



US Environmental Protection Agency Office of Pesticide Programs

Software Settings for the Creation of PDF Files for Electronic Submission

May 2003

U.S. Environmental Protection Agency

Office of Pesticide Programs

Electronic Submission Guidance

**Software Settings for the
Creation of PDF Files for
Electronic Submission**

May 16, 2003

Contents:

Minimal Requirements.

Setting up the Adobe® Acrobat® Distiller® 5.0 job options.

- Security options

- General tab:

- Compression tab

- Fonts tab

- Color tab

- Advanced tab

Instructions for generation of PDF files from Microsoft® Word using Acrobat® PDFMaker 5.0.

- Settings tab

- Security tab

- Office tab

- Bookmark tab

- Display options tab

Instructions for generation of PDF files from Corel® WordPerfect® 2000.

Instructions for generation of PDF files from Corel® WordPerfect® 2002.

This document outlines software settings for the creation of PDF versions of study reports for submission to the US EPA, Office of Pesticide Programs. Whereas focus is given to the process of creating PDF files directly from electronic source documents, some of the guidance may be applicable to the scanning and optical character recognition (OCR) process involving paper source documents. It is not possible to present detailed instructions for all of the methods of creating PDF files here. Instead, we will present general guidance covering the minimal requirements that should be applicable to most any manner of creating PDFs. Additionally, detailed instructions will be provided for what are considered the most likely options. In all cases, the instructions and examples given will be for Windows-based PCs. In the event that other operating systems are used, corresponding settings should be selected to achieve similar results.

Minimal Requirements:

When creating PDF files of the study or label documents, certain minimal standards must be met.

- ! There should be no passwords required to access the file in any way.
- ! There should be no restrictions on the ability to print, copy or extract text, or add and edit comments.
- ! The file must be in PDF version 1.4 for use with Adobe Acrobat 5.0 or higher.
- ! For study reports, the PDF must be either a “smart” PDF created directly from an electronic source such as MS Word or an “OCR” PDF where a paper copy of the study is first scanned and then processed with optical character recognition (OCR) software. In either case, the text contained in the PDF must be available for extraction and manipulation. Graphic only or “dumb” PDFs where the scanned document is only an image are NOT ACCEPTABLE.
- ! For labels, the PDF must be a “smart” PDF created directly from an electronic source such as MS Word. OCR and graphic only PDFs of labels are NOT ACCEPTABLE.

In addition to the minimal requirements, there are some preferred options that should be addressed if at all possible..

- PDF files should be created directly from the original electronic source document (see PDF type requirements above.)
- The final PDF file should be tagged to allow for increased accessibility to the visually impaired. This may be accomplished by using the Adobe Acrobat Make Accessible plug-in or through the use of PDFMaker with MS Word.

For a complete list of specifications, please consult [*Specifications for Creating PDF Versions of Study Reports*](#) elsewhere on this web site.

For additional assistance regarding electronic study submission, please contact Bob Schultz, US EPA, OPP/IRSD/ISB 703-308-8186.

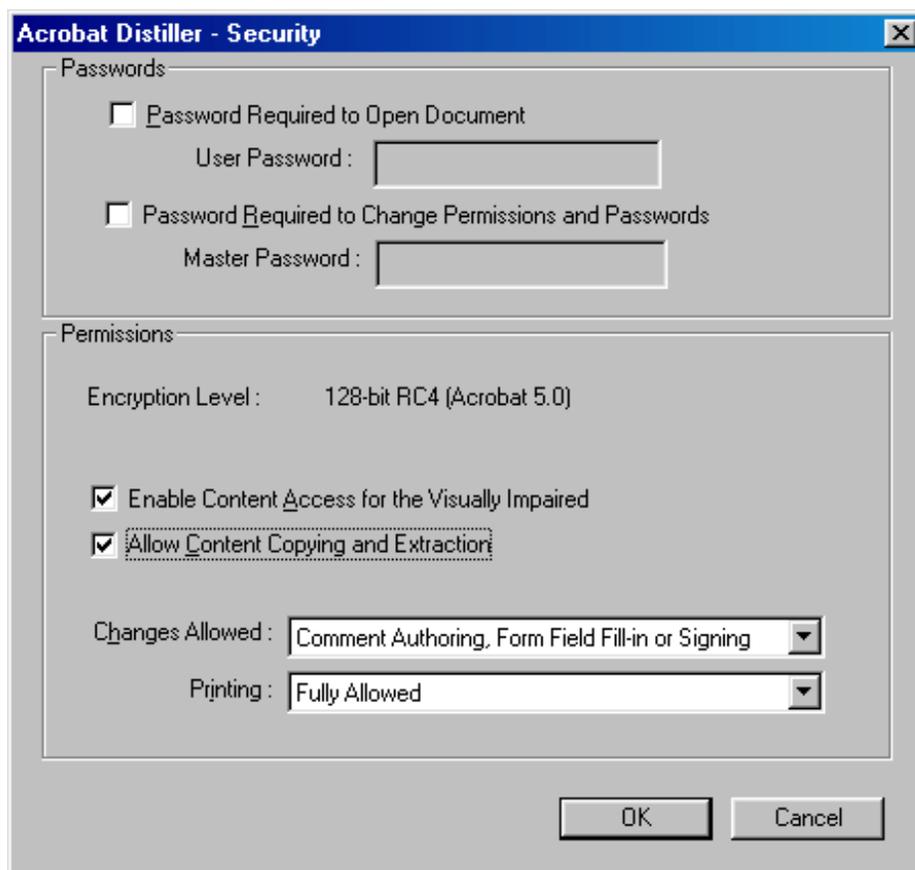
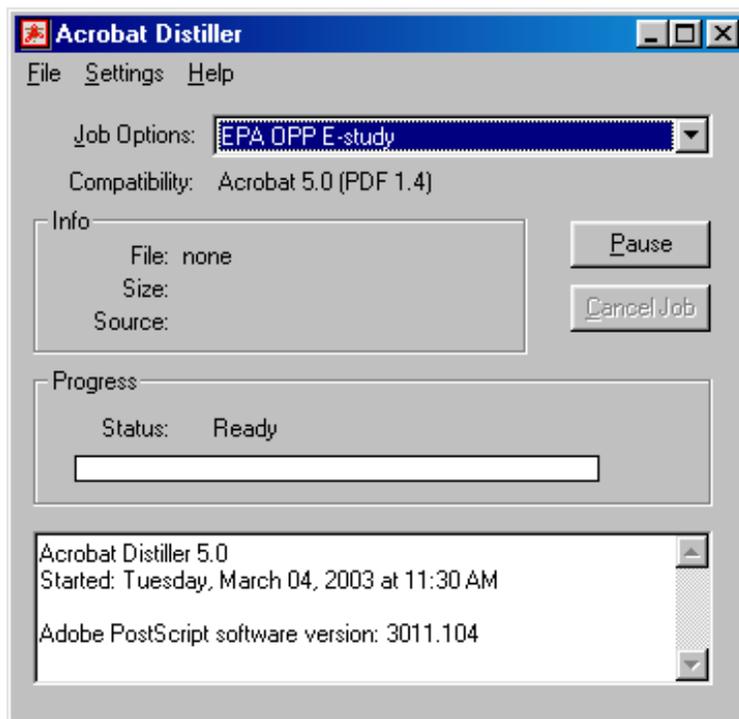
For additional assistance regarding electronic label submission, please contact Tom Harris, US EPA, OPP/RD/IRB 703-308-9423

Setting up the Adobe® Acrobat® Distiller® 5.0 Job Options.

When using Adobe Acrobat Distiller to create PDF files of the study data or product labels, it is advised that the **EPA OPP E-Study** or **EPA OPP E-label** Job Option file be used. These files, available on this site, set the majority of the Distiller parameters to the preferences established by OPP.

Security:

In addition to the proper selection of the Job Options, either by use of the predefined file or setting the parameters manually, the Distiller Security settings must be set appropriately.



Neither of the password options should be selected.

Both “**Enable Content Access for the Visually Impaired**” and “**Allow Content Copying and extraction**” options should be enabled.

Changes Allowed: should be set to “**Comment Authoring, Form Field Fill-in or Signing.**”

Printing should be “**Fully Allowed.**”

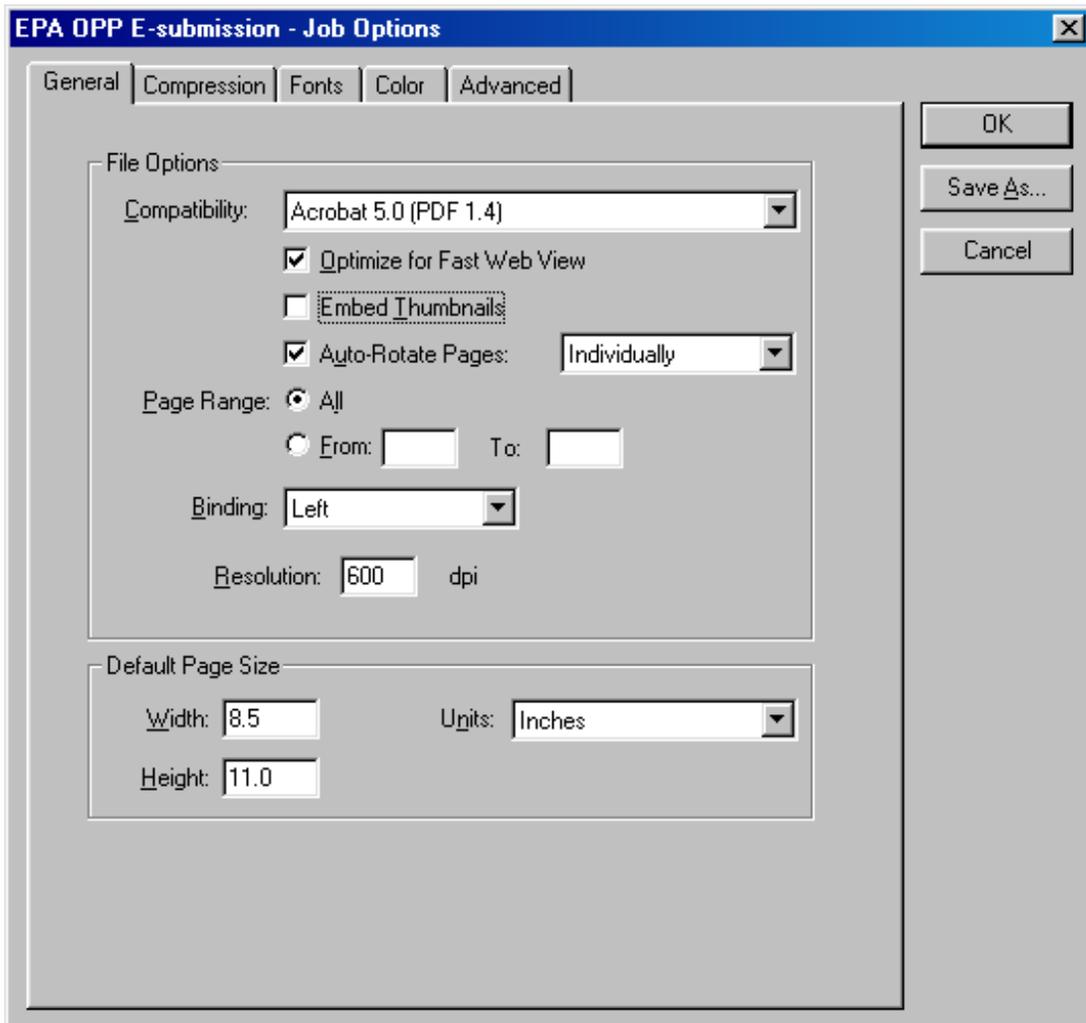
General tab:

File option

Compatibility	Acrobat 5.0 (PDF 1.4)
(1) Optimize for fast web view	Enabled
(2) Embed thumbnails	Disabled
(3) Auto-rotate pages	Enabled, Individually
Page range	All
Binding	Left
Resolution	600 DPI

Default page size

Width	8.5
Height	11.0
Units	Inches



Compression tab:

Color Images

Downsampling	Disabled
Compression	Zip
(1) Quality	8-bit

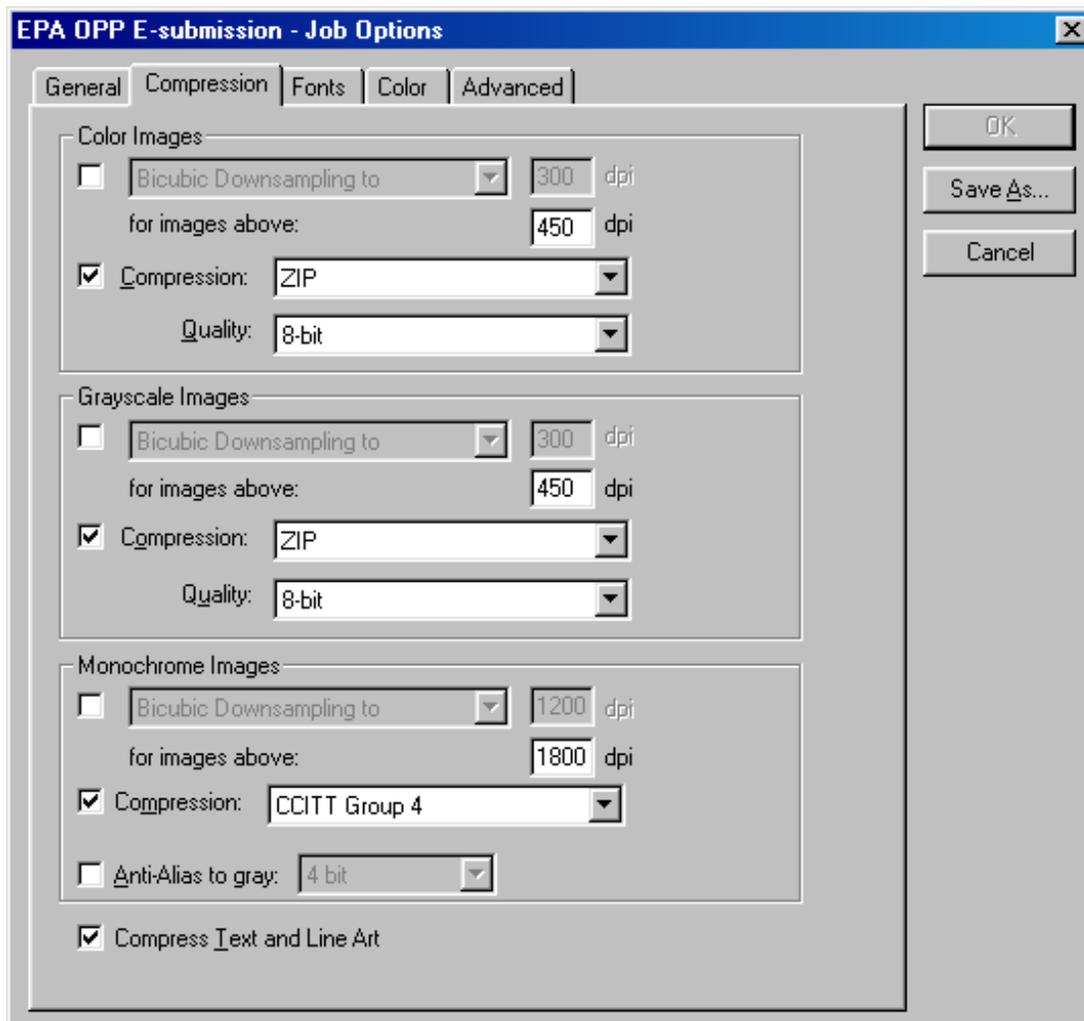
Grayscale Images

Downsampling	Disabled
Compression	Zip
(1) Quality	8-bit

Monochrome Images

Downsampling	Disabled
Compression	CCITT Group 4
Anti-Alias to gray	Disabled

Compress Text and Line Art Enabled

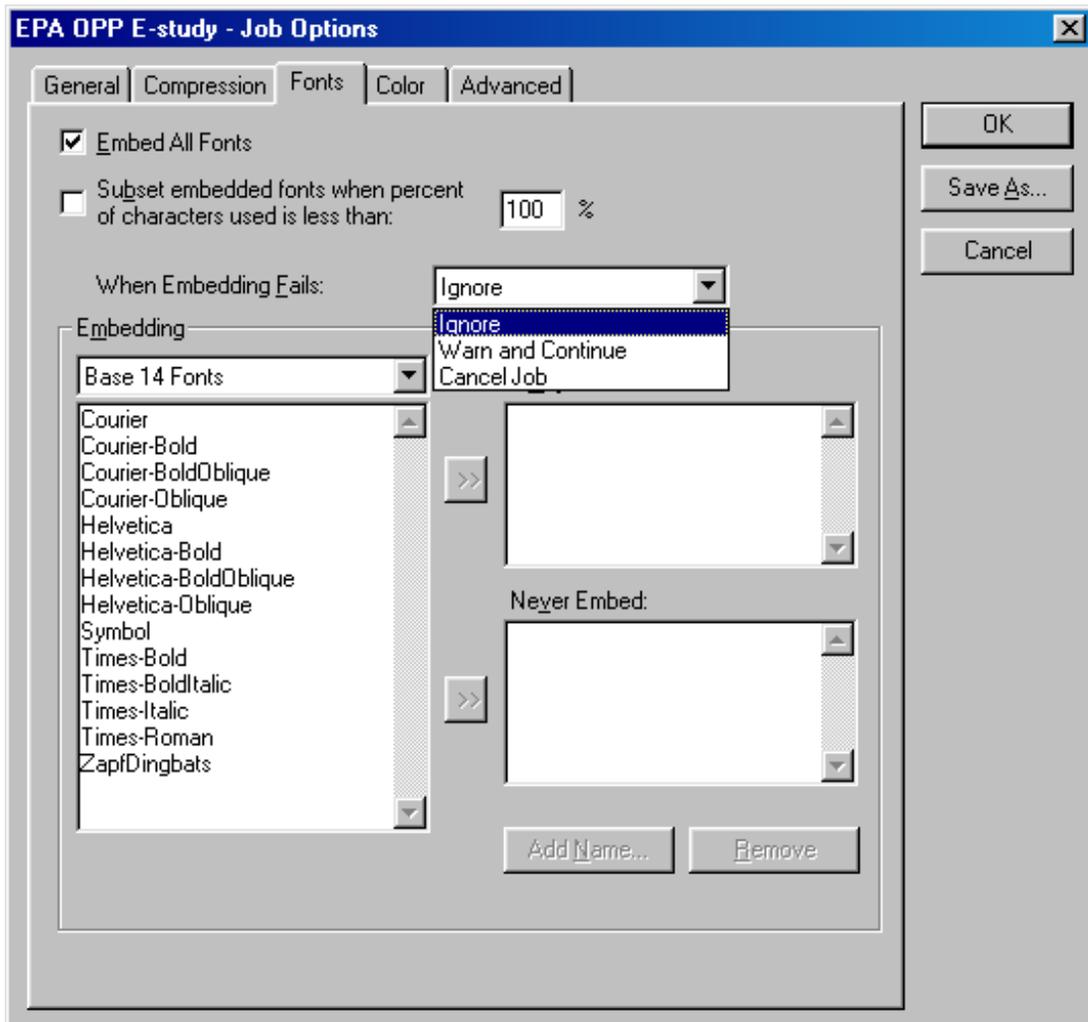


Fonts tab:

Embed All Fonts	Enabled	
Subset embedded fonts when percent of	Disabled	
When embedding fails	"Ignore" for studies	"Cancel Job" for labels

Embedding

- | | |
|------------------|-------------|
| (1) Always embed | Leave blank |
| (2) Never embed | Leave blank |



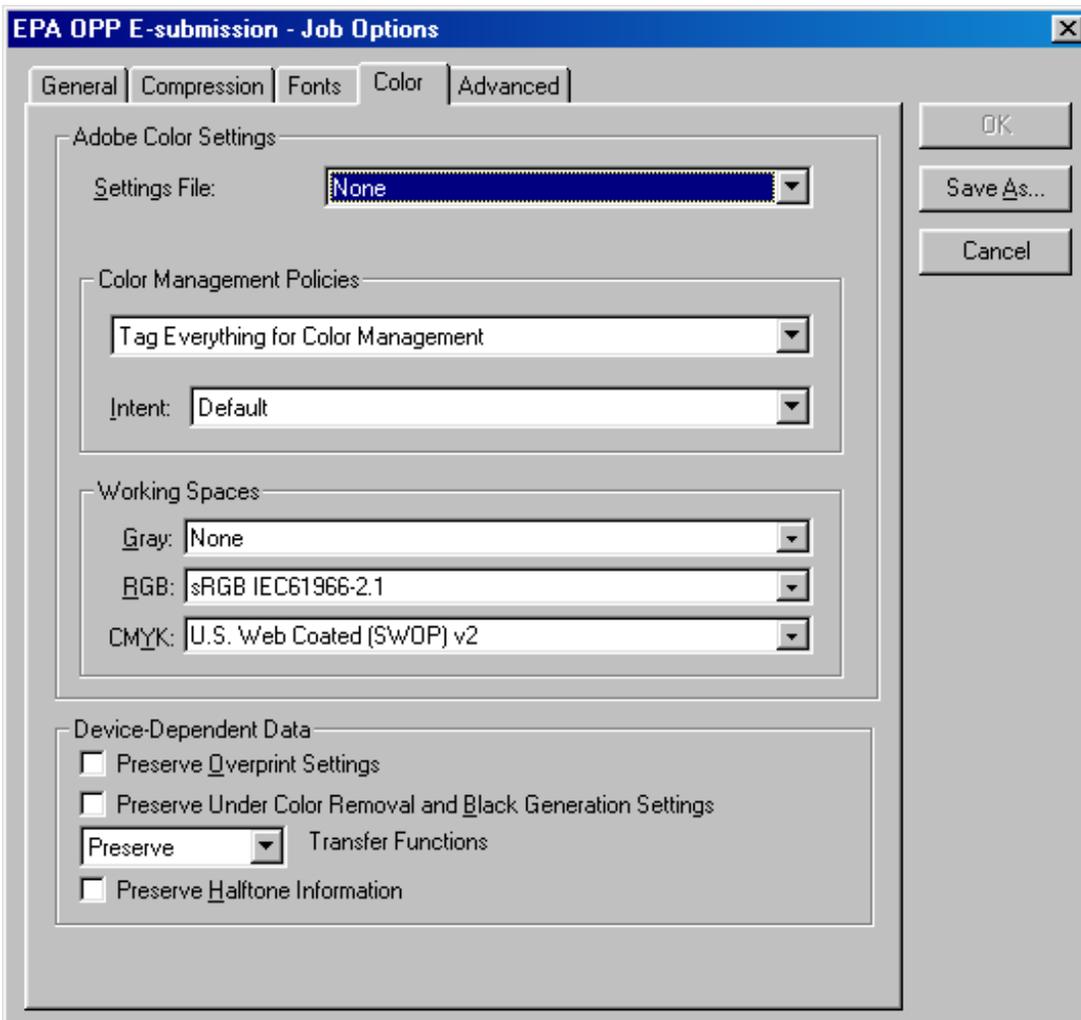
Color tab:

Adobe Color Settings

Settings File	None
Color Management Policies	Tag everything for color
(1) Intent	Default
Working policies	
(1) Gray	None
(2) RGB	sRGB IEC61966-2.1
(3) CMYK	U.S. Web Coated (SWOP) v2

Device-Dependent Data

Preserve Overprint Settings	Disabled
Preserve Under Color removal / Black Generation Settings.	Disabled
Transfer Functions	Preserve



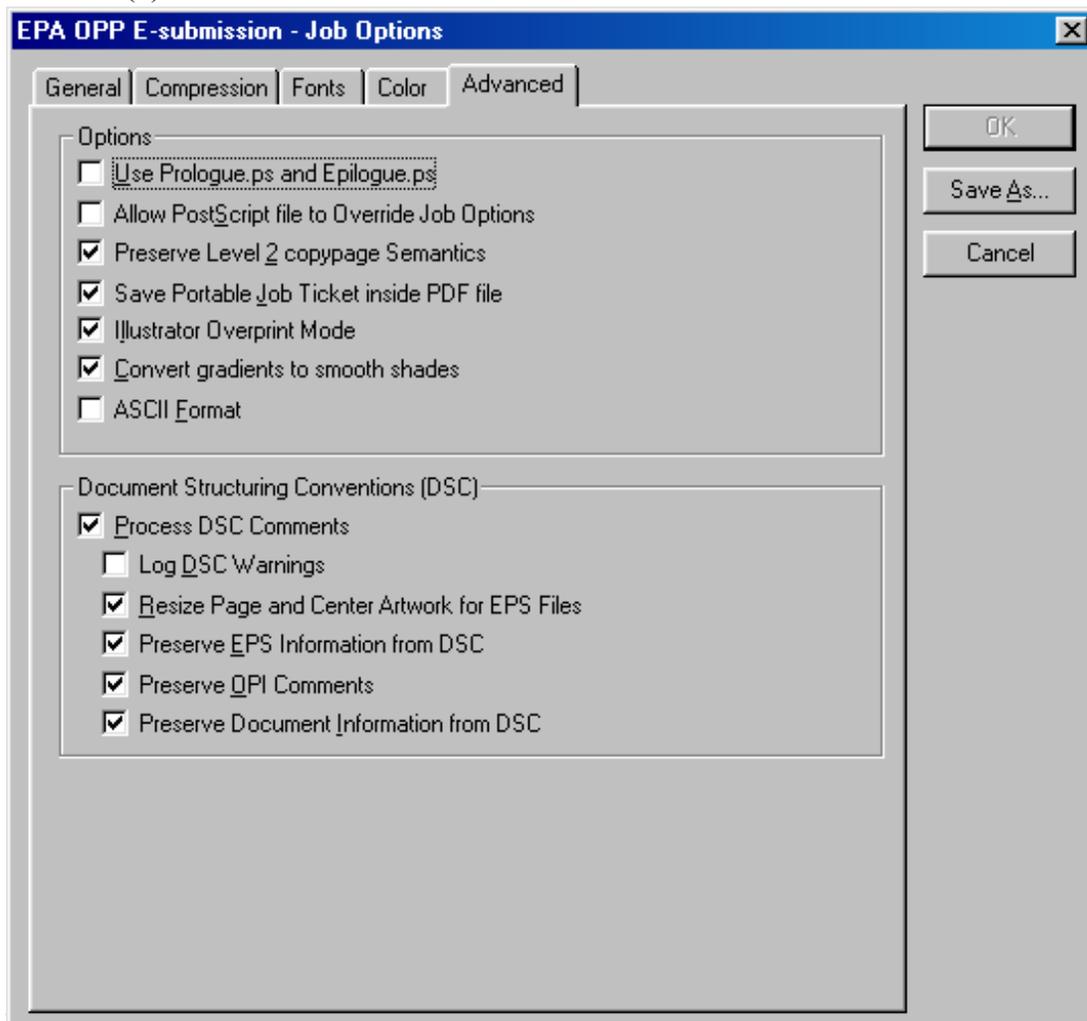
Advanced tab:

Options

Use Prologue.ps and Epilogue.ps	Disabled
Allow PostScript file to Override Job Option	Disabled
Preserve Level 2 copypage Semantics	Enabled
Save Portable Job Ticket inside PDF file	Enabled
Illustrator Overprint Mode	Enabled
Convert gradient to smooth shades	Enabled
ASCII Format	Disabled

Document Structuring Conventions

Process DSC Comments	Enabled
(1) Log DSC Warnings	Disabled
(2) Resize Page and Center Artwork for EPS Files	Enabled
(3) Preserve EPS Information from DSC	Enabled
(4) Preserve OPI Comments	Enabled
(5) Preserve Document Information from DSC	Enabled



Instructions for generation of PDF files from Microsoft® Word using Acrobat® PDFMaker 5.0.

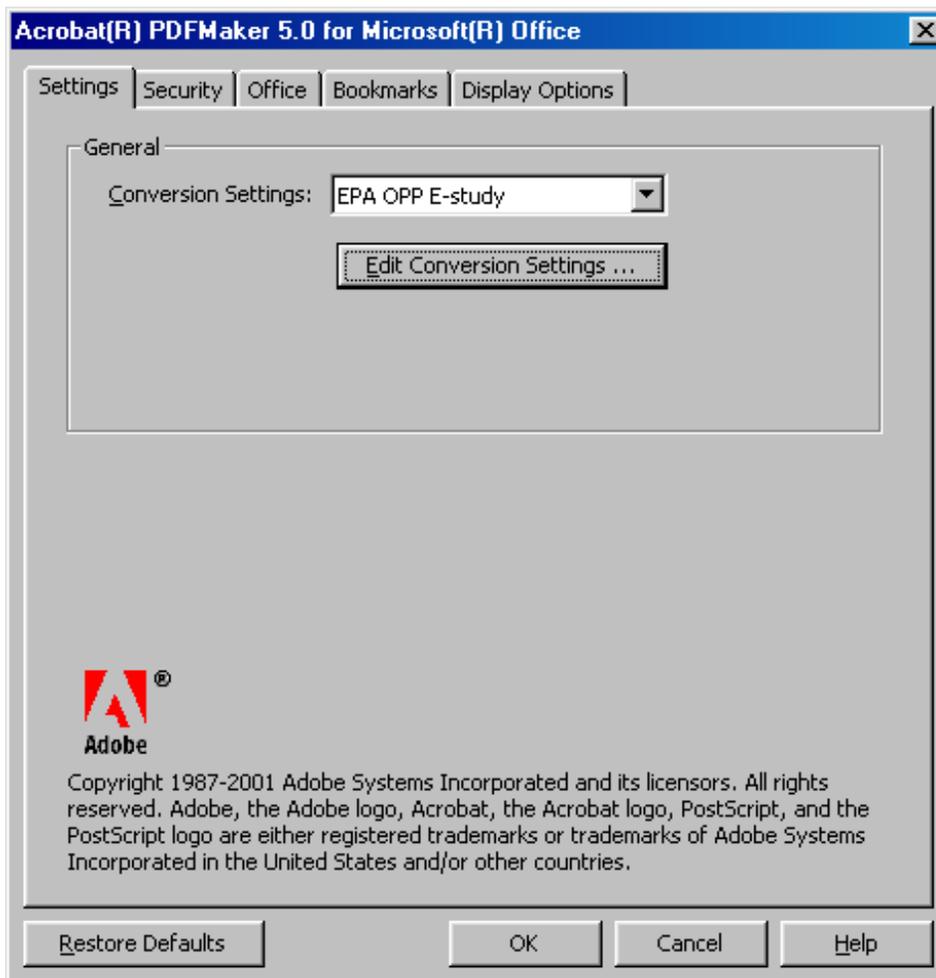
In general, the use of PDFMaker 5.0 with Microsoft Word 97, 2000, or 2002 (XP) will provide the most complete creation of a PDF file using Acrobat Distiller. Unlike printing direct to Distiller, the use of the PDFMaker menu option allows for the creation of tagged PDF files, preservation of bookmarks and links, and conversion of metadata from the original Word document.

From the Acrobat pull-down on the MS Word menu bar, choose “Change Conversion Settings”.

Settings tab:

Choose the EPA OPP E-Study Job Option file or the EPA OPP E-Label Job Option file available on this site.

No editing of the conversion settings are required if using the supplied job file. If the EPA file is not used, please consult the associated guidance for setting the appropriate conversion settings.



Security tab:

Neither of the password options should be selected.

Both “**Enable Content Access for the Visually Impaired**” and “**Allow Content Copying and extraction**” options should be enabled.

Changes Allowed: should be set to “**Comment Authoring, Form Field Fill-in or Signing.**”

Printing should be “**Fully Allowed**”.

The image shows a screenshot of the "Acrobat Distiller - Security" dialog box. The dialog is divided into two main sections: "Passwords" and "Permissions".

Passwords:

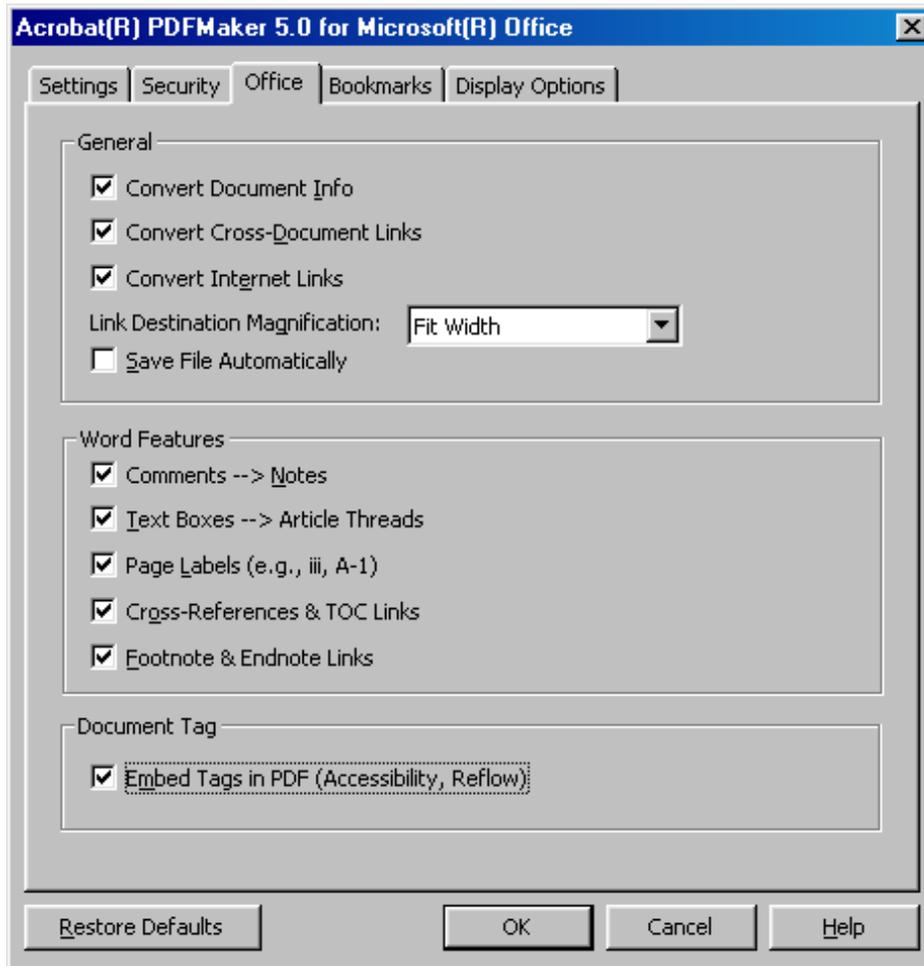
- Password Required to Open Document
User Password: [text box]
- Password Required to Change Permissions and Passwords
Master Password: [text box]

Permissions:

- Encryption Level: 128-bit RC4 (Acrobat 5.0)
- Enable Content Access for the Visually Impaired
- Allow Content Copying and Extraction
- Changes Allowed: [dropdown menu showing "Comment Authoring, Form Field Fill-in or Signing"]
- Printing: [dropdown menu showing "Fully Allowed"]

At the bottom right, there are two buttons: "OK" and "Cancel".

Office Tab:



Convert Document Info, Convert Cross-Document Links, and Convert Internet Links should all be enabled (checked).

Set Link Destination Magnification to "Inherit Zoom".

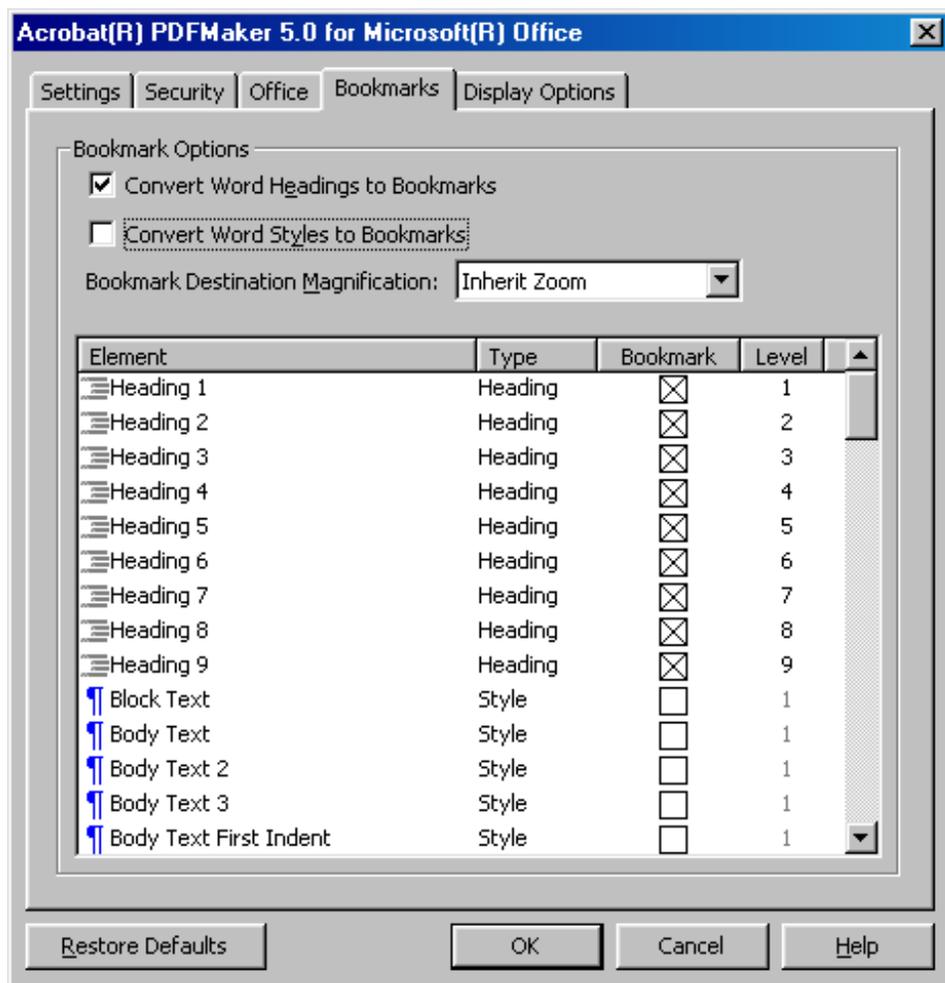
The Save File Automatically setting has no bearing on the actual PDF file created and may or may not be selected.

Comments→Notes, Text Boxes→Article Threads, Page labels, Cross-References & ToC Links, and Footnote & Endnote Links should all be enabled (checked).

Embed Tags in PDF should be enabled (checked).

Bookmarks tab:

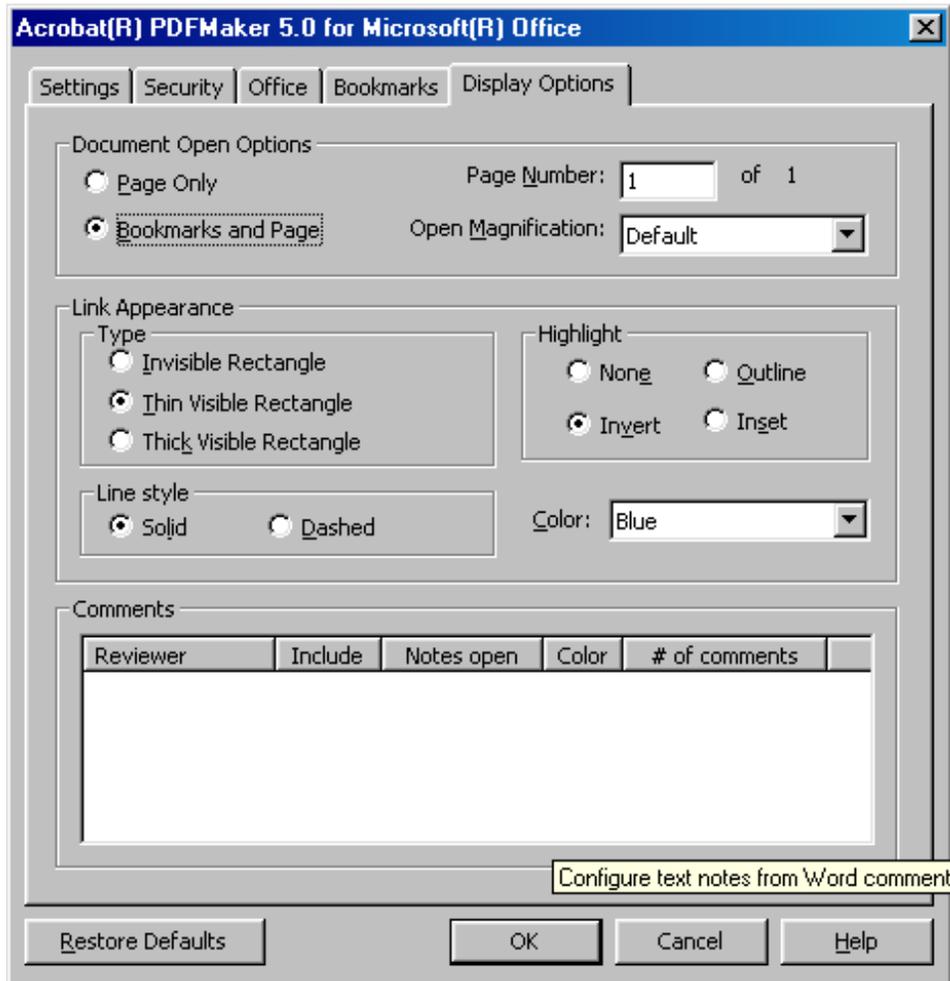
The requirements for bookmarks and links in the resulting PDF file are outlined in the individual guidance for each specific study type (e.g. Chronic Toxicity, Nature of Residue in Livestock). These bookmarks and links can be built either with Adobe Acrobat after the PDF file is created or by using bookmarks and links contained in the original MS Word document. If the former method is used, it is not necessary to select either option located on the Bookmarks tab. If the latter method is used, then the appropriate check boxes must be selected/deselected to allow for the conversion of the desired Word features (headings, styles) into the corresponding Acrobat PDF bookmarks and links. As the particulars will vary for each specific study based on the original authoring entity, detailed instructions are beyond the scope of this guidance.



Display Options tab:

Set the Document Open Options to “Bookmarks and Page”,
“Page Number” as “1”, and
Open Magnification to “Default”.

Set Link Appearance Type to “Thin Visible Rectangle”,
Highlight to “Invert”,
Line Style as “Solid”, and
Color to “Blue”.



Instructions for generation of PDF files from Corel® WordPerfect® 2000.

There are a few different manners in which PDF files can be generated from WordPerfect documents.

- ✗ The first is by use of the “Publish to PDF” command off of the File menu. This option allows little control over the settings and produces a file using an older version of PDF (ver 1.2 for Acrobat 3.x). The Publish to PDF option is not suitable for use for documents intended for electronic data or label submission.
- ✗ If Adobe Acrobat is installed on the PC, then the WordPerfect file may be “printed” to one of two “printers” to create a PDF file. By selecting “Acrobat PDFWriter” as the printer, some control is available over the output settings however, the resulting file still only uses version 1.2 PDF (Acrobat 3.x). Likewise, this method is not suitable for electronic data nor label submission.
- ✓ The third method of creating PDF files from WordPerfect is to print to the Acrobat Distiller. This allows for full control over the resulting PDF file and for conformity with the OPP requirements. Once the Distiller job options and security parameters are set based on the Distiller instruction earlier in this document, little is required to produce an acceptable PDF file.

The PDF file’s document summary data (title, subject, author, key words) may be set using adobe Acrobat. The file may be tagged using the Acrobat Make-accessible plug-in (available as a down load from the Adobe web site).

Instructions for generation of PDF files from Corel® WordPerfect® 2002.

The functionality of the *Publish to PDF* option in Corel WordPerfect 10 (2002) has been expanded over that of previous versions and now allows for additional control over the resulting PDF file however, the resulting PDF file is still limited to Acrobat 4.0 compatibility. This method remains not suitable for electronic data or label submission.

- ✓ As is the case with WordPerfect 2000 (version 9) it is advisable to print to the Acrobat Distiller. This allows for full control over the resulting PDF file and for conformity with the OPP requirements. Once the Distiller job options and security parameters are set based on the Distiller instruction earlier in this document, little is required to produce an acceptable PDF file.