

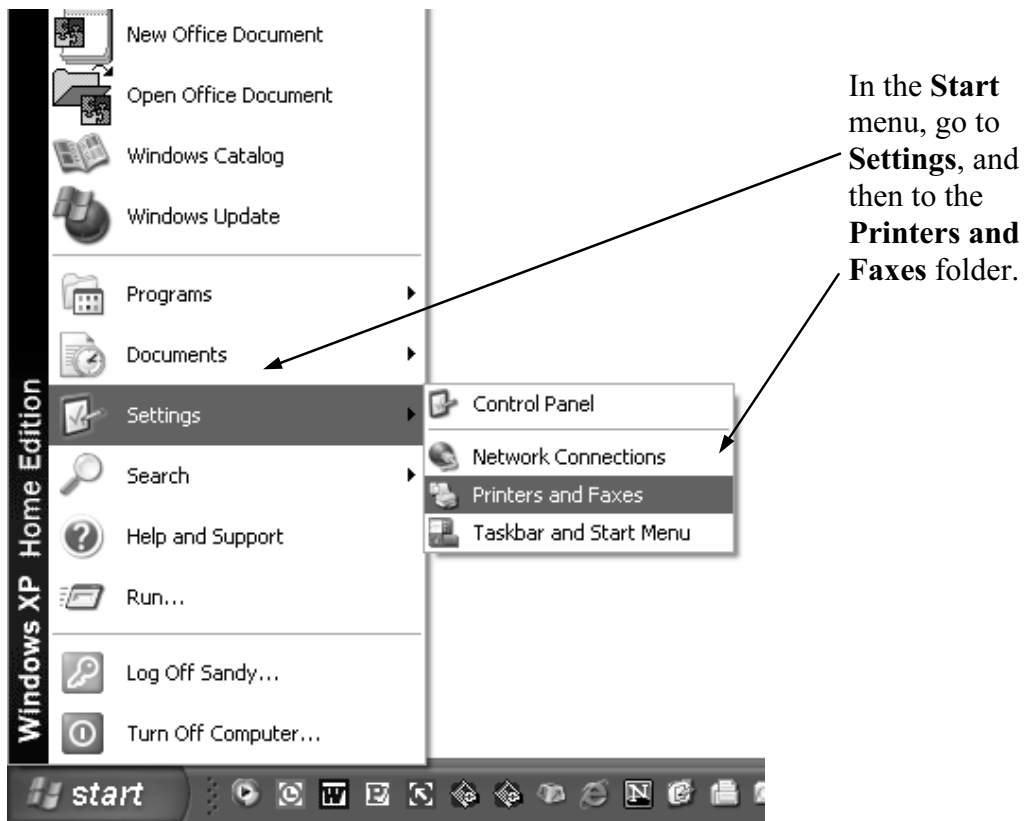
# PostScript Instructions for MS Word

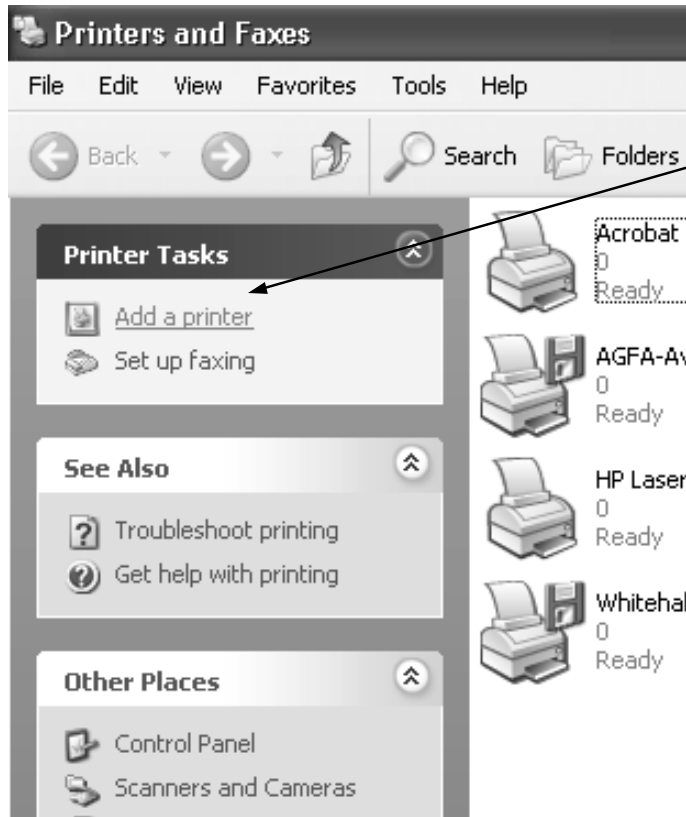
## (Windows 2000 / XP)

**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 AGFA-SelectSet Avantara 25 printer, as follows:



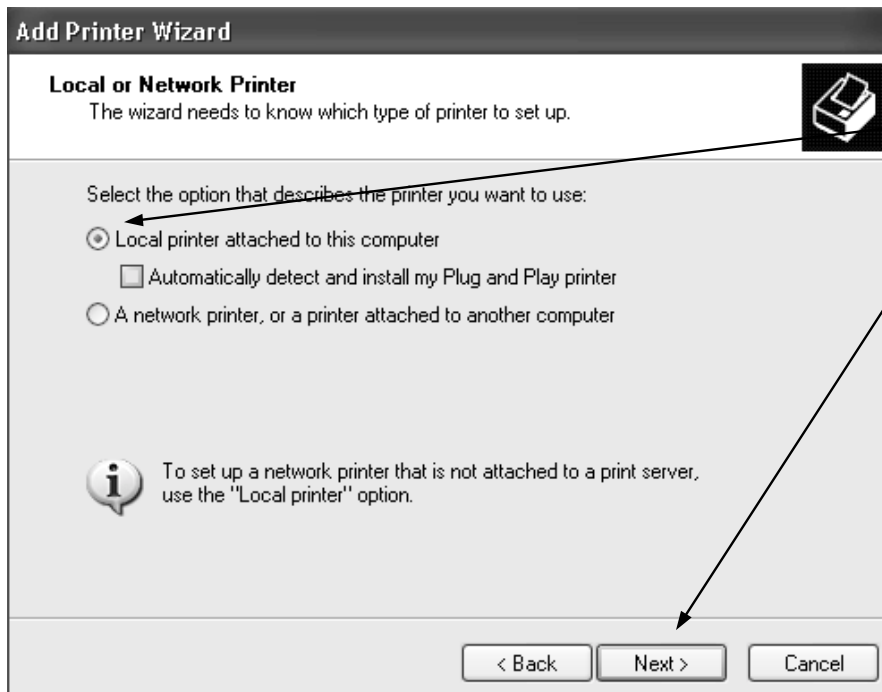


In the Printers and Faxes folder, click on **Add a Printer.**



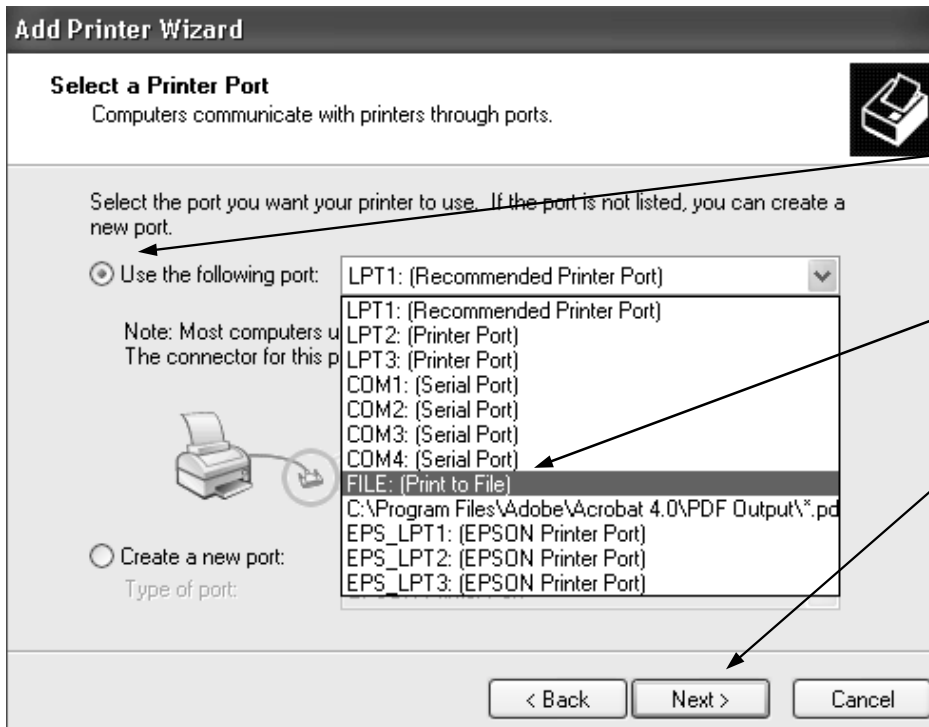
The **Add Printer Wizard** will appear.

Click **Next.**



Choose **Local printer attached to this computer**.

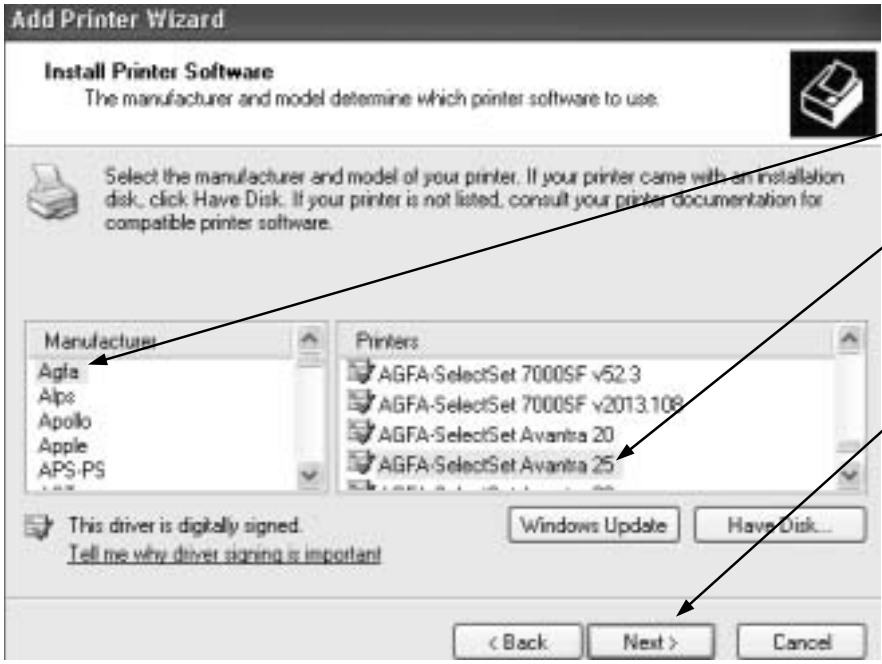
Click **Next**.



Choose **Use the following port**.

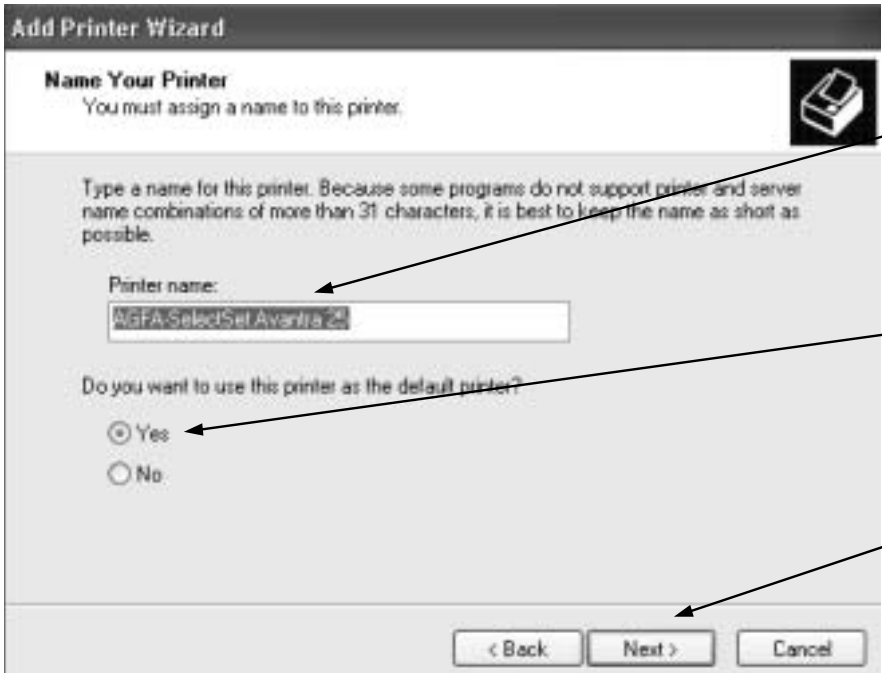
From the drop-down menu, click on **FILE: (Print to File)**.

Click **Next**.



Select the manufacturer **Agfa** and the printer **AGFA-SelectSet Avantara 25**.

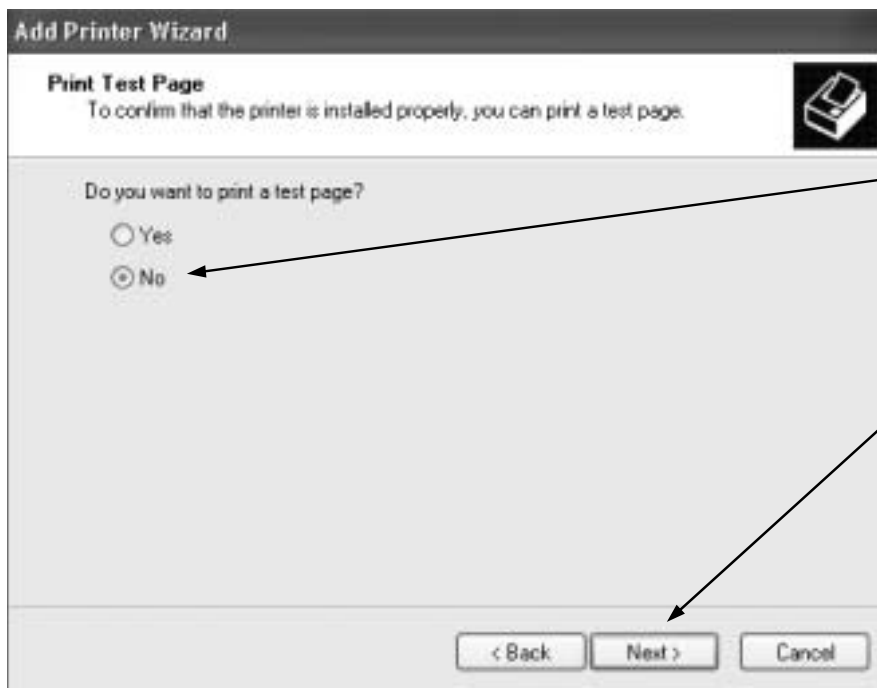
Click **Next**.



The **AGFA-SelectSet Avantara 25** should appear in the Printer Name box.

Choose **Yes**, to set this printer as the default printer.

Click **Next**.



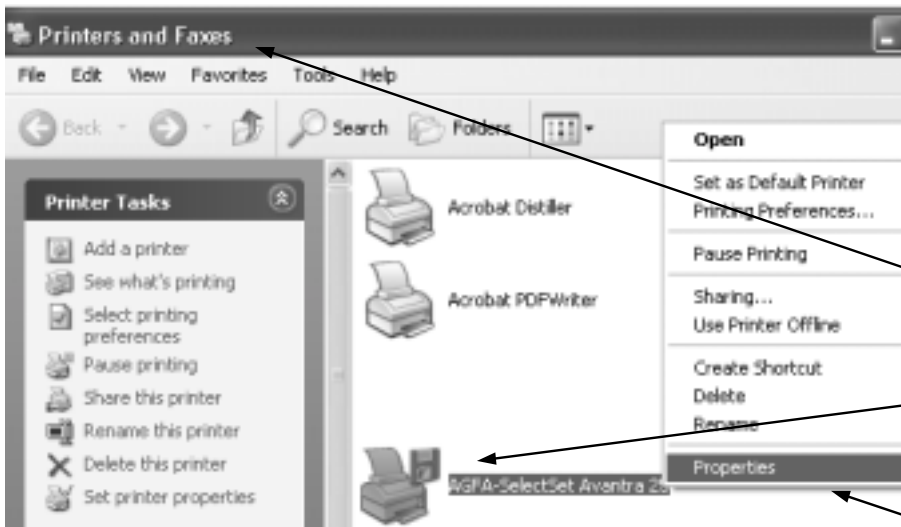
Choose **No** to print a test page.

Click **Next**.



The Wizard confirms your selections.

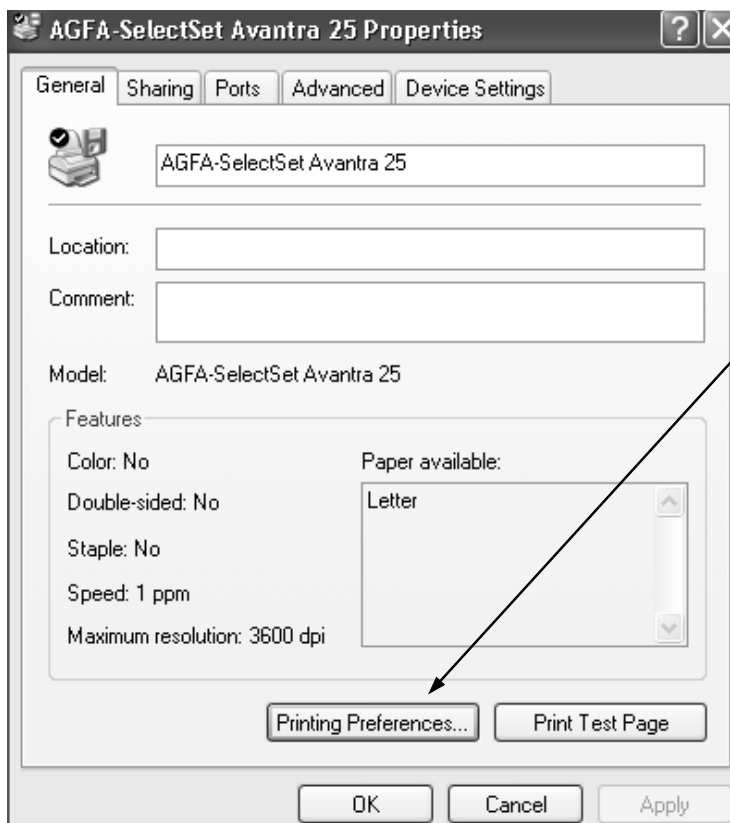
Click **Finish**.



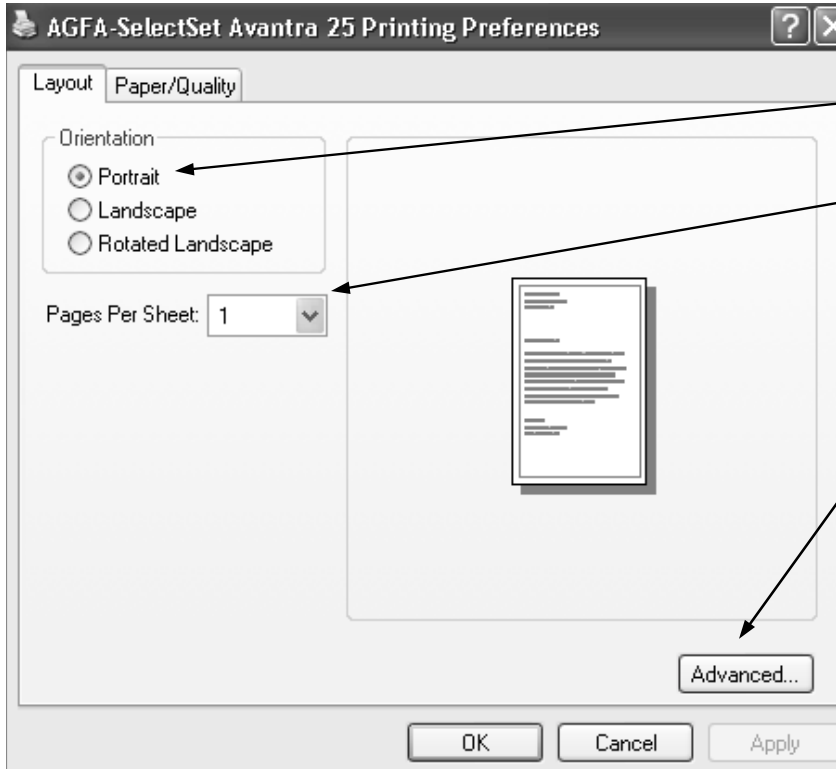
You will now see the **AGFA Select Set Avantra 25** in the Printers and Faxes folder.

**Right click** on the **AGFA Select Set Avantra 25**.

Click **Properties**.



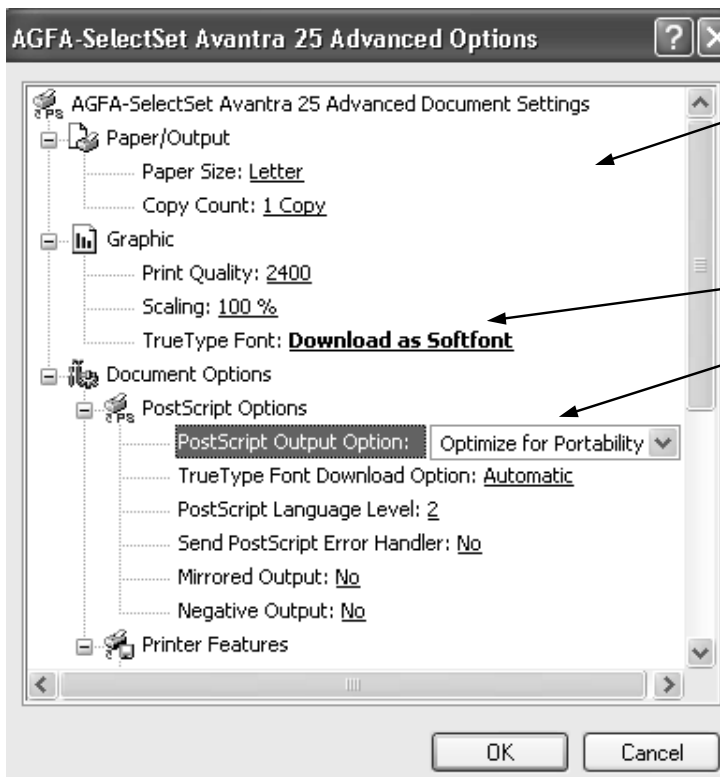
Click **Printing Preferences**.



Under Layout, choose **Portrait**.

Choose **1 Page Per Sheet**.

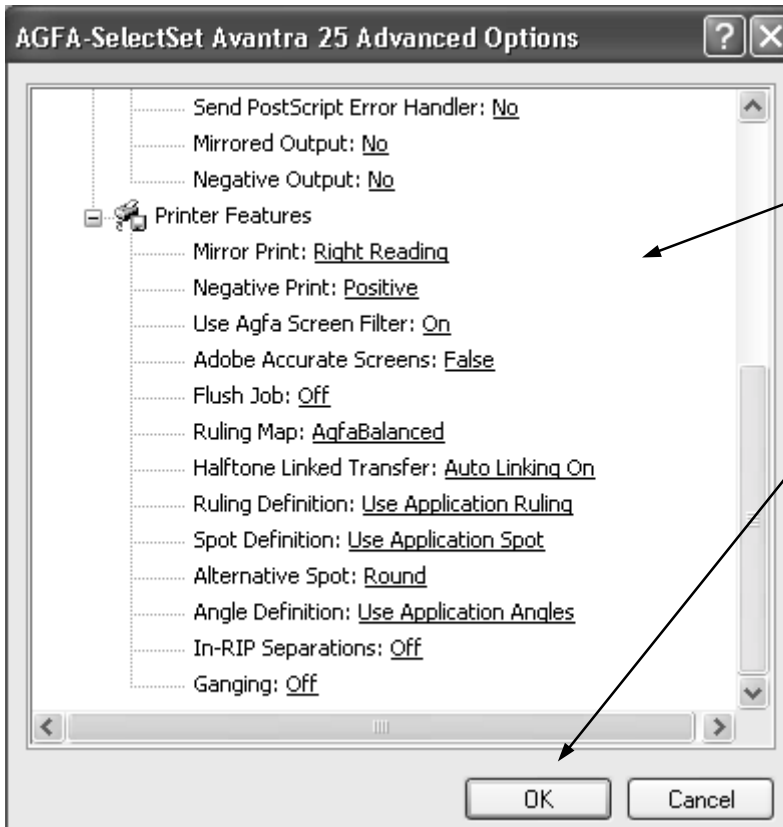
Click **Advanced**.



Make sure that all the selections on this screen are as shown here.

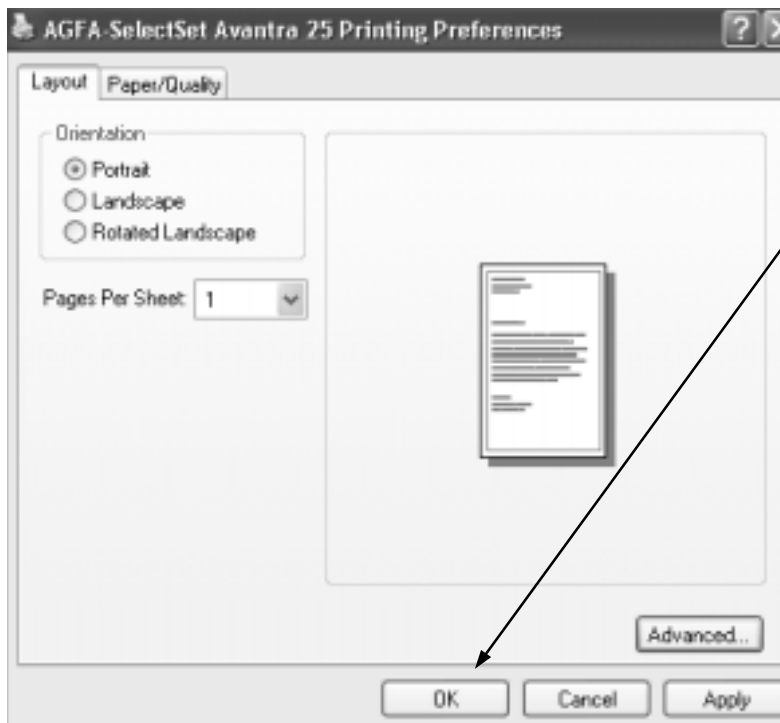
In particular, select **Download as Softfont** and **Optimize for Portability**.

Scroll down the menu to reveal the rest of the screen (as shown in the next frame).



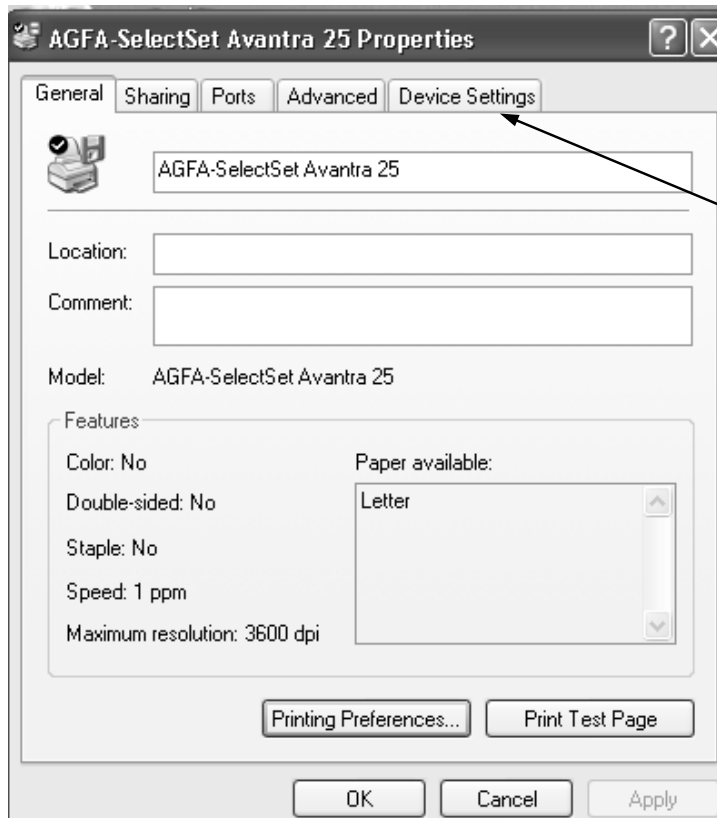
Again, make sure that all the selections on this screen are as shown here.

Click **OK**.



Click **OK**.

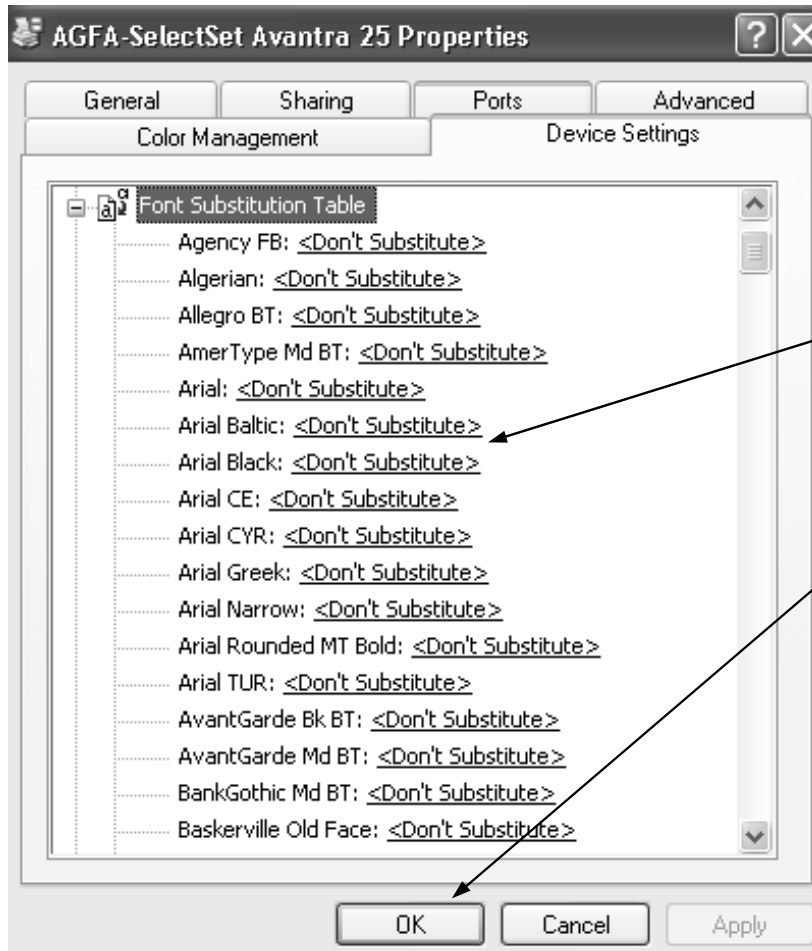




Click **Device Settings**.



Double click on **Font Substitution Table**.



You will find a list of fonts.

Go down the list and change all of them to say “Don’t Substitute.”

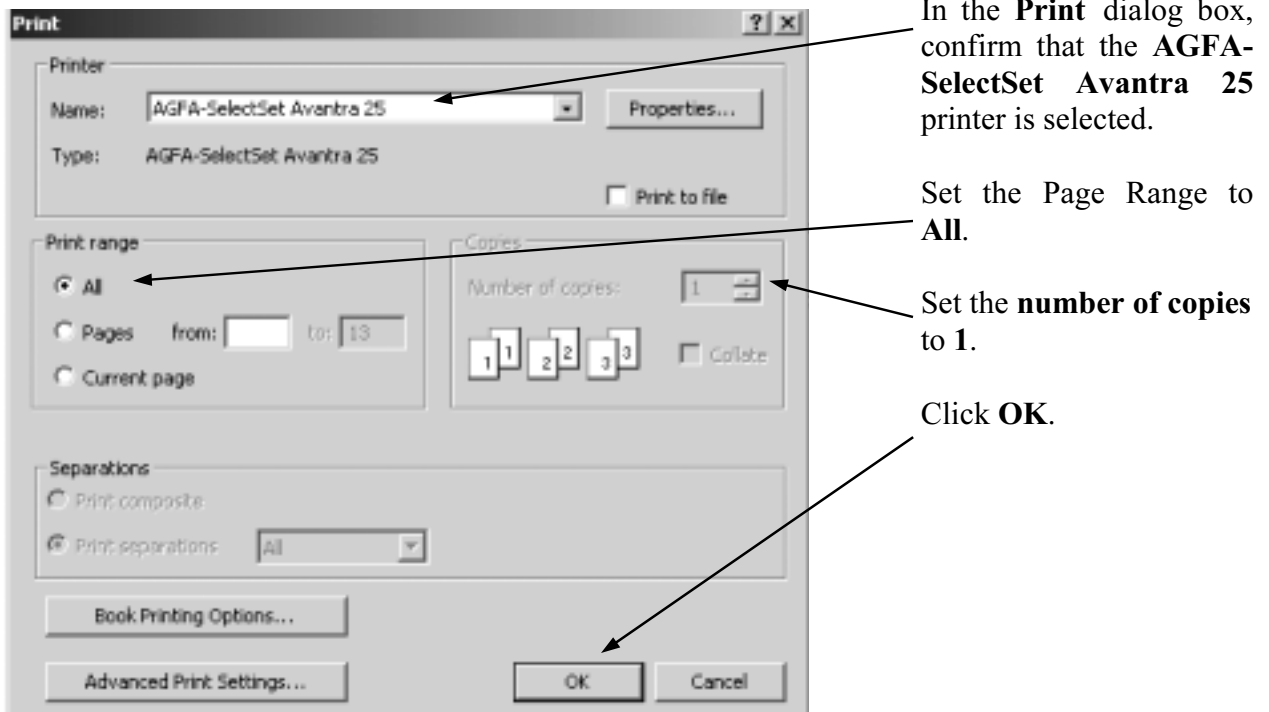
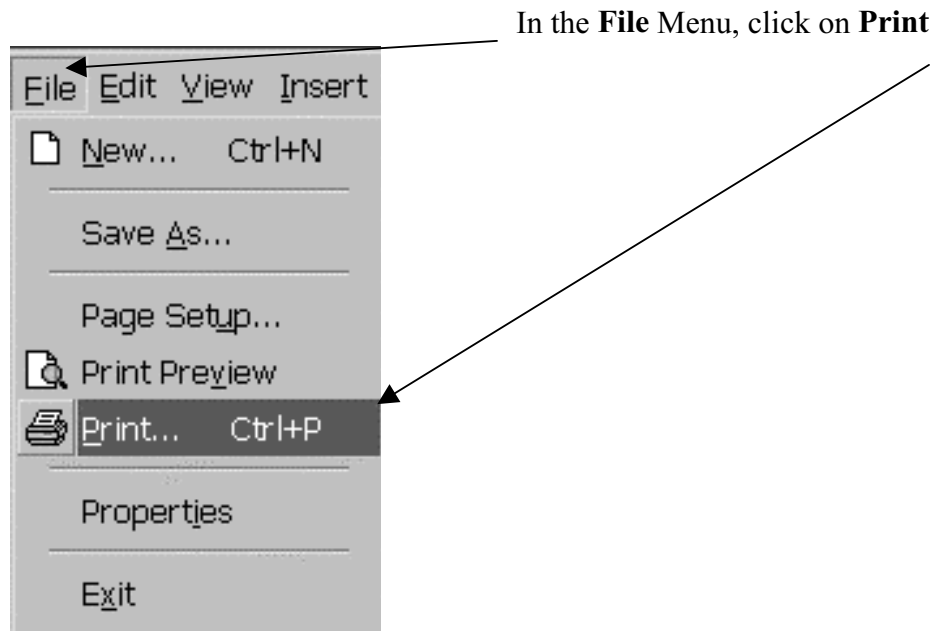
Click **OK**.

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

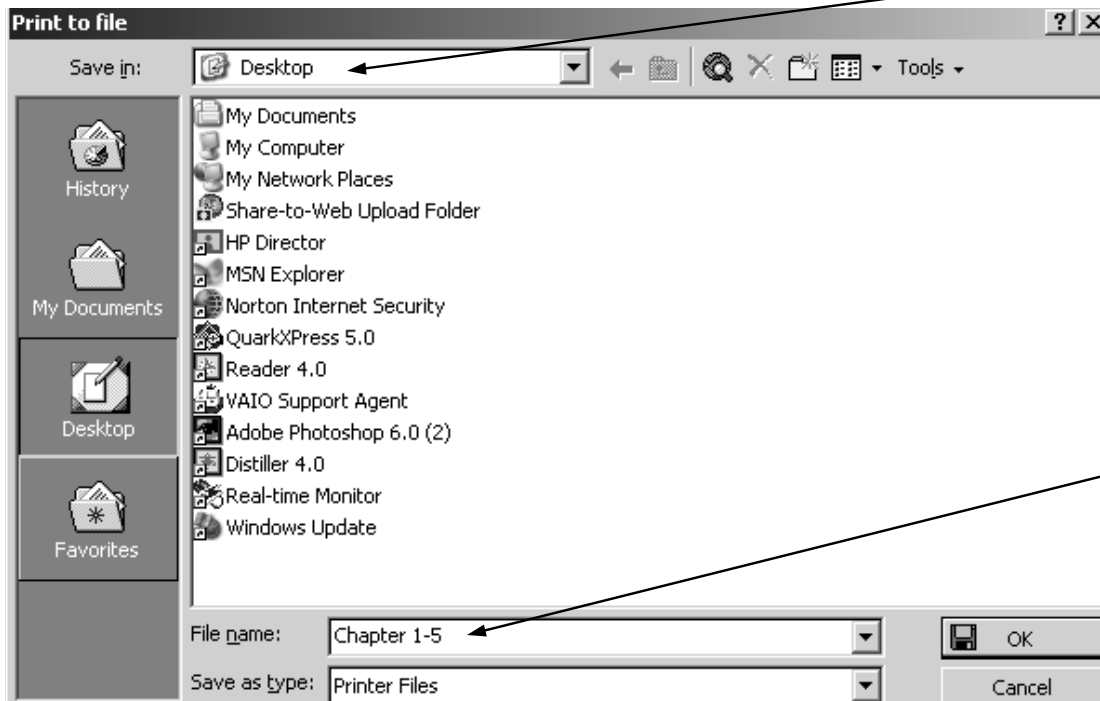
Now that the default printer has changed, your document may have been affected. Make sure that what you see on the screen matches the copy you printed in Step One. If changes have occurred that you do not like, now is the time to make the necessary adjustments. Here’s just a few items to check:

- 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).

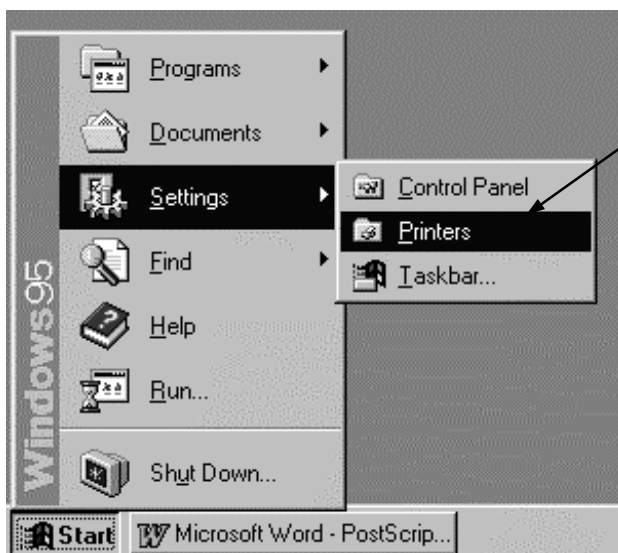


At the **Print to File** dialog box, choose where to save the file. We suggest that you save it to your **Desktop** first and then copy it to your chosen media (disk, CD, zip drive, etc.)

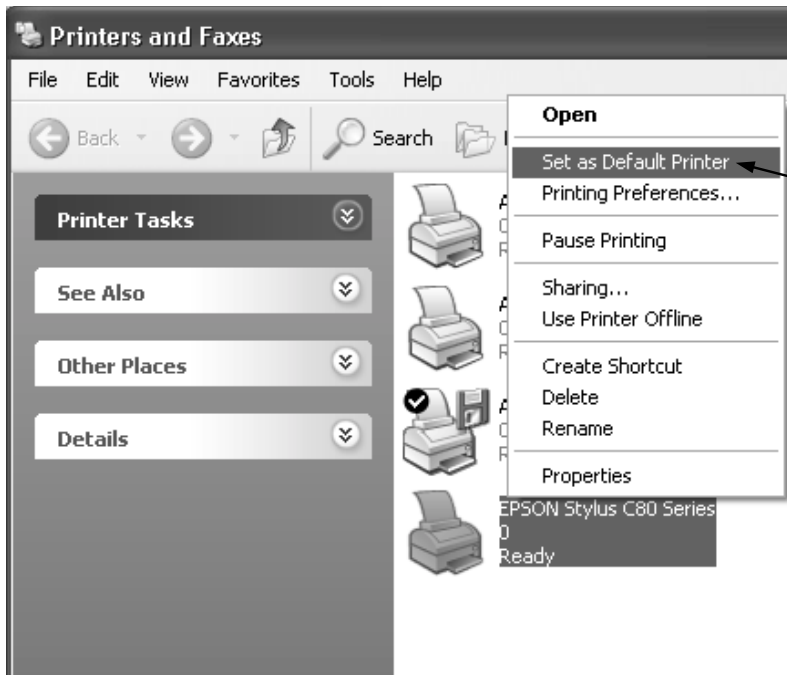


If your media (CD, zip drive) is large enough, save the entire manuscript as one file. If the media is not large enough (floppy disk), save your text as smaller files (eg. “file 1” for pages 1-60, “file 2” for pages 61-120, etc.) Remember to include blank pages as you want them to appear in the printed 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.**

**Click Set as Default Printer.**

Now your system will automatically print documents on your regular printer.

**Congratulations! You have created a PostScript file. If you have any questions, please do not hesitate to contact your customer service representative.**

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