

CHAPTER 13

InFocus

SAVING AND PRINTING

Once you have finished your artwork, it is time to save it and share it. As with most software applications, you can easily send a document from Illustrator to a computer printer so that you can see your artwork on paper. However, it is unlikely that this will be your only method of document output when working with Illustrator. It is more likely that you will share your work online or send it to a professional printer.

You can save or export your artwork in a range of industry-standard and common file types, making it easy for it to be viewed across a range of different mediums, formats and programs.

In this session you will:

- ✓ gain an understanding of the save and export options
- ✓ gain an understanding of saving in different file formats
- ✓ learn how to export an *Illustrator* document
- ✓ learn how to save a document for *Microsoft Office* programs
- ✓ learn how to save a document as a *PDF* file
- ✓ learn how to save a document for the web
- ✓ learn how to print a document
- ✓ learn how to package a document for a commercial printer.

UNDERSTANDING SAVE AND EXPORT OPTIONS

When you save an Illustrator document there are several settings and options available to ensure that your file will save correctly. These options include saving the file so that it is compatible with

previous versions of Illustrator, to include a font set when saving, to embed a PDF file, and compression options. Each of these options will also impact on its file size.

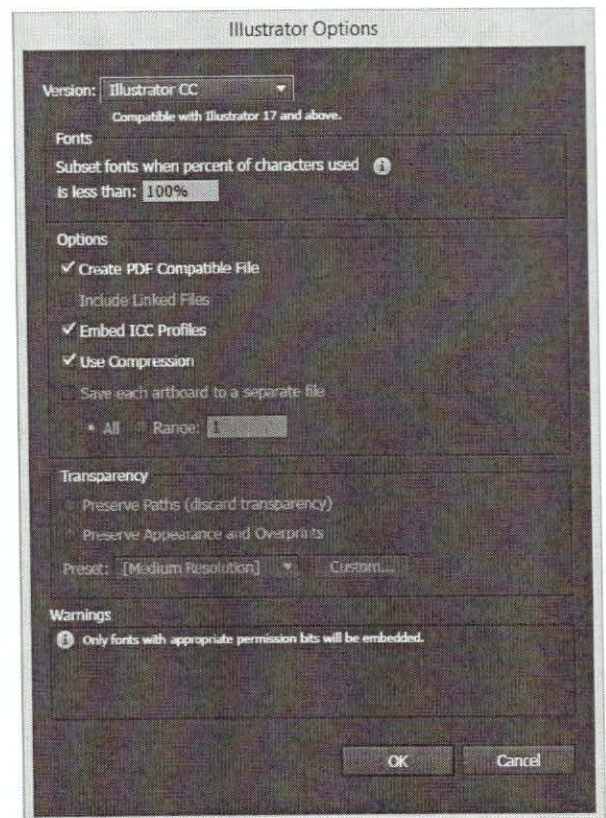
Saving In Native Illustrator File Format (.ai)

A **native** file format is a file format that ensures all data and artwork (including multiple artboards) are preserved when you save. Illustrator has five native file formats - .ai, PDF, EPS, FXG and SVG. By default, all documents created in Illustrator are saved in the **.ai** file format.

The Illustrator Options Dialog Box

When you save a new document in Illustrator, the **Illustrator Options** dialog box displays with a range of options. For most desktop and inhouse printing you can accept the default options and click on **[OK]** to complete the save. However, it is useful to have an understanding of the options in case you are saving the file for a specific purpose. The options in the **Illustrator Options** dialog box are as follows:

- **Version:** if you are sending the file to someone who has an earlier version of Illustrator (such as **CS6**), select the required version.
- **Fonts:** when you save an Illustrator document, Illustrator will embed the fonts you have used into the PDF part of the file. This makes it possible for other programs to display and print the file without having the font installed. At its default setting (100%), Illustrator will only embed the characters that you have used from that font, reducing the overall file size. For most print jobs, you can ignore this option.
- **Create PDF Compatible File:** Illustrator will embed a PDF version of the document into the file. This increases file size, but it also makes the file compatible with other Adobe applications, such as InDesign and Photoshop. Make sure this option is checked if you plan to place and print Illustrator files in InDesign.
- **Include Linked Files:** Linked files are external files that have been placed into Illustrator as a link to the source (file location), rather than embedding the file itself. Placing linked files reduces the file size of the document and also means that changes to the external file will be updated automatically. However, placing linked files also means that you'll need to transport the external files with the Illustrator document when you send it to a third party. If you select this option, all linked files will be embedded into the file, increasing the file size.
- **Save each artboard to a separate file:** by selecting this option you can save each artboard in a separate file, or you can select which artboards (**range**) to save as separate files.
- **Use Compression:** this default option uses an algorithm to reduce the file size as much as possible.



Understanding Export Options

You can also export an Illustrator document. This means saving the file in a different file format that can be opened in the target program. For example, you can export an Illustrator document into Photoshop, which may include all layers or only selected layers. You can also choose to export certain artboards within a document. Select **File > Export** to select a file type and export the document.

UNDERSTANDING FILE FORMATS

Illustrator allows you to save your document in different file formats. The format that you choose will depend on the requirements of the file. For example, if you want to place a file in a Microsoft

Office application, you can save it as a PNG (*Portable Network Graphic*), which reduces the file size significantly and allows it to be read in a Microsoft Office document.

Saving As An EPS File

EPS (*Encapsulated PostScript*) is a language common to many word-processing and graphics applications, and is a standard file format for exporting and importing images. As such, you can save your Illustrator documents in EPS format and all graphic elements will be preserved. EPS files can be read in any program that supports PostScript. Another advantage to saving as EPS is that this format accepts both vector and bitmap images.

Saving For Microsoft Office

Illustrator allows you to save art for use in **Microsoft Office** programs, such as **PowerPoint** or **Word**. If you select this option, Illustrator will save the file as a **PNG** (*Portable Network Graphic*) file. You can do this either by selecting **File > Save for Microsoft Office**, or by saving the file as a PNG and then optimising the file as required via **File > Save for Web**.

Saving As A PDF File

PDF is a universal file format that can be viewed by anyone with **Adobe Acrobat** or **Reader** installed (**Adobe Reader** is free to download and install). A PDF file will preserve all elements of the document in its entirety in a manageable file size. It is recommended to save a document as a PDF file if it is intended for others to view or download from the internet. You can also send your artwork to printers as a PDF file. PDF has become the standard format for designers and printers for the following reasons:

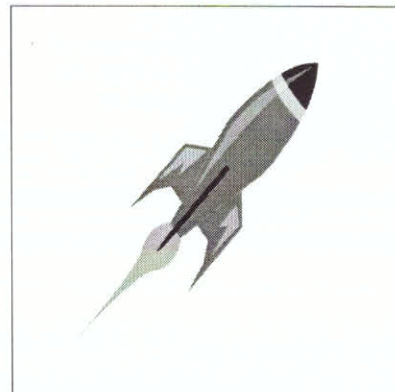
- **Reduces file size:** PDF files are significantly smaller in file size than a native Illustrator document
- **Easy to view:** Anyone who has **Adobe Reader** installed on their computer can view a PDF file
- **Completed file:** PDF files contain all fonts and images so what you see is what you get
- **Easy to save:** Although a PDF version of a file is embedded by default when you save an Illustrator document, you can also save the document as a PDF. To do this, select **File > Save** or **File > Save As**, then select **Adobe PDF** from the **Save as type** menu.

Saving For The Web

For art that will be uploaded to the web, Illustrator provides a range of file formats as well as options for optimising the image. Optimising reduces the file size as much as possible without impacting on image quality. There are several things you need to be aware of when creating and editing an image for the web (such as choosing the RGB colour model and using web-safe colours), but a complete understanding of creating and editing images for the web is beyond the scope of this course.

To save an image for the web, select **File > Save for Web**. You then need to select the correct file format:

- **GIF** (*Graphics Interchange Format*): this file type can contain a maximum of 256 colours and uses lossless compression. GIFs are perfect for logos, backgrounds and text, or for images where solid colours are used.
- **JPEG** (*Joint Photographic Experts Group*): these files can contain millions of colours and use a lossy compression method. JPEGs are standard for photographic images, as digital images contain many more colours than the human eye can see, so a JPEG will reduce the file size significantly by discarding colour information.
- **PNG** (*Portable Network Graphic*): an alternative to GIF, PNG files use lossless compression and can support millions of colours. PNG has become the standard for non-photographic web images.



The file format you choose will impact file size as well as image quality. The file size of the above document (.ai file) is 1MB. If saved as a **GIF** or **PNG** it would be around 7 KB, a substantial reduction in file size. Saving as a **PDF** file will reduce the size to about 300 KB, making it perfect for transmitting or distributing.

EXPORTING AN ILLUSTRATOR DOCUMENT

When your artwork is to be used in another program, it is usually best to **export** the document in the required file format. For example, if you have created artwork which is to

be edited in Photoshop, you can export the document as a Photoshop document (**.psd**) or JPEG file, depending on requirements. You can export Illustrator documents in a range of formats.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *IL1411 Saving_1.ai...*

- 1 View the document at **100%** magnification
- 2 Select **File > Export** to display the **Export** dialog box

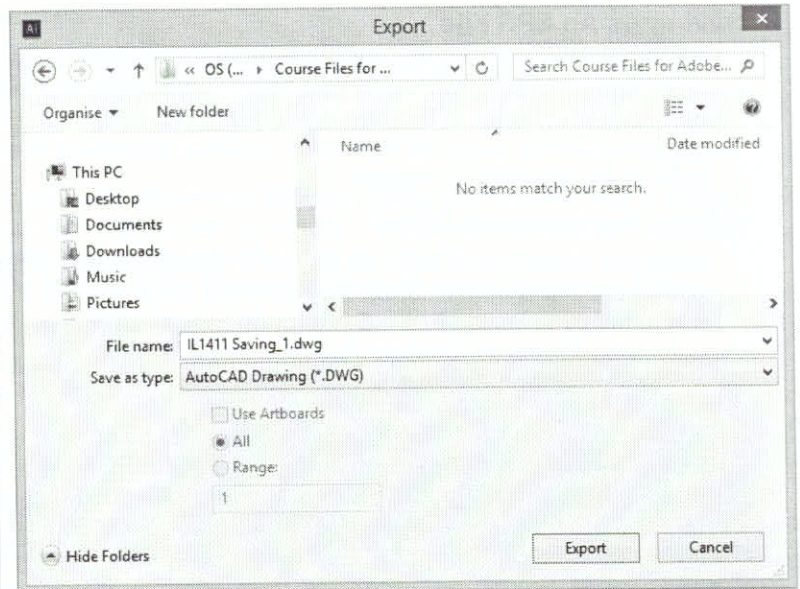
The default export file format is AutoCAD Drawing (.dwg), but this file is to be edited in Photoshop so we need to change this option...

- 3 Type **Exporting** in **File name**, then navigate to the course files folder if required
- 4 Click on the drop arrow for **Save as type** to display the available file formats
- 5 Select **Photoshop (*.PSD)**
- 6 Click on **[Export]**

The **Photoshop Export Options** dialog box will be displayed...

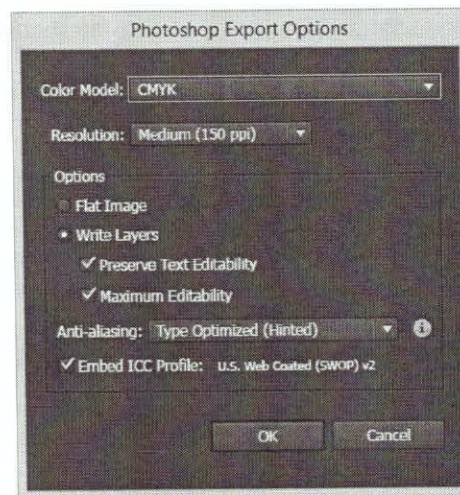
- 7 Click on **[OK]** to accept the default settings

Your **Illustrator** document will now also exist as a **PSD** file which can be opened in **Photoshop**



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For Your Reference...

To **export** an **Illustrator** document:

1. Select **File > Export**
2. Type a **File name**, then click on the drop arrow for **Save as type** and select the required file format
3. Click on **[Save]**, then click on **[OK]**

Handy to Know...

- To only export specific artboards within an **Illustrator** document, click on **Use Artboards** in the **Export** dialog box. Select the artboards to export by typing the range (such as 1-3) or entering the artboard numbers, separated by a comma (such as 1, 4, 5).

SAVING FOR A MICROSOFT OFFICE PROGRAM

When you save an Illustrator document for a Microsoft Office program, the file is saved as a PNG file. This is because, unlike other formats such as JPEG, a PNG file preserves

transparency, displays well on computer screens, and has a small file size. Once you have saved the file as a PNG, you can insert it into any Microsoft Office document.

Try This Yourself:

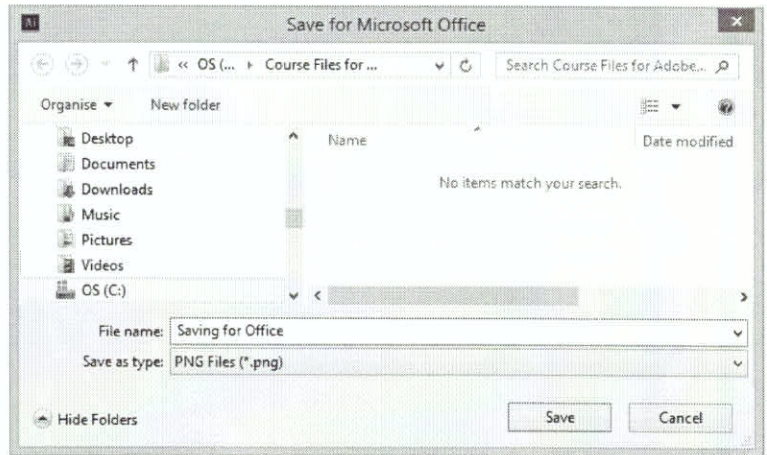
Same File

Continue using the previous file with this exercise, or open the file *IL1411 Saving_1.ai...*

- 1 View the document at **100%** magnification
- 2 Select **File > Save for Microsoft Office** to display the **Save for Microsoft Office** dialog box
- 3 Navigate to the course files folder if required, then type **Saving for Office** in **File name**
Notice that the default file type is **PNG...**
- 4 Click on **[Save]** to save the document as a PNG file

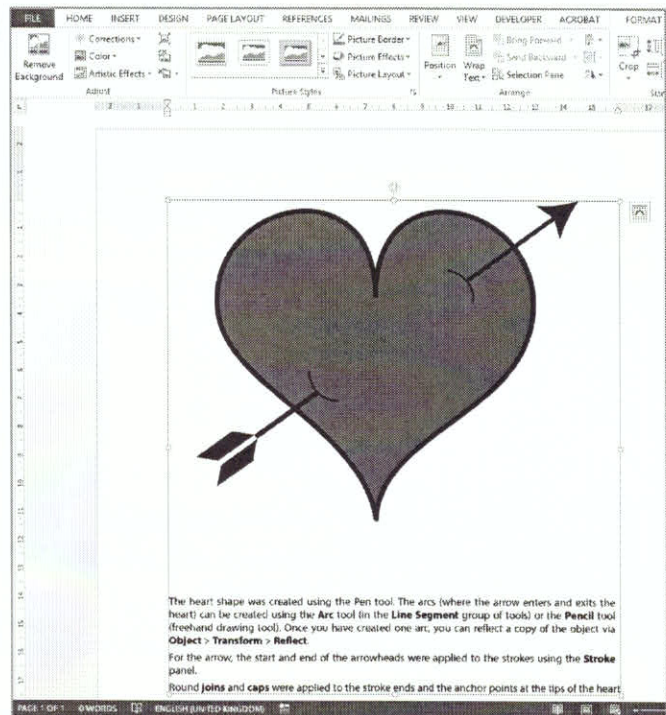
Notice that the document tab in Illustrator shows that the file is an *.ai* file. If you look in the course files folder you will see that a PNG version of the file exists...

- 5 Open a **Microsoft Office** program (if installed), click on the **INSERT** tab, then click on **Pictures** to display the **Insert Picture** dialog box
- 6 Navigate to the course files folder, click on the PNG file, then click on **[Insert]**
In our example the file was inserted into Microsoft Word...
- 7 Close the document without saving and return to Illustrator



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For Your Reference...

To save an *Illustrator* document as a **PNG** file:

1. Select **File > Save for Microsoft Office**
2. Type a **File name** and navigate to the **Save in** location
3. Click on **[Save]**

Handy to Know...

- For more control over the file settings and options when saving as a PNG file, select **File > Save for Web**. You can then select the PNG type, as well as select whether to include transparency. Selecting transparency will ensure that the background of the image is transparent, not white.

SAVING AS A PDF FILE

Although Illustrator will embed a PDF version of the file when you save, you may just want to save the file as a PDF only. For example, you might save the file as a PDF when you have to send

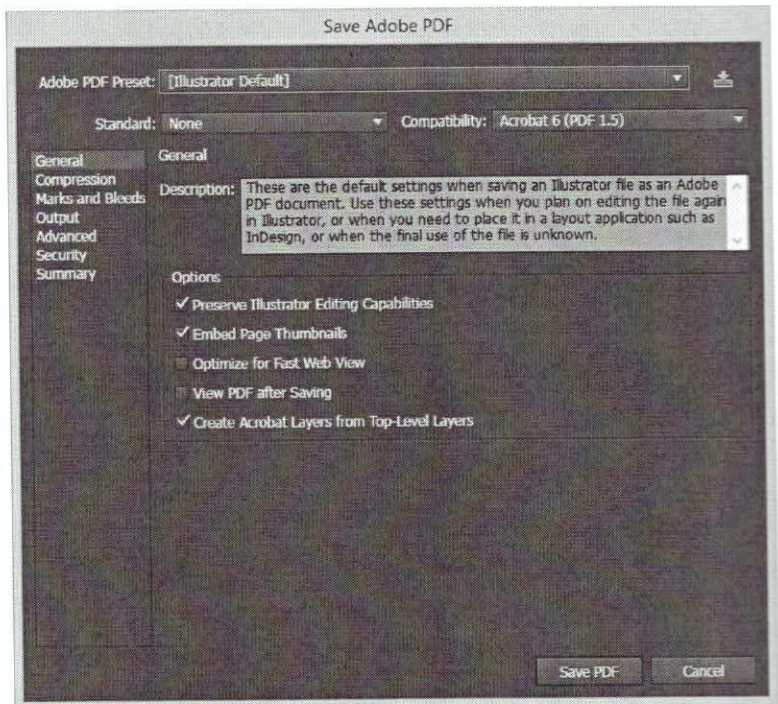
the final version of your artwork to the printer. Saving a file as a PDF reduces the file size while preserving the art in its entirety, making it a popular way to distribute and transmit documents

Try This Yourself:

Same
File

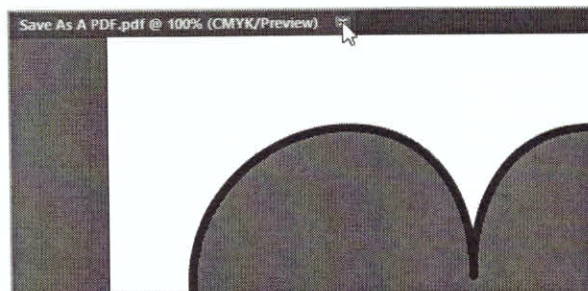
Continue using the previous file with this exercise, or open the file *IL1411 Saving_1.ai...*

- 1 Select **File > Save As** to display the **Save As** dialog box
- 2 Type **Save As A PDF** in **File name**
- 3 Navigate to the course files folder if required, then click on the drop arrow for **Save as type** and select **Adobe PDF (*.PDF)**
- 4 Click on **[Save]**
The Save Adobe PDF dialog box is displayed...
- 5 Click on the various options in the left pane of the dialog box to view the settings for each
- 6 Click on **General** in the left pane, click on **View PDF after Saving** so it appears ticked, then click on **[Save PDF]**
If you have Adobe Reader or Adobe Acrobat installed, the file will open in that program...
- 7 Click on **Close** to close **Adobe Reader** or **Acrobat**
Notice that the file name on the document tab in Illustrator is Saving As A PDF.pdf...
- 8 Close the **.pdf** file



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For Your Reference...

To **save** an **Illustrator document** as a **PDF file**:

1. Select **File > Save As**
2. Click on the drop arrow for **Save as type**, select **Adobe PDF**, then click on **[Save]**
3. Select or deselect options as required, then click on **[Save PDF]**

Handy to Know...

- The **Preserve Illustrator Editing Capabilities** option in the **Save Adobe PDF** dialog box will embed a native Illustrator file into the PDF. Turning this option off will reduce your file size. **Embed Page Thumbnails** will display thumbnails of each image in the **Page** tab of Adobe Acrobat.

SAVING AN ILLUSTRATOR DOCUMENT FOR THE WEB

Not all artwork is created with the intention of getting it printed; quite a lot is created to be shared online. Web art should be created using the RGB colour model and web-safe colours.

Once you have created artwork, you can save the file for the web. This includes optimising the image and saving it in the correct file format.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file IL1411 Saving_1.ai...

1 Select **File > Save for Web** to display the **Save for Web** dialog box

2 Click on the **Original** tab at the top of the image

The current file name and file size are displayed at the bottom of the window...

3 Click on the **Optimised** tab to display the file in optimised view

Notice that the file type is PNG and the file size is reduced considerably...

4 Click on **Transparency** in **Presets** so it appears ticked

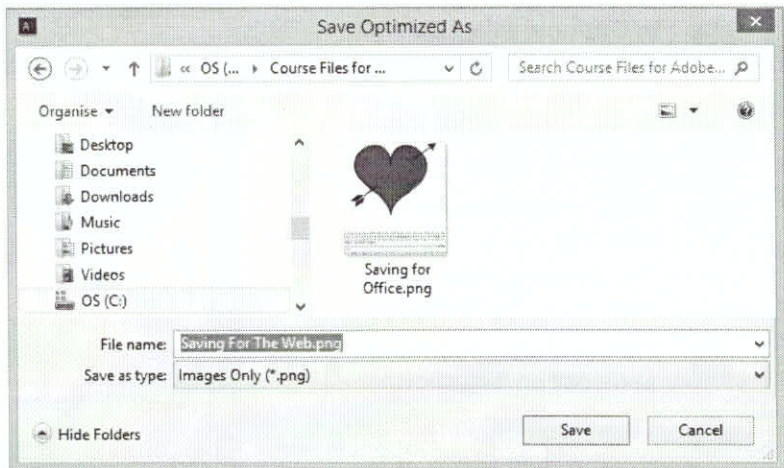
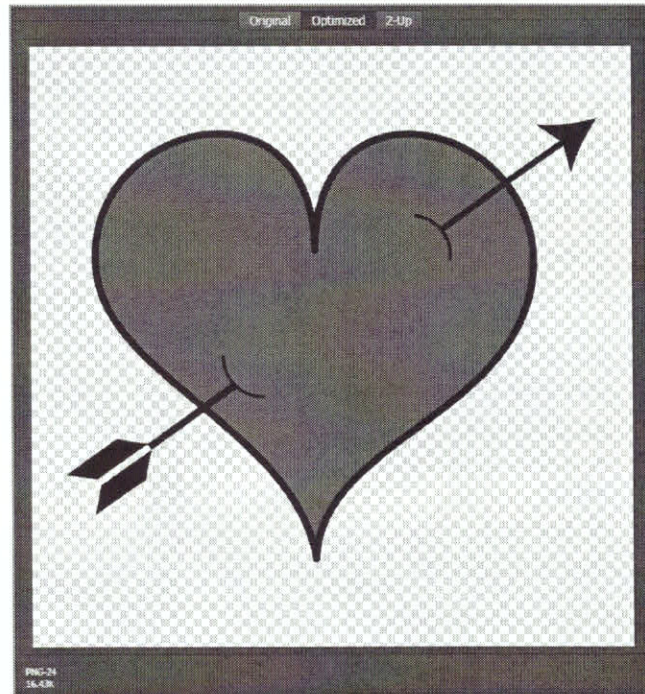
This option ensures that the image background is transparent (i.e. not white)...

5 Click on **[Save]** to display the **Save Optimised As** dialog box

6 Type **Saving For The Web** in **File name**, then navigate to the course files folder

7 Click on **[Save]**

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For Your Reference...

To save an **Illustrator document** for the **web**:

1. Select **File > Save for Web**
2. Click on the **Optimised** tab
3. Select **Transparency** if required
4. Click on **[Save]**, type a **File name**, navigate to the required folder, then click on **[Save]**

Handy to Know...

- To preview how the artwork will look in a browser, click on **[Preview]** at the bottom of the **Save for Web** dialog box. The artwork will open in a web page so you can view the result.

PRINTING AN ILLUSTRATOR DOCUMENT

For the most part, printing an Illustrator document is relatively straightforward: simply display the **Print** dialog box and click on **[Print]**. However, each print job may have different requirements

and may need to be set up differently. Printing on a desktop printer will be different to a commercial print job. It is recommended that you speak with your commercial printer for external print jobs.

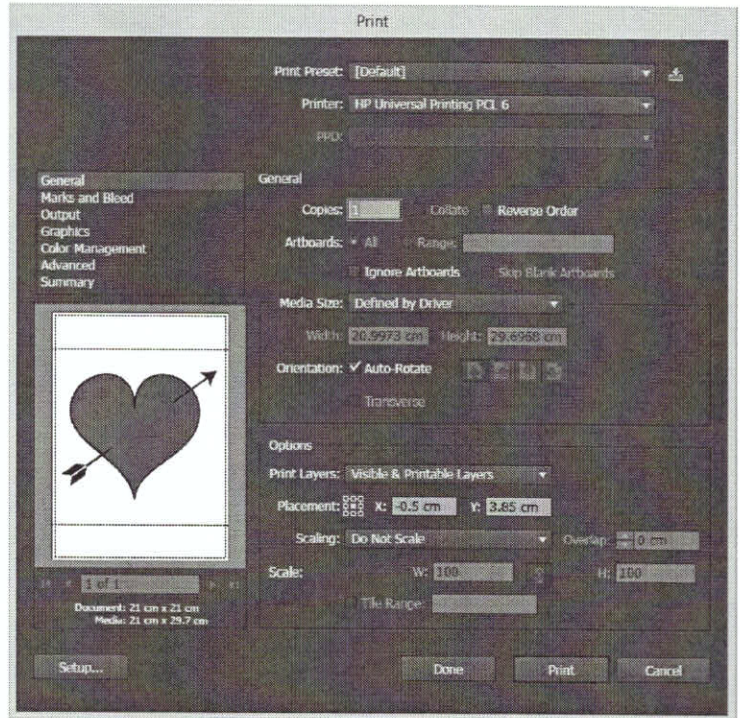
Try This Yourself:

Same File

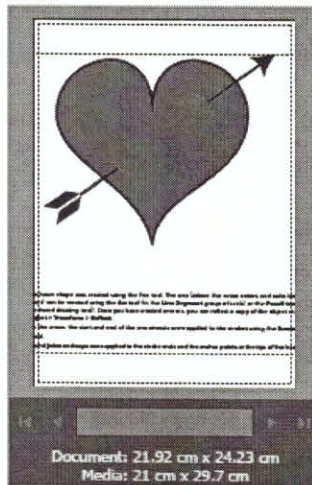
Continue using the previous file with this exercise, or open the file *IL1411 Saving_1.ai...*

- 1 Select **File > Print** to display the **Print** dialog box
- 2 Click on the drop arrow for **Printer**, then select a colour printer if available
- 3 Click on **Ignore Artboards** in **General** so it appears ticked
Notice in the Preview window that artwork not on the artboard will also be included in the print job...
- 4 Click on **Ignore Artboards** so it appears unticked
- 5 In **Options**, select **Do Not Scale** in **Scaling** to see the art at full size
- 6 In **Options**, select **Fit to Page** in **Scaling**
- 7 Point to the **Preview** window
The mouse pointer changes to the Hand tool...
- 8 Click and drag the artwork to reposition it as shown
- 9 Click on **[Print]** to print the document, or **[Cancel]** if you do not wish to print it

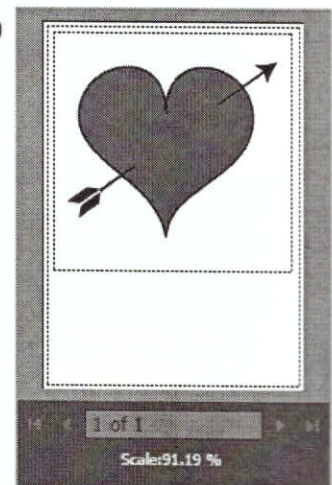
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For Your Reference...

To print a document in *Illustrator*:

1. Select **File > Print**
2. Adjust printing options in the **General** panel
3. Click on **[Print]**

Handy to Know...

- If you have a document with multiple artboards, you will have an option in the **Print** dialog box to print them all or to print specific artboards. If you only want to print specific artboards, type the number(s) of the artboards to print in **Range**, separated by commas.

PACKAGING A DOCUMENT

If you choose to get your artwork printed commercially rather than printing it yourself, you can **Package** it to create a package of all of the files needed to print the document. The package

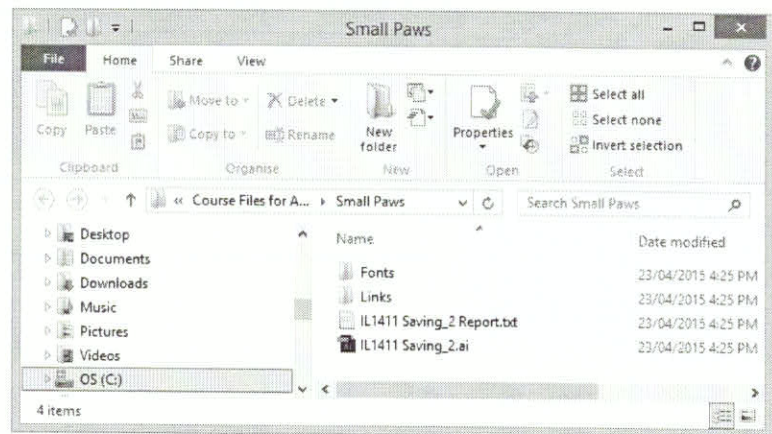
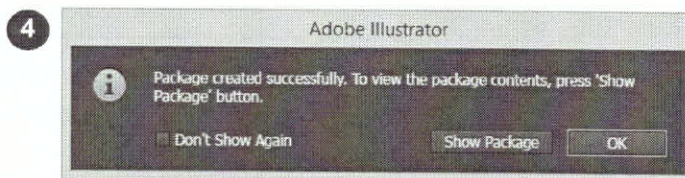
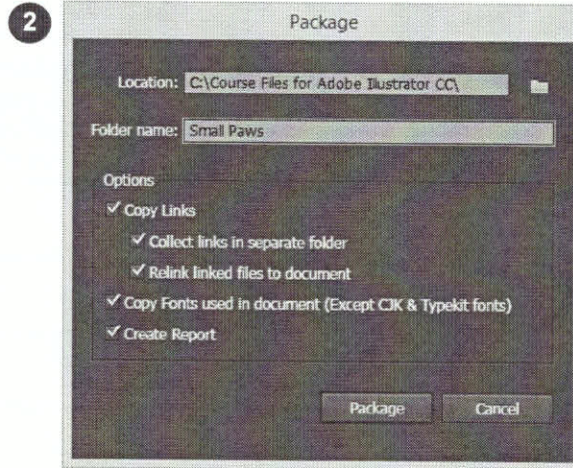
consists of a folder that holds the document file, images, fonts and any other linked files. You can then simply

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *IL1411 Saving_2.ai...*

- 1 Select **File > Package** to display the **Package** dialog box and start the packaging process
- 2 Ensure the **Location** is the course files folder (*C:\Course Files for Adobe Illustrator CC*), then type **Small Paws** in **Folder name**
- 3 Click on **[Package]**
A message will display notifying you that you may need to obtain permission to commercially print fonts that did not come with Illustrator...
- 4 Click on **[OK]**
Another message will display notifying you that the package has successfully been created...
- 5 Click on **[Show Package]** to open the package folder in **File Explorer**
The folder includes the Illustrator file, a text file containing the Package Report, a folder containing the fonts used and another folder containing the linked picture



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For Your Reference...

To **package a document**:

1. Select **File > Package**
2. Ensure the **Location** and **Folder name** are correct, then select the options as required
3. Click on **[Package]**, click on **[OK]**, then click on **[OK]**

Handy to Know...

- If you have downloaded fonts from Typekit or an external source, you may need to obtain permission from the source to use the fonts commercially.

