

Mac Indesign 2.01 Guidelines for PDF Files

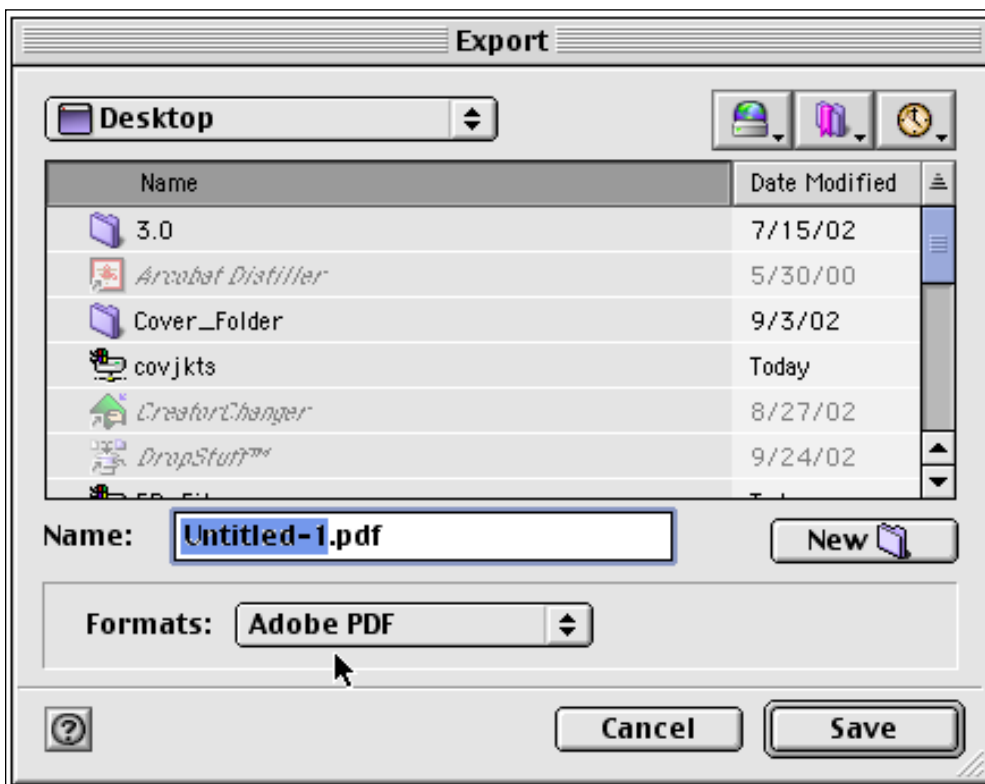
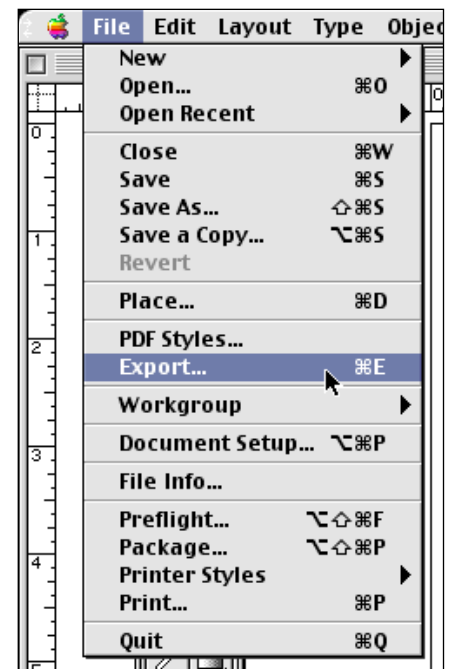
These instructions are intended for files that are one color (black). If your job contains colors other than Black, please contact Thomson-Shore for further information. The dialog boxes shown in these instructions were generated from a Macintosh computer.

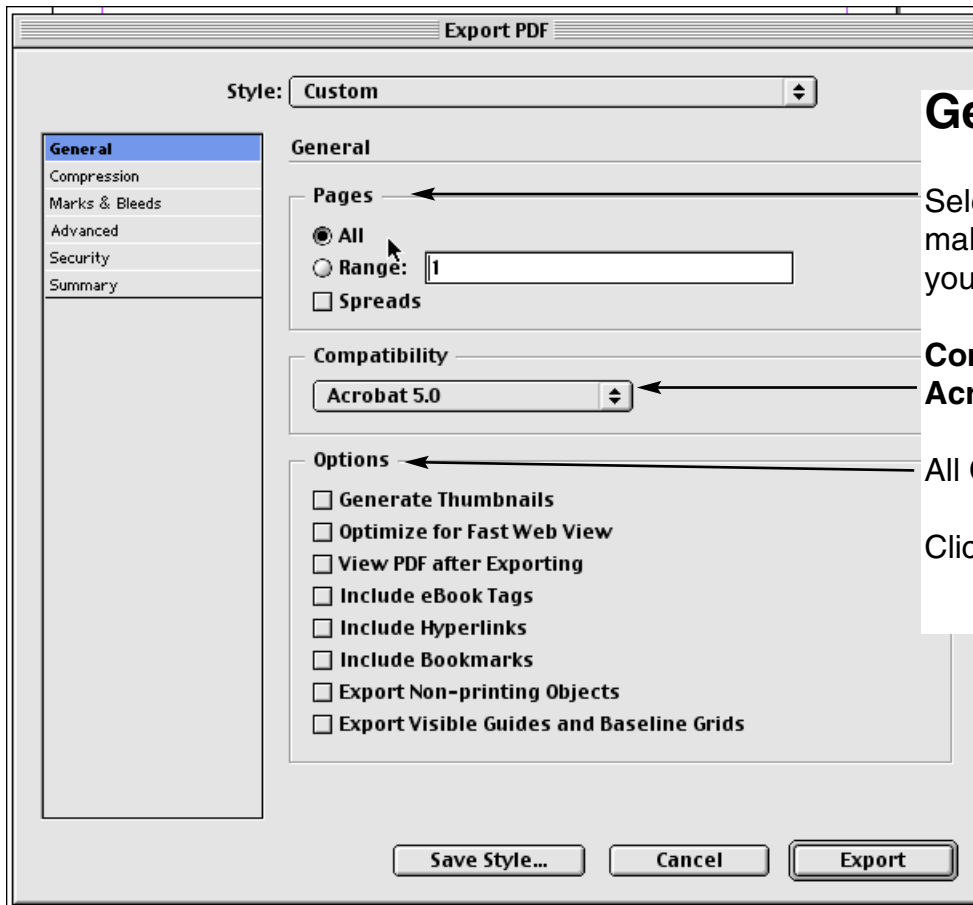
Open up your book in Indesign. Go to **File** and **Export**. (Right)

Name your file using proper naming conventions. (Below)

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

Click on **Save**.





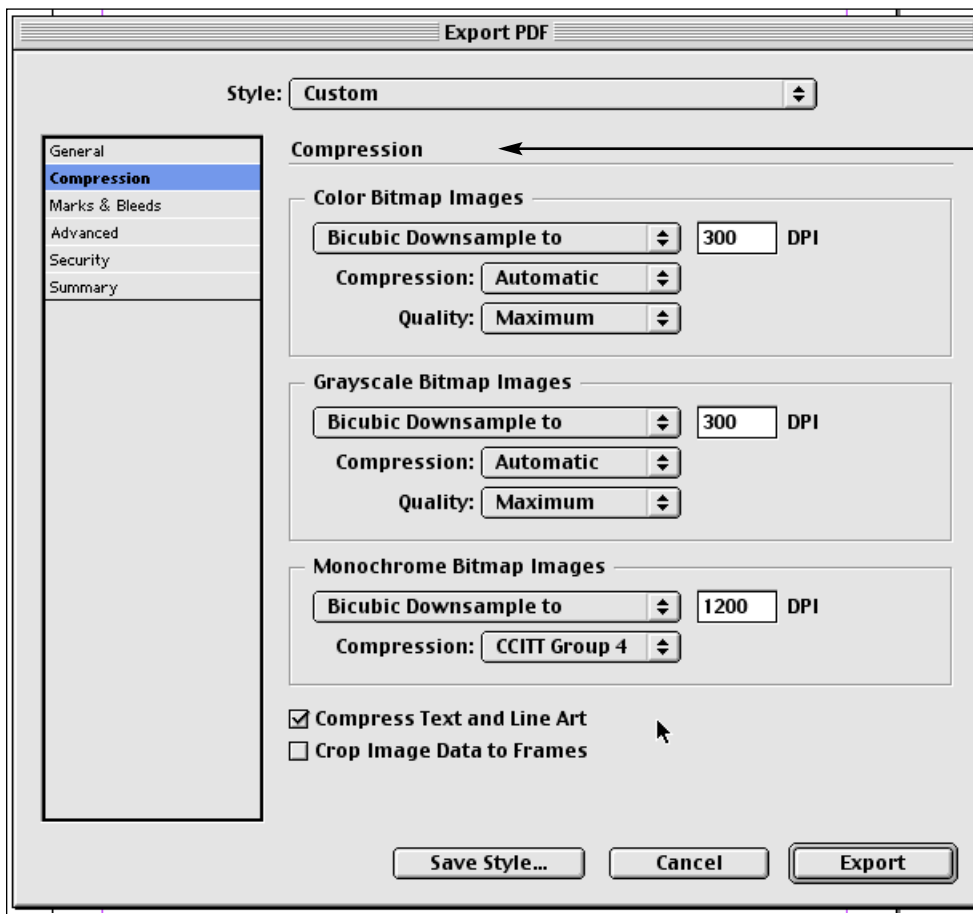
General

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 5.0**.

All **Options** should be unchecked.

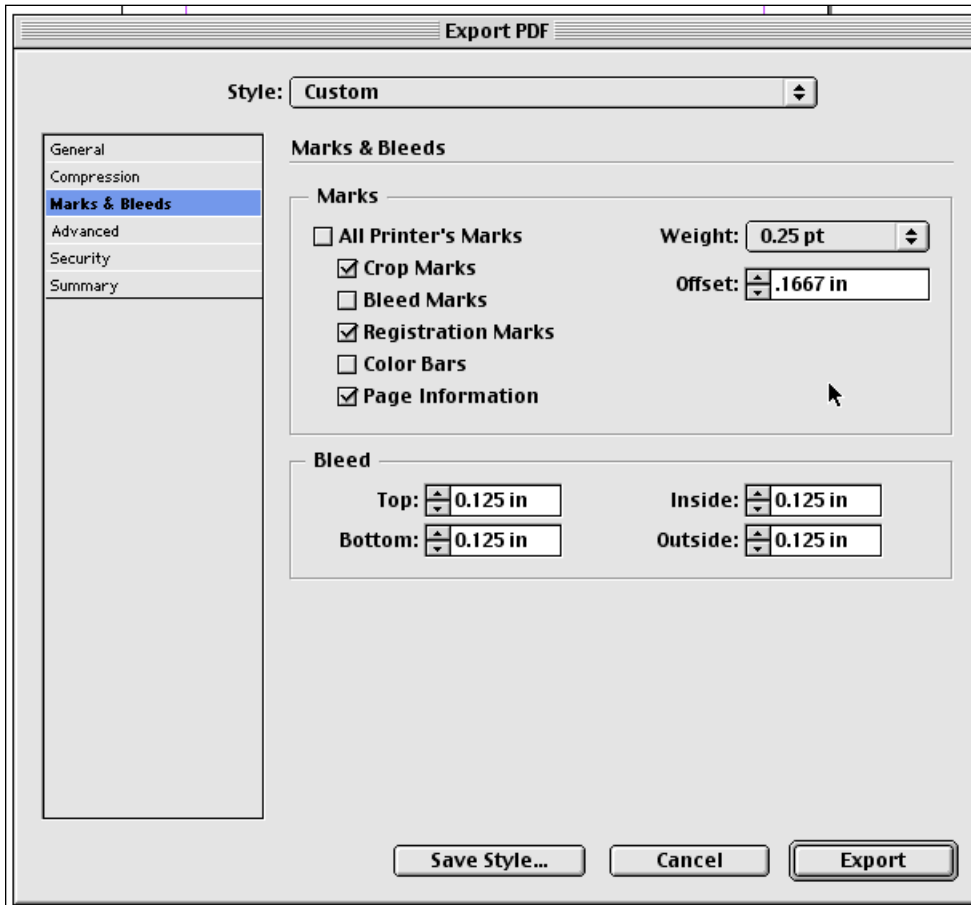
Click on **Compression**.



Compression

This page should be already setup. If not configure it according to this diagram.

Click on **Marks & Bleeds**.



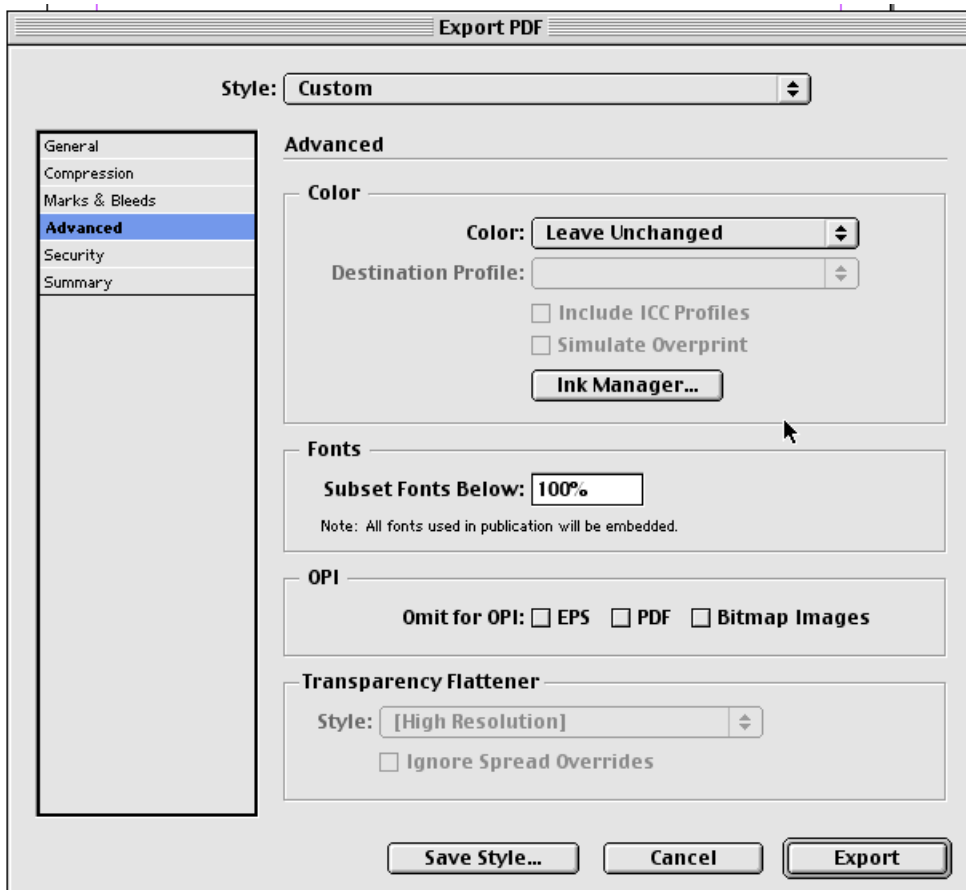
Marks & Bleeds

Check **Crop Marks**,
Registration Marks, and
Page Information.

Weight should be .25pt and
Offset should be 12pt (.1667”).

Bleed should be set to .125”

Click on **Advanced**.



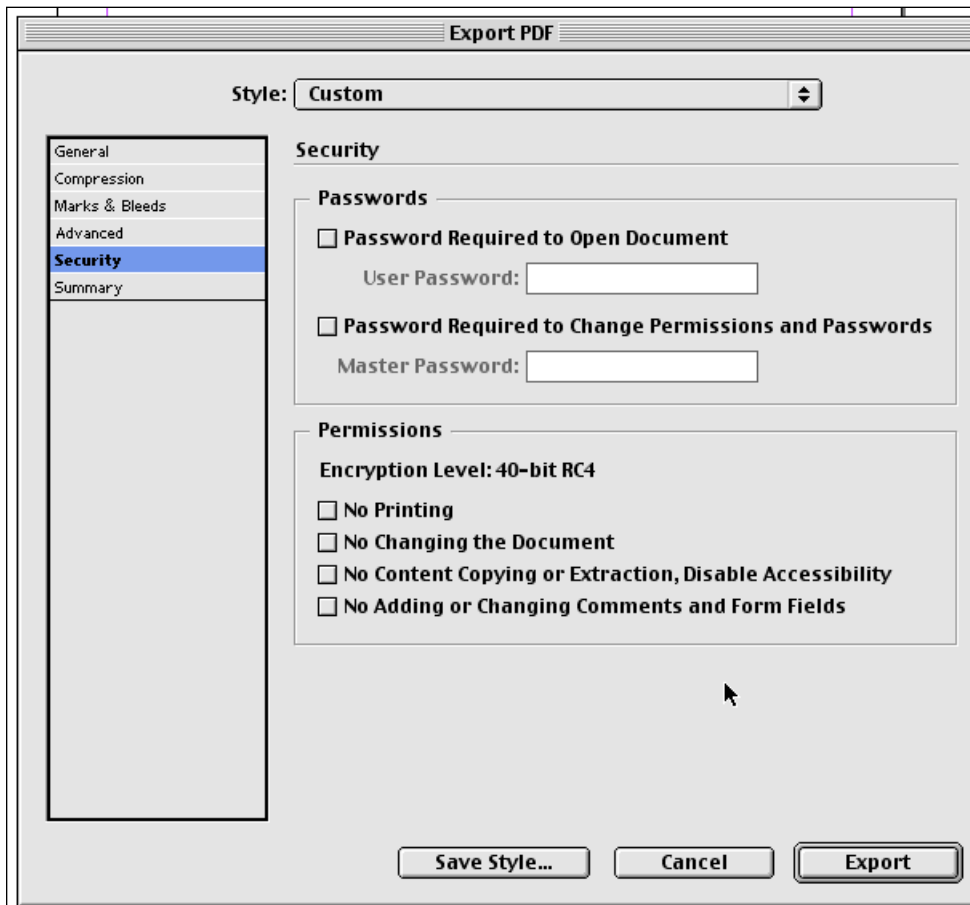
Advanced

Color should be set to **Leave Unchanged**.

Fonts should be set to subset
below **100%**

OPI should all be unchecked.

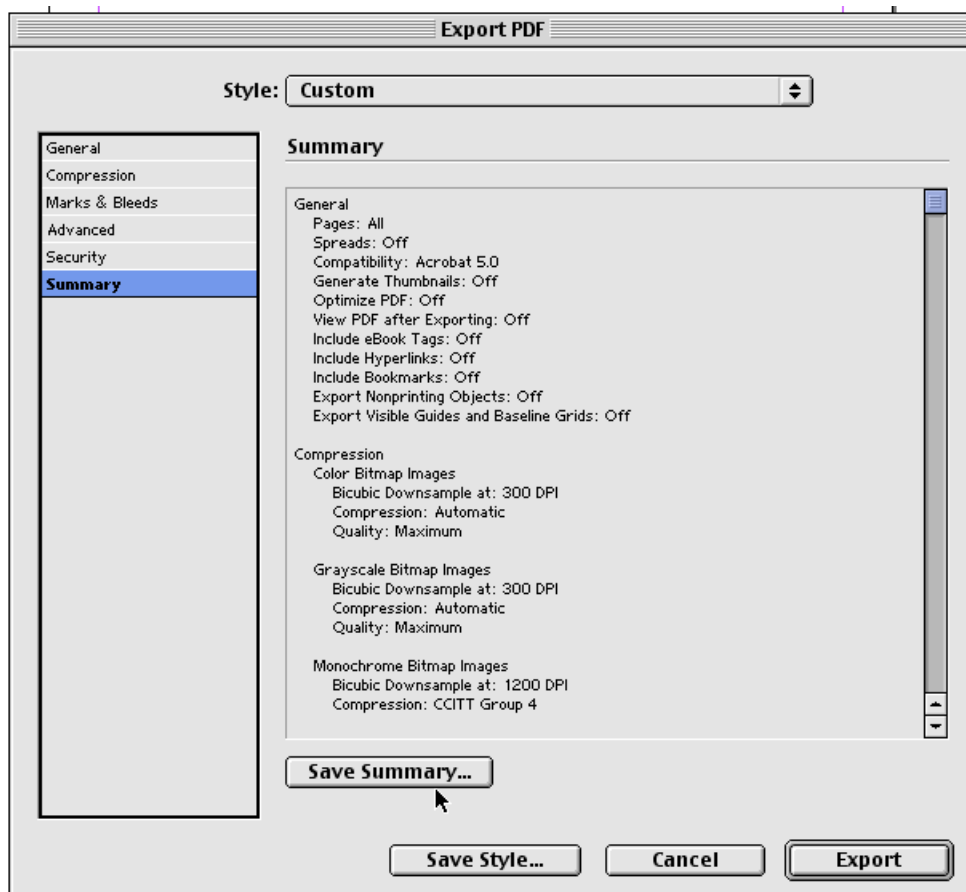
Click on **Security**.



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 correctly.

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 something doesn't look right try and figure out what happened. If you can't contact Thomson-Shore.