



STEP-BY-STEP INSTRUCTIONS  
for MAC and PC

# Creating A PDF in PageMaker 7.0 Using Acrobat Distiller

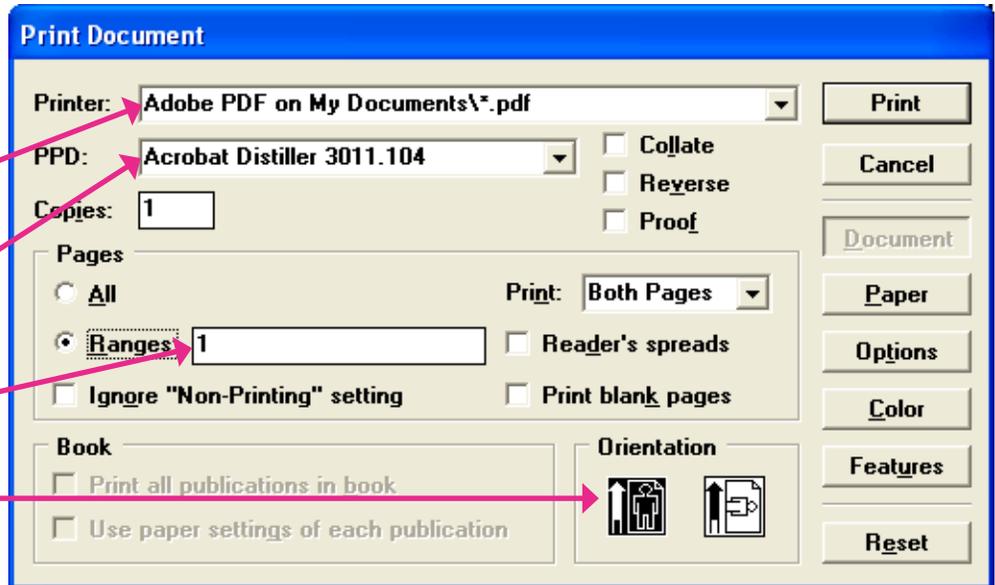
# Creating a PostScript file

## STEP 1

### FILE/PRINT DOCUMENT

- Choose Adobe PDF as Printer selection.
- Choose Acrobat Distiller as PPD selection.
- Enter the page numbers you wish to create PDFs of.
- Select the correct page orientation.

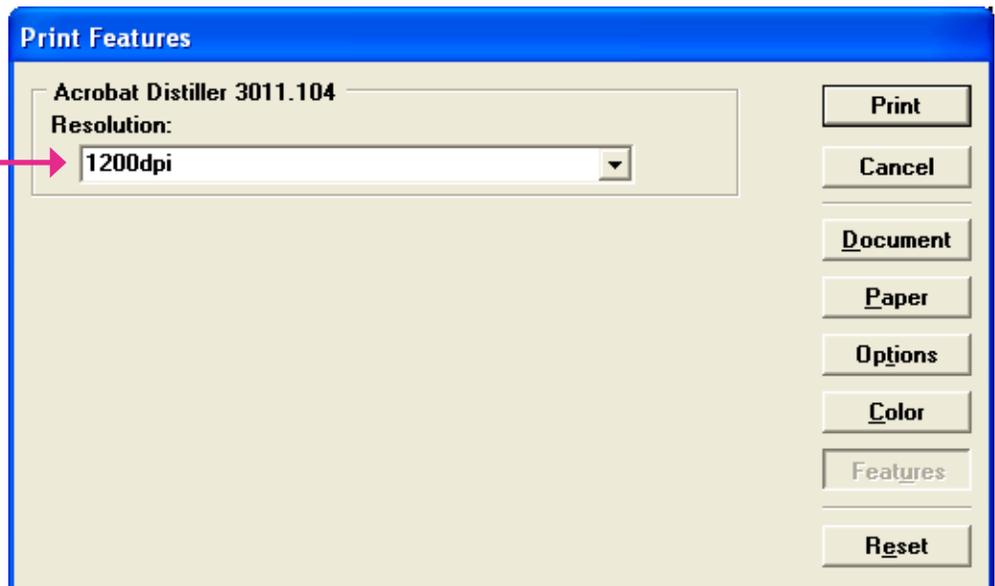
Proceed to "FEATURES" button



## STEP 2

- Select 1200 dpi as the resolution.

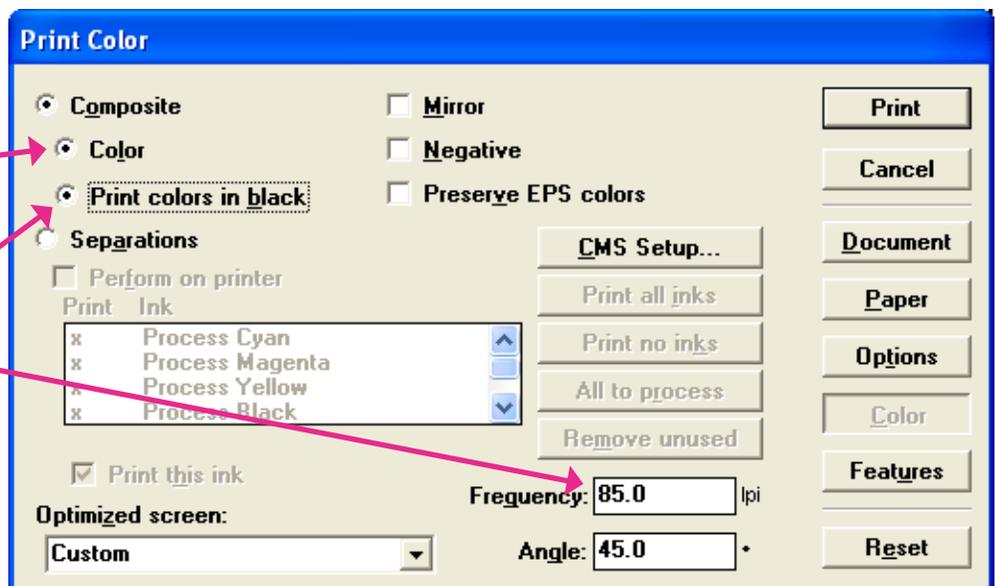
Proceed to "COLOR" button



## STEP 3

- Select "Color" option for process color pages only.
- Select "Print colors in black" for black and white pages.
- Change "Frequency" to 85.

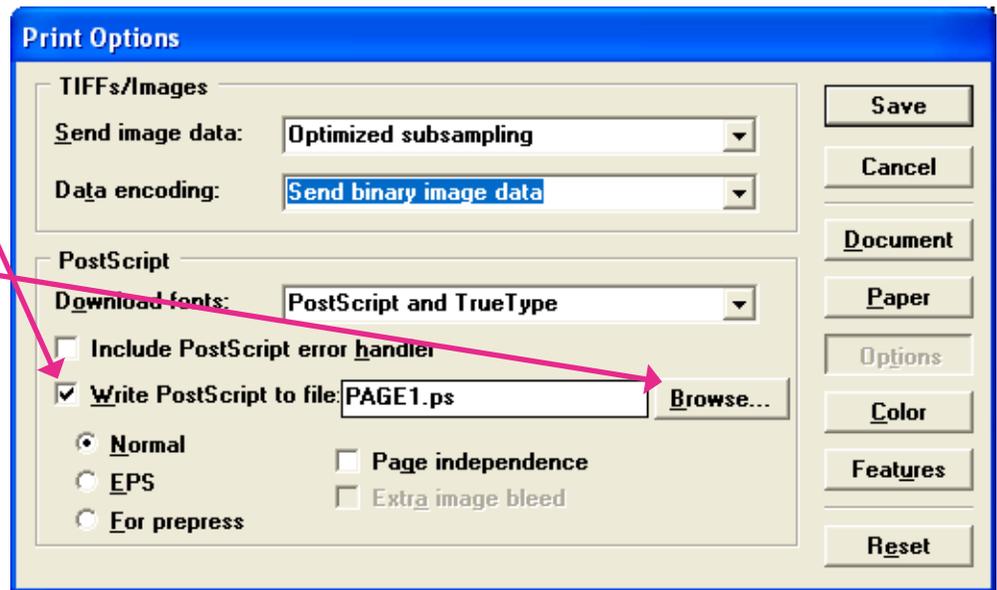
Proceed to "OPTIONS" button



## STEP 4

- Choose “Write PostScript to file”.
- Rename file.
- Select “Browse” button and select destination to save file.

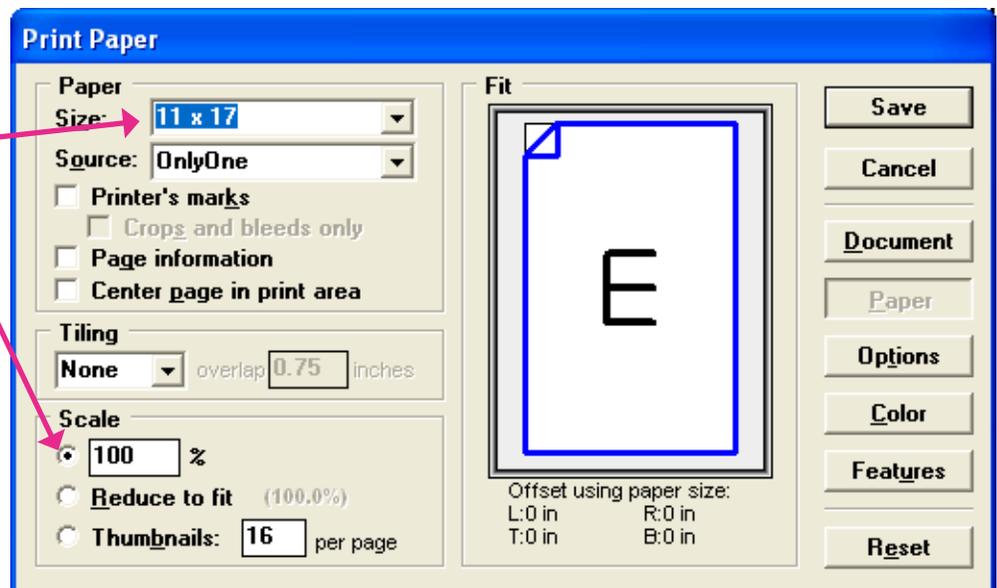
Proceed to “PAPER” button



## STEP 5

- Select correct paper size.
- Do not select printer marks, page information, etc.
- Make sure scale is set to 100%.

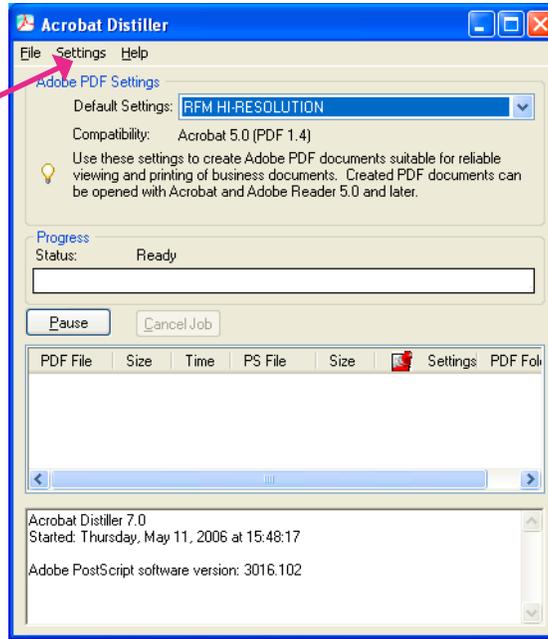
Proceed to “SAVE” button



# Creating a PDF using Acrobat Distiller

## STEP 1

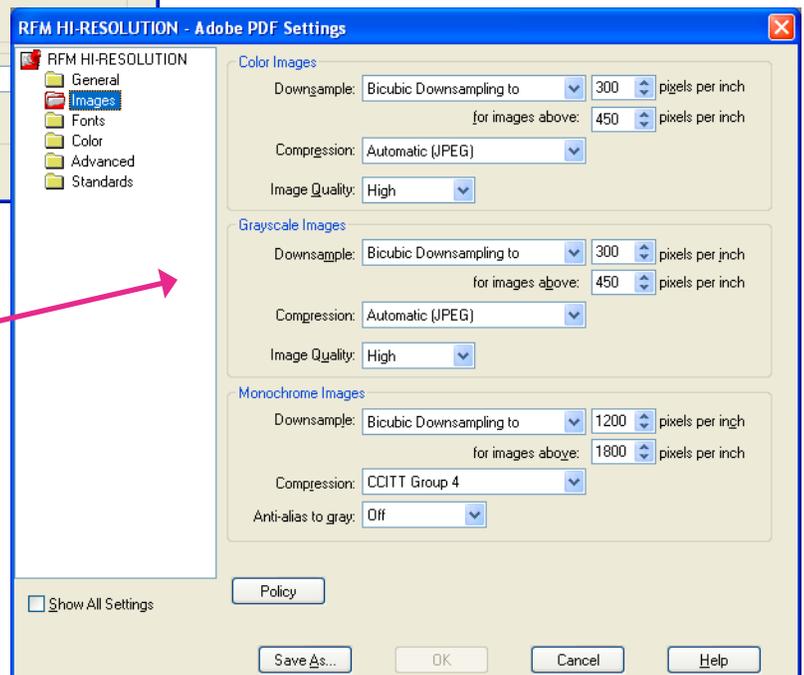
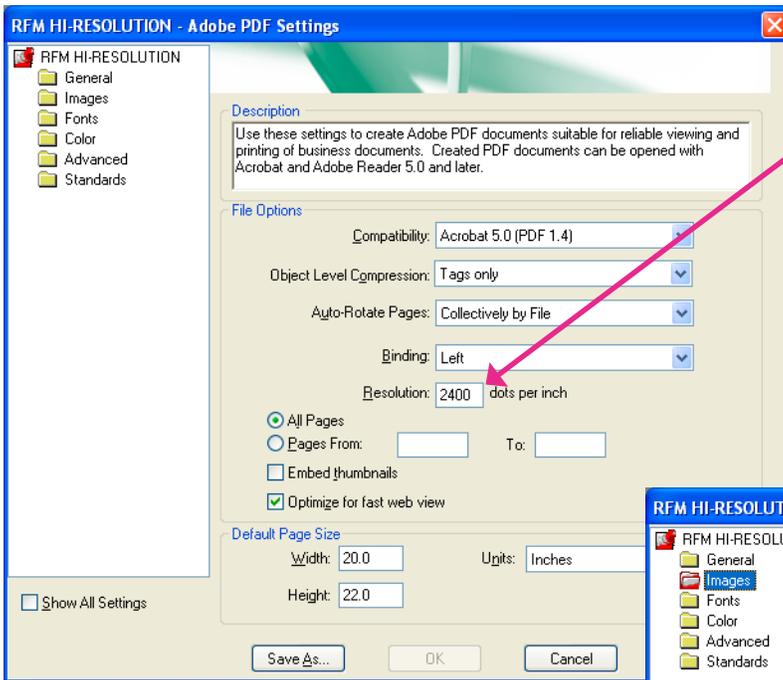
- Open Acrobat Distiller.
- Select “Settings”.
- Select “Edit Job Options”



## STEP 2

- Resolution should be 2400 dots per inch.

Proceed to “IMAGES” button



## STEP 3

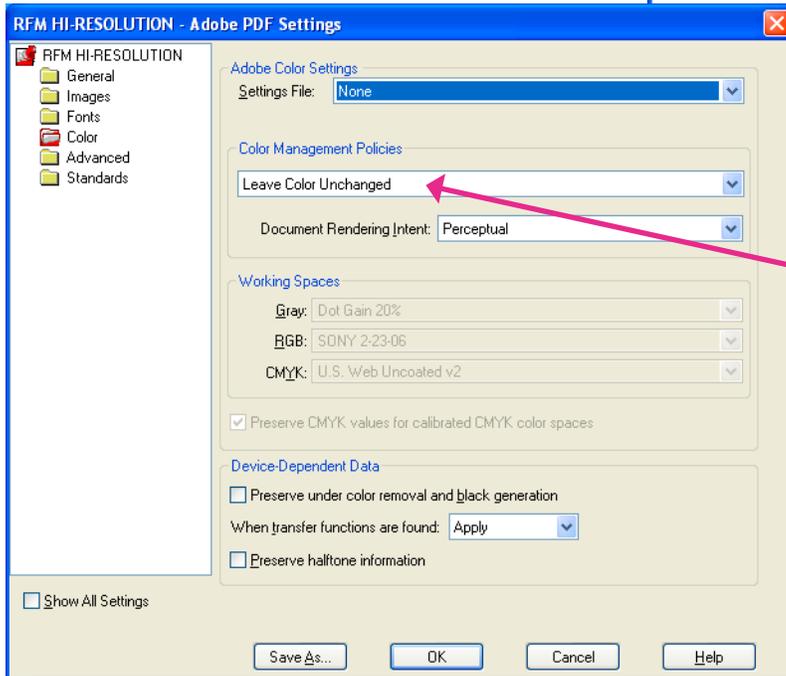
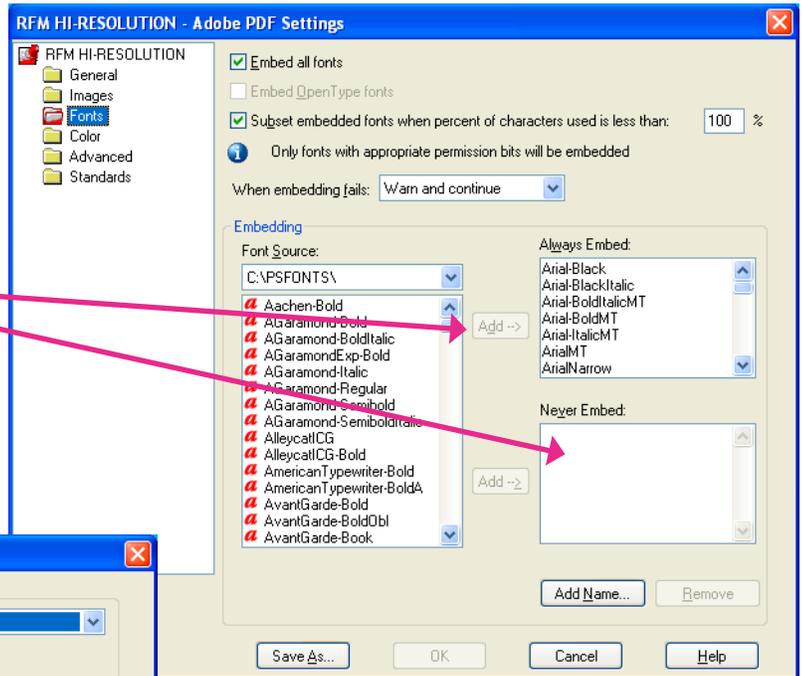
- Enter the information as it appears in this example.

Proceed to “FONTS” button

## STEP 4

- Font names that appear in the “Never Embed” box should be highlighted (with SHIFT key held, click on each font name), and added to the “Always Embed” box by clicking the “Add” button to the left of the “Always Embed” box.

Proceed to “COLOR” button



## STEP 5

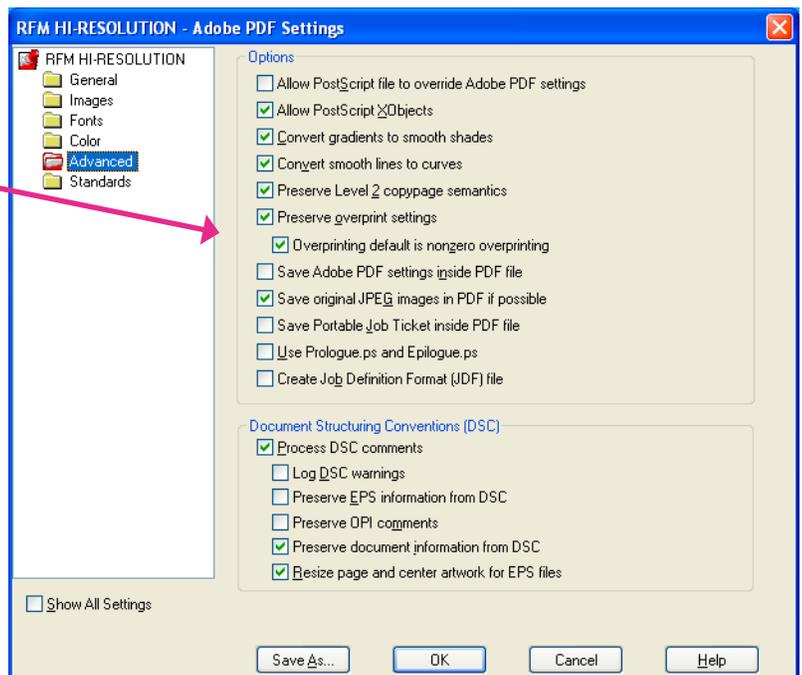
- Select “Leave Color Unchanged”.

**PLEASE NOTE:** This selection assumes that all color images/graphic elements that are to be printed in color are, in fact, CMYK. If the images/graphic elements have not been converted to CMYK, the PDF will generate images as RGB, and they will not separate properly.

Proceed to “ADVANCED” button

## STEP 6

- Check all boxes as seen in this screen shot.
- Select “Save As” and name the setting (i.e. RFM HI-RESOLUTION). Doing so will eliminate the need to go through these steps each time a PDF is made.



## STEP 7

- With the RFM setting selected, drag the PostScript file into this area of the Acrobat Distiller window.



- As the PDF is generating, watch the bottom window for any font or graphic errors. If no errors appear, the PDF will have been created properly.

