

Adobe InDesign: creating PDFs for print

Before you start: how to set up documents with 3mm bleed

It is essential that you set up InDesign documents to include **3mm bleed** on all sides to ensure that the final printed document can be cut down to the correct size without any visible white borders.

Go to **File > New > Document > Bleed and Slug > Bleed** and ensure that **Top, Bottom, Inside** and **Outside** are all set to **3mm**. When you design your document, make sure that any images or colour that appear on the edge of the paper are extended to 3mm beyond (into the bleed area), but text should be kept well away from the edge or it will be cut off.

Creating PDFs for print

Step 1

- 1.1 Go to **File > Export** and this will launch a new window (figure 1).
- 1.2 Navigate to the place you wish the PDF to be stored and create a name for the PDF file.
If you need to create a new folder, click on **New Folder**.
- 1.3 On the drop-down menu, choose **Adobe PDF (Print)**.
- 1.4 Press **Save** and follow Step 2 below.

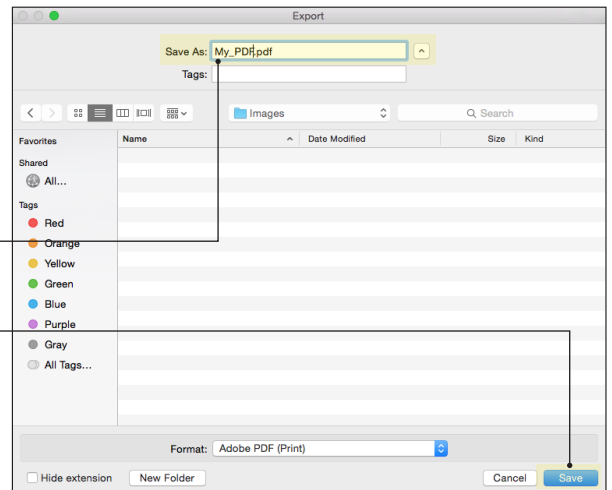


Figure 1

Step 2

You will first see the **Export Adobe PDF** dialogue box with the **General** tab highlighted (in blue) and showing four sub-sections in the main window (figure 2).

- 2.1 **Pages:**
If you need a PDF of every page, select the **All** radio button. Otherwise select **Range** and type in the page range in the adjacent field.
- 2.2 Make sure **Pages** is selected, not Spreads.
- 2.3 **Options:**
Select **View PDF after Exporting** to view your PDF when it is created.
- 2.4 **Include:**
Leave all boxes unchecked if the PDF is for print purposes.
- 2.5 Continue to Steps 3 and 4 on the next page.

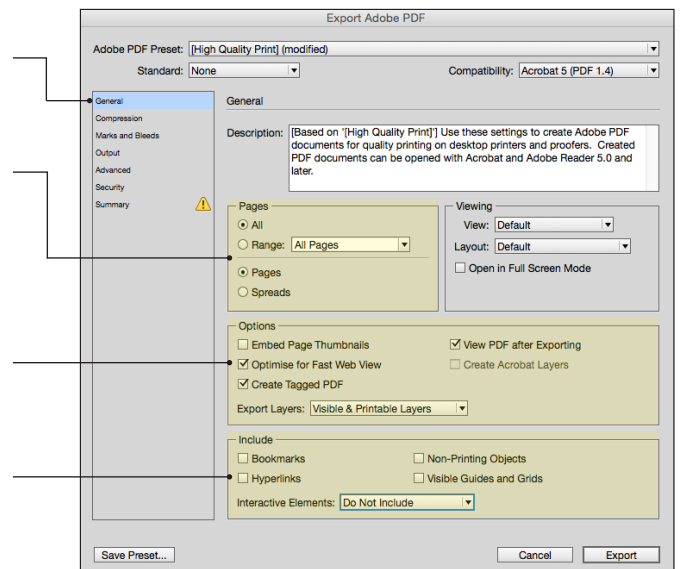


Figure 2



PRINTING



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Step 3

- 3.1 Still within the **Export Adobe PDF** dialogue box, click on the **Compression** tab (figure 3).
- 3.2 **Colour Images:**
On the compression pull-down, select ZIP.
- 3.3 **Greyscale Images:**
On the compression pull-down, select ZIP.
- 3.4 **Monochrome Images:**
On the pull-down, select **Do Not Downsample**.
- 3.5 Uncheck the two lower boxes called **Compress Text and Line Art** and **Crop Image Data to Frames**.
- 3.6 Continue to Step 4.

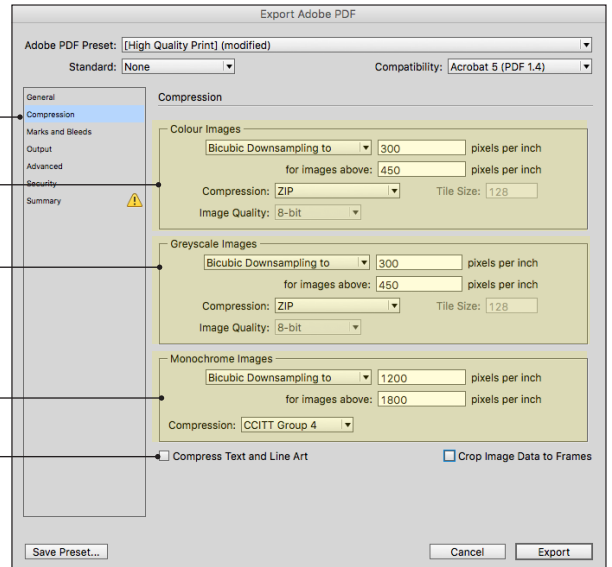


Figure 3

Step 4

- 4.1 Still within the **Export Adobe PDF** dialogue box, click on the **Marks and Bleeds** tab (figure 4).
- 4.2 **Standard and Compatibility:**
Select **None** for Standard and **Acrobat 5** for Compatibility.
- 4.3 **Marks:**
Uncheck all boxes.
- 4.4 **Bleed and Slug:**
Check the box for **Use Document Bleed Settings**.
If you have set up your document correctly, this will show all sides are set to 3mm.
- 4.5 **FINALLY Press the Export button.**

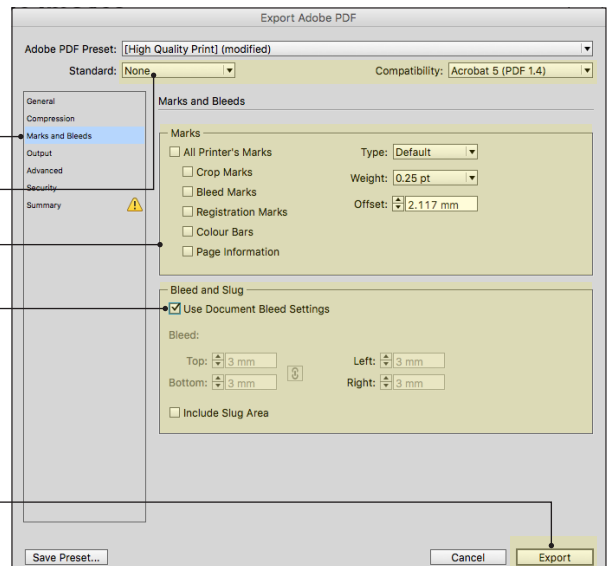


Figure 4

Important

- 1 **Text:** Do not place text near to the edge of your document as it may be cut off when the document is cut to size after printing. Please always leave a minimum margin of 10mm.
- 2 **Image quality:** Please ensure that your images are as high quality as possible, particularly if your document is to be enlarged to poster size. If your images look bad on your screen, they will print bad on paper and this will be more pronounced at larger output sizes. If you are using your own camera or smartphone, make sure that the photographic settings are set to the maximum quality.
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