

PROCEDURE FOR CREATING PDFS & POSTING THEM ON THE SFNM FTP SITE

REQUIRED SOFTWARE

Page-layout program (such as **Adobe InDesign** or **QuarkXPress**)

Acrobat Distiller to make PDFs

FTP program such as **Fetch** or **Transmit**

Each page of your publication should be a single PDF, named according to the following format:

XXXXYYYYMMDDZ001.pdf

XXXX is your unique 4-letter identifier

YYYY is the year of publication

MM is the month of publication

DD is the day of publication

Z is the section number (more on this below)

001 is the page number; it must be 3 digits (for example, if your publication has 32 pages, the last three characters of your file names would be 001 through 032)

Z is the default section number if your publication only has one section, which is the commonest configuration. Some publications, such as The New Mexican itself, have multiple sections (A, B, C, D, for example).

HOW TO MAKE PDFS THAT ARE COMPATIBLE WITH SFNM SYSTEMS USING QUARXPRESS

Most importantly, do not simply export pages from Quark as PDF files; please be sure to go through the postscripting stages described below.

1. Output each page of your publication as a postscript (.ps) or embedded postscript (.eps) file, and name that file according to the file-naming convention described above.
2. To set up your Acrobat Distiller: open Distiller, go to settings/Add Adobe PDF Settings Search for SFNM.joboptions (this file has been supplied with this packet).
3. Put each of your postscript files into Distiller to create individual PDFs of each page.

FTP

To post PDFs on the SFNM ftp site (**ftp.nmcommercial.net**), you will need some sort of FTP software such as **Fetch** or **Transmit**. You can access it using the login and password provided to you by the SFNM Prepress Department.

If you do not have FTP software you may click on the link below to upload via any web browser.

<http://upload.nmcommercial.net:8001/>

Always let the Prepress Department know that you have posted files, and call us any time if you experience any problems (505-428-7631)

Thanks,
Anthony Welch
Prepress Manager

