

Exporting a PDF Proof in BarTender

Overview:

Many companies need to submit layouts for internal approval or to the FDA or USDA. Adobe Acrobat makes this very easy to do inside of BarTender generating a PDF that can be e-mailed or printed out depending on the needs of the recipients.

This tutorial will assume you have already installed Adobe Acrobat on the PC you are using for creating your layouts.

1. With the layout you wish to convert to a PDF open, go to File and select the Export image command. (Fig. 1) This will bring up the Export Template Image menu. (Fig. 2)

2. You will have the option of Including or excluding your non-printing objects such as guidelines and place holders. Guidelines may or may not be important to give reference back to the case it is printed on. Unchecking the box includes them in the PDF.

Set the Destination to File, name the file and click browse.

The Browse window (Fig. 3) lets you select the location you wish to store your PDF, name or rename and select the type of file you want to save it as. As you can see there are many other formats available. Browse to PDF to create that file type. Click OK.

Set the Color to Monochrome and the Resolution to Printer which defaults at 200 DPI. Higher or lower resolution may be set with the Custom setting. Select OK to generate the PDF.

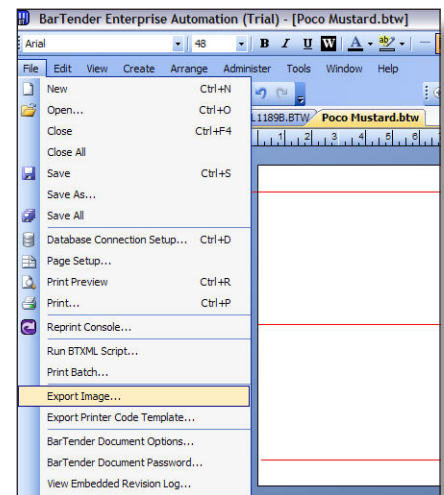


Fig. 1

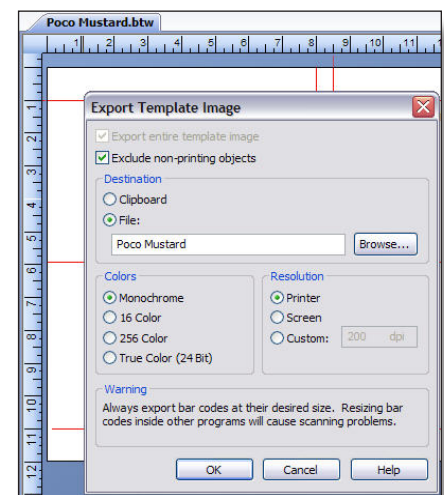
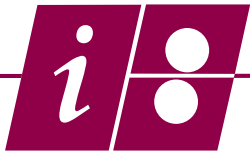
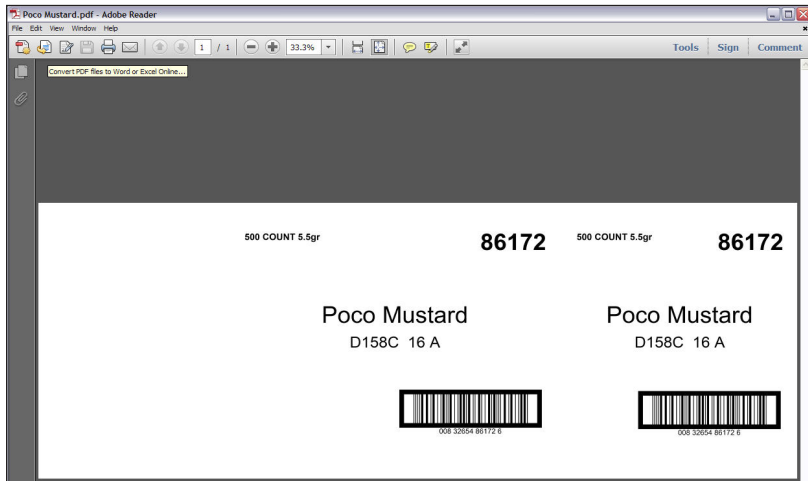


Fig. 2



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3. Browse to the stored location and verify the PDF. You are done.



PDF without guidelines

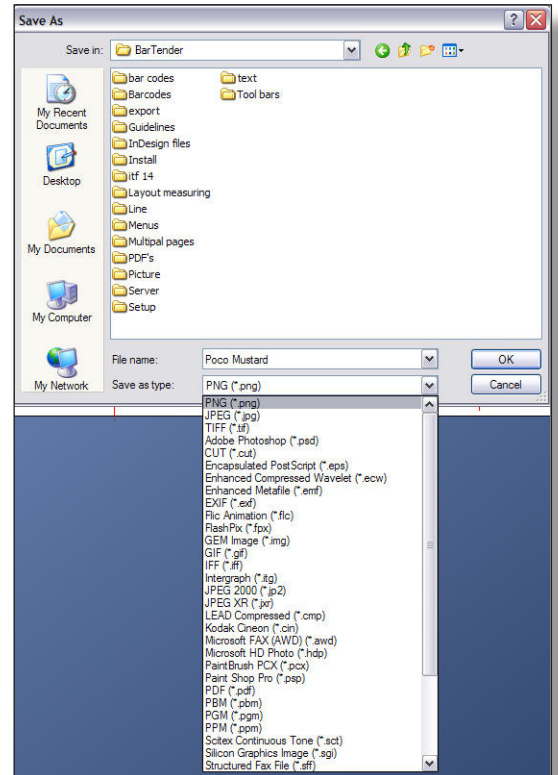
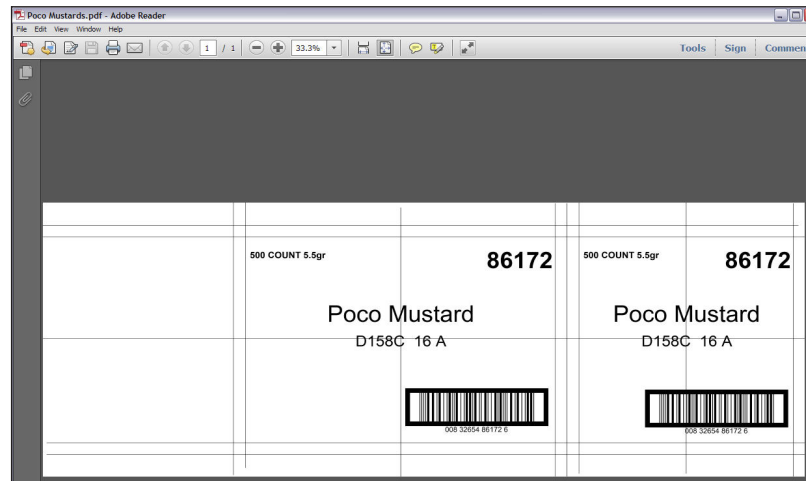


Fig. 3



PDF with guidelines