
SAVING YOUR ARTWORK AS A .PDF FILE

Shinebox Print only accepts High Quality PDF files. But they're super-easy to create. Just follow these directions and keep in mind the maximum file size for each of your .PDF files is 20MB or a total of 40MB for both files (Booklet Covers & Booklet Cards).

Creating a .PDF File Out of Adobe InDesign®

1. Make sure your artwork is saved.
2. Using the **Layers** palette, turn off the layer named "GUIDELINES". You don't want these to print, so they shouldn't appear in your .PDF files.
3. Choose **Export** from the **File** menu.
4. Choose Format: **Adobe PDF** from the pull-down menu.
5. Name your file and Click **Save**.
6. In the following dialogue box, you'll be asked to choose an **Adobe PDF Preset**. Please choose **[PDF/X-1a:2001]**. Note: This Adobe Presets ensures your artwork is saved in high resolution quality. It also eliminates color, font, and trapping variables that may lead to printing problems.
7. Click **Save PDF**.
8. Repeat this process for your remaining file. Remember, you should end up with two separate .PDF files for upload – one for your Covers and one for your Cards.

Creating a .PDF File Out of Adobe Illustrator®

Shinebox Print only accepts High Quality .PDF files. If you're not using a page layout application to combine your Illustrator files, you will have to create a separate .PDF for each of your files. But they're super-easy to create. Just follow these directions:

1. Make sure your artwork is saved.
2. Using the **Layers** palette, turn off the layer named "GUIDELINES". You don't want these to print, so they shouldn't appear in your .PDF files.
3. Choose **Save As** from the **File** menu.
4. Choose Format: **Adobe PDF (pdf)** from the pull-down menu.
5. Click **Save**.
6. In the following dialogue box, you'll be asked to choose an **Adobe PDF Preset**. Please choose **[PDF/X-1a:2001]**. Note: This Adobe Presets ensures your artwork is saved with high resolution quality. It also eliminates color, font, and trapping variables that may lead to printing problems.
7. Click **Save PDF**.
8. Repeat this process for each of your remaining files.

You now need to combine the .PDF files you just created into two separate documents. One for your booklet covers and one for your booklet cards. To do this, start by opening one of your files in Adobe® Acrobat®. You must use the full version of Acrobat for this step, not Reader. Next, choose **Save As** from the **File** menu and rename your document. (Hint: use the word Covers or Cards in your file name, depending on which file you are renaming.) Once you've created your new file, select **Insert Pages** from the **Document** menu. Find the page you wish to insert and click **Select**. Choose the proper Location and Page and click **OK**. Repeat this step for all the pages you wish to add.

Depending on the style of booklet you are creating, you should arrange your .PDF documents in one of three ways:

Standard Booklet

File 1 – Covers: This document should contain two pages. Page one should be the cover outside. Page two should be the cover inside.

File 2 – Cards: This document should contain two pages. Page one should be the front of your cards. Page two should be the back of your cards.

Versioned Booklet

File 1 – Covers: This document should contain two pages. Page one should be the cover outside. Page two should be the cover inside.

File 2 – Cards: This document should contain 21 pages. Depending on how you want to organize your booklet, you should arrange your cards in one of two ways:

Common Front: Page one of your document should be the front of your cards—all of the cards in your booklet will share this front. The last 20 pages of your document should be the back of your cards. Each of these pages can be unique, or you can repeat the same design more than once.

Common Back: Page 21 of your document should be the back of your cards—all of the cards in your booklet will share this back. The first 20 pages should be the front of your cards. Each of these pages can be unique, or you can repeat the same design more than once.

Dual Versioned Booklet

File 1 – Covers: This document should contain two pages. Page one should be the cover outside. Page two should be the cover inside.

File 2 – Cards: This document should contain 40 pages—20 unique card fronts and 20 unique card backs. Page one should be the front of card one, page two should be the back of card one. Page three should be the front of card two, and so forth...

Creating a .PDF File Out of Adobe Photoshop®

1. Make sure your artwork is saved.
2. Using the **Layers** palette, turn off the layer named “GUIDELINES”. You don’t want these to print, so they shouldn’t appear in your .PDF files.
3. Choose **Save As** from the **File** menu.
4. Choose Format: **Adobe PDF (pdf)** from the pull-down menu.
5. Click **Save**.
6. In the following dialogue box, you’ll be asked to choose an **Adobe PDF Preset**. Please choose **[PDF/X-1a:2001]**. Note: This Adobe Presets ensures your artwork is saved with high resolution quality. It also eliminates color, font, and trapping variables that may lead to printing problems.
7. Click **Save PDF**.
8. Repeat this process for each of your remaining files.

You now need to combine the .PDF files you just created into two separate documents. One for your booklet covers and one for your booklet cards. To do this, start by opening one of your files in Adobe® Acrobat®. You must use the full version of Acrobat for this step, not Reader. Next, choose **Save As** from the **File** menu and rename your document. (Hint: use the word Covers or Cards in your file name, depending on which file you are renaming.) Once you’ve created your new file, select **Insert Pages** from the **Document** menu. Find the page you wish to insert and click **Select**. Choose the proper Location and Page and click **OK**. Repeat this step for all the pages you wish to add.

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For All Other Applications

Shinebox Print only accepts High Quality .PDF files. Be sure to use the **[PDF/X-1a:2001]**

Adobe PDF Preset when saving or exporting your documents as .PDF files. Note: This Adobe Presets ensures your artwork is saved with the highest resolution quality. It also eliminates color, font, and trapping variables that may lead to printing problems.

If you are creating a Versioned or Dual Versioned booklet using a multi-page layout application such as QuarkXpress, you will simply need to export your Cover and Card files in .PDF format.

If you don't have access to a multi-page layout application, you will need to create separate .PDF files first, then combine them according to the instructions in Step 1. To do this, start by opening one of your files in Adobe® Acrobat®. You must use the full version of Acrobat for this step, not Reader. Next, choose **Save As** from the **File** menu and rename your document. (Hint: use the word Covers or Cards in your file name, depending on which file you are renaming.) Once you've created your new file, select **Insert Pages** from the **Document** menu. Find the page you wish to insert and click **Select**. Choose the proper Location and Page and click **OK**. Repeat this step for all the pages you wish to add.

HELP

If you encounter any difficulties in preparing your files, refer to the 'Help' section on our website, or contact us at help@shineboxprint.com.
