

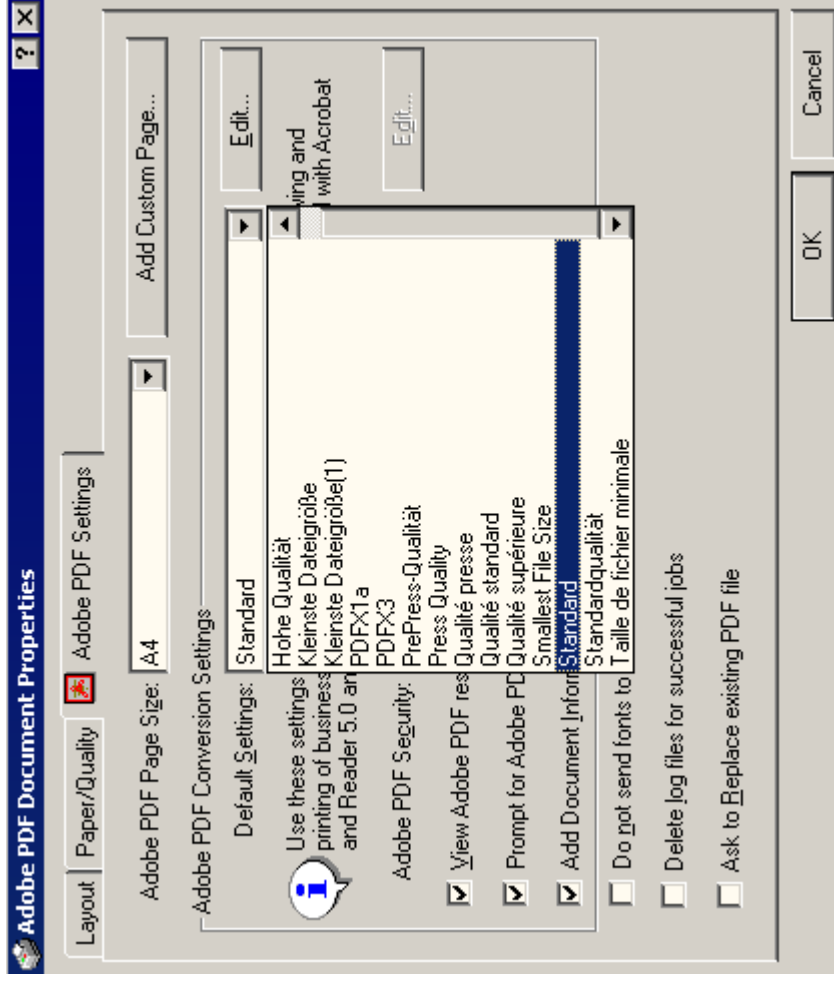
How to make a nice pdf file

(Small and good quality)

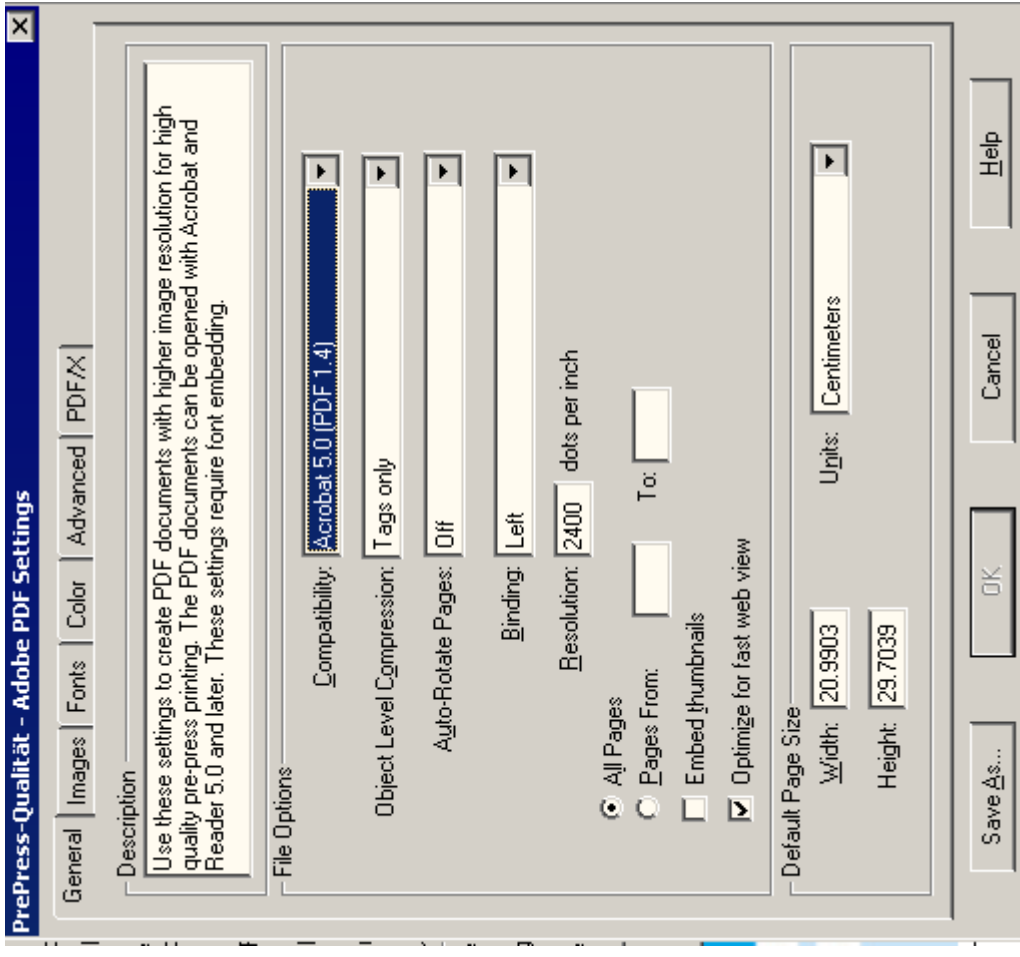
We assume that you have a ppt file either for a screen presentation or a poster, and that you are using Adobe Acrobat for the conversion to pdf. You can also use the free ghostscript converter to make a nice pdf.

1. Screen presentation

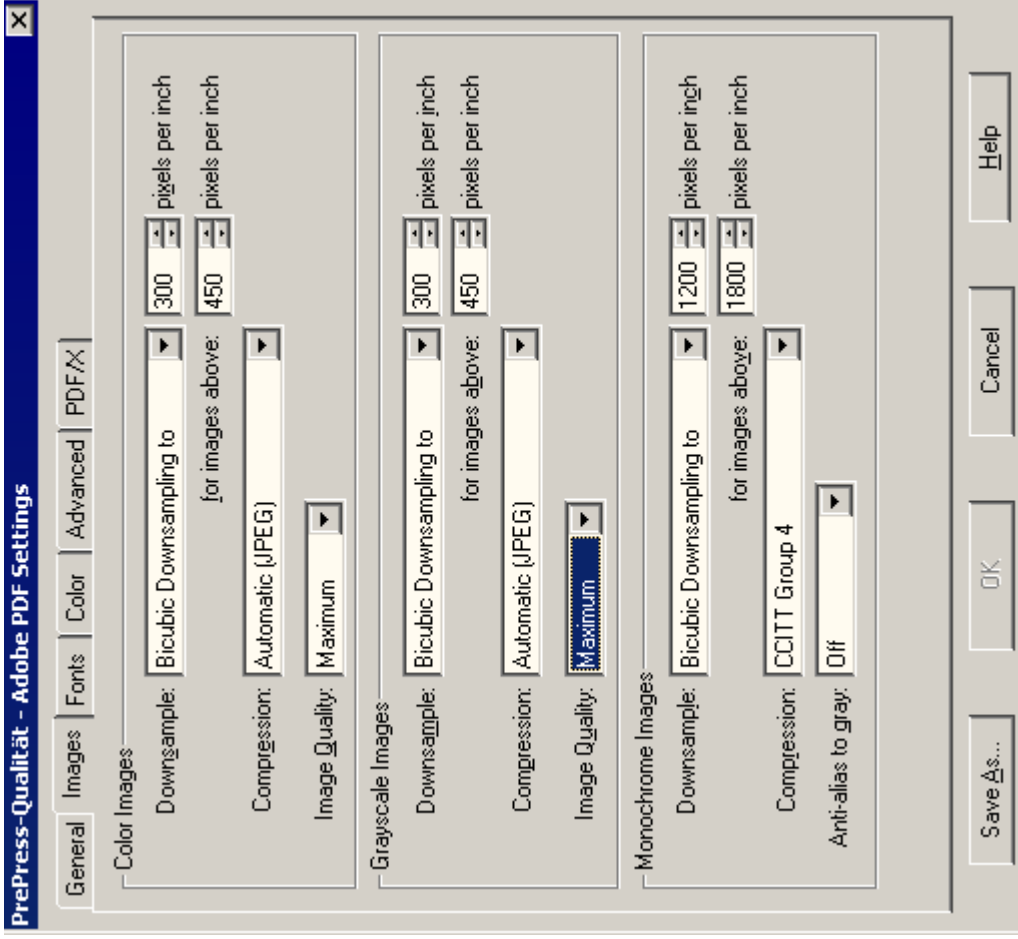
Select **Print**, then **Adobe PDF**, then **Properties**. Open the pull-down menu **Default Settings**. You will see a window like this



Select **"Pre-press settings"** (or corresponding entry in your language). Then go on **Edit** to see the detailed properties and whether they are what you want. You see this:



Make sure that **"Acrobat 5.0 (PDF 1.4)"** or lower is selected. Now proceed to the tab **Images** :



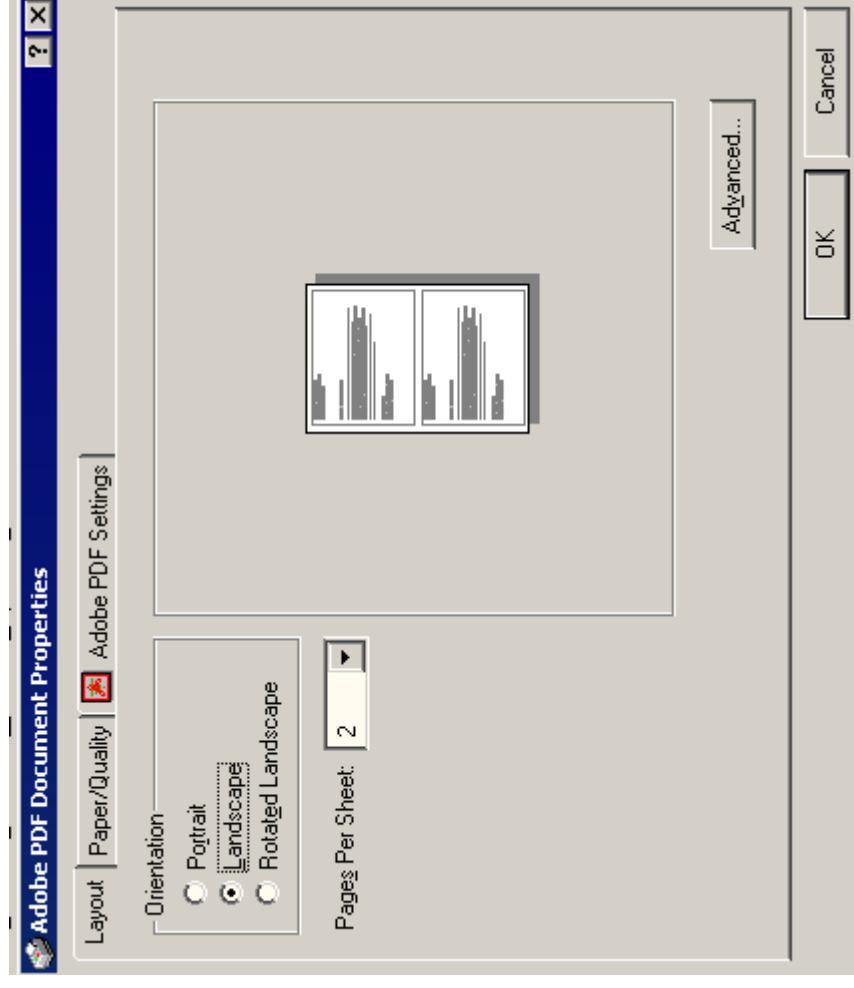
These dpi settings (**300 pixels per inch**) will make sure that your graphics is not too large but a nice resolution for printing is preserved. Also make sure that the **Image Quality** is set to **Maximum** if you use **JPEG compression**.

Move to the tab **Fonts** and make sure that the box **Embed All Fonts** is ticked. This will guarantee that everybody sees what you wrote instead of

black boxes, even if you have used your favourite MostNiceFont that is not available e.g. on a Linux computer.

If you did not need to change any of the Pre-Press Quality options, you can say Cancel. Otherwise, save your options under a suitable Profile name and then use this profile.

Back in the **Adobe PDF Document Properties**, go to the **Layout** tab:



Now select **Landscape orientation**, and **Pages Per Sheet: 2**, so that do not need to waste paper and ink when we print the slide show. For slides

scaled for viewing on the screen, putting them on half a A4 page still leaves them very well readable.

Now you say **OK** returning you to the **Print** menu. Make sure that you are printing **Slides** and not, e.g., Hand-outs. You can now say **OK** again to start the PDF creation. You would normally be asked for a pdf file name.

2. Poster

In principle, you create the poster pdf in the same way as described above, except that you put only one page per sheet.

The other difference concerns the downsampling resolution of images. Even if we make a pdf in A4 size, readers will probably like to print it in A3 if they have the possibility, or zoom in on the screen, as the poster content may be not very readable otherwise. So we have to optimise the target resolution for a larger size, my suggestion is A2. This means, compared to A4, a factor of 2 higher resolution is required, whereas compared to A0 (usual poster size), a factor of 2 lower resolution is needed. Thus, the settings in Acrobat depend on how you defined the paper size in your poster file.

Case 1: Original paper size A4

Set downsampling in colour and grayscale images to 600 pixels per inch (if higher than 900).

Case 2: Original paper size A0 or similar

Set downsampling in colour and grayscale images to 150 pixels per inch (if higher than 200).

Good luck and don't hesitate to ask me if you have any questions!

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