

Setting up Procedures for Processing JACoW Style Papers

These instructions assume that Acrobat 7 is and PitStop have been installed.

Job Options for Distiller

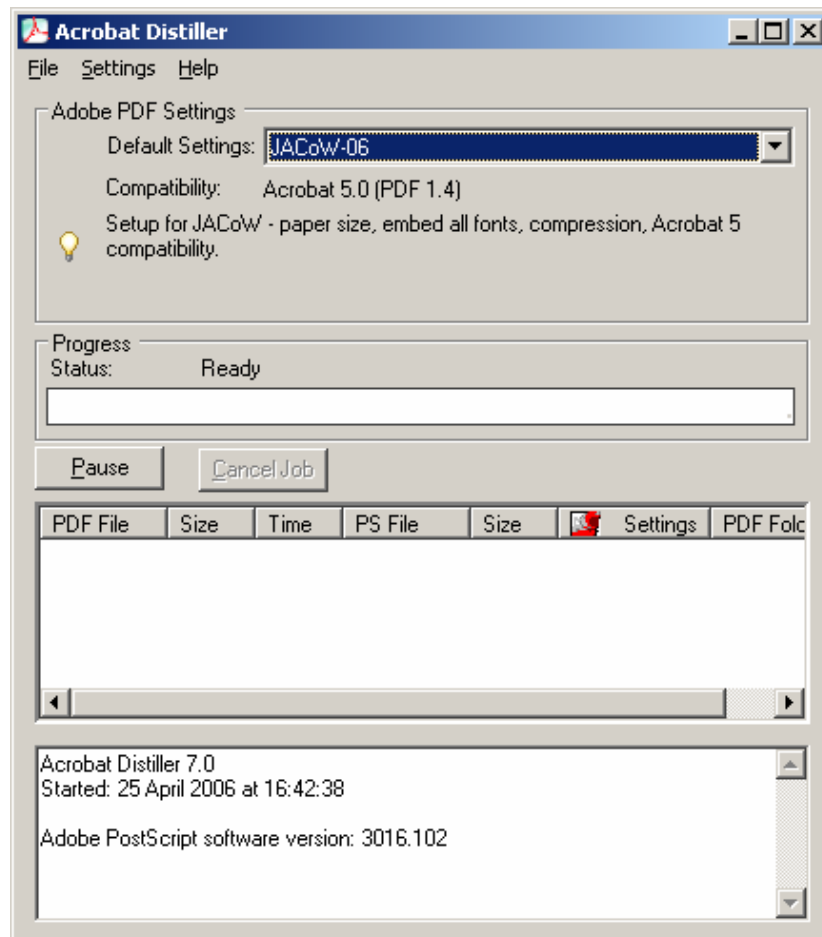
When you start distiller make sure that the correct Job Options file is selected (JACoW-06):

Job Options are stored in

C:\Documents and Settings\ All Users\ Shared Documents\ Adobde PDF\ Settings
but you can import them again if they are corrupted.

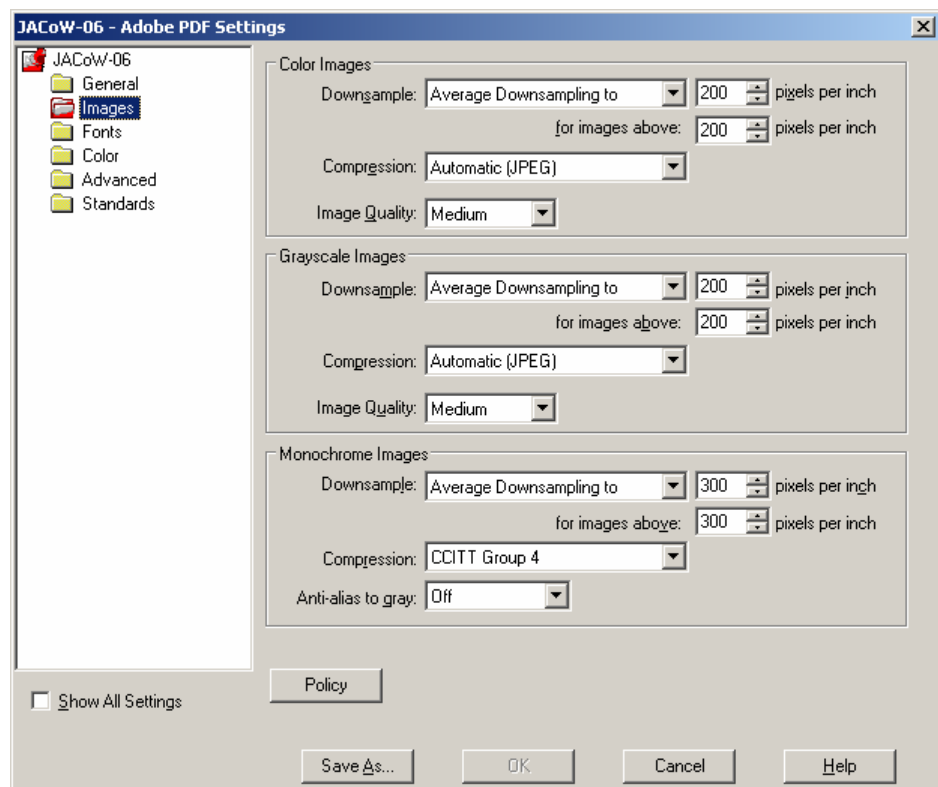
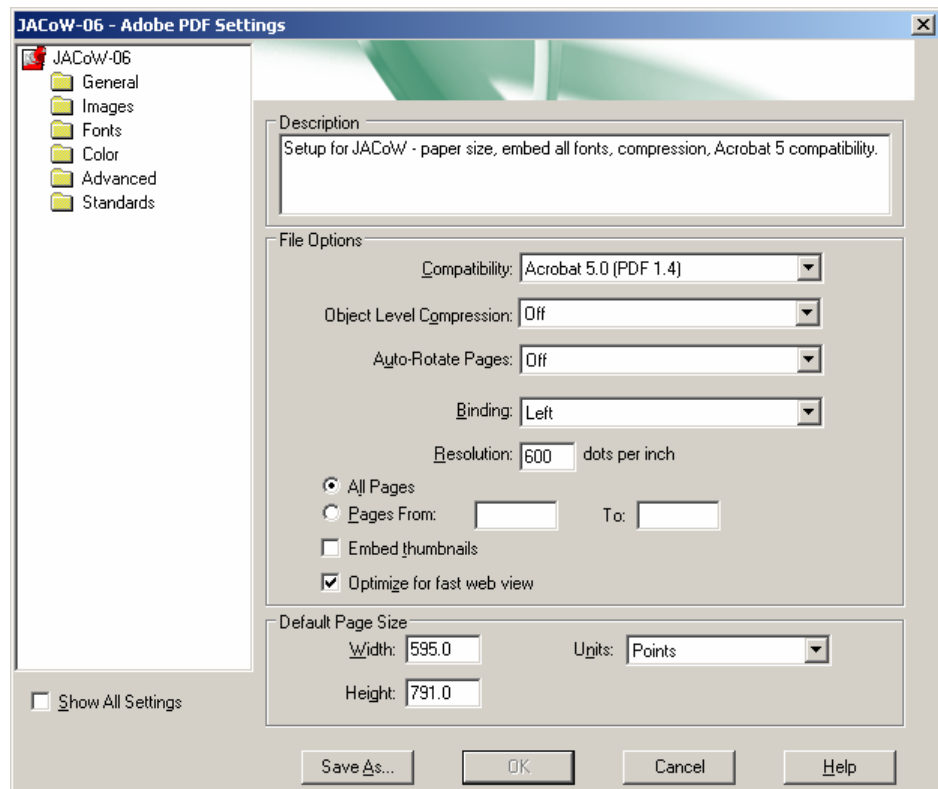
From the editor instructions page click on the Distiller JobOptions link and download the file to your machine.

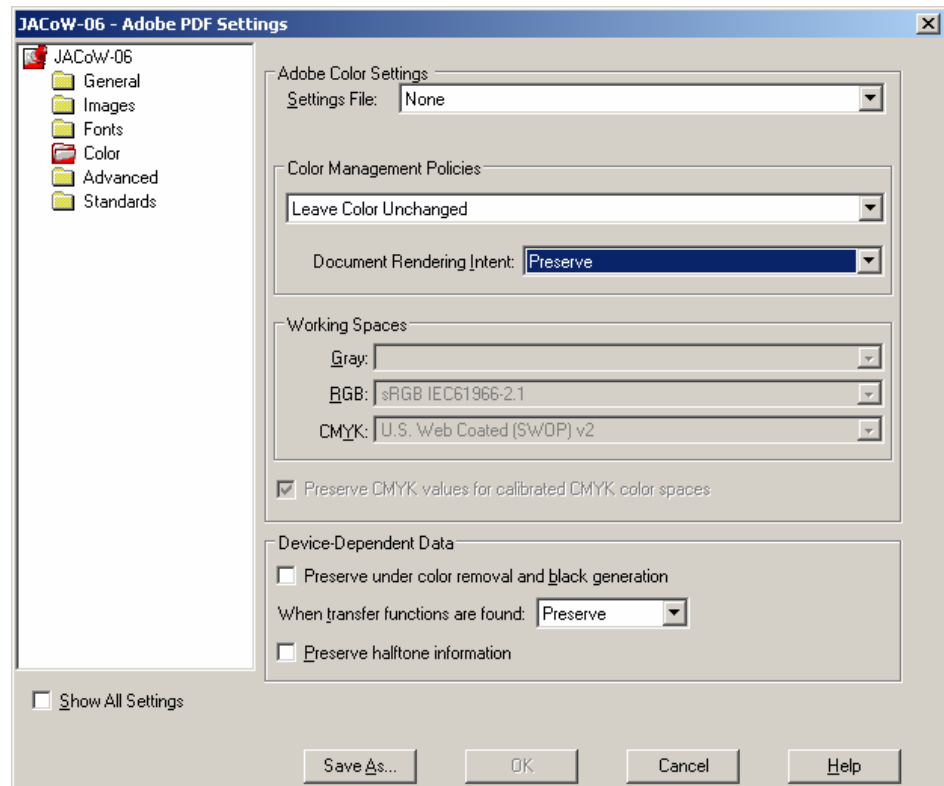
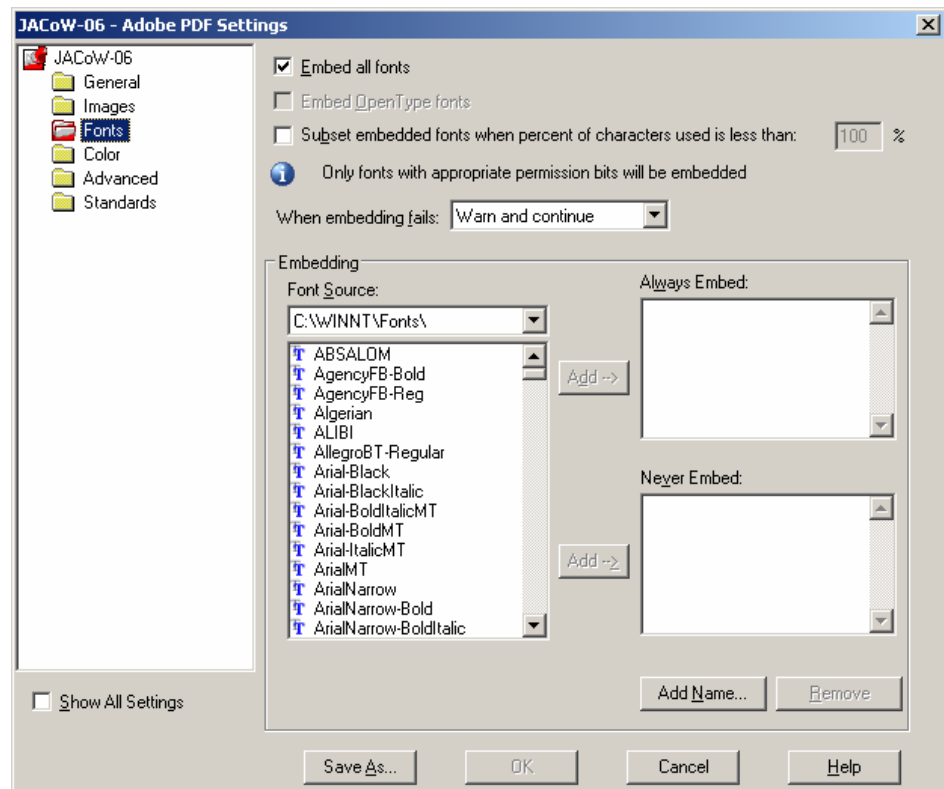
Start Distiller and click on Settings and select 'Add Adobe PDF Settings' and them simply replace your joboptions file with the one which you downloaded.

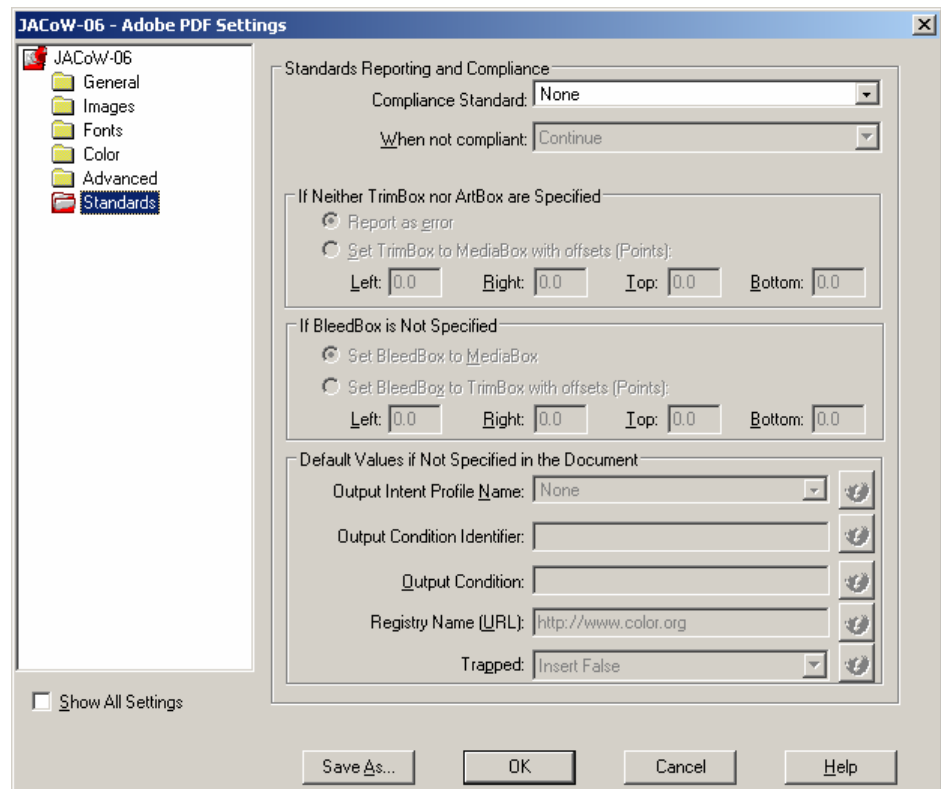


The settings should look like those on the following pages.

(C:\Documents
and Settings\ All
Users\ Shared
Documents\
Adobde PDF\
Settings)



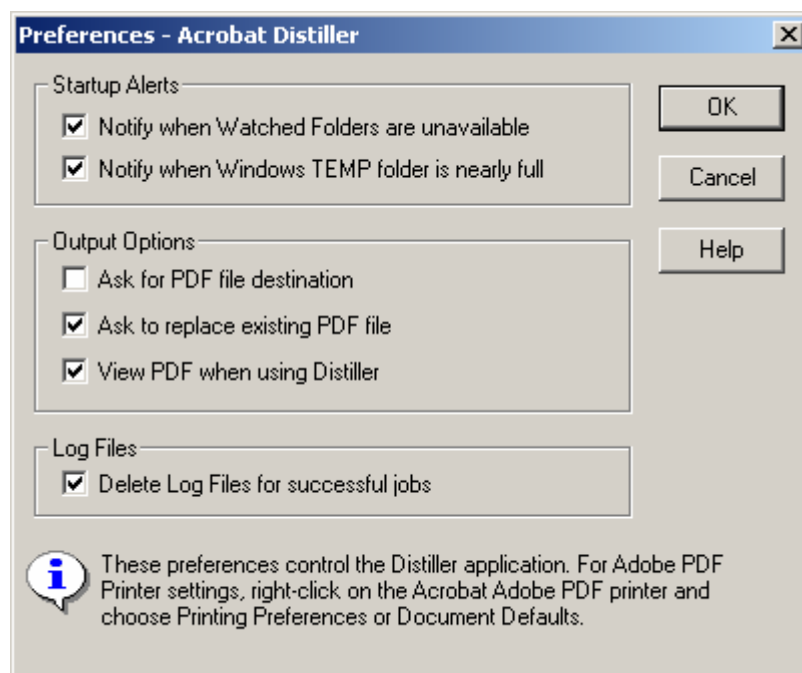




Acrobat Distiller Preferences

Distiller Preferences

Select File > Preferences and set up as follows:



Acrobat Professional Setup

Most of the default settings are irrelevant – just set the following by selecting:
Edit > Preferences> General

The screenshot shows the 'Preferences' dialog box with the 'General' category selected in the left-hand list. The 'Miscellaneous' section contains several checkboxes: 'Automatically save document changes to temporary file every 5 minutes (1-99)' is checked; 'Automatically detect URLs from text' is checked; 'Open cross-document links in same window' is checked; 'Save As optimizes for Fast Web View' is checked; 'Emit passthrough PostScript when printing' is unchecked; 'Enable print preview' is checked; 'Use single-key accelerators to access tools' is unchecked; 'Enable text selection for the Hand tool' is unchecked; 'Disable edit warnings' is unchecked; and 'Show documents in taskbar (takes effect after next launch of Acrobat)' is checked. A 'Reset All Warnings' button is present. The 'Selection' section has a 'Select Tool Options' dropdown set to 'Text before images', 'Text Selection Margin' set to 10 pixels, and 'Column Selection Margin' set to 20 pixels. 'Use fixed resolution for snapshots' is unchecked, and 'Resolution' is set to 72 pixels/inch. The 'Version Cue' section has 'Enable Version Cue workgroup file management' unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

Preferences

Categories:

- 3D
- Accessibility
- Batch Processing
- Catalog
- Color Management
- Commenting
- Convert From PDF
- Convert To PDF
- Forms
- Full Screen
- General**
- Identity
- International
- Internet
- JavaScript
- Measuring
- Multimedia
- Page Display
- Reading
- Reviewing
- Search
- Security
- Spelling
- Startup
- TouchUp
- Trust Manager
- Units & Guides
- Web Capture

Miscellaneous

- ☒ Automatically save document changes to temporary file every 5 minutes (1-99)
- ☒ Automatically detect URLs from text
- ☒ Open cross-document links in same window
- ☒ Save As optimizes for Fast Web View
- ☐ Emit passthrough PostScript when printing
- ☒ Enable print preview
- ☐ Use single-key accelerators to access tools
- ☐ Enable text selection for the Hand tool
- ☐ Disable edit warnings
- ☒ Show documents in taskbar (takes effect after next launch of Acrobat)

Reset All Warnings

Selection

Select Tool Options: Text before images

Text Selection Margin: 10 pixels

Column Selection Margin: 20 pixels

☐ Use fixed resolution for snapshots Resolution: 72 pixels/inch

Version Cue

☐ Enable Version Cue workgroup file management

OK Cancel

The screenshot shows the 'Preferences' dialog box with the 'Page Display' category selected in the left-hand list. The 'Page Display' section has 'Default Page Layout' set to 'Single Page'. Checkboxes include: 'Display art, trim, bleed boxes' (unchecked), 'Display large images' (checked), 'Display page to edge' (unchecked), 'Display transparency grid' (unchecked), 'Use logical page numbers' (checked), 'Use CoolType (Recommended for laptop/LCD screens)' (unchecked), and 'Overprint Preview' (unchecked). Below these are three checked checkboxes: 'Smooth text', 'Smooth line art', and 'Smooth images'. 'Use greek text below' is unchecked with a value of 6 pixels. The 'Resolution' section has 'Use system setting' selected, showing 'Current Display: 96 Pixels/Inch', and 'Custom resolution' is set to 72 Pixels/Inch. The 'Magnification' section has 'Default Zoom' set to 'Automatic' and 'Max Fit Visible Zoom' set to '800%'. 'OK' and 'Cancel' buttons are at the bottom right.

Preferences

Categories:

- 3D
- Accessibility
- Batch Processing
- Catalog
- Color Management
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- Convert From PDF
- Convert To PDF
- Forms
- Full Screen
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- Identity
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Page Display

Default Page Layout: Single Page

- ☐ Display art, trim, bleed boxes
- ☒ Display large images
- ☐ Display page to edge
- ☐ Display transparency grid
- ☒ Use logical page numbers
- ☐ Use CoolType (Recommended for laptop/LCD screens)
- ☐ Overprint Preview
- ☒ Smooth text
- ☒ Smooth line art
- ☒ Smooth images
- ☐ Use greek text below 6 pixels

Resolution

☒ Use system setting Current Display: 96 Pixels/Inch

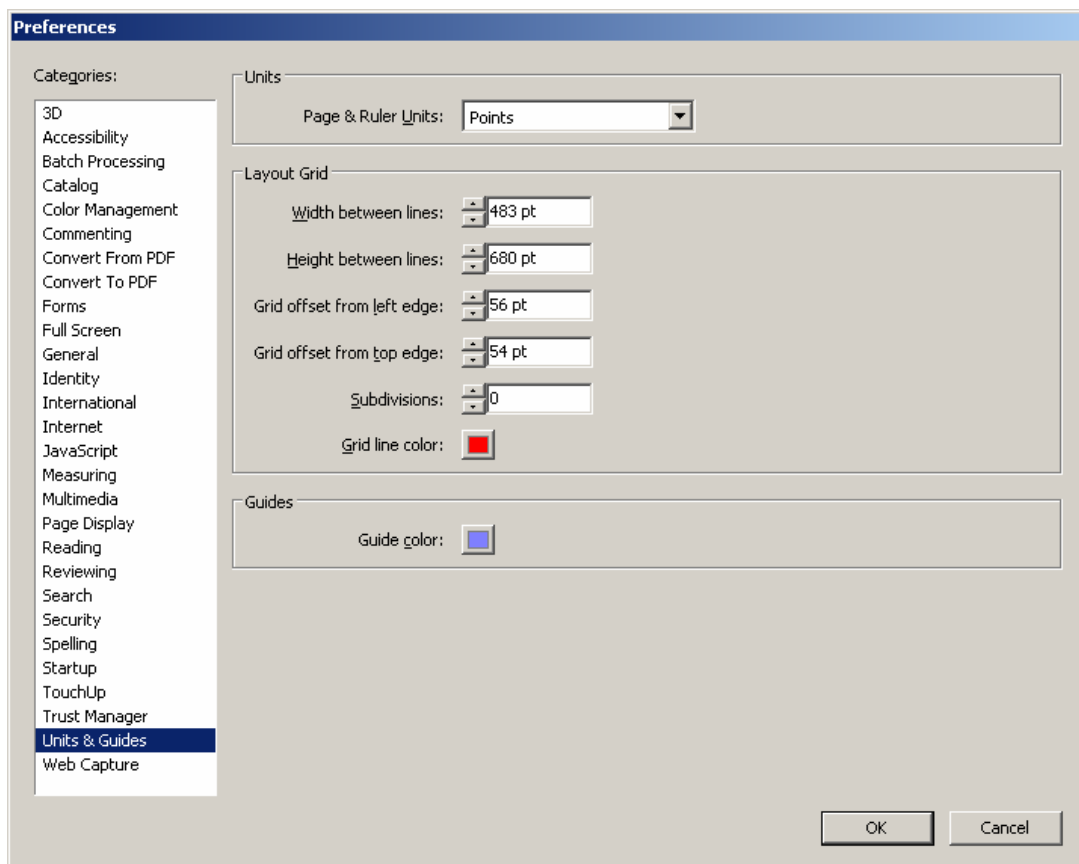
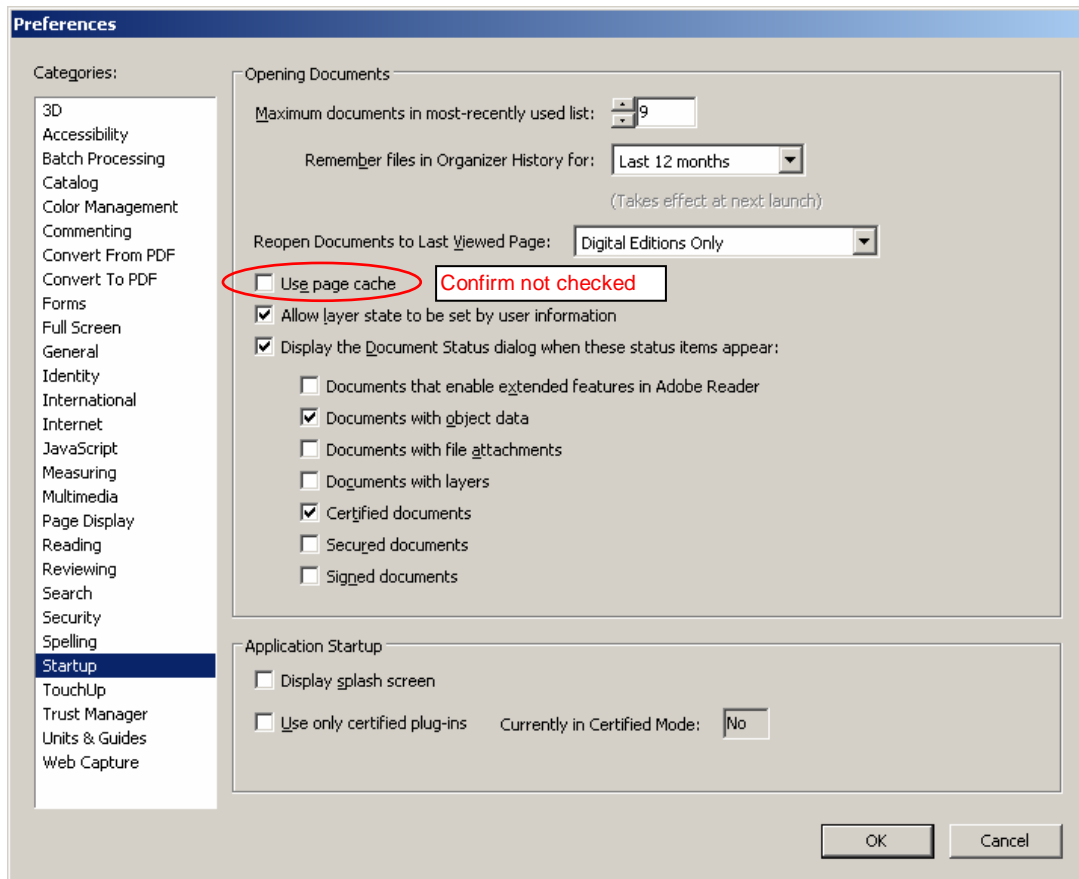
☐ Custom resolution: 72 Pixels/Inch

Magnification

Default Zoom: Automatic

Max Fit Visible Zoom: 800%

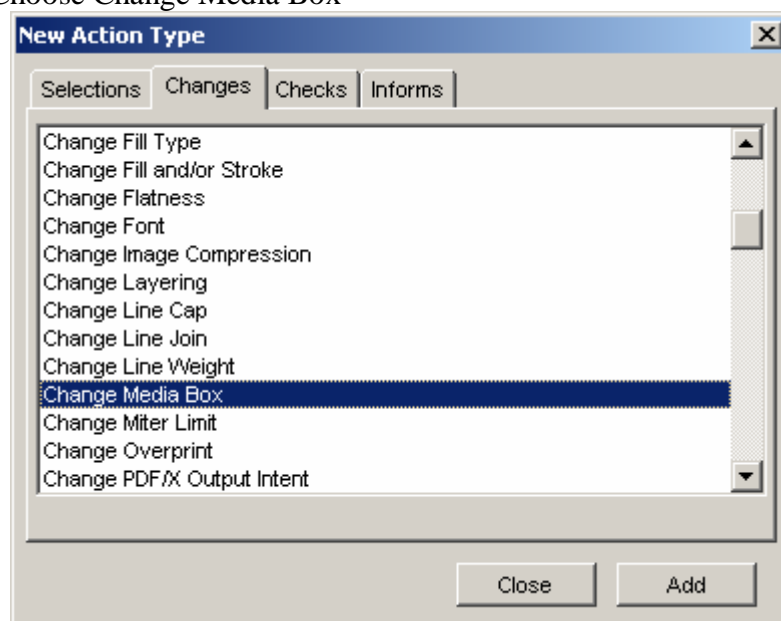
OK Cancel



Set up PitStop Action List

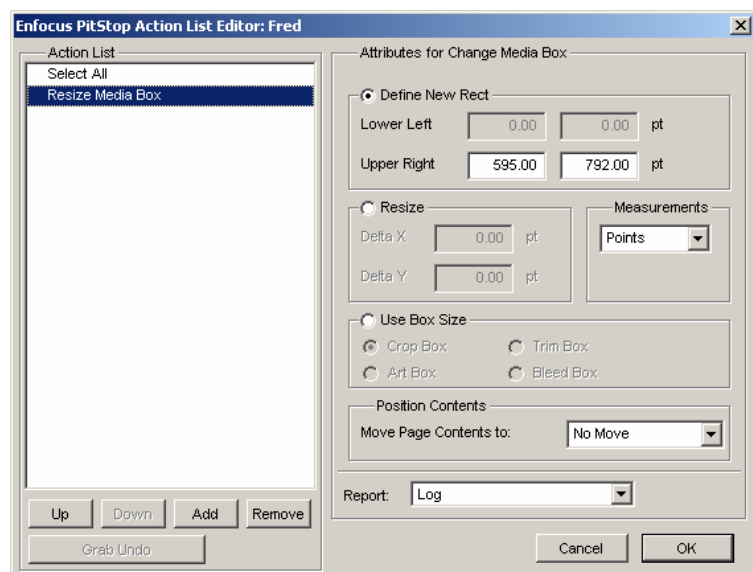
In Acrobat Professional hit CTRL-ALT-A to start the PitStop Action List interface. You can either download the script (JACoW Media Box) from the Editor instruction pages and import it or set it up manually:

- Click Managing Tab
- Click New button
- Click Add
 - Click Selections Tab
 - Choose Select All
- Click Add then close
- Click Add again on the main panel
- Choose the Changes Tab
- Choose Change Media Box

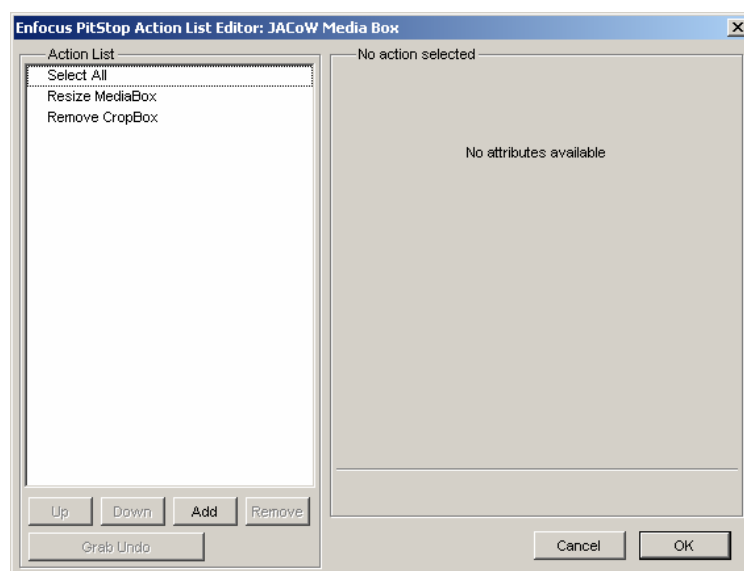
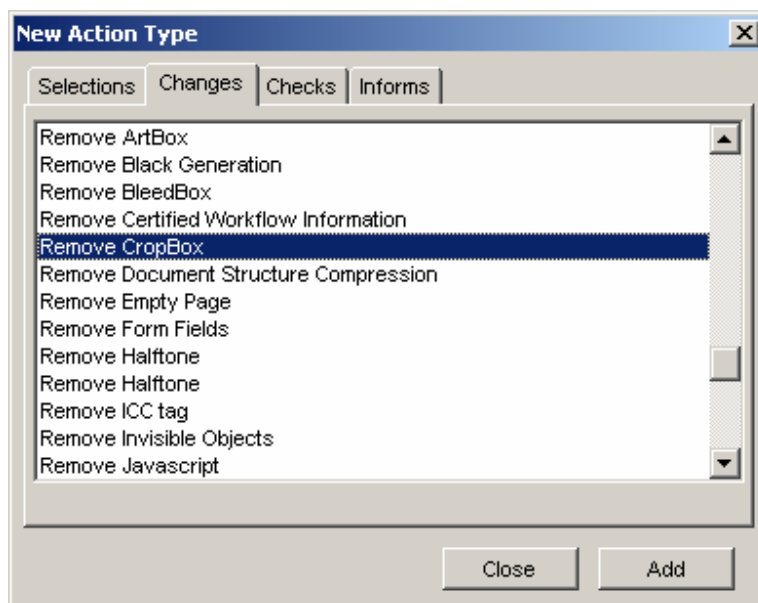


Click Add then Close

Set up the parameters as follows, choosing Points as the measurement unit first.

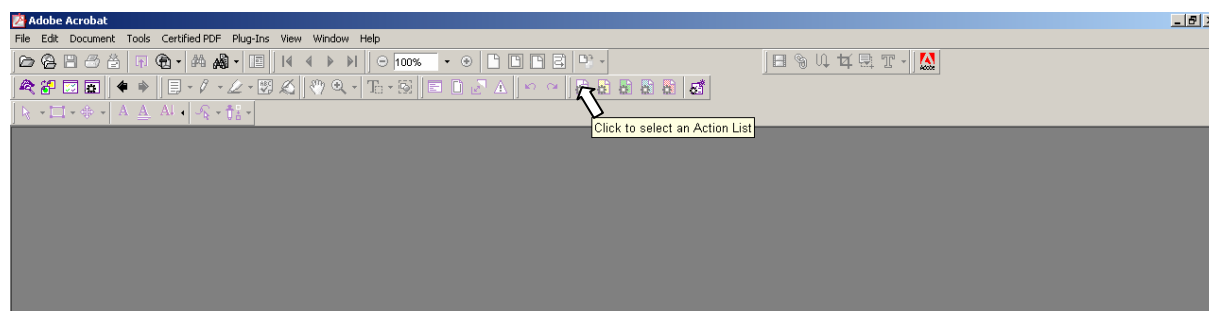


Then add “Remove CropBox”



Click OK and save with name like JACoW Media Box

This script can be attached to a button, as show below



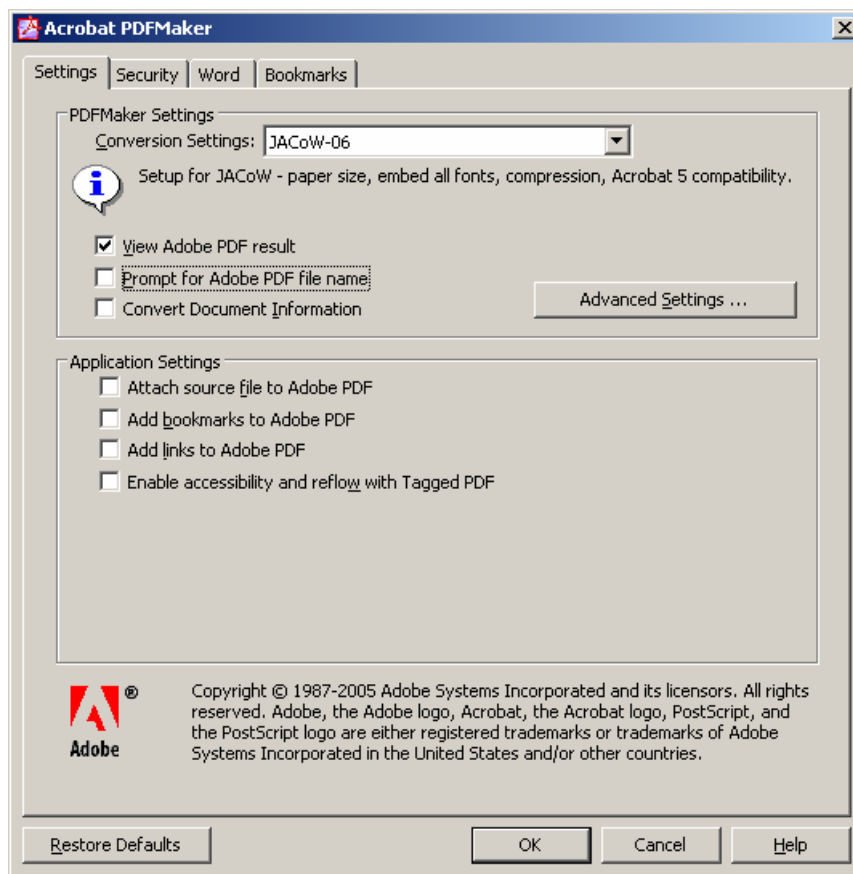
Setting up PDFMaker (WORD/EXCEL/PowerPoint)

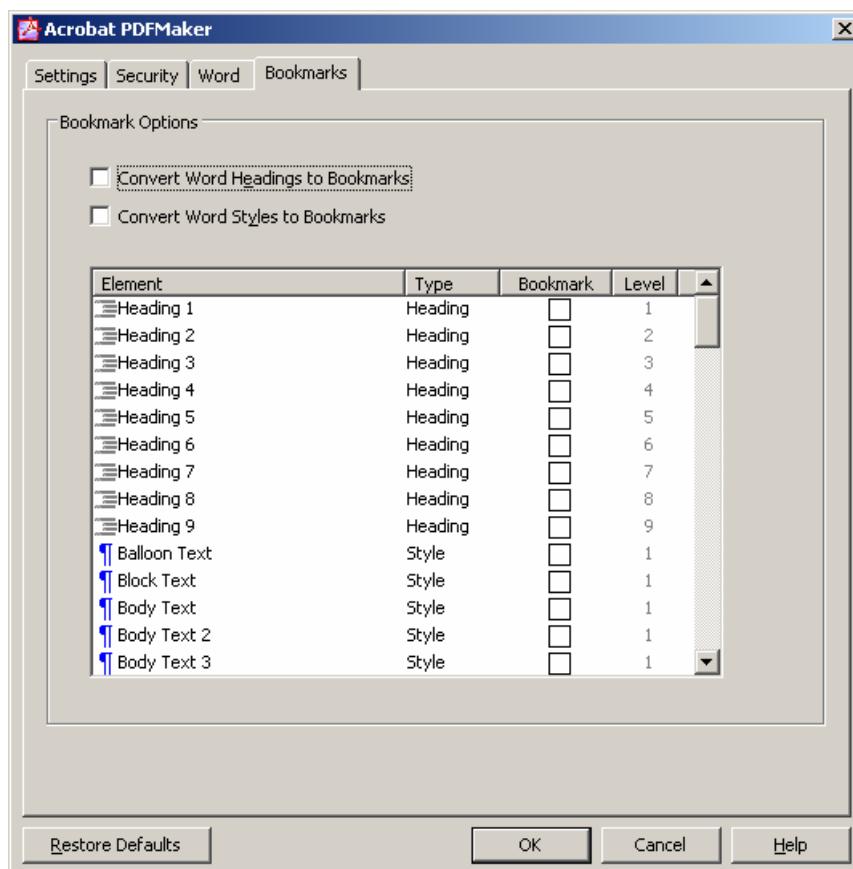
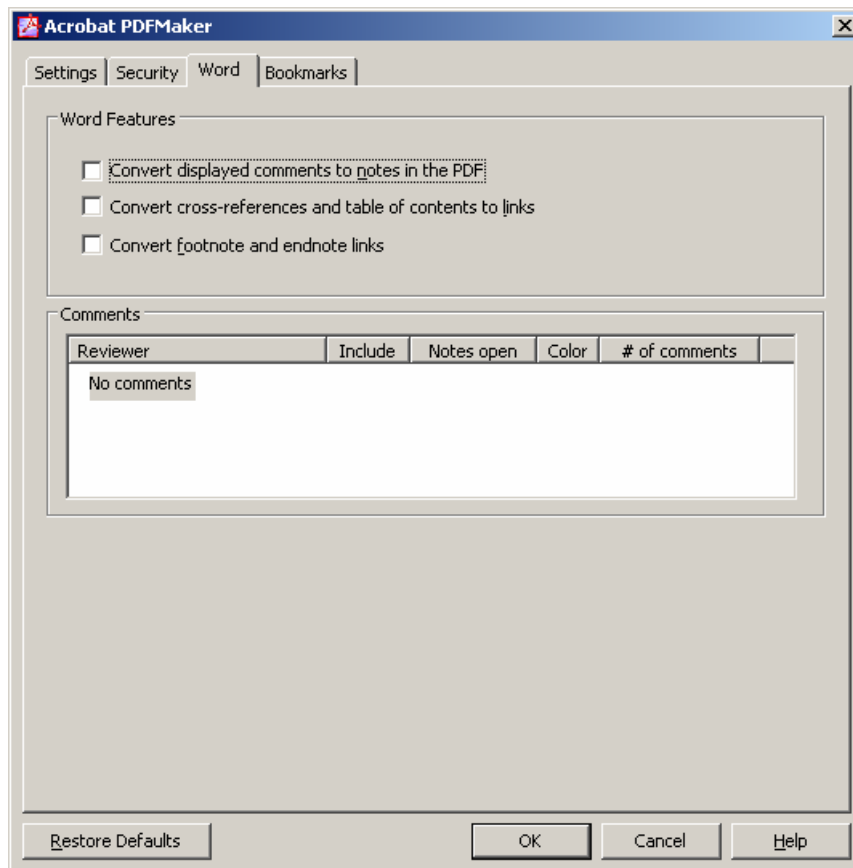
It is safer to use the generic PostScript Printer to generate the PostScript file and then use Distiller.

If it is necessary to use PDFMaker then do the following.

Enable the PDFMaker toolbar: View > Toolbars > PDFMaker 7.0 if the icon does not appear in the application.

From the Acrobat menu on the tool bar > Change Conversion Setting
Set Conversion Settings to JACoW-06 (as for Distiller) and set up the Settings tab as seen here then change the Office and Bookmarks Tabs as shown below.

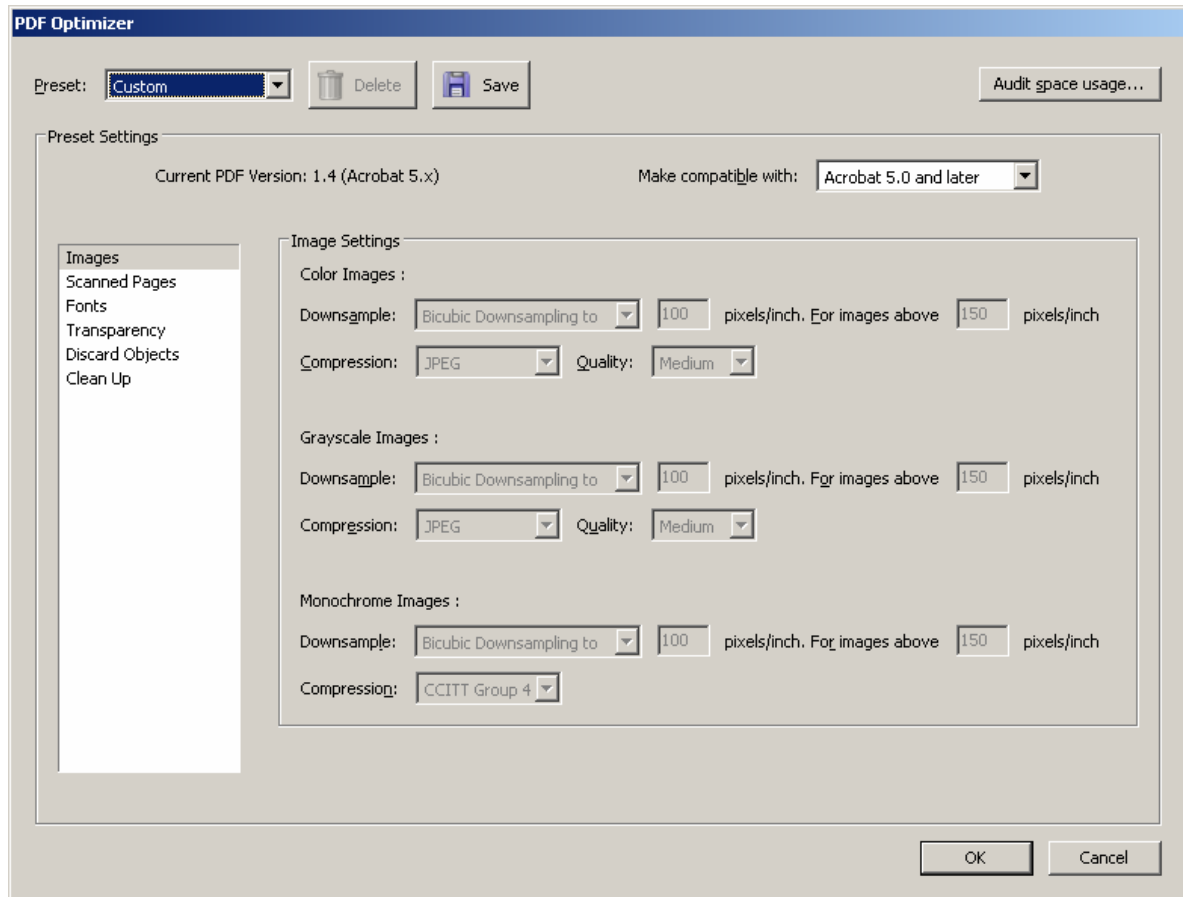




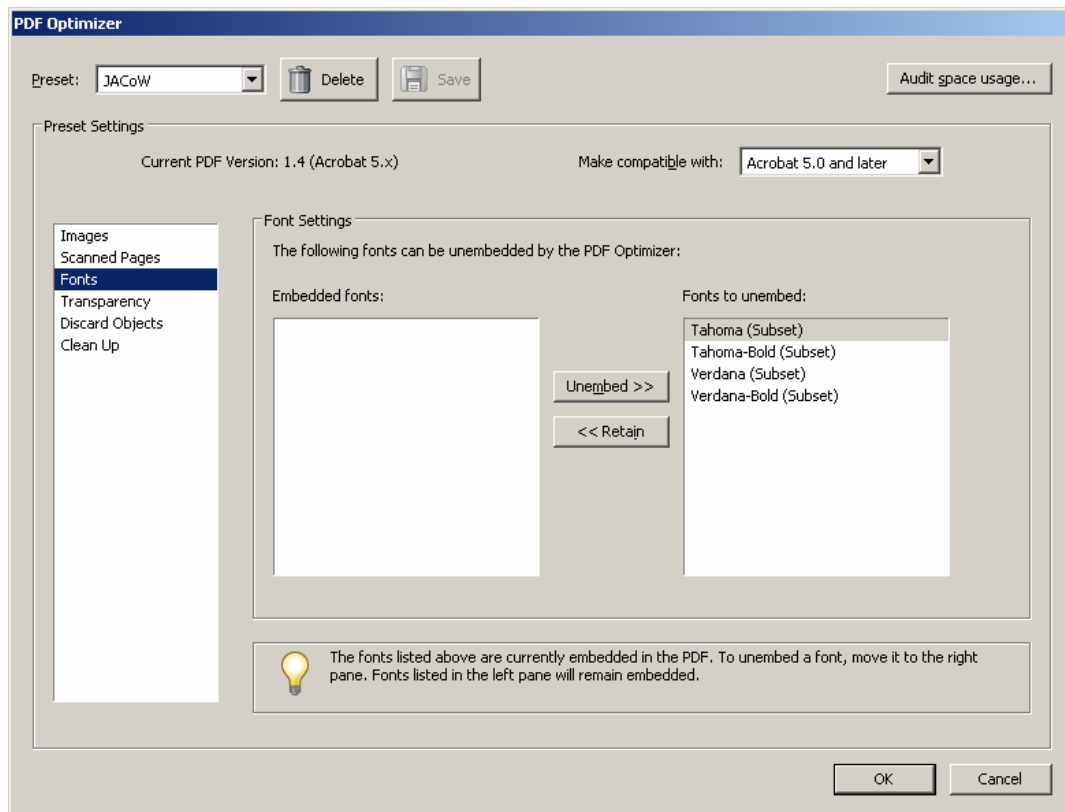
Using Acrobat 7 PDF Optimizer For Expert Usage Only

Set up as follows:

Change compatibility level to Acrobat 5.0 and later



Font manipulation is dangerous – be sure not to un-embed any if you have to use the optimiser.



The list of fonts is made automatically and is specific to each file – **don't un-embed any fonts** – move them to the other side by selecting and clicking Retain.

This step has to be executed each time you use optimizer

