PDF PREPARATION A GUIDE FOR PREPARATION OF PDF FILES



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GENERAL RULES

1. If the colour reaches the edge of the page, don't forget the trim area! The trim area is additional coloured space that will be cut after printing during finishing. Trimming is not necessary if there is no colour on the edges. Minimum trim area is 2mm, it is preferable that the trim area is 3mm. Always indicate the size of the trim area! (Figure 1 and 2).

Figure 1 Untrimmed set

Figure 2 Part of set that "will disappear" after trimming in finishing (lines show the direction of cutting)



2. Always use CMYK colour system! This refers to all page elements - letters, vector graphics or bitmaps (images). File conversion and correction (if necessary) should be performed before inserting in the second file and creation of PDF.

Use of special (Spot) colours is always possible but it renders the print more expensive. There are cases when it is better to use spot colours, e.g.: printing in gold or silver colour, colours that do not exist in CMYK colour system, great surfaces to be covered by one uniform colour or need to print in specific colours (when colours are determined by means of HKS or Pantone scale). In case of specific colours, it is necessary to specify the colours (e.g.: Pantone Blue 072C).

3. Optimal bitmap thickness is 300dpi for CMYK and Grayscale bitmaps, and 1200dpi for blackwhite (1-bit) bitmaps. Greater values than these create unnecessarily bigger files while lower values can result in visible pixels ("mosaic" effect). (Figure 3 and 4).



Figure 4 Bitmap in too low resolution and "mosaic" effect





- 4. If you use Colour Management, you must indicate that colour profiles are embedded in the file. If you don't have measuring equipment, it is best that Colour Management should be turned off before starting the preparation process! Don't forget to set or turn off Colour Management in all programs that you use for conducting preparation. Colours showed on the computer in which Colour Management is turned on and unadjusted are not authentic. Then it is not possible to guarantee the print results.
- 5. Upon completion of preparation it would be good to convert all letters from the text into graphics so that the text cannot be edited. The preparation is thus protected from editing and you don't have to worry about supplying fonts or including fonts into PDF file. Of course, this means that it is impossible to make corrections if misspelling is detected.

The second way is to submit a PDF file which still has a text (not the outline). It is preferable to submit the font in which it was prepared in case corrections are needed.

- 6. Check all texts before exporting them to PDF files, in particular telephone numbers, addresses, web and e-mail addresses, chemical and biological compositions and similar. The client should make the data check.
- 7. Never use the colour made of three or four CMYK components for the text in small font size.
- 8. It is preferable that the submitted preparation should be accompanied by a document in the electronic form (file accompanying the preparation or e-mail) or in a hard copy. The following should be indicated: untrimmed (print format) and trimmed (final) print format, colour number and designations of specific colours, number of pages (when the preparation consists of several pages) and other relevant data that may affect the preparation, print or finishing.

CONDUCTING PREPARATION IN CORELDRAW PROGRAM

A file must be created in such a manner that all objects that have a fill or outline in 100% black have the set Overprint Fill and/or Overprint outline attribute separately for each object. This is performed as follows:

- 1. Select the object that has **100% black Fill or Outline**, and then right-click on the selected object to obtain the context menu.
- 2. Set Overprint Fill if Fill 100% is black and/or Overprint Outline if Outline 100% is black.



3. Check if the desired overprint is set by checking if a small rectangle is shown on the status bar showing the colour. The figure shows the fill without the set overprint, while outline has overprint.



4. The same procedure is applied with other covering colours, such as for example, gold, as appropriate.

In this way you can expand the object if you conduct the preparation for specific types of print. Expanding the colour surface is performed in order to make the preparation more tolerating to mistakes in matching in the printing process. It is performed by adding outline to the existing object without the outline in the same colour in which Overprint Outline is set. The additional colour is recognized as the half the outline thickness (since CoreIDRAW expands the line from the middle on both sides). The thickness depends on specific needs and print technology.

CoreIDRAW is known also for not often being able to print colour gradients correctly ("ferlauf") – there appear "banding" or sudden (step-like) transitions. We recommend that gradients are done in programs for processing bitmaps as you would do them in CoreIDRAW, then you insert them into a drawing.

IMPORTING (INSERTING) OBJECTS THAT CORELDRAW CANNOT EDIT

Objects that CoreIDRAW cannot edit can be inserted by using the command Import from File menu. It is important that imported files are included in the preparation WITHOUT linking (image is not included in the file by linking, but it is used from the disk and must be separately recorded for transportation). Linking reduces Corel file, but complications take place when a person forgets to record linked files or saves the wrong version of the linked file when collecting files for transferring to the printing shop. That is why it is necessary that files should be imported without linking.



Check if the option "Link bitmap externally" is turned off Please note that the inserted files are not augmented (they cannot be stretched), since pixels get bigger and the effect of mosaic appears. Bitmap shrinking does not affect the quality.

Whenever it is possible, do not put the text in bitmaps, do it in CorelDRAW. Vector text is more precise and easier for handling, while more effects can be created in programs for bitmap processing.

PREPARATION CHECK

The control of used colours and bitmaps is performed by using the command Document Info from the File menu. Here we also control if images are inked or they are part of file (embedded) and in which colour system they are made.

Depending on a wish, special colours can be printed as specific colours (which makes printing more expensive) or broken down to CMYK colours (such colours closer to the colour you requested, bit they are not identical and they often don't have the same effect). Working with additional colours is sometimes necessary, if great uniform surfaces of one colour are required, a colour which is not basic in CMYK system of colours or colour that cannot be obtained from CMYK (e.g.: offset gold, Pantone colours).



OK!

Control of used colours

IN	C	0	R	R	F	С	T!
	~	-			-	-	•••

* Bitmaps must be in CMYK, Grayscale or Bitmap colour spaces

Document Information	×
Document Information for document: Graphic1	
Groups: 1 🔺 🗹 <u>F</u> ile	
Text Statistics	
There are no text objects in this document.	
Bitman Objects	
Bitmaps: 5 Eitmaps	
Embedded (Lab - 24 bits, 438200 bytes)	
Embedded (CMYK - 32 bits, 583432 bytes)	
Embedded (Grayscale - 8 bits, 146484 bytes) Embedded (Black and White - 1 bits, 18780 bytes)	
♥ Qutlines	
Graphic (total): 1 Save As	
Default Graphic: 5	
eccana Print	
Close <u>H</u> elp	//

Bitmaps (images) must be in CMYK (colour), Grayscale (white-grey-black) or Bitmap (blackwhite) colour spaces. Only then is the result guaranteed. CorelDRAW can use RGB images (made by e.g. digital cameras) and convert them in CMYK during printing or export, but you are never sure in the results of such conversion.

That is why conversion in CMYK (colour), Grayscale (white-grey-black) or Bitmap (black-white) is performed before importing (inserting) an image in the preparation.

			2
Document Information for document: Graphi	ic1		
Rectangles:	5	🖌 Eile	
Text Statistics		Document	
There are no text objects in this documer	nt.	🔽 Graphic objects	
		<u>T</u> ext statistics	
Bitmap ubjects Bitmaps:	6	Bitmaps	
Externally linked (Black and White - 1 b	its, 552 bytes)	✓ Styles	
P:\FOTO-OKO\FOTO OKO.tif Embadded (Lab - 24 bits: 438200 bytes	-)	Fffects	
Embedded (RGB - 24 bits, 438200 byte	s)	File	
Embedded (CMYK - 32 bits, 583432 byt	tes)	l ← l jus	
Embedded (Grayscale - 8 bits, 146484 Embedded (Black and White - 1 bits, 18	bytes) (780 bytes)		
Embedded (black and white T bis) re	,,00 0,003)	Save <u>A</u> s	
Styles			

CoreIDRAW does not provide the information on the thickness of the bitmap (whether it is 300DPI or more for colour and grayscale bitmaps; black-white bitmaps need 1200DPI). This must be controlled in the program outside CoreIDRAW, e.g. Adobe PhotoShop.

Also, all images must be inserted as part of file (embedded). Images that are linked must be inserted again. The easiest way to do this is to write down all the parameters of the linked bitmap (coordinates, dimensions, corner, etc.), delete it, import a bitmap without linking and set all the parameters that you have written down.

INCORRECT!

* All images must be inserted as part of file (embedded). Images that are linked must be inserted again

CREATING A PDF FILE IN CORELDRAW PROGRAM

When you are sure that everything is all right, you create PDF file. This is done by using the command **Publish to PDF** from File menu (File -> Publish to PDF).

	₩ Prepare For Service Bureau	
Command	Publish To The <u>W</u> eb	•
for creating PDF	by Publish To PDF	
	(i) Document Info	Ctrl+Shift+I



CARD "GENERAL"

Export range is the selection of pages that should be exported to PDF. **Compatibility** should be set to Acrobat 4.0, PDF style to PDF for Prepress

Publish To PDF		2
General Objects Documen	t Prepress Advanced 🖶 No Issues	
Eile name: C:\	\Graphic1.pdf	
Export range		
• <u>C</u> urrent document	O Current Page	
O <u>D</u> ocuments	○ <u>P</u> ages: 1	
Compatibility: Acrobat 4.0	•	
Author:		
Keywords:		
PDF style: PDF for Prep	oress 💌 🛨 -	
		_



CARD "OBJECTS"

Turn off bitmap compression, set it so that the text is exported as objects (so that there are no potential problems with fonts). Bitmap downsampling (reducing the thickness of bitmap to obtain a smaller size of file) can be used based on provided parameters, and you can turn it off in order to ensure faster work. Turn off text and line compression. Encoding must be ASCII85 to ensure higher compatibility.

General Objects Doc	ument Prepres	s 🛛 Advanced 🛛 🖶 No Issues 🗎
Bitmap compression		Text and fonts
Compression type: No	one 🔻	Export all text as curves
Quality factor (2-255)		Market Embed fonts in document
J	2	Embed base 14 fonts
í Lliab auslitu - Louis	u liku	Convert TrueType to Type 1
High quality Low c	luancy	Subset fonts
Bitmap downsampling		Under 80 🐥 % of charset
Color	300 🕂	
Craussale	200	Compress text and line art
	300 -	Encoding
Monochrome	120(• ASCI <u>I</u> 85 O Bi <u>n</u> ary
		OK Creat Link

CARD "DOCUMENT"

Turn off all three options on the left side of the card. The selection on the right side of the screen does not affect the preparation, but only the display in Adobe Acrobat Reader.

General Objects Document	Prepress Advanced	No Issues
- Poolenarika		
	On start, displays	
	On start, uspiay:	Contracto
	Page Only	O Bookmarks
Generate <u>t</u> humbnails	O <u>F</u> ull Screen	 Thumbnails

Turn off the options of creating hyperlinks (links) in a document

Compression

CARD "PREPRESS"

Turn off all prepress symbols as they are inserted when final assembly is performed before lighting.

Include	bjects Documen e <u>Bl</u> eed: 3.175	mm 🚑	lvanced 🕏 No Issues	
Printer's n	narks <u>n</u> arks	R	egistration marks	
File inf	formation		ensitometer scales	

CARD "ADVANCED"

Render complex fills as bitmaps option must be turned off so as to convert vector fills in bitmaps. **Preserve document overprints** means that all settings of overprinting should be saved in PDF document. **Preserve spot Colours** option prevents the conversion of special colours in CMYK. **Fountain steps** should be 256 (or greater, when this is possible). If you inserted EPS files, setting of EPS files should be set to **PostScript. Optimize for web** should be turned off. In the item **Colour Management,** option **Output all objects** as should be set to CMYK. If Colour Management is not turned off and if you don't have calibrated equipment, turn off **Apply ICC profile.**





Turn off all prepress symbols

FINAL CARD

It should be as in the image, without mistakes. If mistakes exist, they will be written and their number will be shown in the card's window. When all this is done, press the button OK.

Quarting of	Publish To PDF	1
mistakes	General Objects Document Prepress Advanced 🗟 No Issues	
	Preflight for: Default Settings	
	This page will list potential problems or issues that you should be aware of regarding your document. There are no known issues with the current document or settings. Check again just before printing, publishing or sending a document to someone else.	
	Don't check for this issue in the future	
	<u>OK</u> <u>C</u> ancel <u>H</u> elp	

	Save As PDF					×
Press "Save" to start the final preparation of PDF file	Save in: My Recent Documents Desktop My Documents My Computer	Image: Construction of the second			P	
	My Network Places	File <u>n</u> ame: Save as <u>t</u> ype:	Graphic1 PDF Files (*.pdf)			<u>S</u> ave Cancel
		PUF Style:	Custom (Current settings not	saved)	• _	Settings

PREPARATION IN ADOBE ILLUSTRATOR PROGRAM

CONDUCTING PREPARATION IN ADOBE ILLUSTRATOR PROGRAM

You must check the set colour space before start of preparation. There is a command **Document Colour mode** in the File menu whose submenu must designate what CMYK colour space is selected.

Check	Document Setup	Alt+Ctrl+P	
colour space	Document Color Mode	•	CMYK Color
	File Info		RGB Color
	Versions		1

If you don't have colourmetric equipment, we recommend that you turn off **Colour Management**. Select "**Colour Settings**", in the Edit menu.

In the shown dialogue select "**Colour Management Off**". After that, all further settings in this dialogue are irrelevant.

Turn off Colour	Color Settings
Management	Settings: Color Management Off
	Advanced Mode
	- Working Spaces
	<u>R</u> GB: Monitor RGB - sRGB IEC6. ▼
	CMYK U.S. Web Coated (SWOP) ▼
	Color Management
	RG <u>B</u> : Off ▼
	C <u>M</u> YK Off ▼
	Profile 🔽 Ask When Opening
	🗖 Ask When <u>P</u> asting
	Missing 🔲 Ask When Opening

A file must be prepared so that all objects have fill and/or outline 100% in black, with set Overprint Fill and/or Overprint outline attribute separately for each object. This is performed as follows:

1. Activate the palette **Attributes** from Windows menu, if it is not already activated.

Activate the	,t	⊻iew	W	indow	Help		
palette				New V	Vindow		
Attributes				Casca	de		
	- 1			Tile			
				Arranç	je Icons		
				Action	s		
	I		•	Action Align	s	Shift+F7	
	l		~	Action Align Appea	s irance	Shift+F7 Shift+F6	
	l		v v	Action Align Appea Attribu	s irance utes	Shift+F7 Shift+F6 F11	
			2 2 2	Action Align Appea Attribu Brushe	s irance utes es	Shift+F7 Shift+F6 F11 F5	

- 2. Select objects that must have 100% black Fill or Outline.
- 3. Set Overprint Fill if Fill 100% is black and/or Overprint Outline if Outline is 100% black by using the palette. The filled square designates overprint.
- 4. If the group of objects or several objects are selected where only some objects have, squares in the Attributes palette will be grey.

Setting	
Overprint	+ Attributes
	🔽 Overprint Fill 🔽 Overprint Stroke
	Attributes
	V Overprint Fill V Overprint Stroke

5. The same procedure is applied in other covering colours, such as for example, gold, as appropriate.

Please note once again that Illustrator does not have the option of automatic setting of overprint to 100% black colour or the option to search objects in a page per certain attributes. Therefore, overprint should be set for each object separately during work.

IMPORTING (EMBEDDING) OBJECTS THAT ADOBE ILLUSTRATOR CANNOT EDIT

Object that Adobe Illustrator cannot edit can be inserted by using the command Place from File menu. Please note that the imported files are already included in the preparation WITHOUT linking (image is not included in the file by linking, but is used from a disk and must be separately recorded for transport). Linking reduces Illustrator, but complications take place when a person forgets to record linked files or saves the wrong version of the linked file when collecting files for transferring to the printing shop. That is why it is necessary that files should be imported without linking.



Icon in the right corner shows that image is not linked i.e. that it is embedded * Image without an icon is linked



PREPARATION CHECK

Preparation must be performed only with CMYK system of colours (and as appropriate – additional special colours).

Depending on a wish, special colours can be printed as specific colours (which makes printing more expensive) or broken down to CMYK colours (such colours closer to the colour you requested, bit they are not identical). Working with additional colours is sometimes necessary, if great uniform surfaces of one colour are required, a colour which is not basic in CMYK system of colours.

Bitmaps (images) must be in CMYK (colour), Grayscale (white-grey-black) or Bitmap (blackwhite) colour spaces. Only then is the result guaranteed. Adobe Illustrator can use RGB images (made by e.g. digital cameras) and convert them in CMYK during printing or export, but you are never sure in the results of such conversion.

That is why conversion in CMYK (colour), Grayscale (white-grey-black) or Bitmap (black-white) is performed before importing (inserting) an image in the preparation.

Also,all used colours must be converted into CMYK. A square in 4 colours shows that the colour is in the CMYK system of colours.

Special (Spot) colours are designated with another designation next to CMYK square, which looks like a circle within a square.

Icon in "Swatches" palette shows the colour system

Swatches	O
Black	
Magenta	
Global Red	
📕 Global Orange	

The image is embedded in the file if in the Links palette next to the name of that imge (object) there is a square with inserted rectangle and triangle.

Images that are randomly imported as linked must be set in the file as non-linked (embedded). This is done by using the command Embed image from the Links palette.

There is no possibility of control in Adobe Illustrator whether the image is augmented or reduced. This can be found out only if you import the same file again and compare the dimensions. That is why it would be good to prepare bitmaps again in the required size.



Icon in "Links" palette shows that the image is embedded

CREATION OF A PDF FILE IN ADOBE ILLUSTRATOR PROGRAM

When you are sure that everything is all right, you create a PDF file. File is created by using the option (Save As) Adobe PDF.

Other parameters are shown in figures.

Command	File <u>n</u> ame:	Untitled-1.pdf	-	<u>S</u> ave
file	Save as <u>t</u> ype:	Adobe PDF (*.PDF)		Cancel

CARD "GENERAL"

Compatibility in general should be set to Acrobat 4. Acrobat 6 format should be used only if you used transparency option in the preparation phase.

The selected item Preserve Illustrator Editing Capabilities must be retained. In that way you will be able to make a correction in the PDF file itself.

	Adobe PDF Option	15		
"Preserve Ilustrator Editing Capabilities" option should remain selected	General Compression Marks & Bleeds Advanced Security Summary	Preset:	Press 2	2 Compatibility Acrobat 4 (PDF 1.3) Options Peserve [llustrator Editing Capabilities Embed Page Thumbnails Qptimize for Fast Web View Yiew PDF after Saving Create Acrobat Layers From Top-Level Layers
				Save Preset Save PDF Reset

CARD "COMPRESSION"

Settings that are used most frequently are shown in the figure. The indicated values are optimal values (higher values make much bigger files while lower values make a rough imprint). If your computer is not so strong or your time is limited, turn off all compression option (**Bicubic Downsampling** should be replaced with **Do not downsample**).

	Adobe PDF Options	
Card for file compression	Adobe PDF Options Pre General Compression Marks & Bleeds Advanced Security Summary	Preset: Press 2 Compression Color Bitmap Images Bicubic Downsampling To V 300 ppi for images above 450 ppi Compression: None Uile Size: 128 pixels Image Quality: Maximum Grayscale Bitmap Images Bicubic Downsampling To V 300 ppi for images above 450 ppi Compression: None
		Grayscale Bitmap Images Bicubic Downsampling To ¥ 300 ppi for images above 450 ppi Compressiog: None ¥ Tile Size: 128 pixels Image Quality: Maximum ¥ Monochrome Bitmap Images Bicubic Downsampling To ¥ 1200 ppi for images above 1800 ppi Compression: None ¥ Compress Text and Line Art
		Save Preset Save PDF Reset

CARD "MARKS & BLEEDS"

In the section **Marks** everything should be turned off and **Bleeds** should be set to 0. All necessary marks are left when making signature assemblies.

Marks and Bleeds should be turned off	Pres General Compression Marks & Bleeds Advanced	et: Press 2 Marks & Bleeds Marks Marks All Printer's Marks Printer Mark Type: Boman
	Security Summary	□ Irim Marks Trim Mark Weight: 0.25 pt □ Registration Marks Offset: ⊋2.117 mm □ Color Bars □ Page Information
		Bleeds Tgp: ‡0 mm Bottom: ‡0 mm Right: ‡0 mm
		Save Preset Save PDF Reset

CARD "ADVANCED"

In combination with other settings, it has no significance impact on the creation of a PDF file.

Advanced settings	Adobe PDF Options Preset:	Press 2
	General Compression Marka & Bleeds Advanced Security Summary	Advanced Color Finbed [CC Profiles Fonts Subset fonts when percent of characters used is less than: 100% Outry fonts with appropriate permission bits will be embedded. Overprint and Transparency Flattener Options (PDF 1.3 Only) Qverprints: Preserve Preset: [High Resolution] Custom
		Save Preset Save PDF Reset

CARD "SECURITY"

Fields should remain empty. We will not be able to open files if you do not provide us with a password.

	Adobe PDF Options
Security settings	P <u>r</u> eset: Press 2
	General Security Summary Reguine a password to open the document Document Open Password: Image: Commission settings Image: Commission Security Image: Commission Security Image: Commission Security Image: Commission Security Image: Commission Security Image: Commission Security Image: Commission Security Image: Commission Security and Permissions settings Image: Commission Security and Permission Security and Permission Security Image: Commission Security and Permission Security and Permission Security Image: Commission Security Security and Permission Security and Permission Security Image: Commission Security and Permission Security Image: Commission Security Security and Permission Security and Permission Security Image: Commission Security and Permission Security Image: Commission Security S
	Save Preset Save PDF Reset

CARD "SUMMARY"

The field Warnings should remain empty.



PREPARATION IN ADOBE INDESIGN PROGRAM

 \square

CONDUCTING PREPARATION IN ADOBE INDESIGN PROGRAM

All colours must be in CMYK colour model which is seen in the square in CMYK colours next to the name of the colour.

Special (spot) colours are marked with a square with a cross and a circle inside it ("registration mark" simulation).



Overprint is set for each object regardless of the selected colour except 100% black and it is performed through the dialogue **Attributes** (menu Windows -> Attributes).

Overprint fill - colour overprinting within a frame or character

Overprint stroke – overprint of frame

Overprint gap – if the frame is line interrupted with another colour

Nonprinting - object is not printed at all and it does not interact with objects under it

Settings for overprint	Attributes	
	🔽 Overprint Fill	Overprint Stroke
		Cverprint Gap

INSERTING OBJECTS THAT ADOBE INDESIGN CANNOT EDIT AND PREPARATION CHECK

Objects that Adobe InDesign cannot edit can be inserted by using the command Place from File menu. It is important that imported files are in CMYK (colour), Grayscale (black-greywhite) and Bitmap (black and white) colour spaces. Adobe InDesign can make a conversion from one to another colour space, but we cannot be sure about the obtained result. That is why it is better to do everything before importing into Adobe Indesign. Check is performed in Preflight dialogue from File menu.

"Preflight" panel for mistake overview

Preflight	Alt+Shift+Ctrl+F	
Package	Alt+Shift+Ctrl+P	
Package for G	ioLive	
Print Presets		۲
Print	Ctrl+P	

CARD "FONTS"

If you have used several fonts, the status of all fonts should be "OK".



CARD "LINKS AND IMAGES"

All used links will be shown here.

	Preflight				
OK!					
* Two upper	Summary	Links and Images			
bitmaps	Fonts				
Are in the	Links and Images	5 Links Found; 0 Modified, 0 Missing Images: 0 Embedded, 1 use RGB color space			
appropriate	Colors and Inks	Name Type Page Status ICCProfile			
colour system	External Plug-ins	Foto-Oko CMYK IF TIFF CMYK 1 Linked None			
		Foto-Okoscale.tif TIFF B & W 1 Linked None			
INCORRECT!		Foto-Oko LAB.tif TIFF LAB 1 Linked None			
* Two lower		Foto-Oko RGB.tif TIFF RGB 1 Linked None 💌			
bitmaps are not		Current Link/Image			
in the appropriate		Filename: Foto-Oko bitmap.tif			
colour system		Link Updated: Friday, December 26, 2003			
		File Last Modified: Enday, December 26, 2003 Actual ppi: 300/300 Effective ppi: 300/300			
		Complete Name:			
		\\\inux\priprema2\Foto-oko - Uputstvo za dostavu fajlova\slike\Foto-Oko\Foto			
		Show Problems Only Repair All			
		Package <u>R</u> eport Cancel			

CARD "COLOURS AND INKS"



al colour	Summary Fonts	<u> </u>	Colors and Inks		
	Links and Images Colors and Inks		4 Process Inks; 1 Spot Inks CMS is OFF		
	Print Settings		Name And Type	Angle	Lines/Inch 📃 📥
	External Plug-ins		Process Cyan	71.565	94.868
			Process Magenta	18.434	94.868
			Process Yellow	0.000	100.000
			Process Black	45.000	106.066
			PANTONE Blue 072 C	45.000	106.066
		T			Y
			Package	<u>R</u> eport	Cancel



Adobe InDesign is currently the only DTP program that offers the overview of separations and combinations of separations before printing (similar to channels in PhotoShop). It takes into account all overprint settings, hiding of objects (if Nonprinting attribute is set) and spot colours. This is only the change of display and does not make any changes in the preparation.

It is activated from the menu Window -> Output Preview -> Separations.



Separations are turned off. Click on the word "Off" and choose the option "**Separations**" from the drop-down menu.

Select the channel or several channels that you want to review. Colour per cents shown next to each channel are per cents of the colour read on the top of the cursor.

Separation overview turned off (figure to the left) and overview of one channel (figure to the right)

View: Off View: View: View: Off	Vie
	Г
Cyan	
Magenta	Γ
Yellow	
Black	
1.	

Flattener Pri Separations Preview
View: Separations 🚽 300% 🖃
🖲 📘 Cyan 🛛 🕬
Magenta 0%
Yellow 0%
Black 0% 🖵

EXPORT TO PDF

Adobe InDesign uses PDF format equally with other formats when importing, but PDF is superior when exporting in case when the preparation is taken to other printing offices or to plotting.

Command for creating a PDF file is **Export** from **File** menu.

Command for PDF export	PDF Export Presets		
	Export	Ctrl+E	

In the dialogue shown on the screen, you should select "**Adobe PDF**" as the type of the file to be saved. Other parameters should be as in figures.

Save file as PDF	File <u>n</u> ame:	Layout 1	-	<u>S</u> ave
	Save as <u>t</u> ype:	Adobe PDF	-	Cancel

CARD "GENERAL"

Select pages that you want to export to a PDF file.

Set **Compatibility** to Acrobat 4 (PDF 1.3). If you have used Transparency option in the preparation phase, this setting must be made to Acrobat 6 (PDF 1.5), as transparency could behave differently than what is expected.

All other should be turned off.

	Export PDF	
Set compatibility	Prese	et: Press SX2
	General	General
	Compression Marks and Bleeds Advanced Security Summary	Pages • All • Bange: • Sprgads Options

CARD "COMPRESSION"

Set all to **Bicubic Downsampling to 300PPI**, Compression None. Turn off Compress Text and Line Art. If your computer is slow, with little memory or your time is limited, set settings to None instead to Bicubic Downsampling. Turn off both Compress Text and Line Art and Crop Image data to Frames. By doing so you will have a bigger PDF file, and the processing time will be less.

CXPORC PDF	
	Preset: Press SX2
General	Compression
Compression Marks and Bleeds	Color Images
Advanced	Bicubic Downsampling to 300 pixels per inch
Security Summary	for images above: 450 pixels per inch
	Compression: None IIIe Size: 256
	Image Quality:
	Grayscale Images
	Bicubic Downsampling to 300 pixels per inch
	for images above: 450 pixels per inch
	Compression: None Tile Size: 256
	Image Quality:
	Monochrome Images
	Bicubic Downsampling to
	for images above: 1800 pixels per inch
	Compression: None

CARD "MARKS AND BLEEDS"

Turn off everything. All necessary marks will be set during assembly. Set Bleed to 0mm.

	Export PDF	
Marks and Bleeds should be turned	Preset	: Press SX2
off	General Compression Marks and Bleeds Advanced Security Summary	Marks and Bleeds Marks All Printer's Marks Crop Marks Bleed Marks Registration Marks Offset: 2.117 mm Color Bars Page Information
		Bleed and Slug Use Document Bleed Settings Bleed: Iop: 0 mm Bottom: 0 mm Right: 0 mm

.

Set compression

CARD "ADVANCED"

- Colour should be set to **CMYK** so that all should be in CMYK colour space. Turn off **Simulate Overprint** because it is better that all necessary overprints should be set object per object when conducting preparation.
- **OPI** everything must be turned off so that all images in the required resolution would be included in the PDF file.
- Set **Transparency Flattener** to High Resolution for obtaining as high quality of a PDF file as possible.

Press the button "Export" in the end.

Ехро	rt PDF	
Advance	Pre <u>s</u> et:	Press SX2
settings		
G	ompression	
M	larks and Bleeds	
A	dvanced	<u>C</u> olor: CMYK _
S	Security	Destination Profile: N/A
	ummary	Include ICC Profiles
		Simulate Overprint
		- PDF/X
		- Fonts
		Subset fonts when percent of characters used is less than: 100%
		- OPI
		Omit for OPI:
		- Transparency Flattener
		Preset: [High Resolution]
		Tignore Spread Overrides
	Sa <u>v</u> e Preset	Export Reset

In the ideal case, the preparation of all parts is performed in the appropriate programs before setting start and in such a manner so as to ensure further processing. Our recommendations are:

- **CoreIDRAW** for drawing a character from the start in a vector shape (since CoreIDRAW has the best module for drawing from the start, if you are not used to other programs);
- Adobe Illustrator for all vector work, control and precise finishing of drawing;
- Adobe PhotoShop for all work on bitmaps;
- Adobe InDesign for final set making.
- 1. It is preferable (but not mandatory) not to use bitmaps in programs for working with vectors other than for tracing as per bitmaps. Combining of vector objects and bitmaps should be performed in DTP program (InDesign or QuarkXPress) by simple setting of objects one over another.
- 2. It is preferable that one text is made in DTP program, if it is long.
- 3. Newer versions of InDesign and QuarkXPress support direct insertion of PSD format and work with PhotoShop layers, therefore we recommend the use of PSD format for bitmaps. Thus you will save time and space on a disk (you don't have to make a copy which should be without layers; you can make necessary changes directly on the file which is imported in DTP program).
- 4. If sets are made in InDesign, you must review the preparation in Separations Preview. If the preparation is made in another program, review separations in Adobe Acrobat by using the command **Output Preview** from Advanced menu. In the same menu you should turn off the option **Overprint Preview**.



On the screen without separation overview



Overprint: NO





Overprint: YES

5. Please remember that only a PDF file is **universally usable and unchangeable**, regardless of the operating system, type of computer, program, presence or absence of fonts, until it needs to be edited.

That is why PDF is preferred as the method to ensure that the preparation is accurate, filmed, placed on panels or printed. It also significantly facilitates manipulation and protects the design because it is not necessary to take all files that make the preparation. The preparation of the next generation of universally usable format to succeed PDF has been worked on, but it will take lots of time for the new format until it becomes widely used as PDF now.

