

CREATING PRINT READY PDF FILES

KOPYSTOP'S HOW-TO GUIDE

To guarantee an accurate, high quality and professional output with correct fonts and image resolution, Kopystop requests that files are supplied as a PDF which requires no further handling prior to print. This means making savings on additional handling fees.

WHAT IS A PRINT READY PDF?

A print ready PDF needs to meet the following criteria in order to be printed at the highest quality:

- ▶ Always export your file at high quality resolution (200-300 dpi) and make sure any images within the document are CMYK format. Include crop marks and bleed when applicable.
- ▶ Allow at least a 5mm margin inside the crop marks that is free of text or any other important information, this is to avoid losing information during the trimming process.
- ▶ If it's a booklet you're printing, always export as consecutive individual pages - spreads are best for viewing on screen, not for printing. Also note that booklets require an 8mm margin.

WHERE DO I CREATE PRINT READY PDF FILES?

There are two main applications that are used to export print ready PDF files, these are called Adobe InDesign and Adobe Illustrator. We've provided some step-by-step instructions over the page to assist you in exporting a print ready PDF. If you're still having difficulties then give us a call or come in store for advice from our friendly and experienced staff.

WHAT IS BLEED?

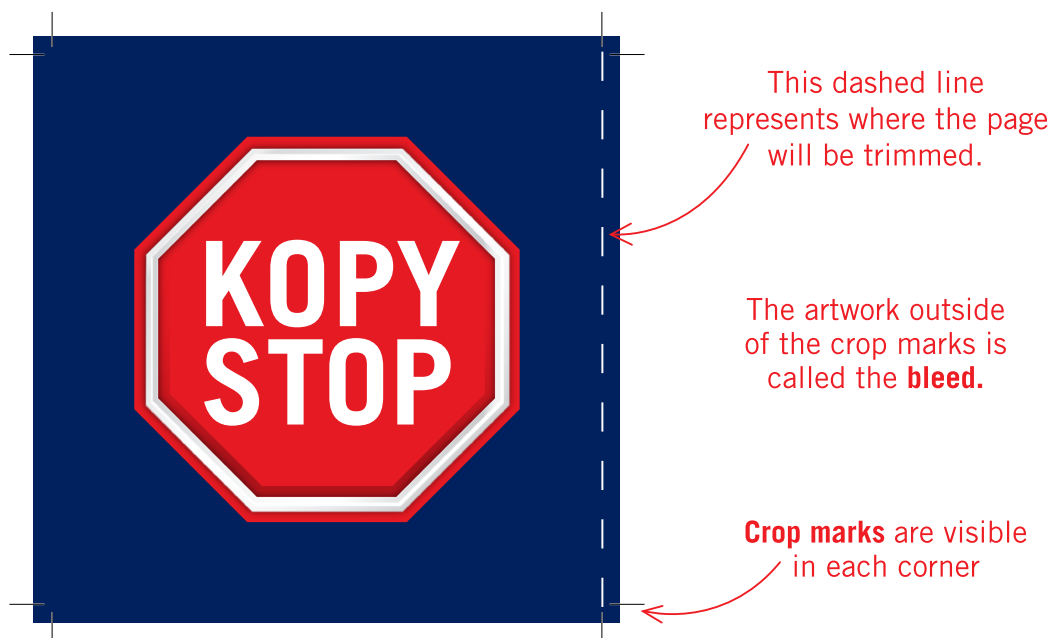
If you intend to print your project so that the artwork runs to the edge of the page then a bleed of 5mm is required. The bleed which extends beyond the crop marks is essential to accommodate the slight variation of movement which occurs in all digital printed documents. Once bleed is trimmed you will be left with identical and professional looking documents every time.

EXAMPLE

PRINT READY PDF

This is an example of how a print ready PDF should look after it's been exported.

As experienced printers we can assess this file and know exactly what outcome you require.



EXPORTING PRINT READY PDF FILES

ADOBE INDESIGN & ILLUSTRATOR

The following steps for exporting a print ready PDF file in Adobe InDesign or Illustrator will guarantee an accurate, high quality and professional output which requires no further handling prior to print. Don't hesitate to get in touch for further guidance.

DOCUMENT SET-UP // BLEED & MARGINS

In order to export your document with bleed, it first must be set up with bleed. Bleed set-up can be arranged in the initial 'New Document' window (recommended) which includes options for setting up bleed, however if you want to alter bleed settings once your document is already in progress then go to **File > Document Setup**.

Under **Bleed & Slug** in InDesign (or just **Bleed** in Illustrator) you can set up a 5mm bleed in the sections marked Top, Bottom, Left & Right. This creates a red border 5mm around the edge of your page, the red border indicates where your bleed ends. If you have any artwork on your document that needs to print to the edge of the page then this **artwork must extend to the red border**. Always keep in mind that most (if not all) of the artwork within the 5mm bleed area will be trimmed off.

While you're setting up it's also valuable to organise your margin so that you can design your artwork accordingly. Kopystop requires a **minimum margin of 5mm on all edges** of your page that are kept free of important text or images to reduce any chance of damage during the trimming stage.

EXPORTING TO PDF // STEP BY STEP

- ▶ **InDesign:** File > Export... > Insert file name > Save as type: "Adobe PDF (print)" > **[Save]**
Illustrator: File > Save as > Insert file name > Save as type: "Adobe PDF (print)" > **[Save]**
- ▶ After saving the file an **Adobe PDF Export window** will appear, from this point the steps are identical in both Adobe InDesign & Illustrator. Change the settings shown below in order to export your file correctly, all other settings that aren't mentioned should remain as their default.
- ▶ **General:** Adobe PDF Preset: **[High Quality Print]** Once you start changing settings (**modified**) will appear in brackets.
- ▶ **Marks & Bleeds:** Untick all boxes and select only 'Trim Marks' & 'Use Document Bleed Settings'
- ▶ **Output:** [Colour] Colour Conversion: No Colour Conversion
- ▶ **InDesign:** **[Export]**
Illustrator: **[Save PDF]**

FOR MORE PRINT TIPS AND HINTS VISIT US AT WWW.KOPYSTOP.COM.AU

THE KOPYSTOP KREW
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