

Saving and Printing Using PDF Distiller

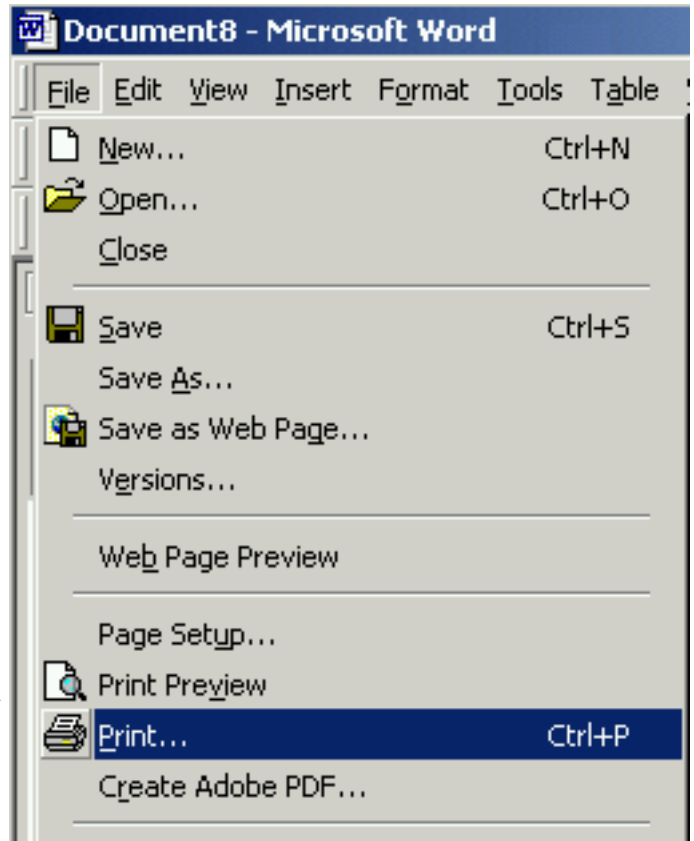
The full version of Acrobat must be installed on your computer. The Acrobat Reader will not convert to PDF.

Acrobat will function from many different programs including both WordPerfect and MS Word.

To convert a file to PDF you should first open the file in whatever program you use, for example MS Word. When you are ready to convert click on File and then click on Print.

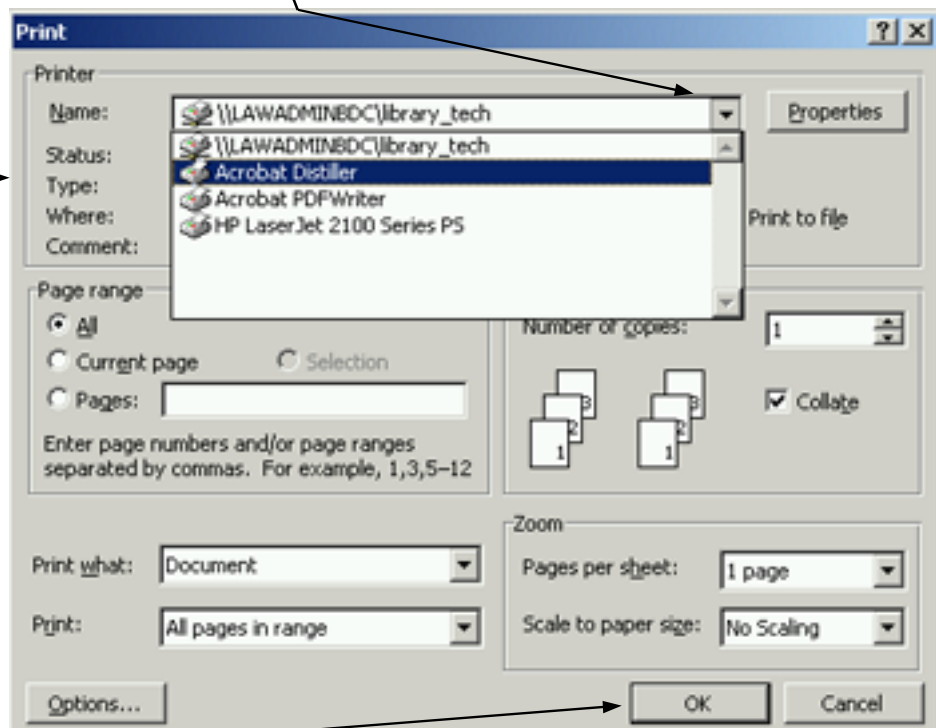
After clicking on Print you will see a dialog box like the one below. Click on the Arrow next to Name to get a dropdown of all available printers.

This will not actually print the file. This will convert the file to PDF.



To convert to PDF you can choose either Acrobat PDFWriter or Acrobat Distiller. PDFWriter is adequate most of the time. It is faster and creates a smaller file than Distiller, but Distiller creates a higher quality PDF file. This handout is focused on Distiller.

Choose Acrobat Distiller and then click OK.

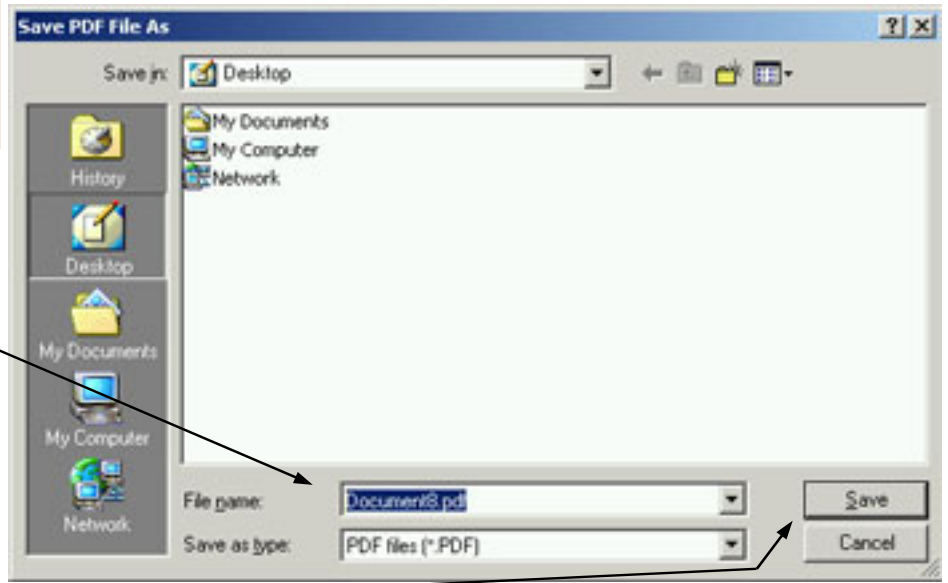


After clicking OK you'll go to a dialog box that will prompt you to save the file.

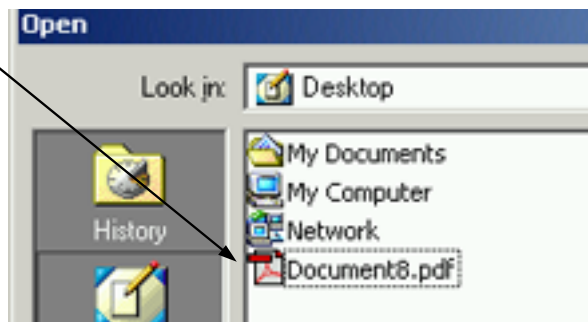
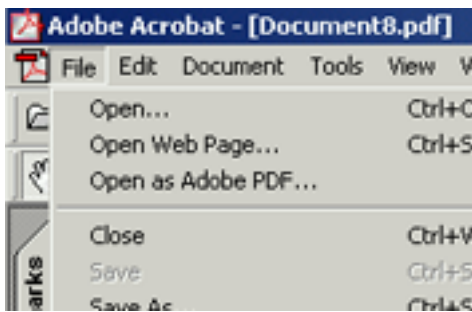
You can change the name of the file by editing the File name box.

The file should retain the .pdf file extension.

When you are done click Save.

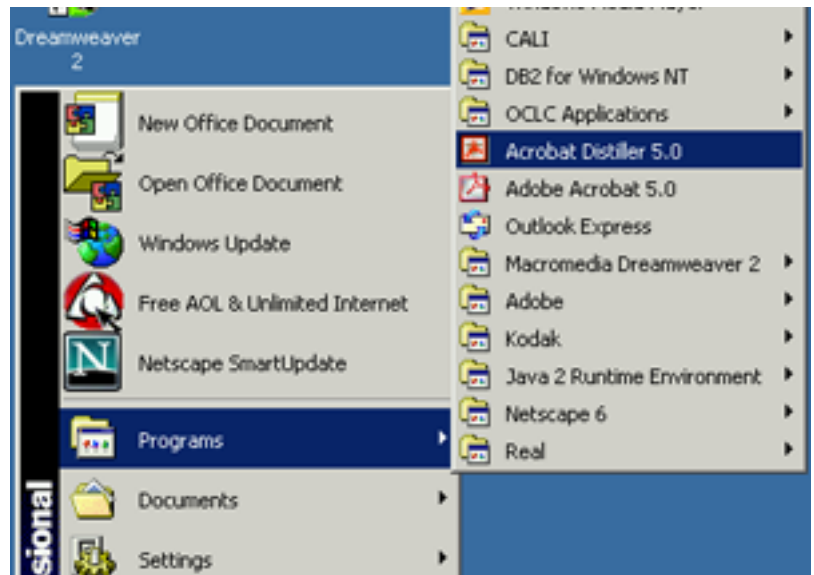


At this point the file has been converted to PDF and saved. Depending on how your Acrobat is configured, the file might open automatically in Acrobat, but it might not. If it doesn't open and you want to see the PDF version, open Acrobat or Acrobat Reader, click on Open, find the file you just created and open it.



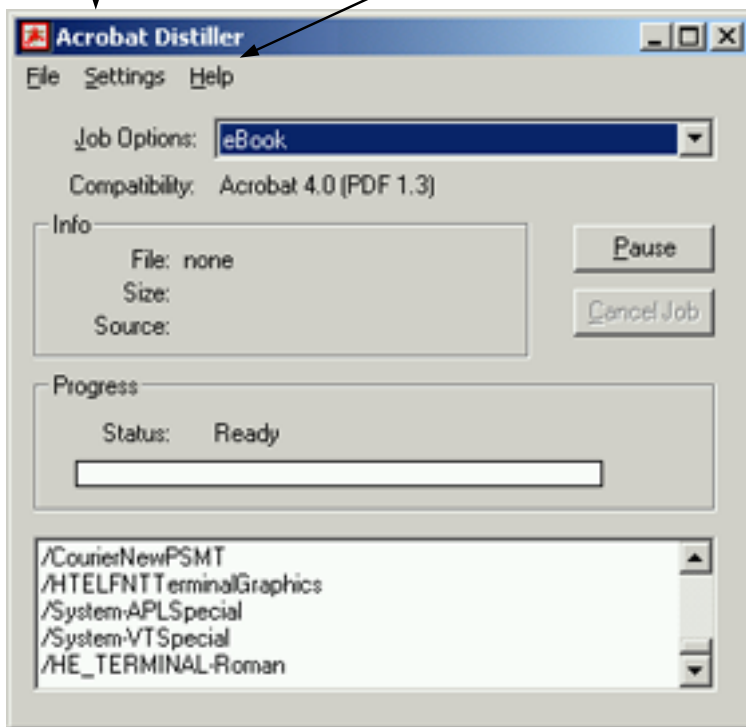
The next section will cover configuring Distiller for the best results.

To configure Distiller you will need to open it. When Acrobat was installed on your computer it should have included it in your Programs menu but it is hard to know where on that menu it might appear. Click on Start and then click on Programs and look for Acrobat Distiller. It also may be in a subdirectory under Adobe. When you find it, open Distiller.



Acrobat Distiller looks like this.

Click on Settings.



A drop down box will appear which will have four choices. Choose Job Options....

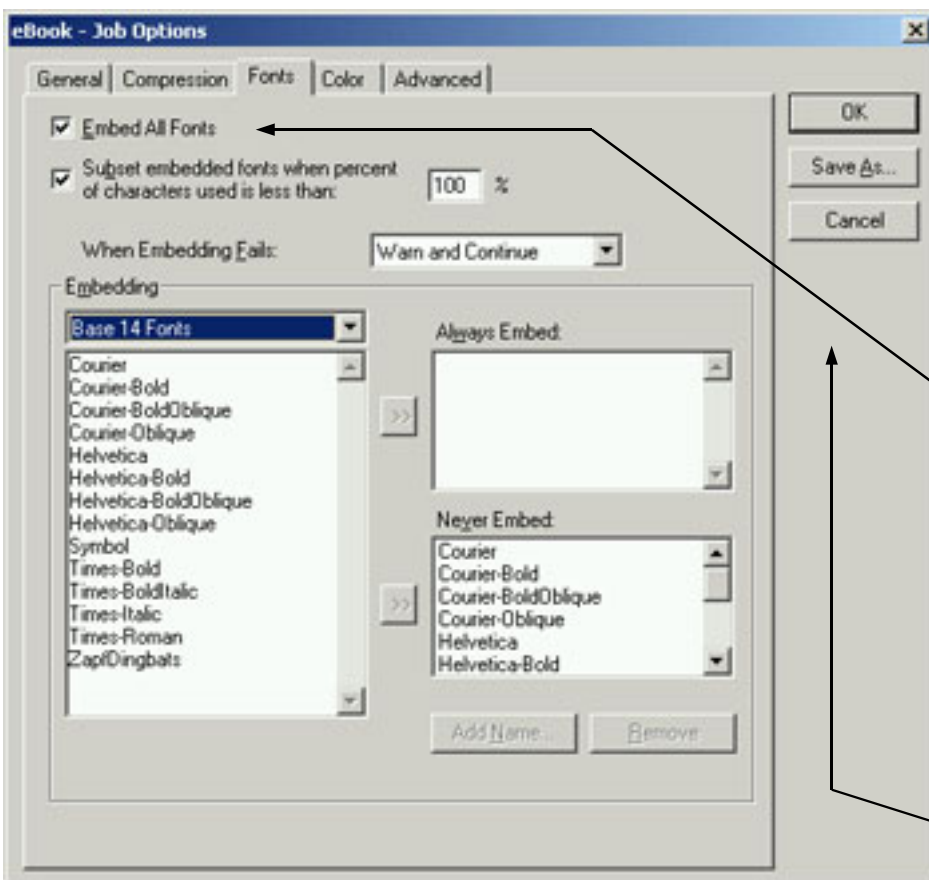
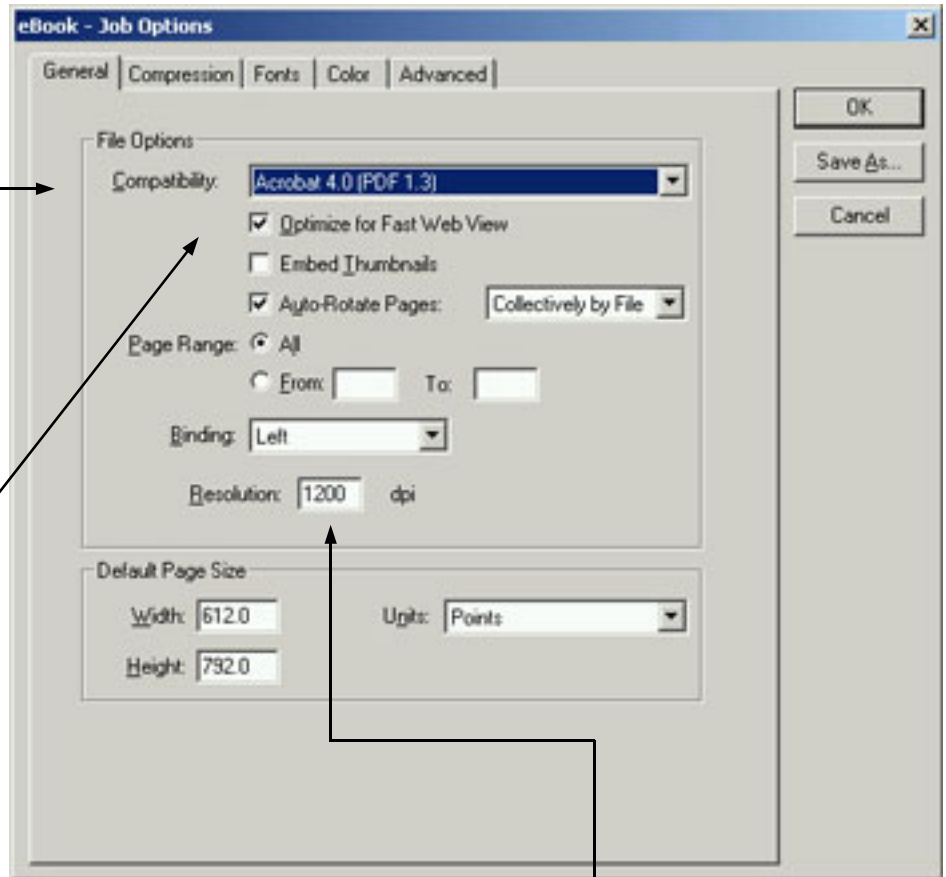


Only two Job Options tabs will be covered, they are: General and Fonts.

Older versions of Acrobat Reader might not be compatible with documents created in a newer version of Acrobat. For this reason you can choose Compatibility. If you use version 5.0 to convert a file to PDF but have chosen Acrobat 4.0 in the Compatibility box, shown to the right, this will ensure that a user of version 4.0 will still be able to view the document correctly.

If you are going to have this document viewed on the web, check Optimize for Fast Web View. This will create a smaller file that will download faster but it will also decrease the resolution.

If the file is being created for printing then uncheck the Optimize for fast Web View.

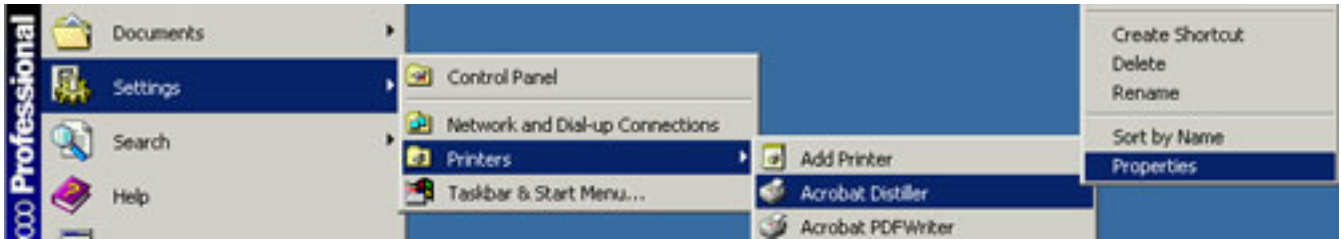


Most good Laser printers can print at 600 dpi (dots per inch) and very good laser printers even higher. For the best printing quality use the highest setting here that the printer you are using will support. Acrobat Distiller supports up to 4000 dpi.

Acrobat uses font definitions when it displays a PDF file. Most computers have common fonts installed on them, so most documents will display correctly. But if a font is used in a document that is not installed on the viewers computer Acrobat will substitute a font. In this case the appearance of the PDF document might not be the same as the original. To avoid this check EMBED All Fonts. When you embed fonts the font definition will go with the document so that it will view correctly whether or not the user has that font installed on their computer.

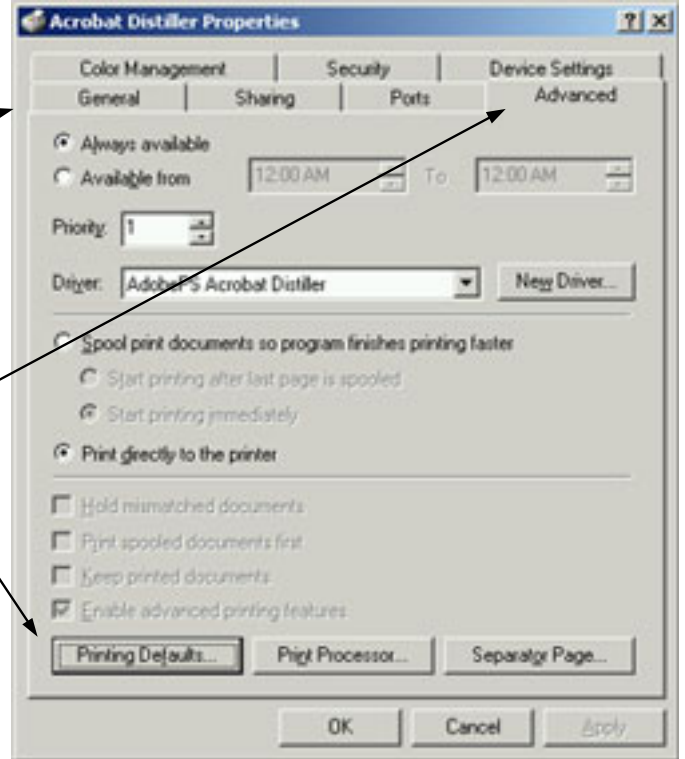
When you are finished make sure you click on Save As, then name your file and Save.





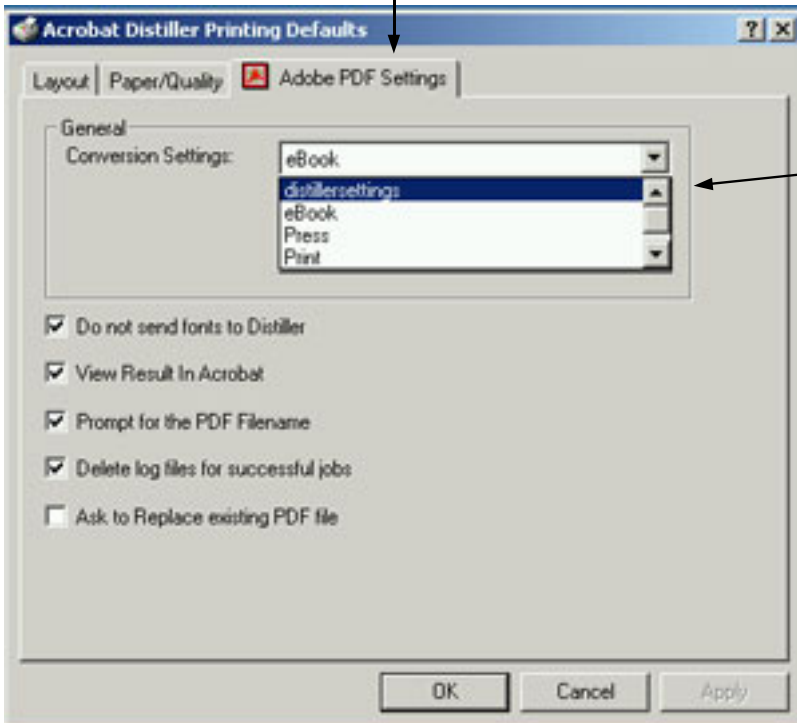
There is one more step to establish Distiller settings. On the Taskbar, click on Start, click on Settings, click on Printers and Choose Acrobat Distiller but **do not** click on it with the left mouse button. You want to right click it and then choose Properties.

This will bring up Acrobat Distiller Properties. This will probably open on the General tab. Click on the Advanced tab.



Once you have clicked on the Advanced tab you be presented with this dialog box. Click on Printing Defaults.

This will probably open on the Layout tab, click the Adobe PDF Settings tab.



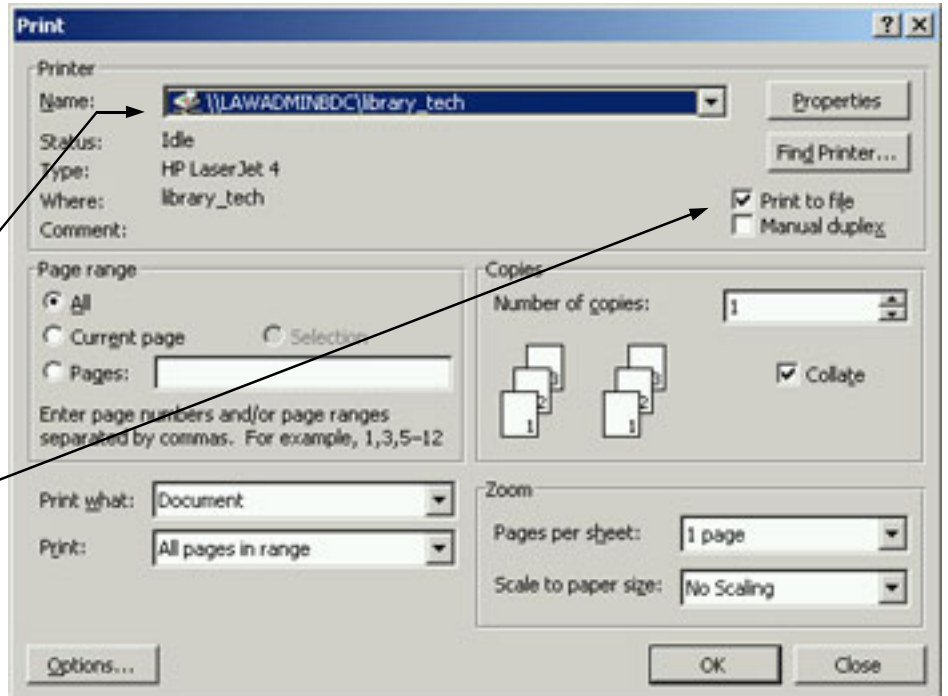
Click the down arrow across from Conversion Settings and find the file name that you saved under the Distiller Settings. Click OK and then continue to click OK until all print dialog boxes are closed.

You have now saved the Distiller print options to the Distiller printer. When you print to Distiller you are actually converting a file to PDF format. These options will now be used when you print to Distiller.

There is one more step that can be taken to ensure a PDF file matches a file printed from the document from which the PDF file was created. Printers use a 'driver,' which is software that allows the printer to communicate with a computer. Since printers are made by different companies and at different times, different drivers are written for each printer. Different drivers might use slightly different printer definitions, when the same document is printed on two different printers, slightly different results might occur. When you print a file from a word processor or other program and then convert that file to PDF, the printer definitions used by the printer and Acrobat Distiller might be slightly different. The difference will not be great but with a carefully formatted document even a small difference can be too much. For example page breaks could shift changing the pagination.

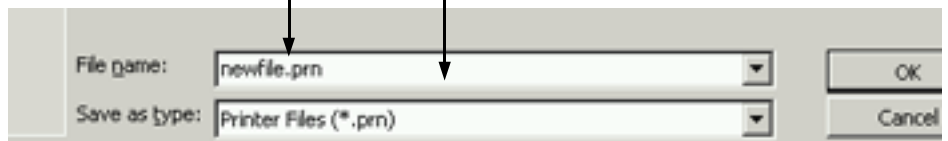
Here is how you can make sure that a saved PDF file will match a file printed from the original.

Open the document in the original program used to create it, for example, MS Word. Click on File, click on Print and choose the printer you print to.

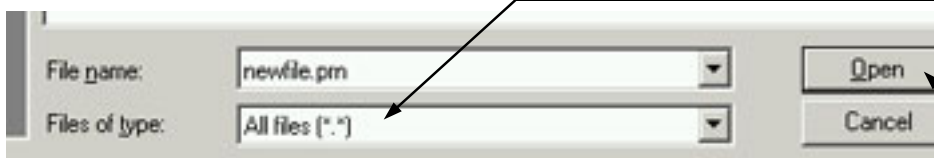


Check Print to file.

You'll then go to a dialog box and be prompted to name the file. The file will be saved with a .prn file extension. After naming the file, click on OK.



Open Distiller, click on File, click on Open and find the .prn file you just created.



You will probably need to change Files of type to: All files. Once you have found the .prn file click Open.



This step does the conversion to PDF. You can retain the name or change it, then click on Save. This file will be saved with a .pdf file extension.

You have now saved the PDF file using the same printer definitions as the printer you use, you can now send both the hard copy created from the original and the PDF file in electronic format to a publisher for example and both versions will be identical.