

# XYCo Graphics Guidelines

## Importing graphics and converting to PDF

This document identifies the procedures for importing graphics into an Entrust FrameMaker document, and then converting the document to PDF format. These guidelines augment, or in some cases supersede, procedures outlined in the Entrust *Writer's Handbook*.

This document assumes that you have installed Adobe Acrobat Distiller, v.4.05 or higher and Adobe Type Manager v4.1 or higher.

The following list identifies the importing and converting procedures in this document.

- Updating your PostScript driver.
- Importing screen shots into FrameMaker
- Setting Adobe Distiller parameters
- Creating PDF files

# Updating your PostScript driver

In order to successfully convert a FrameMaker file to PDF format, you should have the most current Adobe Acrobat Distiller PostScript driver on your hard drive. The Acrobat Distiller printer driver should be listed with your default printer in any of your printer setup menus.

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**Note:** You can use your Generic PostScript Printer driver, or other PostScript printer driver in the same way that you use the Acrobat Distiller PostScript driver. However, FrameMaker technical support highly recommends selecting the Acrobat Distiller PostScript driver when converting FrameMaker documents to PDF format. This is because the Acrobat Distiller PostScript driver is a true PostScript driver, and can perform all of the functions needed for Distilling PDF files. FrameMaker does not consider the drivers for Generic PostScript Printer or PDF Writer, for example, to be true PostScript drivers.

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Using the correct PostScript driver avoids conversion problems. For example, an outdated PostScript driver can cause color images in a FrameMaker file to convert into gray scale images in the PDF.

To add an Acrobat Distiller PostScript driver or update your Acrobat Distiller PostScript driver, you need to do the following:

- check that you have the latest Acrobat Distiller PostScript driver
- install the latest driver

## Checking your current PostScript driver

The following procedure identifies the steps necessary to check your current Acrobat Distiller PostScript driver.

### To check the version of your Acrobat Distiller driver

- 1 Click Start>Settings>Printers.
- 2 Right-click on the Adobe Acrobat Distiller icon. If you have don't have a Distiller icon, you need to follow the steps for downloading the Acrobat Distiller driver.
- 3 Click Properties, and then click the Paper tab.
- 4 At the bottom of the Paper menu, click About.

The version of your current Adobe PostScript driver appears.

**For Windows 98** users, if the version is lower than 4.3.1, you need to update the driver. If you use Adobe Type Manager (ATM), you need at least version 4.4.1. To install AdobePS v4.4.1, download AdobePS Universal Installer v1.0.2.

For **Windows NT** users, if the version is lower than 5.1.2, you need to update the driver. To install AdobePS v5.1.2, download AdobePS Universal Installer v1.0.2.

For **Macintosh users with FrameMaker 5.5.6**, if the version is lower than 8.5.1, you need to update the driver.

For **Macintosh users with FrameMaker 6.0**, if the version is lower than 8.7, you need to update the driver.

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**Note:** For a data sheet on current PostScript drivers, refer to the Adobe web site at [www.adobe.com/support/database.html](http://www.adobe.com/support/database.html), and search for document #324684, which lists all drivers needed for all platforms.

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If the driver is up-to-date, but you are still having FrameMaker/PDF conversion problems, contact FrameMaker technical support at 206/675-6304.

## Installing the updated Distiller driver

The following procedure identifies the steps necessary to install the most current PostScript driver for Adobe Acrobat Distiller.

### To install the most current Acrobat Distiller driver:

- 1 Go to the Adobe web site at [www.adobe.com](http://www.adobe.com), and then from the tool bar click *Search/Sitemap*.
- 2 In the search field, type in the document number 319707.
- 3 Following the instructions in document 319707, remove your old printer driver.
- 4 Go to [www.adobe.com/support/downloads/main.html](http://www.adobe.com/support/downloads/main.html). In the Printer Drivers row, select your computer platform, and then click the PostScript driver (AdobePS) version you need to download. Read all the related information, and then click *Download*.
- 5 When prompted, direct the download to the Adobe/FrameMaker/PPD folder on your hard drive.
- 6 After downloading, exit the web site, open your file manager, and then launch the .exe file you just downloaded. Be sure to direct any new files to the same PPD folder, or the Acrobat Distiller option won't appear in FrameMaker print menus.
- 7 Restart your computer.

# Importing screen shots into FrameMaker

The Documentation department creates screen shots using PaintShop Pro or Adobe PhotoShop. To minimize the size of graphics files, the TIFF or PNG image should use the fewest bits needed to represent all of the colors used in the original screens. Most menus and windows look correct at 256 colors, 8 bits, 150 dpi. However, some images may require more colors (bits). You may need to experiment. Note that PaintShop Pro creates PNG images only at 72 dpi, yet displays acceptable quality when imported into FrameMaker at 150 dpi.

The following list identifies the preparations and procedures needed to import a screen shot.

- Preparing the desktop for screen shots
- Importing a screen shot

## Preparing the desktop for screen shots

Before importing a screen shot, you need to make the appearance of your desktop conform to Entrust standards, which means using the standard Windows color scheme. The following procedure identifies the steps necessary to change the appearance of your desktop.

- 1 Select Start>Settings>Control Panel, and then double-click the Display icon.
- 2 In the Display Properties menu, click the Appearance tab.
- 3 In the Scheme list box, select *Windows Standard*.
- 4 Click *OK*.

Your desktop now displays the standard Windows color scheme.

## Importing a screen shot

The following procedure identifies the steps necessary to import a screen shot.

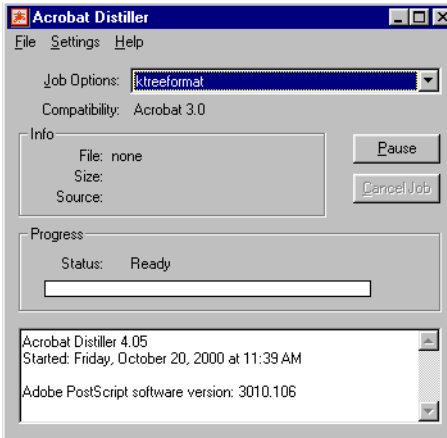
### To import a screen shot

- 1 In FrameMaker, position the cursor at the end of the paragraph that precedes the graphic being imported.
- 2 Click *ALT-F, I, F*
- 3 In the Import menu, select *Import by Reference*.
- 4 Highlight the image filename, and then click the *Import* button.

- 5 If the Import Unknown File Type menu appears while importing a PNG, select *Portable Network Graphics*, and then click the *Convert* button.
- 6 In the Imported Graphic Scaling menu, select *150 dpi resolution*, and then click *Set*.

The screen shot appears within a close-fitting anchored frame.

**Figure 1:** Screen shot; a PNG created at 72 dpi, and then imported at 150 dpi.



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**Note:** For other details about formatting a graphic after importing, refer to the *Writer's Handbook*.

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# Setting Acrobat Distiller parameters

Before converting any file to PDF format, you need to make proper settings in Adobe Acrobat Distiller. The settings that follow are tested and recommended for either print or electronic display.

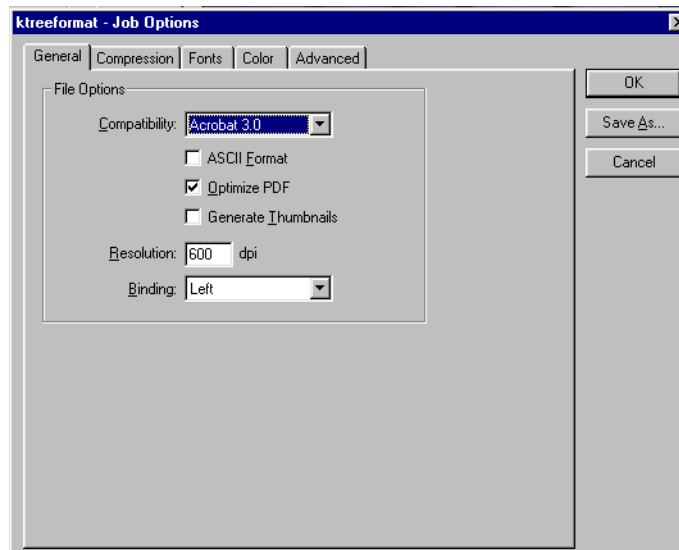
## Setting and saving the Distiller parameters

The following procedure identifies the steps for setting and saving Acrobat Distiller parameters.

### To set General parameters

- 1 Launch Adobe Acrobat Distiller.
- 2 From the Acrobat Distiller main menu, select Settings>Job Options.
- 3 From the General menu, and in the Compatibility list box, select *Acrobat 3.0*, so that users with lower versions of Acrobat Reader can read your PDFs.
- 4 Select *Optimize PDF*, and then clear the other check boxes.
- 5 In the Resolution text field for dpi, type **600**.
- 6 In the Binding list box, select Left.

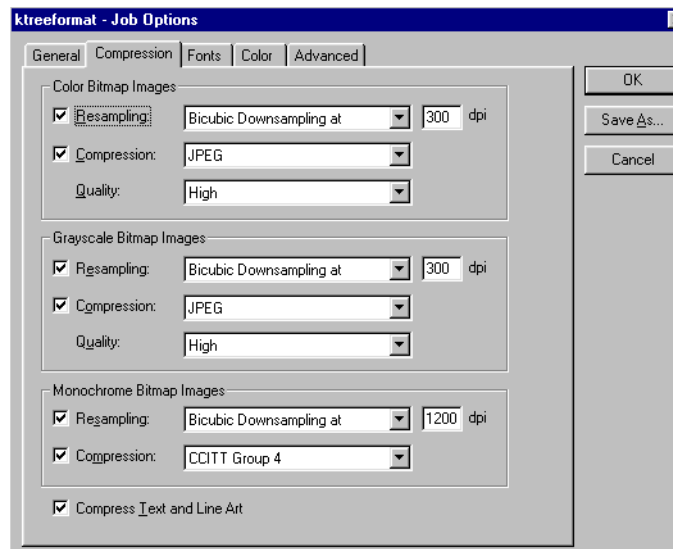
**Figure 2:** General menu with recommended settings



### To set Compression parameters

- 1 Click the Compression tab.
- 2 In the Compression menu, and in the Color Bitmap dialog box,
  - select *Resampling*. In the adjacent list box select *Bicubic Downsampling At*, and then type **300** in the dpi text field.
  - Select *Compression*, and then in the adjacent list box select *Automatic*.
  - In the Quality list box, select *High*.
- 3 In the Grayscale Bitmap Images dialog box,
  - select *Resampling*. In the adjacent list box select *Bicubic Downsampling At*, and then type **300** in the dpi text box.
  - Select *Compression*, and then in the adjacent list box select *Automatic*.
  - In the Quality list box, select *High*.
- 4 In the Monochrome Bitmap Images dialog box,
  - select *Resampling*. In the adjacent list box select *Bicubic Downsampling At*, and then type **1200** in the dpi text field.
  - Select *Compression*, and then in the adjacent list box choose *CCITT Group 4*.
- 5 At the bottom of the Compression menu, select *Compress Text and Line Art*.

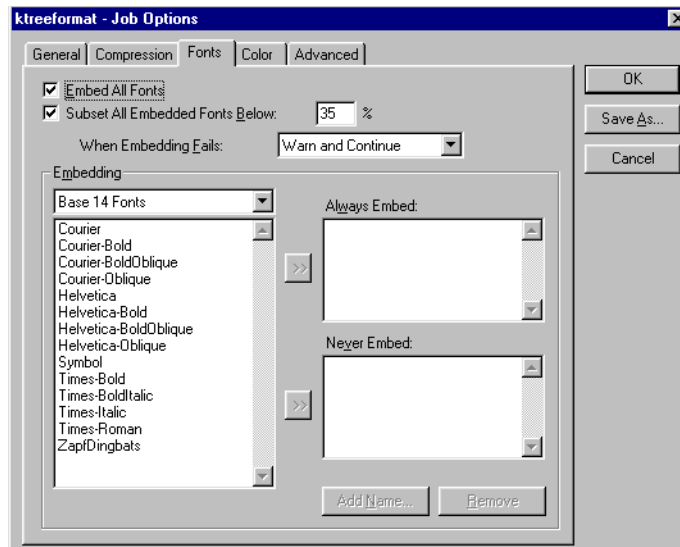
**Figure 3:** Compression menu with recommended settings



### To set Font parameters

- 1 Click the Fonts tab.
- 2 In the Fonts menu, select *Embed All Fonts and Subset All Embedded Fonts Below*, and then type **35** in the percentage text field.  
Selecting *Embed All Fonts* means that you are selecting to embed only fonts that appear in your document.
- 3 In the list box for When Embedding Fails, select *Warn and Continue*.
- 4 In the Embedding list box, select *Base 14 Fonts*.
- 5 Be sure the Always Embed list box is empty.
- 6 Be sure the Never Embed list box is empty.

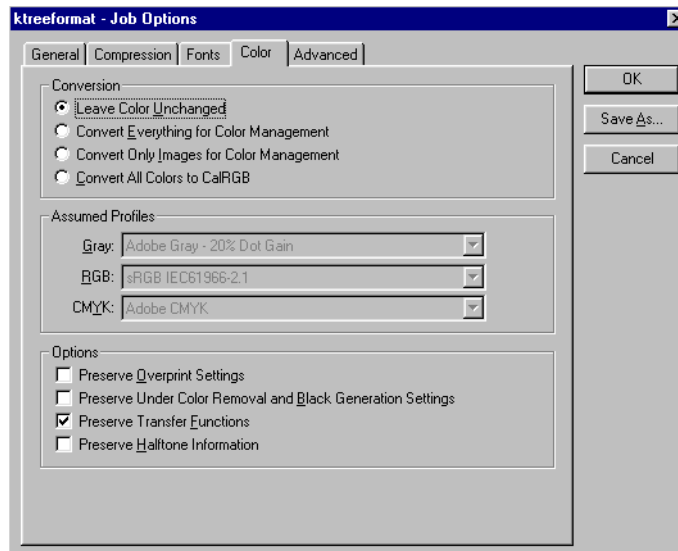
**Figure 4:** Fonts menu with recommended settings



### To set Color parameters

- 1 Click the Color tab.
- 2 In the Color menu, and then in the Conversion dialog box, select *Leave Color Unchanged*, and then clear the three remaining check boxes.
- 3 In the Options dialog box, select *Preserve Transfer Functions*, and then clear the remaining check boxes.

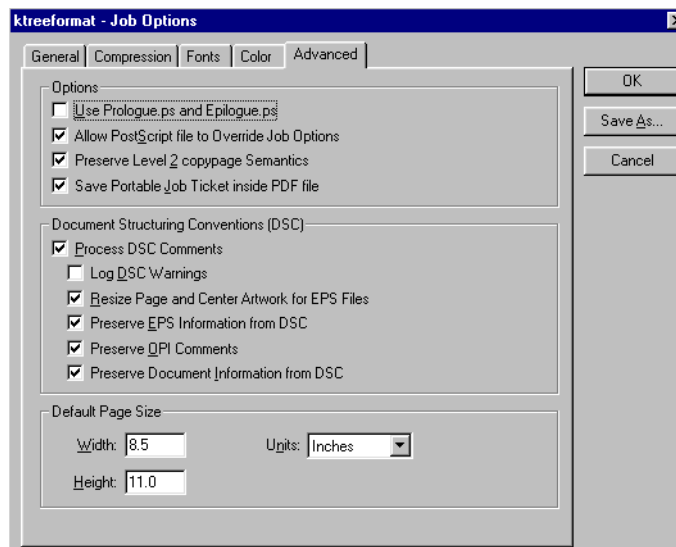
**Figure 5:** Color menu with recommended settings



### To set Advanced parameters

- 1 Click the Advanced tab.
- 2 From the Advanced menu, and then in the Options dialog box, clear *Use Prologue.ps and Epilogue.ps*, and then select the remaining three check boxes.
- 3 In the Document Structuring Conventions dialog box, select all of the check boxes except *Log DSC Warnings*.
- 4 In the Default Page Size dialog box,
  - type **8.5** for Width,
  - type **11.0** for Height,
  - and select *Inches* for Units.

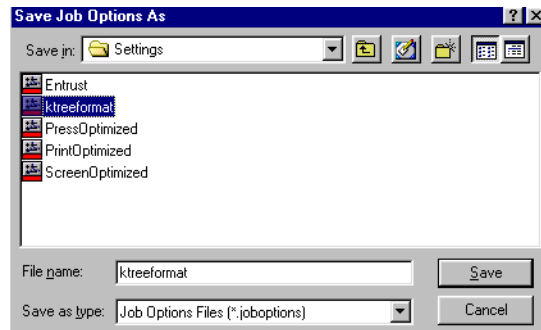
**Figure 6:** Advanced menu with recommended settings



### To save new Acrobat Distiller parameters

- 1 From the Advanced menu (or from any of the Distiller Job Options menus), click Save As.
- 2 Type in the name under which you'd like the settings saved (e.g., KTreeFormat or EntrustFormat) - OR - click on an existing file to overwrite that file's settings.
- 3 Click Save.

**Figure 7:** Save As menu



# Creating PDF Files

After creating a FrameMaker book and setting the proper Acrobat Distiller parameters, you are ready to convert the book to PDF format.

## Printing to disk or saving as a PDF?

The easiest way to convert a FrameMaker book (or file) to PDF is to save the book in PDF format. However, FrameMaker technical support recommends that you first print the book to a PostScript file (.ps), and then open Adobe Acrobat Distiller to save the PostScript file in PDF format. Technicians say the shorter “save as” method occasionally uses default Distiller settings that you did not specify. The manual “print to disk then distill” method ensures use of all of your Distiller settings.

To create an optimal PDF version of your FrameMaker document you must do the following:

- print the book to disk
- open Acrobat Distiller and save the print file in PDF format

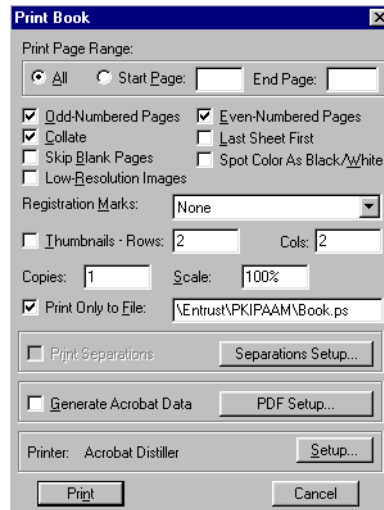
## Printing to disk

The following procedure identifies the steps to print a FrameMaker book to a PostScript (.ps) file on your hard drive.

### Printing the book to a PostScript file (.ps)

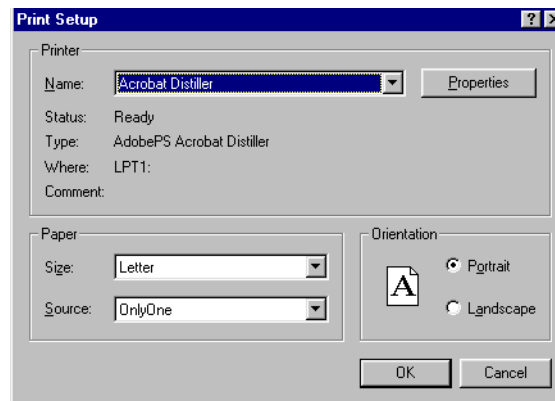
- 1 In FrameMaker, open a book file, and select File>Print Book.

**Figure 8:** Print Book menu with recommended settings



- 2 At the bottom of the Print Book menu, in the Printer dialog box, select Setup, and then select Acrobat Distiller as your current printer.

**Figure 9:** Print Setup menu with recommended settings



You do not need to make any other settings in the Print Setup menu, since Acrobat Distiller properties you have already saved will override these options.

- 3 In the Print Book menu, click the *Only to File* check box, and specify the directory and filename for the PostScript version of your book.
- 4 In the Print Page Range dialog box, click *All*.
- 5 Select the check boxes for *Odd-Numbered Pages*, *Even-Numbered Pages*, and *Collate*.

- 6 Select whether or not you want registration marks.
- 7 Be sure the scale is set at 100%.
- 8 Click *Print*.

The Postscript file combining all book chapters is printed in the directory you specified. This can take a few moments, since a PostScript file is large. For example, a FrameMaker book of 5 MB can convert to a Postscript file of 50 MB.

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**Attention:** Be sure you have enough disk space to accommodate printing several books to disk.

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## Distilling the PostScript file to PDF

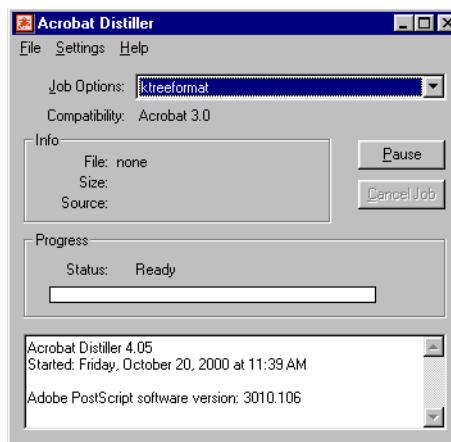
The following procedure identifies the steps to distill the PostScript (.ps) you just created, thereby converting the document to PDF format.

### Distilling the PostScript (.ps) file to PDF format

- 1 Launch Acrobat Distiller 4.05 or higher.
- 2 In the Job Options list box, select the filename under which you saved Acrobat Distiller parameters, for example *KTreeformat* or *Entrustformat*.

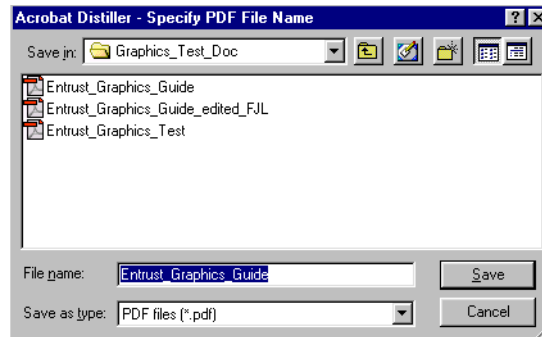
For details on making these settings, refer to the section in the document “Setting Acrobat Distiller Parameters”.

**Figure 10:** Acrobat Distiller main menu, job option selected



- 3 Select *File>Open*, highlight the PostScript (.ps) file you wish to convert to PDF, and click Open.

**Figure 11:** Distiller Specify PDF Name menu



- 4 In the Distiller Specify PDF Name menu, type in the name of the PDF.
- 5 Click *Save*.  
The PostScript file is converted to PDF format. This may take a few moments.
- 6 To test the conversion, open Acrobat Reader and view the PDF document.

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**Note:** For details on how a PDF file should appear, refer to the *Entrust Writer's Handbook*.

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