

GETTING YOUR TEXT FILE ONTO THE WEB USING ADOBE ACROBAT

Adobe Acrobat creates electronic documents in Portable Document Format, which can be viewed on many kinds of computers. Acrobat preserves the fonts, graphics and layout used to create the original document (like taking a photograph of the document), and converts it to PDF.

Acrobat has five components: Acrobat Exchange (with the Capture plug-in), Acrobat Catalog (with the Search plug-in), Acrobat PDF writer, Acrobat Reader and Acrobat Distiller. To put a word processing or other file up on your Web page, you need two of these three:

Acrobat PDF Writer is a driver that enables you to “print” simple word processing files to a PDF file.

Acrobat Distiller converts a PostScript language file into a PDF file. You can use it with files from drawing, layout, or image editing programs, as well as with documents that contain high-resolution or EPS (encapsulated PostScript) language, artwork or images.

Acrobat Reader enables Windows, Mac, DOS and UNIX users to view, navigate through, and print any PDF document. This is freeware and so can be distributed without cost.

Acrobat PDF Writer

Use PDF Writer to “print” straight text to a file, which will be a PDF file. PDF Writer is used in conjunction with a word processing or desktop publishing program. You choose the PDF Writer printer driver as you would an actual printer, using the Chooser on the Macintosh and Print Setup on Windows. Then print to a PDF file, proof it with Reader and upload your PDF file to your Web page. You don’t have to make a PostScript file if you use PDF Writer.

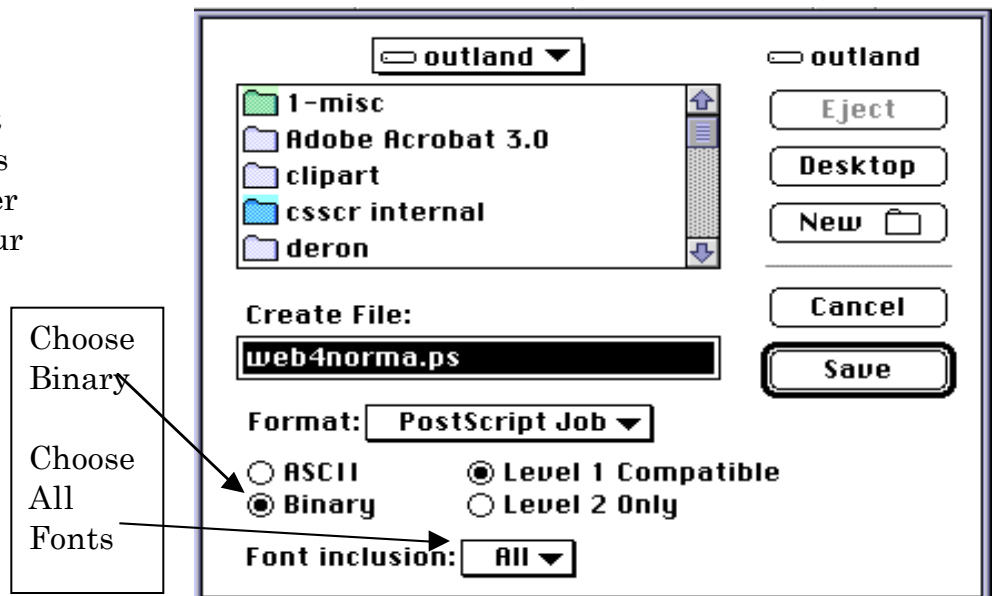
Acrobat Distiller

Distiller converts more complicated files than PDF Writer does. If your file has graphics, or you wish to downsample (reduce file size), or if PDF Writer doesn’t work on your file, Distiller will do the job. You must have a PostScript file to work from. Open your word processing document and print it to a PostScript file.

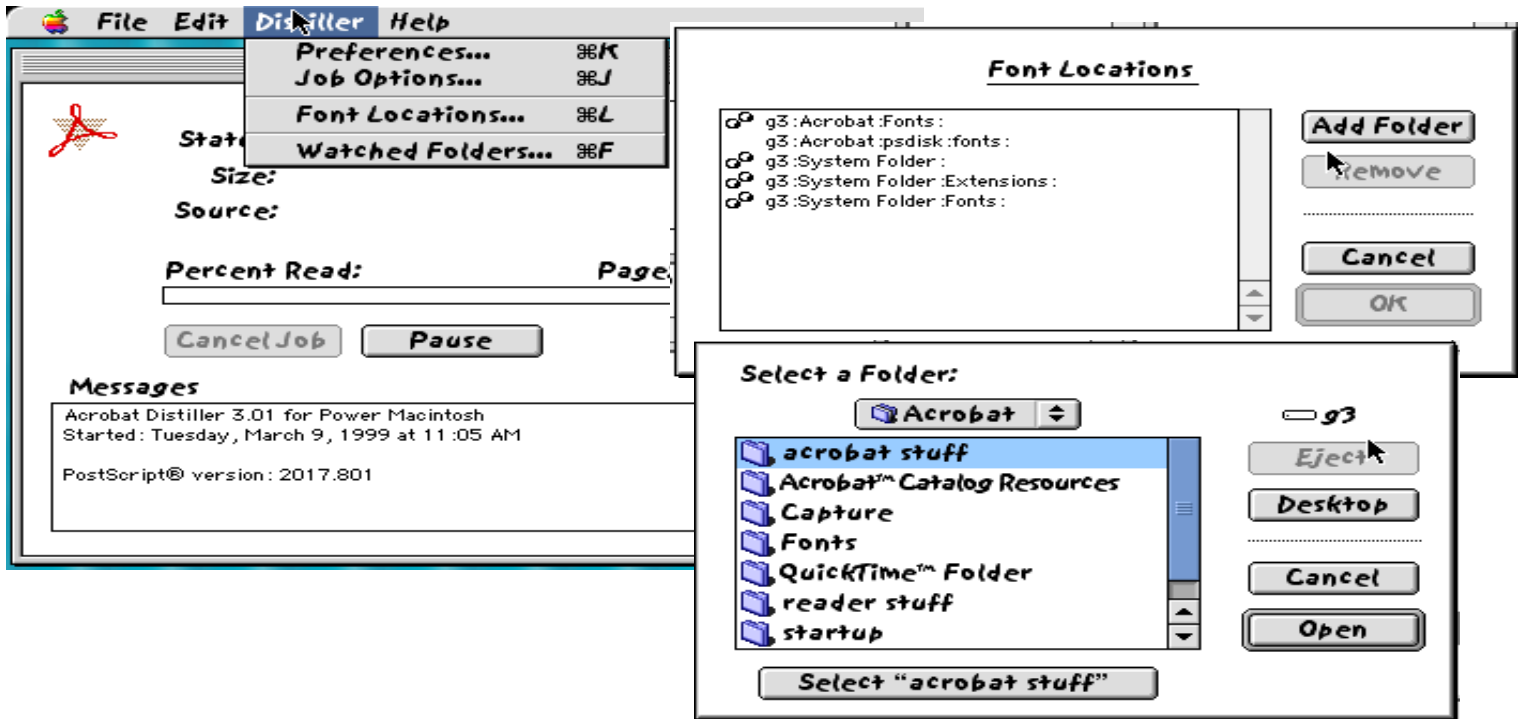
Creating a PostScript File

When you print to a PostScript file, be sure to include all Fonts and make the file binary, rather than ASCII. This will make your PostScript file as universal as possible, and your conversion will go much more smoothly.

Change the file name if you wish, but keep the .ps extension, even if you’re working on a Macintosh. Acrobat needs to see the PostScript extension.



Then open Distiller. To give Distiller access to all your fonts, open the Font Locations dialog box, in the “Distiller” pull-down menu, and add all pertinent font folders. Then go to File, Open and select your PostScript file. You may change the file name, but keep the .pdf extension. You may now upload the PDF file to your Web page.



Acrobat Reader

This is the easiest software of all to use. When you launch Acrobat Reader, a dialog box comes up which displays Acrobat files. Navigate to the PDF file you created with Writer or Distiller, and read it. This is good step to take before uploading the file to your Web page.

Once the PDF file is created and viewed, put it on your Web page using Fetch or some other FTP program.

Since the documentation that comes with the program is laughable, you'll need to buy a book. I use Web Publishing with Acrobat/PDF, by Thomas Merz (Springer Verlag, ISBN 13540637621). It's about \$45.00. This book is aimed at the person who does a lot of desktop/Web publishing, and it packs a mind-boggling amount of information into 235 pages. It has great illustrations, and a chapter on pdfmark programming, which is a PostScript extension. If you like tinkering with PostScript, Visual Basic or HTML, you'll like pdfmark stuff. A less technical but also informative manual, the Acrobat 3.0 Visual Quickstart Guide by Ted Alspach (Peachpit Press, ISBN 0-201-68848-4), is a bargain at \$17.00.

You can write me (Dixielynn) if you have questions, ascocarp@u.washington.edu
Or call between 8am and noon, Monday through Friday, 543-8110.

Good luck with Acrobat!