

How to Set Up A Multi-Page PDF for Printing

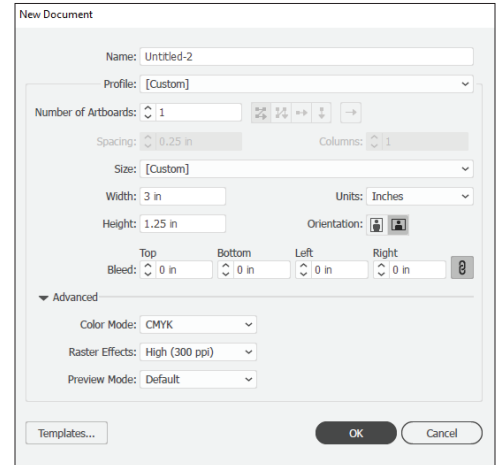
Multi-page PDF documents are the preferred method for supplied art. This allows us to import the file directly into our RIP application and automatically nest the pages for printing without having to set up individual jobs, saving us time and you money.

The following guidelines show how to set up a name badge job in Adobe Illustrator.

STEP 1: CREATE THE INITIAL LAYOUT

Create a new document layout, TO ACTUAL DIMENSIONS, of your desired badge size. In our example we are printing a 1.25" x 3" name badge with no bleeds, see Image 1 at right. (NOTE: If your product requires bleeds, please allow .0625" for the bleed areas.)

Image 1



STEP 2: DESIGN THE BADGE

Vector artwork is preferred for digital printing, however, raster files are acceptable providing they are of print quality. Raster files should be no less than 150 DPI at the final output size to ensure a clean print. Please allow .0625" from the edge of the badge for a safety margin.

Image 2



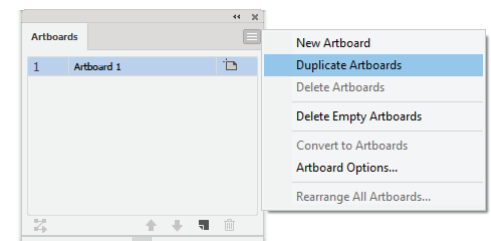
STEP 3: DUPLICATE THE ARTBOARD

In order to generate the appropriate number of pages, we need to duplicate the artboard to match the number of badges we are ordering. In our sample case, we want to create 3 badges so we need to duplicate the artboard twice to create 3 badge layouts.

Select **Window > Artboards** to display the artboard pallet if it's not already visible.

On the Artboards tab, select the menu (the 3 horizontal lines in the upper right corner of the pallet) and select **Duplicate Artboards**. (Image 3)

Image 3



Repeat this step until you have the correct number of artboards for your order, then edit your badges as needed. (Image 4)

Image 4



STEP 4: SAVE THE FILE FOR PRODUCTION

Before saving, be sure to **PROOF** your art for spelling or any other errors. Once you are satisfied, **SELECT > ALL**, then select **TYPE > CREATE OUTLINES**. Now we are ready to save our file.

Select **FILE > SAVE AS > Adobe PDF (*.PDF)**

Be sure to name your file with your **PO#** and your **Company Name**.

Select **Use Artboards** and check **All**, select **Save**.

Image 5

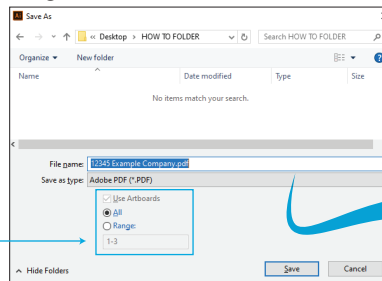
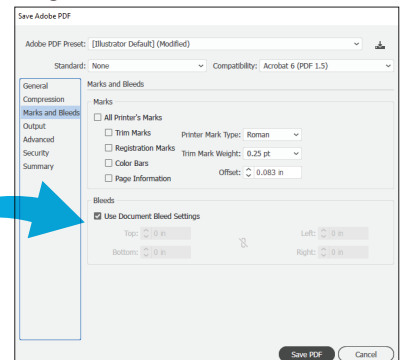


Image 6



You can use the **Illustrator Default** file settings. Select **Marks and Bleeds** from the menu at left. Make sure all the printer's marks are **UNCHECKED** and the **Use Document Bleed Settings** is **CHECKED**. Click **SAVE PDF**.