Poster-Printing with Adobe InDesign CS6

Introduction
This short manual is for all members and students of the University of Basel who wish to use the Poster-Printing service of the URZ. It explains how to create PDF/X-3 with Adobe InDesign CS6.

Requirements
Please make sure that the following requirements are fulfilled by your system:

- Windows 7 or Mac OS X greater than 10.6.8
- Adobe InDesign CS6 installed
- A current, updated internet browser (e.g. Safari, Mozilla Firefox, Google Chrome)
- Internet connection

Preparations
To achieve optimal print quality, the size of the document that will be printed should equal the size of the resulting poster. The Poster-Printing service only supports the output of A0 sized posters at the moment, why you should make sure your document has the same size.

In InDesign create a new document (click on File → New...) and insert the following values:

![New Document dialog box]

1. Set width and height
2. Accept by clicking on OK

Create the PDF
After you have finished creating your poster follow the steps depicted below to create a PDF/X-3 compatible PDF document:
1. Click on File ➔ Export...

2. Enter a file name

3. Choose Adobe PDF as format

4. Click on Save
5. Select the preset [PDF/X-3:2002]

6. Save your PDF by clicking on Export
Poster-Check
All PDFs that will be printed by the Poster-Printing service of the URZ are being checked on PDF/X-3 validity. To ensure that there will be no problems with your PDF you should check your PDF prior to giving it to your CV the following way:

1. Open your Internet-Browser and visit the PosterCheck-website

Enter the following URL in your address bar of your browser: http://poster.unibas.ch/check and wait until the site completely finished loading (Note: the website is only available within the university network or VPN).

To upload your PDF either click on the text Drop PDF files here [1] or drag and drop your file onto it.

2. Choose your PDF file in the dialog

Accept your choice by clicking on Open [2] and wait until the file is completely uploaded.

3. The result will be displayed instantly [3]

If you followed all the steps correctly, your PDF should be a valid PDF/X-3 file. If this is the case you can forward it to your CV for printing.