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## MANUAL

*How to create a Reprography-compatible PDF document*

# DIGITAL PRINTING

## Color, black & white, or mixed

### THESES - COURSES - BROCHURES AND OTHER JOBS



Centre d'Impression,  
pour le savoir  
et la communication

Print Center,  
for knowledge  
and communication

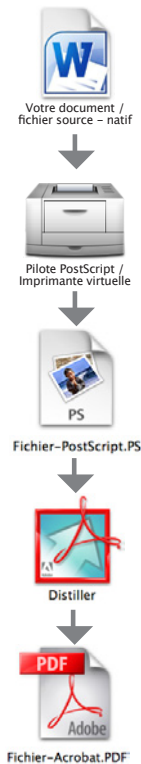
Everything's online at

<http://reprographie.epfl.ch>

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	Questions about PS-PRN-PDF file – access to the REPRO server		

NOTE: all the texts in **blue** in this manual are clickable hyperlinks  
for immediate access to important information (advice, e-mail contacts, downloads, etc)

# General Information



Whether copies are «black & white» or «color», only .pdf documents are accepted by the EPFL reprography for printing.

In order to produce a good PDF, experience has shown that the only valid method is to:

- **install a virtual PostScript printer**
- **print to file "PostScript"** (.PRN ou .PS) **from the source document** (Word, PPT, etc...), then recuperate the document on your desktop
- then **convert the .PS en .PDF document using Acrobat Distiller.**

PDFs created directly from MS Office programs are often incompatible with our printers. ONLY PDFs produced directly from ADOBE software (inDesign and Illustrator) are compatibles.

To use Acrobat Distiller, we know you have to have the full version of Adobe Acrobat, and not everyone has this. In this case, you just need to "carry" the Postscript document to a colleague (ideally someone who uses the same OS), and you can convert the .PS into a PDF on his/her workstation.

Whether you're on PC or Mac, this manual will take you step by step through the process of creating a PDF document that's compatible with our printers. In chronological order, here's what to do to obtain high quality printing at the Reprography from your document:

- 1 install a virtual printer on PCwin or Mac
- 2 print to file .PRN/.PS from your source application (except for CS Adobe)
- 3 convert the .PS into .PDF using Acrobat Distiller
- 4 upload the PDF to our server `\\repro\public`
- 5 contact the Reprography **person in charge** of your kind of job
- 6 download and save the **Repro order form** (with your coordinates, account number, etc..) for billing and transfer to the appropriate person.

## Test your document before sending it to us

Once you've generated your PostScript document and the PDF file has been generated, test it on your printer (not obligatory for simple copies). If it's a complex job, it is necessary to test and print your file and send us this printout by campus mail; it will be used as a model for the operator (the **person responsible** for your job, with whom you have made contact beforehand).

## Page Proofs – Timeline

TWe cannot start your job until we have received the filled-in **Repro order form**.

**Page Proofs:** For a complex job, we can provide page proofs, please request this. You can then look things over one last time before the job is sent for final printing.

**Timing:** jobs are done in the order received. Most are thus done within the time requested on the repro order form. In the case of a rush job, please contact the person responsible to reach an alternative arrangement.

In the case of a rush job, please contact the **person responsible** to reach an alternative arrangement.

## Naming your files

Files uploaded to our server `\\repro\public` be labeled as follows:

Number of account named on the Repro order form + name of job .pdf, as in this example:

**03-27\_Bochure-Cours.pdf**

The only exceptions are theses, which should be named like this: **These\_0000\_Nom.pdf**

If your job contains several PDF files:

Create a folder on our server with your account number and job name, such as:

**03-27\_Bochure-Cours** and name the PDF in it in the order in which they are to be printed, e.g.

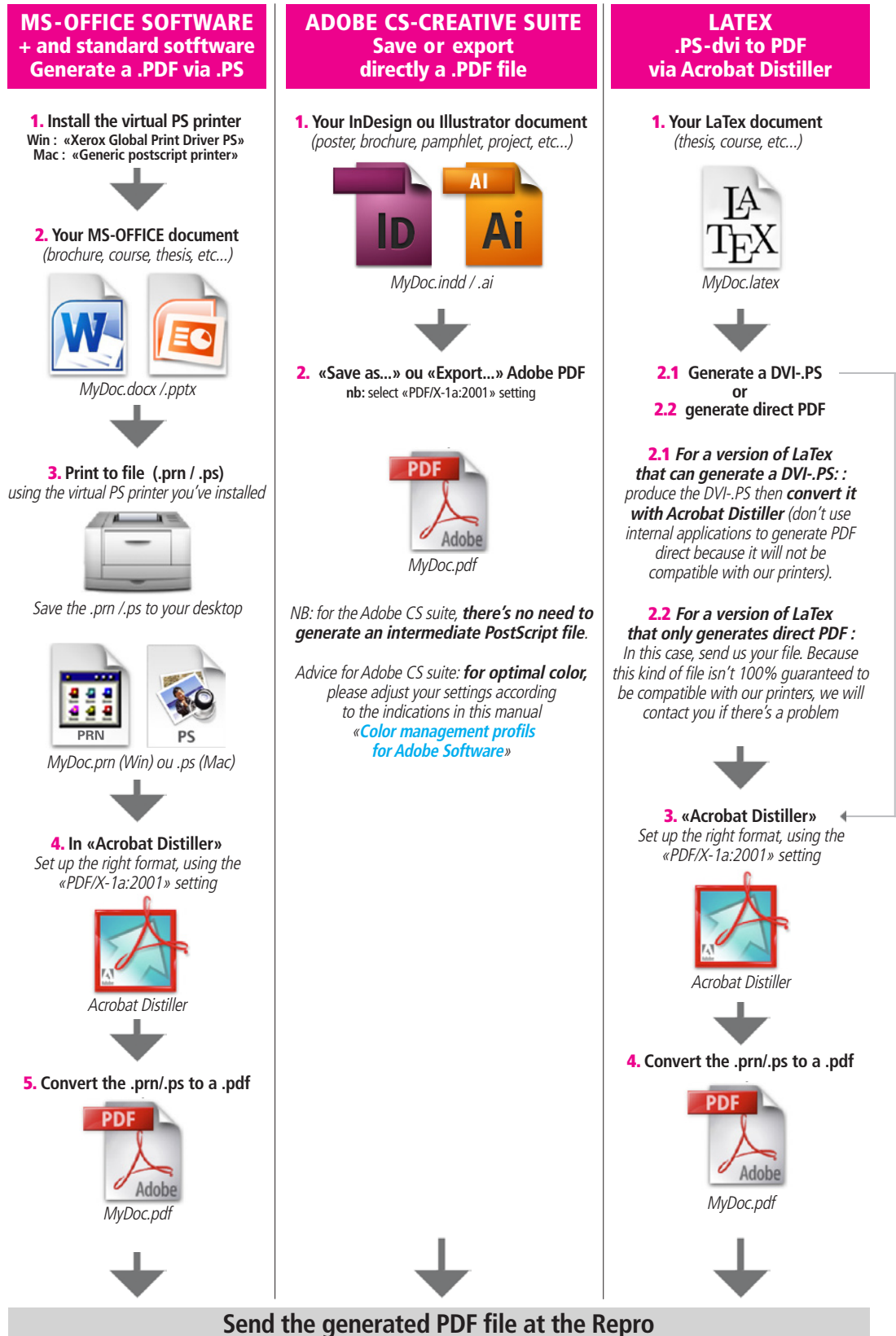
**01\_intro.pdf, 02\_chap1.pdf, etc...**

# OVERVIEW



## How to print your document to a PostScript file and convert it to a PDF file in a glance

This page gives an outline of what you need to do. You can find more detail (installing drivers, setting up Distiller, etc) on the pages that follow.



- Solution 1: upload the file to the server [lrepro|public](#) in the appropriate folder: *Color, Black & white* or *Theses*. Then send an e-mail to the *person responsible* and attach a filled-in *Repro order form*.
- Solution 2 : come to the repro desk with your PDF on a USB key and a filled-in *Repro order form*.

# PC-WinXP 32 bits : install the virtual printer

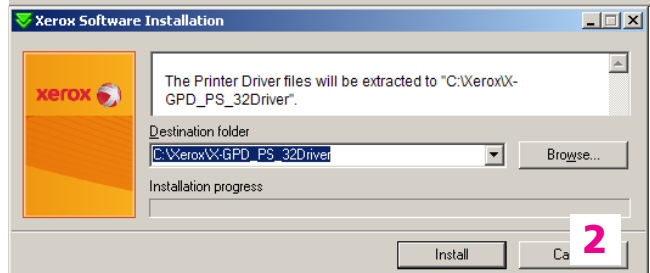
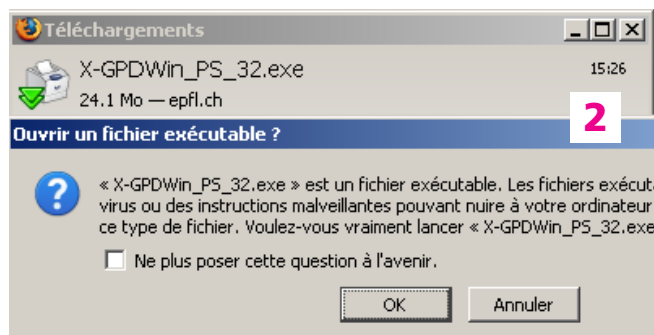


## Procedure for all external or internal EPFL users

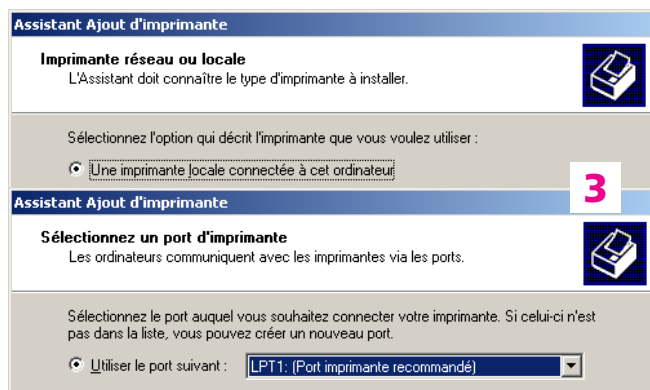
Because the installer can be downloaded from our internet site, any user, inside or outside the School can install the virtual PostScript «Xerox Global Print Driver». NB: you must have “administrator” status to do this on your PC.



1. Open a browser and download the 32-bit windows XP driver «Xerox Global Print Driver» from this URL address:  
[http://reprographie.epfl.ch/drivers/X-GPDWin\\_PS\\_32.exe](http://reprographie.epfl.ch/drivers/X-GPDWin_PS_32.exe)

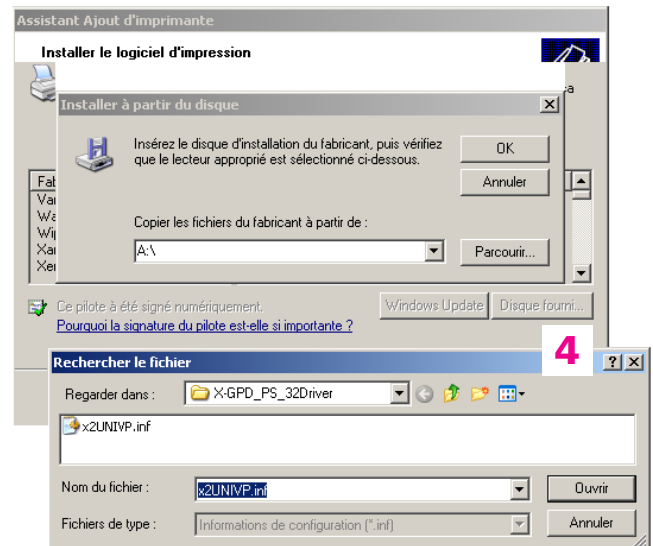


2. Run the installer and validate the operations

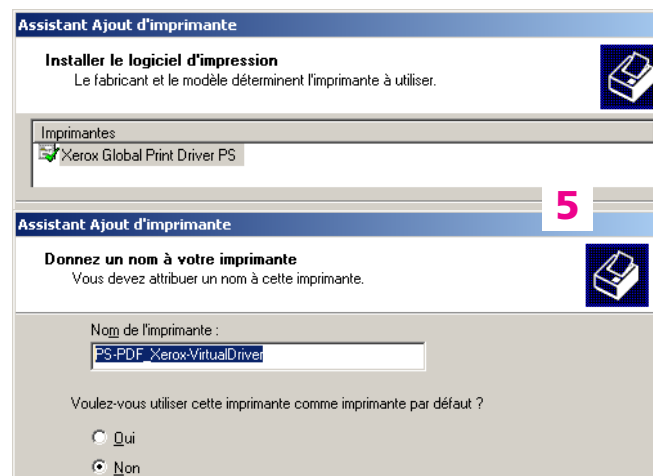


3. In your Start Menu -> Settings -> Printers and Faxes Start the **Add a printer** wizard
  - select «Local printer... »
  - select the port «LPT1 »

**REMINDER: DOWNLOAD link for the Xerox Global Print Driver PS for Windows XP 32 bits Win-XP 32** [http://reprographie.epfl.ch/drivers/X-GPDWin\\_PS\\_32.exe](http://reprographie.epfl.ch/drivers/X-GPDWin_PS_32.exe)



4. Copy manufacturer's files from -> Browse:
  - select the directory **X-GPD\_PS\_32Driver**
  - **x2UNIV.inf** file appears, confirm and install



5. Continue the installation
  - rename the virtual printer if you want to
  - default printer : **No** / Test page : **Non**



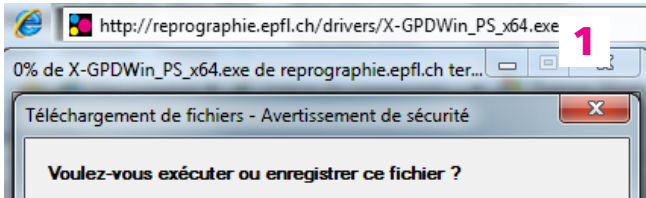
6. Installation is complete  
If the printer is installed correctly, it should be present under “printers and copiers”

# PC-Win7-Vista 32 / 64 bits : installing the virtual printer



## Procedure for all external or internal EPFL users

Because the installer can be downloaded from our internet site, any user, inside or outside the School can install the virtual PostScript «Xerox Global Print Driver». NB: you must have "administrator" status to do this on your PC

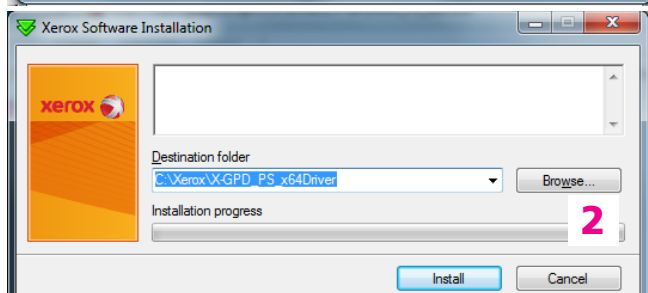
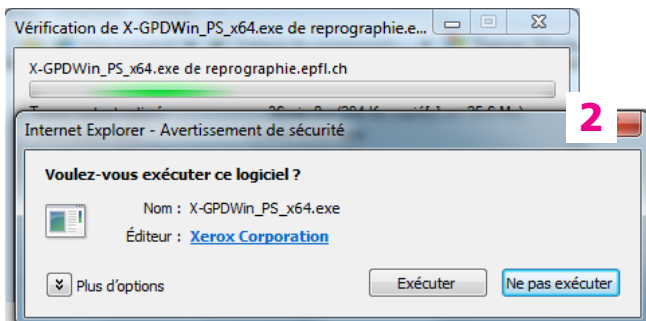


1. Launch a browser and download the drivers for Windows 7 32 or 64 bit (make sure to install the correct version of "Xerox Global Print Driver" for your W7) at the following URL

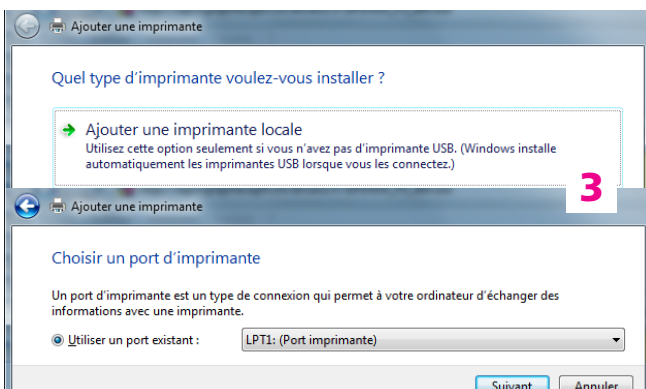
W7-32 bits [http://reprographie.epfl.ch/drivers/X-GPDWin7\\_PS\\_32.exe](http://reprographie.epfl.ch/drivers/X-GPDWin7_PS_32.exe)

W7-64 bits [http://reprographie.epfl.ch/drivers/X-GPDWin\\_PS\\_x64.exe](http://reprographie.epfl.ch/drivers/X-GPDWin_PS_x64.exe)

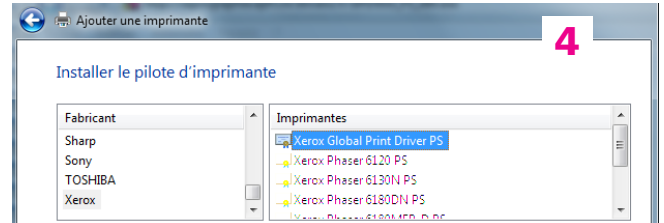
Next: continue -> Run ... (continued below)



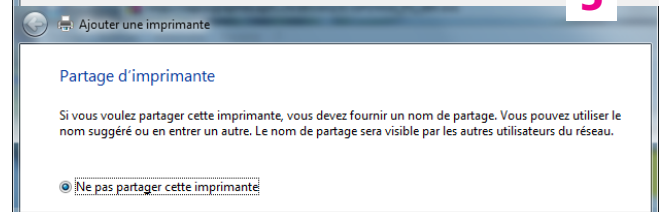
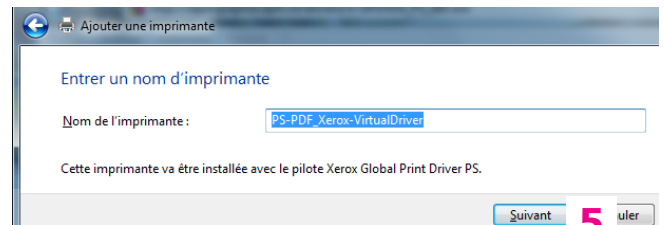
2. Open > run the installer and validate the operations



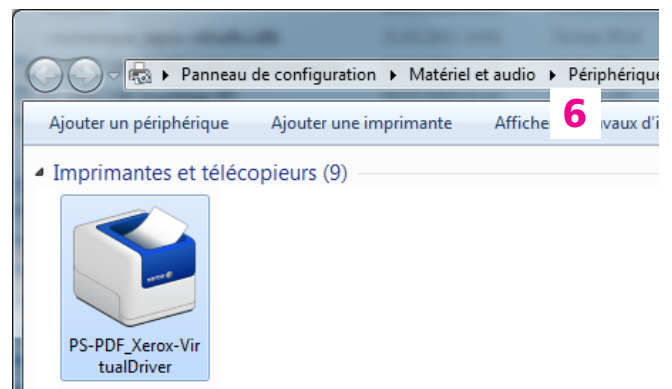
3. The wizard "Add Printer" will automatically continue - select "Local printer ..." - select port "LPT1" - Continue -> Next



4. Once inside "local printer ..." Choose:
  - **Xerox** = the Manufacturer
  - And select the driver **Xerox Global Print Driver PS**Continue -> Next



5. Continue the installation
  - rename the virtual printer if you want to
  - **do not "share"** this printer
  - default printer : **No** / Test page : **Non**Continue -> Next



6. Installation is complete  
If the printer is installed correctly, it should be present under "printers and copiers"

**REMINDER:** Link for downloading the Xerox Global Print Driver PS pour Windows 7 32 or 64 bits:

Win-7 32 bits [http://reprographie.epfl.ch/drivers/X-GPDWin7\\_PS\\_32.exe](http://reprographie.epfl.ch/drivers/X-GPDWin7_PS_32.exe)

Win-7 64 bits [http://reprographie.epfl.ch/drivers/X-GPDWin\\_PS\\_x64.exe](http://reprographie.epfl.ch/drivers/X-GPDWin_PS_x64.exe)

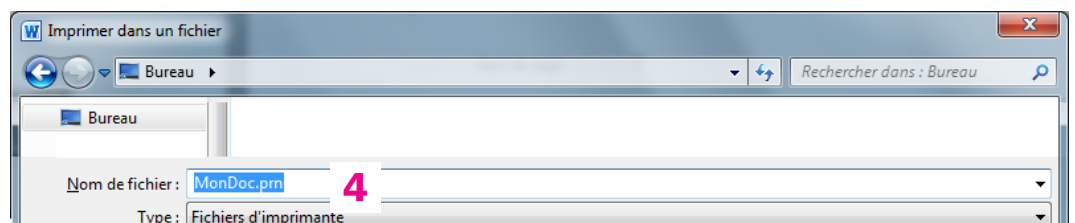
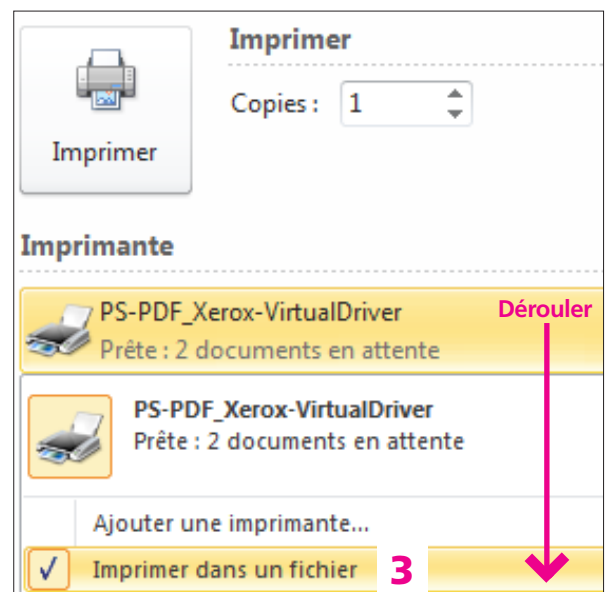
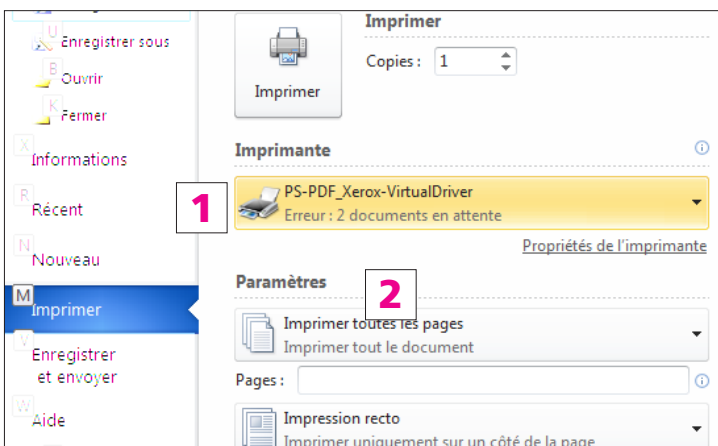
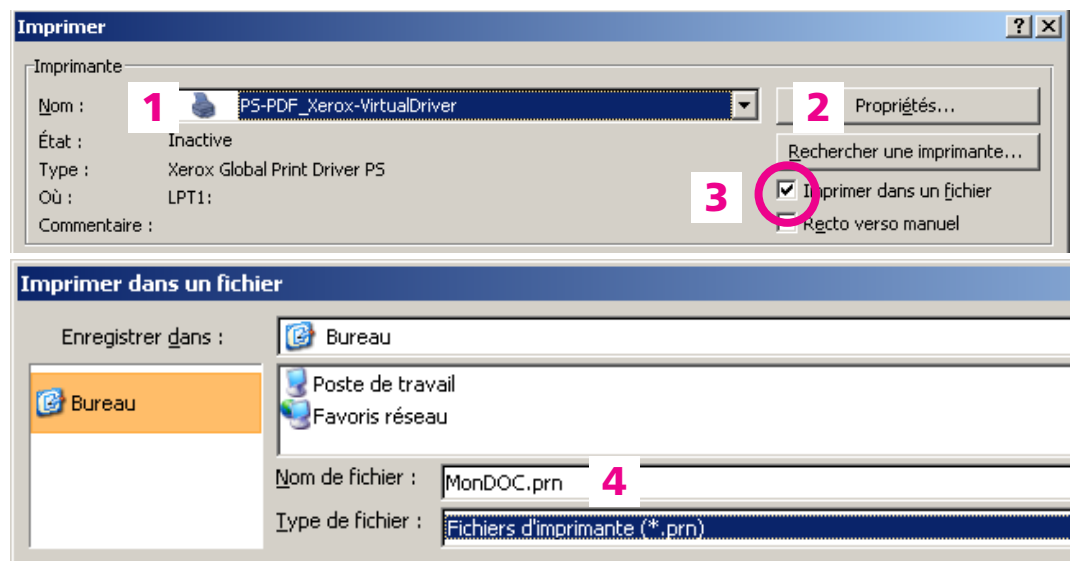
# PC-Windows : print to file (.prn / .ps)

When you have the «Xerox Global Print Driver PS» installed and you have created the printer, you're ready to print to a file. The procedure is basically the same in Windows XP or Windows 7-Vista, you just need to find the button to click to select «✓ print to file».

Once you're document is open in your application (Word, PPT, XL, etc...) :

1. choose File -> **print** and **select the printer**
2. In the properties or printer settings, **choose the options** so that the paper format and other "details" are right for your document.
3. find the button ✓ **print to file** and click on it
4. validate -> **Print** or **OK** : a box opens asking you where to store the (.prn) – choose the **desktop**, name the file, and click **OK**.

Wait for the file to "print" then you will see your file appear on the desktop.

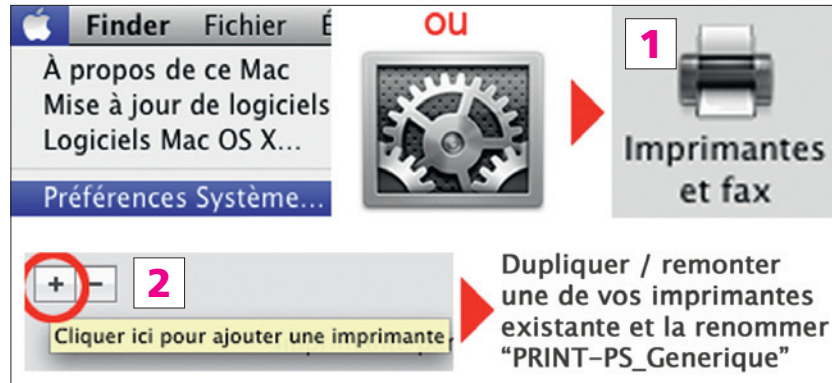


# MAC : create a virtual PostScript Printer

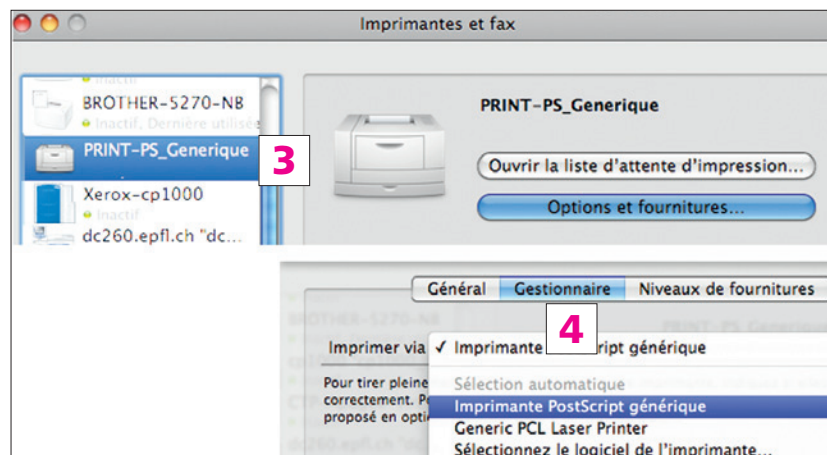


## Procedure for all external or internal EPFL users

Because the driver is built-in to Mac OS X system, any user, inside or outside the School can install the virtual «Generic PostScript Printer».



1. In -> System Preferences -> **Print and Fax**
2. + **Add** / copy a printer in your list and **rename it** (e.g. "PRINT-PS\_Generic")

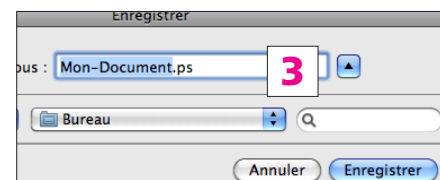
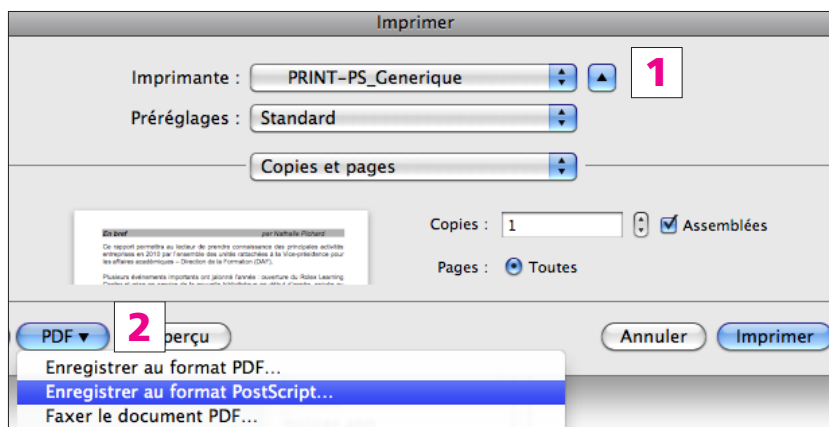


3. Click on that printer and select -> options and supplies -> **Driver**
4. in the «print via», select -> **Generic PostScript Printer**

Your printer is configured, you're ready to print!

# MAC : print in PostScript format (.ps)

The driver is installed and your printer is ready, you can print to a file. Once your document is open in the application (Word, PPT, XL, etc...) :



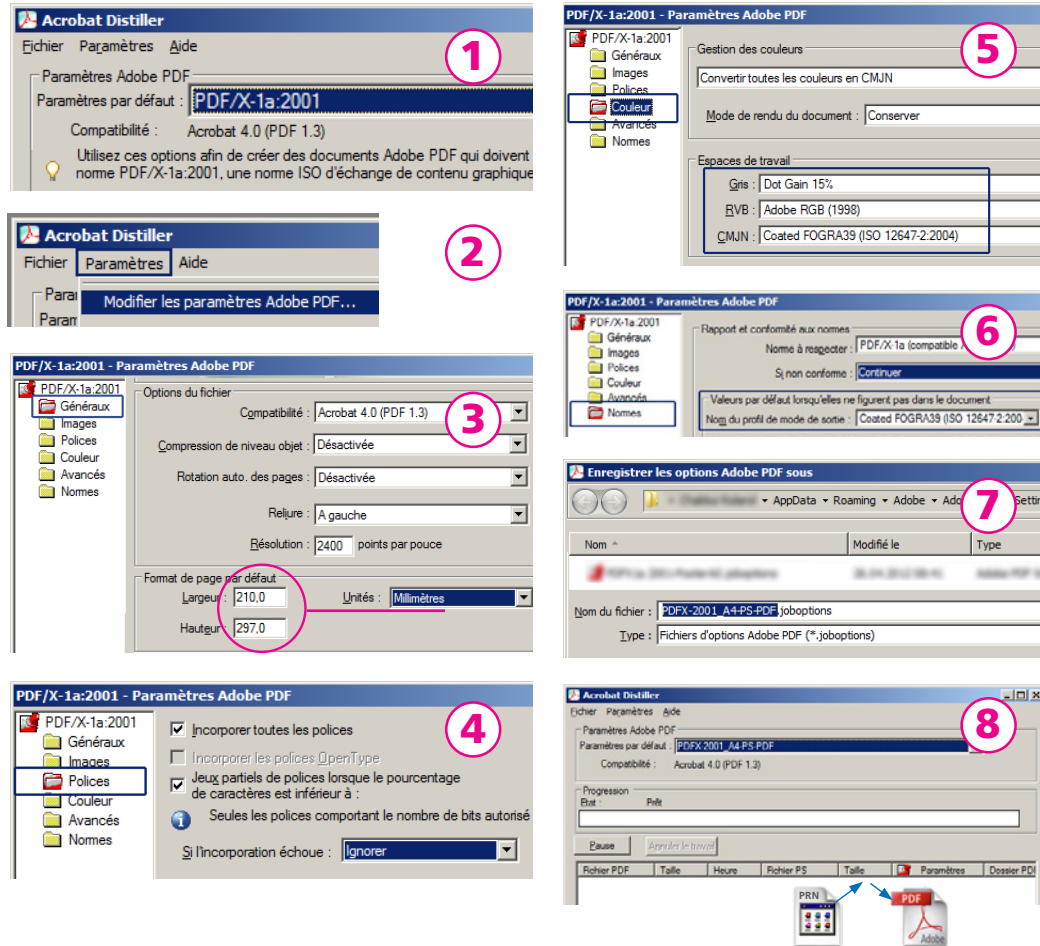
1. choose File -> Print and **choose the printer**  
if needed: verify print settings = paper format and other "details"
2. Choose the button from the drop-down menu «PDF» choose -> **Save in PostScript format**
3. A box opens asking you where to save the .ps file, choose the **desktop** and give it a name confirm -> **Save**, and confirm -> **Print**  
Wait for the file to "print", and then you will see it appear on your desktop.

To use **Acrobat Distiller (PC or MAC)** : we know you have to have the full version of Adobe Acrobat, and not everyone has this. In this case, you just need to “carry” the Postscript document to a colleague (ideally someone who uses the same OS), and you can convert the .PS into a PDF on his/her workstation.

## Distiller: convert a .ps/.prn file to .PDF

Edit and save a new parameter based on the «PDF/X-1a:2001» setting

Once you have the .prn file on your desktop, open «**Acrobat Distiller**». Before converting, you must verify that your “optimal” setting corresponds with the paper format you want, otherwise, modify it by saving a new setting.



- 1 Choose the setting **PDF/X-1a:2001**
- 2 Choose the menu -> Settings -> **Edit Adobe PDF Settings...**
- 3 In the left menu -> **General** Choose **Millimeters** as unit and enter the measurements of your size document (in this example, «A4» = 210x297 mm.)
- 4 In the left menu -> **Fonts** -> if incorporation fails, select **Ignore**
- 5 In the left menu **Colors** -> select (by browsing the menu) profiles of ISO European standards include:  
 Gray: **Dot Gain 15%**  
 RGB: **Adobe RGB (1998)**  
 CMYK: **Coated Fogra 39 ...**
- 6 In the left menu **Standards** -> if not compliant, select **Continue**
- 7 At the bottom of the window click **Save As ...** In the **Save As** dialog, rename the setting -> eg. PDF/X.....A4
- 8 Select your new setting, then **drag and drop the .PRN file** in the Distiller window, you will find the converted PDF in the same location (your desktop).

## Mac Distiller : convert the .ps file to .PDF

Create a identical setting proposed above for Windows Distiller. Then :



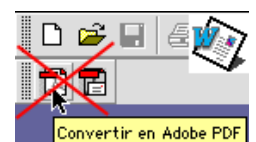
- 1 Select your new setting, based on the setting **PDF/X-1a:2001.....**
- 2 Then **drag and drop the .PS file** in the Distiller window, you will find the converted PDF in the same location (your desktop)

8

### TIP – FOR ALL OPERATING SYSTEMS

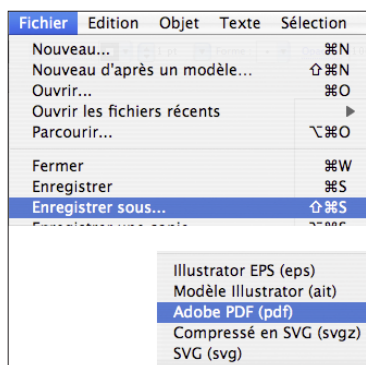
Don't use the “create a PDF” that's available in your word processing or other application.

The file it creates may not end up with the correct resolution!

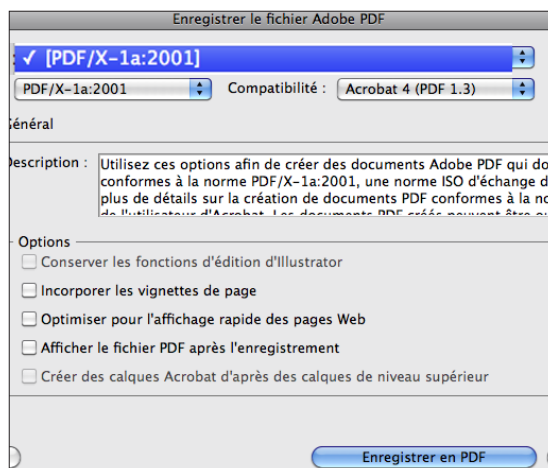


For documents created in the Adobe CS suite, (Illustrator & InDesign) **you don't have to create an intermediate PostScript file**, because the PDF files are exported as is, following the procedure outlined below:

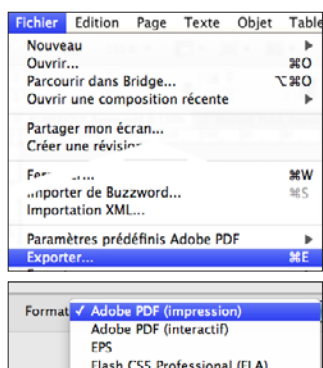
## ILLUSTRATOR : save as PDF PC / MAC



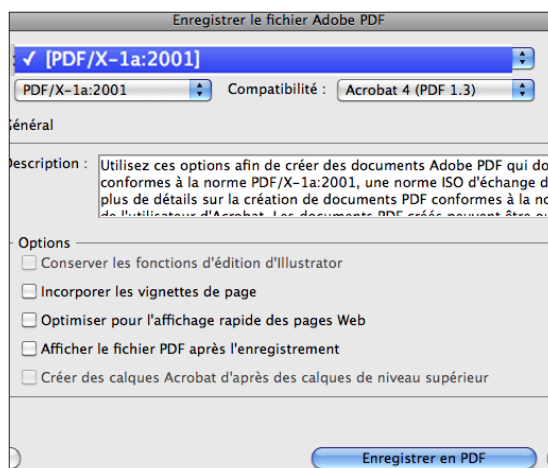
**SAVE THE PDF FOR THE REPRO**  
As indicated in the screen shots above



## IN DESIGN : export as PDF PC / MAC



**EXPORT THE PDF FOR THE REPRO**  
As indicated in the screen shots above



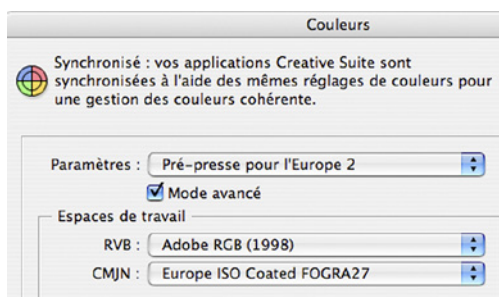
## SUITE ADOBE CS : color settings PC / MAC

Color settings for Adobe CS: For optimal color printing, we encourage you strongly to use the settings outlined in our detailed manual entitled : «[Color management profils for Adobe Software](#)»

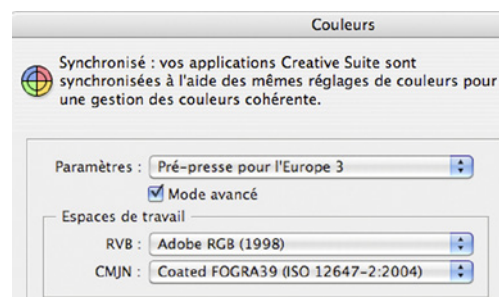
The goal is that the CS suite is immediately color-synchronized in order to guarantee agreement with all the software, to avoid unpleasant surprises when the final document is printed.

In summary, you'll find these settings in the same place for all CS desktop publishing software: Menu **Edit** -> **Colors...** -> **Settings** -> **Pre-press for Europe 2** (or 3)

Once all your software is set up identically, the message "**synchronized**" should be displayed.



Settings for CS 2 - 4 «Pre-press for Europe 2»

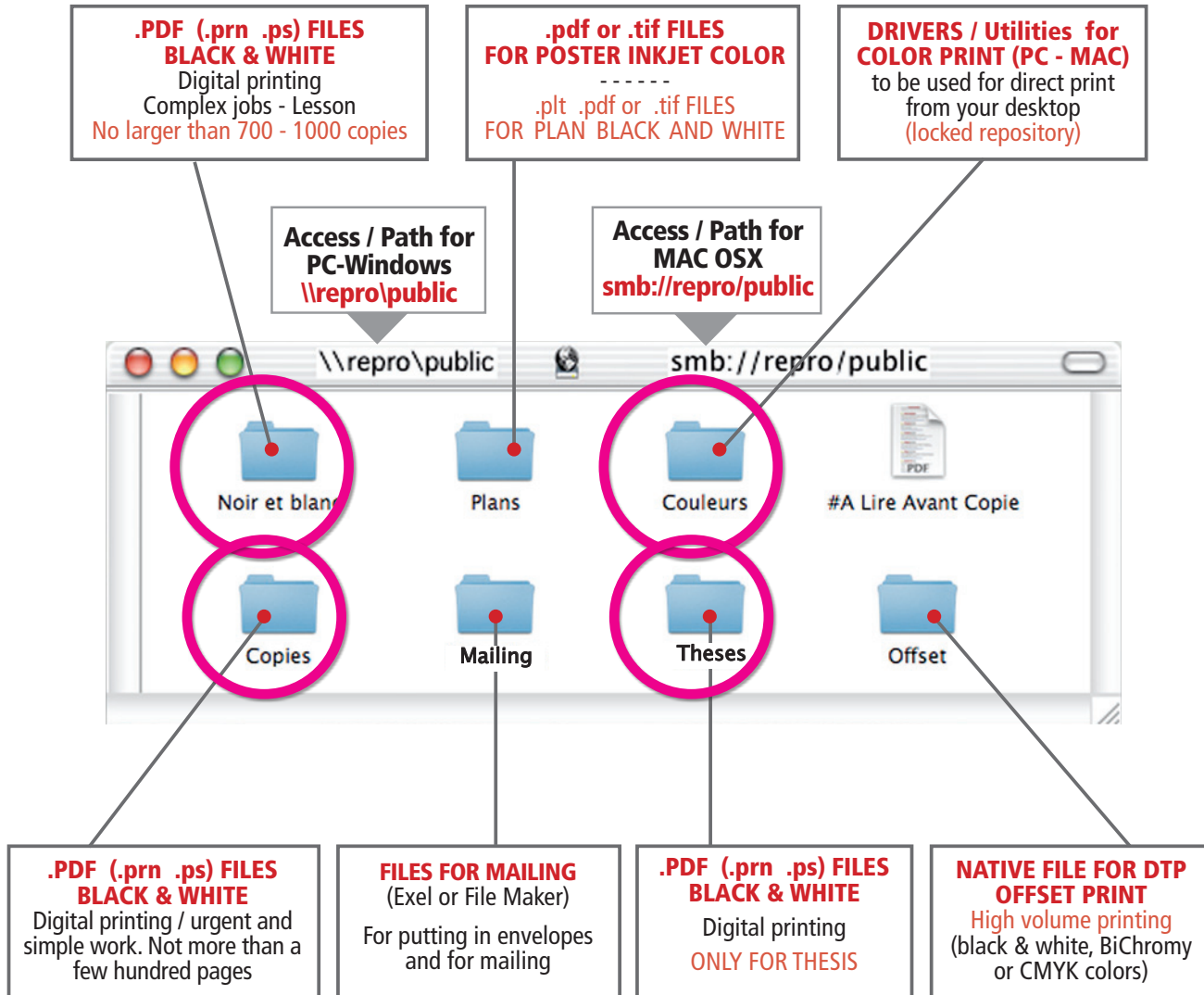


Settings for CS 5 «Pre-press for Europe 3»

# Accessing the Repro server

## Access to our Repro server **\\repro\public** and its different repositories

Update: May 2008 - © Repro-EPFL roland.chabloz@epfl.ch



**ACCESS FOR PC-Windows**

**Workstation :** (right click)  
 - map a new network drive,  
 - type this path: **\\repro\public**

**Manual method :**  
 Network Neighborhood: Epfl global network  
 - Domain name : **SCX**  
 - Server name : **Repro**  
 - Repository : **Public**

If identification is required to connect, test one of these 3 solutions: (same as Mac)  
**«Username»** or  
**«Your domain name\username»** for example «stilusername» or  
**«Intranet\username»**

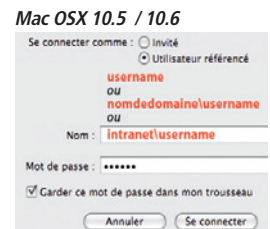
**ACCESS FOR MAC OSX**

Menu: Go to -> Connect to a server...  
 type this path : **smb://repro/public**

Identification is required, it is linked to your Gaspar deposit or Active Directory, after which you access and / or your mode of connection, Try one of these 3 solutions below:

Name **username**  
 or **your domain name\username**  
 (for example «stilusername»)  
 or **intranet\username** (note the backslash)  
 NB: methods «domain name\» «Intranet\» are the most common.

Password **.....**



**LINUX ACCESS**

Use the graphic tools **«Nautilus»** and proceed the same way as for Mac OSX