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.

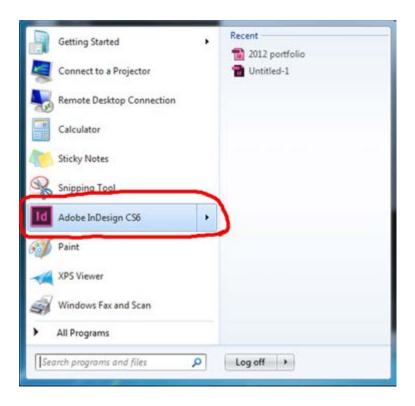
Option B- Printing your file into Adobe PDF format

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.)

| Contraction of the second | studentexchange (\\cala-studentful cathet.arizon | realist , re , | • 49 Search 7,8 | |
|----------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------|-------|
| Irganize • Burn Ne | w folder | | | · 🗆 0 |
| Favorites Desktop Downloads Recent Places | 9- develop interior furnishes, install febures and materials | 420 project 3 level 1 | 2011 T.R. resume | |
| Libraries Documents Music Pictures Videos | W | W | CS5.5 | |
| Computer CosDisk (C:) Local Disk (D:) Local Disk (E:) | | | ID | |
| 😪 coursefiles (\\cala-st 😒 studentexchange (\\ 🕨 Network | 2011 TRO UPWARD BOUND- Bis report 1 | 2011 TRIO UPWARD BOUND SUMMER PROGRAM | 2012 pontfolie Type: InDesign Document Stat: 37.8 M8 Date modified: 5/34/2012 6:52 PM |) |
| | 20 | | W | |

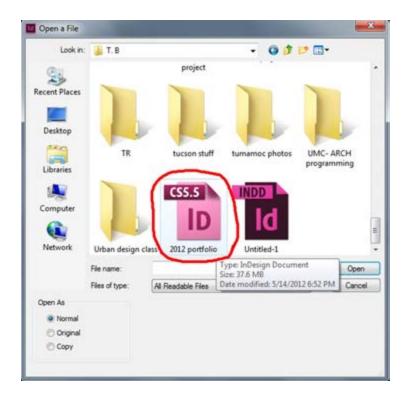
2. Go to the start menu, to open Adobe Design CS6.



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...

| Overprint Preview | Alt+Shift+Ctrl+Y |
|----------------------|------------------|
| Proof Setup | |
| Proof Colors | |
| Zoom In | Ctrl+= |
| Zoom Out | Ctrl+- |
| Fit Page in Window | Ctrl+0 |
| Fit Spread in Window | Alt+Ctrl+0 |
| Actual Size | Ctrl+1 |
| Entire Pasteboard | Alt+Shift+Ctrl+0 |
| Rotate Spread | |
| Screen Mode | |
| Display Performance | |
| Hide Rulers | Ctrl+R |
| Extras | |
| Grids & Guides | |
| Structure | |
| Story Editor | |

6. Go to file and select print...

| Id | File Edit Layout Ty | pe Object Table \ |
|------|---------------------|-----------------------------------------------------------------------------------------------------------------|
| | New | , |
| 000 | Open | Ctrl+O |
| | Browse in Bridge | Alt+Ctrl+O |
| R | Open Recent | • |
| A | Close | Ctrl+W |
| B | Save | Ctrl+S |
| | Save As | Shift+Ctrl+S |
| 4 | Check In | |
| Г. | Save a Copy | Alt+Ctrl+S |
| 1 | Revert | |
| 2 | Place | Ctrl+D |
| 1. | Import XML | |
| ₫, | Adobe PDF Presets | |
| | Export | Ctrl+E |
| 6 | Document Presets | • |
| | Document Setup | Alt+Ctrl+P |
| | User | |
| 7 | File Info | Alt+Shift+Ctrl+I |
| 1. | Package | Alt+Shift+Ctrl+P |
| 0 | Print Precete | |
| 4 | Print | Ctrl+P |
| 6 | Print Booklet | |
| 8.7 | Exit | Ctrl+Q |
| 1000 | | a loss of the second |

7. Go to setup...

| etup tarks and Bieed Doput Pages Door Management Idvanced Copjes: 1 Colate Pages Pages Pages: All Reverse Order Pages Pages: All Reverse Order Pages Pages Pages Pages Pages Pages Pages | | Print Preset: [Custom | 0 | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|---------------|----------------|---------------|---|
| Several General Atks and Bleed Copjes: 1 Colate Reverse Order Pages Pages: Al H & B H Dor Management Range: Al Pages Seguence: Al Pages Seguence: Al Pages Seguence: Al Pages Pages Pages Seguence: Al Pages Pages Print Master Pages Print Layers: Visble & Printable Layers Print Blank Pages | | Printer: Adobe P | DF | | | |
| Antop farks and Bleed Activit pages Dobr Management Idvanced Johnnary Copjes: 1 Colate Reverse Order Pages Pages Pages Pages Seguence: Al Pages Pages Spreads Print Master Pages Options Print Layers: Visible & Printable Layers Print Blank Pages | | PPD: Adobe P | DF | | | |
| Arks and Bied Copies: 1 Colate Reverse Order Nepvic Pages Al H Beverse Order Pages Pages: Al H Beverse Order Varianced Range: Al Pages • Bennary Seguence: Al Pages • Pages Print Master Pages • Options Print Layers: Visble & Printable Layers • Print Non-printing Objects Print Blank Pages • | Seneral | General | | | | |
| Adaptic Pages Image: All Pages Image: All Pages Dobr Management divanced Range: All Pages Image: All Pages Seguence: All Pages Pages Pages Spreads Print Master Pages Print Layers: Visible & Printable Layers Print Blank Pages | Setup | | | | 2020 | |
| Pages Print Master Pages Print Layers: Visble & Printable Layers Print Bank Pages Print Bank Pages | Harks and Bleed | Copje | s: 1 | Collate | Reverse Order | |
| Pages: Al H & B + H Chanced Commany Pages: Al Pages Pages Pages Pages Print Master Pages Print Layers: Visble & Printable Layers Print Blank Pages | | Pages | | | | |
| Advanced Internative Internati | 1. T. 1. T. 1. | | 14 G 1 | н | 4 (B + H | |
| Seguence: Al Pages Seguence: Al Pages Pages Spreads Print Master Pages Options Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages | Advanced | reye | | All Dagar | | - |
| Pages Spreads Print Master Pages Options Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages | Summary | - | | Airages | | |
| Options Print Master Pages Options Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages | | Seguence | e: All Pages | | | |
| Print Master Pages Options Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages | | | Pages | | | |
| Options Print Layers: Visible & Printable Layers • Print Non-printing Objects Print Blank Pages | | | O Spreads | | | |
| Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages | _ | | 🗌 Print Ma | aster Pages | | |
| Print Non-printing Objects Print Blank Pages | | Options | | | | |
| Print Blank Pages | | | Print Layers: | Visible & Prin | table Layers | |
| Print Blank Pages | | Print Non | -orinting Obj | ects | | |
| | | Contraction of the states | | 6566 | | |
| Eliphinic visible Guides and Baseline Grids | | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | d Paralas Crid | | |
| | | Print Visit | ne duides ani | o basenne Grid | | |

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

| Print Prese | re. Lenscomj | • |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Printe | er: Adobe PDF | |
| PP | Q: Adobe PDF | |
| ral Ge | ineral | |
| and Bleed | Copies: 1 Collat | te 🛛 Reverse Order |
| 10 March 10 | Pages | |
| Warning | ed print setting is available in InDesp t there to avoid printing conflicts. | |
| Warning If the desir please set i Don't sh | ed print setting is available in InDesg t there to avoid printing conflicts. ow again | |
| Warning If the desir please set i Don't sh | ed print setting is available in InDesig t there to avoid printing conflicts. ow again Options | an's Print dialog box, |
| Warning If the desin please set r Don't sh | ed print setting is available in InDesig t there to avoid printing conflicts. ow again Options Print Layers: Visible & | an's Print dialog box, |
| Warning If the desin please set if Don't sh | ed print setting is available in InDesig t there to avoid printing conflicts. ow again Options | an's Print dialog box, |
| Warning If the desin please set if Don't sh | ed print setting is available in InDesig t there to avoid printing conflicts. ow again Options Print Layers: Visible & Print Non-printing Objects | gn's Print dialog box, OK Printable Layers |

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

| Select Printer Mi Add Printer Adobe PDF | Fax |
|-------------------------------------------------------|------------------------------------|
| CALA-ArchuradPlotter on cala-prim | , ider |
| Status: Ready Location: Comment: | Print to file Preferences |
| Page Range All Selection Current Page Pages: | Number of copies: 1 |
| | Print Cancel |
| Print Bank I | Pages Guides and Baseline Grids |

| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Printing Preferences ayout Paper/Quality Orientation: | Adobe PDF Settin | ga | |
|-----------------------------------------|-------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | Landscape Landscape Landscape Rotated Landsca | ape | | |
| | | | interest of the second se | |
| | | | | |

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"....

| La | vinting Preferences | Adobe PDF Settings | Martin Co. |
|----|---------------------------------|----------------------|------------|
| | Tray Selection Paper Source: | Automatically Select | |
| 1 | Color | 💿 Black & White | Color |
| | | | |
| | | | |

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

| Printing Preferences | | _ | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------|---------|
| Layout Paper/Quality | the second se | | |
| Adobe PDF Conversion Set | tings create Adobe PDF documents suitable for rel | | |
| Header 6.0 and later. | ngs: [Standard | | Edit. |
| | | | Edł. |
| Adobe PDF Sec | | | 0.000.0 |
| Adobe PDF Output Fo | older Prompt for Adobe PDF filename | • E | Browse. |
| Adobe PDF Page : | Size 111x17 | • | Add |
| View Adobe PDF res | uts | and the second second | |
| Add document inform | ation | | |
| Paly on system fonts | only; do not use document fonts | | |
| P Delete log files for sur | ccessful jobs | | |
| Ask to replace existin | a PDF Ne | | |

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

| Select Printer | DF | Fax Micros tserv.catnet.arizona.edu |
|-----------------------------------------|--------------|-------------------------------------------|
| | | , ider |
| Status: Location: Comment: | Ready | Print to file Preferences Find Printer |
| Page Range Al Selection Pages: | Current Page | Number of copies: 1 😩 |
| | | Pare Cancel |
| | Print Bank | Pages Guides and Baseline Grids |

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

| | Defined By Driver Custom | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------|
| | A0 A1 A2 A3 A4 ARCH A ARCH B ARCH C ARCH D ARCH E1 | |
| Print | ARCH E2 ARCH E3 | |
| Pri | nt Preget: [Custon ANSE C | - |
| | Emiter: Adobe IANSI E | |
| | PPQ: Adobe 1 CS | |
| Oerenal | Executive | |
| Setup | Setup 150 81 150 82 | |
| Marks and Breed | Paper Sige: ISO 84 | |
| Output Graphics | ISO 85 JIS 80 | |
| Color Management | Wetth: J15 80 | t: 102p0 |
| Advanced Summary | JIS 82 Orientation: JIS 83 | |
| Summary | 315 84 | < [5] |
| | Ledger | Transverse |
| | Options Letter | |
| _ | 92 x 92 | Toronto Tennes |
| | Oversize A0 Oversize A1 | Hgight: 100% |
| | Oversize A2 | train Proportions |
| | Screen Strie 7.5 x 10 | |
| | Page | · · |
| | E Thumbnails: | - Per Page |
| and the second s | E Tie: | - Overlap: |
| - | | |
| Company 1 | Charles 1 | |
| Save Preset | Setup | Print Cancel |

14. Select 'Print' again...

| Print Preset: | [Custom] | | | | |
|----------------------------------|-----------------|------------|----------------|---------------|---|
| Printer: | Adobe PDF | | | | |
| PPD: | Adobe PDF | | | | |
| eneral Gene | eral | | | | |
| eto | | | | | - |
| tarks and Bleed | Copjes: | 1 | Colate | Reverse Order | |
| Ntput Pai | pes | | | | |
| izaphics Part blor Management | Pages: | E AL | 14 | 4 (B) H | |
| dvanced | | | Al Pages | | - |
| ummary | | | na rayes | | |
| | Seguence: | All Pages | | * | |
| | | Pages | | | |
| | | Spreads | | | |
| | 1 | Print Ma | ster Pages | | |
| Op | tions | | | | |
| | Pri | nt Layers: | Visible & Prin | table Layers | • |
| | Print Non-pri | nting Obje | cts | | |
| | Print Blank P | | | | |
| | | | Baseline Grids | | |
| | PTITIC VOIDIE (| autoes ano | basewie Gilus | | |

(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'...**

| Adobe Pl | hotoshop CS6 Extended |
|----------|--------------------------------------------------------------------------------------------------------------------------|
| 0 | The settings you choose in the Save Adobe PDF dialog can override your current settings in the Save As dialog box. |
| | ОК |
| Don'i | t show again |

A 'Gathering Information box' will appear on the screen after you press ok.... Once the 'warning box' appears...press 'ok'...

| arning | The second s |
|--------|----------------------------------------------------------------------------------------------------------------|
| 1 | There is overset text on these pages: 22, 50. |
| _ | Don't show again |
| | OK Cancel |

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.

| inting | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|----|
| Printing page: 1 - Downloading prociset | | Cancel | | | |
| | | | | | |
| e PDF File As | | 1 | | | -8 |
| Desktop + | | | • 4+ Search Desiltup | | P |
| Organice • New folder | d. | | | <u>ات</u> . | .0 |
| Favorites Countloads | Dessries System Failder Computer System Folder Oliza portfolio Adobe Acrobat Document 201 MB portfolio 2012 Adobe Acrobat Document 122 MB | Badger, Theodo (badger) Syntem Folder Network Syntem Folder 2012-sa portfoli Adobe Acrobat 202 MB | 1 | | |
| 1 Computer Computer Cos Local Disk (D:) | | | | | |
| File name: 2012 po | ntiolio A | | | | |
| Save as type: PDF file | s (".PDF) | | | | • |
| | | | Save | Cance | |

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

| Printing page: 3 - Flattening page - Downloading resource | Cancel |
|-----------------------------------------------------------|--------|
| | |
| Reading pic 3.pdf | |

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

| Document Name : 2012 portfolio.indd | • |
|-------------------------------------------------------|---|
| PDF Progress Creating Page 46 2012 portfolio A.pdf | |
| | |
| PDF Name: 2012 portfolio A.pdf | |
| PDF Folder: C:\Users\badger\Desktop\ | |

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)

| | | | | and the second second |
|---------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------|-----------------------|
| 🕒 🕞 🔳 Desktop 🔸 | | | • ++ Search Desition | P |
| Organize 👻 🤤 Open | Burn New folder | | | s · 🛙 0 |
| Favorites | Libraries System Folder | Badger, Theodore Moncrese - Oxedger) System Folder | Computer System Folder | |
| Recent Places | Network System Felder | Control Panel System Folder | Recycle Bin System Folder | |
| Documents | Adobe Acrobat X Pro Shortcut 1.58 KB | Adobe Content Viewer Shoricut 1.06 KB | AutoCAD 2012 - English Shorhout 2.05 KB | |
| Pictures Videos | Autodesk 3ds Max Design 2 64-bit - English Shortsut | Autodesk Design Review 2012 Shortcut 2.1.3 KB | Geogle Earth Shortcut 2.35 KB | |
| Computer | Google SketchUp 8 Shortcut 158 KS | Inventor Fusion 2012 Shortcuit 2.02 KB | LeyOut J Sheetcut 2.06 KB | |
| Local Disk (D:) Local Disk (E) Removable Disk (H) | Mazila Firefox Shortcut 111/08 | PhotoView 369 2019 Shortcut 2.73 KB | Revit Architecture 2012 Shortcut 211 KB | |
| ARCH S20E | Rhinoceres 4.0 Shortcut 1.35 KB | SolidWorks 2000 #64 Edition Shortcut 2.54 KB | SelidWorks eDrawings 2010 Shartcut 2:18 KB | |
| photoshop cs6 del scanned items Siloam V85 2012 | Style Builder 2 Shortout 215 Kill | VLC media player Shortcut 1.04 KB | Adobe Acobat Document 2011 Mil | |
| Smart Growth SX SolarMOD Coursefiles (\)cala-st | Adobe Acrobat Document 202 MB | 22N278_305643340504400_5413427_ ******* | 234300_105838976171594_4480385_ n JPEG image | |
| 😨 studentexchange (\\ | Adobe Acrobat Document 12.7 MB | 2002 portfolio A Adobe Acrobat Document 11.7 MB | | |
| Computer | | Size 11.7 MB | 7/5/2012 6:55 PM | |
| 10 | | | | |

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