

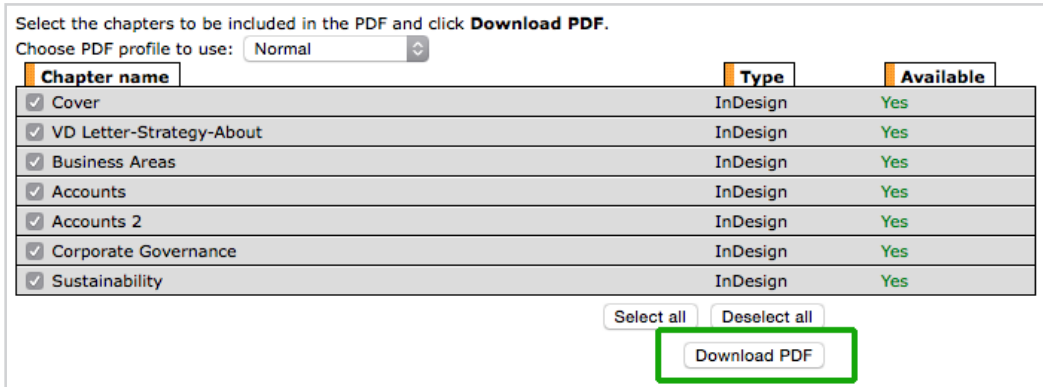
Understanding PDFs

Updated May 13th, 2016

This document is designed to help CtrlPrint users understand how the system works with PDFs. It is intended for all users and its aim is to help reduce potential issues.

Contents:

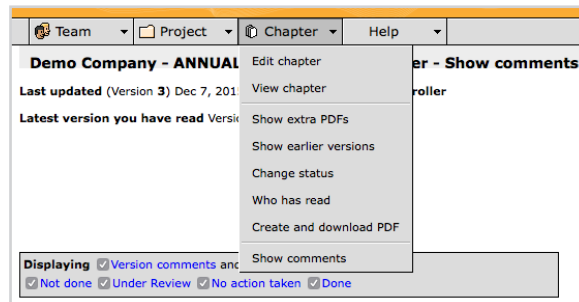
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The above image shows the page called "Create and Download PDF" found under the "Chapter" menu.

1. Where do I download PDFs?

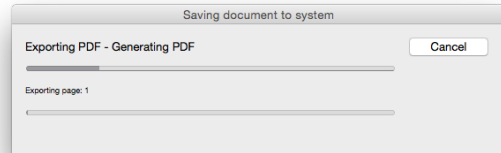
There are a number of places where you can download PDFs when using CtrlPrint. For example, you can access the latest PDF of a document by selecting "View chapter" under the "Chapter menu". You can also download a PDF that contains all (or some) of the chapters by using "Create and download PDF" also found under the "Chapter" menu. (As seen above.)



For more information about downloading PDFs from the system please see the page on our support site called "Guide: How and where do I download PDFs" found [here](http://support.ctrlprint.net) which covers all of the available options.

2. How and where are the PDFs created?

The PDFs available for download via CtrlPrint are created by the user who saved that particular version to the server. Each time an InCopy or InDesign user chooses “Save to server” a number of files are uploaded to the system. In addition to the files containing the user’s work a PDF is also uploaded. It is this PDF that becomes available to download.



Any additional PDF presets such as No TrackChanges, Spreads, High Resolution, etc are also uploaded at this time. (More information about adding additional PDF profiles to the system can be found on our support site [here](#).)

It is important to understand that the PDFs are not created dynamically on the server when you choose to download them. This means that they can differ based on which user uploaded the version you download.

Version	Created	Edited by	PDF	InDesign	Ve
No. 18	Feb 25, 2016 2:03 PM	Art Director	Get PDF	Get document	Add
No. 17	Jan 12, 2016 10:50 AM	Text Editor	Get PDF	Get document	Add
No. 16	Jan 12, 2016 10:36 AM	Text Editor	Get PDF	Get document	Add
No. 15	Jan 12, 2016 10:25 AM	Text Editor	Get PDF	Get document	Show
No. 14	Jan 12, 2016 9:11 AM	Text Editor	Get PDF	Get document	Add
No. 13	Dec 10, 2015 9:05 AM	Art Director	Get PDF	Get document	Add
No. 12	Dec 8, 2015 11:53 AM	Text Editor	Get PDF	Get document	Add
No. 11	Dec 8, 2015 11:49 AM	Text Editor	Get PDF	Get document	Add
No. 10	Dec 8, 2015 11:24 AM	Financial Controller	Get PDF	Get document	Add
No. 9	Dec 4, 2015 12:53 PM	Financial Controller	Get PDF	Get document	Add
No. 8	Nov 30, 2015 9:37 AM	Financial Controller	Get PDF	Get document	Add
No. 7	Nov 24, 2015 2:20 PM	Text Editor	Get PDF	Get document	Add
No. 6	Nov 24, 2015 2:00 PM	Text Editor	Get PDF	Get document	Show
No. 5	Nov 24, 2015 12:26 PM	Text Editor	Get PDF	Get document	Add
No. 4	Nov 20, 2015 10:36 AM	Art Director	Get PDF	Get document	Add
No. 3	Nov 17, 2015 3:10 PM	Art Director	Get PDF	Get document	Add
No. 2	Nov 6, 2015 9:10 AM	Financial Controller	Get PDF	Get document	Add
No. 1	Sep 2, 2015 10:33 AM	Art Director	Get PDF	Get document	Add
No. 0	Sep 2, 2015 10:33 AM	Art Director	Get PDF	Get document	Add

On the “Show earlier versions” page - found under the “Chapter” menu - you can see that a PDF is associated with each version of a chapter.

The PDFs were created by the user who uploaded that version - seen in the “Edited by” column.

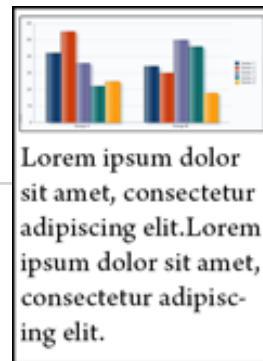
3. Why do PDFs differ from one version to another?

Below are some examples explaining why PDFs can differ based on which user uploaded that particular version of a chapter to the system.

Correct PDF

If a user has access to the image files used in a document they will create PDFs which have clear and high quality images. These users are the designers at the agency who are working with Adobe InDesign rather than InCopy.

These users will also have all of the correct fonts installed and will create PDFs with the proper typesetting and appearance.



PDF with low quality images

InCopy users (and possibly InDesign users) who do not have access to the original image files will create PDFs which have lower quality images.

To work around this, smaller image files – such as graphs – can be included (embedded) in the document. However, we do not recommend embedding large image files.



PDF with incorrect typesetting

Users who do not have the fonts used in the document will create PDFs which differ because replacement fonts are used. To the right you can see that some text has now become overmatter (hidden) and there are multiple hyphenations.

To fix this issue the user who created this PDF must install the missing fonts. More about missing fonts can be found [here](#).



4. Can I create a PDF that just shows the TrackChanges between certain dates or by just one user?

If you are using TrackChanges you can use the filter option found on the “CtrlChanges” palette to create PDFs which show only specific changes. This palette can be found under the “Window” menu in both InCopy and InDesign.

The “CtrlChanges” palette with the filter option activated with a list of the changes shown between two dates.

CtrlChanges				
Date	From	2015	July	02
	To	2015	December	29
P#	R#	Date	User	Layer
1		02/07/15 07:20	CtrlPrint Support KP	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:46	CtrlPrint Support MA	Layer 1
1		04/11/15 09:47	CtrlPrint Support MA	Layer 1
1		04/11/15 09:47	CtrlPrint Support MA	Layer 1
1		04/11/15 09:47	CtrlPrint Support MA	Layer 1
1		04/11/15 09:47	CtrlPrint Support MA	Layer 1

After filtering the changes you want to include you can create a PDF using the “Export” option found under the “File” menu in InCopy or InDesign. More information about working with TrackChanges can be found [here](#).

5. Can I compare two PDFs?

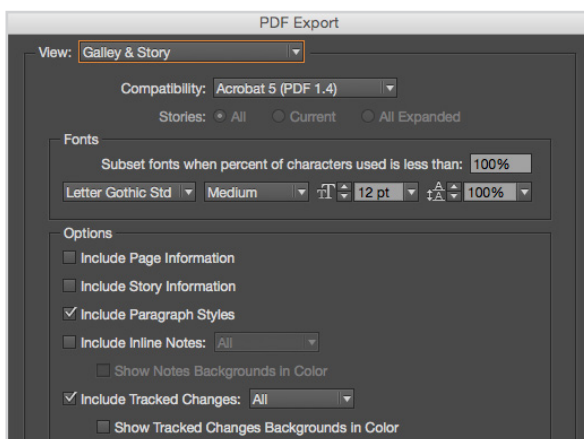
CtrlPrint (InCopy/InDesign) does not have a native function for comparing two PDFs. If you have Adobe Acrobat you can use the option called “Compare documents” found under the “View” menu. More information about this can be found on Adobe’s website [here](#).

6. Why are there yellow sticky notes in a clean PDF?

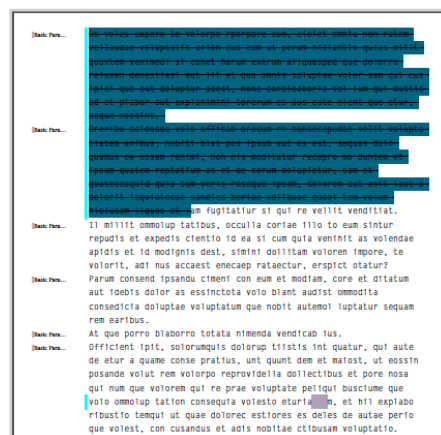
When a user creates a PDF from InCopy it will automatically include any notes (made using the “Notes” tool) as sticky notes. (This function is not available in InDesign.) When a user accepts all the changes in a document - to remove the TrackChanges markups - any notes in the document will still be present. To remove these notes an InCopy user can choose the option called “Remove all notes” from beneath the “Notes” menu and then save the document back to the server. This can also be done from InDesign using the “Notes” option found under the “Type” menu.

7. Can I create a PDF that just shows the text in a document and the changes made?

From InCopy you can choose to create a PDF that uses the “Galley & Story” view option. This will create a PDF that shows only the text in the document and the changes made to it - including any overmatter. To do this select the “Export” option found under the “File” menu and then select “Adobe PDF (Print)”. In the window that appears you can then change the view to the “Galley & Story” option at the top.



The “PDF Export” option in InCopy allows you to create a PDF of just the document’s text.



A screenshot from a “Galley & Story” PDF showing deleted and added text highlighted with a user’s assigned color.

The PDF that is created will show deleted text as struck through and highlighted with the editor’s background color. New text will be shown highlighted with the editor’s background color. (This is a preference that can be changed on the window shown above.)

For more help with PDFs please see the list of articles on our support site found on the page [here](#).