



# PDF is not Your Friend

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[radharc.com.au](http://radharc.com.au)  
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# Use a PDF for:

- Large reports (Research papers, Annual Reports)



# Use a PDF for:

- Large reports (Research papers, Annual Reports)
- Books or chapters of a book



# Use a PDF for:

- Large reports (Research papers, Annual Reports)
- Books or chapters of a book
- Licensed (password protected) documents



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- Large reports (Research papers, Annual Reports)
- Books or chapters of a book
- Licensed (password protected) documents
- Legal or procedural forms



# Don't use PDF for:

- Short brochures and Spec sheets



# Don't use PDF for:

- Short brochures and Spec sheets
- Product catalogues



# Don't use PDF for:

- Short brochures and Spec sheets
- Product catalogues
- Short one to five page documents



# The Hiccup

- Version 5 Database Corruption Error

**Error: Encryption Corrupt Database**



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**Error: Encryption Corrupt Database**

- Fixed in Version 5.02 - low distribution



# The Hiccup

- Version 5 Database Corruption Error

**Error: Encryption Corrupt Database**

- Fixed in Version 5.02 - low distribution
- Fix for Version 7 documents



# Optimisation - InDesign

- Look for hidden Vectors / Images



# Optimisation - InDesign

- Look for hidden Vectors / Images
- Remove masks, clip and crop images



# Optimisation - InDesign

- Look for hidden Vectors / Images
- Remove masks, clip and crop images
- Vector all gradients, use vector based EPS, not bitmap



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- Jpegs instead of Tiffs



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- Jpegs instead of Tiffs
- Black & White or Duo Tone Pics or Pics with large blocks of colour



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- Remove masks, clip and crop images
- Vector all gradients, use vector based EPS, not bitmap
- Jpegs instead of Tiffs
- Black & White or Duo Tone Pics or Pics with large blocks of colour
- Use Smart Objects



# Optimisation - General

- Acrobat PDF Optimiser



# Optimisation - General

- Acrobat PDF Optimiser
- Flatten Transparency



# Optimisation - General

- Acrobat PDF Optimiser
- Flatten Transparency
- Downsample images - one step from to far



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- Acrobat PDF Optimiser
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- Remove pruned document structure and bookmark details



# Optimisation - General

- Acrobat PDF Optimiser
- Flatten Transparency
- Downsample images - one step from to far
- Remove pruned document structure and bookmark details
- Don't try and combine separate PDF documents via the insert function



# Searchable PDF

- Add basic MetaData



# Searchable PDF

- Add basic MetaData
- Add advanced MetaData



# Searchable PDF

- Add basic MetaData
- Add advanced MetaData
- Use Version 7 - improved MetaData format



# Accessible PDF - Word

- Use Heading Styles



# Accessible PDF - Word

- Use Heading Styles
- Table of contents



# Accessible PDF - Word

- Use Heading Styles
- Table of contents
- Alt Text on Images



# Accessible PDF - Word

- Use Heading Styles
- Table of contents
- Alt Text on Images
- Alt Text on Links



# Accessible PDF - Word

- Use Heading Styles
- Table of contents
- Alt Text on Images
- Alt Text on Links
- Table - “Repeat as Header Row”



# Accessible PDF - Word

- Use Heading Styles
- Table of contents
- Alt Text on Images
- Alt Text on Links
- Table - “Repeat as Header Row”
- Contrasting Colours



# Accessible PDF - InDesign

- Set Tags in presets



# Accessible PDF - InDesign

- Set Tags in presets
- Use h1 to h6 named styles



# Accessible PDF - InDesign

- Set Tags in presets
- Use h1 to h6 named styles
- Images - new Attribute “Alt”



# Accessible PDF - InDesign

- Set Tags in presets
- Use h1 to h6 named styles
- Images - new Attribute “Alt”
- Links and List Post Production (sorry)



# Accessible PDF - Acrobat

- No rasterised text



# Accessible PDF - Acrobat

- No rasterised text
- Use Acrobat 7 or above



# Accessible PDF - Acrobat

- No rasterised text
- Use Acrobat 7 or above
- Build Tags



# Accessible PDF - Acrobat

- No rasterised text
- Use Acrobat 7 or above
- Build Tags
- Use *Content Tab* to navigate structure



# Accessible PDF - Acrobat

- No rasterised text
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- Build Tags
- Use *Content Tab* to navigate structure
- Build Bookmarks



# Accessible PDF - Acrobat

- No rasterised text
- Use Acrobat 7 or above
- Build Tags
- Use *Content Tab* to navigate structure
- Build Bookmarks
- Build Pages / Thumbnails



# Thankyou

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