



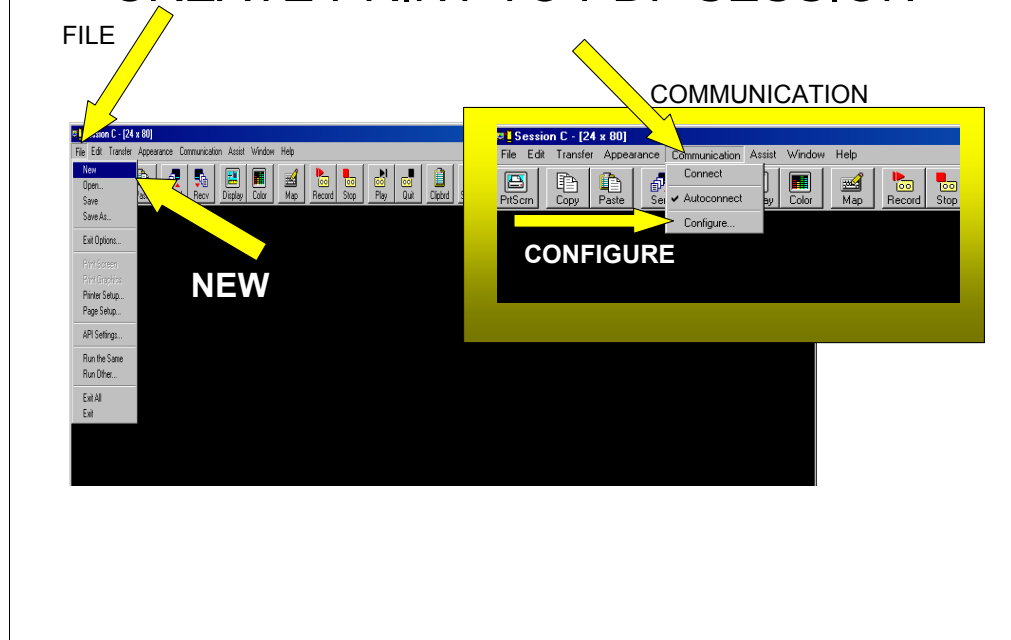
Using Adobe Acrobat with WVEIS Print Session

WVEIS DATA CONFERENCE

JUNE 16 – 18, 2003

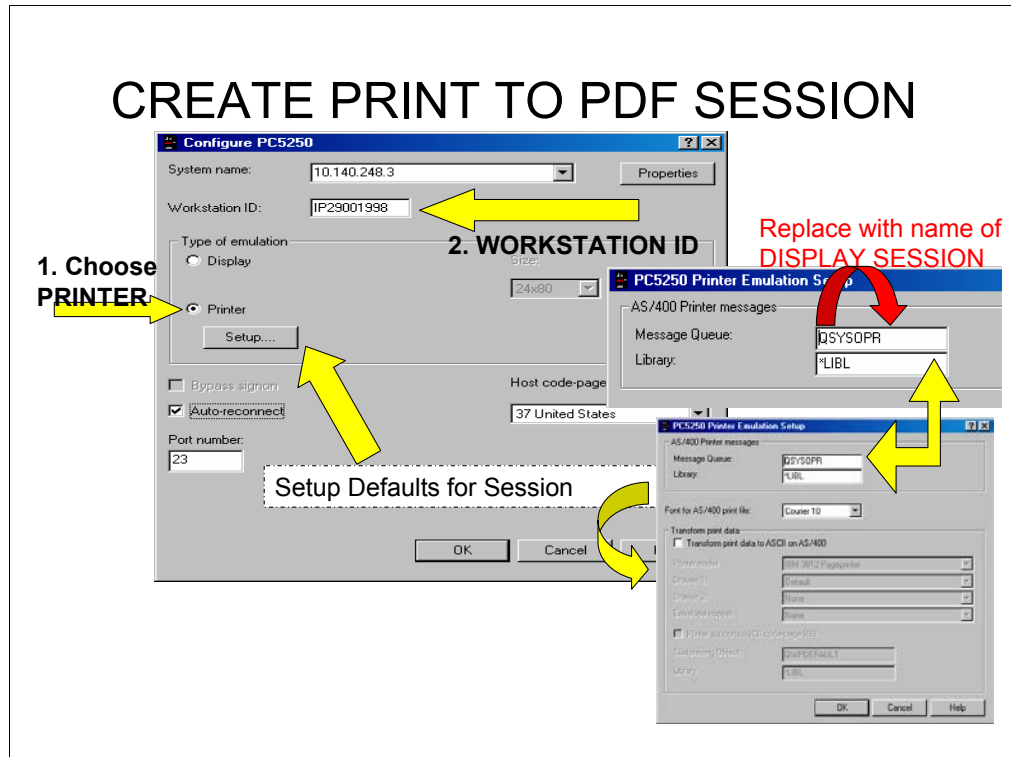
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CREATE PRINT TO PDF SESSION



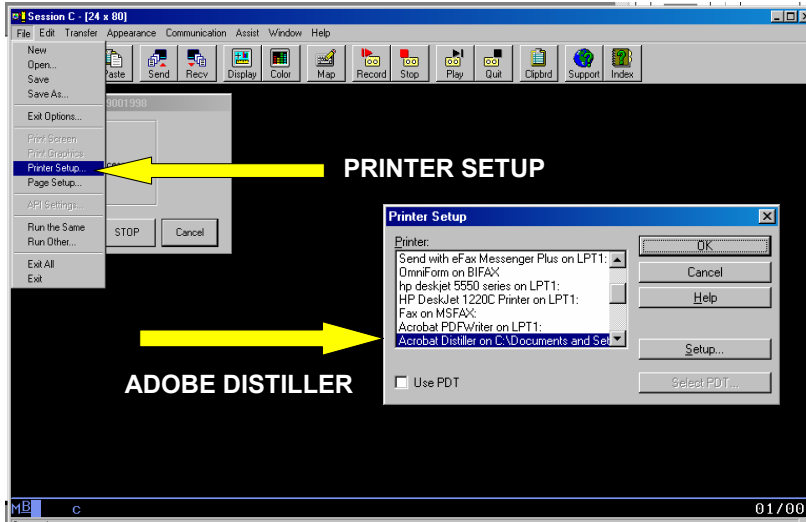
- There are several ways to create a new session for your PDF Printer session. This is one of the easier ones:
 1. From your open PRINTER window, choose:
 1. FILE
 2. NEW (at this point it will tell you it needs to close the current session. Accept this condition and continue)
 2. A new session will be started with a generic name such as SESSION C [24 x 80].
 3. Click on COMMUNICATION, then CONFIGURE.
 4. Give the session a name according to the conventions of your RESA. (Mine is called IP29001998)

CREATE PRINT TO PDF SESSION



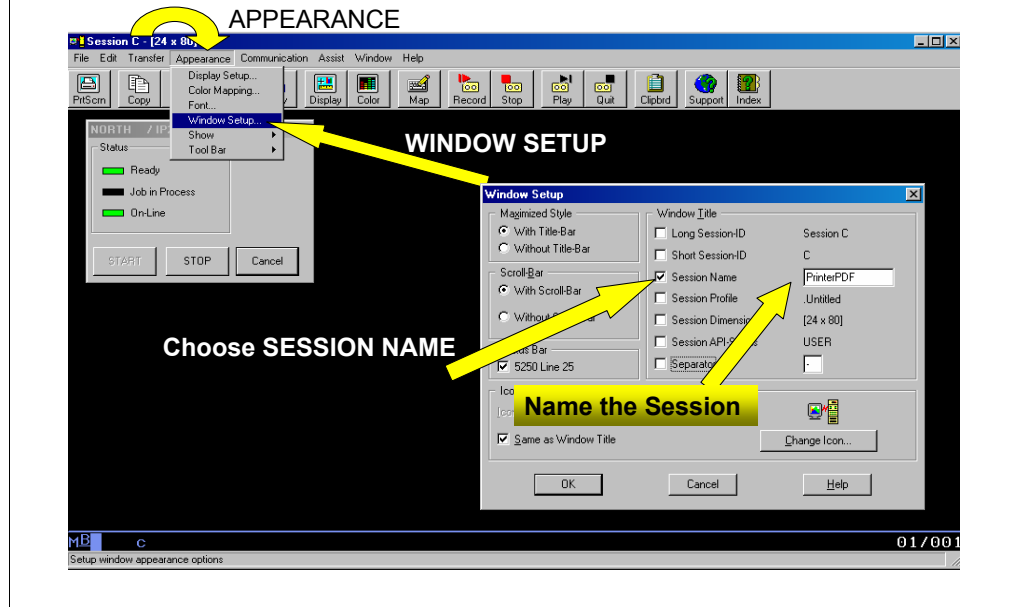
1. Choose PRINTER from the EMULATION buttons
2. Create the Workstation ID based on the protocols of your RESA (mine is IP29001998)
3. Click on SETUP to configure the session.
4. Set the Message Queue to your DISPLAY SESSION ID.

CONFIGURE THE SESSION

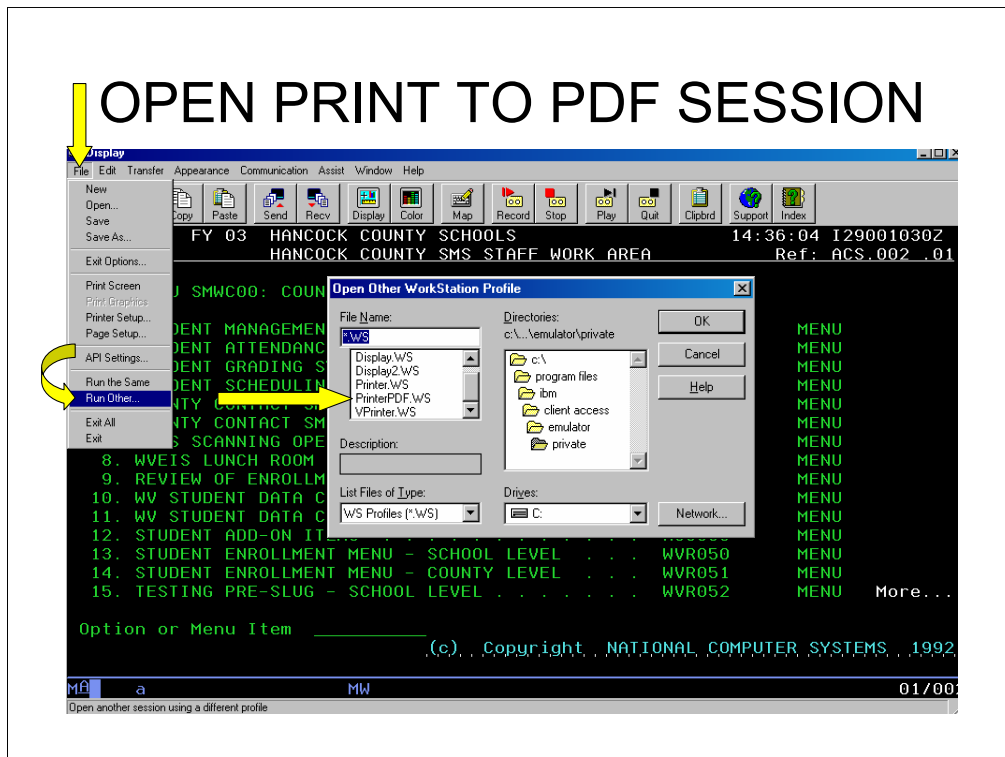


1. Choose FILE, PRINTER SETUP
2. The PRINTER SETUP window will appear.
3. Choose the ADOBE DISTILLER.
 - Note – ADOBE Acrobat must be installed before this step. It will show up in your list of printers as ADOBE DISTILLER or ADOBE PDFwriter.
4. Default settings for ADOBE DISTILLER will work fine. Configuration of these settings can be tricky.

CONFIGURE THE SESSION



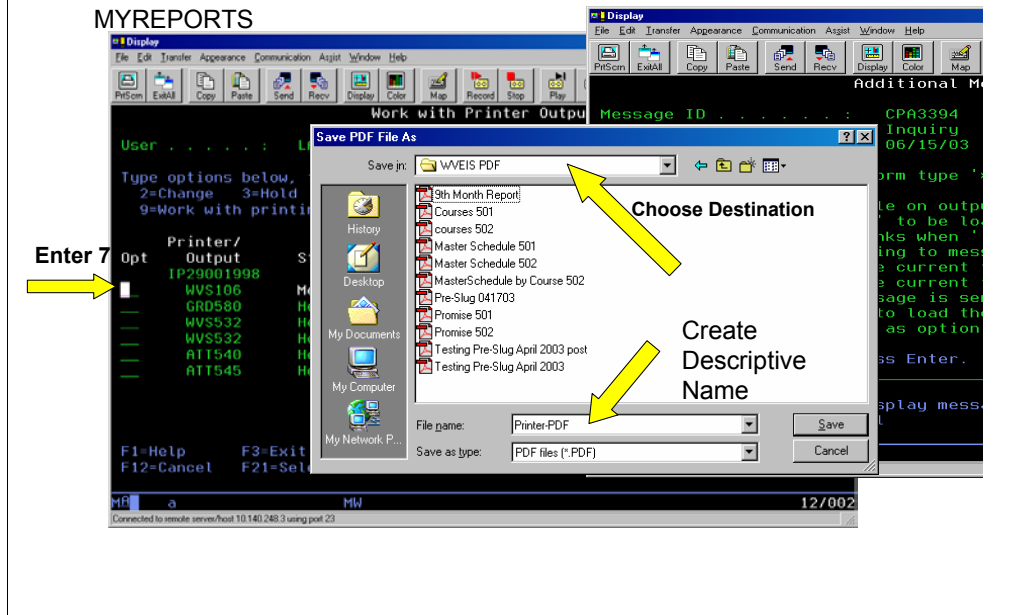
1. Choose APPEARANCE, WINDOW SETUP
2. Select SESSION NAME (de-select all others).
3. Name the Session (Print2PDF or whatever you choose).
 - This is the name that will appear on the Windows Task Bar and in the top line of the session window.
4. Choose OK, and then save the session (I would use the same name you have put in the Session Name window to avoid confusion).



- Unless your PRINT TO PDF session is your default session, you will need to start it when you are ready to use it. To do so, follow this procedure

1. From your open DISPLAY window, choose:
 1. FILE
 2. RUN OTHER
2. Select the Printer session you have set up with the Adobe Distiller as the default printer (I have called mine PrinterPDF)
3. Note the Print Session Number (mine is called IP29001998)
4. Change the output destination of your report to that printer number

USING PRINT TO PDF SESSION



1. Go to MYREPORTS and select the report you wish to print to the Adobe Distiller (create a PDF file version of)
2. Follow the normal operations to proceed with the print session (Message Waiting, reply with 7, forms inquiry, reply with "I")
3. The Adobe File Window will appear shortly.
 1. Choose location (I recommend a single location that you will store all of these files – I call mine WVEIS PDF. You can create sub folders if you choose to further sort your reports)
 2. Create a descriptive file name for the report. The .PDF will be added automatically.
4. Adobe Acrobat will display the completed file.
5. Congratulations. Your archival file is completed!