

Guidelines to create PDF files

1.

Store CPI_AR_PDF1.7.joboptions in the following directory on your C-drive

Locally installed Acrobat Software

C:\Program Files\Adobe\Acrobat 7.0\Distillr\Settings

Network installed Acrobat software

C:\Documents and Settings\All Users\Documents\Adobe PDF\Settings

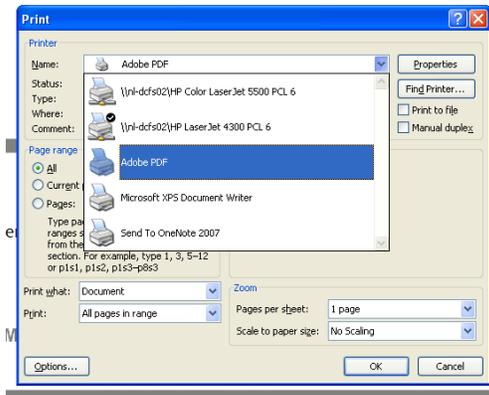
Or

C:\Users\Public\Documents\Adobe PDF\Settings

2.

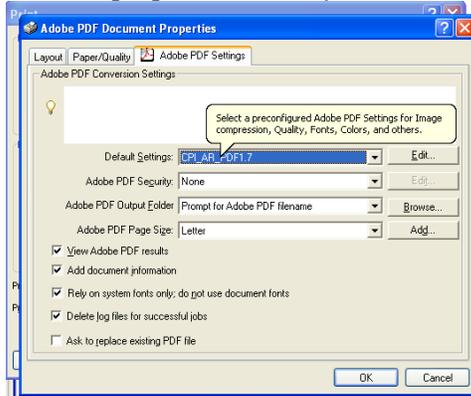
Go to the print option in the file menu and choose Adobe PDF as printer.

Screen below should be visible



3.

Click on properties before you click on OK. Screen below should be visible



4.

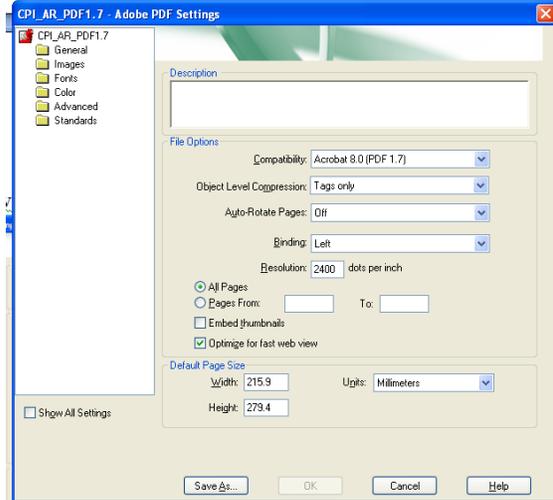
Choose CPI_AR_PDF1.7.joboptions in the default settings

5.

If you want to check if all letterfonts are included, click on edit

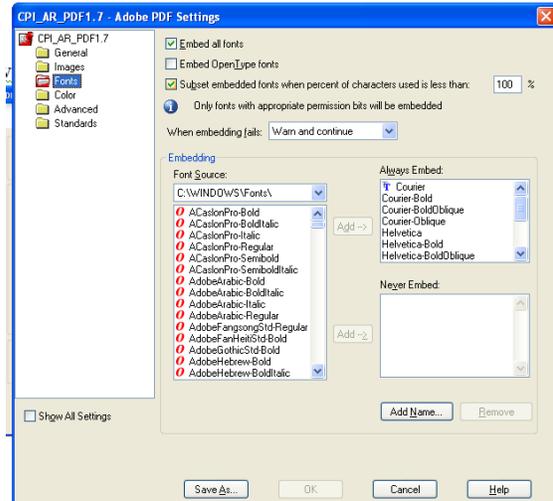
6.

This screen will pop-up



7.

Click on folder fonts and this screen will pop-up



8.

Be sure that the below mentioned 2 boxes are ticked on

- Embed all fonts
- Subset embedded fonts when percent of characters use is less than 100%

9.

If all of this is OK, click on cancel until you see the screen as mentioned under point 3

10.

Now you can click on OK. PDF file with **CPI_AR_PDF1.7.joboptions** will be generated.