

How to write a PDF document

In order to create a PDF document, you **MUST** have Adobe Acrobat Distiller loaded onto your computer. This is not a free program. It can be purchased at www.adobe.com and most software stores.

**** NOTE: We highly recommend using our
Optimized Distiller Profile available on request.***

Writing a PDF from Microsoft Word:

1. Launch your Word document.
2. Go to the File > Print window.
3. Under "Printer Name" choose "Acrobat Distiller".
4. Click the "Properties" button.
5. Click the "Adobe PDF Settings" tab.
6. Under the "Conversion Settings" drop down menu, choose the "Print" setting.
7. **DESELECT** the "Do not send fonts to Distiller" toggle box.
8. Click the "OK" button.
9. Now check the box that says "Print to file".
10. Choose your Page Range.
11. Click the "OK" button.
12. You will be prompted to give your document a name. The file will be "Saved as type: "Printer Files (*.prn)"
13. Launch Acrobat Distiller.
14. Select the Distiller Profile you want to use from the "Job Options" drop down menu.*
15. Go to the File > Open menu. Browse and find the .prn file that you created. Choose it and click the "Open" button.
16. Now you will be prompted to Save your PDF. Click on the "Save" button.

Writing a PDF from Microsoft Publisher:

1. Launch your Publisher document.
2. Go to the File > Print window.
3. Under "Printer Name" choose "Acrobat Distiller".
4. Click the "Properties" button.
5. Click the "Adobe PDF Settings" tab.
6. Under the "Conversion Settings" drop down menu, choose the "Print" setting.
7. **DESELECT** the "Do not send fonts to Distiller" toggle box.
8. Click the "OK" button.
9. Now, check the box that says "Print to file".
10. Choose your Page Range.
11. Click the "OK" button.

12. You will be prompted to give your document a name. Name your file making sure that you add .ps as a file extension! Hit the “OK” button.
13. Launch Acrobat Distiller.
14. Select the Distiller Profile you want to use from the “Job Options” drop down menu.*
15. Go to the File > Open menu. Browse and find the .ps file that you created. Choose it and click the “Open” button.
16. Now you will be prompted to Save your PDF. Click on the “Save” button.

Writing a PDF from Microsoft Excel:

1. Launch your Excel document.
2. Go to the File > Print window.
3. Under “Printer Name” choose “Acrobat Distiller”.
4. Click the “Properties” button.
5. Click the “Adobe PDF Settings” tab.
6. Under the “Conversion Settings” drop down menu, choose the “Print” setting.
7. DESELECT the “Do not send fonts to Distiller” toggle box.
8. Click the “OK” button.
9. Now check the box that says “Print to file”.
10. Choose your Page Range.
11. Click the “OK” button.
12. You will be prompted to give your document a name. The file will be “Saved as type: “PDF files (*.PDF)”
13. Your PDF file will be automatically created.*

Writing a PDF from Adobe Pagemaker:

1. Launch Acrobat Distiller.
2. Select the Distiller Profile you want to use from the “Job Options” drop down menu.*
3. Launch your Pagemaker document.
4. Go to the File > Export > Adobe PDF window.
5. Click the “Export...” button.
6. You will be prompted to give your document a name. The file will be “Saved as type: “PDF Files (*.pdf)”
7. Click the “Save” button.
8. Your PDF file will be automatically created.

Writing a PDF from Adobe InDesign

1. Launch your InDesign document.
2. Go to the File > Export window.
3. You will be prompted to give your document a name. Choose "Adobe PDF" from the "Save as type:" drop down menu.
4. Click the "Save" button.
5. This will launch the "Export PDF" window.
6. Under the "Preset" drop down menu, choose the Distiller Profile you want to use.*
7. Click the "Export" button. Your PDF will be automatically created.

Writing a PDF from Quark Xpress:

1. Launch your Quark document.
2. Go to the File > Print window.
3. Click the "Setup" tab.
4. Under the "Printer Description" drop down menu choose "Acrobat Distiller".
5. Choose all of your other settings.
6. Now click the "Printer" button.
7. Under "Destination" click the "File" box.
8. Now click the "Save" button.
9. You will be prompted to give your file a name. Make sure you add the .ps file extension after the name.
10. Before saving, choose the following settings:
 - a. Under "Format" choose "Postscript Job"
 - b. Click the "Binary" toggle button.
 - c. Click the "Level 2" toggle button.
 - d. Under "Font Inclusion" choose "All".
11. Now click "Save".
12. Now click "Print". Quark will automatically write your .ps file.
13. Launch Acrobat Distiller.
14. Select the Distiller Profile you want to use from the "Job Options" drop down menu.*
15. Go to the File > Open menu. Browse and find the .ps file that you created. Choose it and click the "Open" button.
16. Now you will be prompted to Save your PDF. Click on the "Save" button.