

## Creating Adobe Portable Document Format (.pdf) Using ArcMap

ArcMap has the ability to export a map document to several formats, including an Adobe Portable Document Format (.pdf) file. A .pdf format is used due to the higher quality and greater compatibility compared to other export formats. Outlined below are two methods used to create a .pdf from an ArcMap document:

**1.0 Create a .pdf using Adobe Distiller** - The most dependable and recommended way to create a .pdf involves using Adobe Distiller. While Adobe Acrobat Reader is available as a free website download, Distiller must be purchased.

- 1.1 Open a completed ArcMap document.
- 1.2 Chose File | Print.
- 1.3 In the Print dialog box, select Setup.
- 1.4 In the Page Setup dialog box, Choose Adobe .pdf from the Name dropdown menu.
- 1.5 Choose Postscript Custom Page Size from the Printer Page Size dropdown menu.
- 1.6 Click OK.
- 1.7 In the Print dialog box, select Properties in the Printer Engine section.
- 1.8 In the Adobe .pdf Document Properties dialog box, select the Paper/Quality tab. Click the Advanced button.
- 1.9 In the Adobe .pdf Converter Advanced Options dialog box, click the Edit Custom Page Size button.
- 1.10 In the PostScript Custom Page Size Definition dialog box, enter the width and height of your ArcMap document.
- 1.11 Click OK. NOTE: do not hit return to close the dialog box. This will cause your last dimension to revert to the default. Only click the OK button to exit.
- 1.12 Click OK to close the Adobe .pdf Converter Advanced Options dialog box.
- 1.13 Click OK to close the Adobe .pdf Document Properties dialog box.
- 1.14 The default dots per inch (dpi) setting is 600.
  - 1.14.1. In most cases the default setting of 600 dpi should be used.
  - 1.14.2. To change the dpi setting, .pdf Document Properties dialog box select the Adobe .pdf Settings tab. Click the Edit button.
  - 1.14.3. Enter a new value in the box next to Resolution. Click OK to return to the .pdf Document Properties dialog box.
- 1.15 Click OK from the Print dialog box to create the .pdf.
- 1.16 The document will first print to the memory cache. Depending on the size of the ArcMap document, this may take a long time.
- 1.17 When the Save .pdf File As dialog box opens, navigate to the proper location and save the .pdf document.
- 1.18 When the process is complete, the .pdf will automatically open.

## 2.0 Create a .pdf using the ArcMap export function

- 2.1 Open a completed ArcMap document.
- 2.2 The ITAM ArcMap template uses Arial Narrow fonts for a number of marginalia components. These fonts will not correctly export.
  - 2.2.1. During the export process, Arial Narrow will be successfully replaced with Helvetica.
  - 2.2.2. Any text that is Arial Narrow and bold will not convert.
- 2.3 Select any Arial Narrow text that is bold.
  - 2.3.1. If the text needs to stay bold, change the font to Arial
  - 2.3.2. If the text does not need to remain bold, unbold it.
- 2.4 Select File | Export Map.
- 2.5 Select .pdf (\*.pdf) from the Save as type dropdown menu.
- 2.6 In the Export dialog box, select Options.
- 2.7 In the .pdf Options dialog box, select the Fonts tab.
- 2.8 Replace Arial fonts

- 2.8.1. Scroll down to Arial in the True Type Font column. Select Helvetica from the drop down menu in the Mapped Font column.
- 2.8.2. Scroll down to Arial Narrow in the True Type Font column. Select Helvetica from the drop down menu in the Mapped Font column.
- 2.8.3. Click OK.
- 2.9 In the .pdf Options dialog box, select the General tab.
  - 2.9.1. In most cases a dpi value of 600 should be used. Enter 600 in the box next to Resolution.
  - 2.9.2. Click OK.
- 2.10 In the Export dialog box, navigate to the proper location to save the .pdf.
- 2.11 Click Export to complete the process.