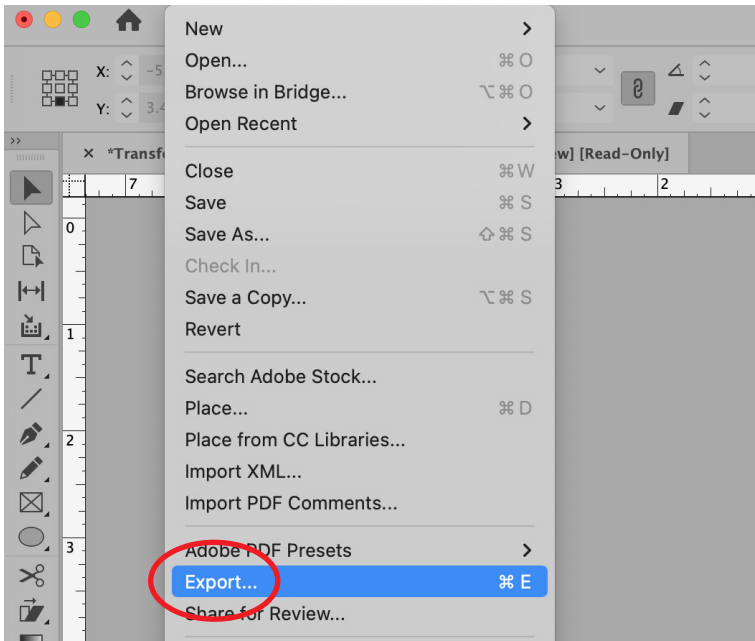# How to Save an InDesign File as a PDF File
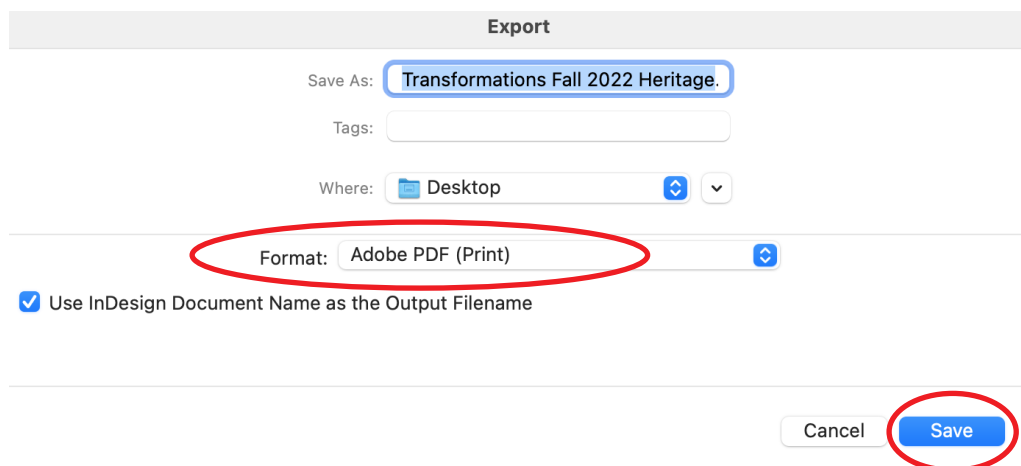
Open InDesign file.

It is extremely important that you have all colors, graphics and images extended .125" beyond page edge on all pages!
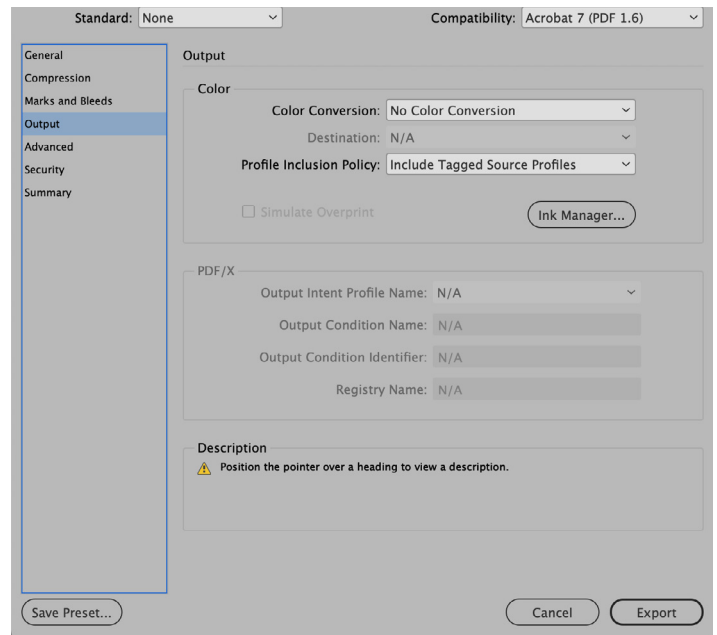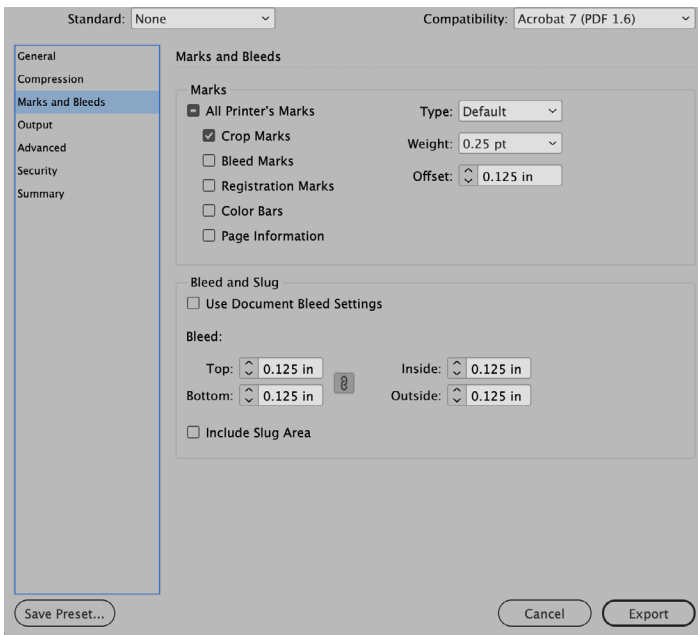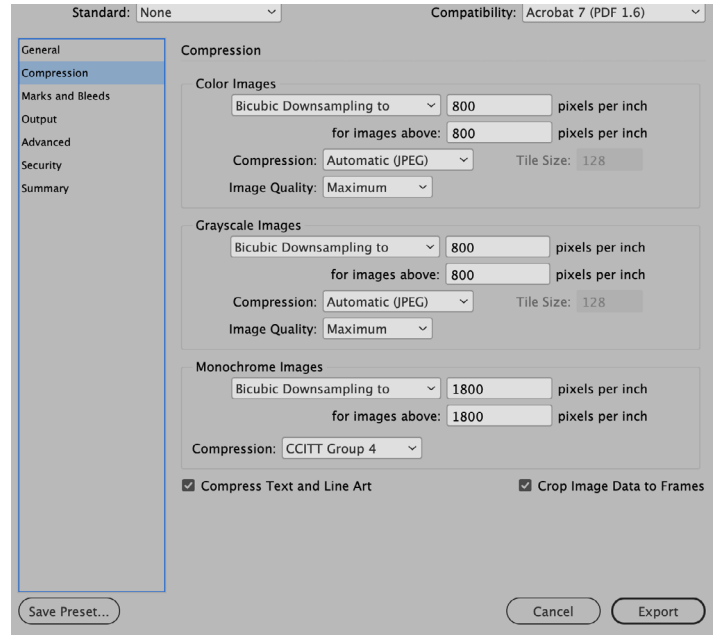
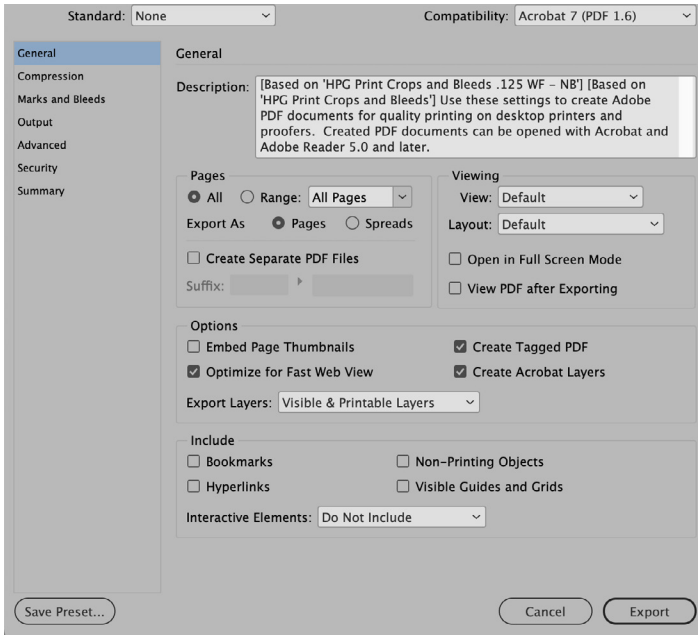Click on **File** then click on **Export**.

Choose where you want to save your file.
Change *Format:* to **Adobe PDF (Print)** then click on **Save**.

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Change Adobe PDF Preset: to [High Quality Print].

This is a good starting point for the rest of the settings.

Export Adobe PDF

Adobe PDF Preset: [High Quality Print]

Follow the screenshot for the settings needed in all 7 sections of the PDF settings box.

General

Standard: None   Compatibility: Acrobat 7 (PDF 1.6)

Description: [Based on 'HPG Print Crops and Bleeds .125 WF – NB'] [Based on 'HPG Print Crops and Bleeds'] Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Pages
- ● All   ○ Range: All Pages
- Export As   ● Pages   ○ Spreads
- ☐ Create Separate PDF Files
- Suffix:

Viewing
- View: Default
- Layout: Default
- ☐ Open in Full Screen Mode
- ☐ View PDF after Exporting

Options
- ☐ Embed Page Thumbnails   ☑ Create Tagged PDF
- ☑ Optimize for Fast Web View   ☑ Create Acrobat Layers
- Export Layers: Visible & Printable Layers

Include
- ☐ Bookmarks   ☐ Non-Printing Objects
- ☐ Hyperlinks   ☐ Visible Guides and Grids
- Interactive Elements: Do Not Include

Save Preset...   Cancel   Export

Compression

Standard: None   Compatibility: Acrobat 7 (PDF 1.6)

Color Images
- Bicubic Downsampling to   800   pixels per inch
- for images above: 800   pixels per inch
- Compression: Automatic (JPEG)   Tile Size: 128
- Image Quality: Maximum

Grayscale Images
- Bicubic Downsampling to   800   pixels per inch
- for images above: 800   pixels per inch
- Compression: Automatic (JPEG)   Tile Size: 128
- Image Quality: Maximum

Monochrome Images
- Bicubic Downsampling to   1800   pixels per inch
- for images above: 1800   pixels per inch
- Compression: CCITT Group 4

- ☑ Compress Text and Line Art   ☑ Crop Image Data to Frames

Save Preset...   Cancel   Export

Marks and Bleeds

Standard: None   Compatibility: Acrobat 7 (PDF 1.6)

Marks
- ☐ All Printer's Marks   Type: Default
- ☑ Crop Marks   Weight: 0.25 pt
- ☐ Bleed Marks   Offset: 0.125 in
- ☐ Registration Marks
- ☐ Color Bars
- ☐ Page Information

Bleed and Slug
- ☐ Use Document Bleed Settings
- Bleed:
  - Top: 0.125 in   Inside: 0.125 in
  - Bottom: 0.125 in   Outside: 0.125 in
- ☐ Include Slug Area

Save Preset...   Cancel   Export

Output

Standard: None   Compatibility: Acrobat 7 (PDF 1.6)

Color
- Color Conversion: No Color Conversion
- Destination: N/A
- Profile Inclusion Policy: Include Tagged Source Profiles
- ☐ Simulate Overprint   Ink Manager...

PDF/X
- Output Intent Profile Name: N/A
- Output Condition Name: N/A
- Output Condition Identifier: N/A
- Registry Name: N/A

Description
⚠ Position the pointer over a heading to view a description.

Save Preset...   Cancel   Export

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Once all settings match above, click **Export**.

Example of final PDF with correct crop marks and bleed.

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