

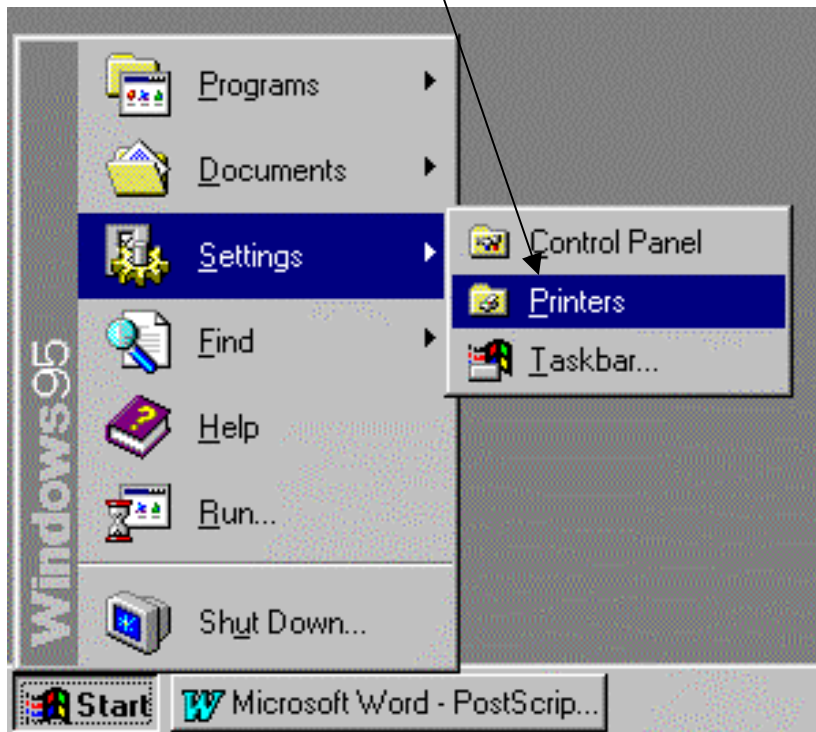
PostScript Instructions for Microsoft Word

Creating PostScript is as easy as printing to your regular printer! PostScript code is a set of software commands which will tell our imagesetter how to print your book. By following the simple instructions below you will 1) convert your manuscript to PostScript code; and 2) save it on a disk, CD, or other portable media.

Step One: Print your final manuscript on your regular printer.

Step Two: Load the Linotronic 530 printer, as follows:

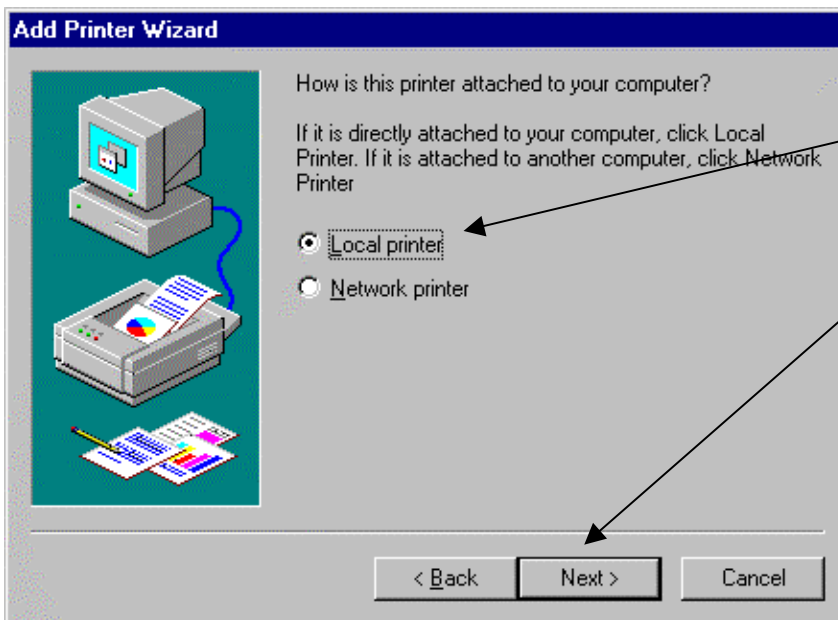
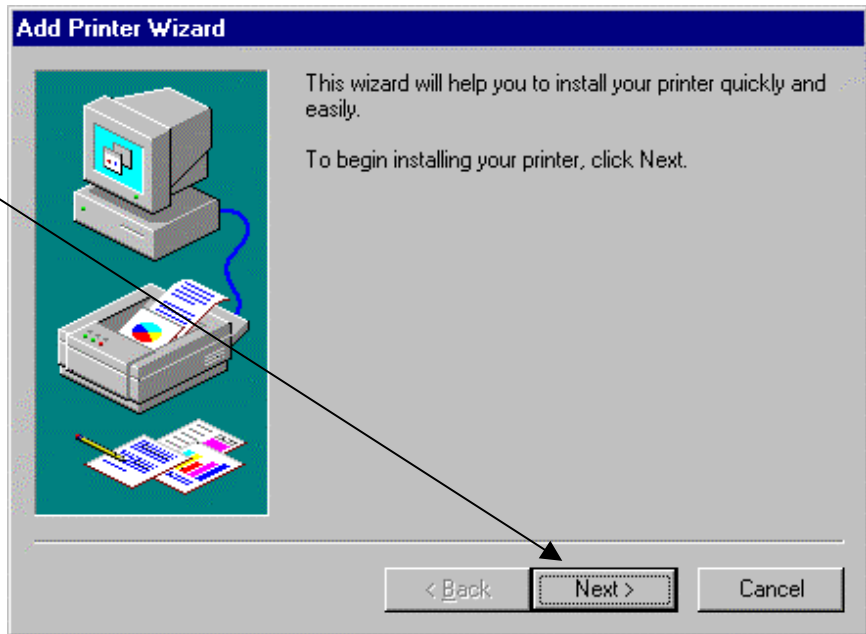
In the **Start** Menu go to **Settings**,
and then to the **Printers** folder.



In the Printers Folder **double click** the **Add Printer** button.

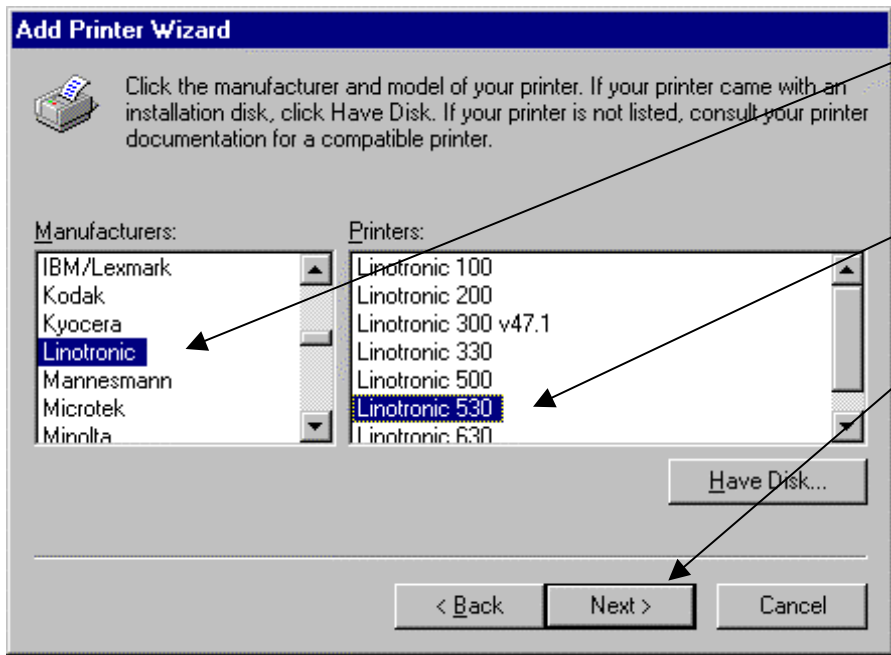


Click **Next**.



Choose **Local printer**.

Click **Next**.



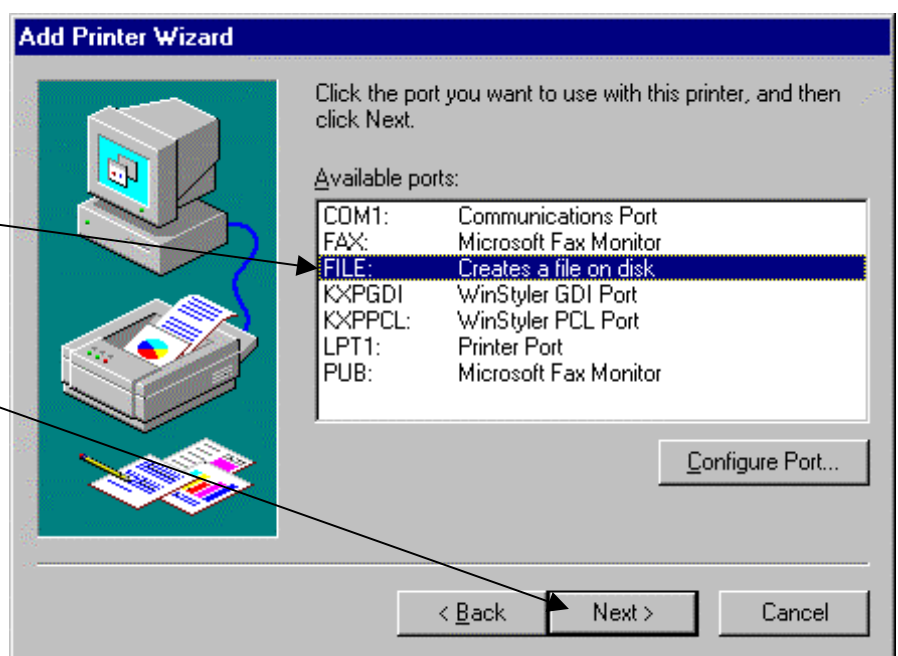
Scroll down the manufacturers list and select **Linotronic**.

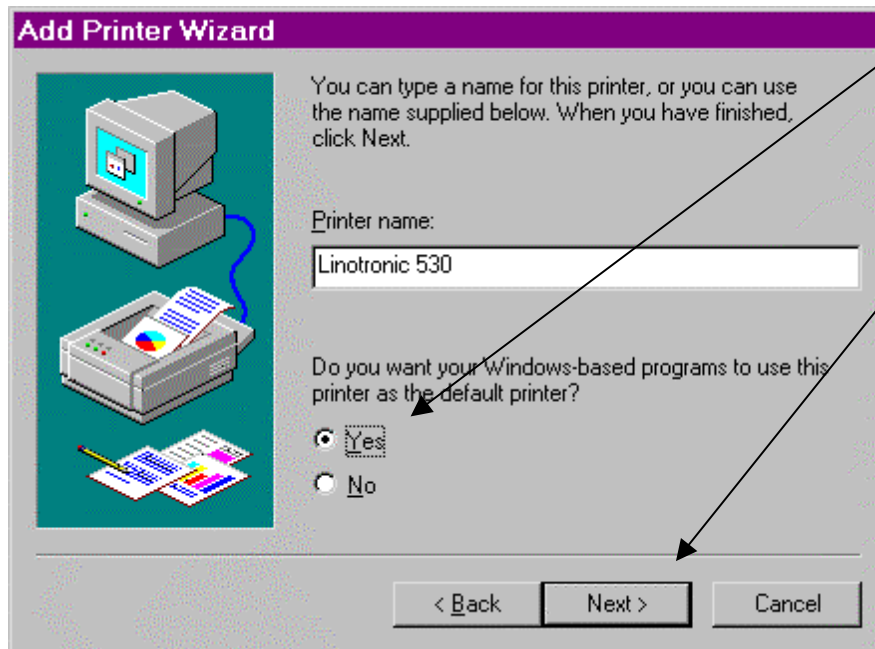
In the **Printers** list select **Linotronic 530**.

Click **Next**.

Choose **Creates a file on disk**.

Click **Next**.



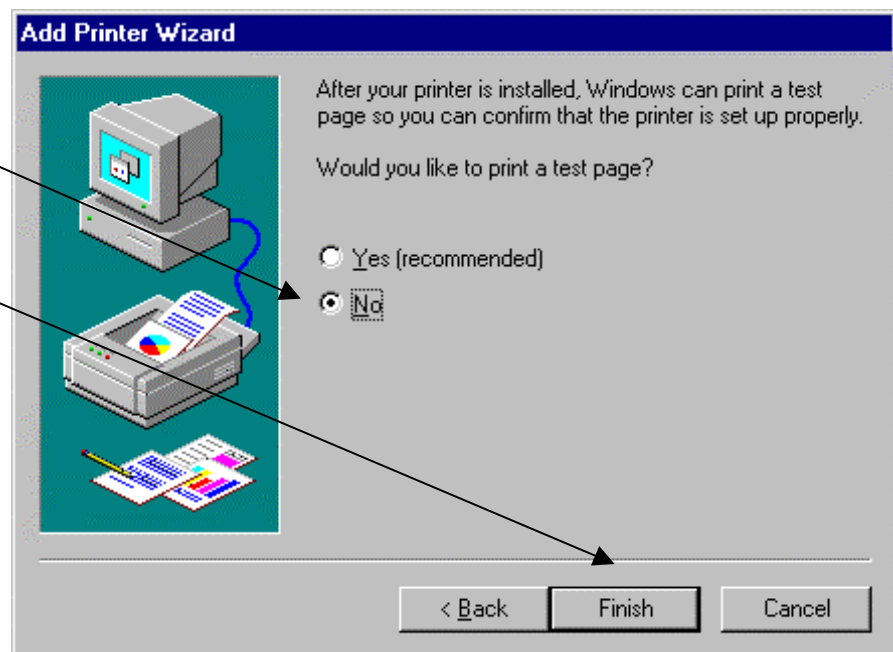


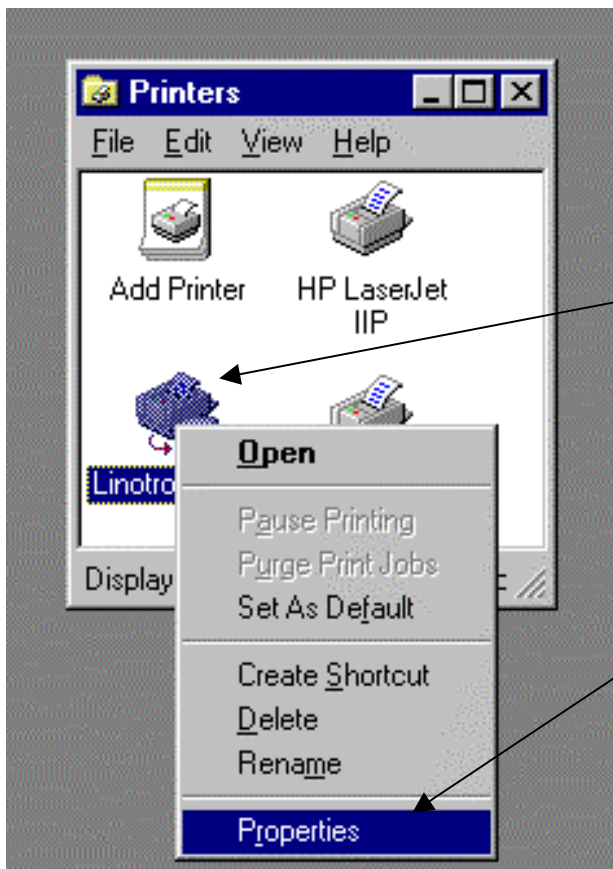
Click **Yes** to set as the default printer.

Click **Next**.

Click **No** to print a test page.

Click **Finish**.



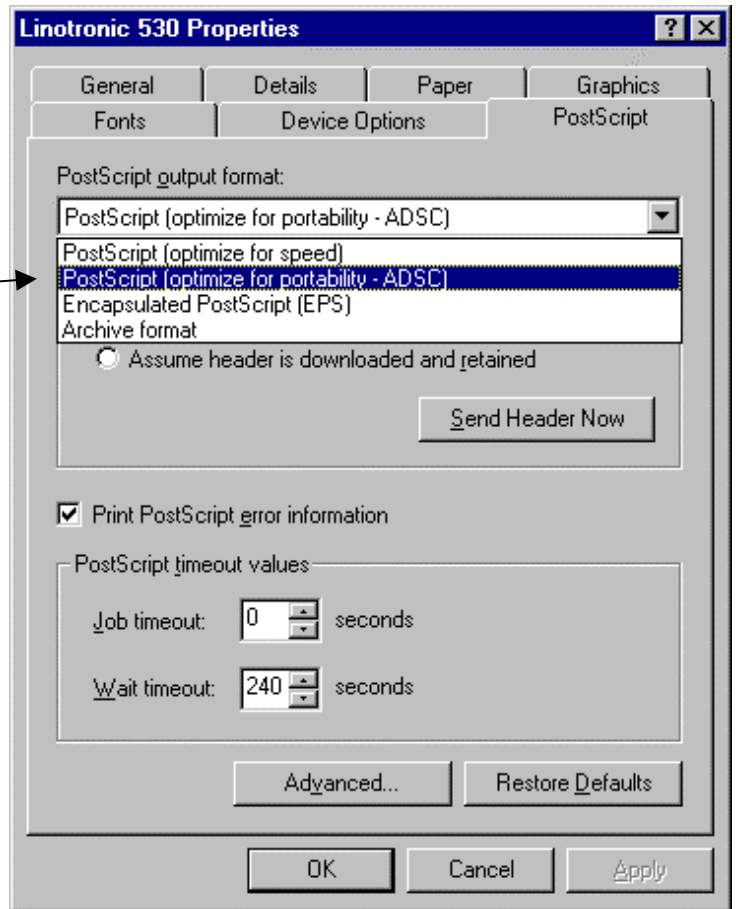


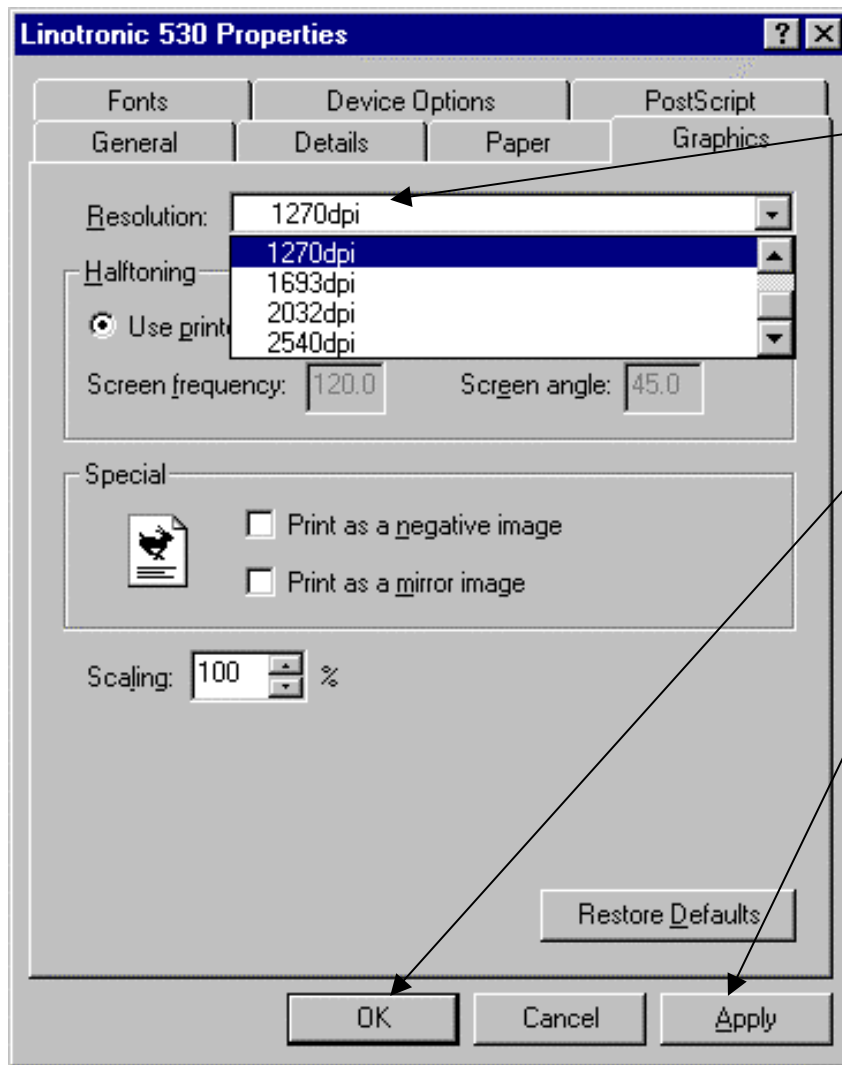
You will now see the **Linotronic 530** in the **Printers** folder.

Right click on the **Linotronic 530**, then click on **Properties**.

Under properties, go to the **PostScript** menu and click the down arrow under **PostScript output format**.

Choose **PostScript [optimize for portability – ADSC]**.





Go to **Graphics**, click the down arrow on **Resolution**, and choose **1270 dpi**.

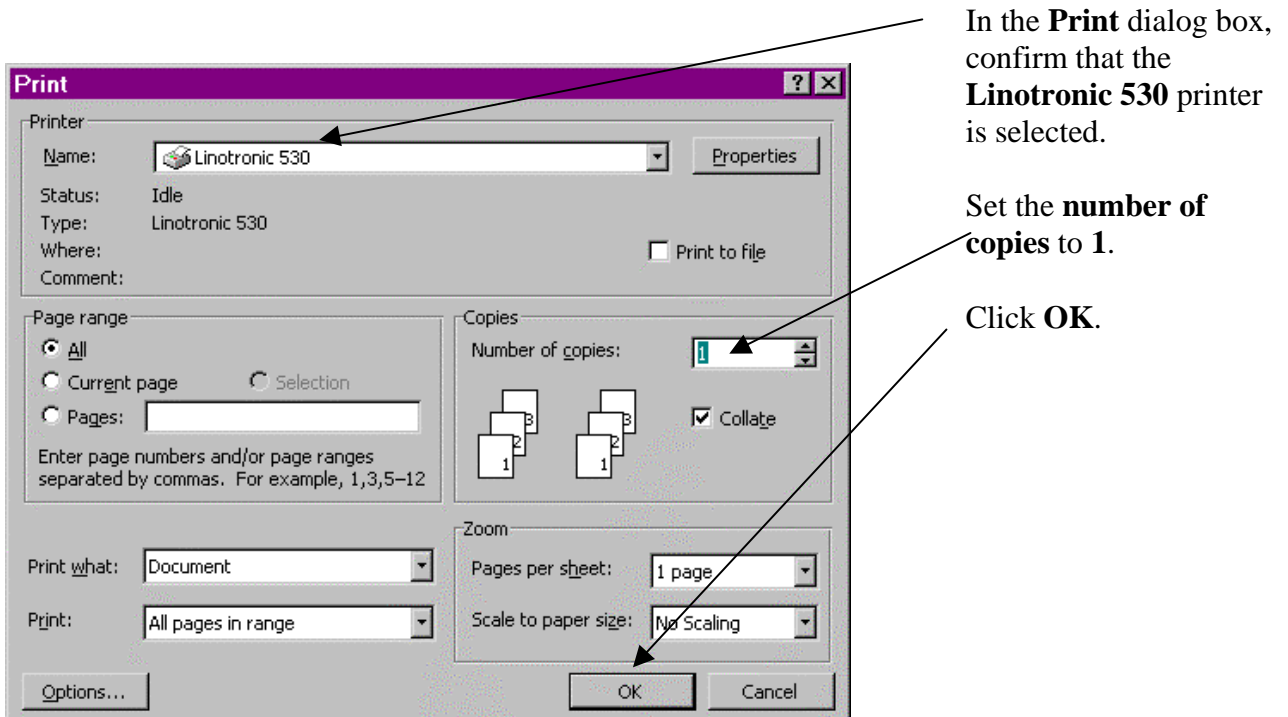
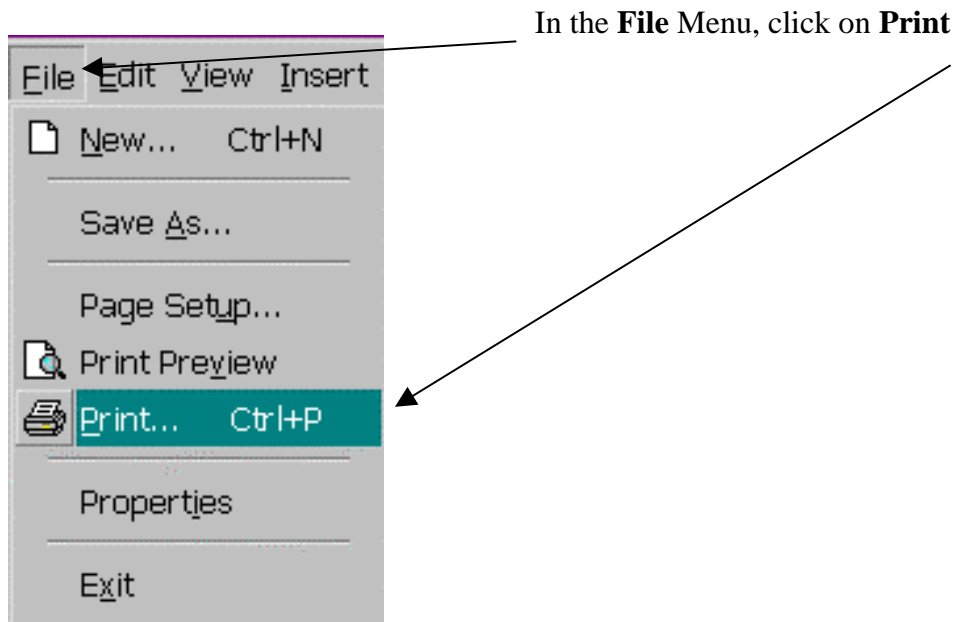
Click **Apply**, then **OK**.

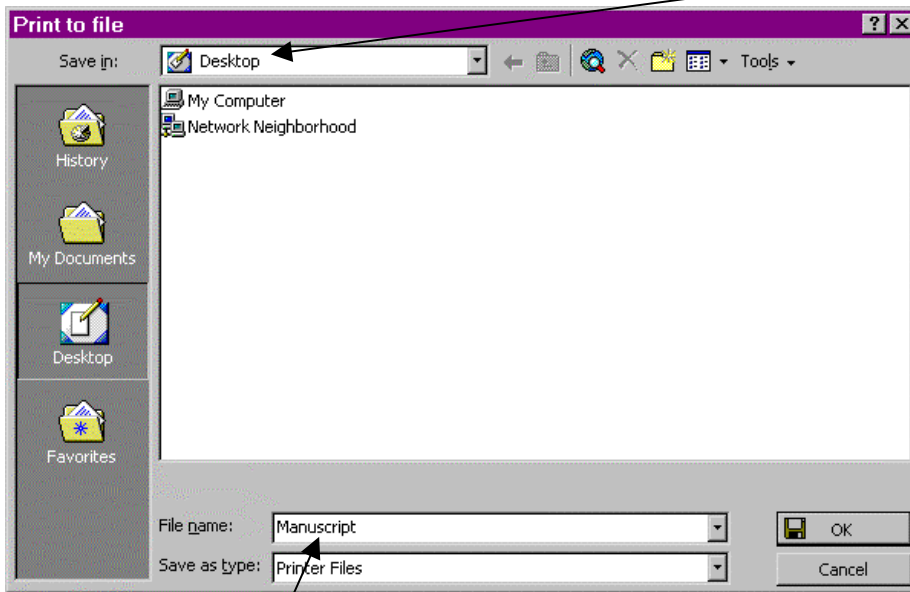
Step Three: Re-open your manuscript and check for unwanted changes.

Now that the default printer has changed, your document may have been affected. Make sure that what you see on the screen matches the copy you printed in Step One. If changes have occurred that you do not like, now is the time to make the necessary adjustments. Here's just a few items to check:

- Do your fonts look like they were intended to?
- Do your graphics look right, and are they in the correct place?
- Have your margins changed, causing the pages to reflow?

Step Four: “Save” your manuscript. (Actually, you’ll use the “print” command).

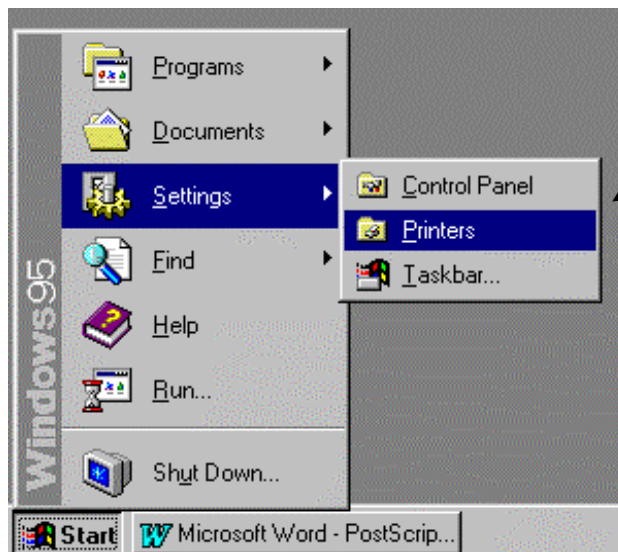




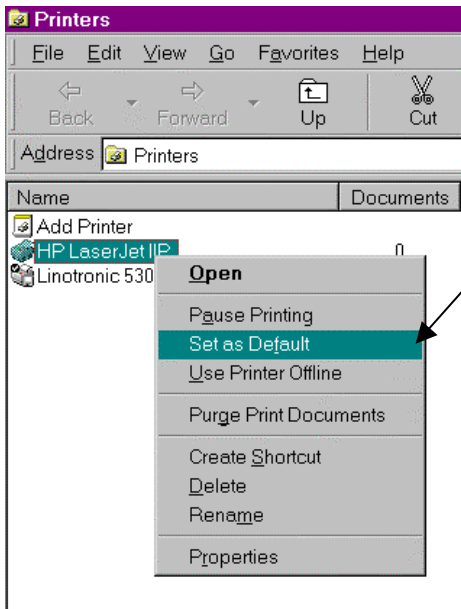
At the **Print to File** dialog box, choose where to save the file. We suggest that you save it to your **desktop** first and then copy it to your chosen media (disk, CD, zip drive, etc.)

If your chosen media (disk, CD, etc) is large enough, save the entire manuscript in one file. Otherwise, save it in smaller files (eg. “file 1” for pages 1-60, “file 2” for pages 61-120, etc.) Remember to include blank pages, as you want them to appear in the printed book.

Step Five: Reset your regular printer as the default printer.



In the **Start** Menu, go to **Settings**, then to the **Printers** folder.



Right click on your regular printer and click on **Set as Default**. Now your system will automatically print documents on your regular printer.

Congratulations! You've created a PostScript File!
If you have any questions, please contact your customer service representative.

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