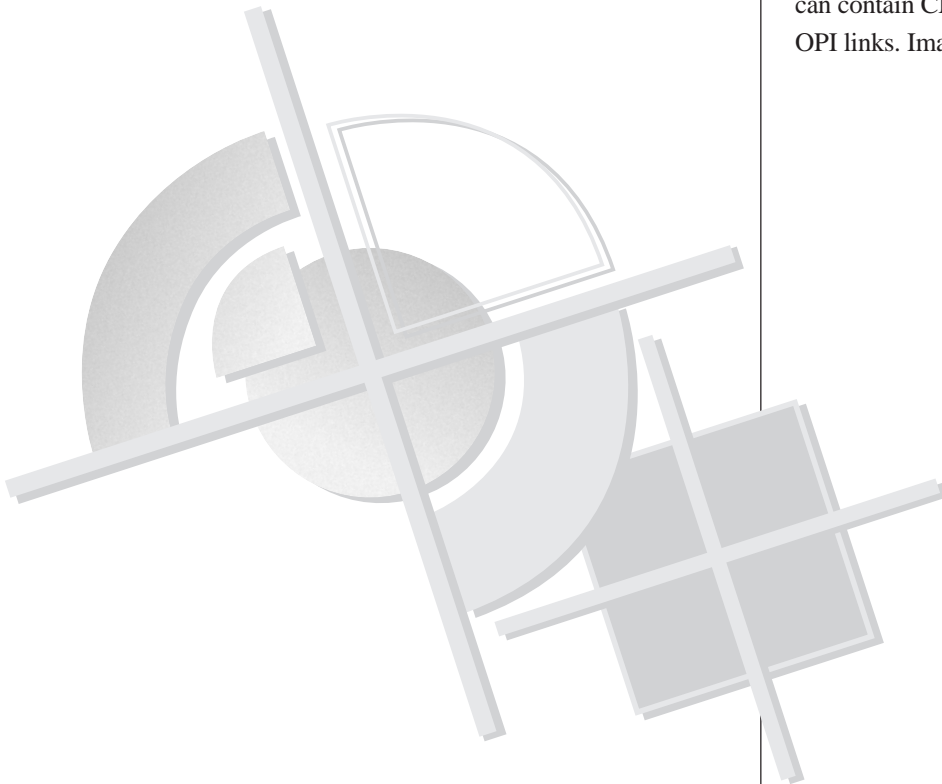


## *Creating PostScript Files* **Microsoft Word 6.0 for Windows 95**

For *Preps* to accept Microsoft Word 6.0 documents as source files, you must save the documents as PostScript files. Before you can create PostScript files from Word for Windows documents, you may need to modify your font setup, and install, connect and configure an output device to print to FILE. Refer to *Creating PostScript Files from Microsoft Windows Applications* or to the Microsoft Windows 95 instructions for information on making these changes.

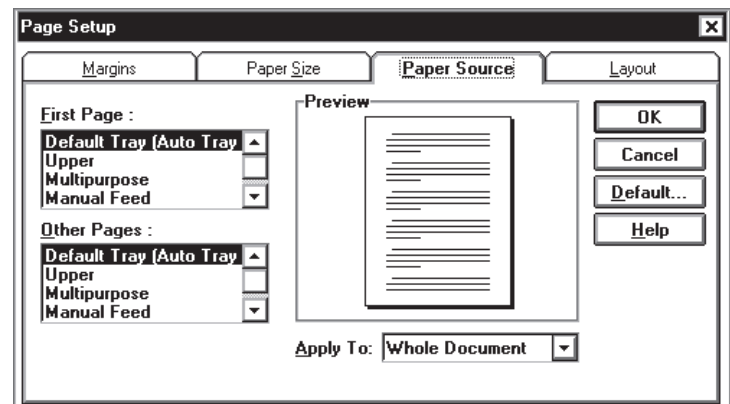
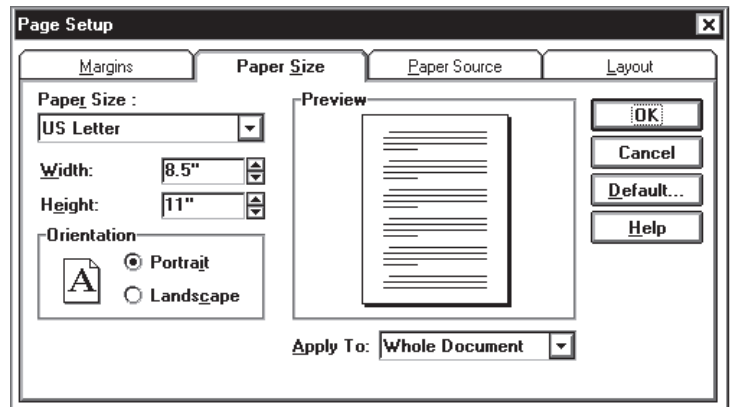
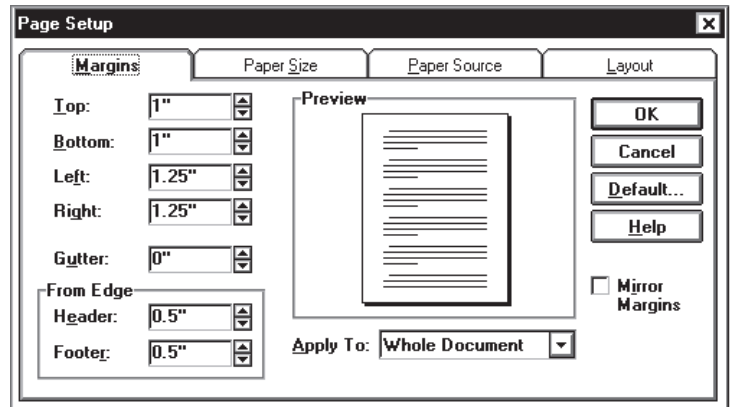
PostScript files you create from Word 6.0 documents can contain CMYK color, but cannot contain bleeds or OPI links. Images are embedded in the PostScript file.



## CREATING POSTSCRIPT FILES

To select page setup options:

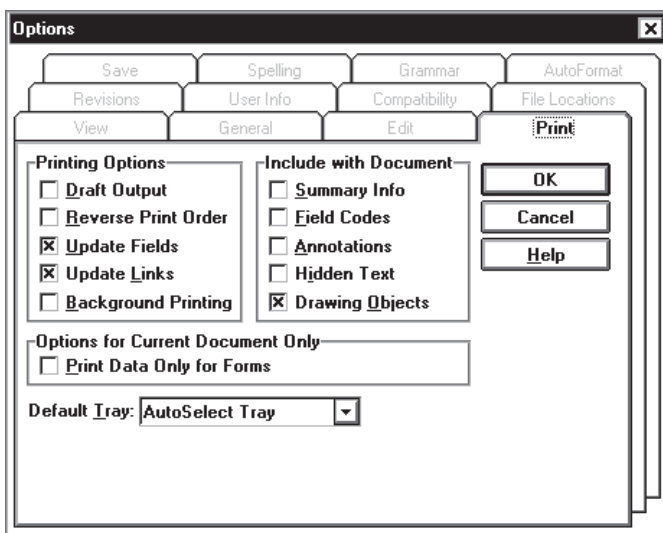
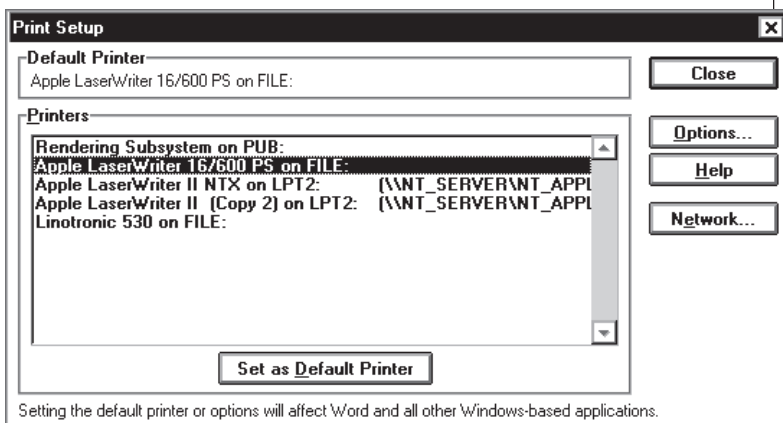
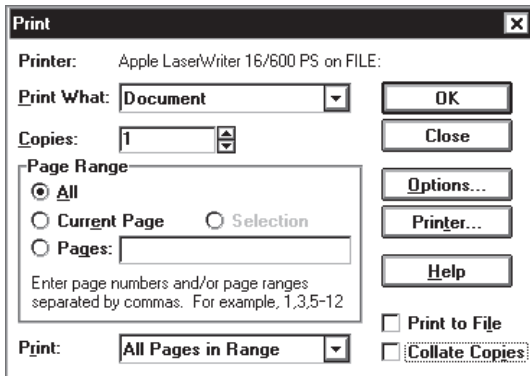
- ▶ From the *File* menu, choose *Page Setup*.
- ▶ In the *Page Setup* dialog box, select the *Margins* tab.
- ▶ On the *Margins* tab, select the amounts you want for margins and gutters in your document.
- ▶ Select the *Paper Size* tab, then select *US Letter* from the *Paper Size* list.
- ▶ In the *Orientation* area, select the *Portrait* option button.
- ▶ Select the *Paper Source* tab, then select *Default Tray* from the *First Page* list.
- ▶ From the *Other Pages* list, select *Default Tray*.
- ▶ From the *Apply To* list, select *Whole Document*.
- ▶ Select the *Layout* tab, then choose the layout options required for your document.
- ▶ Choose *OK*.



## SELECTING PRINT OPTIONS

To select print options:

- ▶ From the *File* menu, choose *Print*.
- ▶ In the *Print* dialog box, choose the *Printer* button.
- ▶ In the *Print Setup* dialog box, select a PostScript printer configured to print to FILE.
- ▶ Choose the *Set as Default Printer* button.
- ▶ Choose *Close*.



To select PostScript printer options:

- ▶ In the *Print* dialog box, choose the *Options* button.
- ▶ In the *Options* dialog box, select the *Update Fields* and *Update Links* check boxes in the *Printing Options* area.
- ▶ In the *Include with Document* area, select the *Drawing Objects* check box.
- ▶ If the *Print Data Only for Forms* check box is selected, clear it.
- ▶ From the *Default Tray* list, select *AutoSelect Tray*.
- ▶ Choose *OK*.

## SAVING A WORD FOR WINDOWS 6.0 DOCUMENT

To save a Word for Windows 6.0 document as a PostScript file:

- ▶ From the *File* menu, choose *Print*.
- ▶ In the *Print* dialog box, select *Document* from the *Print What* list.
- ▶ In the *Copies* box, type *1*.
- ▶ In the *Page Range* area, select the option button for the range of pages you want to include in the PostScript file.
- ▶ From the *Print* list, select *All Pages in Range*.
- ▶ If the *Print to File* check box is selected, clear it.
- ▶ If the *Collate Copies* check box is selected, clear it.
- ▶ Choose *OK*.
- ▶ In the *Print to File* dialog box, type a file name in the *Output File Name* box.
- ▶ Choose *OK*.

You have created a PostScript file from a Microsoft Word for Windows 6.0 document. You can use this file as a source file in *Preps*.

