

J359T + J395 Advanced Visual Design | Spring 2006

HANDOUT | PDF Basics | InDesign

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Create PDF files the correct way. DO NOT create a PDF file by using “Save As.” (This can create problems later.) Instead, “print” a PDF file, basically the same way you print a document on paper. The difference is that the PDF file will show up as a digital file on your computer, instead of a physical print on paper. (You can then print the PDF file you made, on paper, from Adobe Reader.)

Below are instructions for making PDF files in Adobe InDesign.

InDesign (CS2)

Open your file. InDesign native files have this prefix: .indd

In the Menu bar, choose: File > Print

In the Print dialog box, make these selections, as needed:

Print Preset: Default

Printer: Adobe PDF 7.0

PPD: Default (AdobePDF 7.0)

General: Copies: Usually, 1

Pages: Usually, All (or: From 1 to: 1)

Sequence: All Pages

Options: (you can leave all of these unchecked)

At the bottom of the Print dialog box:

Click: Page Setup

In the Page Setup dialog box, make these selections, as needed:

Settings: Page Attributes

Format for: Adobe PDF 7.0

Paper Size: US Letter (or one that matches your document)

Orientation: Usually, vertical (or one that matches your document)

Scale: Usually, 100%

Click: OK

Back in the Print dialog box:

Note: At the top of the Print dialog box, Print Preset may now say: [Custom].

Check to see that the picture above the Page Setup button looks correct.

If it looks incorrect, check your settings in the Page Setup dialog box.

When you are satisfied:

Click: Print

InDesign automatically chooses where to store the PDF file. (Example: Desktop.)

You can edit the name of the PDF file once you locate it.

Be sure the file name includes the suffix .pdf — so you (and any computer) will recognize it.

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