

PDF Files

Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to <http://www.adobe.com/products/acrobat/matrix.html> to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages

If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is not necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings

Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):

- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
- Resolution: 300dpi or less

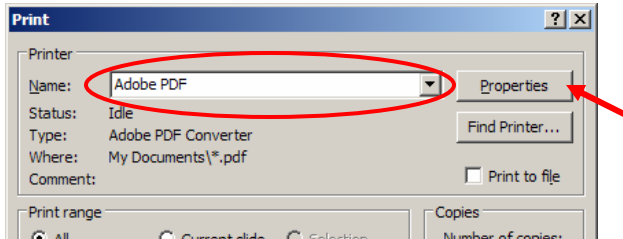
Creating PDF Documents

Option 1 – Use Adobe PDF Printer Command:

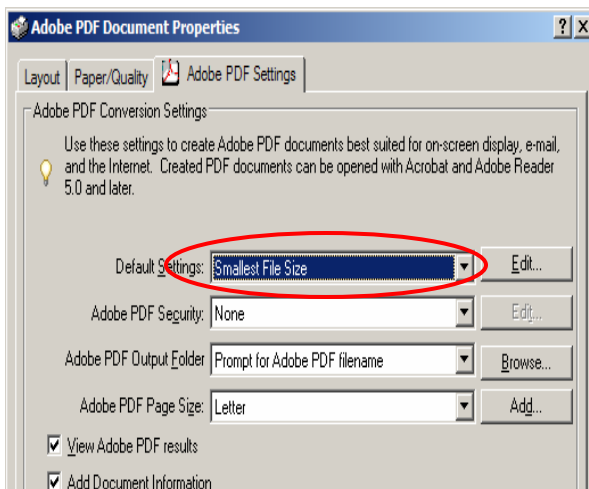
In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF.

Create a PDF using the Print command (Windows)

1. Open the file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the printer menu.



3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.



4. In the Print dialog box, click OK and Save your file.

Create a PDF using the Print command (Mac OS)

1. Open the file in its authoring application, and choose File > Print.
2. Click on the PDF button in the Print window.
3. Click Save as PDF.

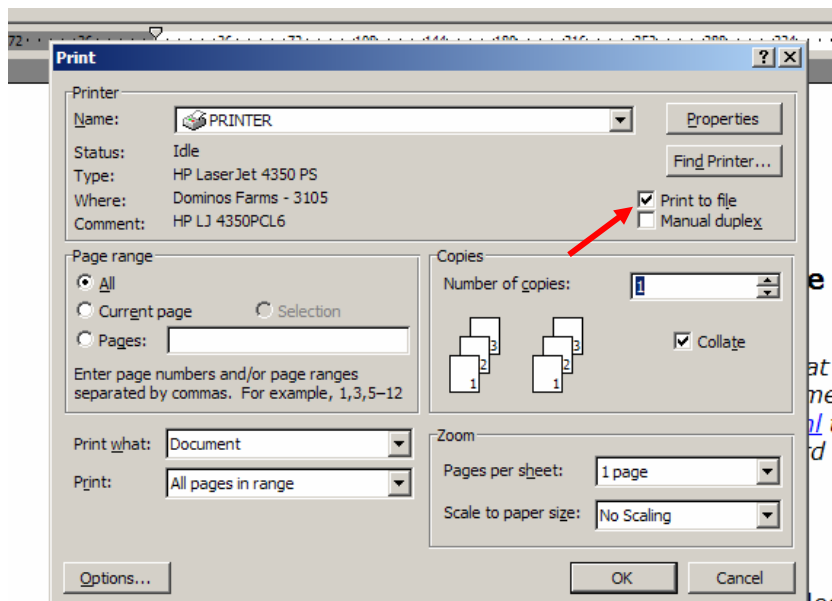
Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*



1. Open the file in its authoring application, and choose File > Print.
2. Select "Print to File" and save.
3. Open your browser and go to <http://ps2pdf.com/convert.htm>
4. Click "browse" select the file you created in step 2 (.prn or .ps), click "convert"
5. Download the newly created PDF file.

*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).



Reducing File Size Options

WebDCU will accept files up to 2.0MB.

Here is a rough estimate for PDF file sizes:

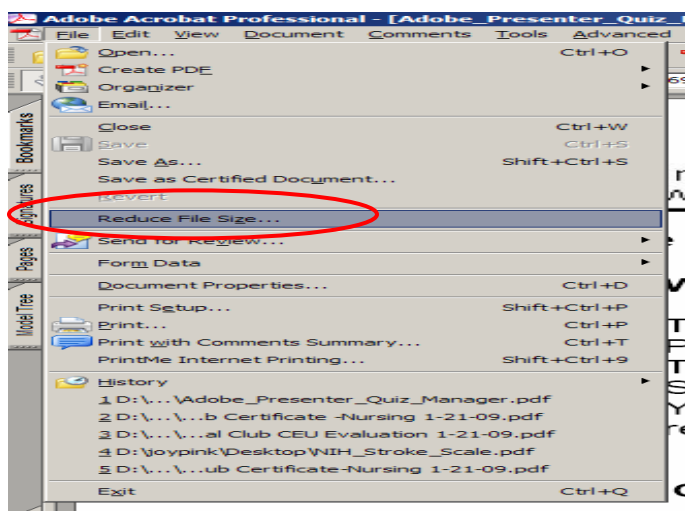
If the contents are pure text, like a CV, the file size is usually 10kb per page; therefore, a 1MB file will have about 100 pages. If the file includes some pictures, the file size may increase. If the file is a picture, like a scanned license or certification, you may have different file sizes based on the picture quality. In most cases, saving the file at about 250kb per page should be enough to generate a clear picture.

Option 1 – Use Adobe PDF Print Command:

1. Open the PDF file, and choose File > Print.
2. Choose Adobe PDF from the printer menu next to Name.
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.
4. In the Print dialog box, click OK.
5. Save the new (smaller) PDF file.

Option 2 – Use Adobe PDF “Reduce File Size”:

1. Open the file in Adobe Acrobat and choose File > Reduce File Size...
2. For our purposes, please make these files "compatible with" version Acrobat 5.0 or later.
3. Save the new (smaller) PDF file.





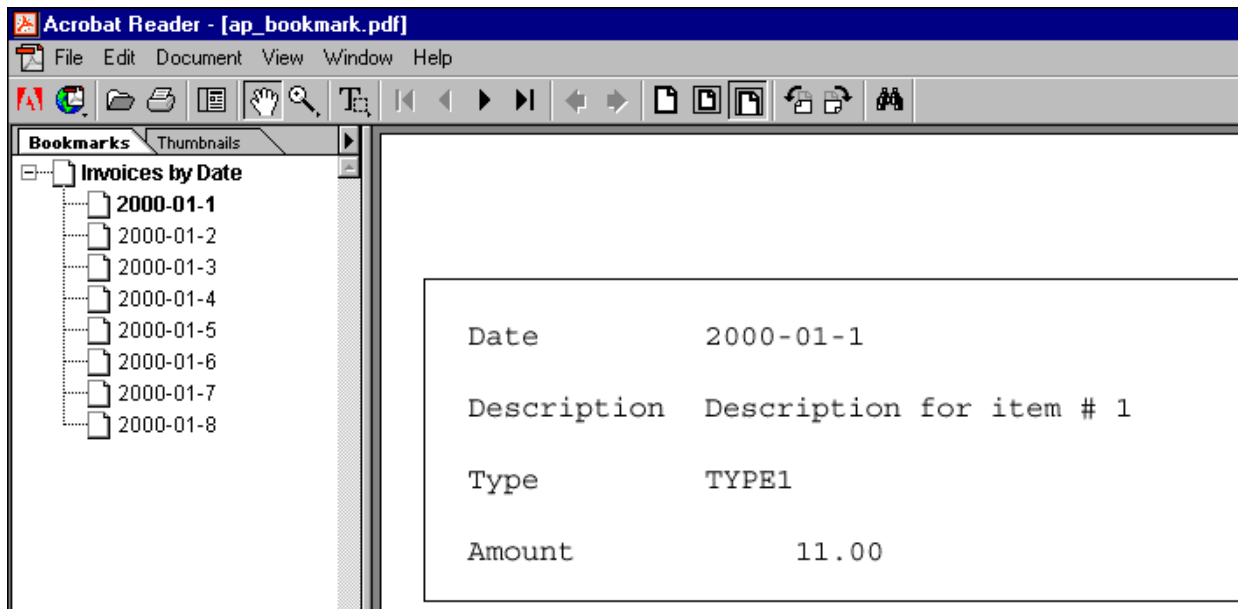
PDF BOOKMARK SAMPLE

Sample Date:	May 2001
Prepared by:	Accelio Present Applied Technology
Created and Tested Using:	<ul style="list-style-type: none">• Accelio Present Central 5.4• Accelio Present Output Designer 5.4
Features Demonstrated:	<ul style="list-style-type: none">• Primary bookmarks in a PDF file.• Secondary bookmarks in a PDF file.

Overview

This sample consists of a simple form containing four distinct fields. The data file contains eight separate records.

By default, the data file will produce a PDF file containing eight separate pages. The selective use of the bookmark file will produce the same PDF with a separate pane containing bookmarks. This screenshot of the sample output shows a PDF file with bookmarks.



The left pane displays the available bookmarks for this PDF. You may need to enable the display of bookmarks in Adobe® Acrobat® Reader by clicking **Window > Show Bookmarks**. Selecting a date from the left pane displays the corresponding page within the document.

Note that the index has been sorted according to the specification in the bookmark file, and that pages within the file are created according to the original order in the data file.



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Sample Data File

```
^reformat trunc
^symbolset WINLATIN1
^field trans_date
2000-01-1
^field description
Description for item #1
^field trans_type
TYPE1
^field trans_amount
11.00
^page 1
^field trans_date
2000-01-2
^field description
Description for item #2
^field trans_type
TYPE2
^field trans_amount
11.00
^page 1
^field trans_date
2000-01-3
^field description
Description for item #3
^field trans_type
TYPE3
```

Sample Bookmark File

```
[invoices]
Invoices by Date=0
trans_date=1,A
[type]
Invoices by Item Type=0
trans_type=1,A
[amount]
Invoices by Transaction Amount=0
trans_amount=1,D
```

The example bookmark file includes three distinct sections:

- Invoices sorted, ascending, by date.
- Invoices sorted, ascending, by item type.
- Invoices sorted, descending, by transaction amount.



Sample Files

This sample package contains:

Filename	Description
ap_bookmark.IFD	The template design.
ap_bookmark.mdf	The template targeted for PDF output.
ap_bookmark.dat	A sample data file in DAT format.
ap_bookmark.bmk	A sample bookmark file.
ap_bookmark.pdf	Sample PDF output.
ap_bookmark_doc.pdf	A document describing the sample.

Deploying the Sample

To deploy this sample in your environment:

1. Open the template design **ap_bookmark.IFD** in Output Designer and recompile the template for the appropriate presentment target.
2. Modify the **-z** option in the **^job** command in the data file **ap_bookmark.dat** to:
 - Identify the target output device.
 - Identify the bookmark file using the **-abmk** command.
 - Identify the section for which to generate bookmarks, if desired, using the **-abms** command.

For example,

To bookmark by ...	Use the command line parameter ...
Invoices	-abmk ap_bookmark.bmk -abms invoices
Type	-abmk ap_bookmark.bmk -abms type
Amount	-abmk ap_bookmark.bmk -abms amount



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3. Place the accompanying files in directories consistent with your implementation:
 - Place **ap_bookmark.IFD** in the **Designs** subdirectory for Output Designer.
 - Place **ap_bookmark.mdf** in the forms subdirectory accessible to Central.
 - Place **ap_bookmark.bmk** in an addressable directory.

Running the Sample

- To run this sample, place **ap_bookmark.dat** in the collector directory scanned by Central.