

FREQUENTLY ASKED QUESTIONS

[About the Create Adobe PDF Online Service](#)

[Getting Started](#)

[Common Problems](#)

[Customer Service Resources](#)

About the Create Adobe PDF Online Service

1. How many times can I use the Create Adobe PDF Online service for free?

After you register for the trial service, you can use the free Create Adobe PDF Online service up to 3 times. After that, if you are a resident of the U.S. or Canada, you can [subscribe](#) to the service for US\$9.99 per month or US\$99.99 per year and get unlimited Adobe PDF conversions. You can also get unlimited Adobe PDF conversions if you buy [Adobe Acrobat 5.0](#).

2. Is the paid subscription service to Create Adobe PDF Online service offered outside the U.S. and Canada?

Unfortunately, the paid subscription service is not available outside the U.S. and Canada at this time. We are currently investigating expansion of the service to other geographies for the future.

3. What is the difference between the trial service and subscription service?

The only differences between the trial service and the subscription service is that you have unlimited Adobe PDF conversions, and you can create your own custom settings with the subscription service.

4. What is Advanced Settings?

Advanced Settings allow you to customize specific parameters when you convert your files to Adobe PDF. For example, you can set parameters so that your Adobe PDF file is suitable for commercial printing, or you can adjust your settings so that your converted file is optimized for posting to the Web.

5. How do I pay for the Create Adobe PDF Online subscription service?

When you register for the [paid subscription service](#) through the Adobe Store, you will be asked to submit your credit card information. The Adobe Store will bill your credit card once you have finished shopping. For a monthly subscription, you will be billed every month thereafter until you choose to cancel your subscription. For an annual subscription, you will be billed the entire amount up front.

6. How do I cancel my subscription to the Create Adobe PDF Online service?

You can cancel your subscription by clicking [here](#) and removing your subscription.

7. I used to use my e-mail address to log in to the service, but I can't find a place to enter my e-mail address anymore. What happened?

The login procedure for the trial service is now based on an Adobe Login and password, rather than an e-mail address. This means if you previously signed up for a free trial account, but did not receive a password, you will need to [sign up again](#) to use this service. When you do, you will automatically be entitled to three free conversions, no matter how many you had in your old account.

8. Can I get a site license to the Create Adobe PDF Online subscription service?

Adobe has considered licensing and partnership opportunities for Create Adobe PDF Online, but is unfortunately not in a position to pursue them at this time.

9. Can I provide this service from my own Web site?

Yes, please follow the instructions on the [Link to Create Adobe PDF Online page](#).

10. What do you do with my documents after they are converted?

after your document has successfully been captured, your source file and the resulting Adobe PDF file will be deleted, whether or not you pick up your resulting Adobe PDF file.

In some cases of conversion failure, files are kept for to investigate the source of the error.

11. Does this service use cookies? What information is stored in the cookies?

Yes. Cookies are used to identify you when you log in and to streamline your experience while in the Create Adobe PDF Online service. Your cookies contain a session ID and a subscriber ID. They allow us to access information about your registration and about your current session.

12. How does the processing time differ between Adobe Acrobat 5.0 and the Create Adobe PDF Online service?

Processing time in Adobe Acrobat 5.0 may be faster than the Create Adobe PDF Online service because Adobe Acrobat converts files that are available locally on your computer. The Web-hosted service requires that the files be uploaded via your modem to our server. The online service does not load or modify anything on your computer, except for sending cookies if you accept cookies.

[back to top ▲](#)

Getting Started

11. I have registered as a trial user and received my Account Activation e-mail message. What

do I do next?

Your activation e-mail includes a URL to a Web page on our service. If your e-mail software allows you to click on hyperlinks, simply click the link. Otherwise, please copy and paste the URL into the "Address" or "Location" line of your Web browser.

The URL should take you back to the trial login page with your e-mail visible. If so, you only need to click the Login button. This time you will go to the page where you can select a file to convert.

Note: You will not go to the registration page again.

12. How long will it take to convert my file to an Adobe PDF file?

Processing times will vary depending on the size of the original file and how many other jobs are currently being processed. For small files, the conversion process takes approximately one minute. However, large files will take longer but may not take more than (the maximum processing time has a limit of). Selecting one of the e-mail delivery options can add another few minutes as well.

Sometimes there is an error converting your file which we cannot detect, and sometimes we cannot detect that the file is password-protected. In either case, the result would be a time limit exceeded error.

Note: If more than is required to process your file or Web link, the Adobe PDF conversion will not take place, and you will be notified by e-mail.

13. What type of files can I submit to the Create Adobe PDF Online service?

Microsoft® Office (Word, Excel, and Powerpoint), Corel WordPerfect, Microsoft Publisher, Adobe (Photoshop®, PageMaker®, InDesign™, FrameMaker®, Illustrator®, PostScript®), text, and graphic files (jpg, tif, bmp, eps) are accepted by the service. In addition, html files are accepted as well.

14. If the file format I am trying to convert isn't supported by Create Adobe PDF Online, how can I get it converted to Adobe PDF?

If the Create Adobe PDF Online service doesn't support the file format you are trying to convert, such as QuarkXPress, you can convert your file to PostScript first. If you have an [Adobe PostScript printer driver](#) installed, print to a PostScript file, and upload the PostScript file to the service to be converted.

15. I submitted an Adobe InDesign file, no Adobe PDF file was created, and I received the message "InDesign document has links." What can I do?

The Create Adobe PDF Online service does not support files with links in them. In order to embed images in the InDesign document, select a link in the Links palette, and choose Embed from the Links palette menu. Save the document and upload this version of the file.

16. What fonts does the Create Adobe PDF Online service support?

The service supports Adobe Type 1 and TrueType fonts, Corel WordPerfect Application fonts, Microsoft Windows system fonts ([Windows 98](#), [Windows NT 4.0](#), and [Windows NT 4.0b](#)), and

Microsoft Office 2000 fonts.

Supported formats include Microsoft® Office files, Web pages, graphics formats, and other [file types](#).

17. If I'm a paid subscriber how do I change my password?

Go to [Personal Adobe](#), and click "Change Your Login or Password."

[back to top ▲](#)

Common Problems

17. I don't see a "disk icon" when viewing the Adobe PDF file. How can I save the Adobe PDF file to disk?

You may have an older version of the Adobe Acrobat Reader. You can try it with [Adobe Acrobat Reader version 5.0](#).

You can use File > Save As menu option in the Netscape browser to save the converted PDF document. You will see a standard Save dialog box which allows you to copy the file to your local hard disk. Once you stored the file on your hard disk, you can double click on it to open it in Acrobat Reader.

18. Why can't I fill out an Adobe PDF form that I downloaded (e.g., IRS tax forms)?

If the form provider did not include form fields, you must have [Adobe Acrobat Business Tools](#) or [Adobe Acrobat](#) to fill out and save forms in Adobe PDF. Otherwise the Acrobat Reader can be used to fill out the form online.

Note: The Create Adobe PDF Online service can only convert a file (see the list of [supported file formats](#)) into an Adobe PDF file, but it will not convert a PDF into an Adobe PDF form that you can fill out.

19. Why is my Macintosh file not accepted? Why do I have to add the file extension to my Macintosh file?

Unlike the Windows operating systems, the Macintosh operating system does not require filename extensions because it keeps information about the file type in the "resource fork". When you specify a document for conversion and then select Create Adobe PDF, the file is uploaded by the Web browser to our server. Unfortunately, some Web browsers do not send the resource fork information.

Without the resource fork information Create Adobe PDF Online tries to guess the file type, but sometimes guesses incorrectly. To ensure that your file format is known, simply rename the file to add the Windows filename extension (e.g., "myfile" becomes "myfile.p65" for a PageMaker 6.5

file). See the list of file extensions for [supported file formats](#).

20. I submitted my file for conversion, but never received an e-mail back with my conversion or a URL. What can I do?

Verify that you correctly typed a valid e-mail address for either the trial service or the paid subscription service. Also, some company firewalls and Internet Service Providers (ISP) will not receive e-mails with attachments, especially large ones. Verify with your company or ISP whether this is the case.

Check whether you may have exceeded your ISP's storage allocation. You can also try choosing the "Wait for PDF conversion in Web browser" or "E-mail me a link to my new PDF" options instead of the "E-mail me my PDF as an attachment" option.

21. My file took more than to process, so the Adobe PDF file wasn't created. What can I do?

If you are processing a Web page and you checked the "Convert linked pages" option, uncheck it the next time. Make sure that any documents you upload are not password-protected. Try splitting your large document into separate files and resubmitting them individually.

22. The text in my Adobe PDF doesn't look anything like my original file. What's wrong?

If the Create Adobe PDF Online server does not have the fonts that are in your original file, it will substitute the fonts with ones that it has. This could cause your document text to flow differently, alter the formatting of the document, and change the overall layout. Your document may originally be one page long and become two pages long after the font substitution.

Select a [PostScript printer driver](#), and save a PostScript file to disk with the option to embed the fonts from your system into the PostScript file. Then, upload this file to the Create Adobe PDF Online service for conversion.

Note: Create Adobe PDF Online does not support double-byte characters, such as Japanese or Korean.

23. What fit on one page in my document takes two pages in the Adobe PDF, what happened?

If the Create Adobe PDF Online server does not have the fonts that are in your original file, it will substitute the fonts with ones that it has. This could cause your document text to flow differently, such as take up two pages instead of only one. Either limit your fonts to those [supported](#) by the service, or save your document to a PostScript file, and upload the PostScript file for conversion.

24. My hyperlinks in Microsoft Word didn't show up in my converted PDF file. What can I do?

You can use the full version of Adobe Acrobat 5.0 to take advantage of a Microsoft Word macro that auto-generates the links, or you can use Adobe Acrobat Business Tools to manually create the links.

25. My Adobe PDF is missing graphics or text. What can I do?

If you submit a file from your hard disk that is linked to another file (or Web page), the Create Adobe PDF Online service will not process the linked graphics or text. The files must be

consolidated into one file to be processed properly.

Note: HTML files submitted saved on your hard disk often contain links to graphics on the Web. The Create Adobe PDF Online service will not process these graphics.

Once you receive your converted Adobe PDF file, make sure you have the latest version of [Adobe Acrobat Reader](#) to view the file.

You can also try to upload a PostScript file of your document. Select a [PostScript printer driver](#), and save the PostScript file to disk. Then, upload this file to the Create Adobe PDF Online service for conversion.

26. In my Adobe PDF file, the graphics are black, the pages are blank, or I get a message about not finding a colorspace. What can I do?

You may have an older version of the Adobe Acrobat Reader. You can try viewing the Adobe PDF you received with [Adobe Acrobat Reader version 5.0](#).

If you are a paid subscriber and do not wish to upgrade your Adobe Acrobat Reader, use the Advanced Settings to set the Compatibility option on the General tab to Acrobat 3.0.

27. Why don't my Adobe PDF files look the same as my Web pages viewed in my browser?

The Create Adobe PDF Online service does not convert Java, JavaScript, or Cascading Style Sheets into the resulting Adobe PDF. It will do its best to format the pages without these features, but the resulting pages will not look like what you see in your Web browser. In addition, if you have selected the "Convert URL and all pages linked from this URL" option, pages linked by JavaScript links will not appear in the resulting Adobe PDF file.

[back to top ▲](#)

SUPPORTED FILE TYPES

[Convert a File](#)

[Web Capture](#)

[Paper Capture](#)

Convert a File

Microsoft® Office:

Word (.doc), Publisher (.pub), PowerPoint (.ppt), Excel (.xls), Rich Text Format (.rtf), Text (.txt)

Adobe Formats

Illustrator® (.ai), InDesign™ (.indd), FrameMaker® (.fm), PageMaker® (.pm, .pm6, .p65), Photoshop® (.psd)

Corel WordPerfect Office Formats

WordPerfect (.wpd)

Adobe PostScript® Formats

PostScript (.ps, .prn), Encapsulated PostScript (.eps)

Image Formats

Windows bitmap (.bmp), GIF (.gif), JPEG (.jpg), PCX (.pcx), PNG (.png), RLE (.rle), TIFF (.tif)

Note: If you don't see your format listed here, please upload an Adobe PostScript file.

[back to top ▲](#)

Web Capture

Web pages (.htm, .html, .shtml)

[back to top ▲](#)

Paper Capture

Adobe PDF (.pdf), Bitmap (.bmp), JPEG (.jpg), PCX (.pcx), PNG (.png), TIFF (.tif)

HELP**> CONVERT A FILE**

[Step 1. Choose a file to convert](#)

[Step 2. Select your desired Optimization Settings](#)

[Step 3. Set Security Options](#)

[Step 4. Choose Delivery Method](#)

WEB CAPTURE**PAPER CAPTURE**

Convert a File**Step 1. Choose a file to convert**

To specify the file you want to convert, click Browse. In the File Upload window, select the file you want to convert to Adobe PDF, and click Open.

Note: In Netscape Communicator (Windows), the File upload window defaults to show only HTML files. To see all file types, select All Files (*.*) for Files of Type.

Step 2. Select your desired optimization settings

Create Adobe PDF Online provides predefined optimization options for Web, eBook, Screen, Print, and Press applications. Adobe recommends that you use the predefined options unless you are familiar with Adobe Acrobat® Distiller®; subscribers familiar with Acrobat Distiller may wish to use the [Advanced Settings](#) for optimization.

Choose one of the following optimization settings from the dropdown menu:

Web optimization - Creates an Adobe PDF file that is small enough for Web distribution. Embedding all fonts used in the document preserves the fidelity of the document. Images are downsampled to 150 dpi, which will allow users to zoom in for greater detail on the screen while offering reasonable print quality. Colors are converted to sRGB for consistent color reproduction across different printers.

eBook optimization - Creates an Adobe PDF file using the same settings as for Web optimization but adds thumbnails of the pages, which can be used to navigate through the document.

Screen optimization - Creates a small Adobe PDF file suitable for on-screen viewing where the exact fidelity of the document is not important. Because only fonts with nonstandard character sets are embedded, some font substitution may occur. Images are downsampled to 72 dpi, which is good for on-screen viewing but may result in lower quality printouts on desktop printers.

Print optimization - Creates an Adobe PDF file designed to print well on standard desktop printers. Files may be large if source documents contain images. Subsets of all fonts used in the document are embedded. Color and grayscale images are

downsampled to 300 dpi; monochrome images are downsampled to 1200 dpi. Colors are tagged for color management to preserve optimal quality in a color managed workflow.

Press optimization - Creates an Adobe PDF file designed for a print production environment where the final output is from an imagesetter or platemaker and printing is done on a printing press. File size is not a consideration; all the information that a commercial printer or service bureau needs to print the document correctly is retained. Colors are not tagged or converted; they are left unchanged. OPI comments are preserved in the Adobe PDF file.

Note: Before creating an Adobe PDF file to send to a commercial printer or a service bureau, check their preferred output resolution and other settings, or ask them to provide a .joboptions file containing their recommended settings.

Step 3. Set Security Options

You can limit access to Adobe PDF files by giving the files passwords and restricting certain features such as printing and editing.

A PDF file can have an open document password (user password) and a change security settings password (master password). If the file has both passwords, it can be opened with either one. When a file is opened with an open document password, the security restrictions are temporarily disabled. If you set any security restrictions in your file, you should also specify a change security setting password (master password); otherwise anyone who opens the file could remove the restrictions.

Create Adobe PDF Online uses the RC4 method of security from RSA Corporation to secure PDF files. To add security to Adobe PDF files, click set security options and set the following options:

1. In the Security dialog box, specify any password protection you want:
 - In the User Password text box, enter the password users must enter before they can open the file.
 - In the Master Password text box, enter the password users must enter before they can set or change any security options. Note: You cannot use the same password in both boxes.
2. Set Permissions using the checkboxes:
 - No Printing to prevent users from printing the file.
 - No Changing the Document to prevent users from creating form fields, as well as making any other changes.
 - No Content Copying or Extraction to prevent user from copying text and graphics.
 - No Adding or Changing Comments or Form Fields to prevent users from adding or changing these areas. (Users can fill in the fields.)
3. Click OK.
4. If you have specified password protection, a Password confirmation dialog will be displayed. Enter the correct password, and click Save.

Step 4. Delivery Method

Choose one of the following delivery methods from the dropdown menu:

Convert now in Web browser - Leave your computer connected to the Internet and your browser open, and your Create Adobe PDF Online will display your Adobe PDF file as soon as it's converted. The conversion process usually takes only a few minutes.

E-mail the link to my file - Create Adobe PDF Online will e-mail you a URL where you can pick up your file. Files will be stored for 48 hours after they are created; files not picked up within 48 hours are discarded.

E-mail the file as an attachment - If you select this option, your PDF file will be sent to you as an e-mail attachment.

HELP

CONVERSION

> ADVANCED SETTINGS

[Overview](#)

[Creating and editing settings](#)

[Deleting settings](#)

[Downloading settings](#)

Overview

You cannot modify the predefined optimization options for Web, eBook, Print, Screen and Press; however, you can use these default sets as templates for creating new sets of options, or you can define and save your own custom settings and use them at any time. You can download your online settings to use in Adobe Distiller as well.

Optimization settings fall into the following categories: (link each of these to the relevant pages in the old help.)

[General options](#) - Specify the version of Adobe Acrobat® for file compatibility, as well as other file and device settings, including resolution and optimization.

[Compression options](#) - Specify the type of compression to be used. Create Adobe PDF Online applies ZIP compression to text and line art; ZIP or JPEG compression to color and grayscale bitmap images; and ZIP, CCITT Group 3 or 4, or Run Length compression to monochrome images.

[Fonts options](#) - Embeds fonts (if the fonts are accessible) to prevent font substitution when someone who doesn't have that font on their system views or prints the file. Create Adobe PDF Online can embed roman Type 1 and TrueType fonts. The full font, or a subset of characters used in the file can be embedded. Embedding fonts increases file size.

[Color options](#) - Applies ICC profiles to grayscale, RGB, and CMYK images to manage color effectively across systems and applications. An ICC profile indicates the correct color space for an image.

[Advanced options](#) - Saves DSC comments in the Adobe PDF file, defines a default

page size, and sets other options that affect the conversion from PostScript. In a PostScript file, DSC comments contain information about the file (such as the originating application, the creation date, and the page orientation) and provide structure for page descriptions in the file (such as beginning and ending statements for a prologue section). DSC comments can be useful when your document is going to print or press.

Note: You must have JavaScript enabled to create custom settings for the Create Adobe PDF Online service.

[back to top ▲](#)

Creating and editing settings

1. Click Advanced Settings from the Conversion page. In the Available Settings dialog box, do one of the following:
 - Click New to create a new set of optimization settings from scratch.
 - Select a default set of optimization settings, and click Edit to use an existing set of options as a template.
 - To edit settings that you have created, select the setting you would like to edit and click Edit.
2. Set [General](#), [Compression](#), [Fonts](#), [Color](#), [Advanced](#) optimization options for the Create Adobe PDF Online process.
3. Click Save when you have set all the options.

Note: Only users experienced with Distiller should use the Advanced Settings options.

[back to top ▲](#)

Deleting settings

1. Click Advanced Settings in the opening dialog box. In the Available Settings dialog box, select the optimization set you want to delete, and click Delete.
2. Click Done.

Note: You cannot delete the default optimization settings.

[back to top ▲](#)

Downloading settings

1. Click Advanced Settings. In the Available Settings dialog box, click Download.
2. You can save your customized Create Adobe® PDF Online Settings to your local hard disk in your Acrobat Plug-ins folder:

Windows: C:\\Program Files\\Adobe\\Acrobat 4.0\\Distillr\\Settings

Mac OS: Adobe Acrobat:Distiller:Settings

3. Click Done.

[back to top ▲](#)

MORE ON ADVANCED SETTINGS

> GENERAL OPTIONS

[Compatibility](#)[ASCII Format](#)[Optimize PDF](#)[Generate Thumbnails](#)[Resolution](#)[Binding](#)

COMPRESSION OPTIONS

FONTS OPTIONS

COLOR OPTIONS

ADVANCED OPTIONS

The General options allow you to specify the version of Adobe® Acrobat® for file compatibility and other file and device settings, including resolution and optimization.

Compatibility

You can create Adobe PDF files that are compatible with Acrobat 3.0 or Acrobat 4.0. If you create files with Acrobat 4.0 compatibility, the resulting Adobe PDF files may not be compatible with earlier versions of Acrobat. These are some of the differences between Adobe PDF files created with Acrobat 3.0 and 4.0 compatibility.

Acrobat 3.0 compatibility	Acrobat 4.0 compatibility
PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later. However, some or all of the document may be unviewable if opened with versions earlier than 4.0.
Patterns display as 50% gray, but print correctly.	Patterns display and print correctly.

Places halftone information in file.	Places halftone information in file if Preserve Halftone Information is selected in the Color dialog box.
Users can preserve, remove, or apply Transfer functions.	Users cannot preserve or remove Transfer functions.
Can convert all colors to CalRGB.	Can convert all colors to sRGB.
ICC profile color management supported.	ICC profile color management supported.
DeviceN color space is converted to alternate color space.	DeviceN color space is supported.
Smooth shaded objects are converted to images.	Smooth shading is supported.
Masked images do not display or print correctly.	Masked images display and print correctly.
Can convert pages up to 45 inches to PDF.	Can convert pages up to 200 inches to PDF.
Can convert documents up to 32,768 pages long, depending on disk space and available memory.	Can convert documents of unlimited length, depending on disk space and available memory.
Cannot embed double-byte fonts.	Can embed double-byte fonts.
TrueType fonts not searchable.	TrueType fonts can be searchable
Supports PDF level 1.2.	Supports PDF level 1.3.

The compatibility also determines the type of settings available in the Color panel of Job Options.

NOTE: It is a good idea to keep a copy of the original file so that you can make 3.0- or 4.0-compatible Adobe PDF versions at any time.

ASCII Format

ASCII Format creates the Adobe PDF file in ASCII text format. This option is useful if you want to open the file in a text editor to read or edit it, or if you want to send a Adobe PDF file across networks

or mail gateways that don't support binary files. You should normally leave this unselected to save the file in binary format and create a smaller file.

Optimize Adobe PDF

Optimize Adobe PDF optimizes a Adobe PDF file to reduce file size. To optimize a file, Acrobat removes repeated background text, line art, and images, replacing them with pointers to the first occurrences of those objects, and restructures the file to prepare for page-at-a-time downloading from Web servers. This option compresses text and line art regardless of what you have selected in the Compression settings. This makes for faster access and viewing when downloading the file from the Web or a network.

Generate Thumbnails

Generate Thumbnails creates a thumbnail preview for each page in the Adobe PDF file.

Note: Adding thumbnails increases the file size of the Adobe PDF file.

Resolution

Resolution specifies a resolution for vector objects and type in EPS files in dots per inch (dpi). You can enter a value from 72 to 4000. However, note that a low-resolution setting can cause banding in gradients and change the positioning of objects slightly. Generally, you should leave this at the default setting unless you plan to print the Adobe PDF file on a specific printer and you want Create Adobe PDF Online to emulate the resolution defined in the original PostScript file.

Note: Increasing the resolution setting increases the file size and may slightly increase the time required to process some files.

Binding

Binding specifies whether to display a Adobe PDF file with left-side or right-side binding. This affects the display of pages in the Facing Page - Continuous layout and the display of thumbnails side by side.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

> COMPRESSION OPTIONS

[Compression Methods](#)

[Resampling](#)

[Setting the Options](#)

FONTS OPTIONS

COLOR OPTIONS

ADVANCED OPTIONS

When converting files, you can have Create Adobe® PDF Online compress text and line art, and compress and resample color, grayscale, and monochrome bitmap images. Depending on the settings you choose, compression and resampling can significantly reduce the size of an Adobe PDF file with little or no loss of detail and precision.

Line art, or vector graphics, is described with a mathematical equation; it is usually created with a drawing program such as Adobe Illustrator.

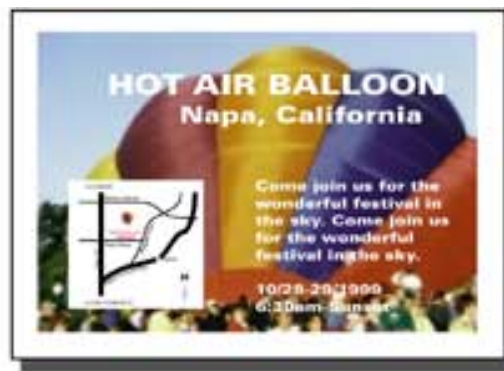
Bitmap images are described as pixels and are created with paint programs or from scanners. Monochrome bitmap images include most black-and-white illustrations made by paint programs and any images scanned with an image depth of 1 bit.

About methods of compression

Create Adobe PDF Online applies ZIP compression to text and line art; ZIP or JPEG compression to color and grayscale bitmap images; and ZIP, CCITT Group 3 or 4, or Run Length compression to monochrome images:



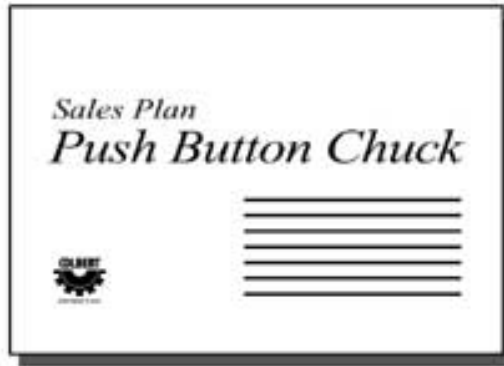
A



B



C



D

Suitable compression methods for different source art types: **A.** ZIP **B.** JPEG **C.** CCITT
D. Run Length

ZIP is a compression method that works well on images with large areas of single colors or repeating patterns, such as screen shots and simple images created with paint programs, and for black-and-white images that contain repeating patterns. Acrobat provides 4-bit and 8-bit ZIP compression options. If you use 4-bit ZIP compression with 4-bit images, or 8-bit ZIP with 4-bit or 8-bit images, the ZIP method is lossless, which means it does not remove data to reduce file size and so does not affect an image's quality. However, using 4-bit ZIP compression with 8-bit data can affect the quality, since data is lost.

Note: Adobe's implementation of the ZIP filter is derived from the zlib package of Jean-loup Gailly and Mark Adler, whose generous assistance we gratefully acknowledge.

The JPEG (Joint Photographic Experts Group) compression method is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. JPEG is lossy, which means that it removes image data and may reduce image quality, but it attempts to reduce file size with the minimum loss of information. Because JPEG eliminates data, it can achieve much smaller file sizes than ZIP compression.

Acrobat provides five JPEG options, ranging from Maximum quality (the least compression and the smallest loss of data) to Minimum quality (the most compression and the greatest loss of data). The loss of detail that results from the Maximum and High quality settings are so slight that most people cannot tell an image has been compressed; at Minimum and Low, however, the image may become blocky and acquire a mosaic look. The Medium quality setting usually strikes the best balance in

creating a compact file while still maintaining enough information to produce high-quality images.

The CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method is appropriate for black-and-white images made by paint programs and any images scanned with an image depth of 1 bit. CCITT is a lossless method.

Acrobat provides the CCITT Group 3 and Group 4 compression options. CCITT Group 4 is a general-purpose method that produces good compression for most types of monochrome images. CCITT Group 3, used by most fax machines, compresses monochrome bitmaps one row at a time.

Run Length is a lossless compression option that produces the best results for images that contain large areas of solid white or black.

About resampling

Resampling refers to changing the pixel dimensions (and therefore file size) of an image. When you downsample (or decrease the number of pixels), information is deleted from the image. When you resample, new pixel information is added based on color values of existing pixels.

Create Adobe PDF Online can downsample or subsample a bitmap image to reduce the amount of data in the image to no more than what an output device needs. You should resample bitmap images when they contain more data than the output device can use. (For a table showing different output resolutions, see [Setting the Compression options](#).) If your images are sampled at a higher resolution than the device, the extra resolution only increases the time it takes the device to process the image. Note that Create Adobe PDF Online never resamples images to a higher resolution, only to a lower one.

To resample an image, Create Adobe PDF Online combines pixels in a sample area to make one larger pixel. You provide the resolution of your output device in dots per inch (dpi), and Create Adobe PDF Online combines pixels as needed to reduce the image's resolution to the specified dpi setting:

Average downsampling averages the pixels in a sample area and replaces the entire area with the average pixel color at the specified resolution. Bicubic downsampling uses a weighted average to determine pixel color and usually yields better results than the simple averaging method of downsampling. Bicubic is the slowest but most precise method, resulting in the smoothest tonal gradations.

Subsampling chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution. Subsampling significantly reduces the conversion time compared with downsampling but results in images that are less smooth and continuous.

Note: Resampling monochrome images can have unexpected viewing results, such as no image display. If this happens, turn off resampling and convert the file again. This problem is most likely to occur with subsampling and least likely with bicubic downsampling.

Make sure that monochrome images are scanned as monochrome and not as grayscale. Scanned text is

sometimes saved as grayscale images by default. Grayscale text compressed with the JPEG compression method is muddy at best and may be unreadable.

Setting the Compression options

The Compression options specify compression for text and line art, and compression and resampling for bitmap images. Compression and resampling can significantly reduce the size of a Adobe PDF file but can also degrade the quality of images. However, it does not affect the quality of text and line art. You may want to experiment with these options to find an appropriate balance between file size and image quality.

The resolution setting for color and grayscale should be 1.5 to 2 times the line screen ruling at which the file will be printed. (As long as you don't go below this recommended resolution setting, images that contain no straight lines or geometric or repeating patterns won't be affected by a lower resolution.) You should also consider whether users will need to magnify a page. For example, if you are creating a Adobe PDF of a map, consider using a higher image resolution so that users can zoom in on the map.

The following table shows common types of printers and their resolution measured in dpi, their default screen ruling measured in lines per inch (lpi), and a resampling resolution for images measured in pixels per inch (ppi). For example, using the table, if you were printing to a 600 dpi laser printer, you would enter 170 for the resolution at which to resample images.

Printer resolution	Default line screen	Image resolution
300 dpi (laser printer)	60 lpi	120 ppi
600 dpi (laser printer)	85 lpi	170 ppi
1200 dpi (imagesetter)	120 lpi	240 ppi
2400 dpi (imagesetter)	150 lpi	300 ppi

If you select the Automatic option, Acrobat determines the best compression method and quality for your color or grayscale bitmap images. For most Adobe PDF files, this provides satisfactory results. JPEG is applied to 8-bit grayscale images and to 8-bit, 16-bit, and 24-bit color images when the images have continuous, smooth tones; ZIP is applied to 2-bit, 4-bit, and 8-bit grayscale images, to 4-bit color images and indexed 8-bit color images, and to 16-bit and 24-bit color images when the images have sharp color changes.

Note: If you selected Optimize Adobe PDF in the General settings, text and line art are compressed regardless of what you choose here.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

COMPRESSION OPTIONS

> FONTS OPTIONS

COLOR OPTIONS

ADVANCED OPTIONS

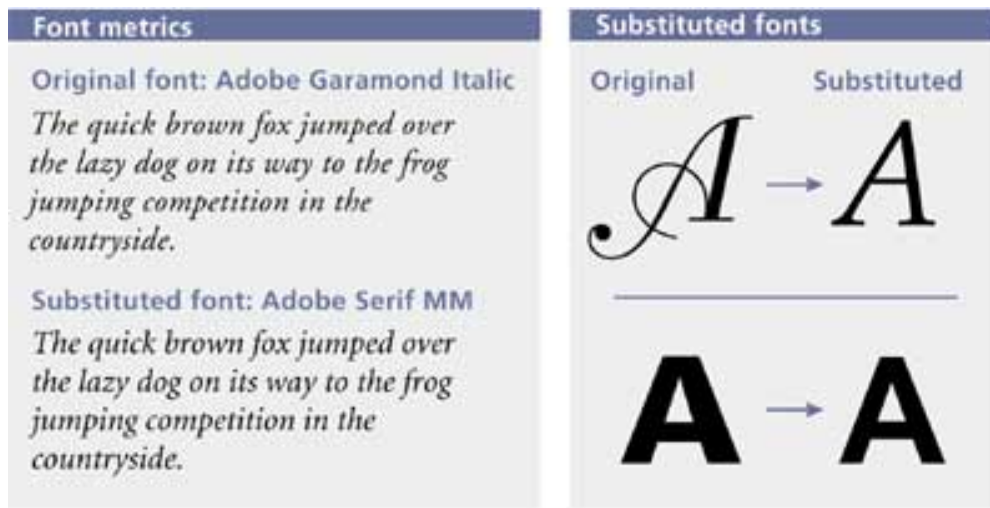
When Create Adobe® PDF Online has access to a font used in a PostScript® file, it can embed that font in the resulting PDF file. Embedding ensures that all readers will see the text in its original font, but it increases file size.

About font embedding and substitution

Create Adobe PDF Online can embed roman Type 1 and TrueType fonts in a PDF file to prevent font substitution when someone who doesn't have that font on their system views or prints the file. For each font embedded, Create Adobe PDF Online can embed the subset of characters used in the file. Type 1 and TrueType fonts can be embedded if they are included in the PostScript file or are available in one of the font locations Create Adobe PDF Online monitors.

Note: In some cases, TrueType fonts that have gone through a PostScript driver and Create Adobe PDF Online can no longer be searched, copied, cut, or pasted. To minimize this problem, use Create Adobe PDF Online on the same system on which the PostScript file was created, and make sure that the TrueType fonts used in the file are available on the system.

If a font is not embedded in a PDF file and the user who opens or prints the file does not have access to the original font, Acrobat temporarily substitutes the font with a Multiple Master serif or sans serif typeface. If the metrics of the original font are included in the PDF file, the Multiple Master typeface can stretch or condense to fit, to ensure that line and page breaks are maintained from the original document. The substitution cannot always match the shape of the original characters, however, especially if the characters are unconventional ones, such as script typefaces.



You can have Create Adobe PDF Online embed only the particular characters used in the file. This saves file space, but if you need to edit text in the file later with the touchup text tool, the characters you need may not be stored in the file.

Important: To edit files you must have a licensed copy of the font used in that file on your local system.

To embed only certain fonts, make sure Embed All Fonts is not selected, and move the fonts you want embedded to the Always Embed list.

You can move a font to the Always Embed list by selecting the font in the list on the left and clicking the arrow button next to Always Embed. If necessary, choose a different font folder from the pop-up menu to display the font in the font list. Ctrl-click (Windows) or Command-click (Mac OS) to select multiple fonts to move, or Shift-click to select a contiguous range of fonts.

Note: A TrueType font can contain a setting added by the font's designer that prevents the font from being embedded in PDF files. Even though you can move such a font to an embed list, Create Adobe PDF Online does not embed it in the PDF file, but displays an error message and lists the font in the log file. You can check whether the font was embedded by opening the resulting PDF file and viewing the Font Info dialog box. Choose File > Document Info > Fonts.

To prevent fonts from being embedded:

Do one of the following in the Fonts panel of the Job Options dialog box:

If the font is in an available font folder, select the font in the list on the left, and click the right arrow button next to the Never Embed list. If necessary, choose a different font folder from the pop-up menu to display the font in the list. You can Ctrl-click (Windows) or Command-click (Mac OS) to select multiple fonts, or Shift-click to select a contiguous range of fonts.

To remove a font from the Always Embed or Never Embed list:

Select the font from the list and click Remove. This does not remove the font from your system, it just removes the reference to it in the Always Embed or Never Embed list.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

COMPRESSION OPTIONS

FONTS OPTIONS

> COLOR OPTIONS

[RGB Model](#)

[CMYK Model](#)

[Grayscale Model](#)

[Gamuts and Color Spaces](#)

[Device-dependent color](#)

[Device-independent color](#)

[ICC Profiles](#)

[Setting color options](#)

[Conversion options](#)

[Assumed Profiles](#)

[Other Options](#)

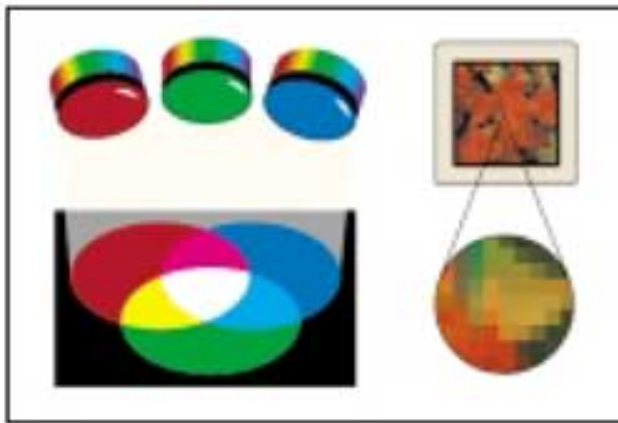
ADVANCED OPTIONS

By their very natures, a monitor and printer reproduce color in completely different ways.

A color management system (CMS) is a collection of software tools designed to reconcile the different color capabilities of scanners, monitors, and printers to ensure consistent color throughout the creation, display, and print process. Ideally, this means that the colors displayed on your monitor accurately represent the colors of the final output. It also means that different applications, monitors, and operating systems will display colors consistently.

The RGB color model

A monitor uses red, green, and blue (RGB) light to create colors. Combining full intensities of all three colors makes white. RGB colors are used for lighting, video, and monitors. Your computer monitor, for example, creates color by emitting light through red, green, and blue phosphors.



RGB color model

The CMYK color model

A color printer uses a CMYK color model, in which three colors of transparent ink - cyan (C), magenta (M), and yellow (Y) - are combined along with black (noted as K instead of B to avoid confusion with blue) in varying amounts to create colors. CMYK inks filter the white light that reflects back from the paper and subtract some of the red, green, and blue light from the spectrum. The color we see is what's left.

In theory, pure cyan, magenta, and yellow pigments should combine to absorb all color and produce black. But because all printing inks contain some impurities, these three inks actually produce a muddy brown and must be combined with black ink to produce a true black. Combining these inks to reproduce color is called four-color process printing.



CMYK color model

The Grayscale color model

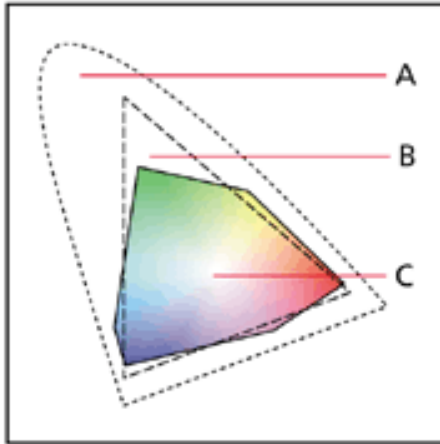
Black-and-white and grayscale printers and scanners typically use a Grayscale color model to produce images. The Grayscale color model uses shades of gray. Every pixel of a grayscale image has a brightness value ranging from 0% (white) to 100% (black).

Gamuts and color spaces

Most problems associated with accurately reproducing colors from a software program stem from reconciling the differences between the total set of colors, or gamut, produced by the red, green, and blue phosphors of a computer monitor and the gamut produced by the cyan, magenta, yellow, and

black inks of a printer. In addition, colors can vary dramatically between different monitors, printers, and software. The color space for a device is defined by the gamut it can represent.

For example, an RGB image (that is, an image whose colors are represented with the RGB color model) may contain colors that cannot be reproduced by a particular monitor. That is because the image has colors that are outside the gamut, or color space, of that monitor.



A. Lab color gamut **B.** RGB color gamut **C.** CMYK color gamut

Device-dependent color

Color varies depending on the device that produces it. An image (a vector drawing or bitmap image) with a device-dependent color space displays colors that depend on the hardware with which the image is created and output. Device-dependent color works best when each part of the imaging process is controlled. For example, in a print service bureau, the scanner is calibrated to digitize color in a photo accurately, the electronic image is then displayed on a particular calibrated monitor, and the resulting file is printed on a particular calibrated printer. All of these devices are calibrated to display color accurately from one device to the other.

However, the devices on which an image is reproduced may not all be under a single person's or group's control. Take, for instance, an image of a rainbow. If the monitor on which it was created accentuates blues, the person creating the rainbow might have lessened the blue in the rainbow to compensate.

But suppose that image is then displayed on a monitor that displays blues normally, but accentuates reds. The blue portion of the rainbow will seem washed out and the reds overly strong. Even if the monitors are the same model, one monitor may have its contrast and brightness adjusted differently than another, affecting colors when viewed on each monitor.

Device-independent color

In a sense, each device speaks its own color language, and it can't communicate that color very well to another device. What's needed is an interpreter, such as a color management system.

A color management system uses a device-independent color model as the color language by which all color information is referenced. The color model Acrobat uses is called CIELAB, developed in 1976

by the Commission Internationale de l'Eclairage (International Committee on Illumination, or CIE). The CIE's standard for measuring color is based on how the human eye perceives it, not on the device that created it.

Images can be edited in a device-independent color space which is larger than the color space of the output device, such as a computer monitor, a TV screen, film, or a four-color press. Images can then be saved with profiles that contain information describing the characteristics of the source and output color devices.

This makes a color-managed workflow advantageous. The images become portable since they can be displayed on widely differing devices simply by tagging the images with different output profiles.

Managing ICC profiles in files

One of the methods Acrobat uses to manage color is to apply ICC profiles to grayscale, RGB, and CMYK images. The ICC profile format was defined by the International Color Consortium (ICC). An ICC profile is a color space description (for example, a description of the type of monitor on which the image was created). ICC profiles help you reproduce colors accurately across different platforms, devices, and ICC-compliant applications (such as Adobe Illustrator and Adobe PageMaker).

To manage color effectively across systems and applications, it is important to attach (or tag) ICC profiles to images in files. The ICC profile for an image then indicates the correct color space for that image. When another ICC-aware application opens a properly tagged image, that application knows what, if any, color conversions are required.

Take the instance of an ICC profile for an RGB image that indicates the image was created on a monitor whose color space accentuates blues. When an ICC-aware application opens the image on a monitor that displays blues normally but accentuates reds, the application temporarily converts the color for display on that monitor, so that blues and reds display correctly. The file itself is not changed. The application that displays the image simply uses the profile to compensate for the difference between the color space in which the file was created and the color space in which it is being displayed.

Setting color options

The Color dialog box lets you specify how Create Adobe PDF Online uses ICC profiles ("tags") and whether it converts colors when distilling files. The settings control which color spaces are assumed when the resulting PDF files are exchanged between different applications and output devices.

It's worth noting the following when attaching profiles:

PostScript files can contain calibrated color information. However, they do not contain ICC profiles. Instead, images using device-independent colors (such as those tagged with ICC profiles) are saved in a device-independent CIE color space in PostScript. Images using device-dependent colors remain as they were. No color information is lost in the resulting PostScript file. You can use the Color dialog box to attach new, and even different, ICC profiles to the distilled PDF file. This action doesn't alter the colors, it just calibrates them to different profiles.

When tagging for color management, Create Adobe PDF Online attaches a separate profile for each color space in a file. For example, a document might contain five images: one in Grayscale, and two each in the RGB and CMYK color spaces. In this case, Create Adobe PDF Online would attach a separate ICC profile to calibrate the color for each color space, for a total of three profiles.

Note: To ensure that the final printed output is the color you want, it is a good idea to consult your printer or service bureau and specify color options based on their recommendations.

Conversion Options

Leave Color Unchanged. This option leaves device-dependent colors unchanged. With this option you cannot choose assumed profile options. The Leave Color Unchanged option can be useful for print shops that have calibrated all their devices, used that information to specify color in the file, and are only outputting to those devices.

Tag Everything For Color Mgmt (No Conversion)/Convert Everything For Color Management. With Acrobat 4.0 compatibility selected in the General options, the Tag Everything For Color Mgmt (No Conversion) option appears and lets you embed an ICC profile when distilling files and calibrates color in the images, making colors in the resulting PDF files device-independent.

With Acrobat 3.0 compatibility selected, the option appears as Convert Everything For Color Management, and no ICC profiles are embedded in the files. However, device-dependent color spaces in files (RGB, Grayscale, and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB).

Tag Only Images For Color Management (No Conversion)/Convert Only Images For Color Management. With Acrobat 4.0 compatibility selected in the General dialog box, the Tag Only Images For Color Management (No Conversion) only embeds ICC profiles in bitmap images, not text or graphics, when distilling files. This prevents black text from undergoing any color shift.

With Acrobat 3.0 compatibility selected, the option appears as Convert Only Images For Color Management, and no ICC profiles are embedded in the files. However, device-dependent color spaces in bitmap images (RGB, Grayscale, and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB). Text and graphics are not converted.

Convert All Colors To sRGB/CalRGB. As with the Tag For Color Management (No Conversion)/Convert For Color Management option, this option calibrates color in the file, making the color device-independent. With Acrobat 4.0 compatibility selected in the General dialog box, CMYK and RGB images are converted to sRGB. With Acrobat 3.0 compatibility selected, CMYK and RGB images are converted to calibrated RGB (CalRGB).

Regardless of the compatibility option you select, grayscale images are left unchanged. This option usually reduces the size and increases the display speed of PDF files because less information is needed to describe RGB than CMYK images. Because RGB is the native color space used on monitors, no color conversion is necessary during display, which contributes to fast online viewing.

This option is recommended if the PDF file will be used online or with low-end printers.

Choosing Assumed Profiles

For Gray, choose a profile to define the color space of all grayscale images in files. This option is only available if you chose Tag Everything For Color Mgmt (no conversion) or Tag Only Images For Color Management (no conversions). The default ICC profile for gray images is Adobe Gray - 20% Dot Gain. You can also choose None to prevent grayscale images from being converted.

For RGB, choose a profile to define the color space of all RGB images in files. The default, sRGB IEC61966-2.1, is generally a good choice because it is becoming an industry standard and is recognized by many output devices. You can also choose None to prevent RGB images from being converted.

For CMYK, choose a profile to define the color space of all CMYK images in files. The default is Adobe CMYK. You can also choose None to prevent CMYK images from being converted.

Note: Choosing None for all three color spaces has the same effect as selecting the option Leave Color Unchanged.

Other Options

Preserve Overprint Settings retains any overprint settings in files being converted to PDF. Overprint colors are two or more transparent inks printed on top of each other. For example, when a cyan ink prints over a yellow ink, the resulting overprint is a green color. Without overprinting, the underlying yellow would not be printed, resulting in a cyan color.

Preserve Under Color Removal And Black Generation Settings retains these settings if they exist in the PostScript file.

Black generation calculates the amount of black to be used when trying to reproduce a particular color. Undercolor removal (UCR) reduces the amount of cyan, magenta, and yellow components to compensate for the amount of black that was added by the black generation. Because it uses less ink, UCR is generally used for newsprint and uncoated stock.

Preserve Transfer Functions retains the transfer functions traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. Dot gain occurs when the ink dots that make up a printed image are larger (for example, due to spreading on paper) than in the halftone screen; dot loss occurs when the dots print smaller.

Transfer functions are specific to an output device. For example, a file that is intended for output on a particular imagesetter may contain transfer functions that compensate for the dot gain inherent with that printer.

Preserve Halftone Information retains any halftone information in files. Halftone information consists of dots that control how much ink is deposited by halftone devices at a specific location on the paper. Varying the dot size and density creates the illusion of variations of gray or continuous color. For a

CMYK image, four halftone screens are used: one for each ink used in the printing process.

In traditional print production, a halftone is produced by placing a halftone screen between a piece of film and the image and then exposing the film. Electronic equivalents, such as in Adobe Photoshop, let users specify the halftone screen attributes before producing the film or paper output.

As with transfer functions, halftone information is intended for use with a particular output device.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

COMPRESSION OPTIONS

FONTS OPTIONS

COLOR OPTIONS

> ADVANCED OPTIONS

The Advanced options specify DSC comments to keep in a Adobe® PDF file, define a default page size, and set other options that affect the conversion from PostScript®.

In a PostScript file, DSC comments contain information about the file (such as the originating application, the creation date, and the page orientation) and provide structure for page descriptions in the file (such as beginning and ending statements for a prologue section). DSC comments can be useful when your document is going to print or press.

The default page size is used if a PostScript file does not specify a page size. Typically, PostScript files include this information, except for EPS files, which give a bounding box size but not a page size.

When working with the Advanced options, it is helpful to have an understanding of the PostScript language and how it is translated to Adobe PDF. See the PostScript Language Reference Manual (Addison-Wesley), the Portable Document Format Reference Manual, and Updates to the Portable Document Format Reference Manual. (The latter two documents are available on the Adobe® Web site at www.adobe.com.)

Preserve Level 2 Copypage Semantics uses the copypage operator defined in LanguageLevel 2 PostScript rather than in LanguageLevel 3 PostScript. This means that if you have a LanguageLevel 3 PostScript file and select this option, Create Adobe PDF Online will make the copypage a showpage operation.

Save Portable Job Ticket Inside PDF File preserves a PostScript job ticket in a Adobe PDF file. The job ticket contains information about the PostScript file itself, such as page size, resolution, and trapping information, rather than about content. This information can be used later in a workflow or for printing the Adobe PDF.

Resize Page And Center Artwork For EPS Files centers an EPS image and resizes the page to fit closely around the image. This option applies only to jobs that consist of a single EPS file.

Preserve EPS Information From DSC retains information, such as the originating application and creation date for an EPS file. With this option deselected, the page is sized and centered based on the top left corner of the top left object and bottom right corner of the bottom right object on the page.

Preserve OPI Comments retains information needed to replace a For Placement Only (FPO) image or comment with the high-resolution image located on servers that support OPI versions 1.3 and 2.0.

Preserve Document Information From DSC retains information such as the title, creation date, and time. When you open a Adobe PDF file in Acrobat, this information appears in the General Info dialog box (through File > Document Info > General).

HELP

CONVERT A FILE

> WEB CAPTURE

[Step 1. Enter a URL to convert](#)

[Step 2. Set Security Options](#)

[Step 3. Choose Delivery Method](#)

PAPER CAPTURE

Web Capture

You can convert a Web page to Adobe PDF much as you would any other document. Create Adobe PDF Online will download the HTML pages and convert them to Adobe PDF, maintaining the look and feel of the page, as well as active links.

From the Welcome page, select Web Capture to submit a URL and begin the conversion process.

Enter the URL you wish to Convert

Enter a URL pointing to the file or Web page that you want to convert. Select the Convert All Linked Pages checkbox to create a PDF file that includes the Web page at the URL you type in, plus all of the Web pages linked to that Web page. Be aware that this can result in a very large PDF file and may cause your job to fail if it takes too long to process.

Step 2. Set Security Options

You can limit access to Adobe PDF files by giving the files passwords and restricting certain features such as printing and editing.

A PDF file can have an open document password (user password) and a change security settings password (master password). If the file has both passwords, it can be opened with either one. When a file is opened with an open document password, the security restrictions are temporarily disabled. If you set any security restrictions in your file, you should also specify a change security setting password (master password); otherwise anyone who opens the file could remove the restrictions.

Create Adobe PDF Online uses the RC4 method of security from RSA Corporation to secure PDF files. To add security to Adobe PDF files, click set security options and set the following options:

1. In the Security dialog box, specify any password protection you want:
 - In the User Password text box, enter the password users must enter before they can open the file.
 - In the Master Password text box, enter the password users must enter before they can set or change any security options. Note: You cannot use the same password in both boxes.

2. Set Permissions using the checkboxes:
 - No Printing to prevent users from printing the file.
 - No Changing the Document to prevent users from creating form fields, as well as making any other changes.
 - No Content Copying or Extraction to prevent user from copying text and graphics.
 - No Adding or Changing Comments or Form Fields to prevent users from adding or changing these areas. (Users can fill in the fields.)
3. Click OK.
4. If you have specified password protection, a Password confirmation dialog will be displayed. Enter the correct password, and click Save.

Step 3. Delivery Method

Choose one of the following delivery methods from the dropdown menu:

Convert now in Web browser - Leave your computer connected to the Internet and your browser open, and your Create Adobe PDF Online will display your Adobe PDF file as soon as it's converted. The conversion process usually takes only a few minutes.

E-mail the link to my file - Create Adobe PDF Online will e-mail you a URL where you can pick up your file. Files will be stored for 48 hours after they are created; files not picked up within 48 hours are discarded.

E-mail the file as an attachment - If you select this option, your PDF file will be sent to you as an e-mail attachment.

HELP

CONVERT A FILE

WEB CAPTURE

> PAPER CAPTURE

[Step 1. Choose a file to capture](#)

[Step 2. Select your desired Paper Capture Settings](#)

[Step 3. Set Security Options](#)

[Step 4. Choose Delivery Method](#)

Paper Capture

Step 1. Choose a file to capture

Specify the file you wish to convert. Click Browse to open a File Upload window. Select the file you want to convert, and click Open.

Note: In Netscape Communicator (Windows), the File upload window defaults to show only HTML files. To see all file types, select All Files (*.*) for Files of Type.

Step 2. Select your desired Paper Capture settings

Select the primary OCR language, using the dropdown menu. The following language choices are available:

- Brazilian Portuguese
- Catalan
- Danish
- Dutch
- English (UK)
- English (US)
- Finnish
- French
- German
- Italian
- Norwegian
- Nynorsk
- Portuguese
- Spanish
- Swedish
- Swiss German

Click Edit Settings if you would like to customize settings for Paper Capture. These settings allow you to determine compression method, how Paper Capture defines suspects and other conversion options. If you have previously created

custom settings, you can choose your settings from the setting dropdown menu. To use Paper Capture with the default setting, click Capture PDF.

To create new settings:

- Click Edit Settings from the File to Capture page. In the Available Settings dialog box, click New to create a new set of custom capture settings.
1. Set [General](#), [Compression](#), [Suspects](#), [Advanced](#) optimization options for the Paper Capture process.
 2. Click Save when you have set all the options.
 3. Name your new custom setting.

Note: Only users experienced with capturing should use the Advanced Settings options.

To delete settings:

1. Click Edit Settings from the File to Capture page. In the Available Settings dialog box, select the optimization setting you want to delete, and click Delete.
2. Click Done.

Note: You cannot delete the default setting.

[back to top ▲](#)

Step 3. Set Security Options

You can limit access to Adobe PDF files by giving the files passwords and restricting certain features such as printing and editing.

A PDF file can have an open document password (user password) and a change security settings password (master password). If the file has both passwords, it can be opened with either one. When a file is opened with an open document password, the security restrictions are temporarily disabled. If you set any security restrictions in your file, you should also specify a change security setting password (master password); otherwise anyone who opens the file could remove the restrictions.

Create Adobe PDF Online uses the RC4 method of security from RSA Corporation to secure PDF files. To add security to Adobe PDF files, click set security options and set the following options:

1. In the Security dialog box, specify any password protection you want:
 - In the User Password text box, enter the password users must enter before they can open the file.
 - In the Master Password text box, enter the password users must enter before they can set or change any security options. Note: You cannot use the same password in both boxes.
2. Set Permissions using the checkboxes:
 - No Printing to prevent users from printing the file.
 - No Changing the Document to prevent users from creating form fields, as well as making any other changes.
 - No Content Copying or Extraction to prevent user from copying text and graphics.
 - No Adding or Changing Comments or Form Fields to prevent users from adding or changing these areas. (Users can fill in the fields.)

3. Click OK.
4. If you have specified password protection, a Password confirmation dialog will be displayed. Enter the correct password, and click Save.

Step 4. Delivery Method

Choose one of the following delivery methods from the dropdown menu:

Convert now in Web browser - Leave your computer connected to the Internet and your browser open, and your Create Adobe PDF Online will display your Adobe PDF file as soon as it's converted. The conversion process usually takes only a few minutes.

E-mail the link to my file - Create Adobe PDF Online will e-mail you a URL where you can pick up your file. Files will be stored for 48 hours after they are created; files not picked up within 48 hours are discarded.

E-mail the file as an attachment - If you select this option, your PDF file will be sent to you as an e-mail attachment.

MORE ON ADVANCED SETTINGS

> GENERAL OPTIONS

[Page Content](#)

[Page Size](#)

COMPRESSION OPTIONS

SUSPECTS OPTIONS

ADVANCED OPTIONS

About general properties (PDF page content and size)

The default settings are Formatted Text & Graphics (page content) and Dynamic (page size).

Page Content

PDF documents with Formatted Text & Graphics page content contain text that is scalable and can be indexed, searched, and copied to the Clipboard. The documents preserve page formatting and graphic images. PDF Formatted Text & Graphics files are significantly smaller than PDF Searchable Image files, the alternative to the default setting. PDF Searchable Image documents contain complete bitmaps of the pages of the original document, like the PDF Image documents producible by scanning. But they have recognized text hidden behind the image, so the text can be indexed, searched, and copied like text in a PDF Formatted Text & Graphics document. Use Searchable Image when you need to keep the original scanned image of a document for legal or archival purposes but want the document to be searchable. Searchable Image (Compact) is a more compressed version of Searchable Image (Exact) in which text regions that contain two colors (e.g., red text on blue background) are stored as monochrome rather than full-color images. Note: In Acrobat 4.0, PDF Formatted Text & Graphics is called "PDF Normal." PDF Searchable Image is called "PDF Original Image with Hidden Text."

Page Size

The default page size, dynamic, is the exact size of the original image. If the original image is a scan, its size may vary slightly from the size of the scanned page itself. If another option is selected (letter, legal, legal, tabloid, or A4), all varying images are adjusted (snapped) to the single size selected.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

> COMPRESSION OPTIONS

[Compression Methods](#)

[Downsampling](#)

SUSPECTS OPTIONS

ADVANCED OPTIONS

About compression properties, including downsampling

The default setting for monochrome is CCIT Group 4 compression and no downsampling. The default for color/grayscale images is Zip compression and no downsampling.

Compression

For monochrome compression, the alternative option is Zip compression. CCIT Group 4 is a good general-purpose method. Zip produces the best compression for images that contain repeating patterns. For color/grayscale compression, the alternative options are JPEG High Quality, Medium Quality, and Low Quality. JPEG compression results in smaller files, so it is the appropriate setting for pages to be viewed on the Web. JPEG is most appropriate for halftone images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. It is not well suited for the following:

- Images with large areas of a single color, such as screen shots
- Simple images produced with a paint program
- Drawings that have been converted to images

JPEG Low Quality provides the maximum amount of compression, but may result in images with a blocky, quilted look. JPEG High Quality loses such a small amount of detail that most people can't tell that the image has been compressed, but it results in larger files.

Downsampling

The downsampling alternatives are 300, 150, and 72 dpi. Downsampling reduces file size by reducing the spatial resolution (pixels per inch) of the image.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

COMPRESSION OPTIONS

> SUSPECTS OPTIONS

ADVANCED OPTIONS

About suspect properties (PDF)

Suspects are words that may have been incorrectly recognized during OCR. You can establish a confidence threshold below which you consider a word suspect, and you can decide which other flags (for example, uncertain font) also make a word suspect. By default, the threshold is 95% for all steps.

If the PDF document has Formatted Text & Graphics page content, a bitmap is substituted for the suspect word in the document, and the OCR results are placed behind the bitmap.

MORE ON ADVANCED SETTINGS

GENERAL OPTIONS

COMPRESSION OPTIONS

SUSPECTS OPTIONS

> ADVANCED OPTIONS

About advanced properties (PDF)

Paper Capture can provide PDF output with bookmarks, links, thumbnails, structure, and embedded fonts. By default, the output has links and structure but not thumbnails or embedded fonts, both which increase file size.

Links - Include standard cross-references, tables of contents, indexes, chapter titles, and section headings. Titles and headings are listed as bookmarks in a separate navigation panel.

Thumbnails - Displayed in the navigation pane along with links, thumbnails are provided for every page in the document. They are disabled by default because they increase file size.

Structure - Provides invisible tags for words, paragraphs, table elements, and other elements of a document's structure. This information can be used by PDF viewers for searching and document navigation.

Embedded Fonts - Embedding fonts in a document ensures that the fonts will be the ones you choose, even if those fonts are absent from the computer displaying the document. Embedded fonts are disabled by default because they increase file size.

MORE INFO

To get more help on using Create Adobe® PDF Online, check out:

[Customer Support Knowledgebase](#): A searchable help database to find specific topics

[Tips and Techniques for Acrobat](#): A useful guide on how to make the most of Adobe PDF

[More on Advanced Settings](#): A detailed guide on how to use the Advanced Settings feature