

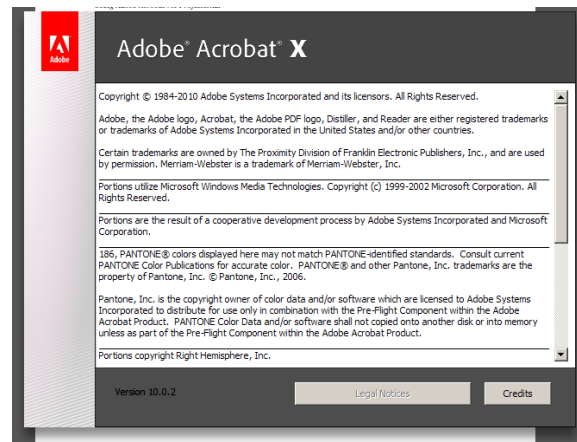
Using Adobe Acrobat X Professional

Adobe Acrobat X Professional is the version of Acrobat that Publishing uses. This chapter covers the following topics:

- Configuring Adobe Acrobat Distiller X
- Creating a PDF with Automatic Bookmarks
- Bookmarking PDF Files Manually
- Printing to a PDF
- Inserting Pages in a PDF Document
- Replacing Pages in a PDF Document
- Adding the Title and Product ID Number to the Document Summary Tab
- Adding Security to a PDF File
- Saving a PDF File

Adobe Acrobat X Professional

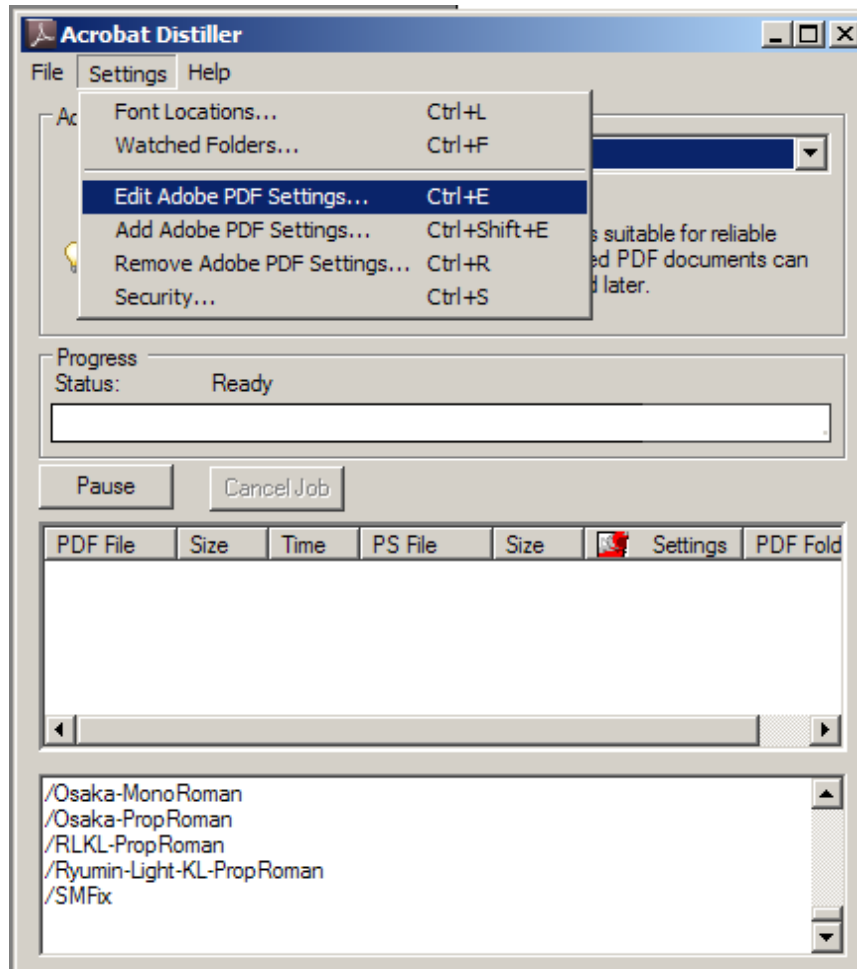
Adobe Acrobat X Professional (or later) should be installed on the computer being used to produce the report. To check, go to **Help > About Acrobat X Professional**. The version number is on the second line. If the version is older than X, go to **Help > Updates** and follow the instructions.



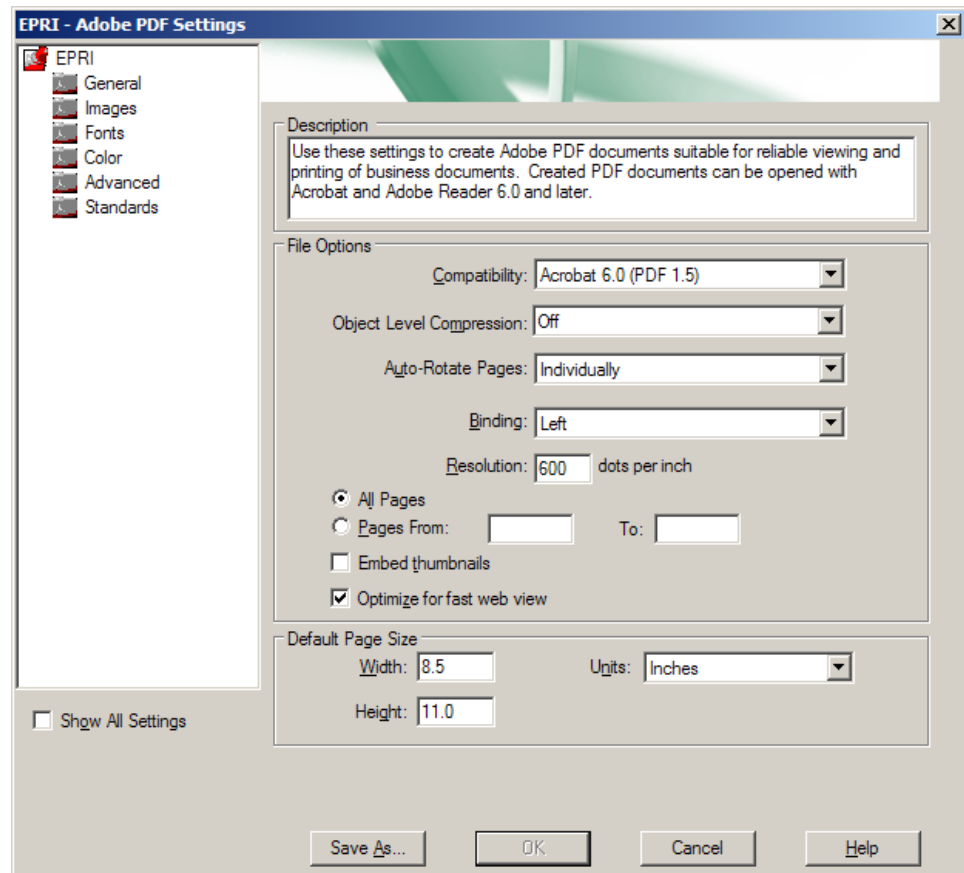
The following procedure explains how to configure the defaults for Acrobat Distiller. This only needs to be set once.

Configuring Distiller X

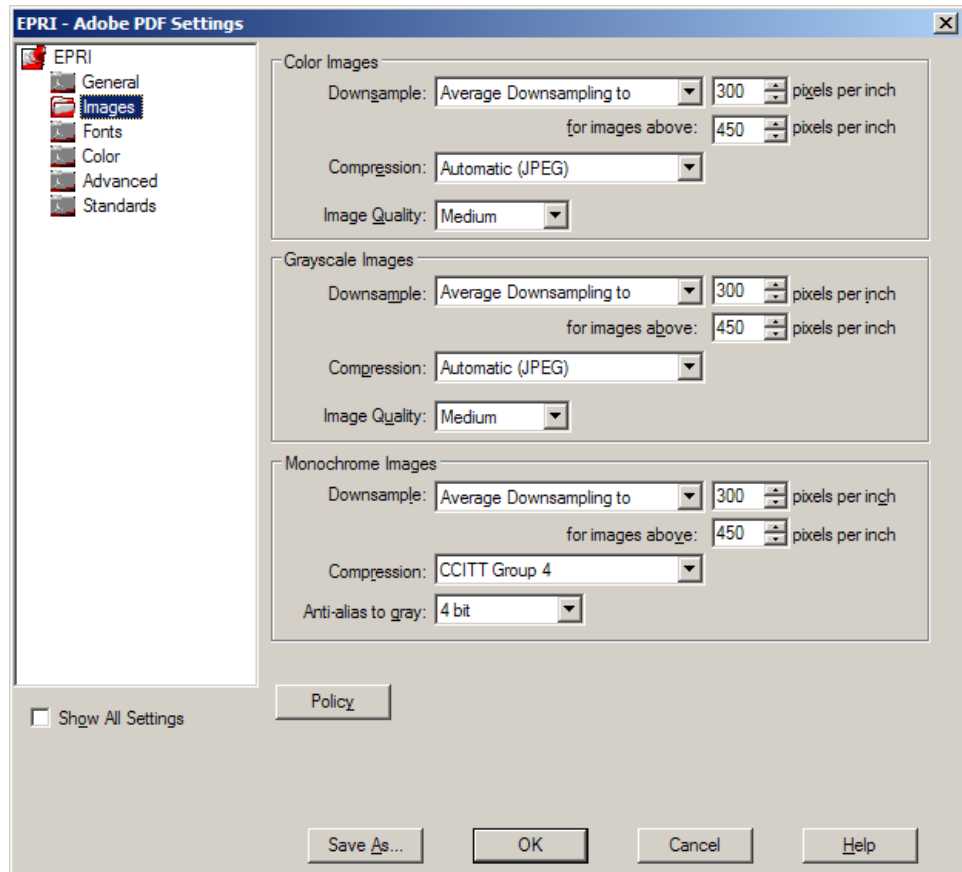
1. Open Adobe Acrobat Distiller X.
2. Go to **Settings > Edit Adobe PDF Settings**.



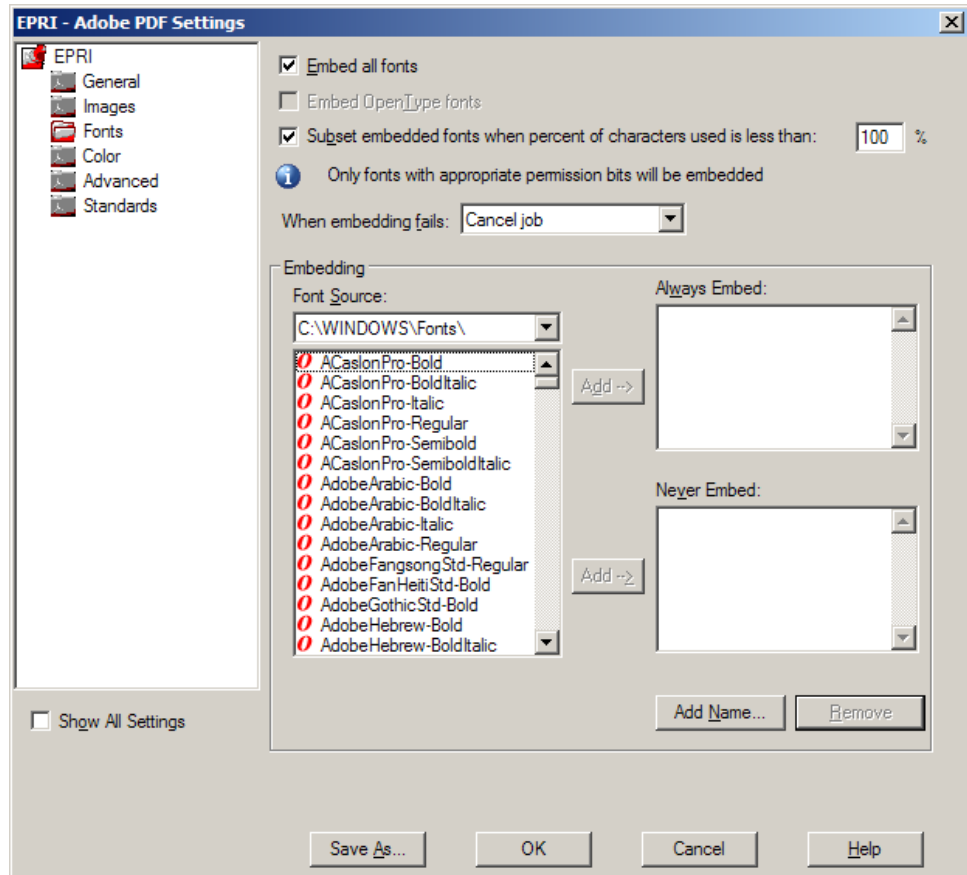
3. On the *General* page, set the following:
 - a. *File Options*:
 - i. *Compatibility*: Acrobat 6.0 (PDF 1.5)
 - ii. *Object Level Compression*: Off
 - iii. *Auto-Rotate Pages*: Individually
 - iv. *Binding*: Left
 - v. *Resolution*: 600 dots per inch. (for most MarCom documents, use 150 dpi).
 - vi. Select **All Pages**
 - vii. Select **Optimize for Fast Web View**
 - b. Do not change the settings for *Default Page Size*.



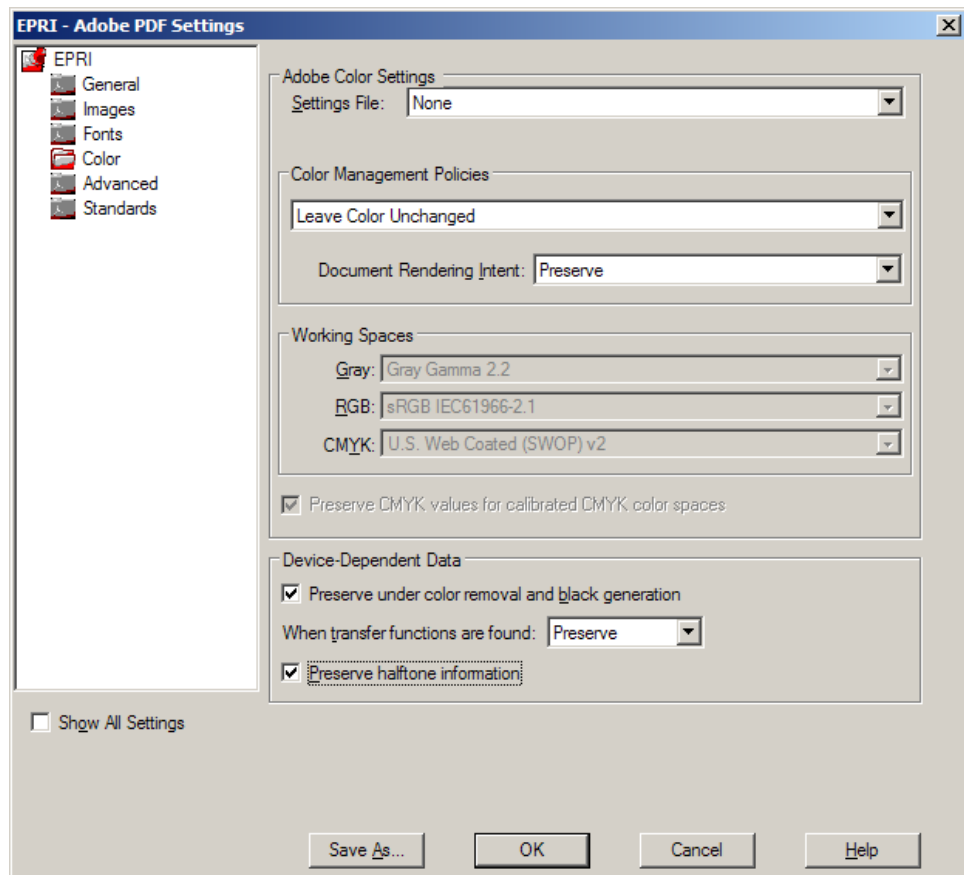
4. On the *Images* page, set the following:
 - a. *Color Images*:
 - i. *Downsample*: Average Downsampling to 300 pixels per inch for images above 450 pixels per inch
 - ii. *Compression*: Automatic (JPEG)
 - iii. *Image Quality*: Medium
 - b. *Grayscale Images*: same as above
 - c. *Monochrome Images*:
 - i. *Downsample*: Average Downsampling to 300 pixels per inch for images above 450 pixels per inch
 - ii. *Compression*: CCITT Group 4
 - iii. *Anti-alias to gray*: 4 bit



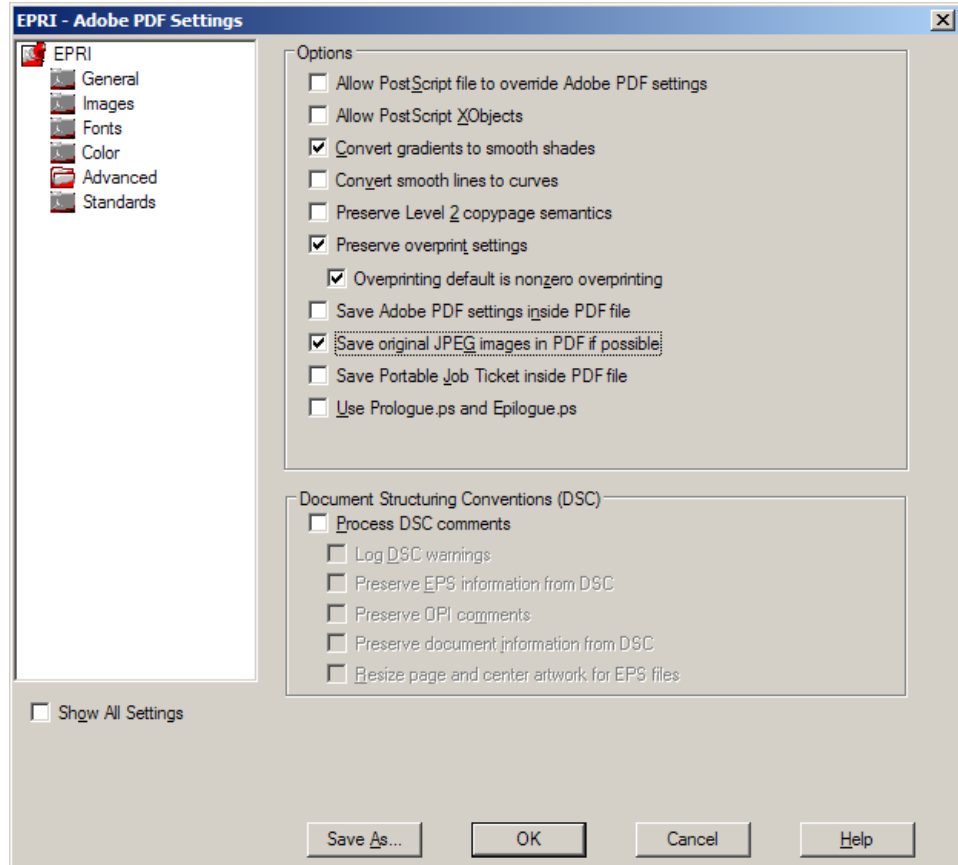
5. On the *Fonts* page, select the following:
 - a. Select **Embed All Fonts**
 - b. Select **Subset embedded fonts when percent of characters used is less than: 100%**
 - c. *When Embedding Fails*: Cancel job
 - d. *Embedding*:
 - i. Do not change font source
 - ii. The *Always Embed* and *Never Embed* fields should be blank.



6. On the *Color* page, set the following:
 - a. *Settings File*: None
 - b. *Color Management Policies*: Leave Color Unchanged
 - i. *Document Rendering Intent*: Preserve
 - c. Leave *Working Spaces* as is
 - d. *Device Dependent Data*:
 - i. Select **Preserve** under color removal and black generation
 - ii. *When transfer functions are found*: Preserve
 - iii. Select **Preserve halftone information**



7. On the *Advanced* page, set the following:
 - a. Select **Convert gradients to smooth shades**
 - b. Select **Preserve overprint settings**
 - c. Select **Overprinting default is nonzero overprinting**
 - d. Select **Save original JPEG image in pdf if possible**



8. Click Save As. Save as **EPRI.joboptions**.

Creating a PDF with Automatic Bookmarks

This procedure works on single-file template documents only.

Creating Conversion Settings

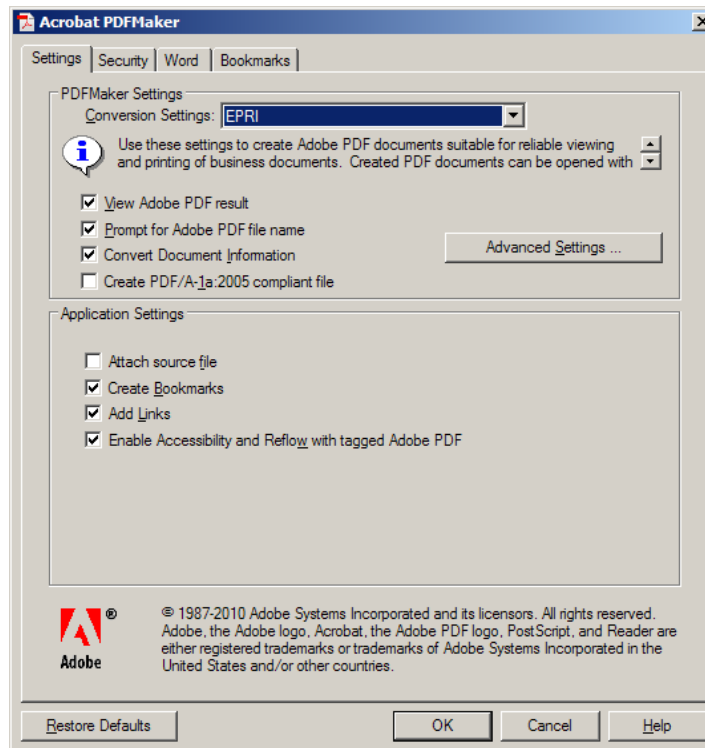
1. Open the Word file to PDF.
2. Select **Acrobat>Preferences** to configure PDFMaker. The Acrobat PDFMaker window appears.
3. On the *Settings* page, set the following:
 - a. *Conversion Settings*: EPRI (EPRI.joboptions should already be configured—see *Configuring Distiller X*).

b. Select the following:

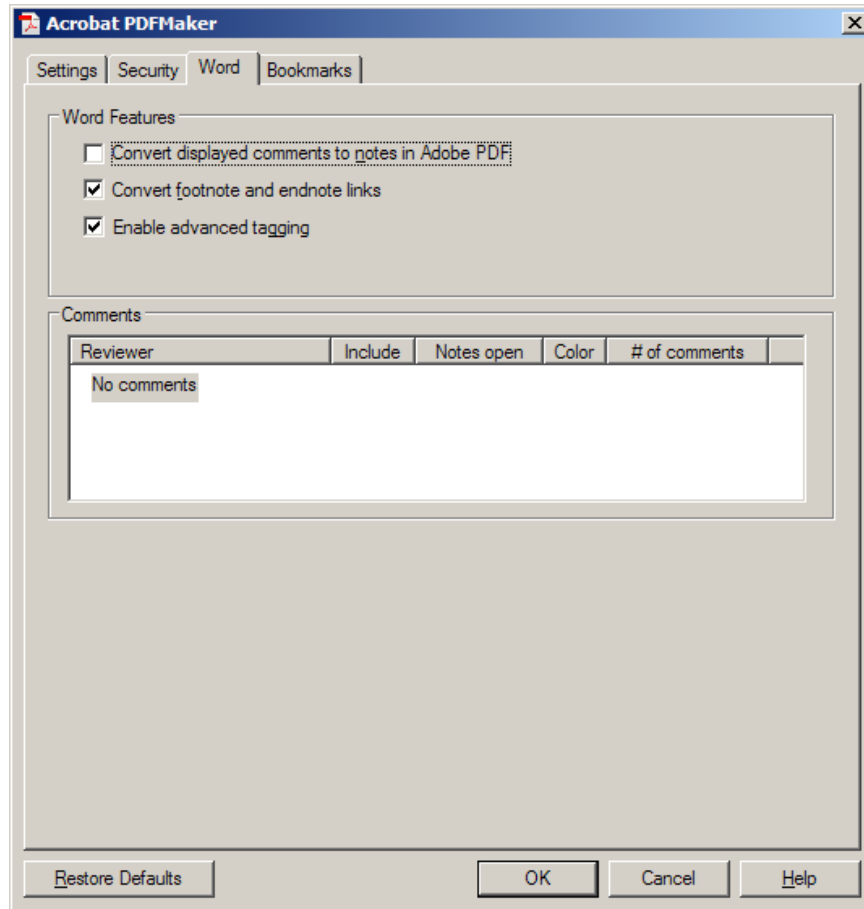
- View Adobe PDF result
- Prompt for Adobe PDF file name
- Convert document information

Note: Do not check *Create PDF/A-1a:2005 compliant file*. This will create a read-only PDF.

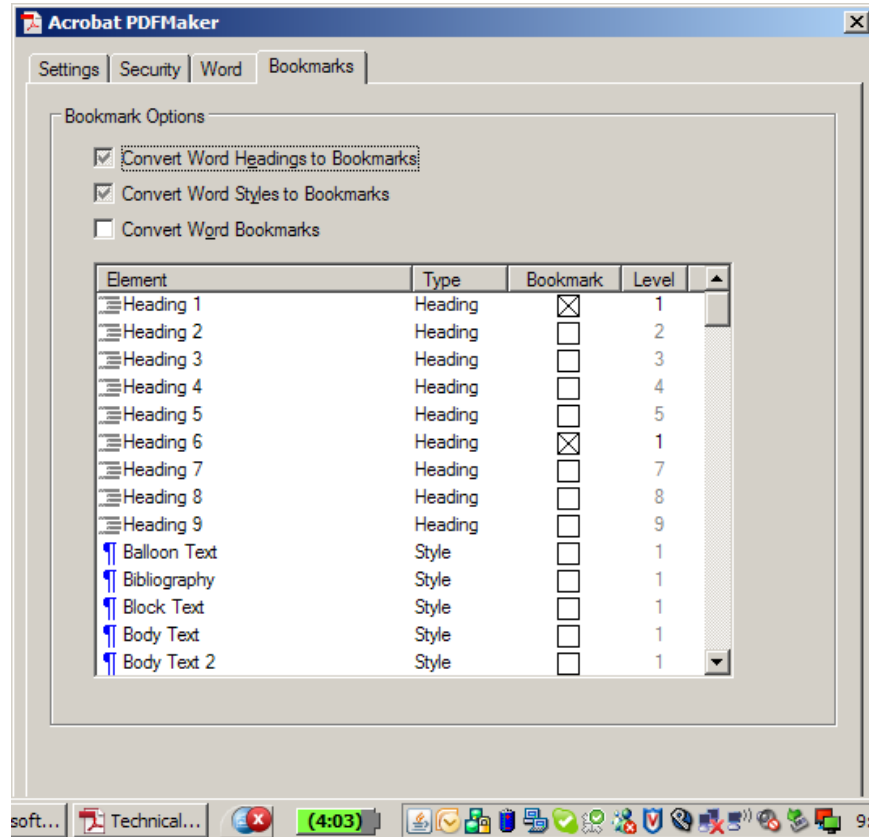
- Create bookmarks
- Add links
- Enable accessibility and Reflow with tagged Adobe PDF



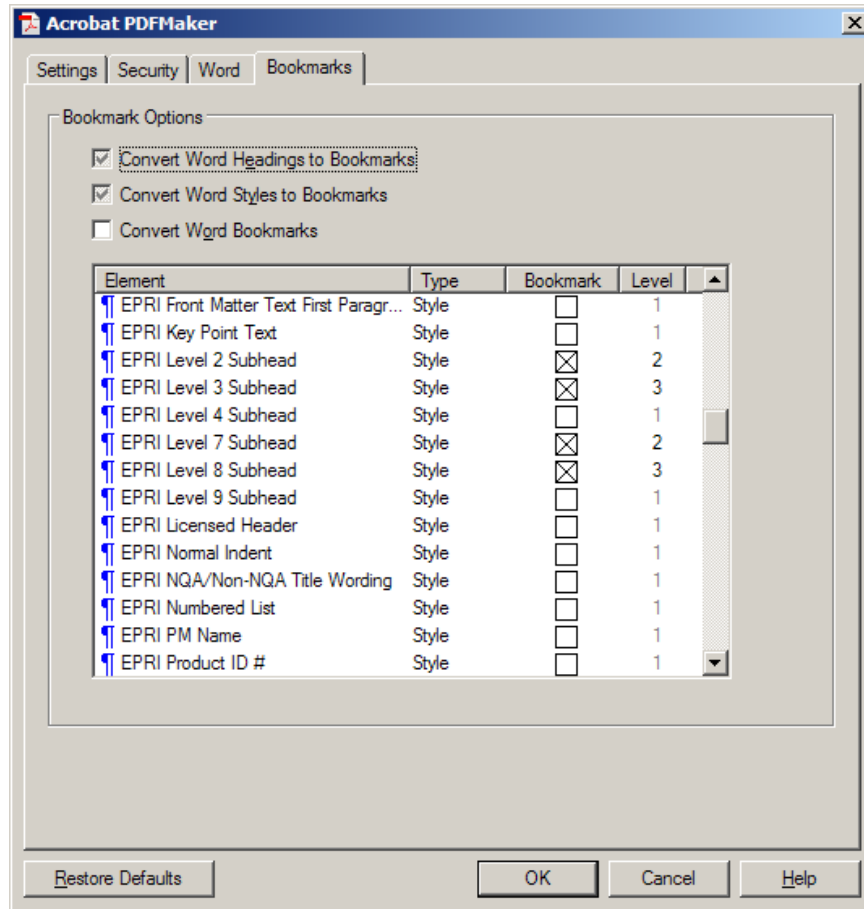
4. On the *Security* page, make sure no boxes are selected.
5. On the *Word* page, select the following:
 - a. Convert footnote and endnote links
 - b. Enable advanced tagging



6. On the *Bookmarks* page, select **Convert Word Headings to Bookmarks** and then choose the following from the bottom field:
 - a. Heading 1 (Level 1)
 - b. Heading 6 (Level 1)



- c. EPRI Level 2 Subhead (Level 2)
- d. EPRI Level 3 Subhead (Level 3)
- e. EPRI Level 7 Subhead (Level 2)
- f. EPRI Level 8 Subhead (Level 3)
- g. Make sure that no other Word Headings or Word Styles is chosen.



7. Click **OK** to close the window.

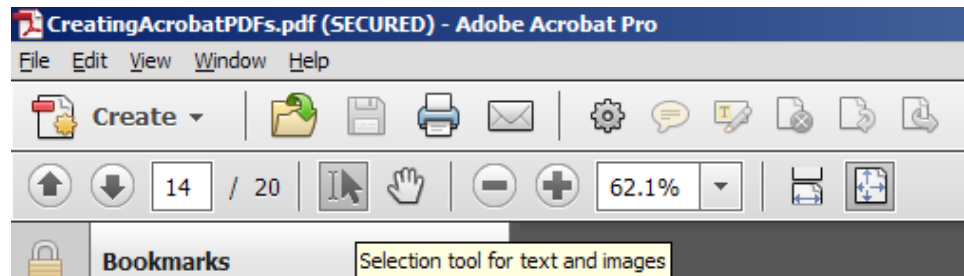
Converting to Adobe PDF

1. Select Acrobat > Convert to Adobe PDF.

Note: If the automatic bookmarking function does not work, create bookmarks manually.

Creating Bookmarks Manually

1. Open the PDF in which to add Bookmarks.
2. Click the *Bookmarks* tab to bring the bookmarks pane to the front.
3. Click the *Selection* tool and highlight the text to be bookmarked.



4. Highlight the text to be bookmarked.

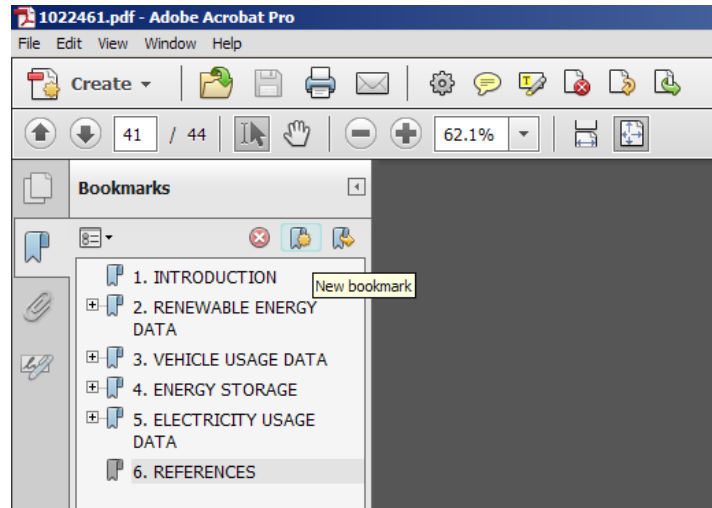
7. Click on "Run" to run TOC.

8. Double check that all TOCs have been inserted with the correct page numbers, save the document, and create the PDF by following the steps outlines in the **To Create a PDF with Automatic Bookmarks** section.

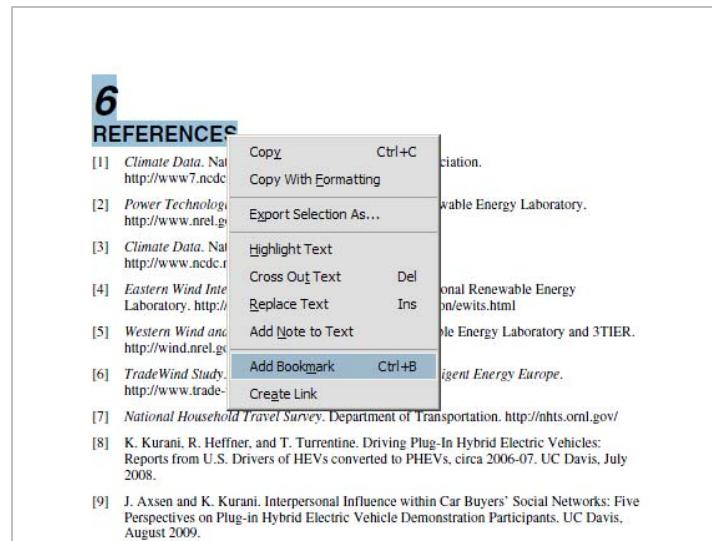
Bookmarking PDF Files Manually

Acrobat 7.0 automatically bookmarks a PDF when set up properly (see *To Create a PDF with Automatic Bookmarks* on page 9). However, there are instances when you will have to insert the bookmarks manually.

5. Do one of the following:
 - a. Click the **New Bookmark** icon on the bookmark ribbon to the left, or



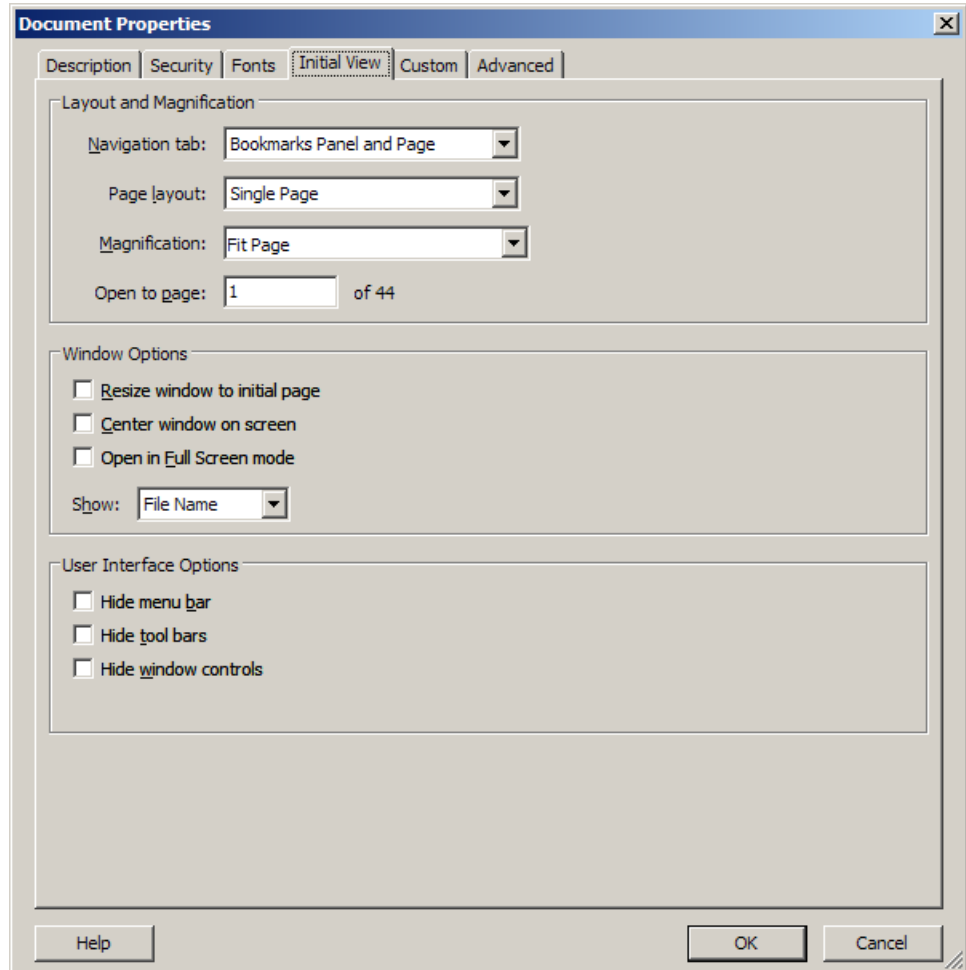
- b. Press **Ctrl + B**, or
- c. Right click and select **Add Bookmark**.



6. When finished, check that all the bookmarks are listed and are in the correct order.
7. When creating bookmarks manually, set up the PDF so that when it opens, the bookmarks appear automatically. To do this, go to **File > Properties (Ctrl+D)** and select **Initial View**. Set the following:
 - a. *Layout and Magnification*:
 - i. *Navigation Tab*: Bookmarks Panel and Page
 - ii. *Page Layout*: Single Page

- iii. *Magnification*: Fit Page
- iv. *Open to Page*: 1
- b. *Window Options*: Leave all unchecked
 - i. *Show*: File Name
- c. *User Interface Options*: Leave all unchecked

Note: Check the page number after inserting the cover and reset it to 1 if it has changed.

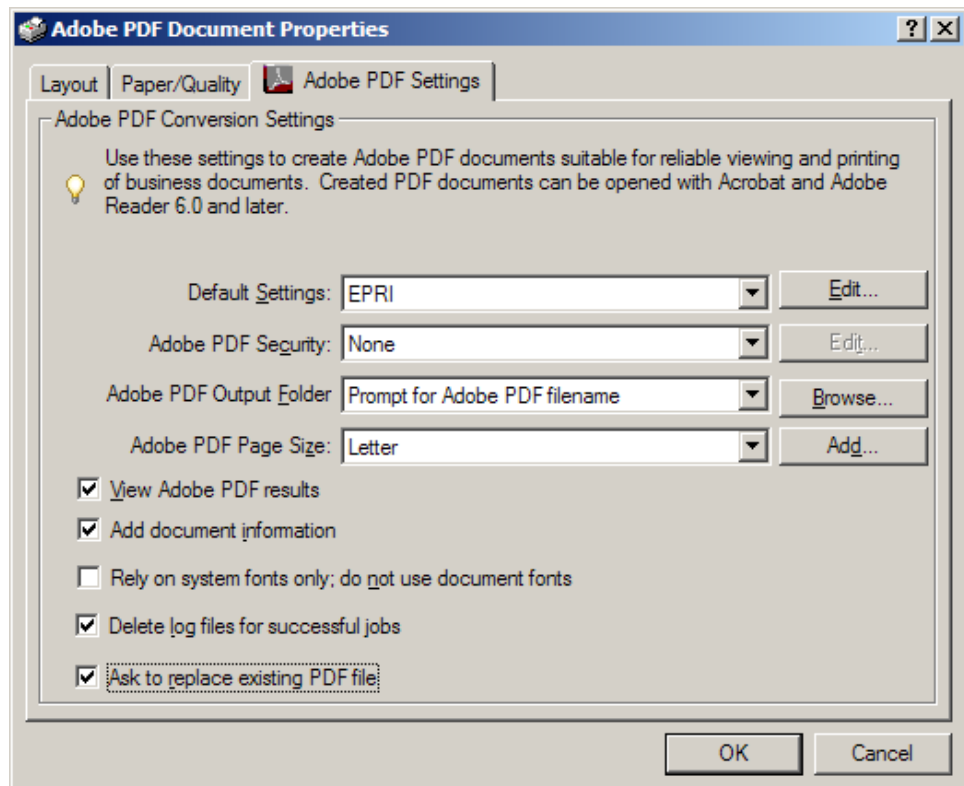


Note: When creating a PDF from a multi-file template document, combine the individual PDF files into one complete file. Then create the bookmarks following the same directions as above.

Printing to a PDF

Occasionally printing directly to PDF is necessary, such as when creating individual pages or PDFing a cover in InDesign.

1. Go to **File > Print**.
2. Select **Adobe PDF** as the printer.
3. Click **Properties** and set the following:
 - a. *Default Settings*: EPRI
 - b. *Adobe PDF Security*: None
 - c. *Adobe PDF Output Folder*: Prompt for Adobe PDF filename
 - d. *Adobe PDF Page Size*: Letter (unless this is a nonstandard page size such as a foldout)
 - e. Select **View Adobe PDF results**
 - f. Select **Add Document Information**
 - g. Select **Delete log files for successful jobs**
 - h. Select **Ask to replace existing PDF file**

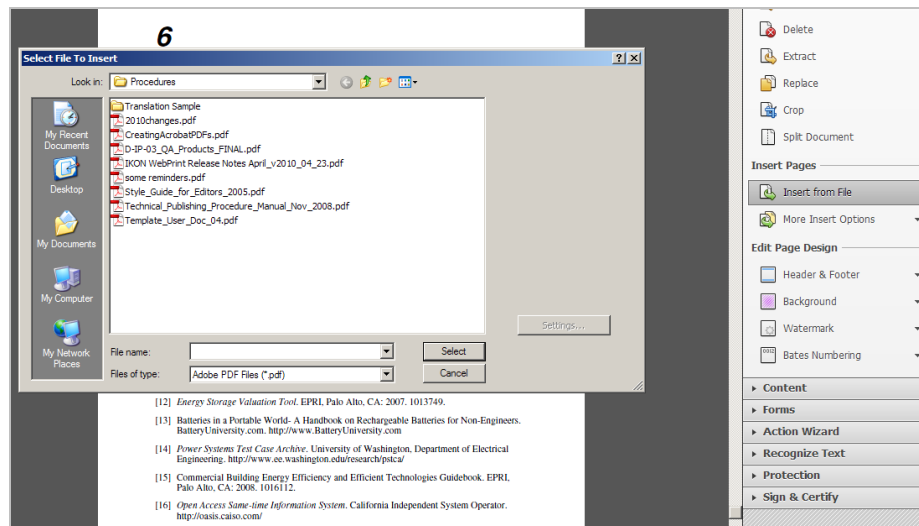


Inserting Pages into a PDF Document

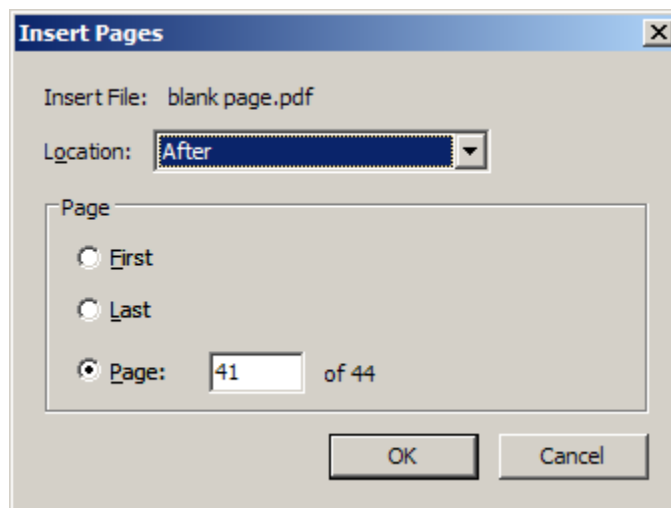
1. Open the PDF document.
2. Click the **Tools** button on the top right of the screen.
3. Click **Pages**.
4. Click **Insert from File**.

Note: Or press **Shift + Ctrl + I**.

5. Browse to find the PDF file to insert.



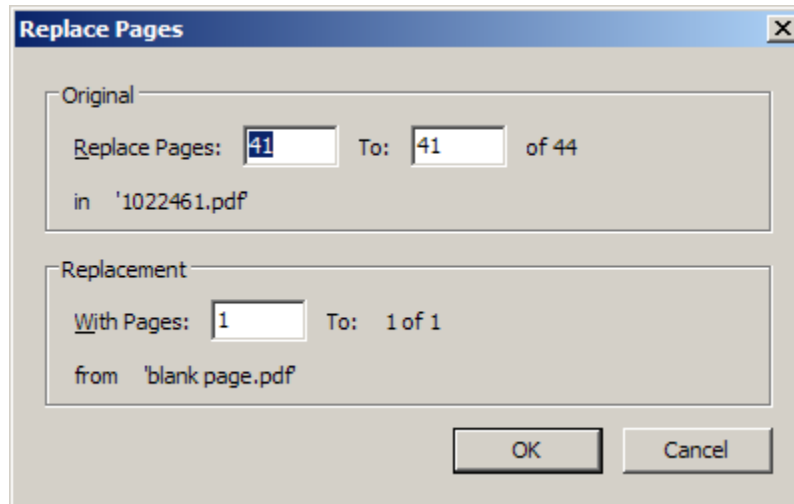
6. Indicate whether to insert the new page before or after the current page.



Note: If there are headers on the inserted page, create or update bookmarks for them.

Replacing Pages in a PDF Document

1. Open the PDF document.
2. Click the **Tools** button on the top right of the screen.
3. Click **Replace**.
4. When prompted, browse to find the PDF file to use.
5. Indicate the page number(s) to be replaced.

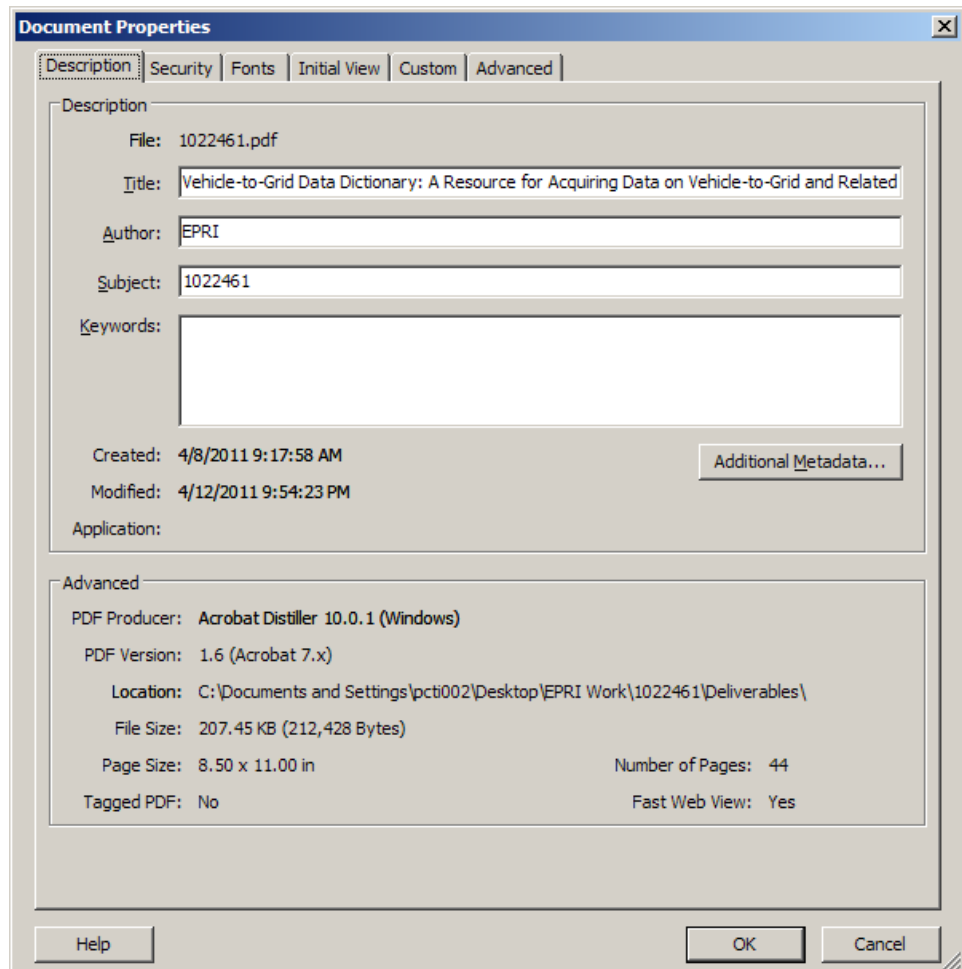


6. Click **OK**.

Adding the Title and Product ID Number to the Document Summary Tab

In all PDF files, please be sure to do the following:

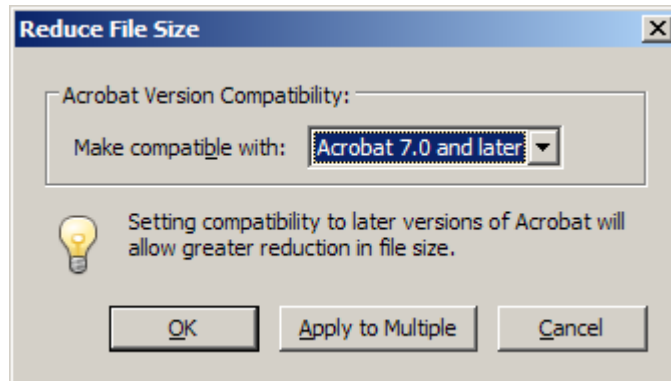
1. Go to **File > Properties** (Ctrl+D) and select **Description**.
2. Copy the title and subtitle of the report and paste them into the *Title* line.
3. Type EPRI into the *Author* line.
4. Copy the Product ID number of the report and paste it into the *Subject* line.
5. Click **OK** and then save the document.



Saving a PDF

If using a PDF document online, use the *Reduce File Size* feature. To preserve the correct Acrobat version compatibility of EPRI documents, use the following procedure.

1. Go to **File > Save As > Reduced Size PDF**.
2. *Make compatible with:* Acrobat 7.0 and later.
3. Click **OK**.



4. Go to **File > Properties** (Ctrl+D) and select **Description**.
5. Verify that the file location and name are correct.
6. Click **Save**.

Note: The *PDF Information* field (**File > Properties > Description**) should read **PDF Version: 1.6 (Acrobat 7.0)**.

