

# InDesign 05 – Creating print-ready pdf files

**Aim:** To provide instruction on creating a print-ready pdf file suitable for UniPrint’s requirements

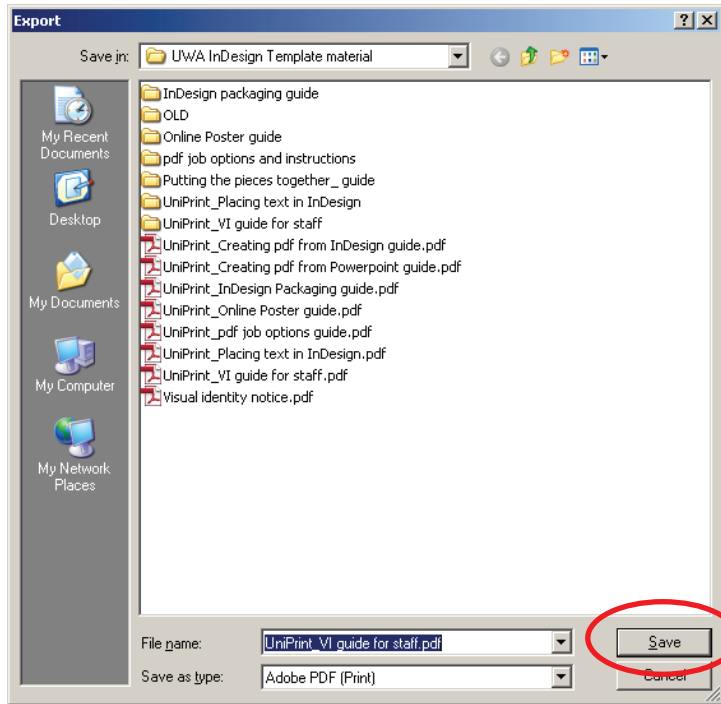
Once your InDesign file is correct and ready to be printed it can be sent to UniPrint in two ways.

Option 1 is to package the job and send the packaged folder. This option is used mainly where UniPrint may be required to make some amendments to your file to confirm CMYK colours are used in the case of offset printing. See the instruction sheet 004\_inDesign preflight and packaging.

Option 2 is the preferred option, and this is to send the file through as a print-ready pdf.

Go to File > Export.

Name the file and save it where you will easily find it. If you have packaged the file you may want to save it in that folder.

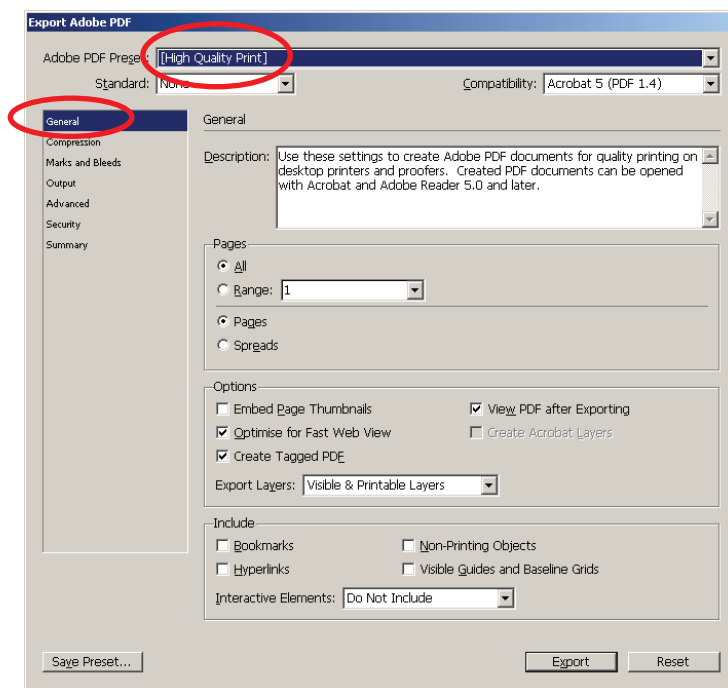


This will then open the ‘Export Adobe pdf’ dialogue box.

UniPrint has some presets which are available to be loaded into InDesign to allow you to choose the settings required for print. See the instruction sheet ‘UniPrint pdf job options’.

If you do not have the job options loaded into InDesign you can still create a pdf with the required settings.

When the pdf dialogue box opens it will display the previous preset used or it may display a default setting, ‘High Quality Print’ in the sample at right. Choose this setting to use as a base to create your own Preset. The next time you want to make a print-ready pdf you can use these settings without having to go through these steps.



continued overleaf

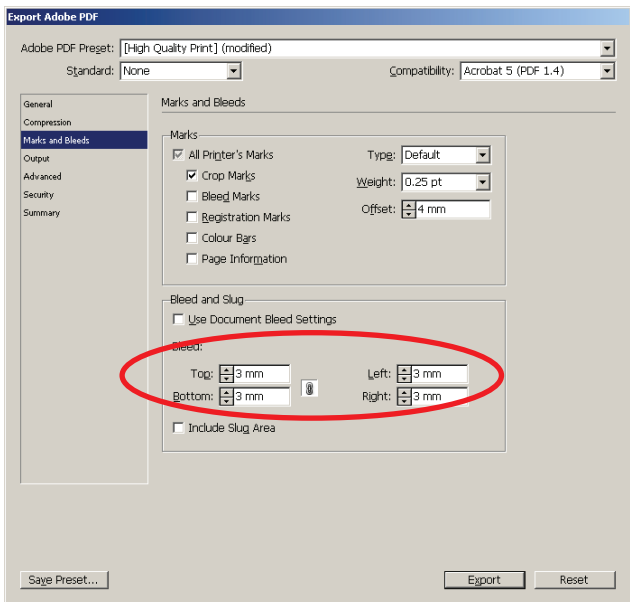
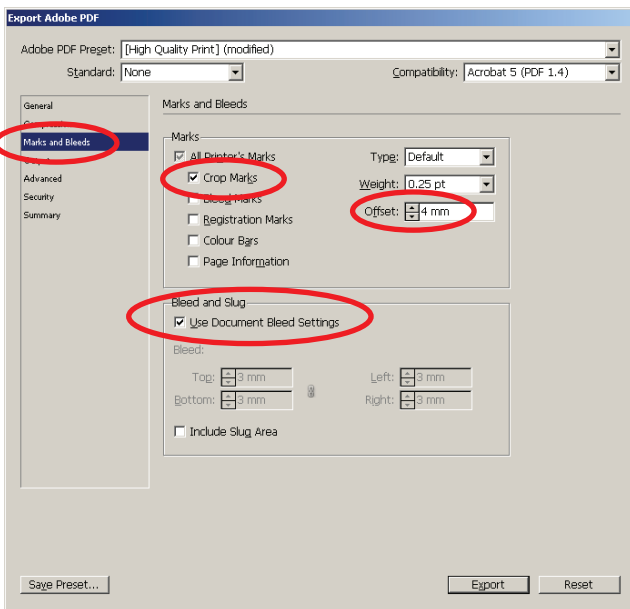
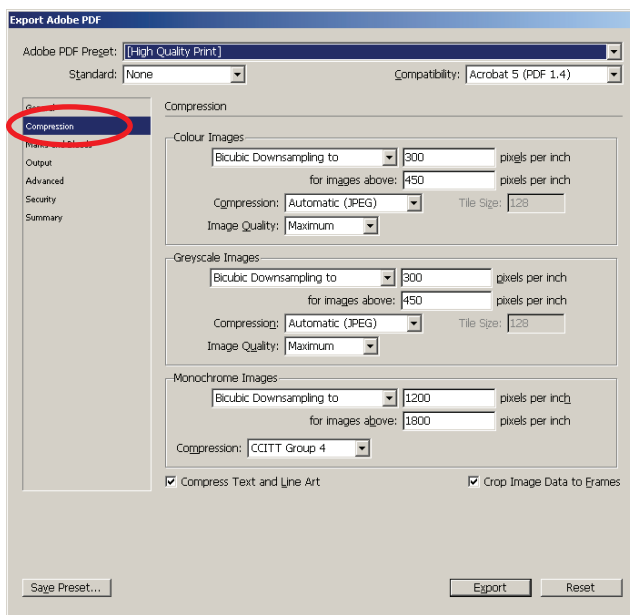
Under 'General' choose all pages. Do not choose spreads. Click on 'View PDF after Exporting' so the pdf will open once it has been created. Leave other areas as per the default settings.

Under 'Compression' leave all settings as in the sample above.

Under 'Marks and Bleeds' select 'Crop Marks' only. The 'Offset' default setting is 2.117mm. Alter this to 4mm. This means that the crop marks will be offset 4mm from the edge of the trim area on the page.

Your document should have been set with 3mm bleed. This is the area outside of the trimmed page area which will be cut off once the job is printed and trimmed. Under 'Bleed and Slug' tick the box 'Use Document Bleed Settings'. This will create the pdf with 3mm of bleed.

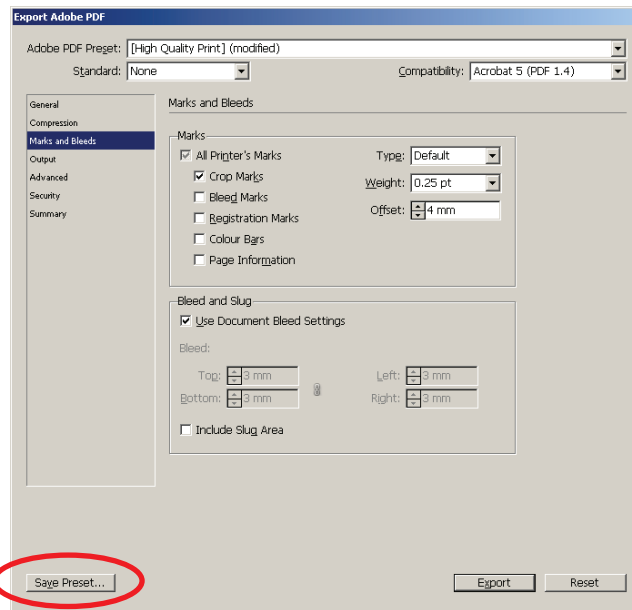
continued overleaf



If you did not define the bleed area in your document setup or used a larger bleed area than 3mm, you can override this in the pdf dialogue box by not selecting 'Use Document Bleed Settings' checkbox and selecting 3mm on all edges, as per the sample below.

If you did not allow for bleed in the document, and you do have images or blocks of colour which extend all the way to the edge of the page you will need to go back to the original InDesign file and fix this by dragging the frame of the image or colour box to the bleed area outside the edge of the page.

The settings under 'Advanced' 'Security' and 'Summary' can remain unchanged.



Once you have altered the settings to suit you can now save the Preset.

Name the Preset 'UniPrint\_print quality'. Click OK. When you next wish to create a print-ready pdf you can choose this option from the drop down menu at the top right of the dialogue box. All the settings you have used to create this pdf will now be available under the Preset.

