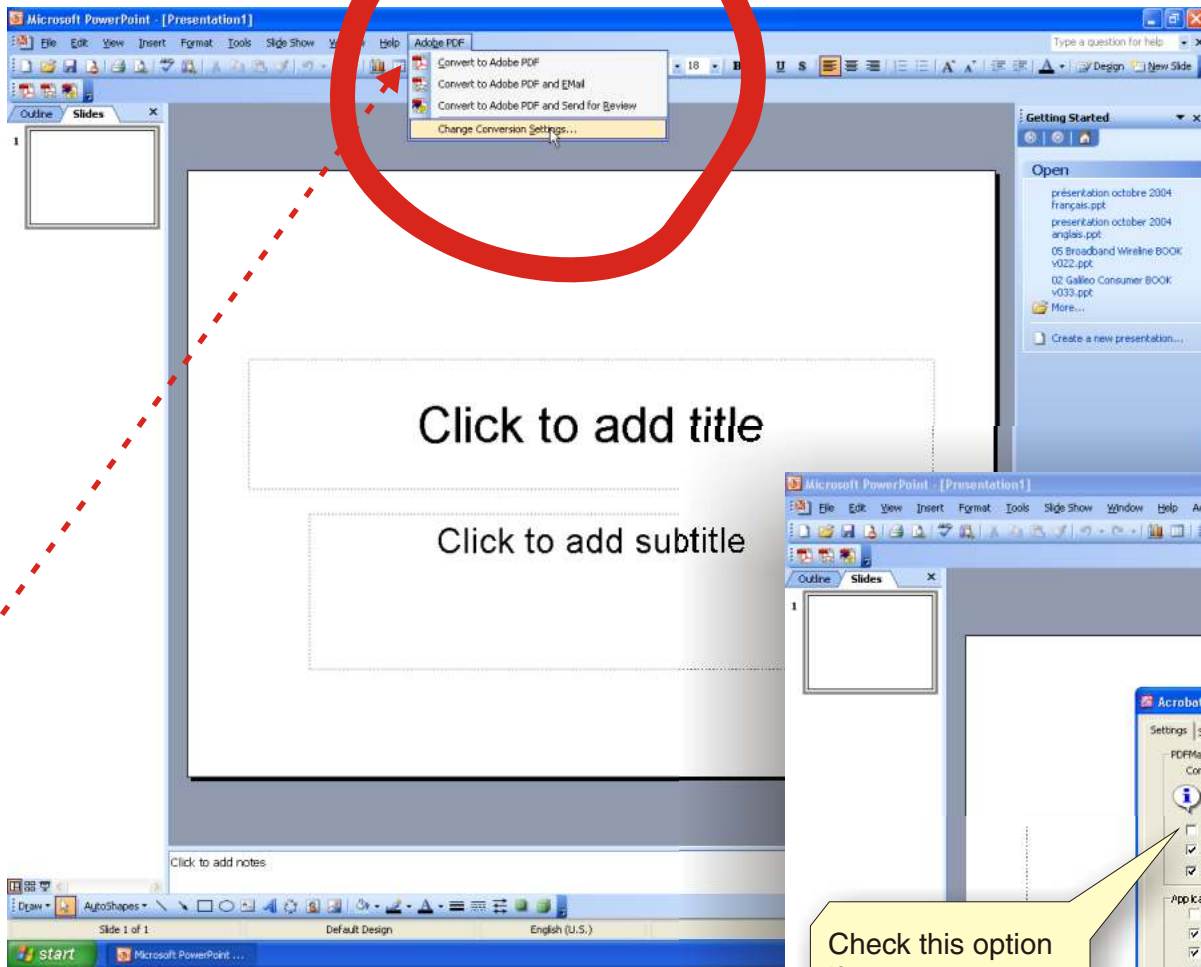
Note that these “.joboptions” files can be copied or distributed to other computers (with Adobe Distiller installed) so that they can quickly inherit the same profile without having to go through the setup steps again. Make sure they’re copied to the correct folder.

CONGRATULATIONS !!!

You have finished creating a setting profile for the production of highest quality PDFs.

The subsequent pages will show how the setting profile is being used in the applications (ie. MS Word, PowerPoint, etc.)

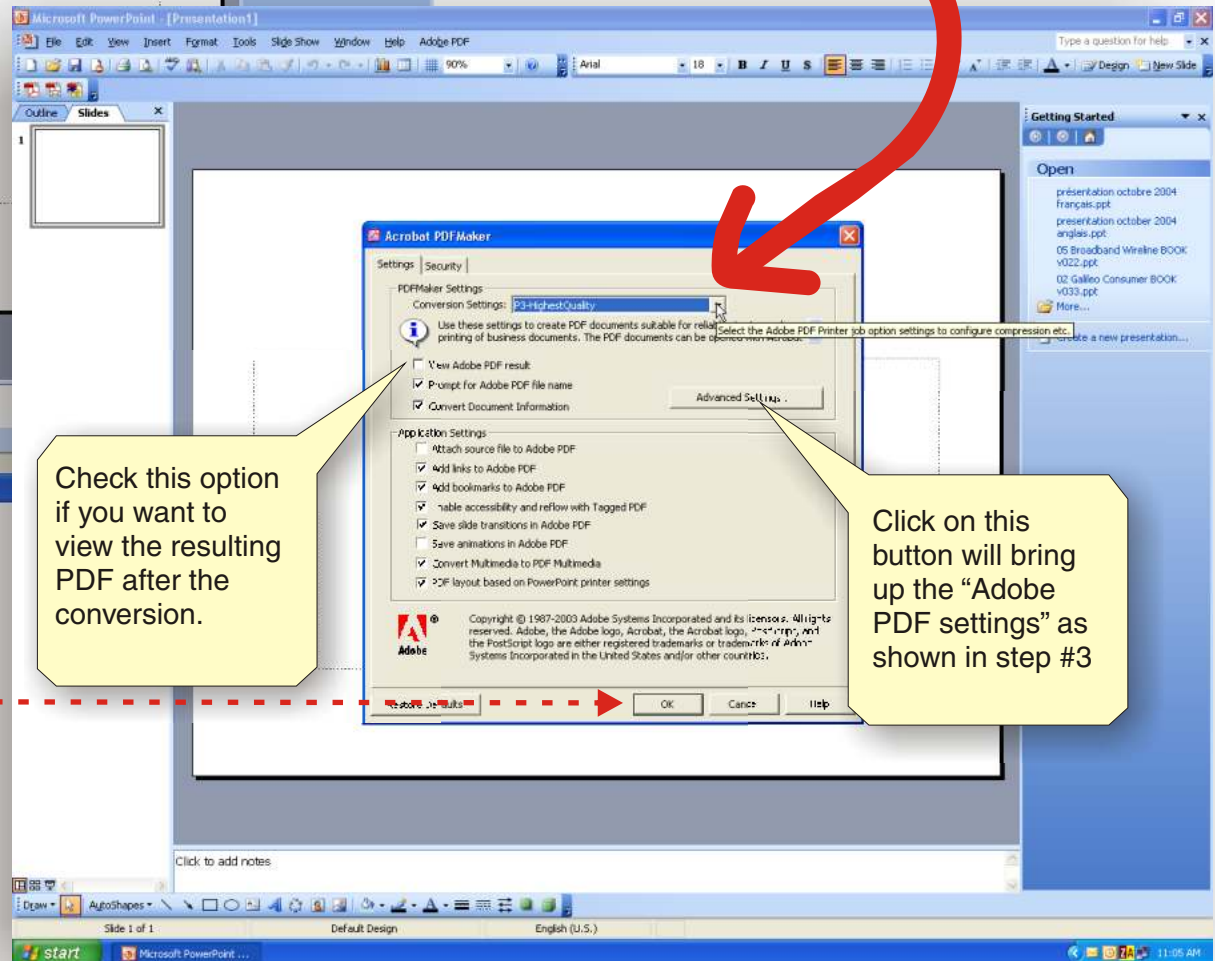




11. Open a Microsoft Office application, such as PowerPoint. If Adobe Acrobat Full Suite is installed AFTER the MS Office is installed, the “Adobe PDF” menu should be available next to the “Help” menu.

Click on “Adobe PDF” & choose “Change Conversion Settings”

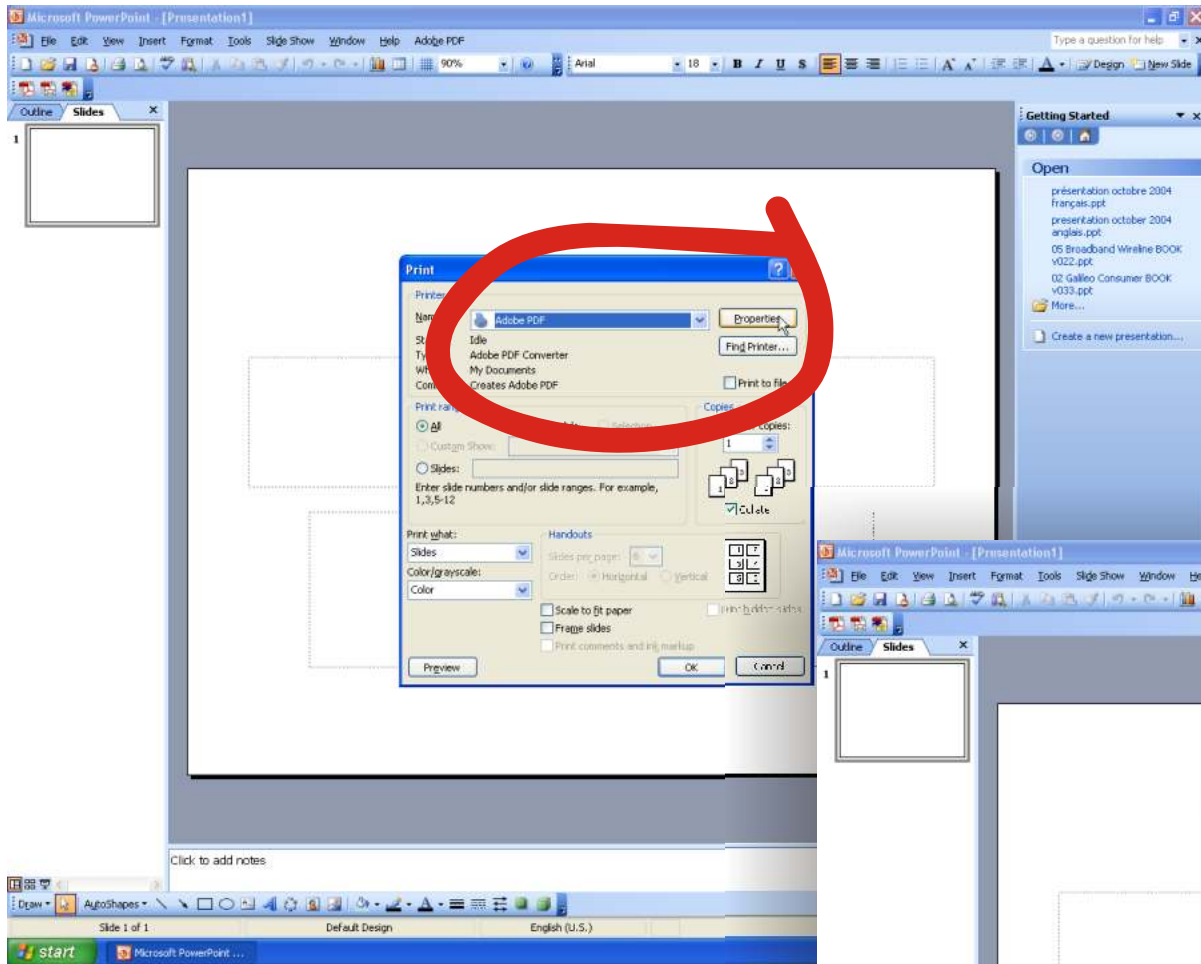
12. The “Adobe PDFMaker” dialogue should appear. Select the setting profile that you’ve just created in step 1 - 10.



13. You may specify the “Security” settings, but let’s skip that step for now. Click “OK” when done.

14. You can now convert the current document or open an existing document & convert it to PDF by clicking on “Convert to Adobe PDF”.

The selected setting profile will be retained for later uses even if the application is closed.

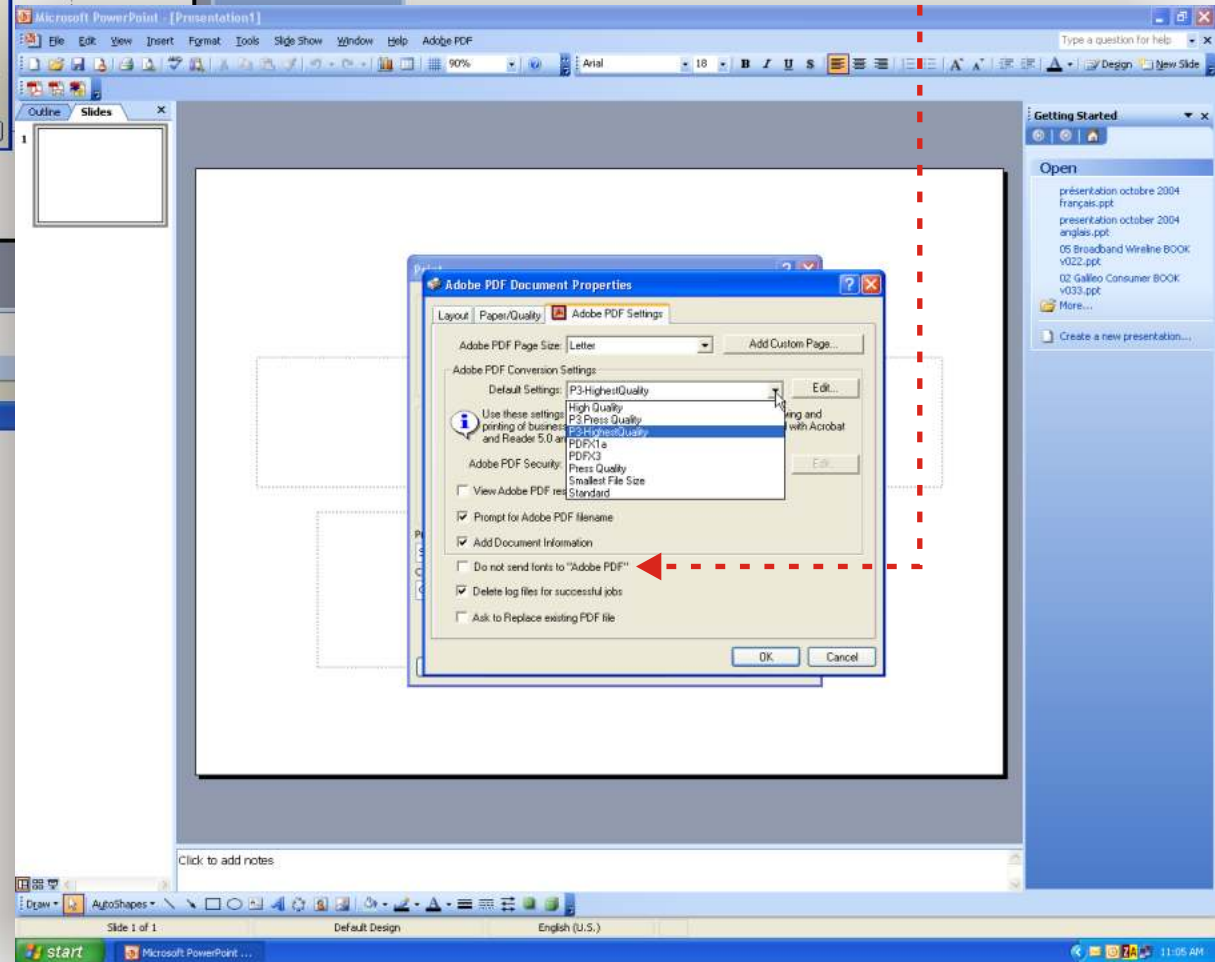


15. Alternatively, you can also create PDF by printing to “Adobe PDF”.

To make sure the quality is desired, click on the “Properties”, the “Adobe PDF Document Properties” dialogue will appear:

- Select the setting profile that you want.
- Make sure “Do not send fonts to Adobe PDF” is **unchecked**.

Click “OK” when done.



16. There's a 3rd method to create the PDF by using the Distiller to "watch" a specified folder for a postscript or a '.prn' file & convert it to PDF. In our experience, this is the quickest, most accurate, & reliable way to create a PDF.

Quick Instructions:

i. Run "Adobe Distiller"

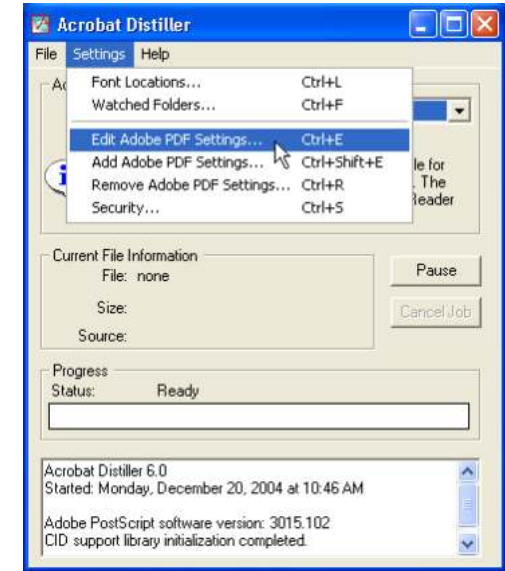
ii. You can see the "Watched Folders..." option near the top under "Settings". When you specify a designated folder (in the "Watch Folders" menu), Adobe Distiller will create 2 sub-folders "In" & "Out". It will monitor the "In" folder & convert any file being dropped there to PDF & then move the resulting PDF to the "Out" folder.

iii. In your application (MS Word, PowerPoint etc.), choose "Adobe PDF" as the printer & make sure that "Print to file" is selected.

iv. When you click "OK" in the "Print" menu, Adobe Acrobat will ask **where** the output is to be sent & name. Browse to the "In" sub-folder that is being watched by the Distiller & name the file as any name you like, preferably ending with the ".prn" extension.

v. Click "OK" to begin the "Print to file" process. You can switch back to the Adobe Distiller & see it in action when converting the file to PDF. When done the resulting file can be found in the "Out" folder.

Enjoy !



FINAL NOTE:

In any of the 3 methods shown and in any version of Acrobat, the first PDF conversion will ALWAYS tend to be very slow! This is due to the 'initialization' process of Adobe Distiller, especially at loading & checking fonts.

If either Adobe Distiller is not closed (in the 3rd method) or there are other files being converted to PDF after the 1st one within 15 minutes (in the 1st & 2nd methods), the subsequent conversion(s) should be much quicker.