

Customize your Adobe PDF files with styles

Styles make it easy to create Adobe PDF files for varied uses. You start with an Adobe® InDesign™ document that works well both on-screen and printed. Then you can create styles for different output.

1. Create a new PDF style.

Open an InDesign document and choose File > Define PDF Style. Click New and name the style. We named our style Screen Optimized.

A screen-optimized style creates PDF files ideally suited for displaying on the Web or an intranet, or for distributing through an e-mail system for online viewing.

2. Specify PDF settings.

Use the Next and Previous buttons to navigate between the different panels. Select settings that save as much of the information about the original document as you need for your final output.

To create a screen-optimized PDF style, select PDF Options from the menu at the top of the dialog box, and then select RGB from the Color menu. For Images, select Low Resolution. Click Next to display the Compression panel. Change Color Bitmap Images and Grayscale Bitmap Images to 72 DPI, and Monochrome Bitmap Images to 300 DPI.

When you're finished, click OK once to save your new style, but keep the Define PDF Styles dialog box open for the next style.

3. Base another PDF style on the previous one.

In the Define PDF Styles dialog box, select the style you just created. Click New, and then name the style after a task in your workflow. We chose a copy-proofing task, in which we'll omit all imported graphics.

4. Change PDF settings.

For each panel, change the settings you want. Click Next or Previous to display different panels. For our copy-proofing style, we made only one change. On the PDF Options panel, we selected all three Omit options: EPS, PDF, and Bitmap Images.

When you're finished, click OK once to save your new style, and then click OK again to close the Define PDF Styles dialog box. The next time you create a PDF document from InDesign, your new styles will be available.

5. Export the InDesign document to PDF two times, once for each style.

Choose File > Export and specify a location for the first PDF file. Choose Adobe PDF from the Formats menu and save the file. From the Style menu of the Export PDF dialog box, choose one of the styles you created and export the file. Repeat this step using the other style.

View the two PDF files to see the differences between the styles.

Open the files in Adobe Acrobat® or Adobe Acrobat Reader®. Notice that in the copy-proofing version, omitted graphics appear as gray boxes.

Once you create PDF files for varied uses, you can incorporate those files into your workflow. For example, you can upload a screen-optimized version to a Web site for online review and electronic annotation (using the Acrobat Notes feature). You can also add a link in the Web version to a high-resolution version for printing.

Tutorial Source