

## CREATING AND PRINTING PDF FILES FROM COMMONLY USED SOFTWARE

### Having Trouble Printing PDFs from the Cardinal Print Center?

Mobile printing often has trouble with the complexities of larger PDF files. If you are having trouble printing your PDF files by uploading them to the Cardinal Print Center, we recommend printing with the [Cardinal Print driver](#) instead.

#### PowerPoint



1. Check to make sure that your slide is set up to the desired size for printing. (*PowerPoint defaults to a 4:3 or 16:9 aspect ratio used for onscreen presentation*).
2. Go to **Design → Slide Size → Custom Slide Size**. Change that to match your paper; generally, 8.5x11 (letter), 8.5x14 (legal), or 11x17 (tabloid).
3. Choose **File → Print**, OR save the files as a PDF, go to **File → Save as Adobe PDF**.

#### Word



#### Microsoft Word – PC

1. Choose **File → Print**
2. Select **Adobe PDF** as the printer.
3. Under **Properties**, select **Press Quality** for Default Setting.
4. Uncheck **Rely on system fonts only; do not use document fonts** and select the appropriate size, OR save the files as a PDF, go to **File → Save as Adobe PDF**.

#### Word



#### Microsoft Word - iOS

1. Choose **File → Print** and then click **Save As PDF**.
2. In the **Save As** box, type a name for the file (use the “.PDF” extension).
3. Locate the folder and disk where you want to save the file, and then click **Save**.

#### Adobe



For best results when printing from Adobe:

1. Got to **File > Print**.
2. Click **Advance** and then click **Print as image**. This will flatten all the layers in the document and allow it to print.

## CREATING PRESS-READY PDF FILES FROM GRAPHIC SOFTWARE PACKAGES

### Illustrator



1. Choose **File > Save As** or **File > Save A Copy**
2. Specify a name and location for the file.
3. Choose **Adobe PDF (\*.PDF)** as the file format and click **Save**
4. Choose **Adobe PDF Preset “Press Quality”**
5. Then select the following options: Under “Marks and Bleeds,” select **a. crop marks b. bleed (.125”)**
6. Click **Export** (Windows) or **Save** (Mac OS).

### Photoshop



1. Choose **File > Save As** and then choose **Photoshop PDF** from the **Format** menu.
2. Click **Save**. In the Save Adobe PDF dialog box, choose an Adobe PDF preset specifying whether the Photoshop file will be printed on a desktop printer or proofer, sent to a commercial printer, distributed by email, displayed on the web, and so on. For details, see Adobe PDF presets.
3. Choose Adobe PDF Preset “**Press Quality**”
4. Click **Export** (Windows) or **Save** (Mac OS).

### InDesign



1. Choose **File > Export**.
2. Specify a name and location for the file.
3. For “Save As Type” (Windows) or “Format” (Mac OS), choose “**Adobe PDF**”, and then click **Save**.
4. Choose Adobe PDF Preset “**Press Quality**”
5. Then select the following options: Under “Marks and Bleeds,” select **a. crop marks b. bleed (.125”)**
6. Click **Export** (Windows) or **Save** (Mac OS).