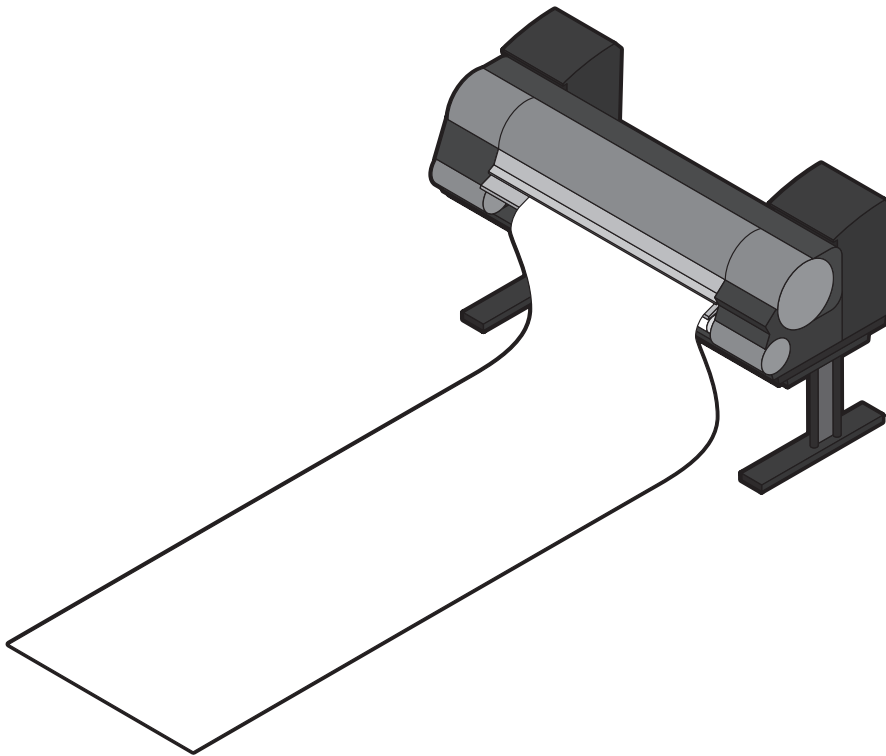


USER MANUAL  
FOR EPFL COLLABORATORS  
**WITH ACROBAT PRO INSTALLED**

How to create compliant files for  
**POSTER PRINTING**



All details on  
[repro.epfl.ch](http://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...)

# COMPATIBLE FILES: .PDF, .JPG and .TIF

When printing your posters :

- we advise against PDFs created directly by MS Office applications. Most of the time they are incompatible with our printers (incorrect resolution, ignored fonts, etc.), therefore you should follow the method proposed in this manual

- secondly we recommend all persons who do not have Acrobat Pro installed or who work with «exotic» software to export a bitmap-flat file in .JPG or .TIF (as described on page 9)

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

## POSTER INFO choice and size of print media, printing formats and advice

Pages

**3**



### 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

**4-6**



### ADOBE INDESIGN and ILLUSTRATOR export the PDF directly

Adobe software integrates internally all the parameters to produce professional quality PDF

To obtain predictable and quality results with the «Adobe CS suite», we advice you to refer to the specific manual [REPRO-DTP-Guideline](#)

**7**



### LATEX according to the version

Print to File > PS and convert to PDF, or PDF directly? According to your LaTeX version, three possible solutions

**8**



### OTHER SOFTWARE or WITH ADOBAT PRO export a .JPG or .TIF file

You don't have Acrobat Pro installed? or, you work with «exotic» software?  
export or save an image file .JPG or .TIF

**9**

### 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\\plan»

**10**

# POSTER INFO

## Choice and widths of print media

Here is the list of our print media (*paper kinds and canvases*) and their widths. The printing formats in the Adobe PDF driver that we propose below are compatible with these printing widths

### Our 5 types of print media and weight

Standard Paper 150 gr.  
Glossy photo paper 190 gr.  
Satin photo paper (*mi-mat*) 190 gr.  
Polyester canvas 310 gr. (*banner, stand and roll-up*)  
Canvas 175 gr. (*foldable fabric for transport*)

### Width of rolls (printing format)

814 (A0), 914 and 1067 mm.  
814 (A0) and 1067 mm.  
814 (A0), 914 and 1067 mm.  
914 and 1067 mm.  
914 mm.

### Full page printing (full bleed)

Yes  
Yes  
Yes  
No (12 mm. of margin)  
No (12 mm. of margin)

## Impression formats of the Adobe PDF driver and advice for creating your poster

The width of our print media should be related to the printing format of the Adobe PDF driver  
Before the start of the creation of your poster, read the advice listed below, it will be useful for you

### Sizes in the Adobe PDF driver

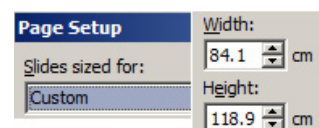
44 x 68	
92 x 92	
✓ A0	841 x 1189 mm
A1	594 x 841 mm
A2	
A3	
A4	
ARCH E1	
ARCH E2	
ARCH E3	
Administratif	
Architectural C	
Architectural D	
Architectural E	914 x 1219 mm
B1	
B2	
B4	
B5	
C	
D	
E	
Enveloppe C5	
JIS B0	
JIS B1	
JIS B2	
JIS B3	
JIS B4	
Ledger	
Letter Oversize	
Lettre US	
Légal US	
Oversize A0	900 x 1245 mm
Oversize A1	625 x 900 mm
Oversize A2	
Screen	
Slide 7.5 x 10	
Tabloïd	
Tabloïd large	
Manage Custom Sizes...	For other formats not managed by the driver

### Equivalent mm.

### The A0 format (841 x 1189 mm.)

Create your poster in the A0 format, because it is the normalized standard used in most cases

Size of the A0 layout  
in Power Point



### For the other formats

You can select a format based on the Adobe driver that we advice here on the left side, since they are compatible with our mediums.  
For the definition of a roll of width 1067mm. you should use the «Manage custom sizes...» option

NB: even if your file format is not generated by the Adobe driver or by another precise standard, it will be zoomable, which means: it will be adaptable to all our printing widths (*on the condition that all bitmaps images in your document respect the resolution factor*)

### Resolution of integrated images

The resolution of your imported bitmap images (photo/pixels) should be between 110 to 150 DPI (Pixels-Inch) for a real deposit size of 100%. This factor should be multiplied when foreseeing an enlargement

### Margins and proximities on object borders

Considering that your poster can be printed on the whole page (*full bleed*), it is possible that it gets lightly trimmed finally (*cropping on 4 sides*), because of this we advice you to not put objects (text, logo or image) less than 10mm from the edge of your creation

### Prices

The prices of our posters can be regularly subjected to change, so we thank you for connecting to this page <http://repro.epfl.ch/tarifs> on our website, for up-to-date information (page with limited access to rightholders)

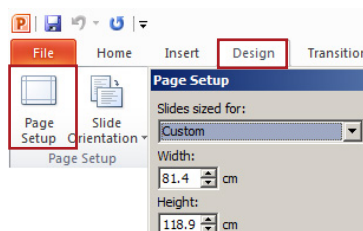


## WINDOWS OS For EPFL collaborators with Acrobat Pro pre-installed

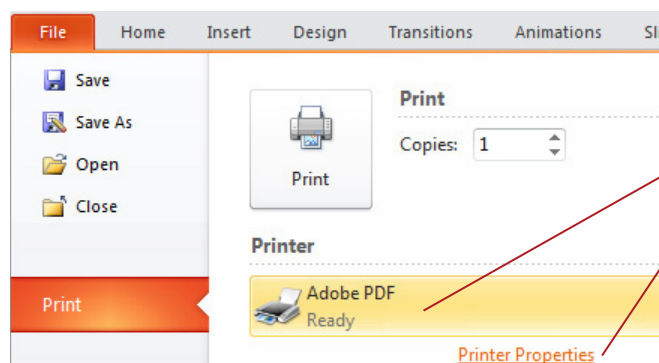
# Save your PDF with Power Point

### Preliminary : verify the format of your poster

In PowerPoint in the tab **Design** > **Layout** verify and/or adapt your poster to a format compatible with our roll widths (according to indications on page 3)



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

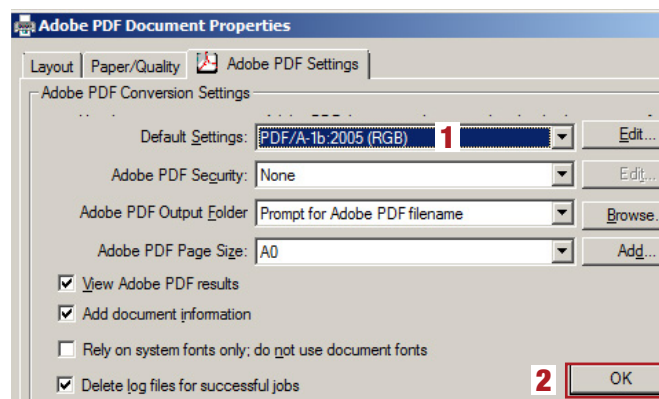


Your A0 document (or other poster format) is finished?  
Once your PowerPoint document is open and verified  
Launch the print **File > Print**  
Select the **Adobe PDF** printer  
Click on **Printer properties**

The Adobe PDF properties window opens up

Then follow the second step below

### Second step : select the existing parameter PDF/A-1b:2005 (RGB) and print/create the PDF

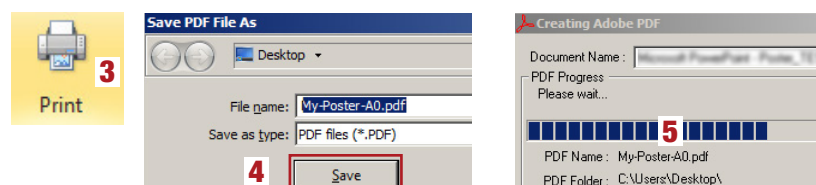


In the **Adobe PDF Properties** window

- 1 Select the default settings  
**PDF/A-1b:2005 (RVB)**

For all other parameters: PDF page format, ask the Adobe PDF name and the checkboxes, enter the same settings as on this screenshot

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



### 3 Print

- 4 Warning the window «Save PDF file as» can show up behind your PowerPoint file
  - > Select **Desktop**
  - > name your PDF file
  - > **Save**

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

Then recuperate your PDF created on your desktop

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

[Détails on page 10](#)



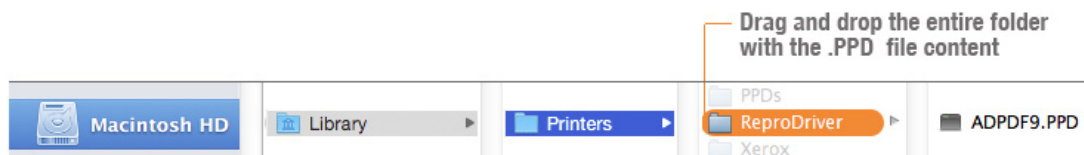
**MAC OS - For EPFL collaborators with ADOBE PRO pre-installed**

## Install the Adobe PDF driver and save your PDF with Power Point

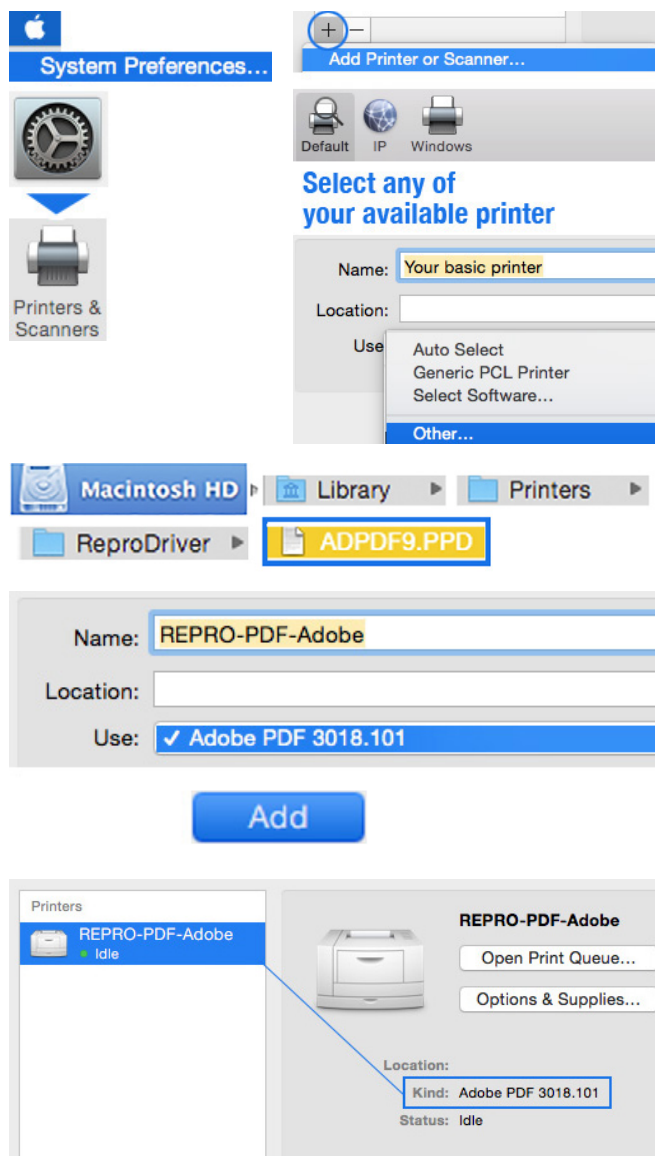
### First step : download and install the Adobe PDF 9 driver file in the right place

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

Thereafter drag and drop the **ReproDriver** folder (with the file with description Adobe ... PPD in it) to the the following 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 be only used for generating your PDF files

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

At the bottom of the window click on **+Add Printer or Scanner**

Select any of our available printers

Under > Name: name it for ex. **REPRO-PDF-Adobe**

Under > Use: **Other** > be careful to follow the path to find-select and load the Adobe PPD correctly:

Your hard drive (Macintosh HD) > Library > Printers >

**ReproDriver** > **ADPDF9.PPD**

Once loaded, it carries the name **Adobe PDF 3018.101**

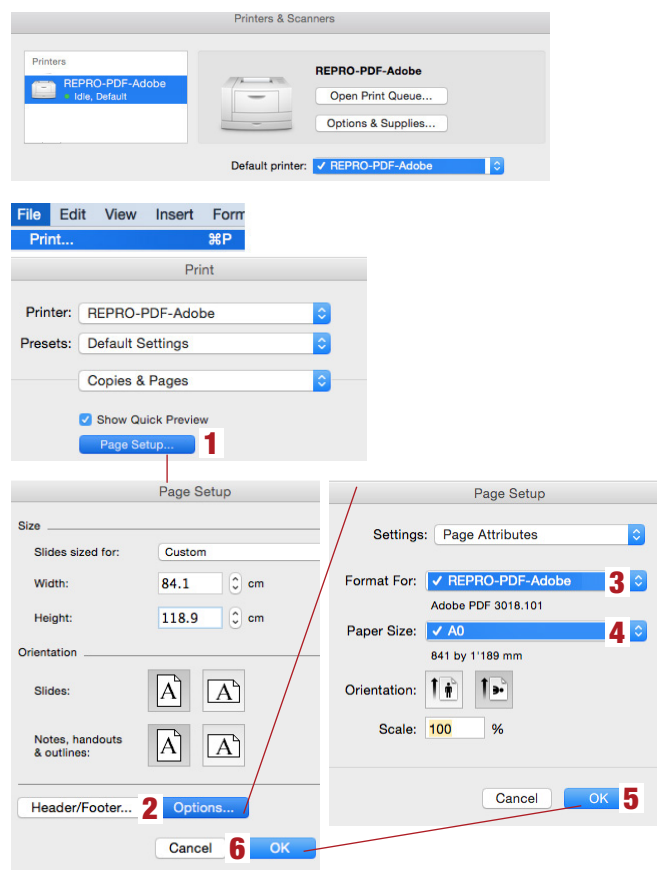
Click on **Add** to validate this printer

Verify that it is indeed shown in your available printers (on the left) and under «Type» 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 6 >**

### 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 A0 (or other size) document is ready for printing ? Once your PowerPoint document is opened and verified, choose File > **Print...**

In the «Print» window

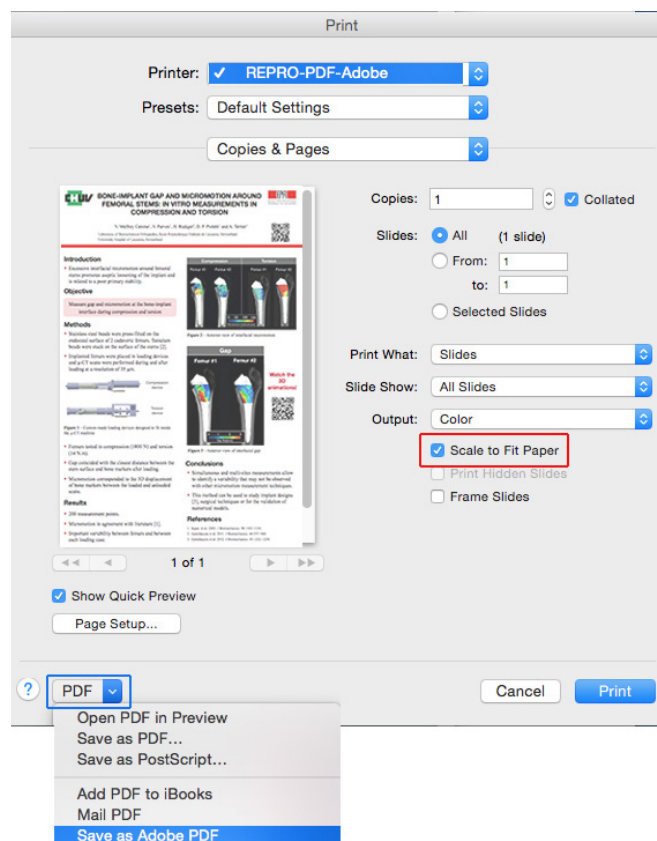
- 1 Click on **Page Setup**
- 2 Click **Options** (opens the Page Setup window...)
- 3 Verify the format is indeed for **Repro-PDF-Adobe**
- 4 Select the wanted Paper Size (for example: **A0** or another poster format), verify the orientation and the scale
- 5 **OK** (closes the Options... Page Setup 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 **PDF/A-1b:2005 (RVB)** 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 10](#)



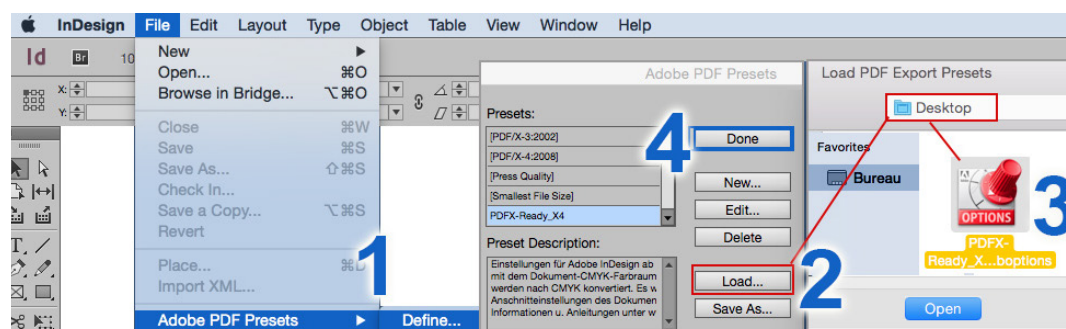


**WINDOWS AND MAC OS**  
For the «Adobe CS Suite» users

## Generate a pdf with Indesign and Illustrator

### First step : download and copy the «PDFX-Ready\_X4» preset to the correct location

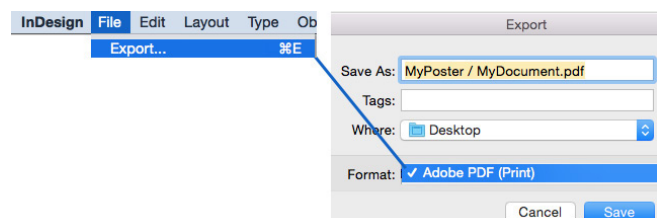
First download the ZIP [Indesign-Illustrator-Setting](#) and decompress the file (PDFX-Ready\_X4-Digital) on your desktop



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 poster (A0 or another format compatible with our roll sizes) is ready for printing?  
Start the PDF exporting process

**File > Export** (Illustrator > Save as... AdobePDF)

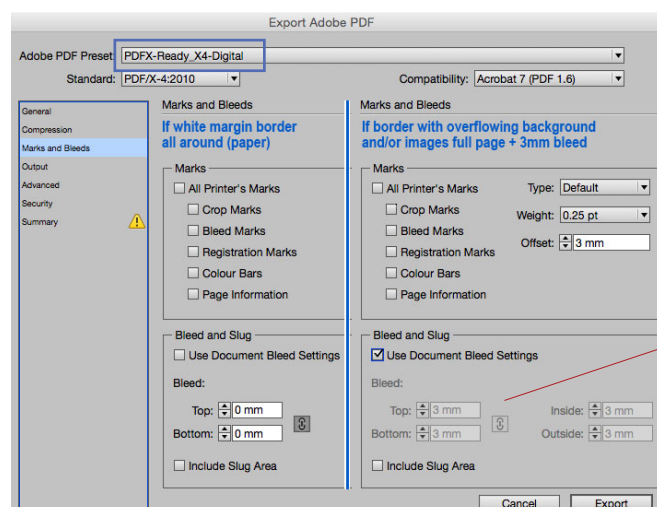
Select **Adobe PDF (Print)**

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 «Bleed» box enter 3 mm of offset on the 4 sides (no other mark is necessary, as we print your poster in full-page mode)

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 10](#)



## WINDOWS, MAC OS AND LINUX

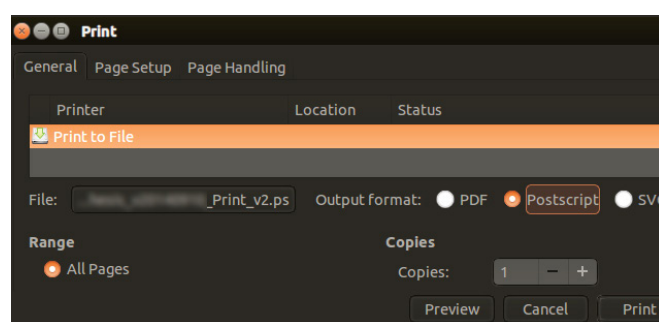
For all LaTeX users with or without Acrobat Pro

# Generate a PDF with LATEX

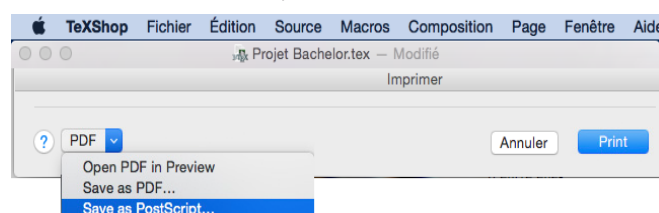
Since many variants of LaTeX exist, and on many operating systems (Windows, Mac and Linux) it is complex to establish a method that is «sure» and works for everyone. Below we give you three solutions, the optimal method consists of using a «Print to File» to obtain a .PS file which will be «distilled»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

To create a poster, ideally you should create your file to a 1/1 size which for A0 format is **A0 : 841 x 1189 mm**. The resolution of the bitmap images (photo / pixels) imported into your document should be between 110 and 150 DPI (Pixels-Inch)

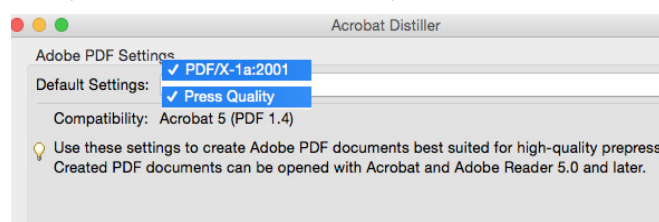
### First solution : «Print to file» and conversion of the obtained .PS into .PDF via the Acrobat Distiller



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

### Third solution: export an image file .JPG or .TIF at 150 DPI (Pixels-Inch)

You also have the choice to **provide us a .JPG or .TIF image file at 150 DPI** (Pixels-Inch) that you create from your PDF, according to the conversion methods proposed on [page 9](#)

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

[Details on page 10](#)





**OTHER SOFTWARE :** for all users who don't have Acrobat Pro installed or using «exotic» software like Scribus, Inkscape, Pages, etc..

## Export a .JPG or .TIF image file at 150 DPI

We have noticed that the majority of PDFs generated by open-source software or exotic software don't respect the Adobe PDF standards; because of this, the produced .PDF can cause errors with our RIPs and printers

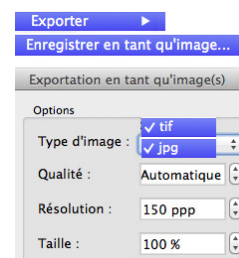
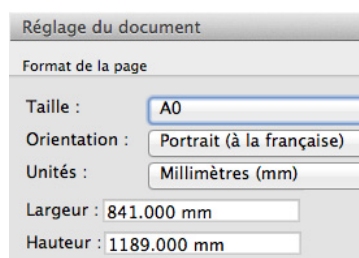
To be sure that your poster can be printed safely, we recommend that you export your image (.JPG or .TIF in RGB color mode) at 150 DPI (Pixels-Inches) for a size at 100%

### How to procede ?

To create a poster, ideally your file should be created with a native size of 1/1, for an **A0** format at **841 x 1189 mm**.

The resolution of your imported bitmap images (photo / pixels) should be at 150 DPI (Pixels-Inch)

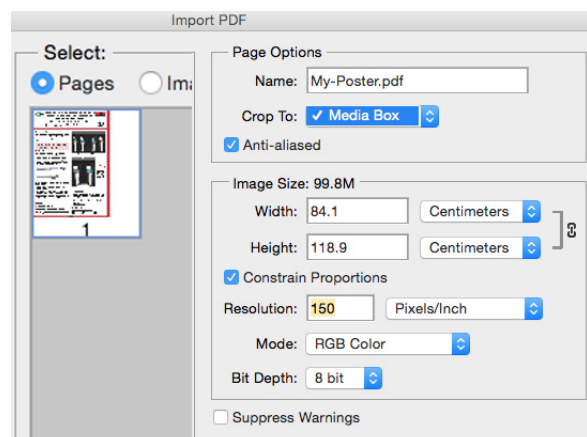
Once finished, **export your document as an image** via the export menu or the save menu



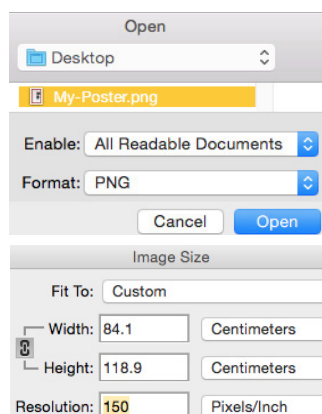
### For software that can not export directly in .JPG or .TIF

You can choose from your application to save or export to .PNG, to .PDF (or in another compatible format) that can then be opened and converted in photo manipulation software like **Gimp** or **Photoshop** and then finalise saving your poster in .JPG or .TIF

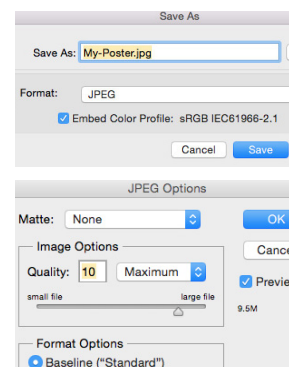
Important : **this method is also applicable for all users that don't have Acrobat Pro installed** that can generate a .PDF file but unrecognized compatible with our printers (since it can not be created the «Adobe way»)



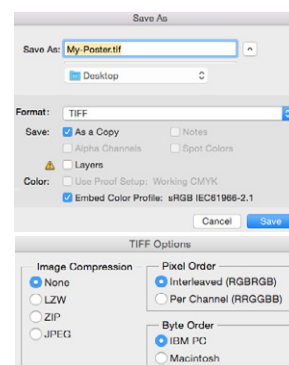
Photoshop : importing/opening a .PDF file



Photoshop : opening a .PNG file and verifying the image size



Save as .JPG



Save as .TIF

These examples of settings are based on Photoshop, up to you to adapt them to your preferred photo software

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

[Details on page 10](#)

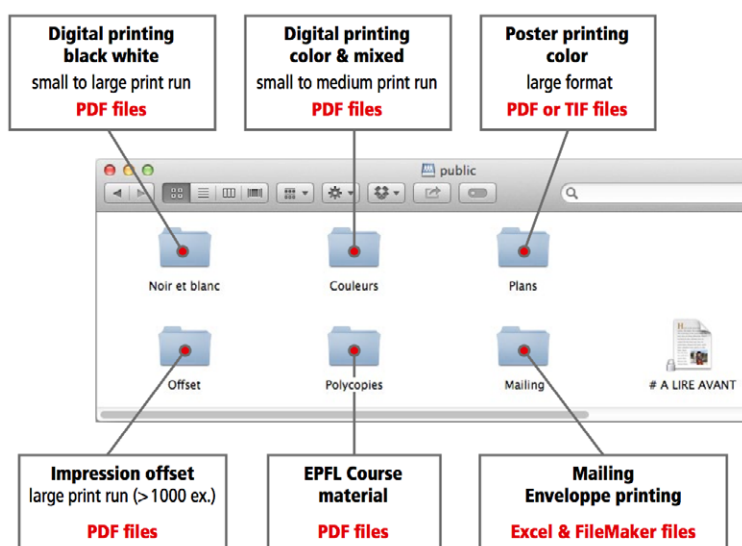
## ORDERING WORK

# 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\plan» 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](mailto:roland.chabloz@epfl.ch) - Tel. 021 693 42 92