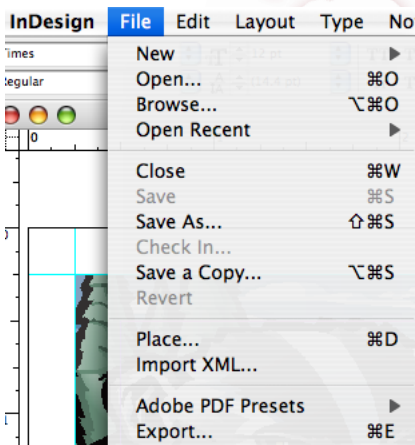


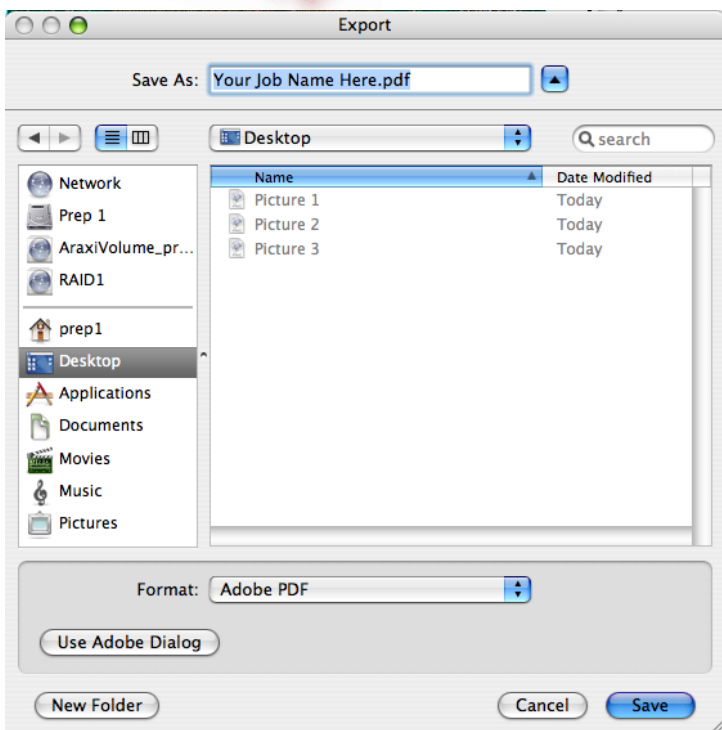


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## Exporting PDFs using InDesign



After all design  
has been finalized,  
begin by choosing  
File/Export.

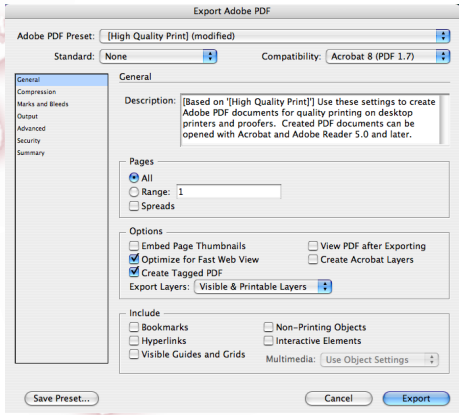


Enter the name of your document and choose  
the location you wish it to go.

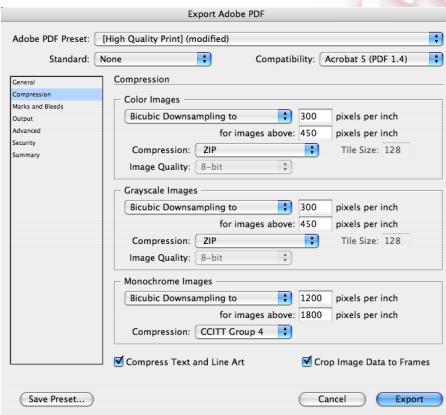
Format should be Adobe PDF.

Click the Save button.

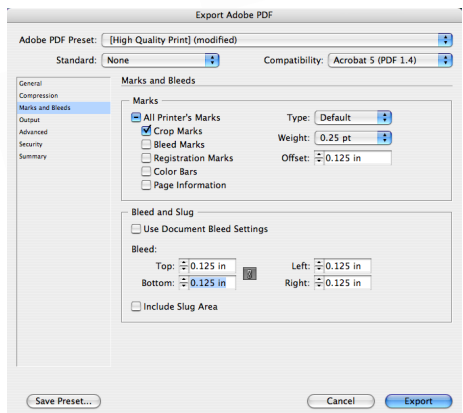
Click the “General” and change the “Compatibility” pulldown to the latest version of Acrobat possible. Generally “All” pages should be chosen, this will create a single PDF as opposed to multiple individual pages.

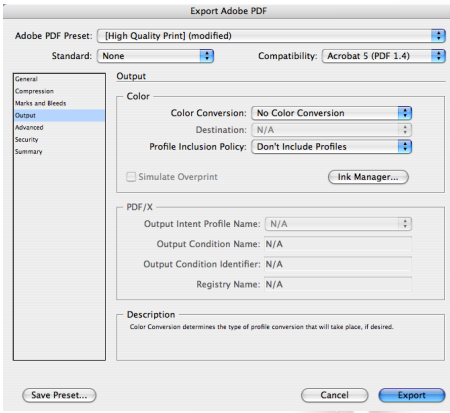


Choose the “Compression” and setup as shown in this example. The ZIP compression is a “lossless” compression method and will not compromise the quality of images, JPEG does sacrifice quality when used.



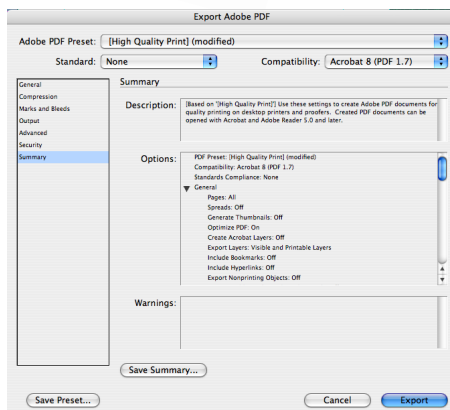
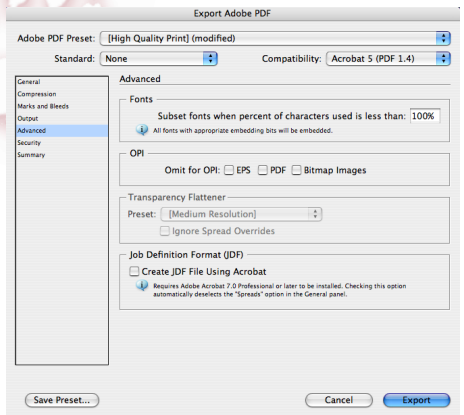
Click the “Marks and Bleeds” select only the “Crop Marks,” change the “Offset” amount to 0.125 inches and change the “Bleed” value to 0.125 inches as well. These settings are considered the normal minimal values used by the print industry.



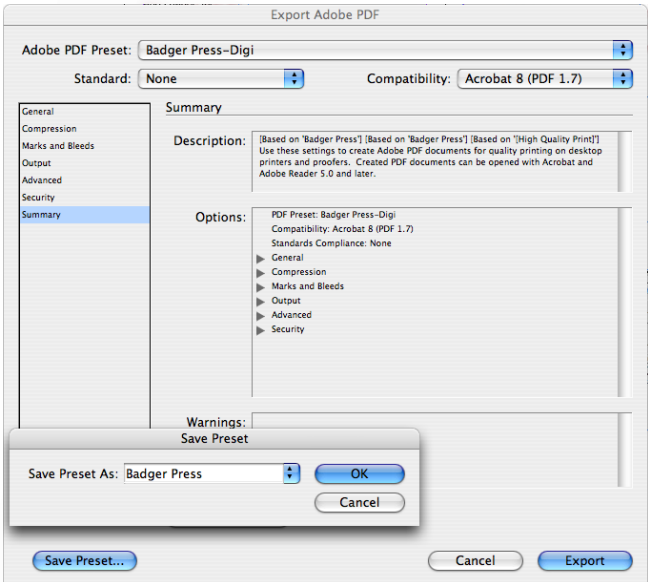


“Output” settings should reflect the above example. These settings will honor the original colors created by the designer. Failure to use these settings can cause problems such as four-color blacks being generated for your type.

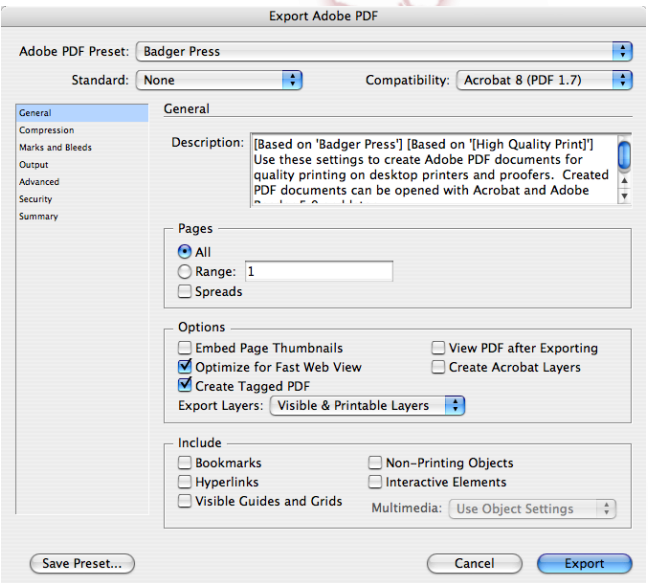
There should be nothing checked in the “Advanced” setup area.



Don't worry about the “Security” area, move directly to the “Summary” tab “to review your settings.



In the bottom left corner you will see the “Save Preset” button, click. You are prompted to name this preset, we suggest “Badger Press,” you will be able to recall this saved setting in the future for any of the jobs you export to PDF on this computer.



Finish the task by clicking the “Export” button and your PDF is saved to the destination you chose earlier.

