



Using Adobe Acrobat 6 with the Macintosh

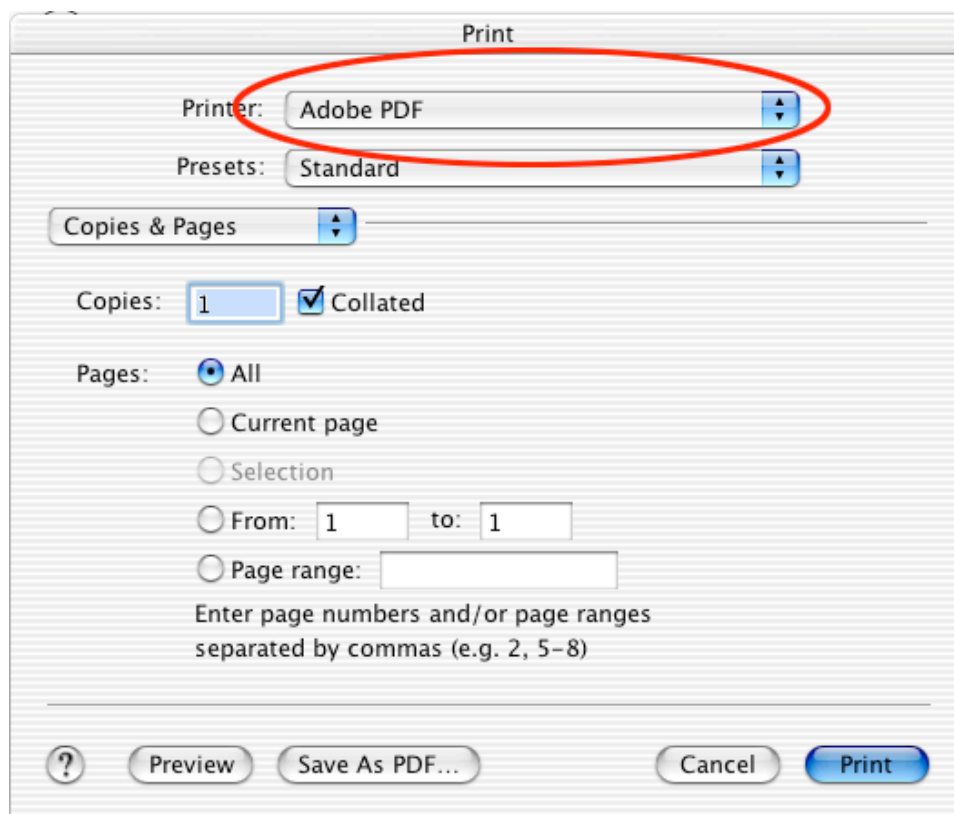
Adobe Acrobat allows you to create “PDF” files that can be read on Mac, Windows and Unix computers while retaining their format and characteristics. Read PDF files with Acrobat Reader.

The simplest method of accessing Acrobat 6 is through the Print dialog box in whatever program you used to create your original document.

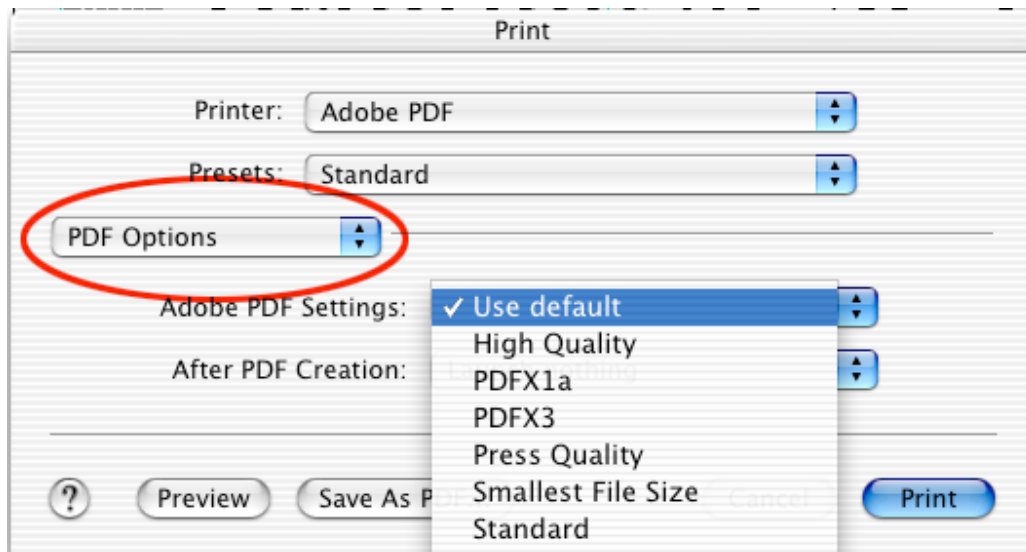
If your final document requires files from more than one program, create them as described below and go to *Combining PDF Files into One Document*, below.

Creating a PDF

1. Create or open your document in any program you choose.
2. From the **File** menu, choose **Print**. Select “**Adobe PDF**” in the Printer pull down menu.



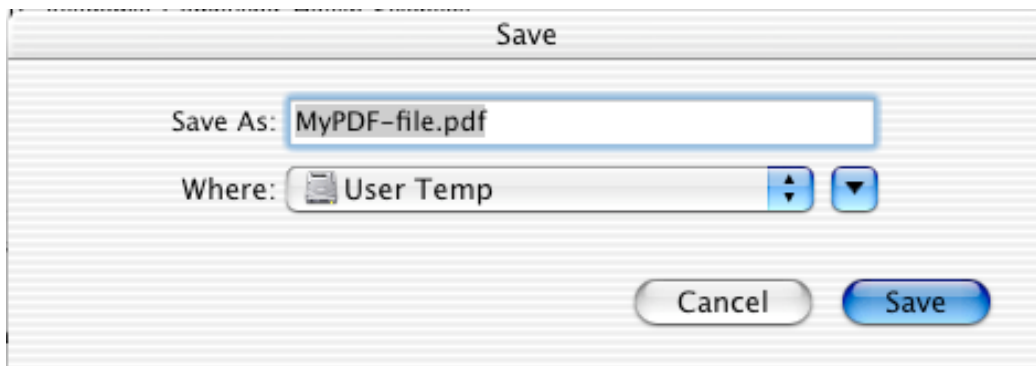
3. If necessary, select any PDF options you need. For most purposes, the **default** setting is appropriate. For documents intended for publication, consult the publisher's submission guidelines, which are often very specific and may include a joboption file, which Acrobat can use.



A guide to Acrobat PDF Settings

- **High Quality** downsamples color & grayscale images to 300 dpi and monochrome images to 1200 dpi, does not embed subsets of fonts used in the document, prints to a higher image resolution, and preserves the maximum amount of information about the original document.
- **PDF/X-1a** checks incoming jobs for PDF/X1-a compliance, and creates PDF files only if compliant. **If you don't know what this is, don't use it.**
- **PDF/X-3** checks incoming jobs for PDF/X-3 compliance, and creates PDF files only if compliant. **If you don't know what this is, don't use it.**
- **Press Quality** creates PDF files for high-quality print production. File size may be large. The objective is to maintain all the information in a PDF file that a commercial printer or prepress service needs to print the document correctly. This option downsamples color & grayscale images to 300 dpi and monochrome images to 1200 dpi, embeds subsets of all fonts in the document, prints to a higher image resolution, does not automatically rotate pages based on the orientation of the text or DSC comments and preserves the most information about the original document. Print jobs with fonts that cannot be embedded will fail.
- **Smallest File Size** creates PDF files for displaying on the Web or for distribution through email for on-screen viewing. This set of options uses compression, downsampling, and relatively low image resolution. It converts all colors to sRGB, and does not embed fonts unless absolutely necessary. It also optimizes files for byte serving. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.
- **Standard** creates PDF files to be printed to desktop printers or digital copiers, published on a CD, or sent to a client as a publishing proof. This set of options uses compression and downsampling to keep the file size down, but it also embeds subsets of all fonts used in the file, converts all colors to sRGB, and prints to a medium resolution to create a reasonable rendition of the original. Windows font subsets are not embedded by default.

4. Click **Print** at the bottom of the dialog box.
5. Save the PDF file by naming it and selecting the place to save it.



Suitable locations for saving include User Temp, Data > achs > Your Created Folder, a Zip disk or burned to CD.

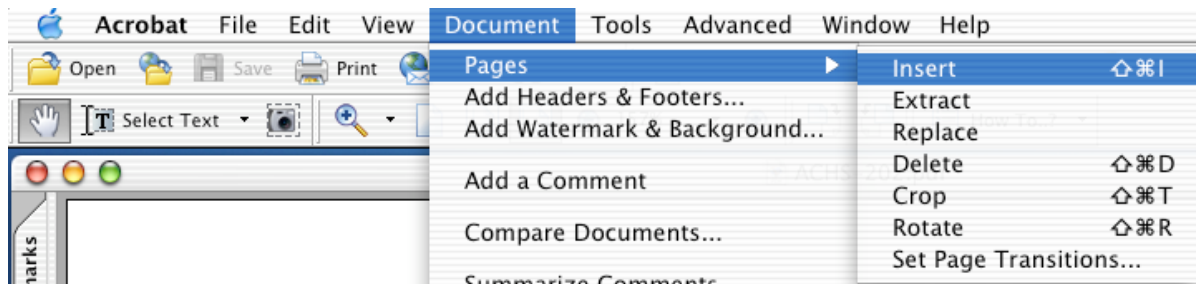
Combining PDF Documents into One File

Occasionally you need to create a PDF file from several different documents. Usually the text is created in one program such as Word and the figures are created in Photoshop or FreeHand. First, use the procedure described above to create individual PDF files of all your source documents. Then, to join these files into one PDF file:

1. Select “Acrobat 6 Professional” from the Dock.



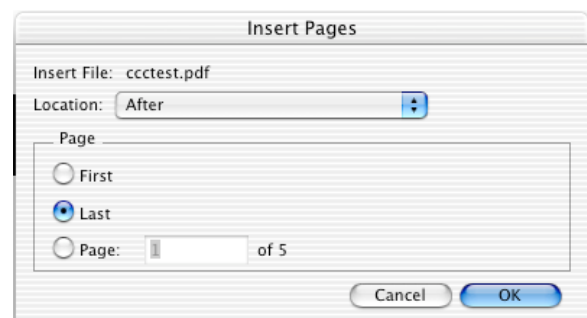
2. Open the first PDF document you want to combine with others.
3. Go to Document>Insert Pages.



4. Select a PDF document to insert into the already open document.
5. A box appears asking where in the document you wish to put the imported file. You must choose the following:

Location: will the file be inserted **before** or **after** the page selected → in the next step.

Page: Specify which page the new document inserts before or after. →



Click “OK” and the file will be inserted. Go to “Save As” and save your merged file under a new name.