



Making PDF Documents

# **Acrobat™ Exchange** **Acrobat Distiller™** version **2.0**

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# MAKING PDF DOCUMENTS

**T**his section describes how to make PDF documents using the two Acrobat document creation tools—PDF Writer and Acrobat Distiller. It also discusses when to use PDF Writer and when to use Acrobat Distiller, and provides tips on reproducing fonts and minimizing the file size of documents.

## WHEN TO USE PDF WRITER AND WHEN TO USE ADOBE DISTILLER

You can convert most documents into Portable Document Format (PDF) using the PDF Writer driver included with Acrobat Exchange. There are documents, however, for which you must use Acrobat Distiller, or for which Acrobat Distiller produces better results.

Use Acrobat Distiller to create PDF files when

- Your document contains placed Encapsulated PostScript (EPS) artwork or images.
- You are using an application that generates its own PostScript language files when printing or that produces the highest-quality output on a PostScript printer.
- Your document contains high-resolution images that you want to *downsample* (reduce in image resolution and file size).
- PDF Writer produces unsatisfactory results, such as poor quality or a large file size. This is often the case if your document contains complex blends, gradient fills, or EPS artwork or images.
- You are using an application in a computing environment, such as UNIX® or DOS, that does not include PDF Writer but that allows you to create PostScript language files.

- You need to convert existing PostScript language files into PDF files.

## HOW TO USE PDF WRITER

To use PDF Writer, select PDF Writer as your printer driver and “print” the document to a file instead of to a printer.

### To use PDF Writer from Windows:

- 1** Start your application and open the document.
- 2** Choose Print from the application’s File menu. The Print dialog box appears.
- 3** If the current printer is not Acrobat PDF Writer on DISK, click the Print Setup button. The Print Setup dialog box appears. Select Acrobat PDF Writer on DISK from the Specific Printer list, and close the dialog box.

(In some applications, you can also choose Print Setup from the File menu to select the Acrobat PDF Writer on DISK, and then repeat step 2.)

- 4** In the Print dialog box, click OK. The Save PDF File As dialog box appears.
- 5** Name the PDF file, and select a destination directory.
- 6** If desired, choose one of two options:
  - To view the PDF file in the Acrobat Exchange window, select the View PDF File option.
  - To enter information about the file, select the Prompt for Document Info option. Click OK. In the General Information dialog box, enter the document’s title (do not enter the PDF file’s name unless it is the same as the title), subject, author, and keywords in this dialog box. This information will be saved with the document.

**7** Click OK.

The PDF file is generated and appears on-screen in the Acrobat Exchange window if you selected the View PDF File option; otherwise, you are returned to your application.

**To use PDF Writer on the Macintosh:**

- 1** Start your application and open the document.
- 2** Hold down the shortcut key (the Control key by default) and choose Print from the application's File menu. The PDF Writer dialog box appears.

*Note: If the PDF Writer dialog box does not appear, select Chooser from the Apple menu, and select Acrobat PDF Writer. The PDF Writer shortcut key may not work with all Macintosh applications.*

- 3** Select the Select Short (DOS) File Names to truncate the default filename in the Save dialog box to a DOS filename consisting of eight characters followed by a period and a two- or three-character file extension (such as *.ps* or *.pdf*).

*Note: If you plan to distribute the PDF file over a network or via an electronic mail system, Adobe recommends that you use the MS-DOS file-naming convention.*

- 4** If desired, choose one of two options:
  - To view the PDF file in the Acrobat Exchange window, select the View PDF File option.
  - To enter information about the file, select the Prompt for Document Info option. Click OK. In the General Information dialog box, enter the document's title (do not enter the PDF file's name unless it is the same as the title), subject, author, and keywords in this dialog box. This information is saved with the document.

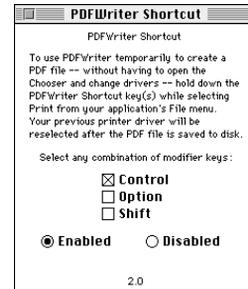
- 5** Click OK. The Save As dialog box appears with the name of the PDF file.

- 6** Rename the file, if desired. Select a destination folder, and click Save.

The PDF file is generated and appears on-screen in the Acrobat Exchange window if you selected the View PDF File option; otherwise, you are returned to your application.

**To change the PDF Writer shortcut key (for the Macintosh only):**

- 1** Choose Control Panels from the Apple menu, and open the PDF Writer Shortcut control panel.



- 2** Select the key or key combination you want to use. To turn off the PDF Writer shortcut option, click Disabled.

- 3** Click OK.

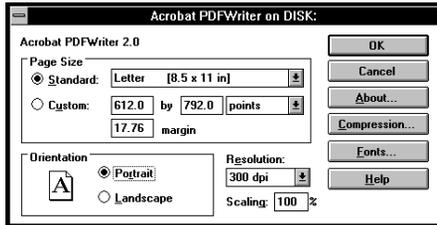
**Selecting PDF Writer compression and font options**

You can specify options to control how the PDF Writer formats and compresses files, and whether certain Type 1 font outlines are included (“embedded”) in PDF files.

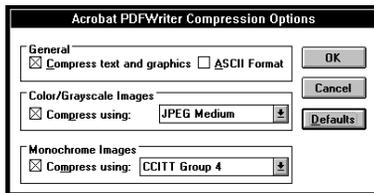
**To select PDF Writer compression and font options from Windows:**

- 1** Choose Print from the File menu, and click Setup in the Print dialog box.

2 Select PDF Writer on DISK from the specific Printer list, and click Options. The PDF Writer on DISK dialog box appears.

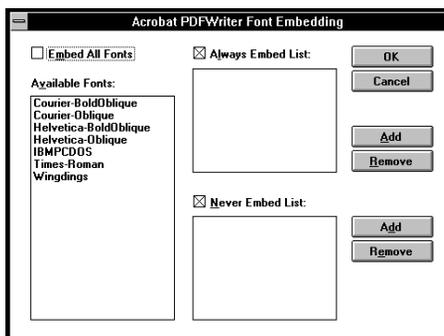


3 Click Compression to change the PDF Writer compression options. Select the desired compression options, and click OK.



See the *Acrobat Exchange Online Guide* for complete information on compression options.

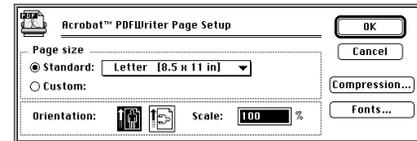
4 Click Fonts to display the Font Embedding dialog box. Select the desired options, and click OK.



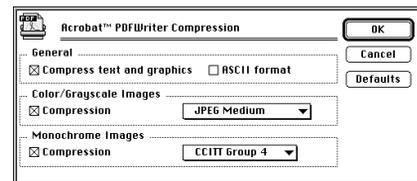
See “Embedding and Substituting Fonts” on page 36 for information on embedding fonts.

To select PDF Writer options from the Macintosh:

1 Hold down the PDF Writer shortcut key and choose Page Setup from your application’s File menu, or select Chooser from the Apple menu and select Acrobat PDF Writer.

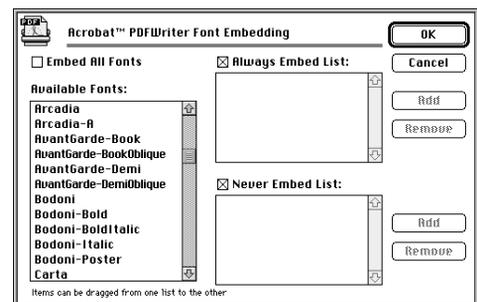


2 Click Compression to change the PDF Writer Compression options. The PDF Writer Compression dialog box appears. Select the desired options, and click OK.



See the *Acrobat Exchange Online Guide* for complete information on compression options.

3 Click Fonts to display the Font Embedding dialog box. Select the desired options, and click OK.



See “Embedding and Substituting Fonts” on page 36 for information on embedding fonts.

## HOW TO USE ADOBE DISTILLER

To create error-free PDF files, Acrobat Distiller needs valid PostScript language files and access to the fonts used in the document.

### Distilling PostScript language files

Acrobat Distiller can be used as a personal application and as a network application.

If you are using Acrobat Distiller over a network, you create PDF files by dragging or saving PostScript language files into a “watched” In directory set up by your Distiller administrator. When the file has finished distilling, it appears in the Distiller’s watched Out directory.

If you are using Distiller as a personal application, you can create PDF files from PostScript language files using any of the following methods:

- Start Acrobat Distiller and open the PostScript file you want to distill.
- Drag one or more PostScript files onto the Acrobat Distiller icon.
- Drag or save one or more PostScript files into a watched In directory on your hard disk.

To name the PDF file, Acrobat Distiller replaces the *.ps* extension with *.pdf*. For example, the PDF filename created for a PostScript language file named *Q1Report.ps* is *Q1Report.pdf*.

See “Using Acrobat Distiller over a Network” on page 35 for more information.

### Creating PostScript language files

You create a PostScript language file from your document by selecting a PostScript printer driver and printing the document to a file. The following instructions are for users of the Adobe PSpriinter driver.

Before creating a PostScript language file from your document, make sure that the document prints correctly on a PostScript printer. Documents that do not print correctly cannot be properly distilled.

**Tip:** To create a PostScript file and a PDF file in one step, save your PostScript file directly to the *Acrobat Distiller In* folder.

### To create a PostScript language file from a Windows document:

- 1** Start your application and open the document.
- 2** If your default printer is not a PostScript printer, choose a PostScript printer from the Specific Printer menu. Click OK.
- 3** Choose Print from the File menu. The Print dialog box appears.
- 4** Select the Print to File option and click OK. The print to File dialog box appears.

**Note:** If your application Print dialog box does not include a Print to File option, you must set up a PostScript printer driver to print to a file. See the Acrobat Distiller Online Guide for instructions.

- 5** Enter a path and filename for the PostScript language file, and click OK. By convention, PostScript language filenames are named using a *.PS* extension (for example, *Q1REPORT.PS*).

### To create a PostScript language file from a Macintosh document:

- 1** Start your application and open the document.
- 2** If you do not normally use a PostScript printer driver, select Chooser from the Apple menu, select the LaserWriter or PSpriinter driver, and click OK.

- 3** Choose Print from the File menu. The Print dialog box appears.
- 4** Select File as the destination.
- 5** If the document is a color document or contains grayscale images, click Options to display the Print Options dialog box, select Color/Grayscale from the Print menu, and click OK.
- 6** Click Save in the Print dialog box. The Save As dialog box appears.
- 7** Unless you are sure that Acrobat Distiller has access to all the fonts you use in your document, select All But Standard 13 from the Font Inclusion menu.
- 8** Select the destination folder and enter a name for the PostScript language file. By convention, PostScript filenames are named using a *.ps* extension (for example, *Q1Report.ps*).
- 9** Click Save to create the PostScript language file and return to your application.

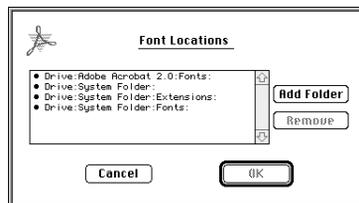
### Giving Acrobat Distiller access to fonts

When Acrobat Distiller distills a PDF file, the program must have access to the fonts used in the file. You can give Distiller access to fonts used in a document in one of two ways:

- By including the font in the PostScript file. (For more information, see the previous section, “Creating PostScript Language Files.”)
- By specifying font folders in the Distiller Font Locations dialog box.

### To specify font folders in the Font Locations dialog box:

- 1** Start Acrobat Distiller and choose Font Locations from the Acrobat Distiller menu. The Font Locations dialog box appears.



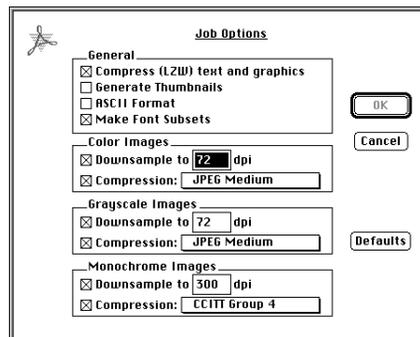
- 2** From Windows, click Add Directory; from the Macintosh, click Add Folder. The Add Directory/Folder dialog box appears.
- 3** Select a directory/folder. Click OK.
- 4** When you have finished adding directories/folders, click Save.

### Selecting Acrobat Distiller job options

Distiller job options include options for compressing files, compressing and downsampling files, embedding fonts in files, and generating thumbnails.

### To select job options:

Choose Job Options from the Acrobat Distiller menu. The Job Options dialog box appears.



The following sections describe the Distiller job options. For more information, see the *Acrobat Distiller Online Guide*.

### **General options**

- **Compress (LZW) Text and Graphics** compresses text and graphics with the LZW compression method. Text and graphics include everything in a document but bitmaps. No detail is lost with the LZW compression method.
- **Generate Thumbnails** creates thumbnails of document pages. Thumbnails are miniature images of pages. You can also create thumbnails using the Acrobat Exchange program.
- **ASCII Format** saves PDF files in ASCII rather than 8-bit binary format. Because files in binary format are typically 20 percent smaller than files in ASCII format, binary format is the default. This is the recommended format; for more information, see “Do Not Use the ASCII Format Option” on page 38.
- **Make Font Subsets** embeds only those characters of the font that are used in a document (the font subset). Because this option reduces file size and applies to any font that you embed, it is recommended that you always embed font subsets. See “Embedding and Substituting Fonts” on page 36 for more information.

### **Color and grayscale image options**

- To produce a smaller bitmap, downsampling combines information represented by several pixels in a bitmap into a single larger pixel. Downsampling reduces the size of images with some loss of detail.

Images are downsampled in whole number divisions of their original resolutions. You control downsampling by specifying a minimum

resolution for downsampled images. Given the minimum resolution, each image is downsampled as much as possible. For example, given a minimum resolution of 72 dpi, a 200-dpi image is downsampled to 100 dpi, and a 150-dpi image is downsampled to 75 dpi. See the *Acrobat Distiller Online Guide* for complete information.

- Compression options enable you to compress color or grayscale images with either the LZW or JPEG compression method. No detail is lost with the LZW compression method. With JPEG compression, the less detailed parts of an image are compressed more than the more detailed parts of an image. At the Low and Medium-Low settings, the loss of detail is usually unnoticeable. See the *Acrobat Distiller Online Guide* for complete information.

### **Monochrome images compression**

You can compress monochrome images using one of the following compression methods:

- **CCITT Group 3**—Compression of images one line at a time
- **CCITT Group 4**—Good general-purpose compression method for monochrome images
- **LZW**—Best for images with repeating patterns
- **Run Length**—Best for images with large areas of solid black and white

### **TIPS FOR USING ADOBE DISTILLER**

This section contains tips for using Acrobat Distiller. See the *Acrobat Distiller Online Guide* for complete instructions and tips on using the program. To open the online guide, start Acrobat Distiller and choose Acrobat Distiller Help from the Help menu (Windows) or from the Balloon Help menu (Macintosh).

### Using Acrobat Distiller over a network

Acrobat Distiller can be installed on a PC or Macintosh to service any number of users with access to the network. In this case, the Distiller administrator sets up a location, called a “watched” directory, for the Distiller In and Out directories. Users connect to this location and use the folders to distill and retrieve files.

Using Acrobat Distiller over a network has the following advantages:

- The ability to continue working on your computer while Acrobat Distiller creates PDF documents
- The ability to support hundreds of users
- The ability to support users with system memory limitations (because Acrobat Distiller runs on another system)

### Setting up multiple watched directories

Acrobat Distiller can be set up to watch up to 100 directories. You can set up several In and Out directories with different job options to accommodate different types of files. For example, one directory’s job options can be set to generate thumbnails (for online use), another to compress color images using the highest JPEG compression (for low-resolution output), and another to turn off downsampling (for high-resolution output).

### Using Distiller Assistant for Windows

The Acrobat Distiller Assistant for Windows program enables you to “print” a file directly to the Acrobat Distiller printer, and thus produce a PDF file in one step. Distiller Assistant also

- Monitors the Acrobat Distiller watched directories and starts Acrobat Distiller if a file appears in any In directory.

- Accepts files that are dragged onto its program icon and, if necessary, starts Acrobat Distiller and directs it to distill the files.

The Acrobat Distiller Assistant is installed in the Acrobat Distiller directory (normally c:\acrodist) as distasst.exe. The installer adds an “Acrobat Distiller on \distasst.ps” item to your list of installed printers. Select this printer to “print” to a PDF file. A Distiller Assistant item is also added to the Adobe Acrobat 2.0 program group.

For more information on the Distiller Assistant, see the *Adobe Acrobat Distiller Online Guide*.

**Important:** *The Distiller Assistant program must be running to perform any of its tasks. To ensure that the Distiller Assistant is always running, copy the Distiller Assistant program item to the Windows Startup group. The Distiller Assistant program will then start each time you start Windows.*

### Creating PostScript files from QuarkXPress and PageMaker

The *Acrobat Distiller PPD* (Printer Page Description) file included with Acrobat Distiller enables QuarkXPress and PageMaker users to create colored and custom-sized PostScript files. Such files cannot be created using a standard printer driver.

The *Acrobat Distiller PPD* file is installed in the correct location for your system when you install the Acrobat Distiller program. (It can also be found in the Acrobat Distiller Xtras folder.) The PPD may be distributed to anyone creating QuarkXPress or PageMaker files that will be distilled on your computer.

**Important:** If you use QuarkXPress or PageMaker with Acrobat, be sure to read the instructions for using these programs contained in the Adobe Acrobat Distiller Online Guide.

### Distilling multiple PostScript files

The RunFile procedure enables you to combine multiple PostScript files into a single PDF file. You can also use this procedure to

- Include PostScript headers from directories other than the Startup directory/folder
- Distill PostScript files located in directories other than those Acrobat Distiller monitors
- Distill an entire directory of PostScript files

See the *Acrobat Distiller Online Guide* for step-by-step instructions on using the RunFile procedure.

### EMBEDDING AND SUBSTITUTING FONTS

Acrobat Exchange and Reader programs reproduce each font in a document in one of three ways:

- By using the same font installed on the viewing computer
- By creating a substitute font using information in the PDF file
- By displaying a font that has been *embedded* in the PDF file

When a font has been embedded, Exchange and Reader can display and print the font on any computer without relying on font substitution. Both the PDF Writer and Acrobat Distiller automatically embed non-ISO Type 1 fonts—that is, fonts with nonstandard character sets. Embedding these fonts ensures that they will be displayed properly even when they are unavailable on the current computer.

You may want to set up both programs to embed additional Type 1 fonts and avoid font substitution for any of these reasons:

- You are using decorative fonts, such as Adobe Wild Type fonts, or script fonts, such as Park Avenue®. Substitute fonts for these types of fonts do not look like the originals.
- Users will print the document on early model PostScript printers with little memory. Font substitution may require more printer memory for each font that is substituted.
- You want to ensure that a font will display like the original on Macintosh, Windows, UNIX, and DOS systems.

**Note:** A font embedded using PDF Writer typically requires between 25K and 40K of storage; a font embedded using Acrobat Distiller with the *Make Font Subsets* option (the default option) typically requires 10K to 25K of storage.

To find out whether a font has been embedded in a file, use the Document Info/Fonts command in the File menu.

#### To embed all fonts:

- 1 Display the Font Embedding dialog box, as described in the Windows or Macintosh procedure in “Selecting PDF Writer Compression and Font Options” on page 30.
- 2 In the Font Embedding dialog box, select Embed All Fonts.
- 3 Click OK.

#### To embed specific fonts:

- 1 Display the Font Embedding dialog box, as described in the Windows or Macintosh procedure in “Selecting PDF Writer Compression and Font Options” on page 30.

**2** In the Font Embedding dialog box, deselect the Embed All Fonts check box. Select the Always Embed check box.

**3** From the Available Fonts list, select the names of fonts that you want to embed in all PDF documents. Click Add to embed the selected fonts in the PDF document.

**4** Click OK when you have finished adding fonts.

**To embed all fonts except specific fonts:**

**1** Display the Font Embedding dialog box, as described in the Windows or Macintosh procedure in “Selecting PDF Writer Compression and Font Options” on page 30.

**2** In the Font Embedding dialog box, select the Embed All Fonts check box. Select the Never Embed check box.

**3** From the Available Fonts list, select the names of fonts that you do not want to embed in all PDF documents. Click Add to exclude these fonts from the PDF documents.

**4** Click OK.

*Note: You may embed Adobe Originals and fonts owned by Linotype-Hell AG, International Typeface Corporation, Agfa-Gevaert, Fundición Tipográfica Neufville, and Monotype Typography, Ltd. that are available from the Adobe Type Library. You may need permission from the font supplier to distribute PDF files containing other embedded fonts.*

**Embedding TrueType and multiple master fonts**

Like Type 1 fonts, TrueType fonts can be embedded in PDF documents. If a PDF file of a document containing TrueType fonts is created using

PDF Writer, Acrobat Exchange and Reader use the original TrueType font when the document is displayed on the same platform (Windows, Macintosh, UNIX, or DOS). If a PDF file of a document containing TrueType fonts is created using the PDF Distiller, the fonts are converted to PostScript fonts.

Although Acrobat Distiller does not embed TrueType or multiple master fonts directly, you can use both of these types of fonts in your document without any problem. If a TrueType font is selected in the Distiller’s Font Embedding dialog box (or Embed All Fonts is selected), a PostScript version of the TrueType font is embedded. For most purposes, this version of the TrueType font is acceptable; however, if you need to embed the actual TrueType font, you must use PDF Writer.

In addition, Acrobat Distiller embeds an instance of any multiple master font used in a document. This instance is a valid Type 1 font, and is thus compatible with all Acrobat 1.0 and 2.0 viewers.

**TIPS FOR MINIMIZING PDF FILE SIZE**

This section offers suggestions and guidelines for keeping the size of PDF files to a minimum.

**Use the Save As command to save changes**

After changing a PDF file with the Acrobat Exchange program, save the changes with the Save As command (not Save). The Save command saves incremental changes by, for example, marking deleted pages as invalid but not removing them. The Save As command rebuilds files by removing all deleted objects.

### Do not use the ASCII Format option

By default, both the Acrobat Distiller and PDF Writer programs create 8-bit binary files. This is the recommended setting because many electronic-mail, file-transfer, and network programs add characters and otherwise corrupt ASCII-formatted PDF files. An Acrobat viewer may not be able to read such corrupted files.

However, in some cases, you may have to select the ASCII Format option because some older versions of file transfer programs cannot successfully copy 8-bit binary files. (Almost all recent versions of file transfer, electronic-mail programs, and network copy operations can successfully transfer 8-bit binary files.)

### Compress text and graphics

Both the Distiller and PDF Writer programs have options for compressing text and graphics to reduce the file size when they create a PDF file. In addition, the Distiller also lets you downsample (reduce the resolution) of bitmapped images when you compress them. See the next section, “Downsample Files for Low-resolution and Online Use,” for more information.

Text and graphics include any figure, illustration, or graphic that is not a bitmapped image. Bitmapped images include images created by paint and photo-retouching programs, scanned images, and screen shots created by screen capture programs. Bitmapped images require much more storage space than text and simple drawings—and high-resolution images, such as 24-bit color images obtained from a scanner, require even more. A 2-inch by 3-inch 24-bit color image, for example, requires many megabytes of storage space.

Keep in mind the following when selecting compression options:

- The Distiller lets you specify separate compression options for color and grayscale images, but the PDF Writer does not. See the “Compressing Color and Grayscale Images” topic in the *Acrobat Distiller Online Guide* for more information.
- The LZW method compresses images without reducing image quality; these compressed images view and print exactly as uncompressed images.
- The JPEG compression method reduces image quality, but can compress images far more than the LZW method.
- Using JPEG to compress screen shots distorts the images. However, if you save screen shots as either 8-bit (color) or 4-bit (grayscale) images, the files are compressed using the LZW method, even if you have selected the JPEG method. To avoid distorting screen shots, you can also distill pages that contain screen shots separately and substitute these pages in the PDF file.
- Monochrome image compression does not reduce image quality. You should always compress monochrome images if file size is an issue. See the “Tips for Compressing Monochrome Images” topic in the *Acrobat Distiller Online Guide* for advice on choosing a compression method.

### Downsample files for low-resolution and online use

Most users view PDF documents with 96-dpi or lower resolution monitors, and print the documents with 400-dpi or lower resolution printers. To minimize PDF file size, consider downsampling bitmapped images to match the resolution

of the laser printer used to reproduce them. If the document is mainly for online use, consider downsampling the images to match the highest resolution monitor your readers will use.

See the “Tips for Downsampling Bitmapped Images” topic in the *Acrobat Distiller Online Guide* for more information.

### **Convert color images**

To reduce PDF file size and speed display, convert CMYK images to RGB. RGB images require less storage, display faster, and their colors often look better on-screen.

**Tip:** You can use the *Example.ps* file in the *Acrobat Distiller Startup* directory to convert CMYK files to RGB as they are distilled. For more information on using this file, see “*The Startup Folder/Directory*” in the *Acrobat Distiller Online Guide*.

You may also want to try converting color EPS images to TIFF. For some applications, color TIFF images require less storage space than color EPS images. (Grayscale TIFF and EPS images are about the same size.)

Adobe Photoshop can convert EPS images to TIFF. HiJaak™ by Inset Systems can also convert many graphic formats, including EPS, to TIFF.

### **Minimize embedded fonts**

If maintaining very small files is important, avoid embedding fonts in the PDF file. See “*Embedding and Substituting Fonts*” on page 36 for information on embedding fonts.

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Adobe Acrobat 2.0 Exchange/Distiller Making PDF Documents

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