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## When making a PDF file in inDesign:

**Important:** Before making a PDF file, make sure your images are CMYK color mode and that your text is 100 percent black to ensure that your pdf file prints properly.

1. Go to File > Export.
2. A window should come up asking you where to save it. Select the location on your computer where you'd like your PDF to be saved.
3. From the pulldown menu at the bottom of this window, select Adobe PDF.
4. Select "Save" and proceed to the next screen.
5. A dialogue box will appear that has many different options. In order to make a PDF that will work best on our system, use these settings:

### From inDesign CS4/CS5:

#### ***In the GENERAL tab:***

- Pages – Radial button that says "All" should be selected.
- Options – Optimize for Fast Web View should be checked.
- Export Layers: Set to "Visible & Printable Layers", unless you have hidden layers that are not to be exported.

#### ***In the COMPRESSION tab:***

##### *Color Images:*

- Bicubic Downsampling to 300 px/inch for images above 450 px/inch
- Compression = Automatic (JPEG)
- Image Quality = Maximum

##### *Grayscale Images:*

- Bicubic Downsampling to 300 px/inch for images above 450 px/inch
- Compression = Automatic (JPEG)
- Image Quality = maximum

##### *Monochrome Images:*

- Bicubic Downsampling to 1200 px/inch for images above 1800 px/inch
- Compression: CCITT Group 4
- Make sure that "Compress Text and Line Art" and "Crop Image Data to Frames" are checked.

#### ***In the MARKS AND BLEED tab:***

##### *Under Marks:*

- Make sure "Crop Marks" is checked.
- Type: Default
- Weight: 0.25
- Offset: 0.0833

##### *Under Bleed:*

Nothing should be checked, but the bleed setting should be as follows:

Top: 0.125, Left: 0.125, Right: 0.125, Bottom: 0.125

#### ***In the ADVANCED Tab:***

- Subset fonts when percent of characters used is less than 100%

OPI: Nothing should be checked in this area.

6. Create your PDF file.

*Source: Printing Industry Exchange, LLC*