



# Installing A Postscript Printer For Windows 2000 & XP

**Step 1:** Choose **START** and **CONTROL PANEL**.

**Step 2:** Choose **PRINTERS & FAXES**.

**Step 3:** Choose **Add A Printer** and the Add Printer Wizard will open. Do the following:

- a. **Screen 1:** Simply click on the **NEXT** button to start installation.
- b. **Screen 2:** Select **LOCAL PRINTER** and click on **NEXT**.
- b. **Screen 3:** **Change the port from LPT1 to FILE (Print to File)**.
- c. **Screen 4:** Under Manufacturer choose **HP** and under printer choose **HP Color LaserJet 5/5M PS**. Click on **NEXT**.
- d. **Screen 5:** Under the Printer Name you can give the driver any name you wish. Click on **NEXT**.
- e. **Screen 6:** Click on **NEXT**.
- f. **Screen 7:** Click on **NEXT**.
- f. **Screen 7:** Make sure the option is **NO**, I do not want to print a test page. Click on **NEXT**.
- g. **Screen 8:** Click on **FINISH**.

**Step 4:** You will notice that the new printer driver is installed in your Print Dialog Box. You are now ready to **PRINT TO FILE** in a Postscript format.



# Installing A Postscript Printer For Windows 97, 98, & ME

**Step 1:** If you do not have a Postscript Printer driver loaded on your printer select the **START** button, select **SETTINGS**, and select **PRINTERS**.

**Step 2:** The Windows Print Dialog Window will open showing you all the printers that are installed on your computer. Select **ADD PRINTER**.

**Step 3:** This opens the **Add Printer Wizard**. Do the following:

- a. **Screen 1:** Simply click on the **NEXT** button to start installation.
- b. **Screen 2:** Select **LOCAL PRINTER** and click on **NEXT**.
- c. **Screen 3:** Under Manufacturer choose **HP** and under printer choose **HP Color LaserJet 5/5M PS**. Click on **NEXT**.
- d. **Screen 4:** Change the option from LPT1 to **FILE: CREATE A FILE TO DISK**. In this screen you can change the name of the printer to any name you wish. Click on **NEXT**.
- e. **Screen 5:** You do not want this as your Default Printer so do not change this option. You can, however, change the name of the printer. Change it to **PRINT TO FILE** or if you plan to take these files to your printer, put the name of your printer here. Click on **NEXT**.
- f. **Screen 6:** Change this option to **NO**, I do not want to print a test page. Click on **NEXT**.
- g. **Screen 7:** Click on **FINISH**.

**Step 4:** You will notice that the new printer driver is installed in your Print Dialog Box. You are now ready to **PRINT TO FILE** in a Postscript format.



# Installing A Postscript Printer For Windows 3.11

**Step 1:** Go to the **WINDOWS CONTROL MANAGER**.

**Step 2:** Go to the **MAIN** icon..double click on the **MAIN** icon.

**Step 3:** Choose **ADD** printer

**Step 4:** In the **LIST OF PRINTERS** window find the **POSTSCRIPT** driver.

Note: If it is not listed select **ADD**. In the list of printer drivers select **POSTSCRIPT DRIVER** and click on **INSTALL**. The computer will either install it or ask you for a specific Windows disk to complete the process.

**Step 6:** Highlight the **POSTSCRIPT PRINTER** in the Installed Printers box and click on **CONNECT**.

**Step 7:** In the Ports box select **FILE** and click on **CLOSE**.



# General Instructions For Printing To File In Windows

These instructions will work in most Windows based programs. If you have not done so, please follow the instructions to install a Postscript printer driver on you computer.

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Pull down the **FILE** menu and choose **PRINT**. Make the normal selection you would make when printing the document...select pages to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, change it back to 100% to create a full size document.

**Step 3:** In the PRINT box choose the PRINT DRIVER you installed for this process and click on **OK**, **PRINT**, or **SAVE..**

**Step 4:** A box will appear asking you where you want to place the file you will be take to the person or organization printing your documents. Enter the drive you want the file placed on and a **NAME** for the file and end it with **".ps"**. Example: **A:\DEMO.ps**



# Printing From QuarkXpress In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. You will note it states the printer name and then **ON FILE**. This indicated the document will be placed on a disk.

**Step 3:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, change it back to 100% to create a full size document.

**Step 4:** Select **PRINT TO FILE**.

**Step 5:** Select **OK**.

**Step 6:** At this point you will see a new window. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks. Select **OK** to complete the task of printing to file.



# Printing From PageMaker In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Select **FILE** and then **DOCUMENT SETUP**. At the bottom of the new document you created select the Postscript printer driver you installed to Print to File. Select **OK**.

**Step 3:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. You will note it states the printer name and then **ON FILE**. This indicated the document will be placed on a disk.

**Step 4:** Select **OPTIONS** and place a check next to **WRITE TO POSTSCRIPT**. Choose **NORMAL** and next to **DOWNLOAD FONTS** make sure it says **POSTSCRIPT & TRUE TYPE**. Select **DOCUMENT**.

**Step 5:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, go to **OPTIONS** and change it back to 100% to create a full size document.

**Step 6:** Select **SAVE**. At this point you will see a new window. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 7:** Select **OK** to complete the task of printing to file.



# Printing From Publisher 2000/2002/2003 In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Select **TOOLS, COMMERCIAL PRINTING TOOLS, and COLOR PRINTING**. Choose **COMPOSITE - RGB** (this would be selected for black and white or grayscale documents), choose **PROCESS COLORS CMYK** (this would be used for printing full color documents using 4 different color inks), or choose **SPOT COLOR** (this is for two or three color documents to be printed with spot color inks). Select **OK**.

**Step 3:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. You will note it states the printer name and then **ON FILE**. This indicated the document will be placed on a disk.

**Step 4:** Select **PRINT TO FILE**.

**Step 5:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, select **PROPERTIES** and the **GRAPHICS** tab to change it back to 100% to create a full size document.

**Step 6:** Select **SAVE**. At this point you will see a new window. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Do not use the default .prn format. Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 7:** Select **OK** to complete the task of printing to file.



# Printing From CorelDRAW In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 3:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. You will note it states the printer name. The Print to File box will go gray to indicate that you have chosen a printer driver already set up to Print to File. There is a new small arrow that points to the right. Selecting this will give you the option to do a single page or all pages required for a color separation.

**Step 4:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, select **PROPERTIES** and the **GRAPHICS** tab to change it back to 100% to create a full size document.

**Step 5:** Select **SAVE**. At this point you will see a new window. In the Save As Type section choose **POSTSCRIPT FILE (\*.ps)**. Type the file name. Do not use the default .prn format. Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 6:** Select **OK** to complete the task of printing to file.



# Printing From Word In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. Select **PRINT TO FILE**.

**Step 3:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, go to **PROPERTIES** and the **GRAPHIC** tab and change it back to 100% to create a full size document.

**Step 4:** Select **SAVE**. At this point you will see a new window. You will see that the Save As Type is set to Printer Files. Change this to **ALL FILES**. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 5:** Select **OK** to complete the task of printing to file.



# Printing From Word Perfect In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed. Select **PRINT TO FILE**.

**Step 3:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, go to **PROPERTIES** and the **GRAPHIC** tab and change it back to 100% to create a full size document.

**Step 4:** Select **OK**. At this point you will see a new window. You will see that the Save As Type is set to Printer Files. Change this to **ALL FILES**. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 5:** Select **OK** to complete the task of printing to file.



# Printing From Power Point In Windows

**Step 1:** After creating your document print a hard copy on your printer. If you have created an 11 x 17 document and you do not have a printer that will print on this size paper simply choose a 65% reduction in the paper size. You can now print it on 8 1/2 x 14 paper. A size most printers do support. You will find this option in your Printer Dialog Box inside your printer or you can access it by clicking on the Properties or the SETUP button inside the Printer Dialog Box.

**Step 2:** Under the **FILE** menu select **PRINT**. In the **PRINT DIALOG BOX** select the postscript printer driver you installed.

**Step 3:** Make the normal selection you would make when printing the document...select pages to print, select colors to print, etc. If you chose 65% to reduce the size of the document so you could print a ledger document on legal paper, go to **PROPERTIES** and the **GRAPHIC** tab and change it back to 100% to create a full size document.

**Step 4:** Select **SAVE**. At this point you will see a new window. You will see that the Save As Type is set to Printer Files. Change this to **ALL FILES**. Type the file name and using the extension **.ps** after the file name (Example: flyer.ps). Select the location you wish the file to be placed in...a:/, c:/, etc. If the file is too large to place on a floppy and you do not have a ZIP drive or a CD Writer, place it on your hard drive and use a program like WinZIP to place the file on multiple disks.

**Step 5:** Select **OK** to complete the task of printing to file.



# Print To File Information Form

Please fill in the form for Print To File projects. It is important that you fill this form out completely. Please attach a hard copy (print out) of the document

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

File Name \_\_\_\_\_ PC Mac

Software Used To Create Form \_\_\_\_\_

Person Creating File \_\_\_\_\_

Phone \_\_\_\_\_

B&W Full Color Spot Color \_\_\_\_\_

Quantity Needed \_\_\_\_\_ Pages In Document \_\_\_\_\_

Finishing \_\_\_\_\_

Notes: