

PostScript File Preparation Guidelines - Using Microsoft Word

General

Making a PostScript file from your Word document is trivial; you simply need to "print it to file" using appropriate PostScript printer driver. The choice of printer driver can make a considerable difference to the PostScript produced. We have found that the Apple LaserWriter driver or generic Windows PostScript printer driver work well.

Before you "print to file"

Please be aware that it is very easy to stray from the required layout and style when using Word. Authors should take care over the fonts which are used in the document, including fonts within graphics. Fonts should be restricted to **ONLY Times, Symbol and Zap Dingbats**. **All text should be BLACK**.

Non-English versions of Word use fonts which are not recognised by the Acrobat software. Conversely, characters in the English versions may not be recognised by other versions of Word. It is therefore essential that **only English versions of Word** are used for the preparation of papers.

Using an **illustration** (graph, plot, etc) which has been saved in the **encapsulated postscript (EPS)** format gives better resolution in the final document because it will scale properly under zooming. Most applications allow one to save a graphic or image in EPS format, so this is recommended.

MS Word offers the possibility of saving the illustration within the document file or making a link (or pointer) to the file which is only incorporated when the postscript is generated for printing. The advantages to the author of using a link to the file are a saving in disk space and the illustration can be modified independently. It will be much easier for the editorial team to fix problems with illustrations if they are sent separately in addition to including them in the *.doc* file.

The PostScript file should have the **first page first**, not reverse order.

Producing the PostScript File on a PC (Win95/98/NT/2000)

- Use the Print option from the File menu and:
 - Select a PostScript printer
 - In Print range, select the appropriate paper size
 - The appropriate paper size
 - Output format is PostScript
 - Check the *Print to File* box
 - Click *OK*
 - Give the appropriate name for the file (you maybe have to change the extension to *.ps*)

On a MAC

- Select *LaserWriter 8* in the Chooser
- Select *Print* from the File Menu
- Select *File* as the destination and click *Save*
- Check the *Print to File* box
- Check the postscript file by printing it using a utility like Apple LaserWriter Utility.

The *Microsoft PostScript Guidelines* in *EPAC* conferences were used in preparation of these instructions.

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