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Follow these steps:

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.

This software is very helpful working with Microsoft products like Word and Publisher. In Word you can save a PDF by: File, Save as Adobe PDF. ***This will only save your file as a low res PDF file and will print poorly. If your layout only has type and is B&W then this will work for you.***

If you have any questions please reach out to us at 609-895-1955 and we will help you.

Steven Portrude