

February 1st, 2010 - Version 3.0

PREFACE

Disclaimer:

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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/aboutnrc/regulatory/adjudicatory/ehd/ml041560341.pdf) and the specifications in Sections 2.1, 2.5, 2.6, and 2.9 of NRC's "Guidance for Electronic Submissions to the Commission" (http://www.nrc.gov/site-help/e-submittals/quide-electronic-sub-r5.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 9.0 Professional, Microsoft Office 2007, and Corel WordPerfect Office X4. Please contact the manufacturers for instructions on software or hardware that is not mentioned in this desk reference guide. If you're using older version of Adobe Acrobat, please look at xxxxx.

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 <u>http://www.nrc.gov/site-help/e-submittals/contact-us-eie.html</u>.

HLW (High-Level Waste) Technical support

NRC will continue to assist HLW submitters with any technical questions or concerns during the hearing phase. 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 by telephone (toll free) at 866-672-7640 or by email using the form on the NRC web site at http://www.nrc.gov/site-help/e-submittals/contact-us-eie.html. The Help Desk's hours of operation are 8:00 am to 8:00 pm EST, Monday through Friday (excluding Government holidays).

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 Help Desk by telephone (toll free) at 866-672-7640 or by email using the form on the NRC web site at http://www.nrc.gov/site-help/e-submittals/contact-us-eie.html.

3.0 System Requirements and Recommendations

3.1 Adobe Acrobat 9.0 Professional requirements

Windows

- Intel® 1.3GHz or faster processor
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3 (32-bit and 64-bit); Windows Server® 2003 (with Service Pack 2 for 64-bit); or Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit and 64-bit)Microsoft Internet
- Explorer 6.0
- 256MB of RAM (512MB recommended)
- 2.13GB of available hard-disk space
- 1,024x768 screen resolution
- DVD-ROM drive
- scanner (optional)
- Video hardware acceleration (optional)

Macintosh

- PowerPC® G4, G5, or Intel® processor
- Mac OS X v10.4.11 or 10.5
- 256MB of RAM (512MB recommended)
- 1.42GB of available hard-disk space
- 1,024x768 screen resolution
- DVD-ROM drive
- scanner (optional)

- 4.0 Software Setup and Configuration
- 4.1 Setting Up and Configuring Adobe Acrobat Distiller/PDFMaker and Setting Preferences

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 9** or while in Adobe Acrobat Professional, select **Advanced > Print Production > Acrobat Distiller**.

4.1.1 Adobe Acrobat 9.0 Professional

Adobe Acrobat Pro		
jle <u>E</u> dit <u>V</u> jew <u>D</u> ocument <u>C</u> omments Fo <u>r</u> n	s Tools Advanced Window Help	
📮 Create • 🦨 Combine • 🍇 • 👔	Accessibility Sign & Certify Sign Segurity	· ox (), 12, 50 2. 47 €/ • 00% •
	Security Settings Manage Trusted Identities Extend Features in Adobe Reade	for
	Print Production	Acrobat Distiller
	Redaction	Output Pre <u>v</u> iew
	Document Processing	• 📆 Preflight
	Web Capture	Trap Presets
	PDF Optimizer	Convert Colors
	📆 Preflight	Shift+Ctrl+X 🛆 Ink Manager
		Add Printer Marks
		🔄 Crop Pages
		Fix Hairlines
		Elattener Preview
		C PDF Optimizer
		🛃 JDF Job Definitions
		Show Print Production Toolbar

The Acrobat Distiller window pops up.

📱 Acrobat Distiller 📃 🛛 🗶						
Eile Settings Help						
Adobe PDF Settings Default Settings: Standard						
Compatibility: Acrobat 6.0 (PDF 1.5)						
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.						
Progress Status: Ready						
Pause Cancel Job						
PDF File Size Time PS File Size Settings PDF Fold						
x »						
Acrobat Distiller 9.0						
Started: Wednesday, April 28, 2010 at 9:06:56						
Adobe PostScript software version: 3018.101 CID support library initialization completed.						

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

		istiller				
<u>F</u> ile	<u>S</u> ettings	Help				
Ac	Font L	ocations	•	Ctrl+L	-	
	Watch	ed <u>F</u> older:	s	Ctrl+F		•
			Settings	Ctrl+E		
6			Se <u>t</u> tings	Ctrl+Shift+E		ole for reliable
6	-		PDF Settings		l later	documents can
.	Securit	ty		Ctrl+S		
- Pro	ogress -					
	atus:	Ready	r			
	Pause	Cano	el Job			
		Dane	61000			
		Size	Time PS F	ile Size		Settings PDF Fol
PE)F File	3120	1000 1101	10 0120		ooungo prorror
PE)F File	3126	100	0120		
PE)F File	5126	11110 [101	10 0120		
PE)F Hile	5126	1000	10 0120		
PE	JF File	5126		0120		
PE	JF File	5126				
	JF File	5126				
	JF File	3120				
Acro	obat Distille	er 9.0				
Acro	obat Distille	er 9.0	nil 28, 2010 at \$			
Acro	obat Distille ted: Wedr	er 9.0 nesday, Ap	vril 28, 2010 at \$	1:06:56		
Acro Star Ado	obat Distille ted: Wedr be PostSc	er 9.0 nesday, Ap	vril 28, 2010 at \$ sre version: 301	:06:56 8.101		
Acro Star Ado	obat Distille ted: Wedr be PostSc	er 9.0 nesday, Ap	vril 28, 2010 at \$:06:56 8.101		

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

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

Standard	
Images Fonts Color Advanced Standards	Description Use these settings to create Adobe PDF documents suitable for reliable with 10CFR1, Appendix A. Created PDF documents can be opened with Adobe Acrobat and Reader 5.0 and later.
	File Options
	Compatibility: Acrobat 5.0 (PDF 1.4)
	Object Level Compression: Tags only
	Auto-Rotate Pages: Off
	Binding: Left
	Resolution: 300 dots per inch
	All Pages
	O Pages From: To:
	Embed thumbnails
	✓ Optimi <u>z</u> e for fast web view
	Default Page Size <u>Wi</u> dth: 8.5 Ugits: Inches
Show All Settings	Height: 11.0
ion vi oculiga	

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

- Color Images
 Downsample: Off
 Compression: ZIP
 <u>300</u> ppi
- Grayscale Images
 Downsample: Off
 Compression: ZIP
 <u>300</u> ppi
- Monochrome Images
 Downsample: Off
 Compression: CCITT Group 4
 Anti-alias to gray: Off
 <u>450</u> ppi

Standard	Color Images		
📄 General	Downsample: Off	▼ 300	pixels per inch
 Fonts Color Advanced Standards 	Compr <u>e</u> ssion: ZIP	¥	
	Grayscale Images		
	Downsample: Off	▼ 300	pixels per inch
	Compression: ZIP	•	
	Monochrome Images		
	Downsample: Off	▼ 450	pixels per in <u>c</u> h
	Compression: CCITT Group 4	•	
	Anti-alias to gray: Off		
Show All Settings	Policy		

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 <u>100%</u>.
- Keep <u>Warn and continue</u> as the default for **When embedding fails**.
- In the Embedding section, verify that Font Source is set to <u>C:\WINDOWS\Fonts\</u> and remove everything in Never Embed (if there is anything) by selecting everything in the Never Embed field and clicking on Remove.

tandard - Adobe PDF Settir	ngs	
Standard General Images Fonts Color Advanced Standards	Embed all fonts Embed @peniType fonts Sugset embedded fonts when percer Only fonts with appropriate permiss When embedding fails: Warm and cont	ision bits will be embedded
	Embedding Font Source: C:\WINDOWS\Fonts\	Always Embed:
Show All Settings		Add Name 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 Convert All Colors to sRGB.
- Keep **Document Rendering Intent** set to <u>Preserve</u>.

For the Working Spaces subsection—

- Set **Gray** to <u>None</u>.
- ≻ Keep **RGB** set to <u>sRGB IEC61966-2.1</u>.
- ➤ 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 <u>Preserve</u>.

NRC-10CFR1_9 - Adobe PD	F Settings	
NRC-10CFR1_9	Adobe Color Settings	1
🚞 Images	Settings File: None	
 Fonts Color Advanced Standards 	Color Management Policies	
_	Document Rendering Intent: Preserve	
	Working Spaces	
	Gray: Gray Gamma 2.2	
	RGB: sRGB IEC61966-2.1	
	CMYK: U.S. Web Coated (SWOP) v2	
	Preserve CMYK values for calibrated CMYK color spaces	
	Device-Dependent Data Perserve under color removal and black generation]
	When transfer functions are found: Preserve	
	<u>P</u> reserve halftone information	
Show All Settings]
	Save As OK Cancel Help	

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 original JPEG images in PDF if possible.
- Save Portable Job Ticket inside PDF file.

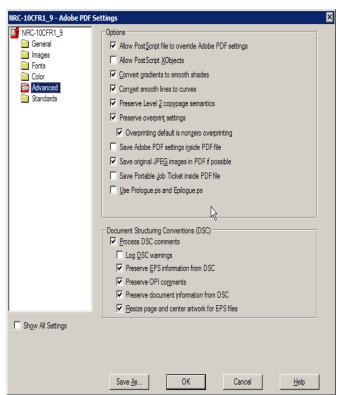
The following items should be checked and enabled in the **Document Structuring Conventions** section:

- 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 <u>None</u>.

NRC-10CFR1_9 - Adobe PDF S	ettings 🛛 🗶
NRC-10CFR1_9 General Fonts Color Advanced Standards	Standards Reporting and Compliance Compliance Standard: None Continue Conti
	Output Condition:
Show All Settings	
	Save As OK Cancel Help

Click on <u>Save As</u> in the bottom left corner of the window to save the changes.



In the **File Name** field, enter <u>NRC-10CFR1</u> 9.joboptions as a new profile name (or whatever name you want to call it). Click on <u>Save</u>. Then <u>OK</u>.

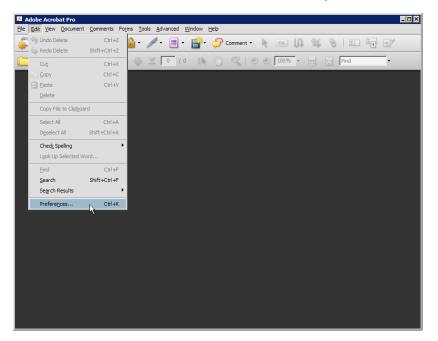
Save Adobe PDF	Settings As					? ×
Save in:	C Settings		•) 🖻 E	9 🔢 -	
Recent Desktop My Documents My Computer	NRC-10CFR1	8.joboptions				
	File <u>n</u> ame:	NRC-10CFR1_9 joboptions		•		<u>S</u> ave
	Save as type:	Adobe PDF Settings Files (*.j	oboptions))] [Cancel

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.

💆 Acrobat Distiller 📃 🗆 🗙
<u>File</u> <u>S</u> ettings <u>H</u> elp
Adobe PDF Settings
Default Settings: NRC-10CFR1_9
Compatibility: Acrobat 5.0 (PDF 1.4)
Use these settings to create Adobe PDF documents suitable for compliacne with 10 CFR1, Apendix A. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.
Progress Status: Ready
· · · · · · · · · · · · · · · · · · ·
Pause Cancel Job
PDF File Size Time PS File Size Settings PDF Fold
۲
Acrobat Distiller 9.0
Started: Wednesday, April 28, 2010 at 9:06:56
Adobe PostScript software version: 3018.101 CID support library initialization completed.

Select **File > Exit** or click on **I** 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

- X Categories: Converting To PDF Autodesk AutoCAD Commenting Click Edit Settings to view or edit settings for this file type Documents Full Screen BMP Compuserve GIF General Page Display HTML InDesign JDF Job Definition 3D & Multimedia 30 & Multimedia Accessibility Acrobat.com Batch Processing Catalog Color Management Convert To PDF Forms Journational Internet JavaScript Measuring (20) Measuring (20) Multimedia (egacy) Multimedia Trust (leg JPEG JPEG2000 Microsoft Office Excel Microsoft Office Powe Multimedia IN N Edit Settings... Multimedia Trust (legacy) New Document Reading Reviewing Search Security -OK Cancel
- Select Microsoft Office Word and click on

In the **Adobe PDF Settings for supported documents** window, click on the dropdown menu and select the newly created profile (for example, "NRC-10CFR1_9"). Then click **I**.

Adobe PDF Settings f	or supported documents	×
Adobe PDF Settings:	Standard 🔹	E <u>d</u> it
Adobe PDF Security:	PDF/A-1b:2005 (CMYK) PDF/A-1b:2005 (RGB)	Edit
Add bookmarks to	PDF/X-3:2002	
Add links to Adobe	Press Quality	
Enable <u>a</u> ccessibility	Standard	
	NRC-10CFR1_7	
ОК	NRC-10CFR1_8 NRC-10CFR1_9	

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_9").

Click on Convert entire Excel
workbook to ensure that the conversion
of the whole Excel workbook is
supported. Then click on <u>K</u> .

Adobe PDF Settings	for supported documents	×
Adobe PDF <u>S</u> ettings:	NRC-10CFR1_9	E <u>d</u> it
Adobe PDF Security:	None	Edit
Add bookmarks to	Adobe PDF file	
🗹 Add links to Adobe	PDF file	
Enable accessibility	y and reflow	
Convert entire Exc	el <u>w</u> orkbook	
ок	Cancel	

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_9").

Adobe PDF Settings f	or supported documents	×
Adobe PDF Settings:	Standard	E <u>d</u> it
Adobe PDF Security:	PDF/A-1b:2005 (CMYK) PDF/A-1b:2005 (RGB)	Edit
Add <u>b</u> ookmarks to	PDF/X-1a:2001 PDF/X-3:2002	
Add links to Adobe		
Enable <u>a</u> ccessibility	Smallest File Size Standard	
	NRC-10CFR1_7	
OK	NRC-10CFR1_8 NRC-10CFR1_9	

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_9"). Leave Adobe PDF Security as "None". Then click on ______.

Adobe PDF Settings			×
Adobe PDF <u>S</u> ettings:	PDF/A-1b:2005 (CMYK)	• E <u>d</u> it	
Adobe PDF Security:	PDF/X-1a:2001 PDF/X-3:2002	Edit	
	Press Quality Smallest File Size	Cancel	
	Standard		
	NRC-10CFR1_7		
	NRC-10CFR1_8		
	NRC-10CFR1_9	-	

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_9"). Leave Adobe PDF Security as "None". Then click on _____.

Adobe PDF Settings			×
	PDF/A-1b:2005 (CMYK)		= 11
Adobe PDF <u>S</u> ettings:	PDF/A-1b:2005 (RGB)		E <u>d</u> it
Adobe PDF Security:	PDF/X-1a:2001 PDF/X-3:2002		Edit
	Press Quality		Cancel
	Smallest File Size		
	Standard		
	NRC-10CFR1_7		
	NRC-10CFR1_8		
	NRC-10CFR1_9	-	

<u>TIFF</u>

• Select **TIFF** then click on <u>Edit Settings...</u>.

references	
Categories:	Converting To PDF
30 Accessibility Batch Processing Catalog Color Management Commetting Convert From PDF Commist To PDF Forms Full Screen General Identity International Internet JavaScript	BMP A Computery GUF Gravation CGTT G4 Computery GUF Gravation Comparison (CGT C4) Christen Comparison (CGT C4) Gravation (CGT C4) DP Lob Definition Color Comparison (CGT C4) DP EG Comparison (CGT C4) DP EG Color Comparison (CGT C4) DP EG Color Comparison (CGT C4) DP EG Color Comparison (CGT C4) Microsoft CHICe Color Comparison (CGT C4) Microsoft CHICe Color Comparison (CGT C4) Microsoft CHICe Color Comparison (CGT C4) Microsoft Visio Color Comparison (CGT C4) PCK PNG PostScroptEPS Text TIFF Color Color Call
Mesauring Multimedia Page Diplay Reading Reviewing Search	
	OK Cancel

The Adobe PE)F Settings	window	appears	with th	he default	settings.

Adob	e PDF Sett	ing	s							×
	Compressio	n ·								_
	<u>M</u> onochrome	::	ссп	T G4					-]
	<u>G</u> rayscale	::	JPEG	i (Qua	ality :	Me	àm)		-	1
	<u>C</u> olor	r:	JPEG	G (Qua	ality :	Med	ium)		-]
	Color Mana	nen	nent							
	RGB:	_		e em	bedd	ed or	ofiles		-	
	-			e em	beuu	cu pr	onica			
	CMYK:		Ħ						_	
	Gra <u>y</u> scale:	0	ff						•	
	<u>O</u> ther:	Pr	eserv	e em	bedd	ed pr	ofiles		•	
	O	ĸ		D	efau	lts		Ca	ncel	

- Change the settings in the **Compression** section as follows: ٠
- Set Grayscale to \underline{ZIP} Set Color to \underline{ZIP} Leave the rest as is.

Adobe PDF Settings	×
Compression	
Monochrome: CCITT G4	
Grayscale: ZIP	
Color: ZIP	
Color Management	
RG <u>B</u> : Preserve embedded profiles	
CMYK: Off	
Gra <u>v</u> scale: Off	
Other: Preserve embedded profiles	
OK Defaults Cancel	

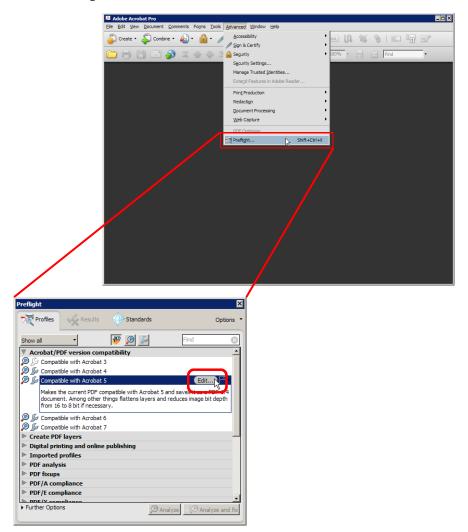
Click on OK. •

Click on again to close the **Preferences** window.

4.2 Setting Up and Configuring Adobe Preflight for-4.2.1 Adobe Acrobat 9.0 Professional

You can download and install a NRC created Adobe Preflight profile by following instructions in question 9 of the FAQs section.

Launch Adobe Acrobat 9.0 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.

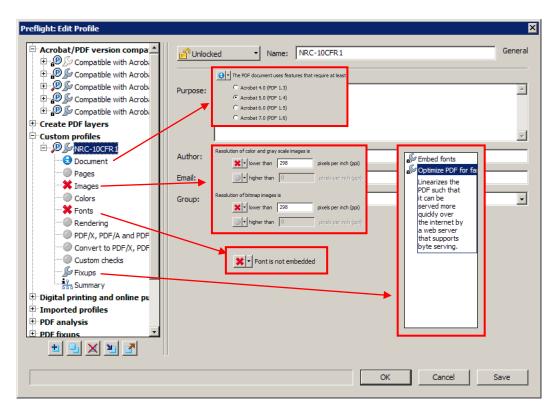
In the Preflight: Edit Profiles window, click on to create a new profile designate to NRC.

Preflight: Edit Profile			×
Acrobat/PDF version	🔒 Locker	Name: Compatible with Acrobat 3	General
Pages	Purpose;	Verifies whether the current document is compatible with Acrobat 3 and reports errors if features are used that are not supported in Acrobat 3.	*
Colors			-
Convert to PI	Author: Email:	Acrobat 8	
Fixups Backs Summary	Group:	Acrobat/PDF version compatibility	•
E			
Digital printing Imported profiles			
PDF analysis PDF fixups			
PDF/A compliance PDF/X compliance Prepress			
Prepress			
		OK Cancel S	ave

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

Preflight: Edit Profile		×
PDF/X and PI	BUniocked Name: RC5DCFR1	General
- Custom check		
- Fixups	Purpose:	-
Summary	- upose,	
E- D Compatible w		
🗉 😰 🖉 Compatible w		
🗉 😰 🖉 Compatible w		Ψ.
E D Compatible w		
Custom profiles	Author: kdn	
E-DSNRC-10CFR1	Email:	
@ Document		
@ Pages	Group: Custom profiles	•
- @ Images		
- Colors		
O Fonts		
- @ Rendering		
PDF/X and PC		
Convert to PI		
Custom check		
Fixups		
Summary		
Digital printing Imported profiles		
• • × • •		
	OK Cancel	Save

• 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 2007 to PDF 5.1.1 MS-Word

> <u>Please follow these steps for all of the MS-Office Suite including PowerPoint, Excel, Publisher,</u> <u>Access and Project.</u>

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.

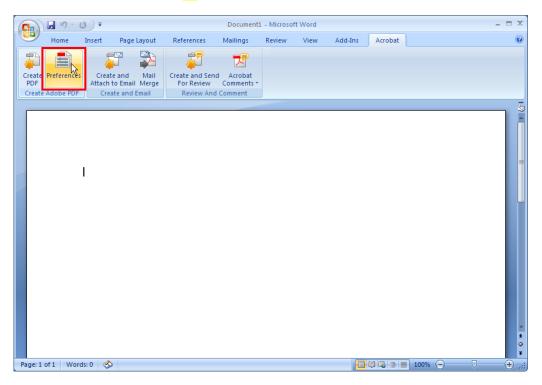
**** Please make sure all the sensitive/unwanted text or images are completely removed before proceeding any further. Instructions to remove/delete sensitive/unwanted text can be found at

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 2007**).

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 **Acrobat**, then click on **Preferences**.

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 22 of this section.



The Acrobat PDFMaker window pops up.

Acrobat PDFMaker
ettings Security Word Bookmarks
PDFMaker Settings
Conversion Settings: Standard
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with
View Adobe PDF result
Prompt for Adobe PDF file name
Convert Document Information Advanced Settings
Create PDF/A-1a:2005 compliant file
Attach source file Create Bookmarks Add Links Fnable Accessibility and Reflow with tagged Adobe PDF
 [®] 1997-2009 Adobe Systems Incorporated and its licensors. All rights reserved. Adobe, the Adobe logo. Acrobat, the Adobe PDF logo. PostScript, and Reader are ether registered trademarks or Adome Systems Incorporated in the United States and/or other countries.
Restore Defaults OK Cancel Help

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_9"). Uncheck **Convert Document Information**.

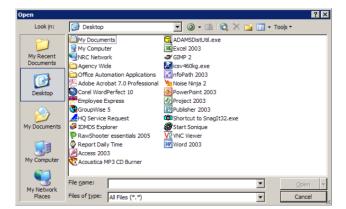
Acrobat PDFMaker	×						
Settings Security Word Bookmarks							
PDFMaker Settings							
Conversion Settings: NRC-10CFR1_9	•						
Use these settings to create Adobe PDF documents suitable for compliacne with 10 - CFR1, Apendix A. Created PDF documents can be opened with Acrobat and							
View Adobe PDF result							
Prompt for Adobe PDF file name	· · · · · · · · · · · · · · · · · · ·						
Convert Document Information	Advanced <u>S</u> ettings						
Create PDF/A-1a:2005 compliant file							
Application Settings							
Attach source file							
Create Bookmarks Add Links							
Enable Accessibility and Reflow with tagged Adobe I	PDF						
i and recountly and renoting martingged recount							
Source Stress Incorporated a Source Stress Incorporate	and its licensors. All rights reserved						
Adobe, the Adobe logo, Acrobat, the Adobe	e PDF logo, PostScript, and Reader are						
Adobe either registered trademarks or trademarks of United States and/or other countries.	of Adobe Systems incorporated in the						
Restore Defaults	OK Cancel <u>H</u> elp						

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

4 Follow the steps below to convert a Microsoft Office Word 2007 document to PDF.

Launch Microsoft Word (either on the desktop or from **Start > Programs > Microsoft Office > Microsoft Office Word 2007**).

Open a Word document by clicking on **Crtl+O**. The **Open** window appears.



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

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 are 2 ways/methods to convert a Microsoft Office Word 2007 to PDF file, <u>"Create PDF</u>" and "<u>Print to PDF</u>".

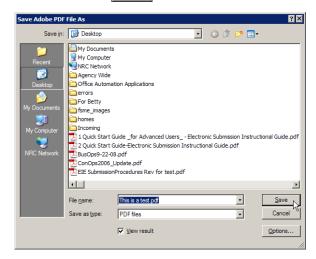
5.1.1a "<u>Create PDF</u>" method:

If you are using an older version of Microsoft Word or Adobe Acrobat 5.0 or older, please follow the instructions on page 24, "Print to PDF".

From the main menu, click on Acrobat tab and click on Create PDF.

C	- 0);	;			Document1	- Microsoft	Word					_ = X
Home	Inser	t Pag	ge Layout	References	Mailings	Review	View	Add-Ins	Acrobat			۲
1	1			27	R							
Create Brefere		reate and ach to Em		Create and Se For Review	end Acrobat							
Create Adobe	PDF	Create an	d Email	Review A	nd Comment							
	This	is a test	:									× * *
Page: 1 of 1 \	Vords: 4	1							V 🗣 🖉 🔳	100% (=)	

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.

🖄 Acrobat PDFMaker	×
Creating PDF Tags	
	Cancel
	Show <u>D</u> etails
🖄 Acrobat PDFMaker	×
Processing for Tag Information 9 % complete	
	Cancel
	Show Details
1	
Acrobat PDFMaker	×
Converting to Adobe PDF	×
	Cancel
	Cancel
Converting to Adobe PDF	Cancel Show <u>D</u> etails
Converting to Adobe PDF	Cancel Show Details
Converting to Adobe PDF Printing Now printing Page	Cancel Show Details
Converting to Adobe PDF	Cancel Show Details
Converting to Adobe PDF Printing Now printing Page Of 'HRMS_current.doc	Cancel Show Details

When the conversion process is completed, the Microsoft Office Word 2007 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 "<u>Print to PDF</u>" method:

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.

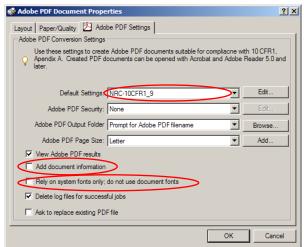
From the main menu, click on **Print** > **Print** > **Print**.

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

Print	? ×
Printer Name: Adobe PDF	Properties
Status: Idle Type: Adobe PDF Converter Where: My Documents Comment:	Fin <u>d</u> Printer Print to file Manual duple <u>x</u>
Page range Current page C Selection Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of copies:
Print what: Document Print: All pages in range	Zoom Pages per sheet: 1 page Scale to paper size: No Scaling
Options	OK Cancel

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 <u>NRC-10CFR1 9</u> (the default profile created in Section 4.1).
- Uncheck Add document
 Information (optional)
- Uncheck Rely on system fonts only; do not use document fonts



This will ensure that the fonts are embedded and exclude document's Properties information.

Click on	. 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**.

Save Adobe PDF	File As				? ×
Save in:	C Starfire		• 6	🤣 📂 🖽	
Recent Control Desktop My Documents My Computer	The HRMS_current.	<u>pdf</u>			
	File name:	HRMS_current.pdf		•	Save
	Save as type:	PDF files		•	Cancel

The Creating Adobe PDF window shows the conversion status.

Creating Adobe PDF	_ 🗆 🗙
Document Name : Microsoft Word - HRMS_current.doc PDF Progress Microsoft Word - HRMS_current.doc	_
PDF Name : HRMS_current.pdf	
PDF Folder : P:\Starfire\	
Sending Page : 3	<u>H</u> ide)

When the conversion is completed, the Microsoft Office Word 2007 document 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 X4 to PDF 5.2.1 WordPerfect X4

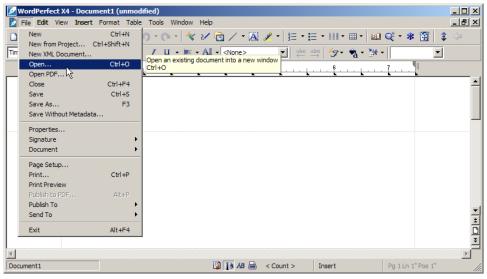
<u>Please follow these steps for all of the Corel WordPerfect Office Suite including Presentation,</u> <u>QuattroPro.</u>

*** 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 X4 > WordPerfect X4**).

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



The **Open** window appears.

🖉 Open File - My Documents	_ 🗆 🗙
File Edit View Tools Favorites Help	
े 🍼 🕼 🖉 🗙 🍤 🔚 💼 📄 😓	
Look in: 🔛 My Documents	U
CCWin	
Corel User Files	
È HTML	
My Music	
My Pictures	
SharePoint Drafts	
SnagIt Catalog	
Working Files	
Default.rdp	
File name: test.pwd	Open
File type: 🔁 All Files (*.*)	pen as copy
Find Now Advanced New Search	Close

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 are 2 ways/methods to convert a Corel WordPerfect X4 to PDF file, "<u>Publish</u> to PDF" and "<u>Print to PDF</u>".

5.2.1a "<u>Publish to PDF</u>" method:

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

	WordPerfect X4 - P:\HPSNA_Instructions.wpd						
	File Edit View Insert	Format Tabl	le Tools Window Help	_ 8 ×			
	New from Project	Ctrl+N Ctrl+Shift+N		: \ =			
1	New XML Document		<u>I</u> <u>U</u> · ⊨ · <u>A</u> · <none> ■ abc abc <u>3</u> · <u>*</u> · <u>*</u></none>				
_	Open Open PDF	Ctrl+O	L				
	Close	Ctrl+F4		_			
	Save	Ctrl+S					
	Save As	F3					
	Save Without Metadat	a					
	Properties						
	Signature	•					
	Document	•	FOR SWITCHING NIH SNA LINK FROM NIH SOUTH TO TITAN				
	Page Setup Print	Ctrl+P					
	Print Preview		Publish the document to PDF format				
	Publish to PDF Publish To	Alt+P	Alt+P				
	Send To		er the ronowing commands to stop the remotes;	-			
		•	-	1			
	Exit	Alt+F4	ng three files:	D			
			-0 -	-			
1							
Doc	ument1	HPSNA_Instr	ructions.wpd 🔯 🚺 AB 🚔 < Count > Insert Pg 1 Ln 2.62" Pos 2"				

The Publish To PDF window appears.

Publish to PDF					? ×
Save in:	My Document	s	•	G 👂 📂	-
Recent Control Desktop My Documents My Conguter Wy Conguter	CCWin Corel User Files HTML My Music My Victures My Victures My Victors SharePoint Dra SharePoint Dra Shagit Catalog Working Files	fts			
	File name:	Document1.pdf		•	Save
	PDF Style:	Publishing Online and Printin	g	•	Cancel
		Open PDF After Saving			Settings

Click on the Settings... button.

• Under the **General** tab of the **Publish To PDF Settings** window, make sure Compatibility is set to <u>Acrobat</u> <u>5.0 (PDF 1.4)</u>.

Publish to PDF Settings	×						
General Objects Document Advanced Security							
File name: P:\HPSNA_Instructions.pdf							
Export range							
Full document Current Page							
C Selection C Pages: 1-3							
Compatibility: Acrobat 5 (PDF 1.4)							
Author:							
Keywords:							
PDF style: Publishing Online and Printing + -							
OK Cancel Help							

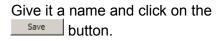
- Under the **Objects** tab,
 - Change Subset fonts to <u>99</u>%
 - Uncheck Compress text and line art
 - Change compression type to <u>ZIP</u>

Publish to PDF Settings	×
General Objects Document Advance	ed Security
Text and fonts □ Export all text as curves □ Embed fonts in document □ Embed base 14 fonts □ Convet True Type to Type 1 □ Subset fonts Under 19 2 2 2 4 of charset	Compress text and line at! Bitmap compression Compression type 21P Quality factor (2:255) Guality factor (2:255) Duality High quality Low quality
Encoding C ASCI 85 C Binary	
	OK Cancel Help

• Under the **Advanced**, make sure Optimize for Web is checked.

Publish to PDF Settings	×
General Objects Document Advanced Security	
Output all objects as: RGB Coptimize for Web Coptimize for Web Coptimize for Web Coptimize for Web Coptimized files:	
	Browse
Generate Log file:	
C:\Documents and Settings\KDN\My Documents\PDF_L	Browse
OK Cancel	Help

• Click on the _____ button.



Publish to PDF					<u>? ×</u>
Save in:	🞯 Desktop	•	0	1 📂 🎹	•
Recent Desktop My Documents	My Documents My Computer My Computer Office Automat Office Automat Nuance PDF OCR OCR OpenOffice OUR_Presentatic Mula Presentatic Mula Present	n_Samples			ccession 7905170 Q-3-002_ESC_M; ank_statement.p thris Ryder_close. Contracts Routing uide-electronic-sa uide
		Open PDF After Saving			Settings

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

Publishing to PDF	×
The PDF file is currently publishing	
[]	

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

5.2.1b "<u>Print to PDF</u>" method:

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**.

🗾 WordPerfect X4 - C:\Doc	uments and Settings\KDN\Desktop\HPSNA_Instructions.wpd (unmodified)	_ 🗆 🗙
File Edit View Insert	Format Table Tools Window Help	_ 8 ×
New New from Project C Tim New XML Document Open Open PDF Close Save Save Save Save Save Save Save Sav	Ctrl+O I <td< td=""><td>± + 2 (2) (2) (2) (2) (2) (2) (2) (2) (2) (</td></td<>	± + 2 (2) (2) (2) (2) (2) (2) (2) (2) (2) (
Save Without Metadata Properties Signature Document Page Setup Print		<u>×</u>
Print Preview K Publish to PDF Publish To Send To	Alt+P + ter the following commands to stop the <u>remotes</u> ;	1
Exit	Alt+F4 ng three files;	₽a 1Ln 1" Pos 1"

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

Print to Adobe PDF	<u>? ×</u>
Main Layout Advanced	
Destination	
Name: Adobe PDF	Properties
Type: Adobe PDF Converter	Printers
Status: Ready	Status
Where: My Documents*.pdf	
Comment:	Print to file
Print Range	Copies
Full document C Selected text	Number of copies: 1
C Current page C Document summary	11 22 33 Collate
C Pages:	
	Print in reverse order
Settings: Current (Current settings not saved)	Edit Settings
»	Print Close Help

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

Click on the **Adobe PDF Settings** tab and change the **Default Settings** to <u>NRC-10CFR1_9</u> (the default profile created in Section 4.1).

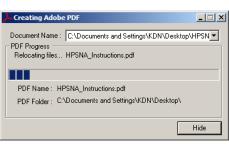
🔹 Adobe PDF Document Properties ? × Layout Paper/Quality 🔀 Adobe PDF Settings Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents suitable for compliacne with 10 CFR1, Apendix A. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. Uncheck Rely on system fonts only; do not use Default Settings: NRC-10CFR1_9 -Edit. document fonts E dit. Adobe PDF Security: None • Adobe PDF Output Folder Prompt for Adobe PDF filename • Browse Adobe PDF Page Size: Letter -Add. View Adobe PDF results Add document information Rely on system fonts only; do not use document fonts Delete log files for successful jobs Ask to replace existing PDF file OK Cancel

Uncheck **Add Document Information** *if* the author/owner do not want information such as Author, Title, etc.. retain in the final PDF.

Click on button and the **Print** window reappears. Click on Print button 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 button.

Save PDF File As		<u>? ×</u>	
Save in:	Desktop	G 🕸 📂 🛄 -	
Recent Desktop My Documents My Conputer	My Documents My Computer NRC Network Agency Wide Office Automation Applications MS-Word_Reduction Ms-Word_Reduction Ms-Word_Reduction OpenOffice OpenOffice OpenOffice CCR OpenOffice CR PDF_Creator CR PDF_Creator CR PDF_Creator CR PDF_Creator CALL, Figures 15 1_pdf CALLSO30007.pdf File name: HPSNA. Instructions.pdf	Accession 7905170 AQ-3-002_ESC_M bank_statement.p Chris Ryder_close: Chris Ryder_close: Chris Ryder_close: Chris Ryder_close: Chris Ryder_close: Defectoric-a. Chavelock_NC.pdf Defectoric-a	
	Save as type: PDF files (*.PDF)	Cancel	



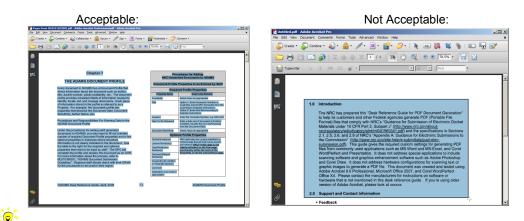
When the prompt returns, the WordPerfect document is converted to PDF document.

6.0 Verifications and Document Testing Before Submission6.1 Searchable Text (Hidden Text Error)

Follow these steps to verify that Optical Character Recognition (OCR) has been applied correctly to the image-only scanned pages.

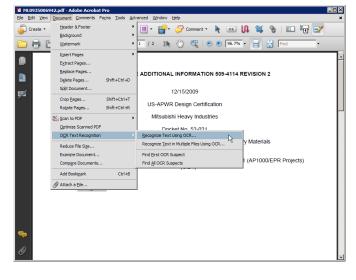
- Open the PDF document in Adobe Acrobat Professional.
 Make sure you're in the "Scrolling pages" view and <u>not</u> the "One full page" view.
- From the main menu, select Edit > Select All (Ctrl+A) to select all the text on all pages. Another way is to click the Select button on the Tools menu and place the mouse cursor on the first character of the very first page. With the left-mouse button pressed, drag downward through the pages until you get the last character.

If the text is highlighted, it means that Optical Character Recognition (OCR) process ran correctly and that there is searchable text (hidden text). If, however, the **whole** page has a blue box, this means the OCR process has not been run (no searchable/hidden text), hence the OCR process needs to be run.



A warning message will appear if OCR process has never been run. At this time, you have the option of running the OCR process. Click the **OK** button to start the OCR process. In the **Recognize Text** window, choose one of the options, i.e. **All pages/Current pages/From page x-x**.

• The OCR process may also be started manually by going to the Main menu and selecting **Document > OCR Text Recognition > Recognize Text Using OCR**....



 In the Recognize Text window, verify that <u>PDF Output Style</u> is set for <u>"Searchable Image (Exact)</u>" and <u>Downsample</u> is set to <u>"None"</u>

Recognize Text	<
Pages	
All pages	
C <u>C</u> urrent page	
C Erom page 1 to 2	
Settings Primary OCR Language: English (US) PDF Output Style: Searchable Image (Exa Downsample: None	
I I I I I I I I I I I I I I I I I I I	
<u> </u>	
OK Cancel	

• Click OK to start the OCR process.

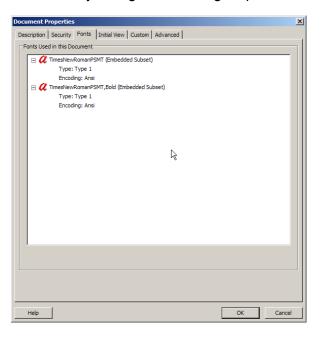
After running OCR, Preflight will introduce an error of "Fonts Not Embedded". This is normal and can be ignore since the error is on the scanned source image(s).

6.2 Embedded Fonts Verification

The "Fonts Not Embedded" error in Preflight is acceptable for scanned images that have been OCRed.

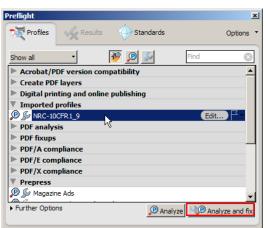
Verify that all Fonts are embedded in the document by taking the following steps:

- From the main menu, select File
 Properties or press Ctrl+D to
 bring up the Document
 Properties window.
- Click the Fonts tab and verify that all fonts in the 'Fonts Used in this Document section' include "<u>Embedded Subset</u>" at the end. You can also run Preflight function and see if Preflight reports any errors relating to Embedded Fonts.
- 3. Click **OK** to close **Document Properties** window.



If the fonts are not embedded, verify the Distiller Job Options used to generate the file has the correct settings. To correct the fonts not embedded issue, use one of the following three options...

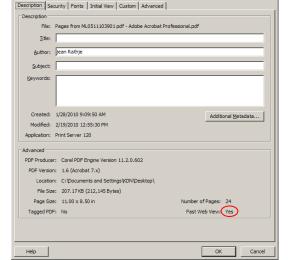
- Open the document in its native application and re-PDF the document by following examples in the *"Desk Reference Guide for PDF Document Generations,"* i.e. "Create PDF" or "Print to PDF" method.
- 2. Print to PDF inside Acrobat 9.0 Professional following the "Print to PDF" examples in the "Desk Reference Guide for PDF Document Generations."
- In Adobe Acrobat 9.0 Pro, launch Preflight by going to the main menu and click on Advanced and select Preflight.
 - a) Select the NRC's recommended Preflight Profile, NRC-10CFR1_9
 - b) Click on Analyze and fix to embed all the Fonts (will also Optimize Fast Web View at the same time).



6.3 Fast Web View.

Verify that Fast Web View is enabled by taking the following steps:

- From the main menu, select File > Document Properties or press Ctrl+D to bring up the Document Properties window.
- Under the Description tab, on the lower right corner, verify Fast Web View is set to '<u>Yes</u>'. If not, enable it by selecting File > SaveAs, or by running one of the batch sequences from Advance > Batch Processing (Advance > Document processing > Batch Processing, or just re-PDF the document.



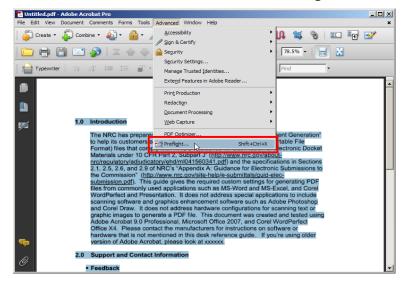
3. Click **OK** to close **Document Properties** window.

V Remember to perform File > SaveAs if changes are made to the document, because a typical File >Save will revert Fast Web View to "<u>No</u>".

6.4 Preflight Error Tests on Adobe Acrobat 9.0 Professional

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

- Launch Adobe Acrobat 9.0 Professional.
- Open a PDF document that you want to test for errors.
- From the main menu, click on Advanced and select Preflight.



 In the Preflight window, select the correct profile for testing, i.e., <u>NRC-10CFR1 9</u>, under Custom profiles or Imported profiles if it was downloaded from <u>http://www.nrc.gov/site-help/electronic-sub-ref-mat.html</u>.

Preflight					×
Profiles	Kesults	∲ Sta	ndards		Options *
Show all	-	1	Ş	Find	0
Acrobat/P	DF version co	mpatibility			▲
Create PD	F layers				
🕨 Digital prir	nting and onlin	e publishing	1		
Timported	profiles				
🔎 🔊 NRC-10	CFR1_9	N		Edit	
PDF analys	sis	45			
PDF fixups					
PDF/A con	pliance				
PDF/E com	pliance				
PDF/X com	pliance				
Prepress					
🔎 🔊 Magazir	ne Ads				-
Further Option	ns		🔎 Analyze	Analy	ze and fix

• Click on the PAnalyze button to start checking the document for errors.

In Adobe Acrobat 9.0 Pro, when using the NRC's Preflight Profile, click on the Analyze and fix button will 1) embed the Fonts, and 2) Optimize PDF for Fast Web View.

Below are some examples of Preflight errors:

• Fonts not Embedded

Desk_Reference_Guide_for_PDF_9.pdf - Adobe Acro File Edit View Document Comments Forms Tools Ad		× ×
👔 Create 🔹 🦆 Combine 👻 🍓 👻 🥖	· 🖹 · 🚔 · 🌮 · 📐 📧 🚺 🛍 🥱 / 💷 🖅 💅	
🗀 🖶 🗄 🖃 🌮 🖾 🔶 🗵	1 / 1 1 🕅 🖑 🥰 💿 🖲 78.7% - 拱 🛃	
Typewriter Tr 1T ቹ 輝 🖝	T I2 T Find	
	light 🔀 Profiles 🙀 Results 🖉 Standards Options 🔻	•
The NRC has prevent to help its customer Format) files that or Materials under 10 <u>mc/regulatory/adjuc</u> 2.1, 2.5, 2.6, and 2. the Commission "() <u>submission pdf)</u> . TI files from commonly WordPerfect and Ph scanning software ; and Corel Draw. It graphic images to g Adobe Acrobal 9.0 Office X4. Please of hardware that is not warsion of Adobe Acrobal	Preflight profile TNRC-10CFR1* found the following errors: Page 1 from 'Desk_Reference_Guide_for_PDF_9,pdf' Font not embedded (18 matches on 1 page) Summary Prage 1: Arial&RoldMT 10.98 pt TrueType not embedded Black (1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The Trage 1: ArialMT 10.98 pt TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The The TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The The TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The The TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The The TrueType not embedded RGB (ICC) (0.0/0.0/1.0) overpr The	
2.0 Support and Cont		
• Feedback		-

• Less than 300dpi and NOT Fast Web View

	Document Properties
Preflight	Description Security Fonts Initial View Custom Advanced
The Profiles Results Standards Options •	Description File: Untitled.pdf
Preflight profile "NRC-10CFR1" found the following errors:	Title:
Page 1 from "Untitled.pdf"	Author:
Resolution of bitmap images is lower than 298 pixels per inch (1 match on 1 page) Burmary	Keywords:
Bergen 1: Bitmap image 472.322x587.522 pt 199.999 pp Black overprint: off	
B-P Prefight information	Created: 5/4/2010 3:52:51 PM Additional Metadata
	Modified: 5/4/2010 3:52:53 PM Application: FUJITSU fi-4750Cdm #2
	Advanced
	PDF Producer: PDFScanLib v1.2.2 in Adobe Acrobat 8.0
🔍 Show in Snap	PDF Version: 1.4 (Acrobat 5.x) Location: P:\
	File Size: 38.22 KB (39,142 Bytes)
	Page Size: 8.64 x 11.00 in Number of Pages: 1
	Tagged PDF: No Fast Web View No
	Help OK Cancel
	Help OK Cancel

Click on Greate Report... button if you want a PDF version of the results, or click on 🗷 to exit.

7.0 Miscellaneous

7.1 FAQ

1. "I just scanned several images and converted into PDF. I ran Preflight and I received errors that my images were scanned at 299.99dpi, is this acceptable?"

Yes 299.99dpi is acceptable due to round off.

2. "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.

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

You can download a Adobe Distiller PDF Settings (profile) for your version of Adobe at <u>http://www.nrc.gov/site-help/electronic-sub-ref-mat.html</u> and place it in <u>C:\Program Files\Adobe\Acrobat</u>
 Adobe at http://www.nrc.gov/site-help/electronic-sub-ref-mat.html and place it in C:\Program Files\Adobe\Acrobat http://www.nrc.gov/site-help/electronic-sub-ref-mat.html and place it in C:\Program Files\Adobe\Acrobat http://www.nrc.gov/site-help/electronic-sub-ref-mat.html and place it in Settings http://www.nrc.gov/site-help/electronic-sub-ref-width http://www.nrc.gov/site-help/electronic-sub-ref-width <a

Follow these steps to add this new profile:

- Launch Acrobat Distiller (either from Start/Program/Acrobat Distiller 9.0 or select Advanced/Print Production/Acrobat Distiller inside Adobe Acrobat 9.0 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. <u>NRC-10CFR1 9.joboptions</u>) and click on **Open**.
- The Acrobat Distiller window reappears with the newly loaded profile as the Default Settings.
- 4. "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 <u>http://www.nrc.gov/site-help/electronic-sub-ref-mat.html</u> and place it in <u>C:\Program Files\Adobe\Acrobat</u>

Follow these steps to install this new profile:

- o Launch Adobe Acrobat 9.0 Professional, and select Advanced/Preflight.
- Preflight window pops up. click on Options and select Import Preflight Profile....
- In the **Import Preflight Profile** window, browse and select the downloaded Preflight profile (e.g. <u>NRC-10CFR1 9.kfp</u>), then click on **Open**.
- The imported profile will be listed under the **Imported profiles** section.
- 5. "Is JPEG compression an acceptable alternative to ZIP compression?"

At this time JPEG compression is an <u>unacceptable</u> alternative to ZIP compression because it is a lossy compression method.

7.2 Quick Links

<u>http://www.nrc.gov</u> - U.S. Nuclear Regulatory Commission home page. <u>http://www.nrc.gov/site-help/e-submittals.html</u> - Electronic Submittals homepage. <u>http://www.nrc.gov/site-help/e-submittals/guide-electronic-sub-r5.pdf</u> - 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.