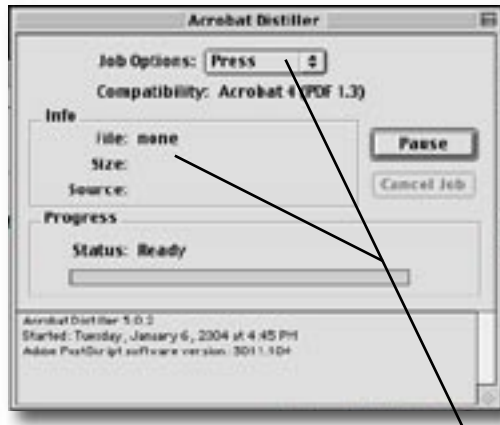


distiller 4.0 and up

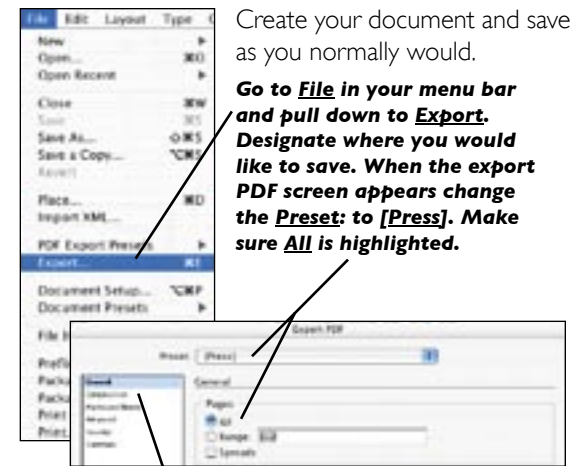
Now that you have made your postscript file (ps), you need to save it as a PDF. This is where you will need Adobe Acrobat Distiller 4.0 and higher.



When you open distiller, make **Job Options: Press**. Then there are two methods that you can use. Drag and drop the postscript file to the area that reads file or you can go to the menu bar to **File-Open**.

Distiller will start automatically and the PDF will be saved to your desktop when finished.

indesign 2.0 and indesign cs

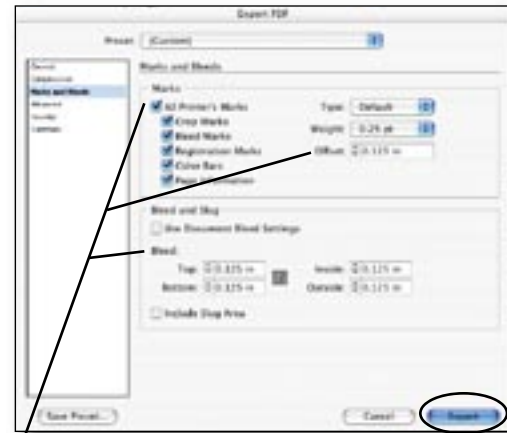


Leave the **Compression** setting as the default.

Create your document and save as you normally would.

Go to **File** in your menu bar and pull down to **Export**. Designate where you would like to save. When the export PDF screen appears change the **Preset**: to **[Press]**. Make sure **All** is highlighted.

indesign 2.0 and indesign cs



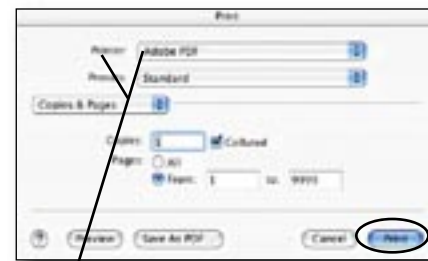
In the Marks and Bleeds menu turn on **ALL** marks. Make the **Offset: 0.125** and if the document has bleed be sure to specify at least **0.125**. Leave the **Advanced** and **Security** settings at their default.

After all settings are made click **Export** and your PDF is ready.

quark 6.0



Create your document and save as you normally would. Go to **Print** under your menu bar. Then click on **Printer** at the bottom of the page.

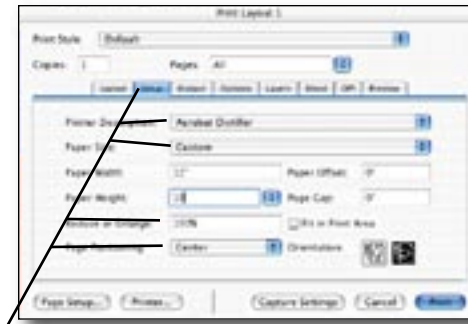


Change the **Printer** to **Adobe PDF**. Then click **Print**. When the **Save to File** screen comes up enter the name of the PDF.

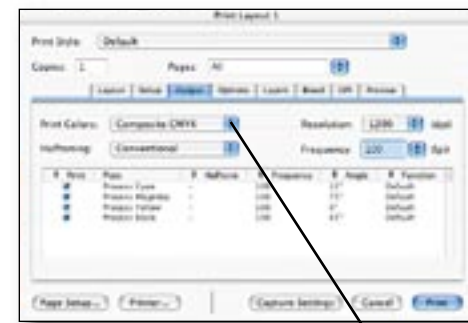
quark 6.0



Under **Layout**: Change **Registration** to **Centered**. Make sure **Offset**: is 6 pt.



On the **Setup** Screen: Change the **Printer Description** to **Acrobat Distiller**, **Paper Size** to **Custom** (the width and height should be about 1.5" bigger than the document), make sure that the percentage is **100%**. **Page Positioning** is **Center**.



On the **Output** Screen: Make sure **Composite CMYK** is selected.

quark 6.0



Leave **Options** and **Layers** as is. Under **Bleed** enter **0.125**. Leave **OPI** as is. Under **Preview** make sure that all your marks are being printed on the paper. If not, then you need to either make the page size bigger or change your orientation (both options on the setup page).

After all settings are made click **Print** and your PDF is ready.

special circumstances

In order to maximize your success, please remember to check the following BEFORE creating the final PDF file:

- (1) If your job is printing in four-color process, convert all spot colors to process.
- (2) If the job requires to be impositioned into printer spreads (2 or more pages), make certain this is done before creating the PDF.
- (3) If the job calls for bleeds, please make allowances for a minimum 1/8" bleed where needed before creating the PDF.

As always, the images in your document must be high-resolution (300 dpi @100% of actual printing size) to ensure top-quality results.

Always open the PDF and make sure everything looks like you want it to.

NOTE: If you have any questions concerning the procedures in this brochure, PLEASE CALL and talk to a member of the Graphics Department.

DOCTOR STRANGEFILE

or

How I Learned To Stop Worrying And Love the PDF

A Handy Introduction and Guide to the Portable Document Format

why PDF

The Portable Document Format (PDF) is quickly developing into a universal standard for exchanging pages in print production.

Most jobs arrive at a print shop in the form of files generated from layout and graphic applications – and sometimes even word-processing applications.

This can be risky: potential difficulties include missing illustrations, images or fonts, and incompatibility between different platforms and different program versions. As many designers know, a problem with a single type font can delay an entire print job, so it's vital that all necessary links and fonts accompany a print document.

Fortunately, when a PDF is created correctly, it is **completely independent of the native application and of the computer platform on which the pages were originally created.** The PDF will contain ALL text, graphics and images – including embedded type fonts. Therefore, the only file a customer will need to provide is the PDF. Since the majority of PDF files are considerably smaller than those created in a conventional manner, successful file transfer via email is almost never a problem.

Remember, however, that once a PDF is created, it **cannot be altered.** Customers should pay extra attention to the final proofing of a project and make certain the job is mistake-free before sending. Those who find it necessary to make frequent changes during the pre-press process may choose not to employ the PDF as their primary means of file transfer. But customers who do can feel confident about receiving a completed piece very close in appearance to the original. They will also benefit from faster job delivery since the project will not be stalled in prepress because of missing fonts, links and other mistakes.



488 North Church St. • Spartanburg, SC 29303
864-582-7289 phone • 864-582-9872 fax
seartfiles@bellsouth.net
www.southeasternprinting.com

questions

We would rather you ask questions sooner than later. Feel free to call and talk to someone in our graphics department.

how to make a postscript file

PDF files can be generated using various methods. Only Acrobat Distiller and possibly the direct export of PDF from an application are suitable methods for generating high-end PDFs.

When using Pagemaker 6.0, Pagemaker 6.5, Pagemaker 7.0 or Quark 4.0, the most reliable method is to make a postscript file and convert it to a PDF using Acrobat Distiller 4.0 or higher.

The new programs such as InDesign 2.0, InDesign CS 3.0, and Quark 6.0 have a built-in PDF export which can be used without first saving a postscript file.

The instructions on this side are for users of Pagemaker and Quark Express who need to create postscript files. Just prepare your document and **save** as you normally would. Then go to the **print** dialog box and follow the step-by-step diagrams shown on this page.

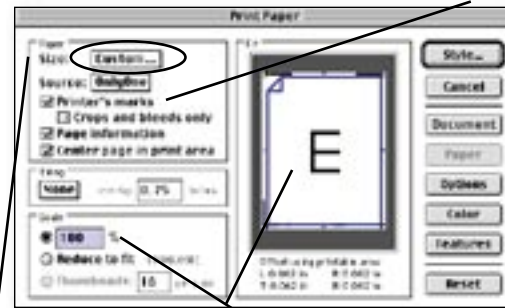
pagemaker 6.5 & 7.0

Make sure your PPD: is set to Acrobat Distiller; All is selected and Print: Both Pages



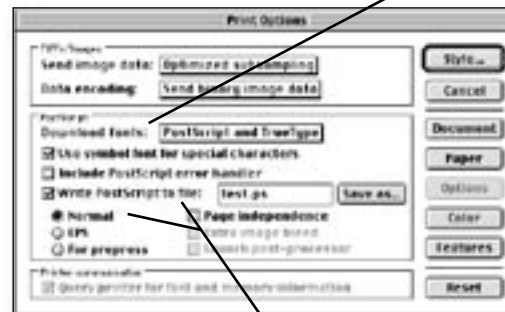
pagemaker 6.5 & 7.0

On the paper screen – First click on Printers Marks, Page Information and Center Page in Print Area.

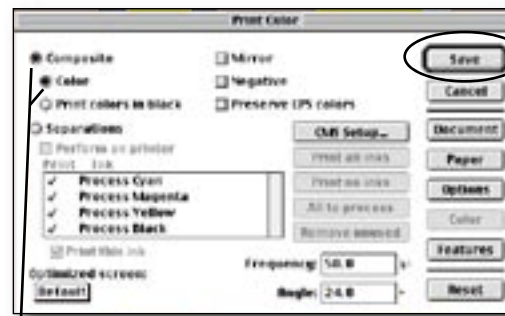


Make sure the Scale is 100% and then make the Page Size custom. The preview should show all the marks being printed on the page.

Under the Options screen: Make sure the Download Fonts: PostScript and True Type is selected.

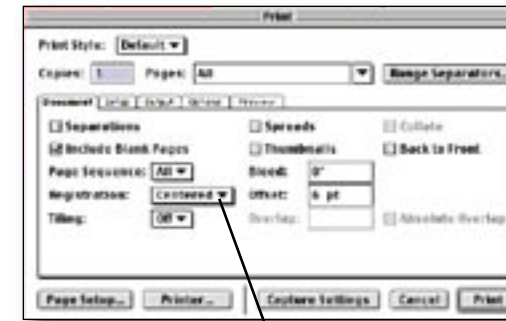


Check the box: Write PostScript to File: Make sure that Normal is highlighted.



On the Color screen: Make sure that Composite and Color is highlighted. After you complete all the steps, click Save. You will now have a postscript file saved to the same destination to which you saved the original document. Follow instructions for Distiller 4.0 and higher.

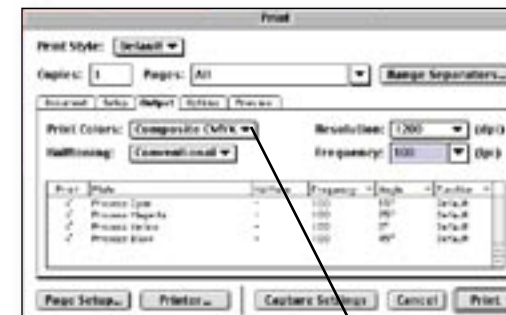
quark 4.0



On the Document Screen: Make sure the box for Include Blank Pages is checked. Page Sequence should be All and Registration should be Centered.



On the Setup Screen: Change the Printer Description to Acrobat Distiller, Paper Size to Custom (the width and height should be about 1.5" bigger than the document), make sure that the percentage is 100%, Page Positioning is Center.



On the Output Screen: Make sure Composite CMYK is selected.

quark 4.0



Leave the Options tab unchanged, then click Preview and make sure that all your marks are being printed on the paper. If not, then you need to either make the page size bigger or change your orientation (both options on the setup page).



After you complete all the steps click Printer...



Change the Destination from Printer to File, then click Save. Choose where you would like the postscript file to be saved. Then click print and the file will be saved. Follow instructions for Distiller 4.0 and higher.