

One Print



**Northumbria
University**
NEWCASTLE

Printing from Adobe Creative Cloud

You **MUST** save your document as a PDF before sending to print

Printing from Adobe CC programs directly causes issues with the printers and causes delays to printing, particularly large documents with lots of layers or images in them.

Follow these steps for help:


Photoshop or Illustrator

- Click **File > Save As** and choose the location & file name
- In the **Format** drop down, select **Photoshop PDF or Adobe PDF**
- Make sure **Layers** is **UNTICKED**
- Click **Save**
If you get a warning about the **Save PDF** dialog overriding settings, just click **OK**
- When the **Save Adobe PDF** box pops up, select **High Quality Print**
- Click **Save PDF**
- Open the PDF with Acrobat and print as normal

InDesign

- Click **File > Adobe PDF Presets > High Quality Print**
- Choose the location & file name
- Click on **Marks and Bleeds** in the left hand box and turn on the Printer's marks
(ONLY if required – i.e. for printing on oversized paper and cutting down. If just printing normally you can skip this step)
- Click **Export**
- Open the PDF with Acrobat and print as normal.

IT Support - open 24 hours, 365 days a year

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