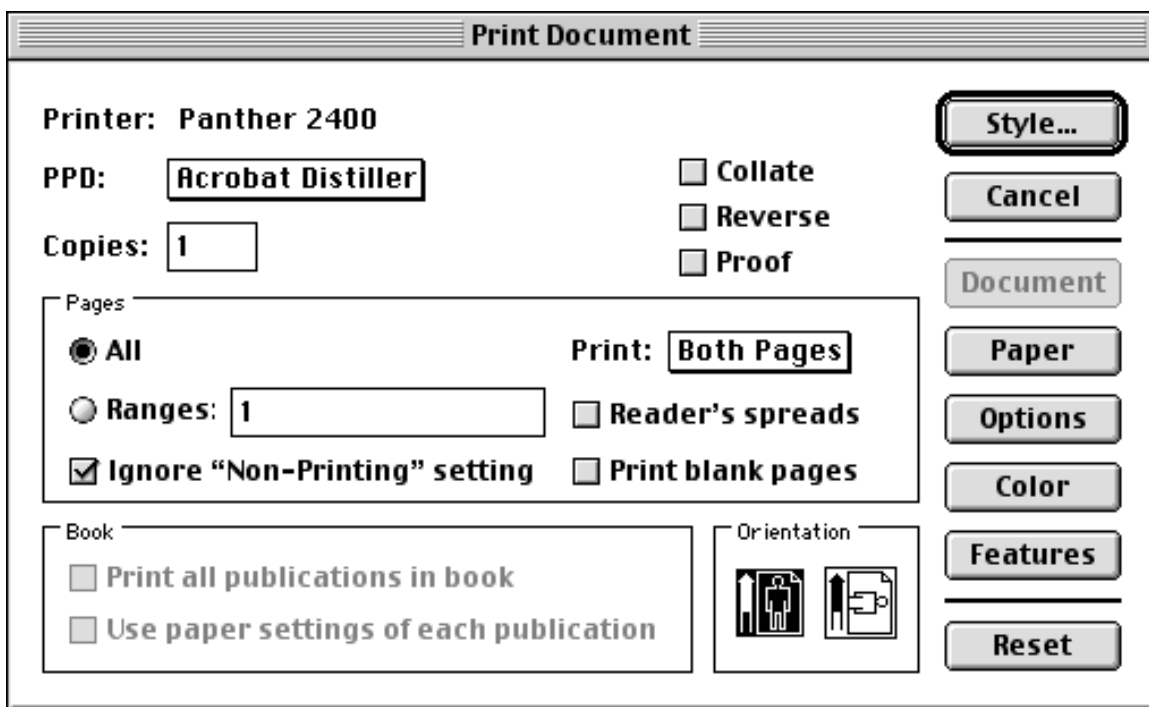




Expedi Printing - PDF Help File: Mac Pagemaker

Introduction: Adobe Acrobat PDF (Portable Document Format) is a revolutionary new format in desktop publishing. By converting your document into a PDF file, you only have to send one file to us for printing. PDF eliminates the need of sending multiple files along with your template. When a PDF file is created successfully, all of the necessary elements are embedded into one compact file. PDF files can also speed up the production of your job, as documents that have been converted to PDF typically have less problems.

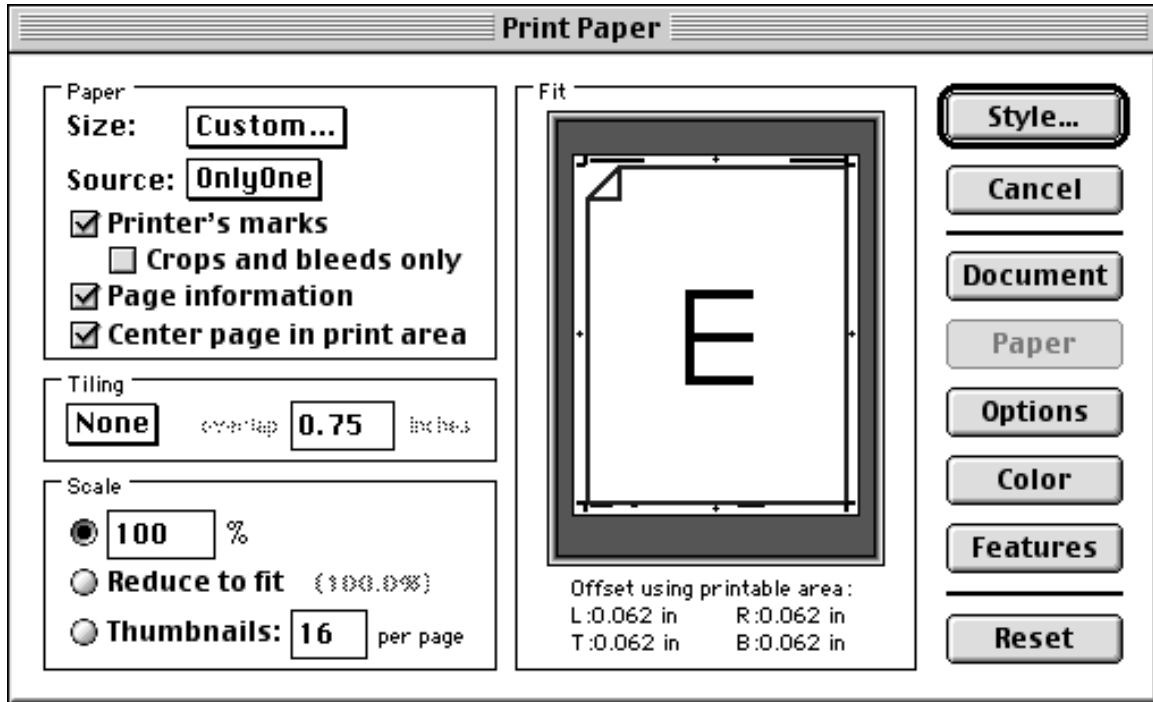
Preparation: The purpose of this help file is to show how to create a PDF file by using Macintosh Pagemaker and Adobe Acrobat. The first step is to make sure that your document has been flight-checked. Make sure all your pictures are updated and make sure all of the document's fonts are open. When you are ready, select "PRINT" from the Pagemaker Menu.



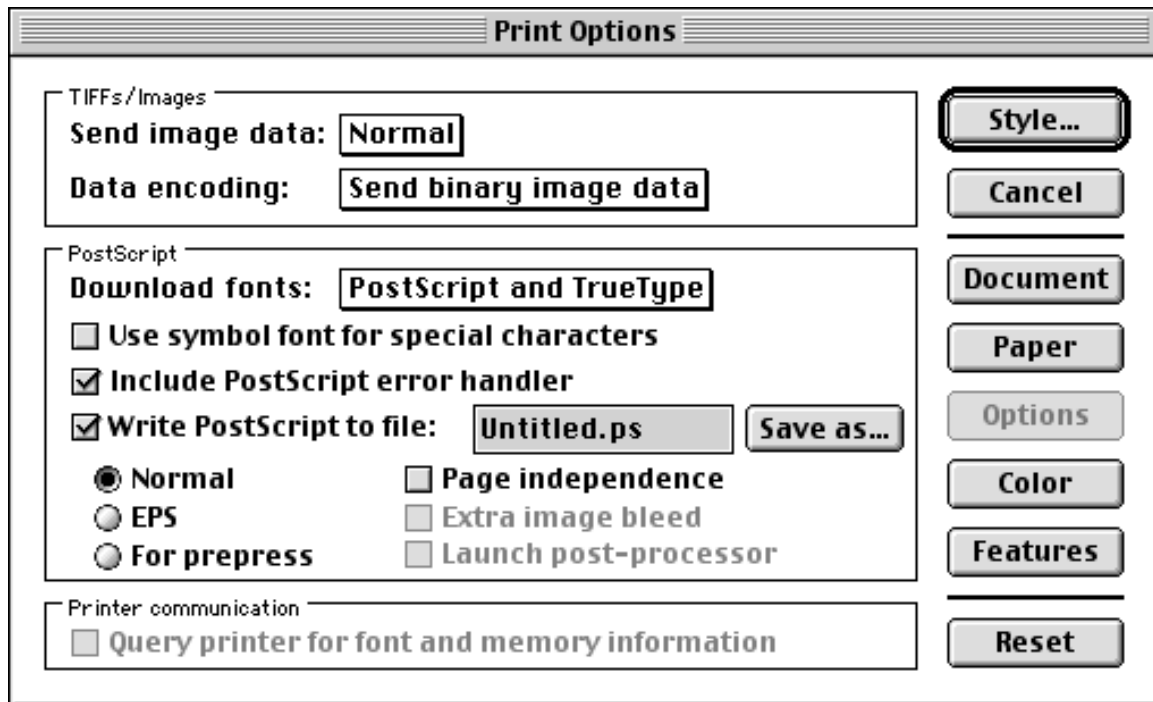
Match the settings you see above. If your document has a 2-page Spread, such as a centerfold, you will need to create a separate PDF file for those two pages. The main thing to be concerned with here is that "Acrobat Distiller" should be selected as your PPD. If you do not see "Acrobat Distiller" as a choice as a PPD setting, check to see if Adobe Acrobat was installed correctly. The next step is to click the "Paper" button.



Expedi Printing - PDF Help File: Mac Pagemaker

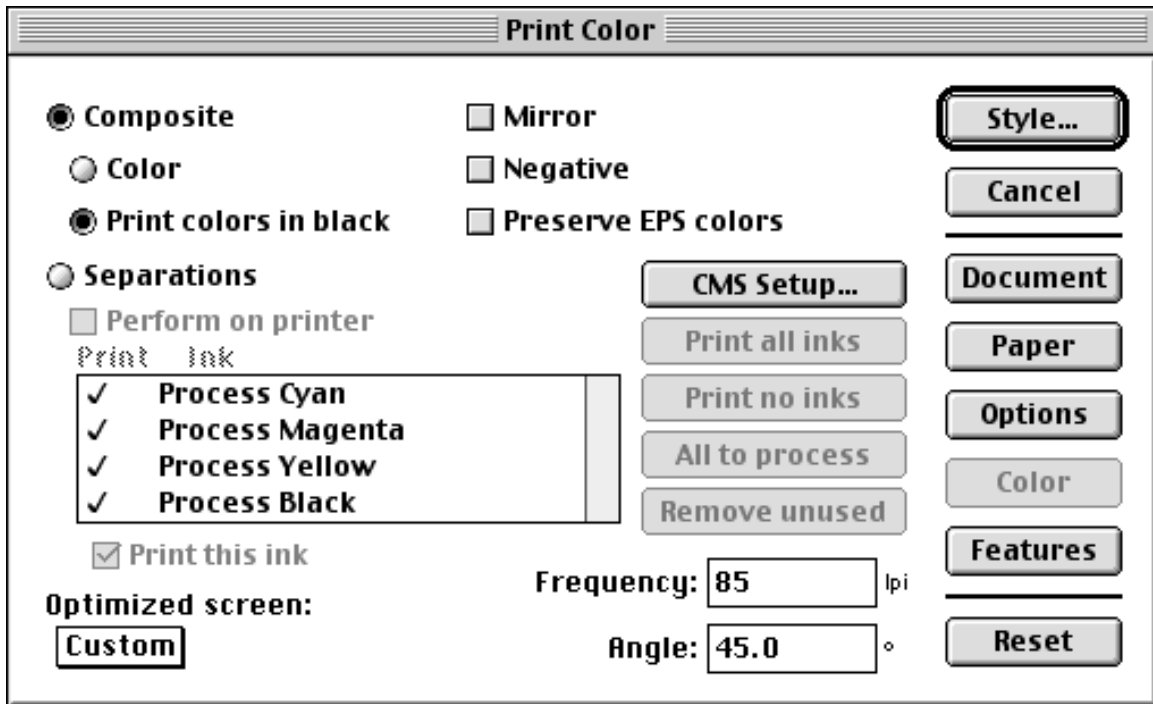


Match the settings you see above. The most important things to be aware of here is that the “Printer’s Marks” need to be turned on. The other thing to make sure is that the document fits within the page. If it does not fit, you can adjust your page size by selecting “Custom” in the “Size” category. Once your paper settings are correct, select “Options” next. Match the settings you see below. Instead of printing to a printer, you will be sending your document to a PostScript file.

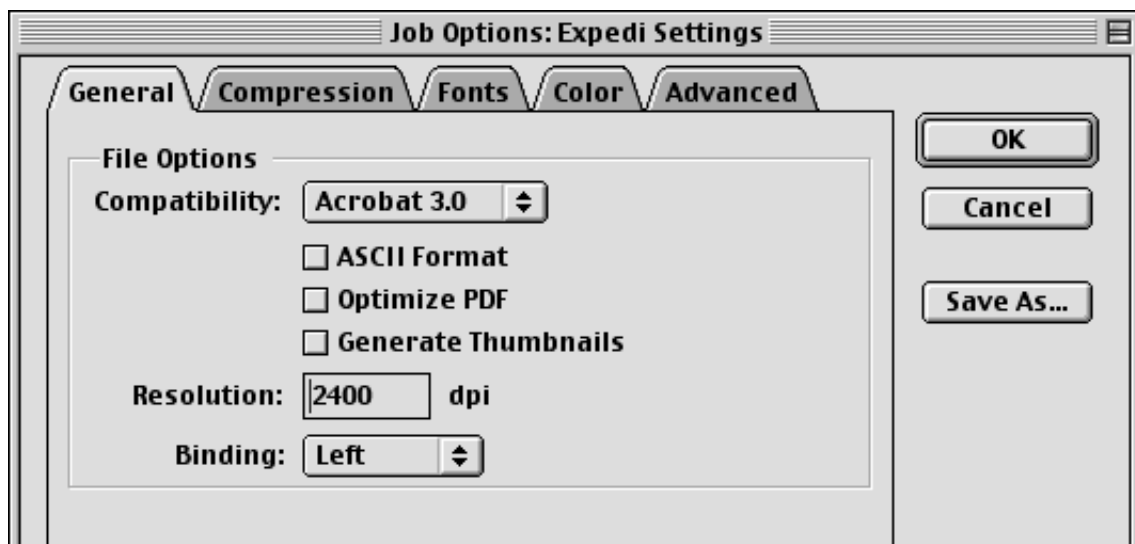




Expedi Printing - PDF Help File: Mac Pagemaker



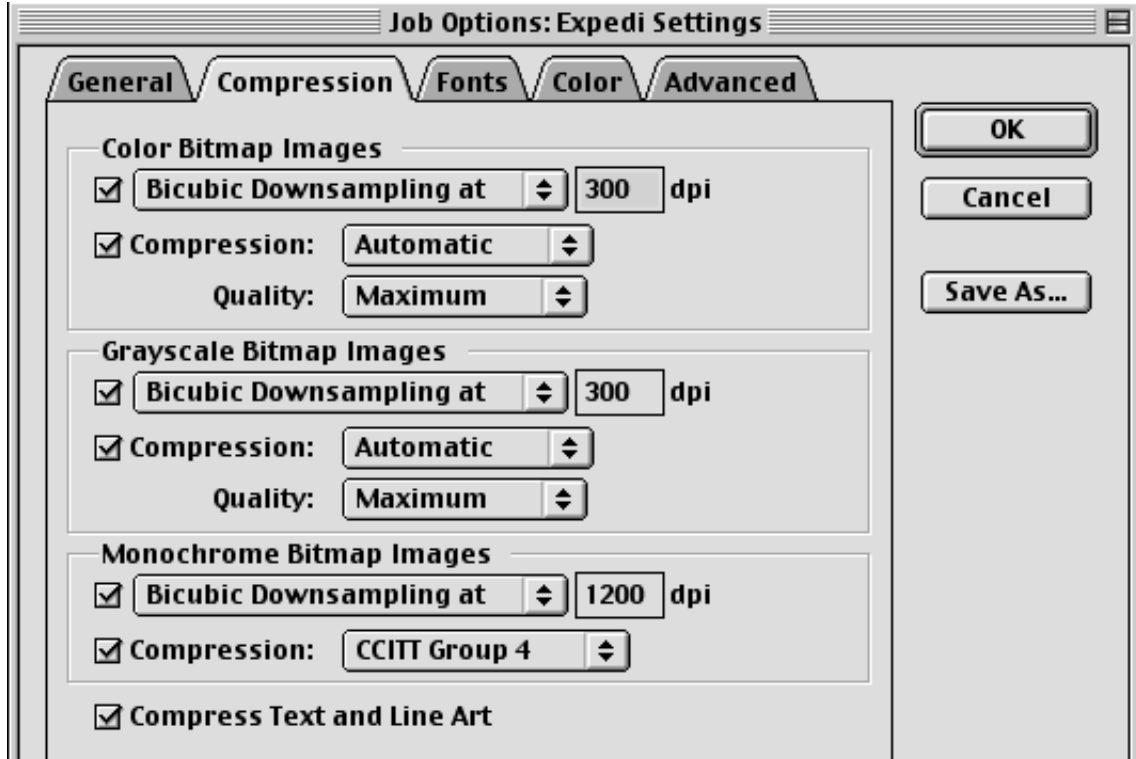
After your Options have been selected, adjust the “Color” settings. If your job is a black and white publication, select “Print colors in black”. If your job is a color publication, select “Separations” and remove any unnecessary colors. You are now ready to “Save” your document to a Postscript File.



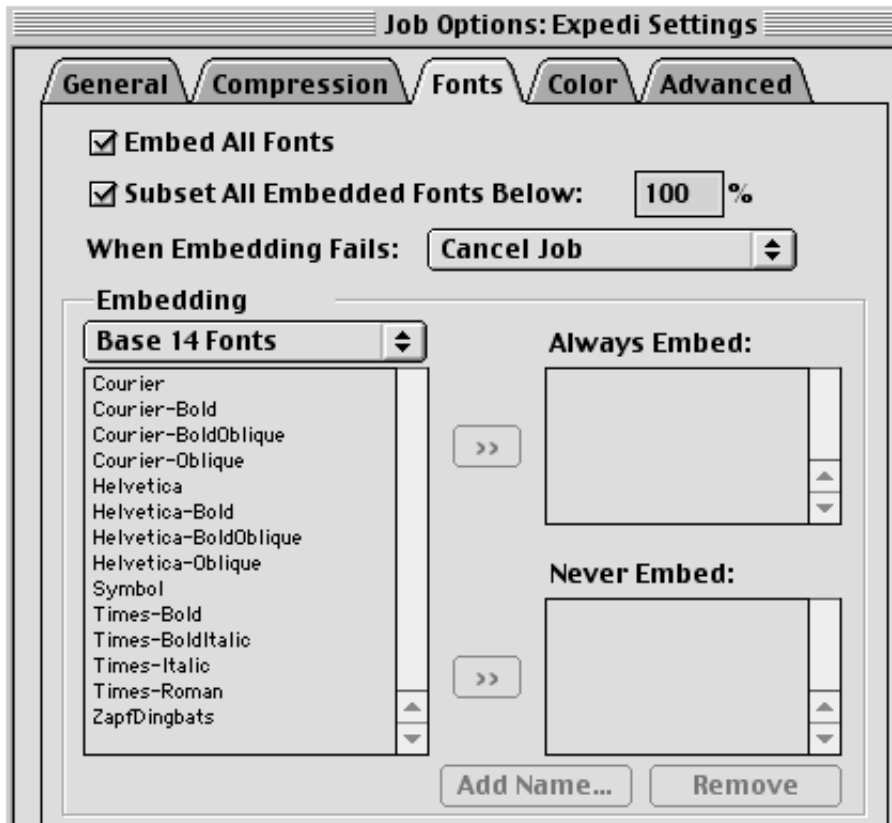
The next step is to have Adobe Acrobat convert the PostScript file to PDF. Launch Adobe Acrobat and update your “Job Settings”. The first tab is “General”. Change the setting to the picture shown above, then select the “Compression” tab.



Expedi Printing - PDF Help File: Mac Pagemaker



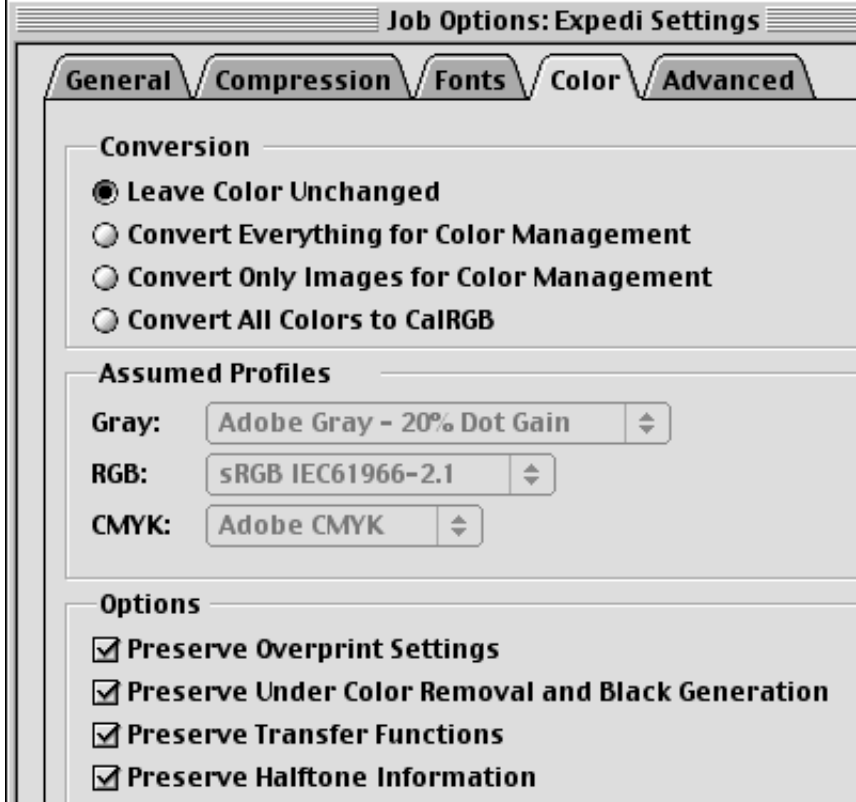
Change your compression setting to match the above picture. All check boxes should be checked. Once the settings match the above image, move on to the “Font” settings.



it is very important that “Embed All Fonts” and “Subset All Embedded Fonts” are checked. The percentage should be set to 100%. Also note that the “Never Embed” box should be empty.



Expedi Printing - PDF Help File: Mac Pagemaker



Under the color tab, select “Leave Color Unchanged” as your conversion setting and check all the four boxes under the “Options” settings.

Under the “Advanced” settings check all the boxes except for “Log DSC Warnings”. You can enter your document size under the “Default Page Size” section, but it is not necessary.

Once all of the settings have been entered, you are ready to convert your document to PDF. Open your Postscript Files (.ps) in Acrobat and it will turn it into a PDF file.

