Digital Printing

Creating Printable PDFs

Windows

Configuring Windows™ PostScript™ Drivers

1. Obtain and install the PostScript drivers for the model of printer you'll be using to print your document.

   Note: For instructions on how to obtain and install Xerox DocuSP printers, see http://www.frontiernet.net/~normteck/DT.

2. Click on your [Start] button to open a drop-down menu.

3. Click on Printers and Faxes to open your Printers window.

4. Right-click on your DocuSP printer's icon to open a drop-down menu.

5. Click on Printing Preferences… to open a Printing Preferences window.

   Note: Different printers' driver windows look different at this point.

6. If you see a tab called Layout, click on it. Then click on the [Advanced] button. If you see a tab called Advanced, click on it. This will open a window of Advanced Document Settings.

7. Under Document Options you will see a line called PostScript Options. Click on the "+" sign to its left. This will reveal a setting for PostScript Output Option.

8. Change this setting from <u>Optimize for Speed</u> to <u>Optimize for Portability</u>.

   Note: This setting is crucial for successful processing of large jobs.

9. Another option you will see in this window is TrueType Font. Change this setting from <u>Substitute with Device Font</u> to <u>Download as Softfont</u>.

   Note: If you don't do this, the type in your printed output may look different from the type you see on your screen and Tables of Contents and Indexes may be inaccurate.

10. Click on the [OK] button to save the settings and to close the configuration window.

11. Right-click on your DocuSP printer's icon to open a drop-down menu.

12. Click on Set as Default so that you'll be using these printer settings to compose your document.

Create Your Document with your production printer's drivers.

1. Process photos and graphics so that they're cropped and so they're the correct print size using your production printer's resolution (dpi). Don't make your layout application scale or crop your images.

2. Make sure images are saved at a halftone frequency that is compatible with the production printer to be used.

   Note: For DocuSP printers the best halftone frequency for business graphics is 106 lpi; the best halftone frequency for photos is 85 lpi.

3. Embed or publish the graphics within the document itself. Don't link your layout document to external files.

4. Use only black or shades of gray for your text. Do NOT use color fonts if your production printer is a grayscale printer or you will see patterns (pattern dithering) on the typeface.

5. Print your document to file using the drivers you configured in section 1 of this document.

6. Change the file extension from **.prn** to **.ps**.

7. Open Adobe Acrobat Distiller.

8. Click the menu bar choice, Settings… and select Edit PDF Settings from the drop-down menu.

   Note: The dialog boxes from Adobe Distiller 6.0 for Windows are identical to those of Adobe Distiller 6.0 for Macintosh.

   Select each tab and match the settings you see in the pictures below:

Adobe PDF Settings: Standard(1)

General | Images | Fonts | Color | Advanced | PDF/X

Description

Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.

File Options

Compatibility: Acrobat 5.0 (PDF 1.4)

Object-Level Compression: Tags Only

Auto-Rotate Pages: Collectively By File

Binding: Left

Resolution: 600 dots per inch

- ● All Pages
- ○ Pages From: _____ To: _____
- ☐ Embed Thumbnails
- ☐ Optimize For Fast Web View

Default Page Size

Units: Inches

Width: 8.5000 Height: 11.0000

Help | Save As... | Cancel | OK

Adobe PDF Settings: Standard(1)

General | **Images** | Fonts | Color | Advanced | PDF/X

Color Images

Sampling: [Bicubic Downsampling to ▼] [150] pixels per inch

for images above: [225] pixels per inch

Compression: [Automatic (JPEG) ▼]

Image Quality: [High ▼]

Grayscale Images

Sampling: [Bicubic Downsampling to ▼] [150] pixels per inch

for images above: [225] pixels per inch

Compression: [Automatic (JPEG) ▼]

Image Quality: [High ▼]

Monochrome Images

Sampling: [Bicubic Downsampling to ▼] [300] pixels per inch

for images above: [450] pixels per inch

Compression: [CCITT Group 4 ▼]

Anti-Alias to gray: [Off ▼]

(Help) (Save As...) (Cancel)

Adobe PDF Settings: Standard(1)

| General | Images | **Fonts** | Color | Advanced | PDF/X |

☑ Embed All Fonts

☑ Subset Embedded Fonts When Percent
Of Characters Used Is Less Than: `100` %

When embedding fails: `Cancel job` ▲▼

Embedding

`10.3:Library:Fonts:` ▲▼

Font Source

Font Source
AmericanTypewriter
AmericanTypewriter-Bold
AmericanTypewriter-Conder
AmericanTypewriter-Conder
AmericanTypewriter-Conder
AmericanTypewriter-Light
Apple-Chancery
AppleSymbols
Arial-Black
Arial-BoldItalicMT
Arial-BoldMT
Arial-ItalicMT
ArialMT
ArialNarrow
ArialNarrow-Bold
ArialNarrow-BoldItalic

`Add->`

`Add->`

Always Embed Font

Never Embed Font

Never Embed Font
Arial-Black
Arial-BlackItalic
Arial-BoldItalicMT
Arial-BoldMT
Arial-ItalicMT
ArialMT
ArialNarrow

`Add Name…` `Remove`

`Help` `Save As…` `Cancel` `OK`

Adobe PDF Settings: Standard(1)

| General | Images | Fonts | **Color** | Advanced | PDF/X |

Adobe Color Settings

Settings File: [Color Management Off ‡]

Color Management Policies

[Leave Color Unchanged ‡]

Rendering Intent: [Default ‡]

Working Spaces

Gray: [Gray Gamma 2.2 ‡]

RGB: [Adobe RGB (1998) ‡]

CMYK: [U.S. Web Coated (SWOP) v2 ‡]

Device–Dependent Data

☐ Preserve Under Color Removal and Black Generation
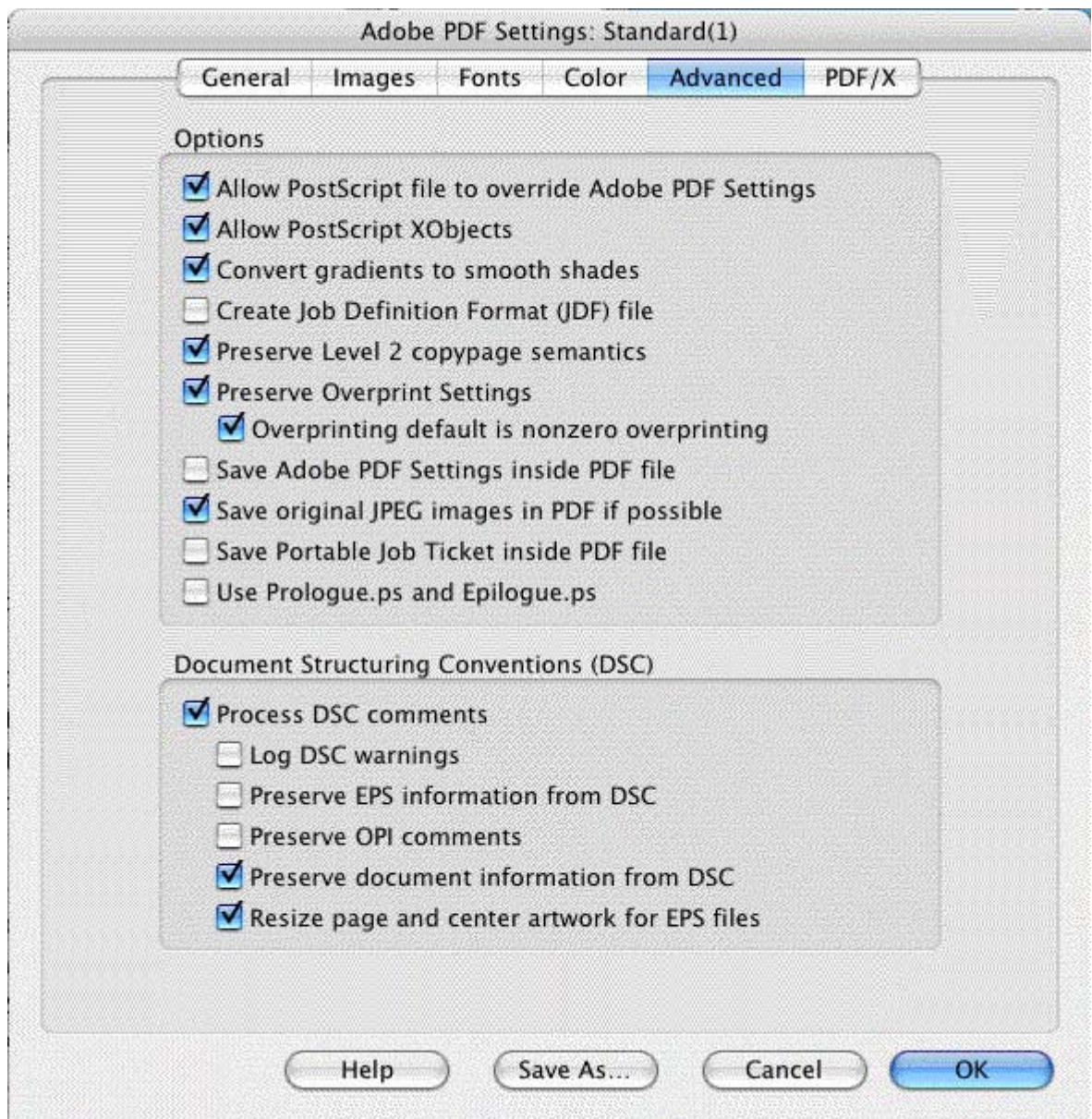
When transfer functions are found: [Remove ‡]

☐ Preserve Halftone Information

(Help)   (Save As…)   (Cancel)   (OK)

If you have any questions about why any of these settings is best, click on the [Help] button at the bottom of the window and read the descriptions for each of the choices.

9. When you've finished making these changes, click on the [OK] button at the bottom of the window and save the settings as DocuSP.joboptions. They'll be available for you the next time you wish to create PDFs to be printed on DocuSP printers.

10. Make sure that DocuSP is your chosen configuration, then

11. Open Your .ps file from within Adobe Acrobat Distiller. Distiller will automatically convert your .ps file into a PDF.