

## Guidelines For... Converting Mac/Windows Indesign CS 3 files to PDF

This guideline was prepared based on jobs that are printing in 1 color (Black), using a composite workflow. Using this guideline correctly will allow us to electronically impose and output your PDF files.

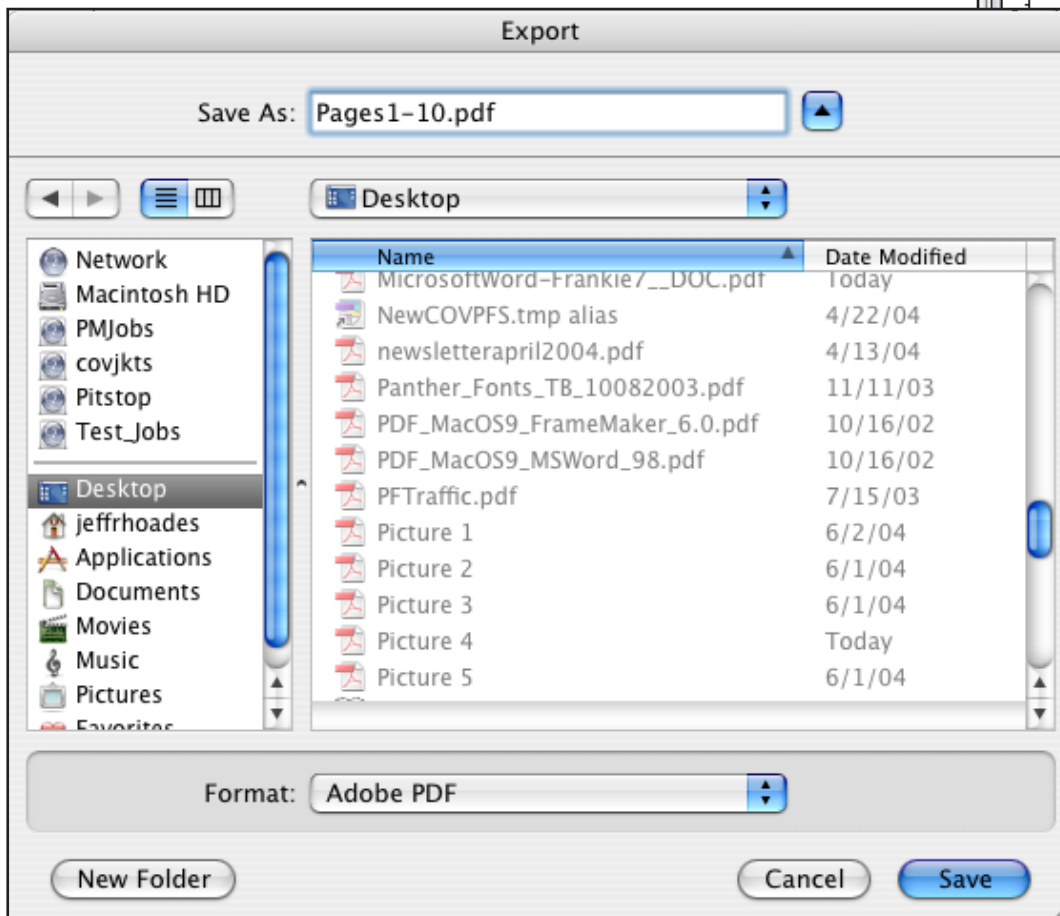
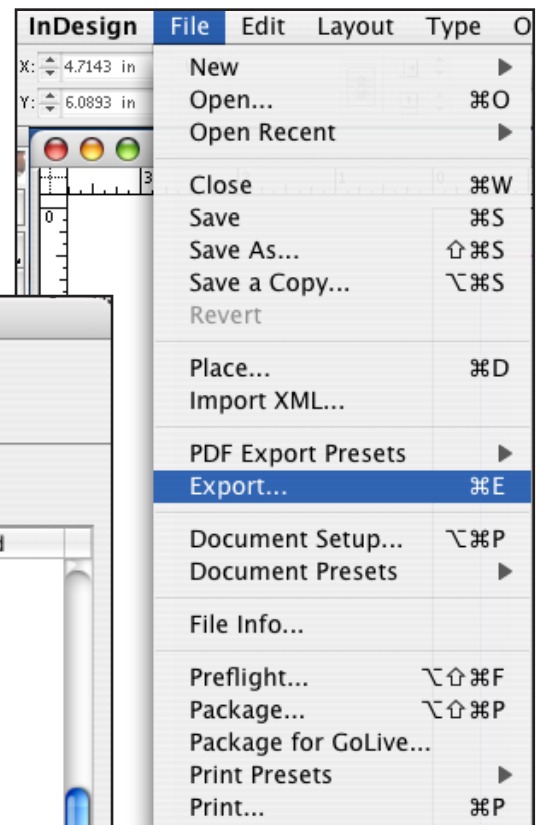
If your files are printing in colors other than black, we would prefer that you supply them as native application files. Please include any fonts and graphics that were used or placed in your Indesign files. Color files are more complicated and we have more control with the application files than we do with a PDF. If you wish to make a PDF file of a color file, please contact Technical Support at Thomson-Shore.

Open up your book in InDesign. Go to **File** and **Export**. (Right)

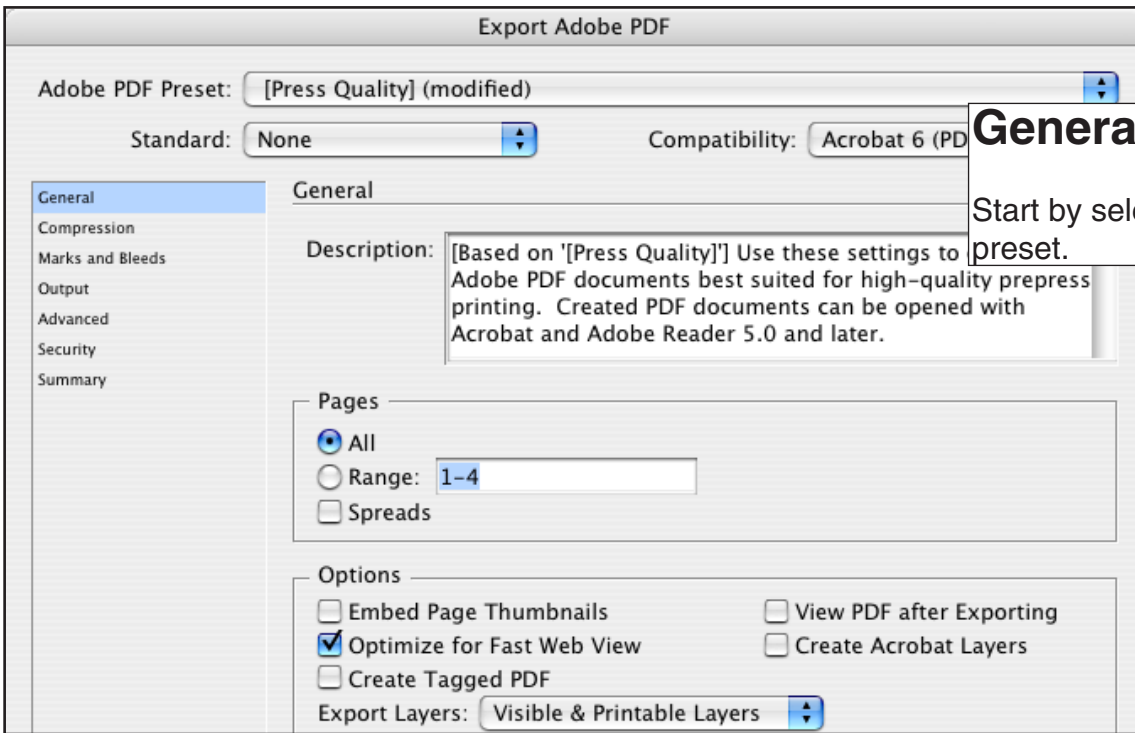
Name your file using proper naming conventions. (Below)

**Format:** Should be set to **Adobe PDF**.

Choose a location to save the file to on your hard drive or network drive and click **Save**.

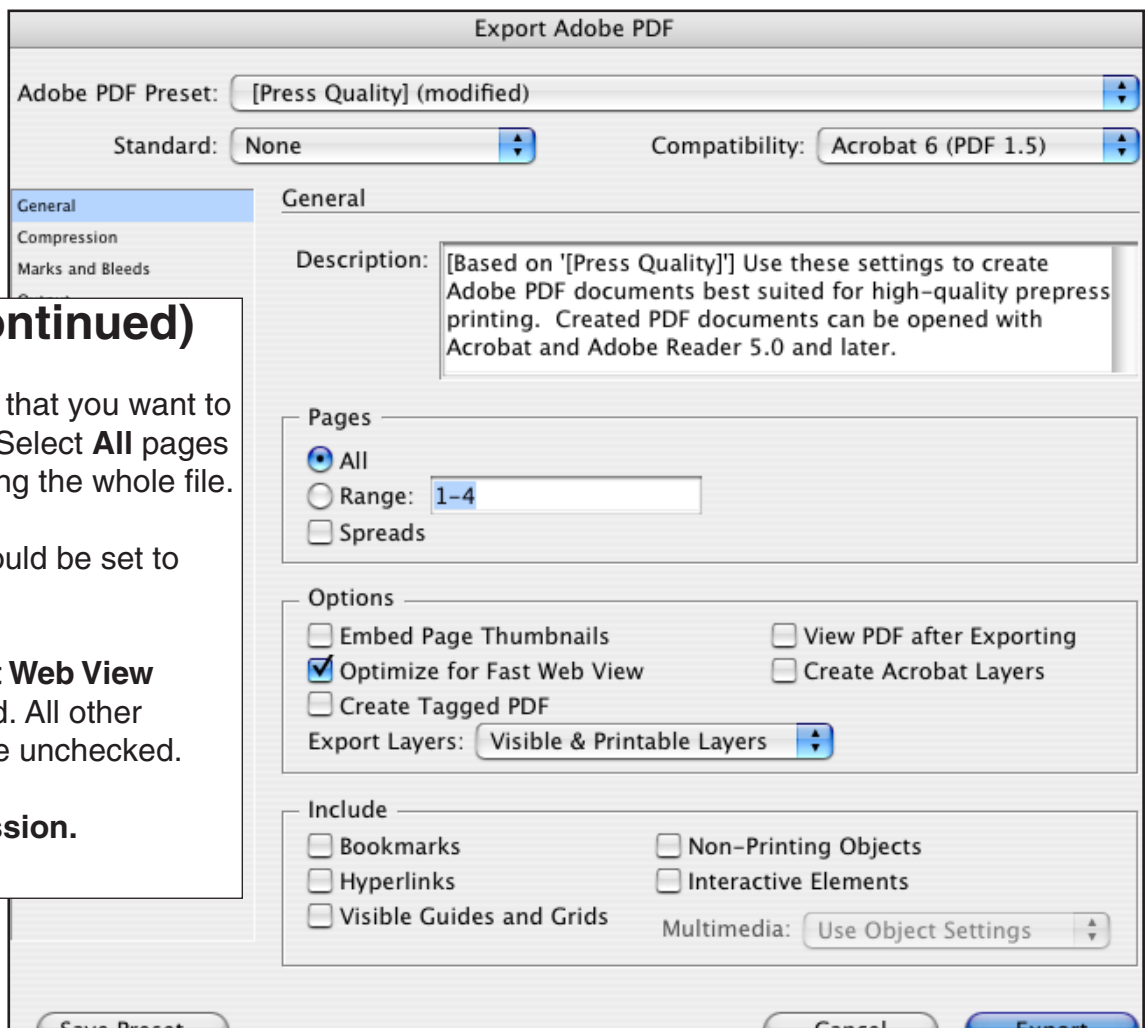


Manufacturer of hard and soft cover books



## General

Start by selecting the Press Quality preset.



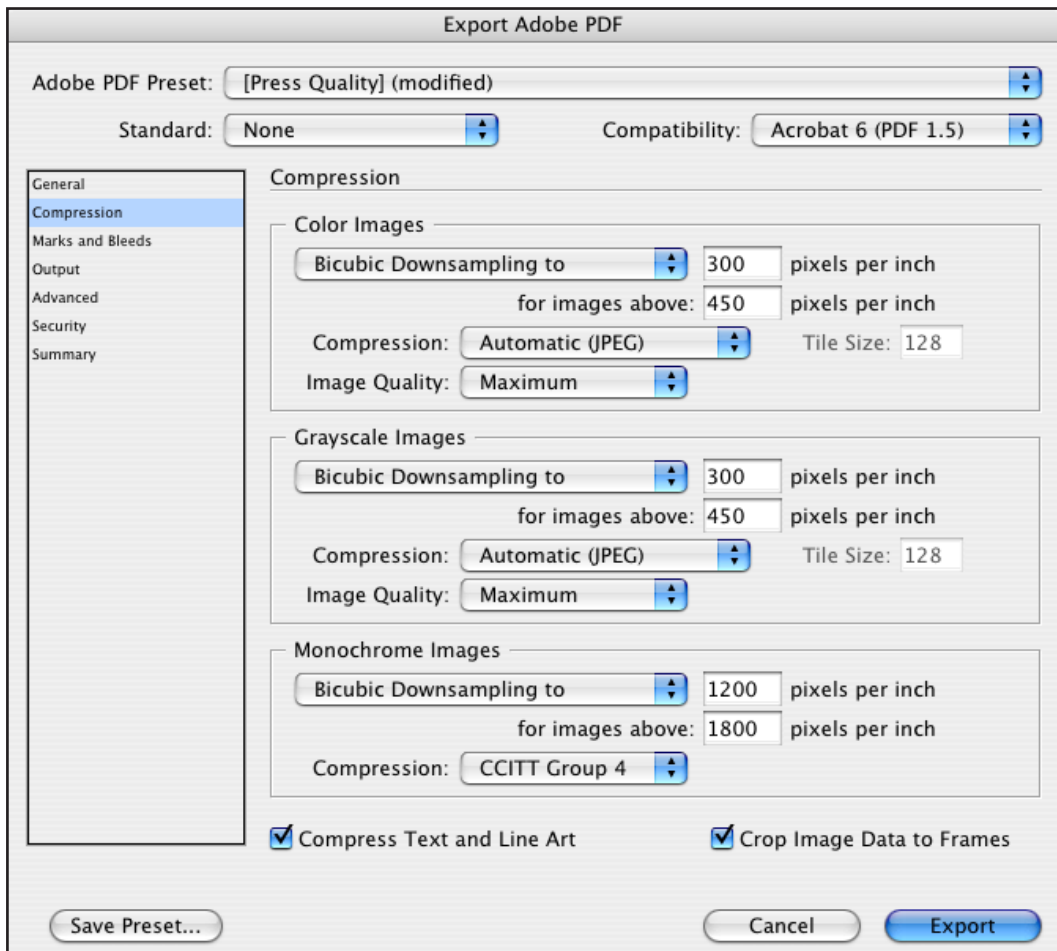
## General (continued)

Select the **Pages:** that you want to make into a PDF. Select **All** pages if you are converting the whole file.

**Compatibility** should be set to **Acrobat 6.0**.

**Optimize for Fast Web View** should be checked. All other **Options** should be unchecked.

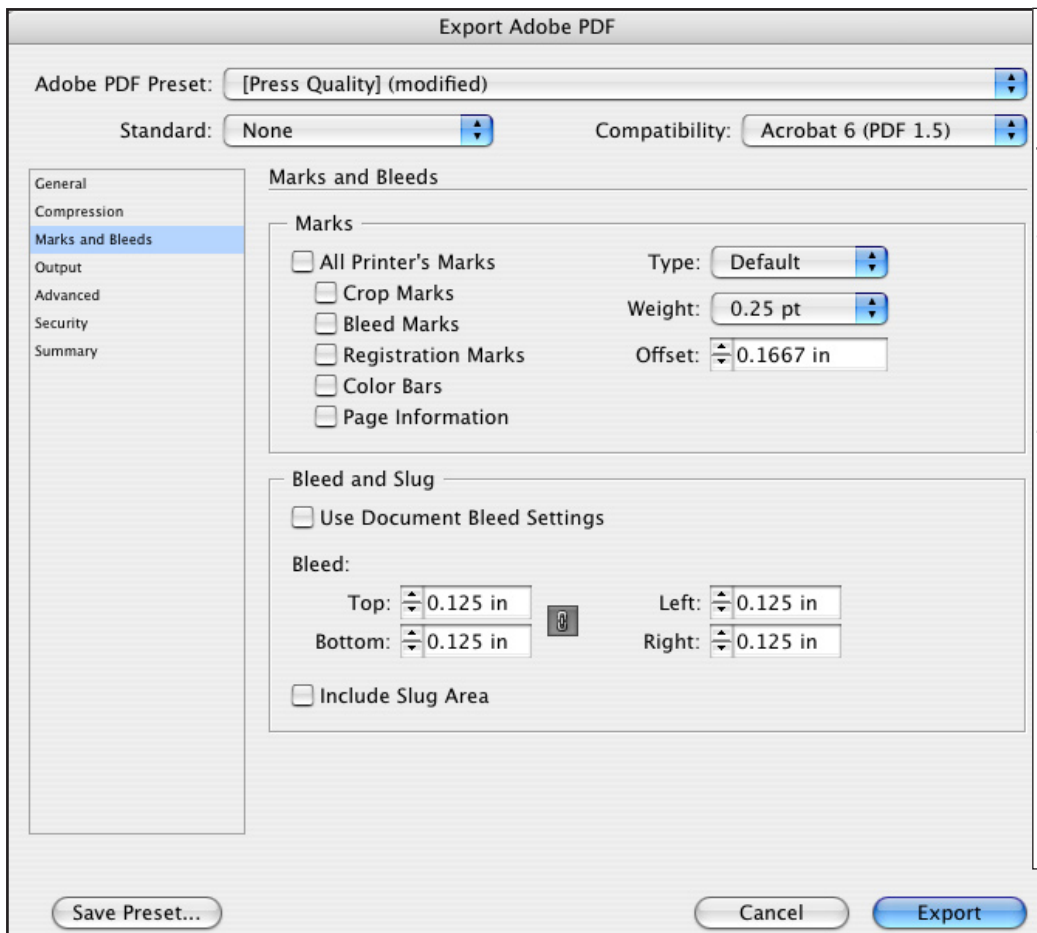
Click on **Compression**.



## Compression

This page should be already setup. You will need to check **Crop Image Data to Frames**. It should now match the screen shot to the left.

Click on **Marks & Bleeds**.

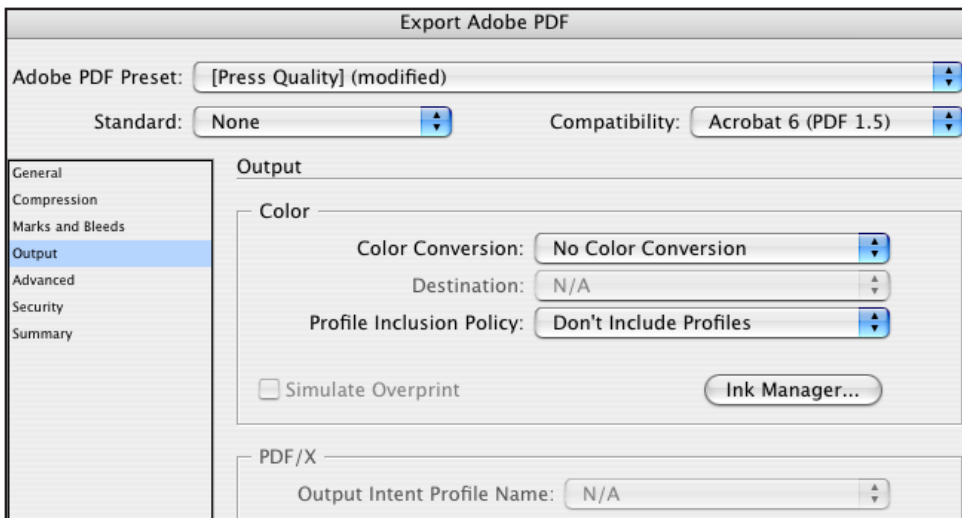


## Marks & Bleeds

If you have any pages that bleed, uncheck **Use Document Settings** and set the **Bleed** to be .125"

If you don't have any bleeds in the text, the **bleed** should be set to zero.

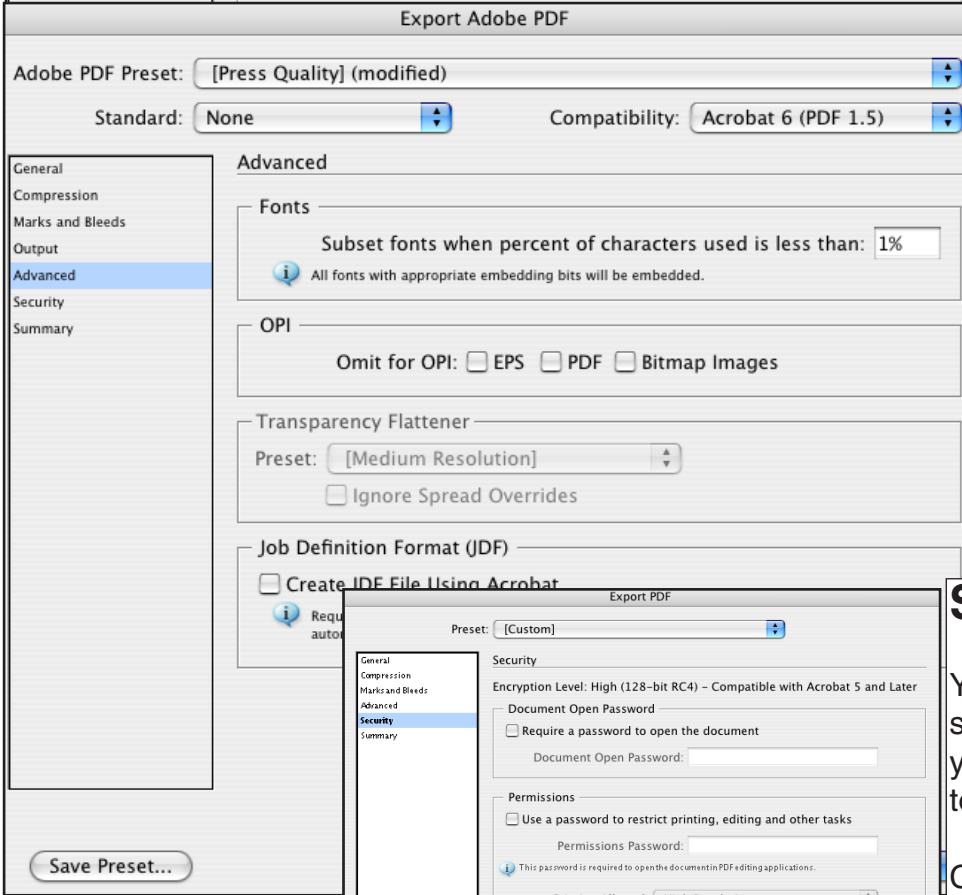
Click on **Output**.



## Output

**Color Conversion** should be set to *No Color Conversion*

Click on **Advanced**.



## Advanced

**Fonts** should be set to subset below **1%**. This will embed the full font set used.

**OPI** should all be unchecked.

Click on **Security**.

## Security

You should not have any security turned on here. If you do we may not be able to work with the file.

Click on **Summary**.

## Summary

This area just shows a list of all the settings we just went through. You can click on **Save Summary** and send that file along with your PDF. If we have problems we can use this file to see if any of the settings were set incorrectly. At the bottom left, click on **Save Preset**. Give this a name and then you'll be able to choose this from the Adobe PDF Preset menu at the top of this screen.

Click on **Export**. The PDF file should start generating.

Open the PDF file and go through each page to make sure it is correct. If it looks fine you can send it to Thomson-Shore. If the PDF file doesn't look right, please contact Thomson-Shore.