



PrintShop Mail PDF Creation Rules



- * **Native program** (Word, QuarkEx, etc.)
- * **File>Print > Print To File** - create a .prn file
- * Use Acrobat-Distiller to create the .pdf

(Remember to be logged on as Administrator if you use Win NT or Win 2000)

Here are the settings to use:

Printer driver setup: Adjust the settings for your printer.

A) For a generic solution:

- * Go to **Start > Settings > Printers**
- * Select the driver you use
- * Properties (or Document defaults for WinNT)
- * PostScript tab
- * Set the "PostScript Output" to "Optimize for portability"

B) Make sure the printer you use to generate PDFs is set up to Send fonts as Outlines. Open the Printers folder, highlight printer, right click mouse

button and select **Properties>Fonts>Always Use TrueType Fonts>Send Fonts**

As and select "Outlines" (*it is OK if this is not available*) in the upper combo box. Click **OK** twice

Acrobat-Distiller Setup:

Open Distiller. Go to **Select> Job Options.**

- ***General:** make sure the file format is set to Acrobat 3.0 or higher
ASCII format should be checked
Resolution DPI (Set it for output device's capability) **Settings>Job Options>Resolution=???**

- ***Compression:** Many options can be set for compressing and down sampling bitmaps and text

In general, compressing bitmaps reduces the size of the PDF that is created but, makes the drawing of the PDF slower.

The best compression ratio is achieved with JPEG compression, but it also reduces the quality of the pictures (the higher the compression, the lower the quality).

ZIP compression does not affect the quality of the pictures but generally results in a lower compression ratio than JPEG compression.

Down sampling bitmaps reduces size of the PDF and the quality of the bitmaps and increases the drawing and printing speed.

- ***Fonts:** Check "Embed all fonts" and uncheck "subset fonts"

- ***Color:** Leave Color Unchanged

- ***Advanced:** Defaults are OK

Our advice is to experiment with the various settings before printing a big job as the chosen settings may affect the quality and speed.