



THE HOW TO SERIES:

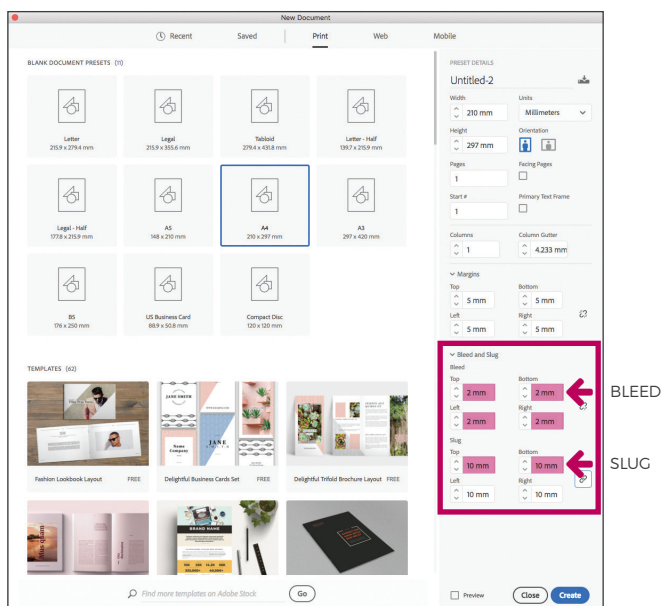
PDF EXPORT SETTINGS

MAY 2019

THIS DOCUMENT COVERS THE SETUP OF EXPORT SETTINGS FROM INDESIGN TO CREATE A PRINT READY PDF FILE.

STEP ONE

When creating a new document in InDesign, ensure that there is at least **2mm bleed** and **10mm slug** area around the document.

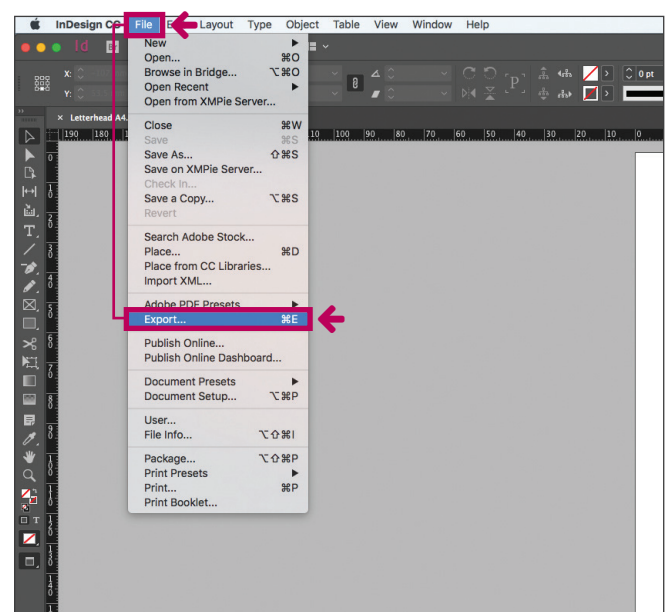


STEP TWO

When your artwork is ready to be made into a PDF, ensure that all fonts and images are available.

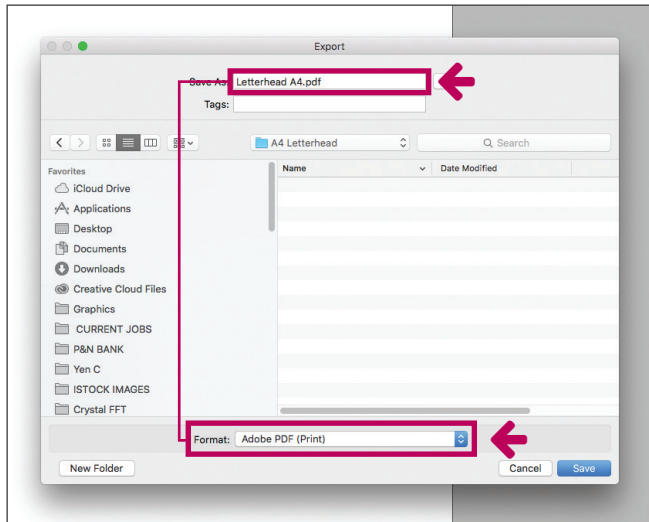
Remove any unused colours. If the document is printed **4 colour process (CMYK)**, convert any spot colours to CMYK prior to outputting the PDF.

Go to: **FILE - EXPORT**



STEP THREE

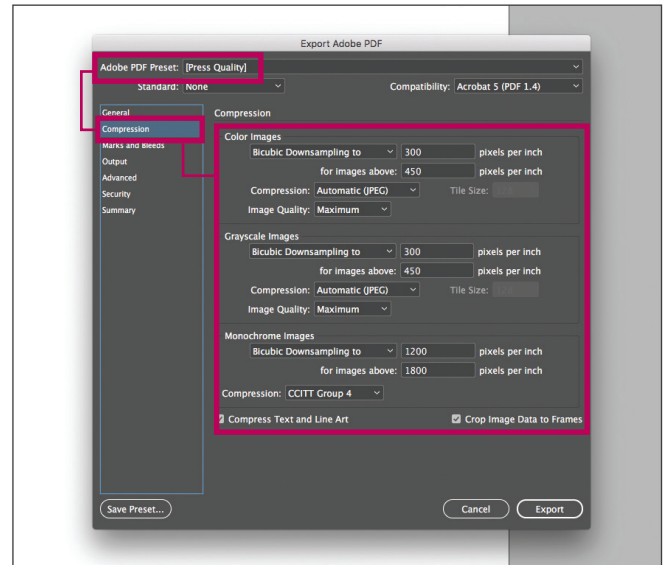
Export location Select a location and ensure that the format is Adobe PDF (Print).



STEP FIVE

Adobe PDF preset - **Press quality**

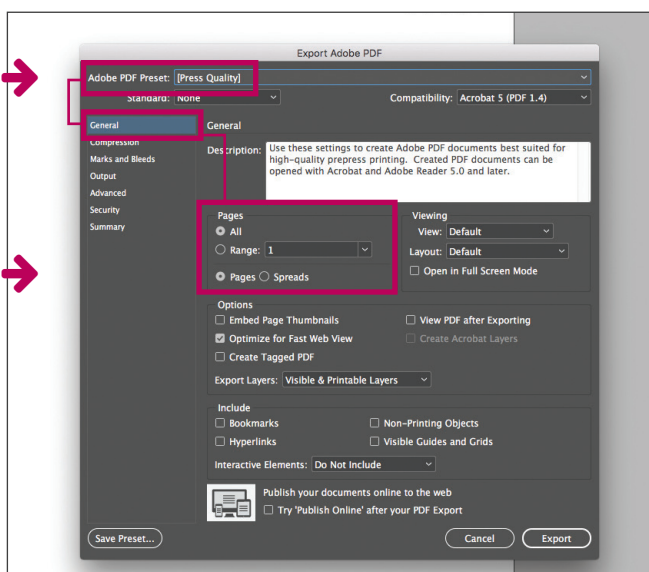
Compression: As per defaulted values.



STEP FOUR

Adobe PDF preset - **Press quality**

General: Ensure that all pages are selected and kept as pages, not spreads.

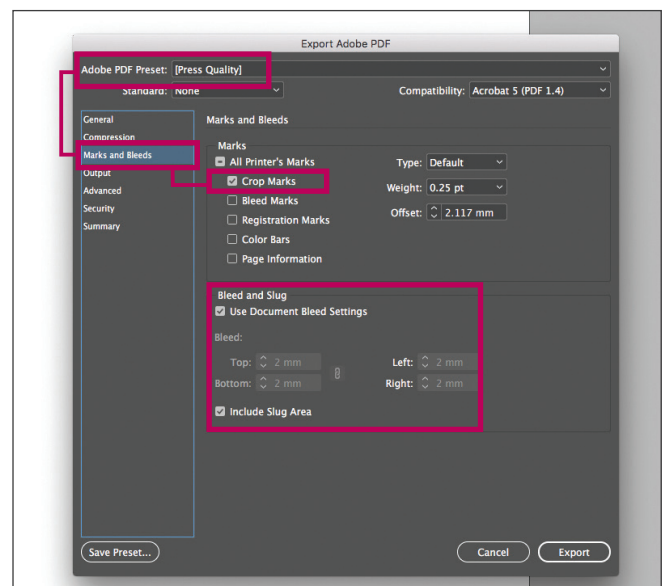


STEP SIX

Adobe PDF preset - **Press quality**

Marks: Crop marks only.

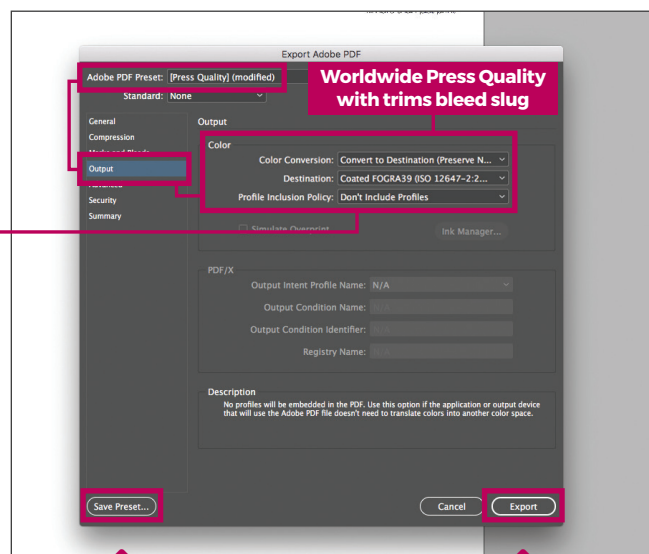
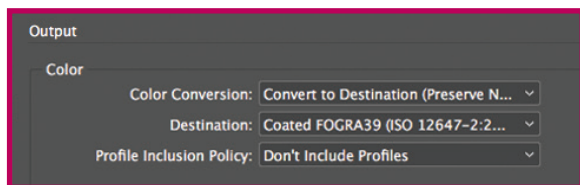
Bleed and Slug: Use document bleed settings; and include slug area.



STEP SEVEN

Adobe PDF preset - **Press quality**

Output: Change to the below settings:



Save this preset for future use. Name it **Worldwide Press Quality with trims bleed slug**. Export print ready PDF.

STEP EIGHT

High resolution print ready PDF in Adobe Acrobat.

Crop / Trim Marks

Crop marks, also known as trim marks, are lines printed in the corners of your publication's sheet or sheets of paper to show the printer where to trim the paper.

Slug Area

A slug area is the name used to describe the area outside the printing area and bleed area of a document that contains the trim/crop/registration mark and other printing instructions for the printer.

Bleed Area

In printing, bleed is printing that goes beyond the edge of where the sheet will be trimmed.

The bleed is the part on the side of a document that gives the printer a small amount of space to account for movement of the paper, and design inconsistencies. Artwork and background colours often extend into the bleed area.

