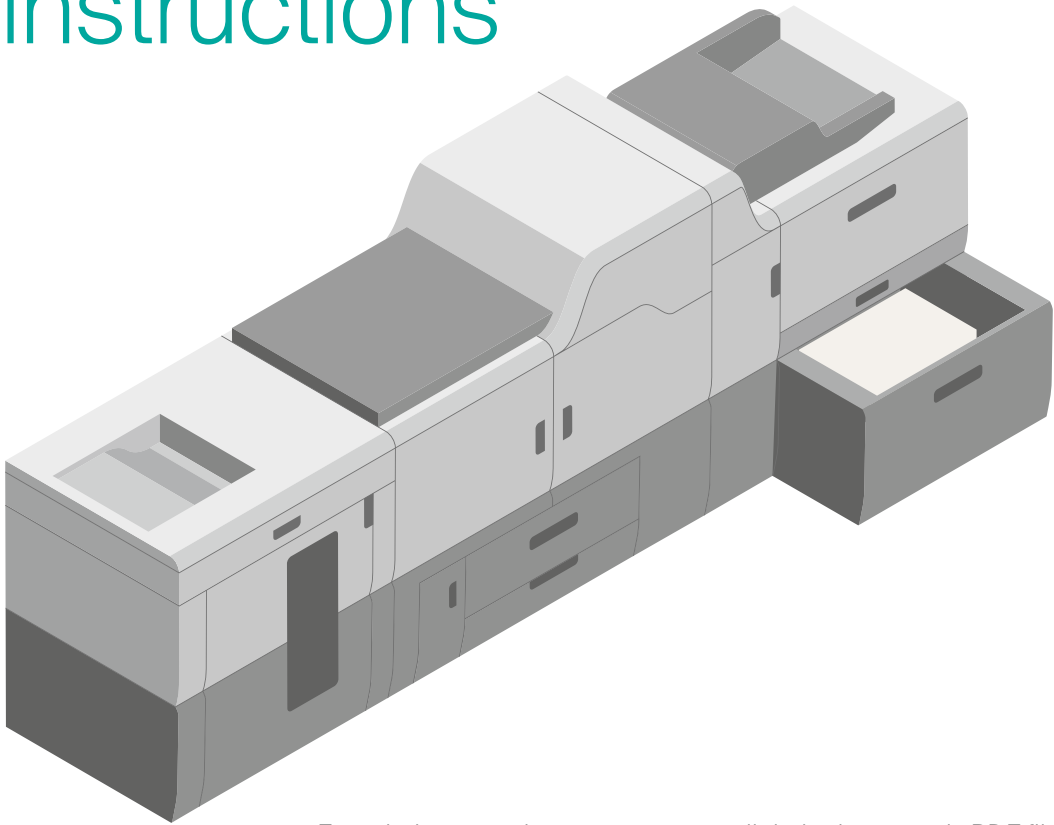


Digital printing

instructions



For printing your documents on our digital printers, only PDF files are accepted.

We do not recommend PDFs created directly from MS Office applications, as they are sometimes incompatible with our printers (incorrect resolution, ignored fonts, etc.); it is preferable to follow the method proposed in this manual.

Procedures	
from Word or Powerpoint, with Acrobat Pro installed	
Windows	01
Mac OS X	02
from Adobe InDesign or Illustrator	
Windows and Mac OS X	04
from LaTeX	
Windows, Mac OS X and Linux	05
Order a job	06

More information on repro.epfl.ch

Word, with Acrobat Pro installed

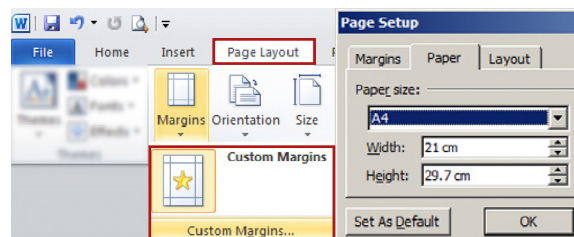
Windows



Preliminary: Check the format of your poster

Under the tab **Page Layout** > **Margins** > **Custom Margins** > **Page Setup**

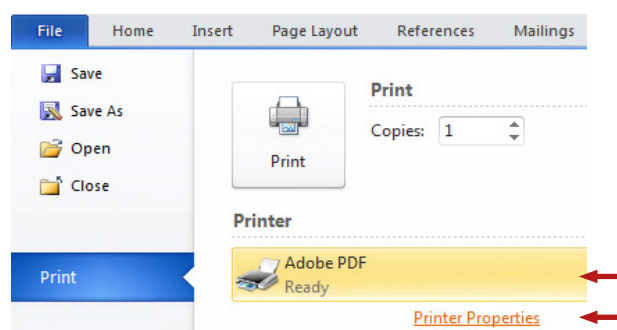
Check that your document is properly formatted on a standard paper size (A4 or A3).



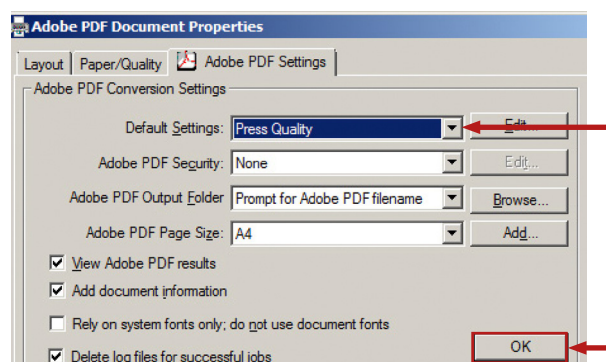
Generate your PDF

1. Start printing **File** > **Print**.
Select the **Adobe PDF** printer.
Click on **Printer properties**.

The "Adobe PDF properties" window opens.

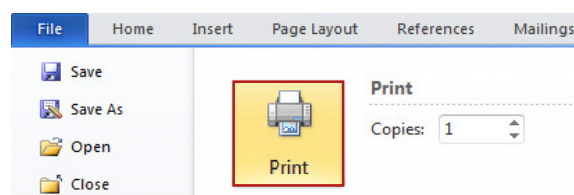


2. Select the default settings **Press Quality**.
Enter the same settings as in the screenshot opposite.
Confirm your settings with the **OK** button.



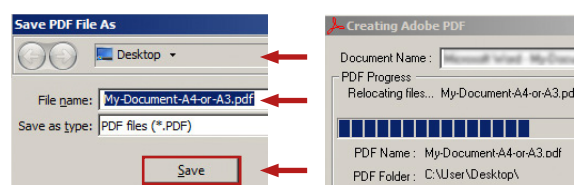
3. Back in the printing window, click on **Print**.

The "Save PDF File As" window opens.
Note: Sometimes the window opens in the background.



4. Select the location (here: Desktop).
Name your PDF file.
Confirm by clicking on **Save**.

The PDF generation procedure starts in the background.



5. Retrieve the PDF created on your desktop.

Word, with Acrobat Pro installed 1/2

Mac OS X



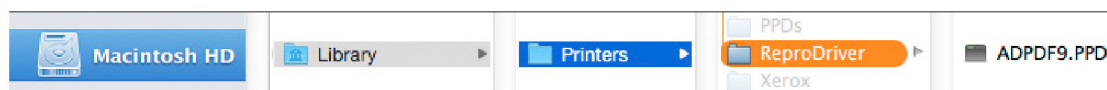
+



Preliminary: Install and configure the Adobe PDF driver

Download this [MAC-PrintPDF-Package](#) folder and unzip it on your desktop.

Move the ReproDriver folder (and its contents) to this location:

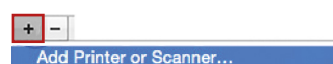


The idea is to create a virtual printer that will be used to generate your PDF files, both for digital printing (up to A3) and for your posters (A2 to A0).

- A. In the menu **Apple > System Preferences...**
Select **Printers and Scanners**.



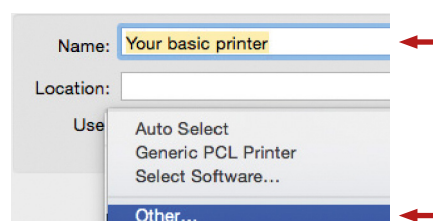
- B. At the bottom left of the window, click on
+ > Add Printer or Scanner...



Select any of your available printers by clicking on them.

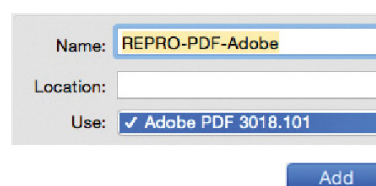
Name it **REPRO-PDF-Adobe**.

Under **Use > Other...**, select the Adobe PPD previously copied and located, as a reminder, at this location **Macintosh HD > Library > Printers > ReproDriver > ADPDF9.PPD**



Once loaded, it is called **Adobe PDF 3018.101**

Finalize the creation by clicking on **Add**.



- C. Check that it is present in your available printers (on the left) and that its type is **Adobe PDF 3018.101**.

- D. Set it as the default printer by right-clicking on it.



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

The procedure is described on the next page.

Word, with Acrobat Pro installed 2/2

Mac OS X

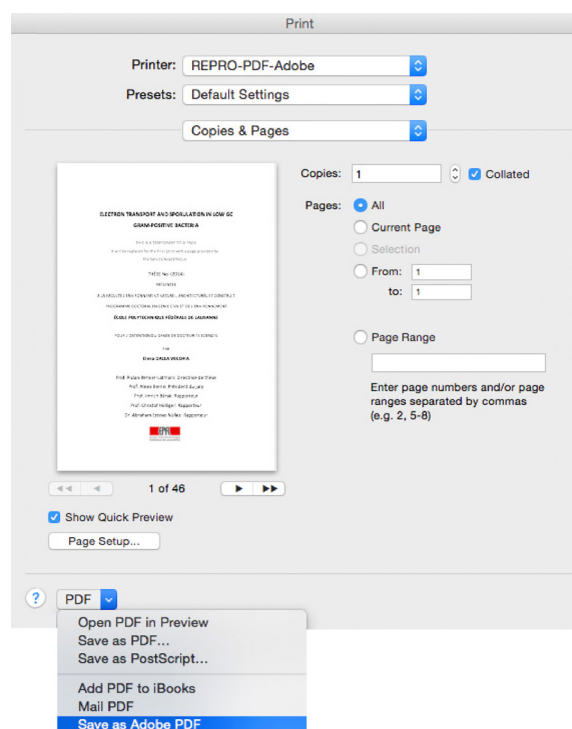
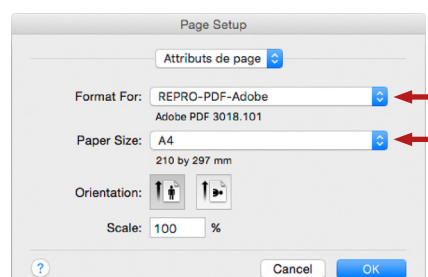
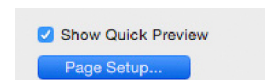
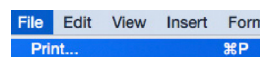


+

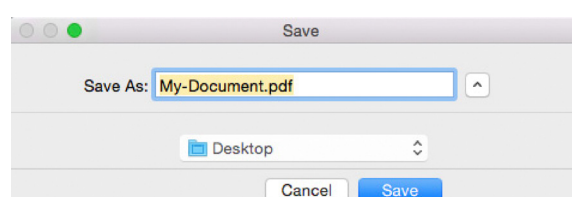
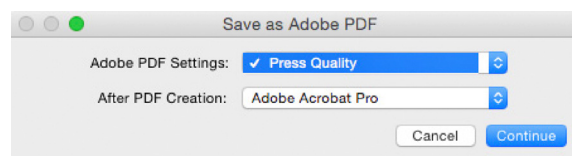


Generate your PDF

1. Start printing **File > Print**.
The "Print" window opens.
At the bottom left, click on **Page Setup...**
2. The "Page Setup" window opens.
Check that the format is for **REPRO-PDF-Adobe** and that your document has the desired format (**A4** or **A3**).
Check the orientation and scale.
Confirm by clicking on **OK**.
3. Back in the "Print" window,
you can start creating the PDF by clicking on **PDF > Save as Adobe PDF**.



4. The "Save as Adobe PDF" window opens.
Select the existing setting **Press Quality**.
Confirm by clicking on **Continue**.
5. The "Save" window opens.
Name your PDF file.
Choose the destination (here: Desktop).
Confirm by clicking on **Save**.
6. Retrieve the PDF created on your desktop.



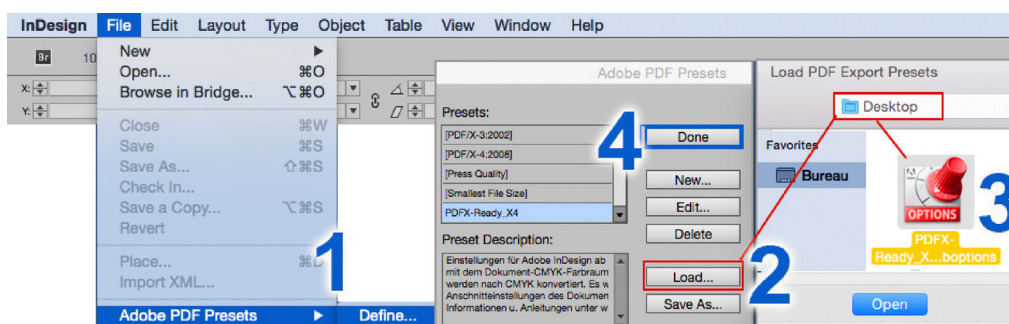
Adobe InDesign and Illustrator

Windows & Mac OS X



Preliminary: Install the PDF export preset

- A. Download the Settings-CC_Digital folder.
Unzip the file (PDFX-ready_X4-Digital.joboptions) on your desktop.
- B. From InDesign, load the preset **File > Adobe PDF Presets > Define...**
In the "Adobe PDF Presets" window, click on **Load...**
Select the **PDFX-ready_X4-Digital.joboptions** preset you just downloaded.
To validate this additional preset, click on **Done**.

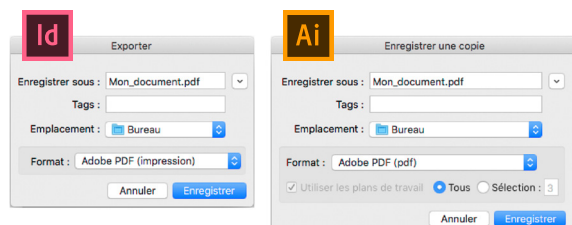


Tip: in order to achieve predictable and high quality printing results with the Creative Cloud, we encourage you to consult our specific REPRO-DTP-Guide.

Generate your PDF

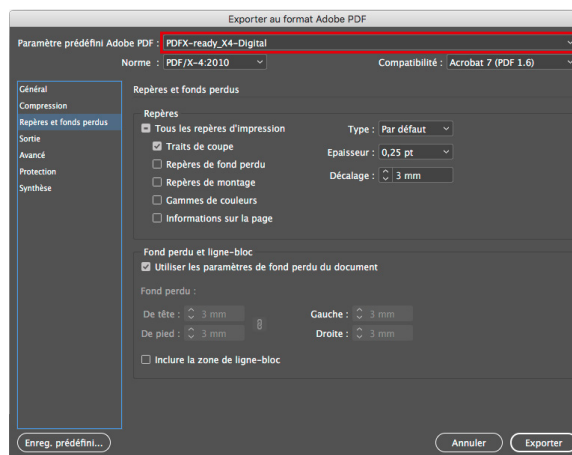
1. Save your work, then:
 - from InDesign, **File > Export > Adobe PDF (print)**
 - from Illustrator, **File > Save As... > AdobePDF**

Name your document, choose its destination, and then click on **Save**.



The "Adobe PDF" window opens.

2. Select the Adobe PDF Preset **PDFX-ready_X4-Digital**.
 - if you have specified bleeds in your document format (here: 3 mm), they will automatically be included in the export.
 - crops marks will also be added.
3. Start generating your PDF by clicking on the **Export** button; process is done in the background.
4. Retrieve your PDF at the chosen location.



LaTeX

Windows, Mac OS X & Linux



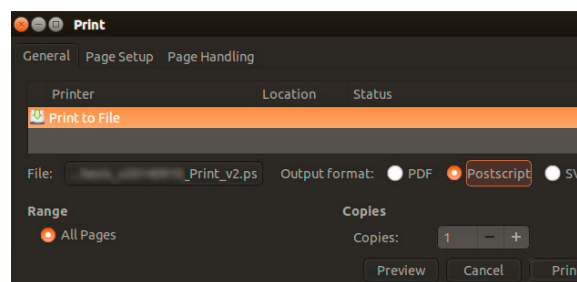
Since there are many different versions of LaTeX on different operating systems, it is complex to establish a method that is safe and applicable by all.

The purpose of this procedure is to avoid the internal application generating LaTeX PDF, as the type of PDF produced may cause errors with our RIPs and printers .

Generate your PDF via a Postscript file and Acrobat Distiller

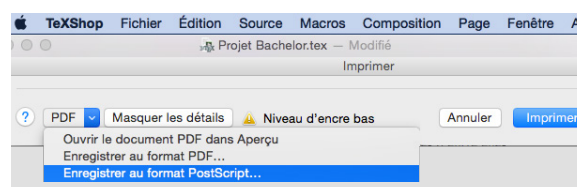
1. Run a **Print** command and choose the **PostScript** output.
Normally this procedure is applicable on all systems (opposite, on Linux and Mac OS X).

You get a PostScript file.



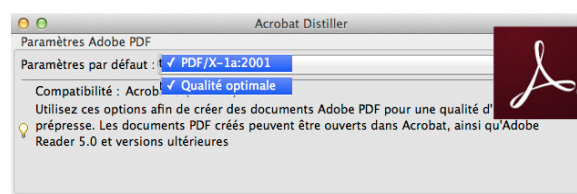
LaTeX on Linux: Print > PostScript

2. If you have Acrobat Pro, launch Acrobat Distiller and convert your PS file to PDF using the **PDF/X-1a:2001** setting.
If you get errors, proceed with **Press Quality** setting.



TeXShop on Mac OS X: Print > PostScript

If you do not have Acrobat Distiller, or you are on Linux, you will need to convert on the computer of a colleague who owns it, preferably on the same operating system (for Linux, prefer Mac OS X).



Acrobat Distiller: the two optimal parameters to use for conversion from PS to PDF

(alternatively) Generate your PDF directly with the LaTeX internal application

Generate your PDF directly with the LaTeX internal application. If you are unable to follow the recommended procedure above because your version of LaTeX does not allow you to export in PostScript, simply export your work to PDF.

Order a job

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

1. Download the PDF of the Repro order form, fill it in and save your data (registration compatible only with Acrobat Pro. Be careful on Mac OS X the "Preview" application is incompatible).
2. Upload your PDF to our server `\\scxdata.intranet.epfl.ch\repro_public` in the adequate folder: **Polycopies**, **Noir et blanc**, or **Couleurs**. If your work consists of several PDF files, create a folder.
3. Contact by email one of the Repro employees working at the welcome desk: send the order form, specifying the name of the file and its location on our server.
If your file is light (max. 15 MB), you can of course simply attach it to your email.