

# Create an EPS File from Any Application - on a MAC

If an application does not have a SAVE AS: EPS or EXPORT as EPS command (usually in the FILE menu) an EPS file can still be created by taking advantage of the **SAVE AS FILE** feature of many postscript printer drivers.

## Follow these steps:

1. Open the document and choose File > Print.
2. Choose **File** from the **Destination** pop-up menu. (Note that the **PRINT** button in the lower right corner changes to **SAVE**.)
3. For Multiple Page documents, specify the page you want to "PRINT":
  - Select **From:** \_\_\_\_\_ **To:** \_\_\_\_\_
  - [To specify the page number, i.e.. to "PRINT" page 3 of a 6 page document enter From: 3 To: 3 ]
4. Choose **Save as File** (sometimes called **PostScript Settings**) from the pop-up menu below the Printer menu, and then choose one of the option from the **Format pop-up menu**:
  - EPS Mac Standard Preview
  - (This option creates an EPS file that has a 72 dpi bitmap screen preview; the screen preview may become distorted when placed into an application, but the EPS file is not affected.)*
5. Select the level of PostScript compatibility for the file:
  - Select Level 2 (or levels 2 and 3 )
6. Specify to save the file in **ASCII**
7. Specify to include fonts in the file by choosing the following option from the **Font Inclusion pop-up menu**:
  - Choose All to embed fonts used in the document. (Fonts will be embedded if they are installed.)
8. Click **SAVE**. Name the file (include .eps at the end of the name) and select a destination to Save it to.



Print Dialogue Box: change destination to FILE



SAVE AS FILE Settings

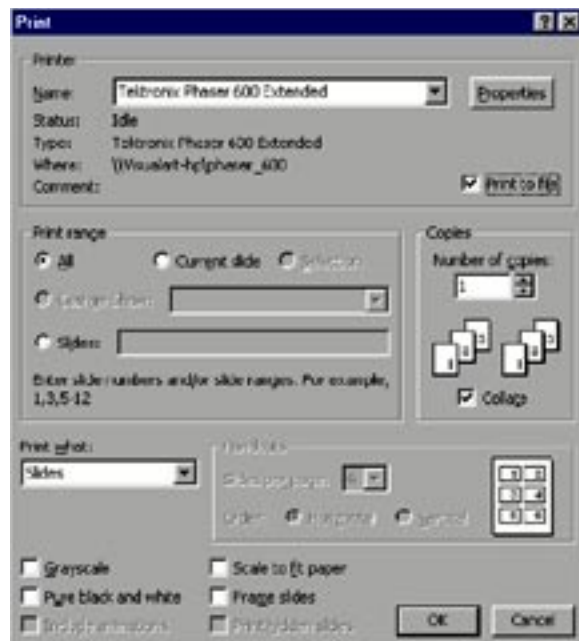
The EPS file you have created using this method can now be Placed or Inserted into another application. Some applications will then have the ability to edit this file, although it is recommended that major changes be completed in the original application.

# Make an EPS File from Any Application - PC

If an application does not have a SAVE AS: EPS or EXPORT as EPS command (usually in the FILE menu) an EPS file can still be created by taking advantage of the **SAVE AS FILE** feature of many postscript printer drivers.

## Follow these steps:

1. Open the document and choose File > Print.
2. Choose a Printer from the Destination pop-up menu.
3. Click the **Properties** button.
  - Set all of the properties necessary for printing your document: page size, orientation, etc...
  - Bring the **Post Script** tab to the front by clicking on it (if you do not see a Post Script tab then you must go back and select a different printer).
  - At the Post Script output format pop-up menu select **Encapsulated Post Script (EPS)**. [You will get a warning that EPS should only be chosen if you want to output to a file.]
  - Click **APPLY** and **OK**.
4. Click the box just below the Properties button - **Print to file**.
5. For Multiple Page documents, specify the page you want to print:
  - Select **From: \_\_\_\_\_ To: \_\_\_\_\_**
  - [To specify the page number, i.e.. to print page 3 of a 6 page document enter From: 3 To: 3 ]
6. Click Print. Name the file and select a destination to save it to.



The EPS file you have created using this method can now be Placed or Inserted into another application. Some applications will then have the ability to edit this file, although it is recommended that major changes be completed in the original application.