



Making a Hi Res PDF for printing InDesign, Quark, Illustrator or Photoshop

Make sure you have Adobe Distiller installed and set up on your computer.

1. Determine what type of pdf you will be creating, black and white (BW), 4 color process (CMYK), or two color spot color (2PMS-this also includes a single PMS and black). NEVER RGB or LAB.
2. All graphics must be 300 DPI.
3. If type is to print black, set to print **black** not RGB or CMYK. Why? To avoid blurriness when printed- aka registration.
4. If graphics bleed (touch the edge of the page), you will need to extend graphics .125" past the edge of the page.
5. Color set up, use the following:
BW pdf: set up as a single color B&W PDF
CMYK pdf: set up as a 4 color process file. Convert all spot colors to process.
2PMS pdf: set up with two PMS color assignments - this also includes a single PMS and black.
6. When generating the pdf, choose Press Quality in the pull down menu and include all fonts, subsets and graphics. Select crop marks with .125" offset. Select .125" as your bleed allowance.
7. Always open the PDF you created to check that you saved it properly. Then print out separations to your printer. BW yields 1 page. CMYK yields up to 4 pages. 2 color PMS yields 2 pages. If you have more than this count of pages, you will need to go back and alter your color assignment.
8. Use PK Zip or Stuff-it to compress your file. Using PK Zip or Stuff-it allows multiple files to be compressed together to be sent as one attachment, rather than multiple attachments.
9. Go to http://www.harwillexpresspress.com/workwithus/send_file.html for our FTP upload system.

Harwill's FTP upload system If you use the link above (Step 9), you will go right to the Send Art page on the HEP website. If you go to the HEP website direct, simply click on the "Send Art" option within the purple field on the right. We need you to fill in the form (*purple fields are required*). Scroll down to the browse icon find your file on your system highlight it and hit Open (*this will attach the file to the FTP system*) then hit Send File. We'll take it from there and be in touch about your job.