# User's Guide to Creating PDFs for the Sony® Reader



SONY

#### **Table of Contents**

#### I. Introduction

Portable Document Format • PDF Creation Software • Sony<sup>®</sup> Reader screen dimensions and specifications • Font recommendations for the Sony<sup>®</sup> Reader

#### II. Creating PDFs from Word Processing Documents

Create word processing documents with optimized dimensions and layout in Microsoft® Word and OpenOffice.org Writer • Generate PDFs with appropriate settings using Adobe PDF or PDF Creator printer

#### III. Creating PDFs from Presentations

Create presentations with optimized dimensions and layout in Microsoft® PowerPoint and OpenOffice.org Impress • Generate PDFs with appropriate settings using Adobe PDF or PDF Creator printer

#### IV. Creating PDFs from Professional Layout Applications

Create presentations with optimized dimensions and layout in QuarkXPress<sup>®</sup> software and Adobe<sup>®</sup> InDesign • Ensure proper font and image embedding • Generate PDFs with appropriate settings using Adobe PDF or PDF Creator printer

#### V. Doing more with Adobe® Acrobat

Reformat an existing PDF for use on the Sony® Reader • Enhance navigation of your PDF with internal linking • Create a Sony® Reader-optimized PDF preset for streamlined PDF generation • Import an existing Sony® Reader-optimized PDF preset into your system

## I. Introduction

#### PDF (Portable Document Format)

PDF (Portable Document Format) is a cross-platform, device-independent page description language and file format developed by Adobe Systems. Its primary use is to render, store, and transmit formatted pages, capturing the entire page structure of a document just as it would have been rendered by a Postscript printer.

Most common file formats can be converted to PDF using Adobe® Acrobat® Standard or Professional or other PDF rendering applications, some of which are available at no cost.

Many professional book, magazine, and other printers prefer to be supplied with PDFs for printing because it is a standardized format and because unless a PDF is deliberately edited, its contents can be considered safe from unintended alteration. Properly generated and handled, PDFs can basically be thought of as a faithful electronic representation of the print version of any document.

One of the key differences between a PDF and an image file format (like jpeg, gif, etc.) is that PDF preserves formatting elements such as fonts and graphics by embedding them into the file in a manner that can be managed via various settings.

PDF is an excellent means of displaying content from a variety of common consumer applications, including the Microsoft® Office suite of applications and their OpenOffice.org open source counterparts, on the Sony® Reader. The key to generating PDFs that will display clearly on the Reader is to size the PDF properly when you create it, and to set margins, font sizes, etc. within a range that is suited to the Reader's screen size and resolution. This instructional document is intended to provide all the information necessary to create PDFs that are ready to be viewed in the Sony Reader from a variety of common applications.

#### **PDF Creation Software**

On a computer running the Microsoft Windows® operating system, you will need to have PDF creation software installed in order to generate PDFs from within the common desktop applications covered in this instructional document. Two good options are Adobe Acrobat (either Acrobat Standard or Acrobat Professional) and PDF Creator.

Adobe Acrobat Standard and Professional, unlike the free Adobe Reader, are used to create, edit, and add features to PDFs. (Adobe Reader can only be used to view them.) The Professional version of the Adobe Acrobat software includes a number of features and capabilities of interest to professional users, but Acrobat Standard is often sufficient for creating PDFs for the Sony Reader. These applications are available for purchase at http://www.adobe.com/products/acrobat/.

PDF Creator is an open source alternative to Adobe Acrobat Standard or Professional for generating PDFs from documents created in Windows applications. It has been released under the terms of the GNU General Public License and is available for download at <a href="http://sourceforge.net/projects/pdfcreator/">http://sourceforge.net/projects/pdfcreator/</a>.

Once you have successfully installed one of these applications, you will be able to create PDFs using the print menu of your applications.

The Sony® Reader screen dimensions and key specifications

Sony Re	ader screen size
Page size:	3.57" width x 4.82" height (90.6 mm x 122.4 mm)
Screen resolution:	166 dots per inch (DPI)
Pixel count:	800 x 600 (SVGA)
Pixel size:	rectangular, 151 x 153 micron
Grayscale Capability:	2-bit (4 gray levels)

#### Font recommendations for the Sony® Reader

A range of fonts and font sizes will display clearly in PDFs on the Sony Reader. As a general starting point, we recommend using Arial and Times Roman as base fonts at sizes of 7 points. Text is legible at 6 points, though at this size it can lose some clarity. Large fonts will tend to use up screen space rather rapidly given the maximum document dimensions.

# **II.** Creating PDFs from Word Processing Documents

Following these step-by-step instructions will enable you use word processing software to produce PDFs that are optimized for display on the Sony<sup>®</sup> Reader. The first part of the overall process is to create a word processing document with the right dimensions and layout. The second part of the process is to generate a PDF with appropriate settings. Instructions for further enhancing your PDF with links are available in Section V ("Doing More with Adobe<sup>®</sup> Acrobat").

#### Microsoft® Word

- 1. To set document size and margin settings, select File  $\rightarrow$  Page Setup.
- 2. In the Margins tab, check that all units are calculated in terms of inches. (Throughout this instructional document, all measurements are displayed in inches.)
- 3. If you need to change measurement units to inches, click the "Cancel" button, then select Tools → Options.
- 4. In the General tab, change "Measurement units" to "inches."

Options					<u>?</u> ×
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View	General	Edit		Print	Save
General options —					
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Mail as attachn					
Recently used			<u>e</u> ntries		
Help for <u>W</u> ordF					
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Automatically of				rtina Auto'	Shanes
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		inches			
Show pi <u>x</u> els	FOR HIML	Ientimeter	s		
		Millimeters Points			
		Picas			
Ser <u>v</u> ice O	ptions	Web	Options	E-n	n <u>a</u> il Options
				ОК	Cancel

- 5. Click "OK," then navigate once again to File  $\rightarrow$  Page Setup.
- 6. In the Margins tab, set Left, Right, Top and Bottom margins at 0.25".

P	age Setup	? ×
	Margins Paper Layout	
	Margins         Bottom:         0.25"         Bottom:         0.25"         Description:         Description:	
	Orientation       Orientation       Image: Bortrait       Pages       Multiple pages:   Normal	•
	Preview Apply to:	
	Default OK Car	ncel

7. In the Paper tab, set width to  $3.57^{\prime\prime}$  and height at  $4.82^{\prime\prime}.$ 

Under "Preview" section, select "Apply to"  $\rightarrow$  "Whole document."

Page Setup			? ×
Margins Paper I	Layout		
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Custom size	•		
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H <u>e</u> ight:	4.82"		
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Preview			
Whole document	-	=	
Print Op <u>t</u> ions			
Default		ок	Cancel

Press "OK."

#### Create PDF using Adobe PDF or PDF Creator printer.

If you have purchased and installed Adobe® Acrobat® Standard or Professional, or if you have installed PDF Creator, you can create PDFs using Microsoft® Word's Print menu.

#### Adobe Acrobat Standard or Professional

- 1. Select File  $\rightarrow$  Print.
- 2. For Printer, select "Adobe PDF."

Ρ	rint			? ×
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	Status:	Idle		Find Printer
	Type:	Adobe PDF Converter		
	Where:	My Documents		🔲 Print to file
	Comment:	Creates Adobe PDF		🦳 Manual duple <u>x</u>
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	⊙ <u>A</u> ll		Number of <u>c</u> opies:	
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	separated by	commas. For example, 1,3,5–12		
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			Scale to paper size:	No Scaling 🛛 🔻
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	Options	1		OK Cancel
	Options	]		Cancer

3. Click "Properties" in the "Print" dialog box. (This may appear as "Preferences" instead of "Properties," depending on the version of Windows you are using.) Select the "Adobe PDF Settings" tab.

🐝 Adobe PDF Document Properties 🛛 🤋 🗙
Layout Paper/Quality 🛃 Adobe PDF Settings
Adobe PDF Page Size: Sony Add Custom Page
Adobe PDF Conversion Settings
Default <u>S</u> ettings: SonySettings
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.
Adobe PDF Segurity: None
View Adobe PDF results
Prompt for Adobe PDF filename
Add Document Information
Do not send fonts to "Adobe PDF"
Delete log files for successful jobs
Ask to <u>B</u> eplace existing PDF file
OK Cancel

4. Click the "Add Custom Page..." button.

Name the custom paper size "Sony" (or whatever name you'd prefer to use) in the "Paper Names" field.

Set Width at 3.57 and Height at 4.82. Set the "Unit" as "Inch." Then click the "Add/Modify" button. (This will bring you back to the "Adobe PDF Settings" tab.)

Add Custom Paper Size	
Paper <u>N</u> ames: Sony Paper Size <u>W</u> idth 3.57 <u>H</u> eight 4.82	Unit © Inch © Millimeter © Point
Add/Modify Cano	<u>D</u> elete

In the future, your new custom size will be available for you to select in the "Adobe PDF Settings" tab—no need to repeat the "Add Custom Page" routine.

5. Select the "Edit" button next to the "Default Settings" field.

🗳 Adobe PDF Document Properties	? ×
Layout Paper/Quality 🛃 Adobe PDF Settings	
Adobe PDF Page Size: Sony Add Custom Page	
Adobe PDF Conversion Settings	
Default <u>Settings</u>	
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.	
Adobe PDF Segurity: None	
View Adobe PDF results	
✓ Prompt for Adobe PDF <u>fi</u> lename	
Add Document Information	
Do not send fonts to "Adobe PDF"	
Delete log files for successful jobs	
Ask to <u>R</u> eplace existing PDF file	
OK Cano	cel

6. Select the settings shown in the following figures:

<u>General tab</u>

SonySettingsV3 - Adobe PDF Settings	x
General Images Fonts Color Advanced PDF/X	
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.	
File Options	
Compatibility: Acrobat 5.0 (PDF 1.4)	
Object Level Compression: Tags only	
Auto-Rotate Pages: Collectively by File	
Binding: Left	
<u>R</u> esolution: 600 dots per inch	
All Pages     Deges From:     To:	
Embed thumbnails	
Optimize for fast web view	
Default Page Size <u>W</u> idth: 3.57 U <u>n</u> its: Inches	
Height: 4.82	
Save As OK Cancel Help	

#### Images tab

SonySettingsV3 - Adobe PDF Settings	X
General Images Fonts Color Advanced PDF/X	
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Downsample: Bicubic Downsampling to	
for images above: 249 - pixels per inch	
Compr <u>e</u> ssion: Off	
Grayscale Images	-
Downsample: Bicubic Downsampling to 💽 166 🚍 pixels per inch	
for images above: 249 — pixels per inch	
Compression: Off	
└── Monochrome Images	-
Downsample: Bicubic Downsampling to 🔽 166 🛫 pixels per inch	
Compression: CCITT Group 4	
Anti-alias to gray: Off	
	-1
Save As OK Cancel Help	

#### <u>Fonts tab</u>

SonySettings¥3 - Adobe PDF Settings	X
General Images Fonts Color Advanced	PDF/X
Embed all fonts	
Subset embedded fonts when percent of ch	aracters used is less than: 100 %
When embedding <u>f</u> ails: Warn and continue	•
Embedding	
Font Source:	Al <u>w</u> ays Embed:
C:\WINDOWS\Fonts\	Arial-Black
AgencyFB-Bold AgencyFB-Reg	Arial-BoldItalicMT Arial-BoldMT
APHBraill APHont	Arial-ItalicMT ArialMT
APHont-Bold APHont-BoldItalic	ArialNarrow ArialNarrow-BoldItalic
APHont-Italic	Never Embed:
APHShadowBraille Arial-Black	
Arial-BlackItalic Arial-BoldItalicMT Add	al III
Arial-BoldMT Arial-ItalicMT	
ArialMT ArialNarrow	
ArialNarrow-Bold	
	Add Name Remove
Save As OK	Cancel <u>H</u> elp

#### <u>Colors tab</u>

SonySettingsV3 - Adobe PDF Settings
General Images Fonts Color Advanced PDF/X
Adobe Color Settings
Color Management Policies
Leave Color Unchanged
Intent: Default
□ Working Spaces
Gray: None
BGB: \$RGB IEC61966-2.1
CMYK: U.S. Web Coated (SWOP) v2
Device-Dependent Data
Preserve under color removal and black generation
When transfer functions are found: Apply
Preserve halftone information
Save <u>A</u> s OK. Cancel <u>H</u> elp

SonySettingsV3 - Adobe PDF Settings Advanced tab × General Images Fonts Color Advanced PDF/X Options Allow PostScript file to override Adobe PDF settings Allow PostScript <u>X</u>Objects Convert gradients to smooth shades Create Job Definition Format (JDF) file Preserve Level 2 copypage semantics Preserve overprint settings Verprinting default is nonzero overprinting 🔲 Save Adobe PDF settings inside PDF file Save original JPE<u>G</u> images in PDF if possible 🔲 Save Portable Job Ticket inside PDF file 🔲 Use Prologue.ps and Epilogue.ps Document Structuring Conventions (DSC)-Process DSC comments Log DSC warnings Preserve EPS information from DSC Preserve OPI comments ✓ Preserve document information from DSC Resize page and center artwork for EPS files Save As... Cancel Help

- 7. You can save the Adobe PDF settings that you just created as a preset that will be available in all applications that can print. Click the "Save As" button and provide a name for the settings preset. Next time you want to create a PDF optimized for the Sony Reader, just select the Adobe PDF printer, click "Properties" or "Preferences," and select your preset in the "Default Settings" list within the "Adobe PDF Settings" tab (see #3 above).
- 8. Press the "OK" button and provide a filename and location for your PDF file to be written to.

🗳 Adobe PDF Document Properties
Layout Paper/Quality 🔀 Adobe PDF Settings
Adobe PDF Page Size: Sony Add Custom Page
Adobe PDF Conversion Settings
Default Settings: SonySettings
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.
Adobe PDF Security: None
✓ View Adobe PDF results
✓ Prompt for Adobe PDF <u>fi</u> lename
Add Document Information
Do not send fonts to "Adobe PDF"
Delete log files for successful jobs
Ask to <u>Replace existing PDF file</u>
OK Cancel

9. To set the filename and author that will appear in the Sony® Reader menu, open your PDF in Adobe® Acrobat® Standard or Professional.

From the File menu, select "Document Properties." Type the title and author in the corresponding fields.

Document Properties				X
Advanced	— Description —			
Custom Description	<u>T</u> itle: Pl	PF Optimized		
Fonts Initial View	<u>A</u> uthor: M	/ Name		
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	Created: 1/1	7/2007 12:45:21 PM		
	Modified: 1/1	7/2007 12:45:21 PM		
	Application: Ad	be Acrobat 6.0		
	- PDF Information			
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	PDF Versio	n: 1.4 (Acrobat 5.x)		
	Pat	n: D:\Documents\5.pdf		
	File Siz	e: 28.62 KB (29,310 Bytes)		
	Page Siz	e: 8.26 x 11.69 in	Number of Pages: 1	
	Tagged PD	F: No	Fast Web View: Yes	
Help			ОК С	ancel

#### PDF Creator

- 1. Optimize document size and margin settings in Microsoft® Word—see p. 5, step 1.
- 2. Select File  $\rightarrow$  Print.
- 3. For Printer, select "PDFCreator."

Print			<u>?</u> ×
Printer			
<u>N</u> ame:	PDFCreator		<u>P</u> roperties
Status:	Idle		Find Printer
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C Curr <u>e</u> nt p	age C Selection		· · · · · ·
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		Scale to paper size: N	lo Scaling 📃 💌
Options	1		OK Close
	1		

4. Click "Properties" in the "Print" dialog box.

Select the "Paper/Quality" tab. With the "Color" option selected, click the "Advanced" tab.

PDFCreator Document Properties	? ×
Layout Paper/Quality	
Color-	
📑 🖸 Black & White	
Ad <u>v</u> ance	ed
OKCa	ancel

5. Select "PostScript Custom Page."

PDFCreator Advanced Options	? ×			
PDFCreator Advanced Document Settings	ze			
Copy Count: <u>1 Copy</u>				
Print Quality: <u>600dpi</u> 				
ICM Intent: Pictures Scaling: <u>100 %</u>				
TrueType Font: <u>Substitute with Device Font</u> Document Options Advanced Printing Features: Enabled				
OK Cance				

6. Set Custom Page Size Dimensions at 3.57 Width by 4.82 Height, with "Inch" as selected Unit.

PostScript Custom Page Size D	efinition
	200.00) 200.00) 200.00)
Paper Feed Direction:	Long Edge First 💌
Paper <u>T</u> ype:	<u>Cut Sheet</u> C <u>B</u> oll Feed
<u>C</u> ffsets Relative to Paper Feed D	irection
Perpendicular Direction:	0.00 (0.00, 200.00)
P <u>a</u> rallel Direction:	0.00 (0.00, 200.00)
OK	Cancel Restore Defaults

Press the "OK" button.

7. In the PDF Creator dialog box, type the title and author that you want to appear in the Sony® Reader file menu.

DFCreator 0.9.3	×
Document <u>T</u> itle:	
Document Title	
Creation <u>D</u> ate:	
20061114185650	Now
20061114185650	Now
Author: PDF for SONY	
Subject:	
Keywords:	
	]
After saving open the document with the default program.	
Cancel Wait - Collect Options eMail	Saus
Cancel Wait - Collect Options eMail	<u>S</u> ave

8. Press the "Save" button and provide a filename and location for your PDF file to be written to.

#### Note on links and bookmarks in your PDFs

See Section V ("Doing More with Adobe® Acrobat") for instructions on using Adobe® Acrobat® Standard or Professional to create links within your PDF document that can be navigated on the Sony® Reader. Please note, however, that bookmarks created in Microsoft® Word will not appear in the Reader.

#### **OpenOffice.org Writer**

OpenOffice.org is a suite of free, open-source, cross-platform applications intended to provide an alternative to Microsoft<sup>®</sup> Office.

- 1. To set page settings, select Format  $\rightarrow$  Page.
- 2. In the "Page" tab, check that units are displayed in inches. (Throughout this instructional document, all measurements are displayed in inches.)
- 3. If you need to change measurement units to inches, click the "Cancel" button, then select Tools → Options.
- 4. In the left pane, click the "+" next to the words "OpenOffice.org Writer," then click "OK" to expand the selection. Click View, then check the "Ruler" option. Select "Inch" from the drop-down menus for Horizontal ruler and Vertical ruler.

Options - OpenOffice.org Writer - V	iew		×
B - OpenOffice.org → Load/Save - Language Settings - OpenOffice.org Writer - General - Mew - Formatting Aids - Grid - Basic Fonts (Western) - Print - Table - Changes - Compatibility - AutoCaption - Mail Merge E-mail - OpenOffice.org Writer/Web - OpenOffice.org Base - Ontris - Internet	Guides	View View Vertical scrollbar Vertical scrollbar Vertical scrollbar Vertical ruler Smooth scroll	Inch Millimeter Centimeter Inch Pica Point
	ОК	Cancel <u>H</u> elp	Back

5. Click "OK," then return to Format  $\rightarrow$  Page.

Under "Paper Format," set Width to 3.57" and Height to 4.82".

Under "Margins," set all margins to 0.25".

F	Page Style: Defaul	t			×
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	<u>W</u> idth	3.57"			
	<u>H</u> eight	4.82"			
	Orientation	eortrait			
		🔿 Landscape	Paper <u>t</u> ray	[From printer settings]	
	Margins		Layout settings		.
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	Top	0.25"	🔲 Register-tr <u>u</u> e		
	Bottom	0.25"	Reference <u>S</u> tyle		
				<b>*</b>	
			ОК СА	ancel <u>H</u> elp <u>R</u> eset	

#### Create PDF using Adobe PDF or PDF Creator printer.

- 1. Select File  $\rightarrow$  Print.
- 2. For Printer, select either "Adobe PDF" or "PDFCreator."

3. Follow instructions provided for creating PDFs in Microsoft<sup>®</sup> Word using either of these PDF rendering applications (see above).

# **III.** Creating PDFs from Presentations

Following these step-by-step instructions will enable you use presentation software to produce PDFs that are optimized for display on the Sony® Reader. The first part of the overall process is to create a presentation with the right dimensions and layout. The second part of the process is to generate a PDF with appropriate settings. Instructions for further enhancing your PDF with links are available in Section V ("Doing More with Adobe® Acrobat").

#### Microsoft® PowerPoint® presentation program

- 1. To set document size and margin settings, select File  $\rightarrow$  Page Setup.
- 2. In the Page Setup dialog box, set Width at 3.57 inches and Height at 4.82 inches. (Inches is the default measurement unit in PowerPoint.)

Page Setup		? ×
Slides sized for: Custom ▼ Width: 3.57 ♀ Inches Height: 4.82 ♀ Inches Number slides from: 1 ♀	Orientation Slides C Portrait C Landscape Notes, handouts & outline C Portrait C Landscape	OK Cancel

PowerPoint does not support margin setup.

#### Create PDF using Adobe PDF printer or PDF Creator.

- 1. Select File  $\rightarrow$  Print.
- 2. For Printer, select either "Adobe PDF" or "PDFCreator."
- 3. Follow instructions provided for creating PDFs in Microsoft<sup>®</sup> Word using either of these PDF rendering applications (see above).

#### **OpenOffice.org Impress**

- 1. To set document size and margin settings, select Format  $\rightarrow$  Page Setup.
- 2. In the "Page" tab, check that units are displayed in inches. (Throughout this instructional document, all measurements are displayed in inches.)
- 3. If you need to change measurement units to inches, click the "Cancel" button, then select Tools → Options.
- 4. In the left pane, click the "+" next to the words "OpenOffice.org Impress," then click "OK" to expand the selection. Click General, then select "Inch" from the drop-down list for "Unit of measurement."

Options - OpenOffice.org Impres	s - General	×
<ul> <li>⇒ OpenOffice.org</li> <li>⇒ Load/Save</li> <li>⇒ Language Settings</li> <li>⇒ OpenOffice.org Impress</li> <li>⇒ General</li> <li>&gt; View</li> <li>⇒ Grid</li> <li>⇒ OpenOffice.org Base</li> <li>⇒ OpenOffice.org Base</li> <li>⇒ Charts</li> <li>⇒ Internet</li> </ul>	Text objects         ✓ Allow quick editing         ✓ Allow quick editing         ✓ Only text area selectable         New document         ✓ Start with wizard         Settings         ✓ Use background cache         Copy when moving         ✓ Objects always moveable         Unit of measurement         Inch         ✓ Always with current $V_{Mles}$ ✓ Always with current $V_{Mles}$ ✓ Compatibility         Pica         ✓ Use printer metrics for document formatting         Add spacing between paragraphs and tables (in current document)         OK       Cancel         Help       Bac	** **

 Click "OK" and return to Format → Page. Under "Paper Format," set Width to 3.57 inches and Height to 4.82 inches. Under "Margins," set all margins to 0.25 inches. Then click "OK."

F	Page Setup				X
	Page Backgroun	d			
	Paper format —				
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	<u>W</u> idth	3.57"			
	<u>H</u> eight	4.82"			
	Orientation	eportrait			
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	<u>R</u> ight	0.25"	For <u>m</u> at	1, 2, 3, 💌	
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			ОК	Cancel <u>H</u> elp <u>R</u> ese	et

#### Create PDF using Adobe PDF printer or PDF Creator.

- 1. Select File  $\rightarrow$  Print.
- 2. For Printer, select either "Adobe PDF" or "PDFCreator."
- 3. Follow instructions provided for creating PDFs in Microsoft Word<sup>®</sup> using either of these PDF rendering applications (see above).

# IV. Creating PDFs from Professional Layout Applications

Following these step-by-step instructions will enable you use professional layout applications to produce PDFs that are optimized for display on the Sony® Reader. The first part of the overall process is to create a document with the right dimensions and layout. The second part of the process is to ensure that fonts and images used in your document will all be embedded properly before you output your PDF. The final part of the process is to generate a PDF with appropriate settings. Instructions for further enhancing your PDF with links are available in Section V ("Doing More with Adobe" Acrobat").

#### QuarkXPress<sup>®</sup> software

 First, ensure that the measurement fields that you will be seeing in all menus are in inches by navigating to Edit → Preferences, selecting "Measurements," and selecting "Inches."

Preferences	×
Application Display Interactive Save Undo XTensions Manager Font Mapping avenue.quark File List Default Path Browsers Index Jabberwocky PDF Placeholders Fraction/Price Picture Effects Project XML Import Print Layout General Measurements Paragraph Character Tools Trapping	Measurements         Horizontal:       Inches         Vertical:       Inches         Points/Inch:       72         Ciceros/cm:       2.197         Item Coordinates:       Image Organ
	OK Cancel

- 2. Open a new document by selecting File  $\rightarrow$  New  $\rightarrow$  Project.
- 3. In the New Project dialog box, create a layout named "Sony" and provide settings for page dimensions and margins as shown below. (Automatic text box is optional.)

New Project			
Layout Nam <u>e</u> :	Sony		
Layout Type:	Print		~
Page		- Margin Gui	des
<u>S</u> ize:	Custom 💌	<u>Т</u> ор:	0.25''
<u>W</u> idth:	3.57''	<u>B</u> ottom:	0.25''
<u>H</u> eight:	4.82"	Left:	0.25"
Orientation:	Portrait	<u>R</u> ight:	0.25"
	O La <u>n</u> dscape		
Eacing Page	38	- Column Gu	ides
🗹 <u>A</u> utomatic T	ext Box	<u>C</u> olumns:	1
		<u>G</u> utter Wid	th: 0.167''
		<u>0</u> K	Cancel

4. Now you are ready to format your document within the optimized layout that you have generated.

As a general styling recommendation, fonts appear clearly on the Reader at a minimum size of 6 or 7 points.

 Before opening the Print menu to output your PDF, it is important to ensure that QuarkXPress<sup>®</sup> program can locate all fonts that you have used in your document on your computer. Any font that QuarkXPress cannot find will not be properly embedded in your PDF.

To check your font usage, go to the Utilities menu, select Usage, and then select the Fonts tab.

If all fonts have been properly embedded, the fonts will simply be listed by name, as in the following screenshot.

Usage for Sony	X
Fonts Pictures Vista OPI Placeholders Tables	
Name	
Arial <p></p>	
Times New Roman <p></p>	
More Information Replace Show First Close	

However, if you have used fonts in your document that QuarkXPress program cannot find, each of these fonts will be listed in the Usage menu inside curly brackets, as shown below.

Usage for Layout 1	
Fonts     Pictures     Vista     OPI     Placeholders     Tables       Name     {-2,Helvetica CondensedBold} <p>     {-4,ZapfDingbats BT} <p></p></p>	
More Information	
QuarkXPress cannot find this font on your computer. PostScript Name: Helvetica-Condensed-Bold	~
<u>R</u> eplace Show First Clo	ose

This problem can be solved in two ways.

- (a) You can find or purchase the missing fonts and place them in the fonts folder on your computer. A common location for the fonts folder on Windows<sup>®</sup> systems is C:\WINDOWS\Fonts.
- (b) You can use the Replace button in QuarkXPress to substitute other fonts that are available to the application.

Replace Font		×
Current Font:	{-2,Helvetica CondensedBold} <p></p>	
<u>R</u> eplacement Font:	Franklin Gothic Demi	V PBZ
	ОК	Cancel

6. It is also important to ensure that all images and graphics that you have used in your document are properly linked. This is because if you place an image inside your QuarkXPress document, what you see inside the QuarkXPress document itself is a low-resolution preview of the original image—the original is still being stored separately on your hard drive. If you then move the original image file to another location on your hard drive before creating your PDF, you need to tell QuarkXPress program the new location. Otherwise, the PDF that you create will have the low resolution preview embedded within it rather than the high resolution original, as you intended.

To check your image usage, go to the Utilities menu, select Usage, and then select the Pictures tab.

If an images has been properly embedded, it will be listed with status "OK."

Usage for Sony				×
Fonts Pictures Vista OPI Placeholders	Tables			
Print 💌 Name	Page	Туре	Status	
<ul> <li>D:\Documents and\LakeSunrise1.jpg</li> </ul>	1	JPEG	OK	~
<ul> <li>D:\Documents an\ShiningClouds1.jpg</li> </ul>	1	JPEG	OK	
More Information	pdate	Show	Clos	e

If the image status is "Missing," click the "Update" button and navigate to the location of the original image file.

Once all images are properly linked, press the "Done" button.

7. When you are ready to output your PDF, the first step is to define a Print Style appropriate for the Sony<sup>®</sup> Reader. Once you have created this Print Style, it will remain available for future use.

To define a Print Style, go to Edit  $\rightarrow$  Print Styles.

In the dialog, select "New" and provide a name for your Sony<sup>®</sup> Reader-optimized print style (for example, "SonyPrintStyle").

Settings for the print style are as follows:

Layout

Edit Print Style		
Name: SonyPrintStyle		
Layout Setup Output Options	Bleed	
Separations	Spreads	Collate
Print Blank Pages	📃 Thumbnails	Back to Front
Page Sequence: All		
Registration: Off 🗸	Offset:	
Tiling: Off 💌	Overlap:	Absolute Overlap
		OK Cancel

<u>Setup</u>

Edit Print Style						
Name: SonyPrintStyle						
Printer <u>D</u> escription:	AdobePDF 7.0			<b>~</b>		
Paper <u>S</u> ize:	Custom			~		
Paper <u>W</u> idth:	3.57''		Paper O <u>f</u> fset:	0''		
Paper <u>H</u> eight:	4.82'' 🗸 🗸		Page <u>G</u> ap:	0''		
Reduce or Enlarge:	100%		E Fit in Print /	Area		
Page Positioning:	Center	~	Orientation:	💿 Portrait		
				○ Landscape		
			ОК	Cancel		

#### <u>Output</u>

Edit Print S	ityle		
	yPrintStyle	ns Bleed	
Layout Se Prin <u>t</u> Colors: <u>H</u> alftoning:	tup Output Optio	ns Bleed	<u>R</u> esolution: 300 <b>v</b> (dpi) <u>F</u> requency: 60 <b>v</b> (lpi)
	late rocess Black	Halftone -	Frequency Angle Function 60 45° Default
			OK Cancel

#### <u>Options</u>

Edit Print	Style		
Name: So	onyPrintStyle		
Layout	etup Output Options	Bleed	
📃 Quark I	PostScript Error Handler		
Page Flip:	None	~	Negative Print
Pictures			
Output:	Normal	~	Full Res of Rotated Objects
Data:	Binary	*	Overprint EPS Black
OPI:	Include Images	~	E Full Resolution TIFF Output
			OK Cancel

<u>Bleed</u>

Edit Print Style		×
<u>Name:</u> SonyPrintStyle		
Layout Setup Output Options Bleed		
Bleed Type: Symmetric	<u>A</u> mount:	0''
Clip at Bleed Edge	<u>B</u> ottom:	0''
	Insi <u>d</u> e:	0''
	Outsid <u>e</u> :	0''
		OK Cancel

Click "OK," and in the next dialog, click "Save." You will now have your new Print Style saved in the Print Style menu for future use.

Print Styles	×
Print Styles: Default SonyPrintStyle	
Printer Description: AdobePDF 7.0; Media: Custom; Media Size: 3.569'' × 4.819''; Scaling: 100%; Separations: Off; Tiling: Off	
New Edit Duplicate Delete Import Export Save Cancel	

8. To create your PDF, select File  $\rightarrow$  Print. This will launch the print dialog.

From the Printer menu at the top of the dialog, select "Adobe PDF."

9. Click the "Properties" button to the right of the "Printer" menu in order to select the proper PDF settings.

In the "Default settings" menu, select "Sony Settings." (See Section V ["Doing More with Adobe® Acrobat"] for instructions on creating or installing this Sony-optimized PDF preset.)

In the "Adobe PDF Settings" tab, ensure that "Do not send fonts to 'Adobe PDF'" is <u>not</u> checked.

🕸 Adobe PDF Document Properties 🔹 💽 🔀					
Layout       Paper/Quality       Adobe PDF Settings         Adobe PDF Conversion Settings       Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.					
Default Settings:	SonySettings	✓ Edit			
Adobe PDF Security:	None Edit				
Adobe PDF Output Folder	Prompt for Adobe PDF filename Browse				
Adobe PDF Page Size:	Adobe PDF Page Size: Letter				
View Adobe PDF results					
Add Document Information	Add Document Information				
Do not send fonts to "Adob	e PDF"				
Delete log files for successful jobs					
Ask to Replace existing PDF file					
		Cancel			

10. From the same "Adobe PDF Settings" tab, click the "Add" button next to the "Adobe PDF Page Size" menu.

Change the Width and Height fields to the values shown below. Provide a new "Paper Name" (for example, "SonySize"), and then click the "Add/Modify" button.

Add Custom Paper	Size	
Paper <u>N</u> ames:	SonySize	~
Paper Size	Unit	
<u>₩</u> idth	3.57 O Inch	
<u>H</u> eight	4.82 O <u>Millimeter</u> O <u>P</u> oint	
<u>A</u> dd/Modify	Cancel	<u>D</u> elete

11. You will be returned to the "Adobe PDF Document Properties." Make sure to select your new Paper Name in the "Adobe PDF Page Size" field.

🖇 Adobe PDF Document Properties 🛛 💽 🔀				
Layout       Paper/Quality       Adobe PDF Settings         Adobe PDF Conversion Settings       Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.				
Default <u>S</u> ettings:	SonySettings 🗸 🗸	<u>E</u> dit		
Adobe PDF Se <u>c</u> urity:	None Edit			
Adobe PDF Output <u>F</u> older	Prompt for Adobe PDF filename			
Adobe PDF Page Size:	Adobe PDF Page Size: SonySize			
View Adobe PDF results				
Add Document Information				
Do not send fonts to "Adobe PDF"				
Delete log files for successful jobs				
Ask to <u>Beplace existing</u> PDF file				
	OK	Cancel		

12. Press "OK," and you will return to the Print menu.

From the Print Style menu, be sure to select the Sony<sup>®</sup> Reader-optimized print style that you created in step #7 above (for example, "SonyPrintStyle").

This print style will generate most of the settings in the various tabs depicted below. The key exception to this is the "OPI" tab, so please be sure to follow instructions for that tab below.

<u>Layout</u>

Print Lay	out 1 🛛 🔀
Pri <u>n</u> ter:	Adobe PDF
Prjnt Style:	SonyPrintStyle 💌
<u>C</u> opies:	1 Pages: All
Layout g	etup Output Options Layers Bleed OPI Preview
	tions Spreads Collate
Print B	ank Pages Thumbnails Back to Front
Page Seq	uence: All
<u>R</u> egistratio	n: Off 💽 Offset:
<u>T</u> iling:	Off Overlap: Absolute Overlap
L	
	Print Cancel Capture Settings

<u>Setup</u>

Print Lay	out 1							X
Pri <u>n</u> ter:	Adobe PD	Adobe PDF						
Print Style:	SonyPrint	Style						•
<u>C</u> opies:	1	P <u>ag</u> es: All				~		
Layout	Setup Ou	tput Options La	yers	Bleed	OPI	Preview	]	
Printer <u>D</u>	escription:	AdobePDF 7.0					*	
Paper <u>S</u> i	ze:	Custom					*	
Paper <u>W</u>	jidth:	3.57''			Pape	r O <u>f</u> fset:	0''	
Paper <u>H</u> e	eight:	4.82'' 🗸 🗸			Page	<u>G</u> ap:	0''	
Reduce or Enlarge: 100% Erit in Print Area		viea –						
Page Po	sitioning:	Center	~		Orien	tation:	<ol> <li>Portrait</li> </ol>	
							O <u>L</u> andscape	
		(	F	Print	Ca	ancel	Capture Settings	

#### Print Layout 1 × Printer: Adobe PDF Properties.. Print Style: SonyPrintStyle ¥ Copies: 1 Pages: All ~ Layout Setup Output Options Layers Bleed OPI Preview Print Colors: Grayscale ~ Resolution: 300 🗸 (dpi) 🗸 (lpi) Halftoning: Conventional ~ Erequency: 60 Print Plate Halftone Frequency Angle Function 45° 60 Default ✓ Process Black -Print Cancel Capture Settings

**Options** 

<u>Output</u>

Print Layo	out 1 🛛 🛛 🔀			
Pri <u>n</u> ter:	Adobe PDF			
Prjnt Style:	SonyPrintStyle			
<u>C</u> opies:	1 Pages: All			
Layout S	etup Output Options Layers Bleed OPI Preview			
Quark	PostScript Error Handler			
Page <u>F</u> lip:	None			
Pictures Output:	Normal Full Res of Rotated Objects			
<u>D</u> ata:	Binary Overprint EPS Black			
0P <u>1</u> :	Include Images Full Resolution <u>T</u> IFF Output			
	Print Cancel Capture Settings			

#### <u>Layers</u>

Print Layo	out 1 🛛 🔀
Pri <u>n</u> ter:	Adobe PDF
Print Style:	SonyPrintStyle
<u>C</u> opies:	1 Pages: All
Layout S	etup Output Options Layers Bleed OPI Preview
Print 💌	•••     Name       Default     •
Plates use	d on Selected Layer
No selecti	on A
	Print Cancel Capture Settings

#### <u>Bleed</u>

Print Lay	out 1	X
Pri <u>n</u> ter:	Adobe PDF	
Print Style:	SonyPrintStyle	~
<u>C</u> opies:	1 Pages: All	
Layout 9	Setup Output Options Layers Bleed OPI Preview	
Bleed 1	Type: Symmetric Amount: 0"	
🗹 Clip	at Bleed Edge	
	Outsid <u>e</u> : 0''	
	Print Cancel Capture Setting	
		s

<u>OPI</u>

Ensure that "OPI Active" is unchecked and that the rest of the settings are grayed out.

Print Lay	out 1 🛛 🔀
Pri <u>n</u> ter:	Adobe PDF  Properties
Print Style:	SonyPrintStyle
<u>C</u> opies:	1 Pages: All
Layout 9	Setup Output Options Layers Bleed OPI Preview
	ctive
	EPS
	clude Images V Include Images
	Print Cancel Capture Settings

13. Click the "Print" button to generate your Sony® Reader-optimized PDF.

#### Adobe<sup>®</sup> InDesign

1. Navigate to Edit  $\rightarrow$  Preferences  $\rightarrow$  Units & Increments.

Set origin to page and ensure that units are in inches.

General	Units & Increments
Туре	
Advanced Type	Ruler Units
Composition	Origin: Page
Units & Increments	
Grids	
Guides & Pasteboard	Vertical: Inches 🕑 points
Dictionary	
Spelling	- Point/Pica Size
Autocorrect Story Editor Display	
Story Editor Display Display Performance	Points/Inch: PostScript (72 pts/inch)
Appearance of Black	
File Handling	Keyboard Increments
	- <u>C</u> ursor Key: Op1
	Size/Leading: 2 pt
	Baseline Shift: 2 pt
	Kerning: 20 /1000 em

2. Open a new document by selecting File  $\rightarrow$  New  $\rightarrow$  Document.

Apply settings shown in the image below. Click the "More Options" button if the bleed settings are not visible.

New Document	
Document Preset: [Custom]	OK Reset Saye Preset Fewer Options
Columns <u>N</u> umber: 1 <u>G</u> utter: 0.1667 in Margins	
Top: 0.25 in Bottom: 0.25 in Bleed and Slug	
Top Bottom Left Right Bleed: O in O in O in O in 3 Slug: O in O in O in O in 3	

- 3. Click the "Save Preset" button and name your preset "Sony Preset."
- 4. Now you are ready to develop and format your document.

As a general styling recommendation, fonts appear clearly on the Reader at a minimum size of 6 or 7 points.

5. Before generating a PDF, check font usage by going to Type  $\rightarrow$  Find Font.

Any fonts that are identified as missing should be replaced using the "Replace with" menu or moved into the fonts folder on your Windows® PC.

Find Font					
Fonts in Docur	nent:		Done		
Century Gothic Re	gular	0	Eind First		
			Change <u>A</u> ll		
			Change/Find		
Total Fonts: 1		Fonts in Graphics:0	<u>R</u> eveal in Explorer		
Replace With:		Missing Fonts:0	More <u>I</u> nfo		
F <u>o</u> nt Family:	Times New Roman	*			
Font St <u>y</u> le:	Regular	~			

6. Review the "Links" palette to check that all images used in your document are properly linked to your InDesign file. (If the "Links" palette is not visible, select "Links" in the "Window" menu.)

A question mark icon beside the image filename means that the image is not properly linked. It has most likely been moved at some point since it was first imported into your InDesign document, and the link has not yet been updated.

Links				
HPIM0113.jpg		0	2	^
				v.
	&→∎ → °°	∃→	]	

To update a link, double-click the image name in the Links palette to launch the "Link Information" dialog.

Click the "Relink" button and navigate to the new location of the image in order to relink it. When you return to the "Links" palette, the question mark icon will be gone.

Link Information		
	HPIM0113.jpg Monday, September 04, 2006, 8:23 PM	Done
	165 K	Prev
Link Needed:	Yes	
Color Space: Profile:	NA	
File Type: Content Status:	JPEG Ø Linked File is Missing	
Layer Overrides: Adobe Stock Photos:	NA	
Version Cue Status:		
<u>L</u> ocation:	D:\Documents and Settings\PD2_docs\MyPhotos\HPIM0113.jpg	<u>R</u> elink

7. Before outputting your PDF file, go to File  $\rightarrow$  Print Presets  $\rightarrow$  Define to create a reusable print preset.

Click the "New" button.

8. Name the New Preset "SonyPrintPreset." Provide settings as shown in the following screenshots.

Name: SonyPrintPreset   Printer: Adobe PDF   PPD: AdobePDF 7.0     General   Setup   Marks and Bleed   Output   Graphics   Color Management   Advanced   Summary     Seguence:   All Pages   Seguence:   All Pages   Options   Print Master Pages   Print Blank Pages   Print Visible Guides and Baseline Grids	w Print Preset	
General   Setup   Marks and Bleed   Output   Graphics   Color Management   Advanced   Summary   Seguence:   All Pages   Seguence:   All Pages   Sprgads   Print Master Pages   Options	ı	Jame: SonyPrintPreset
General       General         Setup       Copies: 1 Collate Reverse Order         Output       Pages         Graphics       Pages: All         Color Management       Range:         Advanced       Seguence: All Pages         Summary       Seguence: All Pages         Options       Options         Options       Print Master Pages         Options       Print Master Pages	E	inter: Adobe PDF 🛛 🗸
Setup Marks and Bleed Output Graphics Color Management Advanced Summary Seguence: All Pages Seguence: All Pages Seguence: All Pages Print Master Pages Options Print Master Pages Options Print Master Pages		PPD: AdobePDF 7.0
Setup Marks and Bleed Output Graphics Color Management Advanced Summary Seguence: All Pages Seguence: All Pages Seguence: All Pages Print Master Pages Options Print Master Pages Options Print Master Pages		
Marks and Bleed Copies: 1 Collate Reverse Order Output Graphics Color Management Advanced Summary Seguence: All Pages Seguence: All Pages Seguence: All Pages Options Print Master Pages Options Print Non-printing Objects Print Blank Pages		
Output       Pages         Graphics       Pages         Color Management       Pages:         Advanced       Range:         Summary       Seguence:         All Pages       Seguence:         Sorrgads       Print Master Pages         Options       Print Mon-printing Objects         Print Blank Pages       Print Blank Pages	•	Conjes: 1 Collate Reverse Order
Graphics       Pages:       All         Advanced       Range:       Seguence:         Summary       Seguence:       All Pages         Sprgads       Print Master Pages         Options       Print Non-printing Objects         Print Blank Pages       Print Blank Pages	Output	
Advanced Summary Seguence: All Pages Seguence: All Pages Options Options Print Non-printing Objects Print Blank Pages	Graphics	Pages -
Summary Seguence: All Pages Seguence: All Pages Options Options Options Print Non-printing Objects Print Blank Pages		Pages: O <u>A</u> ll
Seguence: All Pages		O <u>R</u> ange:
Options     Options     Print <u>N</u> on-printing Objects     Options	Summary	Seguence: All Pages
Options     Options     Print Non-printing Objects     Options		
Options Print Non-printing Objects Print Blank Pages		
Print <u>N</u> on-printing Objects		
Print <u>N</u> on-printing Objects		- Ontions
Print Blank Pages		
Print Visible <u>G</u> uides and Baseline Grids		
		Print Visible Guides and Baseline Grids
OK Cancel Setup		OK Cancel Setup



For "Paper Size," select "Custom. Then provide settings as shown below.

Output     Width:       Graphics     Width:       Color Management     Orientation:       Advanced     Orientation:       Summary     Options	Custom ♥ 3.57 in ♥ Height: \$ 4.82 in ♥ Offset: \$ 0 in Gap: \$ 0 in
General     Setup       Marks and Bleed     Paper Size:       Output     Paper Size:       Graphics     Width:       Color Management     Orientation:       Advanced     Orientation:	Custom
General     Setup       Marks and Bleed     Paper Size:       Output     Width:       Graphics     Orientation:       Summary     Options	Custom
Setup     Paper Size:       Marks and Bleed     Width:       Output     Width:       Graphics     Orientation:       Summary     Options	
Setup       Marks and Bleed       Output       Graphics       Color Management       Advanced       Summary   Options	
Output Graphics Color Management Advanced Summary Options	
Graphics Color Management Advanced Summary Orientation: Options Options	O <u>f</u> fset: Ç0 in
Color Management Advanced Summary Orientation: Options	പ്പി പ്പി പ്പി
Summary Options	പ്പി കി കി
Options	
	Transverse
Scale	
Sedic	⊙ Wid <u>t</u> h: 100% Height: 100%
	Constrain Proportions
	OScale To Fit
P <u>ag</u> e Positi	on: Centered
Thumbnails:	🗸 🗸 Per Page
Tile:	🗸 Overlap:

<u>Marks and</u> <u>Bleed</u>	New Print Preset			
Diccu	Name: Printer:	SonyPrintPreset Adobe PDF	~	
	_		~	
	General Setup Marks and Bleed Output Graphics Color Management Advanced Summary	Marks and Bleed Marks All Printer's Marks Crop Marks Bleed Marks Registration Marks Color Bars Page Information	Typ <u>e</u> : <u>W</u> eight: O <u>f</u> fset:	
		Bleed and Slug Use Document Bleed Settings Bleed: Top: Oin Bottom: Oin Include Slug Area		t <u>:</u> 0 in t: 0 in
		ОК	Cancel	Setup



	Name:	SonyPrintPreset			
	Printer:	Adobe PDF		*	
	PP <u>D</u> :	AdobePDF 7.0		~	
General		Output			
Setup					_
Marks and Bleed		Co <u>l</u> or:	Composite Gray	<b>*</b>	☑ Text as Blac <u>k</u>
Output Graphics		<u>T</u> rapping:		~	
Color Management		<u>E</u> lip:	None	~	Negative
Advanced Summary		S <u>c</u> reening:	Default	*	
		– Inks –––––			
		🕒 Ink		Frequency	Angle
		🔁 🗖 Proces	s Cyan		<u>~</u>
		Proces	s Magenta		
		Proces	s Yellow		
		Proces	s Black		
					×
		Fr <u>e</u> quency: <u>A</u> ngle:	lpi	Simulate	<u>O</u> verprint ager

Grap	hics

Nar	me: SonyPrintPreset
Print	ter: Adobe PDF
PI	PD: AdobePDF 7.0
General	Graphics
Setup Marks and Bleed	_ Images
Output	Send Data: Optimized Subsampling
Graphics Color Management Advanced	- Fonts -
Summary	Download: Subset
	✓ Do <u>w</u> nload PPD Fonts
	PostScript@: Level 3
	Data Eormat: ASCII



N	ame: SonyPrintPreset	t
Pri	nter: Adobe PDF	~
	PPD: AdobePDF 7.0	~
General	Color Managema	ent
Setup		
Marks and Bleed	Print	
Output	⊙ D <u>o</u> cume	ent (Profile: N/A)
Graphics	○ P <u>r</u> oof	(Profile: N/A)
Color Management Advanced		
Summary	Options —	
	Color <u>H</u> an	idling: Let InDesign Determine Colors 🛛 🗸
	Printer Pi	rofile:
	Output (	Color: Composite Gray
		Preserve CMYK Numbers
		Simulate Paper Color
	<ul> <li>Description –</li> <li>Position the point</li> </ul>	nter over a heading to view a description.

Advanced New Print Pre	eset	
	Name:	SonyPrintPreset
	Printer:	Adobe PDF
		AdobePDF 7.0
General		Advanced
Setup		0.07
Marks and Blee	ł	
Output		OPI Image Replacement
Graphics		Omit For OPI: EPS PDE Bitmap Images
Color Managem	ent	
Advanced Summary		Transmort Flatterer
Summary		Transparency Flattener
		Preset: [Medium Resolution]
		Ignore Spread Overrides
		OK Cancel Setyp

Click "OK." The Print Preset that you have created will now be available as a setting in the InDesign Print menu.

9. To generate your PDF, select File  $\rightarrow$  Print.

In the Print dialog, select "SonyPrintPreset" as the Print Preset.

All fields will be populated with the settings from your Print Preset.

Click "Print."

### V. Doing More with Adobe® Acrobat

# Reformatting a PDF for the Sony<sup>®</sup> Reader in Microsoft<sup>®</sup> Word or OpenOffice.org Writer

- 1. Open the PDF in Adobe<sup>®</sup> Acrobat<sup>®</sup> Standard or Professional. Select File  $\rightarrow$  Save As.
- 2. In the "Save as type" drop-down menu, select "Rich Text Format (\*.rtf)." (Please note that if security settings have been applied to the PDF, this option may not be available.)
- 3. Click the "Settings" button. Select the settings shown in the screenshot below.

Save As RTF Settings
Comments Settings
Layout Settings
✓ Retain Columns
Retain Page Size and Margin
Image Settings
☑ Include Images
Output Eormat: • JPG C ENG
Use Colorspace: Determine Automatically 💌
Change Resolution
Downsample To: 150 dpi
Untagged Document Settings
$\overline{\mathbf{V}}$ Generate <u>tags</u> for untagged files
OK Restore Defaults Cancel

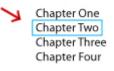
Name and save the RTF file.

4. Open the RTF file in Microsoft<sup>®</sup> Word or OpenOffice.org Writer and optimize it for the Sony<sup>®</sup> Reader by applying settings provided in Section II of this instructional document.

#### Creating a linked Table of Contents in Acrobat

- 1. Open the PDF in Adobe® Acrobat® Standard or Adobe Acrobat Professional.
- 2. Open Tools  $\rightarrow$  Advanced Editing  $\rightarrow$  Link Tool.
- 3. Using the Link Tool, draw a rectangle around the text to be linked.

CONTENTS



4. Releasing the cursor after drawing the rectangle will launch the "Create Link" dialog. Apply the settings shown below. Be sure that "Go to a page view" is selected.

Invisible Rectangle V Line Style: Solid
Invert Colo <u>r</u> :
Thin
view
page
Next Cancel

Click "Next" to bring up the "Create Go To View" dialog.

5. DO NOT select "Set Link" immediately. Instead, scroll to the page that you want the link to navigate to when it is clicked in your PDF. (You can also use View → Go To → Page and enter the page number to go directly to that page.)

Create Go to View	×
Use the scrollbars, mouse tools to select the target press Set Link to create th destination.	view, then
Set Link	<u>C</u> ancel

6. Click "Set Link" to complete the link.

#### Creating a Sony<sup>®</sup> Reader-optimized PDF preset

Once you create this preset, you will be able to use it to generate Sony Readeroptimized PDFs from all applications that allow printing. The preset can also be exported as a .joboptions file that can be readily installed in other Windows or Macintosh systems.

1. Click "Properties" in the "Print" dialog box in Microsoft Word or any of the other applications covered in this instructional document. (Note that this may appear as "Preferences" rather than "Properties," depending on the version of Windows® operating system being used.) Select the "Adobe PDF Settings" tab.

Adobe PDF Document Properties
Layout Paper/Quality 🛃 Adobe PDF Settings
Adobe PDF Page Size: Sony Add Custom Page
Adobe PDF Conversion Settings
Default Settings: SonySettings
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.
Adobe PDF Segurity: None
View Adobe PDF results
Prompt for Adobe PDF filename
Add Document Information
Do not send fonts to "Adobe PDF"
Delete log files for successful jobs
Ask to <u>R</u> eplace existing PDF file
OK Cancel

2. Click the "Add Custom Page..." button.

Name the custom paper size "Sony" (or whatever name you choose) in the "Paper Names" field.

Set Width at 3.57 and Height at 4.82. Set the "Unit" as "Inch." Then click the "Add/Modify" button. (This will return you to the "Adobe PDF Settings" tab.)

Add Custom Paper 9	Size	
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In the future, your new custom size will be available for you to select in the "Adobe PDF Settings" tab—no need to go through the "Add Custom Page" routine.

3. Select the "Edit" button next to the "Default Settings" field.

🐝 Adobe PDF Document Properties 🎦
Layout Paper/Quality 🛃 Adobe PDF Settings
Adobe PDF Page Size: Sony Add Custom Page
Adobe PDF Conversion Settings
Default Settings: SonySettings
Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.
Adobe PDF Segurity: None Edit
View Adobe PDF results
✓ Prompt for Adobe PDF <u>filename</u>
Add Document Information
Do not send fonts to "Adobe PDF"
Delete log files for successful jobs
Ask to <u>R</u> eplace existing PDF file
OK Cancel

4. Select the settings shown in the following figures:

<u>General tab</u>	SonySettingsV3 - Adobe PDF Settings	×
	General Images Fonts Color Advanced PDF/X	
		_ [ ]
	Use these settings to create PDF documents suitable for reliable viewing and printing of business documents. The PDF documents can be opened with Acrobat and Reader 5.0 and later.	
	File Options	511
	Compatibility: Acrobat 5.0 (PDF 1.4)	
	Object Level Compression: Tags only	
	Auto-Rotate Pages: Collectively by File	
	Binding: Left	
	<u>R</u> esolution: 600 dots per inch	
	⊙ All Pages	
	C Pages From: To:	
	Embed thumbnails	
	Optimize for fast web view	
	Default Page Size Width: 3.57 Units: Inches	
	Height: 4.82	
	Save As OK Cancel Help	

#### Images tab

nySettingsV3 - Adobe PDF Settings	
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Downsample: Bicubic Downsampling to	ner inch
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for images above: 249 🚔 pixels p	ber inch
Compression: CCITT Group 4	
Anti-alias to gray: Off	
Save <u>A</u> s OK Cancel <u>H</u> e	яр

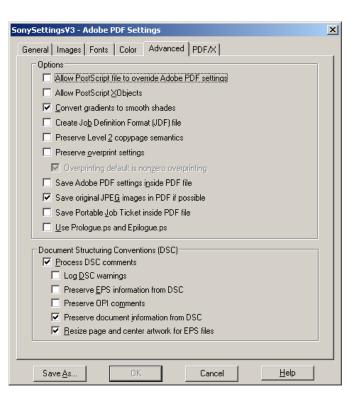
#### <u>Fonts tab</u>

SonySettings¥3 - Adobe PDF Settings	×
General Images Fonts Color Advanced PDF/X	
I Embed all fonts	
Subset embedded fonts when percent of characters used is less	s than: 100 %
When embedding fails: Warn and continue	
Embedding	
Font Source: Always Embed:	
C:\WINDOWS\Fonts\  Arial-Black	
AgencyFB-Bold Arial-BoldItalicM	11
AgencyFB-Reg Arial-BoldM I APHBraill Arial-ItalicMT	
APHont ArialMT	
APHopt-Bold ArialNarrow	
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Arial-BlackItalic	
A COLD COMPACT AND A COLD COMPACT	
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ArialNarrow ArialNarrow-Bold	
Add Name	Remove
	<u>Helliove</u>
Save As OK Cancel	<u>H</u> elp

#### Colors tab

SonySettingsV3 - Adobe PDF Settings	x
General Images Fonts Color Advanced PDF/X	_
⊂ Adobe Color Settings	
Settings File: None	
Color Management Policies	
Leave Color Unchanged	
Intent: Default	
Working Spaces	
Gray: None	
BGB: SRGB IEC61966-2.1	
CMYK: U.S. Web Coated (SWOP) v2	
Device-Dependent Data	
Preserve under color removal and black generation	
When transfer functions are found: Apply	
<u>Preserve halftone information</u>	
Save <u>A</u> s OK. Cancel <u>H</u> elp	

#### <u>Advanced tab</u>



5. Click the "Save As" button and provide a name for the settings preset (for example, "SonySettings"). Next time you want to create a PDF optimized for the Sony<sup>®</sup> Reader, just select the Adobe PDF printer, click "Properties" or "Preferences," and select your preset in the "Default Settings" list within the "Adobe PDF Settings" tab.

# Using Adobe<sup>®</sup> Acrobat<sup>®</sup> Distiller to load Sony<sup>®</sup> Reader-optimized PDF settings as a preset within your applications

Acrobat Distiller is the rendering engine used within the Acrobat suite to generate PDFs as well as to manage rendering settings. It is included by Adobe along with both Acrobat Standard and Acrobat Professional.

- 1. Launch Acrobat Distiller.
- 2. Select Settings  $\rightarrow$  Add Adobe PDF Settings.

Navigate to the directory where the .joboptions file is stored and select "Open."

3. "SonySettings" will appear in the "Default Settings" menu in Distiller.

🐕 Acrobat Distiller	
<u>File Settings H</u> elp	
Adobe PDF Settings Default Settings: SonySettings	
Compatibility: Acrobat 5.0 (PDF 1.4)	
Use these settings to create PDF documents reliable viewing and printing of business docur PDF documents can be opened with Acrobat 5.0 and later.	ments. The
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Size:	<u>C</u> ancel Job
Source:	
Progress Status: Ready	
Acrobat Distiller 6.0 Started: Wednesday, January 17, 2007 at 6:58 PM Adobe PostScript software version: 3015.102	×

 "SonySettings" will now also be available in the "Adobe PDF Settings" in other applications.

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