When sending a Publisher job to a printer it may be easier and safer to send it as a PDF. This avoids many of the problems that occur when processing native Publisher files and can speed up the processing time required. There are two main ways to create a PDF from Publisher. Direct export and using a PDF print driver.

Advantages to PDF
- Sending PDFs is more reliable than the standard Publisher format. There is less chance for type rewrap or missing fonts or images.
- PDFs are quicker (and usually cheaper) to process.
- A correctly created PDF will not change: what you see is what you get. Native Publisher files can sometimes change as they are moved from machine to machine.
- Revisions are generally cheaper to process, you fix the page(s) with the problems and send those to us again. We replace the revised pages on our workflow server.

Disadvantages to PDF
- PDFs are not easy to edit. It's harder to make last minute type changes to PDF files so it requires you to be more careful when creating them.
- You need to make most corrections to your files.
- For a PDF to work, it must be created correctly.

1. Publish as PDF
Choose File —> Save As. Choose the PDF format, and a name and place to save your file, then click on the Options button.
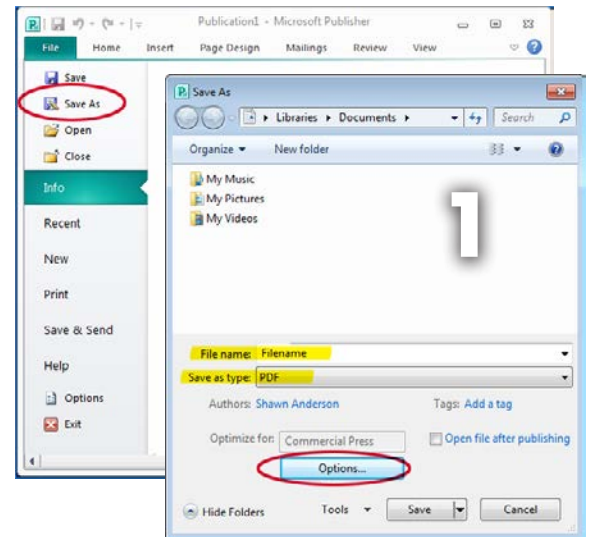
2. Choose PDF Publishing Options
Select the Commercial Press PDF settings. Change the downsample resolution to 450 dpi for all color and greyscale images over 450 dpi. Downsample all line-art to 1200 dpi for images over 1400 dpi. Check the Design Checker Option to warn about transparency and color use. Uncheck all 3 of the bottom PDF Option checkboxes. Click on the Print Options Button.
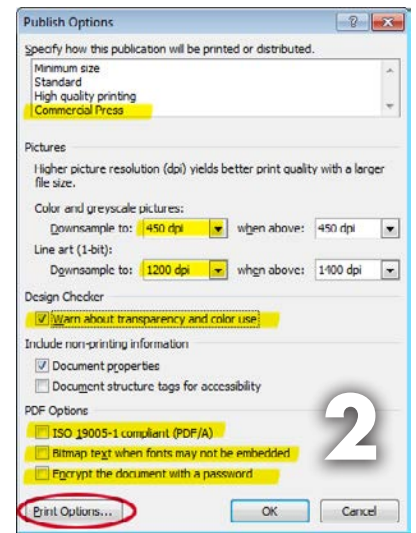
3. Change Print Option Settings
Turn on all the options under Printer's Marks. Set the Page Orientation to Portrait and the Page Size to Custom.

The actual page size to enter depends on the size of your document. To allow for extra room for the crop marks and any bleed items, you should add one inch to each dimension of the actual size of your piece.

So if you're working on an 8.5 x 11" file, you should enter 9.5 x 12". If your original is 8.5 x 14", then enter 9.5 x 15", etc. Note that this size is different from your actual document size, which should always be set to the quoted trim size.
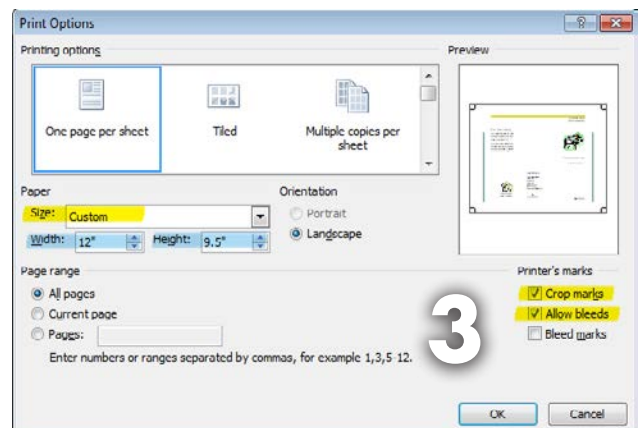
4. Click on OK in the next two windows then click on Publish to save your PDF file.