

Acrobat Distiller Settings

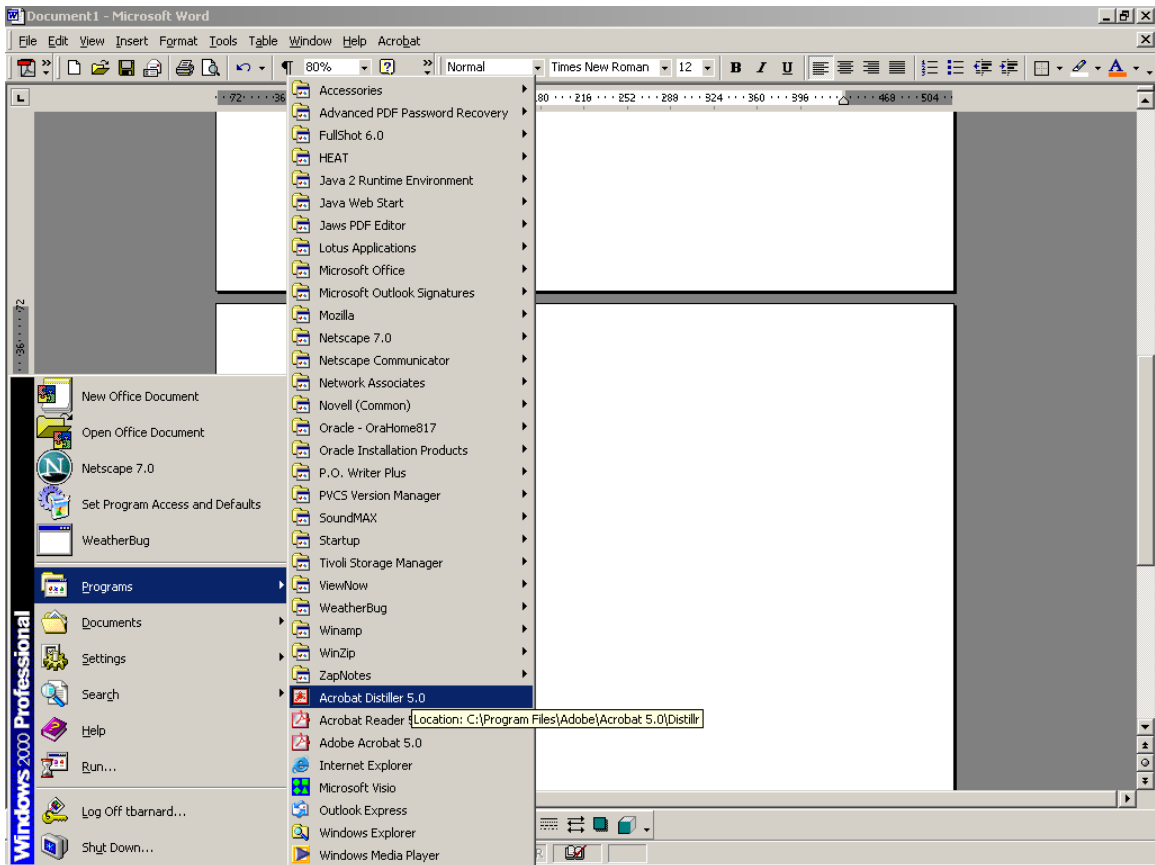


When creating Acrobat documents it is recommended that Distiller be used. This document will walk through the settings that are also recommended so that states will be able to view the PDFs that are sent in SERFF. Below are the two places to set Distiller settings:

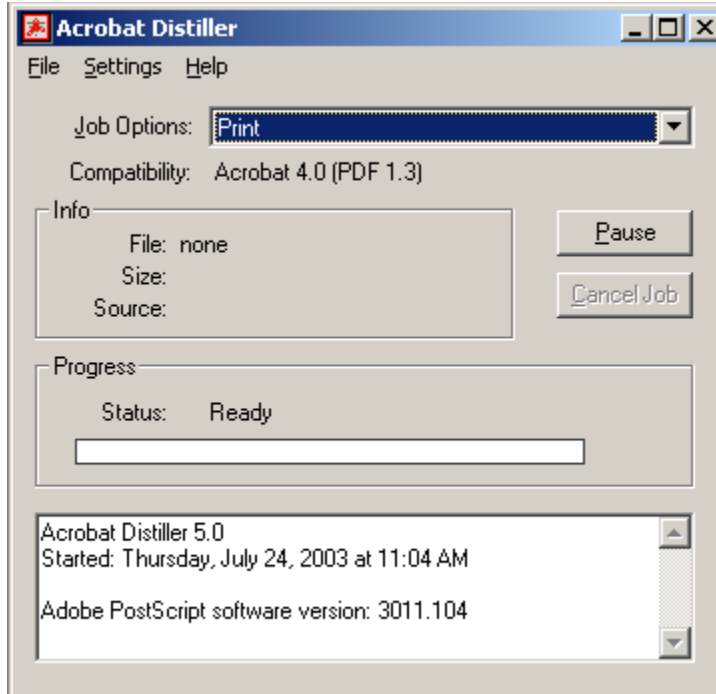
1. Acrobat Distiller
2. Microsoft Office Document

Acrobat Distiller Settings

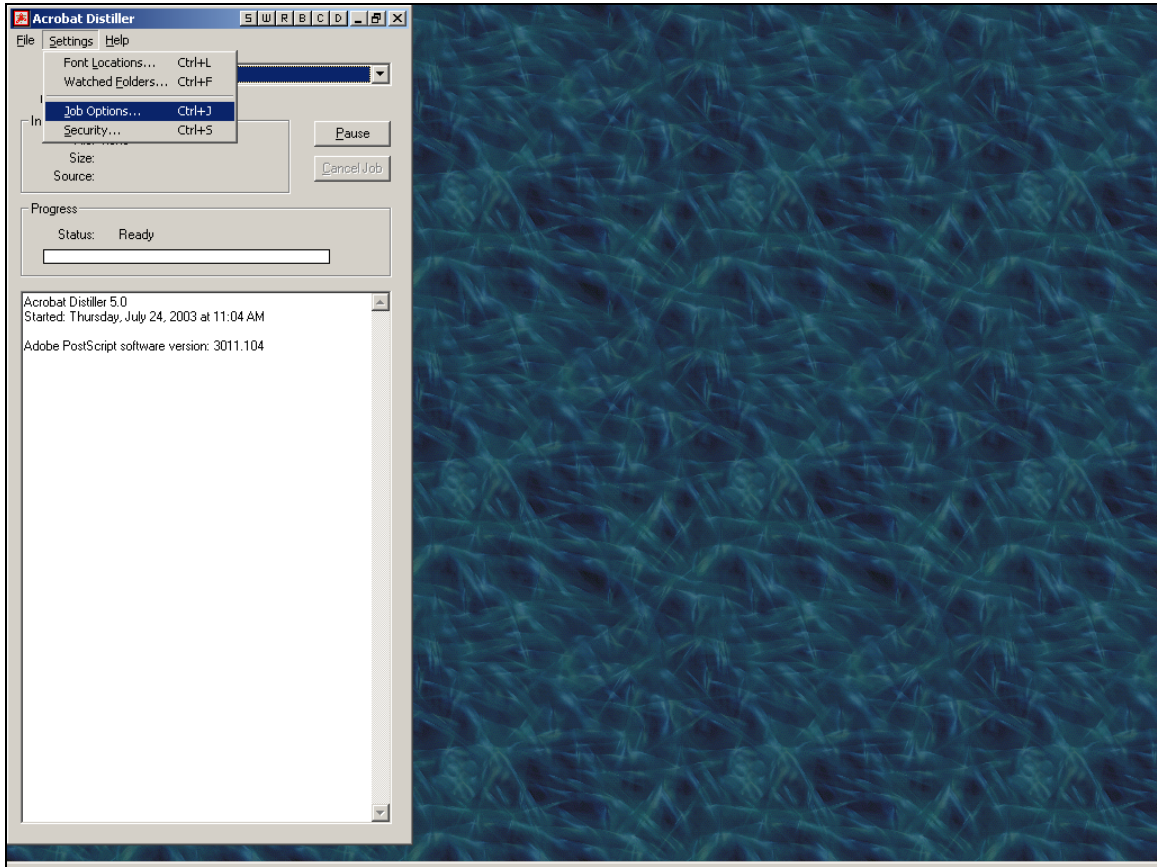
1. Open Acrobat Distiller



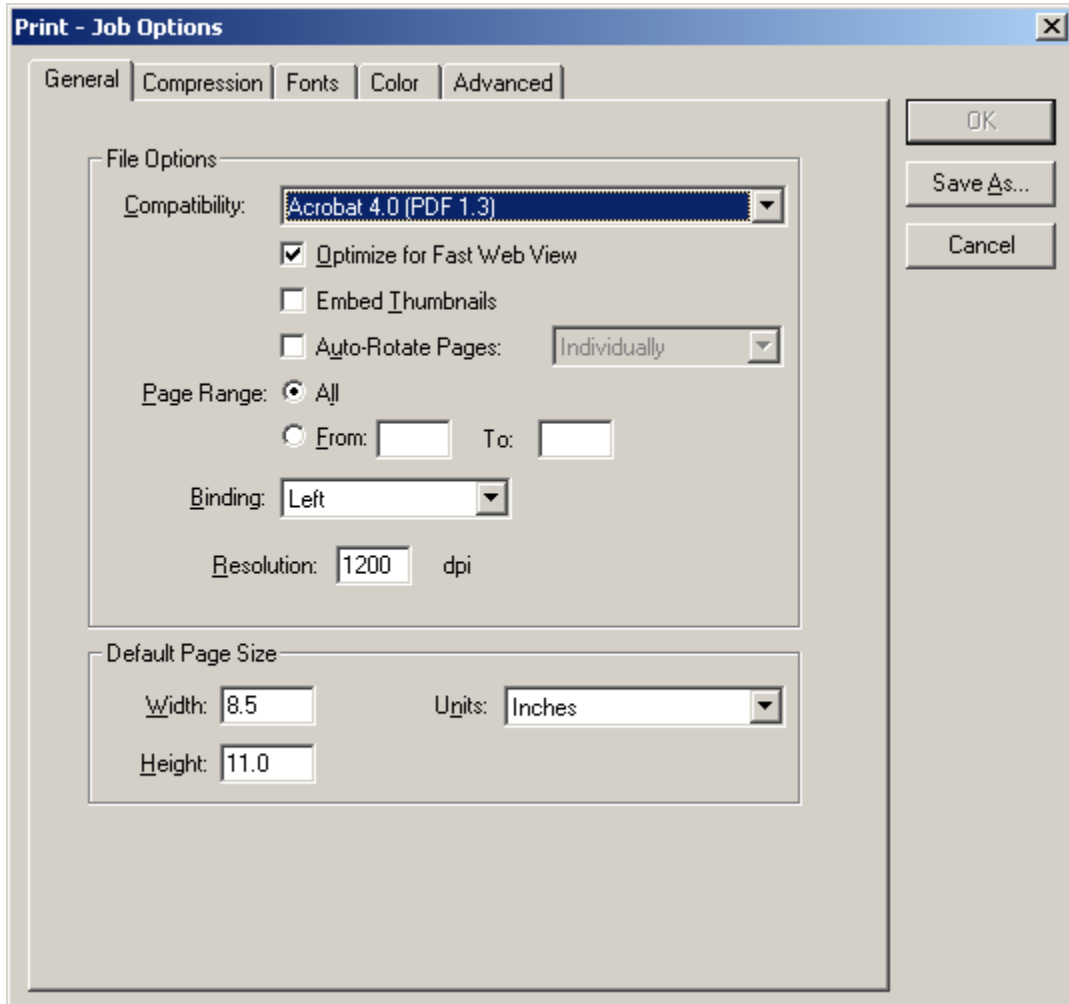
2. Select Print



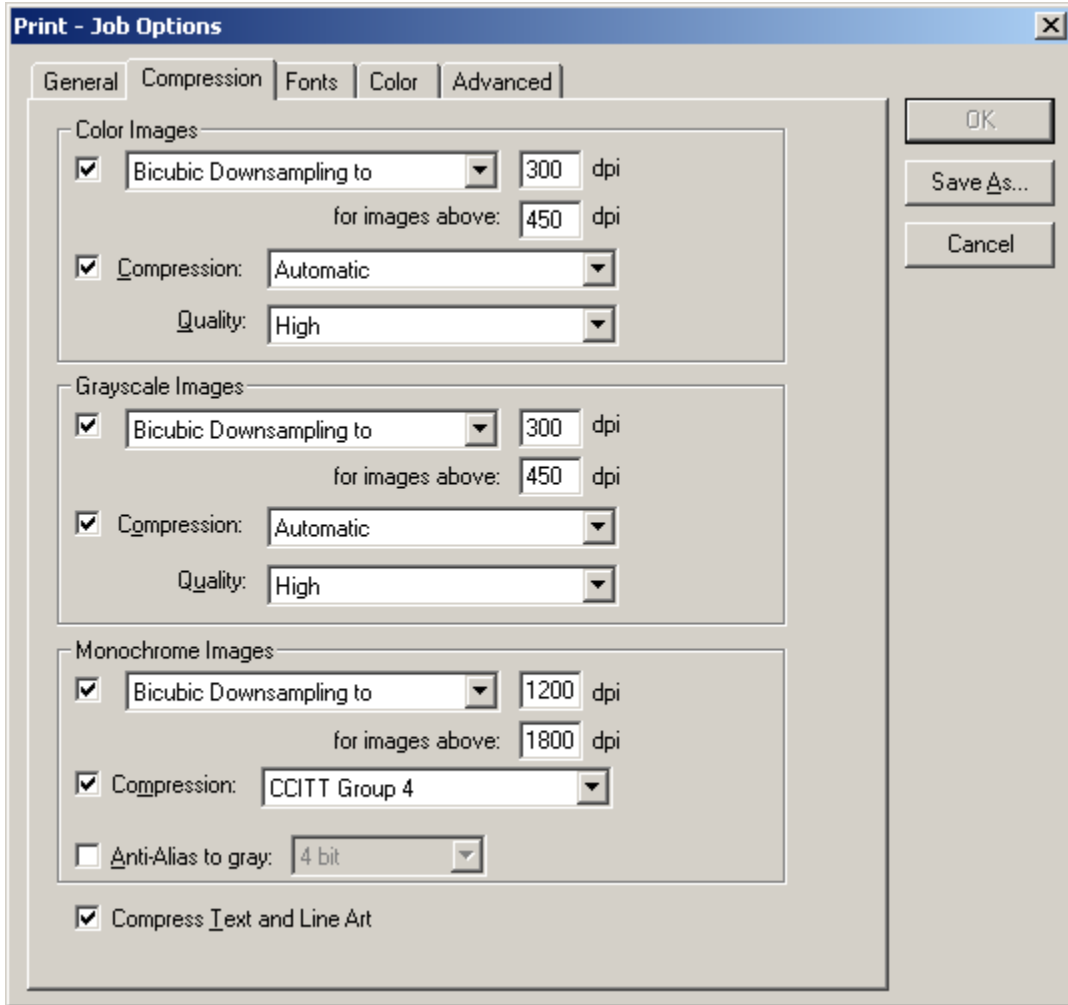
3. Click Settings
4. Scroll to Job Options



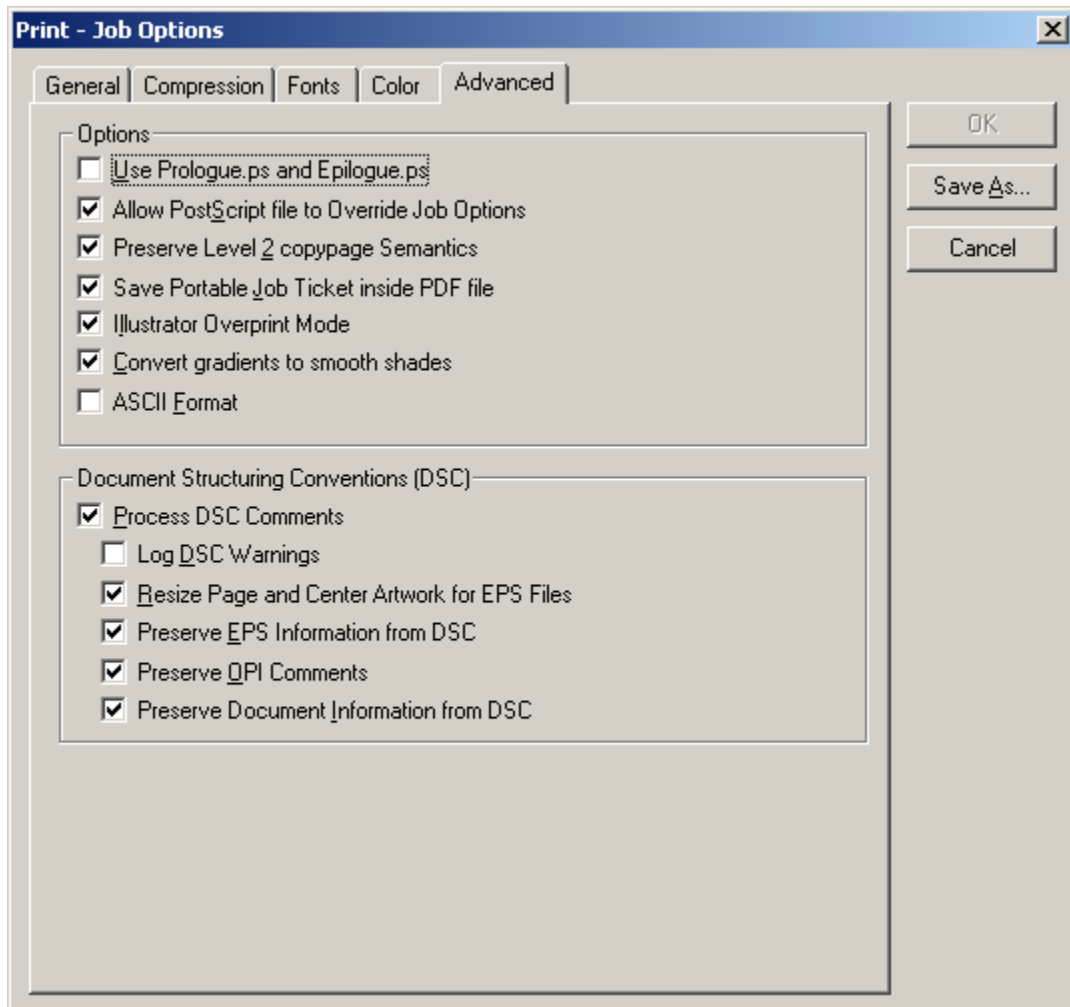
5. On the General tab make sure Compatibility is Acrobat 4.0 (PDF 1.3)
6. Check the box for “Optimize for Fast Web View”



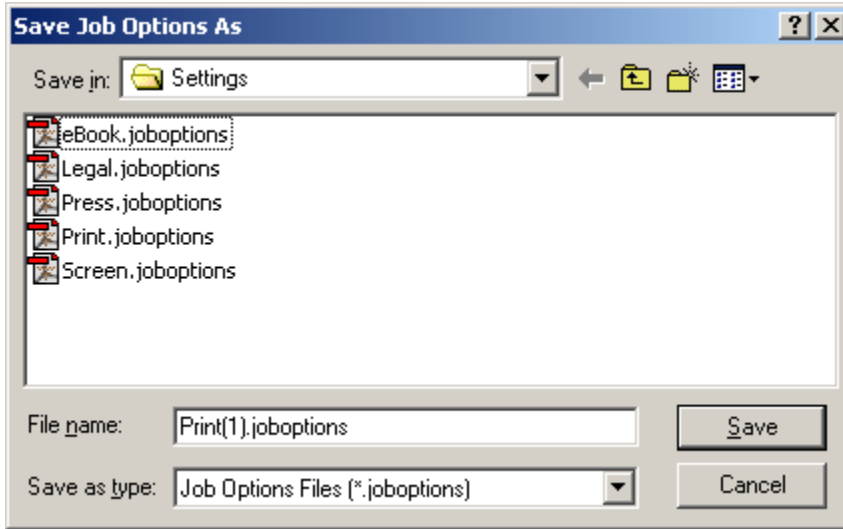
7. On the Compression Tab make sure the settings match the screen shot below



8. Go to the “Advanced” tab
9. Check “Allow PostScript file to Override Job Options”
10. Check “Preserve Level 2 cöpypage Semantics”
11. Check “Save Portable Job Ticket Inside PDF file”
12. Check “Illustrator Overprint Mode”
13. Check “Convert gradients to smooth shades”
14. Check “Process DSC Comments”



15. If changes had to be made click the “Save As”

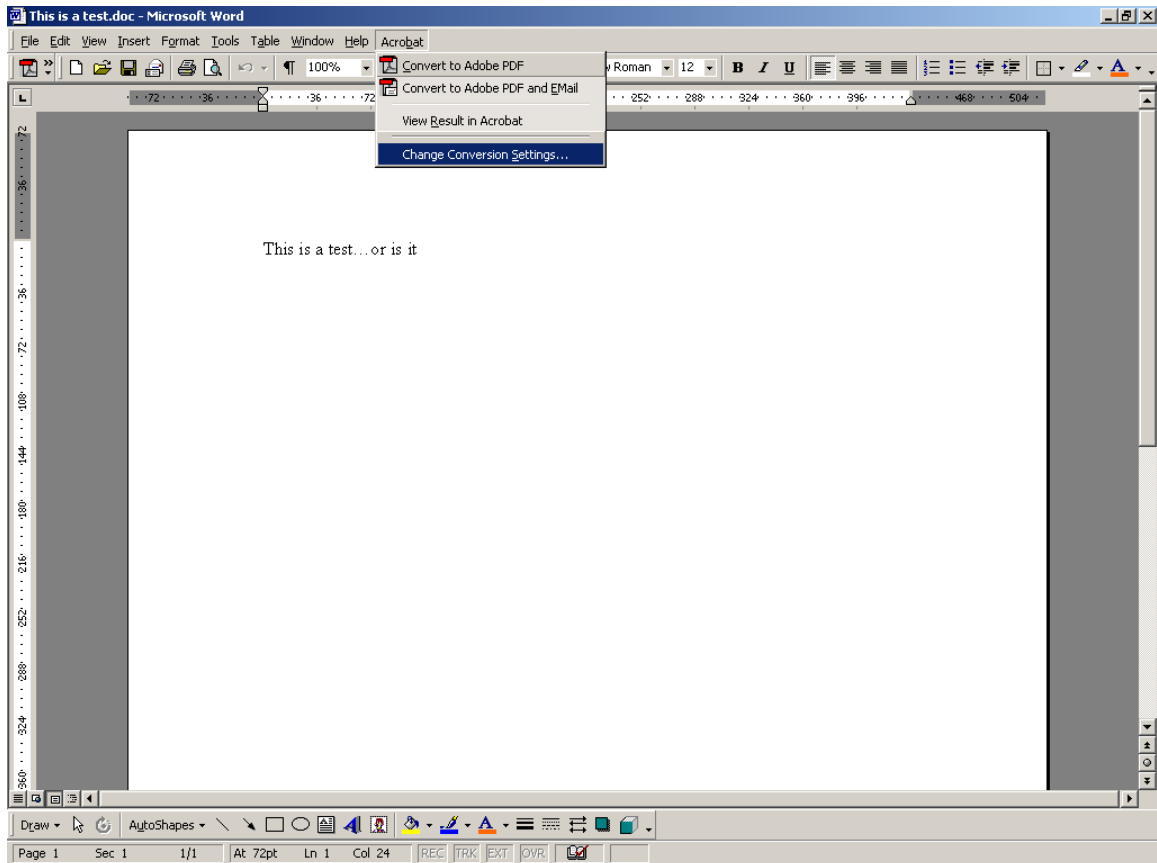


16. Title the “File name” something you would remember (i.e. SERFF Settings)

17. Click “Save”

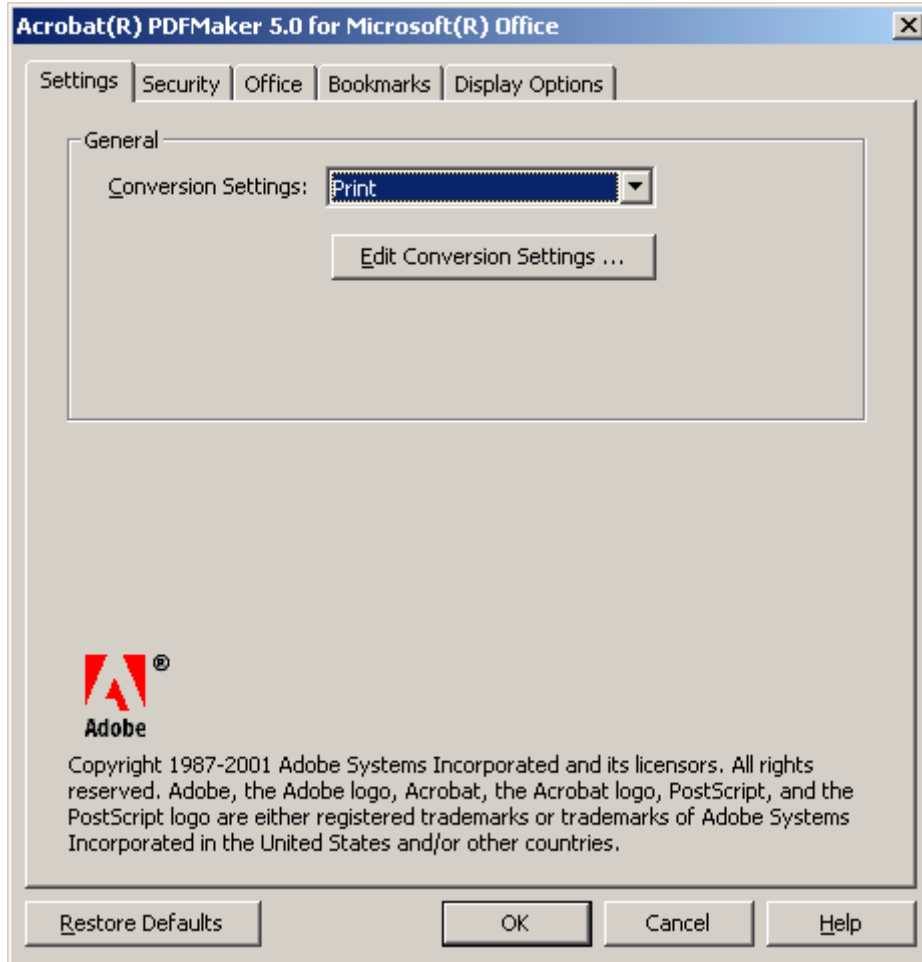
Change Distiller settings in Word

1. Open Microsoft Word
2. Click on the “Acrobat” topic
3. Scroll to “Change Conversion Settings”



4. Click on Conversion Settings

5. Select “Print”



6. Click “Edit Conversion Settings”
7. The screen just like when setting up your distiller will appear
8. Follow the settings in step 5 of “Setting up Acrobat Distiller”
9. Click “OK”
10. The settings when converting the file in Word should now be the same as when printing the file with Distiller.