PDF Optimization Instructions

Converting a file to PDF

Created with Microsoft Word, Excel, or Powerpoint:

1. Save as PDF (or print to PDF maker).
2. All default settings should be adequate. No further optimization should be necessary in most cases.

Created with Apple Pages, Numbers, or Keynote:

1. Save as PDF (or print to PDF maker).
2. All default settings should be adequate. No further optimization should be necessary in most cases.

Created with Adobe Illustrator, Photoshop, or other design software:

Before exporting PDF (pre-flight requirements):

1. Document Color Space: RGB
2. Document size needs to be the trim size. Do not have extra margins.
3. Do not include trim marks or any printer marks when exporting.
4. Reduce file size by making Photoshop/Tiff files placed in document as 72dpi (150dpi max)

Tools to pre-flight and/or fix an existing PDF:

1. Adobe Acrobat Pro X/DC
2. Adobe Illustrator or Photoshop (CS5 and above)
3. Mac OSX Apple Preview Reader (Mac users only)

How to optimize an existing PDF

Convert to RGB

1. Open PDF in Adobe Acrobat Pro
2. Locate "Preflight" under the file menu: View/Tools/Print Production/Preflight (This may be in a different location on different versions)
3. Under "Profiles", select “Convert to RGB”.
4. Select "Analyze and Fix". Save PDF.

Remove Crop/Trim/Printer Marks

1. Launch Adobe Illustrator
2. File >> New
    a. New Document Profile: Basic RGB
    b. Size: Letter
3. File >> Place
    a. Locate your PDF file
    b. Link: (checked)
    c. Place: Crop to Trim (Choose Page 1)
4. File >> Document Setup
    a. Edit Artboards
    b. Presets: Fit to Selected Art (Make sure placed PDF page is selected)
5. Window/Artboards: Duplicate Artboards
6. Select the placed PDF page on duplicated artboard
7. Window/Links: Select Relink to PDF under dropdown arrow
8. Place: Crop to Trim. Click on arrow to choose next page.
9. Repeat Steps 5 to 8 until all pages have been placed on its own artboard.
10. File >> Save As
    a. Format: Adobe PDF (pdf)
    b. Use Artboards: (checked)
    c. All: (selected)
    d. Adobe PDF Presets: High Quality Print
    e. Options: Preserve Illustrator Editing Capabilities (unchecked)

Reduce file Size (Only apply to files over 2MB)

1. Open PDF in Adobe Acrobat Pro
2. Save As Optimized PDF
   Setting: Standard
   a. Make compatible with Acrobat 6.0 and later
   b. Transparency (unchecked)
3. Click OK and Save As
4. Open PDF in Apple Preview PDF Reader (Mac OSX only)
5. Save As PDF

Forms with Filled-Out Information

1. Open PDF in Acrobat Reader
2. Click on Edit
3. Click on Preflight
4. Open PDF fixups
5. Select Flatten annotations and form fields
6. Click on “Analyze and Fix”
7. Save PDF

How to Remove Highlighted Content

1. Open PDF in Acrobat Pro.
2. With the "Selection Tool", click on the highlighted area to be removed and press the delete key.
3. Save PDF.

-OR-

1. Open PDF in Acrobat Pro.
2. Click on "Comment" in toolbar. Under "Comments List", select the comments to be deleted and press the delete key.
3. Save PDF.

Please contact us at info@lifesciencemedia.com if you have any questions, or need help with prepping your files.