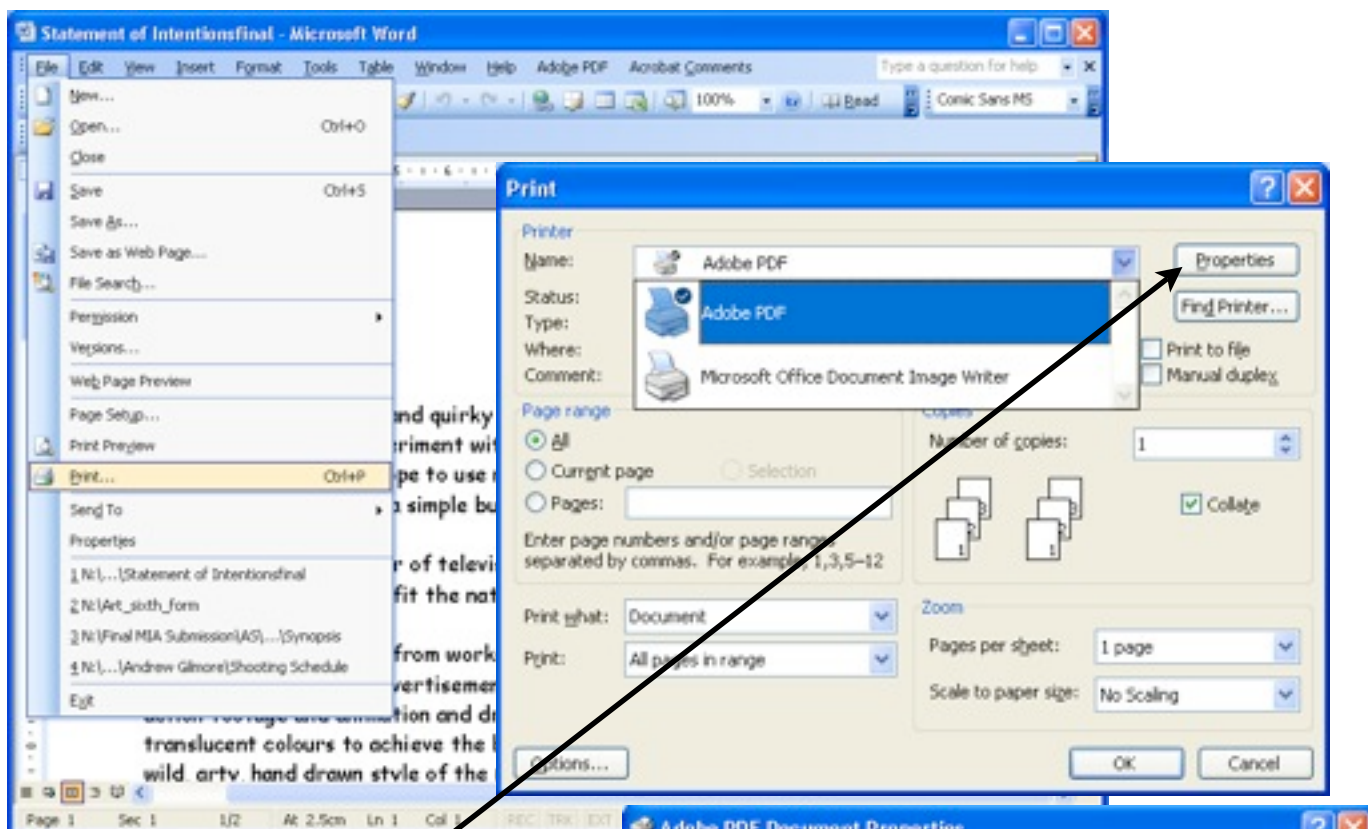


Creating a PDF using the Adobe PDF Printer

The Adobe PDF Printer makes it simple to create a PDF from any file that you can print. In this example a Microsoft Word document is used.

First open your document and choose 'File/Print', when the print dialog box appears select 'Adobe PDF' in the printer name drop down menu. Note: this is only available if you are using a C2KNI machine or have Acrobat Professional installed on your machine (There are free versions of PDF printers on the net if you don't have access to either of these options).



Next click on the 'Properties' button and change the the 'Default Settings' drop down to 'Smallest File Size' and click 'OK'.

This returns you to the print dialog box, click 'OK' and a 'Save PDF File As' Window opens. Name your file and click 'Save'

When your PDF has been created, open it and check the quality of the images. If they are not of a sufficient quality repeat the process but this time set the 'Default Settings' to 'Standard'.

