How to Make a PDF with ADOBE ILLUSTRATOR

Bleed Requirements

Please make sure that your document contains a bleed. Bleeds of 1/8" (0.125) are required on anything small like business cards, flyers, brochures, sell sheets, newsletters, or booklets. For larger items, such as signs, posters, tradeshow graphics, and the like, 1/4" (0.25) bleeds are needed. Once you determine which type of product you are printing, make sure you account for the correct bleed when setting up your file.

Or once in the file go to the properties panel and select Document Setup to adjust the bleed.

To save the file as a PDF:

- Choose File, Save As…
- Change Format to Adobe PDF, give it a filename
- From Presets, choose [High Quality Print]
- Click the Marks and Bleeds section
- Check Trim Marks and Use Document Bleed Settings
- For larger prints, such as anything larger than 11×17", click the Compression section, and change Color and Grayscale downsampling to 300 ppi for images above 300 ppi
- Always verify that the PDF exported properly by opening it in Adobe Acrobat or Adobe Reader

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Please Double Check

- That your bleeds are 1/8" (0.125) or 1/4" (0.25) depending on the size of your prints.
- That you have selected trim marks and use document bleed settings when exporting.
- That all images are embedded (This can be found in the properties panel when you have the image selected.)
- That all text is outlined (To outline the text in an ai file you hit Shift+Command+O and make sure you have all the text in your file selected.)
- Colors are in CMYK (most common), Pantone Spot Color, and Metallic Spot Color Ink.

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