# How to Create a PDF for Print Media Services

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If you've ever ordered anything from Print Media Services (also referred to as printing services or the UACES print shop), you were asked to supply two things: an electronic file (PDF) and a completed MISC-300X form. This fact sheet provides information on how to create your PDF file for printing.

Once your design is complete (see fact sheet FSPMS002) and you are ready to prepare a PDF for submission to Print Media Services, follow the easy-to-use guidelines below based on the computer program you will be using to make the PDF.

First, make sure to save your working document (native document) before creating your PDF file so that you may edit it later if you wish.

## Option 1: Save as PDF (Microsoft Office Suite)

This option will be most beneficial to those creating electronic files from Microsoft Office Suite.

With the native document open in the application you used to create your work, select "Save As" from the application's main menu or "File" menu.

Choose "PDF" from the list of available file formats. Click "Settings" or "Options" (naming depends on your system) to check the PDF settings that will be used to create your PDF file. If your system allows, make sure the following settings are chosen. Any other settings should be left to default in most cases.

- Fonts and images are embedded.
- Bookmarks, annotations and comments are disabled.
- Document security (any type) is not used.
- PDF/X format is used. PDF/X is preferred, but if you are submitting non-PDF/X files (for example, PDF/A), any comments, forms or other non-printing objects could be removed during our review process.
- Transparent objects are flattened.
- Spreads and printer's marks are disabled.
- Downsampling, or decreasing resolution, of images is disabled.
- Bleeds are enabled (if applicable).

Provide a name and location for the PDF file you are saving (may default to the current name and location of the native document), and click "OK" in the print dialog box.

Once created, make sure to open the PDF file to see that it appears as you intended. Otherwise, make the necessary adjustments in the native document and re-create the PDF file.

## Option 2: Export as PDF (Adobe Creative Suite)

Typically you will see this option in Adobe Creative Suite (and also in Quark XPress).

With the native document open in the application you used to create your work, select "File>Export."

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You may need to select "PDF" if other file formats are available for export in the application.

Provide a name and location for the PDF file you are exporting (may default to the current name and location of the native document) and click "Save" or "OK" in the print dialog box.

Check the PDF settings that will be used to create your PDF file. If available, select "PDF/X-1a," "High-Quality Print" or "Press Quality" from the list of presets. If your system allows, make sure the following settings are chosen. Any other settings should be left to default in most cases.

- Fonts and images are embedded.
- Bookmarks, annotations and comments are disabled.
- Document security (any type) is not used.
- PDF/X format is used. PDF/X is preferred, but if you are submitting non-PDF/X files (for example, PDF/A), any comments, forms or other non-printing objects could be removed during our review process.
- Transparent objects are flattened.
- Spreads and printer's marks are disabled.
- Downsampling, or decreasing resolution, of images is disabled.
- Bleeds are enabled (if applicable).

Click "Export" or "OK" in the export dialog box.

Once created, make sure to open the PDF file to see that it appears as you intended. Otherwise, make the necessary adjustments in the native document and re-create the PDF file.

## Option 3: Print to PDF (Macintosh – Mac Computers)

This option is very convenient and built into most Macintosh computers running OSX or higher.

With the native document open in the application you used to create your work, select "File>Print."

Select "PDF" from the list of printers you are able to print to. If you do not find "PDF" in the list, there may be a "Print to PDF" or "PDF" button in the dialog box. Select this option if it is available. Otherwise, try to "Save as PDF."

Click "Properties," "Settings" or "Options" (naming depends on your system) to check the PDF settings that will be used to create your PDF file.

If available, select "PDF/X-1a," "High-Quality Print" or "Press Quality" from the list of presets. If your system allows, make sure the following settings are chosen. Any other settings should be left to default in most cases.

- Fonts and images are embedded.
- Specified page size matches the intended trim size plus bleed (if applicable). You may lose the bleed you included in your native document if not printed to the proper size.
- Bookmarks, annotations and comments are disabled.
- Document security (any type) is not used.
- PDF/X format is used. PDF/X is preferred, but if you are submitting non-PDF/X files (for example, PDF/A), any comments, forms or other non-printing objects could be removed during our review process.
- Transparent objects are flattened.
- Spreads and printer's marks are disabled.
- Downsampling, or decreasing resolution, of images is disabled.

Provide a name and location for the PDF file you are printing (may default to the current name and location of the native document) and click "OK" in the print dialog box.

Once created, make sure to open the PDF file to see that it appears as you intended. Otherwise, make the necessary adjustments in the native document and re-create the PDF file.

## For More Help

If you don't have any of the above options available to you to create your PDF, please contact Information Technology to assist with the installation of Adobe Acrobat. If you need design help, Print Media Services recommends that you contact the Communications Department.