



Indesign How to Export to PDF

Want to know how?





FILE SUBMISSION

PDF IS THE BEST WAY

All versions of Adobe Acrobat PDF are supported for both Apple Macintosh and Windows platforms. If done correctly PDF is a great way to submit your files.

Many applications have the capability to export, save as, or output PDF files but, not all PDF files are created equal.

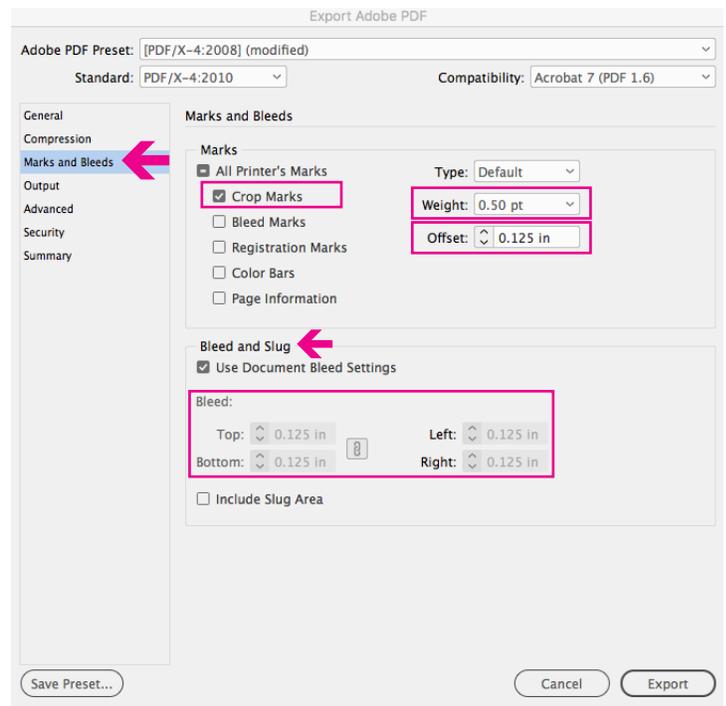
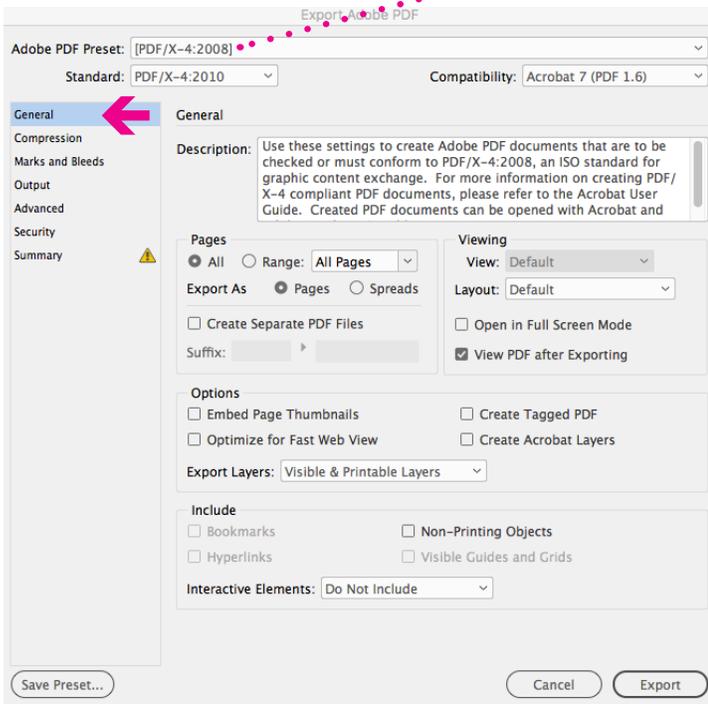
The best setting is **PDF/X-4:2008**

EXPORTING TO PDF FROM INDESIGN

Select PDF/X-4:2008 From the drop down window Adobe PDF Preset

Select the Marks and Bleeds tab on the left hand side. Under Printer's Marks check Crop Marks, select the Weight of 0.50 pt and Offset of 0.125 in.

Under Bleed and Slug enter the value of 0.125 in on all.



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Indesign How to Package

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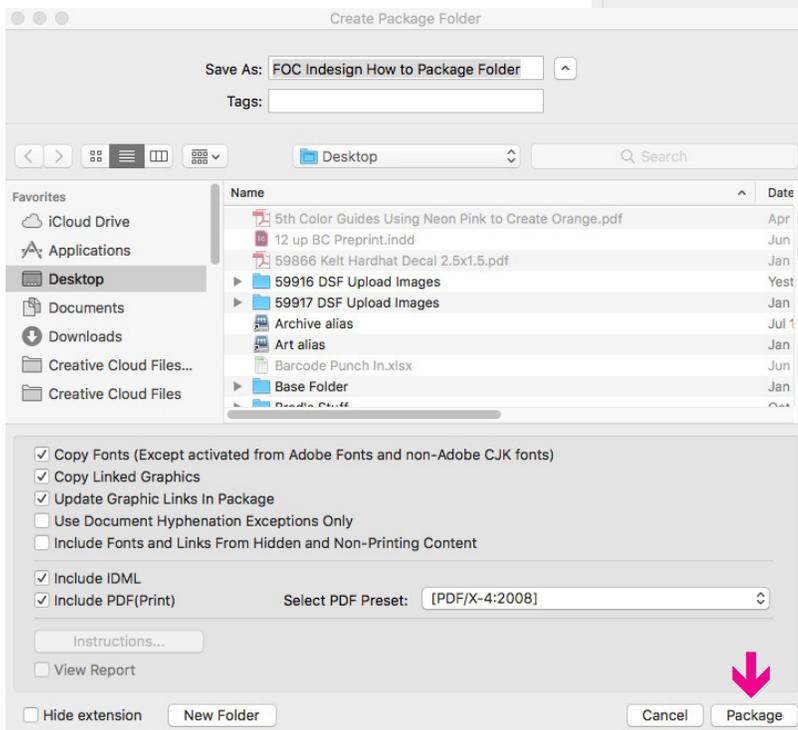
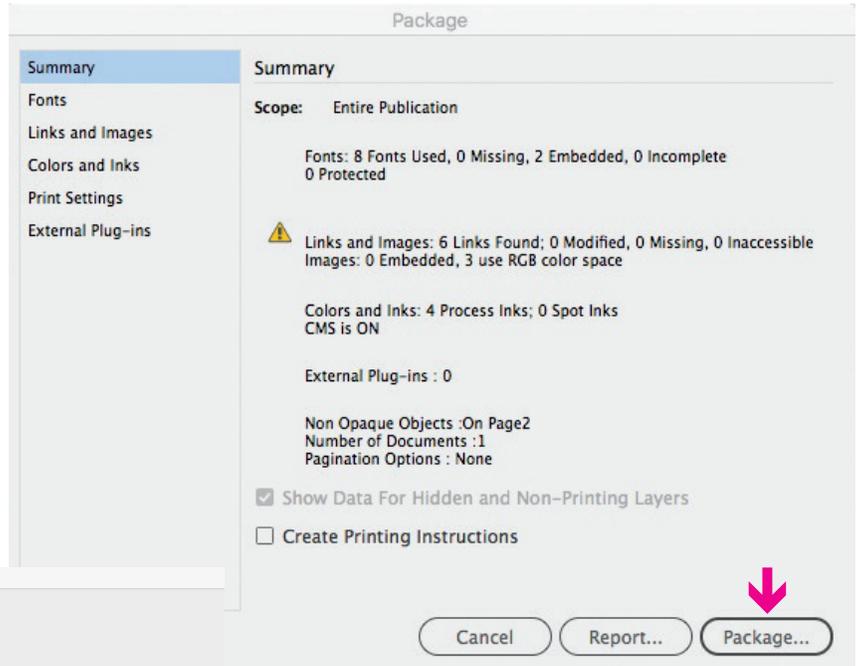


FILE SUBMISSION

HOW TO PACKAGE

Before you package your files for submission, ensure ALL graphics are linked and ALL fonts are loaded and the Indesign file has no errors.

From the file menu select package.
From the package menu **click package.**



Create package folder. Save as, name your folder and the location to save to. Check copy fonts, copy linked graphics, update graphic links in package, include IDML, include PDF. **Click package.**

Locate the packaged folder and compress it so that it will be submitted as one file.

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