

Creating a PDF file

Getting good PDF consists of the following:

- Properly setting up the printer driver.
- Using Postscript fonts in your document.
- Using the best graphics formats
- Opening your application and document. Printing the document to a Postscript file on your hard drive.
- Opening the PS file in Distiller and distilling it.
- Optimizing the PDF file to make it as small as it can be.

Each step requires planning before you do it, to make sure you get the results you want.

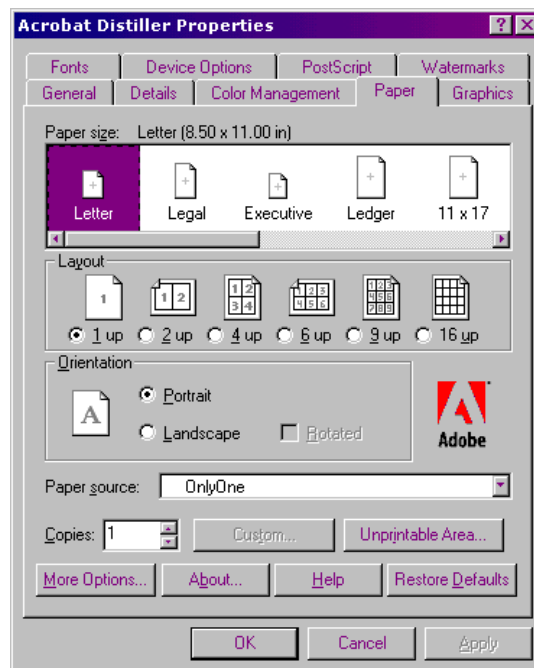
Checking your printer driver

Most PDFing problems are caused because people are printing to the wrong printer driver. You **must** use the Adobe Distiller and the Adobe PPD. **Do not** use any other printer driver.

Depending on the version of Acrobat you re using, your dialog boxes may look a little different. That is OK. Where they are really different, I will show the difference here.

Make sure you have the correct printer driver installed for your computer.

- 1 Go to the Windows Printer Setup and click the Distiller icon. Right-click and click Properties.
- 2 Click the Paper tab.



- 3 Click the About button. The printer driver version and manufacturer is shown. It must say it was jointly developed by Adobe and Microsoft. Make sure that it says the files used have the word Adobe in them, as in ADOBEP54.DRV and ADIST4.PPD. If either is not the case, see the Adobe website for installing the correct printer driver.

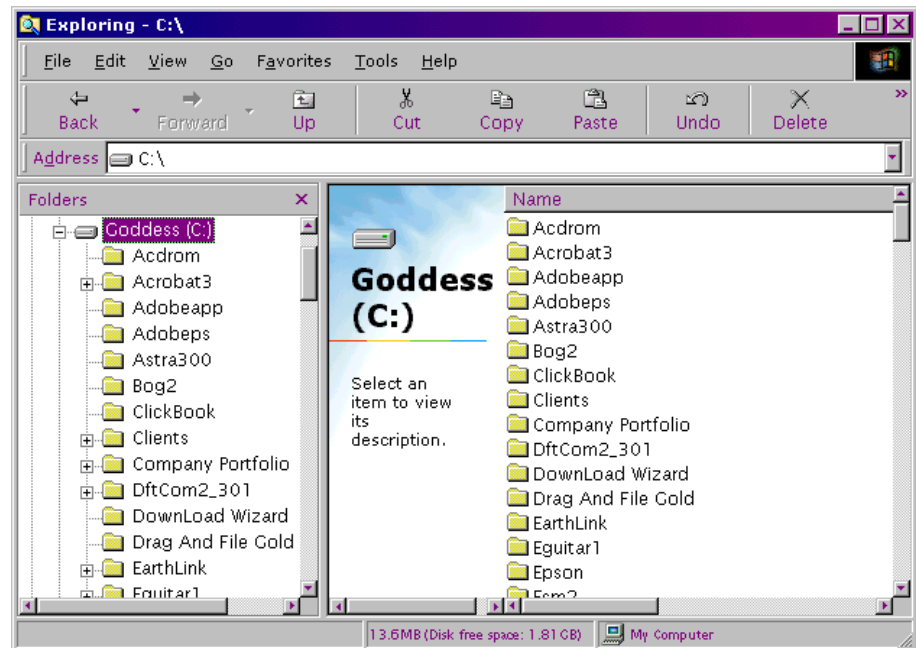
Make sure that you have enough space

You need a lot of space on your hard drive before you go further. I recommend about 1 gigabyte of available hard drive space. All of it **must** be on the same partition.

You must also use the same partition and drive that you have installed Distiller on. You will get uncertain results if you distill across a network or disk partitions, even if the partitions are on the same hard drive. You can bring down the entire network if you Distill across a network that cannot sustain the data speeds needed.

Here is how to see if you have enough room on your drive.

- 1 In Windows Explorer, click the name of the hard drive.
- 2 Look at the status bar at the bottom of the screen. The hard drive size and the available space are shown.



If you don't have enough room, move files until you do.

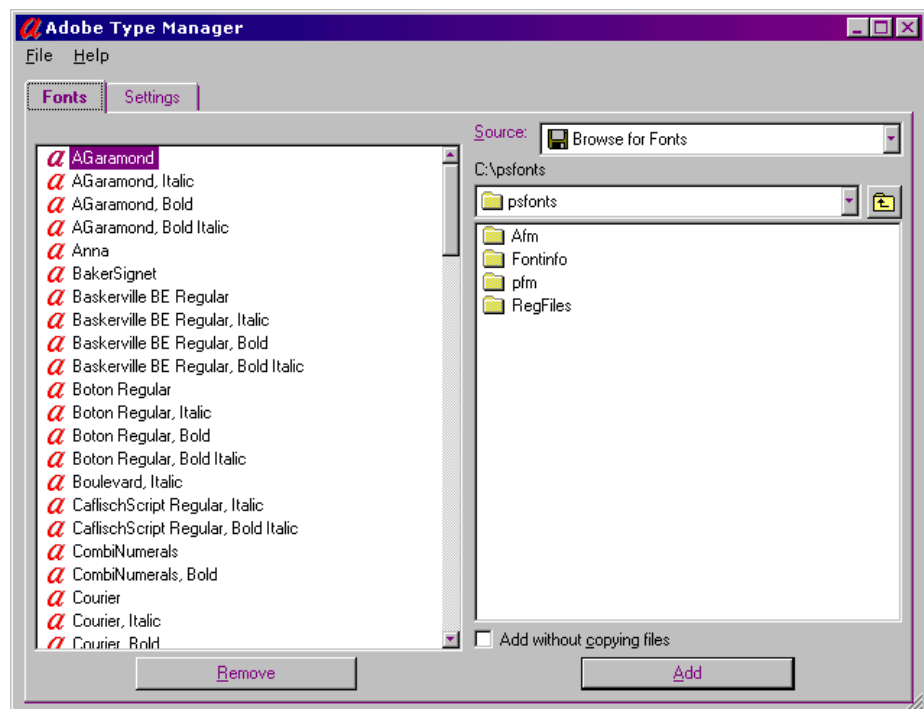
Using Postscript fonts

Generally speaking, there are 2 kinds of fonts on a PC: True Type and Postscript fonts. You want to use Postscript fonts in your documents.

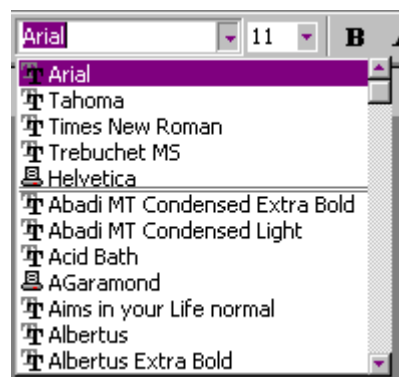
In Windows 2000 (and I think NT 5), you do not need ATM, as that functionality is built into those versions of Windows, but to get full functionality, install ATM.

You can tell what you are using in 2 ways:

- Open the Adobe Type Manager and see what Postscript fonts you have installed.



- If you are using a Microsoft application, you can look at the icon next to the font name:



There are 2 icons: True Type icons are shown by the TT icon. Postscript and system fonts are listed with a little printer icon. If you don't know what your system fonts are, look in ATM. If it isn't listed in the ATM, it is not a Postscript font. Generally speaking.

Using the best graphics formats

There are a lot of graphics formats. We have found the most dependable formats for PDF files are

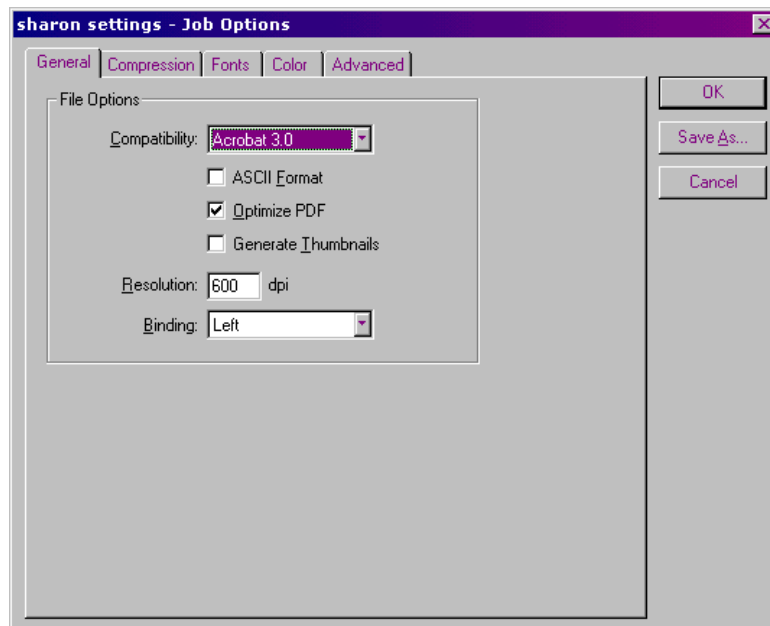
- Bitmap formats BMP, GIF BMP are bigger. GIF is smaller.
- Vector based formats WMF, CGM Either is fine.

We have had uncertain results with any other format, especially EPS and TIFF. However, sometimes you are forced to use EPS, especially if exact color is relevant to you.

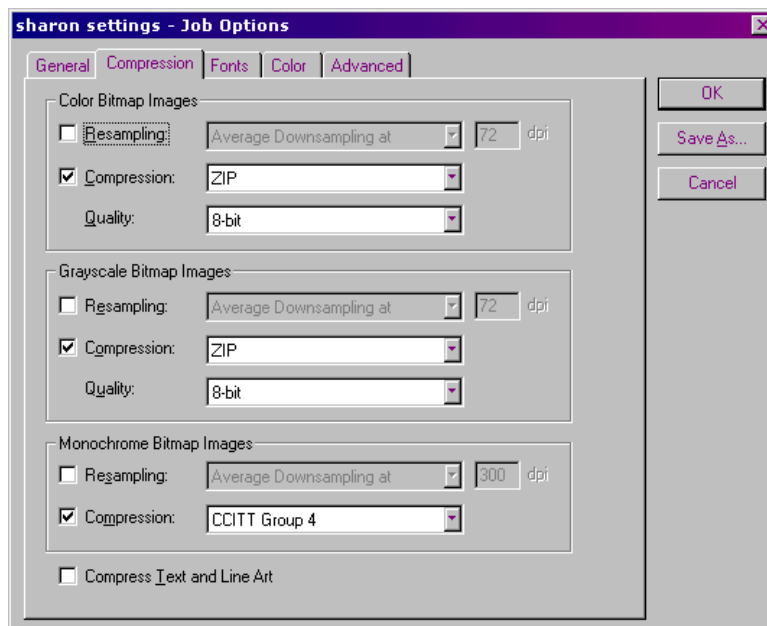
Setting the Distiller options in Acrobat 4

To get the best looking PDF file, you must set the Distiller options.

- 1 Open Distiller.
- 2 On the Setting menu, click Job Options. Make your General settings the following.



3 Make your Compression setting the following:



4 Click the Fonts tab. Here is what the options mean.

Subsetting specifies how fonts used in your file are included in the PDF. The larger the subset number, the smaller the PDF file size, as only the characters used in the file are subset.

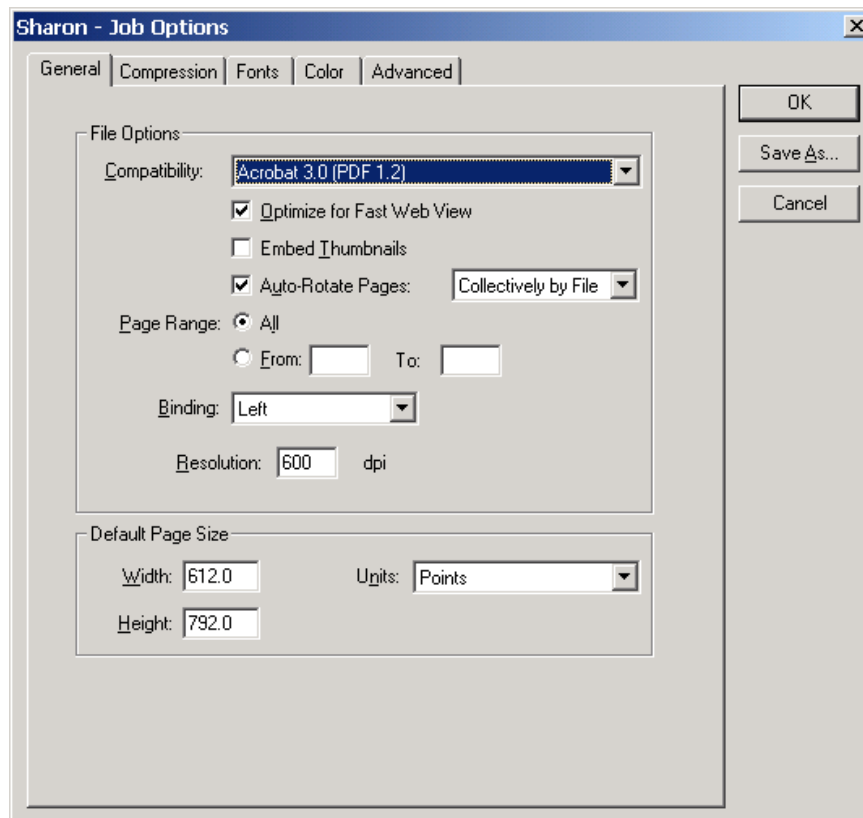
For the smallest file size and to know the document will look right on your user's screens, subset at 100%. If you are sending this PDF to a printer for reproduction, always subset at 100%.

- 5 The rest of the tabs can stay as the defaults, unless exact color is important. The go to the Color tab and make the changes you need, based on what your printer tells you.
- 6 Click the Save As button and save these settings in a .joboptions file. Name it something meaningful so you will remember later that this is the settings file to use. You can send this file to others in your workgroup for them to save in the Distiller settings folder, making this setting file easily available.

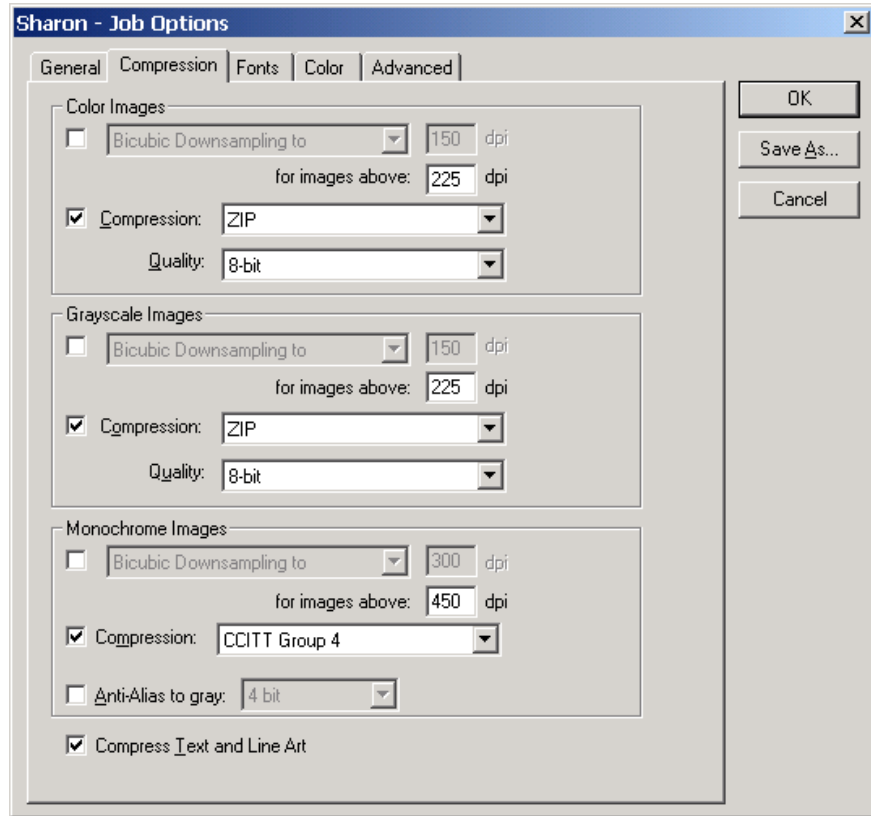
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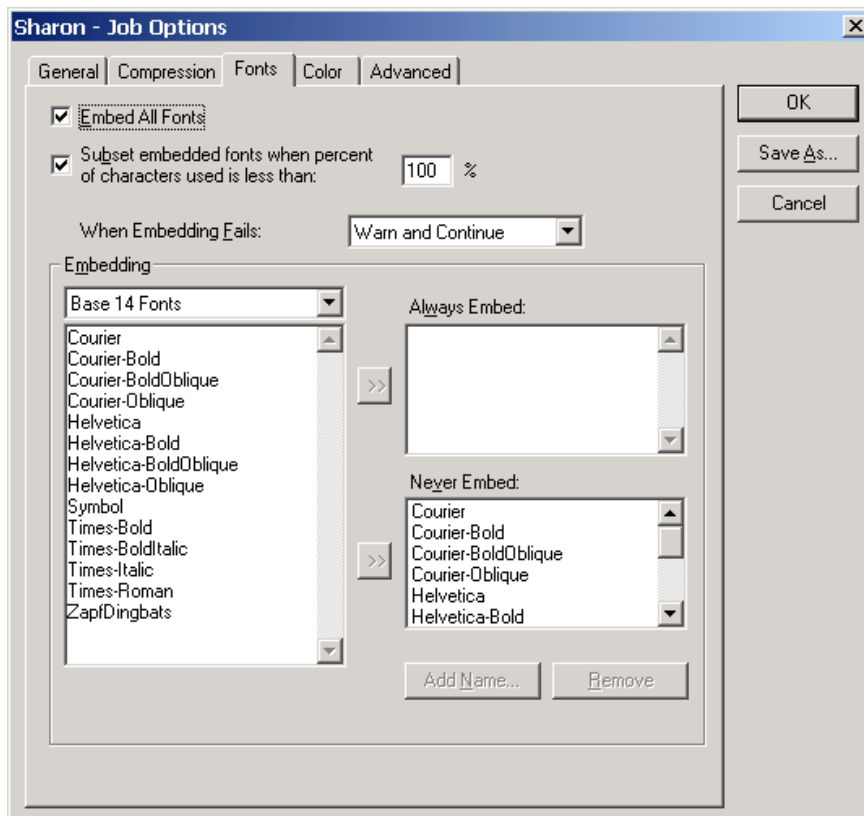
3 Make your Compressions setting the following:



These settings specify how the graphics look in the eventual PDF. If you have been seeing fuzzy graphics or other odd graphics problems, this should solve them!

But keep going. There is more good stuff to specify.

4 Click the Fonts tab.



Here is what the options mean.

Subsetting specifies how fonts used in your file are included in the PDF. The larger the subset number, the smaller the PDF file size, as only the characters used in the file are subset.

For the smallest file size and to know the document will look right on your user's screens, subset at 100%. If you are sending this PDF to a printer for reproduction, always subset at 100%.

There is no "right" setting. It depends on what you are doing and what your needs are.

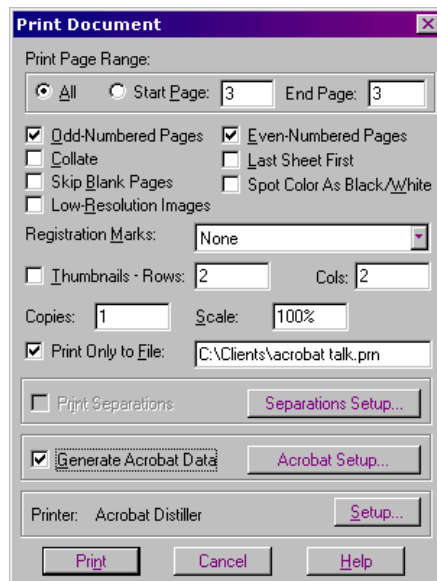
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Creating a Postscript file

You are ready to open your application and print your document to a Postscript file. **Never, ever, use PDFWriter.**

Printing to a postscript file means doing the following:

- 1 On the File menu, click Print.
- 2 In the Printer dialog box, select the Distiller as the printer.

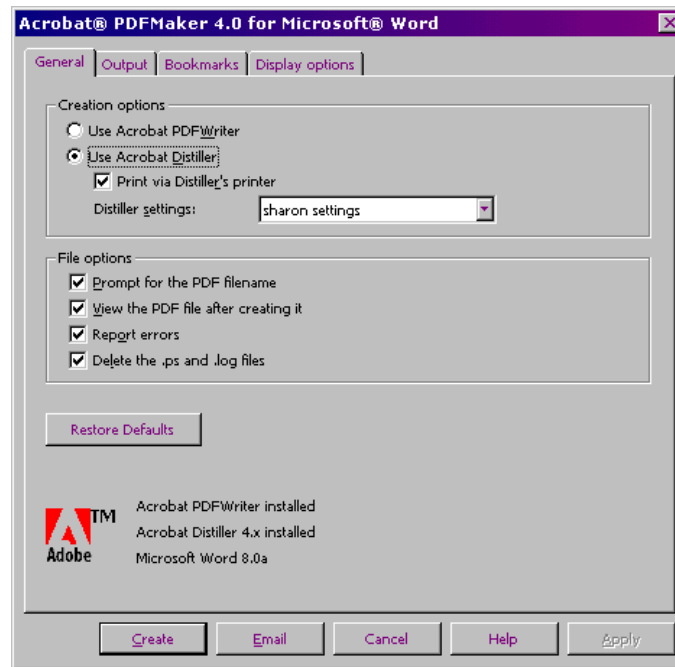


If you are not using FrameMaker, your dialog box will look differently than the one shown.

In Word, you have a little toolbar icon you can click.



The PDF Maker dialog box opens.



Make sure that you select the Distiller option - **not** the PDFWriter. The PDFMaker will not dependably get you the results you want.

Make sure you select the Prompt for the PDF filename check box or you may not find the file!

- 3 Click OK. The file is printed to the Distiller printer and written to a file.

Creating the PDF file

Now that you have everything set up, creating the PDF file is easy.

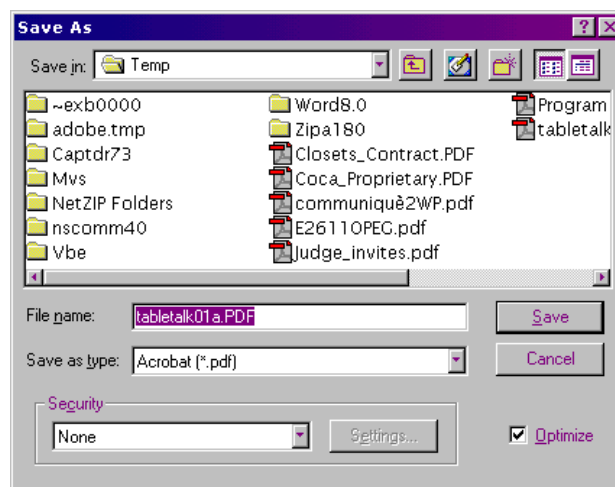
- 1 In Distiller, make sure you have the right settings file selected.
- 2 Open the PS file you want to PDF. Your application may have forced the file to have a PRN extension. Distiller may know what to do, but you may have to look harder to find the file and you may have to tell Distiller that it can use PRN files.
- 3 You are prompted for the name and location of the PDF file. Make sure you know where you are saving this file. It is easy to lose.
- 4 Don't touch the machine while it Distills. It can take a long time to complete, depending on how big the document was. We have seen PS files that are 700 megs big. We have seen PS files that were many gigs large, when color was important.

These huge PS files may take all night to distill. If it looks like it locks up, just wait. It usually figures out what it is doing.

Optimizing the PDF file

A 700 megabyte PS file can create a very large PDF file - upwards of 100 megabytes - too big to send to customers, or deliver on the web. But there is a secret to making it smaller.

- 1 In Acrobat, open the PDF file you just created.
- 2 On the File menu, click Save As.
- 3 In the File Save As dialog box, make sure that you select the Optimize check box and click OK.



- 4 At the prompt, you can rename the file or save it with the same name.
- 5 Remember, if you make any changes to your PDF file, you must do a Save As again to get to the Optimize check box. Just Saving does may not optimize and your file will get huge again.