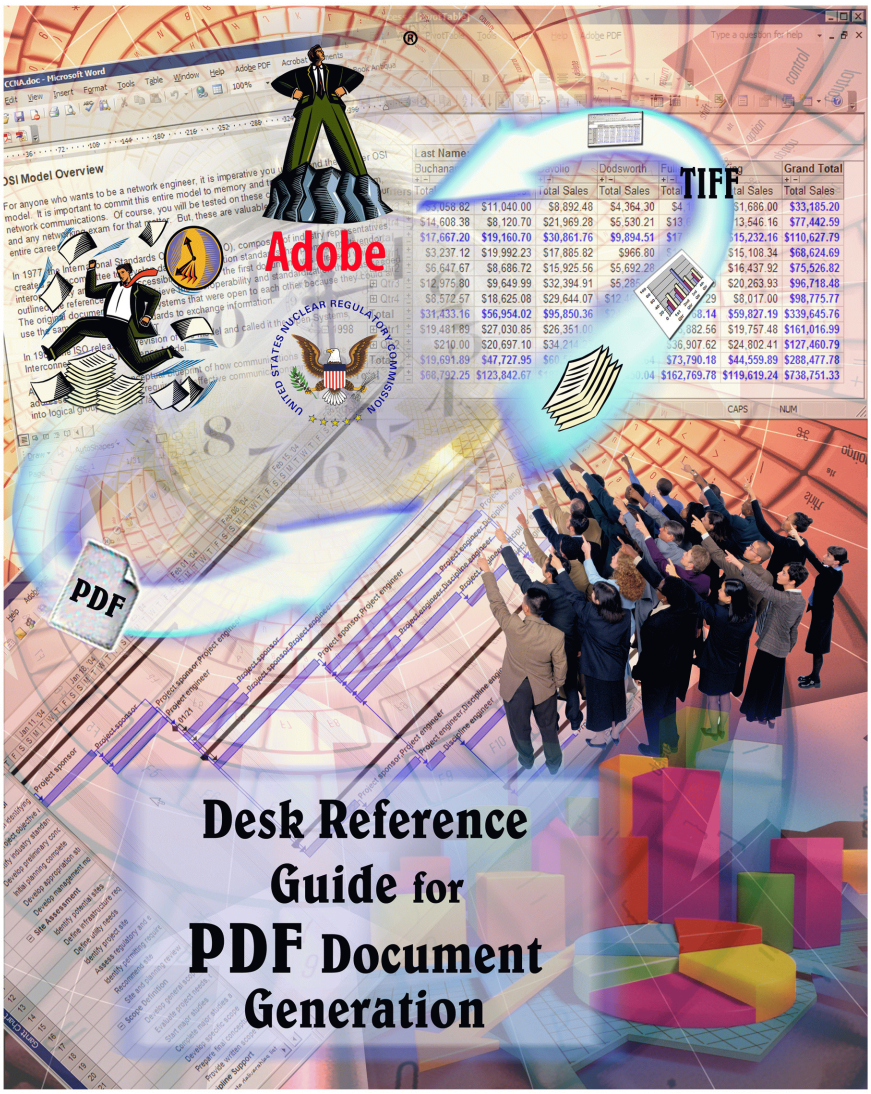

February 1st, 2007 - Version 2.0

PREFACE

Disclaimer:
Information contained herein is for informational and educational purposes solely and is not an endorsement of any product contained in these materials. Any copyrighted materials, referred to herein, are subject to the protections of copyright law.

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1.0 Introduction

The NRC has prepared this "Desk Reference Guide for PDF Document Generation" to help its customers and other Federal agencies generate PDF (Portable File Format) files that comply with NRC's "Guidance for Submission of Electronic Docket Materials under 10 CFR Part 2, Subpart J" (http://www.nrc.gov/about-nrc/regulatory/adjudicatory/ehd/ml041560341.pdf) and the specifications in Sections 2.1, 2.5, 2.6, and 2.9 of NRC's "Appendix A: Guidance for Electronic Submissions to the Commission" (http://www.nrc.gov/site-help/e-submittals/guid-elec-submission.pdf). This guide gives the required custom settings for generating PDF files from commonly used applications such as MS-Word and MS-Excel, and Corel WordPerfect and Presentation. It does not address special applications to include scanning software and graphics enhancement software such as Adobe Photoshop and Corel Draw. It does not address hardware configurations for scanning text or graphic images to generate a PDF file. This document was created and tested using Adobe Acrobat 6.0 and 7.0 Professional, Microsoft Office Suite XP and 2003, and Corel WordPerfect Office 2002. Please contact the manufacturers for instructions on software or hardware that is not mentioned in this desk reference guide.

2.0 Support and Contact Information

- **Feedback**

  We want to hear from you. If you do not find the information you need in this guide or wish to send comments, find broken link(s) on our Web site, or have problems finding information on our Web site, please contact the NRC Web Team by completing the form at http://www.nrc.gov/site-help/feedback.html.

- **HLW (High-Level Waste) Technical support**

  NRC will continue to assist HLW submitters with any technical questions or concerns during the pre-licensing, pre-hearing, and hearing phases. If you have technical problems in complying with "Guidance for Submission of Electronic Docket Materials under 10 CFR Part 2, Subpart J", contact the help desk. The support hours are as follows:

  Pre-licensing phase: 8:30 A.M. – 4:15 P.M. eastern time, Monday – Friday (except holidays). Contact the PDR (Public Document Room) at 1-800-397-4209.

  Pre-hearing phase: 24 hours, Monday – Friday (except holidays). Contact information will be provided.

  Hearing phase: 24 hours, Sunday – Saturday (except holidays). Contact information will be provided.

- **Non-HLW Technical support**

  If you have technical problems in complying with the "E-Rule" guidance, such as converting documents to PDF files, setting software configurations, fixing problems with deficient submittals, or any questions regarding materials discussed in this guide please contact the PDR at 1-800-397-4209 or at http://www.nrc.gov/reading-rm/contact-pdr.html, Monday – Friday, 8:30 A.M. – 4:15 P.M. eastern time (except holidays).

3.0 System Requirements and Recommendations

3.1 Adobe Acrobat 5.0 requirements

Windows

- Intel® Pentium® processor
- Microsoft® Windows 95 OS R 2.0, Windows 98 SE, Windows Millennium Edition, Windows NT® 4.0 with Service Pack 5, Windows 2000, or Windows XP
- 64MB of RAM
- 24MB of available hard disk space
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)

Macintosh

- PowerPC® processor
- Mac OS 8.6, 9.0.4, 9.1, or Mac OS X
- 64MB of RAM
- 24MB of available hard disk space
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)

3.2 Adobe Acrobat 6.0 Professional requirements

Windows

- Intel® Pentium® processor
- Microsoft® Windows 98 Second Edition, Windows Millennium Edition, Windows NT® 4.0 with Service Pack 6, Windows 2000 with Service Pack 2, on Windows XP Professional or Home Edition
- 32MB of RAM (64MB recommended)
- 60MB of available hard disk space
- Microsoft Internet Explorer 5.01, 5.5, 6.0, or 6.1
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)

Macintosh

- PowerPC® G3 processor
- Mac OS X v.10.2.2–10.3
- 32MB of RAM (64MB recommended)
- 30MB of available hard disk space (130MB recommended)
- HFS formatted hard drive
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)
- 100MB of available hard drive space

3.3 Adobe Acrobat 7.0 Professional requirements

Windows

- Intel® Pentium® processor
- Microsoft® Windows 2000 SP2, Windows XP Professional, or Windows XP Home Edition
- Microsoft Internet Explorer 5.5, 6.0, or 6.1
- 128MB of RAM (256MB recommended)
- 460MB of available hard disk space and cache for optional installation files (recommended), requires an additional 300MB of available hard disk space
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)
- Internet or phone connection required for product activation

Macintosh

- PowerPC® G3,G4, or G5 processor
- Mac OS X v.10.2.8, or 10.3
- 128MB of RAM (256MB recommended)
- 495MB of available hard disk space
- 1,024x768 screen resolution
- CD-ROM drive
- scanner (optional)
- Internet or phone connection required for product activation

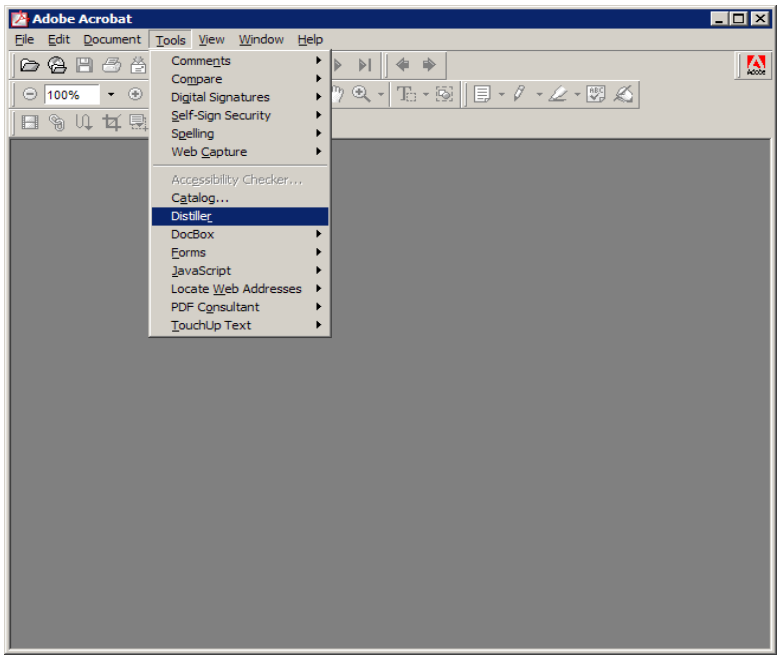
4.0 Software Setup and Configuration

4.1 Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences

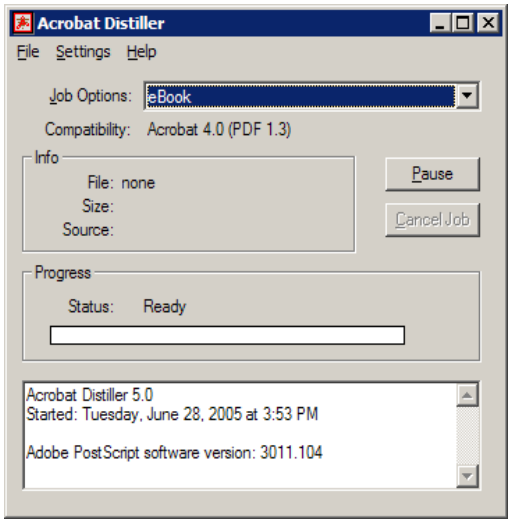
4.1.1 ■ Adobe Acrobat 5.0

***Note**: You can download and install a Distiller Job Options file (profile) created by NRC by following instructions in question 7* of the FAQs section.

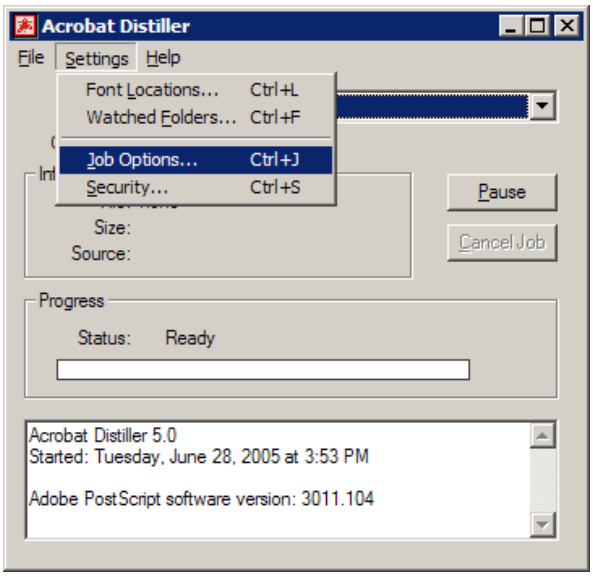
Launch Adobe Acrobat Distiller by clicking on **Tools** from the main menu and select **Distiller** (**Tools** ⇨ **Distiller**).



The **Acrobat Distiller** window pops up with eBook as the default for **Job Options**.

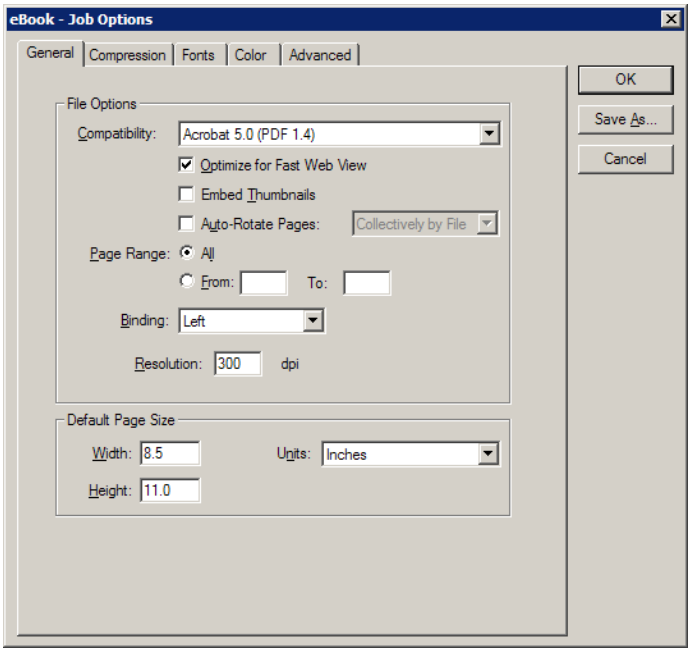


Change the settings and create a new profile by going to the pulldown menu and selecting **Settings** ⇨ **Job Options**.



The default **eBook - Job Options** window pops up. Under the **General** tab, change the following settings.

- From the dropdown menu, set **Compatibility** to Acrobat 5.0 (PDF 1.4).
- Verify that **Optimize for Fast Web View** is checked.
- Uncheck **Auto-Rotate Pages**.
- Verify that **All** is selected for **Page Range**.
- Keep Left as the **Binding** default.
- Set **Resolution** to 300 dpi (dots per inch).

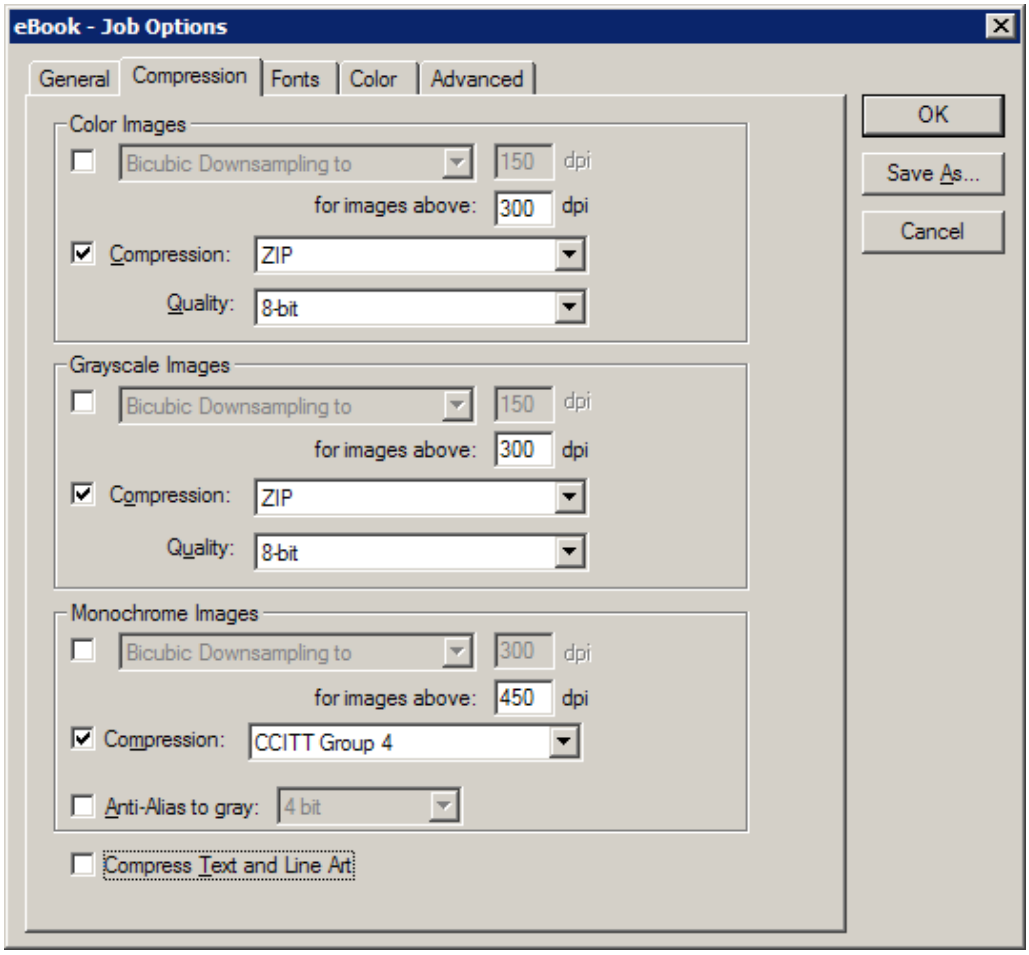


Select the **Compression** tab and change the fields for all sections as follows:

- **Color Images**
  Uncheck **Bicubic Downsampling to**
  for images above: 300
  Compression: ZIP
  Quality: 8-bit

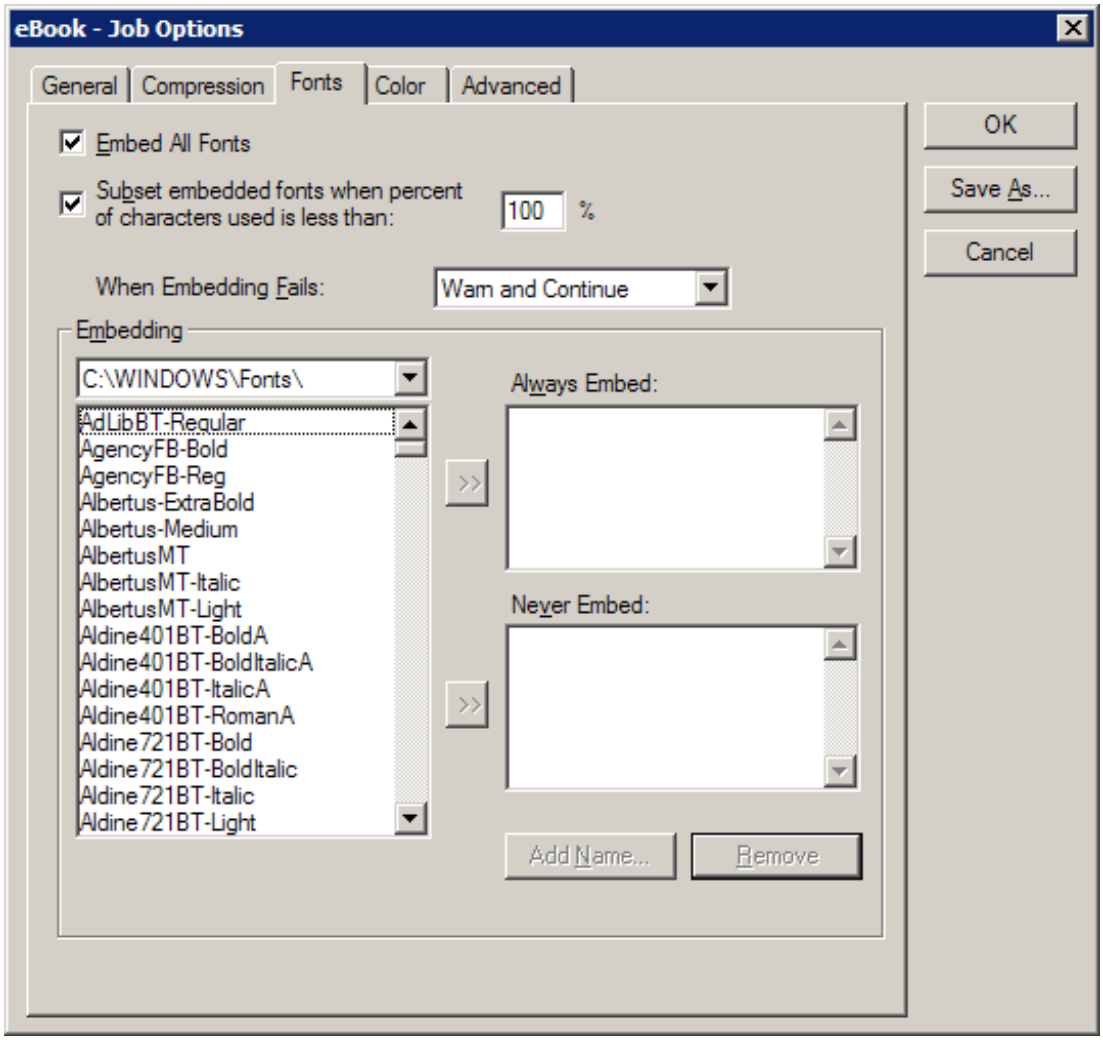
- **Grayscale Images**
  Uncheck **Bicubic Downsampling to**
  for images above: 300
  Compression: ZIP
  Quality: 8-bit

- **Monochrome Images**
  Uncheck **Bicubic Downsampling to**
  for images above: 450 dpi
  Compression: CCITT Group 4
  Uncheck **Compress Text and Line Art**



Click on the **Fonts** tab and—

- Verify that the **Embed All Fonts** box is checked.
- Verify that **Subset embedded fonts when percent of characters used is less than** is checked and set at 100%.
- Keep Warn and Continue as the default for **When Embedding Fails**.
- In the **Embedding** section, select C:\WINDOWS\Fonts\ from the dropdown menu and remove everything in **Never Embed** (if there is anything) by selecting everything in the **Never Embed** field and clicking on the **Remove** button.

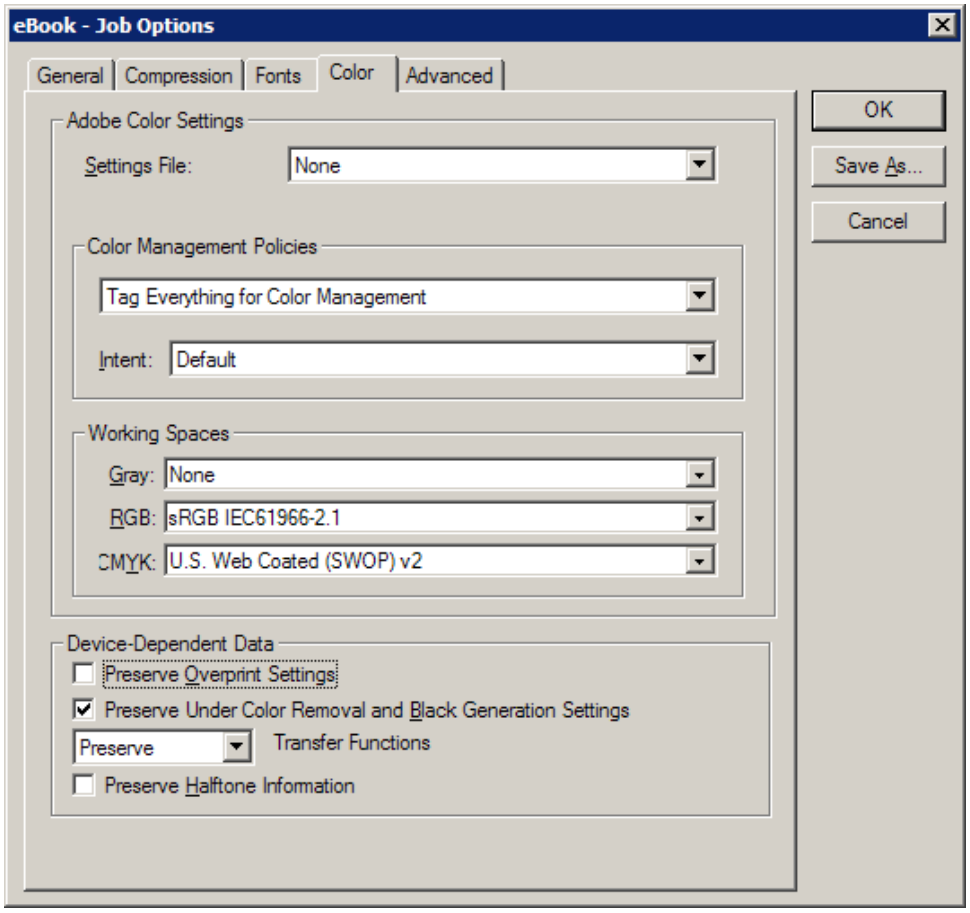


Click on the **Color** tab.
In the **Adobe Color Settings** section—

- Make sure the **Setting File** is set to None.
- Change **Color Management Policies** to Tag Everything for Color Management.
- Keep **Intent** set to Default.
- For the **Working Space** subsection—
  - Set **Gray** to None.
  - Keep **RGB** set to sRGB IEC61966-2.1.
  - Keep **CMYK** set to U.S. Web Coated (SWOP) v2.

In the **Device-Dependent Data** section—

- Click on **Preserve Under Color Removal and Black Generation Settings** and make sure it is checked.
- Set **Transfer Functions** to Preserve.

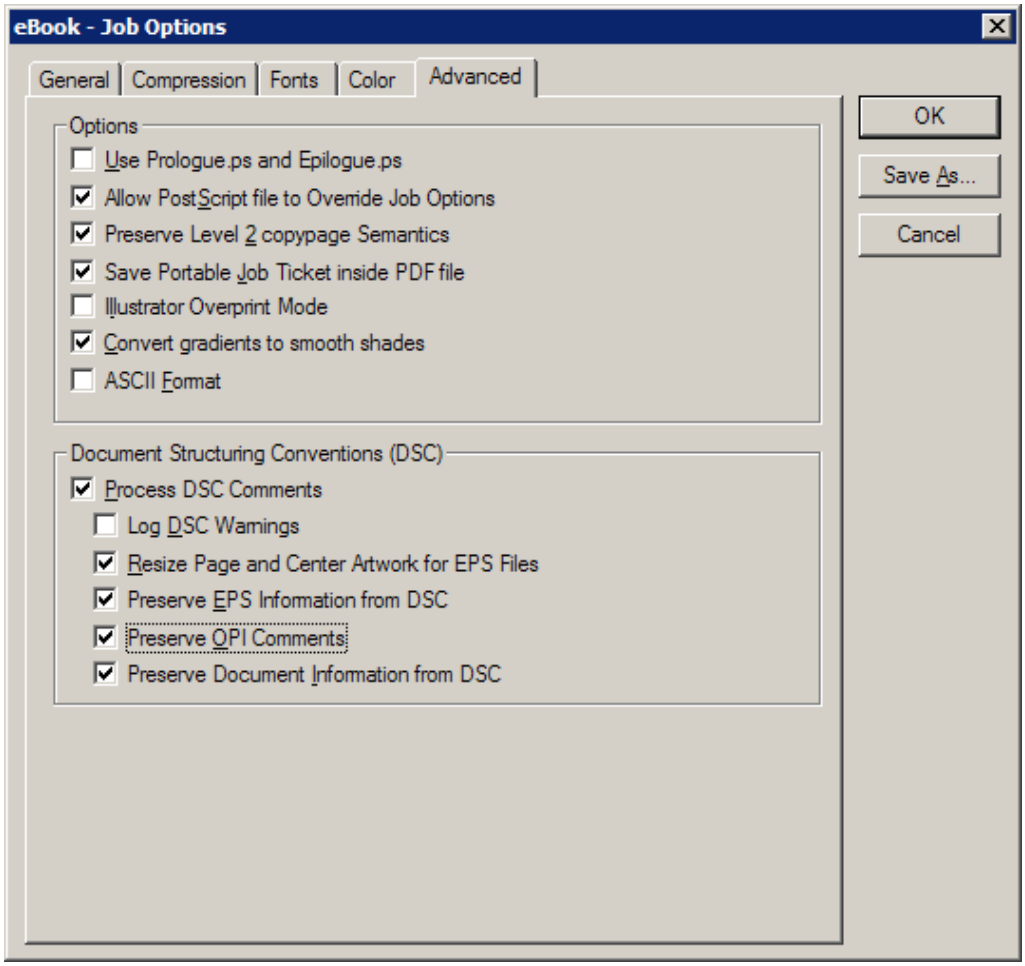


Click on the **Advanced** tab and make sure the following items in the **Options** section are checked:

- Allow PostScript file to Override Job Options.
- Preserve Level 2 copypage Semantics.
- Save Portable Job Ticket inside PDF file.
- Convert gradients to smooth shades.

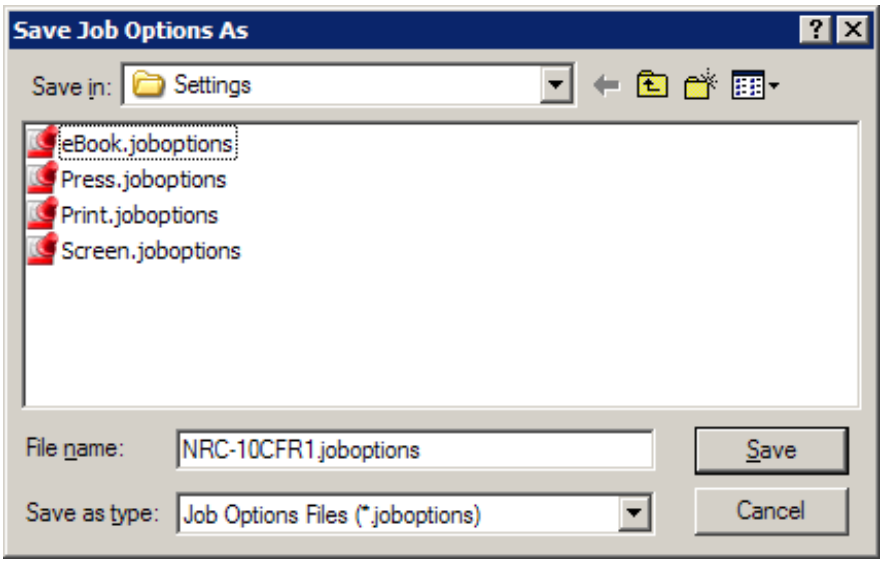
The following items should be checked and enabled in the **Document Structuring Conventions (DSC)** section:

- Process DSC comments.
- Resize Page and Center Artwork for EPS Files.
- Preserve EPS Information from DSC.
- Preserve OPI Comments.
- Preserve Document Information from DSC.

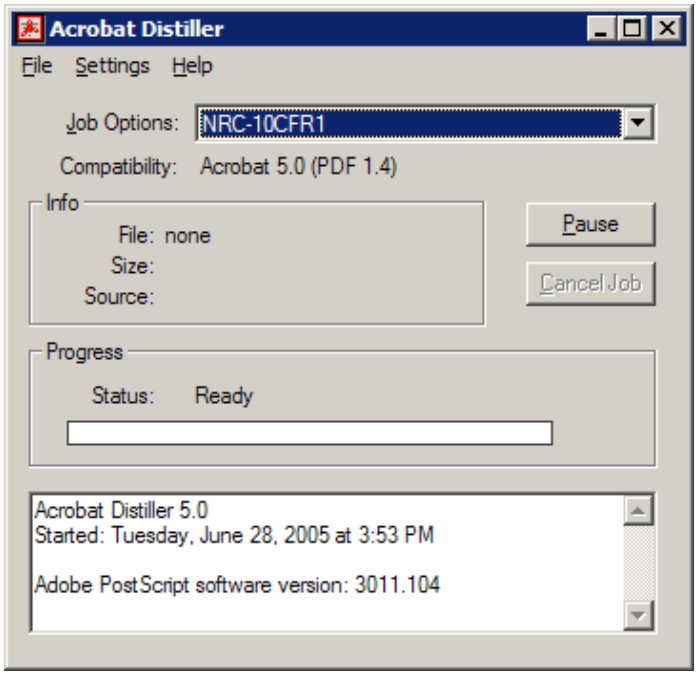


Click on in the upper right corner of the window to save the changes.

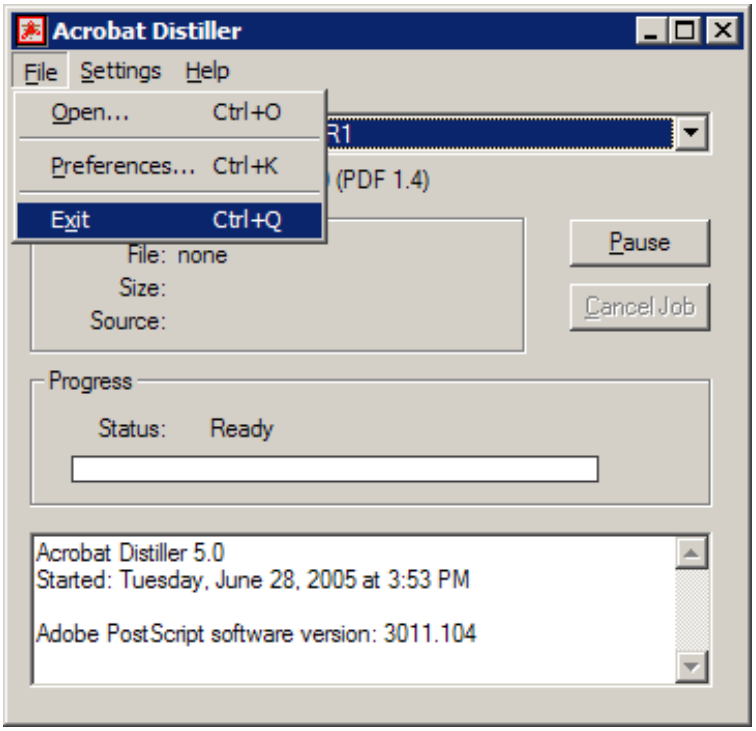
In the **File Name** field, enter NRC-10CFR1.joboptions as a new profile name (or whatever name you want to call it). Click on Save. Then OK.



The **Acrobat Distiller** window now pops up. Verify that **Job Options** is set to your newly created profile (for example, "NRC-10CFR1"), as in the screen below.



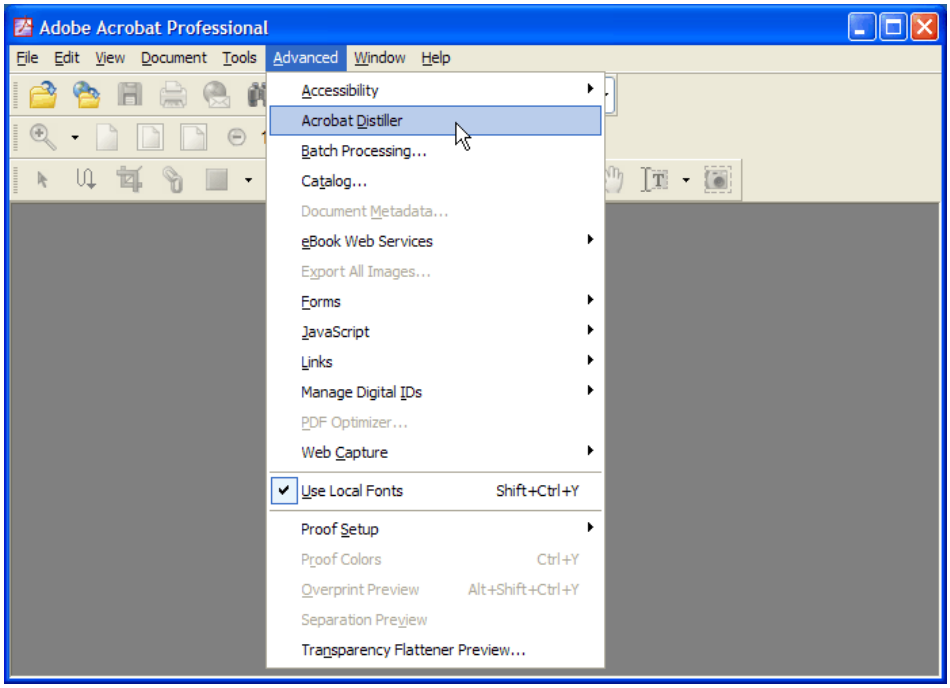
Select **File** ⇨ **Exit** or click on ✕ to close Acrobat Distiller.



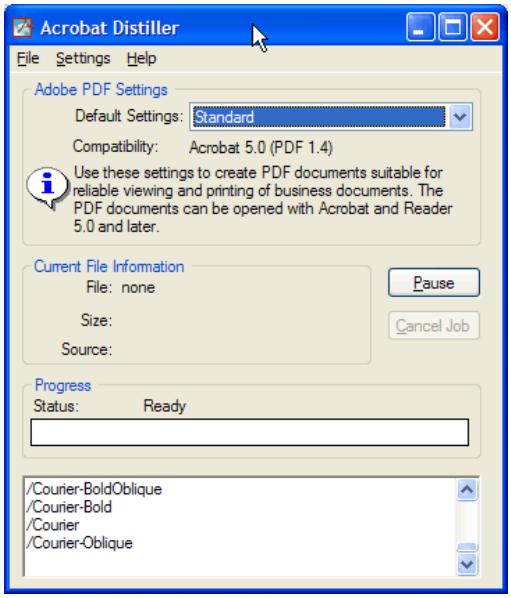
4.1.2 ■ Adobe Acrobat 6.0 Professional

***Note**: You can download and install a Distiller Job Options file (profile) created by NRC by following instructions in question 7 of the FAQs section.*

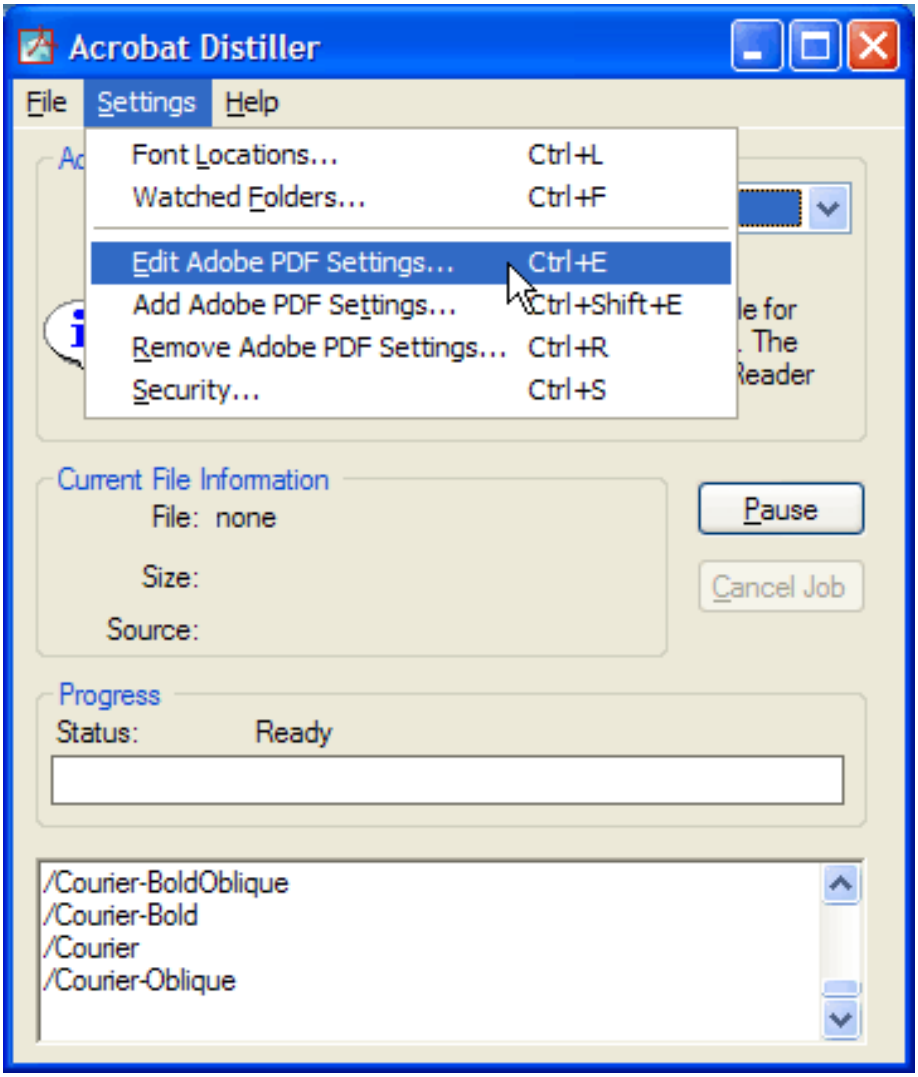
Launch Adobe Acrobat Distiller by clicking on **Windows Start** ⇨ **Programs** ⇨ **Adobe Acrobat Distiller 6.0** or while in Adobe Acrobat Professional application, select **Advanced** ⇨ **Acrobat Distiller**.



The **Acrobat Distiller** window pops up.

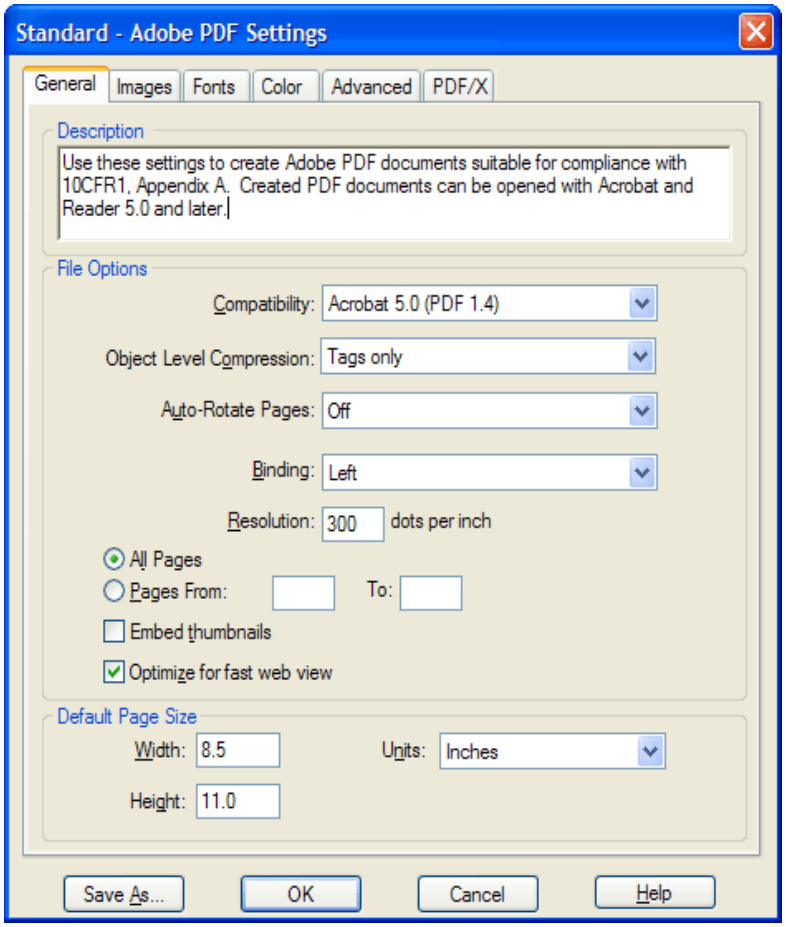


Change the settings by selecting **Settings** ⇨ **Edit Adobe PDF Settings**.



Now the **Standard - Adobe PDF Settings** window pops up. Under the default **General** tab, make the following settings as shown below.

- In the **Description** section, enter: Use these settings to create Adobe PDF documents suitable for compliance with 10CFR1, Appendix A. Created PDF documents can be opened with Adobe Reader 5.0 and later.
- From the dropdown menu, set **Compatibility** to Acrobat 5.0 (PDF 1.4).
- Keep Tags only as the **Object Level Compression** default.
- Set **Auto-Rotate Pages** to Off.
- Keep Left as the **Binding** default.
- Set **Resolution** to 300 dpi (dots per inch).
- Verify that **All Pages** is selected.
- Verify that **Optimize for fast web view** is checked.

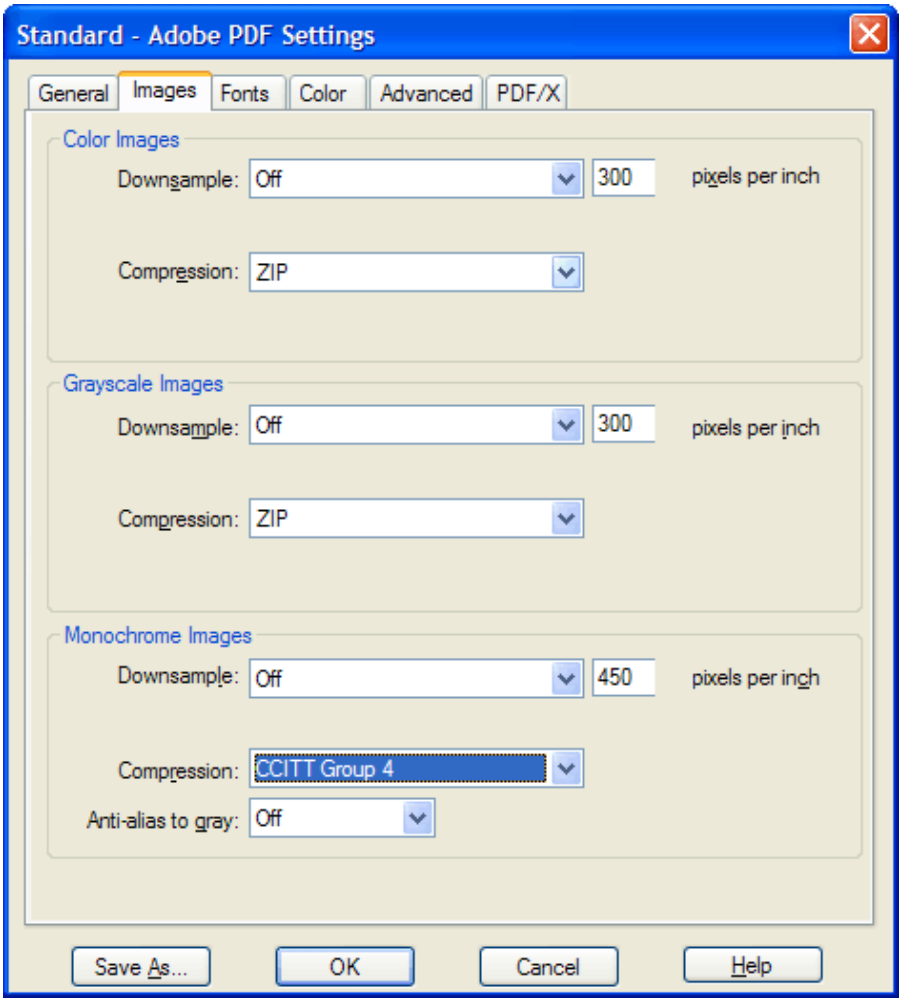


Click on the **Images** tab and change the fields as follows:

- **Color Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

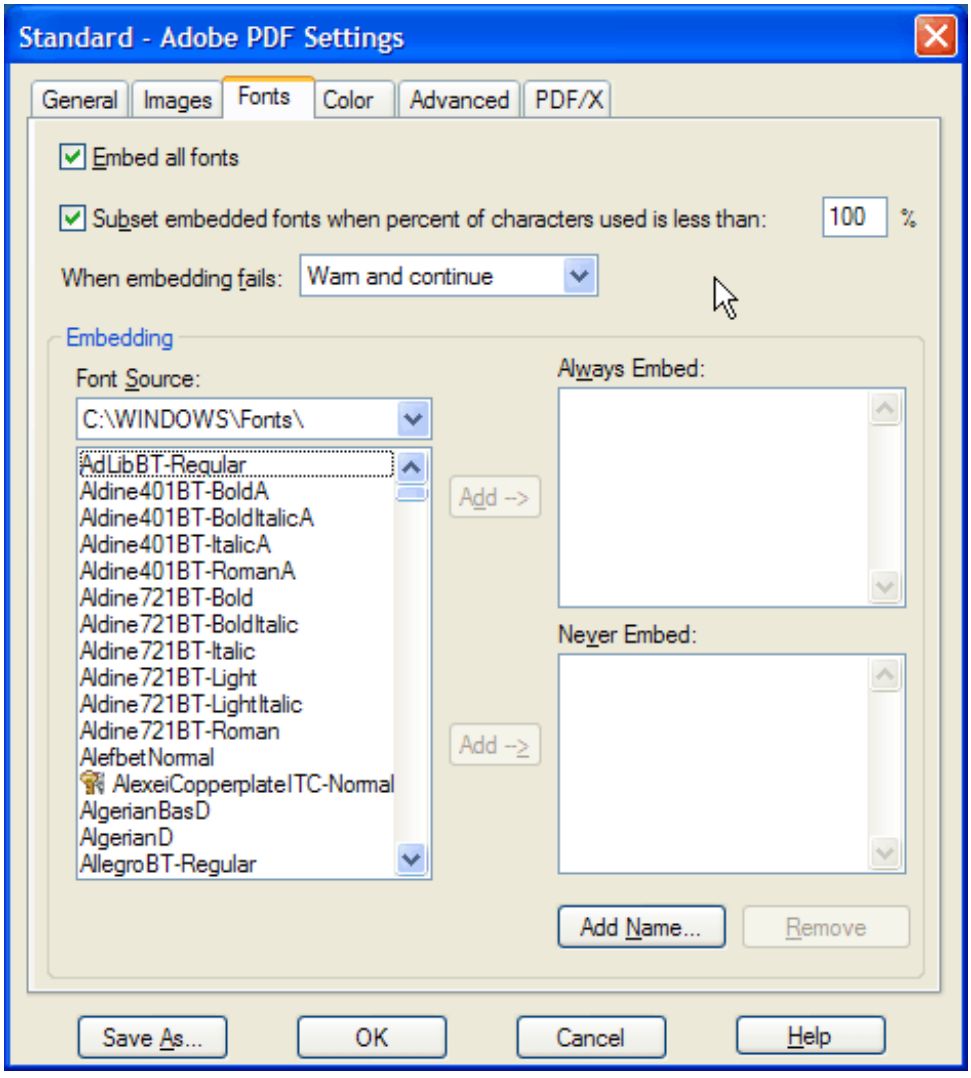
- **Grayscale Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

- **Monochrome Images**
  Downsample: Off
  Compression: CCITT Group 4
  Anti-alias to gray: Off
  450 ppi



Click on the **Fonts** tab and—

- Verify that the **Embed all fonts** box is checked.
- Verify that **Subset embedded fonts when percent of characters used is less than** is checked and set at 100%.
- Keep Warn and continue as the default for **When embedding fails**.
- In the **Embedding** section, verify that **Font Source** is set to C:\WINDOWS\Fonts\ and remove everything in **Never Embed** (if there is anything) by selecting everything in the **Never Embed** field and clicking on the **Remove** button.

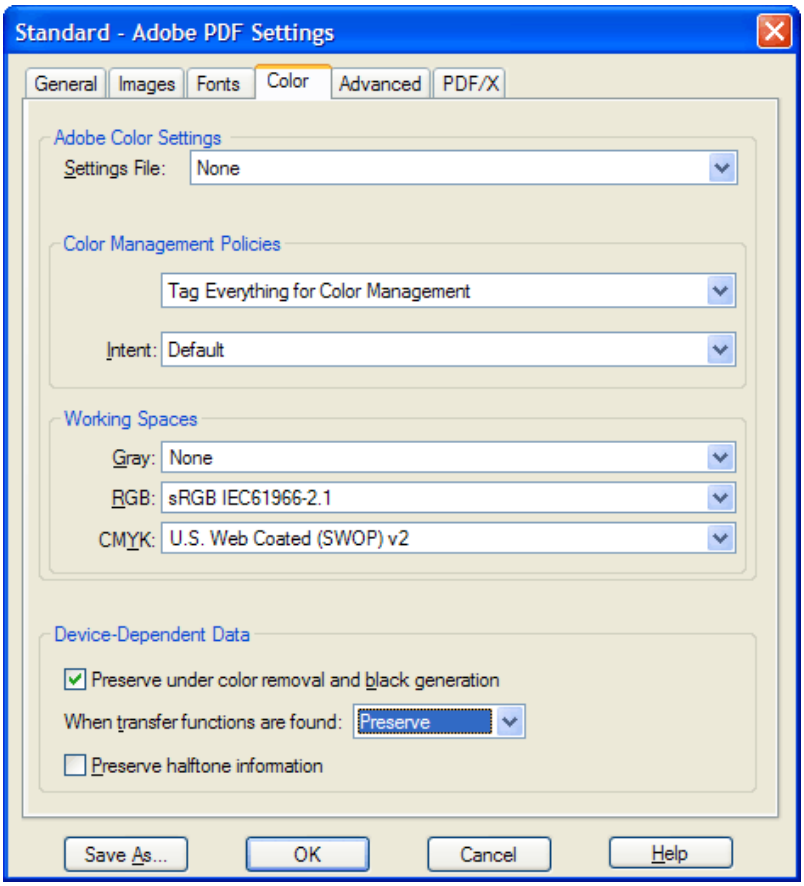


Click on the **Color** tab.
In the **Adobe Color Settings** section—

- Make sure **Settings File** is set to None.
- Change **Color Management Policies** to Tag Everything for Color Management.
- Keep **Intent** set to Default.
- For the **Working Spaces** subsection—
  - Set **Gray** to None.
  - Keep **RGB** set to sRGB IEC61966-2.1.
  - Keep **CMYK** set to U.S Web Coated (SWOP) v2.

In the **Device-Dependent Data** section—

- Click on **Preserve under color removal and black generation option** and make sure it is checked.
- Set **When transfer functions are found** to Preserve.

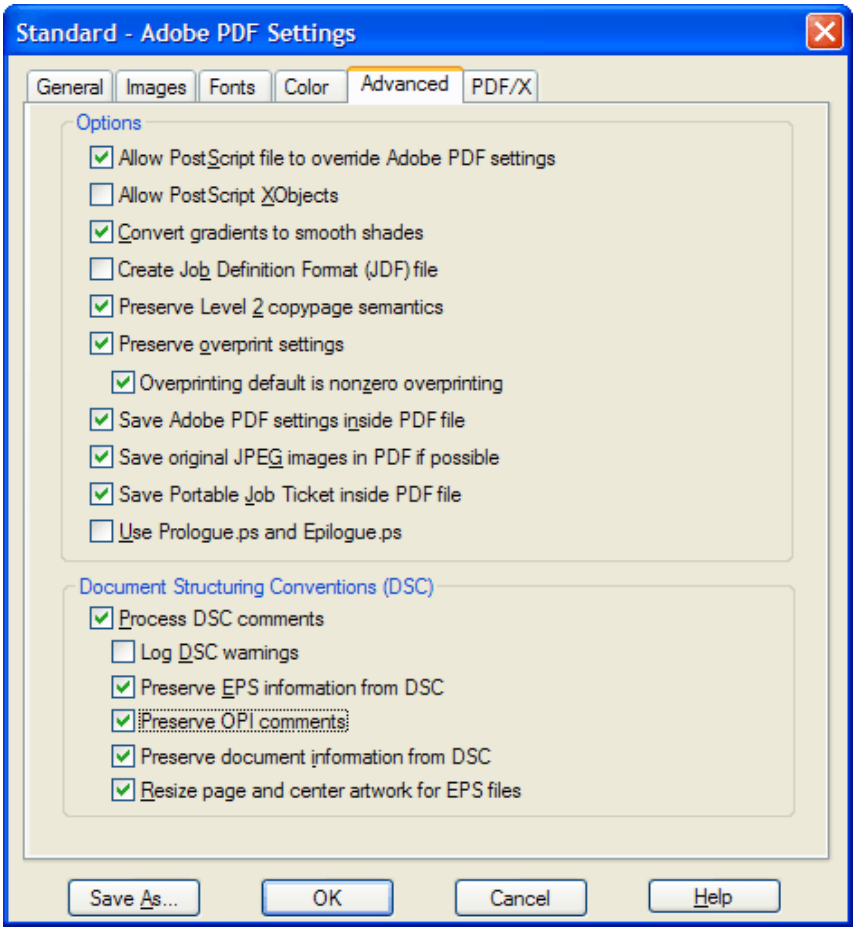


Click on the **Advanced** tab and make sure the following items in the **Options** section are checked:

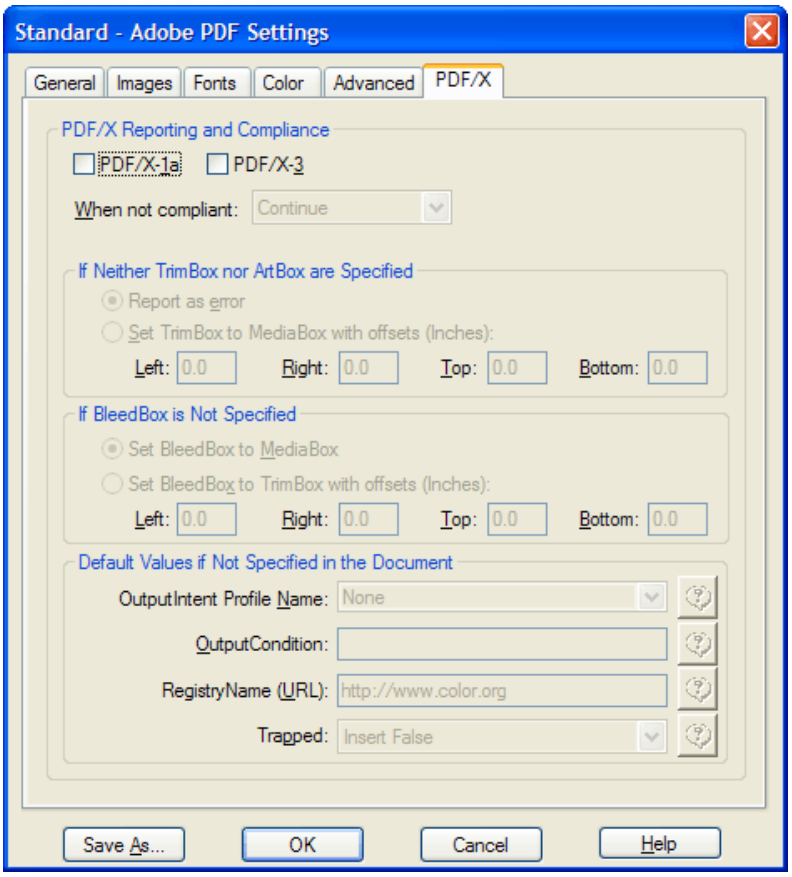
- Allow PostScript file to override Adobe PDF settings.
- Convert gradients to smooth shades.
- Preserve Level 2 copypage semantics.
- Preserve overprint settings.
- Overprinting default is nonzero overprinting.
- Save Adobe PDF settings inside PDF file.
- Save original JPEG images in PDF if possible.
- Save Portable Job Ticket inside PDF file.

The following items should be checked and enabled in the **Document Structuring Conventions** section:

- Process DSC comments.
- Preserve EPS information from DSC.
- Preserve OPI comments.
- Preserve document information from DSC.
- Resize page and center artwork for EPS files.

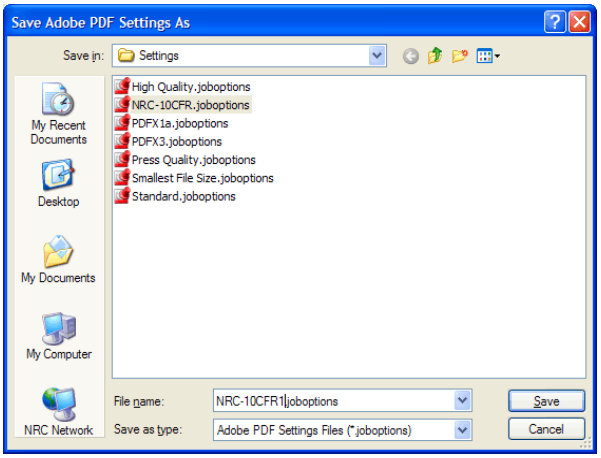


Leave everything as is under the **PDF/X** tab.

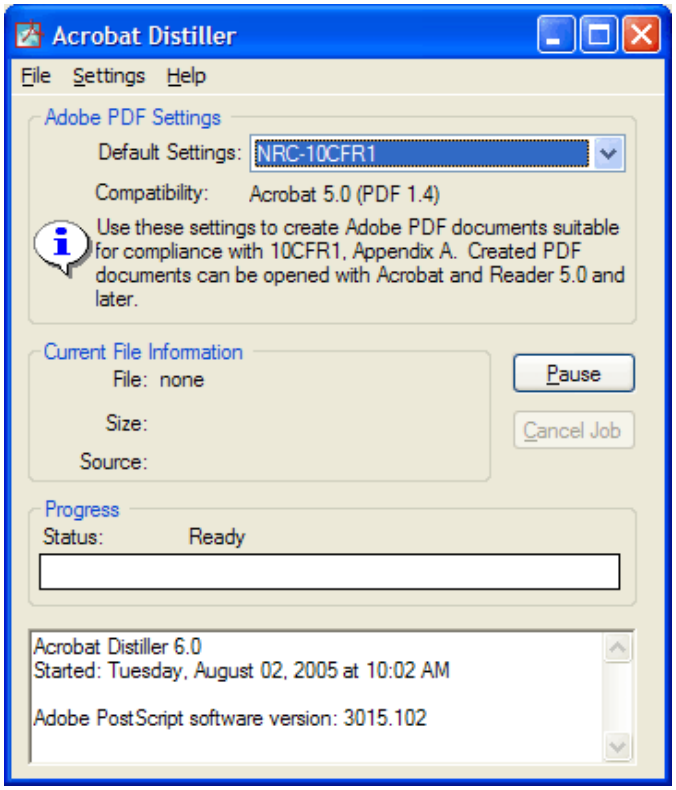


Click on in the bottom left corner of the window to save the changes.

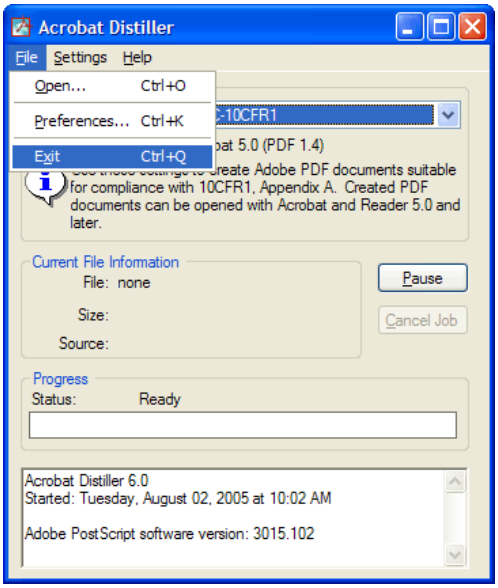
In the **File Name** field, enter NRC-10CFR1.joboptions as a new profile name (or whatever name you want to call it). Click on . Then .



The **Acrobat Distiller** window now pops up. Verify that the **Default Settings** is set to your newly created profile (for this example, “NRC-10CFR1"), as in the screen below.

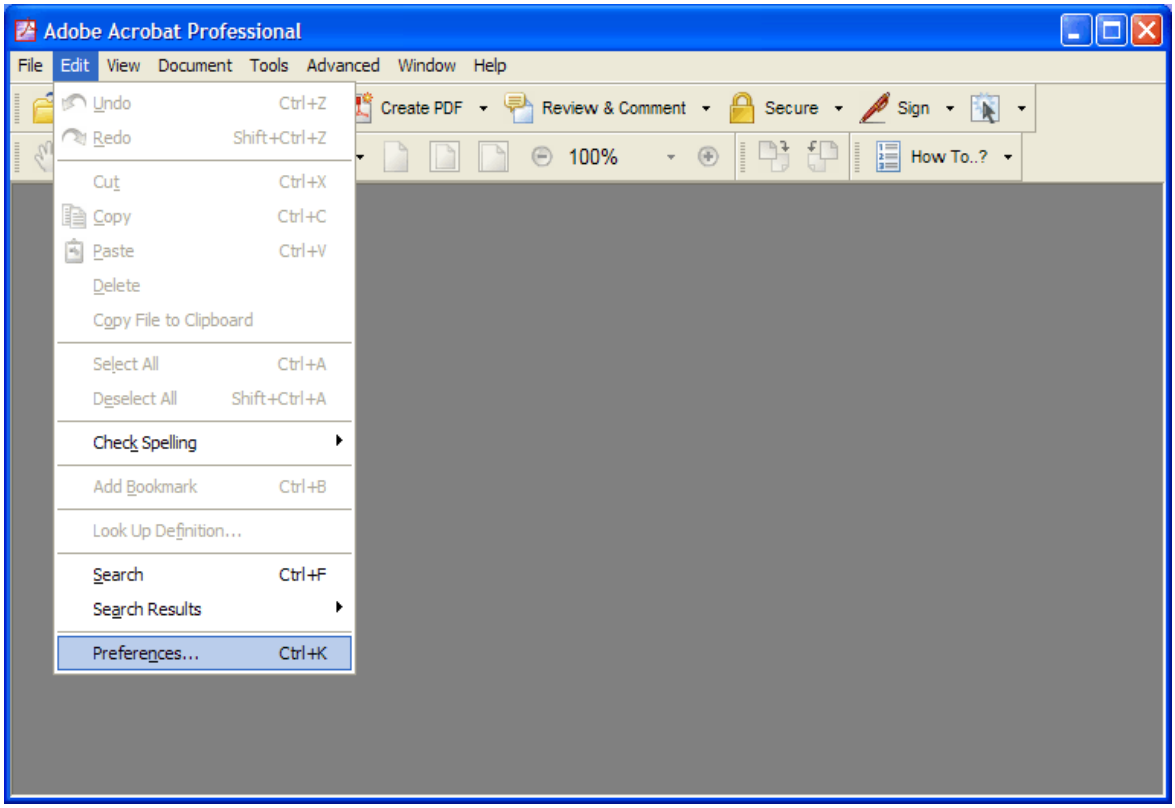


Select **File** ⇨**Exit** or click on to close Acrobat Distiller.



It is important to set the preferences in Adobe Acrobat so that you can convert different types of documents to PDF while in Adobe Acrobat.

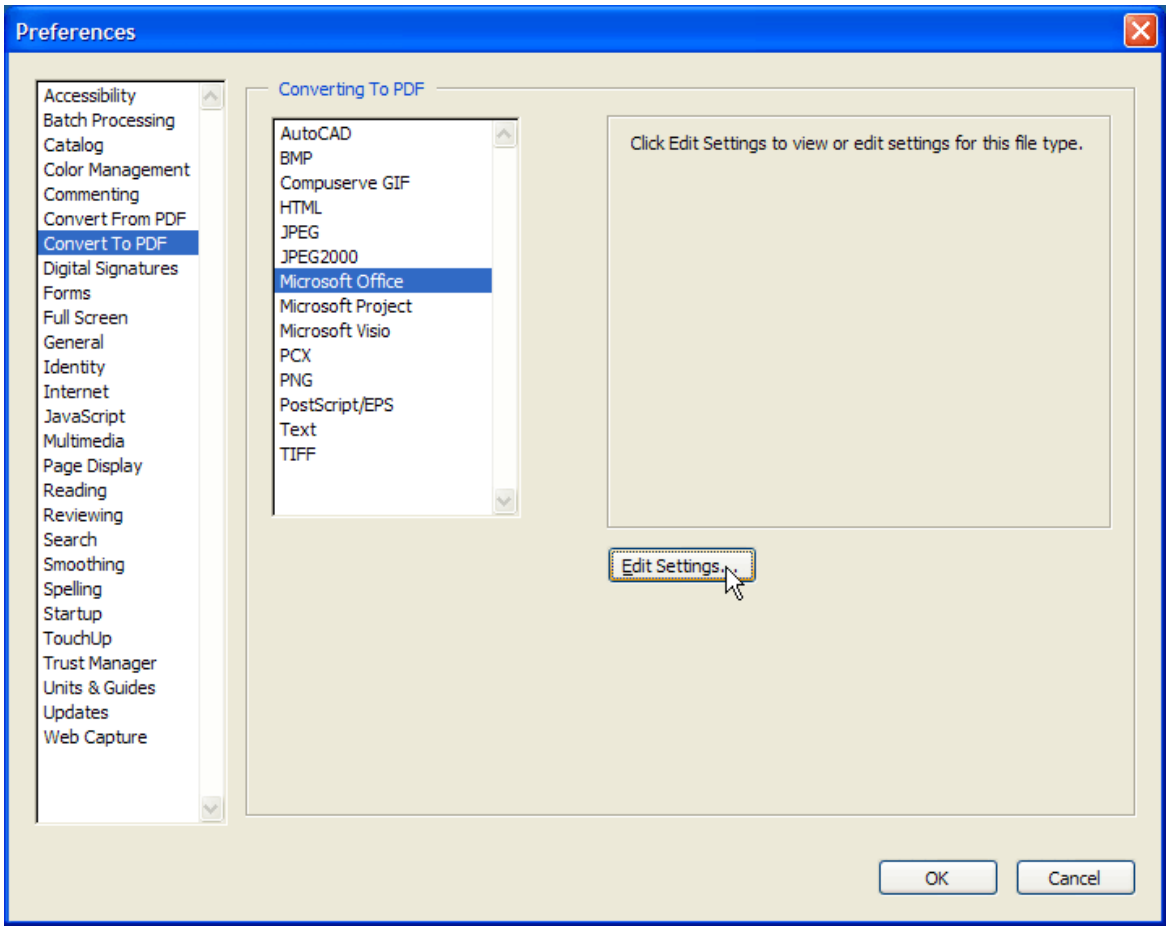
From the main menu click on **Edit** ⇨ **Preferences** to set the preferences.



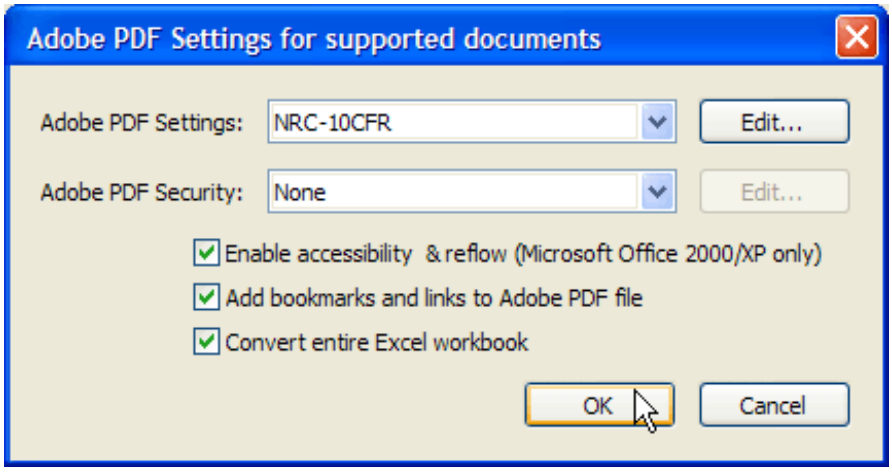
In the **Preferences** window, select the **Convert To PDF** option in the subwindow. You will see a list of applications in the **Convert to PDF** subwindow. One of these applications may be the application used to create your document. The screen below gives configuration instructions for MS-Office and Project documents and for TIFF images. Select and change the configurations for your application.

Microsoft Office

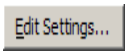
- Select **Microsoft Office** and click on Edit Settings... .



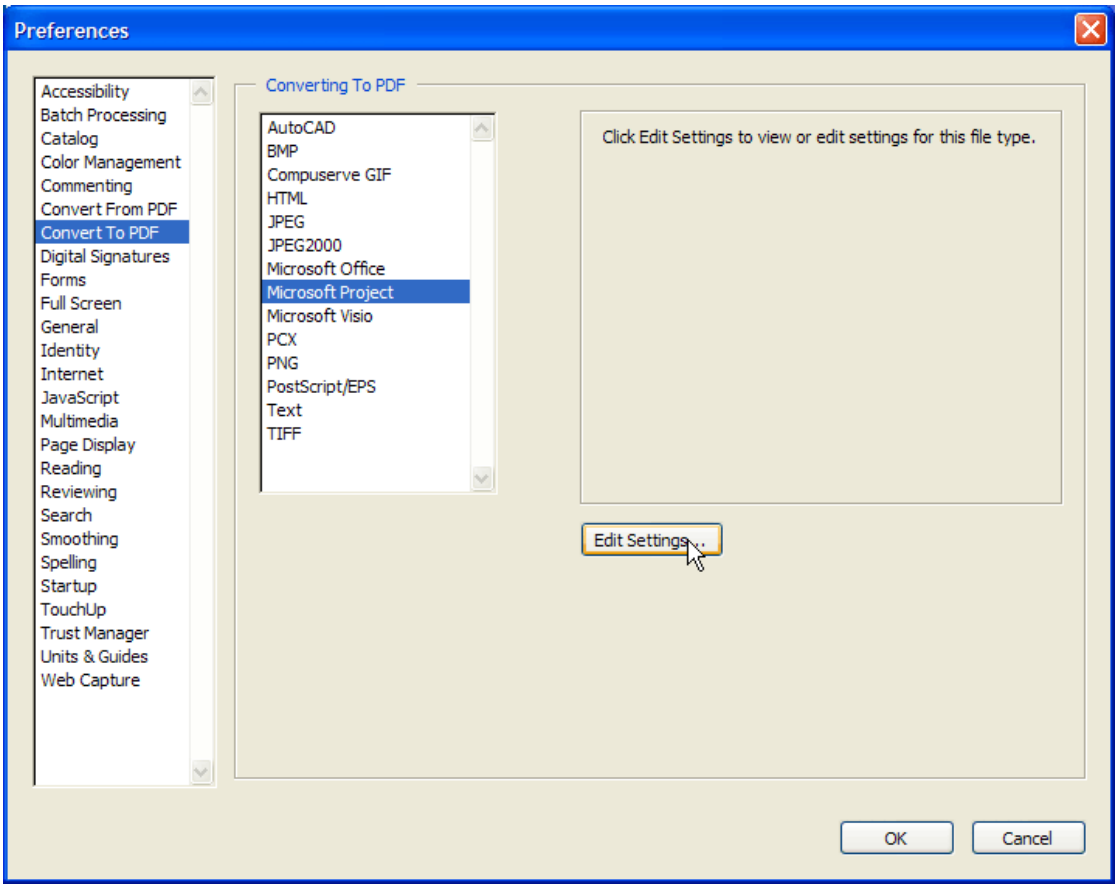
In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for this example, "NRC-10CFR1"). Click on **Convert entire Excel workbook** to ensure that the conversion of the whole Excel workbook is supported. Then click on OK .



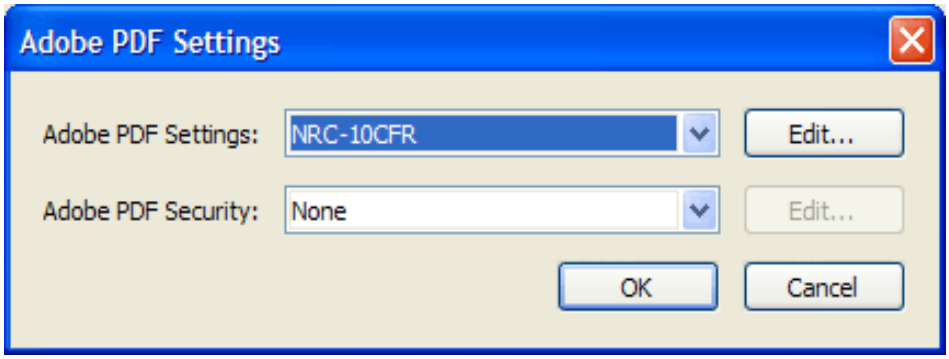
Microsoft Project

- Select **Microsoft Project** and click on 

.

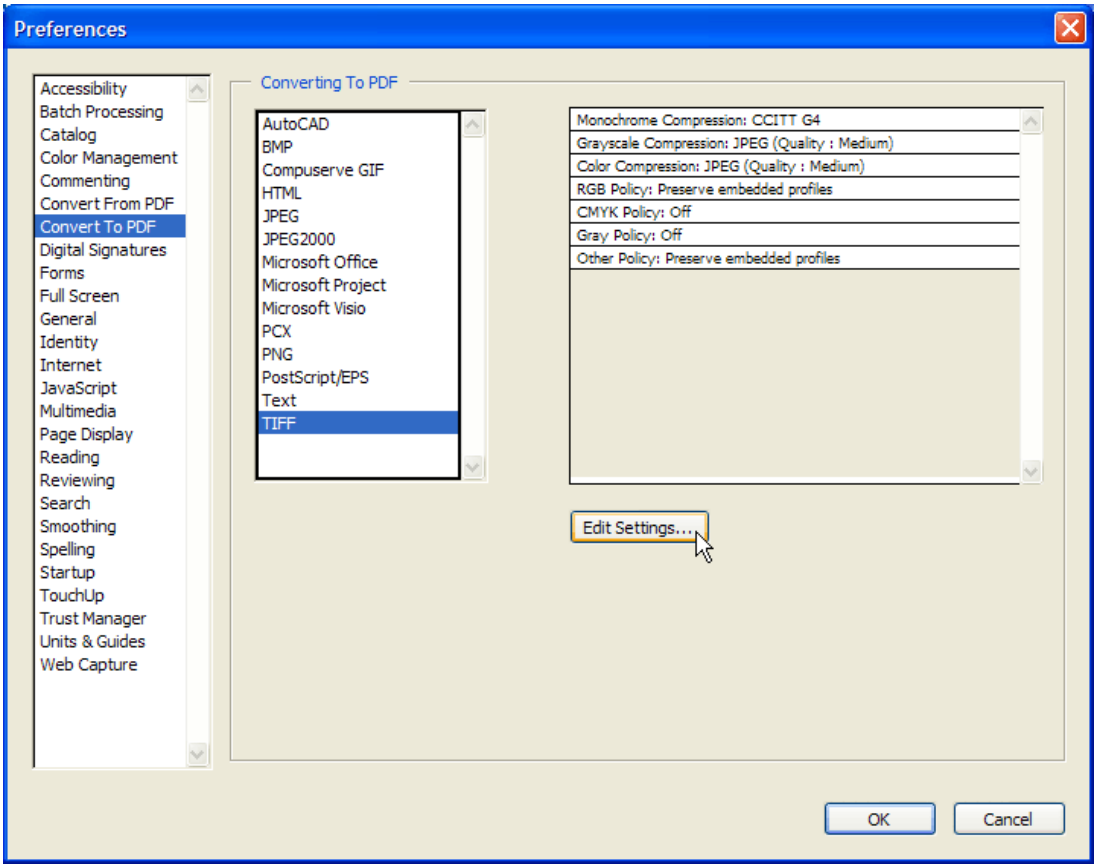


In the **Adobe PDF Settings** window, verify that the newly created profile (for this example, “NRC-10CFR1") is selected. Then click on OK .

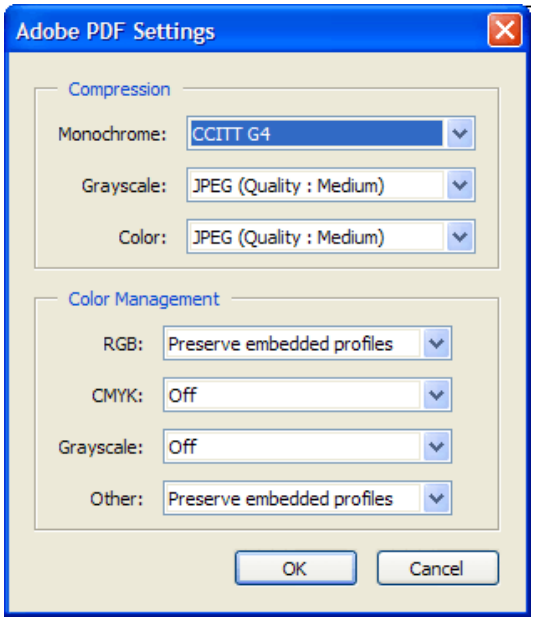


TIFF

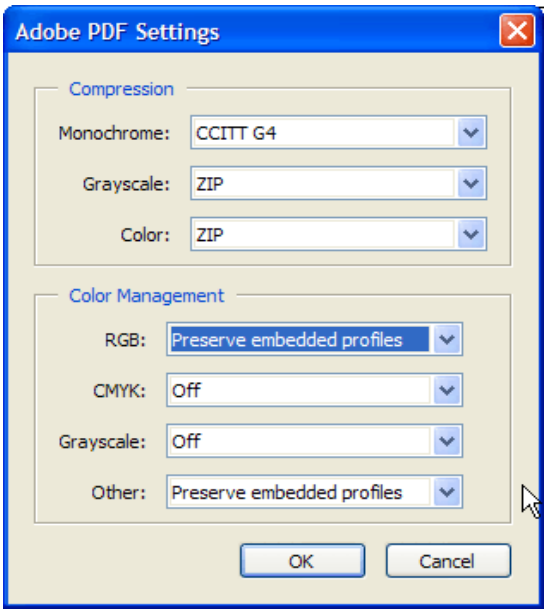
- Select **TIFF** then click on Edit Settings... .



The **Adobe PDF Settings** window appears with the default settings.



- Change the settings in the **Compression** section as follows:
  - Set Grayscale to ZIP.
  - Set Color to ZIP.
  - Leave the rest as is.



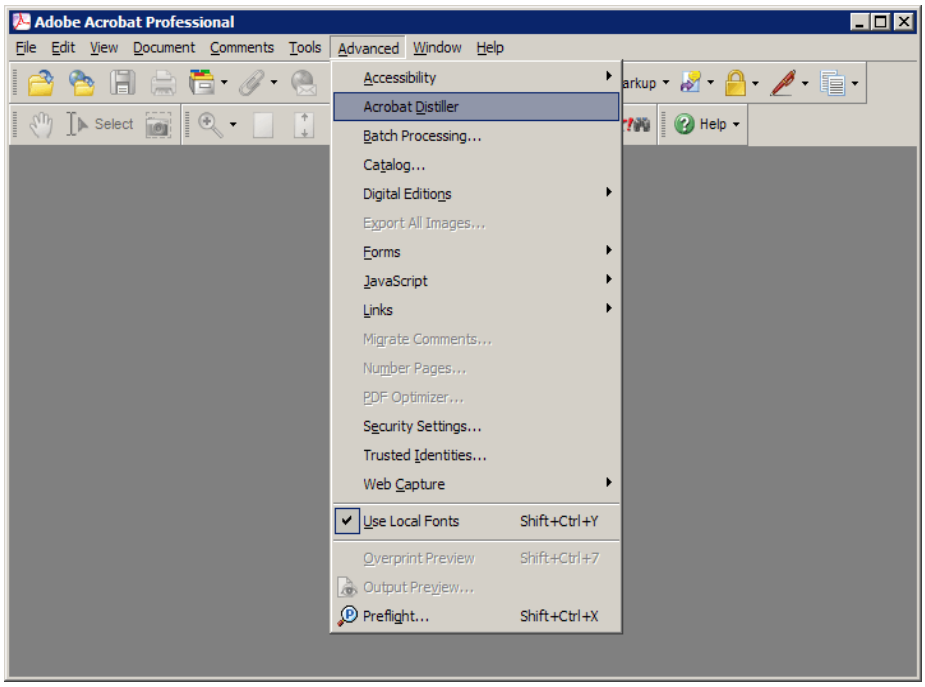
- Click on OK.

Click on OK again in the **Preferences** window.

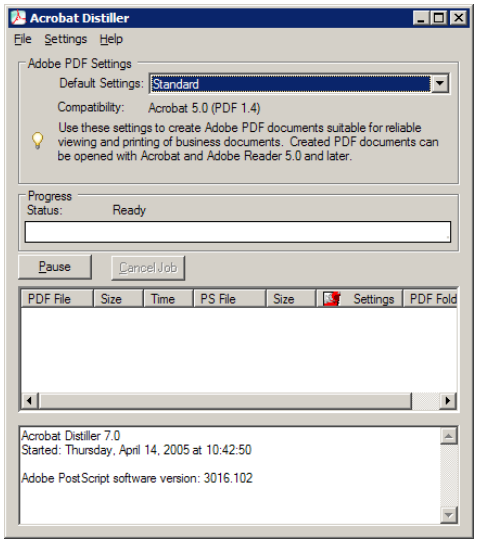
4.1.3 ■ Adobe Acrobat 7.0 Professional

***Note**: You can download and install a Distiller Job Options file (profile) created by NRC by following instructions in question 7 of the FAQs section.*

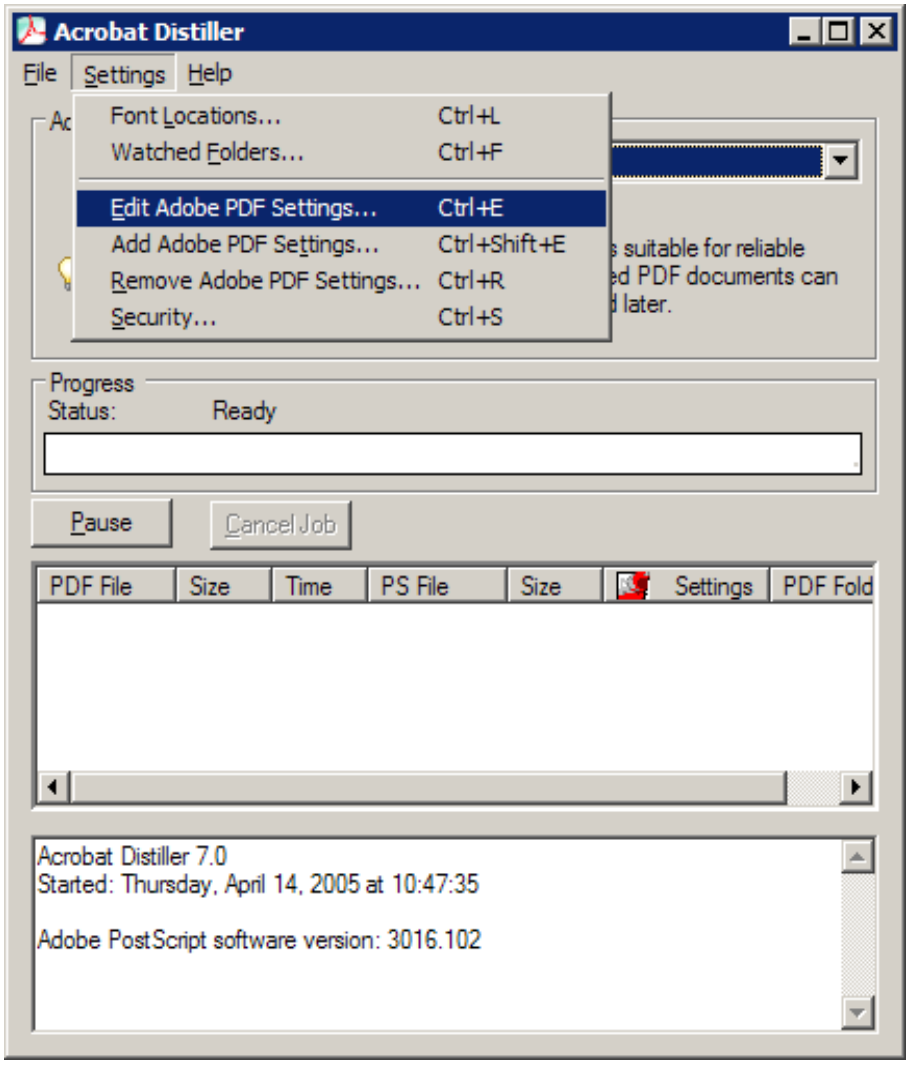
Launch Adobe Acrobat Distiller by clicking on **Windows Start ⇨ Programs ⇨ Adobe Acrobat Distiller 7.0** or while in Adobe Acrobat Professional, select **Advanced ⇨ Acrobat Distiller**.



The **Acrobat Distiller** window pops up.

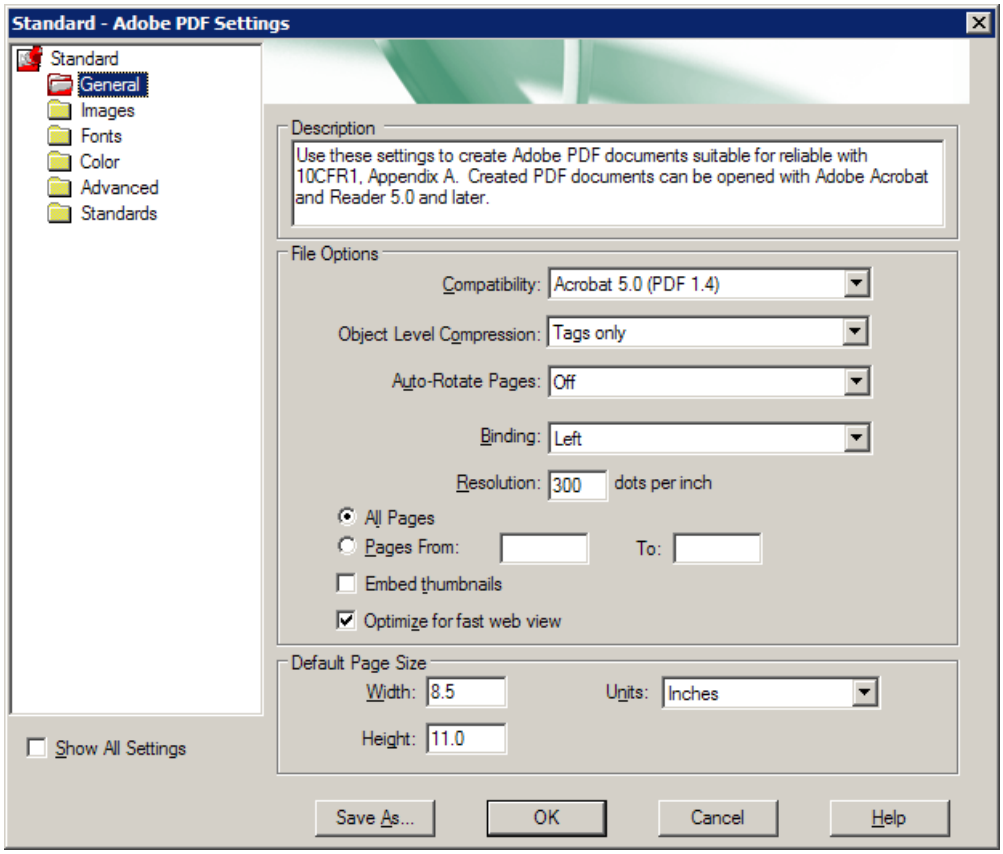


Change the settings by going to the pulldown menu and selecting **Settings ⇨ Edit Adobe PDF Settings**.



The **Standard - Adobe PDF Settings** window pops up. On the default **General** folder, change the following settings.

- In the **Description** section enter: Use these settings to create Adobe PDF documents suitable for compliance with 10CFR1, Appendix A. Created PDF documents can be opened with Adobe Reader 5.0 and later.
- From the dropdown menu, set **Compatibility** to Acrobat 5.0 (PDF 1.4).
- Keep Tags only as the **Object Level Compression** default.
- Set **Auto-Rotate Pages** to Off.
- Keep Left as the **Binding** default.
- Set **Resolution** to 300 dots per inch.
- Verify that **All Pages** is selected.
- Verify that **Optimize for fast web view** is checked.

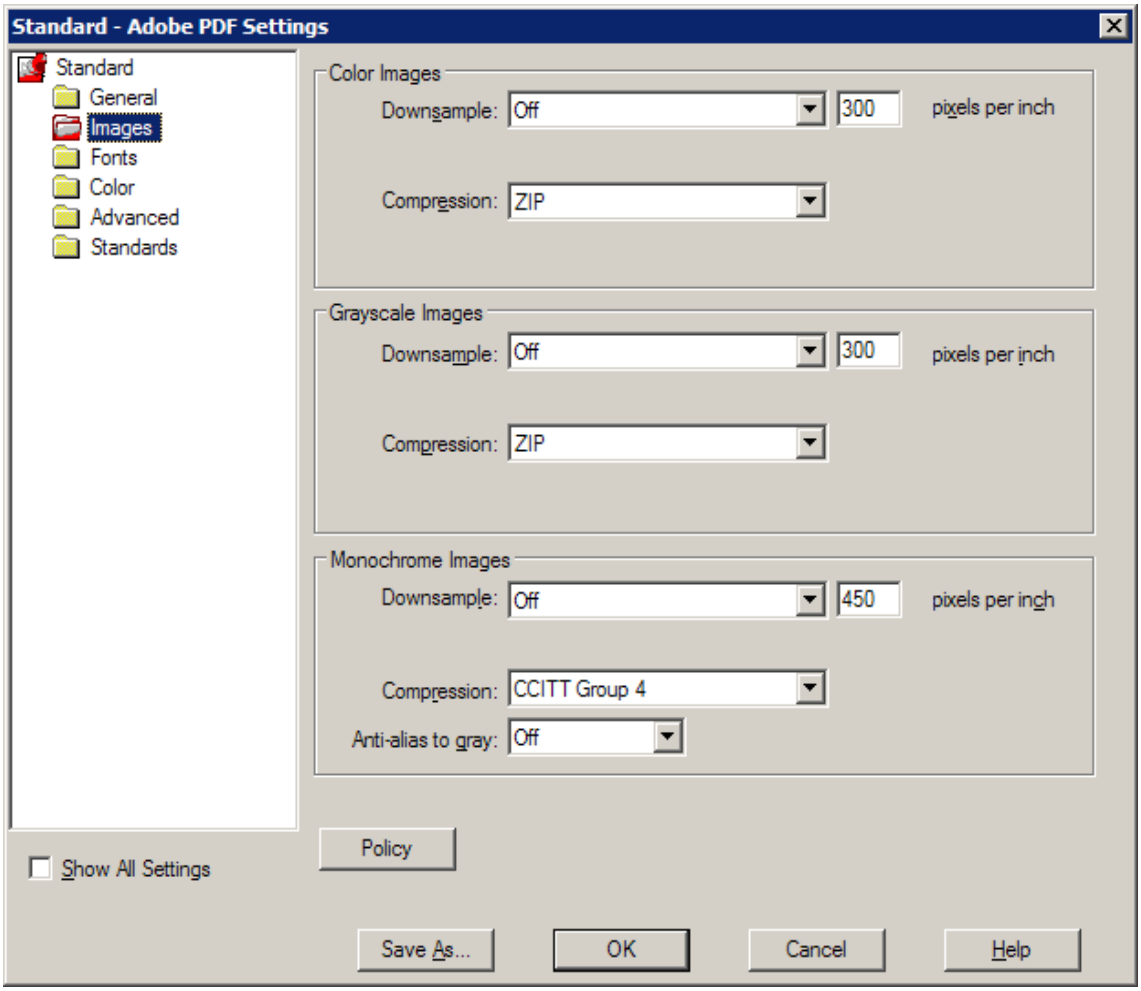


Select the **Images** folder and change the fields for all sections as follows:

- **Color Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

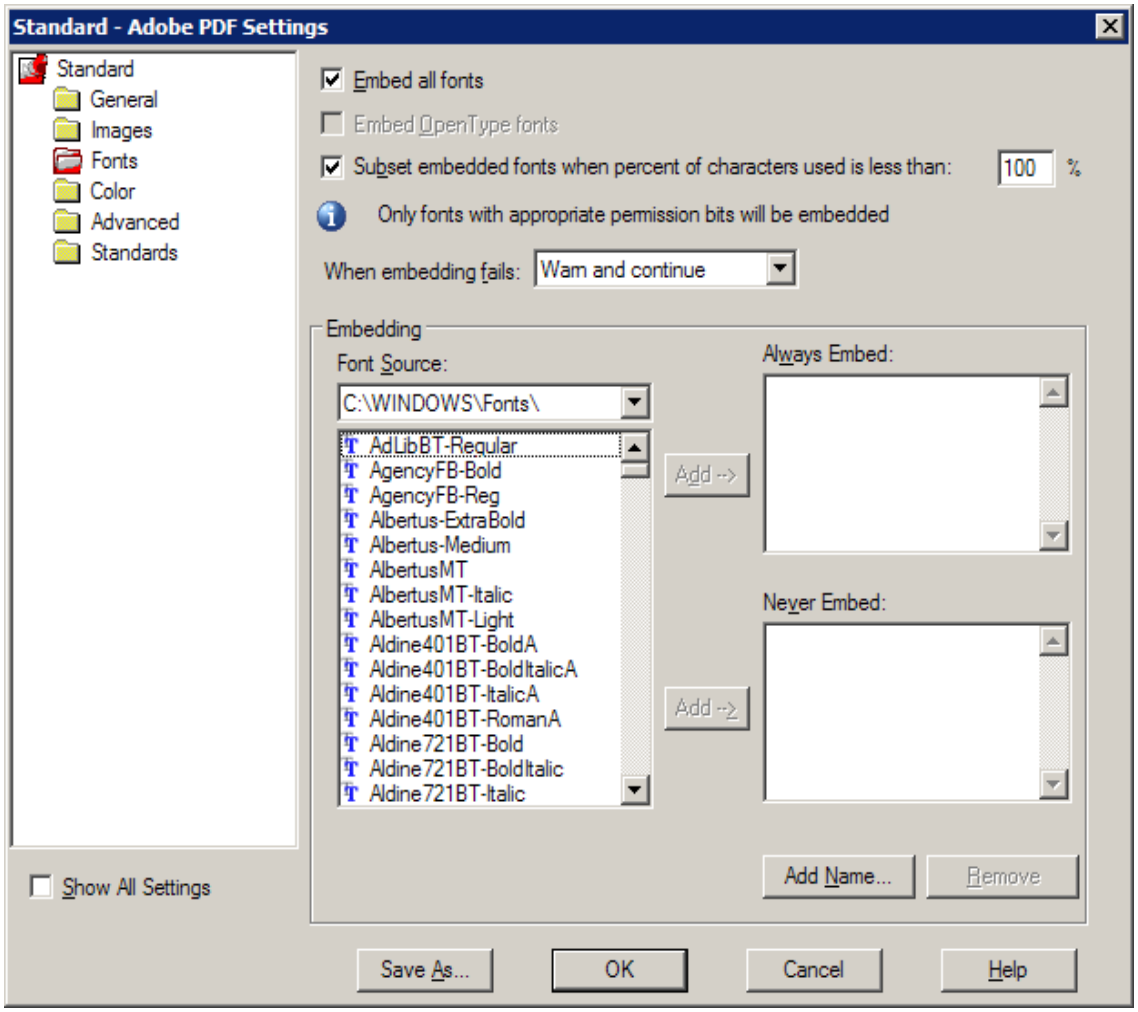
- **Grayscale Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

- **Monochrome Images**
  Downsample: Off
  Compression: CCITT Group 4
  Anti-alias to gray: Off
  450 ppi



Click on the **Fonts** folder and—

- Verify that the **Embed all fonts** box is checked.
- Verify that **Subset embedded fonts when percent of characters used is less than** is checked and set at 100%.
- Keep Warn and continue as the default for **When embedding fails**.
- In the **Embedding** section, verify that **Font Source** is set to C:\WINDOWS\Fonts\ and remove everything in **Never Embed** (if there is anything) by selecting everything in the **Never Embed** field and clicking on **Remove**.

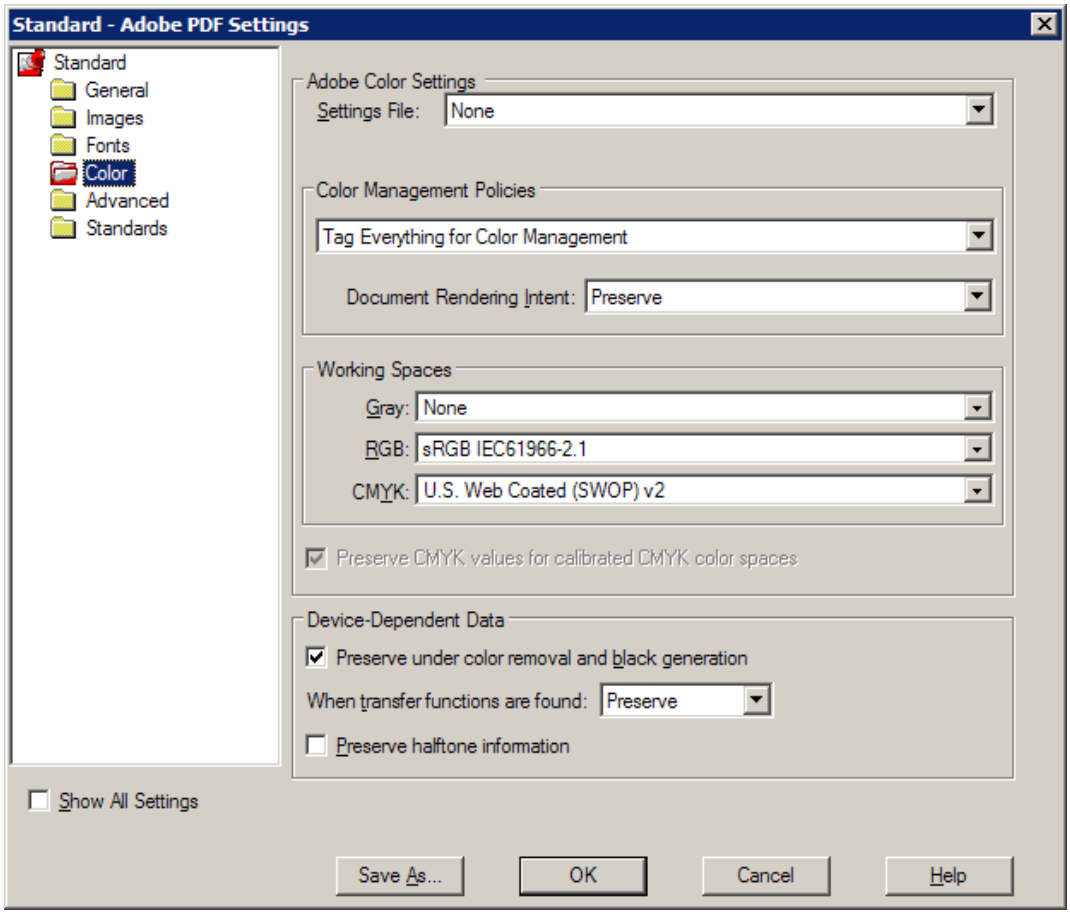


Click on the **Color** folder. In the **Adobe Color Settings** section—

- Make sure **Settings File** is set to None.
- Change **Color Management Policies** to Tag Everything for Color Management.
- Keep **Document Rendering Intent** set to Preserve.
- For the **Working Spaces** subsection—
  - Set **Gray** to None.
  - Keep **RGB** set to sRGB IEC61966-2.1.
  - Keep **CMYK** set to U.S Web Coated (SWOP) v2.

In the **Device-Dependent Data** section—

- Check the **Preserve under color removal and black generation option**.
- Set **When transfer functions are found** to Preserve.

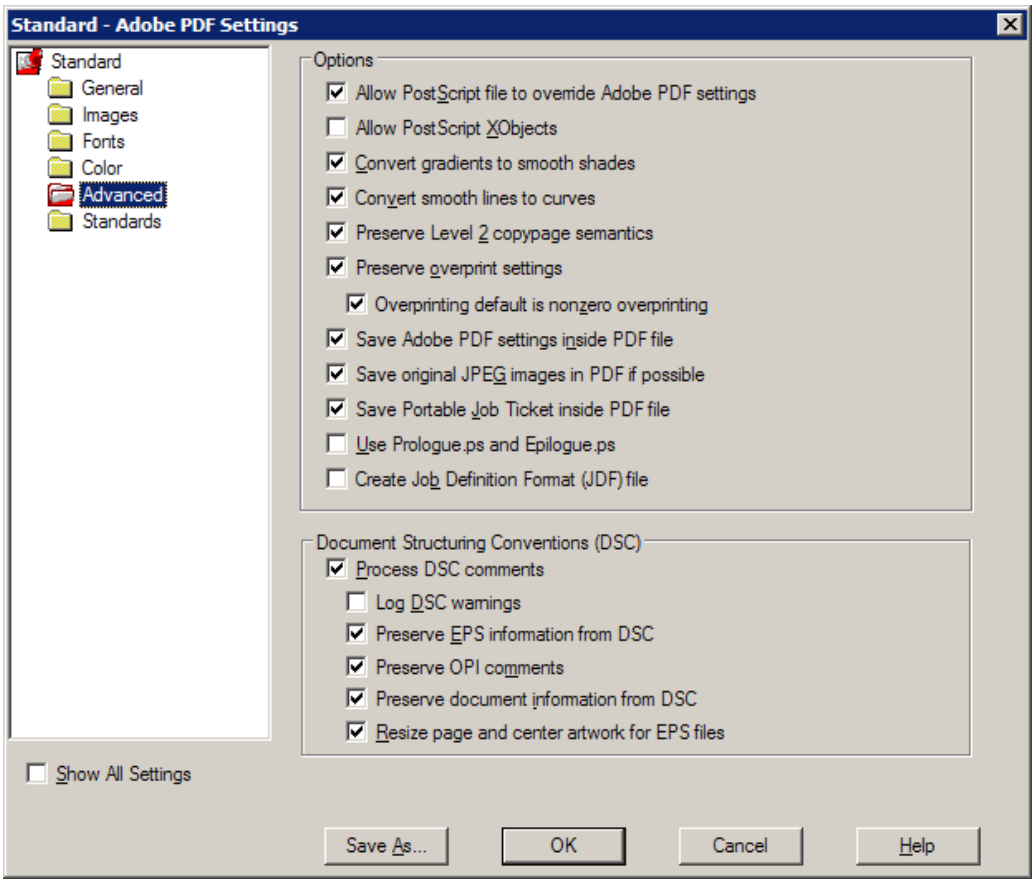


Click on the **Advanced** folder and make sure the following items in the **Options** section are selected and checked:

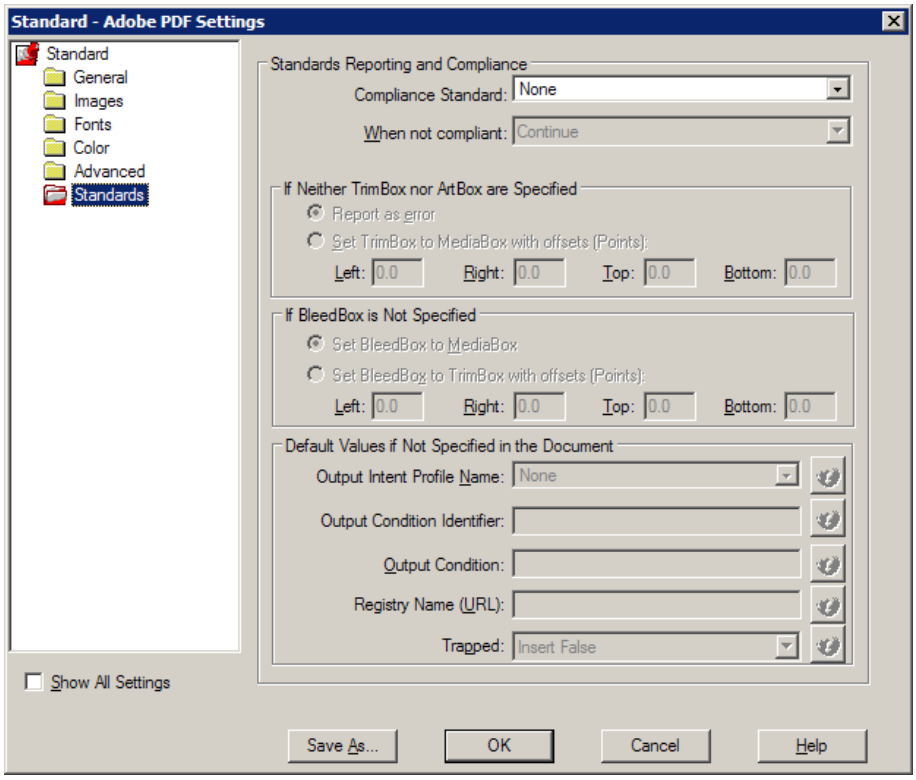
- Allow PostScript file to override Adobe PDF settings.
- Convert gradients to smooth shades.
- Convert smooth lines to curves.
- Preserve Level 2 copypage semantics.
- Preserve overprint settings.
- Overprinting default is nonzero overprinting.
- Save Adobe PDF settings inside PDF file.
- Save original JPEG images in PDF if possible.
- Save Portable Job Ticket inside PDF file.

The following items should be checked and enabled in the **Document Structuring Conventions** section:

- Process DSC comments.
- Preserve EPS information from DSC.
- Preserve OPI comments.
- Preserve document information from DSC.
- Resize page and center artwork for EPS files.

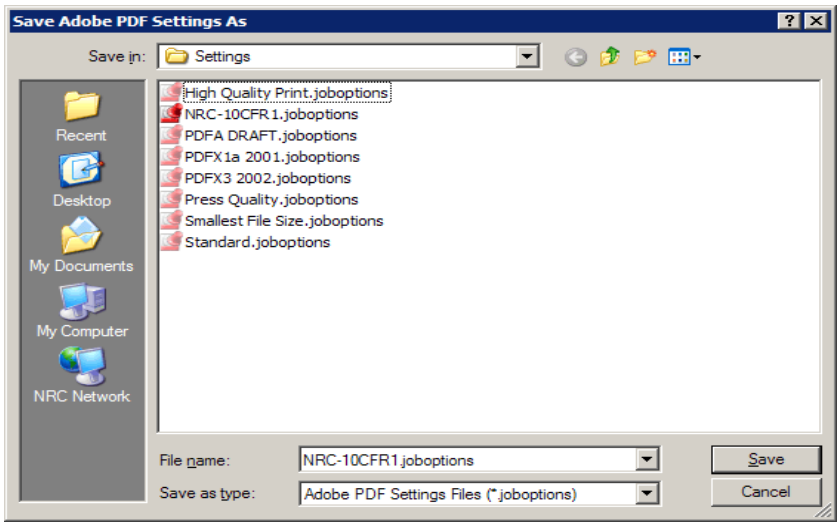


Click on the **Standards** folder. Leave everything as is in the **Standards Reporting and Compliance** section and verify that **Compliance Standard** is set to None.

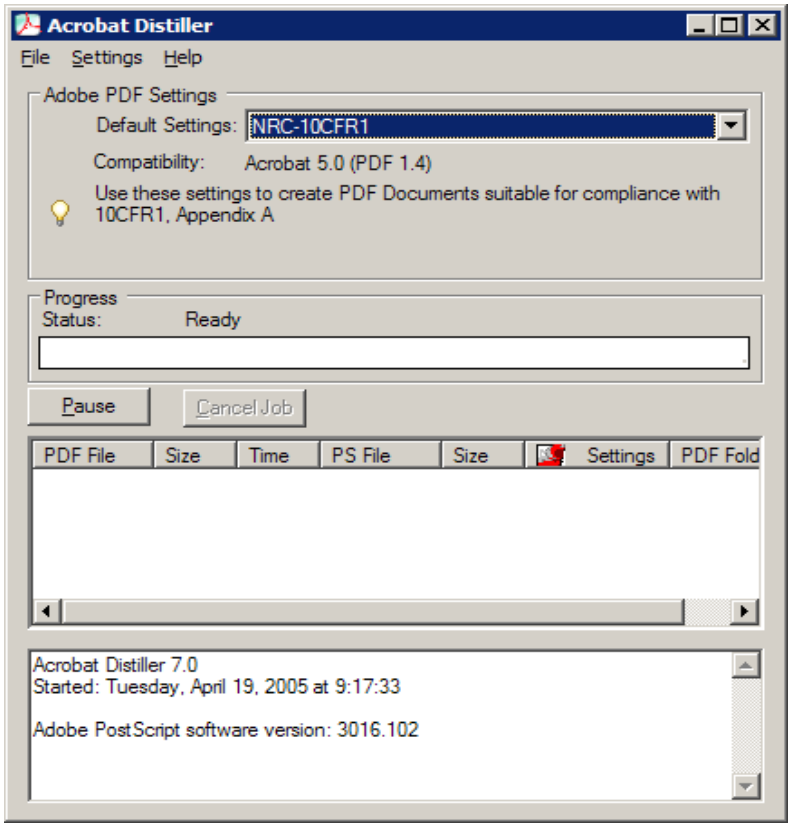


Click on Save As... in the bottom left corner of the window to save the changes.

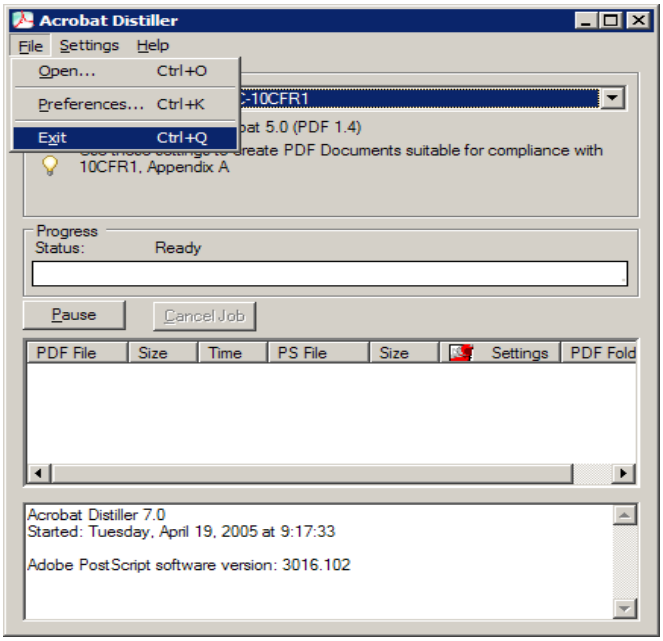
In the **File Name** field, enter NRC-10CFR1.joboptions as a new profile name (or whatever name you want to call it). Click on Save. Then OK.



The **Acrobat Distiller** window now pops up. Verify that **Default Settings** is set to your newly created profile (for example, “NRC-10CFR1"), as in the screen below.

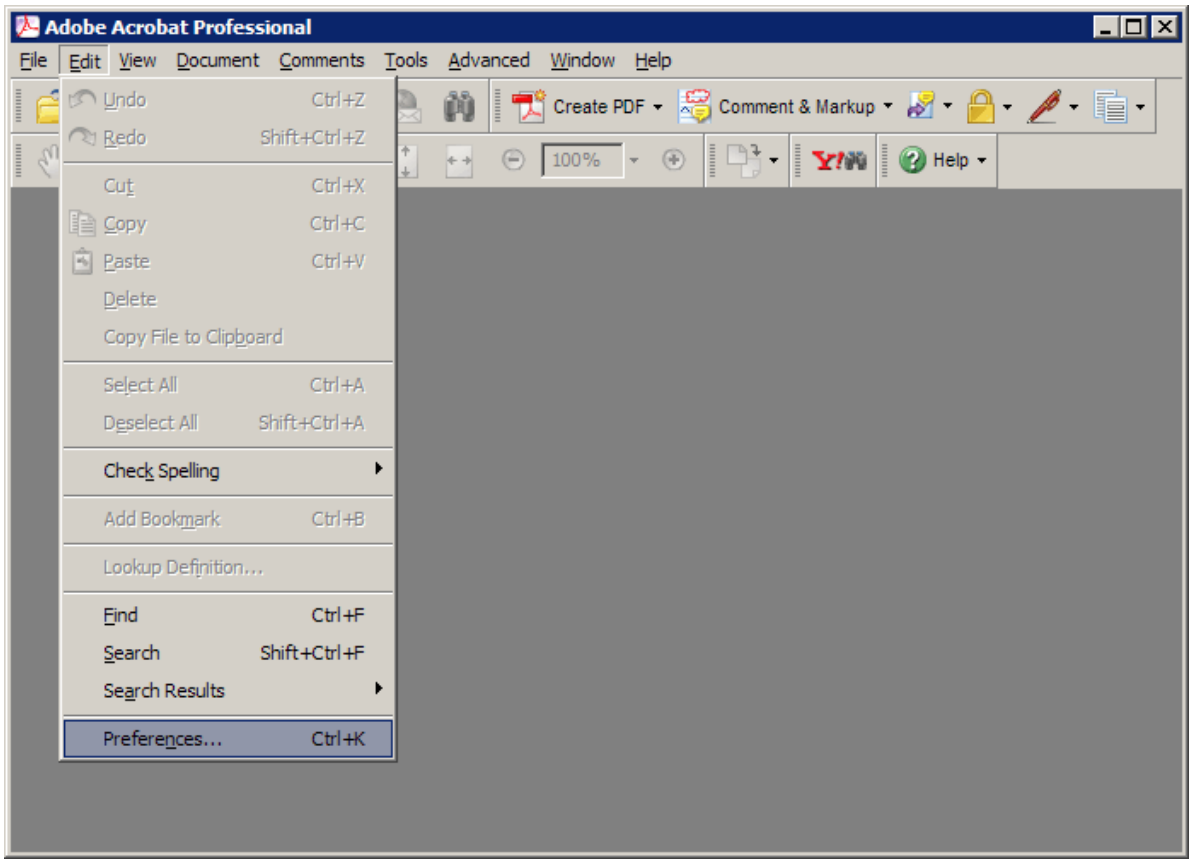


Select **File** ⇨**Exit** or click on to close Acrobat Distiller.



It is important to set the preferences in Adobe Acrobat so you can convert different types of documents to PDF while in Adobe Acrobat.

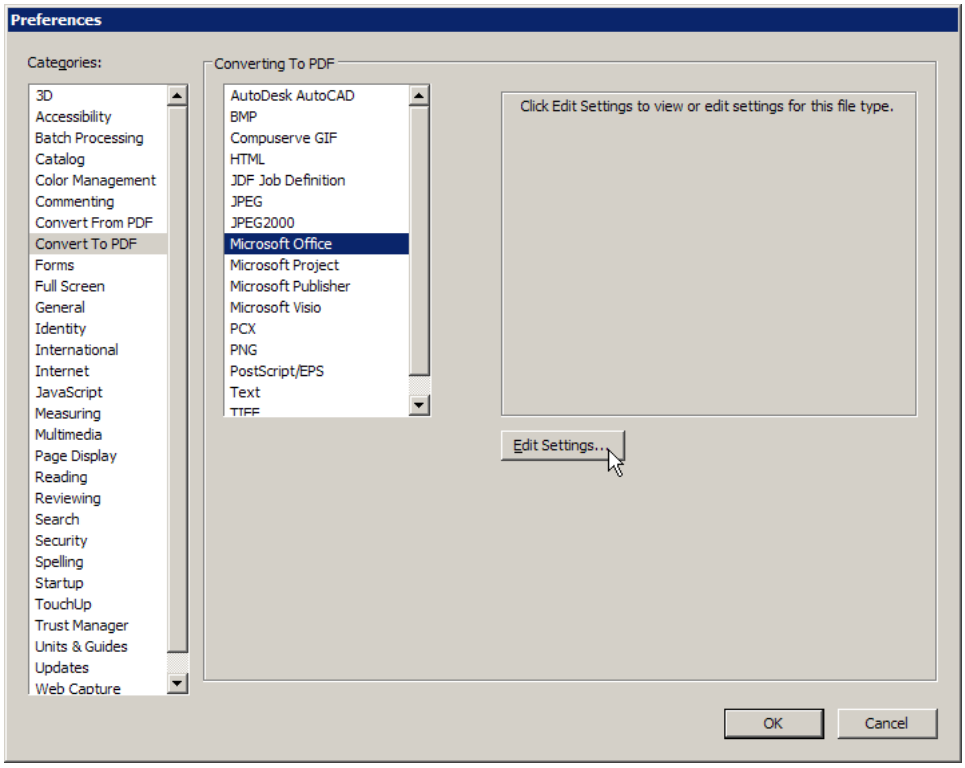
From the main menu, click on **Edit** ⇨ **Preferences** to set the preferences.



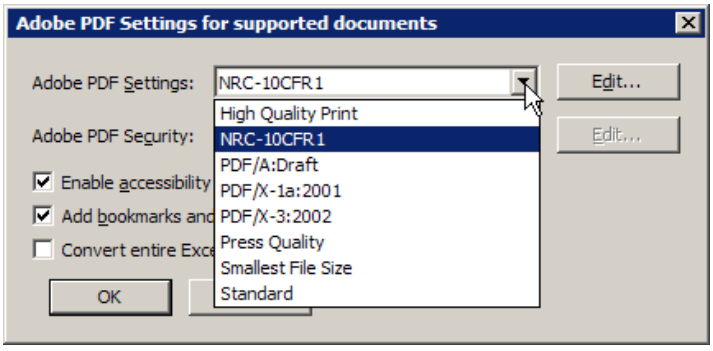
In the **Preferences** window, select **Convert To PDF** option from the **Categories** subwindow. You will see a list of application in the **Convert to PDF** subwindow. One of these applications may be the application used to create your document. The screen below gives configuration instructions for Microsoft Office, Project, and Publisher documents and TIFF images. Select and change the configurations for your application.

Microsoft Office

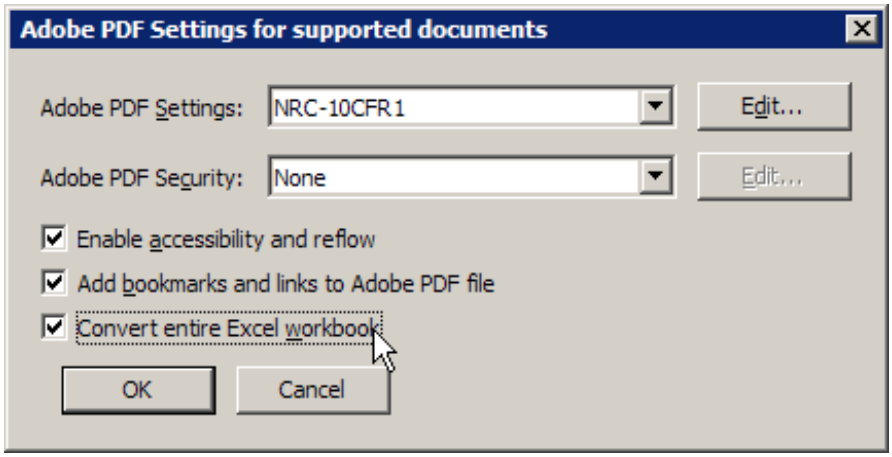
- Select **Microsoft Office** and click on Edit Settings... .



In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for example, “NRC-10CFR1").



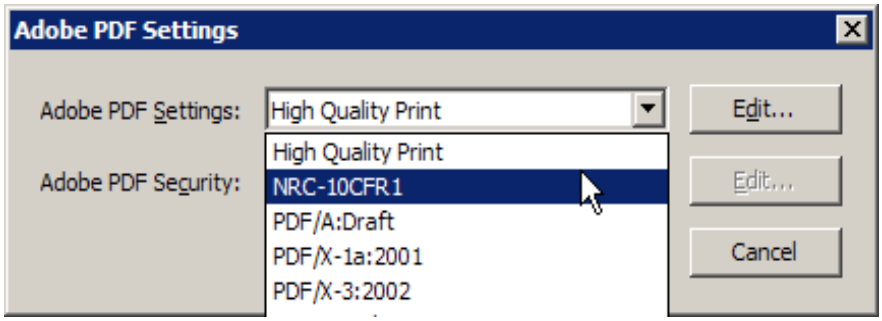
Click on **Convert entire Excel workbook** to ensure that the conversion of the whole Excel workbook is supported. Then click on OK.



Microsoft Project

- Select **Microsoft Project** and click on Edit Settings... .

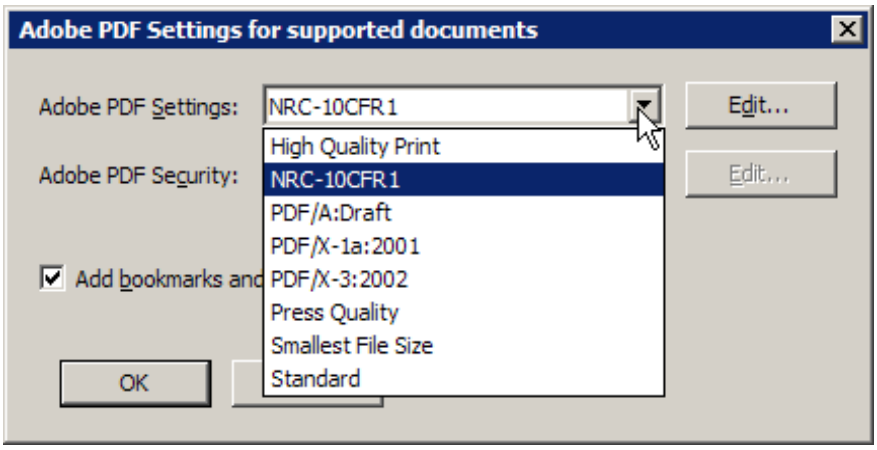
In the **Adobe PDF Settings** window, click on the dropdown menu and select the newly created profile (in this example, "NRC-10CFR1"). Then click on OK .



Microsoft Publisher

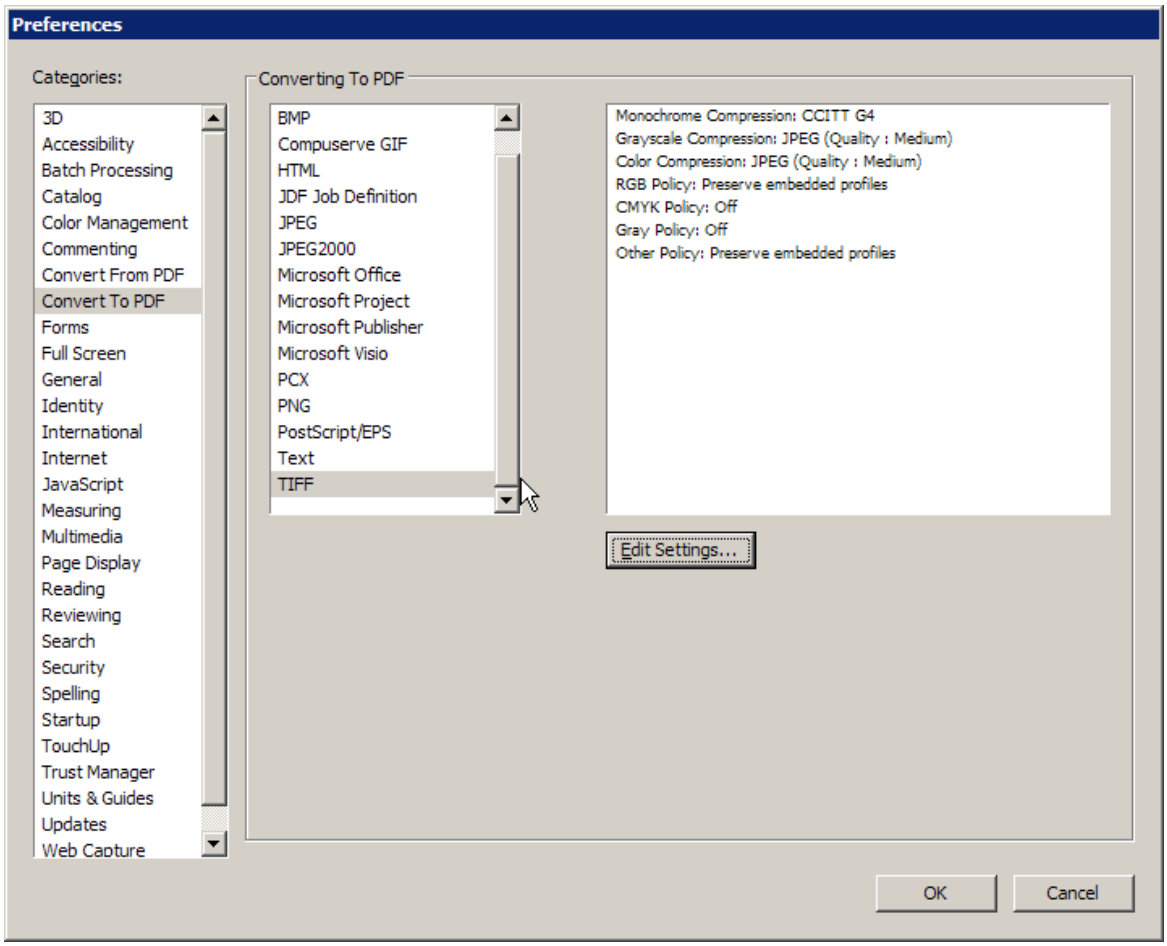
- Select **Microsoft Publisher** and click on Edit Settings... button.

In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (in this example, "NRC-10CFR1"). Verify that **Add bookmarks and links to Adobe PDF file** is selected (This step is optional but recommended). Then click on OK .

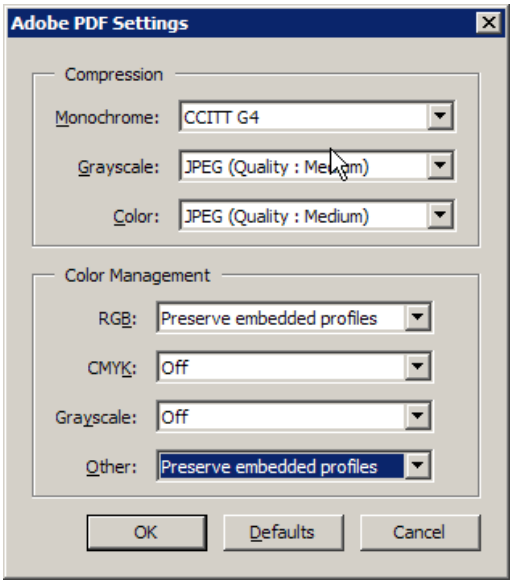


TIFF

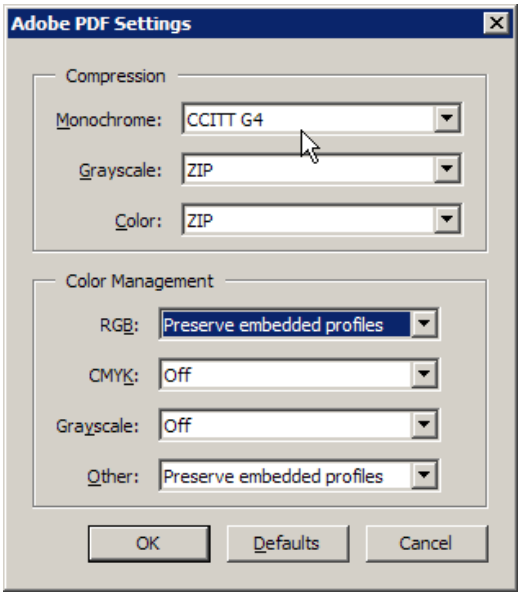
- Select **TIFF** then click on Edit Settings... .



The **Adobe PDF Settings** window appears with the default settings.



- Change the settings in the **Compression** section as follows:
  - Set Grayscale to ZIP.
  - Set Color to ZIP.
  - Leave the rest as is.



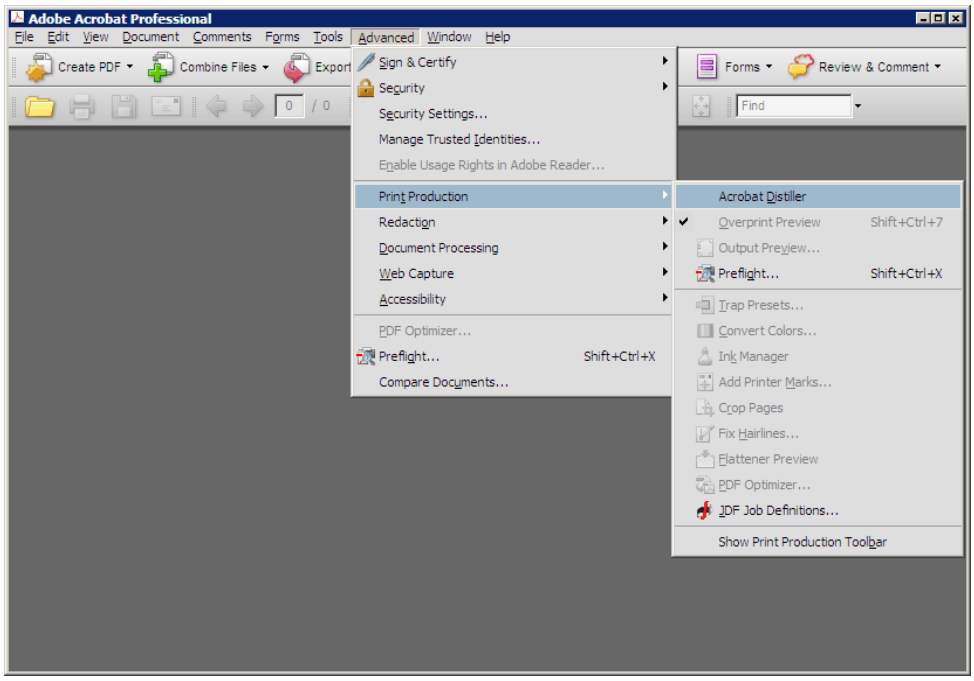
- Click on OK.

Click on OK again in the **Preferences** window.

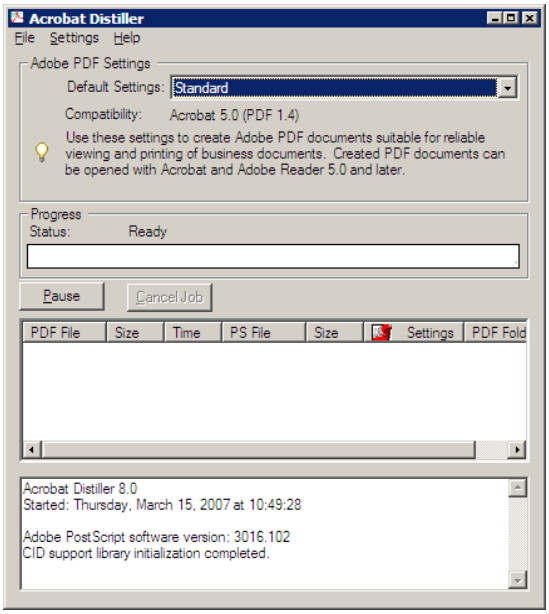
4.1.4 ■ Adobe Acrobat 8.0 Professional

***Note**: You can download and install a Distiller Job Options file (profile) created by NRC by following instructions in question 7* of the FAQs section.

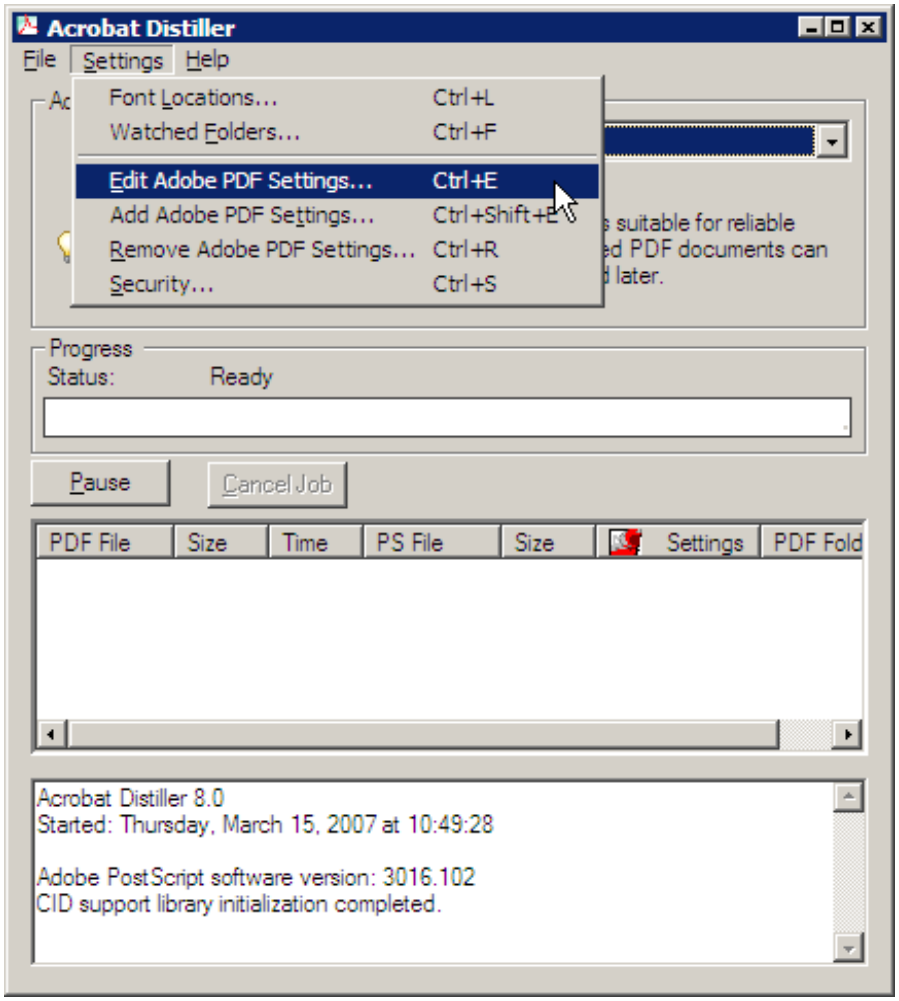
Launch Adobe Acrobat Distiller by clicking on **Windows Start ⇨ Programs ⇨ Adobe Acrobat Distiller 8** or while in Adobe Acrobat Professional, select **Advanced ⇨ Print Production ⇨ Acrobat Distiller**.



The **Acrobat Distiller** window pops up.

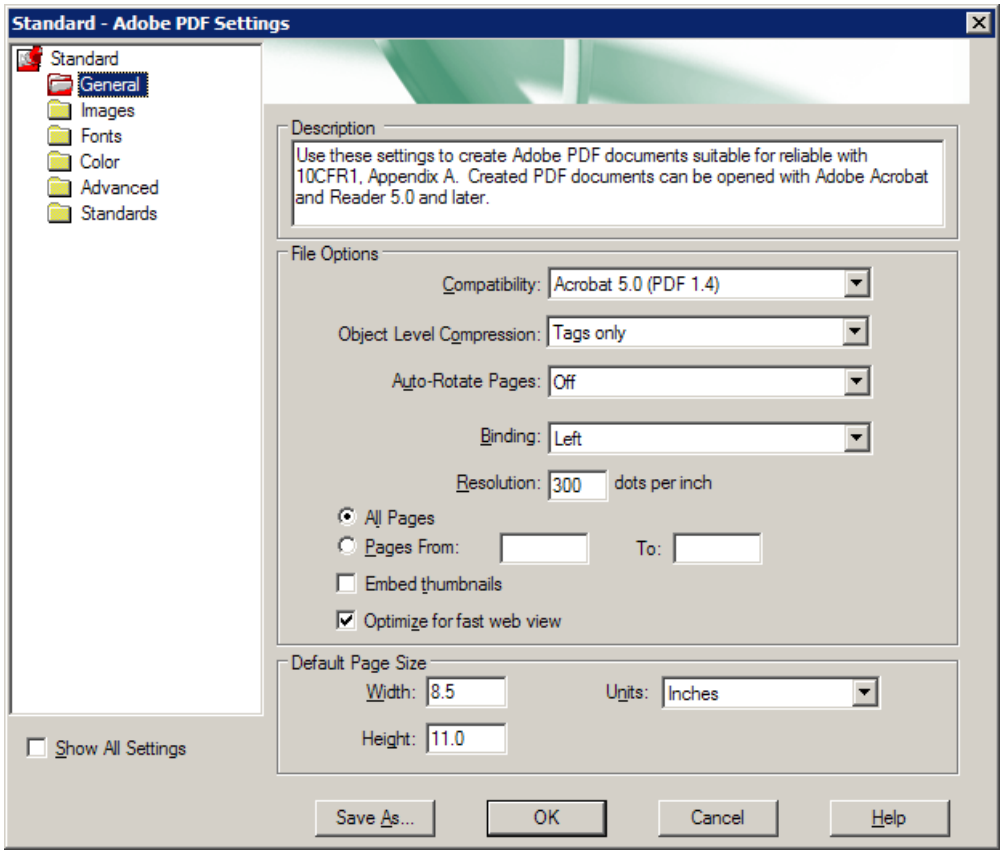


Change the settings by going to the pulldown menu and selecting **Settings ⇨ Edit Adobe PDF Settings**.



The **Standard - Adobe PDF Settings** window pops up. On the default **General** folder, change the following settings.

- In the **Description** section enter: Use these settings to create Adobe PDF documents suitable for compliance with 10CFR1, Appendix A. Created PDF documents can be opened with Adobe Reader 5.0 and later.
- From the dropdown menu, set **Compatibility** to Acrobat 5.0 (PDF 1.4).
- Keep Tags only as the **Object Level Compression** default.
- Set **Auto-Rotate Pages** to Off.
- Keep Left as the **Binding** default.
- Set **Resolution** to 300 dots per inch.
- Verify that **All Pages** is selected.
- Verify that **Optimize for fast web view** is checked.

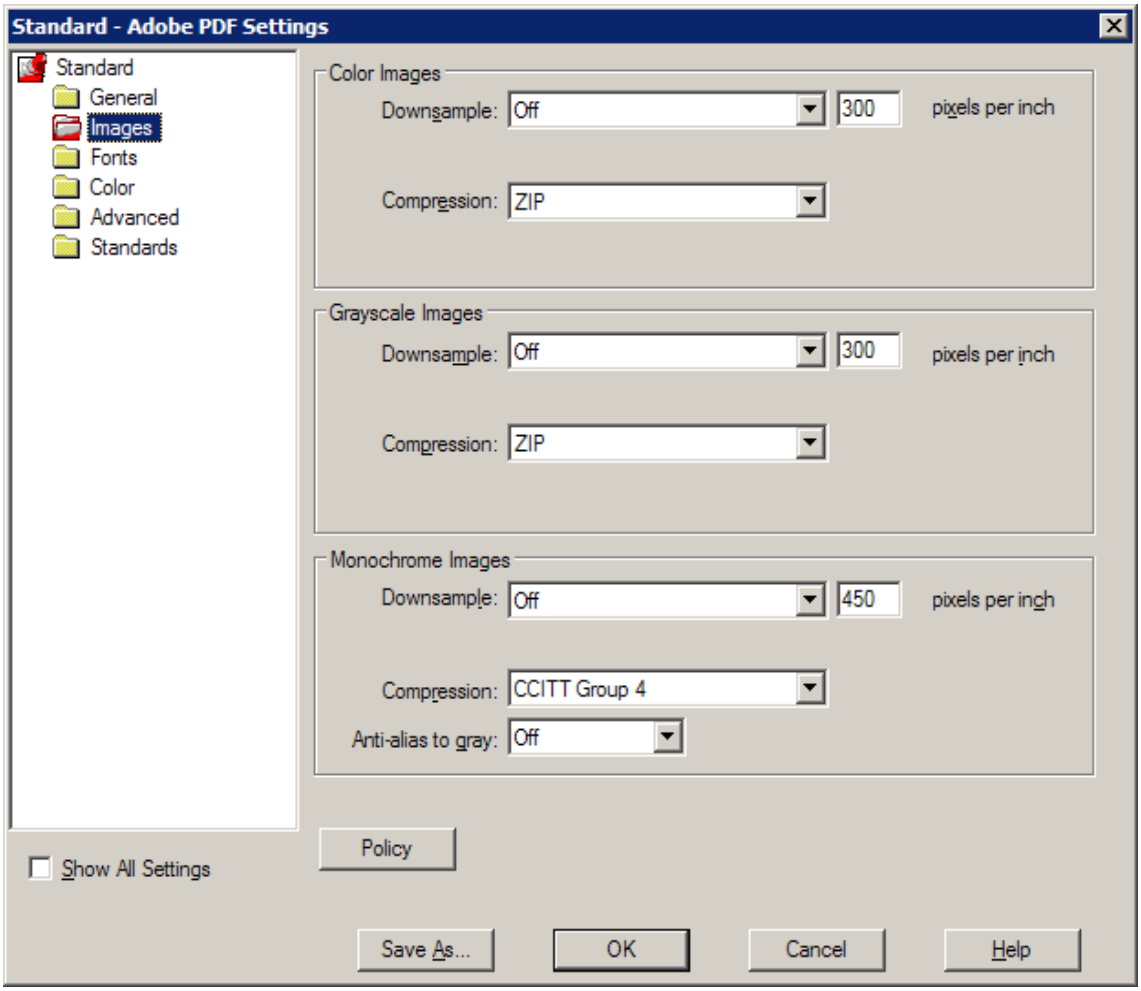


Select the **Images** folder and change the fields for all sections as follows:

- **Color Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

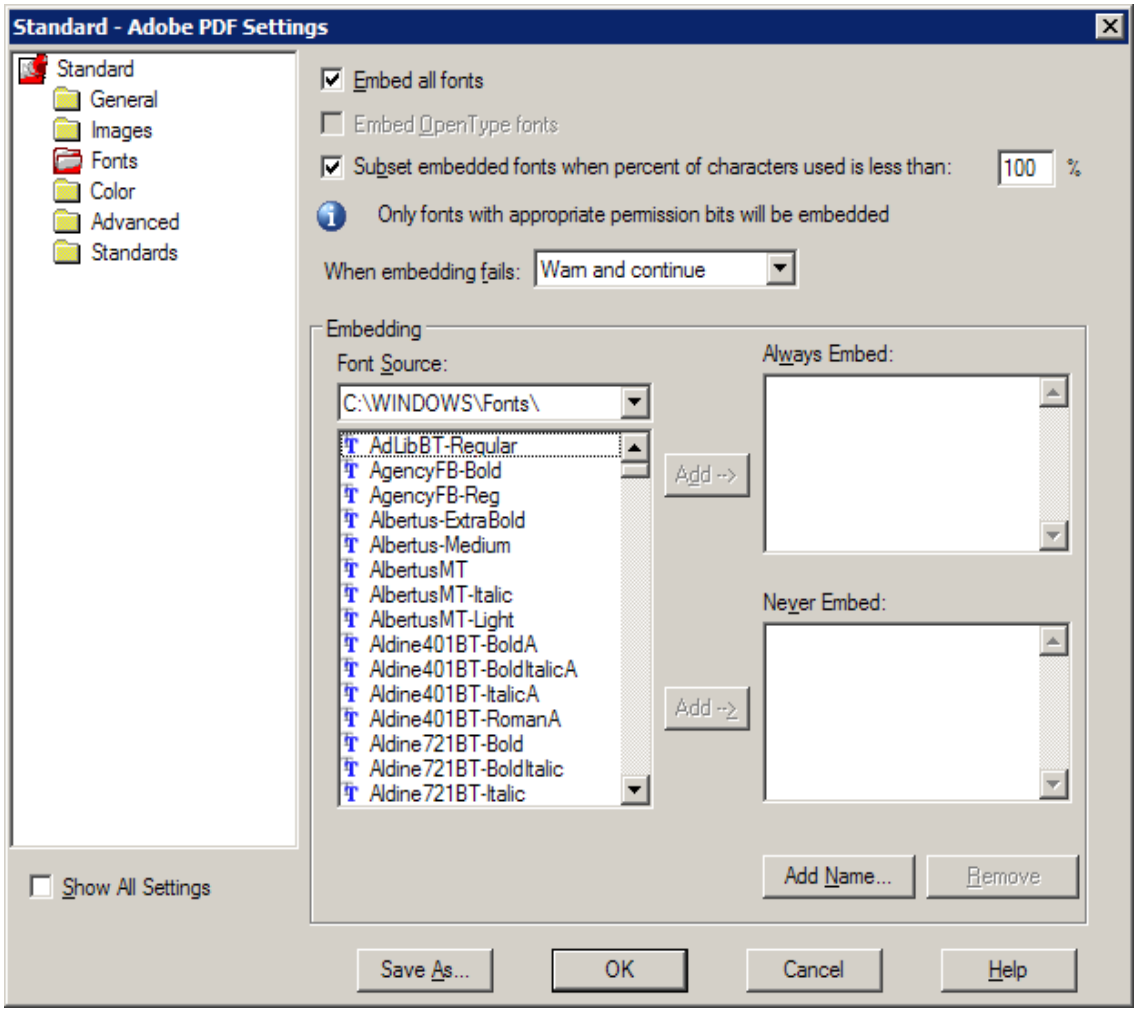
- **Grayscale Images**
  Downsample: Off
  Compression: ZIP
  300 ppi

- **Monochrome Images**
  Downsample: Off
  Compression: CCITT Group 4
  Anti-alias to gray: Off
  450 ppi



Click on the **Fonts** folder and—

- Verify that the **Embed all fonts** box is checked.
- Verify that **Subset embedded fonts when percent of characters used is less than** is checked and set at 100%.
- Keep Warn and continue as the default for **When embedding fails**.
- In the **Embedding** section, verify that **Font Source** is set to C:\WINDOWS\Fonts\ and remove everything in **Never Embed** (if there is anything) by selecting everything in the **Never Embed** field and clicking on **Remove**.

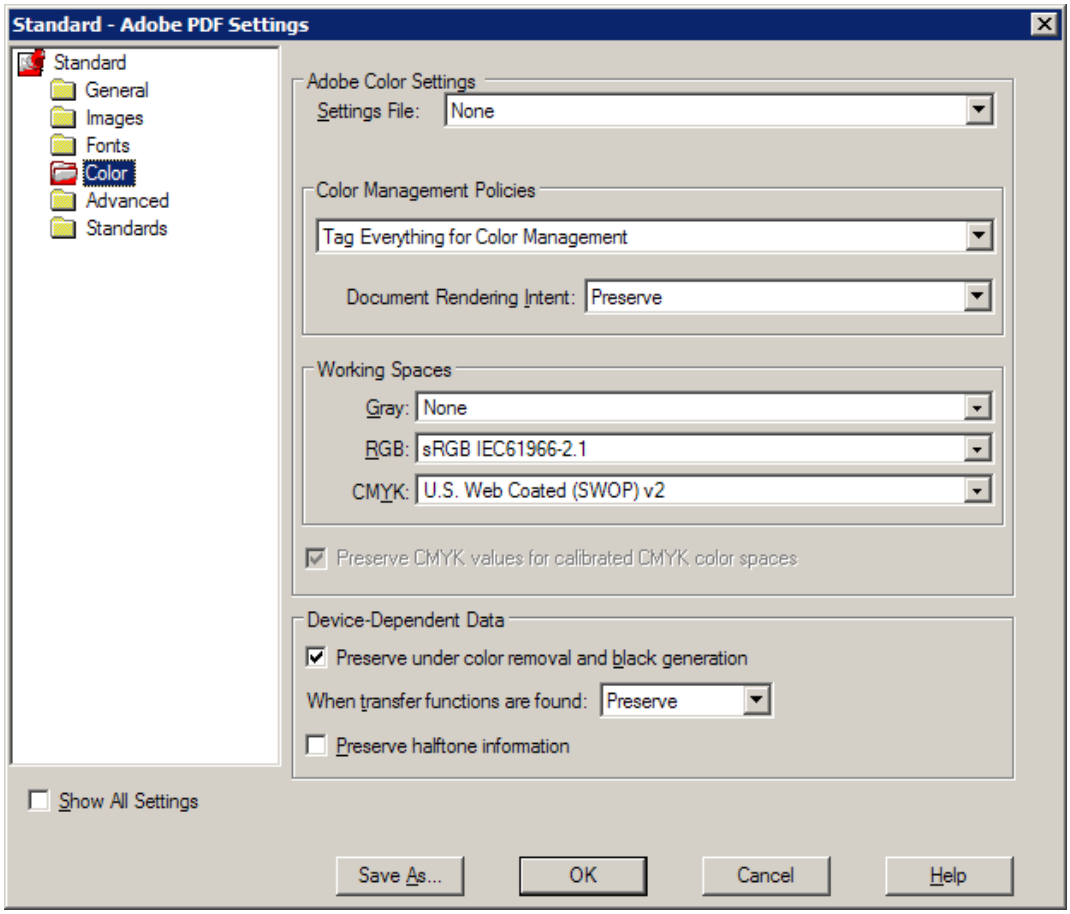


Click on the **Color** folder. In the **Adobe Color Settings** section—

- Make sure **Settings File** is set to None.
- Change **Color Management Policies** to Tag Everything for Color Management.
- Keep **Document Rendering Intent** set to Preserve.
- For the **Working Spaces** subsection—
  - Set **Gray** to None.
  - Keep **RGB** set to sRGB IEC61966-2.1.
  - Keep **CMYK** set to U.S Web Coated (SWOP) v2.

In the **Device-Dependent Data** section—

- Check the **Preserve under color removal and black generation option**.
- Set **When transfer functions are found** to Preserve.

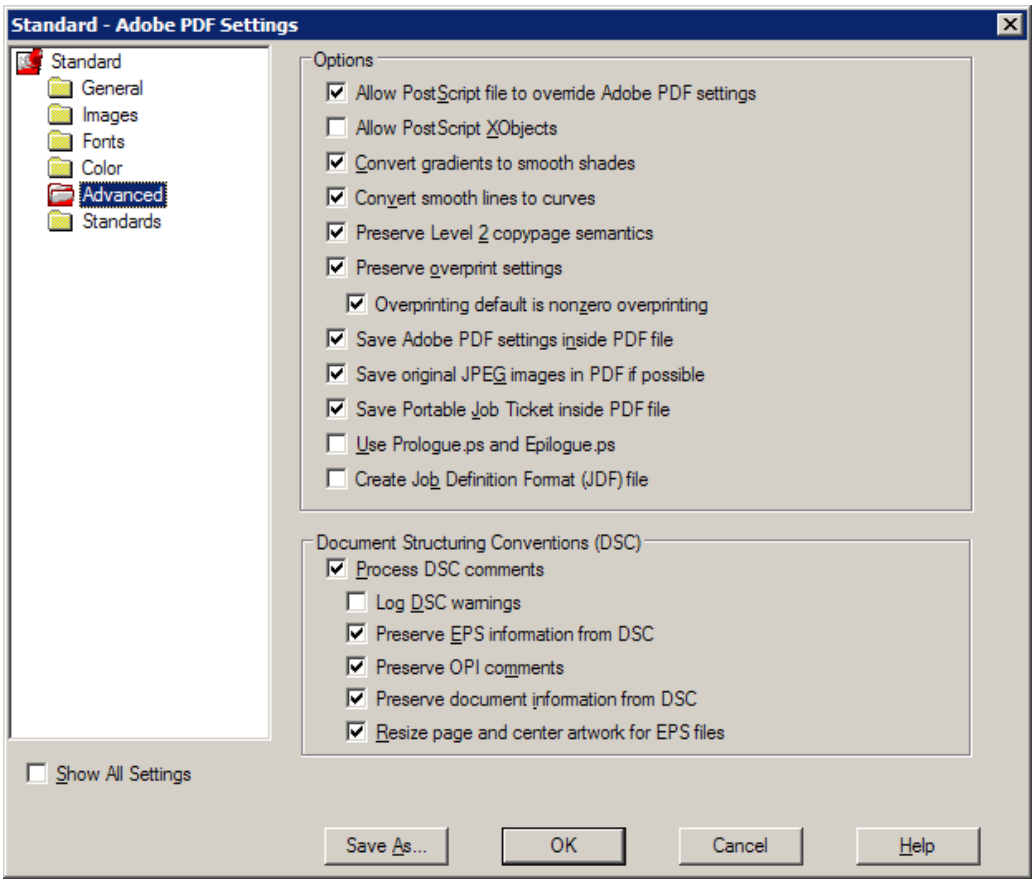


Click on the **Advanced** folder and make sure the following items in the **Options** section are selected and checked:

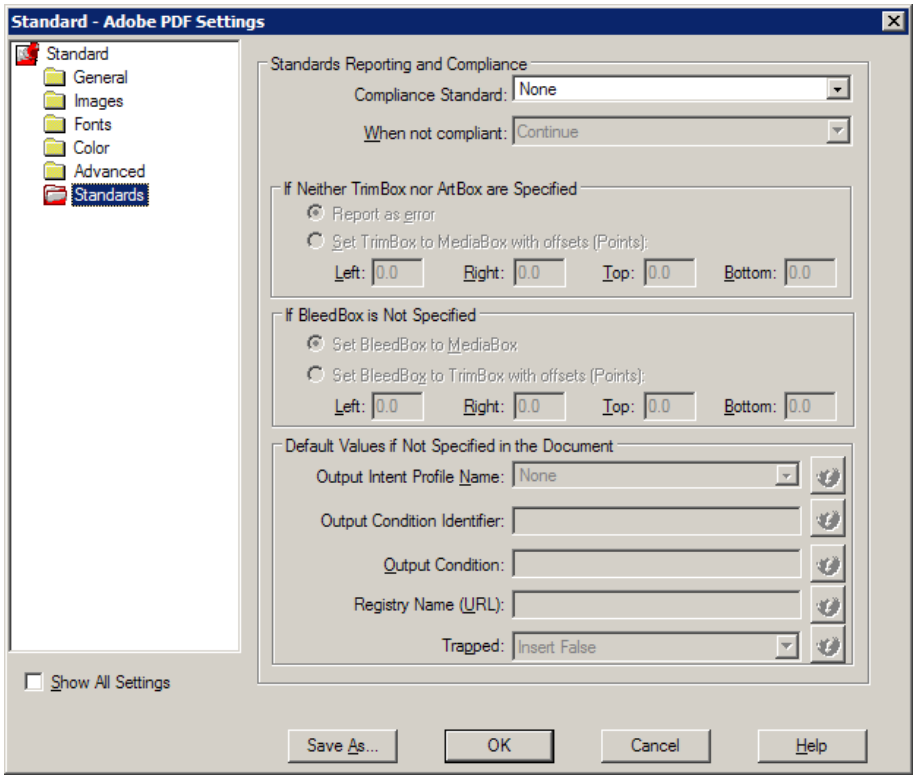
- Allow PostScript file to override Adobe PDF settings.
- Convert gradients to smooth shades.
- Convert smooth lines to curves.
- Preserve Level 2 copypage semantics.
- Preserve overprint settings.
- Overprinting default is nonzero overprinting.
- Save Adobe PDF settings inside PDF file.
- Save original JPEG images in PDF if possible.
- Save Portable Job Ticket inside PDF file.

The following items should be checked and enabled in the **Document Structuring Conventions** section:

- Process DSC comments.
- Preserve EPS information from DSC.
- Preserve OPI comments.
- Preserve document information from DSC.
- Resize page and center artwork for EPS files.

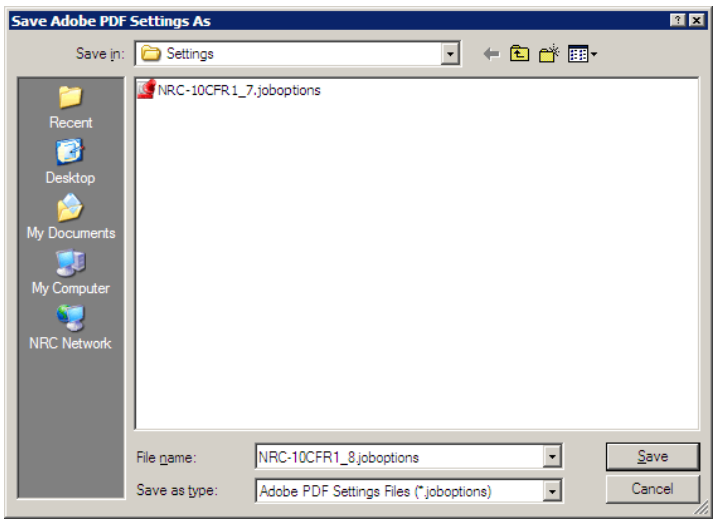


Click on the **Standards** folder. Leave everything as is in the **Standards Reporting and Compliance** section and verify that **Compliance Standard** is set to None.

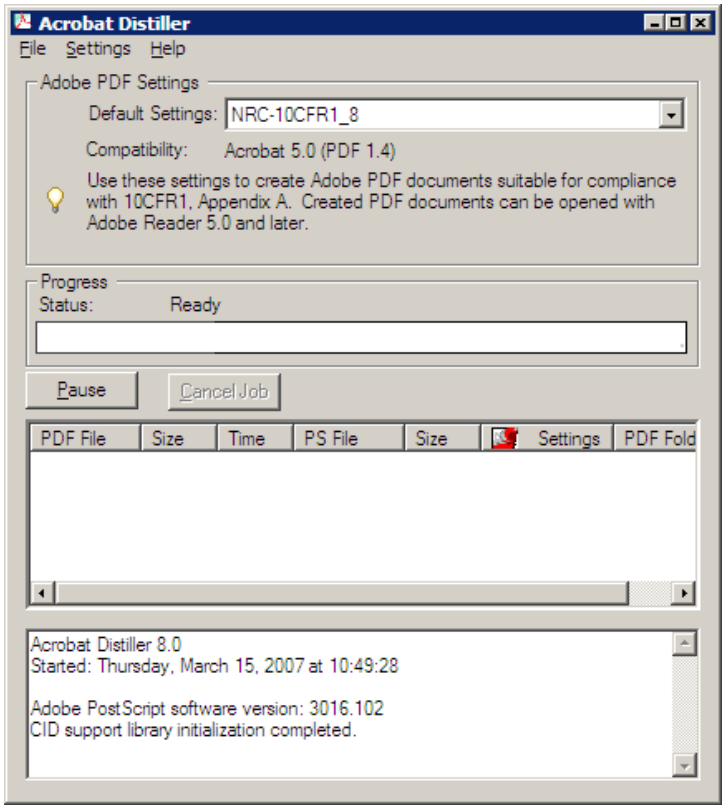


Click on Save As... in the bottom left corner of the window to save the changes.

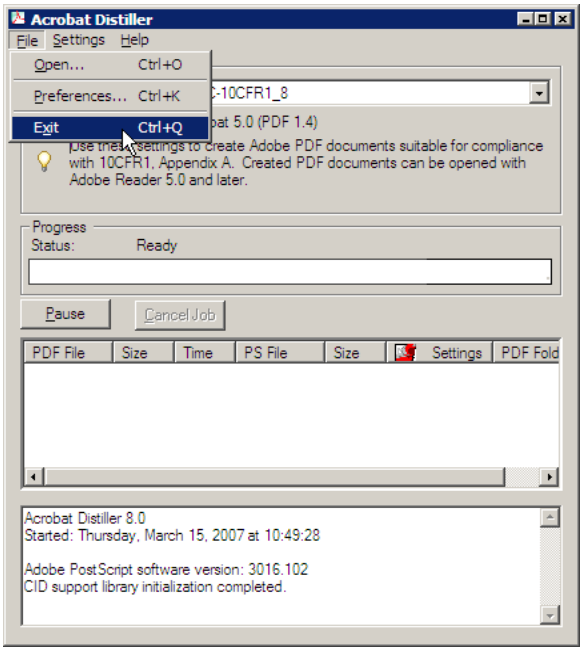
In the **File Name** field, enter NRC-10CFR1_8.joboptions as a new profile name (or whatever name you want to call it). Click on Save. Then OK.



The **Acrobat Distiller** window now pops up. Verify that **Default Settings** is set to your newly created profile (for example, “NRC-10CFR1_8"), as in the screen below.

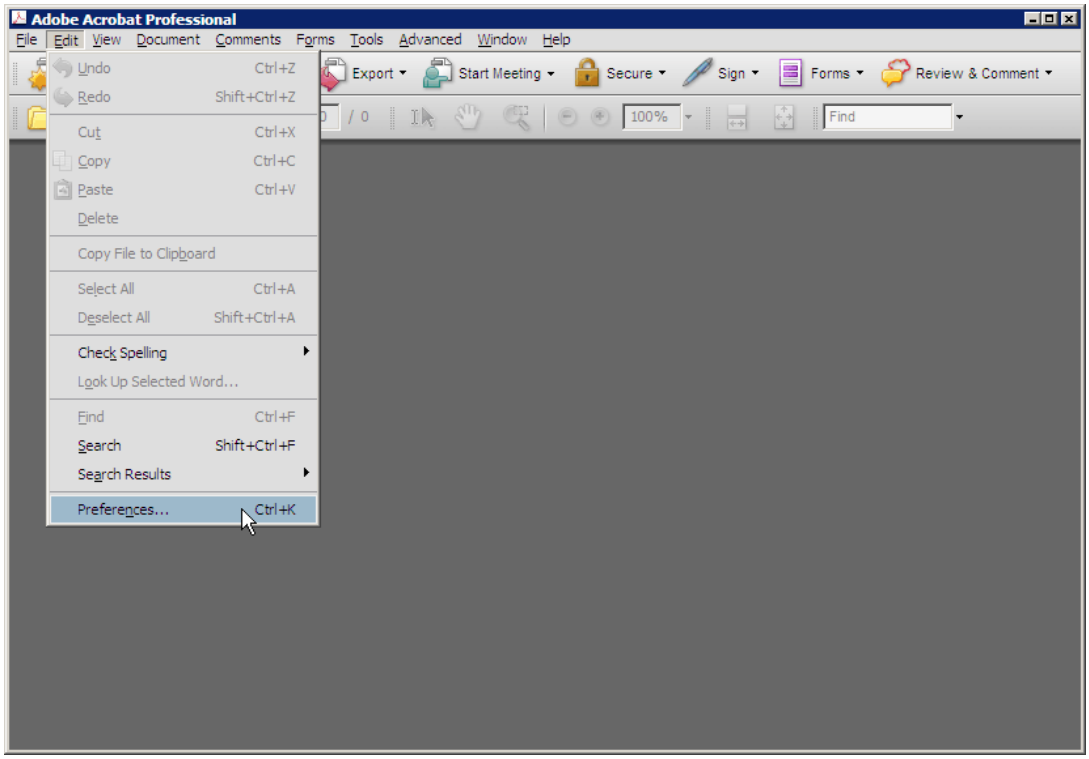


Select **File** ⇨**Exit** or click on to close Acrobat Distiller.



It is important to set the preferences in Adobe Acrobat so you can convert different types of documents to PDF while in Adobe Acrobat.

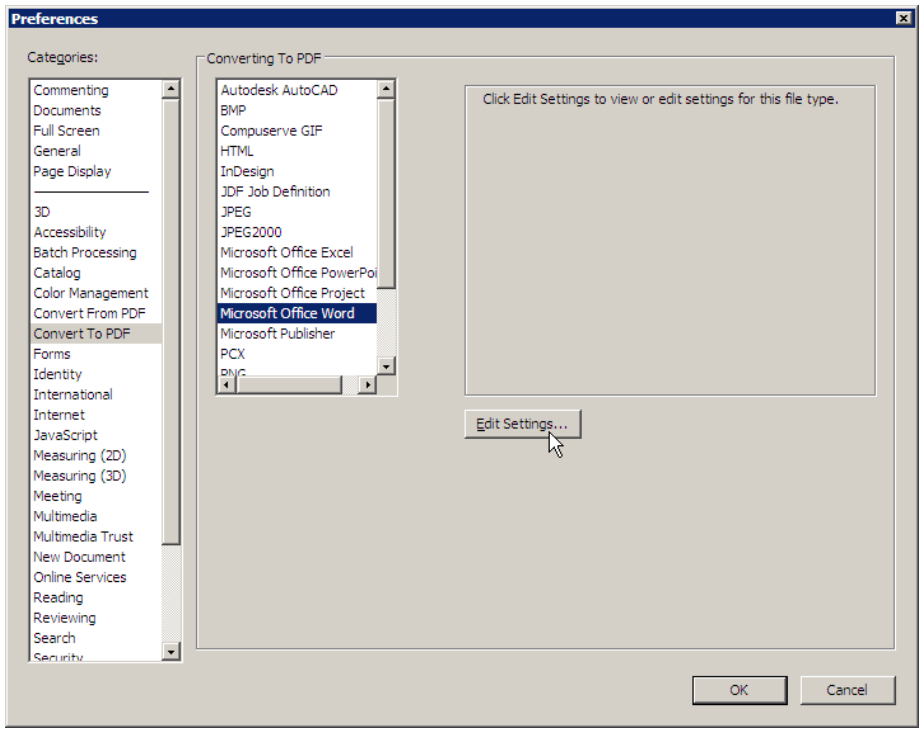
From the main menu, click on **Edit** ⇨ **Preferences** to set the preferences.



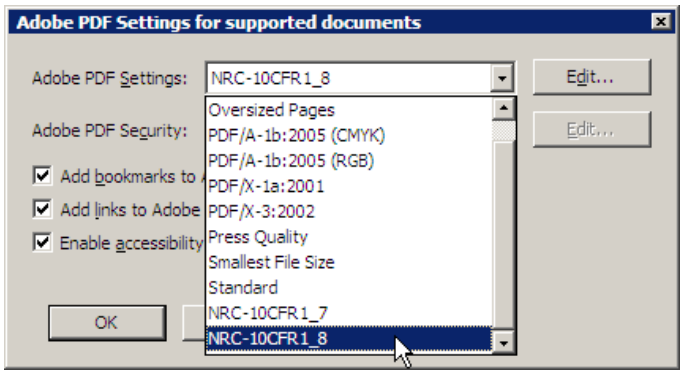
In the **Preferences** window, select **Convert To PDF** option from the **Categories** subwindow. You will see a list of application in the **Convert to PDF** subwindow. One of these applications may be the application used to create your document. The screen below gives configuration instructions for Microsoft Office, Project, and Publisher documents and TIFF images. Select and change the configurations for your application.

Microsoft Office Word

- Select **Microsoft Office Word** and click on Edit Settings... .



In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for example, "NRC-10CFR1_8").

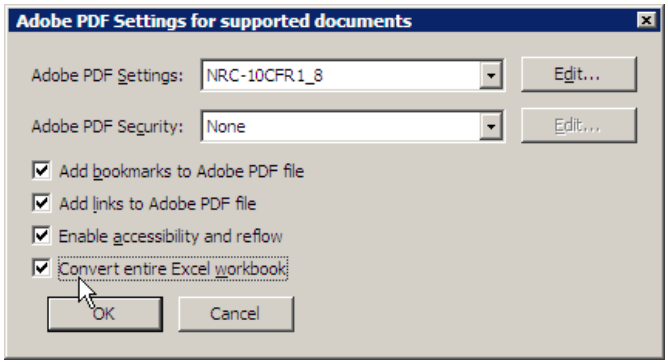


Microsoft Office Excel

- Select **Microsoft Office Exel** and click on Edit Settings... .

In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for example, “NRC-10CFR1_8").

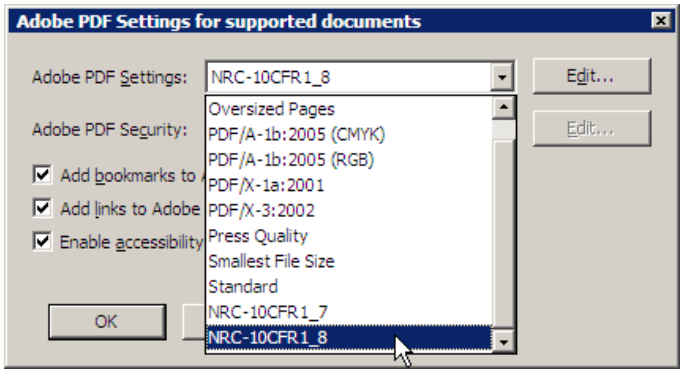
Click on **Convert entire Excel workbook** to ensure that the conversion of the whole Excel workbook is supported. Then click on OK .



Microsoft Office PowerPoint

- Select **Microsoft Office PowerPoint** and click on Edit Settings... .

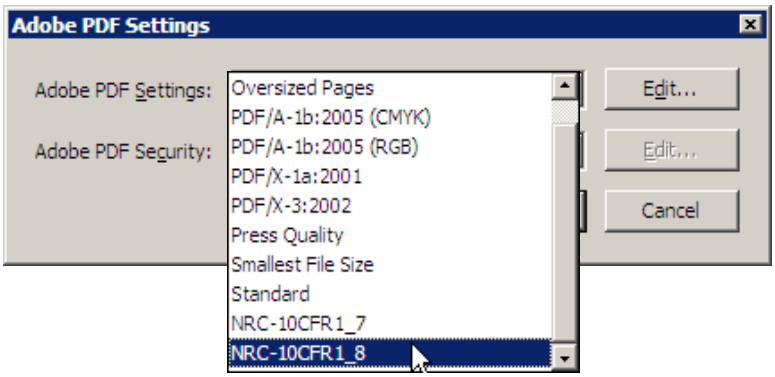
In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for example, “NRC-10CFR1_8").



Microsoft Office Project

- Select **Microsoft Office Project** and click on Edit Settings... .

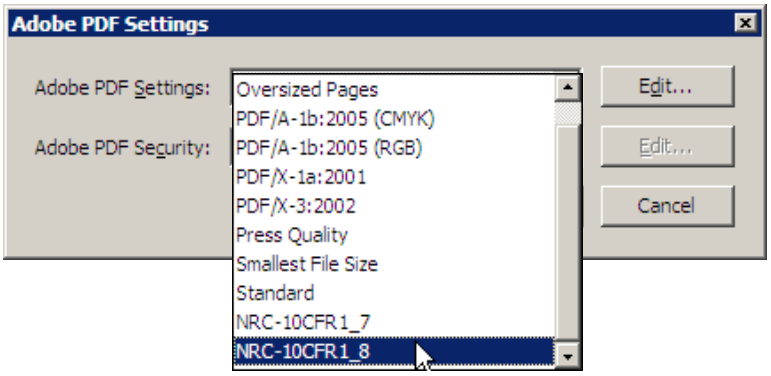
In the **Adobe PDF Settings** window, click on the dropdown menu and select the newly created profile (in this example, “NRC-10CFR1_8"). Leave Adobe PDF Security as “None”. Then click on OK .



Microsoft Publisher

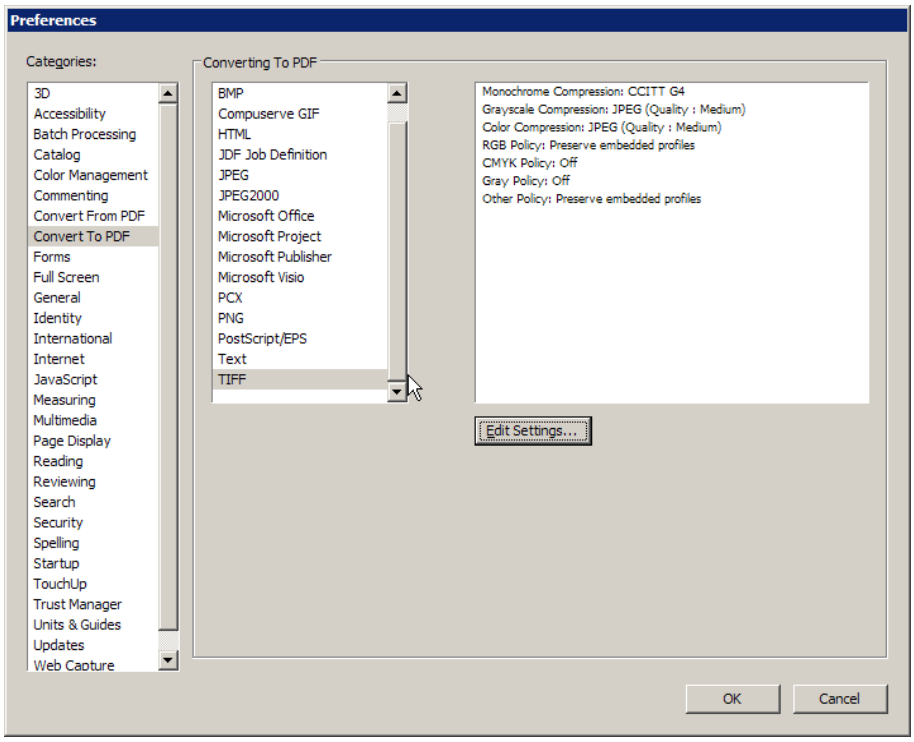
- Select **Microsoft Publisher** and click on Edit Settings... .

In the **Adobe PDF Settings** window, click on the dropdown menu and select the newly created profile (in this example, “NRC-10CFR1_8"). Leave Adobe PDF Security as “None”. Then click on OK .

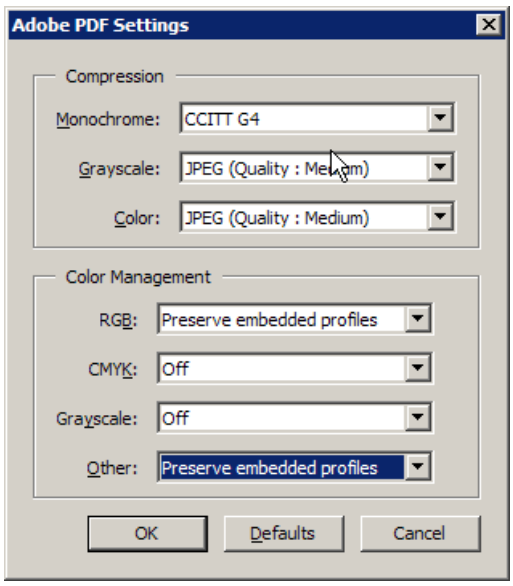


TIFF

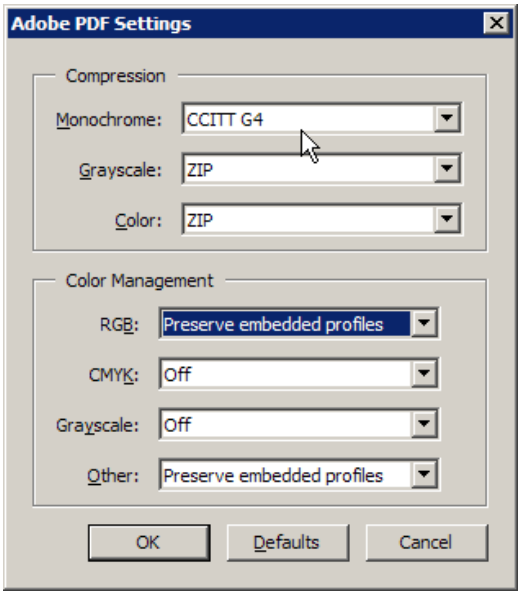
- Select **TIFF** then click on Edit Settings... .



The **Adobe PDF Settings** window appears with the default settings.



- Change the settings in the **Compression** section as follows:
  - Set Grayscale to ZIP.
  - Set Color to ZIP.
  - Leave the rest as is.



- Click on OK.

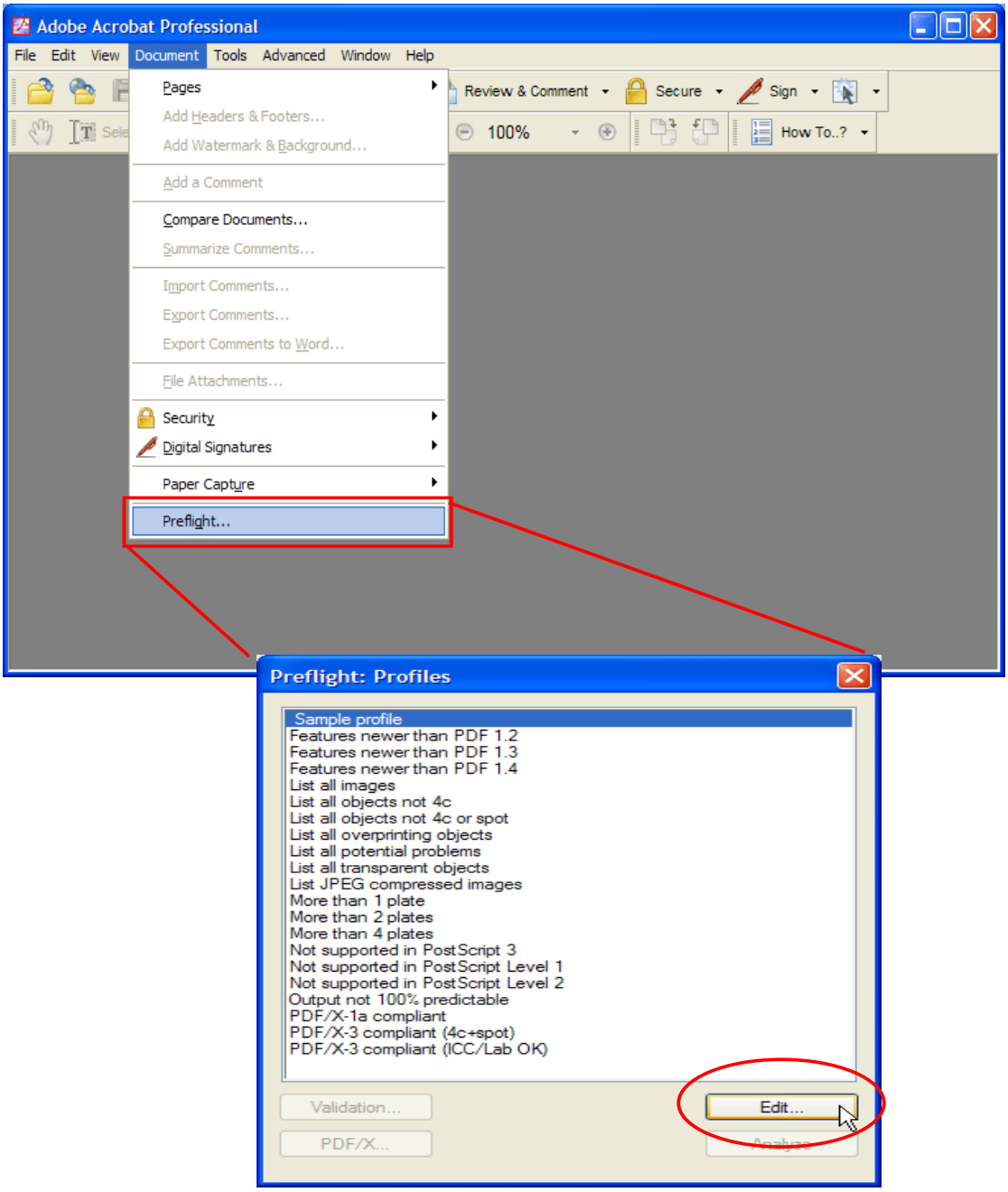
Click on OK again in the **Preferences** window.

4.2 Setting up and configuring Adobe Preflight for—

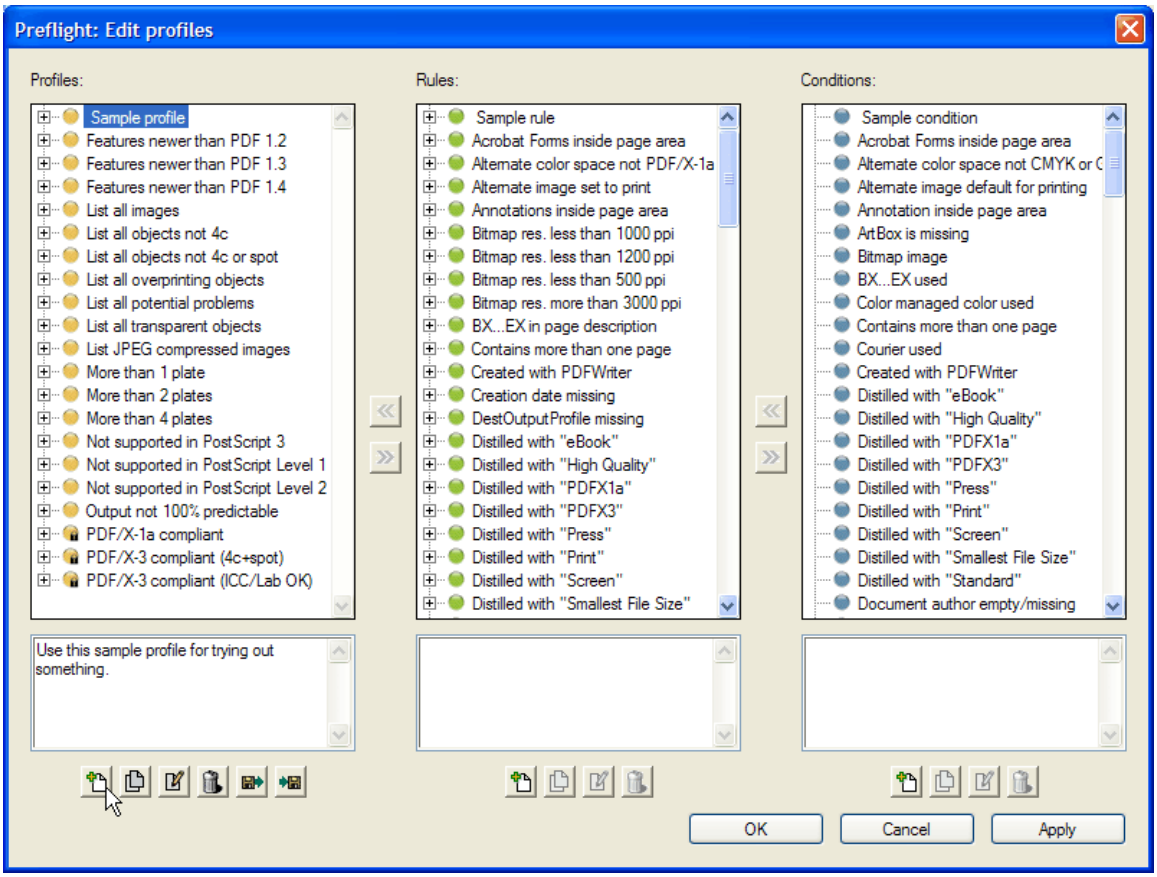
4.2.1 ■ Adobe Acrobat 6.0 Professional

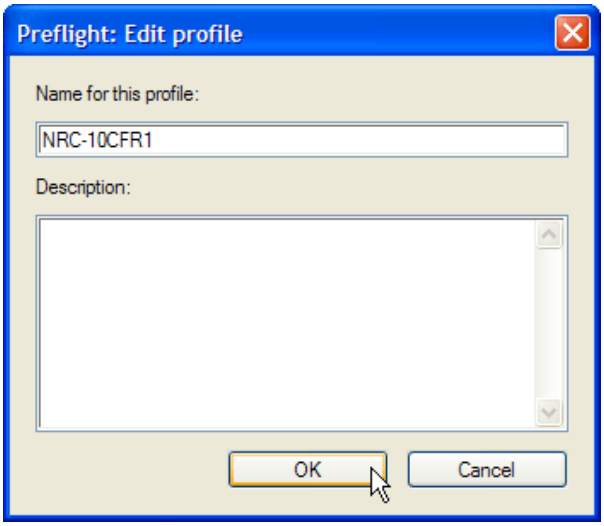
***Note**: You can download and install a NRC created Adobe Preflight profile by following instructions in question 8* of the FAQs section.

- Launch Adobe Acrobat 6.0 Professional.
- From the main menu, click on **Document** and select **Preflight**.
- Click on the **Edit** button to bring up the **Preflight: Edit profiles** window.



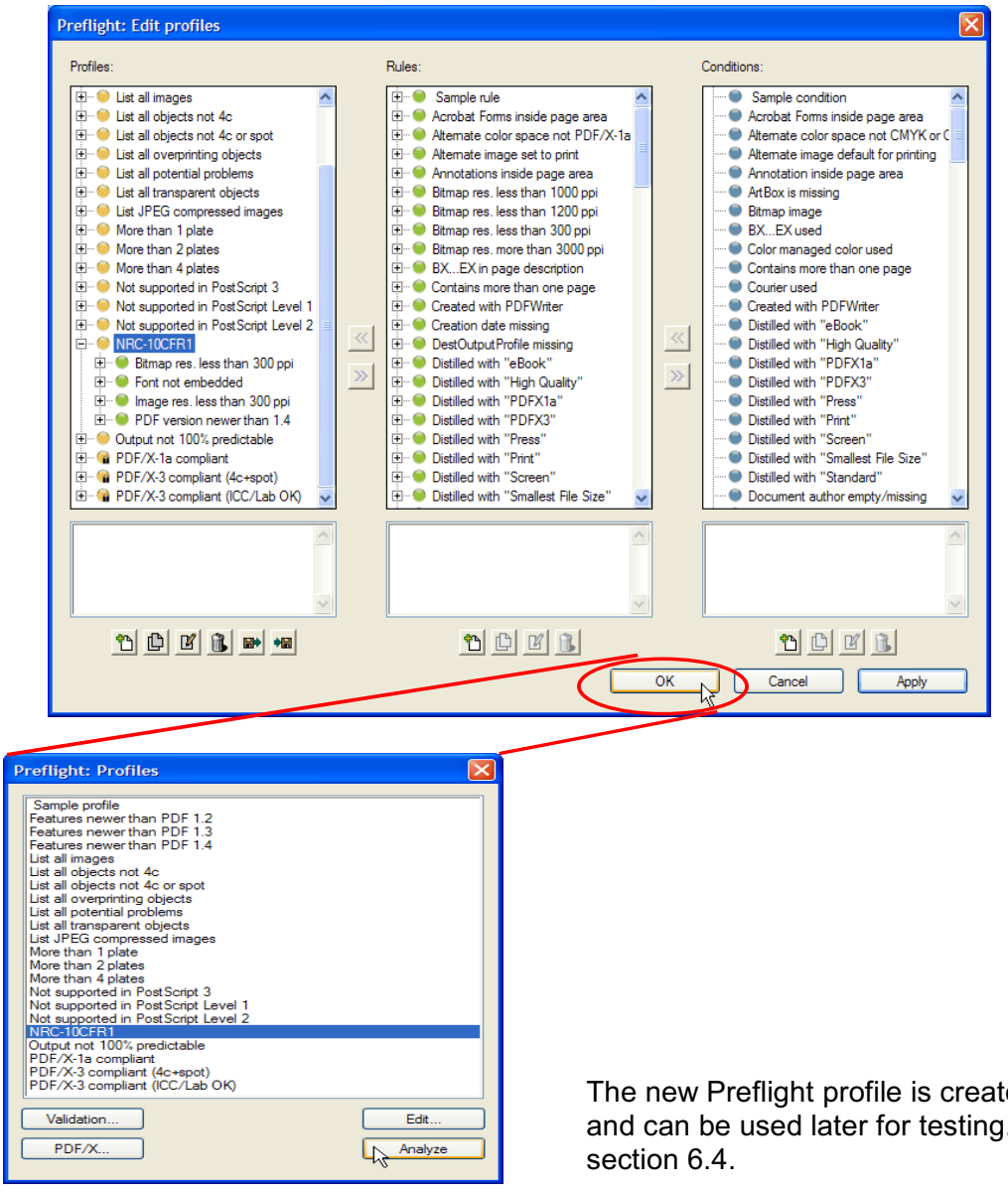
- In the **Preflight: Edit profiles** window, click on to create a new profile designate to NRC.





- Create a new name for the profile (e.g., “NRC-10CFR1").

- Select the following in the **Rules** section and click on the double left arrow to add to the new **Preflight** profile:
  - Bitmap resolution less than 300 ppi
  - Font not embedded
  - Image resolution less than 300 ppi
  - PDF version newer than 1.4
- Click on OK when finish.

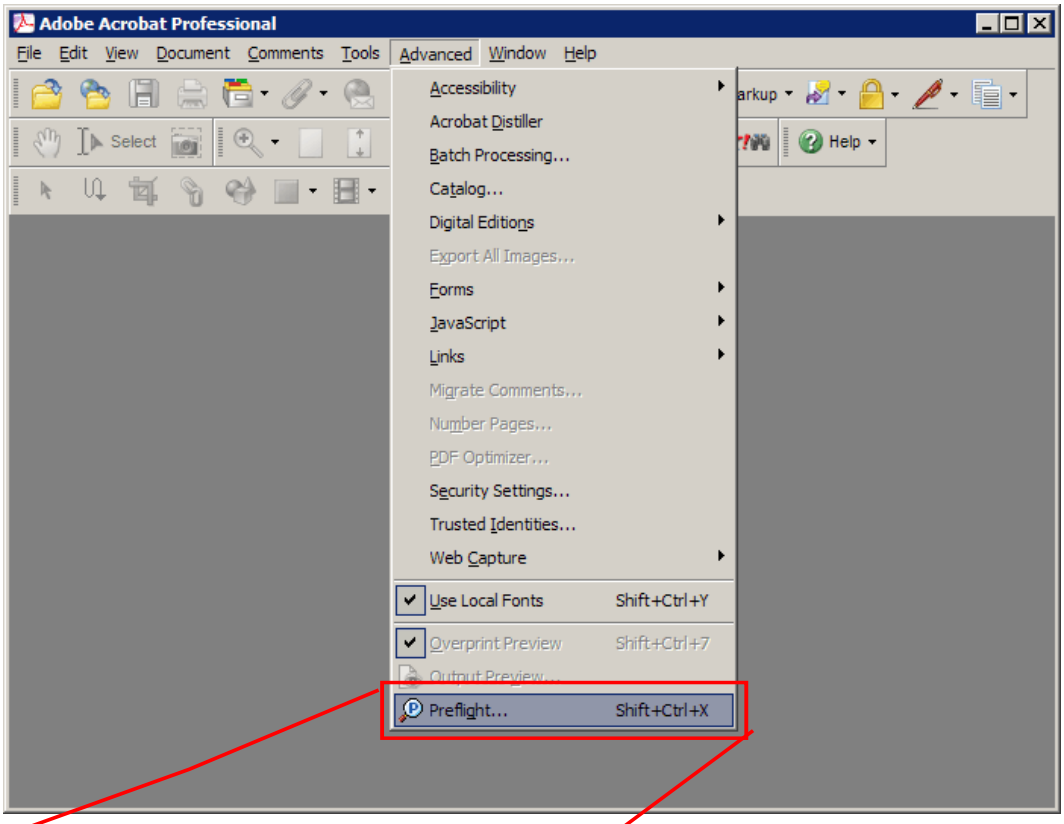


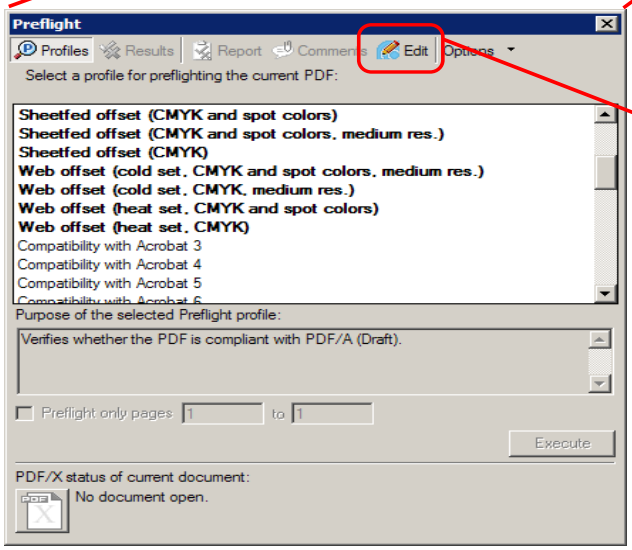
The new Preflight profile is created and can be used later for testing. See section 6.4.

4.2.2 ■ Adobe Acrobat 7.0 Professional

***Note**: You can download and install a NRC created Adobe Preflight profile by following instructions in question 8 of the FAQs section.*

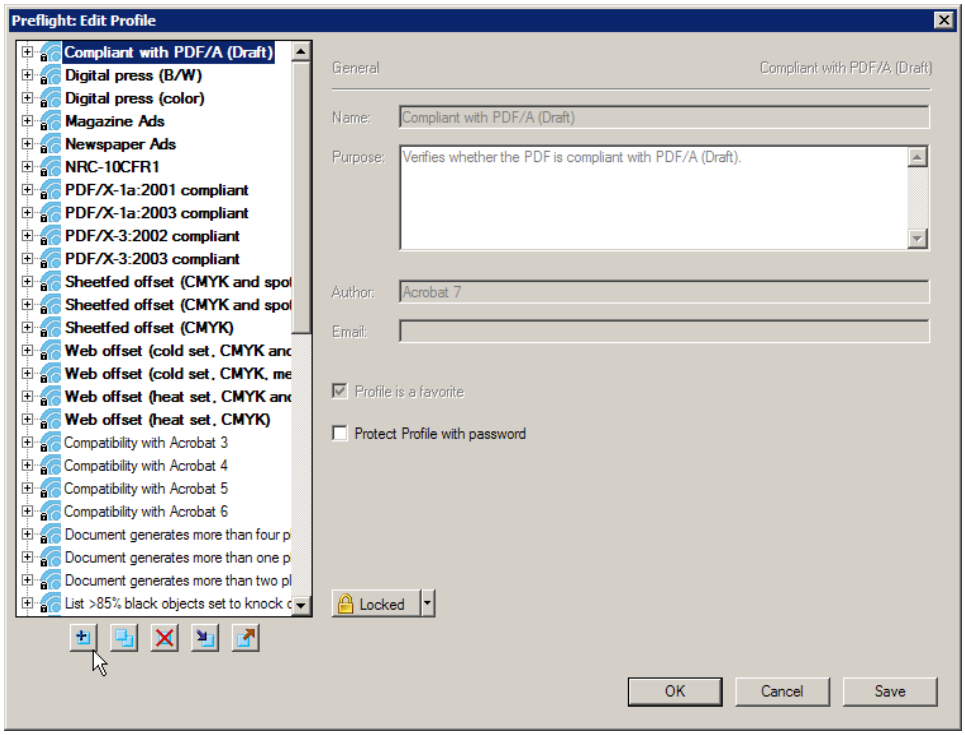
- Launch Adobe Acrobat 7.0 Professional.
- From the main menu, click on **Advanced** and select **Preflight**.



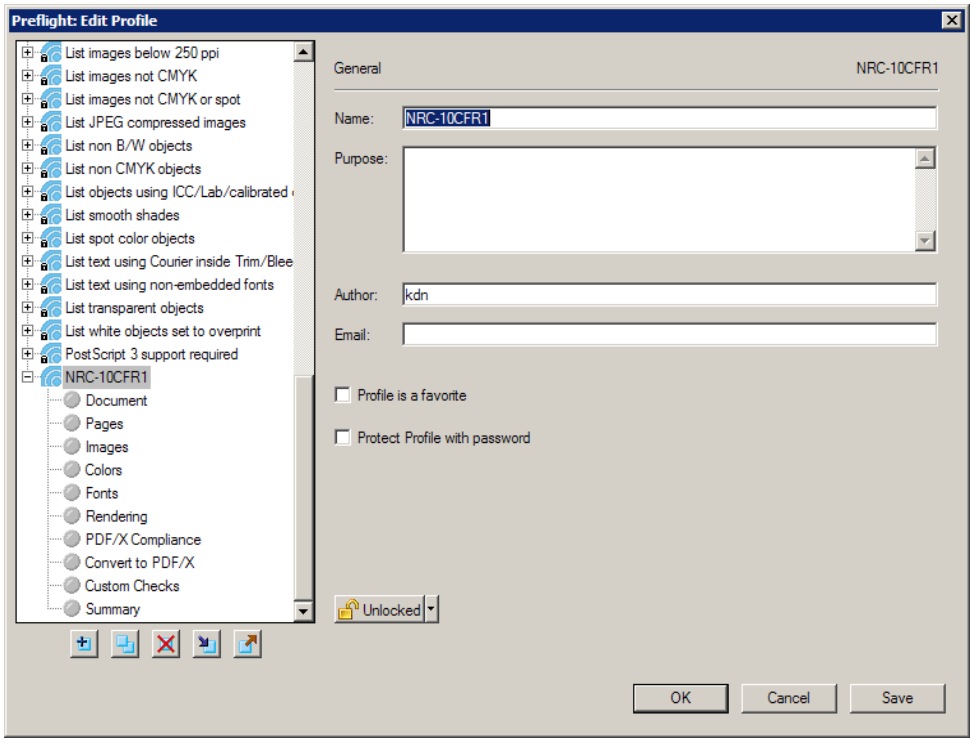


- From the **Preflight** window, select a profile and click on **Edit** from the menu bar.

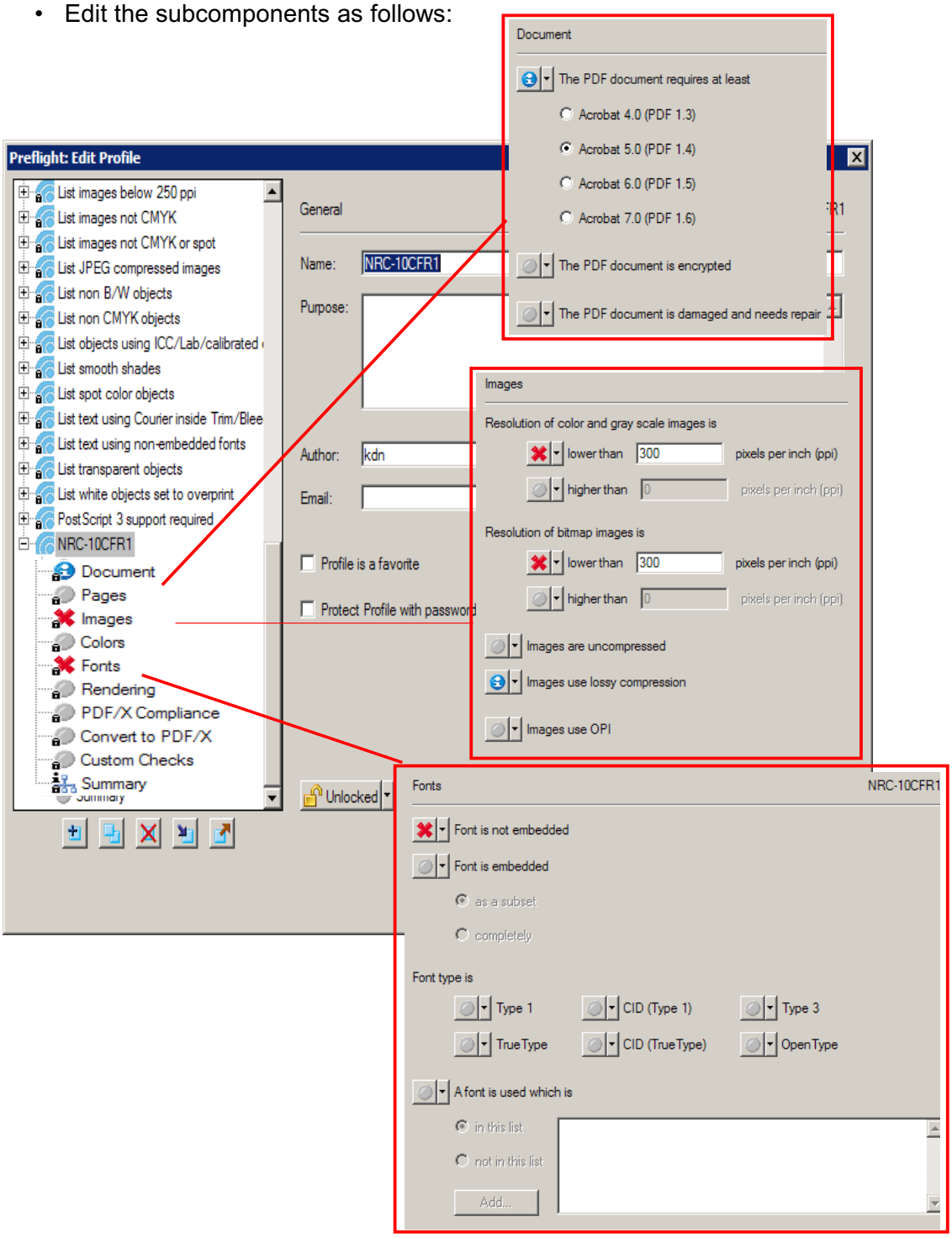
- In the **Preflight: Edit Profiles** window, click on to create a new profile designate to NRC.



- Give the new profile a name (e.g., “NRC-10CFR1").



- Edit the subcomponents as follows:



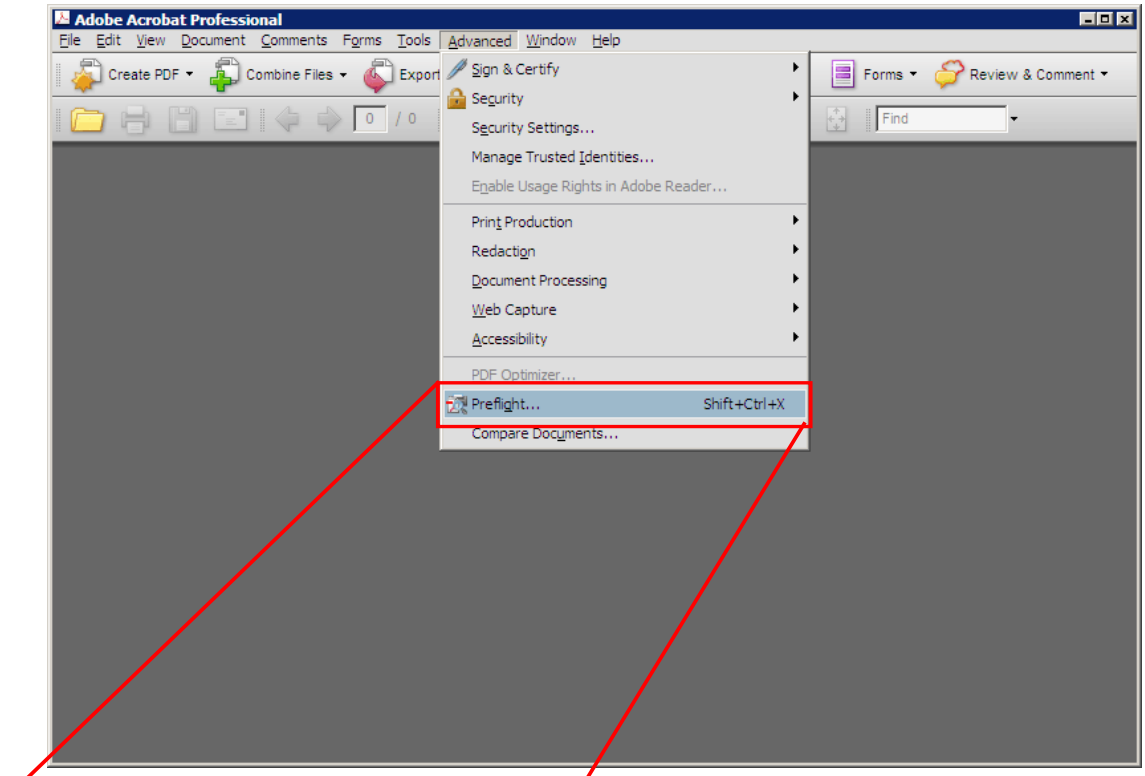
- Then click on OK .

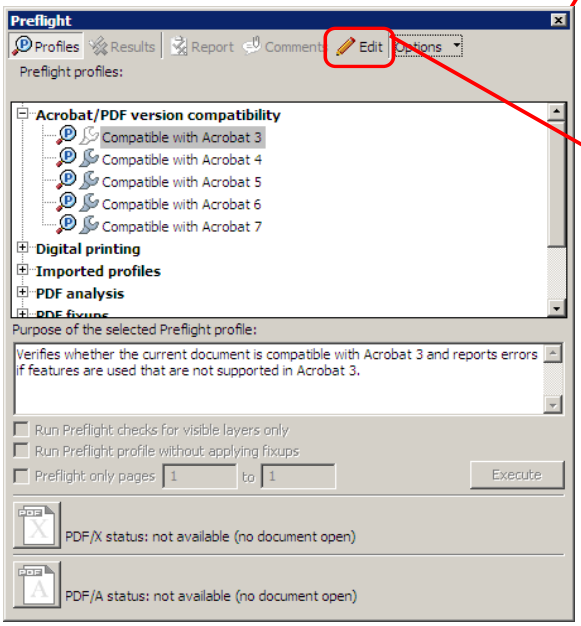
The new Preflight profile is created and can be used later for testing. See section 6.4.

4.2.3 ■ Adobe Acrobat 8.0 Professional

***Note**: You can download and install a NRC created Adobe Preflight profile by following instructions in question 8 of the FAQs section.*

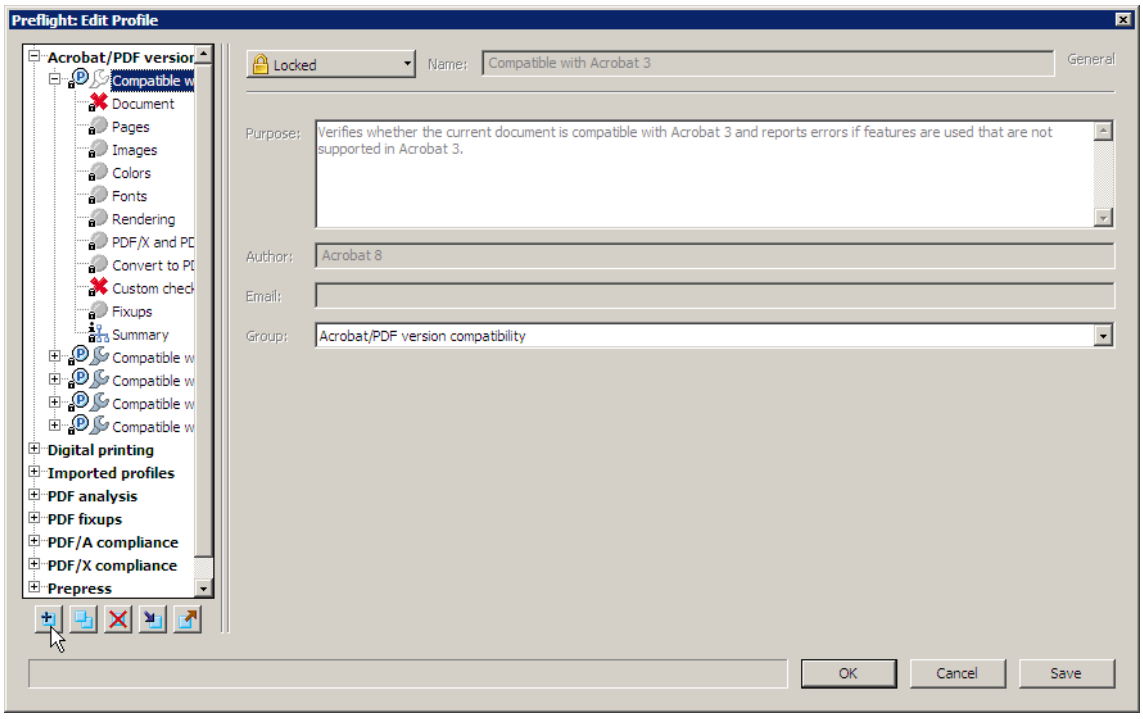
- Launch Adobe Acrobat 8.0 Professional.
- From the main menu, click on **Advanced** and select **Preflight**.



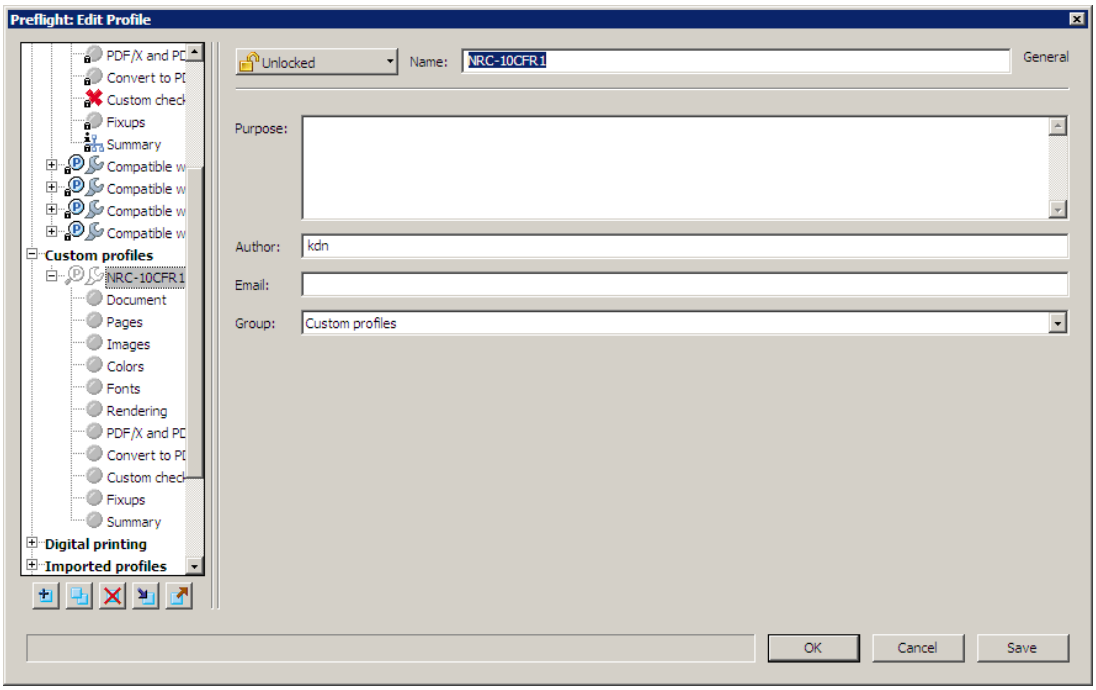


- From the **Preflight** window, select a profile and click on **Edit** from the menu bar.

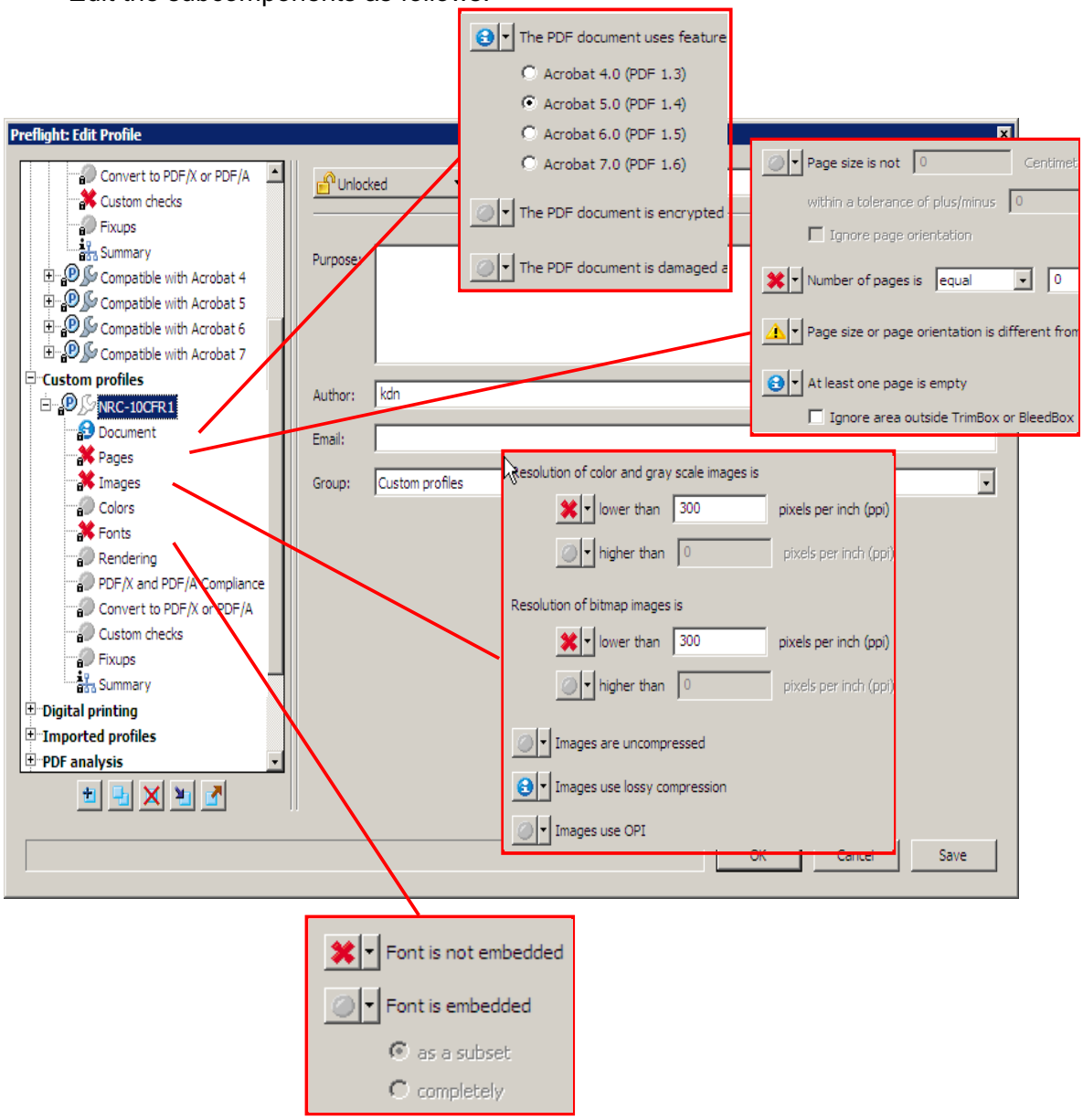
- In the **Preflight: Edit Profiles** window, click on to create a new profile designate to NRC.



- Give the new profile a name (e.g., “NRC-10CFR1").



- Edit the subcomponents as follows:



- Then click on OK .

The new Preflight profile is created and can be used later for testing. See section 6.4.

5.0 Conversion Information

5.1 Converting Microsoft (MS) Office Suite XP/2003 to PDF

5.1.1 ■ MS-Office Word 2003

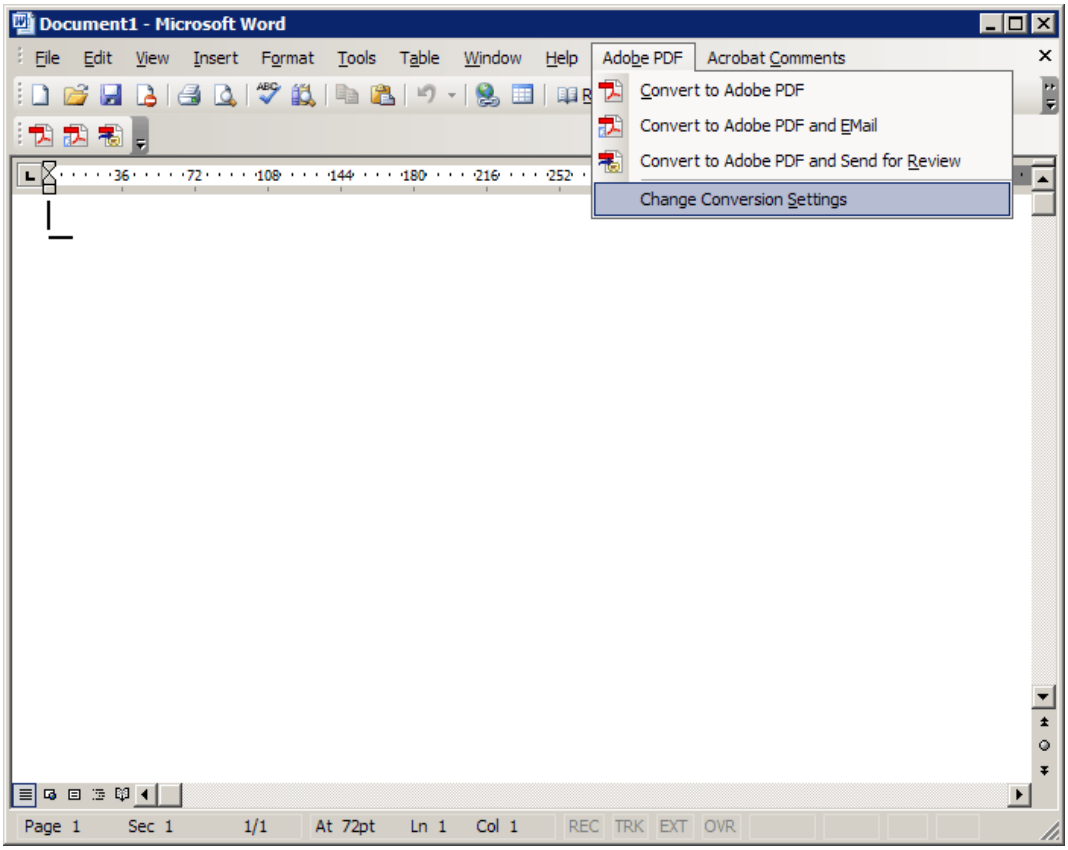
***Important**: If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

**** Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further. Instructions to remove/delete sensitive/unwanted text can be found at http://adamswebsearch.nrc.gov/idmws/ViewDocByAccession.asp?AccessionNumber=ML060760600.*

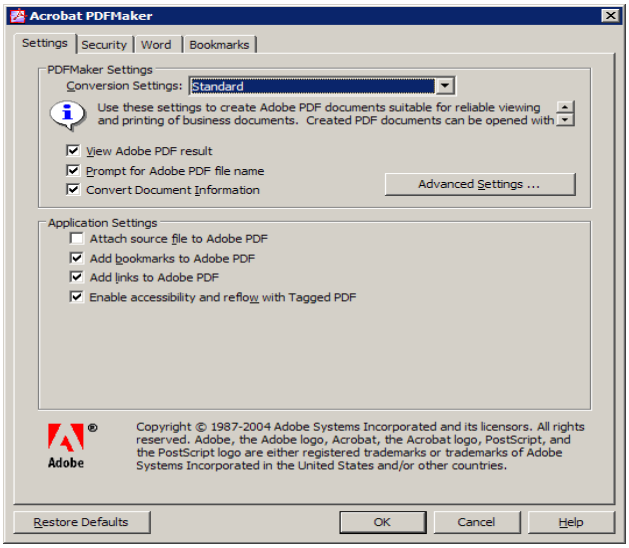
Launch Microsoft Word (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Word 2003**).

Verify that the Microsoft Word conversion settings match the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

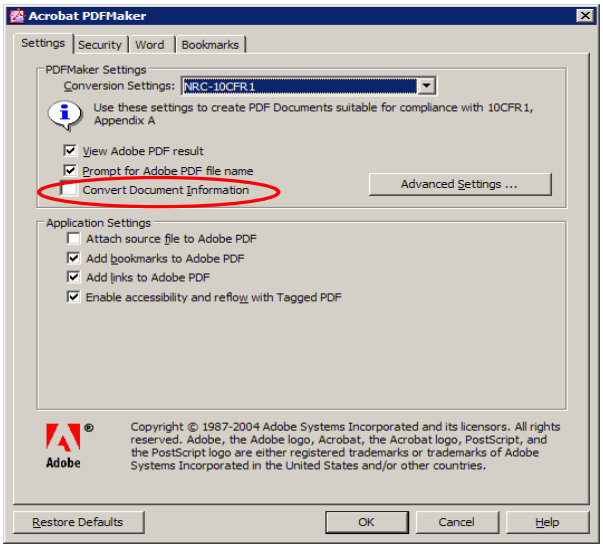
***Note**: Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 53 of this section.*



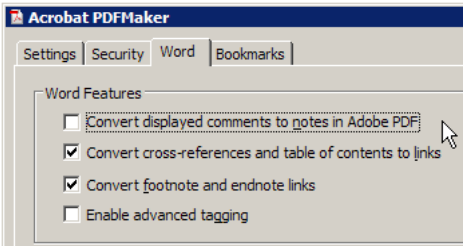
The **Acrobat PDFMaker** window pops up.



Click on the **Settings** tab then in the **Conversion Settings** field of the **PDFMaker Settings** section. Click on the dropdown arrow and select the profile you have created (e.g., “NRC-10CFR1"). Uncheck **Convert Document Information**.

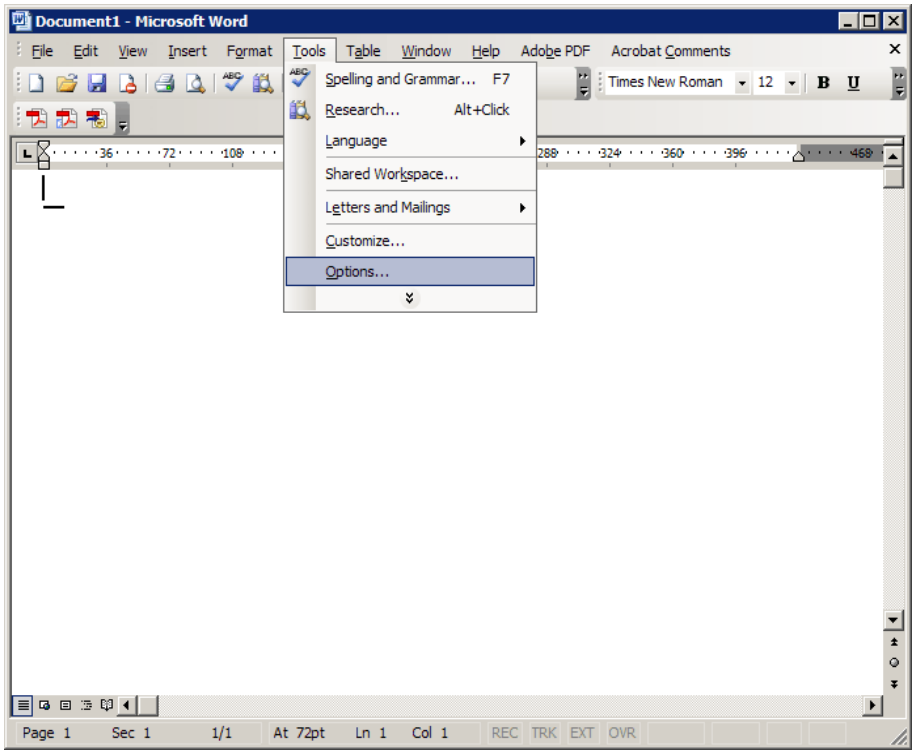


Click on the **Word** tab then uncheck **Convert display comments to notes in Adobe PDF**.

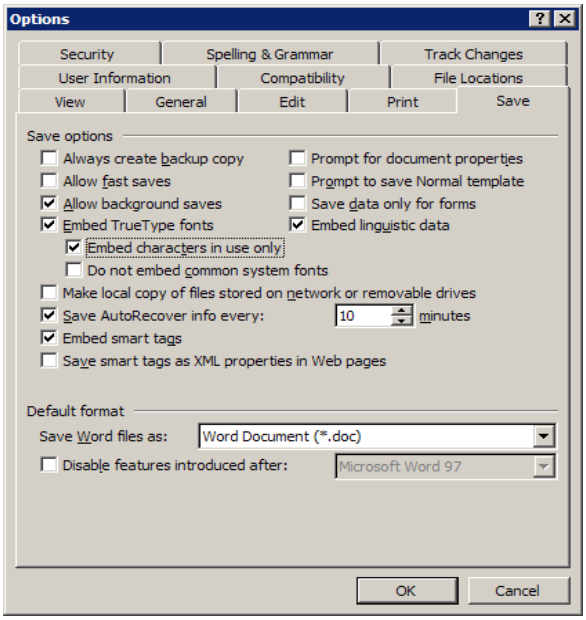


Leave the settings on the other tabs as they are. Click on OK.

To ensure that the fonts in the document will be embedded during the conversion process, go to the main menu and click on **Tools** ⇨ **Options**.



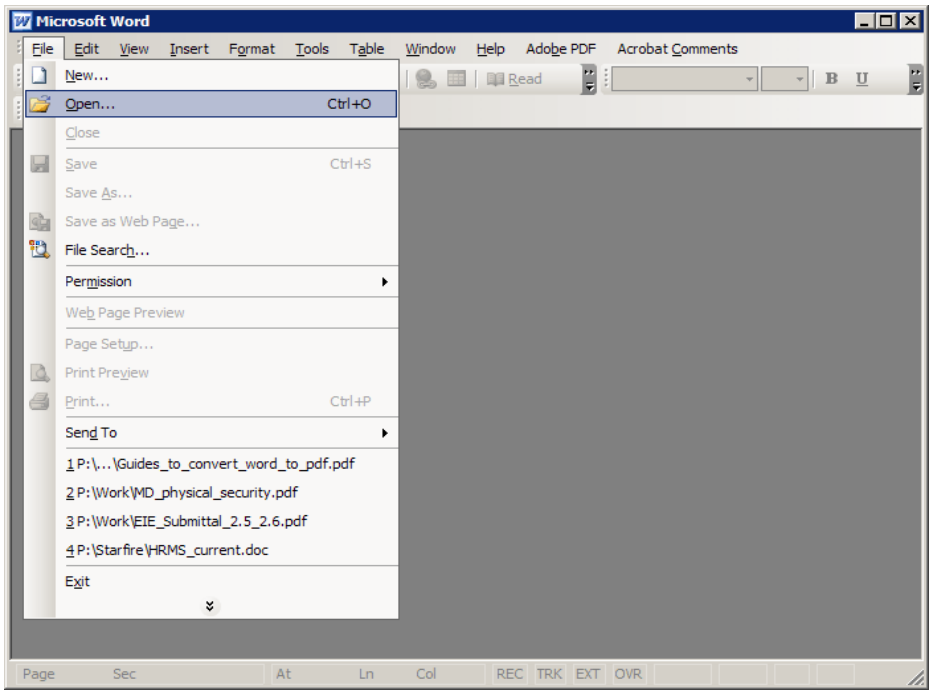
Click on the **Save** tab in the **Options** window and check the **Embed TrueType fonts** option. Enable **Embed characters in use only** and disable the **Do not embed common system fonts** option. Click on OK to save the settings.



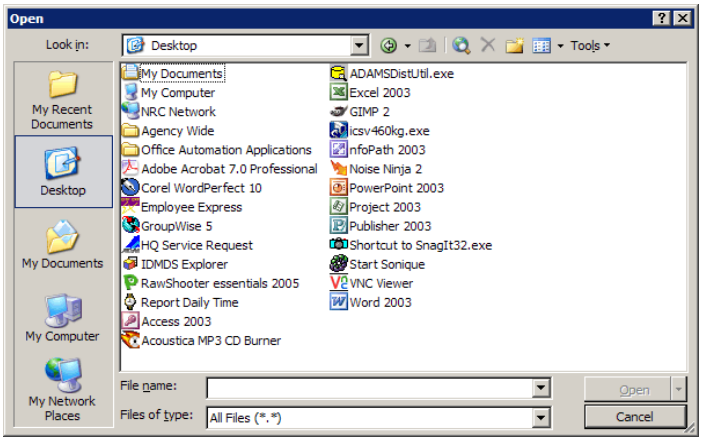
Follow the steps below to convert a Microsoft Office Word 2003 document to PDF.

Launch Microsoft Word (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Word 2003**).

Open a Word document by clicking on **File** ⇨ **Open** from the main menu.



The **Open** window appears.



Select the Microsoft Word document you want to convert to PDF and click on Open.

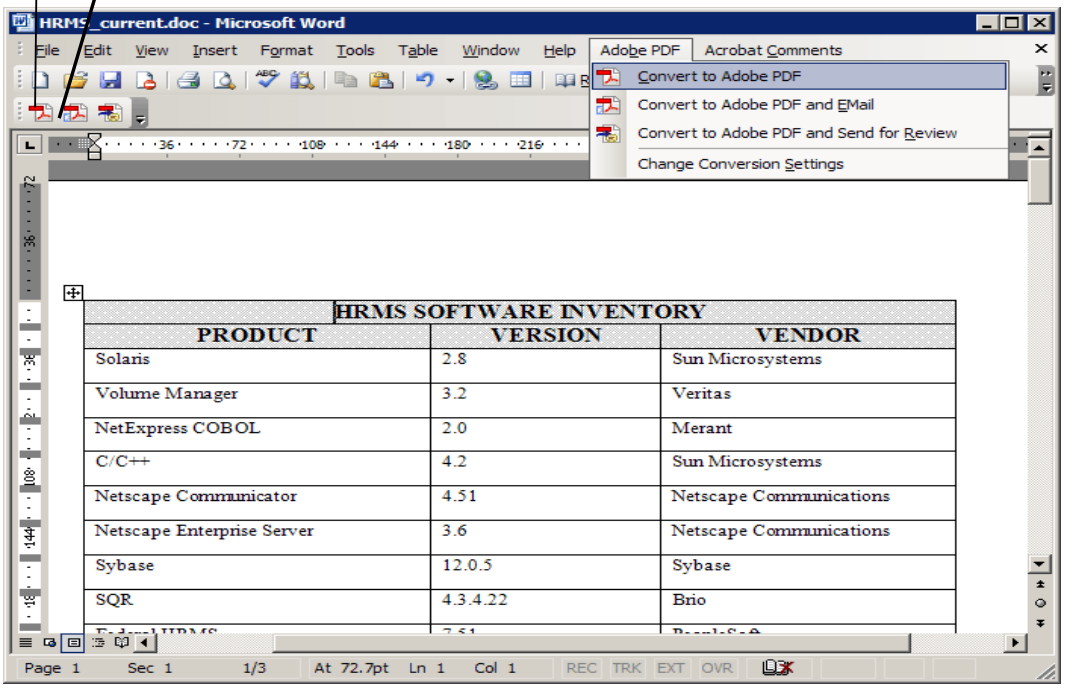
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office Word 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

5.1.1a "*Convert to Adobe PDF*" method:

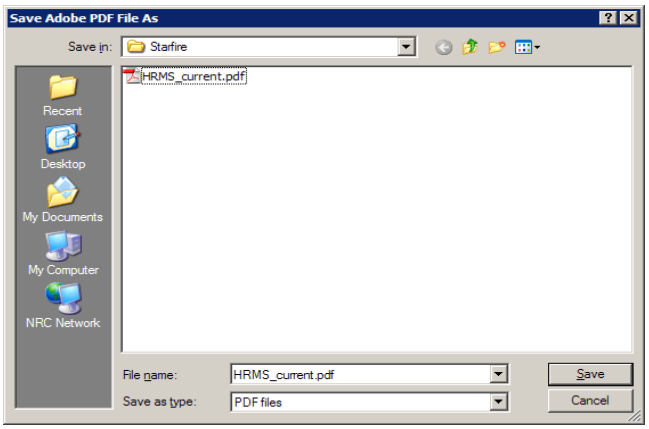
> ***Note**: If you are using an older version of Microsoft Word or Adobe Acrobat 5.0 or older, please follow the instructions on page 56, "**Print to PDF**".*

From the main menu, click on **Adobe PDF** ⇨ **Convert to Adobe PDF** or click on .

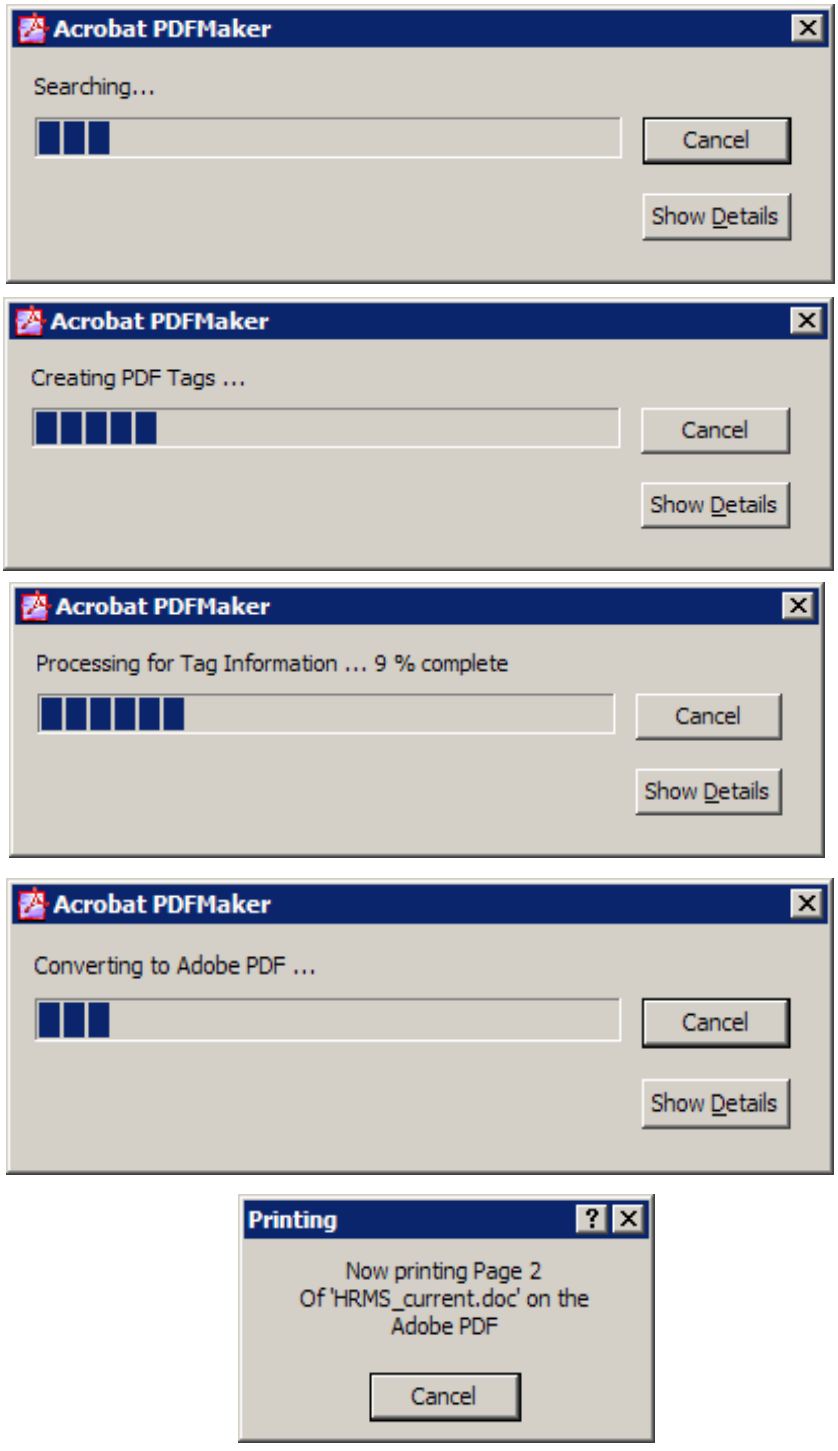


HRMS SOFTWARE INVENTORY		
PRODUCT	**VERSION**	**VENDOR**
Solaris	2.8	Sun Microsystems
Volume Manager	3.2	Veritas
NetExpress COBOL	2.0	Merant
C/C++	4.2	Sun Microsystems
Netscape Communicator	4.51	Netscape Communications
Netscape Enterprise Server	3.6	Netscape Communications
Sybase	12.0.5	Sybase
SQR	4.3.4.22	Brio

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



A series of popup windows show the conversion status.

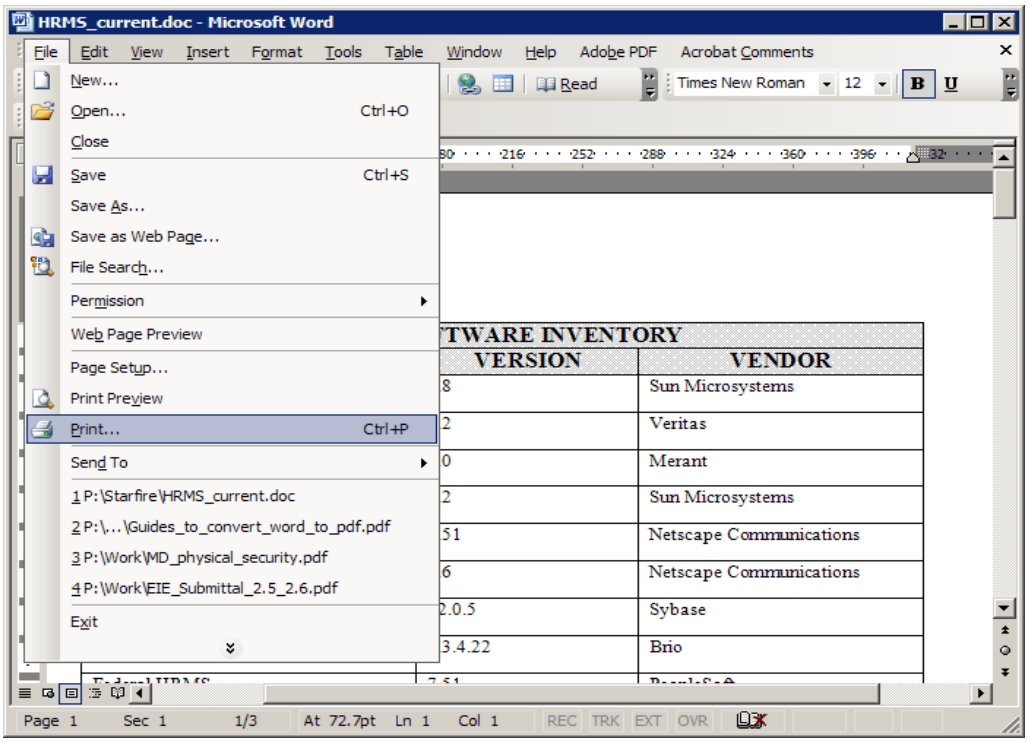


When the conversion process is completed, the Microsoft Office Word 2003 document is converted into a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

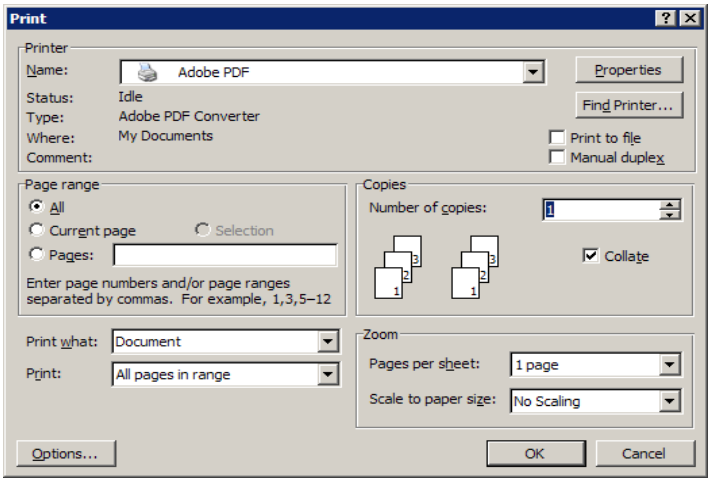
5.1.1b "***Print to PDF***" method:

> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the printer name is set to Adobe PDF.

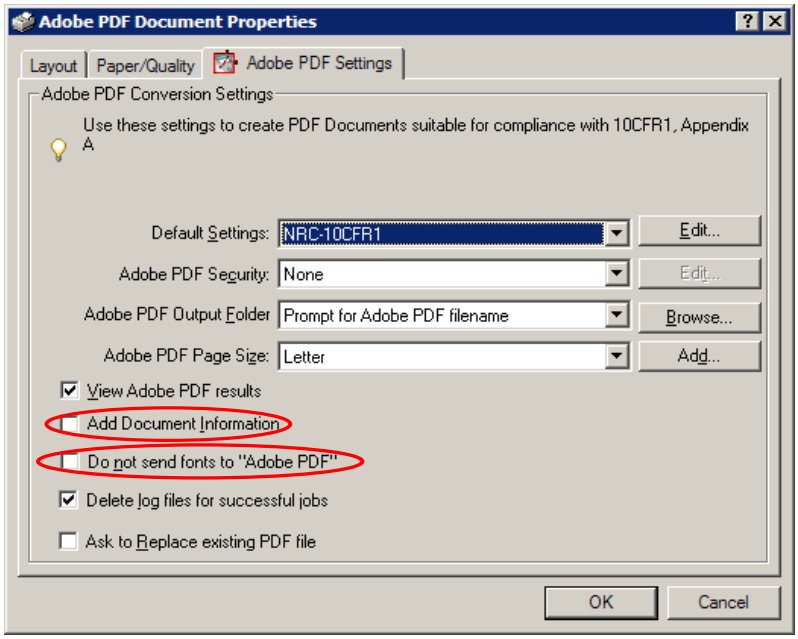


Click on Properties to bring up the **Adobe PDF Document Properties** screen.

Click on the **Adobe PDF Settings** tab and change the following settings:

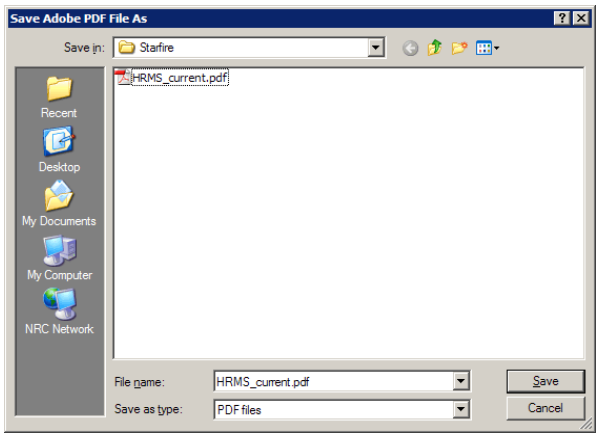
- Change the **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

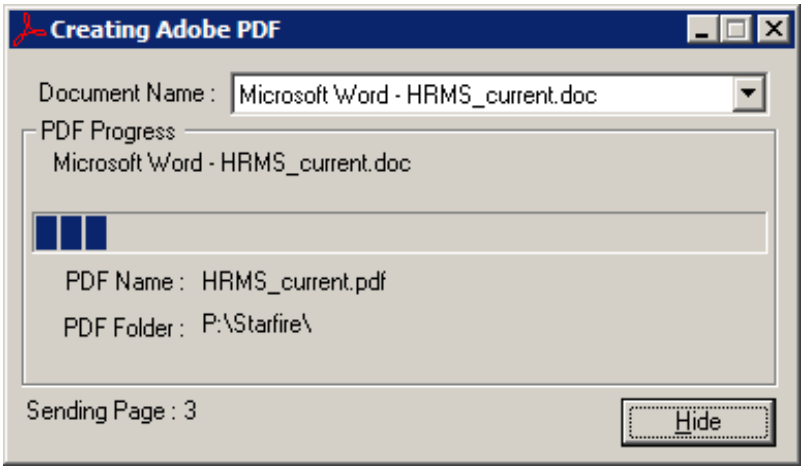


Click on OK. The **Print** window reappears. Click on OK to start the conversion.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



The **Creating Adobe PDF** window shows the conversion status.



When the conversion is completed, the Microsoft Office Word 2003 document is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

5.1.2 ■ MS-Office Access 2003

***Important**: If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

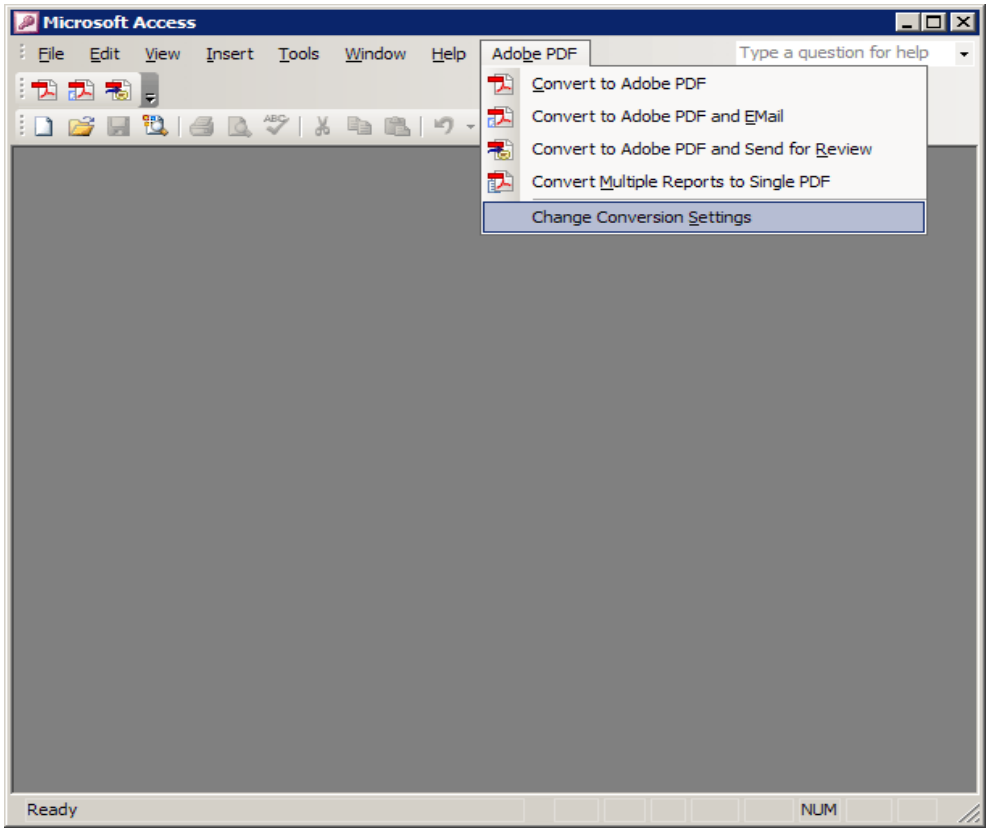
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

Launch Microsoft Access (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Access 2003**).

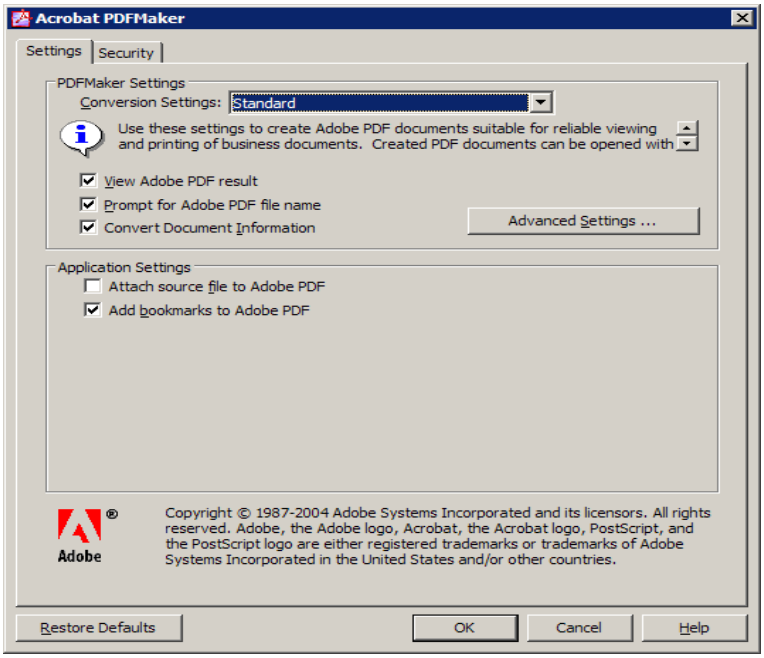
Verify that the Microsoft Access conversion settings are set to the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

***Note**: Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 61 of this section.*

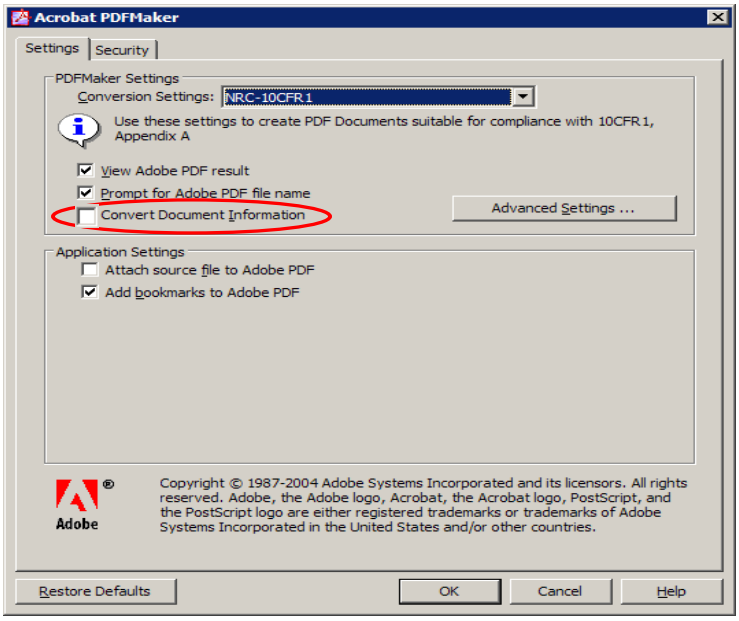
Unlike other Microsoft Office applications, MS-Access has another option, **Convert Multiple Reports to Single PDF**, which is not discussed in this guide.



The **Acrobat PDFMaker** window pops up.



Under the **Settings** tab, in the **Conversion Settings** field of the **PDFMaker Settings** section, click on the dropdown arrow and select the profile you have created (e.g., “NRC-10CFR1"). Uncheck **Convert Document Information**.

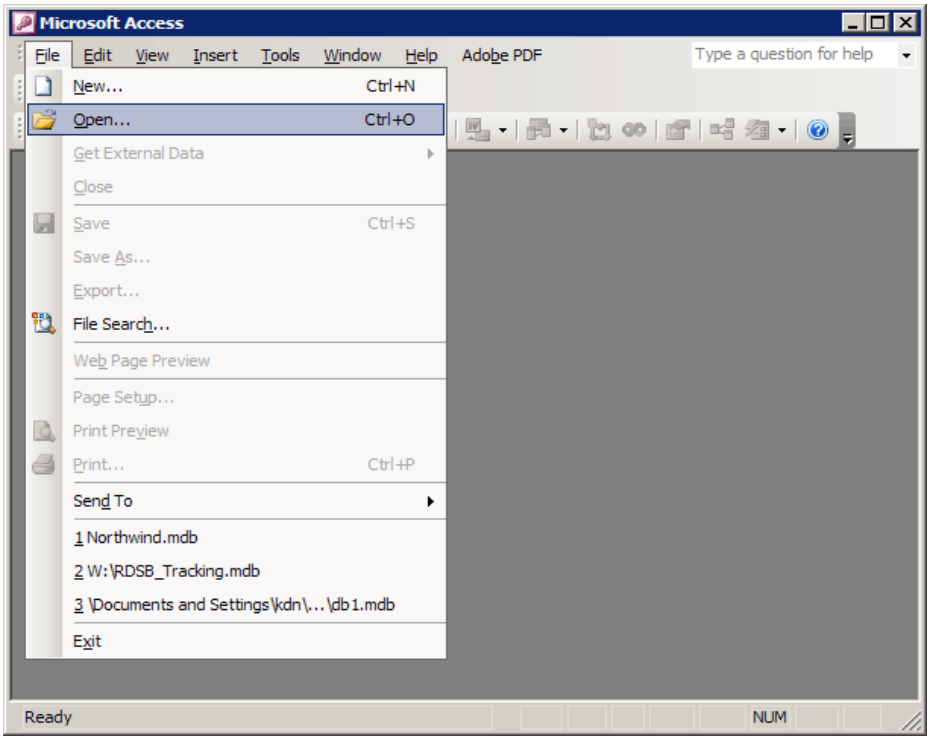


Leave the configurations on the **Security** tab as they are. Click on OK.

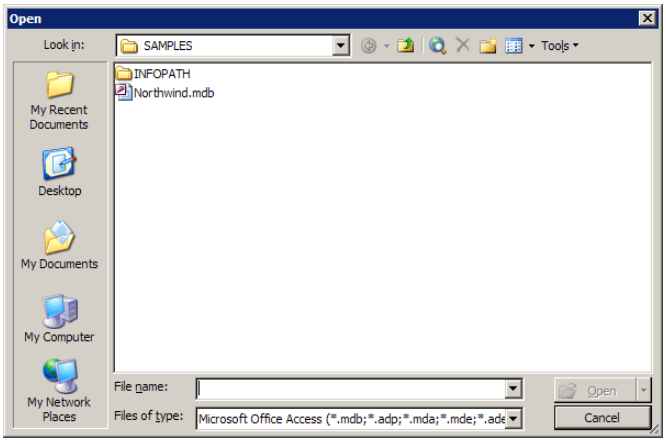
Follow the steps below to convert a Microsoft Office Access 2003 database to PDF.

Launch Microsoft Access (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Access 2003**).

Open an Access database by going to the main menu and clicking on **File** ⇨ **Open**.

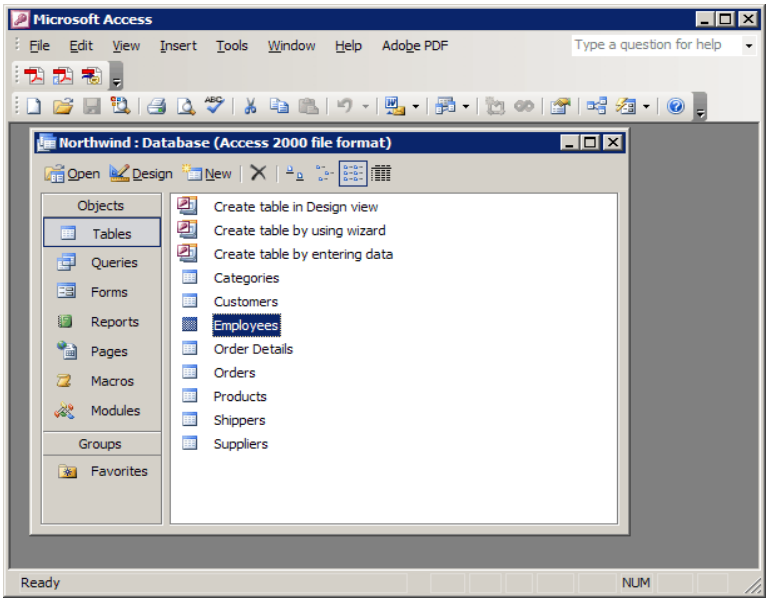


The **Open** window appears.

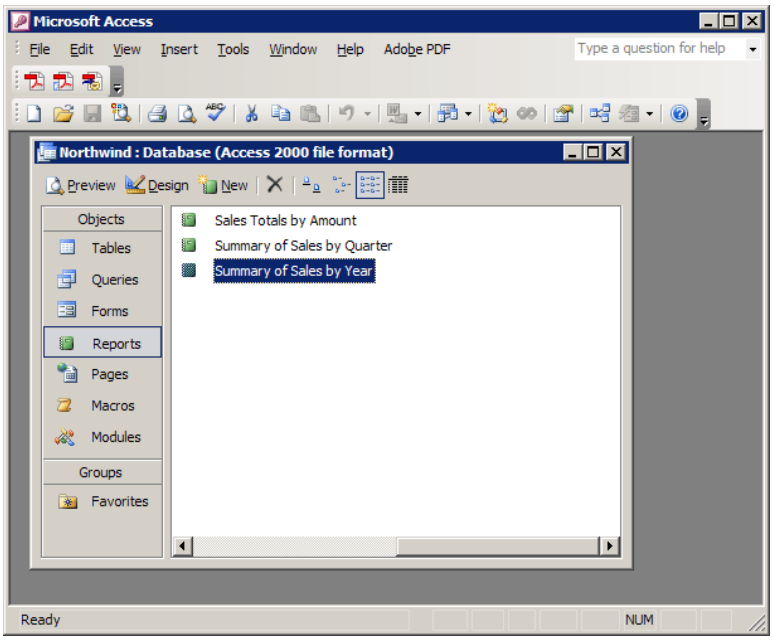


Select the Microsoft Access database you want to convert to PDF and click on Open.

The **Database** window appears.



Convert existing tables from the **Tables** tab in the **Objects** section, or convert a report to PDF by clicking on the **Report** tab and double-clicking on a report, (as in the screen below). Do the same for **Forms** if you want to convert a form to PDF.



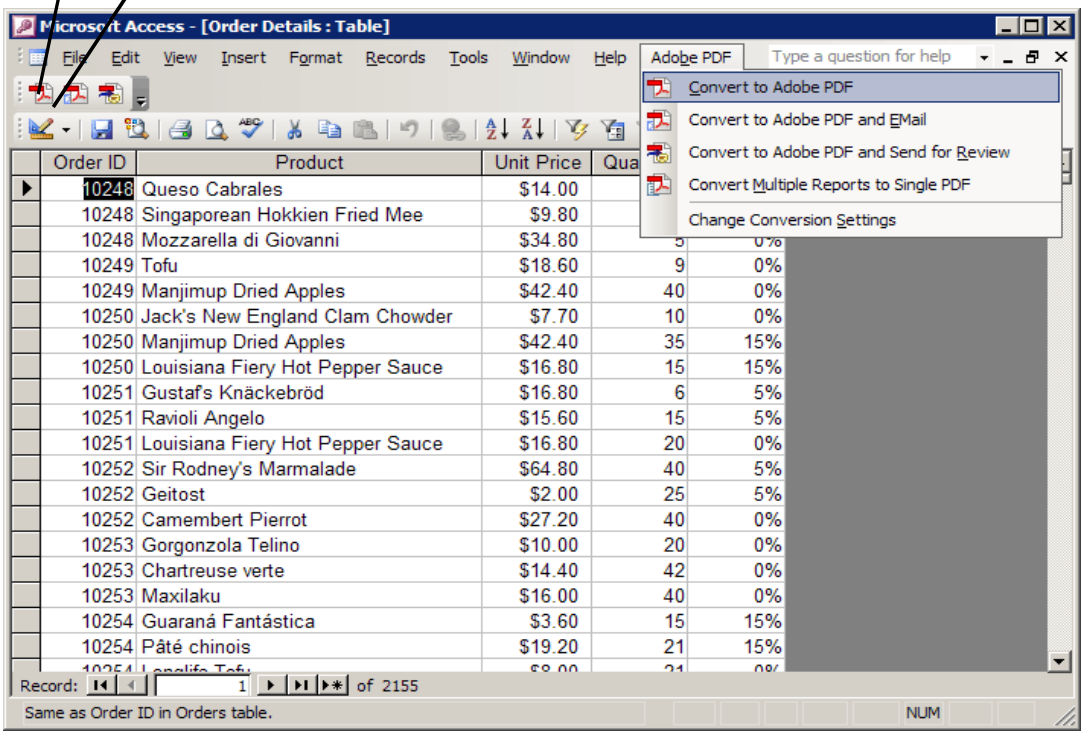
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office Access 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

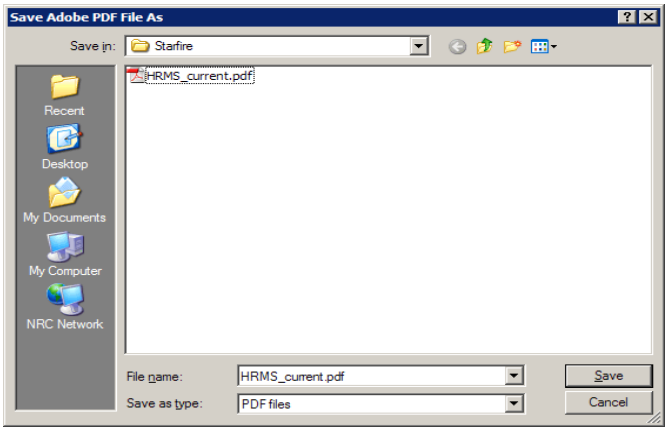
5.1.2a "***Convert to Adobe PDF***" method:

> ***Note**: If you are using an older version of Microsoft Office Access or Adobe Acrobat 5.0 or older, please follow the instructions on page 65, "**Print to PDF**".*

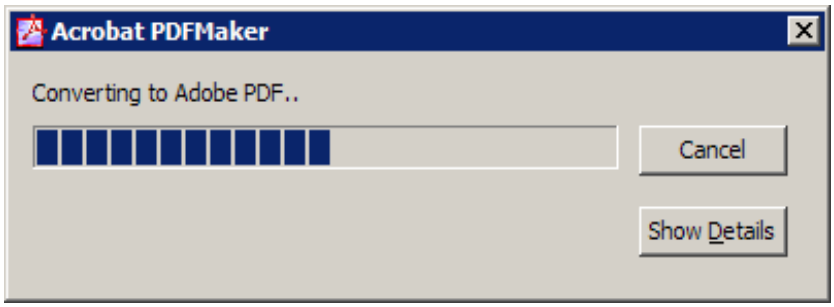
From the main menu, click on **Adobe PDF** ⇨**Convert to Adobe PDF** or click on .

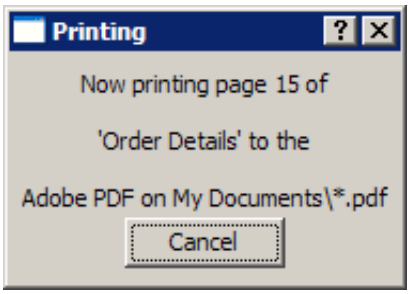


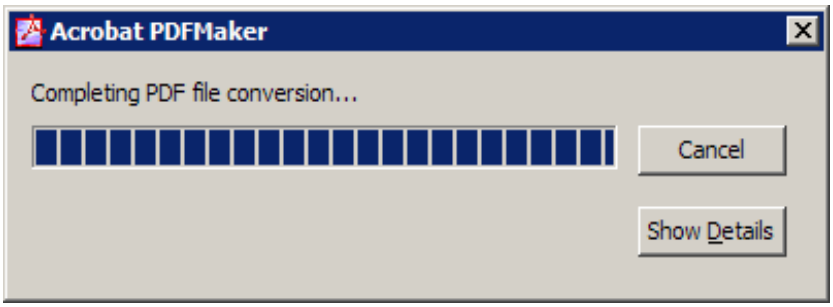
The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



A series of popup windows show the conversion status.





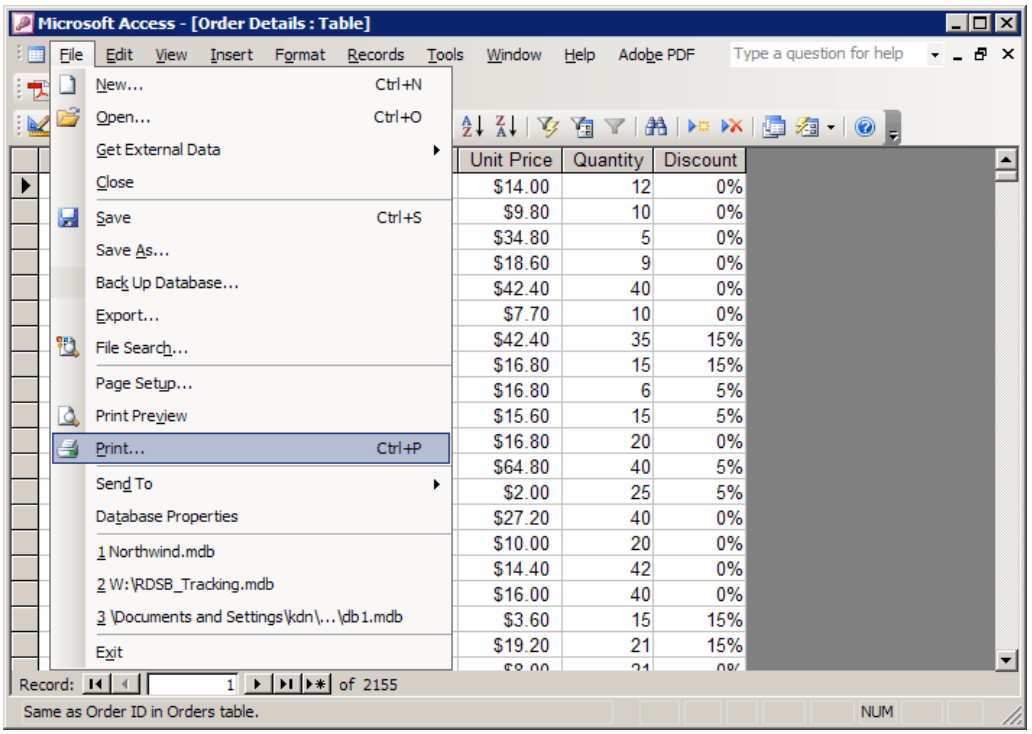


When the conversion is completed, the Microsoft Office Access 2003 database (tables, report, forms, queries, etc.) is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

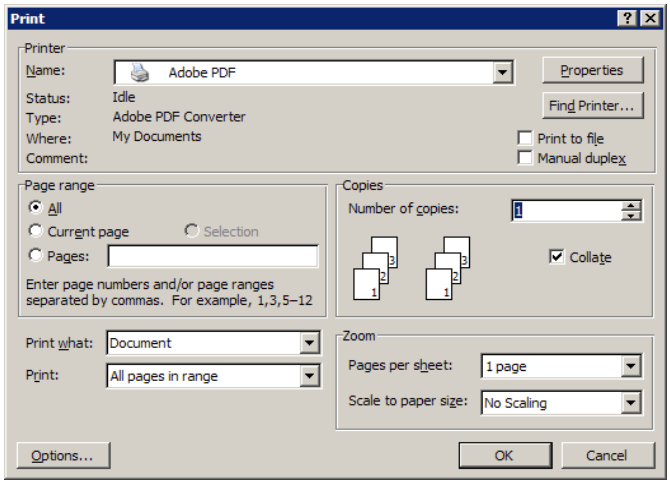
5.1.2b "***Print to PDF***" method:

***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the **Printer Name** is set to Adobe PDF in the dropdown menu.

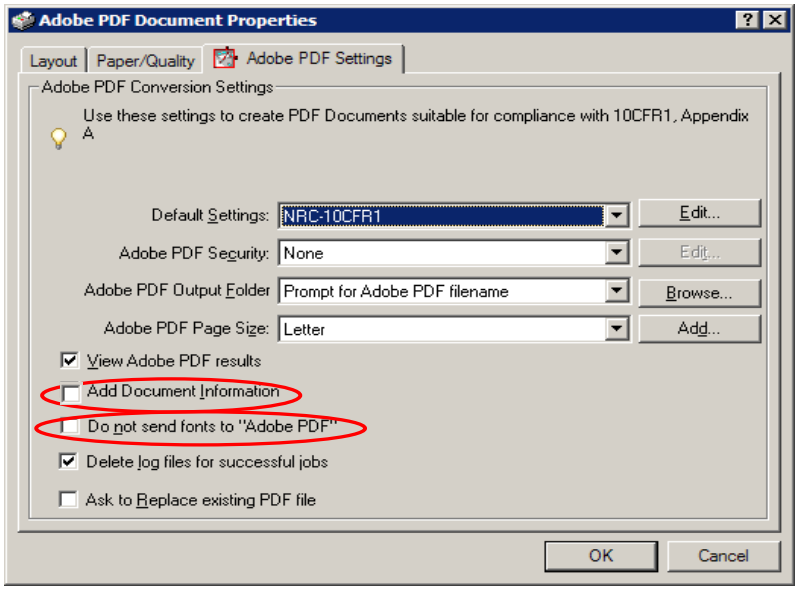


Click on Properties to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

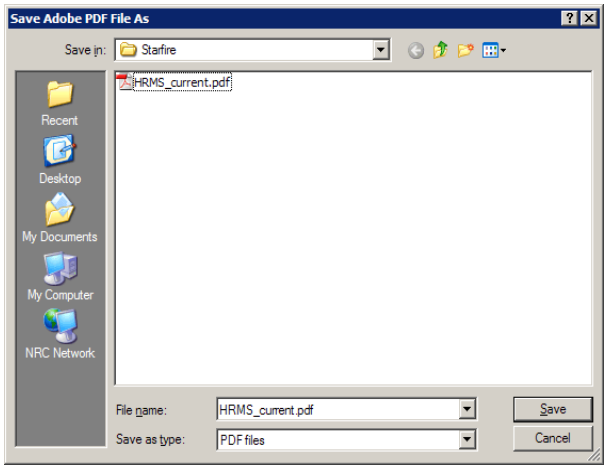
- Change the **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

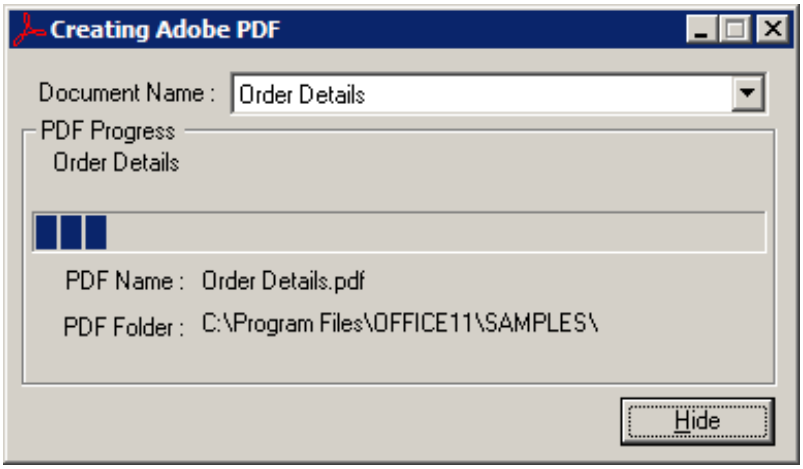


Click on OK. The **Print** window reappears. Click on OK to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



The **Creating Adobe PDF** window shows the conversion status.



When the conversion is completed, the Microsoft Office Access 2003 database (tables, report, forms or queries, etc.) is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

5.1.3 ■ MS-Office Excel 2003

> ***Important***: *If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

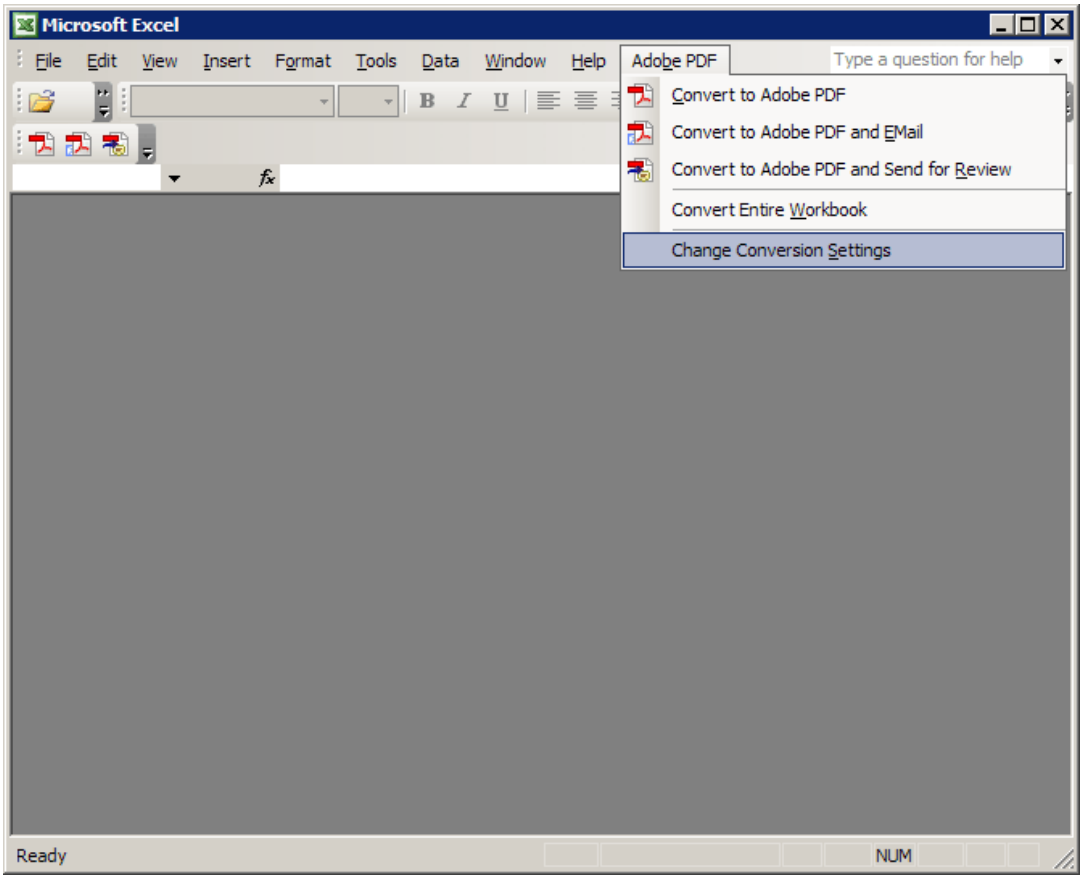
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

Launch Microsoft Excel (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Excel 2003**).

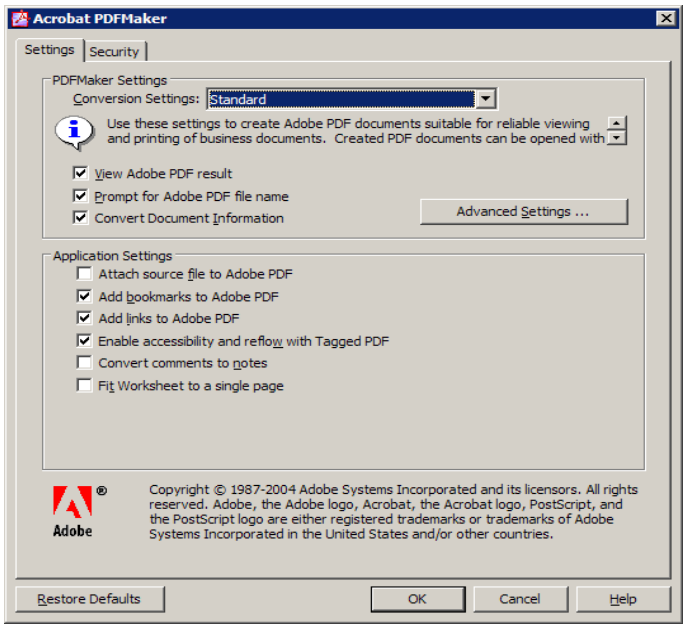
Verify that the Microsoft Excel conversion settings match the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

> ***Note***: *Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 71 of this section.*

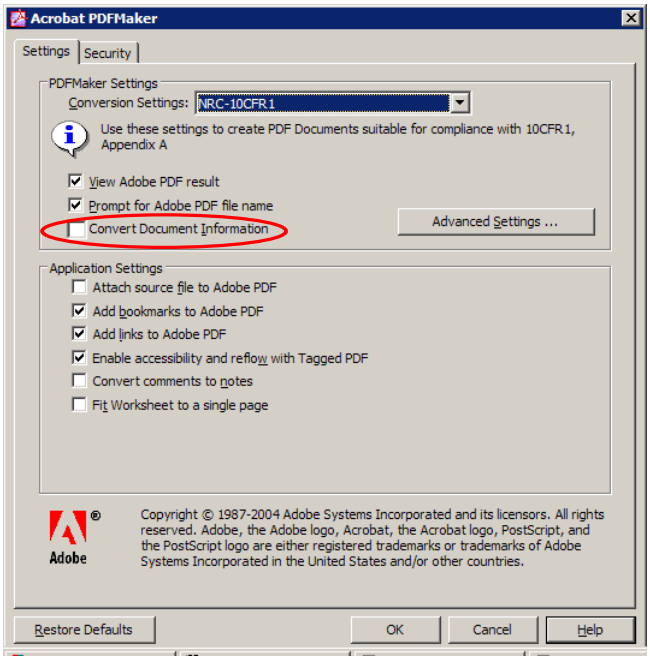
Like Microsoft Access, Microsoft Excel gives you another option, **Convert Entire Workbook**, which is not discussed in this guidance document.

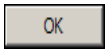


The **Acrobat PDFMaker** window pops up.



Under the **Settings** tab, in the **Conversion Settings** field of the **PDFMaker Settings** section, click on the dropdown arrow and select the profile you have created (i.e., “NRC-10CFR1"). Uncheck **Convert Document Information**.

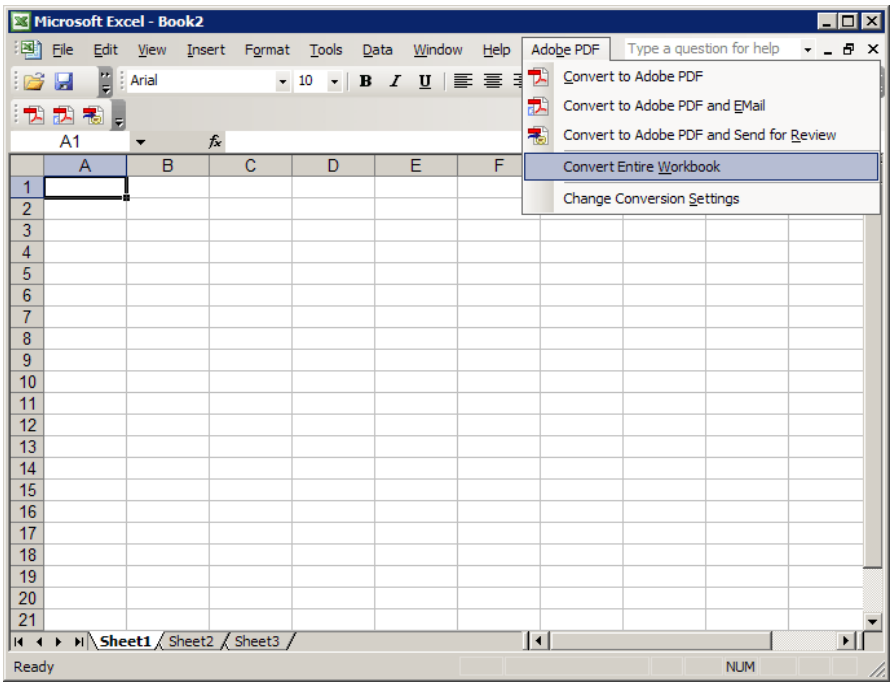


Leave the configurations under the **Security** tab as they are. Click on 

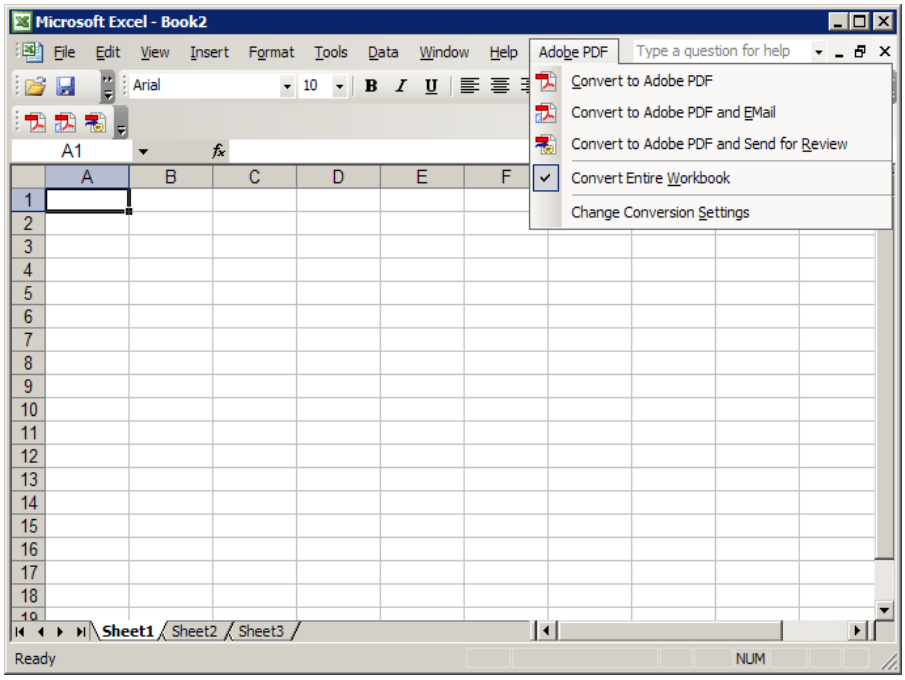
.

Note: If you want to convert the entire workbook, follow the instructions below. Otherwise skip to page 89.

From the main menu, click on **Adobe PDF** and select **Convert Entire Workbook.**



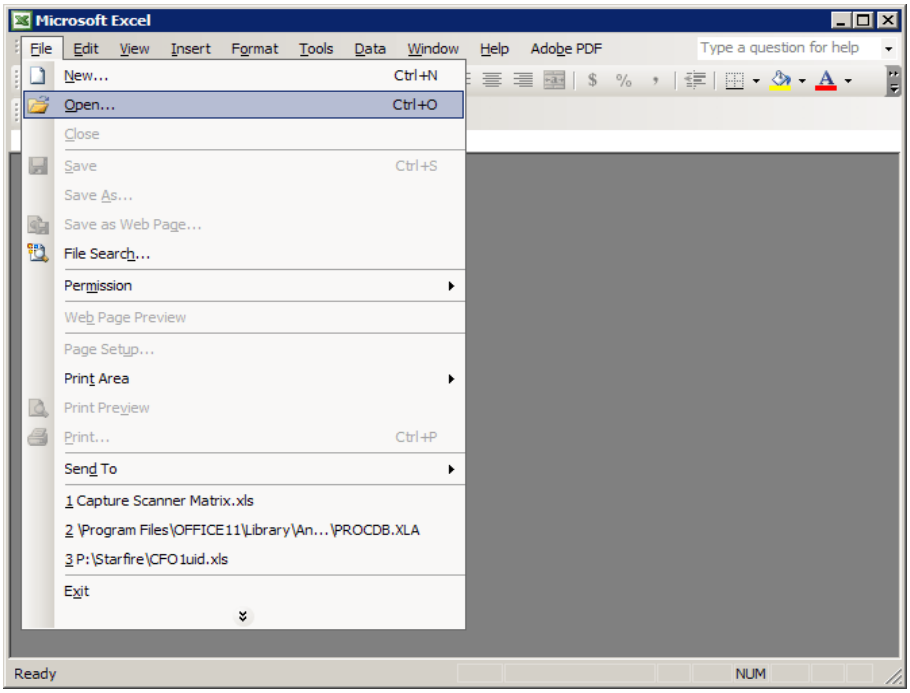
Click on **Adobe PDF** from the main menu again. There is a check mark (✔) in front of the **Convert Entire Workbook** option.



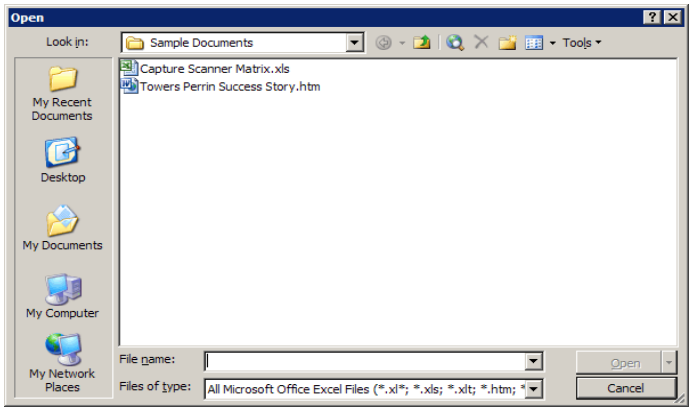
Follow the steps below to convert a Microsoft Office Excel 2003 spreadsheet to PDF.

Launch Microsoft Excel (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Excel 2003**).

Open an Excel spreadsheet by going to the main menu and clicking on **File** ⇨ **Open**.



The **Open** window appears.



Select the Microsoft Excel spreadsheet you want to convert to PDF and click on Open.

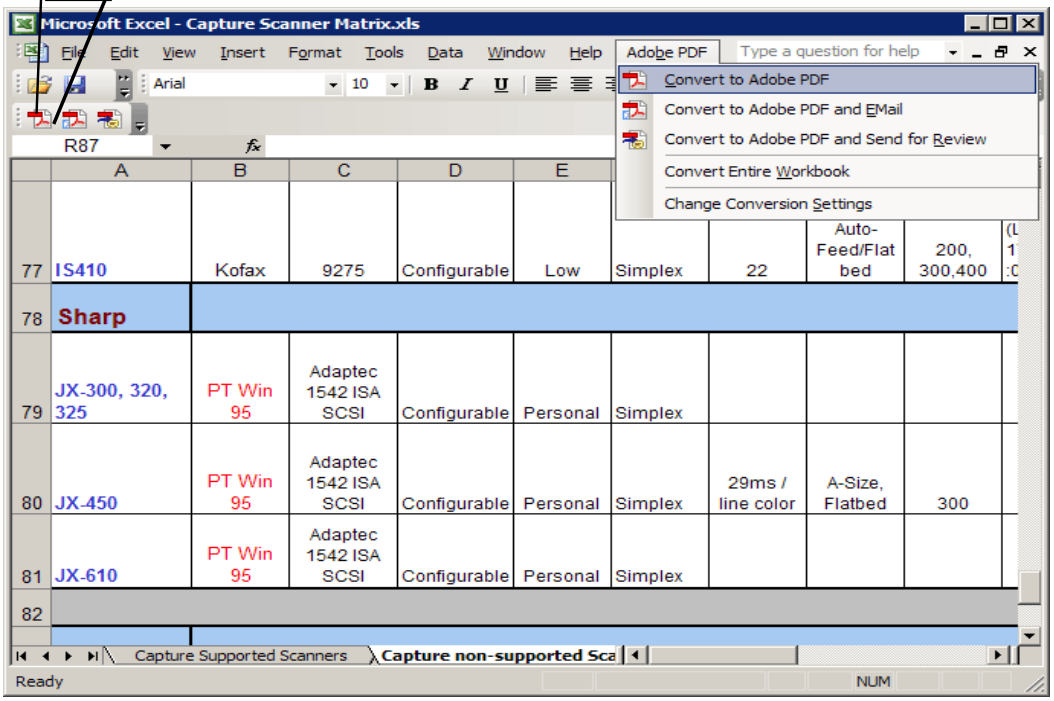
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office Excel 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

5.1.3a "***Convert to Adobe PDF***" method:

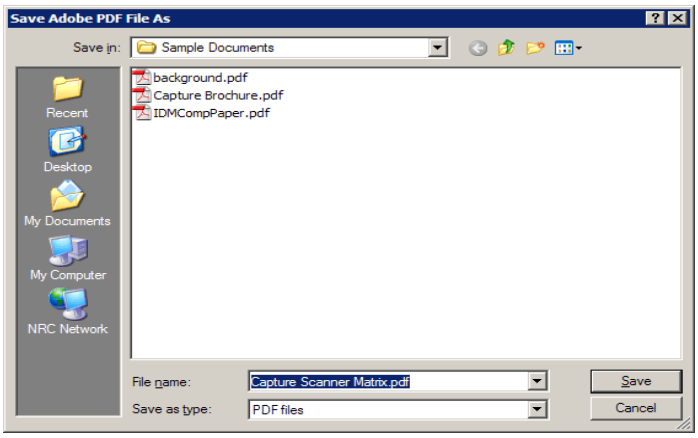
> ***Note**: If you are using an older version of Microsoft Office Excel or Adobe Acrobat 5.0 or older, please follow the instructions on page 74, "**Print to PDF**".*

From the main menu, click on **Adobe PDF** ⇨**Convert to Adobe PDF** or click on .

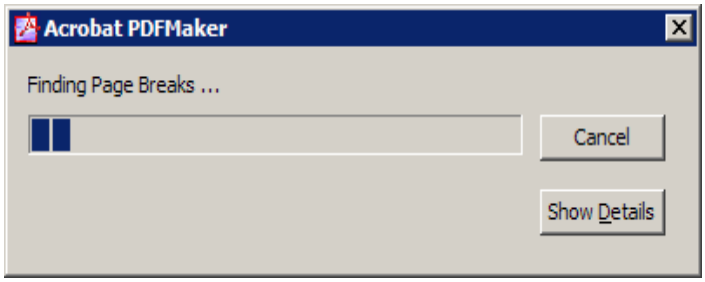


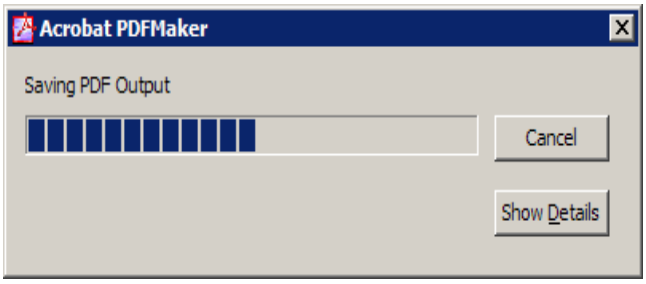
	A	B	C	D	E				
77	IS410	Kofax	9275	Configurable	Low	Simplex	22	Auto-Feed/Flat bed	200, 300,400
78	**Sharp**								
79	JX-300, 320, 325	PT Win 95	Adaptec 1542 ISA SCSI	Configurable	Personal	Simplex			
80	JX-450	PT Win 95	Adaptec 1542 ISA SCSI	Configurable	Personal	Simplex	29ms / line color	A-Size, Flatbed	300
81	JX-610	PT Win 95	Adaptec 1542 ISA SCSI	Configurable	Personal	Simplex			
82									

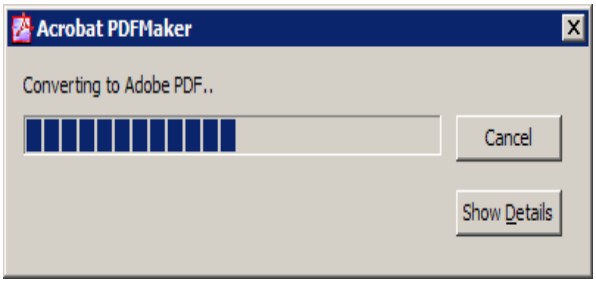
The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .

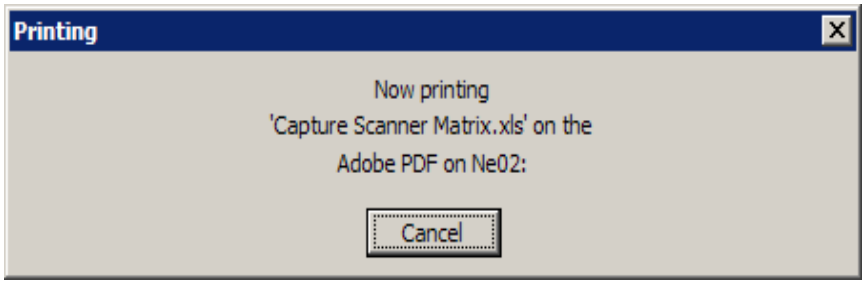


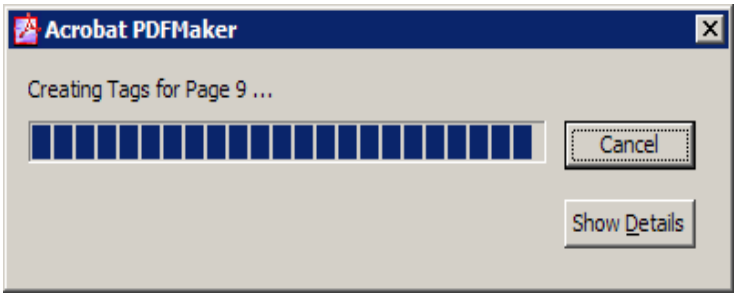
A series of popup windows show the conversion status.









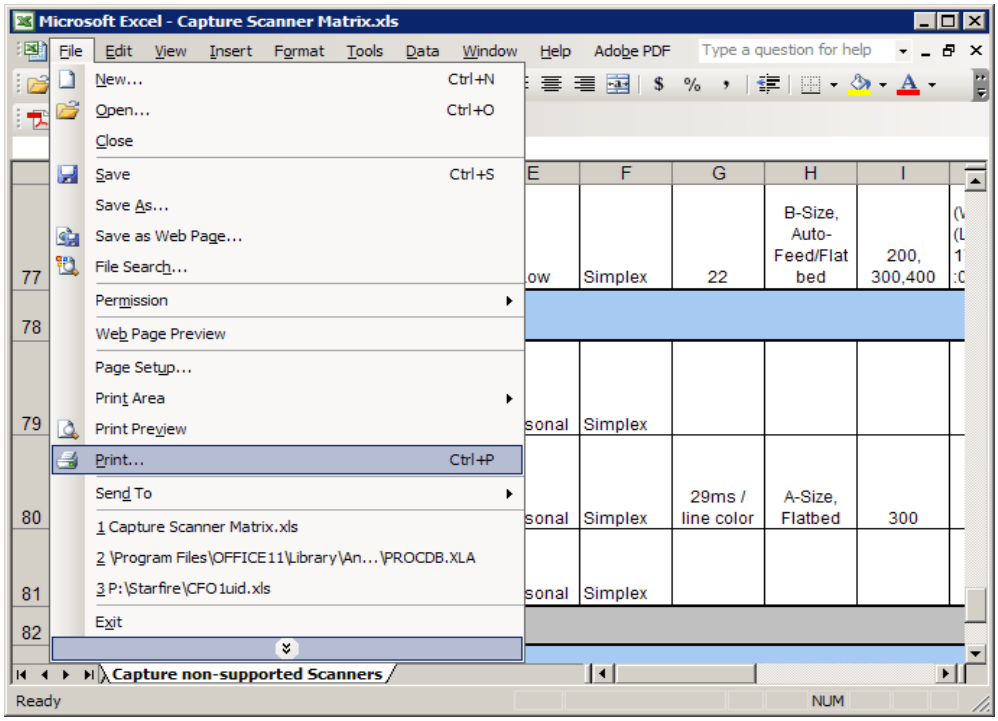


When the conversion is completed, the Microsoft Office Excel 2003 spreadsheet is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

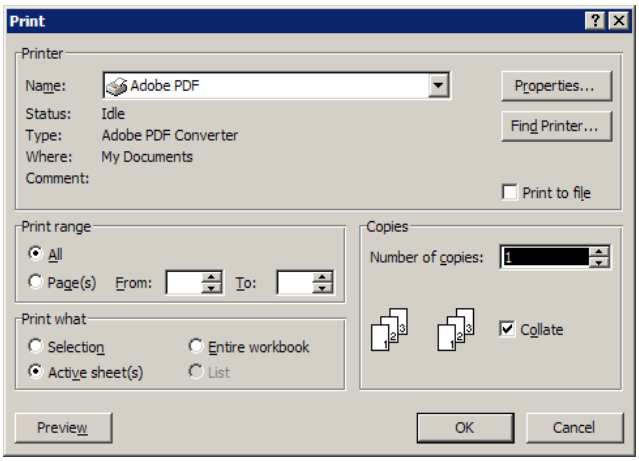
5.1.3b "***Print to PDF***" method:

> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the printer name is set to Adobe PDF on the dropdown menu.

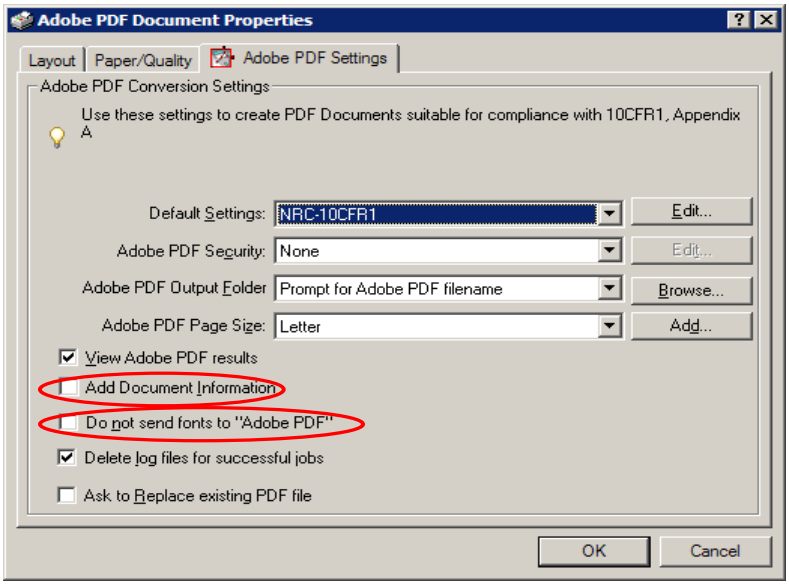


Click on Properties to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

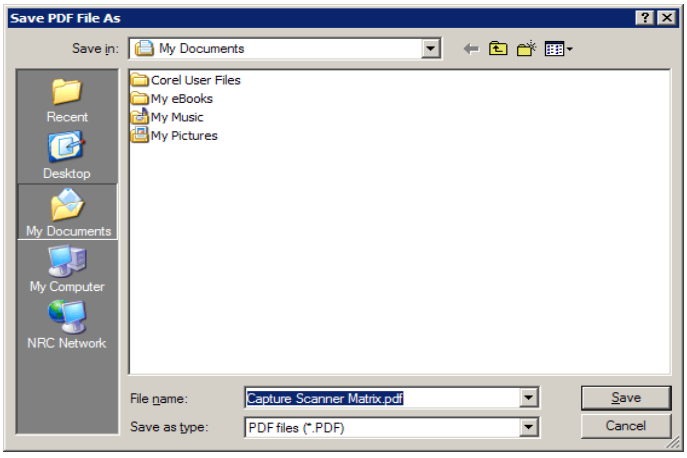
- Change **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

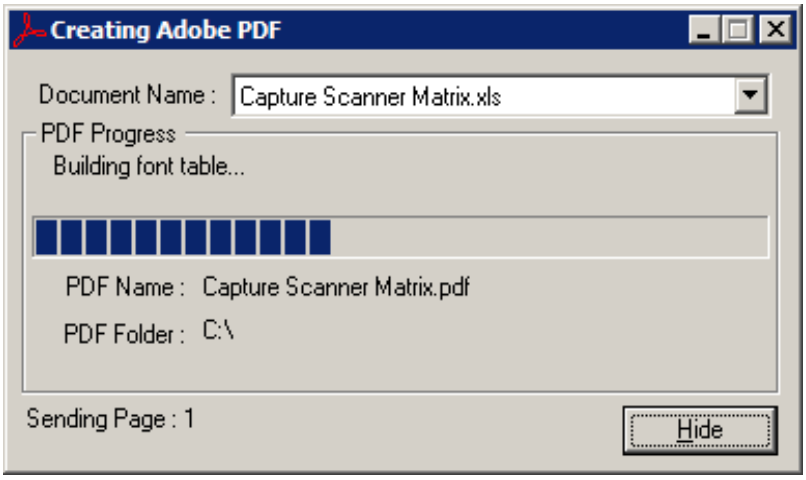


Click on OK. The **Print** window reappears. Click on OK to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



The **Creating Adobe PDF** window appears to show the conversion status.



When the conversion is completed, the Microsoft Office Excel 2003 spreadsheet is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

5.1.4 ■ MS-Office PowerPoint 2003

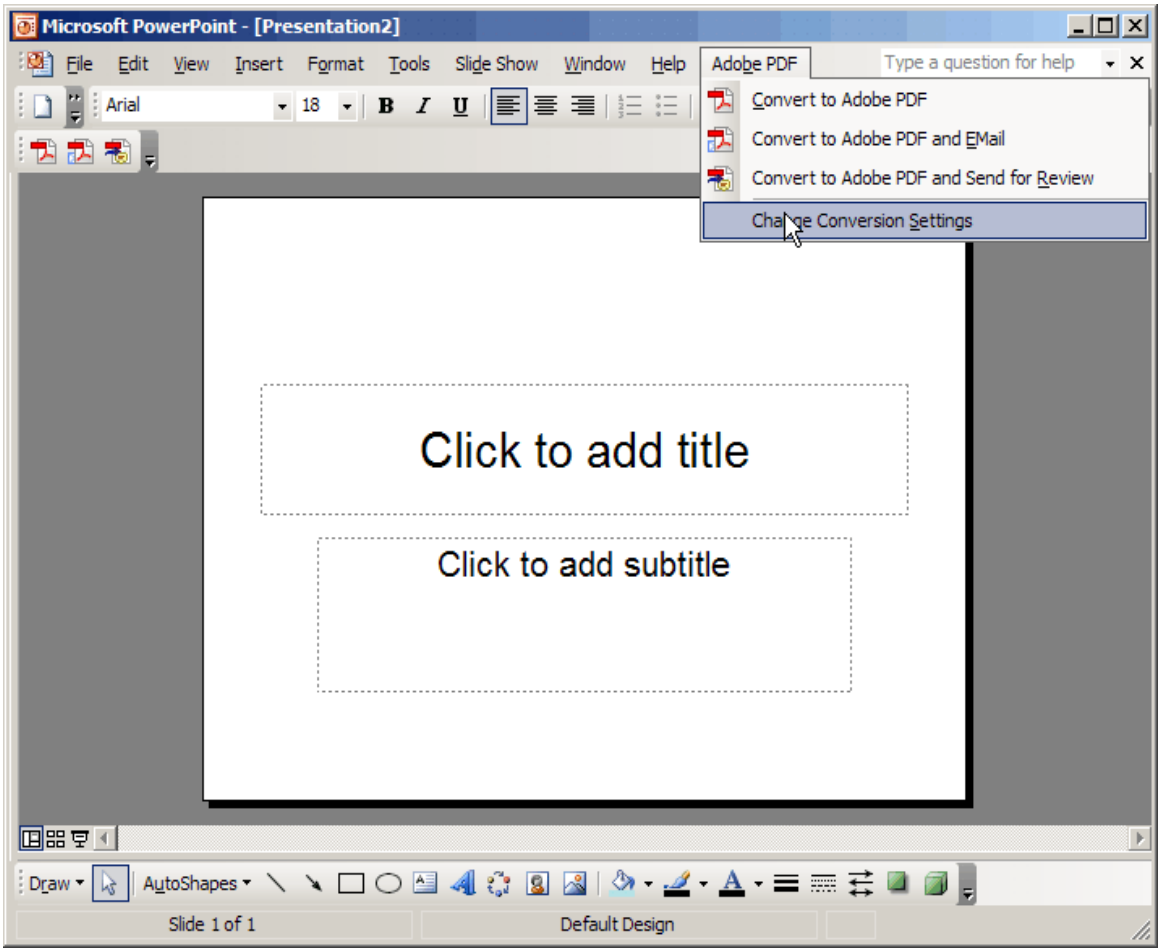
Important: *If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

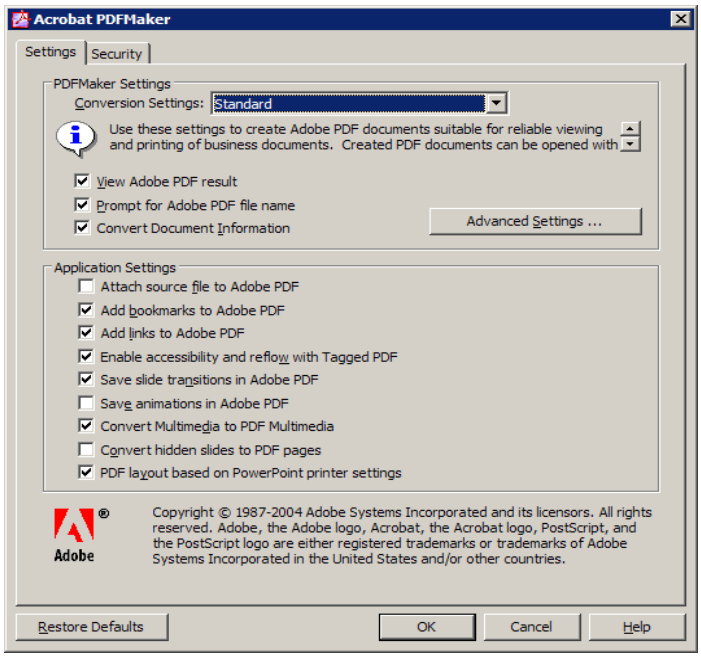
Launch Microsoft PowerPoint (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office PowerPoint 2003**).

Verify that the Microsoft Powerpoint conversion settings match the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

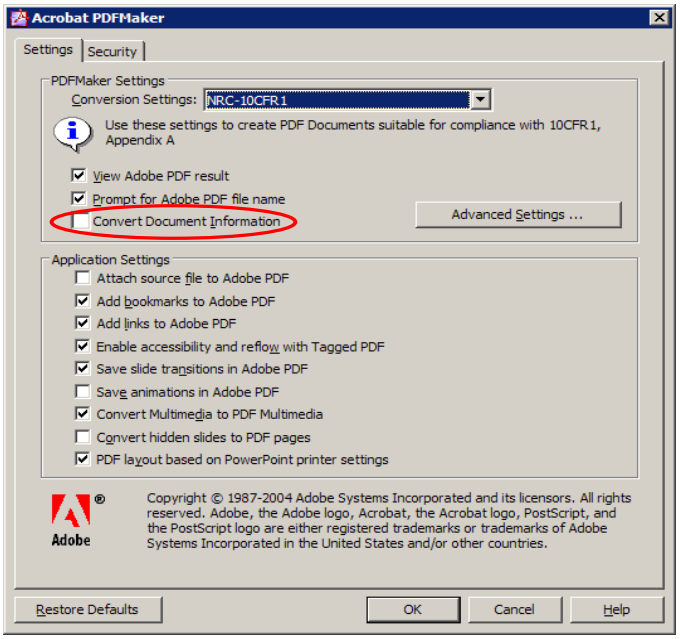
Note: *Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 80 of this section.*



The **Acrobat PDFMaker** window pops up.

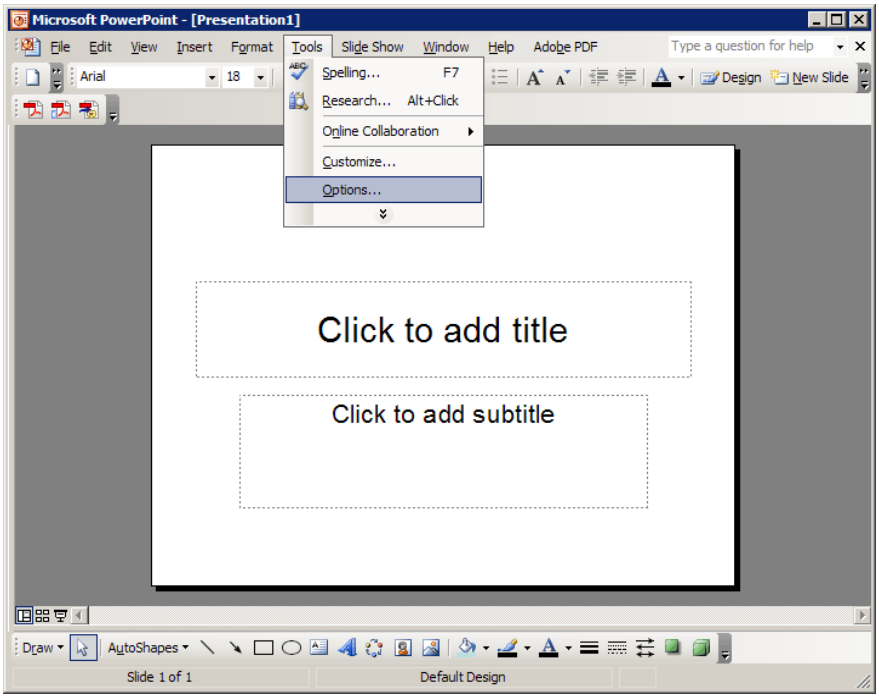


Under the **Settings** tab, in the **Conversion Settings** field of the **PDFMaker Settings** section, click on the dropdown arrow and select the profile you have created (e.g., “NRC-10CFR1"). Uncheck **Convert Document Information**.



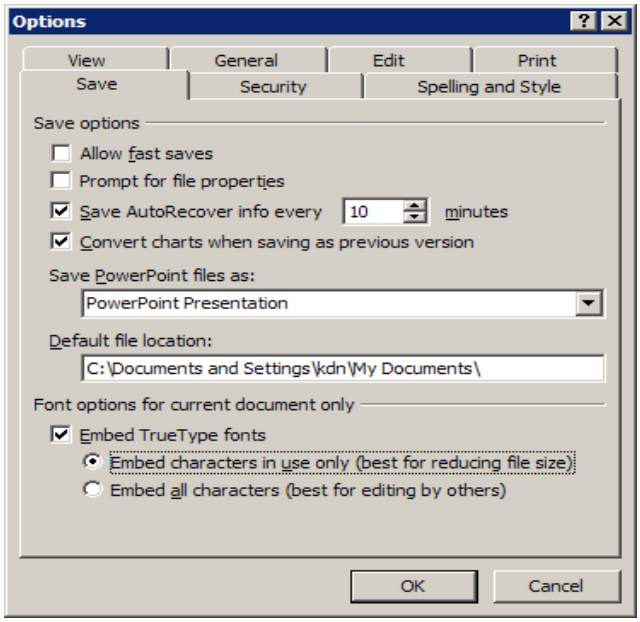
Leave the configurations on the **Security** tab as they are. Click on OK .

To ensure that the fonts in the document will be embedded during the conversion process, go to the main menu and click on **Tools** ⇨ **Options**.



Click on the **Save** tab window and check the **Embed TrueType fonts** option. Check **Embed characters in use only** and disable the **Embed all characters** option (to save space). Uncheck **Allow fast saves** option. Click on OK to save the settings.

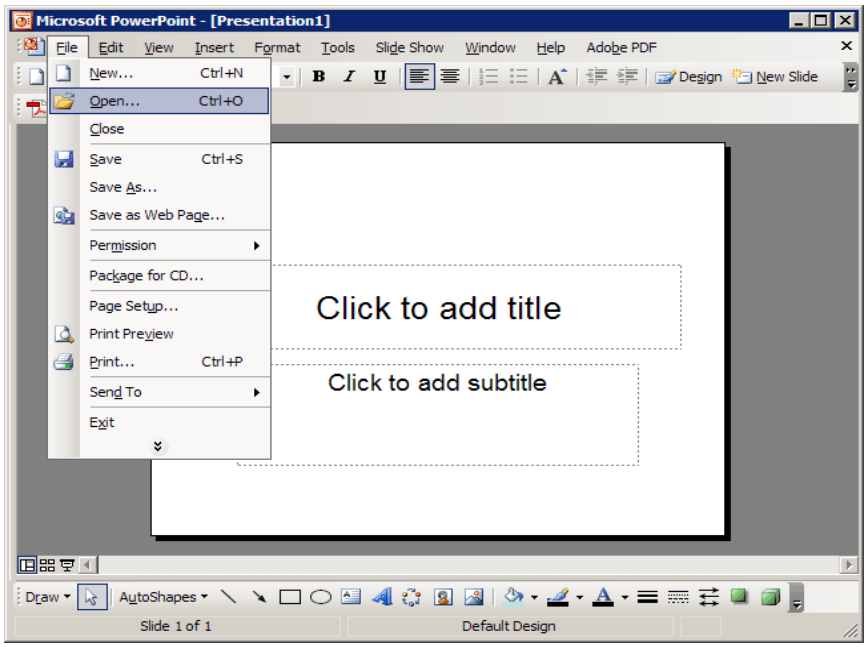
You can change the **Default file location** if desire.



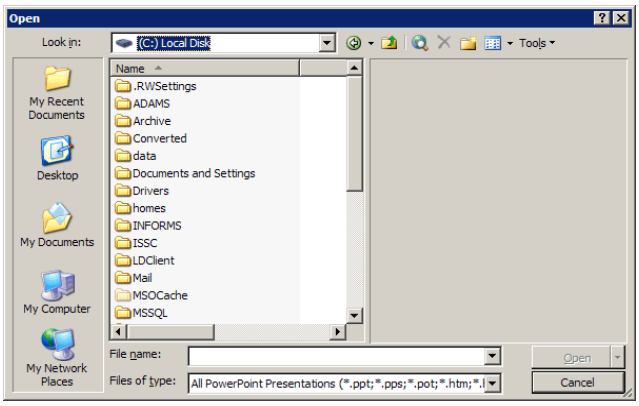
Follow the steps below to convert a Microsoft Office PowerPoint presentation to PDF.

Launch Microsoft PowerPoint (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office PowerPoint 2003**).

Open a PowerPoint presentation by going to the main menu and clicking on **File** ⇨ **Open**.



The **Open** window appears.



Select the Microsoft PowerPoint presentation you want to convert to PDF and click on Open .

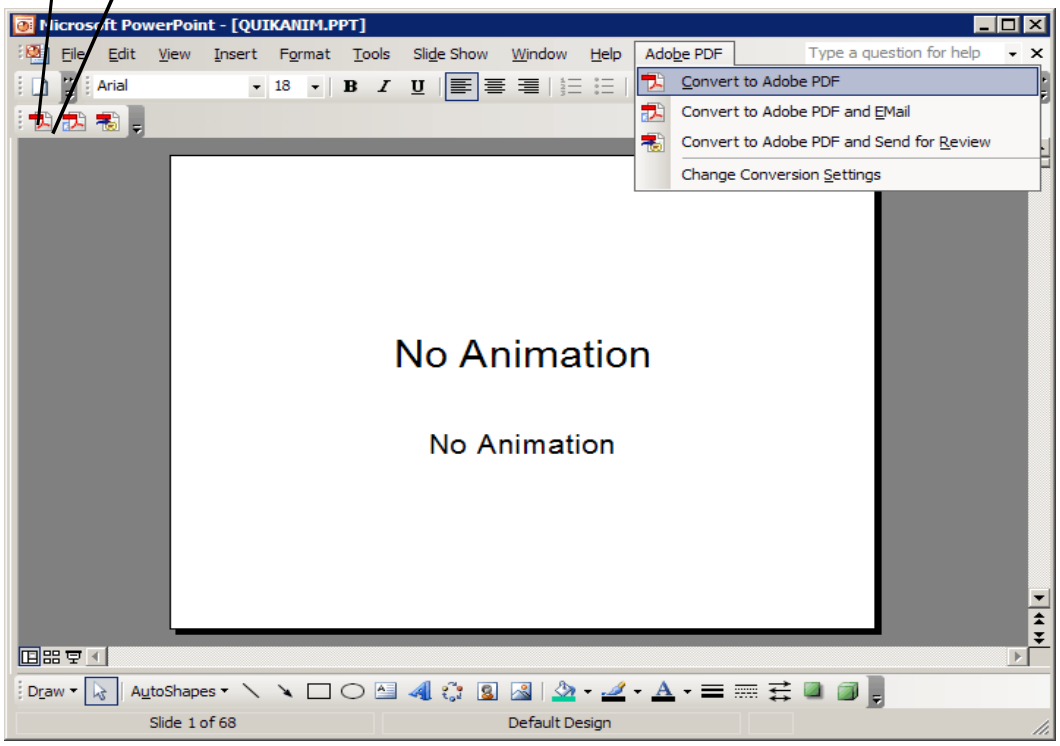
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office PowerPoint 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

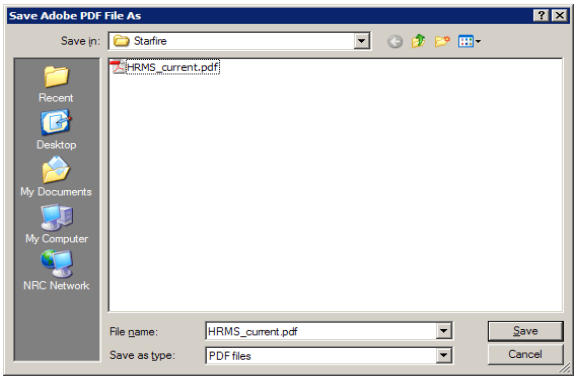
5.1.4a "***Convert to Adobe PDF***" method:

> ***Note**: If you are using an older version of Microsoft Office PowerPoint or Adobe Acrobat 5.0 or older, please follow the instructions on page 83, "**Print to PDF**".*

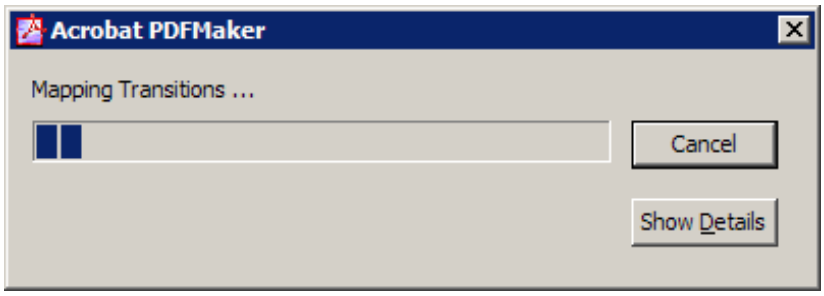
From the main menu, click on **Adobe PDF** ⇨ **Convert to Adobe PDF** or click on .

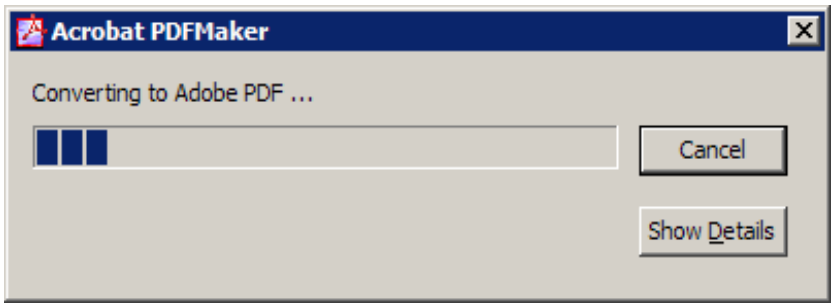


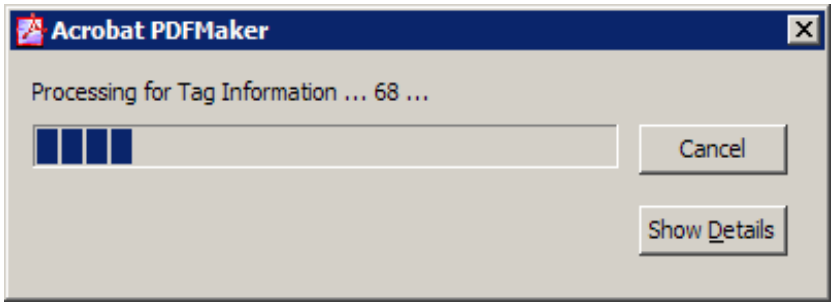
The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



A series of popup windows show the conversion status.





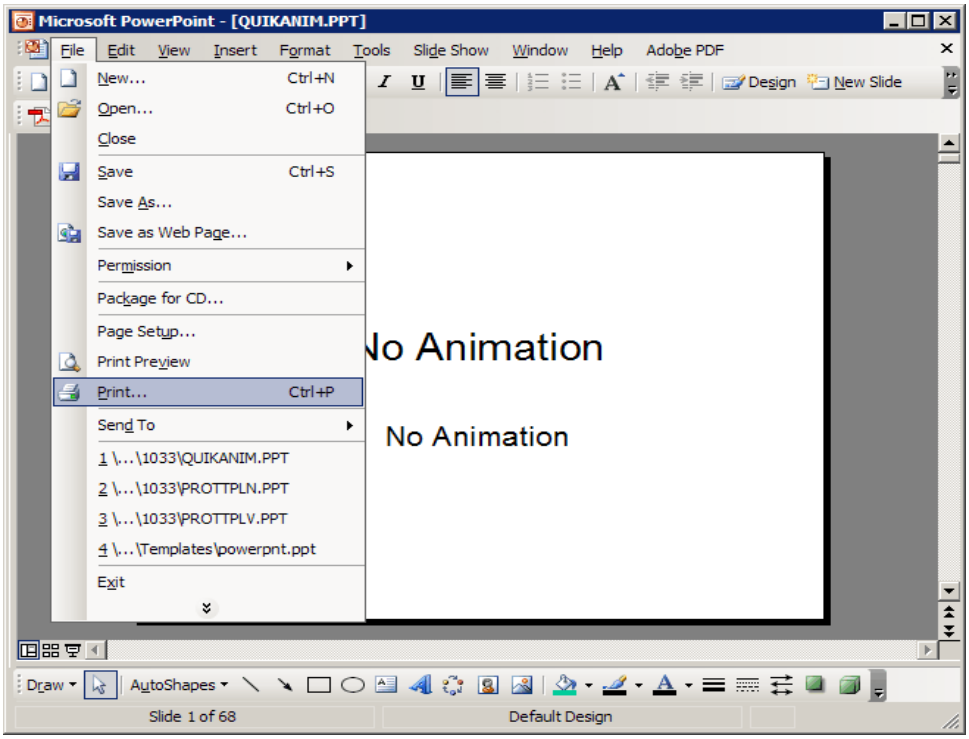


When the conversion is completed, the Microsoft Office PowerPoint 2003 presentation is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

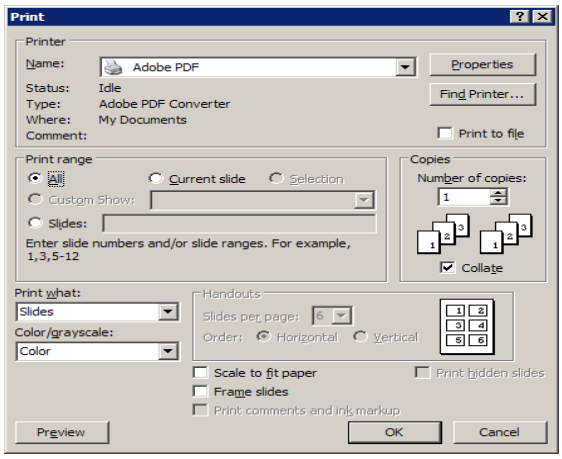
5.1.4b "***Print to PDF***" method:

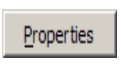
> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the printer name is set to Adobe PDF on the dropdown menu.

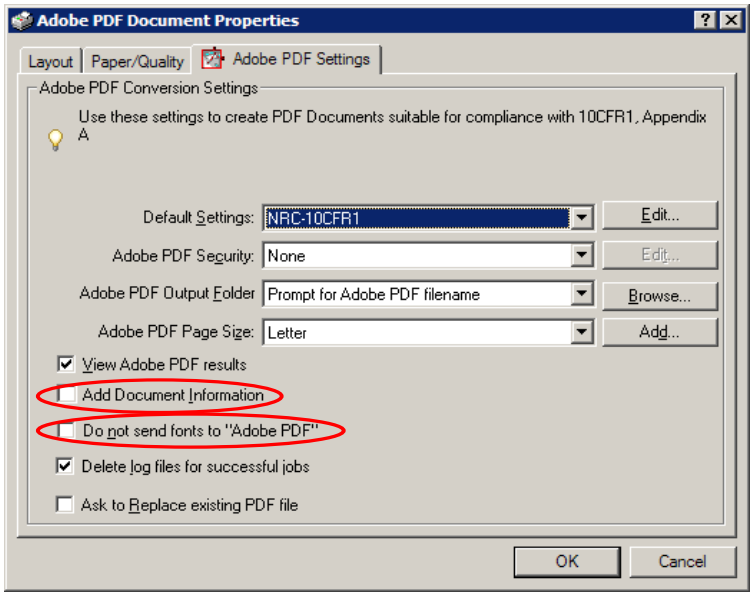


Click on  to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

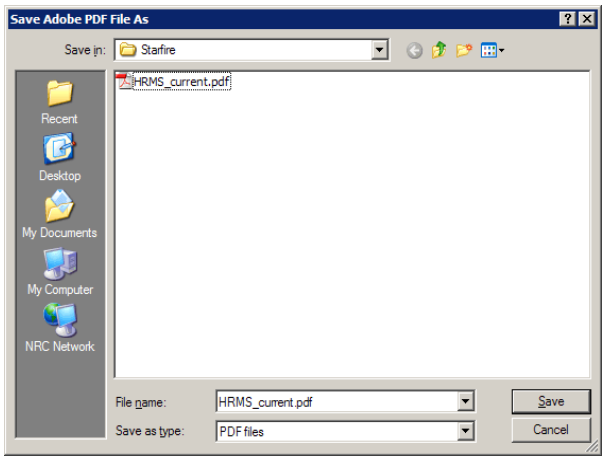
- Change **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

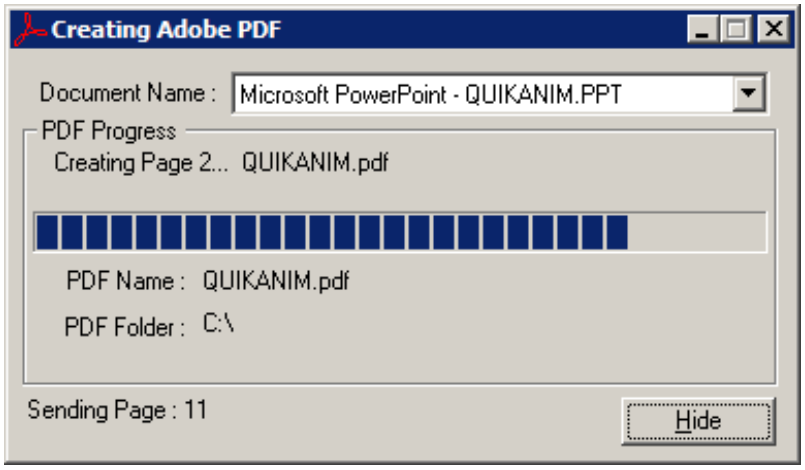


Click on OK and the **Print** window reappears. Click on OK to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



The **Creating Adobe PDF** window appears to show the conversion status.



When the conversion is completed, the Microsoft Office PowerPoint 2003 presentation is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

5.1.5 ■ MS-Office Project 2003

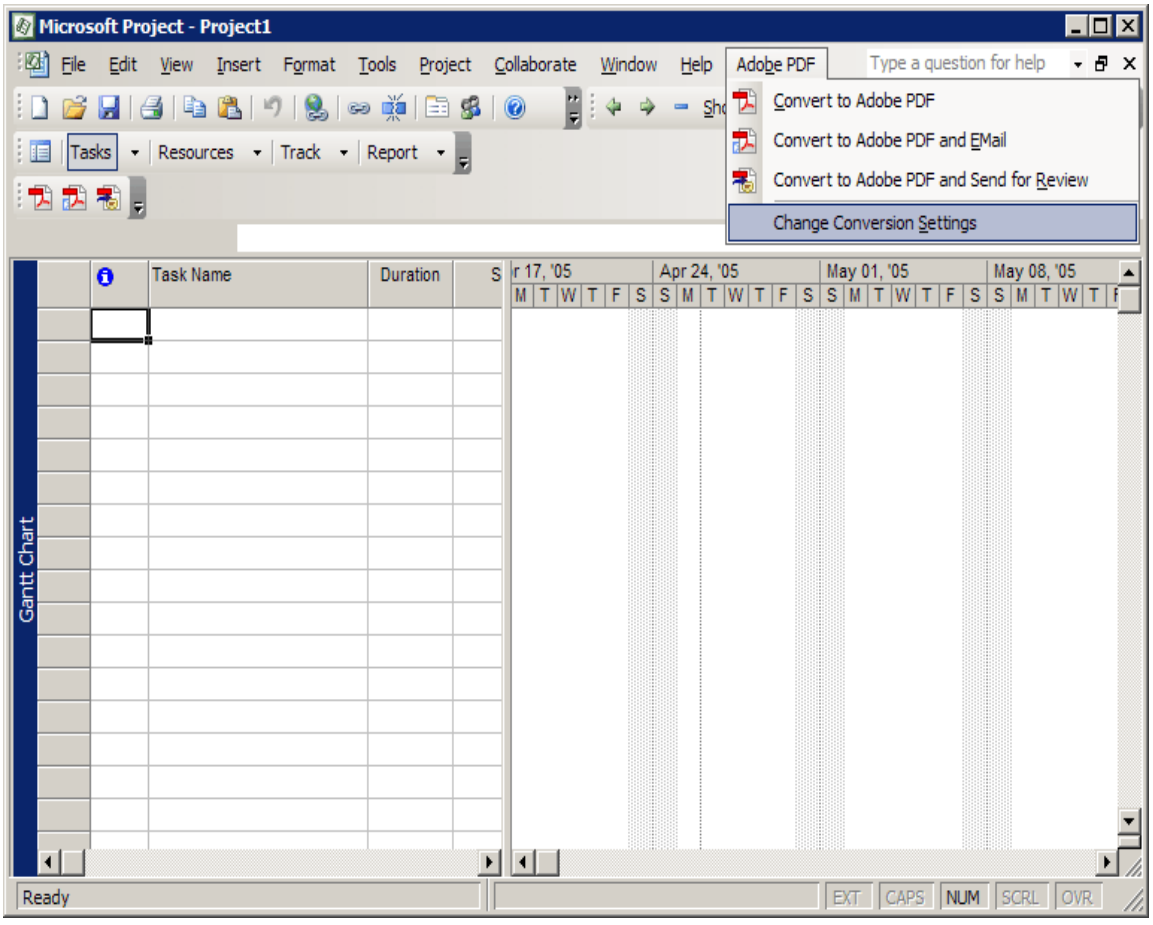
Important: *If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

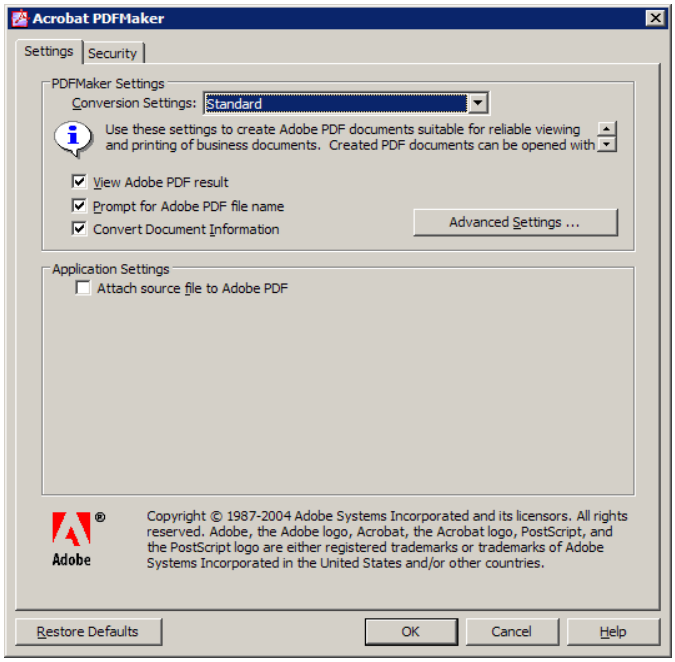
Launch Microsoft Project (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Project 2003**).

Verify that the Microsoft Project conversion settings match the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

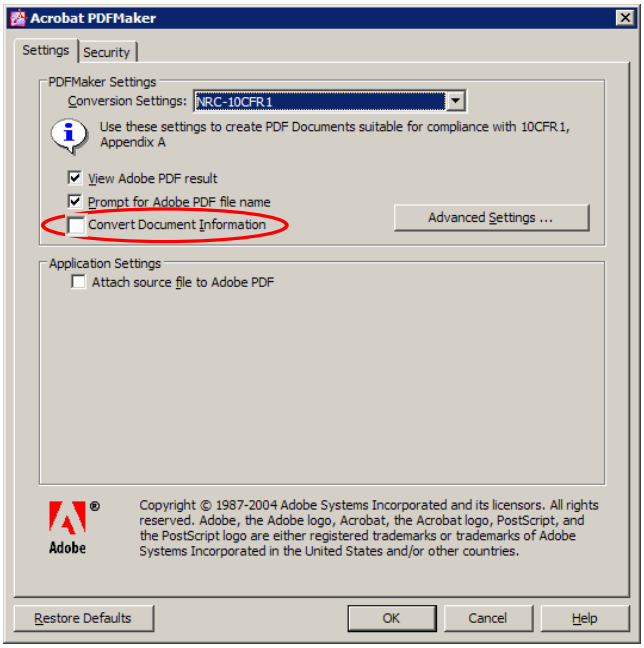
Note: *Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 88 of this section.*



The **Acrobat PDFMaker** window pops up.



Under the **Settings** tab, for the **Conversion Settings** field of the **PDFMaker Settings** section, click on the dropdown arrow and select the profile you have created (e.g., “NRC-10CFR1"). Uncheck **Convert Document Information**.

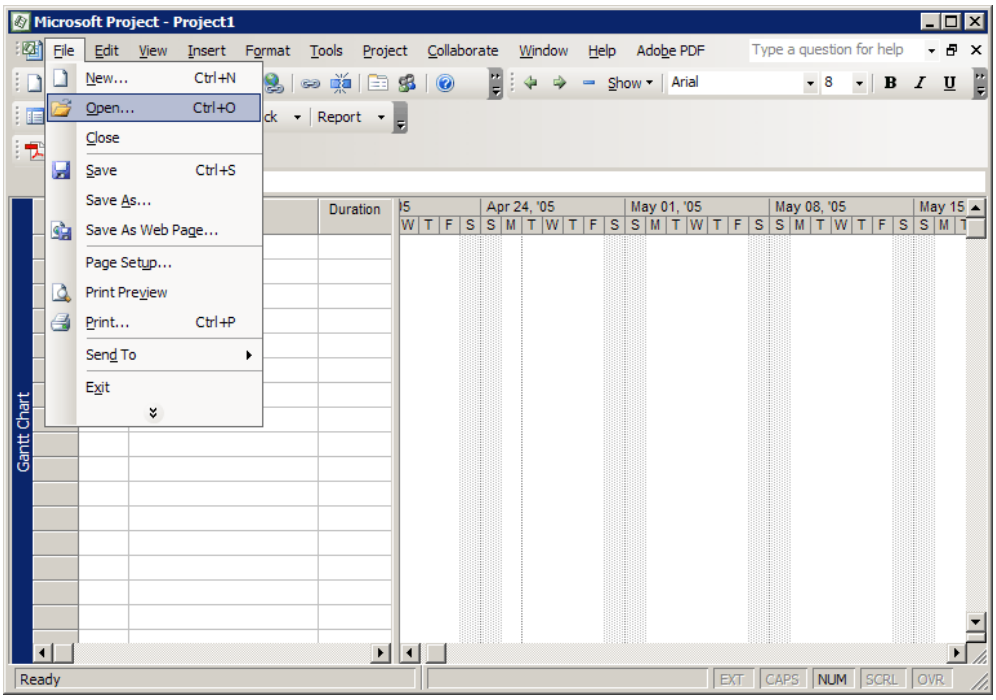


Leave the configurations under the **Security** tab as they are. Click on OK .

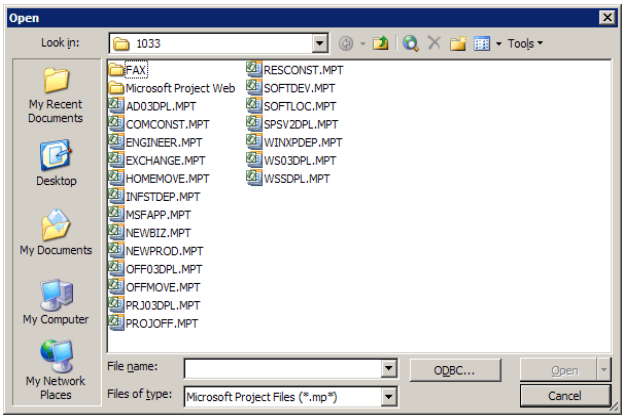
Follow the steps below to convert a Microsoft Office Project to PDF.

Launch Microsoft Project (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Project 2003**).

Open a Project by going to the main menu and clicking on **File** ⇨ **Open**.



The **Open** window appears.



Select the Microsoft Project plan you want to convert to PDF and click on Open.

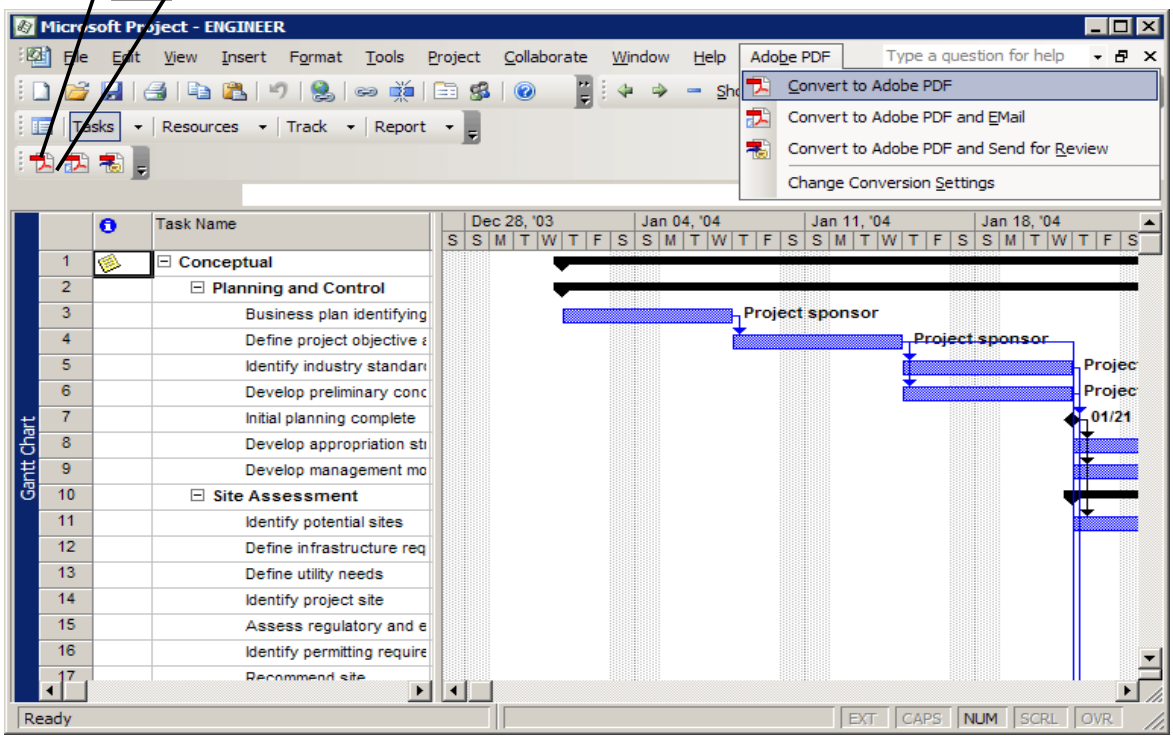
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office Project 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

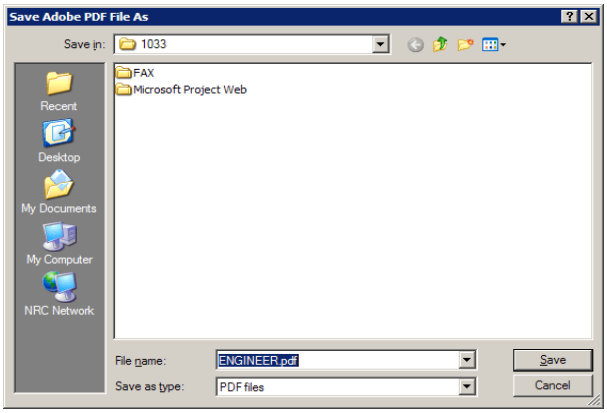
5.1.5a "***Convert to Adobe PDF***" method:

***Note**: If you are using an older version of Microsoft Office Project or Adobe Acrobat 5.0 or older, please follow the instructions on page 91, "**Print to PDF**".*

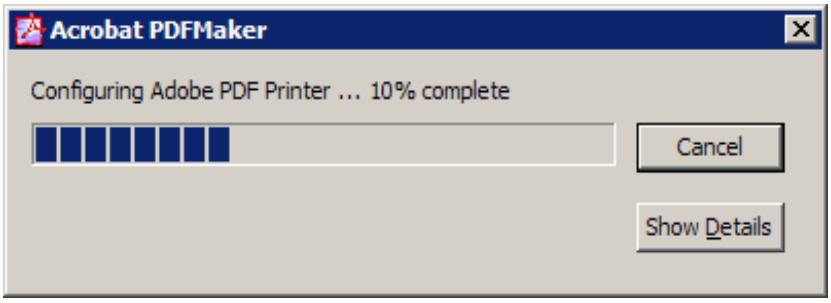
From the main menu, click on **Adobe PDF** ⇨**Convert to Adobe PDF** or click on .

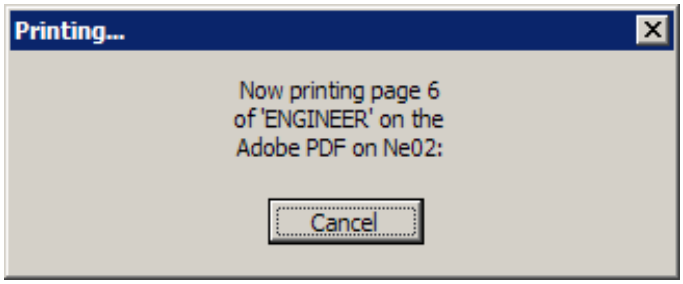


The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



A series of popup windows show the conversion status.



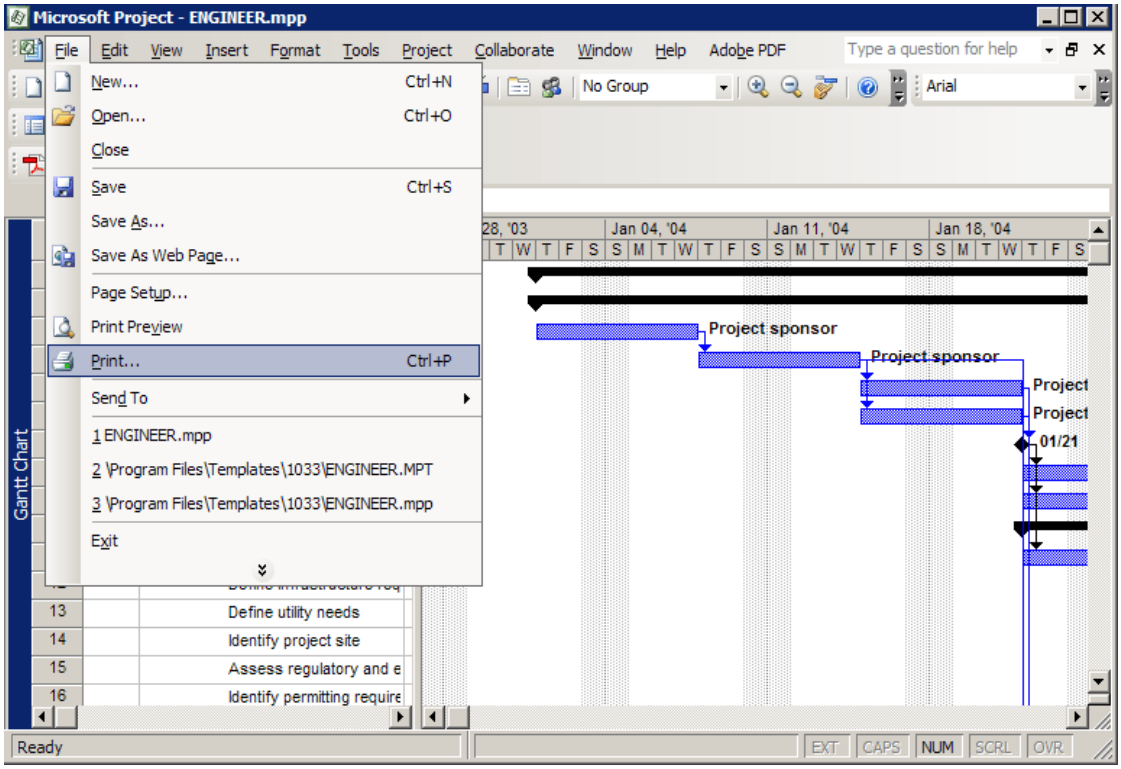


When the conversion is completed, the Microsoft Office Project 2003 plan is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

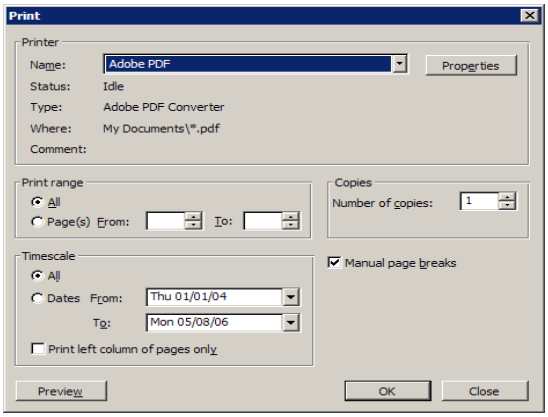
5.1.5b "***Print to PDF***" method:

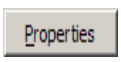
> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that **Printer Name** is set to Adobe PDF from the dropdown menu.

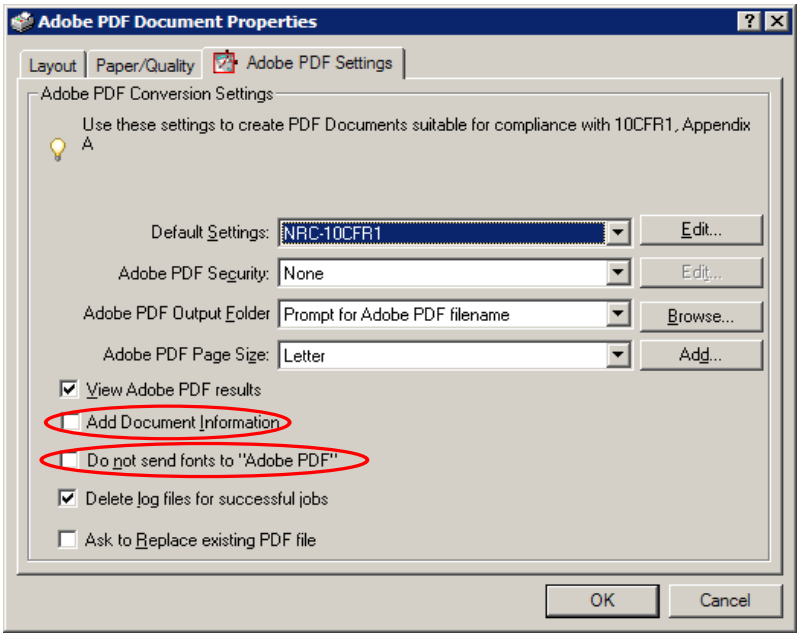


Click on  to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

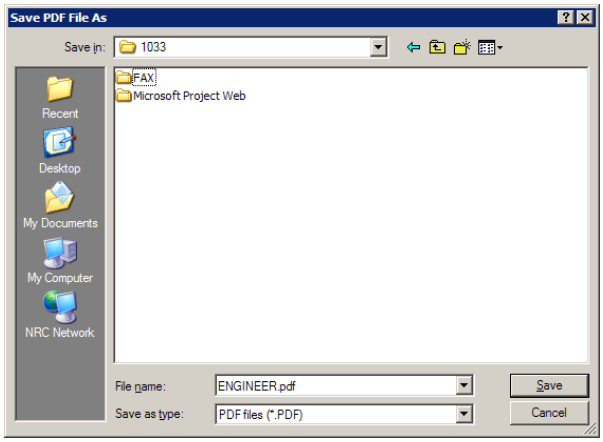
- Change **Default Settings** to NRC-10CFR1 (the default profile you created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

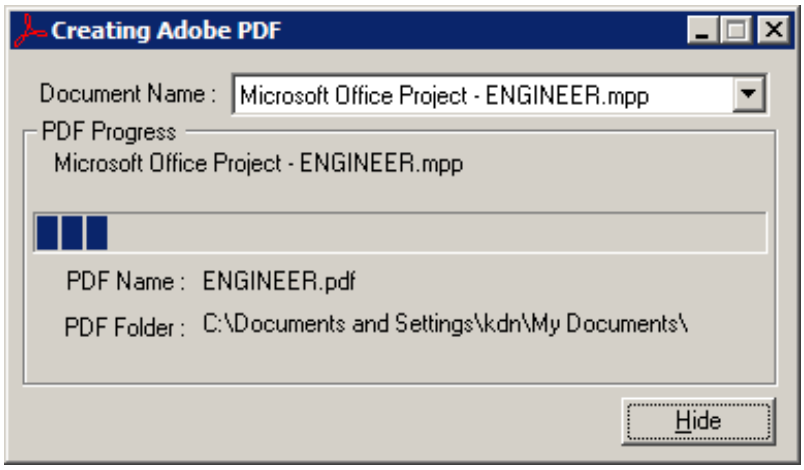


Click on OK and the **Print** window reappears. Click on OK to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



The **Creating Adobe PDF** window appears to show the conversion status.



When the conversion is completed, the Microsoft Office Project 2003 plan is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

5.1.6 ■ MS-Office Publisher 2003

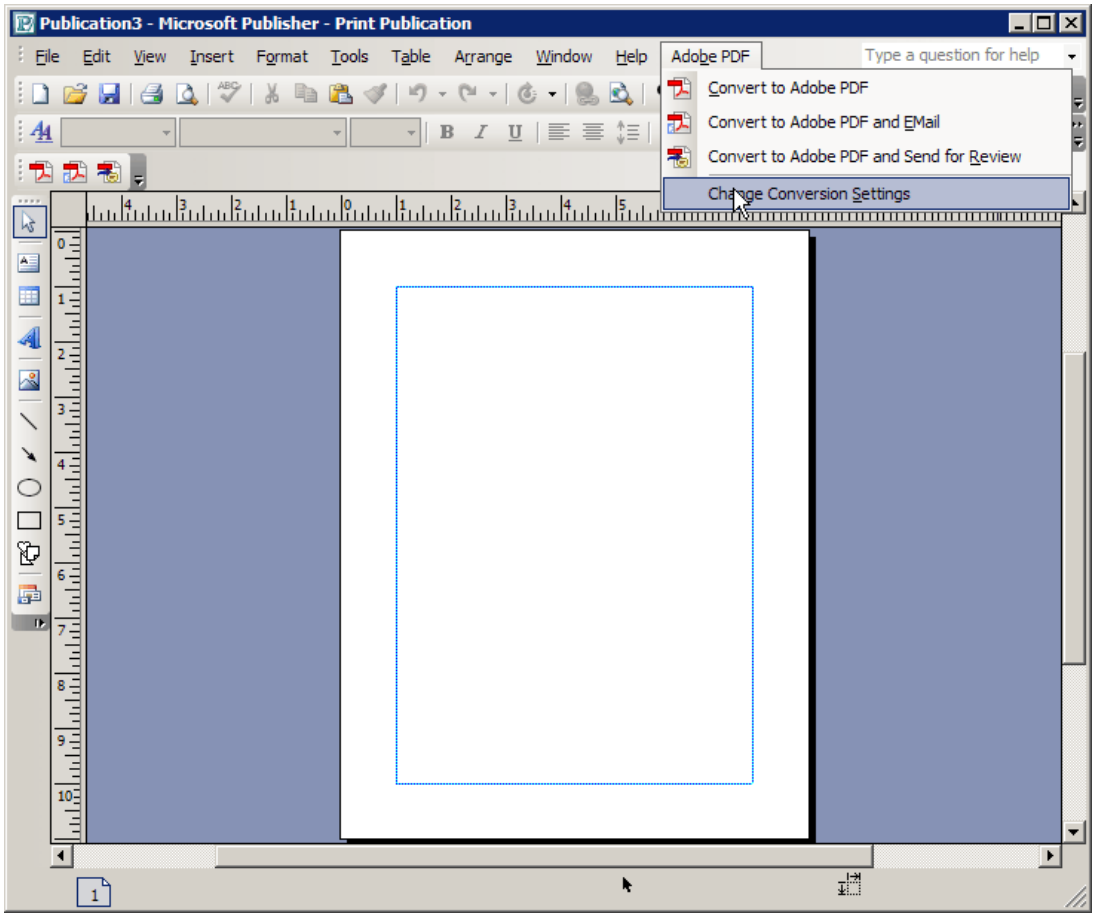
> ***Important:*** *If you haven't done so, follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", to create an Acrobat Distiller/PDFMaker profile.*

*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

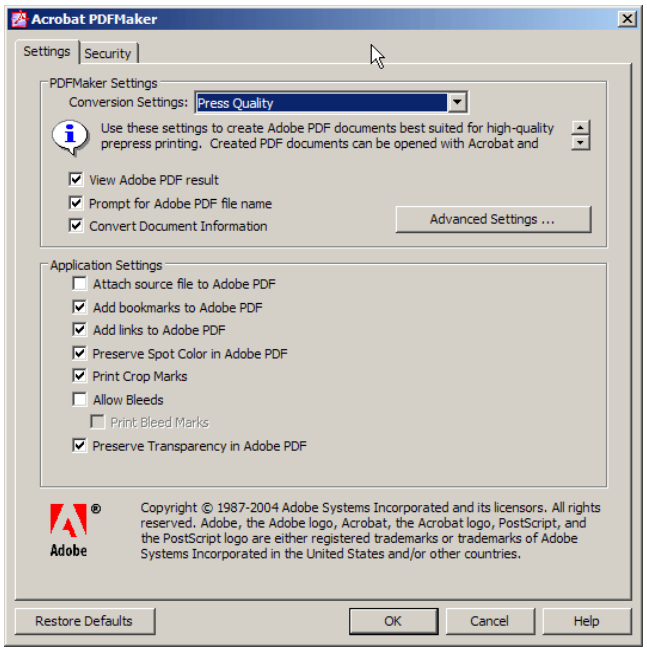
Launch Microsoft Publisher (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Publisher 2003**).

Verify that the Microsoft Publisher conversion settings are set to the profile you created in Section 4.1 by going to the main menu and clicking on **Adobe PDF** ⇨ **Change Conversion Settings**.

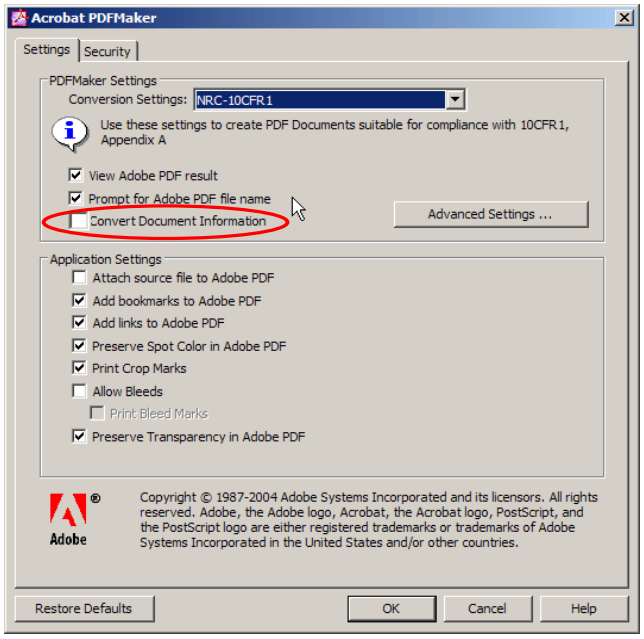
> ***Note:*** *Do so once and then leave the settings alone unless you want to use other settings. When you have configured and saved the Acrobat PDFMaker settings, start the conversion process on page 96 of this section.*



The **Acrobat PDFMaker** window pops up.



Under the **Settings** tab, in the **Conversion Settings** field of the **PDFMaker Settings** section, click on the dropdown arrow and select the profile you have created (e.g., “NRC-10CFR1"). Uncheck **Convert Document Information**.

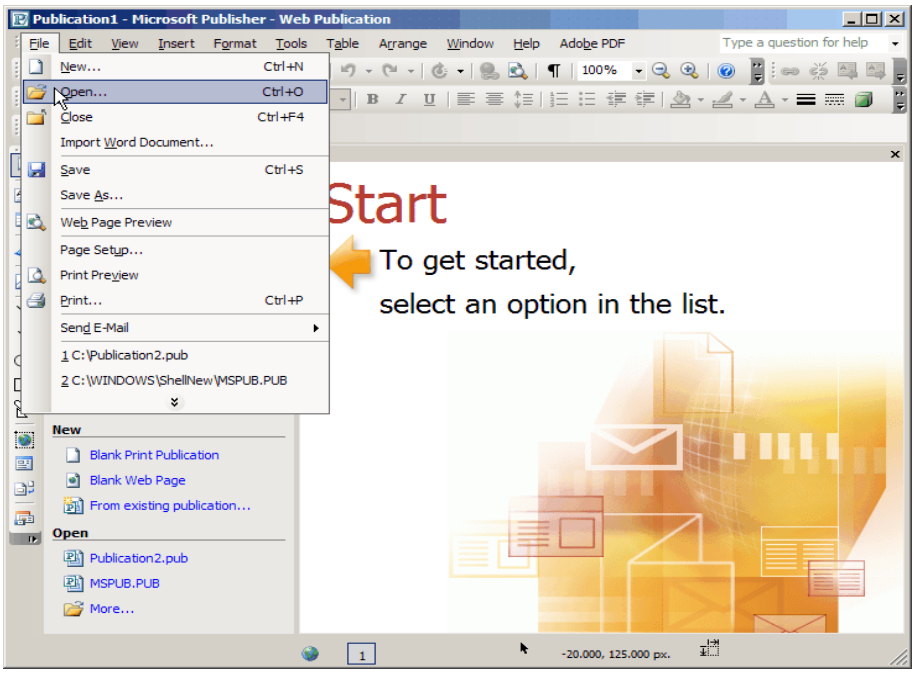


Leave the configurations on the **Security** tab as they are. Click on OK.

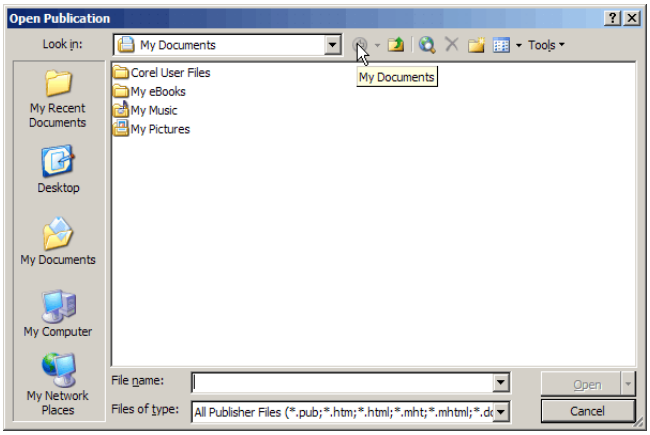
Follow the steps below to convert a Microsoft Office Publisher to PDF.

Launch Microsoft Publisher (either on the desktop or from **Start** ⇨ **Programs** ⇨ **Microsoft Office** ⇨ **Microsoft Office Publisher 2003**).

Open a Publisher publication by clicking on **File** ⇨ **Open**.



The **Open** window appears.



Select the Microsoft Publisher file you want to convert to PDF and click on Open.

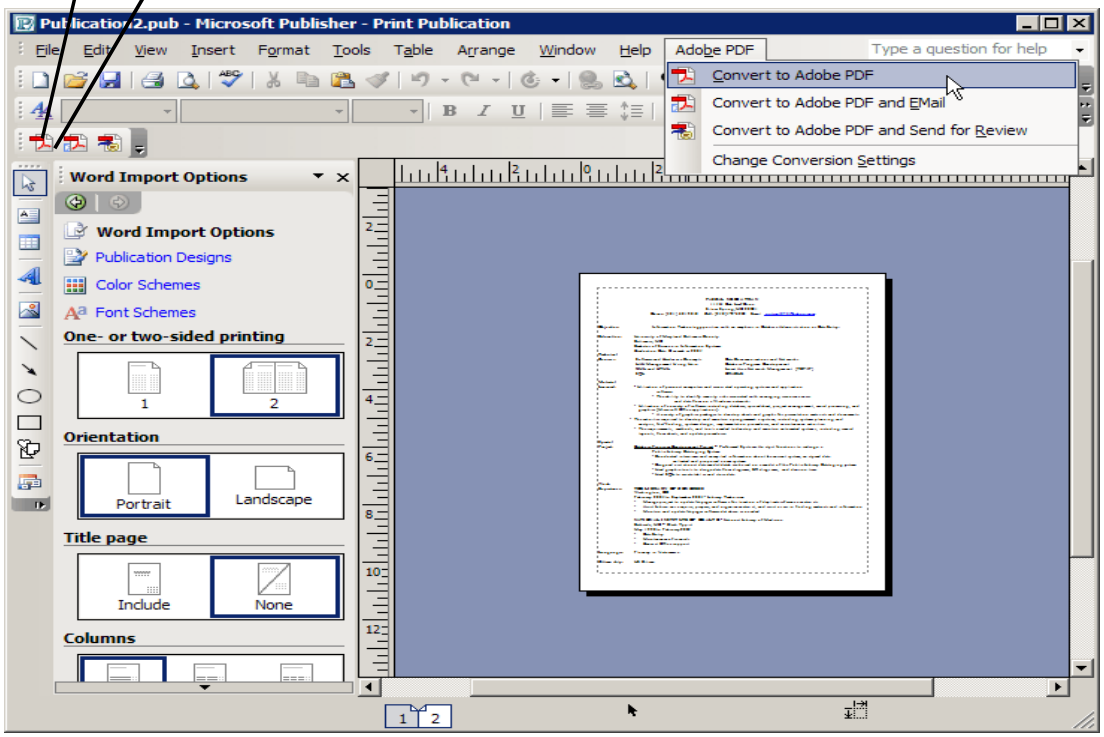
***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

***Note**: There are 2 ways/methods to convert a Microsoft Office Publisher 2003 to PDF file, "**Convert to Adobe PDF**" and "**Print to PDF**".*

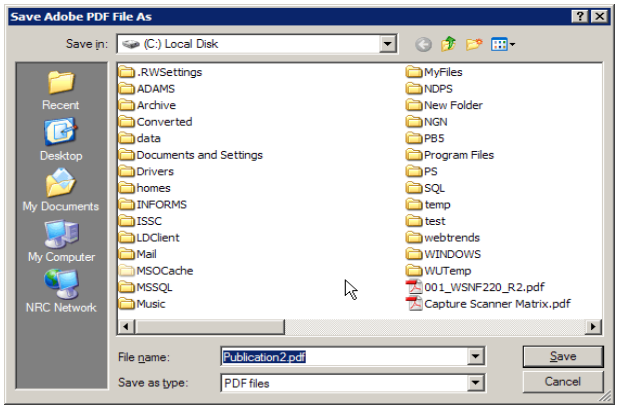
5.1.6a "*Convert to Adobe PDF*" method:

***Note**: If you are using an older version of Microsoft Office Publisher or Adobe Acrobat 5.0 or older, please follow the instructions on page 99, "**Print to PDF**".*

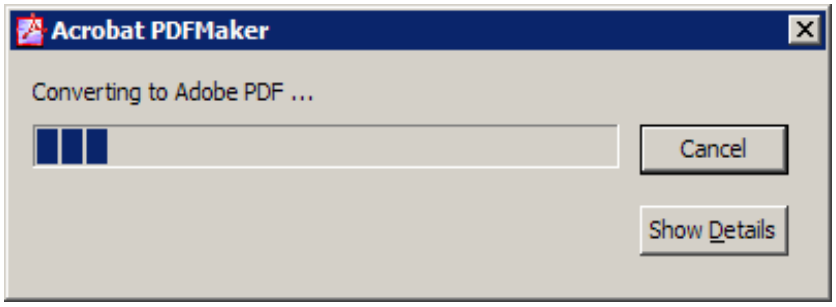
From the main menu, click on **Adobe PDF** ⇨**Convert to Adobe PDF** or click on .

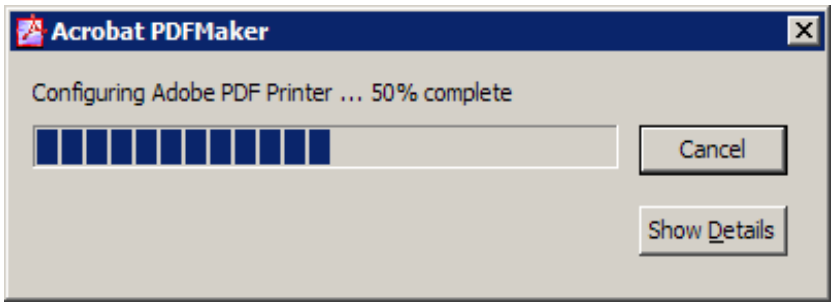


The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



A series of popup windows show the conversion status.



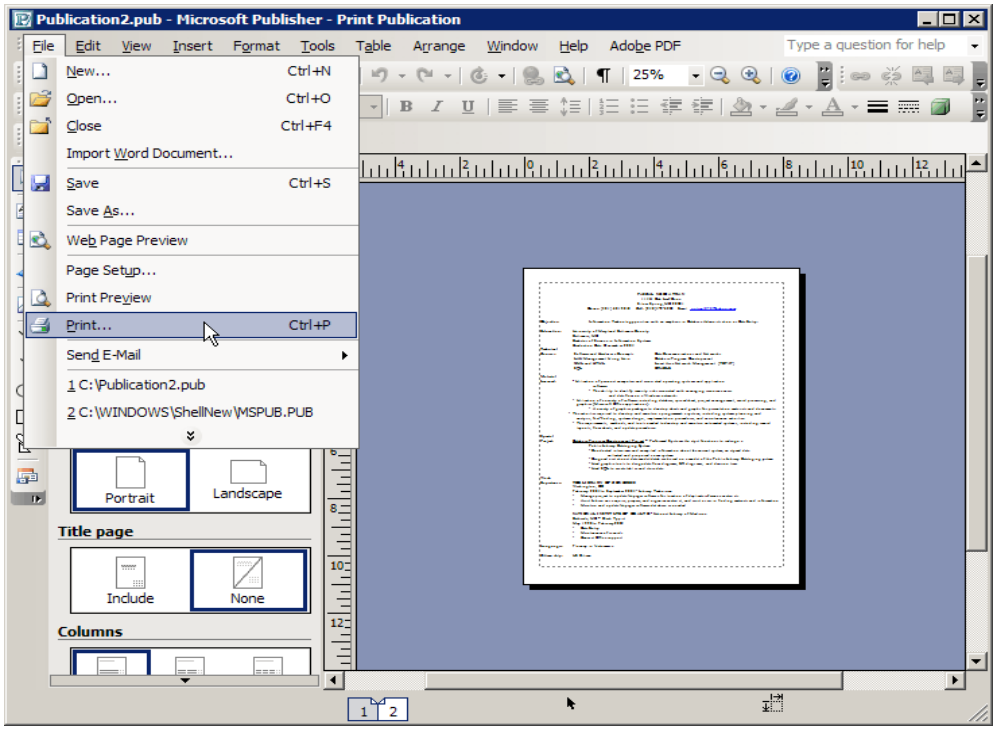


When the conversion is completed, the Microsoft Office Publisher 2003 is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

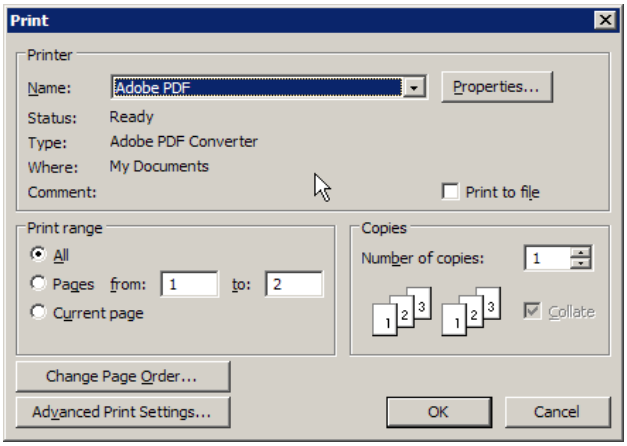
5.1.6b "***Print to PDF***" method:

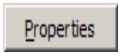
> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the printer name is set to Adobe PDF from the dropdown menu.

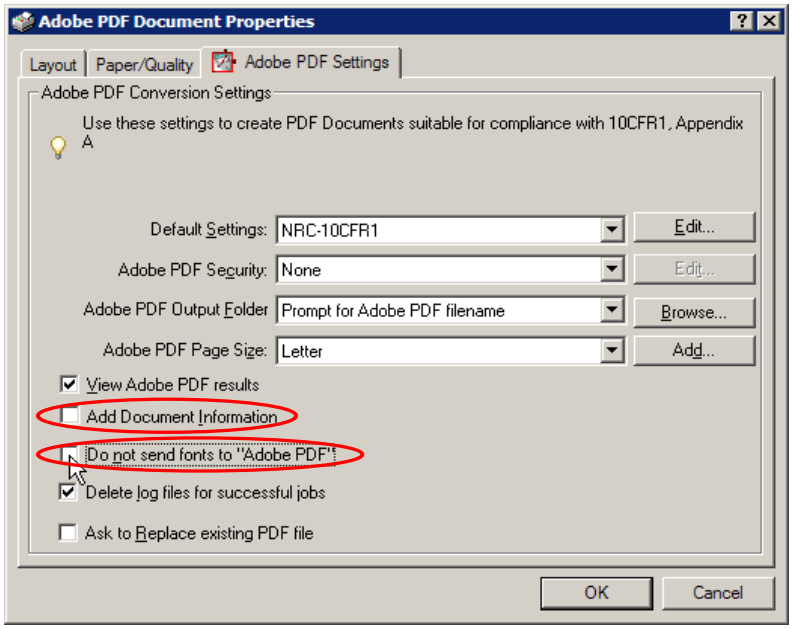


Click on  to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

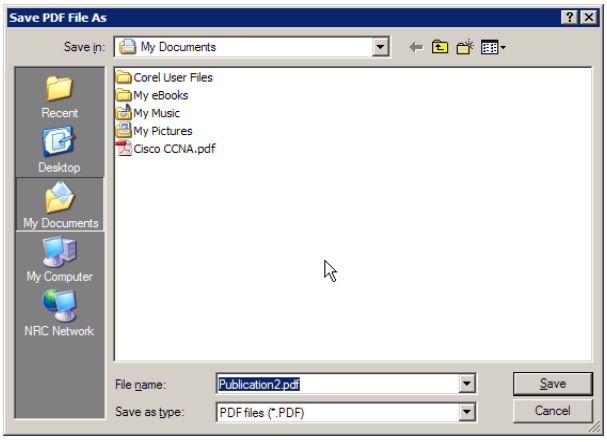
- Change the **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.

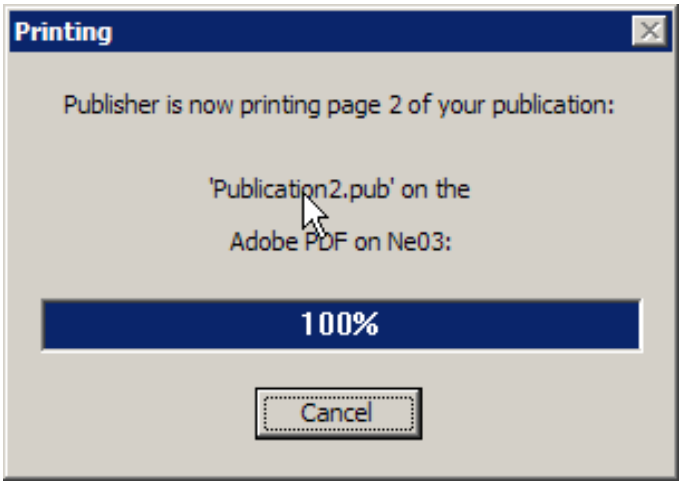


Click on OK and the **Print** window reappears. Click on OK to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



The **Printing** window appears to show the conversion status.



When the conversion completed, the Microsoft Office Publisher 2003 is converted to a PDF document and Adobe Acrobat Professional (or Adobe Acrobat Reader) may launch automatically with the new PDF document.

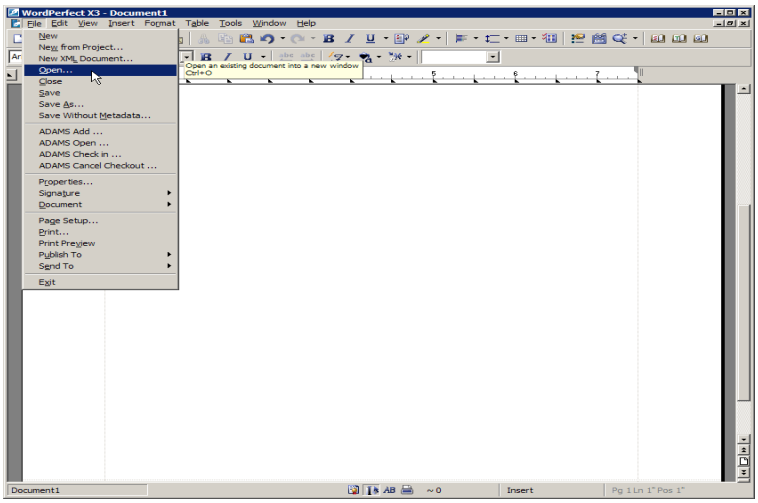
5.2 Converting Corel WordPerfect Office X3 to PDF

5.2.1 ■ WordPerfect X3

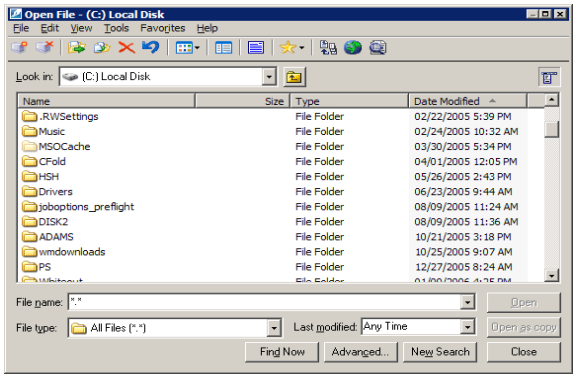
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further. Instructions to remove/delete sensitive/unwanted text can be found at http://adamswebsearch.nrc.gov/idmws/ViewDocByAccession.asp?AccessionNumber=ML060760605.*

Launch Corel WordPerfect (either from the desktop or from **Start** ⇨ **WordPerfect Office X3** ⇨ **WordPerfect X3**).

Open a WordPerfect document by going to the main menu and clicking on **File** ⇨ **Open**.



The **Open** window appears.



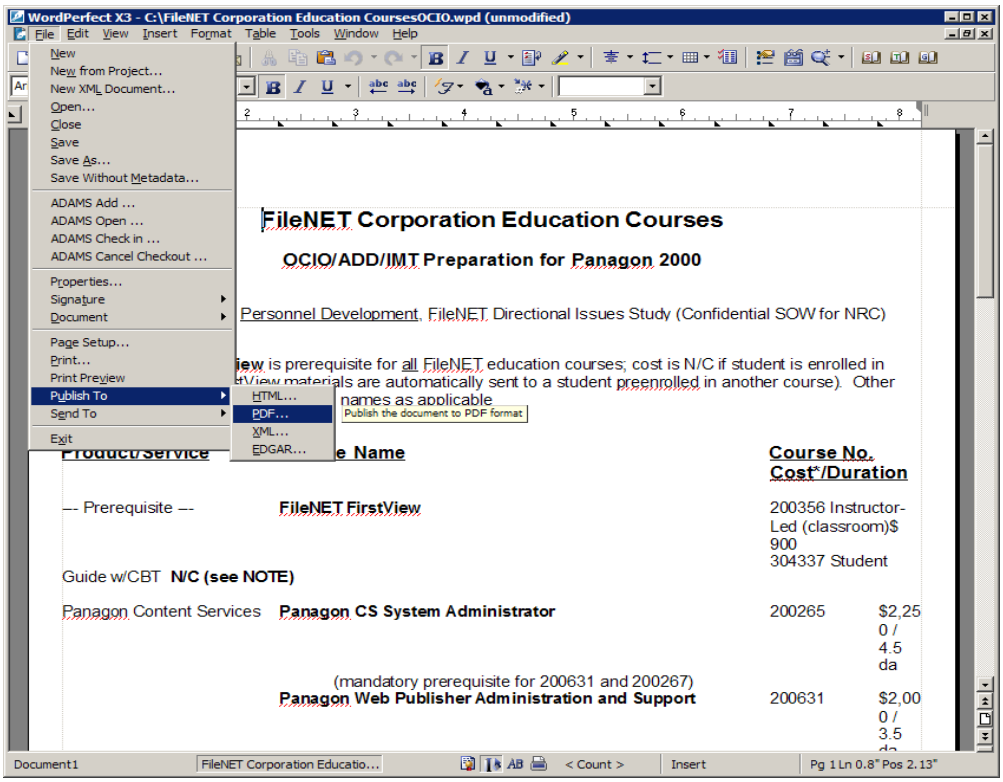
Select the WordPerfect document you want to convert to PDF and click on Open.

***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing. There is also a known problem with the search function in Adobe Acrobat when using Publish to PDF function. Until further notice, go to page 123, "**Print to PDF**", to convert to PDF.*

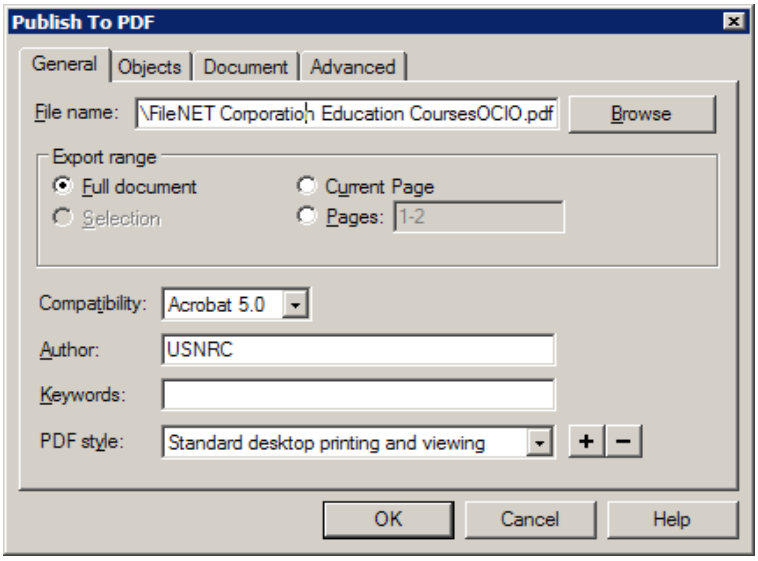
***Note**: There are 2 ways/methods to convert a Corel WordPerfect X3 to PDF file, "**Publish to PDF**" and "**Print to PDF**".*

5.2.1a "***Publish to PDF***" method:

On WordPerfect's main menu, click on **File** ⇨ **Publish to** ⇨ **PDF**.



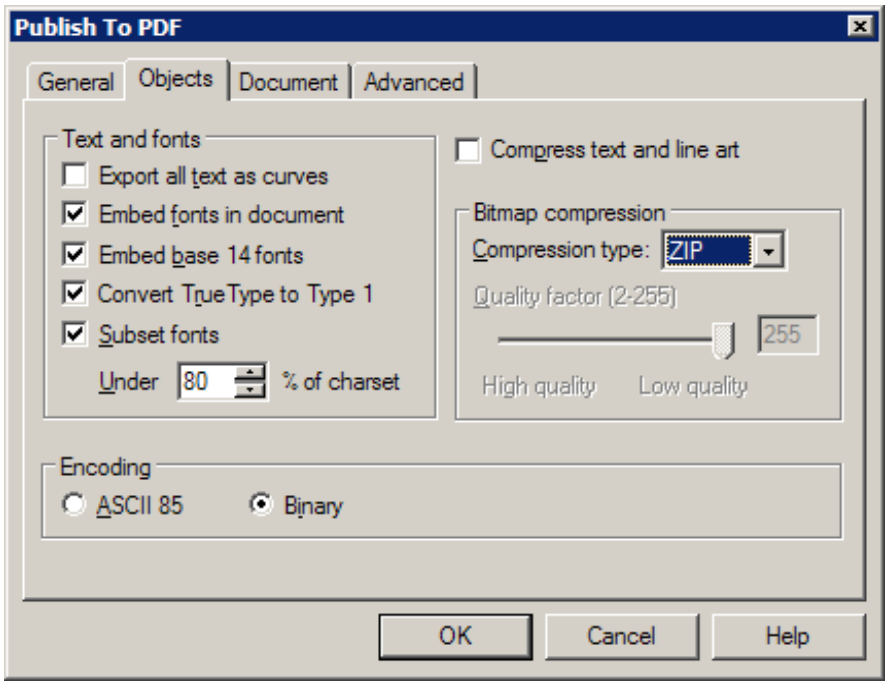
The **Publish To PDF** window appears.



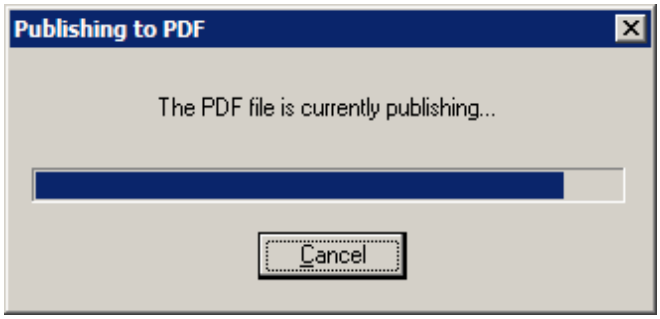
Under the **General** tab of the **Publish To PDF** window, make sure **Compatibility** is set to the max, Acrobat 5.0, and change the **File Name** field to whatever you want, including the full path to where you want the file saved.

If you enable the **Pages** option in the **Export range** section, you must type the numbers for the first and last pages that you want to publish.

Under the **Objects** tab, make sure the settings are similar to the figure below. Be sure **Embed fonts in document** is checked. Keep the default settings for the **Document** and **Advanced** tabs. Then click on OK .



The **Publishing to PDF** window pops up to show the conversion status.

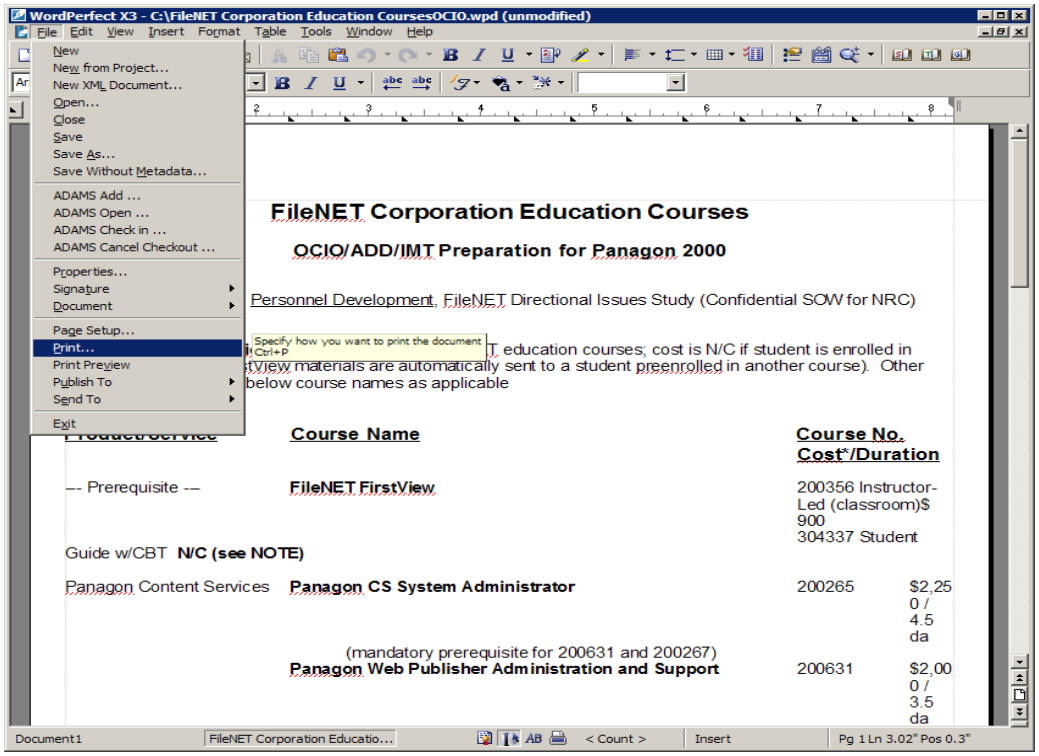


When the conversion is completed, the window disappears. The document is converted to PDF.

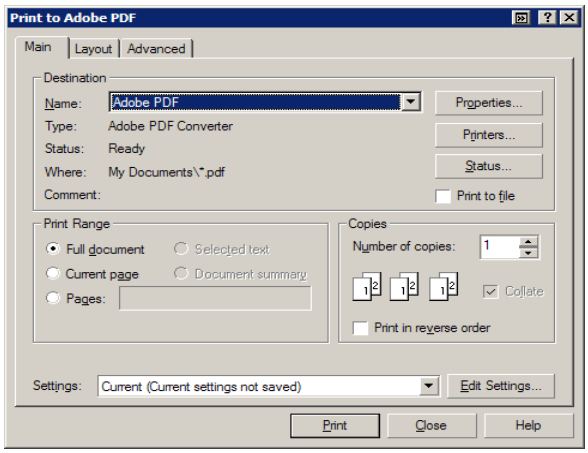
5.2.1b "***Print to PDF***" method:

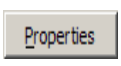
> ***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



The **Print** window pops up. Verify that the printer name is set to Adobe PDF from the dropdown menu.

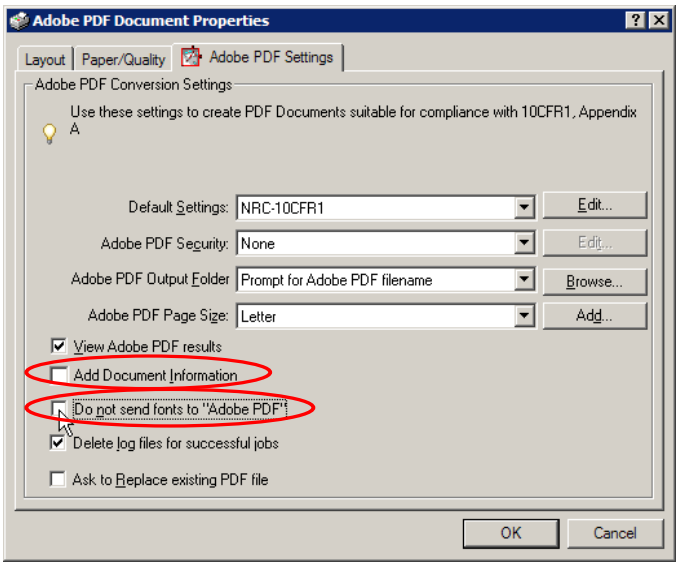


Click on  to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

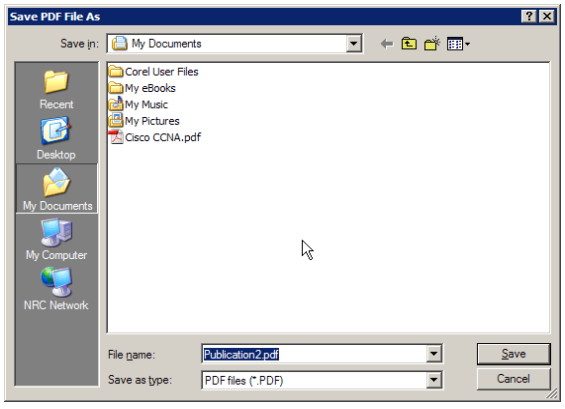
- Change **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.



Click on OK and the **Print** window reappears. Click on Print... to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save.



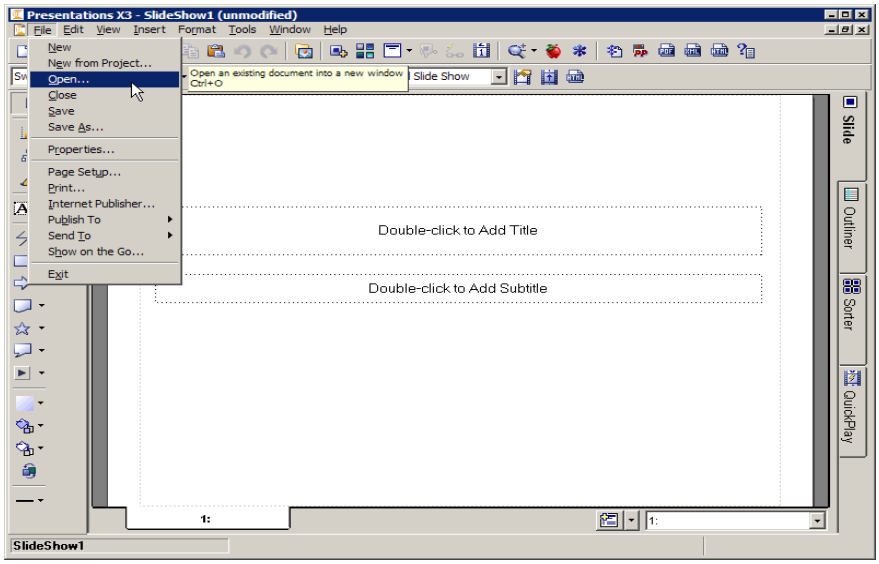
When the prompt returns, the WordPerfect document is converted to PDF document.

5.2.2 ■ Presentation X3

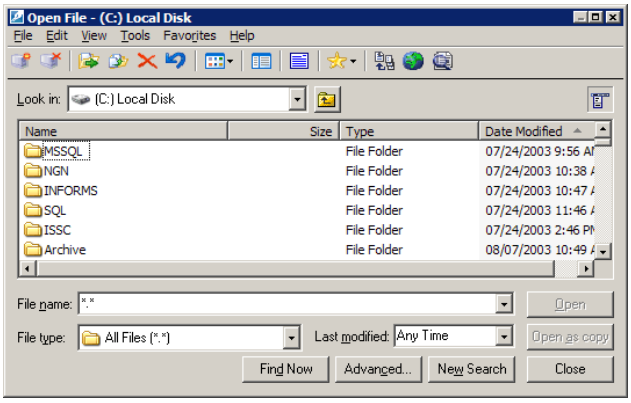
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

Launch Corel Presentation (either from the desktop or from **Start** ⇨ **WordPerfect Office X3** ⇨ **Presentation X3**).

Open a Corel presentation by going to the main menu and clicking on **File** ⇨ **Open**.



The **Open** window appears.



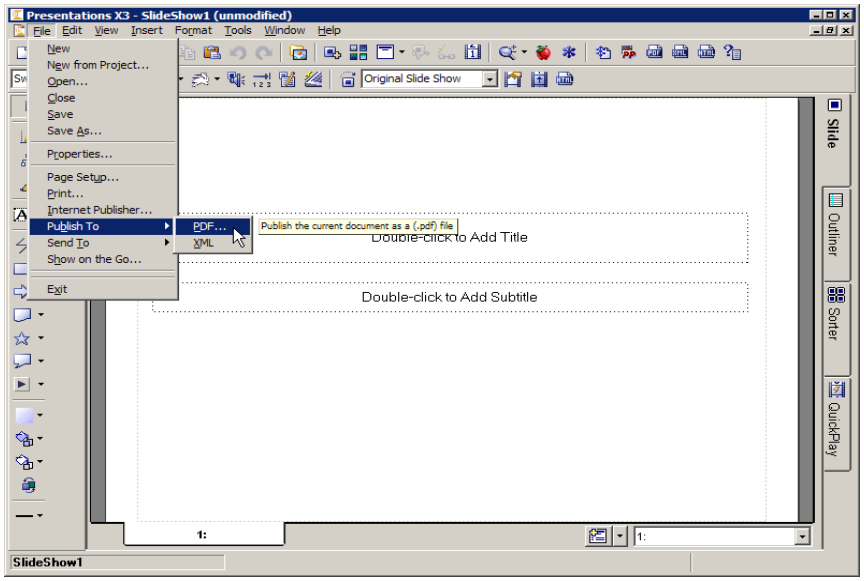
Select the Presentation document you want to convert to PDF and click on Open.

***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing. There is also a known problem with the search function in Adobe Acrobat when using Publish to PDF feature. Until further notice, go to page 128, "**Print to PDF**", to convert to PDF.*

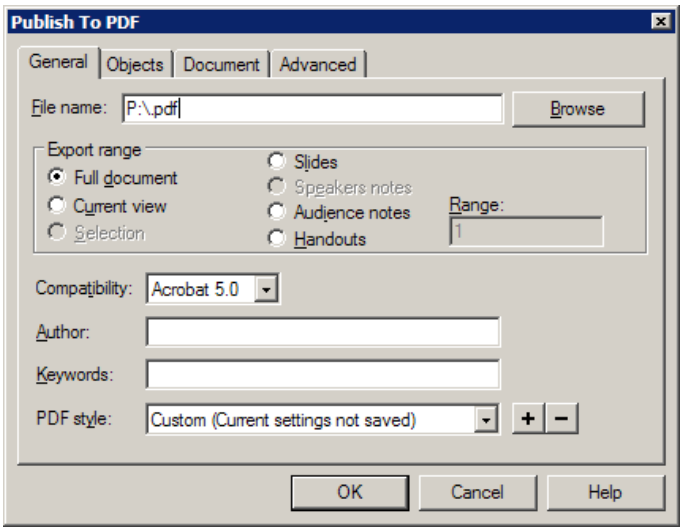
***Note**: There are 2 ways/methods to convert a Corel Presentation X3 to PDF file, "**Publish to PDF**" and "**Print to PDF**".*

5.2.2a "***Publish to PDF***" method:

From Presentation's main menu, click on **File** ⇨ **Publish to PDF**.



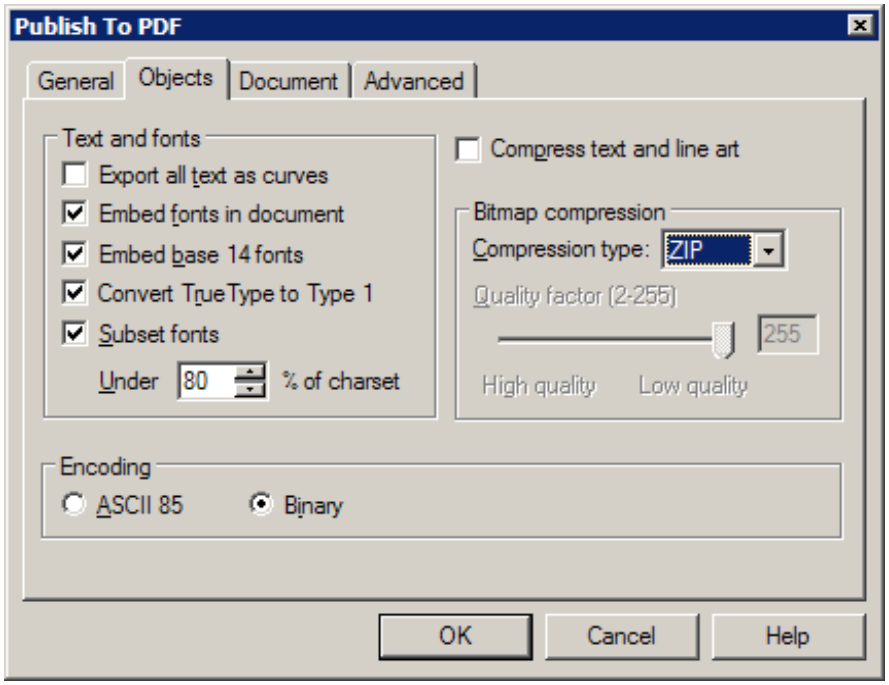
The **Publish To PDF** window appears.



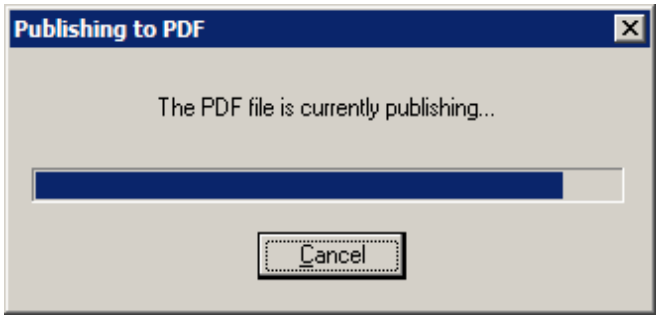
Under the **General** tab of the **Publish To PDF** window, make sure **Compatibility** is set to the max, Acrobat 5.0, and change the **File Name** field to whatever you want, including the full path to where you want the file saved.

If you want to convert the presentation as slides, click on **Slides**, etc.

Under the **Objects** tab, make sure the settings are similar to figure below. Be sure **Embed fonts in document** is checked. Keep the default settings for the **Document** and **Advanced** tabs. Then click on OK .



A **Publishing to PDF** window pops up to show the conversion status.

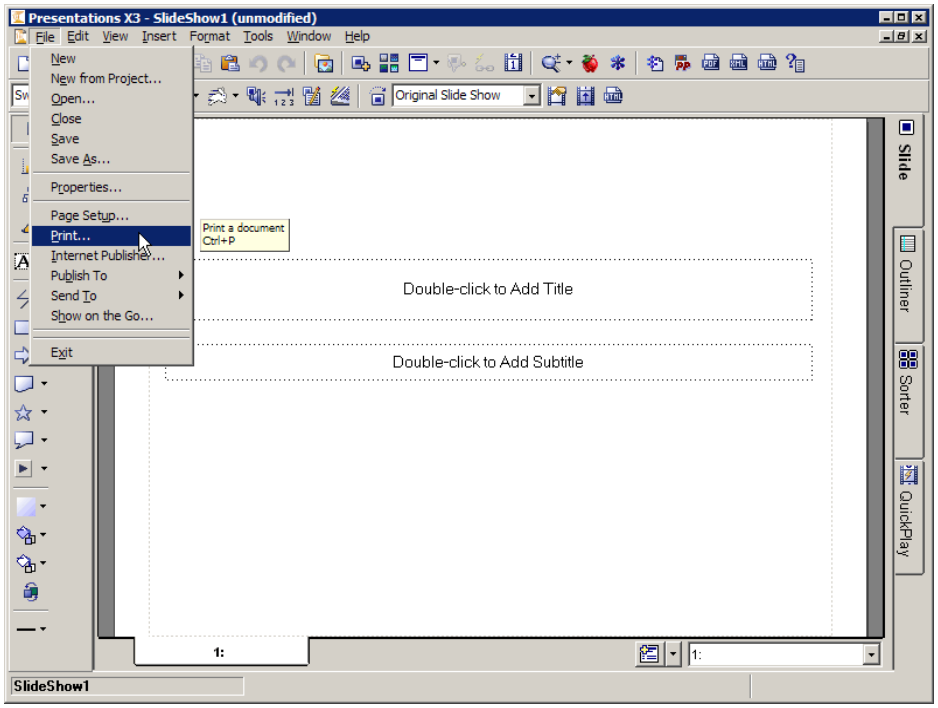


When the conversion is completed, the window disappears. The presentation is converted to PDF.

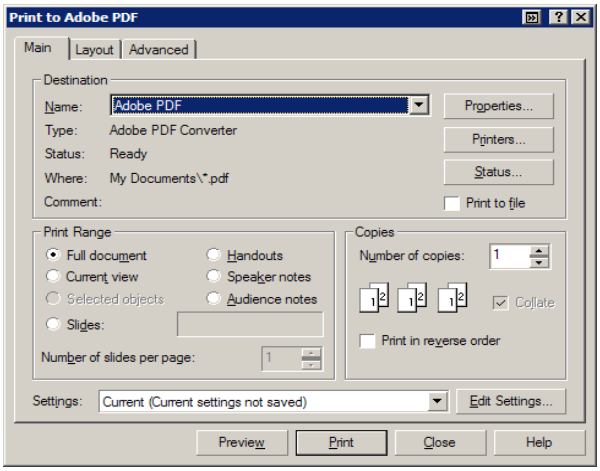
5.2.2b "***Print to PDF***" method:

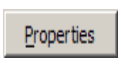
> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From the main menu, click on **File** ⇨ **Print**.



A **Print** window pops up. Verify that the printer name is set to Adobe PDF from the dropdown menu.

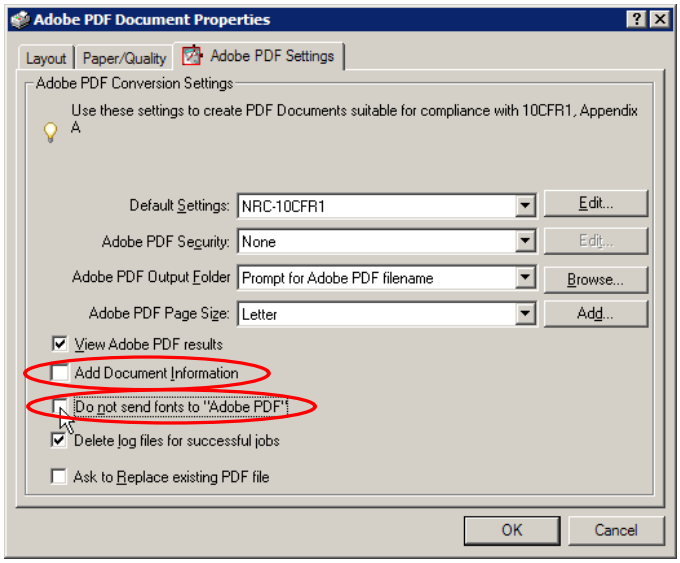


Click on  to bring up the **Adobe PDF Document Properties** window.

Click on the **Adobe PDF Settings** tab and change the following settings:

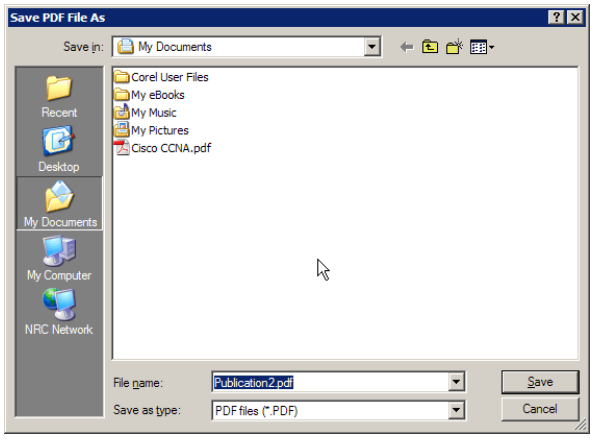
- Change **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.



Click on OK and the **Print** window reappears. Click on Print... to start the conversion process.

The **Save Adobe PDF File As** window pops up. Enter the name you want in the **File Name** field, then click on Save .



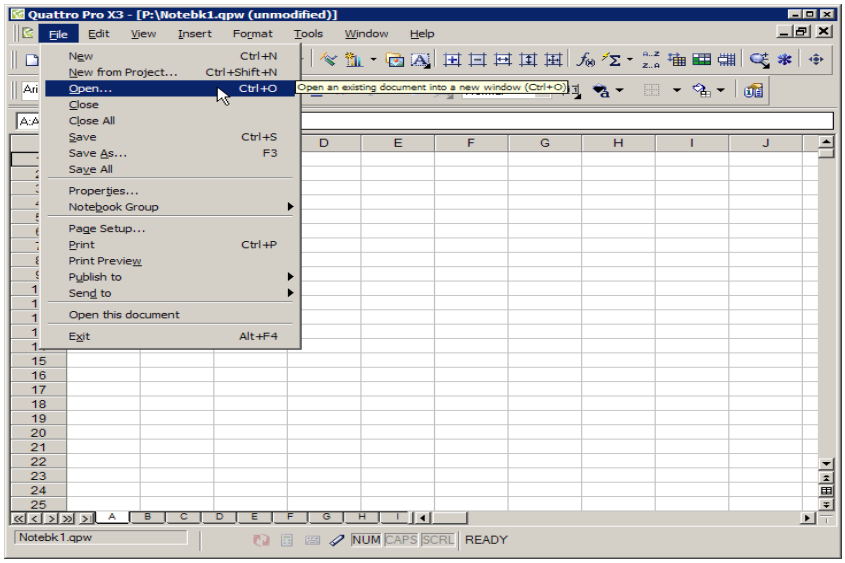
When the prompt returns, the Corel presentation is converted to PDF.

5.2.3 ■ Quattro Pro X3

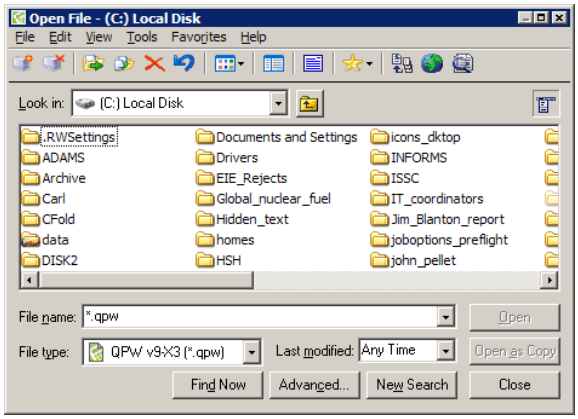
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

Launch Corel Quattro Pro (either from the desktop or from **Start** ⇨ **WordPerfect Office X3** ⇨ **Quattro Pro X3**).

Open a Corel Quattro Pro spreadsheet by clicking on **File** ⇨ **Open**.



The **Open** window appears.



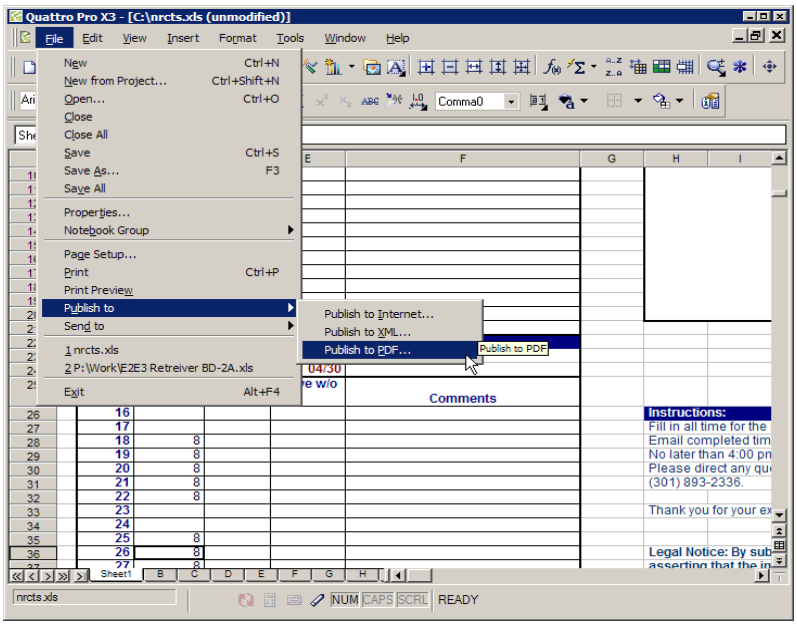
Select the Quattro Pro spreadsheet you want to convert to PDF and click on Open.

***Note**: Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing. There is also a known problem with the search function in Adobe Acrobat when using Publish to PDF feature. Until further notice, go to page 133, "**Print to PDF**", to convert to PDF.*

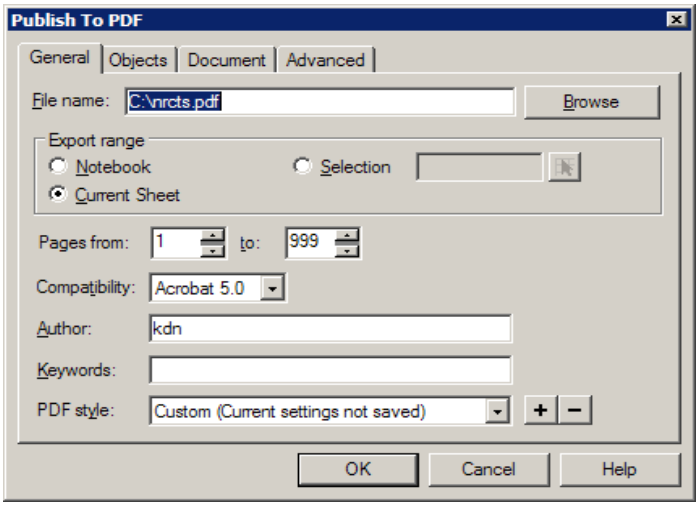
***Note**: There are 2 ways/methods to convert a Corel Quattro Pro X3 to PDF file, "**Publish to PDF**" and "**Print to PDF**".*

5.2.3a "***Publish to PDF***" method:

From Quattro Pro's main menu, click on **File** ⇨ **Publish to PDF**.



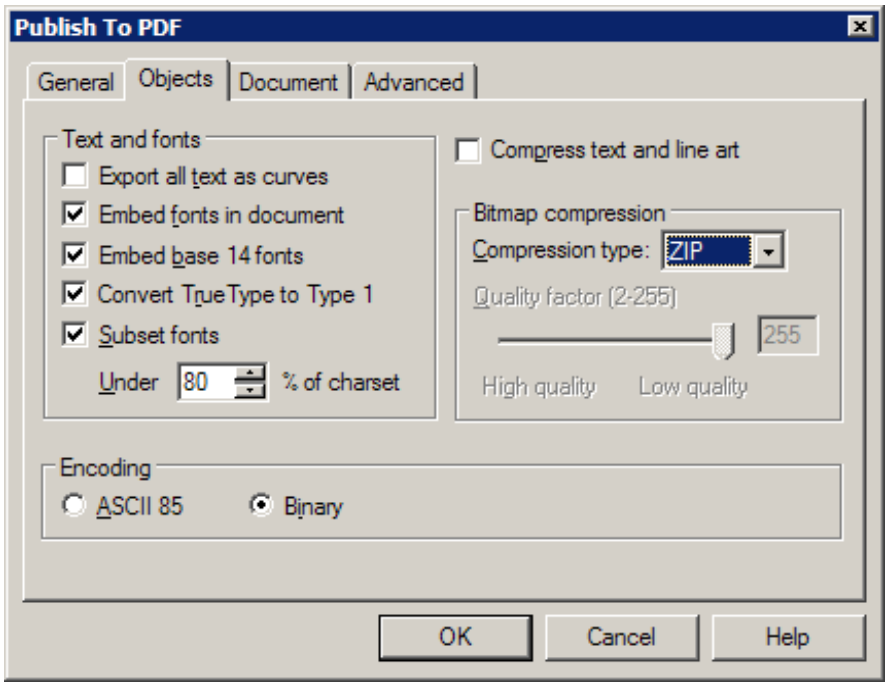
The **Publish To PDF** window appears.



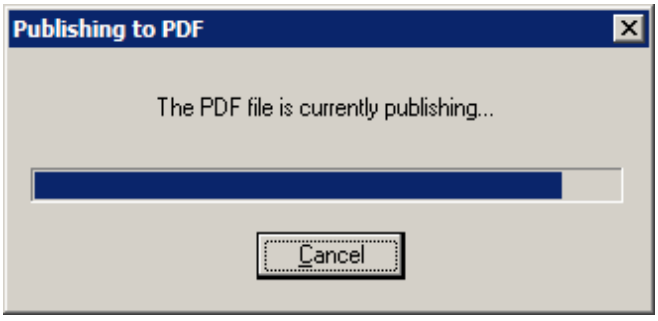
Under the **General** tab of the **Publish To PDF** window, make sure **Compatibility** is set to the max, Acrobat 5.0, and change the **File Name** field to whatever you want, including the full path to where you want the file saved.

If you want to convert the whole notebook, click on **Notebook**, etc.

Under the **Objects** tab, make sure the settings are similar to figure below. Be sure **Embed fonts in document** is checked. Keep the default settings for the **Document** and **Advanced** tabs. Then click on OK .



A **Publishing to PDF** window pops up to show the conversion status.

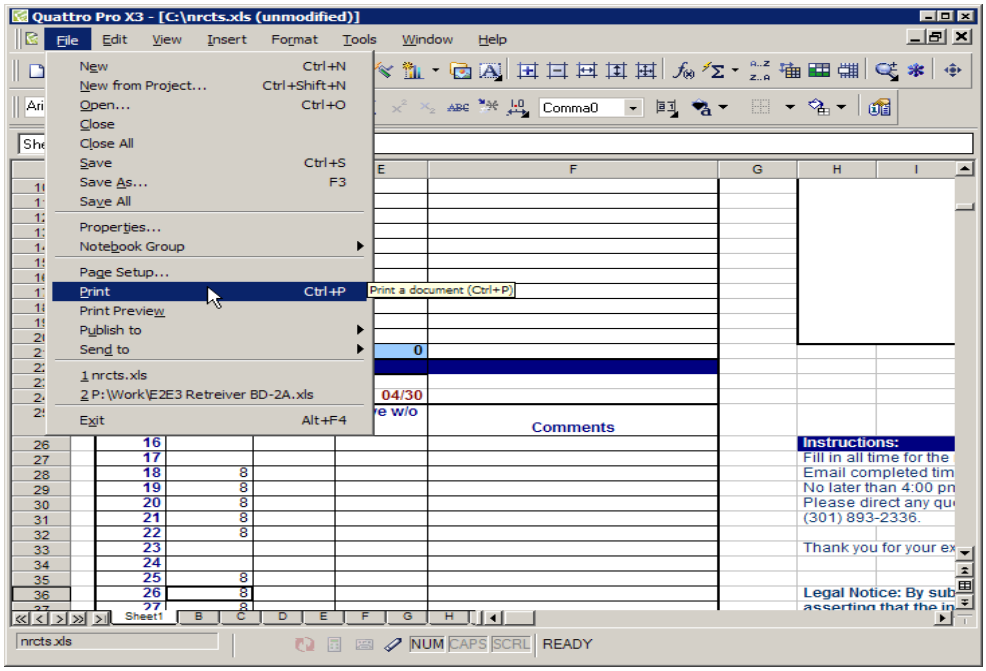


When the conversion is completed, the window disappears. The Quattro Pro spreadsheet is converted to PDF.

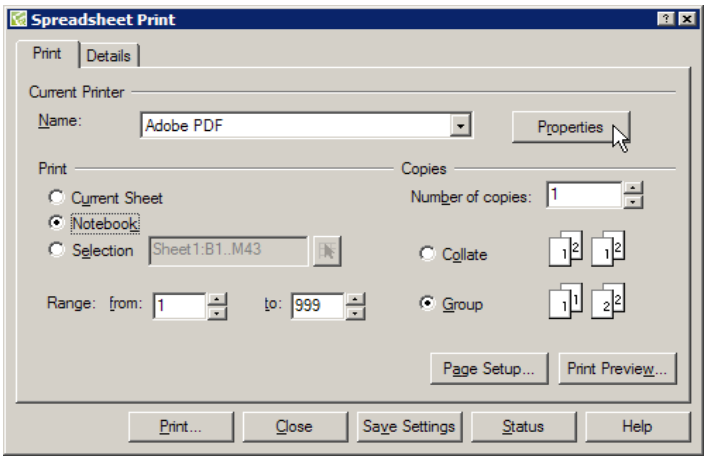
5.2.3b "***Print to PDF***" method:

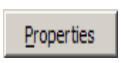
> ***Note***: *Remove all hyperlinks to other electronic files or Web sites unless the document includes a disclaimer that the hyperlinks are either inoperable or are not essential to the filing.*

From Quattro Pro's main menu, select **File** ⇨ **Print**.



A **Spreadsheet Print** window appears. Verify that the printer name is set to Adobe PDF from the dropdown menu. Click on **Notebook** to convert the whole spreadsheet.

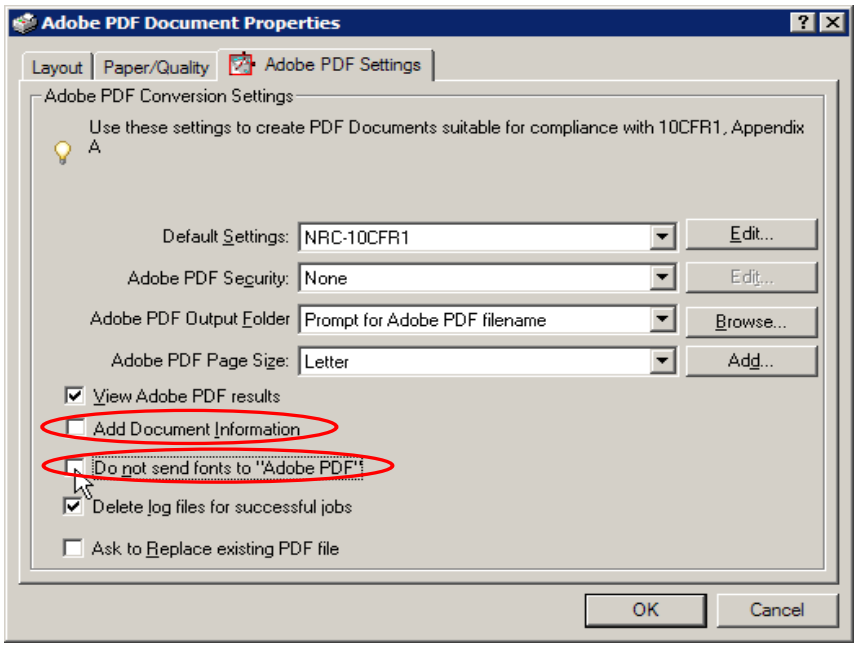


Click on  to bring up the **Adobe PDF Document Properties** window.

Under the **Adobe PDF Settings** tab, change the following settings:

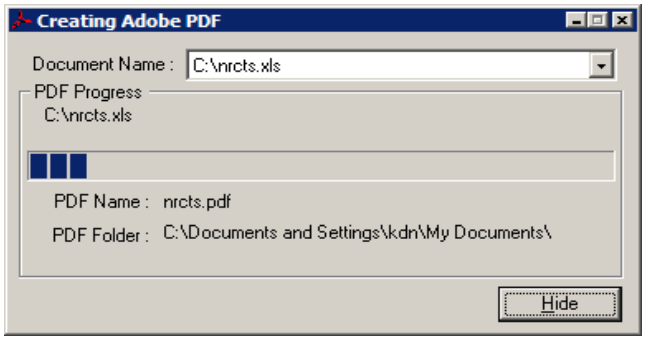
- Change **Default Settings** to NRC-10CFR1 (the default profile created in Section 4.1).

- Uncheck **Do not send fonts to "Adobe PDF"**. Uncheck **Add Document Information**.
  This will ensure that the fonts are embedded and exclude document's Properties information.



Click on OK and the **Print** window reappears. Click on Print... to start the conversion process.

A **Creating Adobe PDF** window pops up to show the conversion status.



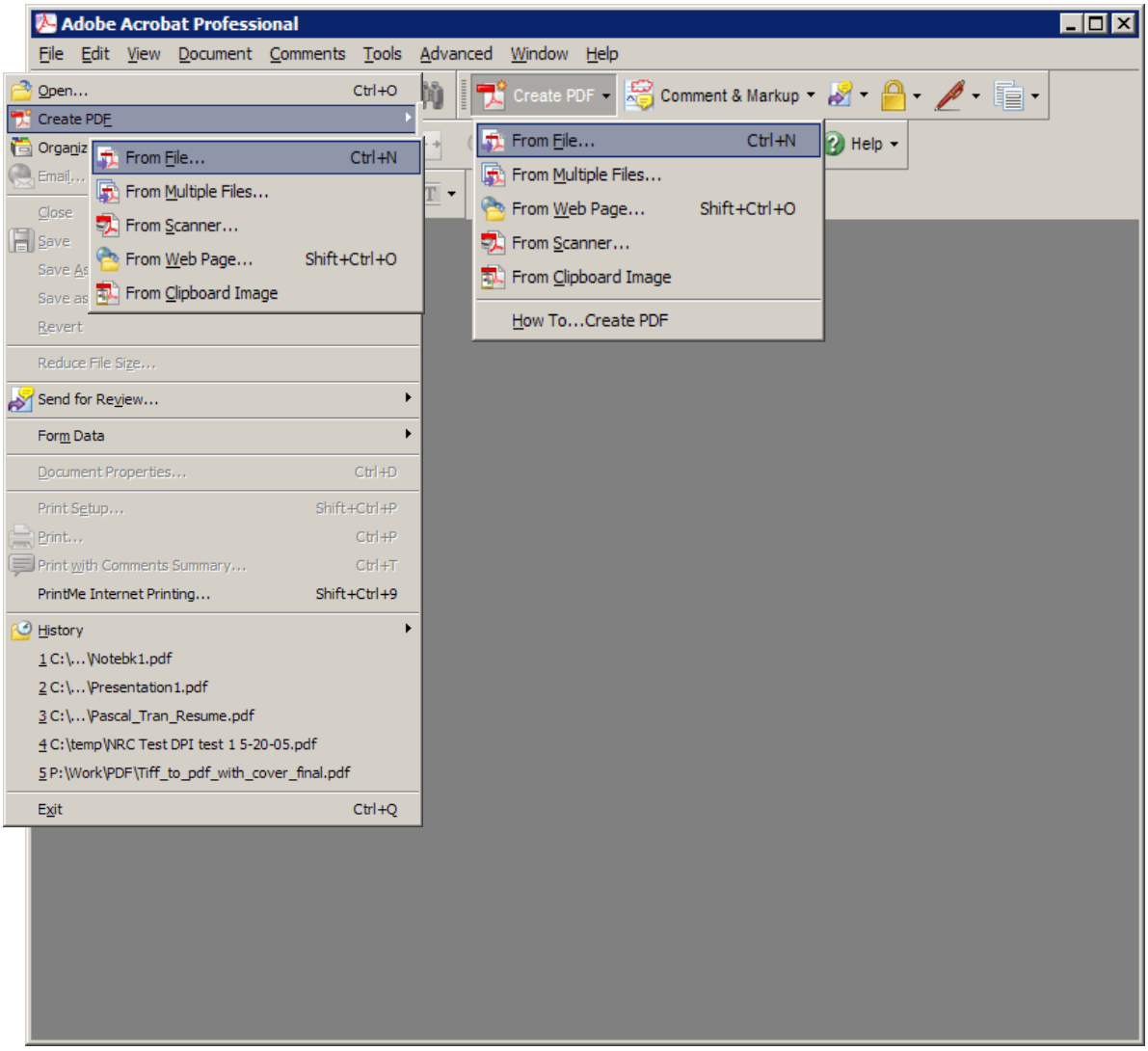
When the conversion is completed, the window disappears. The Quattro Pro spreadsheet is converted to PDF.

5.3 Converting TIFF to PDF

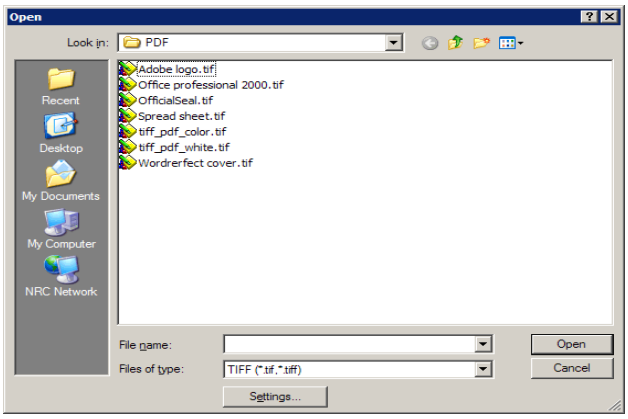
*** *Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further.*

Launch Adobe Acrobat Professional (either by clicking on the icon on the desktop or **Start ⇨ Programs ⇨ Adobe Acrobat 7.0 Professional**).

Convert a TIFF document to PDF by clicking on the main menu and selecting **File ⇨ Create PDF ⇨ From File** or by clicking on the toolbar submenu and selecting **Create PDF ⇨ From File**.



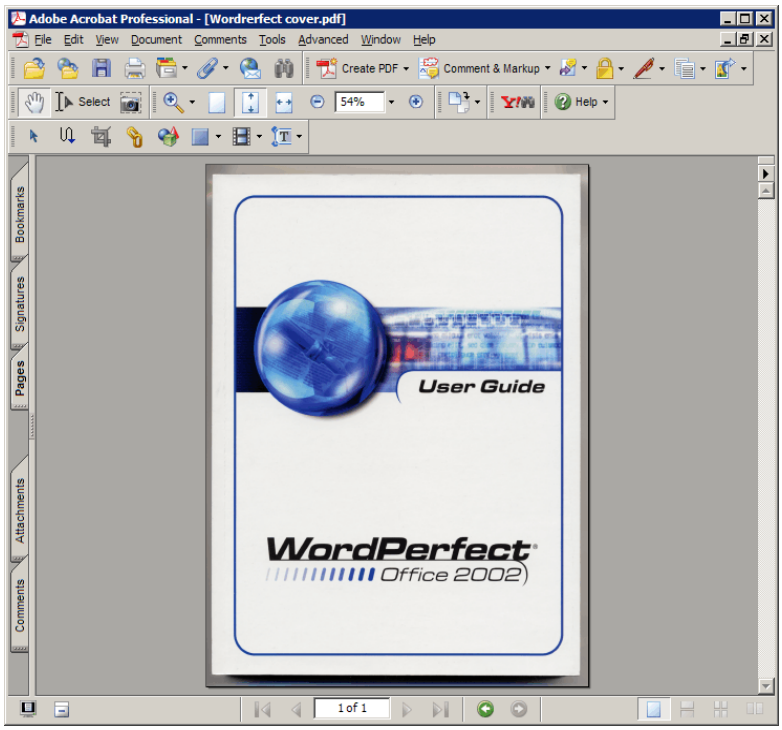
An **Open** window pops up.



Notice the **Settings** button. Clicking it allows you to change your compression and color management settings for the conversion process. Skip this step if you followed the instructions in Section 4.1, “Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences”.

Select the TIFF image you want to convert to PDF and click on Open .

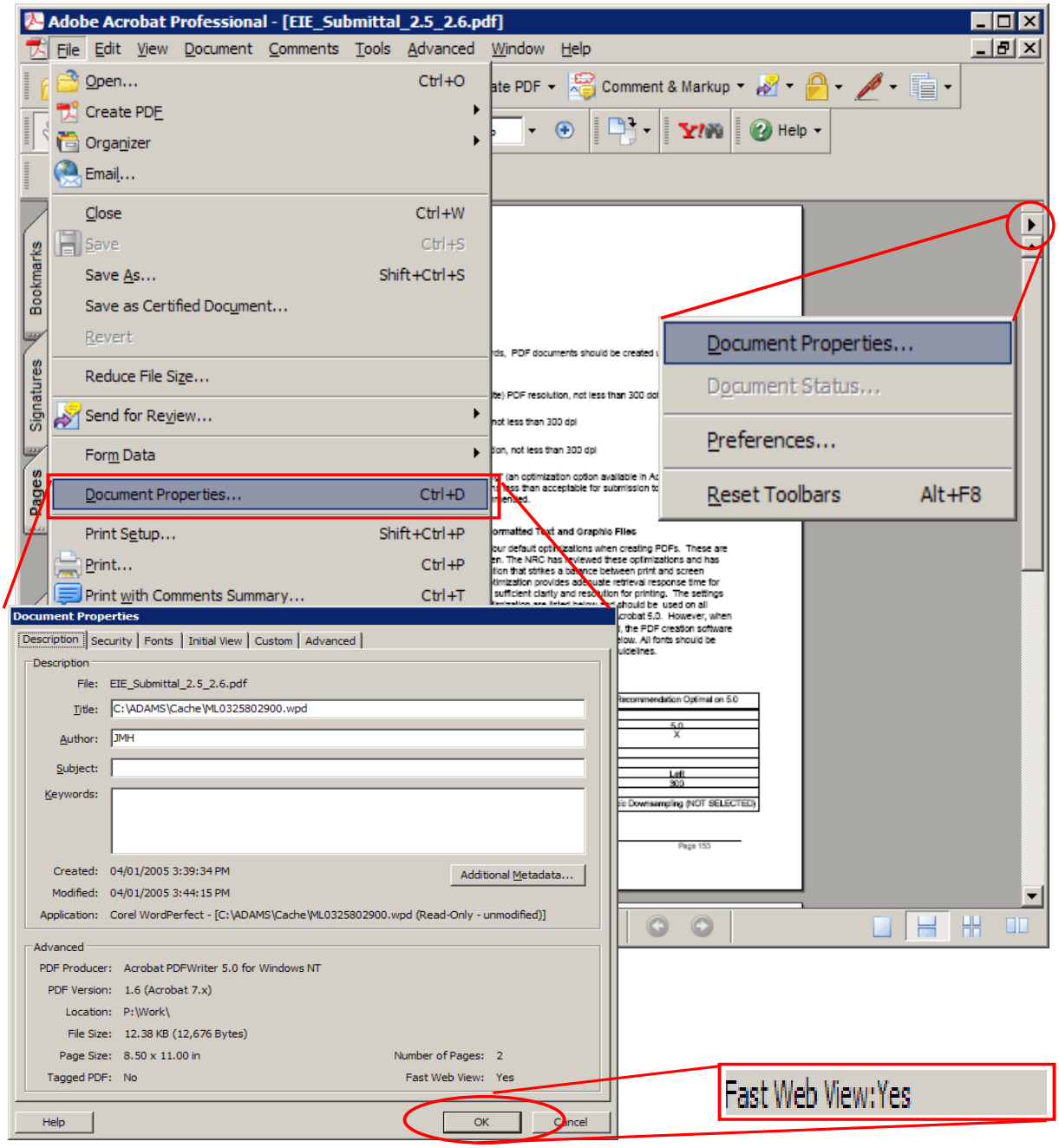
For a few seconds (longer if the file is large) you won’t see anything on the screen and it might looks like the PC is hanging. When the conversion is done, the TIFF image is converted to PDF and appears on the screen.



6.0 Verifications and Document Testing before submission

6.1 Verify that the PDF Document is set for Fast Web View.

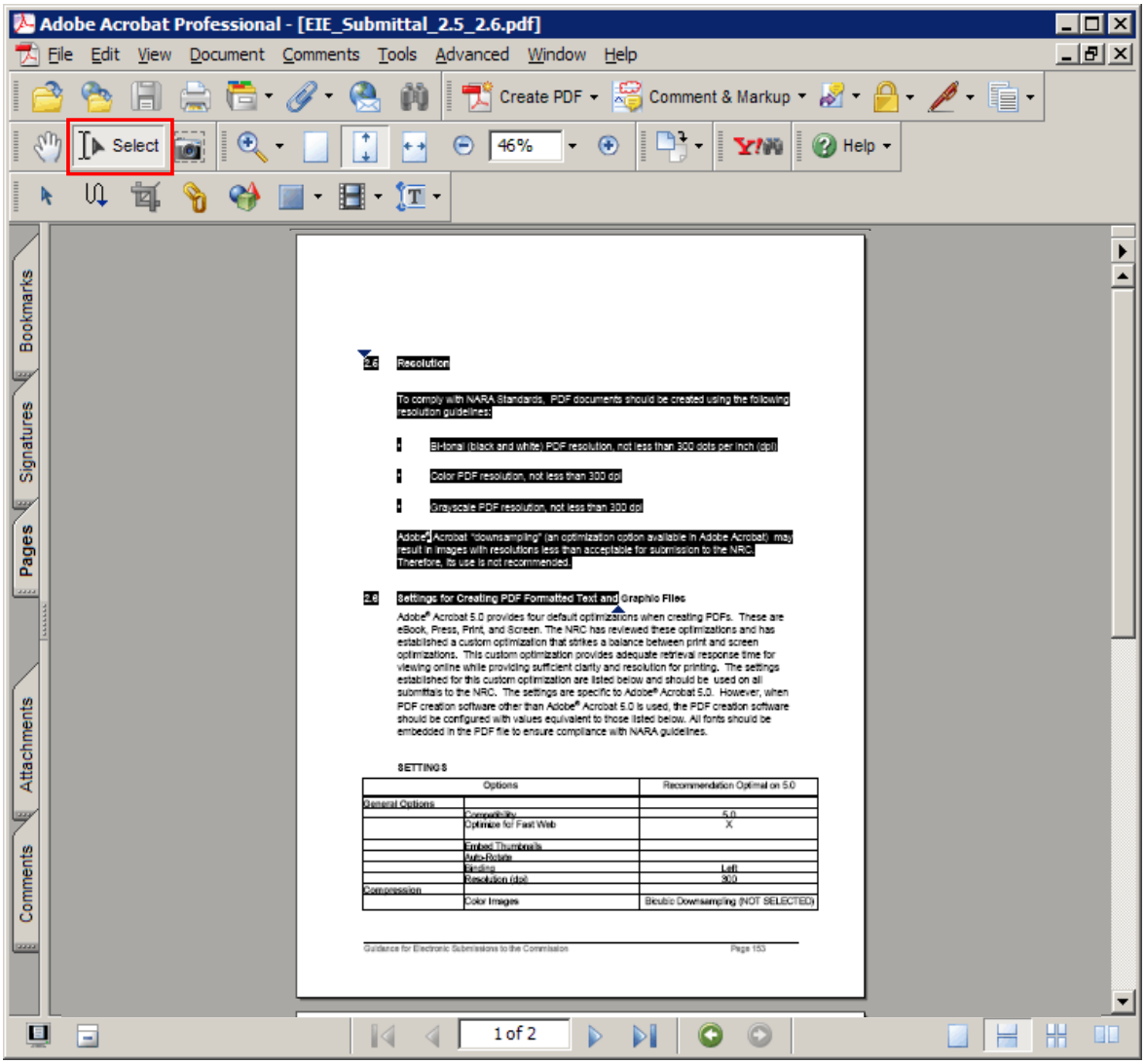
- Open the PDF document in Adobe Acrobat Professional.
- From the main menu, select **File** ⇨ **Document Properties** or click on the right arrow on the vertical scroll bar and choose **Document Properties**.
- In the **Document Properties** window, under the **Description** tab, verify that **Fast Web View** is set to **Yes**. See the figures below.



6.2 Searchable Text (hidden text error)

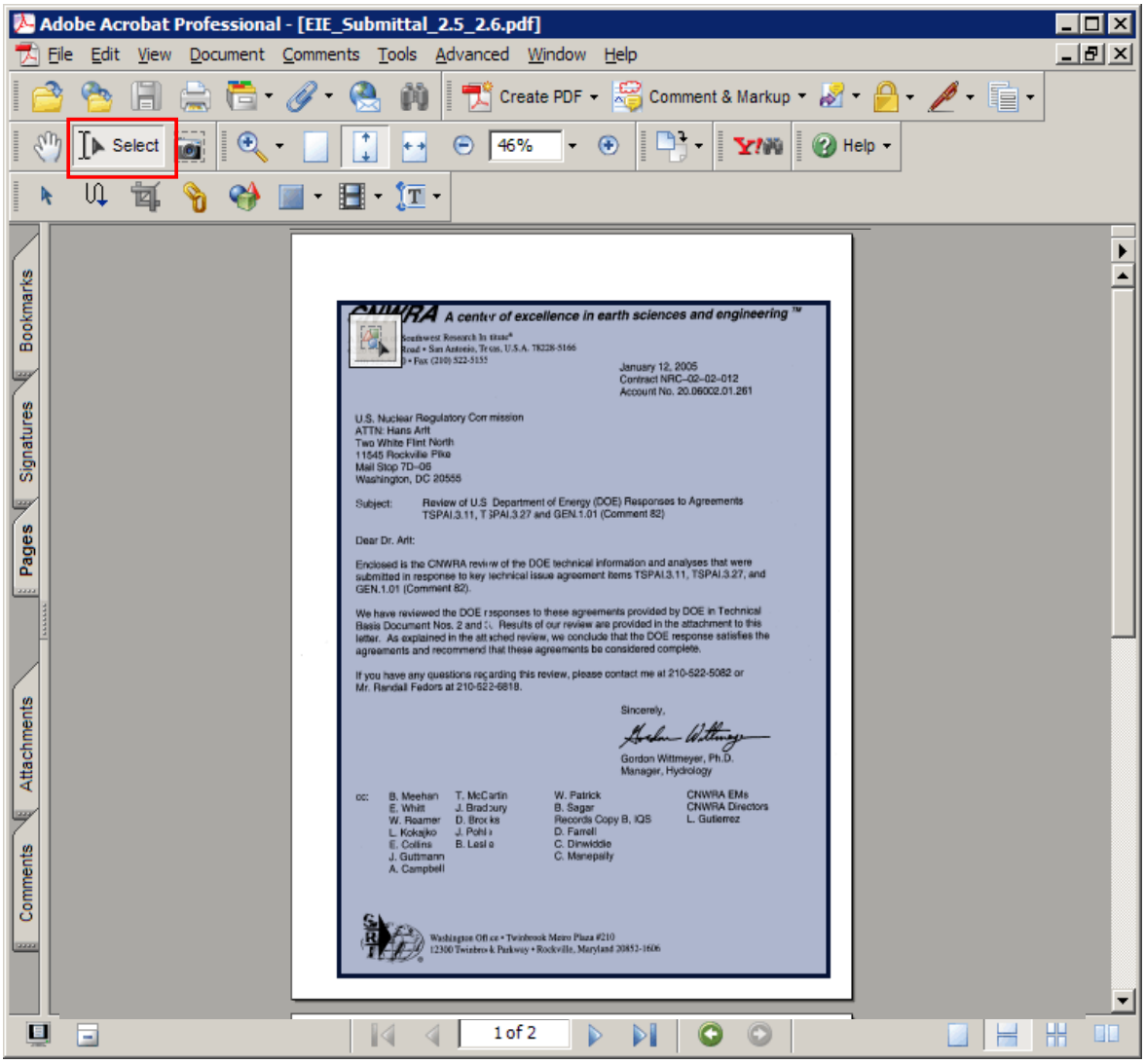
Verify that OCR (Optical Character Recognition) has been applied correctly to the image-only scanned pages.

- Open the PDF document in Adobe Acrobat Professional.
- Click on the **Select** button to use the Select function.
- Place the cursor before the first character of the page. Hold down the left mouse button and drag downward through the page.



- If all the text is highlighted as you move the mouse cursor down over it, the images have been OCR-ed correctly (or have “hidden text”).

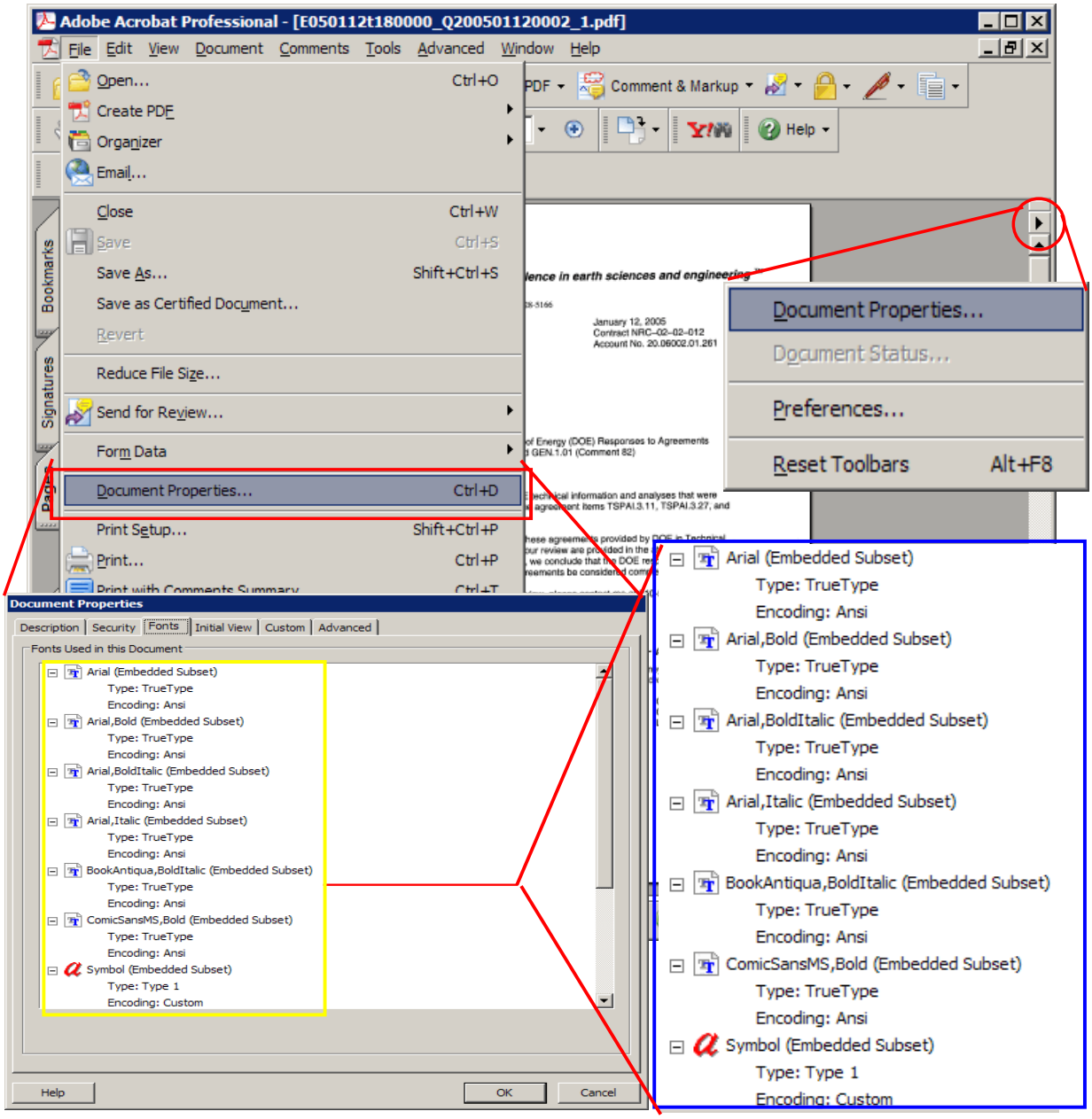
- If the image is not set for searchable text, only whole pages or whole areas can be selected as in the figure below.



6.3 Embedded Fonts verification

Verify that all Fonts are embedded in the document by taking the following steps:

- Open the PDF document in Adobe Acrobat Professional.
- From the main menu, select **File** ⇨ **Document Properties**, or click on the right arrow on the vertical scroll bar and choose **Document Properties**.
- On the **Document Properties** window under the **Fonts** tab, verify in the **Fonts Used in this Document** section that all the fonts include (Embedded Subset) as the figures below.

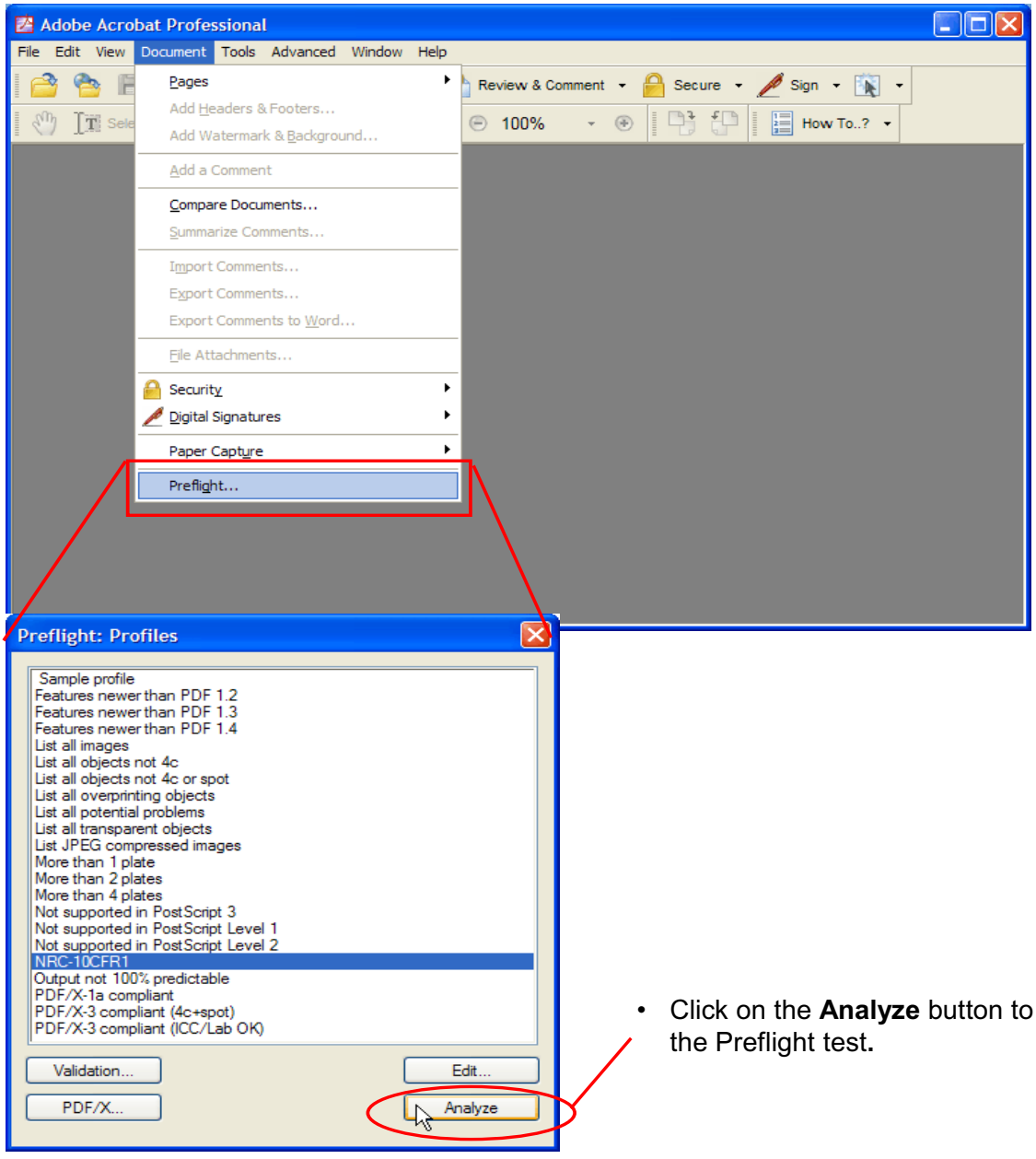


6.4 Preflight error tests

Do a Preflight test for any errors before submitting the document to the NRC.

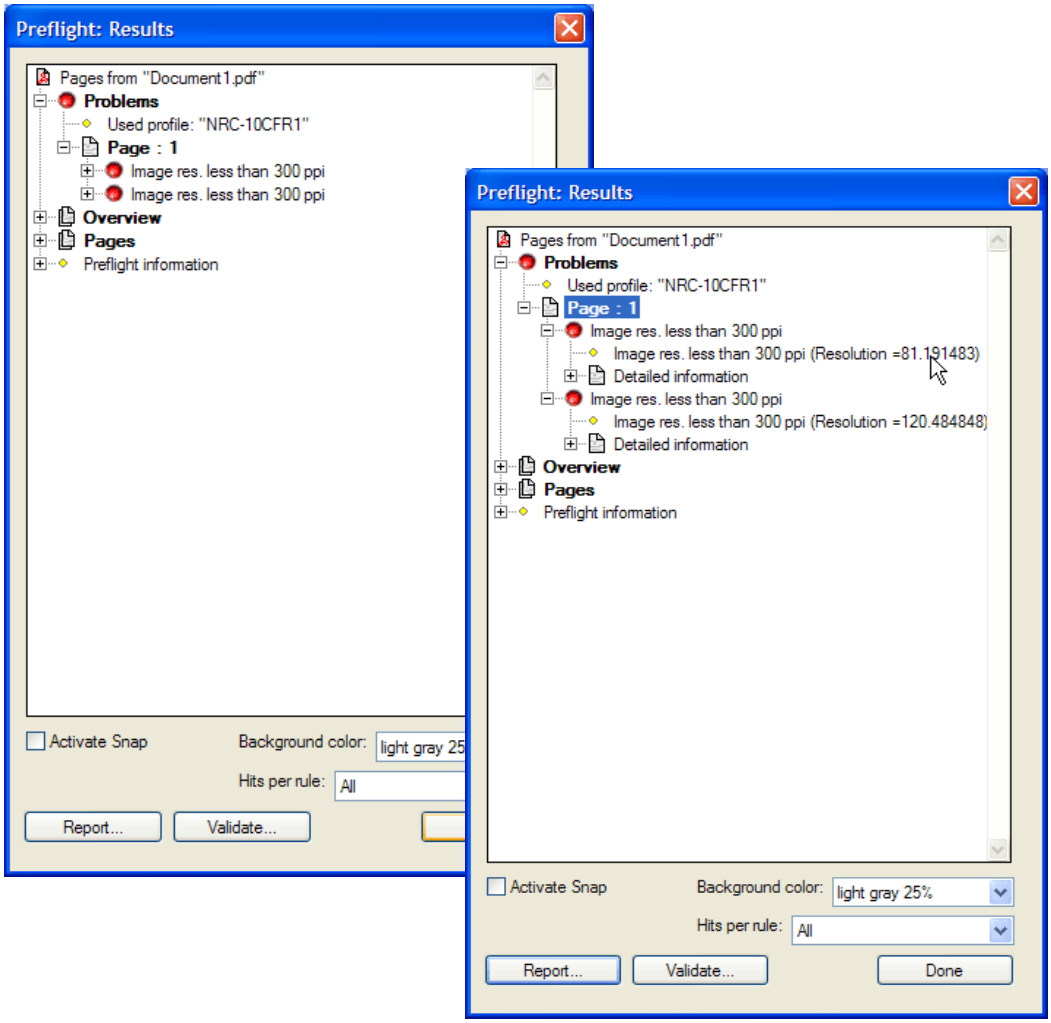
6.4.1 ■ Adobe Acrobat 6.0 Professional

- Launch Adobe Acrobat 6.0 Professional.
- From the main menu, click on **Document** and select **Preflight**.
- Select the correct profile use for testing, i.e., NRC-10CFR1.



- Click on the **Analyze** button to start the Preflight test.

When the Preflight test is finished, the **Preflight: Results** window appears listing the errors.

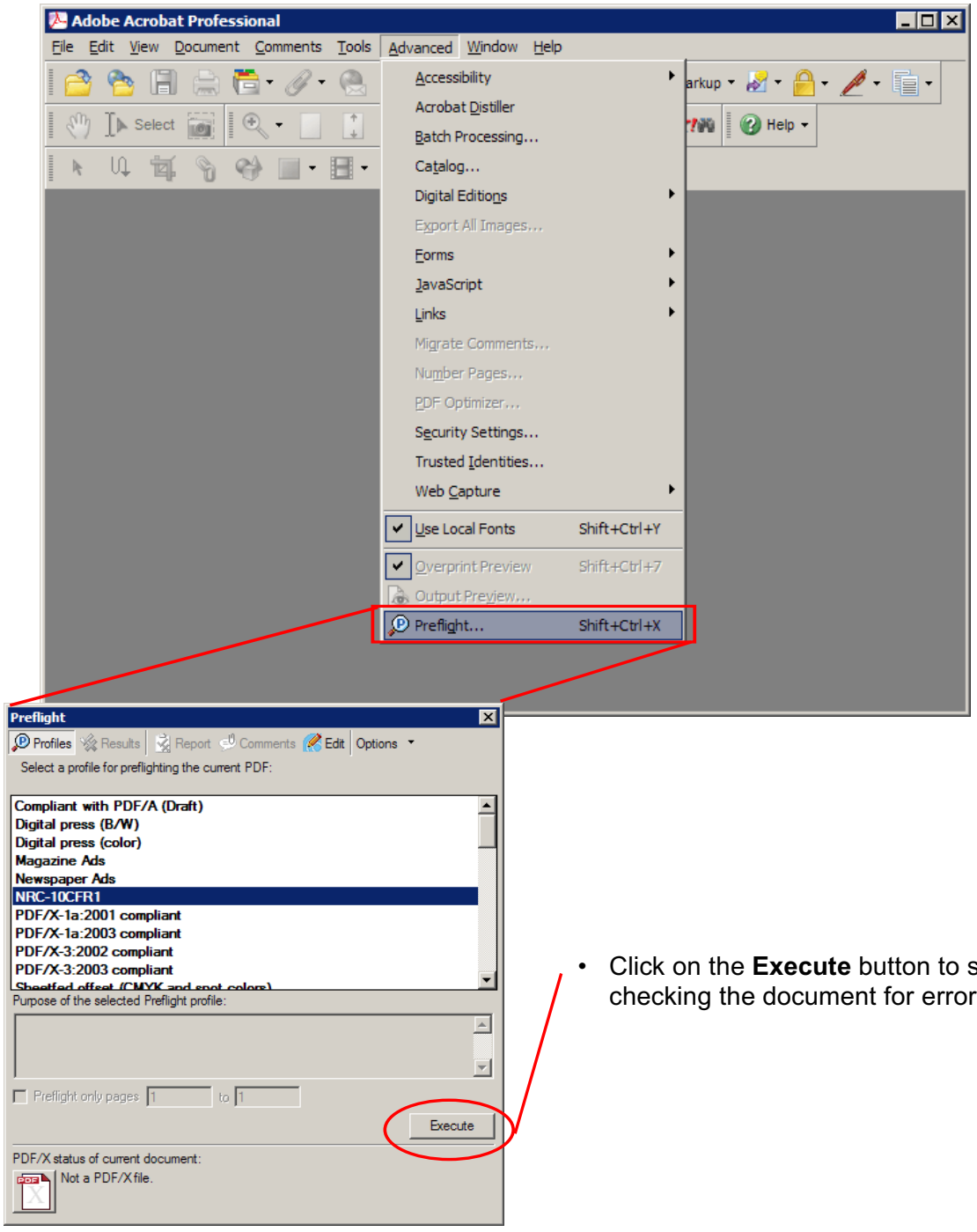


Click on the **Report** icon if you want a PDF version of the results. Otherwise click on

.

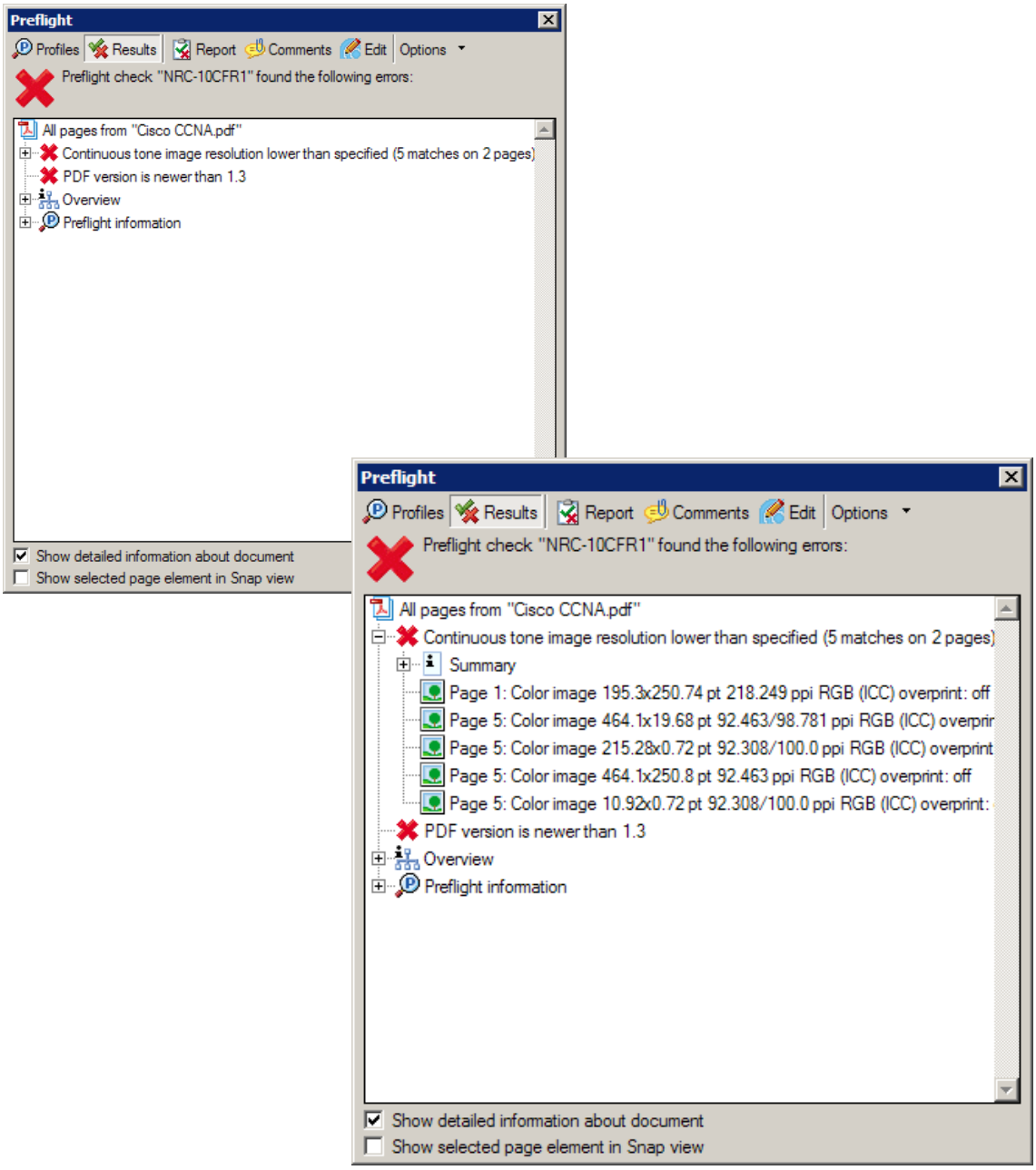
6.4.2 ■ Adobe Acrobat 7.0 Professional

- Launch Adobe Acrobat 7.0 Professional.
- Open a PDF document that you want to test for errors.
- From the main menu, click on **Advanced** and select **Preflight**.
- Select the correct profile for testing, i.e., NRC-10CFR1.



- Click on the **Execute** button to start checking the document for errors.

Below is an example of an output error. The document has poor-quality images and does not meet the 300dpi requirement specified in the E-Rule.

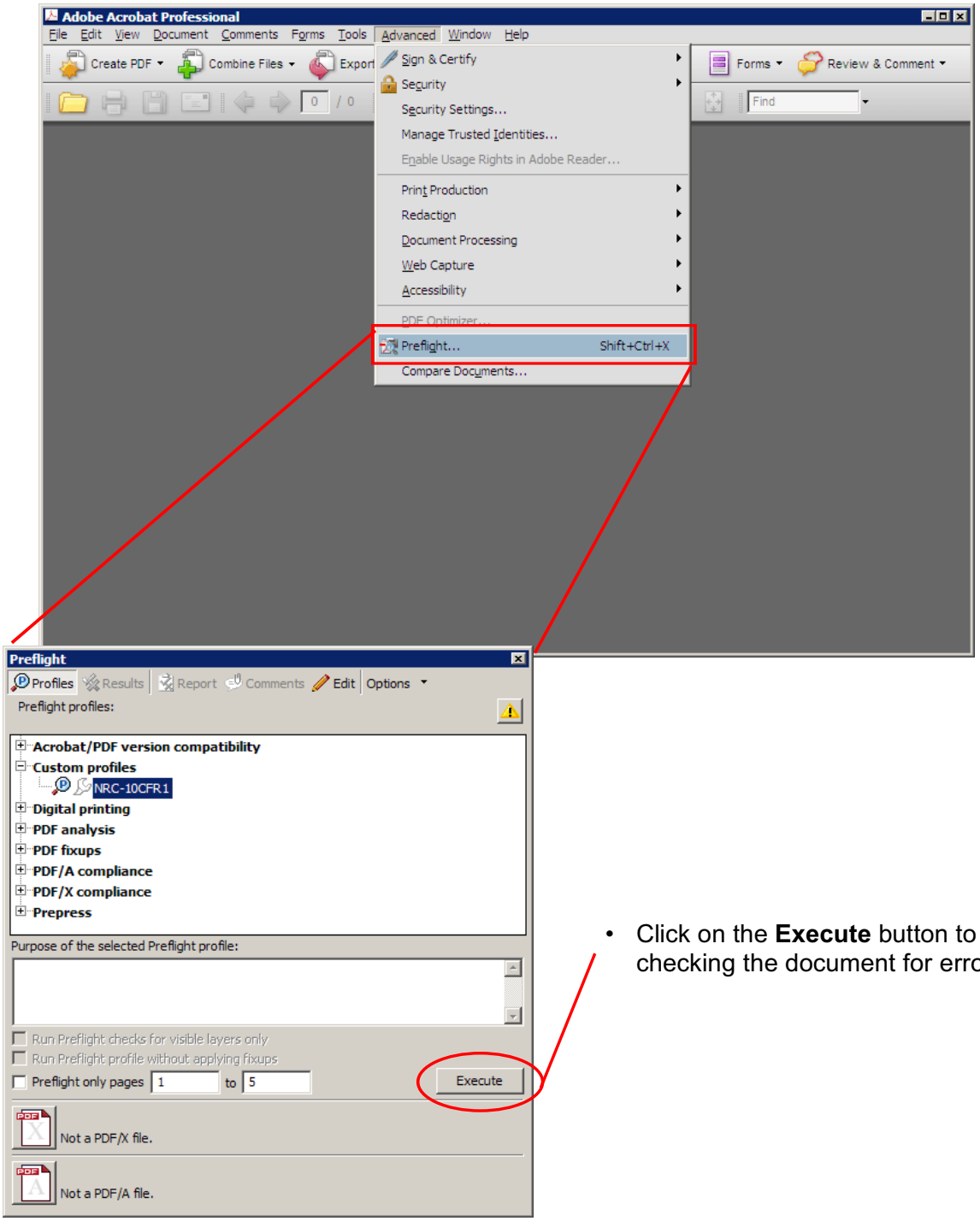


Expanded version

Click on the **Report** tab if you want a PDF version of the results, or click on to exit.

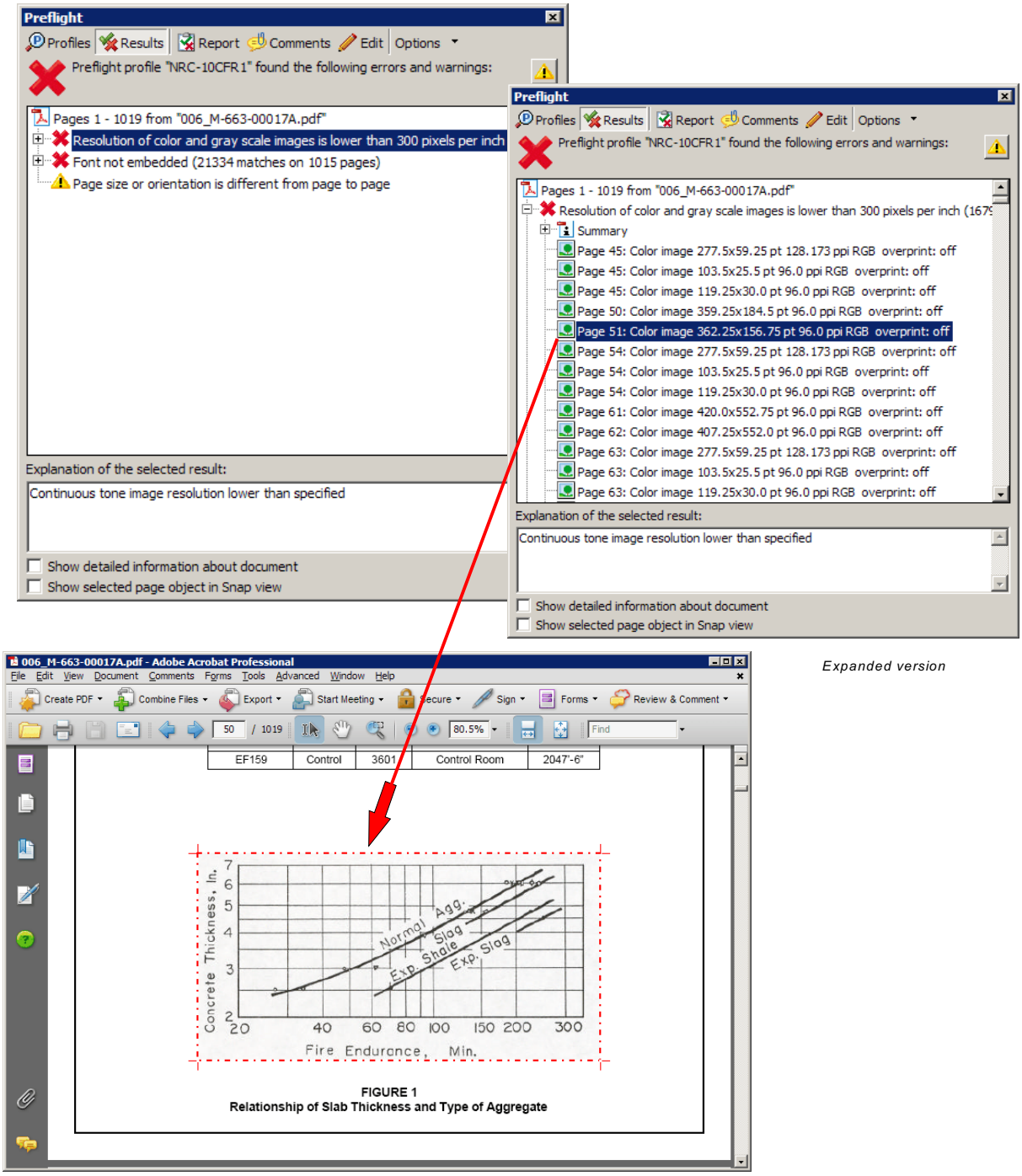
6.4.3 ■ Adobe Acrobat 8.0 Professional

- Launch Adobe Acrobat 8.0 Professional.
- Open a PDF document that you want to test for errors.
- From the main menu, click on **Advanced** and select **Preflight**.
- Select the correct profile for testing, i.e., NRC-10CFR1, under **Custom profiles**



- Click on the **Execute** button to start checking the document for errors.

Below is an example of an output error. The document has poor-quality images with resolution less than 300dpi requirement specified in the E-Rule.



Expanded version

Click on the **Report** tab if you want a PDF version of the results, or click on ✕ to exit.

7.0 Miscellaneous

7.1 FAQ

1. *"I received email notification from NRC support staff telling me my recent EIE submittal was rejected because it was not set for **Fast Web View**. How do I fix that?"*

   Follow the instructions in Section 4.1, "Setting up and configuring Adobe Acrobat Distiller/PDFMaker and setting preferences", and make sure the **Optimize for fast web view** option is checked under the **General** tab. Then recreate the PDF document. If you don't want to recreate the PDF document, take the following steps if you're using Adobe 6.0 or 7.0.

   - Open Adobe Acrobat Professional.
   - From the main menu, select **Advanced** and click on **Batch Processing**.
   - In the **Batch Sequences** window, select **Fast Web View** and click on **Edit Sequence**.
   - In the **Edit Batch Sequence** window, click on the **Output Options** button and then click on the **Fast Web View** option to enable the feature.
   - Click on the **OK** button to get back to the **Batch Sequences** window. With **Fast Web View** option selected, click on the **Run Sequence** option.
   - You are prompted to choose a PDF document to process.
   - Go to the main menu and click on **File/Document Properties** and verify that **Fast Web View** is set to **Yes**.

   If you're using Adobe 8.0:

   - Open Adobe Acrobat Professional.
   - From the main menu, select **Advanced**, select **Document Processing** and click on **Batch Processing**.
   - In the **Batch Sequences** window, select **Fast Web View** and click on **Edit Sequence**.
   - In the **Edit Batch Sequence** window, click on the **Output Options** button and then click on the **Fast Web View** option to enable the feature.
   - Click on the **OK** button to get back to the **Batch Sequences** window. With **Fast Web View** option selected, click on the **Run Sequence** option.
   - You are prompted to choose a PDF document to process.
   - Go to the main menu and click on **File/Document Properties** and verify that **Fast Web View** is set to **Yes**.

   Take the following steps if you're using Adobe 5.

   - Open Adobe Acrobat.
   - From the main menu, select **File** and click on **Batch Processing**.
   - Select **Fast Web View**, then click on the **OK** button to bring up the **Select Files to Process** window.
   - You are prompted to choose a PDF document to process.
   - Go to the main menu and click on **File/Document Properties/Summary** and verify that **Fast Web View** is set to **Yes**.

   Or simply select **File** ⇨ **SaveAs** from the top menu will also enable **Fast Web View**

2. *"I'm using MS-Word, I followed your instructions in Section 4.1 to embed all fonts, Why am I still getting rejection messages saying that fonts are not embedded in my document when I use File/Print/Adobe PDF?"*

   If you use the **Print to Adobe PDF** feature, follow the instructions in Section 5.1, "Convert MS-Word document to PDF". Remember to uncheck **Do not send fonts to "Adobe PDF"** in the **Adobe PDF Document Properties**.

3. *"Why can't I submit my document using the **General** EIE form. The **Submit Signed Documents to NRC** button is greyed out?"*

   You must first click on **Secure Transmission Authorization** (a required field). This will enable the **Submit Signed Documents to NRC** button so you can submit your document

4. *"I just scanned several images and converted into PDF. I have no way of checking that the images meet the 300dpi requirement. Any suggestions?"*

   You can run a resolution test yourself by using Preflight (bundled with Adobe Acrobat 6/7/8 Professional ONLY). If you're puzzled or if this is your first time trying to convert images to PDF, send a several-page PDF document to our technical support staff at kdn@nrc.gov. We will tell you by email whether the document meets the 300dpi requirement.

5. "Your guide has no information about scanners and the preferred method of scanning. Will you be adding instructions to support scanning?"

   No. There are too many different scanners with proprietary software. Submitters may use any scanners and scanning software with the resolution set to scan no less than 300dpi.

6. *"I'm having a problem converting a Microsoft Excel spreadsheet. What should I do?"*

   If you can't convert the Microsoft Excel spreadsheet using the procedure in Section 5.1.3, "Converting Microsoft Office Suite XP/2003 to PDF–MS-Excel spreadsheet", use one of the following acceptable formats to submit the spreadsheet data.

File Format	Version	Filename Extension	Preferred Use
Microsoft® Excel®	Current or 2 previous	xls	Spreadsheet calculations
Corel® QuattroPro	Current or 2 previous	wb3	Spreadsheet calculations

   The NRC may also need spreadsheet data to perform additional calculations or analyses.

When submitting an electronic file using one of the acceptable formats, do not change the default three-character extension for the file (for example, a document prepared as "license_amendment.pdf" should be submitted with the .pdf file extension and a document prepared as a Microsoft Excel spreadsheet should be submitted with the .xls file extension).

7. *"Where can I download a pre-configured Adobe Distiller PDF Settings (profile)? And how do I install or remove it?"*

   You can download a Adobe Distiller PDF Settings (profile) for your version of Adobe at http://www.nrc.gov/site-help/e-submittals.html and place it in C:\Program Files\Adobe\Acrobat <x.0>\Distillr\Settings.

   To install or remove the profile in Adobe Acrobat Distiller 5.0:
   - Place the downloaded profile into the **Settings** folder (e.g. C:\Program Files\Adobe\Acrobat 5.0\Distillr\Settings). Delete the profile from this location if you want to remove it.

   For Adobe Acrobat Distiller 6.0, 7.0 & 8.0 Professional, follow these steps to add a new profile.
   - Launch Acrobat Distiller (either from **Start/Program/Acrobat Distiller 6.0/7.0/8.0** or select **Advanced/Acrobat Distiller** from Adobe Acrobat 6.0/7.0/8.0 Professional).
   - The **Acrobat Distiller** window pops up. From the main menu, click on **Settings** and select **Add Adobe PDF Settings**.
   - An **Add Adobe PDF Settings** window pops up. Select the new profile you have downloaded (e.g. NRC-10CFR1.joboptions) and click on **Open**.
   - The **Acrobat Distiller** window reappears with the newly loaded profile as the **Default Settings**.

   Follow these steps to remove the profile from Adobe Acrobat Distiller 6.0, 7.0 & 8.0 Professional.
   - Launch Acrobat Distiller, click on **Settings** and select **Remove Adobe PDF Settings**.
   - A **Remove Adobe PDF Settings** window pops up. Select the profile you want to delete and click on **Remove** button.
   - Click on the **X** button and you will be directed back to the **Acrobat Distiller** window with the profile removed.

8. *"Do you have a pre-configured Adobe Preflight profile? If so, where can I download it and how do I install it?"*

   You can download a pre-configured Adobe Preflight profile for your version of Adobe at http://www.nrc.gov/site-help/e-submittals.html and place it in C:\Program Files\Adobe\Acrobat <x.0>\Distillr\Settings.

   For Adobe Acrobat 6.0 Professional, follow these steps to install the profile.
   - Launch Acrobat 6.0 Professional, and select **Document/Preflight**.

- **Preflight: Profile** window pops up. Select any profile and click on **Edit..**.
- Click on the 5th button (**Import**) under the **Profiles** section of the **Preflight: Edit profiles** window.
- Search for the downloaded Preflight profile (e.g. NRC-10CFR1_6.kfp) from the **Import profile from package** window. Click on **Open**. Then click **OK** to get back to **Preflight: Profile** window.
- Verify that the profile is on the list of pre-configured profiles.

Follow these steps to install Preflight profile for Adobe Acrobat 7.0 Professional.

- Launch Acrobat 7.0 Professional, and select **Advanced**/**Preflight**.
- From the **Preflight**'s main menu, click on **Options** and select **Import Preflight Profile...**.
- Browse and select the downloaded Preflight profile (e.g. NRC-10CFR1_7.kfp), then click on **Open**.
- Verify that the profile is on the list of pre-configured profiles.

Follow these steps to install Preflight profile for Adobe Acrobat 8.0 Professional.

- Launch Acrobat 8.0 Professional, and select **Advanced**/**Preflight**.
- From the **Preflight**'s main menu, click on **Options** and select **Import Preflight Profile...**.
- Browse and select the downloaded Preflight profile (e.g. NRC-10CFR1_8.kfp), then click on **Open**.
- The imported profile will be listed under the **Imported profiles** section.

9. *"Is JPEG compression an acceptable alternative to ZIP compression?"*
   - At this time JPEG compression is an unacceptable alternative to ZIP compression. The problem is that JPEG2000 is only supported in Adobe 6 & 7. The rule states we will support 2 versions back. Those using Adobe 5 will not be able to display JPEG compression properly.

10. *"I'm having problems viewing documents from your web site on a Macintosh...."*
    - Currently our documents are compatible with Macintosh. Adobe 4.0 & 5.0 is compatible with the MAC OS 9.x. If your Adobe 5.0 or Adobe 6.0 isn't functioning on MAC OS X or below, you can download a freeware PDF Browser Plugin at http://www.schubert-it.com/pluginpdf/. Also Adobe 7 will install a Safari plugin that enables viewing PDF files directly in the Safari web browser window. If the MAC OS is upgraded to MAC OS X Tiger, the latest Safari RSS, enables PDF viewing with no other application required.

7.2 Quick links

http://www.nrc.gov - U.S. Nuclear Regulatory Commission home page.
http://www.nrc.gov/site-help/e-submittals.html - Electronic Submittals homepage.
http://www.nrc.gov/site-help/e-submittals/guid-elec-submission.pdf - Guidance for Electronic Submissions to the Commission.
http://www.nrc.gov/about-nrc/regulatory/adjudicatory/ehd/ml041560341.pdf - Guidance for Submission of Electronic Docket Materials under 10 CFR Part 2, Subpart J.
http://www.nrc.gov/site-help/e-submittals/10cfr1.pdf - Electronic Maintenance and Submission of Information", also known as the "E-Rule".