

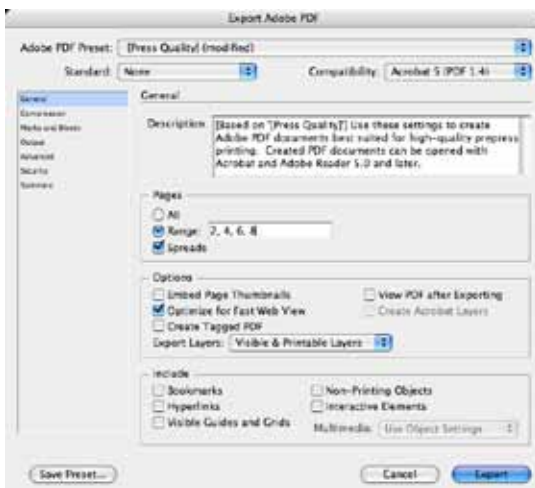
PDF (Portable Document File) is a versatile file format that is cross platform and can be read by a number of different applications. It is most useful for creating printable postscript documents that can be sent to a client for proofing or a bureau for printing. PDF's are uneditable so the author can retain control of content, they can also embed all fonts which circumvents the font piracy issues surrounding providing your bureau with your fonts.

First save a version of your completed document as a normal InDesign document: **File > Save**.



(fig.1)

With a master document now saved go to: **File > Export...**. The Export window appears (fig.1). In the **Save As** field give your document a name. Choose a name that is different to what you have called your InDesign document. (If your InDesign document is called *MyDocument.indd*, then call your PDF, *MyPDF.pdf*) This is to avoid your confusion and to stop the computer saving over your master document. Use the navigation window to choose where you wish to save your PDF. Next choose from the **Format** menu, **Adobe PDF(Print)**. Click **Save**.



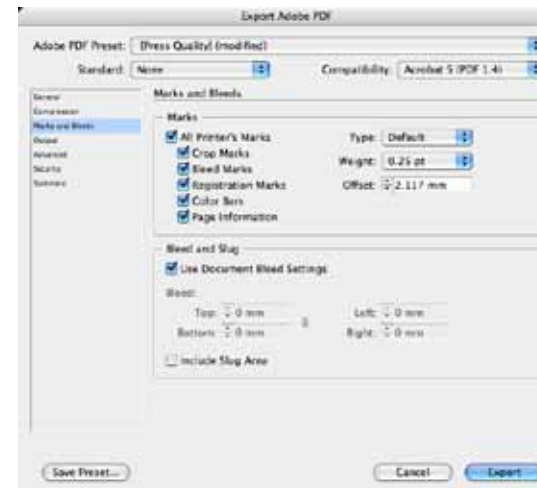
(fig.2)

The **Export Adobe PDF** window appears (fig.2). Choose [**Press Quality**] from the **Adobe PDF Preset** menu. Next set your **Pages** options. First choose whether you want to export **All** the pages from your document or just selected ones. If you are making a selection tick the **Range** radial button and fill in a page range in the text field, e.g.... 3 - 5 or 2, 4, 6, 8 If your document is a multiple page document you will probably want to tick the **Spreads** tick box. This will create a document based on your double page spreads.



(fig.3)

Next choose **Compression** from the left hand menu (fig.3). The default compression should be good enough, but if you wish to ensure the quality of your document and file size is no obstacle, change the **Compression** settings for **Color Images** and **Grayscale Images** from **Automatic (JPEG)** to **None** and **Monochrome Images** from **CCITT Group 4** to **None**.



(fig.4)

Choose **Marks and Bleeds** from the left hand menu (fig.4). If you are not sure what you need in the way of marks and bleeds it is best to tick **All Printer's Marks**. If you have a document that requires a **Bleed** set your bleed here too. If you have set your document up with a bleed you only need to tick the **Use Document Bleed** option; if not, the standard bleed is **3mm** all round, but check with your printer or bureau. Remember that any marks and bleeds fall outside the page area and will add to your document size. A document that is exactly **A4** will need to be printed on a sheet of paper larger than **A4** to include all the marks and bleed, once printed the page is cut down to **A4** size.