

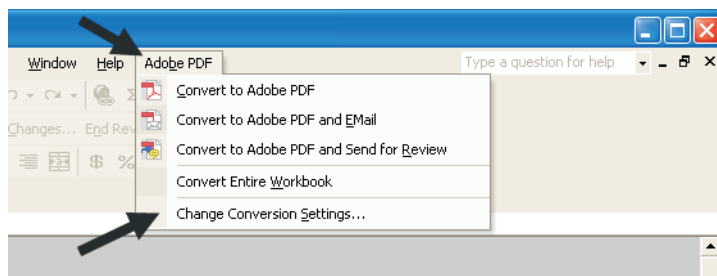
# Submitting Charts/Graphs Created in Word, Excel, or Powerpoint to the *Forest Products Journal*

Word processing (Word), spreadsheet (Excel), and presentation programs (Powerpoint) produce acceptable images (graphs, charts) for office or Internet use. They are not recommended for creating figures for high-quality printing. But if figures *created* in Word, Excel, or Powerpoint are converted to PDF files using the specific settings contained in these instructions, the figures will likely be acceptable for printing.

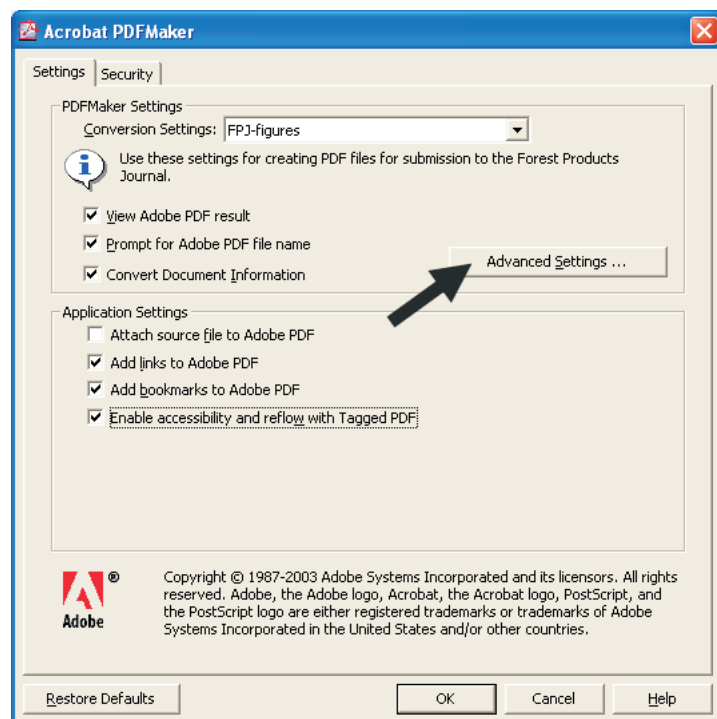
If you have a postscript printer driver, you can produce a PDF using the conversion settings detailed below. If you do not have a postscript printer driver, it can be downloaded from the Adobe website ([www.Adobe.com](http://www.Adobe.com)). If you require assistance in downloading the postscript printer driver, please contact the computer support personnel in your organization. If you have Acrobat Distiller, use the settings detailed below to create the joboptions file with which to distill your PDF. PDF files created by printing to PDFWriter are not acceptable.

Note the chart/graph should be created with the figure composition instructions from *Preparing Figures for Publication in the Forest Products Journal* ([www.forestprod.org/FPJfigures.html](http://www.forestprod.org/FPJfigures.html)). When you submit the PDF to us, we will let you know if it is acceptable.

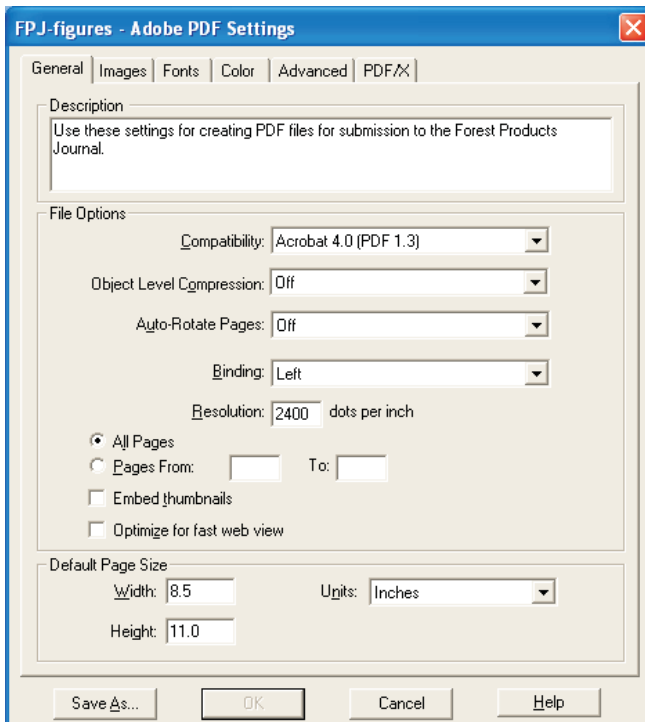
**Step 1:** Open the chart/graph and in the toolbar click on Adobe PDF > Change Conversion Settings.



**Step 2:** Click on Advanced Settings.

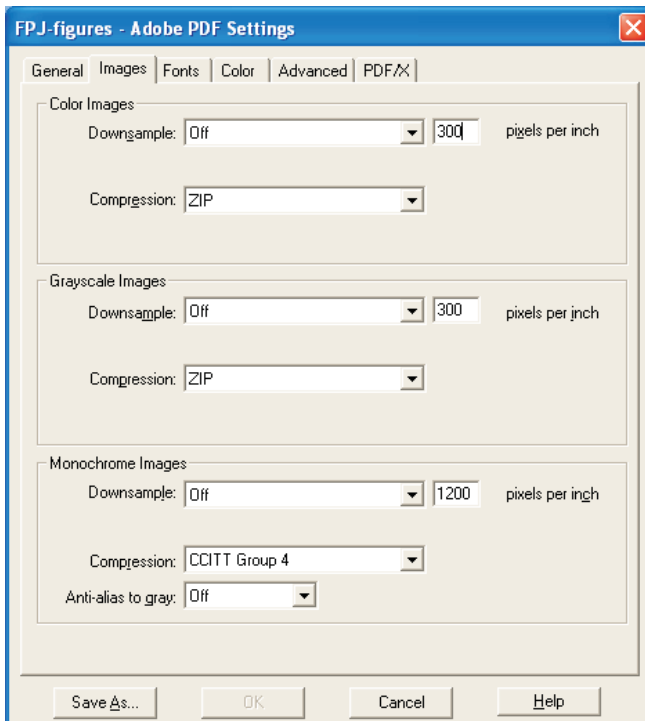


**Step 3:** Select the following choices for each tab.



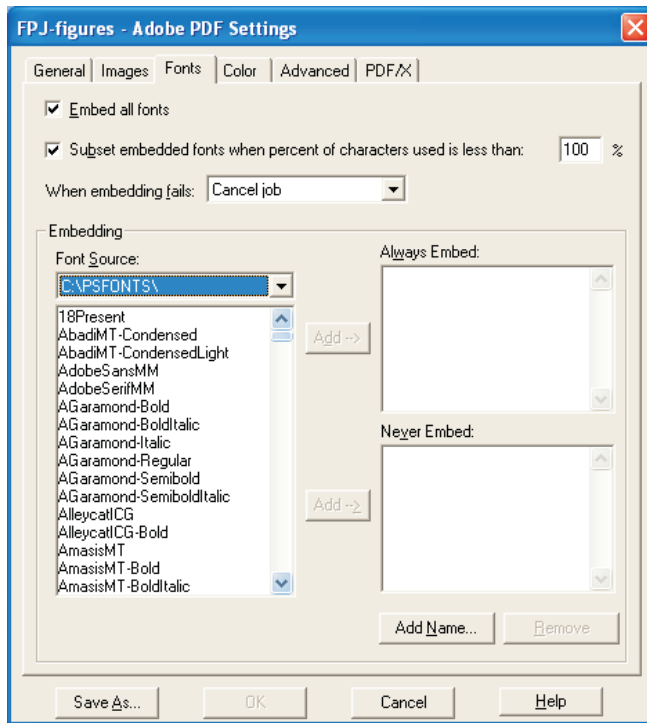
***In the General Tab***

- Select:
  - Acrobat 4.0 for Compatibility
  - Off for Object Level Compression
  - Off for Auto-Rotate Pages
  - Left for Binding
- Set Resolution to 2400 dpi
- Clear checkboxes for:
  - Embed thumbnails
  - Optimize for fast web view
- Set Default Page Size to Width: 8.5 and Height 11.0
- Select Inches for Units



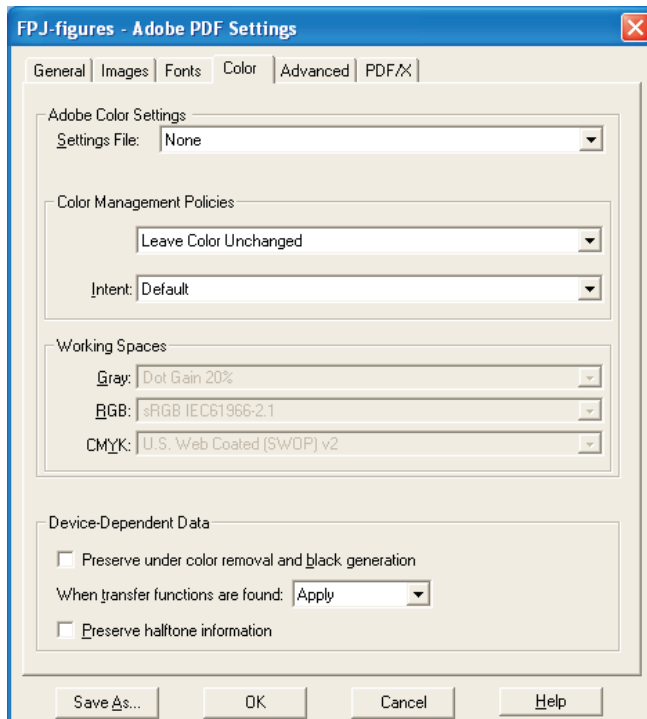
***In the Images Tab***

- For Color Images:
  - Select Off for Downsample
  - Set pixels per inch to 300
  - Select Zip for Compression
- For Grayscale Images:
  - Select Off for Downsample
  - Set pixels per inch to 300
  - Select Zip for Compression
- For Monochrome Images:
  - Select Off for Downsample
  - Set pixels per inch to 1200
  - Select CCITT Group 4 for Compression
  - Select Off for Anti-alias to gray



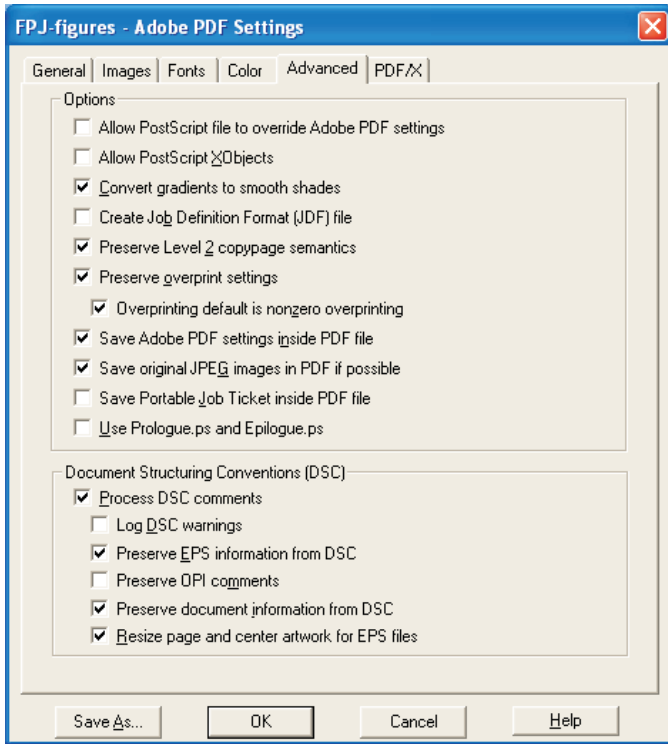
### *In the Fonts Tab*

- Select checkboxes for:
  - Embed all fonts
  - Subset embedded fonts
  - Set % to 100
- Select Cancel job for When embedding fails
- Clear all font names from the Always Embed and Never Embed boxes



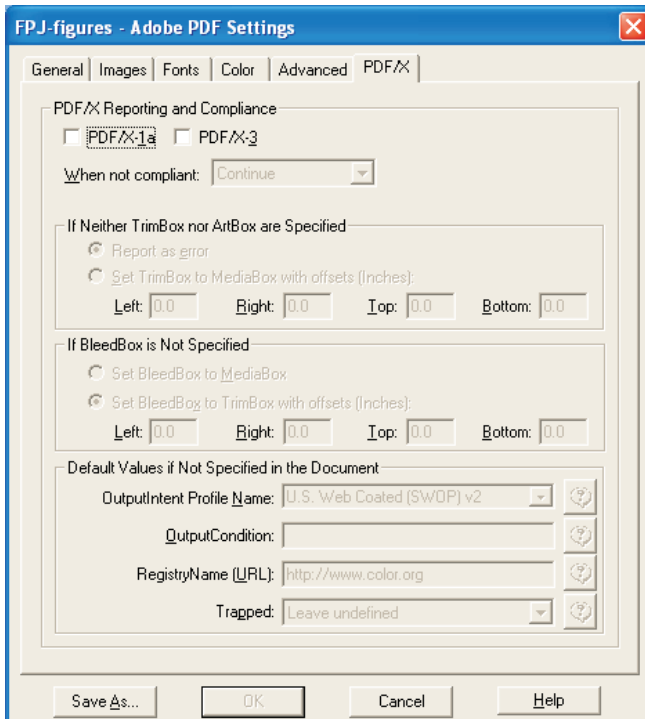
### *In the Color Tab*

- For Adobe Color Settings:
  - Select None for Settings File
- For Color Management Policies
  - Select Leave Color Unchanged
  - Select Default for Intent
- Working Spaces will be grayed
- Clear the checkboxes for:
  - Preserve under color removal and black generation
  - Preserve halftone information
- Select Apply for When transfer functions are found



***In the Advanced Tab***

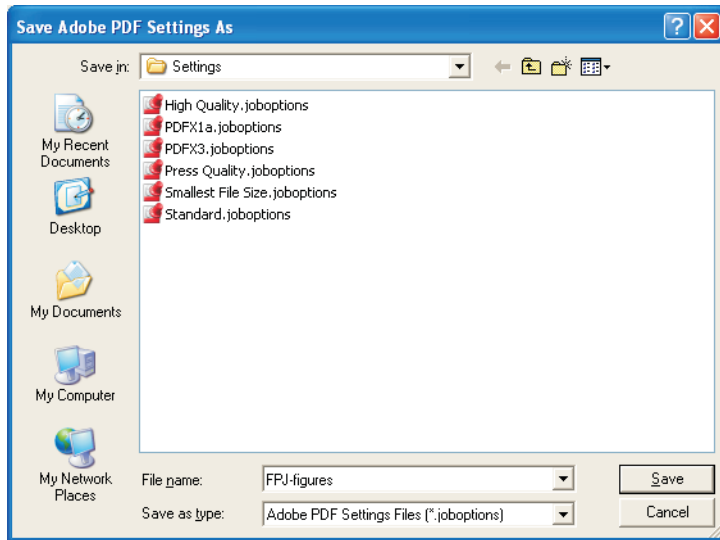
- For Options, select checkboxes for:
  - Convert gradients to smooth shades
  - Preserve Level 2 copypage semantics
  - Preserve overprint settings
  - Overprinting default is nonzero overprinting
  - Save Adobe PDF settings inside PDF file
  - Save original JPEG images in PDF if possible
- For Document Structuring Conventions, select checkboxes for:
  - Process DSC comments
  - Preserve EPS information from DSC
  - Preserve document information from DSC
  - Resize page and center artwork for EPS files



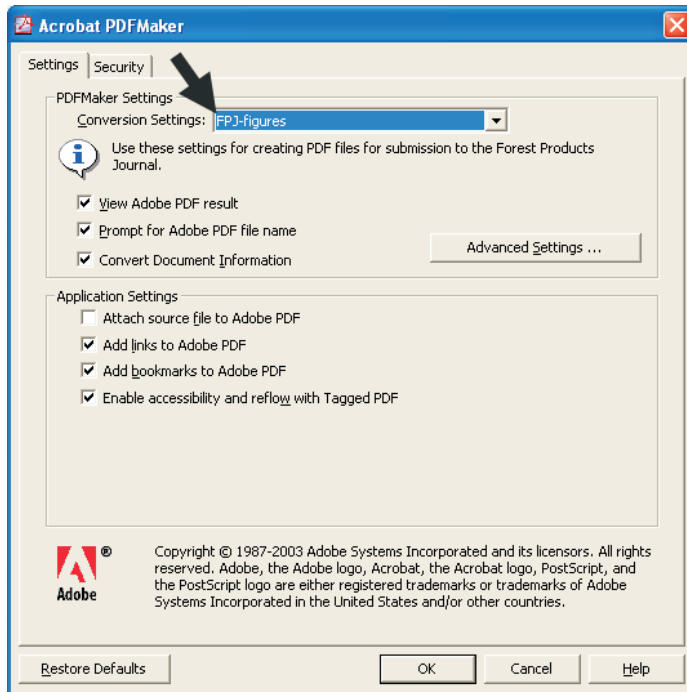
***In the PDF/X Tab***

- Clear the checkboxes for:
  - PDF/X-1a
  - PDF/X-3
- All other options will be grayed

**Step 4:** These settings can now be saved by clicking on Save As.



- Name the file and click on Save.



- After entering the name of the file and clicking on Save, you will return to this screen. The name you gave the file will appear in the Conversion Settings box. Click OK.

**Step 5:** You are now ready to create the PDF file. Go to Adobe PDF on the toolbar and click on Convert to Adobe PDF. You will then be asked to name the PDF file.

