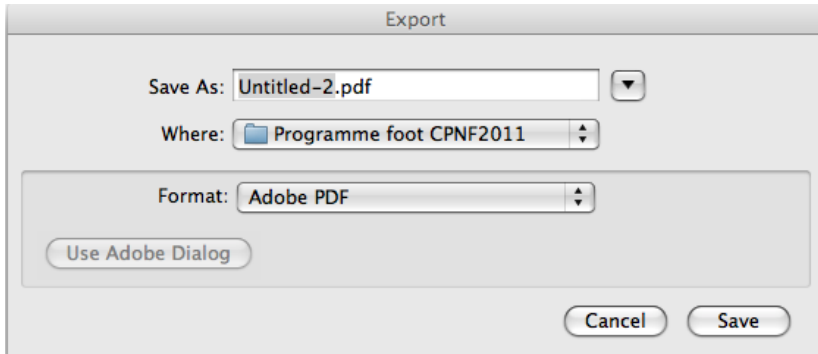


Generating a PDF from your InDesign file

After checking your file, you can now export it to a PDF format.

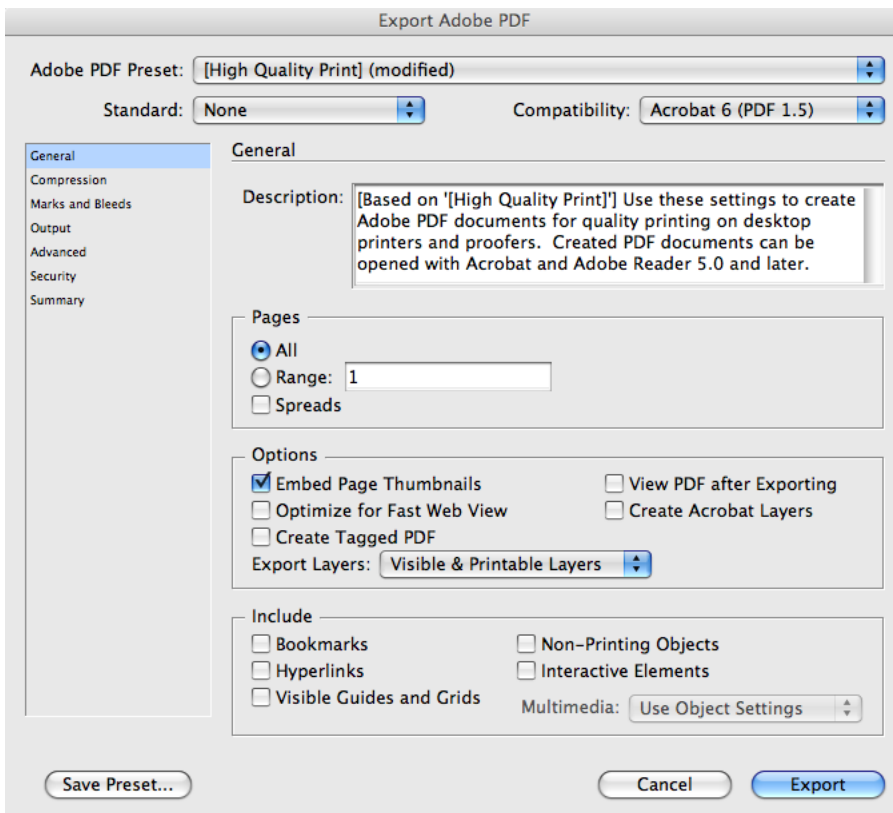
Under the File tab, choose Export PDF.



At the Save As prompt, type in the name of your file.pdf.
Choose the repertory where you want it to be saved.
Choose the PDF format.
Save.

A new window will appear. You can now choose your options to finalize your PDF file.

General



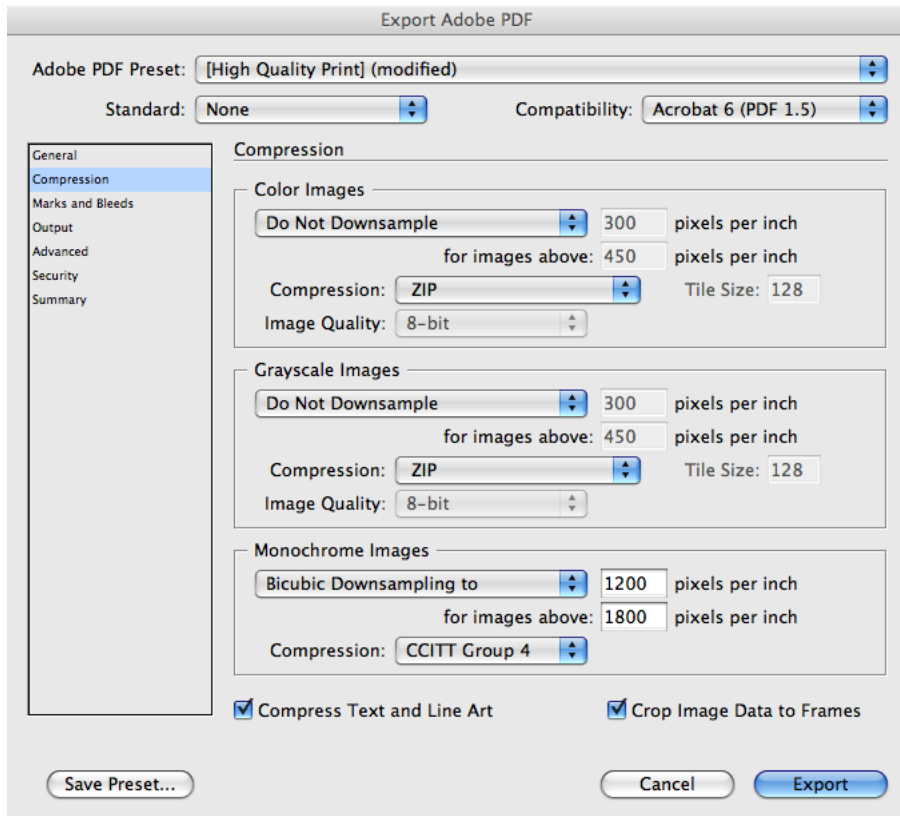
-Compatibility

- PDF 1,4-1,5

- Pages

- Choose All, unless you need to save either a single page or only a few pages. In that case, define a "Range" by indicating the page or pages you want.

Compression



Color images

If your images are above 450 dpi, reduce them to 300. Choose ZIP, or None, as a compression method.

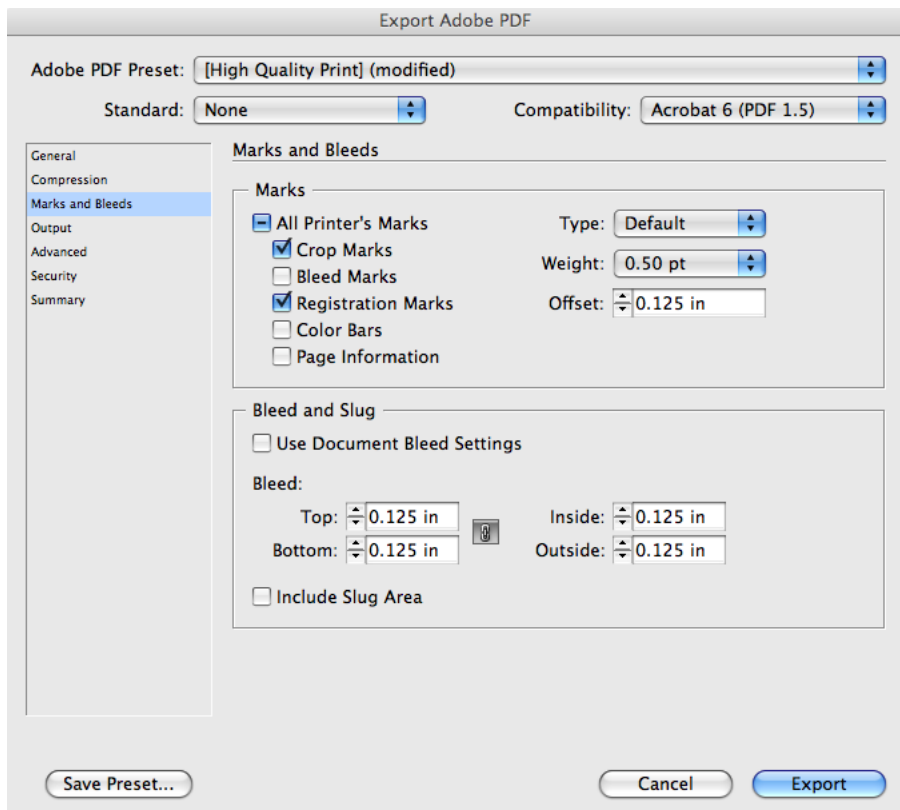
Grayscale images

Use the same parameters as for colour images.

Monochrome images

Choose the CCITT Group 4 compression method.

Marks and Bleed



Marks

Weight: 0.5pt

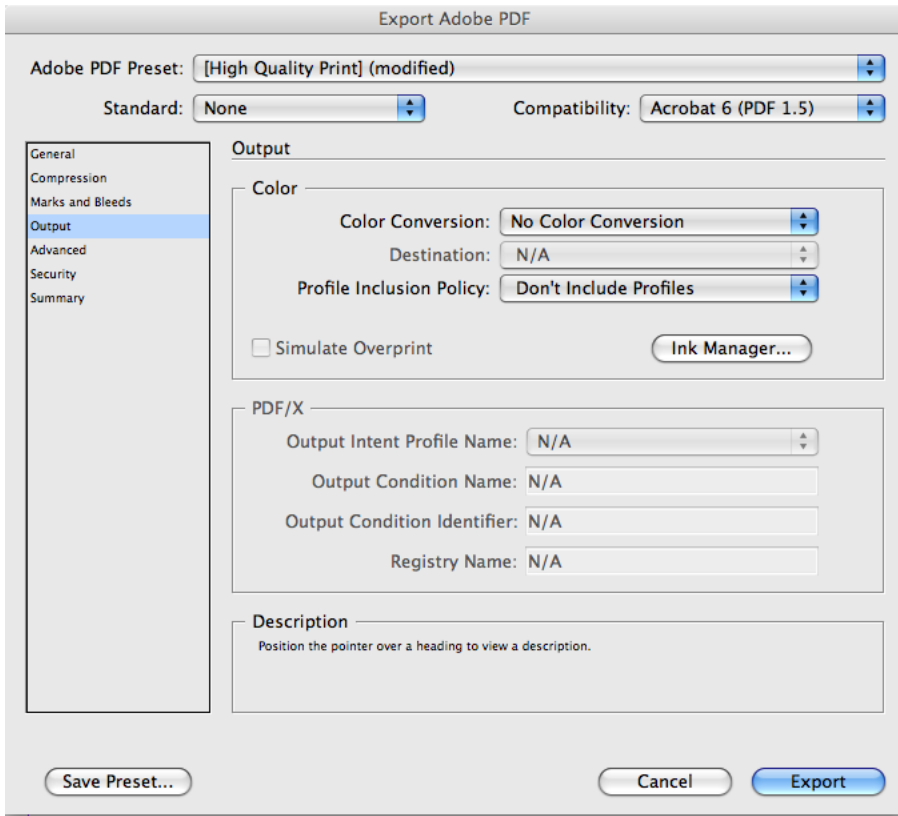
Offset: 0.125"

Bleed

0.125" or

0.25" (for covers, to include manual spine marks)

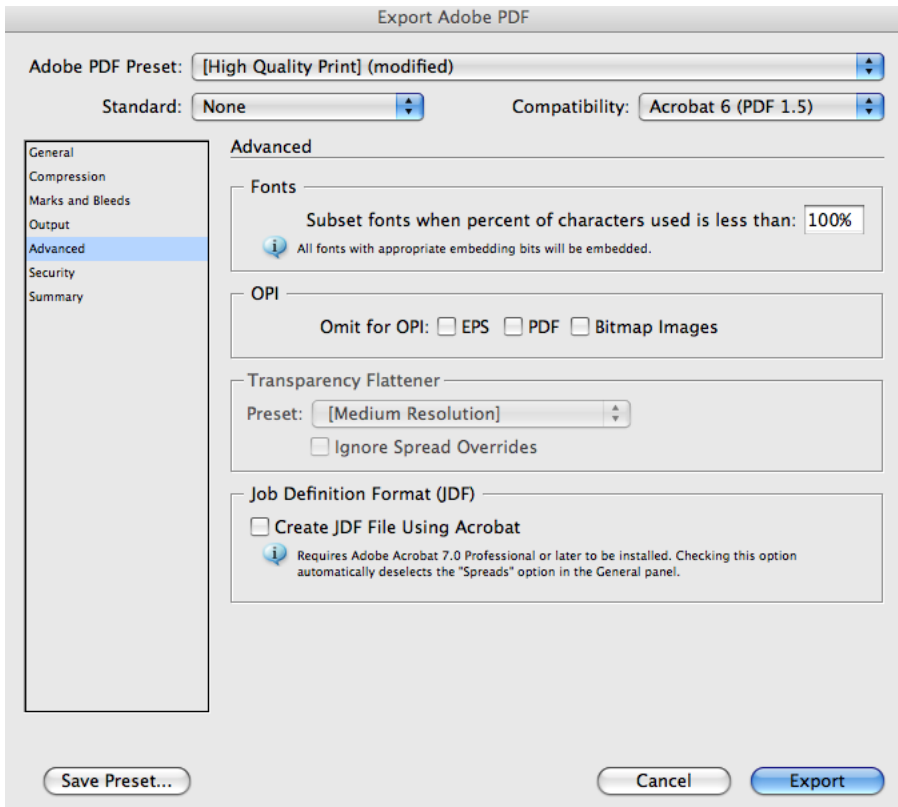
Output



Color conversion

Make sure colours in your document are correctly identified: black only if the document is black, cmyk if the document is in four-colour printing, no RGB. Eliminate unused colours.

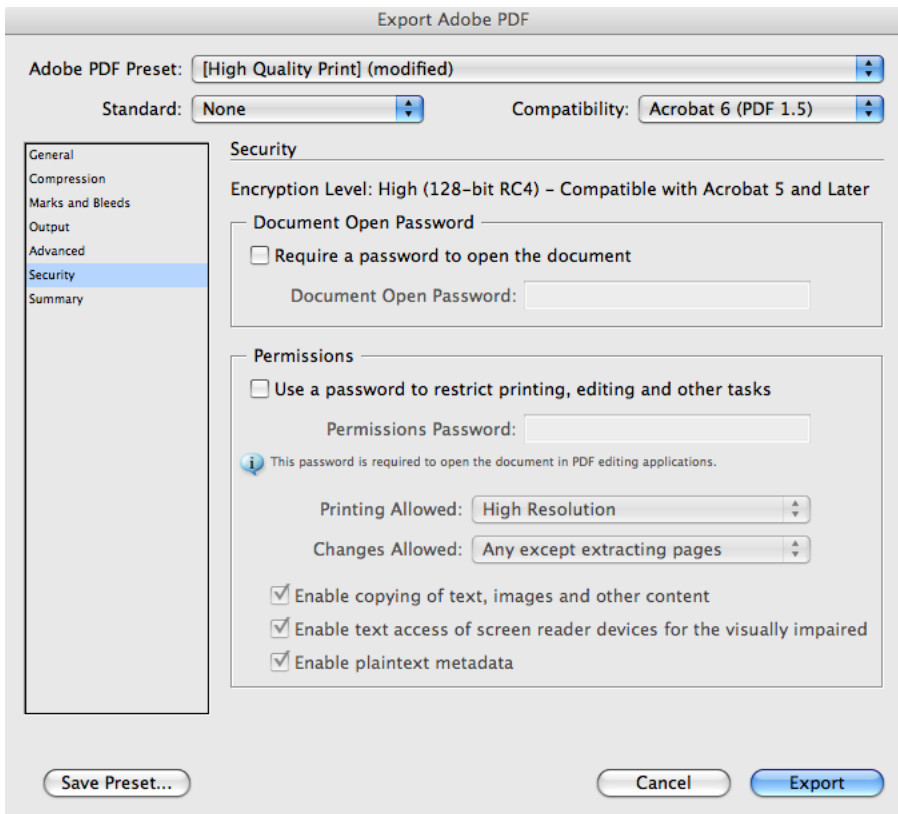
Advanced



Fonts

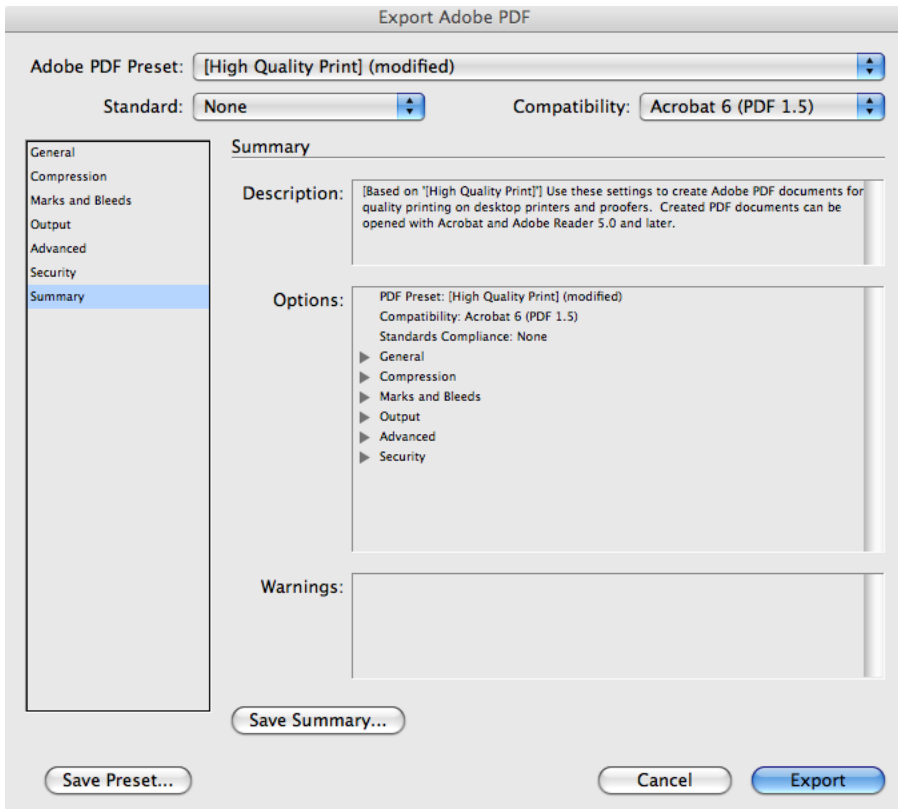
Include subsets (100%).

Security



Do not protect your file; this will prevent our prepress department from opening it.

Summary



This last screen allows you to see the various options you have chosen for your document.

Once you have checked it, you can click on the Export button to save your document as a PDF file in the repertory you chose in the beginning.