

**WHEN MAKING A PDF FILE IN INDESIGN:**

*Make sure your images are CMYK color mode, and that your black text is 100 percent black.*

1. Go to File > Export. Select the location on your computer where you'd like your PDF to be saved.  
At the bottom of this window, please select: Adobe PDF (Print).
2. Select "Save" and proceed to the next screen.
3. In the GENERAL tab:  
Pages – Radial button that says "All" should be selected.  
Options – Optimize for Fast Web View should be checked.  
Export Layers: should be set to "Visible & Printable Layers"
4. In the COMPRESSION tab:  
Color Images  
Bicubic Downsampling to 300 pixels per inch for images above 450 pixels per inch  
Compression = Automatic (JPEG)  
Image Quality = Maximum  
Grayscale Images  
Bicubic Downsampling to 300 pixels per inch for images above 450 pixels per inch  
Compression = Automatic (JPEG)  
Image Quality = Maximum  
Monochrome Images  
Bicubic Downsampling to 1200 pixels per inch for images above 1800 pixels per inch  
Compression: CCITT Group 4  
*Make sure that "Compress Text and Line Art" and "Crop Image Data to Frames" are checked.*
5. In the MARKS AND BLEED tab:  
Under Marks - Make sure "Crop Marks" is checked.  
Type: Default, Weight: 0.25, Offset: 0.0833  
Under Bleed: Settings should be: Top: 0.125, Left: 0.125, Right: 0.125, Bottom: 0.125
6. In the ADVANCED Tab:  
Subset fonts when percent of characters used is less than 100%  
OPI: Nothing should be checked in this area.

This should be it. After this, you can just create your PDF file.