

Exporting PDFs in InDesign CS2, CS3, CS4

Before exporting for Publishers Press, please check:

- **Print Presets** — Print Presets can save time and reduce the probability of printing-related errors. Instructions for creating Print Presets are also included in this guide. The contents page will list the location for these instructions.
- **Document Size** — Except for specialty items, all pages must be created to the same size. Publishers Press is moving toward the industry standard of creating all documents to trim size. Pages should be created to the exact trim size of your publication with bleed items extending at least .125" beyond the document's edge. If creating documents to bleed size, pages should be created to your publication trim size plus .125" added to the width and .25" added to the height.
- **Preflight** — File > Preflight in CS2 and CS3, File > Package in CS4. The Preflight function in InDesign is a tool which will alert you of any missing fonts, missing or modified images, and spot inks that are used.

SWOP standards:

It is recommended all live matter be at least .25" away from trim.

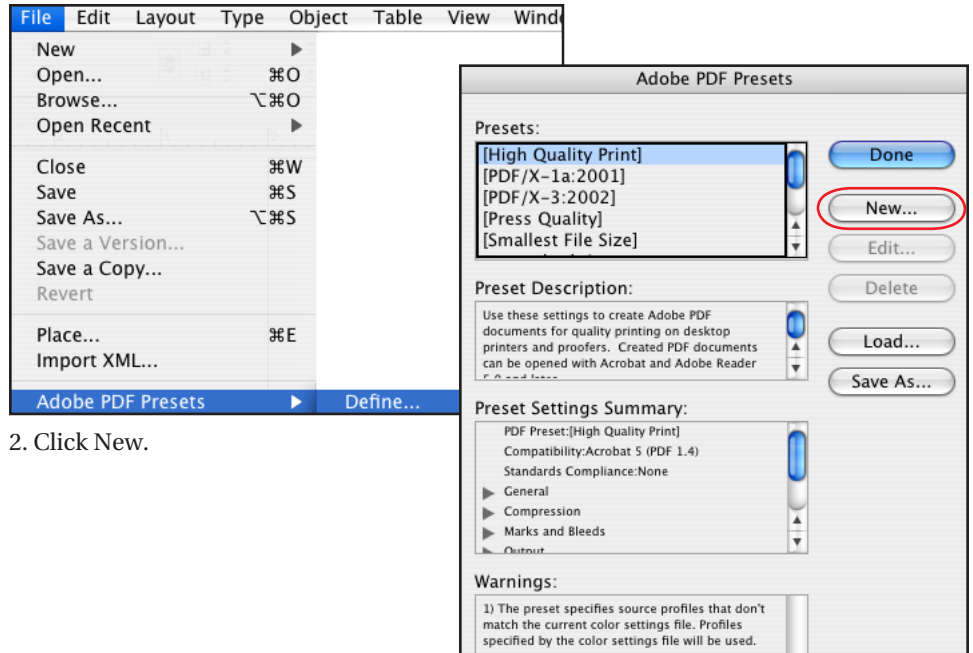
Missing fonts and/or images will cause undesirable results when printing. High-resolution 4/C images must be in CMYK mode instead of RGB.

If a spot color is not desired, the spot color should be processed in the application in which it was created for best color conversion.

- **Section Start** — Layout > Numbering & Section Options. This allows the pages in a document layout to match the actual folio. When files are processed, Numbering & Section Options assist in splitting and renaming multi-page PDF files. Otherwise, the process to split and rename multi-page PDF files is a manual process.

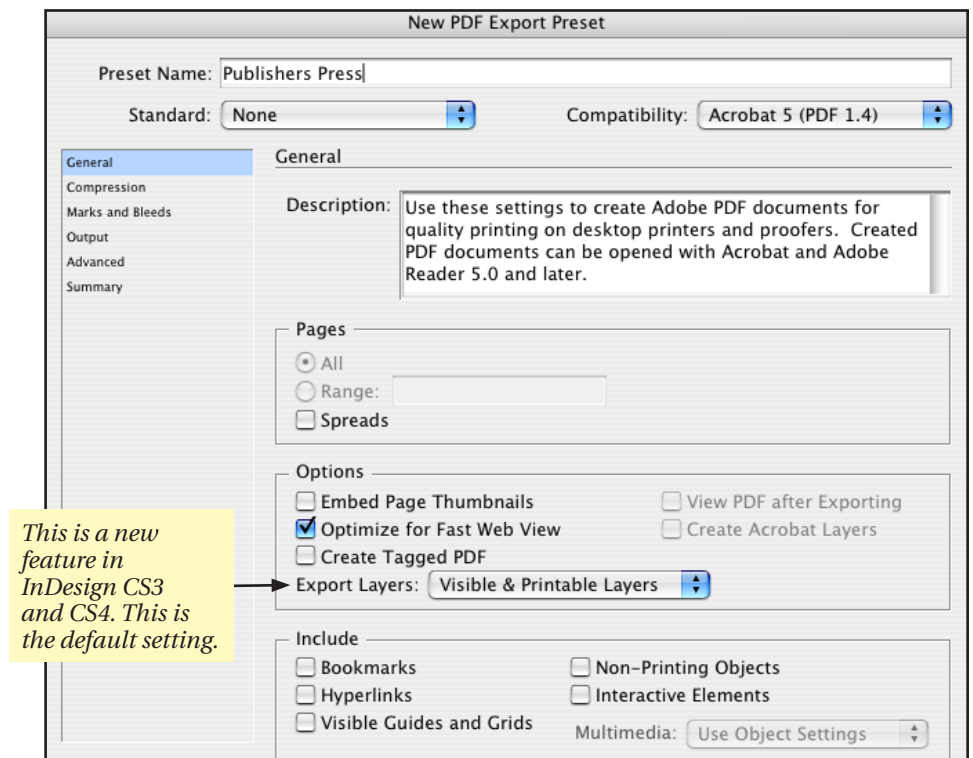
Presets for Exporting in InDesign CS2, CS3, CS4

1. Select File > Adobe PDF Presets > Define.

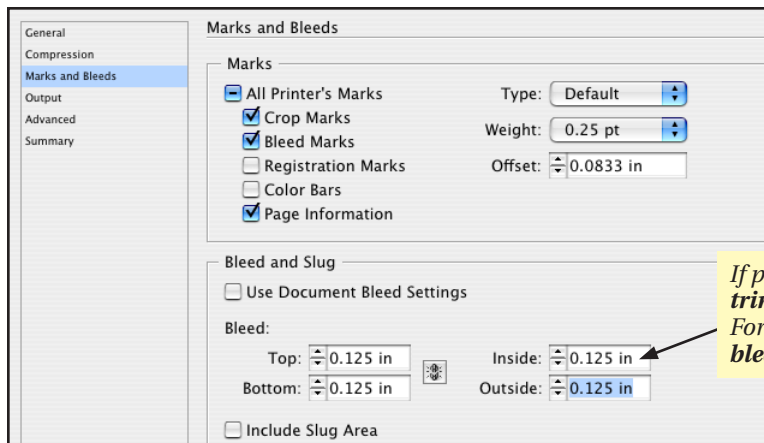
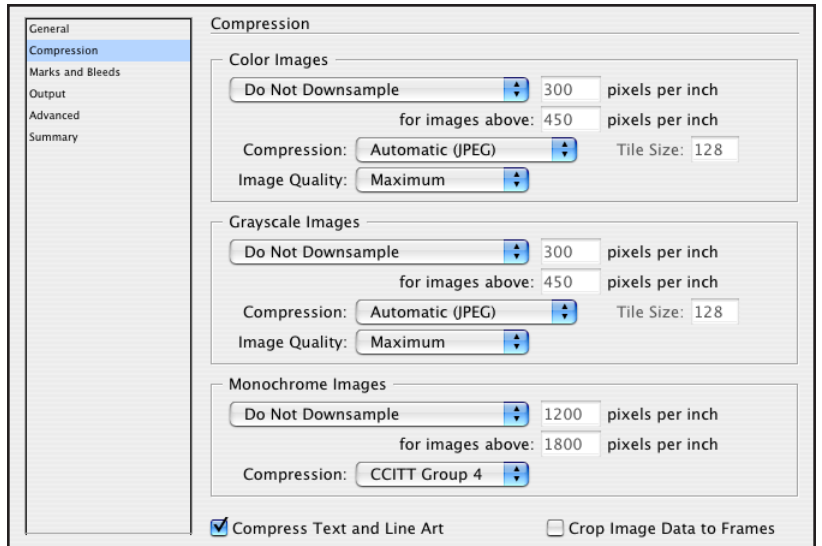


2. Click New.

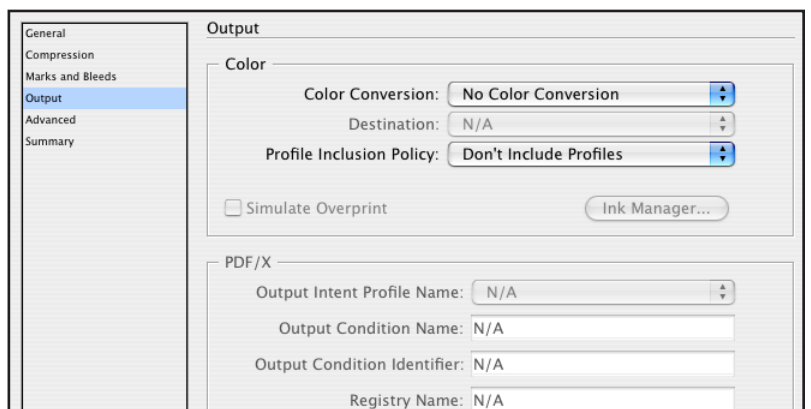
3. Name the new PDF Preset and make the selections as shown.



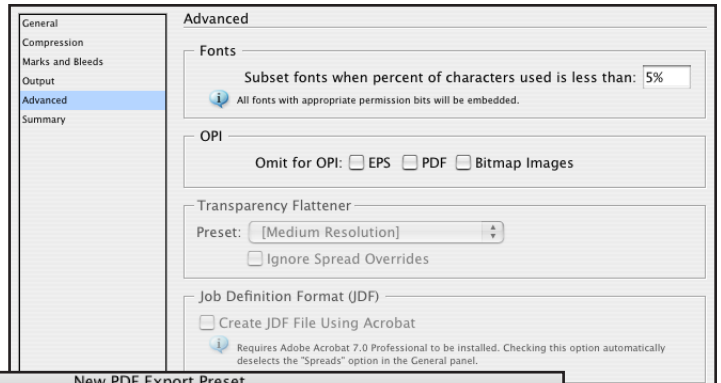
4. Make the selections as shown for Compression, Marks and Bleeds, and Output.



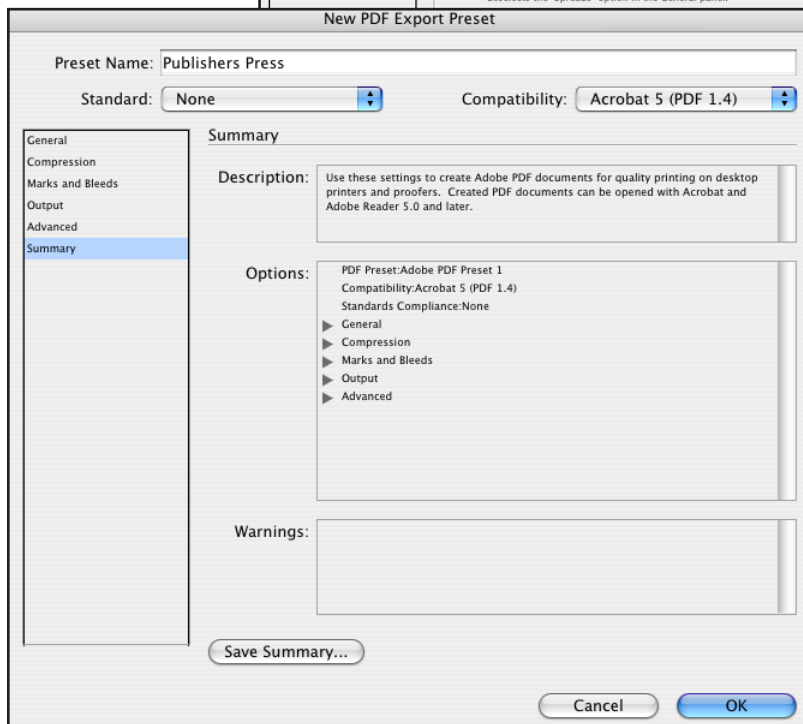
*If pages are created to trim size, enter .125".
For pages created to bleed size, enter 0".*



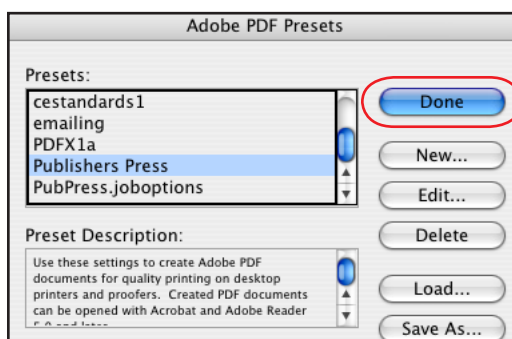
5. Make the selections as shown for Advanced.



6. Click Summary. This will show the selections made for the Print Preset. Click OK.



7. Click Done.

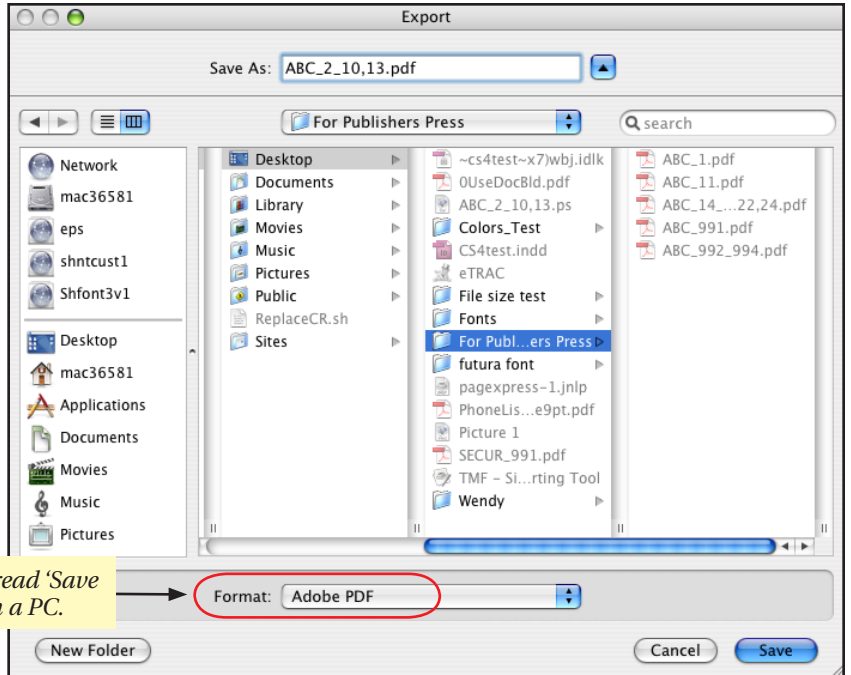


Exporting in InDesign CS2, CS3, CS4

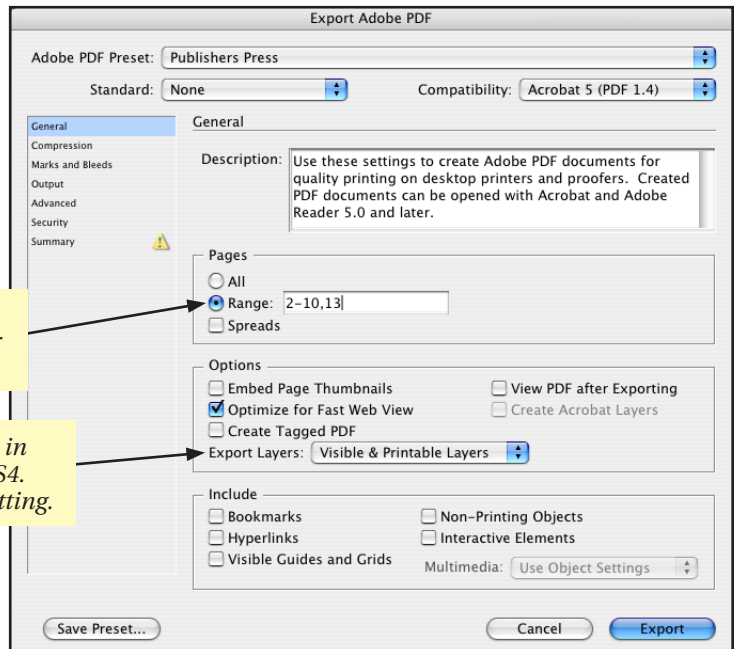
1. Select File > Export.
2. Name the file, route to where it should be saved, and click Save.

filename:

Name the file with the title initials (assigned by Publishers Press), page numbers, and a .pdf extension. Use a low bar to separate consecutive pages. Use a comma to separate nonconsecutive pages. Example: ABC_2_10,13.pdf. No spaces, additional punctuation, slashes, or special characters may be used in the name.



3. Select Adobe PDF for the Format (Mac), Save as type (PC).
4. Select the Preset created for Publishers Press.



5. Click Export.