

# Book Guard Pro 101: Easy PDF Preparation

## How to Prepare Your PDF... Before Applying your New BookGuardPro Protection



**Please PRINT this easy guide now... and use it to prepare your first PDF for BookGuardPro Protection (only takes a few minutes to follow this simple process);**

### Overview

This is easy... but it might seem a little involved at first. Don't worry! This will only take a couple of minutes to do.

When you produce PDFs with Adobe Acrobat and other PDF creation programs, they must have the right settings in order for BookGuardPro to protect your PDFs from copying and unauthorized distribution.

Follow these simple but important steps on the next page;

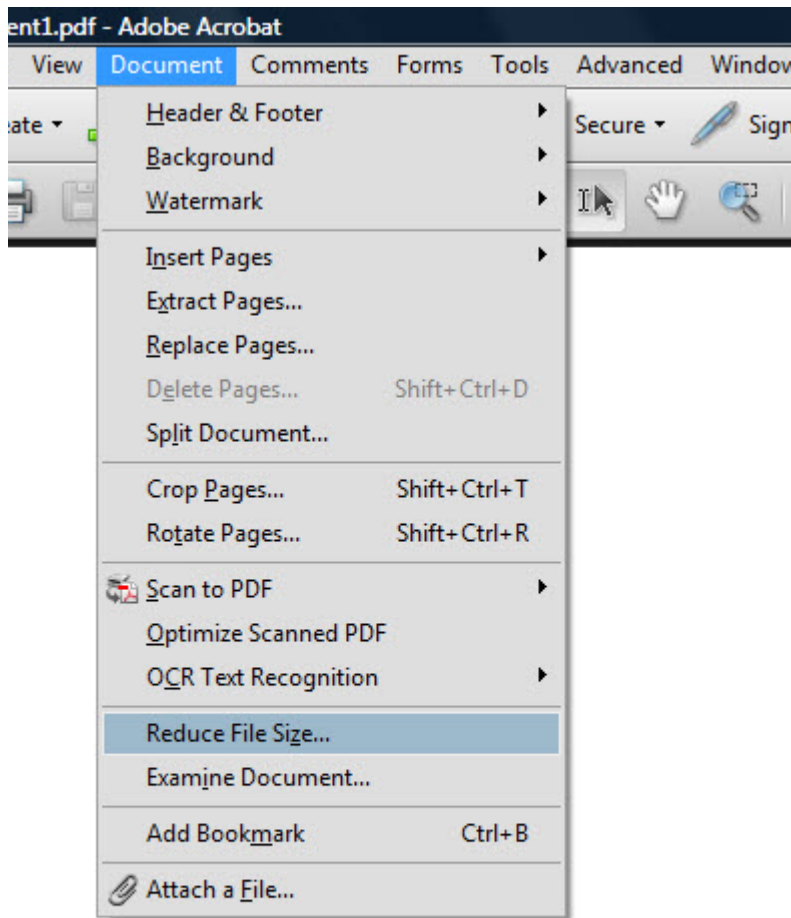
## Open Your PDF with Adobe Acrobat (not Adobe Reader)

**NOTE: similar steps apply to other PDF writer programs too, such as Nitro PDF and others**

When creating PDF files for protection with BookGuardPro (BGP) you need to have “Acrobat 5.0” (also known as PDF Version 1.4) compatibility active. Here’s how;

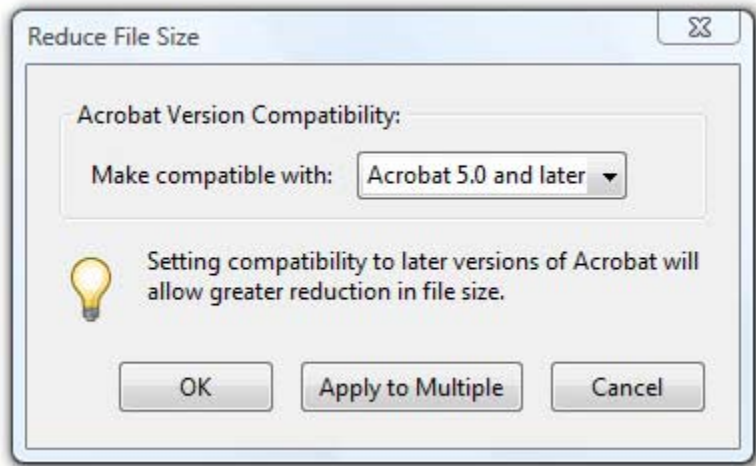
### **Method 1**

**Step 1.** You can easily make Acrobat 5.0 compatibility active for existing PDF files, by opening them in Acrobat and selecting **Document > Reduce File Size**.



These screenshots are taken from Acrobat 9, but earlier versions of Acrobat are similar.

**Step 2.** Select **Acrobat Version Compatibility...** to: **Make Compatible With Acrobat 5.0 and later**, as shown in the screen shot below. Then click the OK button.



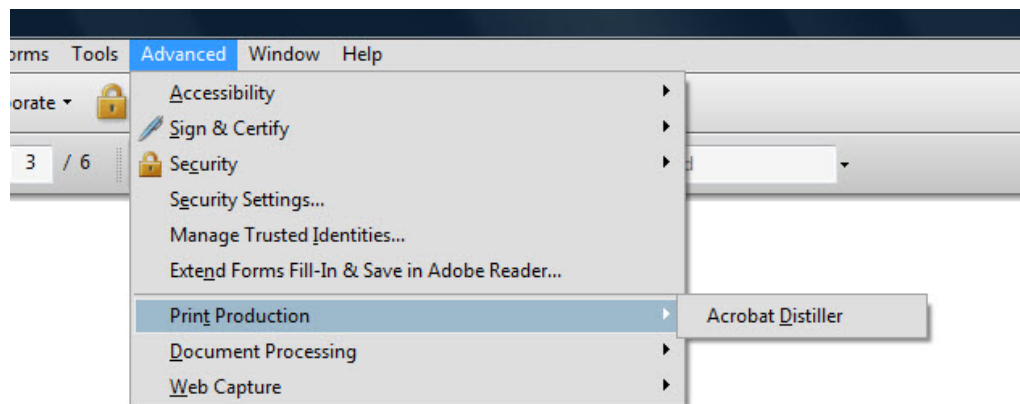
The settings for that particular PDF have now been changed.

## Method 2

Using the original document file you created in Microsoft Word (or other program such as Excel, Adobe Illustrator, Microsoft Publisher etc.) generate a new PDF with Acrobat 5.0 compatibility selected.

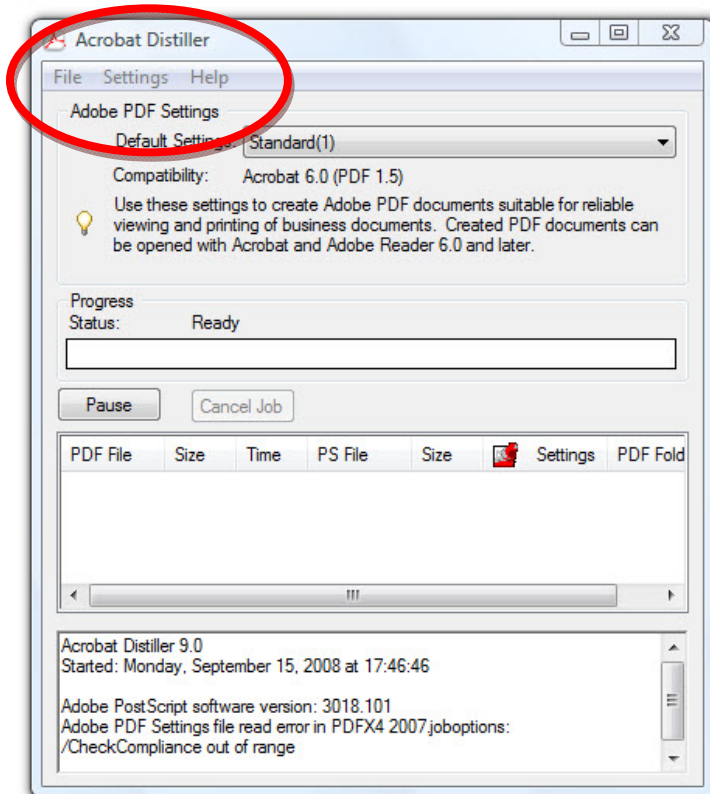
All you have to do is make a small adjustment in Adobe Acrobat first. Here's how;

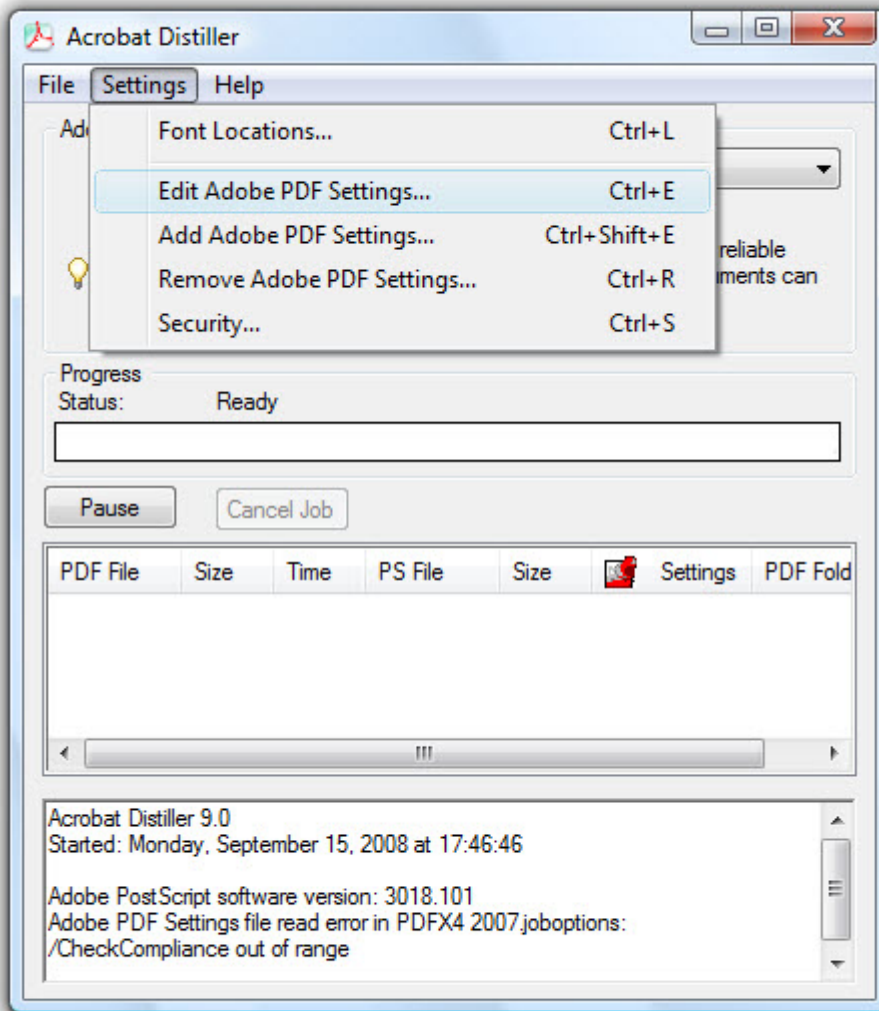
**Step 1.** From the **Advanced** menu, select **Print Production > Acrobat Distiller**, as shown on the screen shot below.



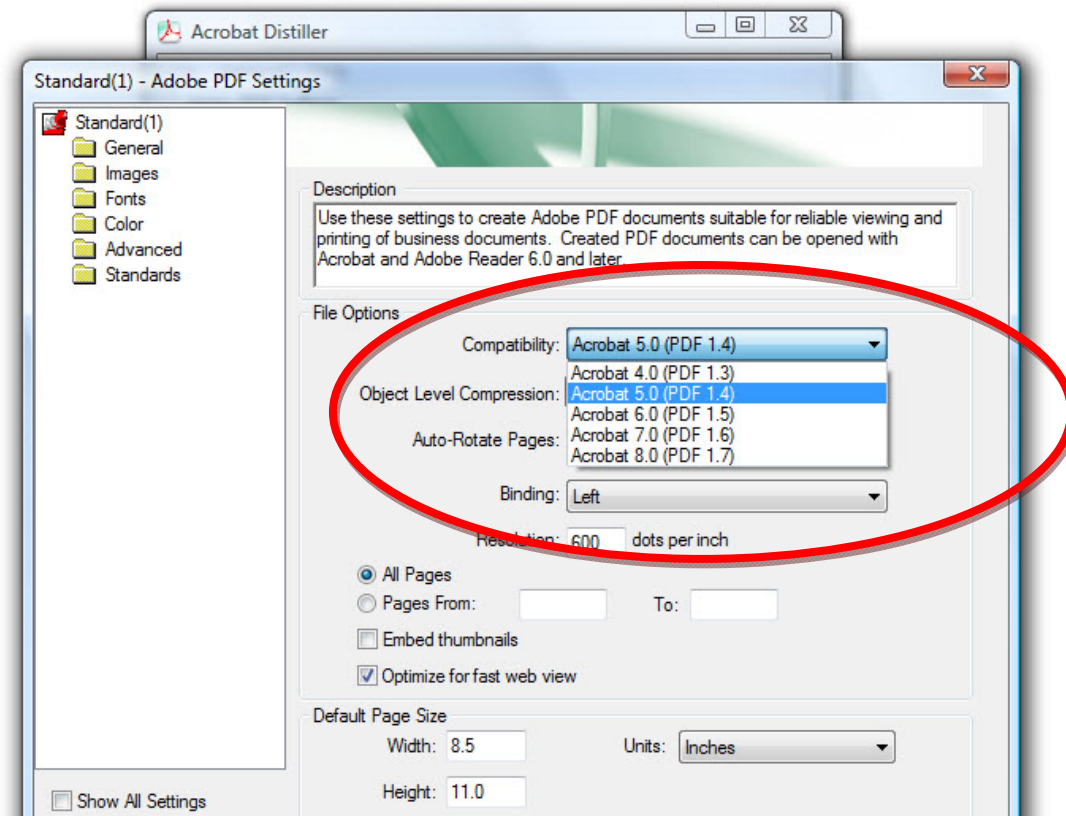
**NOTE:** In Acrobat 8 and earlier versions, the above function is called 'Preflight' and is accessed from the same menu as shown above.

**Step 2.** In Acrobat Distiller, using the Settings menu, set the Default Setting for Compatibility to Acrobat 5.0





As above, select **Settings > Edit Adobe PDF Settings...**



**Make sure Compatibility is set to Acrobat 5.0 . You only have to make this setting change once, and all future PDFs will have the correct compatibility, by default.**

**NOTE:** Making the settings shown in Method 2 is something you should do anyway, so that all your future PDFs will automatically have the necessary BookGuardPro compatibility built-in.

***Congratulations! You are now ready for the next step... adding BookGuardPro anti-theft protection to your PDFs and other files.***

**Go to; [www.BookGuardPro.com](http://www.BookGuardPro.com) to get started...**

*Please refer to the other PDF, titled; How to Setup and Use Your Digital Product Security System, as mentioned in your Welcome email.*



Please contact [roger@bookguardpro.com](mailto:roger@bookguardpro.com) if you have any questions or concerns