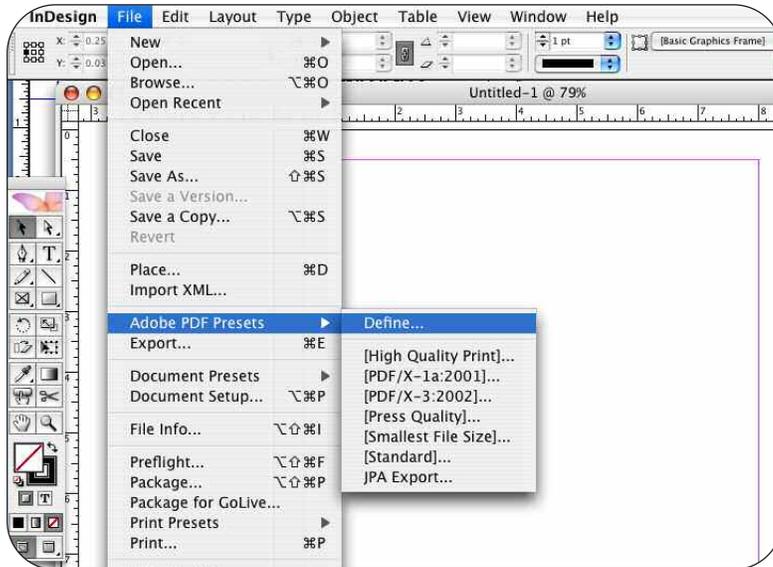


# HOW TO EXPORT A PDF FROM INDESIGN CS3, CS4 & CS5

## Attachment A



The first time you export an InDesign file to pdf, define a set of rules for exporting files for JPA.

Go to:

**File**

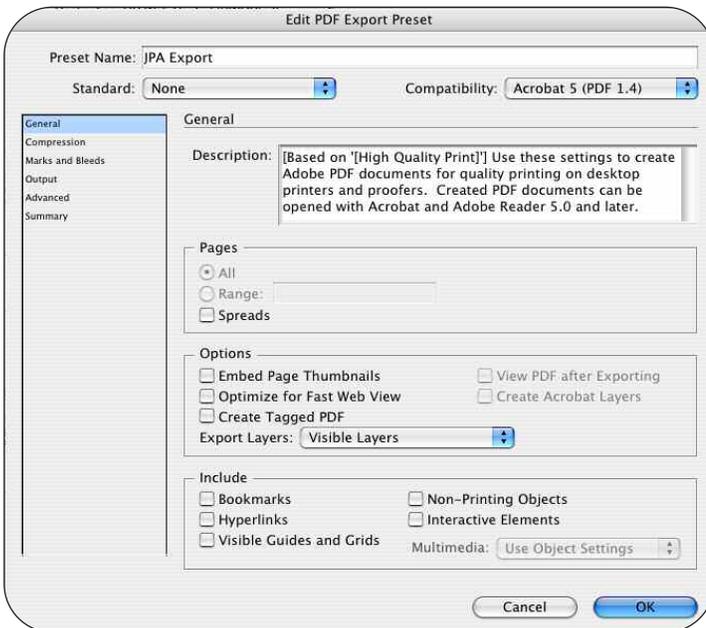
drag down to **Adobe PDF Presets**

select **Define**



You will see a screen that shows default and saved settings that have been defined.

Select: **New**



Preset Name - (**JPA Export**)

**General:**

Compatibility: **Acrobat 5(PDF 1.4)**

Standard: **None**

Embedded Page Thumbnails - **disabled**

Optimize for Fast Web View - **disabled**

Create Tagged PDF - **disabled**

Create Acrobat Layers - **disabled**

Export Layers - **Visible Layers** (make sure all layers that you want to print are visible prior to Exporting)

Include: **all items disabled**

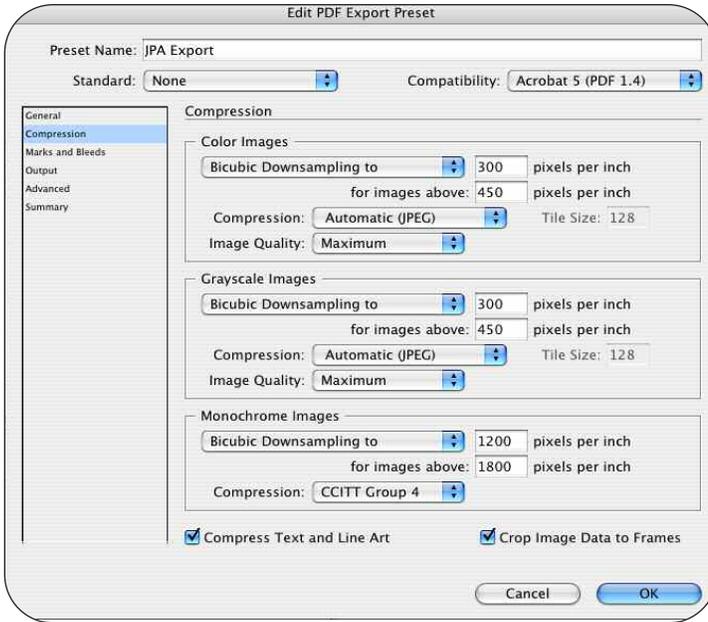
Bookmarks - **disabled**

Hyperlinks - **disabled**

Interactive Elements - **disabled**

Non-Printing Objects - **disabled**

Visible Guides and Baseline Grids - **disabled**



## Compression:

### Color Images:

Bicubic Downsampling to: **300ppi**  
 for images above: **450ppi**  
 Compression: **Automatic(JPEG)**  
 Image Quality: **Maximum**

### Grayscale Images:

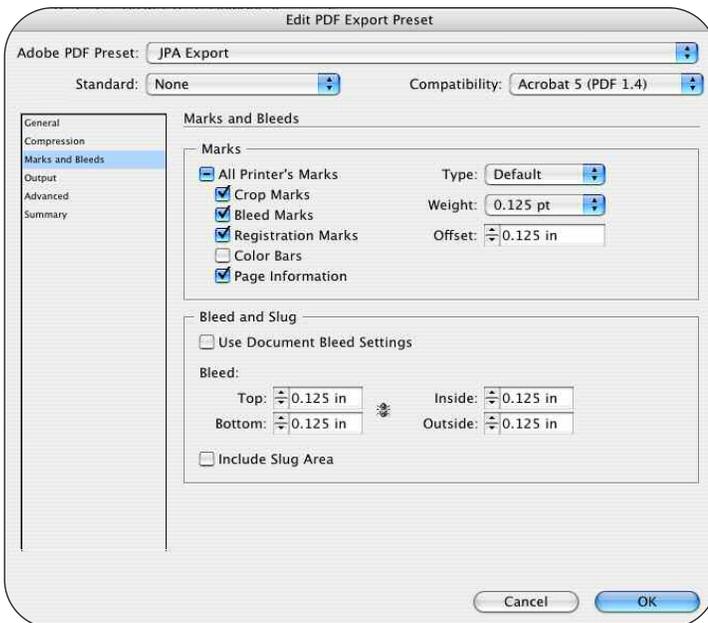
Bicubic Downsampling to: **300ppi**  
 for images above: **450ppi**  
 Compression: **Automatic(JPEG)**  
 Image Quality: **Maximum**

### Monochrome Images:

Bicubic Downsampling to: **1200ppi**  
 for images above: **1800ppi**  
 Compression: **CCITT Group 4**

Compress Text and Line Art - **enabled**

Crop Image Data to Frames - **enabled**



## Marks and Bleeds:

Marks: All marks **enabled-except Color Bars**

Type: **Default**

Weight: **.125 pt**

Offset: **.125 in**

### Bleed and Slug:

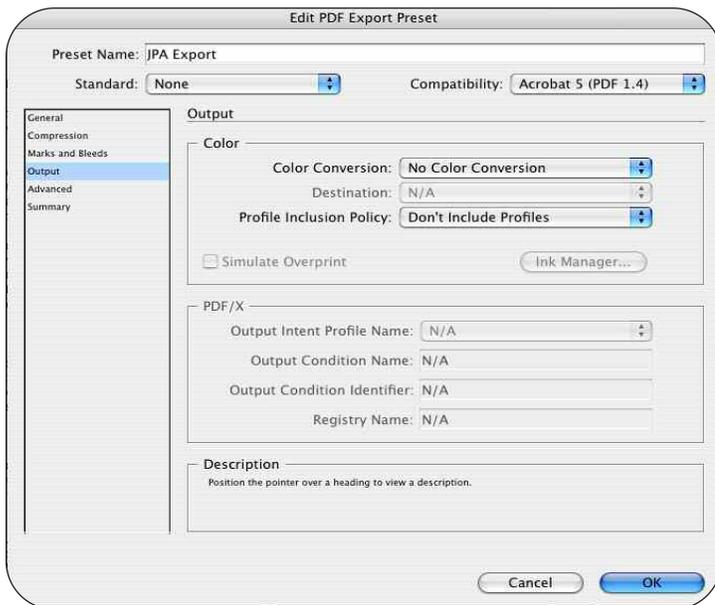
Use Document Bleed Settings - **disabled**

### Bleed:

Top **.125in** Left **.125in**

Bottom **.125in** Right **.125in**

Include Slug Area - **disabled**

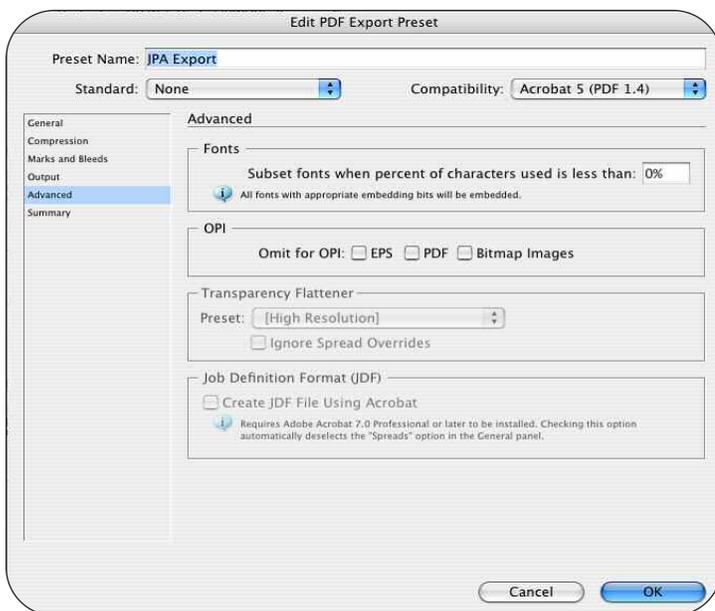


## Output:

Color Conversion: **No Color Conversion**

Profile Inclusion Policy: **Don't Include Profiles**

Everything else should be grayed out



## Advanced:

Fonts: Subset fonts when percent of characters used is less than **0%**

OPI:

Omit for OPI:

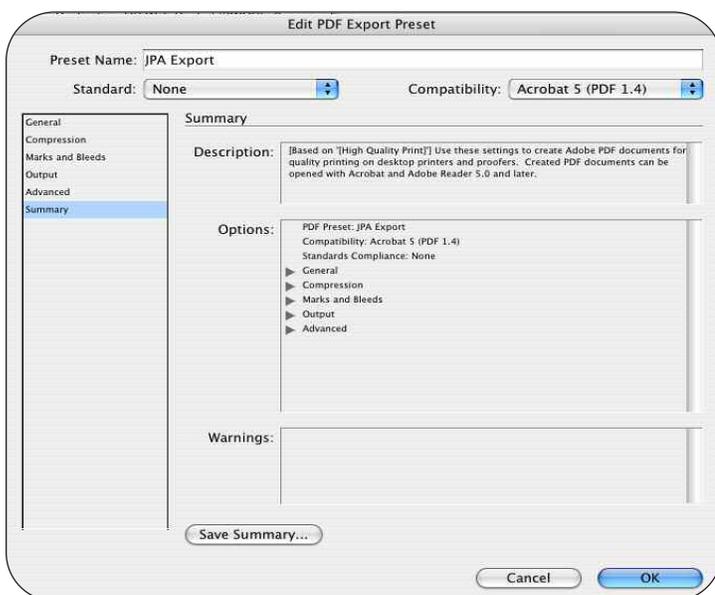
EPS - **disabled**

PDF - **disabled**

Bitmap Images - **disabled**

Transparency Flattener - **Grayed Out**

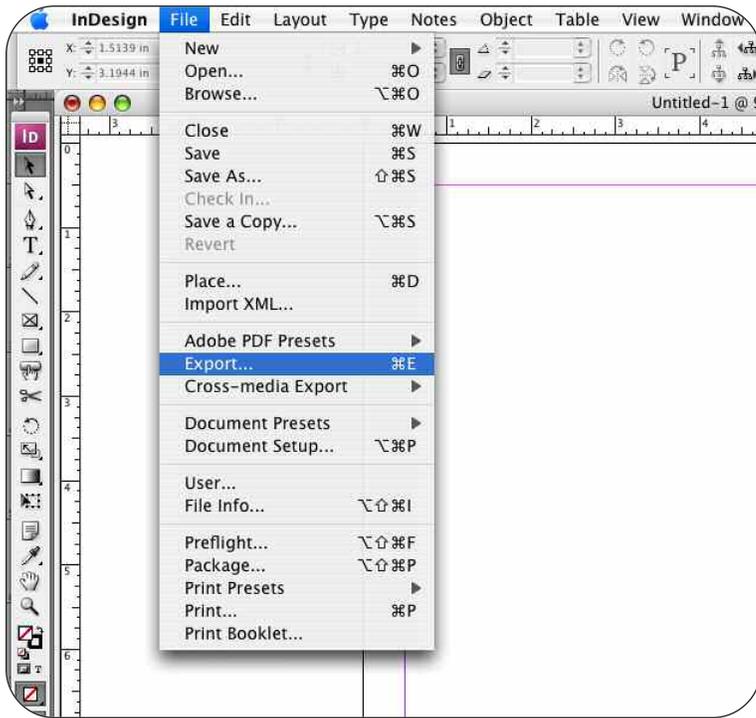
To change Medium to High Resolution, change the Compatibility mode from Acrobat 5 (pdf 1.4) to Acrobat 4 (pdf 1.3). The preset is now live and can be changed to High Resolution. Then set the Compatibility mode back to Acrobat 5 (pdf 1.4).



## Summary:

This screen gives a brief summary of all the settings

At any time after you have selected all settings through the Advanced tab simply click **OK** and **Done**.



To export a pdf - go under

**File**

drag down to **Export**

Navigate to where you want to  
save the file

Select **Save**



Click on **Export**

