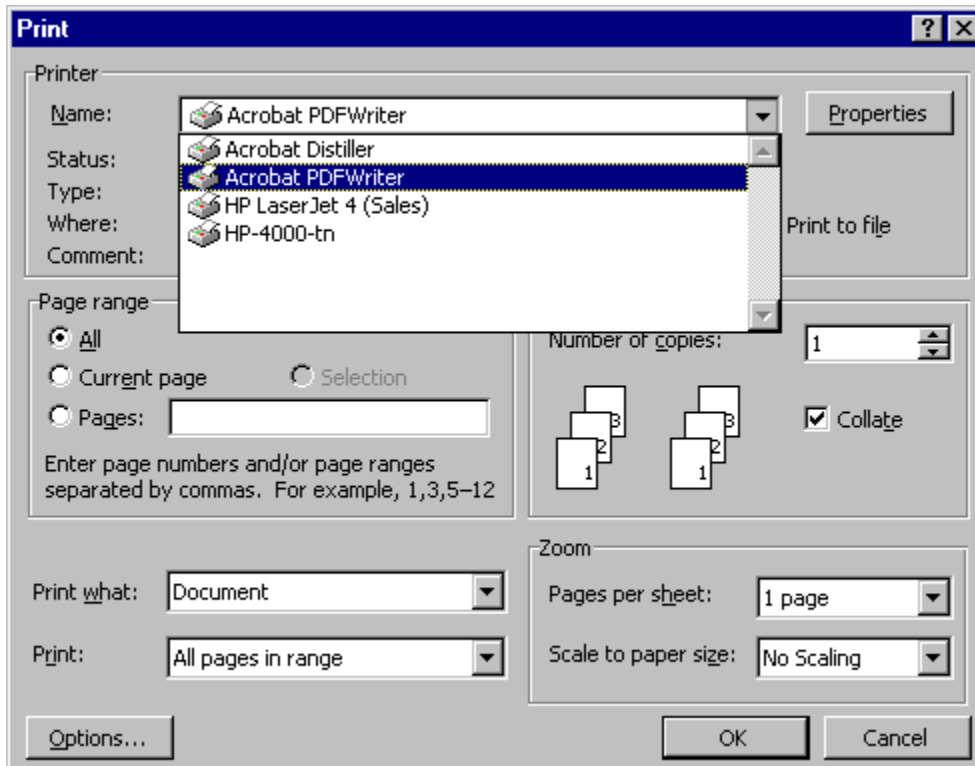


How to make a PDF (Portable Document Format)

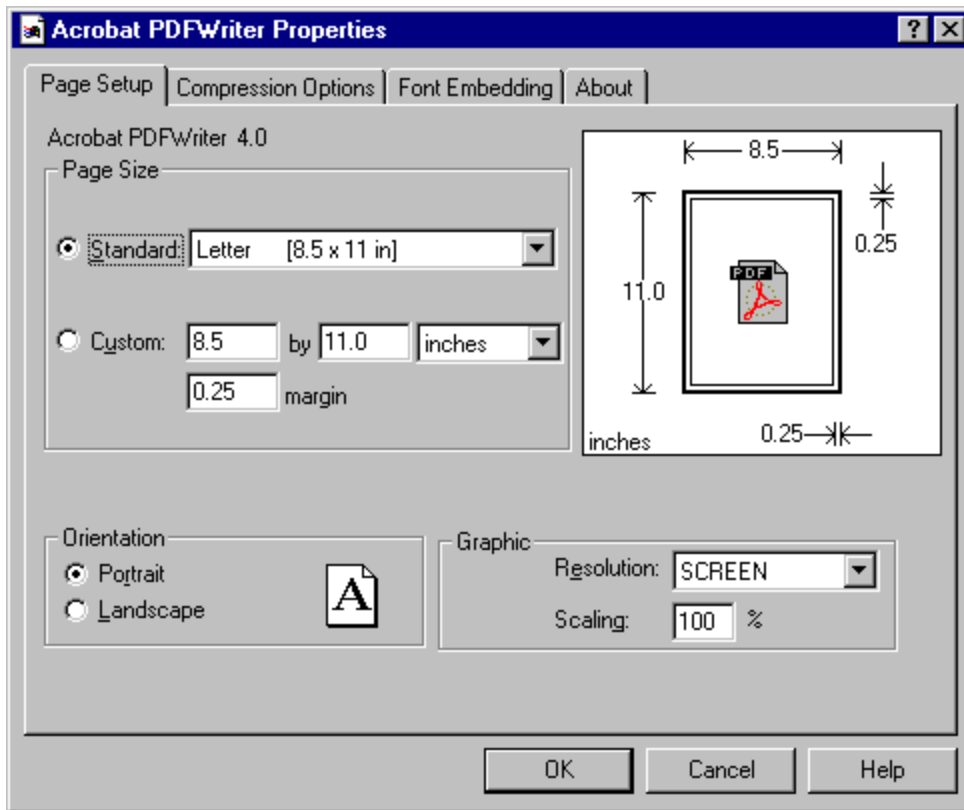
(You must have a complete version of Adobe Acrobat installed on your computer to make a PDF.)

Use the following instructions to help you create PDF files with the proper settings and features for printing.

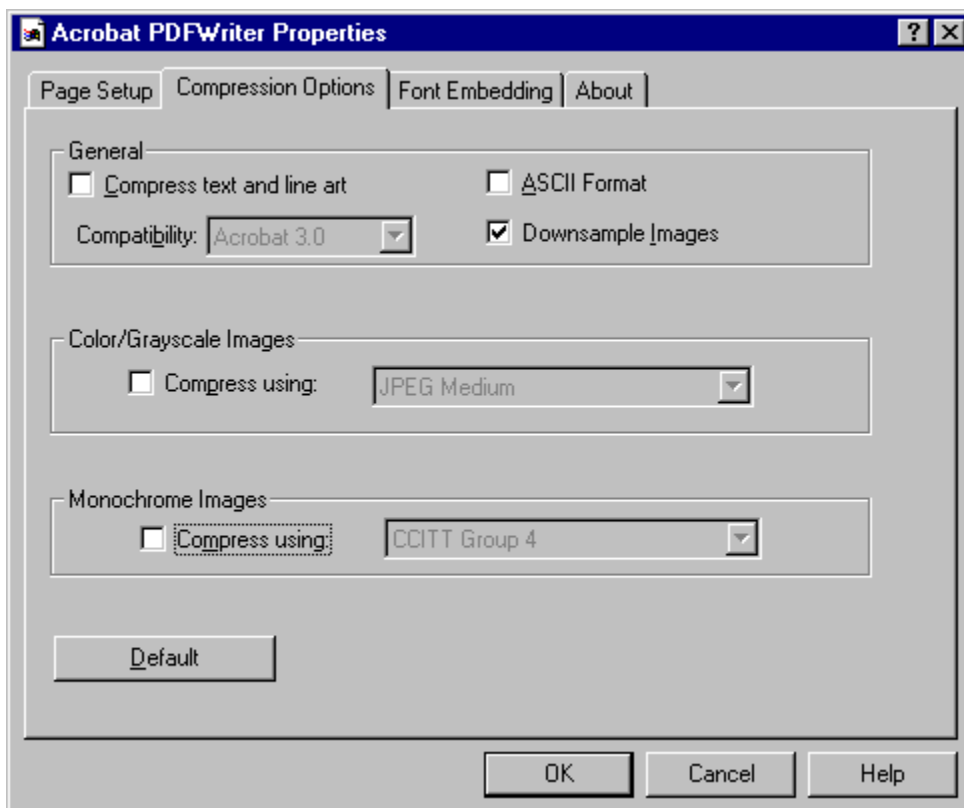
1. From the **file** menu, select **print** to get the print window (Figure A.1 below).
2. From the print window, select **Acrobat PDF Writer**.



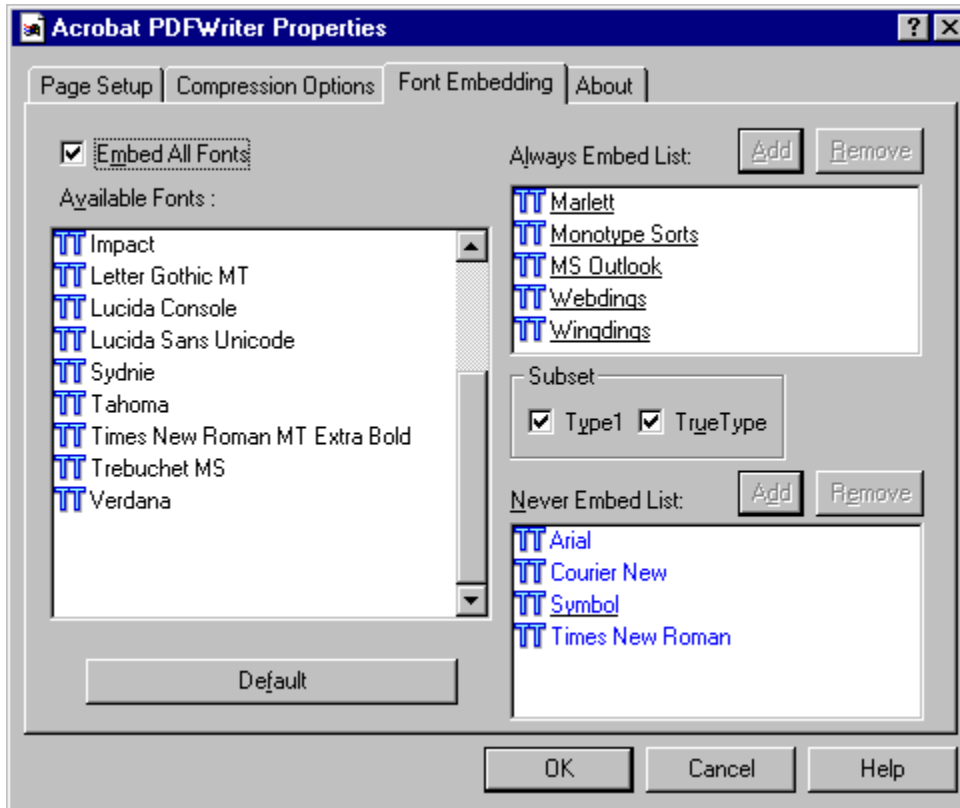
3. Select **properties** from the print window to get the window below.
4. On the **Page Setup** tab, select the **page size** you are printing to and the **orientation**. (Note that maximum page size in acrobat is 45" x 45" and scaling may be needed for large output).
5. Always select the maximum possible **resolution**.



6. Select the **compression options** tab. The selections in this tab are critical and make the difference between a mediocre quality print and an excellent print.
7. **Remove all checkmarks** from the available compression options. There should be **no** compression of any kind selected. Your file size will increase but your quality will be preserved.



8. Select the **fonts tab**.
9. Check **embed all fonts**.
10. Make sure that the subset (Type1 and TrueType) is unchecked.



11. Select **ok**.
12. Select **ok** when you see the **print** window again.
13. You will be asked for a file name and location to save the file.
14. Viola! You are done.