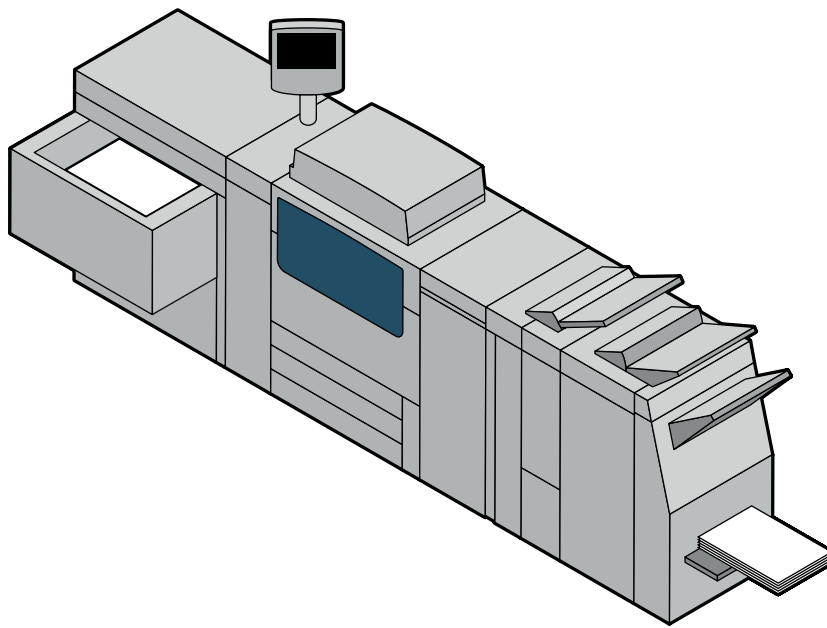


USER MANUAL
FOR EPFL COLLABORATORS
WITH ADOBE ADOBE ACROBAT PRO INSTALLED
How to create compliant files for
DIGITAL PRINTING
color, black-and-white or mix



If you do not have access to an Acrobat Pro installation, this manual doesn't concern you. In this case, we would like to refer you to the instructions [in our old manual](#) (version 09-2014)

All details on
repro.epfl.ch

Remark: all underlined [blue](#) text in this PDF manual are clickable hyperlinks with which you can access important information directly (contact persons, downloads, etc...)

THE .PDF FILETYPE AS A PRINTING STANDARD

The Repro-Print Center only accepts .PDF files to print your documents

We discourage PDFs created directly by MS Office applications. The majority of the time they are incompatible with our printers (incorrect resolution, ignored fonts, etc...), therefore you should follow the method proposed in this manual

Considering the diversity of software used in our school, we propose in this manual various ways to create a .PDF file specific to each software and compatible with our printers



MICROSOFT OFFICE with Acrobat Pro installed : for EPFL collaborators

For Mac and Windows computers: a simple procedure based on the print-generation of a .PDF file

Pages

3-5



ADOBE INDESIGN and ILLUSTRATOR export the PDF directly

All Adobe software integrate the settings to create a professional quality PDF internally.

To obtain predictable and quality results with the «Adobe CS suite», we advice you to refer to the specific manual

[REPRO-DTP-Guideline](#)

6



LATEX according to the version

Print to File > PS and PDF conversion, or PDF directly? According to the LaTeX version, two solutions possible

7

ORDERING WORK :

put your files on our server and contact the person in charge

At the Repro the follow-up of each job is specific :

1. download the PDF «Repro order form», fill it in, and save your data
2. contact the person in charge and transmit your order to them
3. put the .PDF files that you want printed on our server «\\scxdata.intranet.epfl.ch\repro_public\...»

8

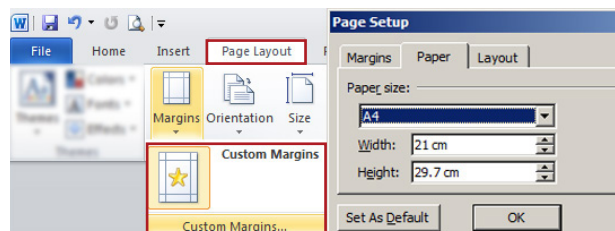


WINDOWS OS For EPFL collaborators with ADOBE PRO pre-installed

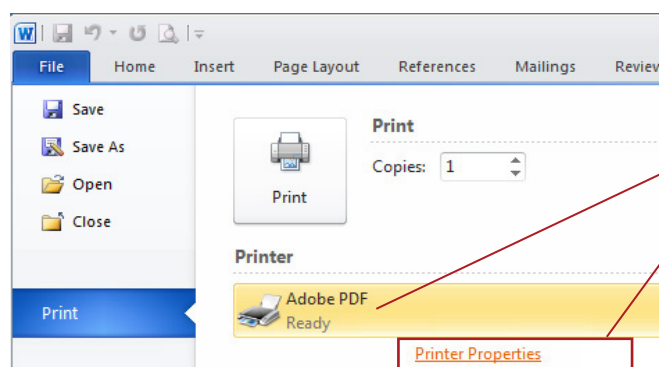
Generate a PDF with WORD or POWER POINT

Preliminary : verify the format of your document

In word, on the tab : **Page Layout > Margins > Custom Margins > Page Setup**, verify that your document is correctly formatted on a standard page size (A4 or A3)



First step : select the printer « Adobe PDF » and enter its « Properties »

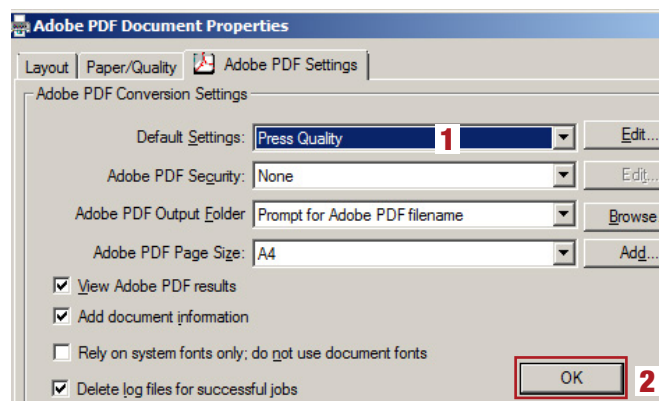


Your A4 (or A3) document is ready?
Once your Word or PowerPoint document open and ready
Launch the print **File > Print**
Select the **Adobe PDF** printer
Click on **Printer Properties**

The Adobe PDF settings window opens

Now follow the step-by-step from the second step below

Second step : select the existing setting « Press quality » and print/create the PDF

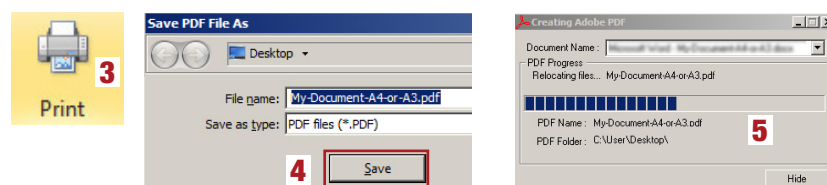


In the **Adobe PDF Document Properties** window

- 1 Select the default settings
Press Quality

For all other settings: PDF Page size, the name of the PDF file and the checkboxes, enter the same settings as on this screenshot

- 2 At the bottom of the window, validate your settings with **OK**



3 Print

- 4 Attention, the «**Save PDF File As**» window can be behind your Word file
> select the **Desktop**
> name your PDF file
> **Save**

- 5 The generation procedure starts and the PDF creation happens in the background

You can find your PDF on the desktop

Fourth step : transmit your « Repro order form » and the PDF file(s) to ...

[Details on page 8](#)



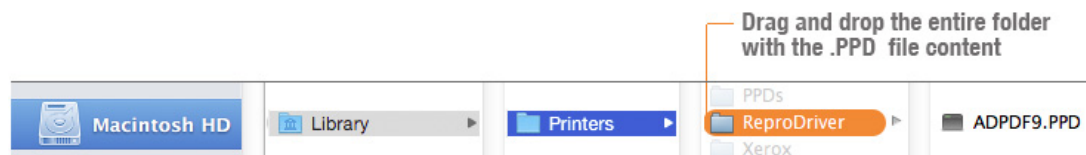
MAC OS For EPFL collaborators with ADOBE PRO pre-installed

Generate a PDF with WORD or POWER POINT

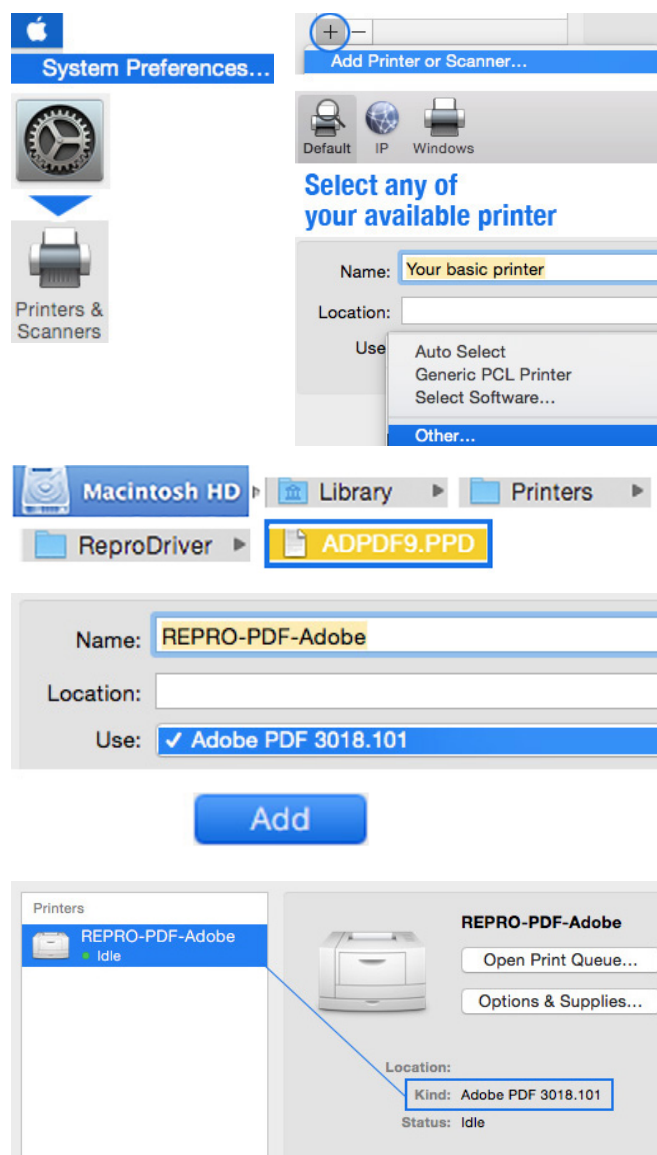
First step : download and install the Adobe PDF 9 driver file in the right place

First download the [MAC-PrintPDF-Package](#) and unzip it to your desktop

First drag-and-drop the **ReproDriver** (with a Adobe...PPD description file in it) to the following file path :
- your hard drive (Macintosh HD) > Library > Printers > **ReproDriver** > **ADPDF9.PPD**



Second step : configure a printer based on the « Adobe PDF » PPD



The goal is to create a virtual printer, that will serve exclusively for the generation of your PDF files

Via the Menu Apple > access **System Preferences...**
Select **Printers and Scanners**

At the bottom of the window click on **+ Add Printer...**

Select any of your available printers. Under > name it for example **REPRO-PDF-Adobe**

Under > Use: **Other...** > be careful to follow the path to find and select and load the Adobe PPD :
your hard drive (Macintosh HD) > Library > Printers > ReproDriver > **ADPDF9.PPD**
Once loaded, it uses the name **Adobe PDF 3018.101**

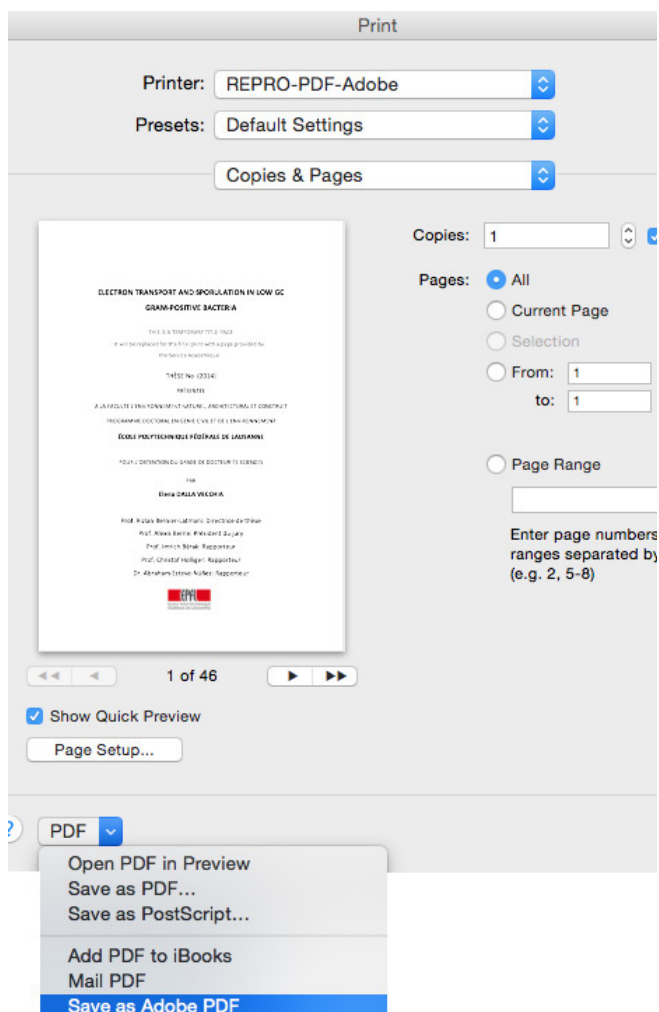
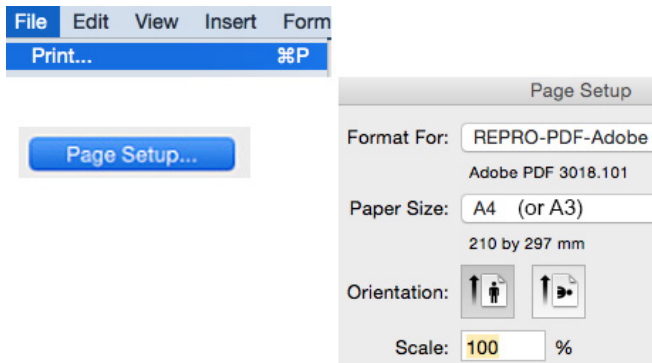
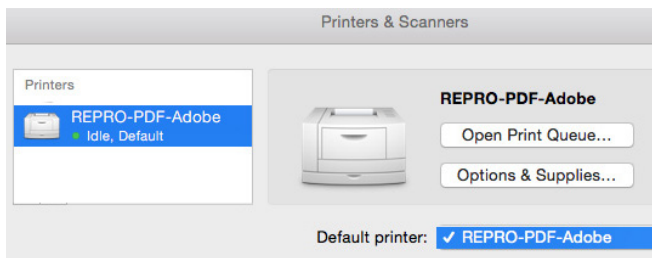
Click on **Add** to validate this printer

Verify that it appears in your available printers (on the left) and that under «Kind» it is indeed the model «Adobe PDF 3018.101» that appears

The new printer is ready to generate PDFs from Word and PowerPoint

FOLLOW UP ON PAGE 5 >

Third step : print/generate your PDF file with the button « Save as Adobe PDF »



Important : before starting the process and for everything to go smoothly, select (in System Preferences...) the printer «REPRO-PDF-Adobe» as **Default Printer**

Your A4 (or A3) document is ready for printing ?
Once your Word or PowerPoint document is opened and verified, choose File > **Print...**

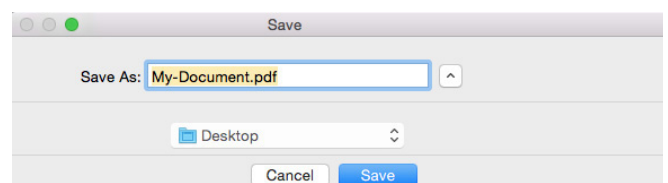
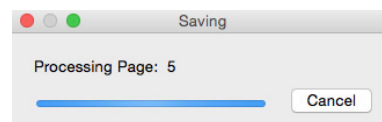
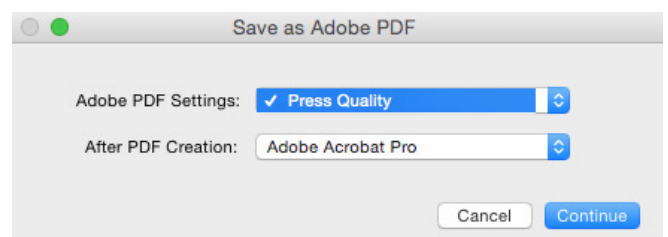
In the «Print» window

- 1 Click on **Page Setup**
- 2 Click **Options** (opens the Page Setup window...)
- 3 Verify the format is indeed for **Repro-PDF-Adobe**
- 4 Select the wanted Paper Size (for example: **A4** / or A3), verify the orientation and the scale
- 5 **OK** (closes the Options... Page Setup window)
- 6 **OK** (closes the Page Setup... window)

Once back on the «Print» window, verify that **Scale to Fit Paper** is clicked.

At the bottom of the Print window, click on the small **PDF** dropdown and select **Save as Adobe PDF** in the dropdown menu

The process starts... (attention the following windows can be open in the background !). In the window «Save as Adobe PDF» select the existing settings **Press Quality** and continue
The last window **Save** (attention the window can be in the background), **name your PDF** and choose your **Desktop** (for example) as destination to then later be able to get your PDF



Fourth step : transmit your « Repro order form » and the PDF file(s) to ...

[Details on page 8](#)

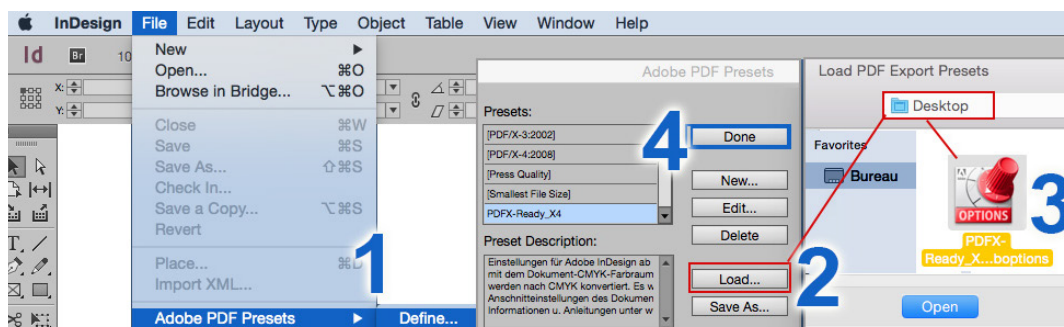


WINDOWS AND MAC OS
For the «Adobe CS Suite» users

Generate a pdf with Indesign and Illustrator

First step : download and copy the «PDFX-Ready_X4» preset to the correct location

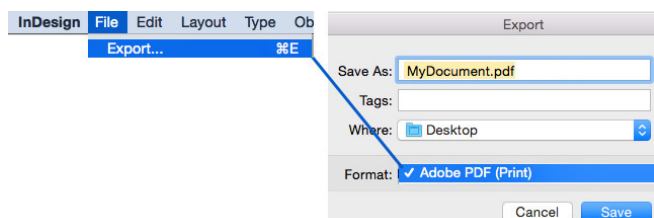
First download the ZIP [Indesign-Illustrator-Setting](#) and decompress the file (PDFX-Ready_X4-Digital) on your desktop



Load the setting from InDesign : **1** File > **Adobe PDF Presets** > **Define...** **2** **Load...** > Desktop
3 Select the preset **PDFX-Ready_X4-Digital.joboption** **4** **Done** (since the file was copied, you can now delete the downloaded files)

Recommendation : to be able to obtain quality and foreseeable printing results with the «Adobe CS Suite», we refer you the specific guide [DTP Guideline](#)

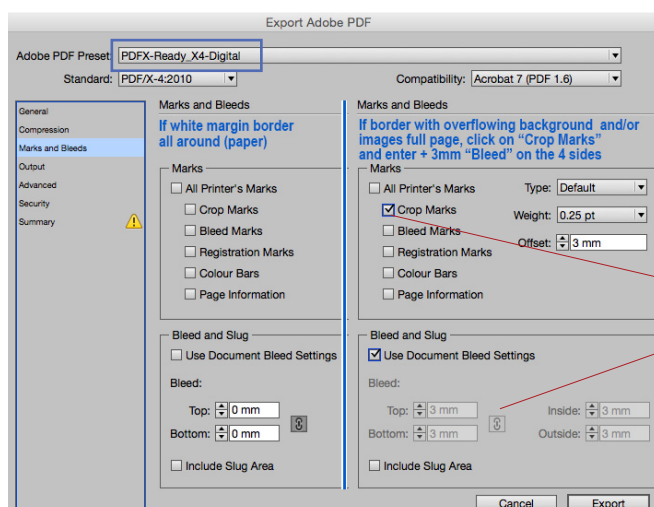
Second step : export the PDF file



Your document (A4 or A3) is ready for printing?
Start the PDF exporting process

File > Export (Illustrator > Save as... AdobePDF)
Select **Adobe PDF (Print)**
Save as **Name your document.pdf**
Click the **Save** button

The export window opens
Under «Adobe PDF Preset» select **PDFX-Ready_X4-Digital**



Since everything has been pre-setup, you don't have to configure anything, unless your document contains images and/or overflowing backgrounds. If this is the case, access the menu on the left «Marks and Bleeds»:
- on «Marks» box click on «Crop Marks»
- on «Bleed» box enter 3 mm of offset on the 4 sides

Everything is OK? you can now click the **Export** button, the creation of your PDF happens in the background

Third step : transmit your «Repro order form» and the PDF file(s) to ...

[Details on page 8](#)



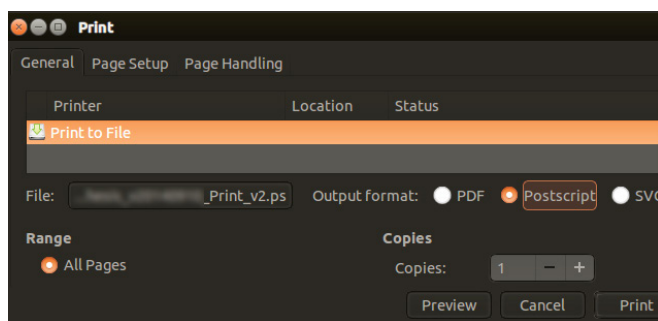
WINDOWS, MAC OS AND LINUX

For all LaTeX users with or without Acrobat Pro

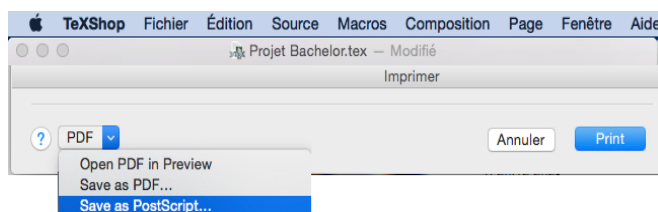
Generate a PDF with LATEX

Since many variants of LaTeX exist, and on many operating systems (Windows, Mac and Linux) it is complex to establish a method that is «sure» and works for everyone. Below we give you three solutions, the optimal method consists of using a «Print to File» to obtain a .PS file which will be «distilled» in .PDF

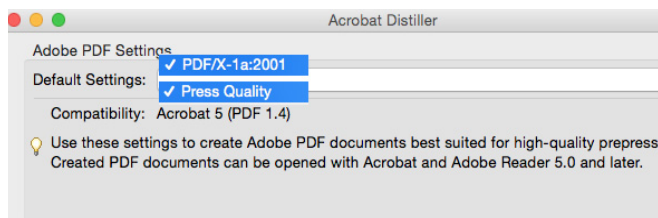
First solution : «Print to file» and conversion of the obtained .PS into .PDF via the Acrobat Distiller



LaTeX on Linux : Print > PostScript



TeXShop on MacOS : Print > Save as PostScript...



Acrobat Distiller : the 2 optimal settings to use for the conversion

NB: the goal of this method is to avoid the application to generate a LaTeX PDF directly internally because this type of .PDF produces errors with our Printers and RIPs

- Run a command : Print > Click on **Postscript**
(Normally this procedure is applicable on all systems, here on Linux and MacOS)
- Choose the path where to save your file
- Get the created .PS file

If you are on PC or Mac and you own a copy of Acrobat Pro, launch **Acrobat Distiller** and convert your .PS into PDF : if possible with the setting : **PDF/X-1a 2001** or otherwise with the setting **Press Quality** (Qualité Optimale) if the first method creates errors

If you do not own Acrobat Distiller, transfer the obtained PostScript file **to the computer of a colleague who does own it** (ideally with the same operating system as where the .PS was generated)

You can also send your .PS file to us, we will then take care of the conversion

Second solution : generate your PDF directly with the internal application of LaTeX

If it is impossible for you to use the first method («Print to file» to obtain a .PS file), meaning you have a version of LaTeX solely capable of generating a PDF directly: in this case, send us your file as-is

However since the produced .PDF file is known not to be «100% guaranteed compatible» with our RIPs and printer; in case of problems after a test, we will contact you to find a solution together

Transmit your «Repro order form» and the PDF file(s) to ...

[Details on page 8](#)

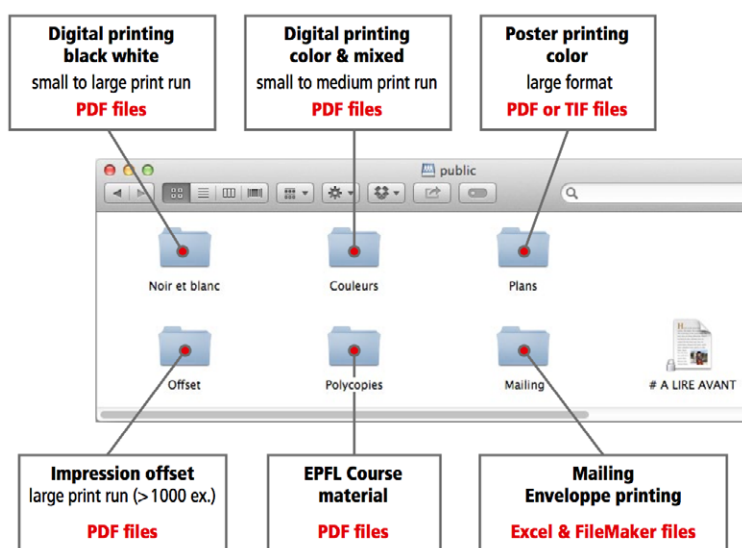
ORDERING WORK

Place your files on our server and contact the person in charge

At the Repro the follow-up of every piece of work is specific :

1. [Download the «Repro order form»](#), fill it in and save your information (can only be saved with Acrobat Pro PC or MAC. Attention on MAC the «Preview» application is incompatible)
2. [Place/copy your PDFs to our server \\scxdata.intranet.epfl.ch\repro_public\](#) in the folder corresponding to the specifics of your work (in the case that your work consists of multiple PDF files, create a folder and copy your PDFs into it)

View below the folders on our servers according to their content



3. [Contact the person in charge by Email](#) according to the specifics of your work: transmit them the order and specify the name of the PDF files to print, the place where you put them on our server «\\scxdata.intranet.epfl.ch\repro_public\...»
In the case that it is a light file (max 15 Mb) you can also attach it to the order in the same Email

IT Support

For all questions linked to this user guide (generating PDF, JPG and TIF file)
please contact : roland.chabloz@epfl.ch - Tel. 021 693 42 92