

Condensing and Plotting PDF files on Printers & Plotters (For Adobe InDesign)- Option B

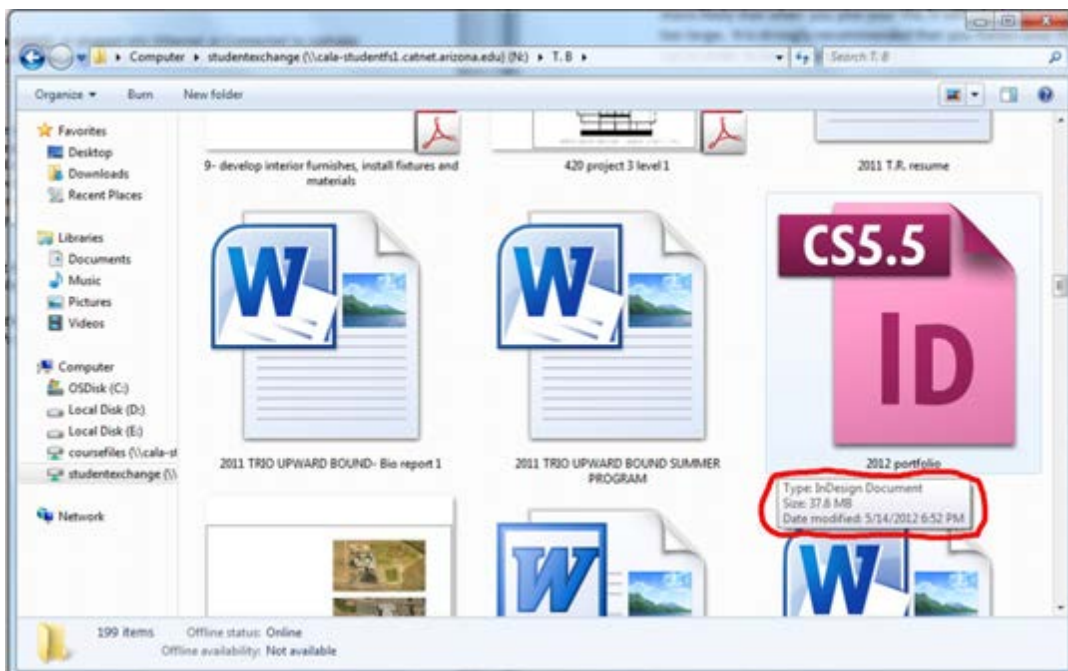
Important information:

- In order to plot your file with the best quality the quality as possible, it is important to flatten your file as small as possible. The smaller the file as flatten, the quicker the plotter will print your file. If you have a PDF file with at least 20 MB or larger, it is more likely that when you plot your file, it will take longer to print because the size too large. It is strongly recommended that you flatten your PDF file as small as you can in order to have a quicker plot.

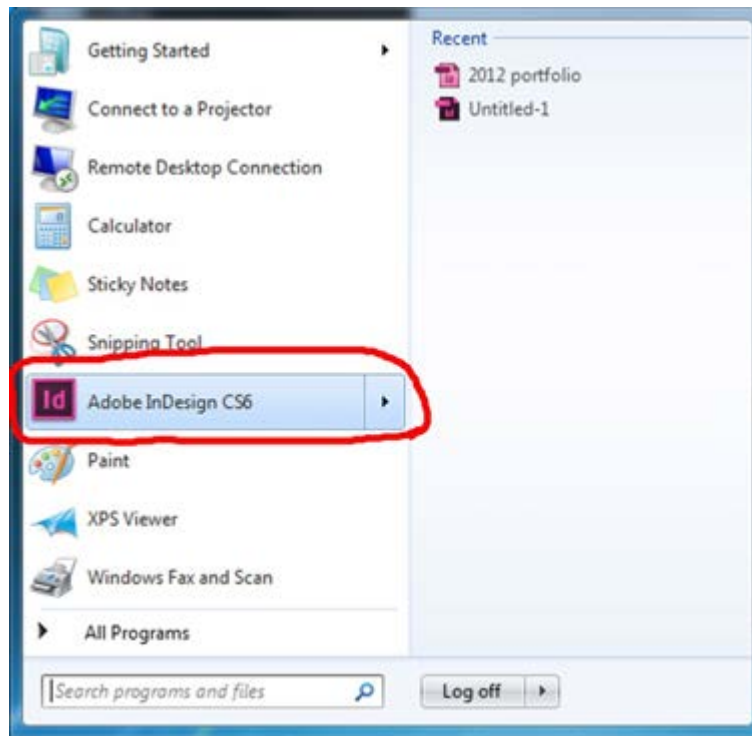
Option B- Printing your file into Adobe PDF format

1. Before you open your file in InDesign, check to see how big your document is first, then open your file.

(For example....The file that I want to open that is circled is 37.6 MB...in order to have a quicker print with high quality; you want to make that file smaller.)



2. Go to the start menu, to open *Adobe Design CS6*.



3. Go to *File...open*



4. Open your selected InDesign file.



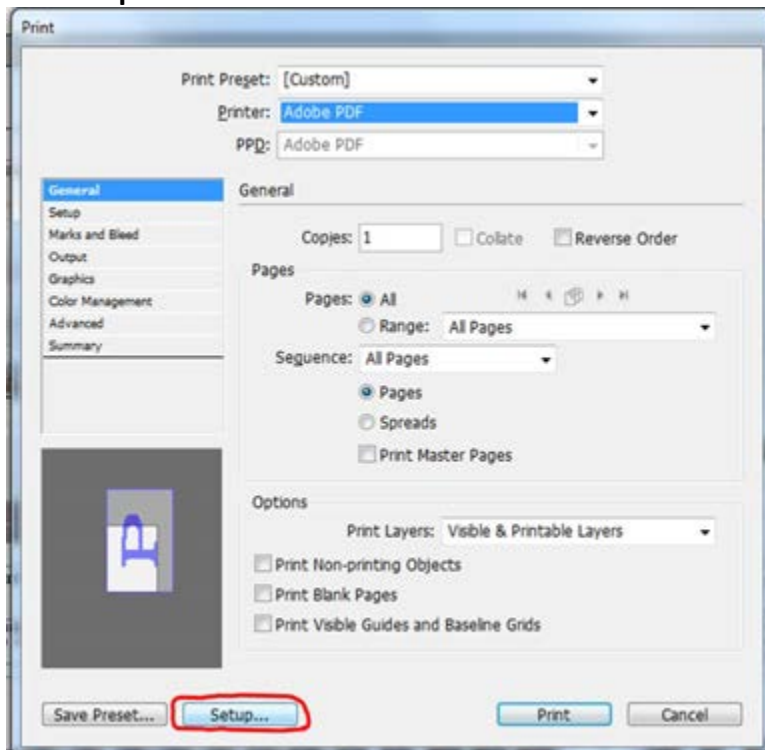
5. Check to make sure all of your page layouts are complete the way you want it.
If you need select *overview print* to check the quality of your file before you PDF print it...



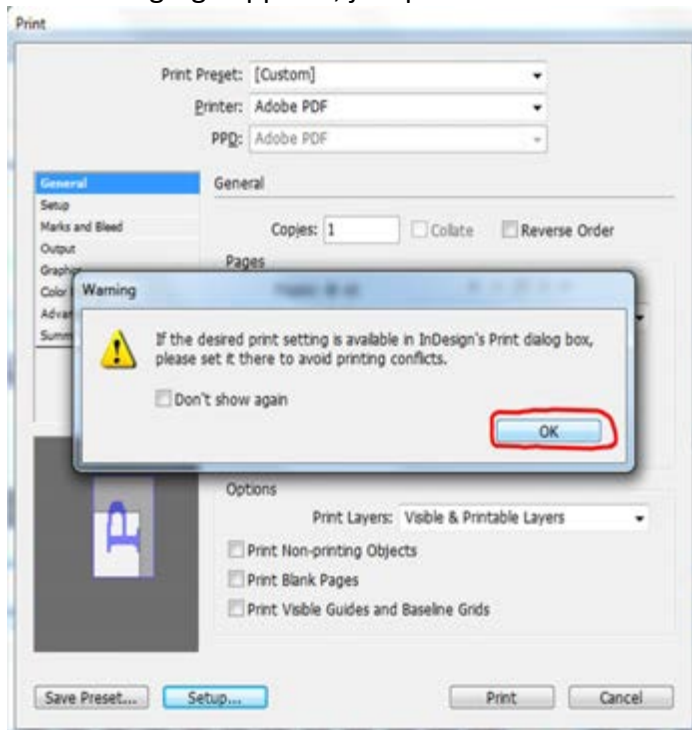
6. Go to file and select **print...**



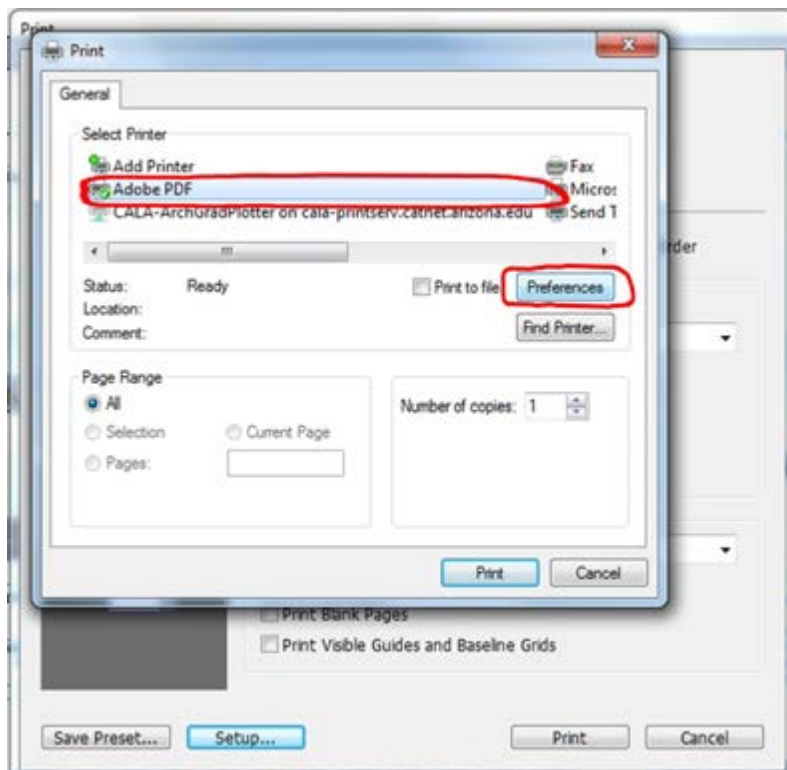
7. Go to **setup...**



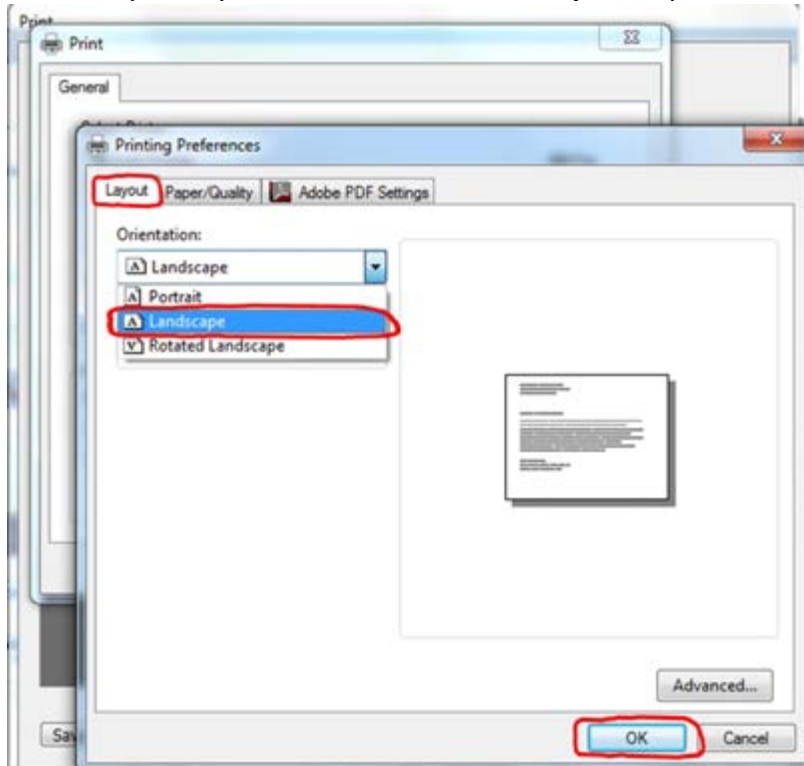
8. If the warning sign appears, just press **ok....**



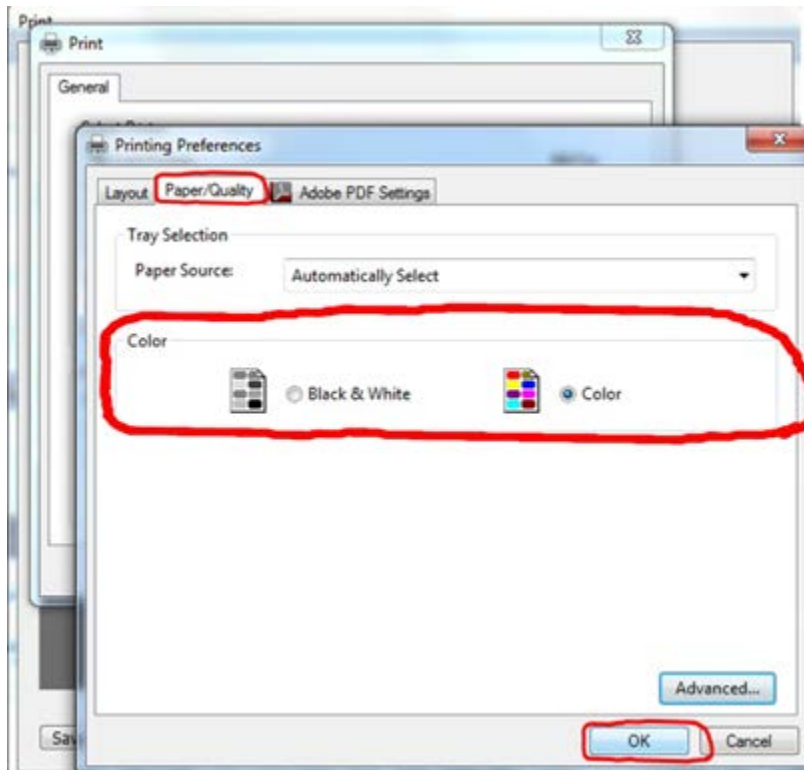
9. Select **Adobe PDF** and then click on '**preferences**'....



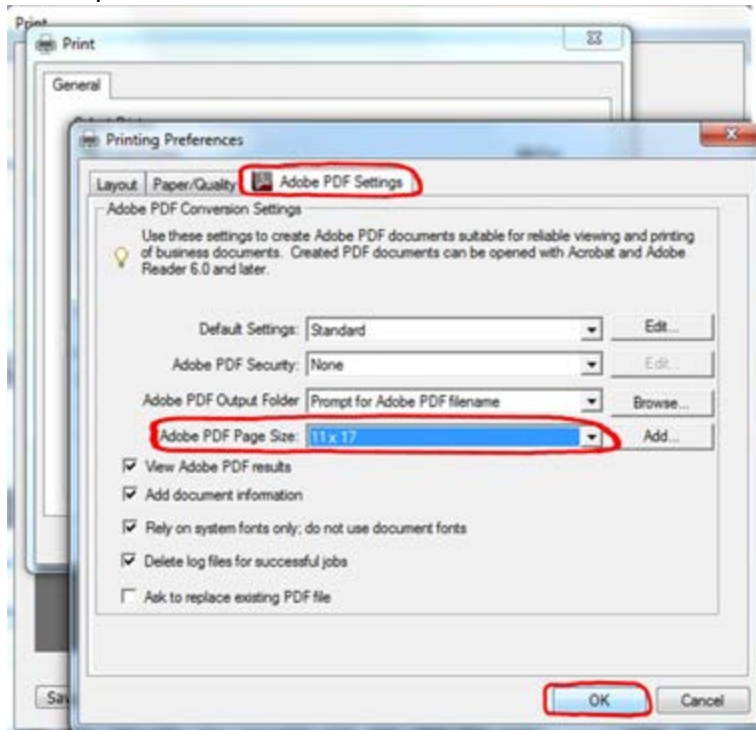
10. Make sure your layout is selected on **Landscape** and press 'ok'....



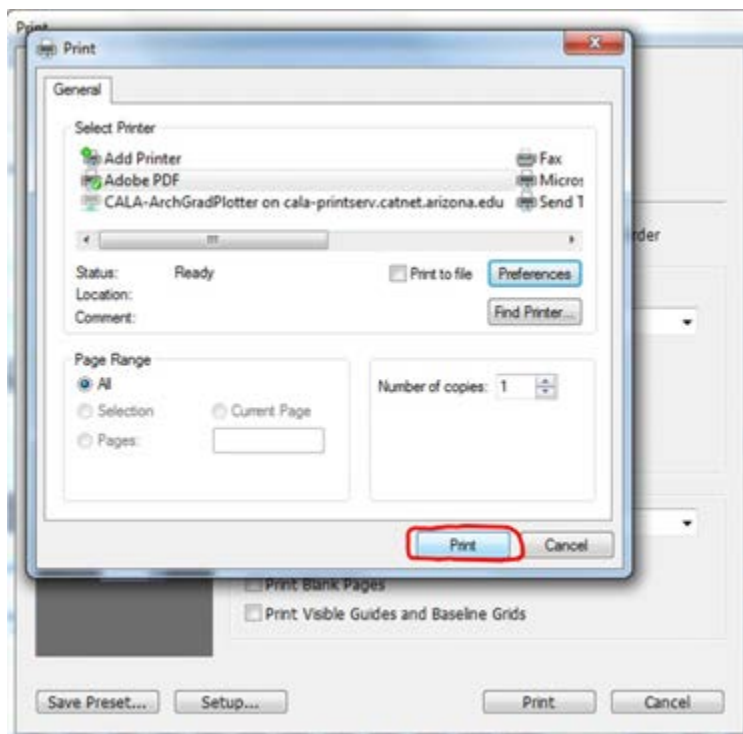
11. Make sure your paper quality is correct in either "**black & white**" or '**color**', then press 'ok'....



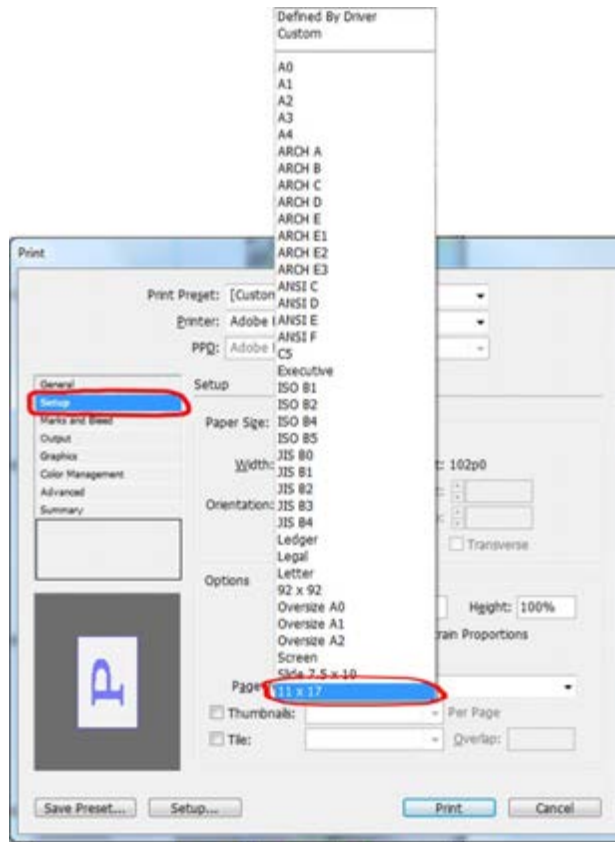
12. Make sure your *Adobe PDF Settings* is correct by selecting your appropriate PDF page size and press 'ok'....



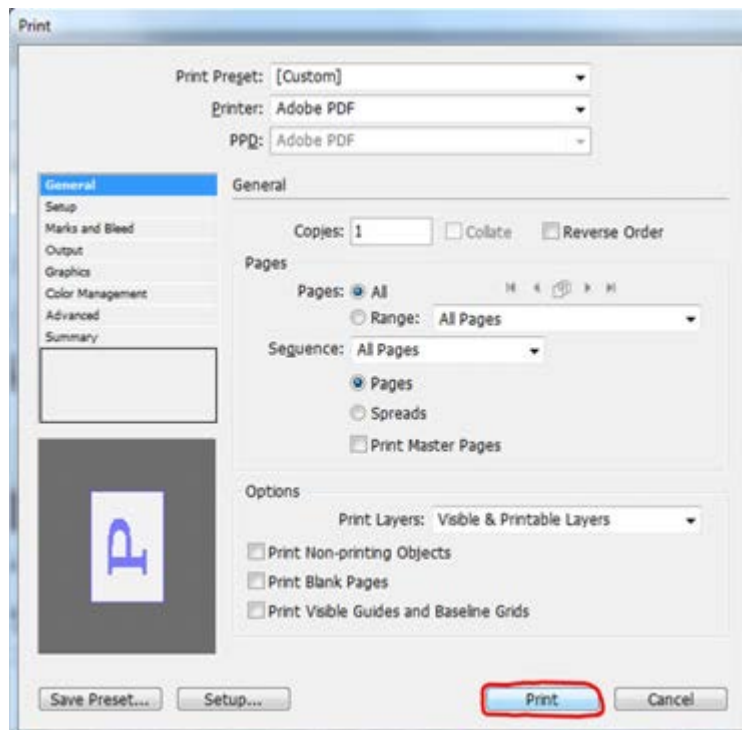
Once all of your settings are done, press '**print**'....



13. Go to **setup** on the left side under general and select your appropriate paper size.



14. Select 'Print' again...



(SN: if you need to, you can save your print setup by pressing **Save Preset** and naming your preset which will be saved in the **Print Preset** section.)

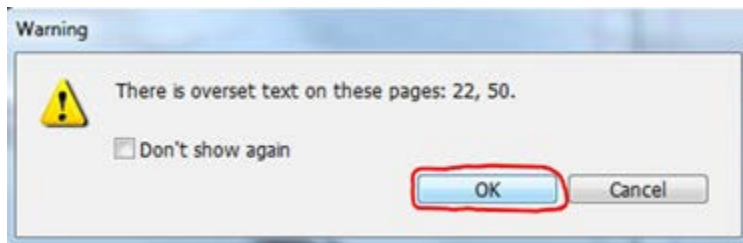
15. Once you select *print*, it will take a few minutes to condense to PDF.

16. Press **'ok'**...

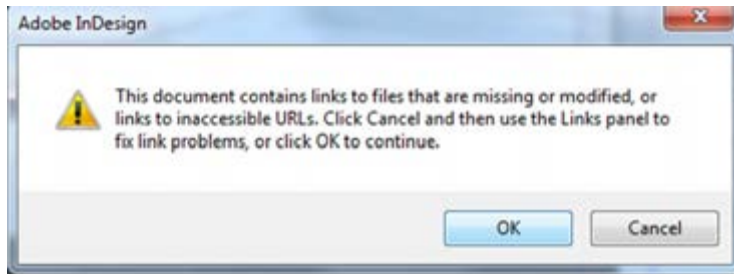


A *'Gathering Information box'* will appear on the screen after you press ok...

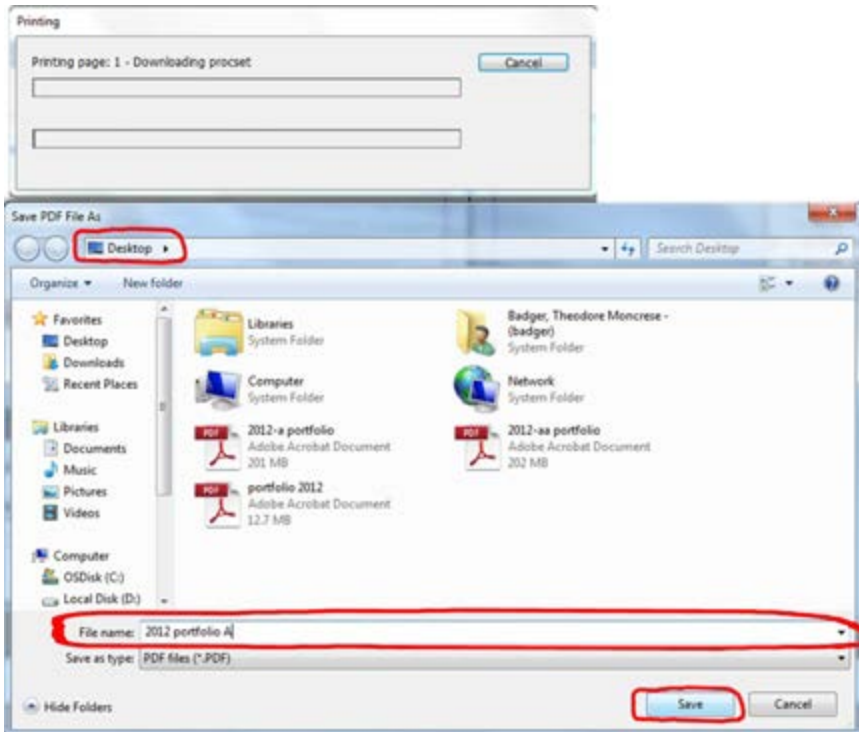
Once the *'warning box'* appears...press **'ok'**...



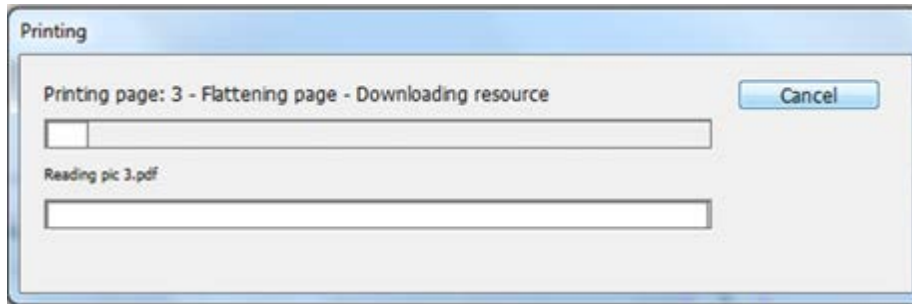
17. If another warning sign appears...just press **'ok'**...



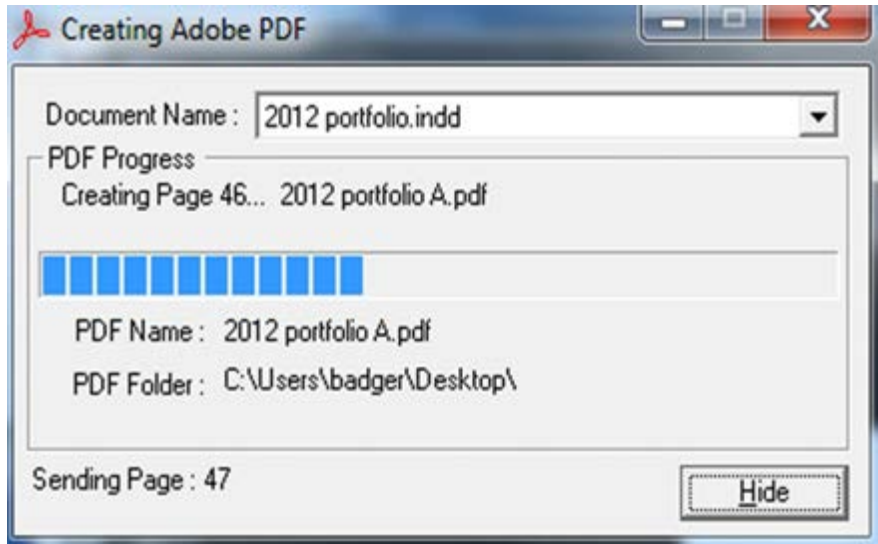
18. As your file begins to print to PDF, you will be asked to save your PDF in an appropriate location where you can find it, but always save it to the desktop.



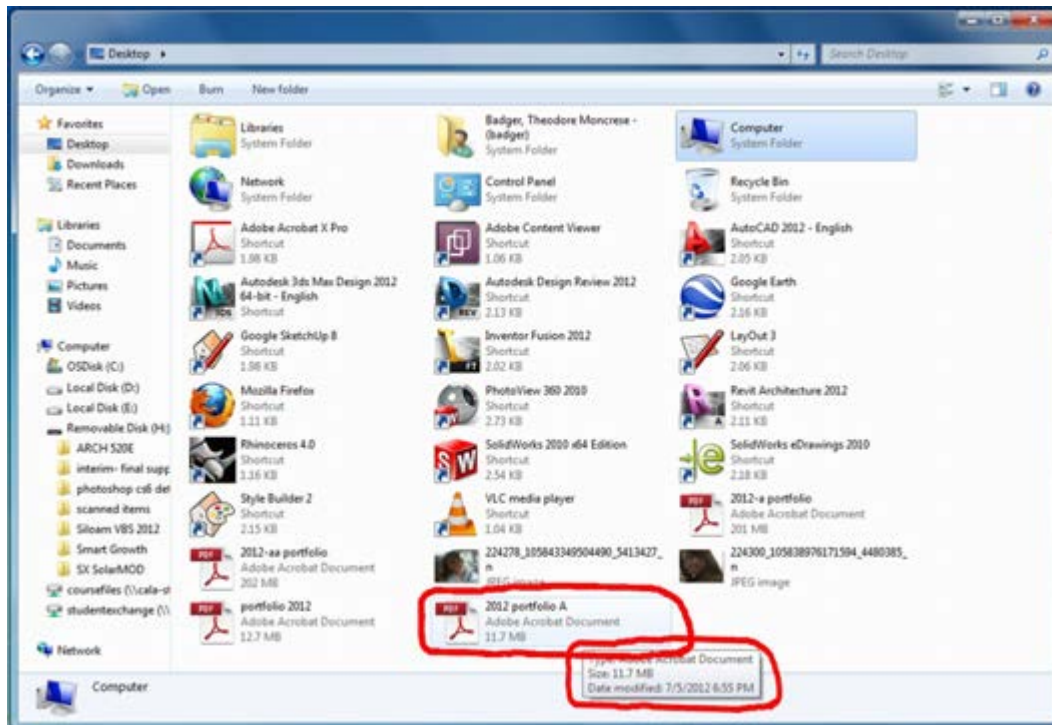
19. Wait for your file as your InDesign file begins to flatten everything...this may take a few moments to complete into PDF...



Wait until you see the 'Creating the PDF' graph complete to 100%...



20. Once it appears on your desktop, make sure you check the actual size before opening the file....you should see the actual size that has been flattened once it has been printed to a PDF file.
(i.e. - this file has been flattened to 11.7 MB)



Then once you checked the size, open the file and you're ready to print it on paper.