HOW TO

Custom Customer Request;
Brian Del Ghaccio

“Brian's Style” Booklets 8.5 x 6

CREATED | 7/26/17

Prepared by Pro Copy Office Solutions; Confidential

Brian D Jobs aka "Brian Style"

Brain has a preference for
8.5 x 6 sized finished booklets for his Investor Relations materials
(it mimics the look of a mini powerpoint presentation in your hands is the assumption)

Requests typically come from Brian's Assistants;

Nicole Giandinoto or Tricia Stroud

Presentation usually held once a quarter.

Materials Needed:

- 8.5 x 14 paper
  (32lb Hammermill unless otherwise specified)
- Legal Size Black Backs and Clear Covers

Files Needed:

C:\Users\ProcopyPC\Dropbox\Pro Copy Team Folder\00 - Rep Serv Print Center Files\Resource files\Brian D jobs - how to print and export support files

Presentation_2UP_MASTER FILE.indd

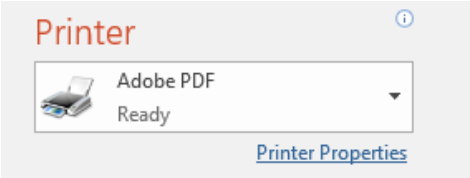
Presentation_2UP_MASTER FILE_speakernotes.indd

Source File

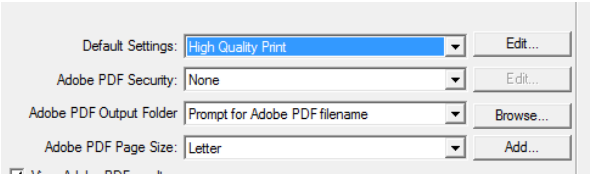
You may be provided a PDF file or the original Powerpoint Presentation file, or both. If the PDF file is high resolution, you can use that file and skip to **step 7**. If in doubt about the quality, continue with Step 1.

Creating a PDF File Version

1. Open the PPT file.
2. Locate “File”, “Print”, change the printer to Adobe PDF from the drop down option arrow.

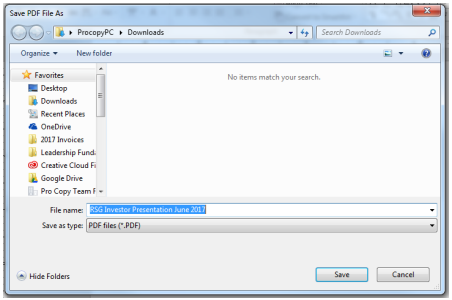


3. Click Printer Properties. A new window will appear, change the Default Settings to “High Quality Print“. Click Ok.



Creating a PDF File Version (cont.)

4. Click Print.



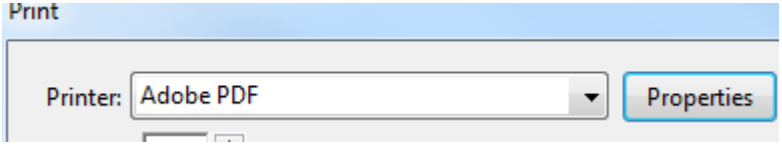
5. A new pop up window will appear asking what to name the file and where to save it. Direct the PC to your source folder and leave the file name as is for the first PDF. (We will be making 2).

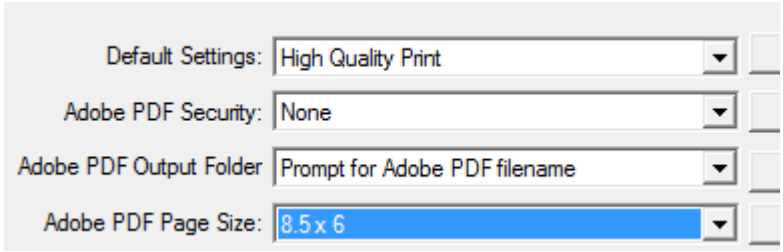
6. Your New PDF file will open in Adobe Acrobat Professional.

   Perform a quick review of the pages to make sure nothing moved or exported poorly. Compare it to your original file.

Creating a new size PDF file

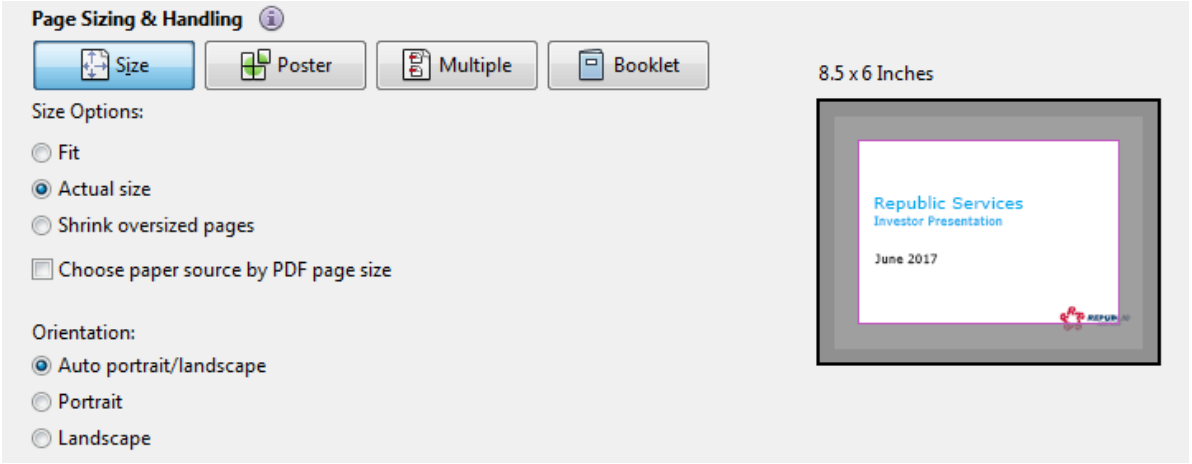
7. With the PDF file open (the file you created or the file the customer provided), go to “File”, “Print”, select “Adobe PDF” from the drop down, then “Properties”.
8. Just as before, change the default settings to “High Quality Print”.
9. You also need to change the Adobe PDF Page Size to 8.5 x 6. This should be found at the top of the dropdown list. Click OK.





Creating a new size PDF file

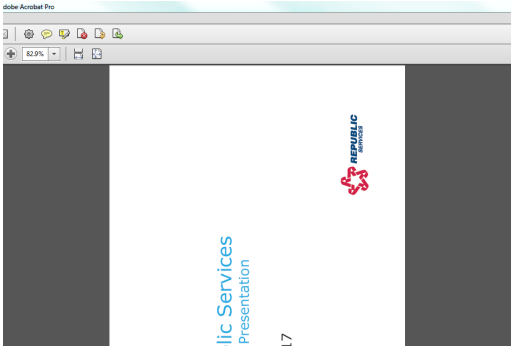
10. You will be taken back to the main print window. You must now change the size options to “Fit” if not already selected. Your preview will change once selected. Click Print.



Creating a new size PDF file

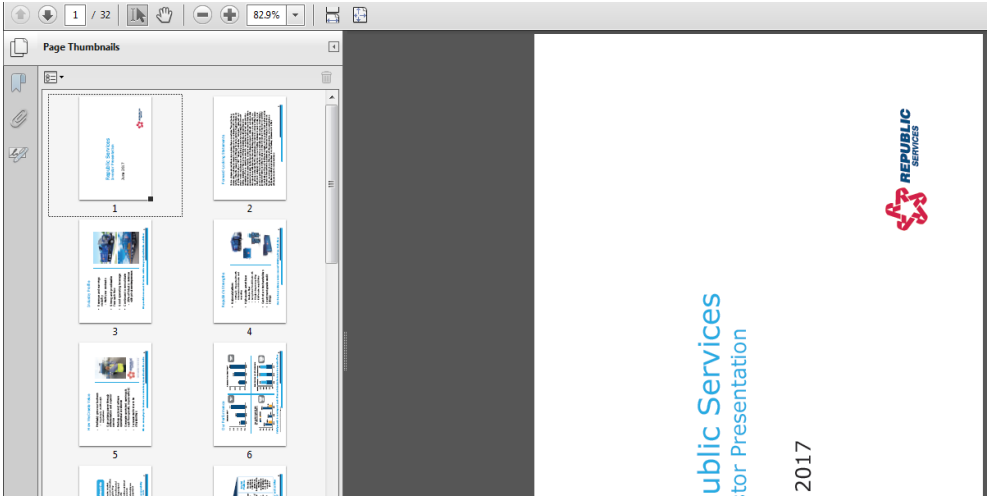
11. You will be prompted to name the file again. For this file name, add an underscore line at the end of the file name. “PAGE_”

12. Your New file will open but the orientation will be rotated. This must be corrected before the next step.



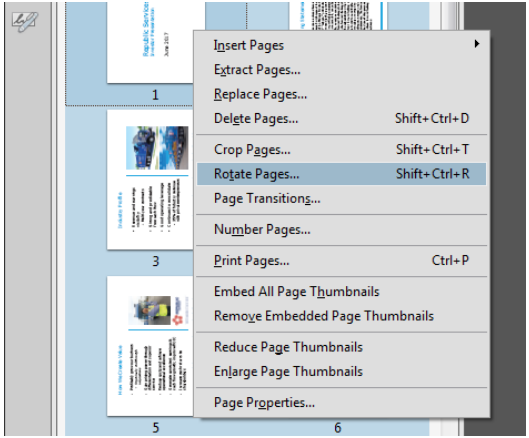
Creating a new size PDF file

13. From Adobe Acrobat Pro, locate the page thumbnail icon on the left hand side of the window. Click on it to expand your view.

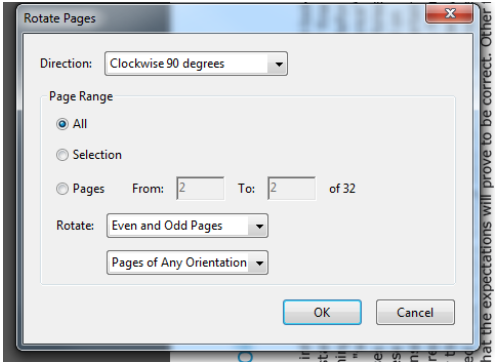


Creating a new size PDF file

14. Right mouse click on any page. Locate on the pop up menu “Rotate Pages”.

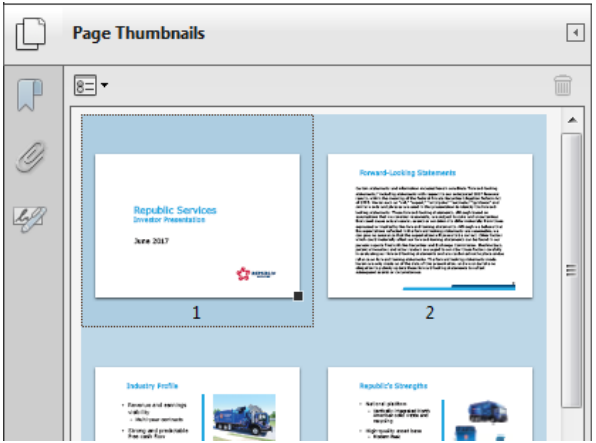


15. From the new pop up window, change the direction to Clockwise 90 Degrees and change the page range to “All”. Click OK. Once complete, Save file as is.

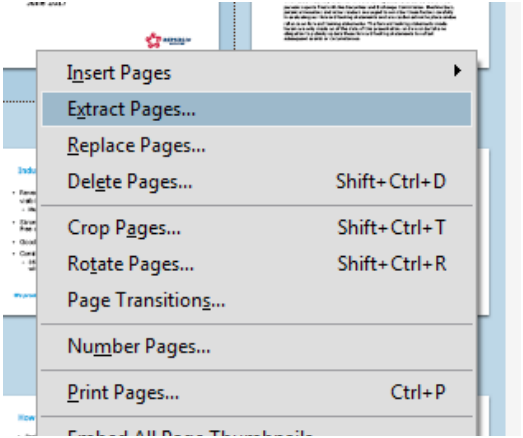


Creating a new size PDF file

16. Click on the first page to highlight it blue. Using your keyboard shortcuts, select all (ctrl + A).

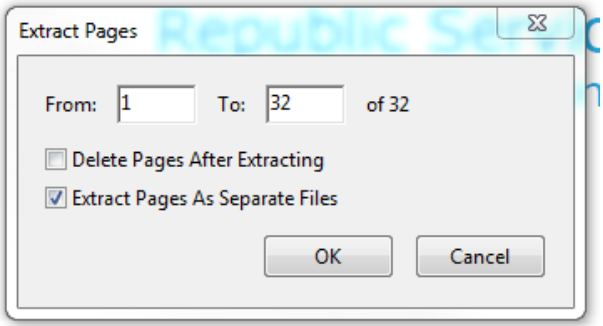


17. With all the pages selected, right mouse click on any page. Locate on the pop up menu “Extract Pages”

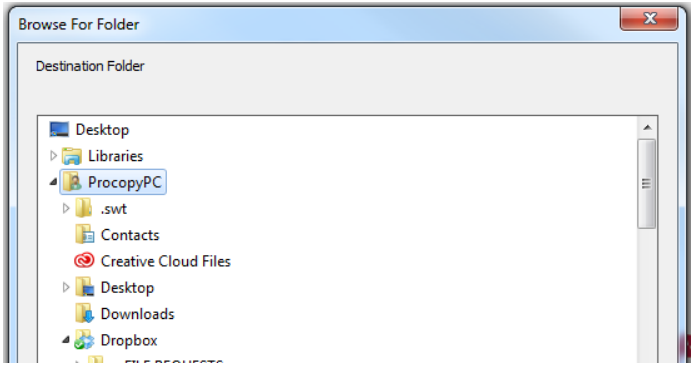


Creating a new size PDF file

18. A small pop up window will appear. Make sure your page range includes all pages and select the “Extract Pages As Separate Files” is checked.

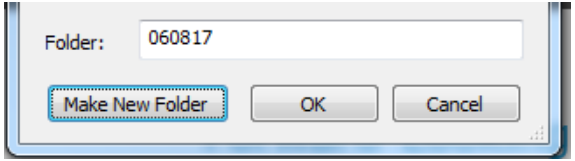


19. Another pop up window will appear. Using the file tree, locate your source file in Dropbox, beginning with the ProcopyPC tree. Click on the arrow to the left to expand.

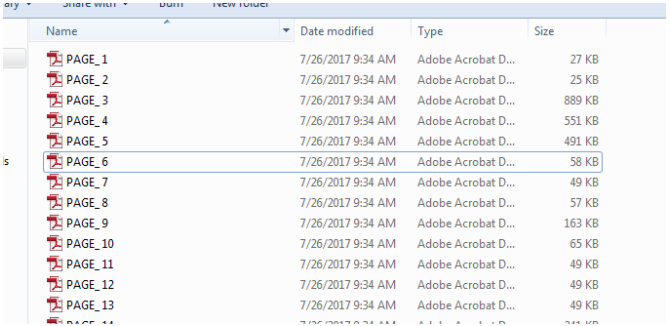


Creating a new size PDF file

20. Once you have located the source folder, highlight to select the folder, then click “Make New Folder”. Name the folder anything, it’s for your reference only. If you have multiple files, name the folder identifiable to you. Select your new file from the tree and press “OK”.

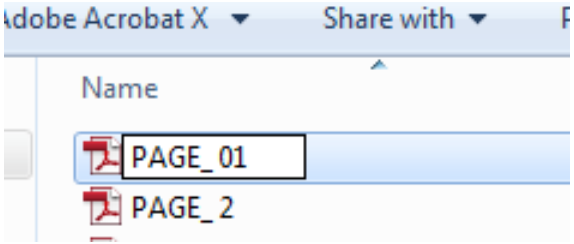


21. You will need to locate your new folder within windows file explorer. Once you have located it, open your new folder and your view will appear similar to below, each page numbered.



Creating a new size PDF file

22. Before moving on, you must add a zero in front of all **single digit** page numbers. Leave the space between the Underscore and the Page number so it is consistent with the double digit number format.



23. Next, locate the master files for printing.

    C:\Users\ProcopyPC\Dropbox\Pro Copy Team Folder\00 - Rep Serv Print Center Files\Resource files\Brian D jobs - how to print and export support files

Presentation_2UP_MASTER FILE.indd

Presentation_2UP_MASTER FILE_speakernotes.indd
(use this file if more than 32 pages)

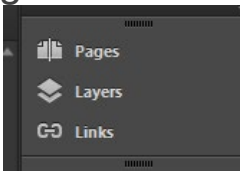
***NOTE: PROGRAM IS SLOW TO OPEN, BE PATIENT.**

Working In Adobe InDesign

Working In Adobe InDesign

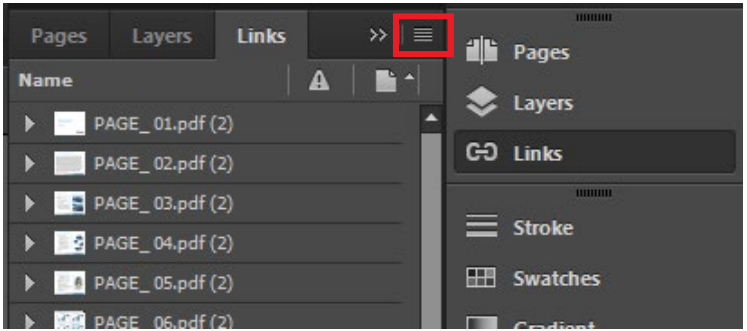
You do not need to know or understand the program to use it for this project. Follow the directions carefully and the program will do the work for you.

1. With the selected master file open, locate on the right hand side of the screen “Links”.



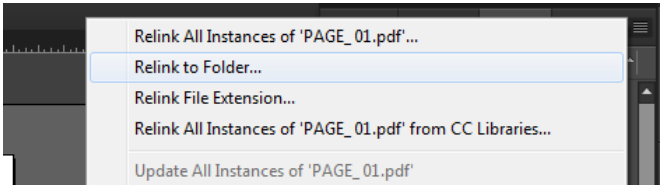
Click to Expand.

2. Click on any page from the list then locate at the top of the pane, the 4 horizontal lines, this is your menu options.

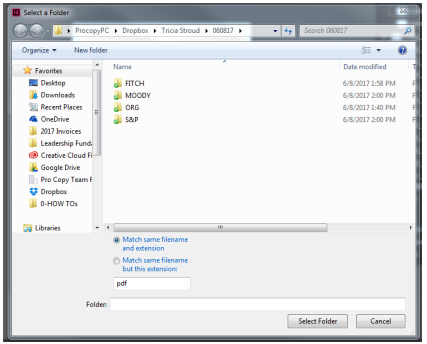


Working In Adobe InDesign

3. Select the “Relink to Folder” option



4. A new popup window will appear. Direct windows to your new folder of files you just created named PAGE_ 01, etc. Double click on selected folder and click “Select Folder” from the pop up window.



Working In Adobe InDesign

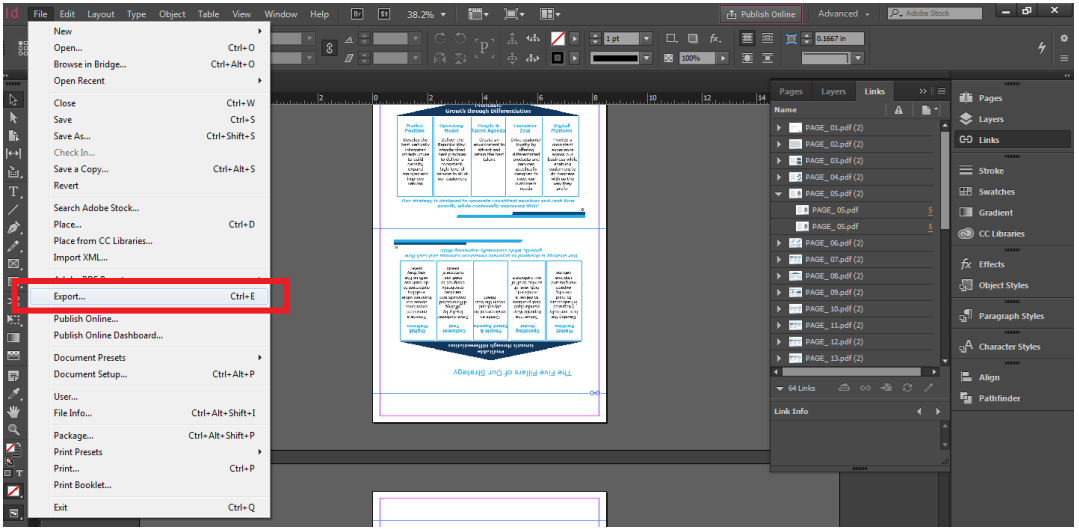
5. So long as the file names are exactly the same (you left the space between the underscore and the number) InDesign will match up page for page each file and replace it in this file for you.

   Files are not to bleed, there should be a white margin around all sides of each page.

   ********DO NOT EDIT MASTER PAGE POSITIONS*****JOB FILES ARE SETUP FOR MACHINES SIDE 2 IMAGE SHIFT OF 1/8 INCH (or top box is set to 1.125) ON MASTER A***** Both Sides are adjusted for 1/16 of an inch to center files on page properly.**

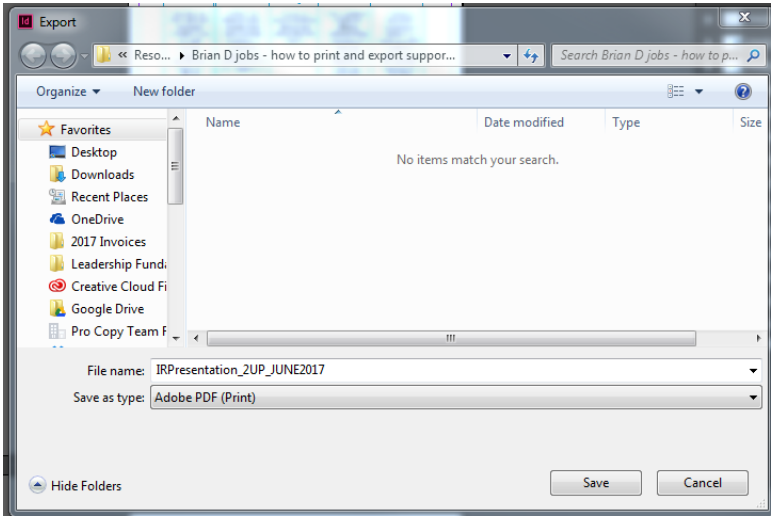
Exporting; Adobe InDesign

6. Once your pages have been replaced and you have verified they are correct, locate from the “File” menu, the “Export” menu option.



Exporting; Adobe InDesign

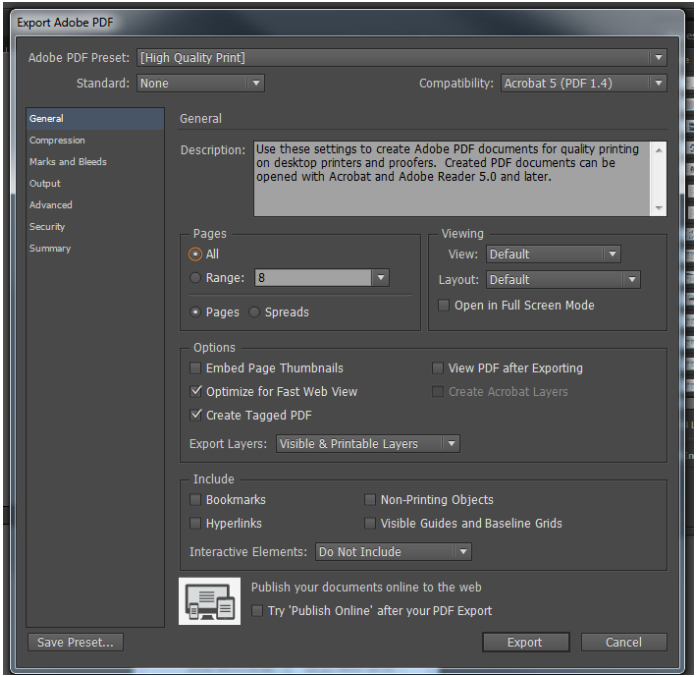
7. A new pop up window will appear asking where you want to save your file. Direct windows to your new source file folder and add to the end of the file name “_2UP” for easy file recognition.



Exporting; Adobe InDesign

8. InDesign's export window will appear next, double check that the ALL radio button is checked and "High Quality Print" is the selected preset a the top of the window, then press "Export".

9. You will need to locate your file manually once the export is complete. Open the file in Adobe Acrobat.

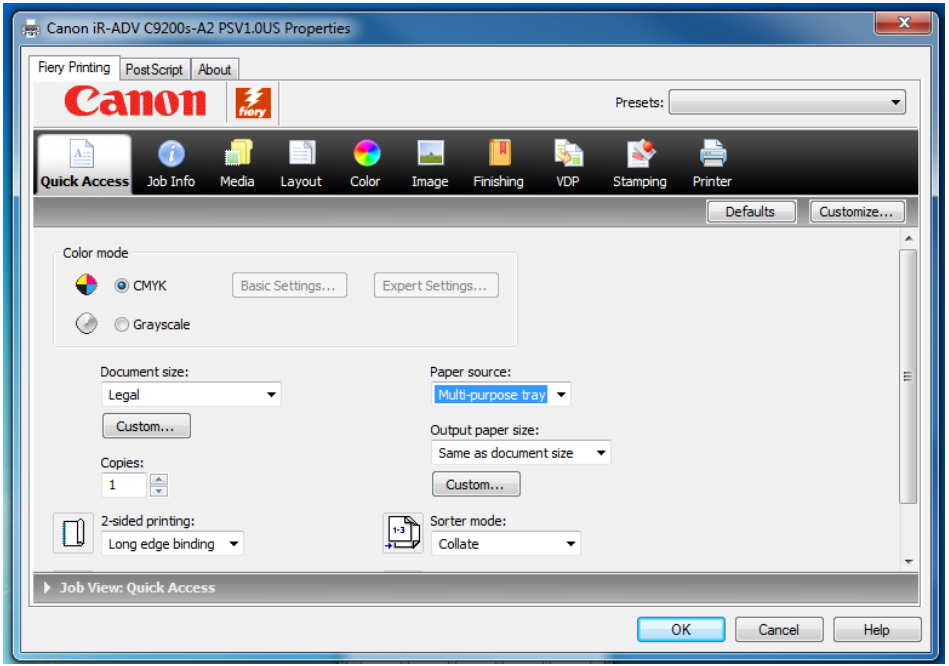


Printing / Finishing

Final Print

1. Change your paper presets to Legal (8.5 x 14)
2. Finished output is long edge binding
3. Print pages 3 and 4 first to make sure your page alignment* is correct / close enough before printing the entire job. If correct, print job.

**This file was originally intended to be printed on the 9820 but if unavailable, you may need to adjust the gutter on the 7055.*



Cutting / Binding

4. This job only requires 3 cuts;
   - one cut at 7” (half sheet)
5. Adjust your cutting to 6” depth and cut the BOTTOM of each stack off (logo is in bottom right)
6. You may either cut job pre sorted with covers or cut paper and covers separately.
7. Bind as normal.
   Be sure to clean of paper dust before delivering.

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