

Using Adobe PDFMaker 4.0 for Microsoft Word 97 and Microsoft PowerPoint 97

Adobe® PDFMaker 4.0 allows you to create Portable Document Format (PDF) files directly from Microsoft® Word 97 or Microsoft PowerPoint® 97. With Adobe PDFMaker, you can convert Word files using either PDFWriter or Acrobat® Distiller®, and you can convert PowerPoint files using Acrobat Distiller. In addition, you can choose whether the resulting PDF files are compatible with Acrobat 3.0 (PDF 1.2) or Acrobat 4.0 (PDF 1.3). After the files are converted to PDF, you can view them immediately using Adobe Acrobat or Acrobat Reader.

PDF files converted from Word are cropped to match the Word page size. PDF files created from PowerPoint are cropped to match the PowerPoint slide presentation size, and slide transitions are also preserved.

Software requirements

Before you can use Adobe PDFMaker and view the resulting PDF documents, you must have certain programs installed on your system.

Adobe PDFMaker for Microsoft Word 97

You must have the following programs installed on your system:

- Microsoft Word 97 and one of the following: Windows® 98, Windows 95, or Windows NT® 4.0
- Adobe Acrobat 4.0

Adobe PDFMaker for Microsoft PowerPoint 97

You must have the following programs installed on your system:

- Microsoft PowerPoint 97 for Windows 95 or Windows NT 4.0
- Adobe Acrobat 4.0

Important: Adobe PDFMaker for PowerPoint 97 and Word 97 is not compatible with previous versions of Microsoft PowerPoint or Word.

Installing Adobe PDFMaker

Adobe PDFMaker for Microsoft Word and Microsoft PowerPoint installs automatically when Acrobat 4.0 is installed. The next time you run Word or PowerPoint after installing Acrobat 4.0, the PDFMaker command appears in the File menu (Word) and an Adobe Acrobat icon appears on the tool bar (Word and PowerPoint). If you install Word or PowerPoint after installing Acrobat, you'll need to reinstall Acrobat 4.0 before you can use PDFMaker.

Using Adobe PDFMaker with Word 97

In a Word document, you can use the Create PDF file command in the Word File menu, or you can use the Acrobat icon on the tool bar to convert your document to PDF. Either route allows you to choose between PDFWriter or Distiller.

Before you decide whether to use the PDFWriter or Acrobat Distiller option to convert your documents, you should understand the differences between the two processes:

- PDFWriter generates PDF files automatically, using default settings in a simple one-step process. This method is recommended for converting simple text files of modest size that do not contain graphics, tables, links, or images. The resulting PDF files have basic functionality.
- Distiller generates PDF files using a two-step process in which the Word file is first converted to PostScript and then to PDF. The conversion to PostScript in the first part of the process provides robust compression that results in high-quality output. Distiller allows you to set a variety of job options that determine the appearance and functionality of the PDF file. This method works best for converting large text files, or files containing graphics, tables, and images. Distiller also allows PDFMaker to create a robust PDF document containing structured bookmarks, links, text notes, or other document information. The following table lists the document elements you can control when converting a file to PDF.

Document element	Converts To
Headings and paragraph styles	PDF bookmarks
Heading levels and paragraph styles	PDF structured bookmarks
Page numbers in table of contents	Links to the destinations in the document
Figures in list of figures	Links to the destinations in the document
Footnotes and endnote citations	Links to the notes themselves
Comments	PDF text notes
Text boxes	PDF article threads
Document properties, such as author and creation date	PDF document information
Cross-references within a document	PDF links
Links to other documents	PDF links
Links to destinations within a PDF document, or to another PDF document	PDF links
Uniform Resource Locators (URLs)	PDF Weblinks

Using the PDFWriter option with Word 97

The PDFWriter option is an automatic process that uses default settings to convert your document to PDF. For optimum results, use PDFWriter for converting simple text documents to PDF.

To convert a Word document using PDFWriter:

- 1 Do one of the following:
 - Click the Adobe Acrobat icon on the application tool bar.
 - Choose File > Create PDF file.
- 2 Click the General tab in the Acrobat PDFMaker 4.0 For Microsoft Word dialog box, and select Use Acrobat PDFWriter.
- 3 Select Prompt For The PDF Filename if you want to be able to specify where to place the PDF file. Otherwise your file will be saved in the same location as your Word document. If the Word file is a new file (that is, if it has not been saved), the PDF file will be placed in your Windows temp directory.
- 4 Select Report Errors to display an error log window should problems arise during the conversion.
- 5 Click Apply.
- 6 Generate the PDF file in one of the following ways:
 - Click Create. A dialog box will appear, asking you to confirm your selection or to select Distiller. You can select Don't Warn Me Again to disable this message. To continue, click OK.
 - Click Email to create a new e-mail message with the PDF file as an attachment. Your e-mail program is launched so you can create a message and send it with the PDF attachment.

Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your e-mail application. Most e-mail applications come with a MAPI server to handle this interface. For information on how to configure your system, see "E-mailing documents from Acrobat (Windows)" on page 215 of the online *Adobe Acrobat 4.0 User Guide*.
- 7 If you selected Prompt For The PDF Filename, the Save PDF File As dialog box will appear. Specify where you want to place the file, and specify the filename. Click Save.

Using the Distiller option with Word 97

The PDFMaker Distiller option provides a variety of settings that allow you to determine the appearance and functionality of the resulting PDF file. This is of particular importance for documents containing tables or graphics.

To convert a Word document using the PDFMaker Distiller option:

- 1 Open a Word file, and do one of the following:
 - Choose File > Create PDF File.
 - Click the Adobe Acrobat icon on the application tool bar.
- 2 Click the General tab in the Acrobat PDFMaker 4.0 For Microsoft Word dialog box. Select Use Acrobat Distiller, and select Print Via Distiller's Printer to ensure that PDFMaker creates the PDF file using Acrobat Distiller. You can then choose from the following Distiller Settings in the pop-up menu.

- The Screen Optimized job options are suggested for PDF files that will be displayed on the World Wide Web or an intranet, or that will be distributed through an e-mail system for on-screen viewing. This set of options uses compression, downsampling, and a relatively low resolution; converts all colors to CalRGB, CalGray, or Lab; maintains compatibility with Acrobat 3.0; and embeds subsets of all fonts used in the file (except the Base 14 fonts, which are not embedded) to create a PDF file that is as small as possible.
- The Print Optimized job options are suggested for PDF files that are intended for desktop printers, digital copiers, publishing on a CD, or sending to a client as a publishing proof. In this set of options, file size is important, but it is not the only objective. 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, tags everything for color management, and prints to a medium resolution to create a reasonably accurate rendition of the original document. PDF files created using the Print Optimized job options are compatible with Acrobat 4.0 or later only.
- The Press Optimized job options are suggested for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example. In this case, file size is not a consideration. The objective is to maintain all the information in a PDF file that a commercial printer or service bureau will need to print the document correctly. This set of options downsamples color and grayscale images at 300 dpi, monochrome images at 1200 dpi, embeds subsets of all fonts used in the file, prints to a higher resolution, and uses other settings to preserve the maximum amount of information about the original document. PDF files created using the Press Optimized job options are compatible with Acrobat 4.0 or later only.

Note: You may create a customized option selection by resetting the default compatibilities of the Screen Optimized, Print Optimized, or Press Optimized job options. You create custom Distiller settings by opening the Distiller application. Your custom settings will appear both in the Distiller pop-up menu and the PDFMaker Distiller Settings pop-up menu. For more information, see “Setting Distiller job options” in the online Adobe Acrobat 4.0 User Guide.

- Prompt For The PDF Filename brings up a dialog box in which you can provide a filename for the document. Using a .pdf extension is recommended. This dialog box also allows you to place the file in a specific folder.
- View The PDF File After Creating It brings up the PDF version of the file automatically after it is converted. Acrobat or Acrobat Reader is automatically launched to view the file.
- Report Errors displays a dialog box with an error log if problems occur during the conversion. This display interrupts the conversion process to notify you of errors, after which the conversion process continues.
- Delete The .ps And .log Files removes these files automatically after the conversion is complete.
- Restore Defaults returns the settings to their default state.

3 Click the Output tab. Select from the following options:

- Comments --> Notes converts comments to PDF text notes.
- Text Boxes --> Article Threads converts text boxes to PDF article threads.
- Page Labels converts numbers, such as ix, v, A-1, and so on, to their PDF equivalents.
- Convert Document Info converts document properties, such as author, subject, keywords, and so on, to their PDF equivalents.


- Cross-References & Table Of Contents Links converts cross-references into PDF links, and converts table-of-contents entries into PDF links to their destinations.
- Cross-Document Links converts hyperlinks that point to other documents into PDF links.
- Footnote And Endnote Links converts footnotes and endnotes into PDF links to the respective citations.
- Internet Links converts URLs to PDF Weblinks.

4 Select a Destination magnification:

- Inherit Zoom preserves the magnification setting of the original document.
- Fit Page resizes the page to fit entirely in the Acrobat window when displayed.
- Fit Width resizes the page so it fits the width of the Acrobat window when displayed.
- Fit Height resizes the page so it fits the height of the Acrobat window when displayed.
- Fit Visible resizes the page so its text and graphics are visible (width-wise) in the Acrobat window when displayed.

5 Click the Bookmarks tab. Select from the following options:

- Word Headings allows you to map heading levels (Heading 1 through Heading 9) to bookmarks.

 When a document contains paragraphs formatted using discontinuous heading levels, PDFMaker inserts blank bookmarks for each of the missing levels. For this reason it is recommended that you specify all heading levels within a given range.

- Word Styles allows you to map custom paragraph styles to bookmarks. You can also specify a hierarchy for the bookmarks by specifying a level—number one (1) is the highest level of the hierarchy, number two (2) the next level in the hierarchy, and so on.
- Document Structure allows you to specify structure data for headings, paragraph styles, and bookmarks. You can specify the following elements for structure: sections, headings, paragraphs, tables, lists, footnotes, links, references, table of contents, and indexes.

Note: If you are running Microsoft Office 97, you must have the Microsoft Office Service Release 2 (SR-2) installed to be able to use the PDFMaker Document Structure option.

- Save The File Automatically saves the Word file before the conversion process begins.

Note: This feature is enabled only when Document Structure is selected. It must be checked if Document Structure is selected.

- Destination Magnification allows you to choose between Inherit Zoom, Fit Page, Fit Width, Fit Height, or Fit Visible to represent the bookmark view when it is selected.

6 Select the elements from the list you want related to PDF bookmarks. An x appears when an element is selected. Click the number in the far right column to set the hierarchy level, if desired. Select an item a second time to turn off the selection. Click the appropriate tab to sort the styles list by Element, Type, Structure, Bookmark, or Level.

7 Click the Display options tab. Select from the following options:

- Link Appearance allows you to specify how links display when the PDF file is viewed. The Type options allow you to specify whether the links are invisible, visible with thin lines, or visible with thick lines. The Highlight options allow you to specify how links display when selected: None, Invert, Outline, or Inset. The Line Style options allow you to specify solid or dashed for line display. The Color options allow you to specify the color for links.
- Document Open Options allow you to specify the display parameters for the document when it first opens. You can specify whether or not the bookmark panel is visible, which page is displayed, and the magnification level in the file when it opens. You can set the magnification percentage (in relation to the original document page), Fit in Window, Fit in Width, Fit in Visible, or Default (Fixed).
- Text Notes allows you to specify the parameters for converting comments to PDF text notes. You can select which reviewer comments you want converted to text notes, set the text notes to automatically display open or closed, and set the color for the note. You can modify the properties for a particular reviewer by selecting the reviewer's name in the Reviewer list box. You can include that reviewer's comments as text notes by selecting the reviewer's name in the Review list and then selecting Include.

8 Click Apply.

9 Do one of the following:

- Click Create to generate the PDF file. In the Save PDF File As dialog box, specify where you want to place the file, and the file name. Click Save.

***Note:** If the Word document is a new file (that is, if it has not been saved), and if Prompt For The PDF Filename is not selected, the PDF file will be placed in your Windows temp directory. If the Word document is an existing file, the PDF file will be placed in the same location as the Word file.*

- Click Email to create a new e-mail message with the PDF file as an attachment. Your e-mail program is launched so you can create the message and send it with the PDF attachment.

Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your e-mail application. Most e-mail applications come with a MAPI server to handle this interface. For more information, see "E-mailing documents from Acrobat (Windows)" on page 215 of the online *Adobe Acrobat 4.0 User Guide*.

Using Adobe PDFMaker with PowerPoint 97

You can use PDFMaker to convert a PowerPoint 97 document to PDF using the Acrobat icon that PDFMaker installs in the PowerPoint tool bar. This conversion method invokes Acrobat Distiller; however, it does not give you direct access to the Distiller job options (as with Word). To verify the Distiller job option settings, or to modify them before you convert your PowerPoint file, you must open the Acrobat Distiller application. For an explanation of the Distiller settings, see "Using the Distiller option with Word 97" on page 3. For information on setting the Distiller job options, see "Setting Distiller Job Options" in the online *Adobe Acrobat 4.0 User Guide*.

***Note:** Although you can choose PDFWriter or Acrobat Distiller to create a PDF file from the PowerPoint Print dialog box, generating a PDF file in this manner will not use PDFMaker, and the resulting PDF files will not display transitions or have cropped pages.*

To convert a PowerPoint document using the PDFMaker Distiller option:

From within your PowerPoint document file, click the Adobe Acrobat icon on the tool bar. Your PowerPoint document is converted automatically to PDF. The pages of the PDF document are automatically cropped to the specified page size in PowerPoint, and the transition effects applied in PowerPoint are preserved in PDF.

The PDF file is placed in the same location as the original PowerPoint file. If the PowerPoint file is a new file (that is, if it has not been saved), the PDF file will be placed in the PDF Output directory in your Acrobat 4.0 application folder.

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Using Adobe® PDFMaker 4.0 with Microsoft® Word 97 and Microsoft PowerPoint® 97

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Protected by U.S. Patents 5,781,785; 5,634,064;5,860,074. Patents pending.

This product may contain an implementation of the LZW algorithm licensed under U.S. Patent 4,558,302.

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