



HOW TO PROPERLY CREATE SMALL .pdf FILES

IT GROUP TRAINING INITIATIVE: .pdf FILE CREATION

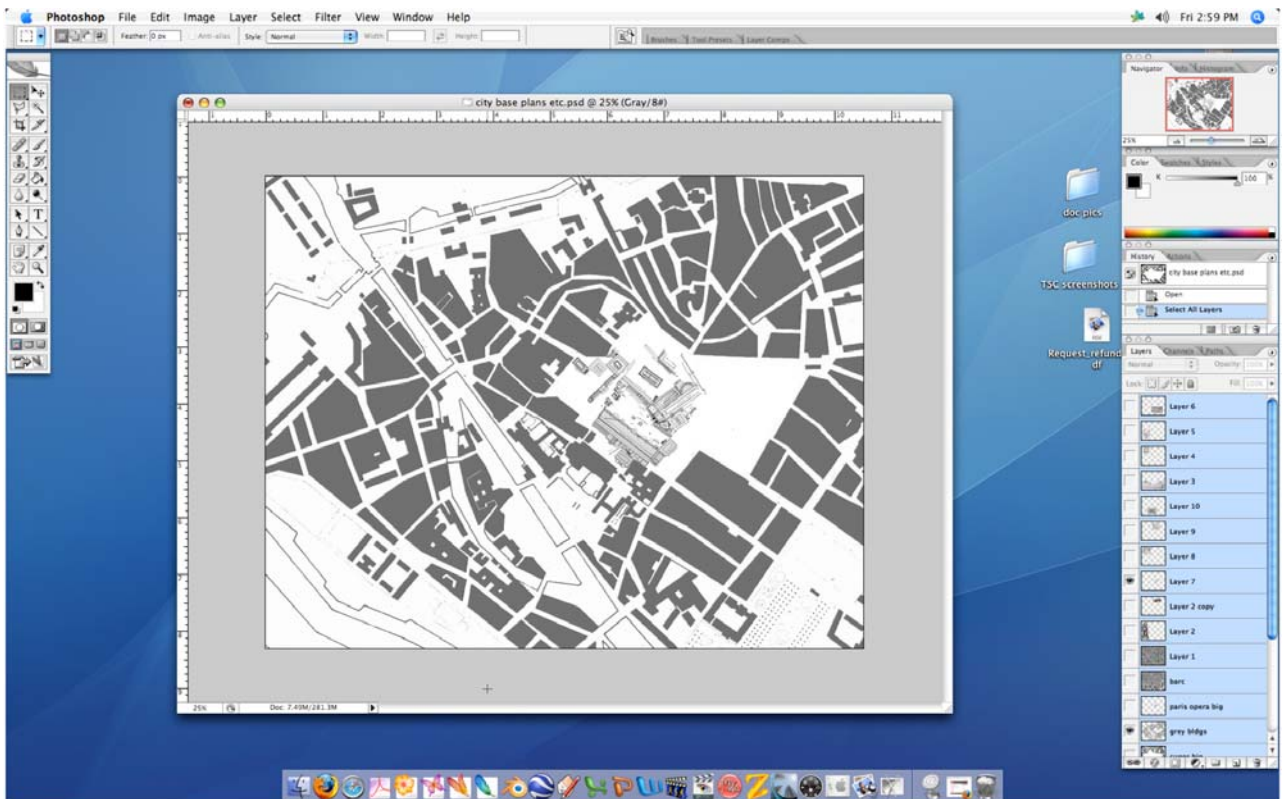
This tutorial covers the best procedure to make the smallest possible .pdf files to later be printed within the Digital Output Center (DOC) or anywhere else for that matter.

For questions on this document or additional technology support, contact the School of Architecture, Planning and Preservation's Technology Solutions Center (TSC) located in Architecture Building, Room 0113 by calling 301-405-56238 or e-mailing TSC@umd.edu.

Proper Creation of .pdf Files

This document will again, cover how to successfully create manageable .pdf files that can be printed at a later time. This process outlines how one actually will 'print' a completed Adobe Photoshop file, versus 'saving' a file to .pdf. Once the document is printed, a dialogue box will appear asking you what you would like to name a file. This is then when you choose where to save your .pdf file for later. By following this process, you will create the smallest possible file size for your .pdf files and save lots of time printing later, especially within the DOC.

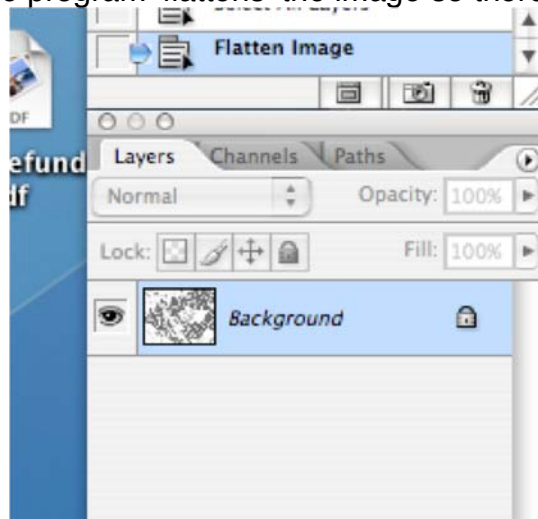
1. Again this tutorial will start just after you have finished laying out a document within Adobe Photoshop. An even easier process will be described for Adobe InDesign later in this document.
2. Here we have a completed document ready for printing. Notice all of the layers we have compiled on the right side of the screen. If we create our .pdf file now, all of this layer information will embed itself within the file, make the file size very large, and eventually drastically slow down our printing time. We need to simply 'Flatten the Image' before we 'print to a .pdf' and all of these problems will be solved. This is very easy, takes about two seconds, and will save you lots of time and frustration later.



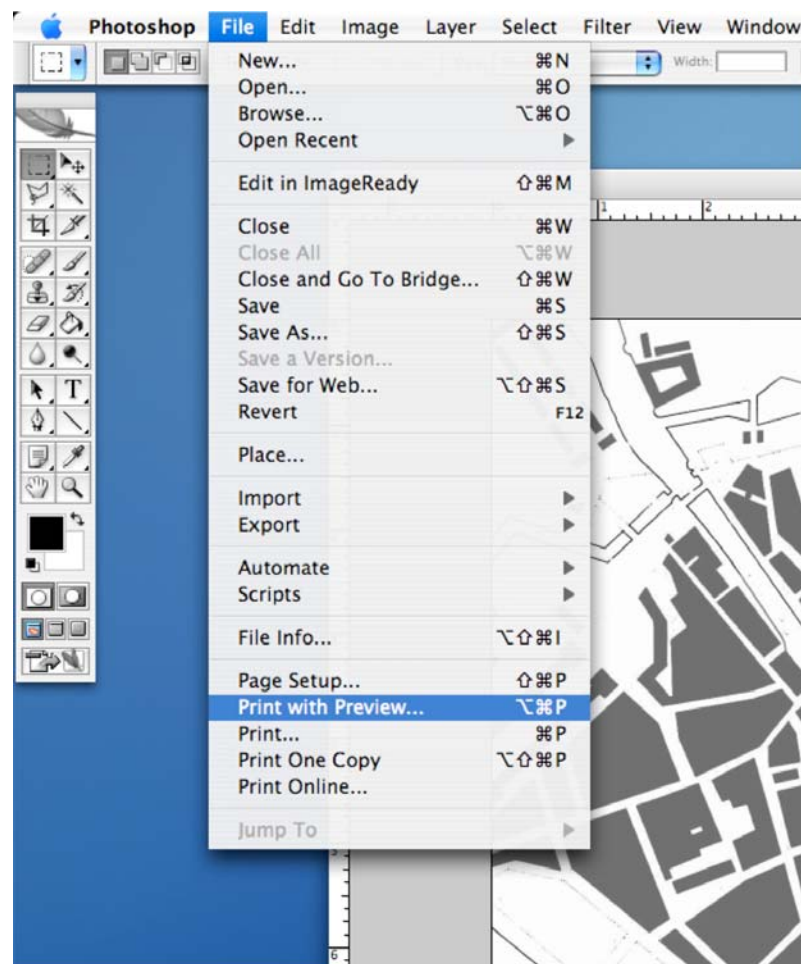
3. First right click on any layer within the 'Layer's Window' and select 'Flatten Image.' Just a small note here, if you click on a text-only layer, this option will not work, so click on a layer made up of a picture or other similar object. Also remember you can 'Undo' this option after we create the .pdf.



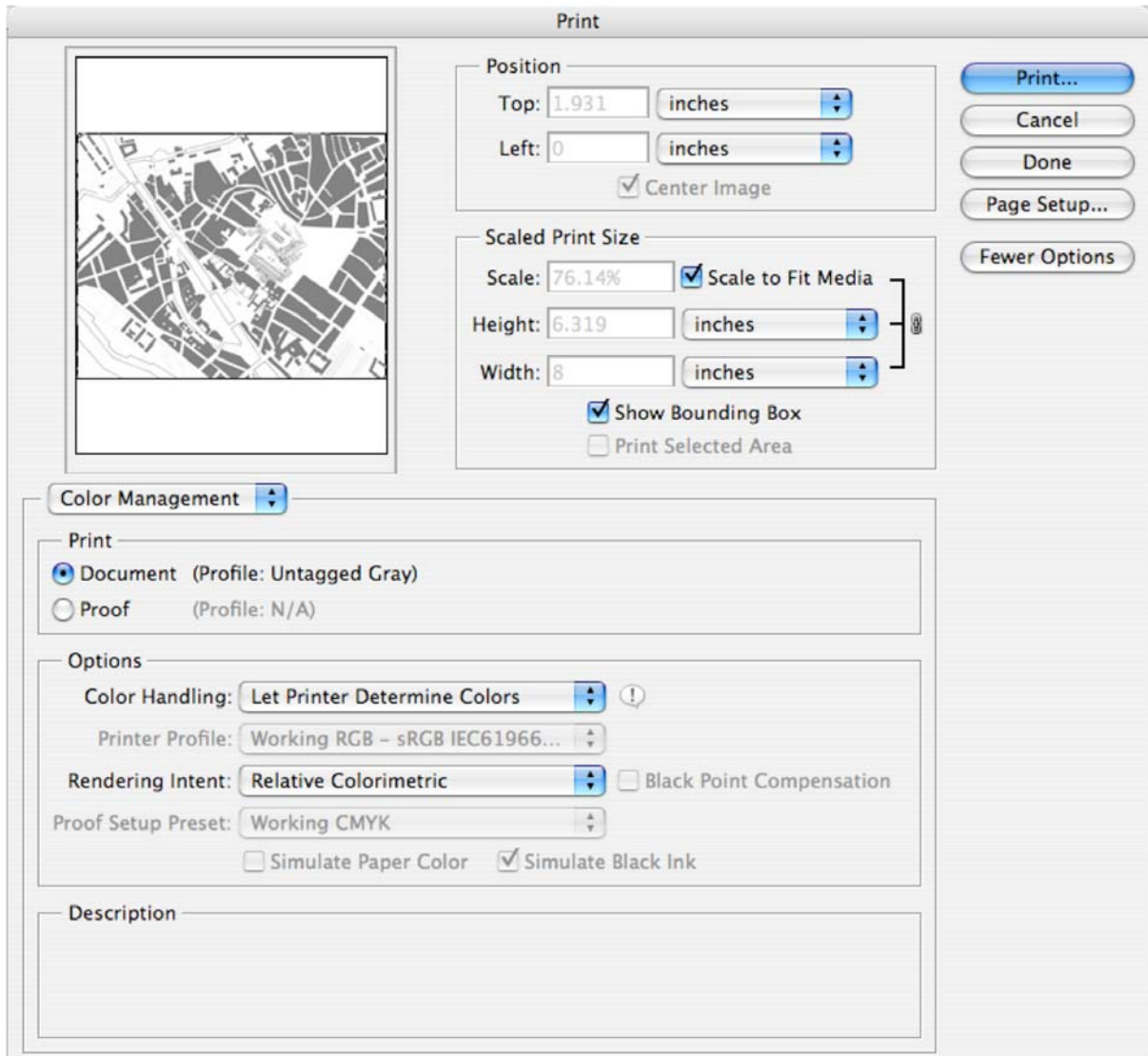
4. Notice here that the program ‘flattens’ the image so there is only one layer.



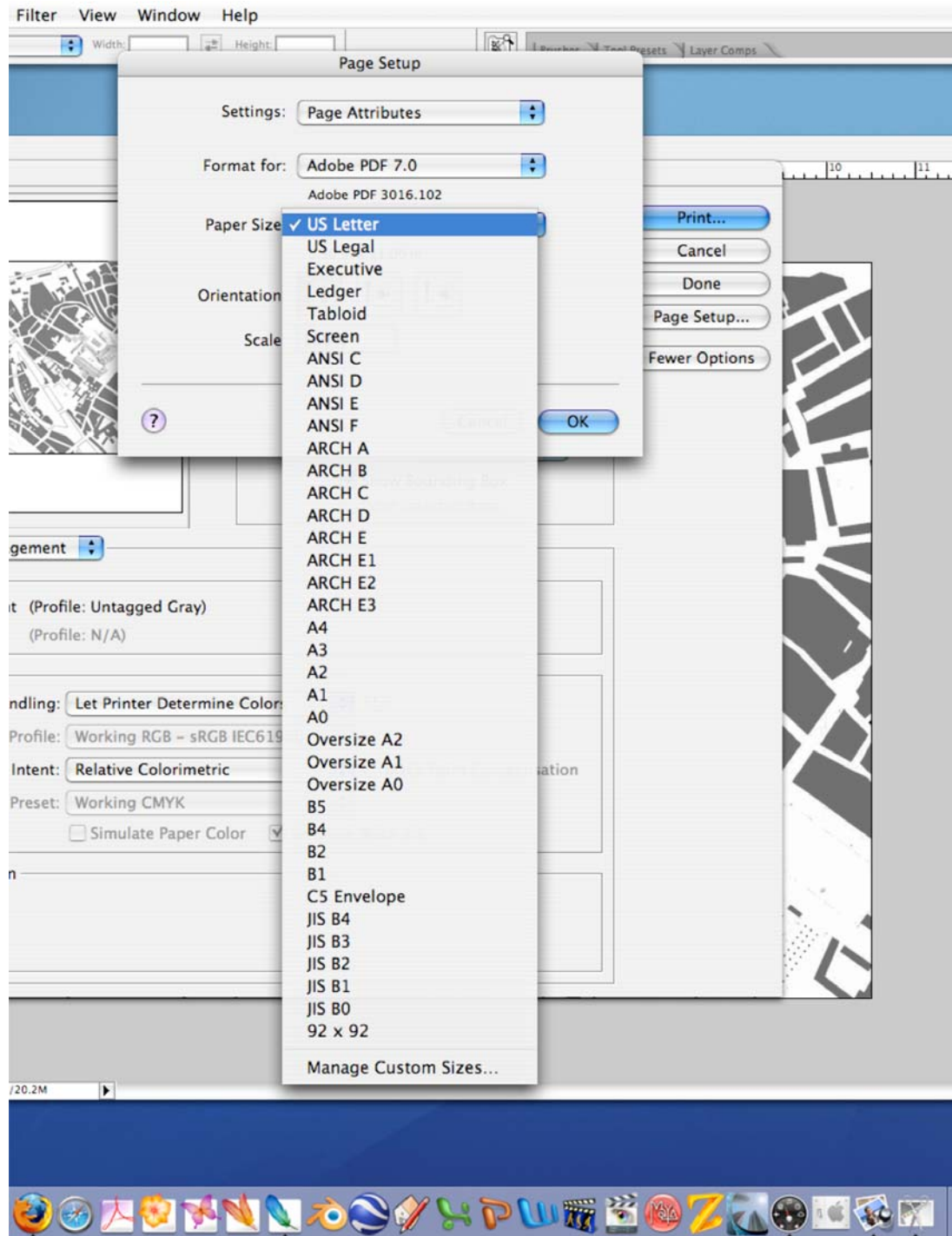
5. Now we are going to print the file. I know it might not make sense at first that we need to ‘print’ here because we are ‘saving’ a file to the computer, but this is the correct process here. Also I always recommend ‘Print with Preview’ because you can actively see how your document will be printed and it is easy here to make changes to the page setup and layout.



6. This is the 'Print with Preview' window. Here you can first go to 'Page Setup' to verify all of your paper sizes, color settings, and layout are set up correctly. In this case you will want to choose the 'Adobe PDF' printer option.



7. If you have set up your document correctly, it will appear correctly in the 'preview box' on the upper left of this window. If your document does NOT preview correctly here, it will NOT print correctly. Therefore make sure everything looks right before you print your file.



8. After everything is set up here, all you have to do is click 'Print', but instead of actually printing a document somewhere, Adobe PDF will bring up another dialogue box and ask you what you would like to name your file. Then all you have to do is choose a 'save location' where you can easily find your file later. Then if you are going to the DOC to print a large file, you would want to copy this file to a flash drive, or other USB device to then transfer the file there.

