This document outlines the following:

- Minimum requirements for supplied PDFS
- Common problems with supplied PDFs
- Our PDF conversion policy
- Acrobat Distiller conversion settings

Requirements for Supplied PDFs

Files that do not meet these requirements may delay the production process and will add additional time and expense to your project. Should you be submitting your project in PDF format, we suggest sending us a sample file prior to sending the entire project. This way we can review your file for accuracy well in advance of receiving all of your files.

- The PDF version should be 1.4 (or Acrobat 5.x compatible)
    - PDFs supplied as version 1.5 or higher may be converted to 1.4 (see our PDF Conversion Policy on page 2).
- Files should not have "file security" applied to them.
- All fonts must be accurately included in the PDF file as an "Embedded Subset." (see sample below)
    - We suggest using a Type 1 font like Helvetica, Times or a similar True Type font like Arial or Times New Roman.

> **To check your PDFs:** by going into the document properties window. From within the Acrobat software, go to the menu bar, pull down to "Document properties."

Acrobat 6 and 7 – Font Window
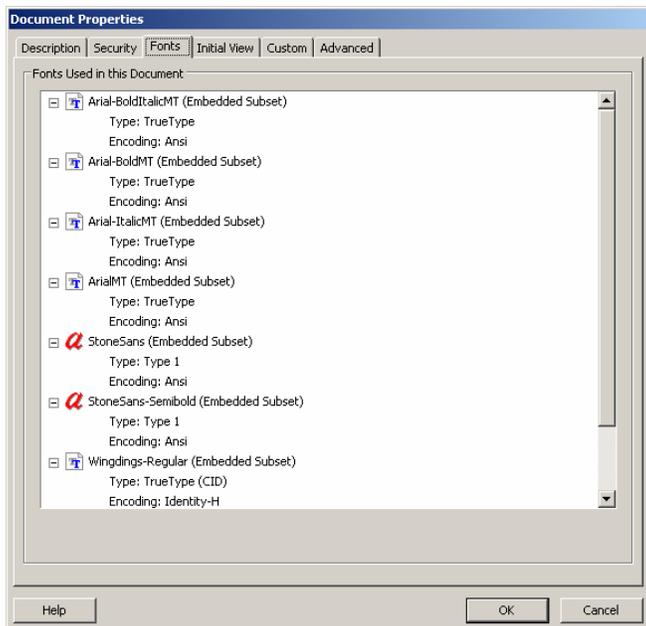
Acrobat 5 – Font Window
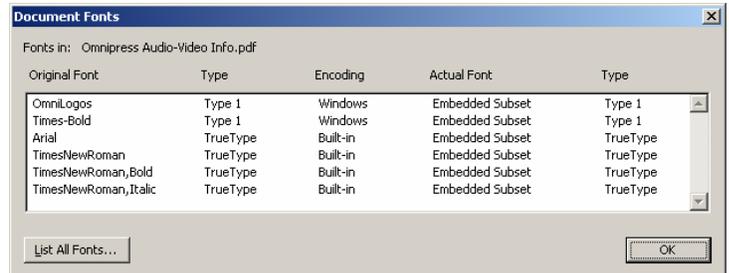
Common Problems with PDF Files

- Fonts, if not embedded correctly could be substituted automatically by a different font and cause inaccuracy in the content of the document.

- Documents converted from the LaTeX or TeX typesetting language into the Adobe's Postscript or PDF files usually contain fixed-resolution bitmap fonts that do display well on a variety of computer screens.

- Secure PDF files can cause problems with:

    o Opening the document

    o Printing the document

    o Indexing for searchability on CD-ROM products

    o Readability/Legibility of the document

Omnipress PDF Conversion Policy

In some cases, we may have to convert your supplied files from a newer version of PDF to an older PDF version. This may be due to maintaining the most compatible version of PDFs for CD (digital media) distribution or to comply with our current internal production technologies.

- Our CD-ROM products are distributed the free version of Acrobat 5.x which runs directly from the CD-ROM for Windows and Macintosh computers (Linux and Unix users must install the software on their hard drive). PDF files supplied in version 1.5 (Acrobat 6.x compatible) or 1.6 (Acrobat 7.x compatible) will be converted back to version 1.4 (Acrobat 5.x) to ensure all recipients of the CD can view the files.

- The same is true for our online product.

omni*press*
FROM START TO FINISH, WE KNOW HOW

Distiller Settings

This document will help you use the proper settings with the Adobe Acrobat Distiller® version 4.0 or 5.0 for submitting PDF files correctly. Acrobat 6 and 7 users can follow similar settings for each of the options.

Note to Macintosh users: while the screen shots used in this document were taken from Microsoft Windows, the same information applies unless otherwise specified.

Note: these are only suggested settings for compression, based on average use. You may need to experiment with these settings for results that best meet your needs. If, for example, you require your graphics to be the highest quality possible and file size is not an issue, turn off compression completely by unchecking all boxes. If file size is a concern (or if you are running into display slowdowns and/or printing problems) and you do not need graphics to be very high quality, you can adjust the Quality to Medium, lower the Color and Grayscale Resampling to between 72 and 100 dpi, and/or lower the Monochrome Resampling to 300 dpi.

Run Acrobat Distiller. From the Distiller menu, select Settings then Job Options...

General Tab:
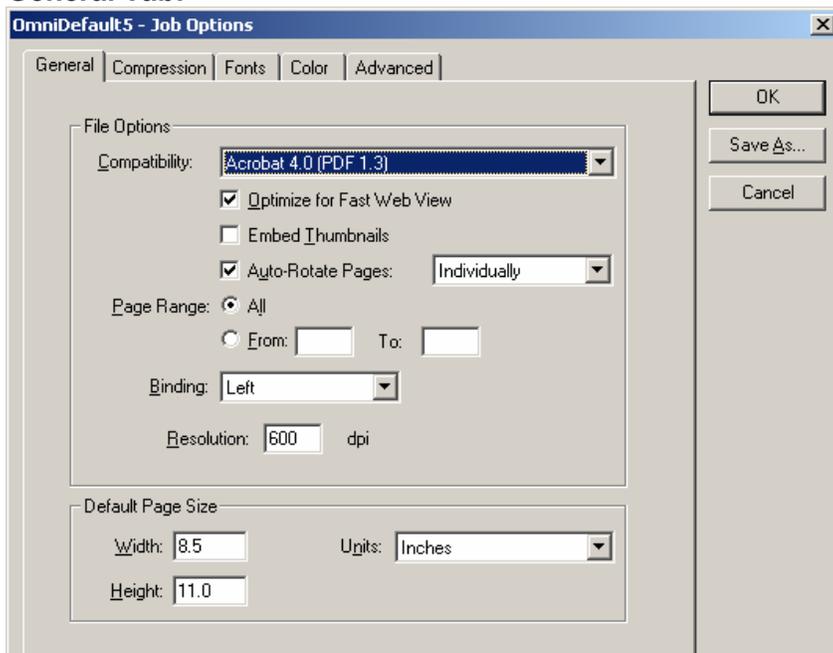
Compression Tab:
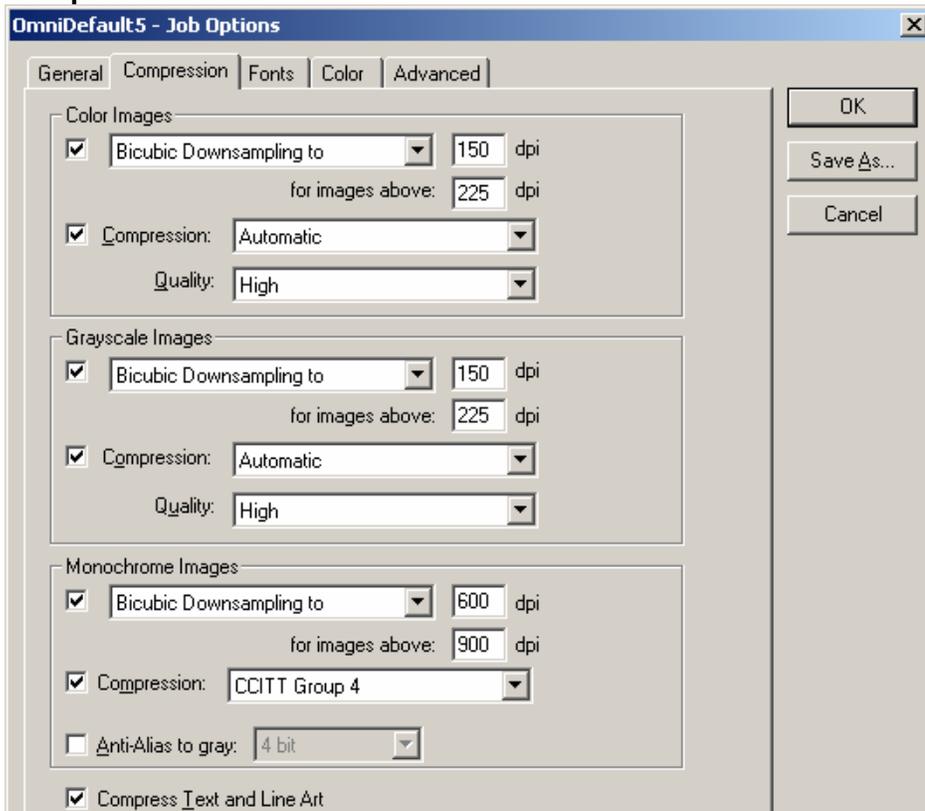
Fonts Tab:
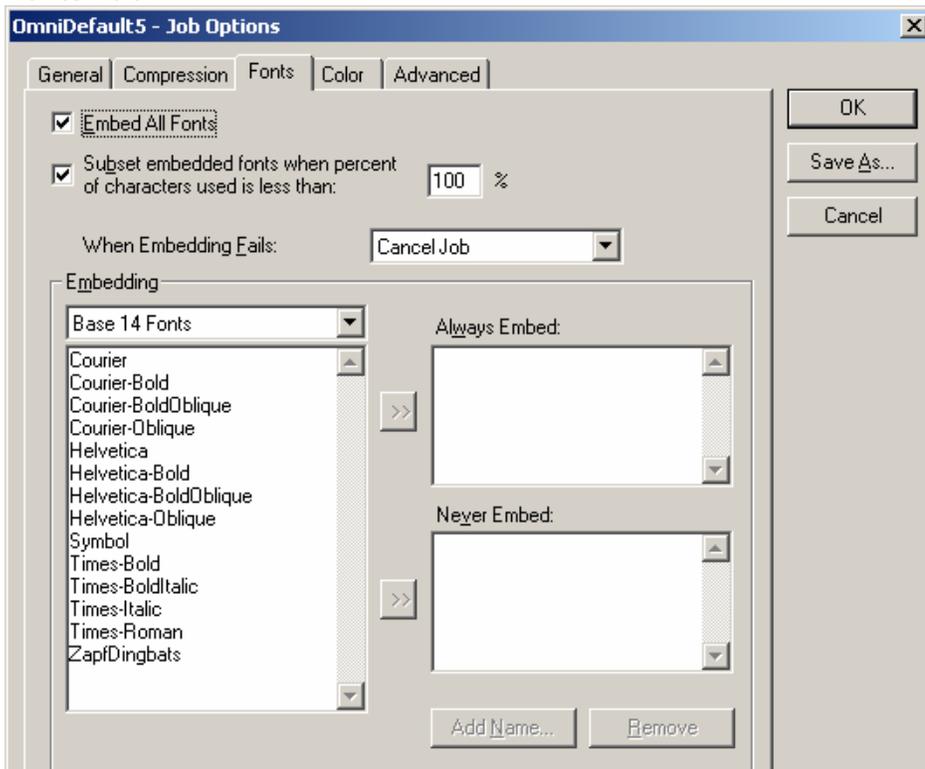
Color Tab:
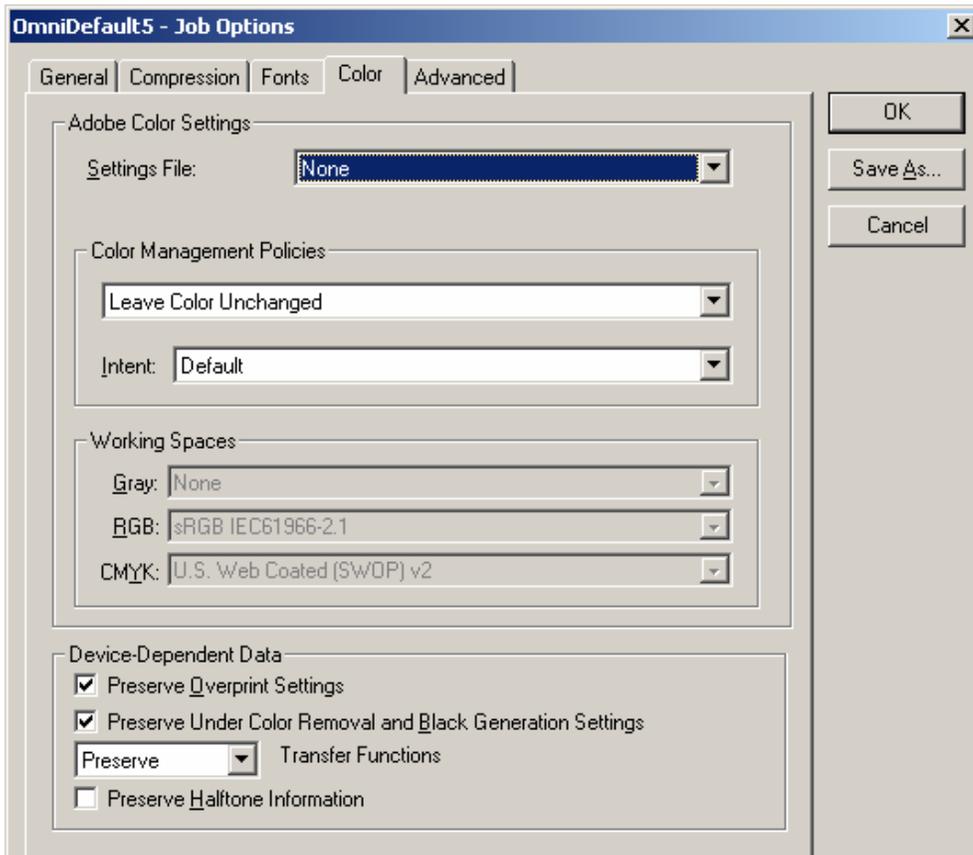
Advanced Tab:
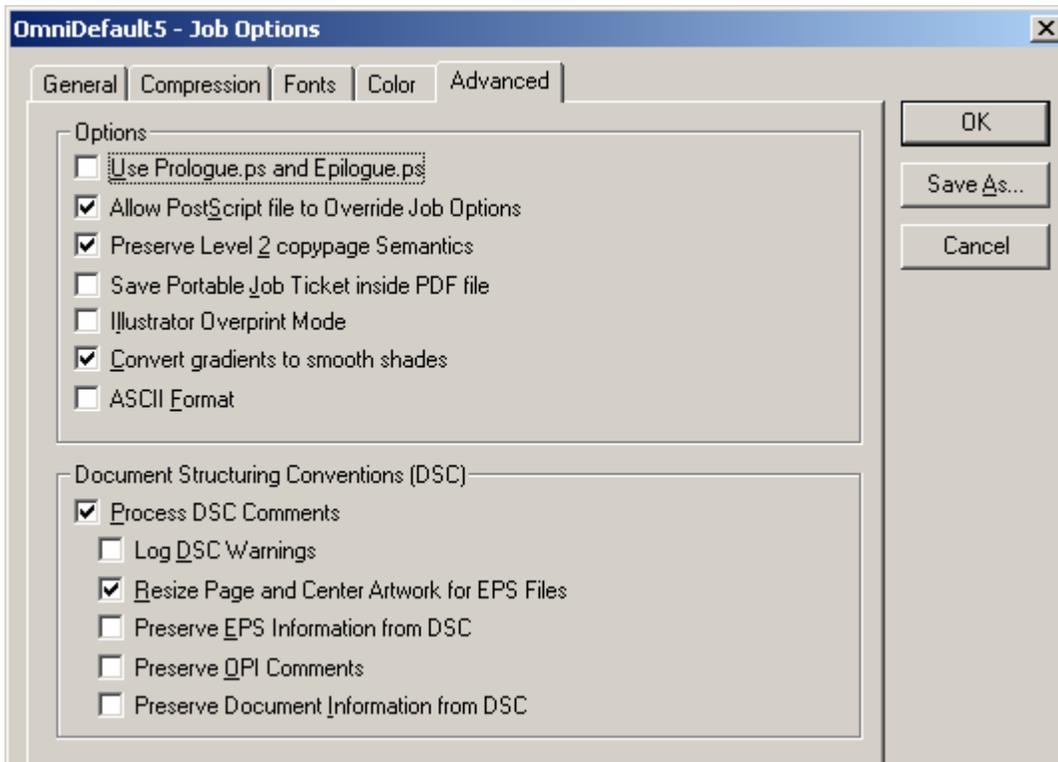
Saving your Distiller Settings

- Saving your custom settings allows you to use them again later and gives you easy access from the main window. Click the "Save As…" button and give your settings a name (do not delete the ".joboptions" suffix). Click Save.

- Click OK. Distiller will take a few seconds to change your default job parameters. You are now ready to begin processing PostScript or EPS files.

- Your custom Distiller settings can be accessed from the Job Options pull-down menu in the main window. You can also experiment with using the three settings installed with Acrobat Distiller to see if you get better results.

 8/29/05