How to Create Adobe PDF Files for Print and Press

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

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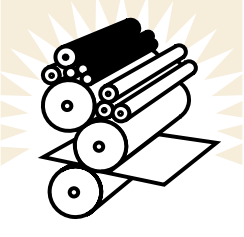
Table of Contents

Introduction 4
Step 1 - Setup 5
Software and setup for Windows® 95 and Windows 98 6
Software and setup for Macintosh 8
Step 2 - Creating PDF files 11
Adobe FrameMaker® 5.5 or later 12
Adobe Illustrator® 8.0 or later 16
Adobe InDesign® 19
Adobe PageMaker® Plus 23
Macromedia FreeHand 8 or later 27
QuarkXPress 3.32 (Macintosh only) 30
QuarkXPress 4.0 or later 32
Step 3 - Streamline your review and markup 37
Annotating PDF documents 38
Marking up PDF documents 39
Appendix A - Other workflow considerations 41
Working with Encapsulated PostScript® (EPS) files 42
Working with Desktop Color Separation (DCS) files 42
Working with multi-toned EPS files 43
Working with vector graphics 43
Bleeds 43
Trappings 43
Open Prepress Interface (OPI) 43
Naming PostScript files 43
Appendix B - Extending Adobe Acrobat 45
Acrobat plug-ins for print publishing 46
Tools that support PDF 49
Conclusion 50
Glossary 51



Introduction

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 5.5, Adobe Illustrator 8.0, Adobe InDesign, Adobe PageMaker Plus, Macromedia FreeHand 8, and QuarkXPress 3.32 (Macintosh only) and 4.0 or later.
- 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.

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.

2. Choose specific options for the creation of PostScript language files within the originating application.

3. Create quality PostScript language files and automatically convert them into print- or press-optimized PDF files.

Software and setup for Windows 95 and Windows 98

What you will need

Setting up Acrobat 4.0

Setting up AdobePS™ printer driver

Setting your AdobePS driver options

Setting your Acrobat Distiller options

Software and setup for Macintosh

What you will need

Setting up Acrobat 4.0

Setting up AdobePS™ printer driver

Setting your Acrobat Distiller options

Software & Setup

For Windows 95 and Windows 98

What you will need

This book assumes that you already have the most current versions of Adobe printer driver software installed on your system. If you do not have the most current versions, follow these steps to download the software:

1. Go to *www.adobe.com.*

2. Select Free Plug-ins & Updates.

3. For AdobePS drivers, select Printer Drivers.

***Note**: At the time of this publication, AdobePS driver 4.2.4 is the most current driver for Windows 95 and Windows 98.*

Setting up Acrobat 4.0

1. Install Acrobat 4.0 or later on your computer.

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

3. Click the AcroDist icon, click Properties, and then click the Version tab.

Make sure the version is 4.0 or later.

Setting up AdobePS printer driver

The AdobePS driver version 4.2.4 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.

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 printer driver should read "AdobePS 4.2.4."

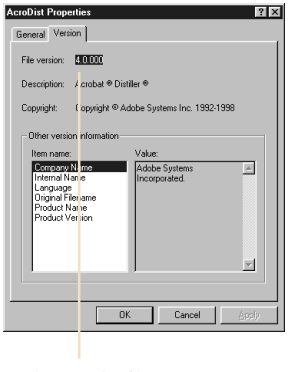
The About dialog box will also mention the exact name of the driver file (ADOBEPS4.DRV) and the PPD file (ADIST4.PPD) associated with the driver.

***Note**: If you do not have AdobePS 4.2.4 installed, you can download it from Adobe's Web site as described earlier.*

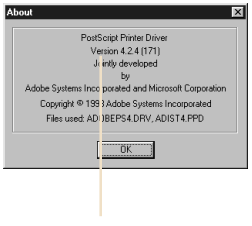
4. Click Details. Make sure that the port name displayed in the Print to the Following Port pop-up menu is the path name for the PDF Output folder within the Acrobat 4.0 folder. (This folder is created when you install Acrobat 4. Acrobat Distiller automatically places PDF files here after distilling documents.)

Setting your AdobePS driver options

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.



Make sure the file version is 4.0 or later



The printer driver should read AdobePS Version 4.2.4

Software & Setup

For Windows 95 and Windows 98

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.

***Note**: Adobe InDesign for Windows uses AdobePS driver 4.3. This driver is included with InDesign. Creating PDF files with AdobePS driver 4.3 is slightly different than creating PDF files with AdobePS Driver 4.2.4. These differences are explained in detail in the InDesign for Windows 95 and Windows 98 section. If you install AdobePS driver 4.3 and want to create PDF files from documents created with any of the other applications covered in this book, you should refer to the instructions for creating PDF files with InDesign.*

Setting your 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 launch 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.

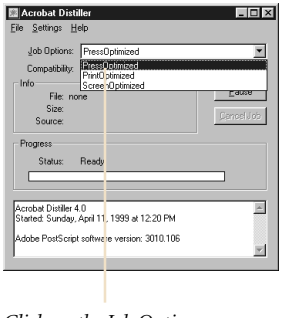
To set Distiller defaults:

1. Launch Acrobat Distiller.

2. Click the Job Options pop-up menu, and then select the appropriate option (PressOptimized, PrintOptimized, or ScreenOptimized).

3. Quit Acrobat Distiller.

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



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

***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.*

Software & Setup

For Macintosh

What you will need

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

***Note**: At the time of this publication, AdobePS driver 8.5.1 was 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 8.5.1, install the AdobePS printer driver version 8.5.1 or later on your system. (The AdobePS 8.5.1 printer driver is included on the Acrobat 4 CD.)

***Note**: Adobe InDesign for Macintosh uses AdobePS driver 8.6. This driver is included with InDesign. Creating PDF files with AdobePS driver 8.6 is slightly different than creating PDF files with AdobePS Driver 8.5.1. These differences are explained in detail in the InDesign for Macintosh section. If you install AdobePS driver 8.6 and want to create PDF files of documents you produce with any of the other applications covered in this book, you should refer to the instructions for generating PDF files with InDesign.*

3. Close the AdobePS Info dialog box.

Setting up Acrobat 4.0

1. Install Acrobat 4.0 or later on your computer.

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

3. Click the Acrobat Distiller 4.0 icon, and then choose File > Get Info.

Make sure the version is 4.0 or later.

4. Close the Acrobat Distiller 4.0 Info dialog box.

Setting up AdobePS printer driver

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

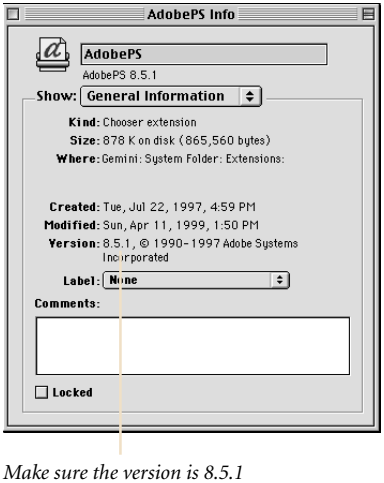
To choose the AdobePS printer driver:

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

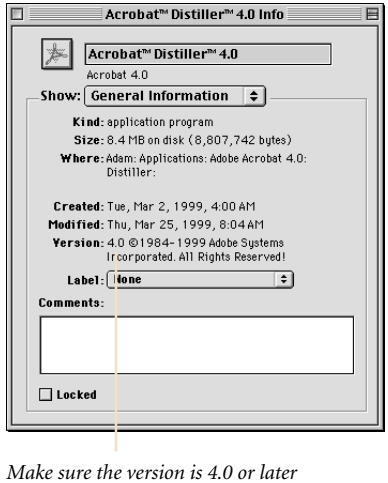
2. Choose a PostScript printer from the list of printers available under Select a PostScript Printer.

2. Close the Chooser window.

***Note**: This book assumes that the PDFPlugin file is in the Printer Descriptions folder within your System > Extensions folder. (The PDFPlugin file is placed within the Printer Descriptions folder when you install Acrobat 4.0.) When you create a*



Make sure the version is 8.5.1



Make sure the version is 4.0 or later

Software & Setup

For Macintosh

PostScript file, the PDFPlugin is used to automatically launch Acrobat Distiller and generate a PDF file.

Setting your 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 launch 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 on 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.

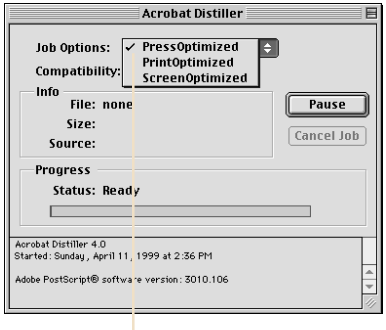
2. Click the Job Options pop-up menu, and then select the appropriate option (PressOptimized, PrintOptimized, or ScreenOptimized).

3. Quit Acrobat Distiller.

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

The Acrobat application requires 17 MB of RAM; Acrobat Distiller requires 12 MB. The instructions in Step 2 of this book explain how to automatically generate PDF files from within several applications. In these instances, Distiller is automatically launched and generates a PDF file from a PostScript file. After that, Acrobat is launched and the PDF file is opened.

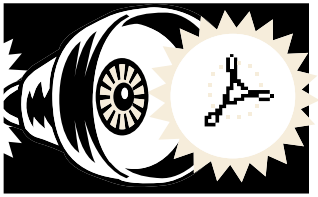
Make sure that your computer has sufficient RAM to run these applications. If there's not enough memory, Distiller may not launch. Similarly, if there's enough memory to run Distiller, a PDF file will be created, but if there's not enough memory remaining to launch Acrobat, the PDF file will not be opened.



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

***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.*



Creating PDF files

Before you start, read this section.

This section describes the basic techniques you will follow 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 graphic 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

Adobe FrameMaker 5.5 or later

Adobe Illustrator 8.0

Adobe InDesign

Adobe PageMaker Plus

Macromedia FreeHand 8

QuarkXPress 3.32 (Mac only)

QuarkXPress 4.0 or later

Adobe FrameMaker 5.5 or later

For Windows 95 and Windows 98

Creating PDF files

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.

To create a PDF file from a FrameMaker document:

1. Open your document in FrameMaker.

2. Choose File > Print.

3. In the Print 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.

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.*

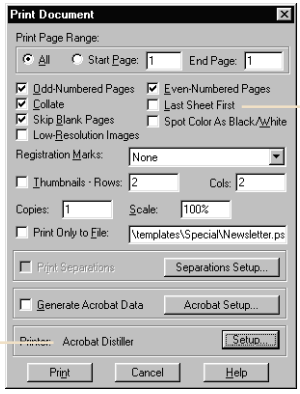
When you click Print, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PDF file is placed in the PDF Output folder within the Acrobat 4.0 folder; the PostScript file is deleted. Distiller automatically names the file by adding a ".pdf" extension to the original file name.) Finally, the PDF file is opened in Acrobat.

To create a single PDF file from a FrameMaker book:

1. Open the book (book) file. When the book list appears, choose File > Print.

2. Choose File > Print.

3. In the Print File In Book dialog box, click Print.



Deselect Last Sheet First

Check to see if the Printer listed is Acrobat Distiller

Adobe FrameMaker 5.5 or later

For Windows 95 and Windows 98

4. In the Print dialog box, deselect Last Sheet first.

5. Select Print Only To File.

If you want, you can specify a different path and file name for the PostScript (.ps) file that's created.

6. Click Print.

A PostScript file is generated in the location specified in the Print dialog box. At this point, you must use Acrobat Distiller to convert the PostScript file to a PDF file. To do so:

1. Launch Acrobat Distiller.

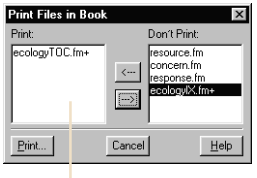
2. From the Job Options pop-up menu, select PrintOptimized if you intend to send the PDF file to a desktop printer, a digital copier, a CD-ROM, or to a client as a publishing proof; select PressOptimized for PDF files that will be printed as high-quality final output to, for example, an imagesetter or platesetter.

3. Select Open from the file menu and open the PostScript file you saved earlier.

4. In the Specify PDF File Name dialog box, choose a storage folder and assign a name to the PDF file; then click Save.

If you want to create a separate PDF file for each file in a FrameMaker book, you must use the arrow keys in the Print Files In Book dialog box to generate PostScript files one file at a time. Move the files you don't want to print to the Don't Print list. When the file you want to convert is the only one remaining in the Print list, click Print. After you've created PostScript files for the individual book files, use Acrobat Distiller to convert them into PDF files.

***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 User Guide or online help.*



To create a PDF file for a single book file, isolate it in the Print list, and then click Print.

Adobe FrameMaker 5.5 or later

For Macintosh

Creating PDF files

You can generate PDF files from individual FrameMaker documents as well as from FrameMaker books. When you create 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.

To create a PDF file from a FrameMaker document or book:

1. Open your document in FrameMaker.

2. Choose File > Page Setup, and select the following options:

- For Format, select Acrobat PDF.

When you select a Page Setup option from the pop-up menu at the top of the Page Setup dialog box, the controls displayed in the rest of the dialog box change.

3. Select PostScript Options from the pop-up menu.

4. Deselect each option in the PostScript Options dialog box, and then click OK.

It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

5. Choose File > Print.

At the top left of the dialog box, you should see Acrobat PDF. At the top right, you should see Destination: File.

6. Select FrameMaker 5.5 from the pop-up menu. Deselect Last Sheet First.

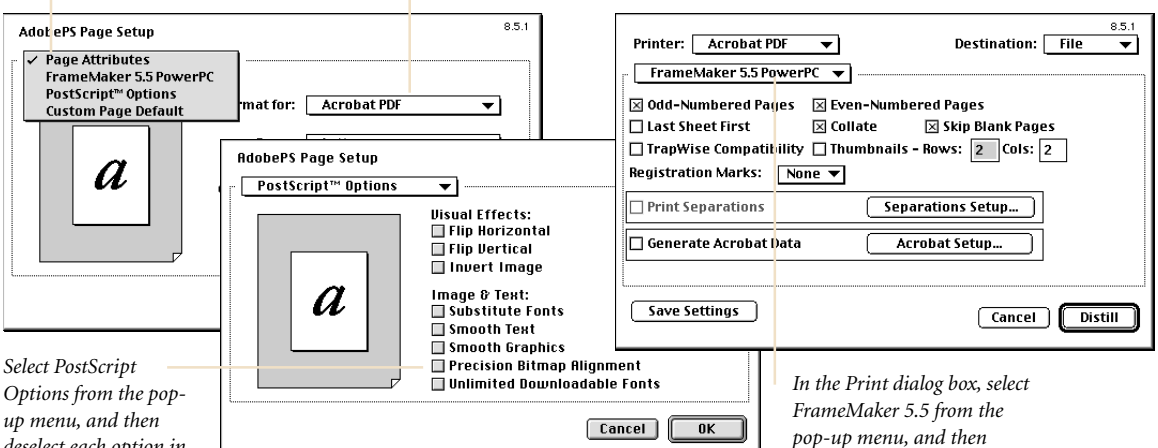
***Note**: Because this book focuses on creating print-ready PDF files, it does not describe the Generate Acrobat Data feature of FrameMaker. This feature creates files that are prepared for online use. If you are interested in this capability, refer to the FrameMaker manual or online help.*

7. Select Save As File from the pop-up menu, and then select the following options:

- For Format, select PostScript Job.

For Page Setup Options, select Page Attributes

For Format For, select Acrobat PDF



Select PostScript Options from the pop-up menu, and then deselect each option in the PostScript Options dialog box

In the Print dialog box, select FrameMaker 5.5 from the pop-up menu, and then deselect Last Sheet First

Adobe FrameMaker 5.5 or later

For Macintosh

- For PostScript Level, select the level that is appropriate for your PDF file.
- For Data Format, select Binary.
- For Font Inclusion, select All.

***Note**: It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

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

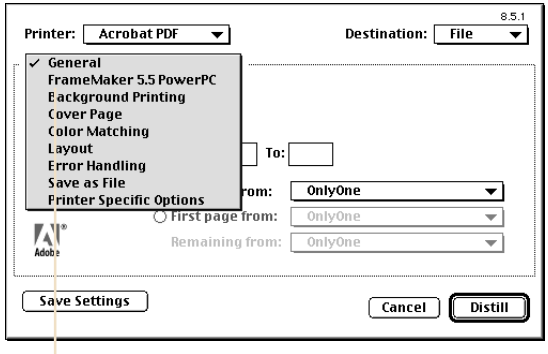
- Select 1200 dpi if you want to produce a print-optimized PDF file that will be output to a color printer or digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)
- Select 2400 dpi if you want to produce a press-optimized PDF file that will be output on a printing press or plotter. (Distiller's PressOptimized job option also uses a resolution of 2400 dpi.)

9. Select other options from the pop-up menu to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Distill.

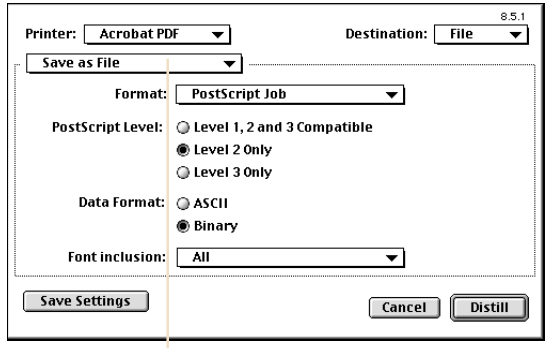
Your settings will be retained until you save them again.

10. Select a location and choose a name for the PostScript file; then click Save.

When you click Save, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, deletes the PostScript file, and then quits. (Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name and then places the PDF file in the same folder as the PostScript file.) Finally, the PDF file is opened in Acrobat.



In the Print dialog box, select FrameMaker 5.5 from the pop-up menu and then deselect Last Sheet First



In the Save As File dialog box, select the following options:

- *For Format, select PostScript Job*
- *For PostScript Level, select the level that is appropriate for your output device*
- *For Data Format, select Binary*
- *For Font Inclusion, select All*

Adobe Illustrator 8.0

For Windows 95 and Windows 98

Creating PDF files

1. Open your document in Illustrator.

2. Choose File > Print.

3. If Acrobat Distiller is not selected in the Name pop-up menu, select it.

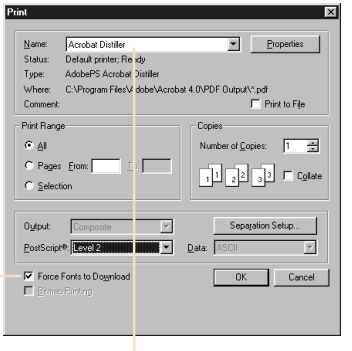
4. From the PostScript pop-up, select the level that is appropriate for your PDF file.

5. Select the Force Fonts To Download option.

***Note**: It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

6. Click OK.

When you click OK, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PDF file is placed in the PDF Output folder within the Acrobat 4.0 folder; the PostScript file is deleted. Distiller automatically names the file by adding a ".pdf" extension to the original file name.) finally, the PDF file is opened in Acrobat.



Select Force Fonts to Download option

In the Print dialog box, the printer selected should be Acrobat Distiller

Adobe Illustrator 8.0

For Macintosh

Creating PDF files

1. Open your document in Illustrator.

2. Choose File > Page Setup, and then select the following options:

- From the Format For pop-up menu, select Acrobat PDF.

When you select a Page Setup option from the pop-up menu at the top of the Page Setup dialog box, the controls displayed in the rest of the dialog box change.

3. Select Page Attributes in the pop-up menu and make necessary changes to the Paper, Orientation, and Scale controls to fit your PDF document.

4. Select PostScript Options from the pop-up menu. Deselect each option in the PostScript Options dialog box, and then click OK to close the Page Setup dialog box.

It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

5. Choose File > Print.

At the top left of the dialog box, you should see Acrobat PDF. At the top right, you should see Destination: File.

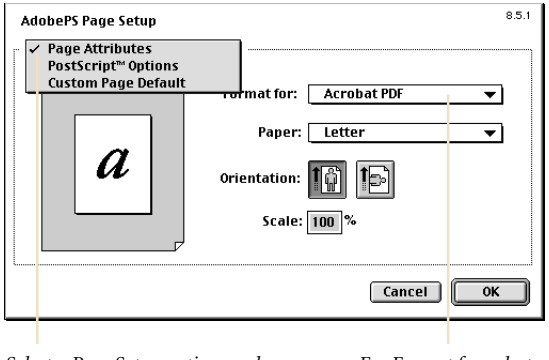
6. Select Save As File from the pop-up menu, and then select the following options:

- For Format, select PostScript Job.
- For PostScript Level, select the level that is appropriate for your PDF file.
- For Data Format, select Binary.
- For Font Inclusion, select All.

***Note**: It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

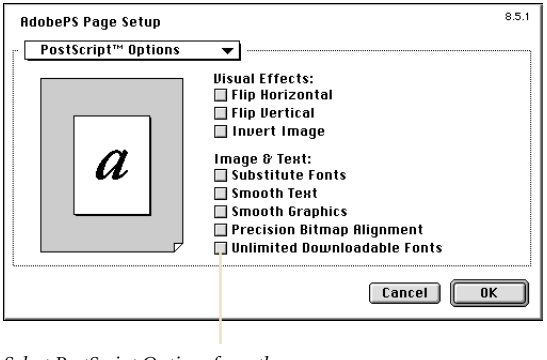
7. Select Printer Specific Options, and then select a resolution:

- Select 1200 dpi if you want to produce a print-optimized PDF file that will be output using a color printer or digital color copier.



Select a Page Setup option, and then modify the corresponding settings as needed

For Format for, select Acrobat PDF



Select PostScript Options from the pop-up menu, and then deselect each option in the PostScript Options dialog box

Adobe Illustrator 8.0

For Macintosh

(Distiller's PrintOptimized job option also uses a resolution of 1200 dpi.)

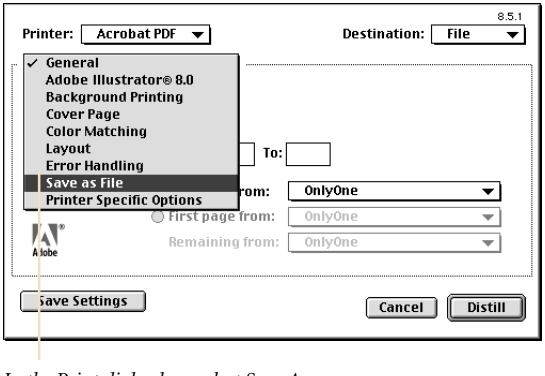
- Select 2400 dpi if you want to produce a press-optimized PDF file that will be output on a printing press or plotter. (Distiller's PrintOptimized job option also uses a resolution of 2400 dpi.)

8. Select other options from the pop-up menu to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Distill.

Your settings will be retained until you save them again.

9. Select a location and choose a name for the PostScript file; then click Save.

When you click Save, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, deletes the PostScript file, and then quits. (Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name and places the PDF file in the same folder as the PostScript file.) Finally, the PDF file is opened in Acrobat.



In the Print dialog box, select Save As File from the pop-up menu

Adobe InDesign

For Windows 95 and Windows 98

Creating PDF files

You can use either of two methods to create PDF files from InDesign documents: 1) You can generate a PostScript file using the Print command and then convert the PostScript file into a PDF file with Acrobat Distiller; or 2) you can use the Export command on the File menu to create a PDF file directly from InDesign.

***Note**: InDesign requires AdobePS printer driver version 4.3 or later. This driver is included with InDesign. You should install AdobePS 4.3 or later before you attempt to print with InDesign.*

To create a PDF file using the Print command and Acrobat Distiller:

1. Open your document in InDesign.

2. Choose File > Print.

3. If Acrobat Distiller is not selected in the Name pop-up menu, select it.

4. Click on the Advanced Page Control, Color, Scale And Fit, Graphics, Page Marks, and Trapping tabs and choose the settings in each pane that are most appropriate for your PDF file. Then click OK.

When you click OK, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, deletes the PostScript file, and then quits. (Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name and places the PDF file in the same folder as the PostScript file.) Finally, the PDF file is opened in Acrobat.

To create a PDF file using the InDesign Export feature:

1. Open your document in InDesign.

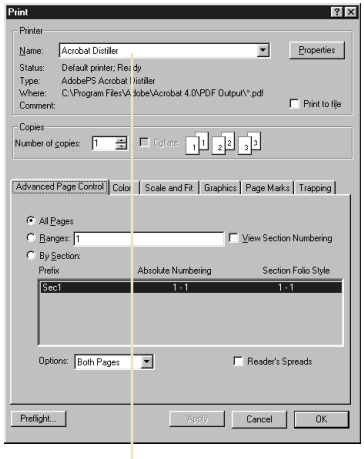
2. Choose File > Export.

3. Select a storage folder for your PDF file, select Adobe PDF from the Save As Type pop-up menu, and then click Save.

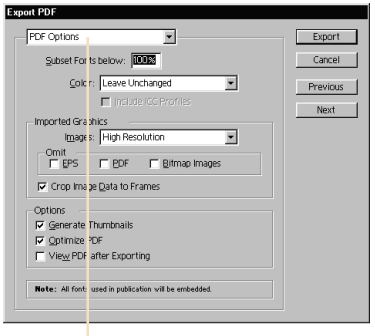
4. Choose PDF Options, Compression, Pages And Page Marks, and Security from the pop-up menu, and then choose the settings that are most appropriate for your PDF file.

5. Click Export.

A PDF file is created (".pdf" is added to the name of the InDesign file) and placed in the same folder as the original document.



In the Print dialog box, the printer selected should be Acrobat Distiller



Choose PDF Options, Compression, Pages And Page Marks, and Security, and then choose the settings that are appropriate for your PDF file

***Note:** The Export feature does not use Distiller; therefore, Distiller job options will have no effect on the resulting PDF file.*

Adobe InDesign

For Macintosh

Creating PDF files

You can use either of two methods to create PDF files from InDesign documents: 1) You can generate a PostScript file using the Print command and then convert the PostScript file into a PDF file with Acrobat Distiller; or 2) you can use the Export command on the File menu to create a PDF file directly from InDesign.

***Note**: InDesign requires AdobePS printer driver version 8.6 or later. This driver is included with InDesign. You should install AdobePS 8.6 or later before you attempt to print with InDesign. When you install AdobePS 8.6, the Virtual Printer PPD is placed in the Printer Descriptions folder, which is within the Extensions folder in your System folder.*

To create a PDF file using Virtual Printer and Acrobat Distiller:

1. Open your document in InDesign.

2. Choose File > Page Setup, and then choose Virtual Printer from the Printer pop-up menu.

When you select a Page Setup option, the corresponding items in the rest of the Page Setup dialog box change.

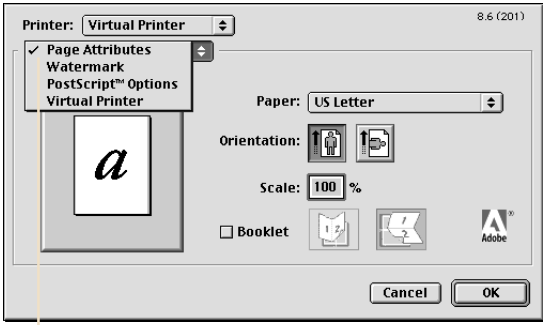
3. Select Page Attributes in the pop-up menu and make necessary changes to fit your document.

4. Select PostScript Options from the pop-up menu. Deselect each option in the PostScript Options dialog box, and then click OK to close the Page Setup dialog box.

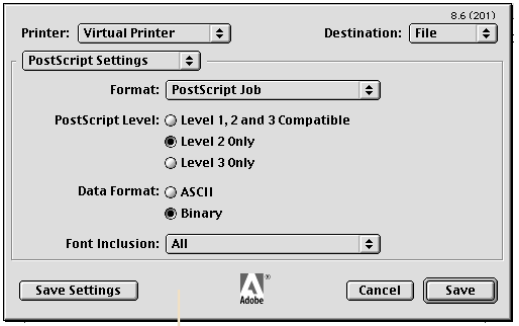
It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

5. Choose File > Print. At the top left, you should see Virtual Printer. At the top right, you should see Destination: File.

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



Select a Page Setup option, and then modify the corresponding settings as needed



In the Save As File dialog box, select the following options:

- *For Format, select PostScript Job*
- *For PostScript Level, select the level that is appropriate for your output device*
- *For Data Format, select Binary*
- *For Font Inclusion, select All*

Adobe InDesign

For Macintosh

- For Format, select PostScript Job.
- For PostScript Level, select the level that's appropriate for your output device.
- For Data Format, select Binary.
- For Font Inclusion, select All.

***Note**: It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

7. Select Printer Specific Options from the pop-up menu:

- Select 1200 dpi if you want to produce a print-optimized PDF file that will be output on 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 on a printing press or plotter. (The Distiller PressOptimized job option also uses a resolution of 2400 dpi.)

8. Select other items from the pop-up menu to open different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Save.

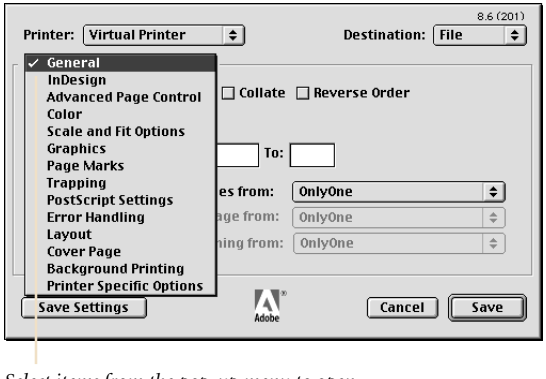
Your settings will be retained until you save them again.

9. Click Save.

A PostScript file is saved on the desktop. At this point, you must use Acrobat Distiller to convert the PostScript file into a PDF file. To do so:

1. Launch Acrobat Distiller.

2. From the Job Options pop-up menu, select PrintOptimized if you intend to send the PDF file to a desktop printer, a digitial copier, a CD-ROM, or to a client as a publishing proof; select PressOptimized for PDF files that will be printed as high-quality final output to, for example, an imagesetter or platesetter.



Select items from the pop-up menu to open different categories and make choices

Adobe InDesign 1.0

For Macintosh

3. Choose Open from the File menu and open the PostScript file you saved earlier.

4. In the Specify PDF File Name dialog box, choose a storage folder and assign a name to the PDF file; then click Save.

To create a PDF file using the InDesign Export feature:

1. Open your document in InDesign.

2. Choose File > Export.

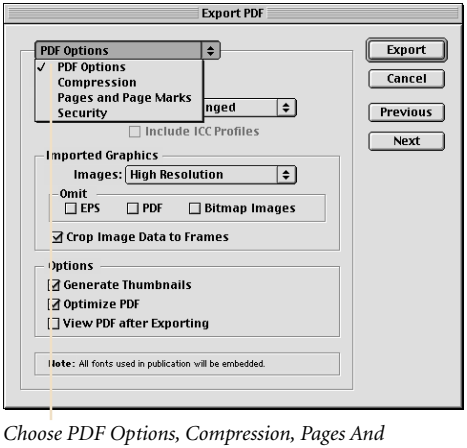
3. Select a storage folder for your PDF file, select Adobe PDF from the Formats pop-up menu, and then click Save.

4. In the Export PDF dialog box, choose PDF Options, Compression, Pages And Page Marks, and Security from the pop-up menu, and then choose the settings that are most appropriate for your PDF file.

5. Click Export.

A PDF file is saved in the folder you chose in Step 3.

Note: *The Export feature does not use Distiller; therefore, Distiller job options will have no effect on the resulting PDF file.*



Choose PDF Options, Compression, Pages And Page Marks, and Security, and then choose the settings that are appropriate for your PDF file

Adobe PageMaker Plus

For Windows 95 and Windows 98

Creating PDF files

You can use either of two methods to create PDF files from PageMaker documents: 1) You can generate a PostScript file using the Print command and then convert the PostScript file into a PDF file with Acrobat Distiller; or 2) you can use the Export > Adobe PDF command on the File menu (this method also uses Acrobat Distiller).

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.

To create a PDF file using the Print command and Acrobat Distiller:

1. Open your document in PageMaker Plus.

2. Choose File > Document Setup, select Acrobat Distiller from the Compose To Printer pop-up menu, and then click OK.

3. Choose File > Print. If you receive an error message (for example, "Cannot find ADCMYK4.PPD"), ignore it.

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

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

5. Select Features, and then select a resolution:

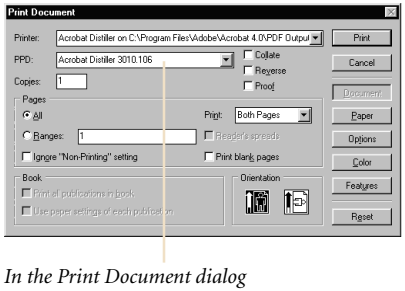
- Select 1200 dpi if you want to produce a print-optimized PDF file that will be output using a color printer or a digital color copier. (The Distiller PrintOptimized job option also uses a resolution of 1200 dpi.)
- Select 2400 dpi if you want to produce a press-optimized PDF file that will be output on a printing press or plotter. (The Distiller PrintOptimized job option also uses a resolution of 2400 dpi.)

6. Select Options.

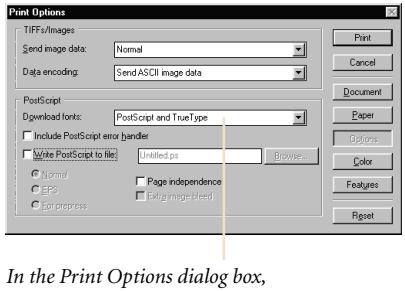
7. From the Send Image Data pop-up menu, choose Normal.

8. From the Data Encoding pop-up menu, choose Send Binary Image Data.

9. From the Download Fonts pop-up menu, choose PostScript and TrueType.



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



In the Print Options dialog box, select PostScript and TrueType in the Download Fonts pop-up menu

Adobe PageMaker Plus

For Windows 95 and Windows 98

10 . Click Print.

When you click Print, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PDF file is placed in the PDF Output folder within the Acrobat 4.0 folder; the PostScript file is deleted. Distiller automatically names the file by adding a ".pdf" extension to the original file name.) Finally, the PDF file is opened in Acrobat.

To create a PDF file using PageMaker's Export Adobe PDF feature:

1. Open your document in PageMaker.

2. Choose File > Export > Adobe PDF.

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

4. From the pop-up menu, choose Format & Fonts. Make sure Embed All Fonts is checked; choose Acrobat 4 from the Compatibility pop-up menu.

5. From the pop-up menu, choose Miscellaneous and uncheck Override Distiller Options.

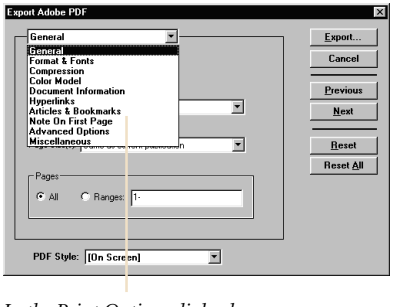
6. Choose other options from the pop-up menu and make the appropriate settings for your PDF file.

7. Click Export.

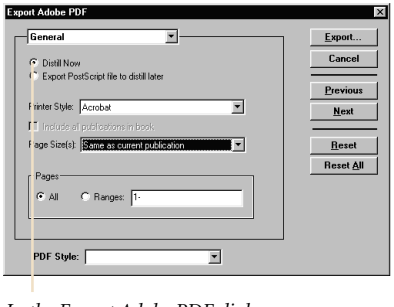
8. Specify a name for your file and choose a storage folder. If you want to view your PDF file after it's created, check View PDF. If you want to specify a base URL for the links in your PDF file, check Base URL for relative links and enter a URL in the accompanying field.

9. Click Save.

When you click Save, a temporary PostScript file is created. Acrobat Distiller automatically launches and converts the PostScript file into a PDF file, and then quits. The PDF file is then opened in Acrobat.



In the Print Options dialog box, select PostScript and TrueType in the Download Fonts pop-up menu



In the Export Adobe PDF dialog box, click Distill Now and make sure Acrobat is the selected Printer Style; select options from the pop-up menu and make settings as necessary for your PDF file

Adobe PageMaker Plus

For Macintosh

Creating PDF files

You can use either of two methods to create PDF files from PageMaker documents: 1) You can generate a PostScript file using the Print command and then convert the PostScript file into a PDF file with Acrobat Distiller; or 2) you can use the Export > Adobe PDF command on the File menu (this method also uses Acrobat Distiller).

To create a PDF file using the Print command and Acrobat Distiller:

1. Open your document in PageMaker Plus.

2. Choose File > Print.

Check to see if the printer is your default printer. If not, open the Chooser (Apple menu > Chooser), select the AdobePS printer driver, and then choose your default printer from the Select A PostScript Printer list.

3. For PPD, select Acrobat Distiller.

4. 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. (Distiller's 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. (Distiller's PrintOptimized job option also uses a resolution of 2400 dpi.)

5. Select Options.

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

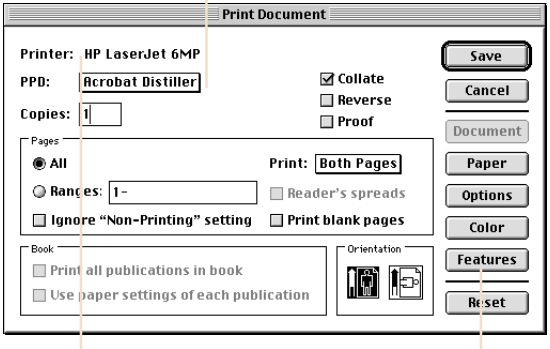
7. From the Data Encoding pop-up menu, select Send Binary Image Data.

8. Deselect Use Symbol Font For Special Characters.

9. Select Write PostScript To File.

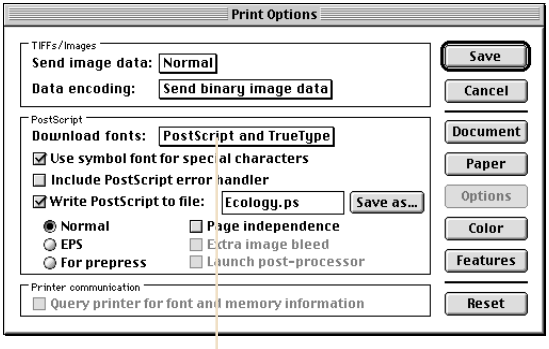
If you want, you can click Save As to choose the storage folder and assign a file name for the PostScript (.ps) file that's created.

For PPD, select Acrobat Distiller



Check to see if the printer is Acrobat PDF

Select Features, and then select either 1200 dpi or 2400 dpi resolution



In the Print Options dialog box, select PostScript and TrueType in the Download Fonts pop-up menu

Adobe PageMaker Plus

For Macintosh

10. Click Save.

When you click Save, a PostScript file is generated. At this point, you must use Acrobat Distiller to convert the PostScript file into a PDF file. To do so:

1. Launch Acrobat Distiller.

2. From the Job Options pop-up menu, select PrintOptimized if you intend to send the PDF file to a desktop printer, a digital copier, a CD-ROM, or to a client as a publishing proof; select PressOptimized for PDF files that will be printed as high-quality final output to, for example, an imagesetter or platesetter.

3. Choose Open from the File menu and open the PostScript file you saved earlier.

4. In the Specify PDF File Name dialog box, choose a storage folder and assign a name to the PDF file, and then click Save.

To create a PDF file using the PageMaker Export Adobe PDF feature:

1. Open your document in PageMaker.

2. Choose File > Export > Adobe PDF.

3. In the Workflow area, check Distill Now and View PDF Using; then choose a version of Acrobat from the accompanying pop-up menu.

4. Select Include Downloadable Fonts and uncheck Override Distiller's Options.

5. From the PageMaker Printer styles pop-up menu, choose Acrobat.

6. Select the appropriate paper size and, if necessary, specify a page range.

7. Click PDF Options and modify the settings as necessary for your PDF file; then click OK.

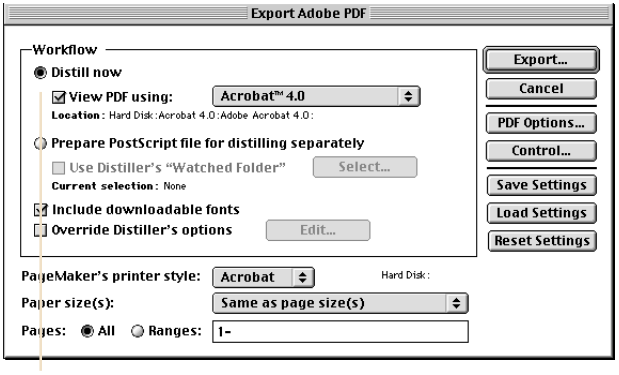
8. Click Control and modify the settings as necessary for your PDF file; then click OK.

9. Click Export.

10. Specify a name for your file and choose a storage folder.

11. Click Save.

When you click Save, a temporary PostScript file is created. Acrobat Distiller automatically launches and converts the PostScript file into a PDF file and then quits. The PDF file is then opened in Acrobat.



In the Export Adobe PDF dialog box, select Distill Now, View PDF Using, and Include Downloadable Fonts; uncheck Override Distiller's Options

Macromedia FreeHand 8

For Windows 95 and Windows 98

Creating PDF files

Note: *At the time of this publication, Macromedia FreeHand 8.01 was the most current version. You can download the 8.01 update from Macromedia's Web site (www.macromedia.com/support/freehand/upndown).*

1. Open your document in FreeHand.

2. Choose File > Print and select the Acrobat Distiller printer.

3. Depending on the capabilities of your printer, select Quality PS Level 1 or Quality PS Level 2 from the Print Setting pop-up.

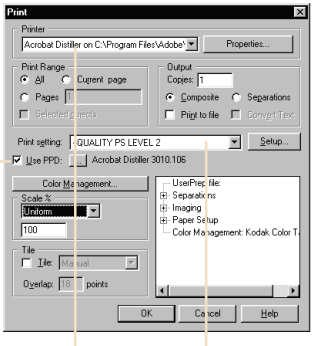
4. Check Use PPD, and then locate and select the Acrobat Distiller PPD (Acrobat 4.0 > Distillr > Xtras > Adist4.ppd).

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

6. Click OK.

7. In the Print dialog box, select Uniform from the Scale % pop-up menu.

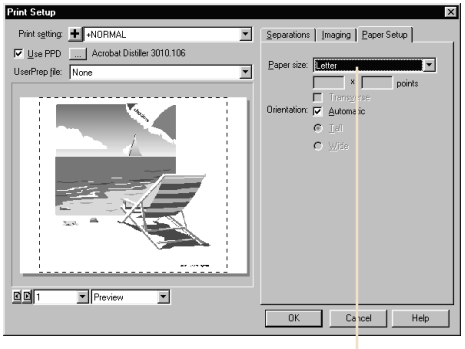
When you click OK, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PDF file is placed in the PDF Output folder within the Acrobat 4.0 folder; the PostScript file is deleted. Distiller automatically names the file by adding a ".pdf" extension to the original file name.) Finally, the PDF file is opened in Acrobat.



Select Use PPD and choose the Acrobat Distiller PPD

In the Print dialog box, the printer should be Acrobat Distiller

Select Quality PS Level 1 or Quality PS Level 2, whichever is appropriate for your PDF file



Choose a size from the Paper Size pop-up menu or choose Custom and enter width and height values in the fields below

Macromedia FreeHand 8

For Macintosh

Creating PDF files

***Note**: At the time of this publication, Macromedia FreeHand 8.01 was the most current version. You can download the 8.01 update from Macromedia's Web site (www.macromedia.com/support/freehand/upndown).*

1. Open your document in FreeHand.

2. Choose File > Page Setup, and then select the following options:

- From the Format For pop-up menu, select Acrobat PDF.

When you select a Page Setup option from the pop-up menu at the top of the Page Setup dialog box, the controls displayed in the rest of the dialog box change.

3. Select Page Attributes in the pop-up menu, and make necessary changes to fit your document. If the document has a custom page width, do not change the selection in the Paper pop-up menu or change the orientation (doing so will cause your PDF page to rotate 90°).

4. Select PostScript Options from the pop-up menu. Deselect each option in the PostScript Options dialog box, and then click OK to close the Page Setup dialog box.

It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

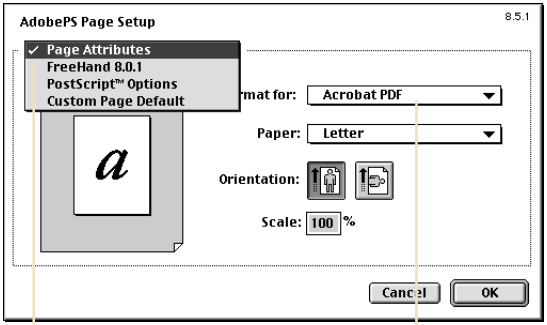
5. Choose File > Print.

At the top left of the dialog box, you should see Acrobat PDF. At the top right, you should see Destination: File.

6. Choose FreeHand 8 from the pop-up menu, and then select the following options:

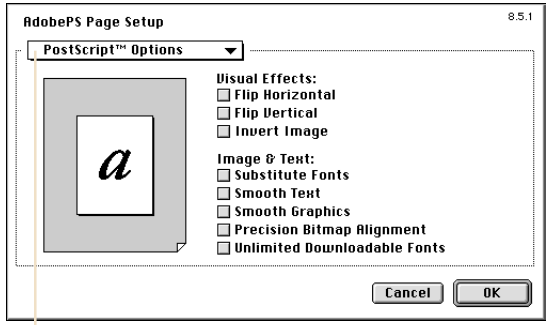
- For Print setting, select the level of PostScript that's appropriate for your PDF file.
- Select Use PPD, and then click the accompanying button and choose the Acrobat Distiller printer description (located in the Printer Descriptions folder, which is within the Extensions folder in your System folder).
- Select Uniform from the Scale % pop-up menu.

7. Click Setup and choose a size from



Select a Page Setup option, and then modify the corresponding settings as needed

For Format, select Acrobat PDF



Select PostScript Options from the pop-up menu, and then deselect each option in the PostScript Options dialog box

Macromedia FreeHand 8

For Macintosh

the Paper Size pop-up menu. For wide documents, you must choose Custom and specify a width and height in the accompanying fields. If you don't specify a custom paper size for a wide document, the resulting PDF page is rotated 90°. Select Automatic for Orientation.

8. Select Save As File from the pop-up menu, and then select the following options:

- For Format, select PostScript Job.
- For PostScript Level, select the level that is appropriate for your PDF file.
- For Data Format, select Binary.
- For Font Inclusion, select All.

Note: *It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

9. Select Printer Specific Options, 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. (Distiller's PressOptimized job option also uses a resolution of 2400 dpi.)

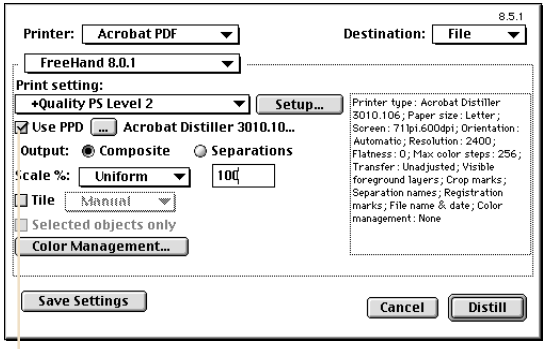
10. Select other options from the pop-up menu to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Distill.

Your settings will be retained until you save them again.

11. Choose a location and a name for the PostScript file.

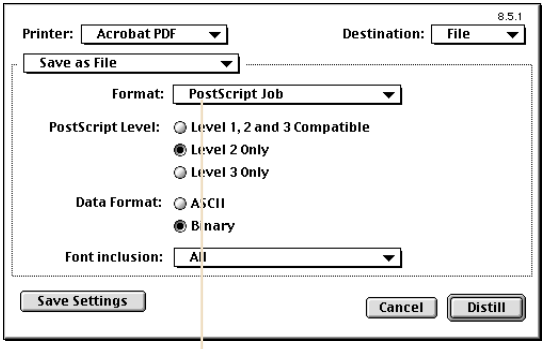
12. Click Save.

When you click Save, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PostScript file is deleted. Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name.) Finally, the PDF file is opened in Acrobat.



For the Freehand 8 options in the Print dialog box, select the following:

- *Click Use PPD; then click the accompanying button and choose the Acrobat Distiller printer description*
- *For Print Setting, select the PostScript level that's appropriate for your PDF file*
- *For Scale %, select Uniform*
- *For Font Inclusion, select All*



For the Save As File options in the Print dialog box, select the following:

- *For Format, select PostScript Job*
- *For PostScript Level, select the level that's appropriate for your PDF file*
- *For Data Format, select Binary*
- *For Font Inclusion, select All*

QuarkXPress 3.3.2

For Macintosh only

Creating PDF files

1. Open your document in QuarkXPress 3.3.2.

2. Choose File > Page Setup, and then select the following options:

- For Format For, select Acrobat PDF.

When you select a Page Setup option, the corresponding items in the rest of the Page Setup dialog box change.

3. Select PostScript Options in the pop-up menu. Deselect each option in the PostScript Options dialog box.

It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

4. Select QuarkXPress 3.3.2 in the pop-up menu, choose the Acrobat Distiller PPD, and then click OK.

5. Choose File > Print.

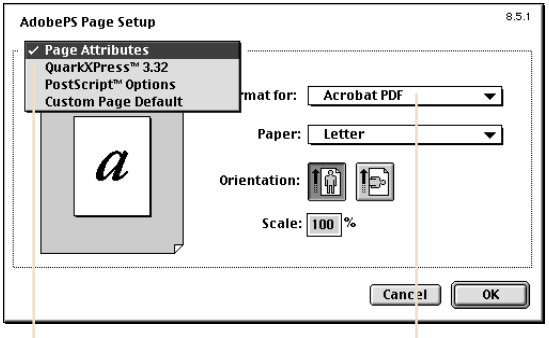
6. Select Save As File from the pop-up menu, and then select the following options:

- For Format, select PostScript Job.
- For PostScript Level, select the level that is appropriate for your output device.
- For Data Format, select Binary.
- For Font Inclusion, select All.

Note: *It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

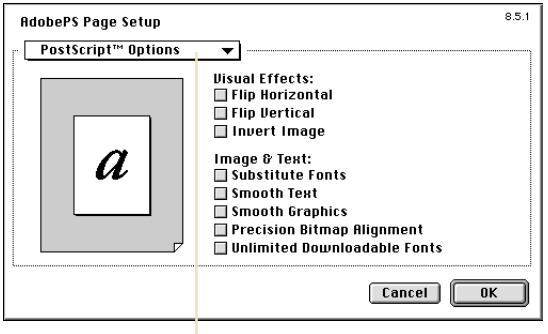
7. Select Printer Specific Options, and then select a resolution:

- 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



Select a Page Setup option, and then modify the corresponding settings as needed

For Format select Acrobat PDF



Select PostScript Options from the pop-up menu. Deselect each option in the PostScript Options dialog box

QuarkXPress 3.3.2

For Macintosh only

PressOptimized job option also uses a resolution of 2400 dpi.)

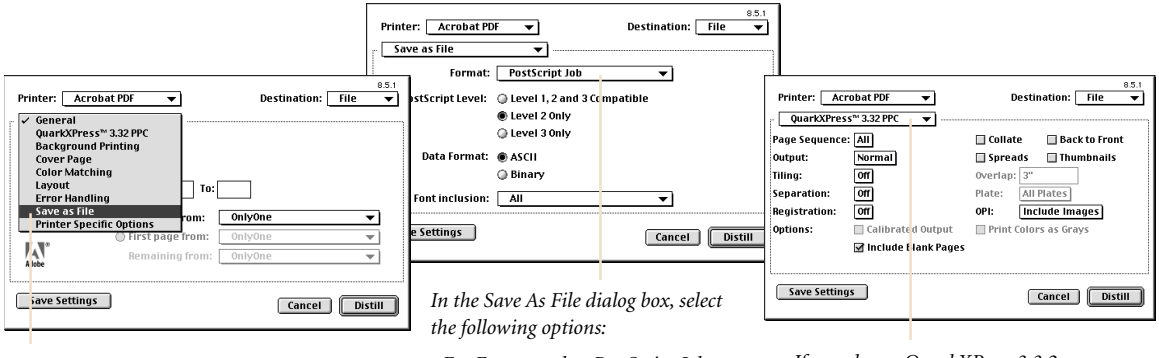
8. Select other options from the pop-up menu to display different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Distill.

Your settings will be retained until you save them again.

9. Choose a location and a name for the PostScript file.

10. Click Save.

When you click Save, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and then quits. (The PostScript file is deleted. Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name.) Finally, the PDF file is opened in Acrobat.



In the Print dialog box, select Save As File from the pop-up menu

In the Save As File dialog box, select the following options:

- *For Format, select PostScript Job*
- *For PostScript Level, select the level that's appropriate for your output device*
- *For Data Format, select Binary*
- *For Font Inclusion, select All*

If you choose QuarkXPress 3.3.2 from the pop-up menu, the QuarkXPress built-in print options are displayed

QuarkXPress 4.0

For Windows 95 and Windows 98

Creating PDF files

1. Open your document in QuarkXPress 4.04 or later.

***Note**: We recommend you download the free 4.04 upgrade available on www.quark.com, which contains a number of important fixes.*

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

3. Check to see if the Printer is Acrobat Distiller. If not, select Acrobat Distiller from the pop-up menu.

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.

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

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 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.)

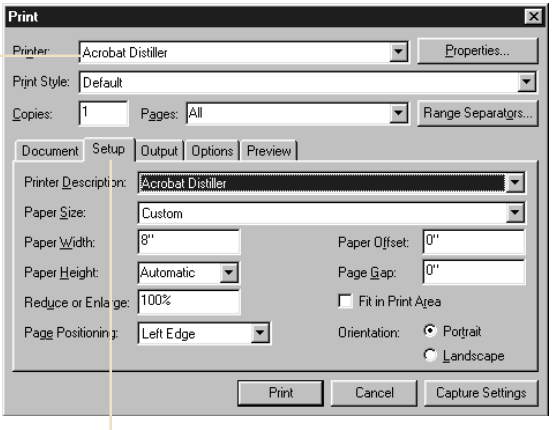
5. Select Output, and then select a resolution:

- 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, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PDF file is placed in the PDF Output folder within the Acrobat 4.0 folder; the PostScript file is deleted. Distiller automatically names the file by adding a ".pdf" extension to the original file name.) Finally, the PDF file is opened in Acrobat.

Open the Print dialog box, and check to see if the Printer is Acrobat Distiller



You can use these tabs to customize your document. Select Setup, and then select the Acrobat Distiller from the Printer Description pop-up menu

QuarkXPress 4.0

For Macintosh

Creating PDF files

1. Open your document in QuarkXPress 4.0 or later.

***Note**: We recommend you download the free 4.04 upgrade available on www.quark.com, which contains a number of important fixes.*

2. Choose 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 menu.

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 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.)

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

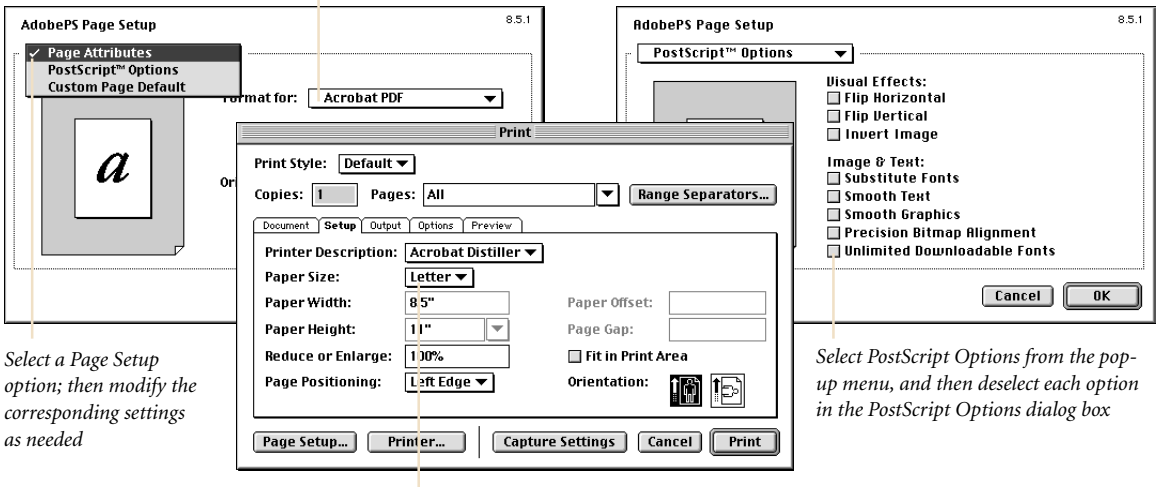
5. For Format For, select Acrobat PDF.

When you select a Page Setup option from the pop-up menu at the top of the Page Setup dialog box, the controls displayed in the rest of the dialog box change.

6. Select PostScript Options in the pop-up menu. Deselect each option in the PostScript Options dialog box. When you have finished, click OK to return to the Print dialog box.

It is extremely important to make the right choices in this dialog box. Smoothing text or substituting fonts can make files large and unwieldy.

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.



For Format select Acrobat PDF

Select a Page Setup option; then modify the corresponding settings as needed

Select PostScript Options from the pop-up menu, and then deselect each option in the PostScript Options dialog box

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

QuarkXPress 4.0

For Macintosh

Use the Output tab to select print color and set resolution. Use the Options tab to select settings, such as OPI.

7. 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 digital color copier. (Distiller's 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. (Distiller's PressOptimized job option also uses a resolution of 2400 dpi.)
- Select Composite Color for print colors.

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

At the top left, you should see Acrobat PDF. At the top right, you should see Destination: File.

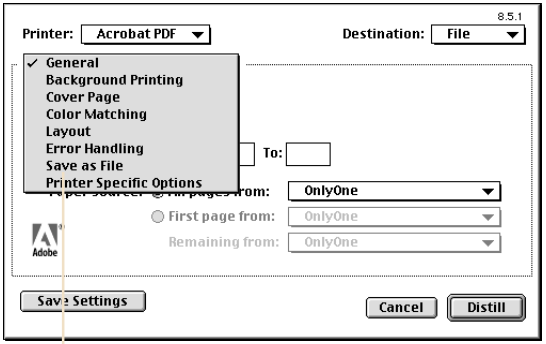
9. Select Save As File from the pop-up menu, and then select the following options:

- For Format, select PostScript Job.
- For PostScript Level, select the level that's appropriate for your PDF file.
- For Data Format, select Binary.
- For Font Inclusion, select All.

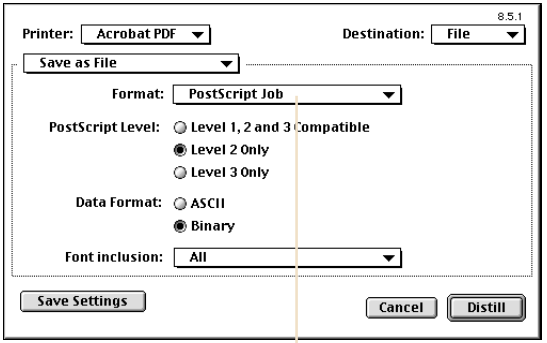
***Note**: It is important to include all fonts in your PostScript file. This will help avoid missing fonts if you send your files to a service bureau.*

10. Select other items from the pop-up menu to open different categories and make choices. When you have selected all of your settings, click Save Settings, and then click Distill.

Your settings will be retained until you save them again.



In the Printer dialog box, select Save As File from the pop-up menu

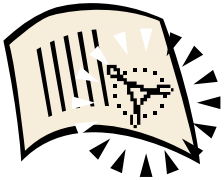


In the Save As File dialog box, select the following options:

- *For Format, select PostScript Job*
- *For PostScript Level, select the level that's appropriate for your PDF file*
- *For Data Format, select Binary*
- *For Font Inclusion, select All*

11. Select a location and choose a name for the PostScript file; then click Save.

When you click Save, a PostScript file is generated. Acrobat Distiller then automatically launches, converts the PostScript file into a PDF file, and quits. (The PostScript file is deleted. Distiller automatically names the PDF file by adding a ".pdf" extension to the PostScript file name.) finally, the PDF file is opened in Acrobat.



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 before they're sent to a printer.

Acrobat 4.0 includes several tools that let reviewers add 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 modify a PDF document.)

Using electronic annotation tools for internal and external review

Annotating and marking up PDF documents

Annotation tools

Markup tools

Streamline your review and markup process

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 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 services; 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 used in the document, as well as the correct version of the authoring application. And there was still no guarantee the client would see the document as you intended.

Acrobat 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

The Notes tool lets you add electronic "sticky notes" to any page in a PDF document. Users can open and close, move, resize, and scroll a Note window, which enables reviewers to

enter as much text as they want. 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.

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.

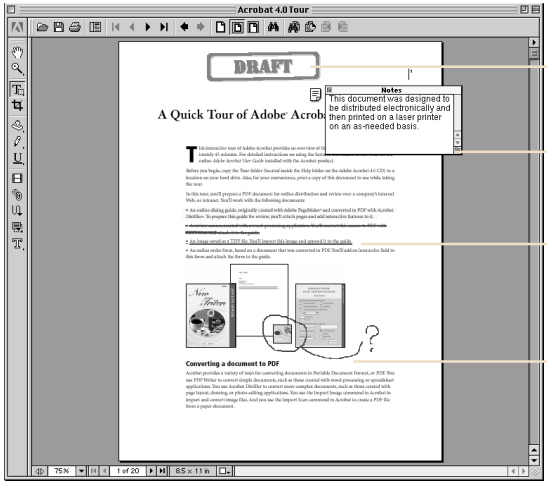
The Stamp tool allows you to apply a graphic stamp to a document in much the same way you would use a rubber stamp on a paper document. Acrobat includes several built-in stamp designs, such as "Approved," and "Draft," and you can create and add your own stamps, such as happy faces, to the selection list.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

The File Annotation tool lets you embed a file at a selected location in a PDF documet, 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.

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.

Markup tools

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.



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

Add "sticky notes" without affecting the original layout

Use the text markup tools to highlight, strike-through, or underline text

Use the graphic markup tools to add handwritten notes and marks

Annotation tools

Notes tool

Text Annotation tool

Stamp tool

File Annotation tool

Streamline your review and markup process

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.

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

The Rectangle tool creates a rectangle boundary you can position over text or graphics.

The Ellipse tool creates a circular boundary you can position over text or graphics.

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

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, and then double-click to add a Note window to explain your reason for the markup.

The Highlight Text tool acts like a felt-tip pen and lets you draw attention to text strings 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.

The Underline Text tool adds a line under selected text.

Text Markup tools

Highlight Text tool

Strikethrough Text tool

Underline Text tool

Graphic Markup tools

Pencil tool

Rectangle tool

Ellipse tool

Line tool

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

Other workflow considerations

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 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.

Note: *It is not clear if OPI vendors have a similar solution for DCS 2.0 files.*

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 in the PostScript generated by QuarkXPress or InDesign is language Level 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 language Level 1 or language Level 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 Acrobat Distiller 3.0 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).

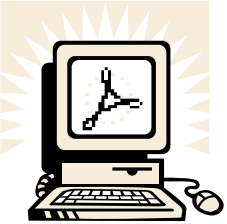
Note: *Some raster-based prepress workflows ignore application trapping information, so check with your service provider about trapping.*

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 will add a .prn suffix to the file.



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 possibilities of PDF.

Acrobat plug-ins

Tools that support PDF

Extending Adobe Acrobat

Acrobat plug-ins

callas software

Pappelalle 9
D-10437 Berlin, Germany
Tel: +49.30.44390310
Fax: +49.30.4416402
www.callas.de
info@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.

Enfocus Software Inc.

751 Laurel Street, Suite #626
San Carlos, CA 94070 USA
Tel: 650-631-8811 or 888-363-7993
Fax: 650-631-7211
www.enfocus.com

Enfocus Software NV

Kleindokkaai 3-5
B-9000 Gent
Belgium
Tel: +32 9 269 16 90
Fax: +32 9 269 16 91
www.enfocus.com

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 play-back of recorded checking and/correction actions.

Extensis Corporation

1800 S.W. First Avenue, Suite 500
Portland, OR 97201 USA
Tel: 503-274-2020
Fax: 503-274-0530
www.extensis.com

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.

IPTech

994 Mill Street, Suite 200
San Luis Obispo, CA 93401
Tel: 805-541-3000
Fax: 805-541-3037
E-mail: info@iptech.com
URL: www.iptech.com

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).

Lantana

39500 Stevenson Place, Suite 110
Fremont, CA 94539
Tel: 510-744-0282
Fax: 510-744-1307
www.lantanarips.com
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 Prepresss 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.

PDF Librarian

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.

PDF Bellhop

With PDF Bellhop, document creators can turn a PDF file into a portable container for file delivery to service providers. When working with your PDF documents, you can use PDF Bellhop to include and extract source data, such as Quark files, images, and fonts. In addition to graphics programs, this plug-in is good for other applications.

PDF Valet

PDF Valet is a free, easy-to-use plug-in that enables you to unpack digital files previously inserted by PDF Librarian or PDF Bellhop into PDF documents. You can down- load PDF Valet from the Lantana Web site.

Quite Imposing and Imposing Plus

Quite Imposing and Imposing Plus both feature a toolkit for performing PDF imposition, which is simple to learn, powerful, and above all visual. In addition to the toolkit, Imposing Plus includes "Step and Repeat," manual imposition, page numbering, and electronic masking tape.

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.

ScenicSoft Incorporated

1133 – 164 th Street SW
Lynnwood, WA 98037
Tel: 425-355-6655
Fax: 425-355 6898
www.scenicsoft.com

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.

Ultimate Technographics Inc.

1950 Sherbrooke St. West
Suite 800, Montreal, Qc Canada H3H 1E7
Tel: 514-938-9050
Toll Free: 800-363-3590
Fax: 514-938-5225
www.ultimate-tech.com

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 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

Enfocus Software Inc.
751 Laurel Street, Suite #626
San Carlos, CA 94070 USA
Tel: 650-631-8811 or 888-363-7993
Fax: 650-631-7211
www.enfocus.com

Enfocus Software NV
Kleindokkaai 3-5
B-9000 Gent
Belgium
Tel: +32 9 269 16 90
Fax: +32 9 269 16 91
www.enfocus.com

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 before going into prepress production.

Extensis Corporation
1800 S.W. First Avenue, Suite 500
Portland, OR 97201 USA
Tel: 503-274-2020
Fax: 503-274-0530
www.extensis.com

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.

Imation Publishing Software
1011 Western Avenue, Suite 900
Seattle, WA 98104 USA
Tel: 206-689-6700
Fax: 206-689-6701
Ips.imation.com

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.

OPEN
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.

Imation Corp.
1 Imation Place
Oakdale, MN 55128-3414 USA
Tel: 888-466-3456 or 615-704-4000
Fax: 888-704-7100
www.imation.com

Imation Media Manager
Media Manager is a client/server database system that manages text, image, sound, video, and other digitized media files from a high-performance server. Customers use the Media Manager PDF I Piece plug-in to transparently catalog, preview, locate, and retrieve their PDF documents from the Media Manager database.

For more information
Always check adobe.com/acrobat for updated information, resources, and links to third-party sites when you're looking for help or solutions. Do this especially if you want PDF-related information about repurposing documents, Web publishing, CD publishing, Web capture and other conversion tools and services, document management, group collaboration, forms, digital signatures, consulting and integration services, and training and developer support.

Conclusion

Congratulations! You have just completed Adobe's *How to Create Adobe PDF Files for Print and Press*. We hope you have learned a lot about how you can use Acrobat to convert your documents to PDF files and optimize them for print and press. As you continue to work with PDF files, we encourage you to keep this booklet close at hand so you can refer to it when you need to review particular procedures.

For more information about Adobe Acrobat and other Adobe products, start with the Adobe home page at *www.adobe.com* on the World Wide Web.

For information on how to purchase Adobe products in the U.S. and Canada, please call 800-272-3623 or contact your local Adobe Authorized Reseller.

To download the free Acrobat Reader, visit the Adobe home page at *www.adobe.com* on the World Wide Web.

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

Glossary

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.