

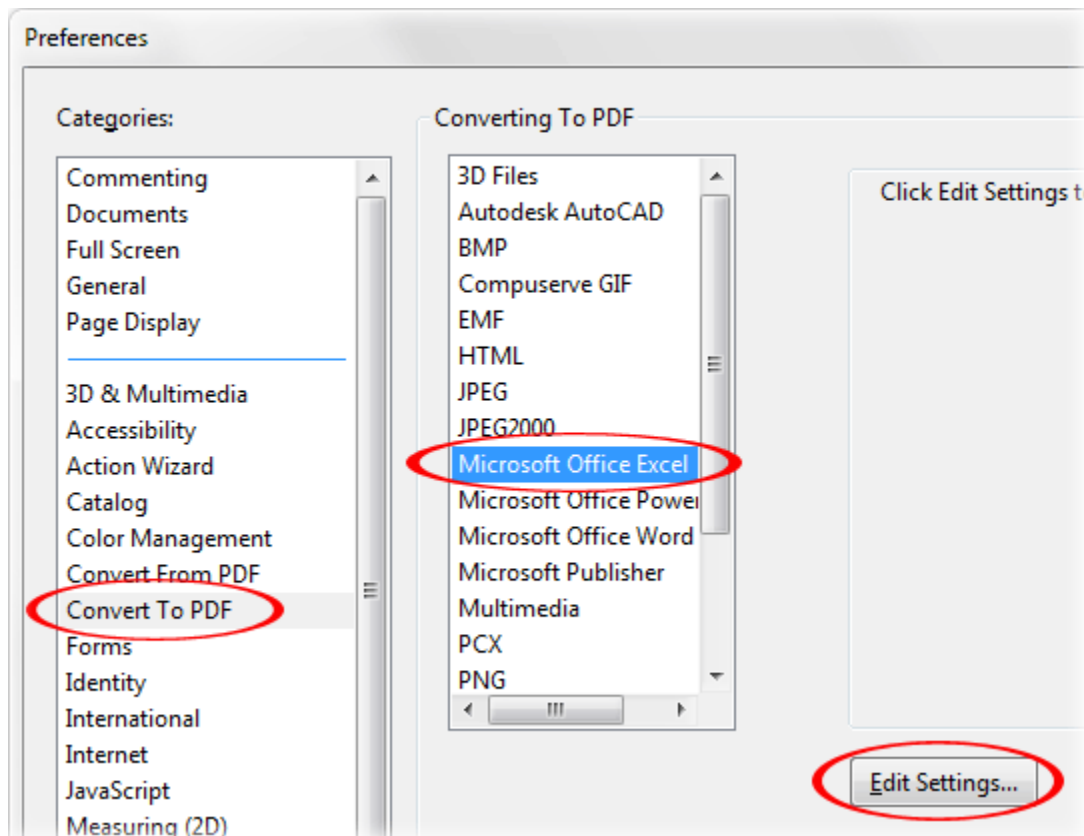
# Configuring Adobe® Acrobat® Document Conversion Preferences

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## How AutoPortfolio Plug-in converts non-PDF files into PDF documents?

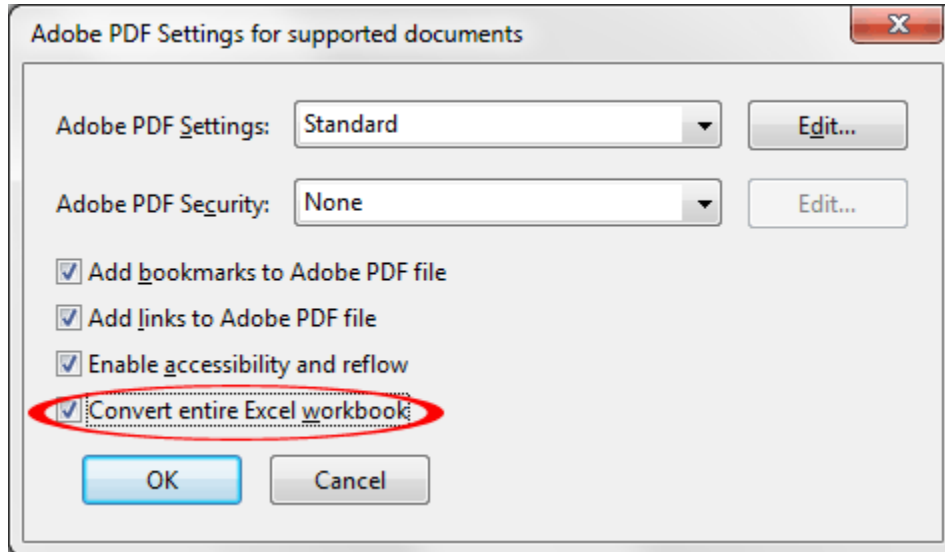
The AutoPortfolio plug-in utilizes existing document conversion functionality that is available in the installed copy of Adobe® Acrobat®. All conversion from non-PDF formats into PDF documents is performed according to current Acrobat preferences. It is important to review these settings and make necessary adjustments in order to get the conversion results that conform to your project requirements. Select “Edit > Preferences” from main Adobe Acrobat menu to access conversion preferences. Select “Convert to PDF” category in order to see a list of supported formats. “Convert to PDF” category in order to see a list of supported formats.



Most conversion settings do not require any adjustment and can be used with default configurations. However, by default, only a first worksheet is converted from Microsoft Excel spreadsheets into PDF format. It is necessary to adjust Acrobat conversion settings to allow conversion of multiple worksheets.

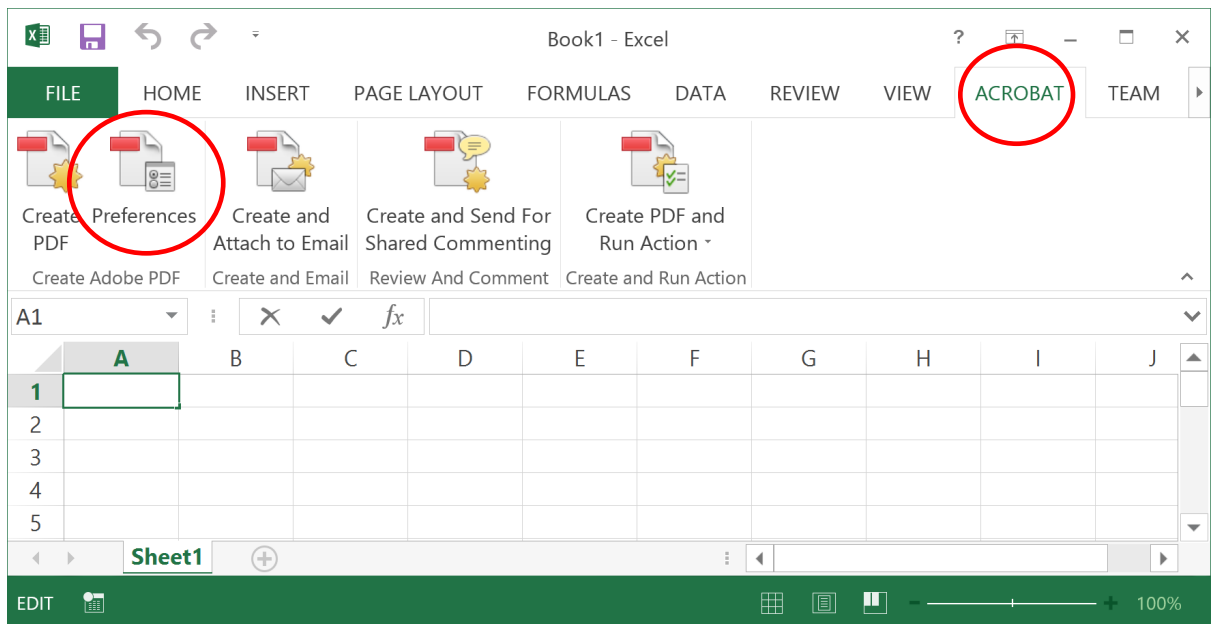
## Configuring Microsoft Excel Conversion Settings

Select “Microsoft Office Excel” format from a list of supported formats and click “Edit Settings” button in order to adjust conversion preferences for Excel worksheets:

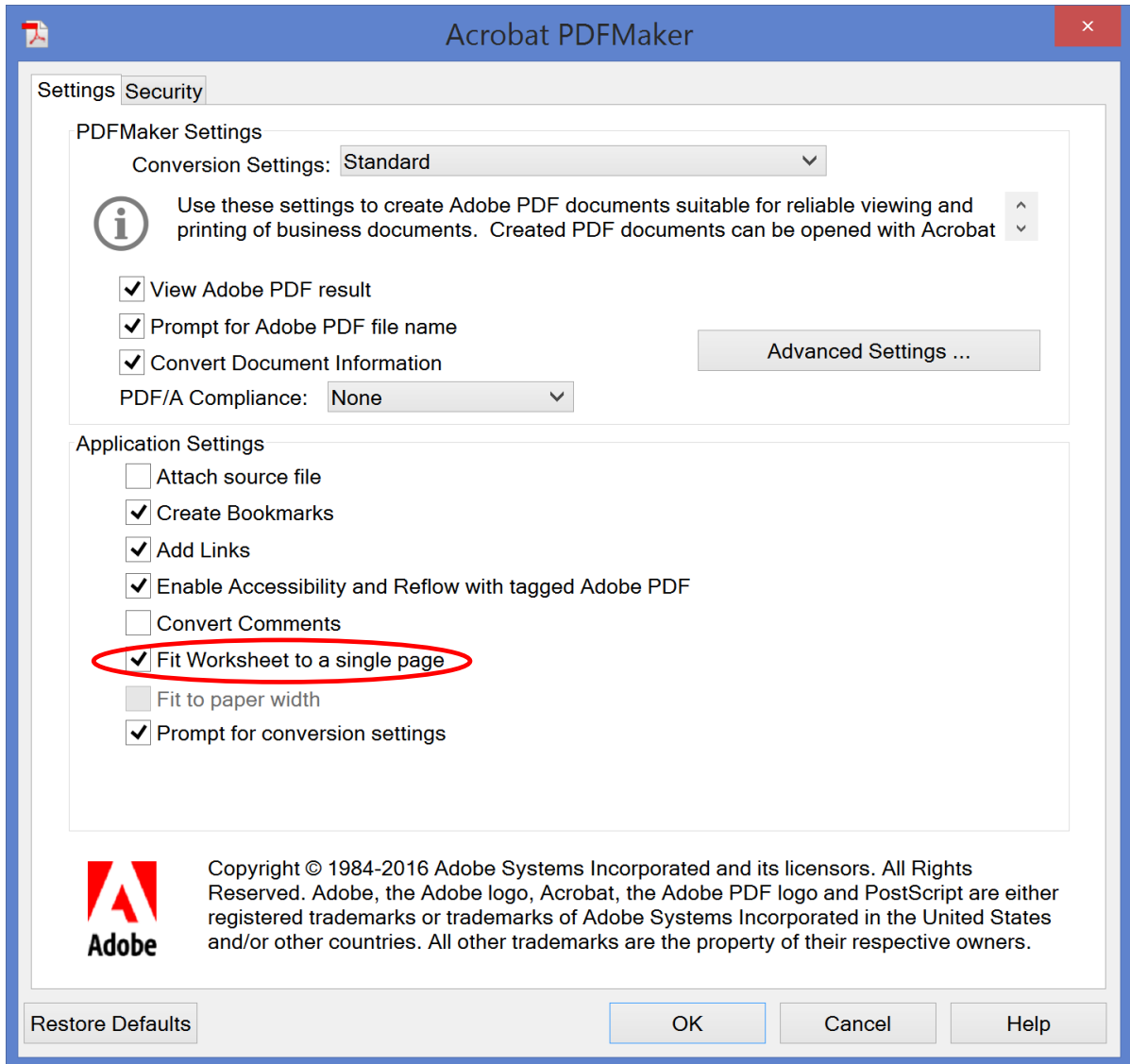


Make sure “**Convert entire Excel workbook**” option is checked unless this option is not desirable for your specific project. Press “OK” button to save settings. If this option is left unchecked, then only a first sheet from the Excel file is going to be converted into PDF. It is often necessary to set other options that control visual appearance of the Excel worksheets for the conversion into PDF format. These options can be set in Microsoft Excel application. Start Microsoft Excel application by opening any worksheet.

1. Select “Acrobat” button on the main menu and press “Preferences” button:



2. Check “Fit worksheet to a single page” option if it is necessary to make sure all columns of the worksheet appears on a single page. This option is useful for the conversion of the spreadsheets with a large number of columns. You may need to uncheck “Fit to paper width” option first since these two check boxes are mutually exclusive.



3. If you are converting large Excel worksheets that would look too small while fit to 8.5 x 11 inch page, then adjust a default page size and orientation by pressing “Advanced Settings” button and changing the default conversion settings:

Description

Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.

File Options

Compatibility: Acrobat 6.0 (PDF 1.5)

Object Level Compression: Maximum

Auto-Rotate Pages: Collectively by File

Binding: Left

Resolution: 600 dots per inch

All Pages

Pages From:  To:

Embed thumbnails

Optimize for fast web view

Default Page Size

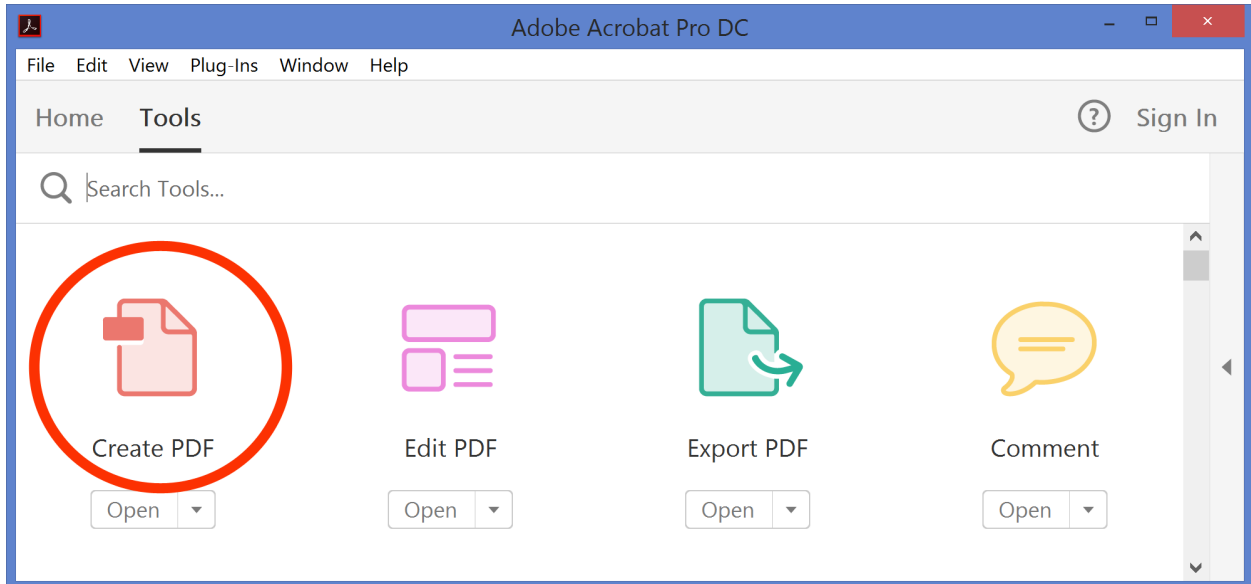
Width: 8.5 Units: Inches

Height: 11.0

4. Save changes by pressing OK button.

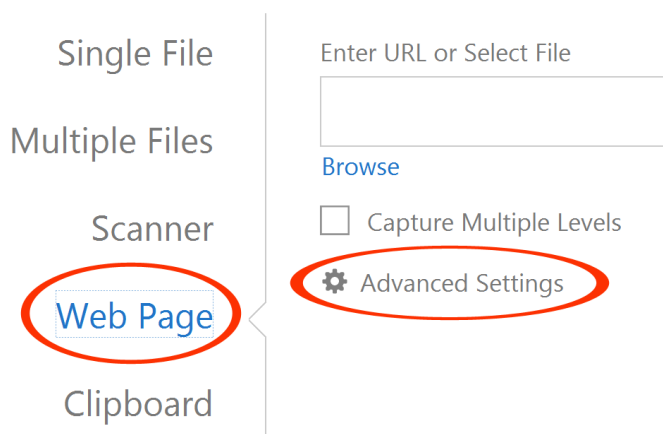
## Configuring HTML and Text Conversion Settings

The HTML conversion settings are not accessible from the same place as the settings for all other file formats (via "Edit > Preferences > Convert to PDF"). Select "Tools" panel and click on "Create PDF" tool to change conversion settings for HTML and plain text file formats:

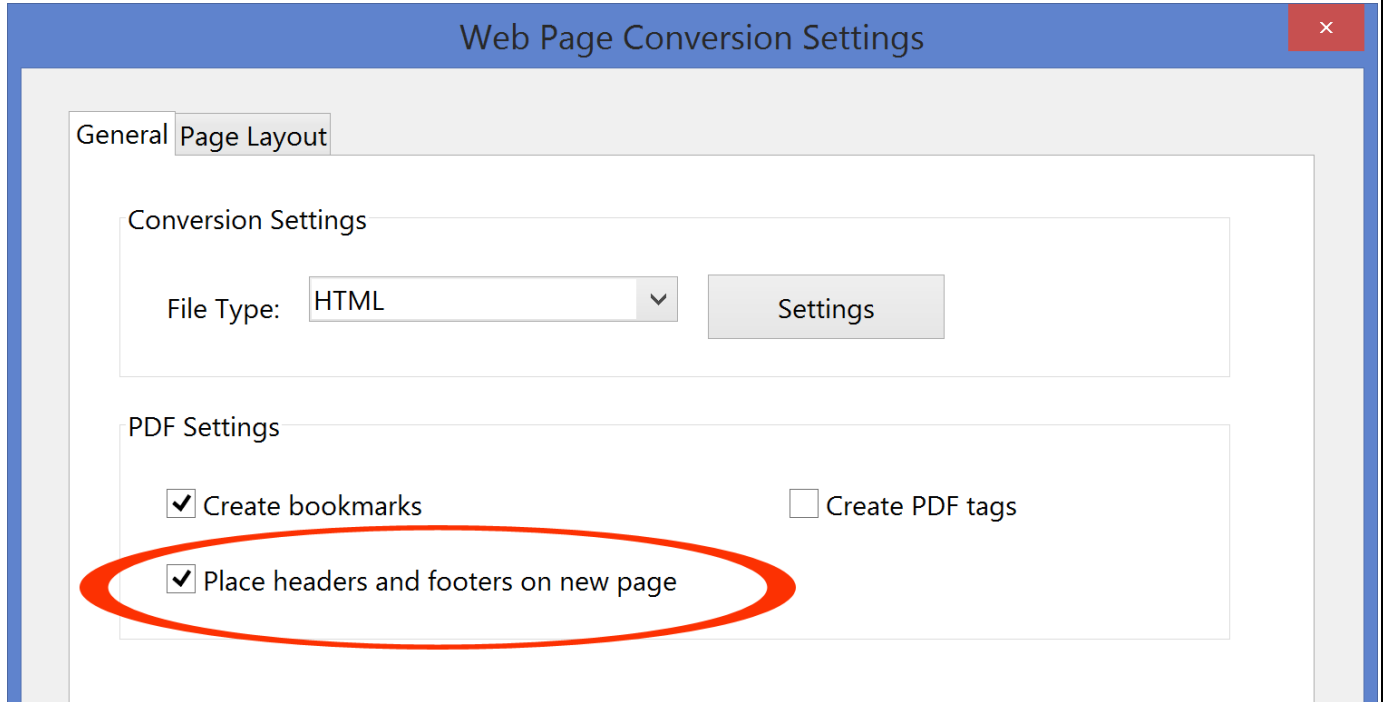


Choose "Web page" from the list of available formats and then click on "Advanced settings":

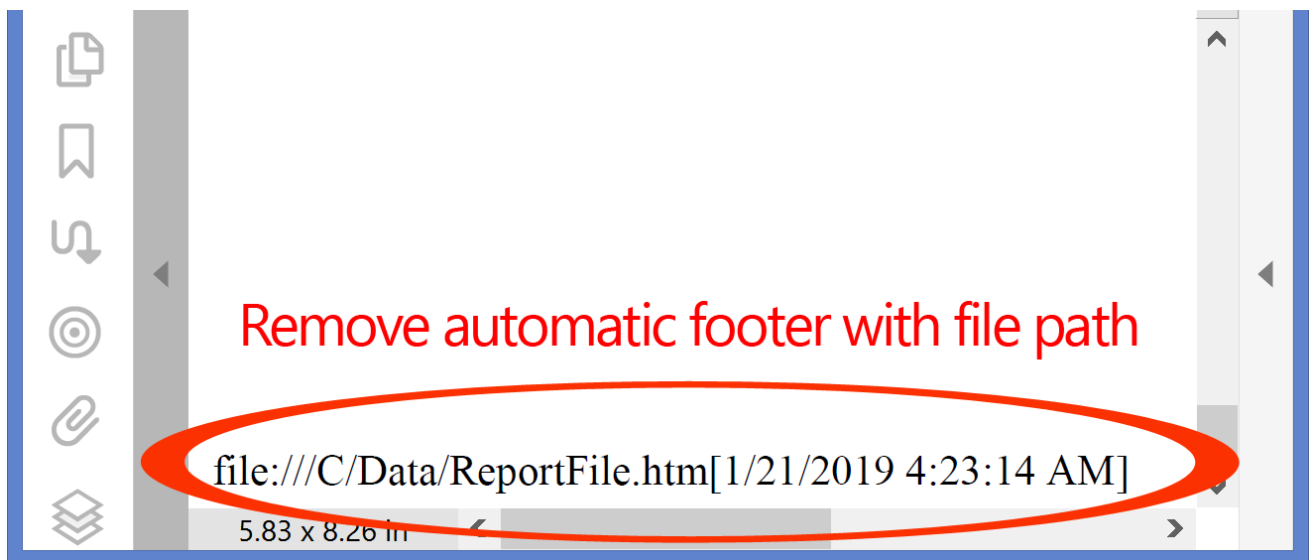
## Create a PDF from any format



Use "Web Page Conversion Settings" dialog to set the desired conversion parameters. Note that this dialog controls settings for both HTML (\*.htm, \*.html) and plain Text (\*.txt) file formats. It is often desired to turn off automatic printing of file paths at the bottom of every converted PDF page. Uncheck "Place headers and footers on new page" checkbox to stop adding automatic page footers.



Unchecking this option will remove file path footers from the bottom of the converted PDF pages:



Optionally, select either HTML or Text from the "File Type" pulldown menu and press "Edit" button to set default fonts, encodings, colors and other content conversion options. Select "Page Layout" tab at the top of "Web Page Conversion Settings" dialog and use the available controls to adjust page size, orientation, scaling and margins:

The screenshot shows the 'Web Page Conversion Settings' dialog box with the 'Page Layout' tab selected. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are two tabs: 'General' and 'Page Layout'. The 'Page Layout' tab contains several sections:

- Size:** A dropdown menu for 'Page Size' is set to 'A5'. Below it are two spinners: 'Width' is set to 5.827 in and 'Height' is set to 8.268 in.
- Margins:** Four spinners are arranged in a 2x2 grid: 'Top' (0.361 in), 'Bottom' (0.5 in), 'Left' (0.14 in), and 'Right' (0.14 in).
- Orientation:** Two radio buttons are present: 'Portrait' (selected) and 'Landscape'.
- Scaling:** A checked checkbox 'Scale Wide Contents to fit page' is followed by another checked checkbox 'Switch to landscape if scaled smaller than (%)' with a spinner set to 70.

At the bottom of the dialog are four buttons: 'Help', 'Defaults', 'OK', and 'Cancel'.

Press OK button to save changes. Now all files created from HTML and Text file formats will automatically use the new settings.



## Editing Image Conversion Settings

Select “TIFF” and/or “BMP” format from a list of supported formats and click “Edit Settings” button. Adjust compression settings according to your requirements.

