

Two Ways to Prepare your Files for the Printer

The printer will need all the fonts, linked images and the Indesign file to print your file correctly.

Creating a **PACKAGE** or **EXPORTING as a PDF** basically does the same thing but each in a very different way.

A **PACKAGE** saves all the fonts, linked images and the Indesign file to a folder. A **PACKAGE FOLDER** contains two internal folders; a fonts folder and an image folder plus the Indesign file. All this information is needed to print the file correctly. Today most printers prefer a PDF but it is always a good idea to package your work and save it so that you always have all your fonts and links available.

How to Export a PDF file for Offset Printing by setting Correct Options

Using InDesign, you **EXPORT** your document to a **composite (one file which contains all information needed)** Adobe PDF file that will be printed to imagesetters or platesetters as high-quality final output.

The objective of exporting a file as a PDF is to maintain all of the information in an Adobe PDF file that a commercial printer or service provider will need to print the document correctly.

This set of options leaves color unchanged; embeds all fonts used in the file; prints at a higher resolution; and uses other settings to preserve the maximum amount of information contained in the original document.

For high-resolution PDF printing, **check with your prepress service provider** or commercial printer for **recommended settings BEFORE** setting compression and downsampling options.

You may need to **customize the export settings** for a particular provider, and then provide them with a style file.

ALWAYS SAVE YOUR DOCUMENT AS AN INDESIGN FILE BEFORE YOU EXPORT AS PDF.

YOU CANNOT CORRECT A PDF FILE. YOU MUST HAVE THE INDESIGN FILE TO MAKE ANY CORRECTIONS.

Before you send your PDF file to the printer you must select the correct options.

For this class EXPORT the files as a HIGH Quality PDF.

The visuals on these pages show you the process of how to save your PDF using basic options. Use these options when exporting your assignments for this class.

Select **File>Export>PDF** under the file menu at the top of your document to export to a PDF.

#1. General Options

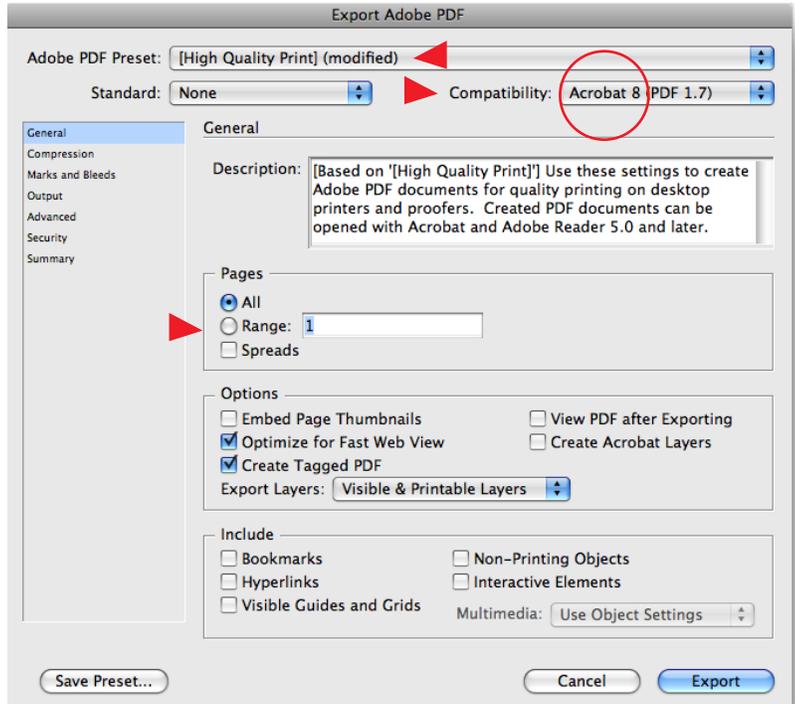
Set the ADOBE PDF PRESET to "High Quality Print". Note that you should always ask your printer which setting they want or if they have their own settings (in which case they will send you a file and instructions to import those settings).

For COMPATIBILITY choose ACROBAT 8.

In the PAGES area make sure to select ALL or the pages you want to include in the PDF. Also make sure to select "Spreads" if your document has facing pages. (NOTE: If you want individual pages in the PDF even though you used facing pages in your document do not select spreads).

The following images show you how to save an Indesign file as a PDF.

If you are sending the PDF to the printer you will need to add Printer's Marks (see next page under Marks and Bleeds).



See next page for further instructions.

#2. Compression and Downsampling

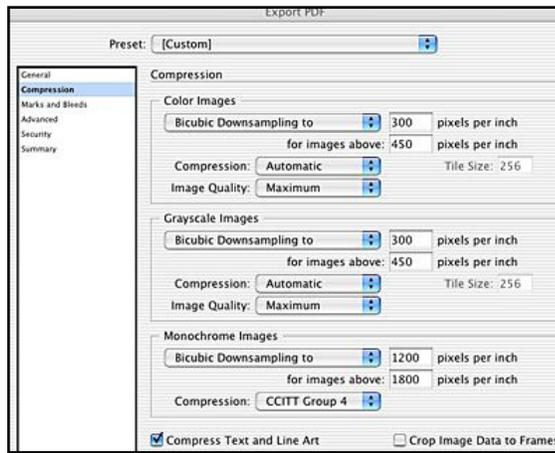
If you plan to use the PDF file on the Web, use downsampling. If you plan to **print the PDF file at high resolution, do not change the downsampling.**

Downsampling refers to decreasing the number of pixels in an image (lowers the quality of an image).

NOTE: For high-resolution PDF printing, **check with your prepress service provider for recommended settings** before setting compression and downsampling options.

- The **Automatic option** automatically sets the best possible compression and quality for the artwork contained in the document.

For most Adobe PDF files, this option produces satisfactory results.

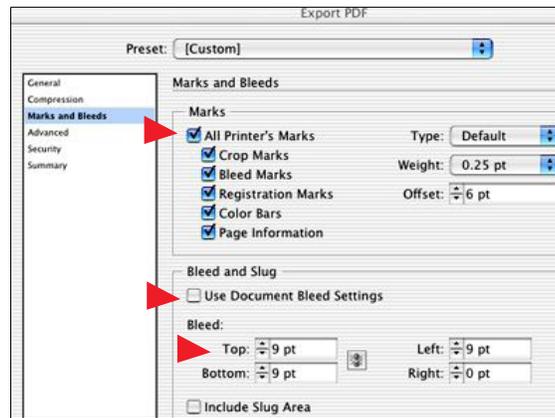


#3. Marks and bleeds

The settings on the Marks and Bleeds panel define the page information used to work with your exported page.

Selecting any printer's-mark option expands the Adobe PDF file boundaries to accommodate the bleed or page marks. Make sure to either check "Use Document Bleed Settings" which will then include any bleeds you created. If you have added additional art such as fold marks that extend beyond the usual 1/8" bleed make sure to customize your bleed settings in the "Bleed" area allowing enough added area to include that art. (For example, fold marks will usually extend 1/2" beyond the trim of the document so add 1/2" to the top and bottom in the bleed area).

NOTE: Set your preferences for inches or picas under the InDesign area in the menu bar at top of your document by going to preferences>units and increments.



#4. Advanced

The Advanced panel contains options for converting colors, embedding subsets of fonts, omitting graphics for OPI replacement, resolving OPI links in EPS graphics, and managing flattening and transparency.

In addition, the Ink Manager is available from this panel. If you make changes to your document using the Ink Manager (for example, if you change all spot colors to their process equivalents), those changes will be reflected in the exported file only.

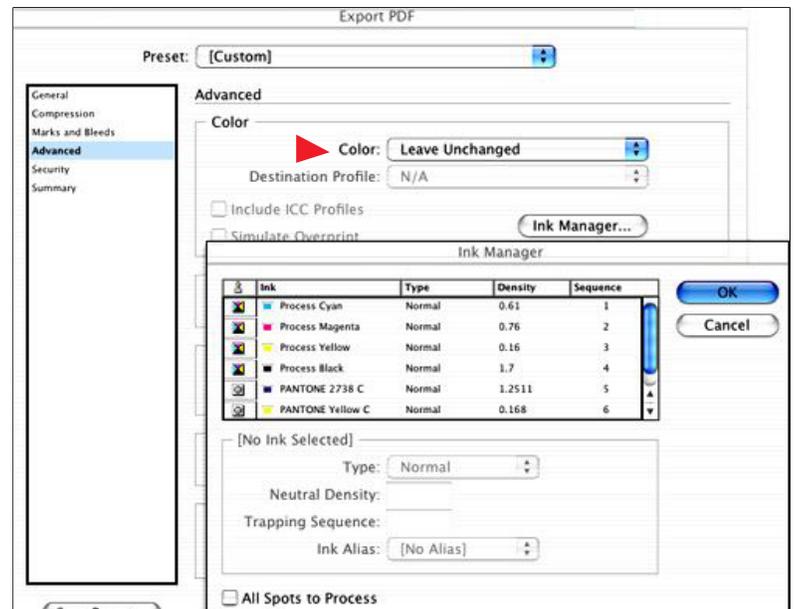
Choose COLOR: UNCHANGED.

this means that you have PLACED the image in Indesign using the proper color mode, i.e. Pantone spot colors for these exercises.

You will always use Unchanged because you will ALWAYS prepare your images correctly.

INK MANAGER will show if you have used any spot colors. It is a good way to check the number of spot colors used.

The Process colors will always be listed even if you have not used them.



Security allows you to set passwords to protect others from opening or printing your files.

You will not apply any of these for the assignments.

Summary will review all the above set information for the file.