THE UNIVERSITY OF
WESTERN AUSTRALIA | UniPrint

InDesign 03 – Loading pdf job options

Aim: To provide instruction on how to load UniPrint's pdf job options into InDesign

UniPrint have provided you with an Adobe PDF Settings file to be loaded into InDesign for use when creating a print-quality pdf suitable for printing by UniPrint.

Save the file
Save the Adobe PDF Settings file on your computer in a place where you will be able to find it easily.
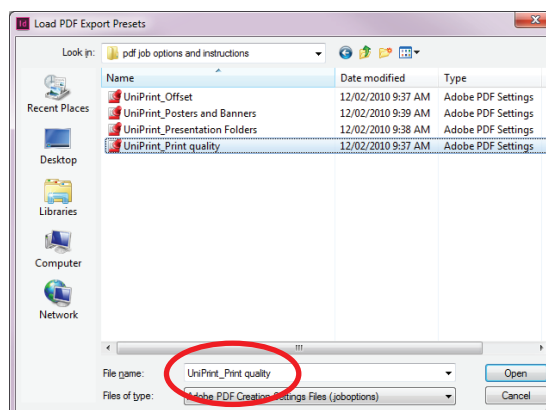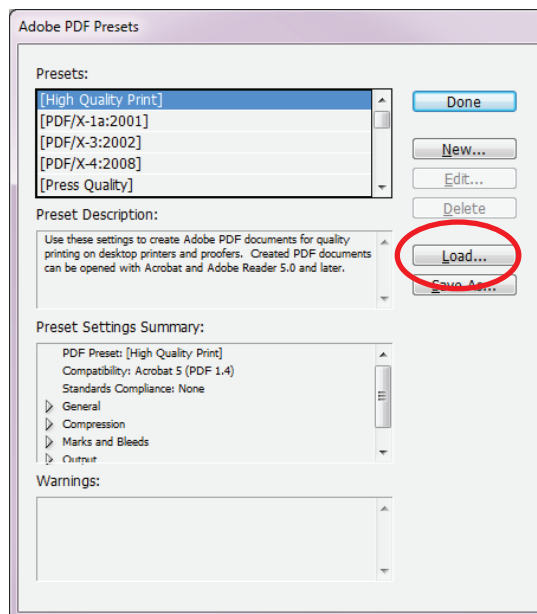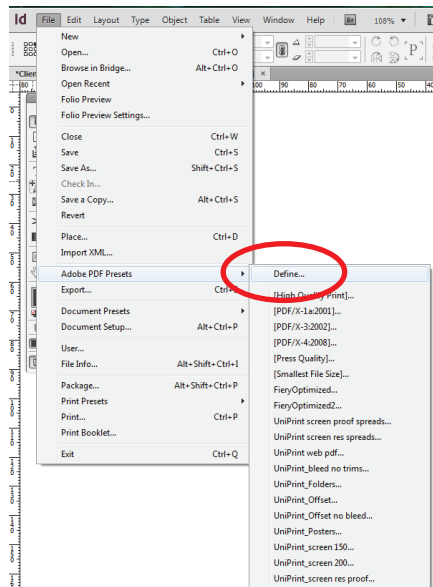
Loading into InDesign
Open InDesign. You do not require a particular InDesign file open, just the program.

Go to File > Adobe PDF Presets > Define.

This brings up the Adobe PDF Presets dialogue box. Click on Load…

Scroll through your computer to find where you have saved the Adobe PDF Settings job options file.

Once the setting is loaded click 'Done'.

The pdf preset is now available when you next export a document to pdf.

When your InDesign document is complete and you wish to create the print-quality pdf to send to print go to File > Export.

When the pdf dialogue box opens it will display the previous preset used or it may display a default setting.

Select the Adobe PDF Preset you have loaded from the menu.

This will create a pdf at the correct resolution, with trim marks offset to UniPrint's requirements.