

PDF SETTINGS FOR PRINTING

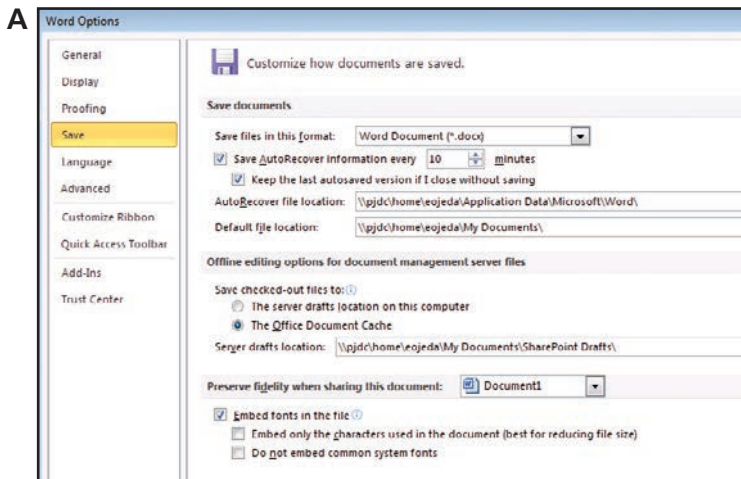
714.779.8484 • 714.779.0404 Fax • email: prep@prepressgroup.com • ftp:prepressgroup.com

IT IS IMPORTANT THAT ANY PDF SUBMITTED, THE FONTS ARE EMBEDDED! Otherwise your file will not print correctly.

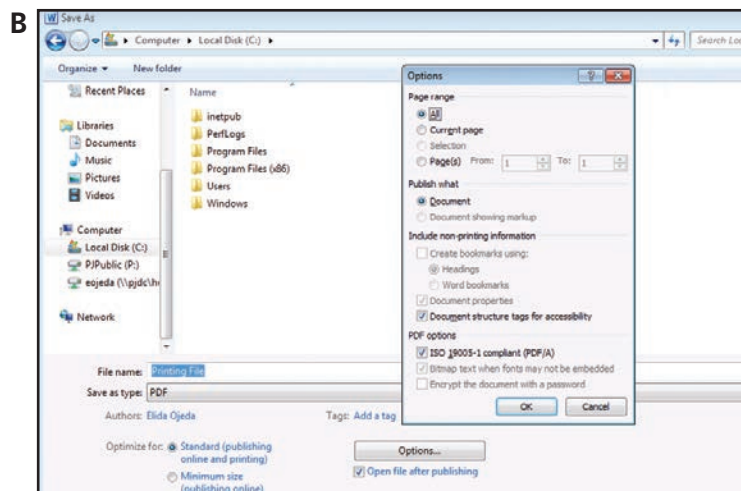
To see if your fonts are embedded open your pdf in Acrobat. Under File > Properties. Click the Fonts tab. (Embedded Subset) will appear next to each font in your file.

For Microsoft Word:

1. Open the file that needs to be saved as a PDF.
2. Go to **File > Options > Save**.
Older versions go to **Tools > Options > Save**
Select Embed fonts in the file. (See A)



3. Click the "File" tab and go to Save As
4. In the "File Types" field, choose PDF.

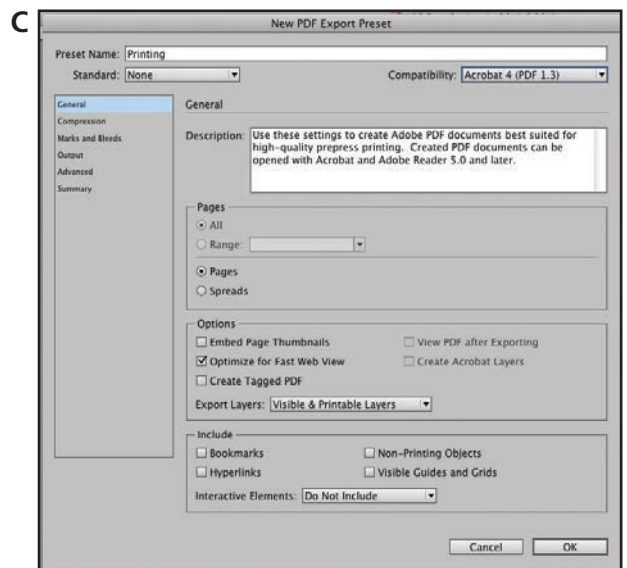


Save as PDF/XPS is built in Word 2010, and you can directly save Word 2010 or other parts of 2010 Office suite to PDF format.

Optimize for: Select Standard (publishing online and printing)
Click on Options. Make sure under PDF/options ISO 19005-1 compliant is selected. Save. (See B)

For InDesign:

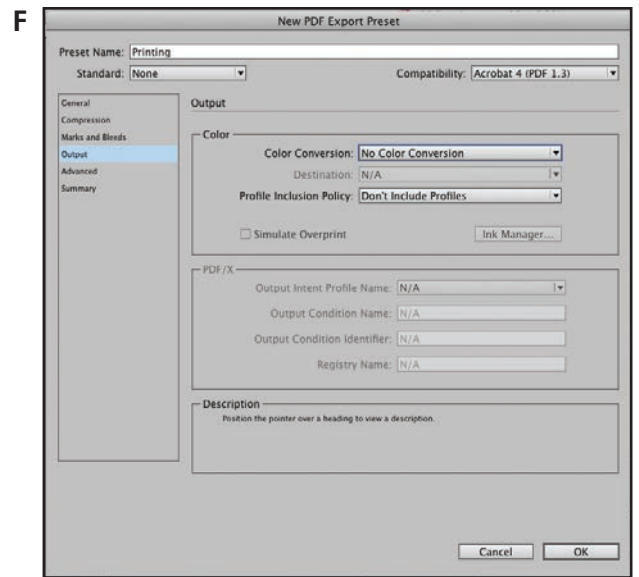
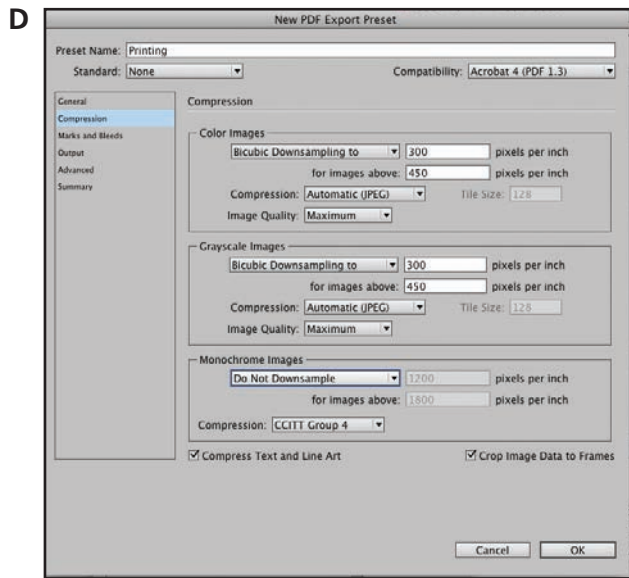
The following settings should be applied to create a highly compatible PDF export in InDesign, ideal for print production (not for your office desktop printer).



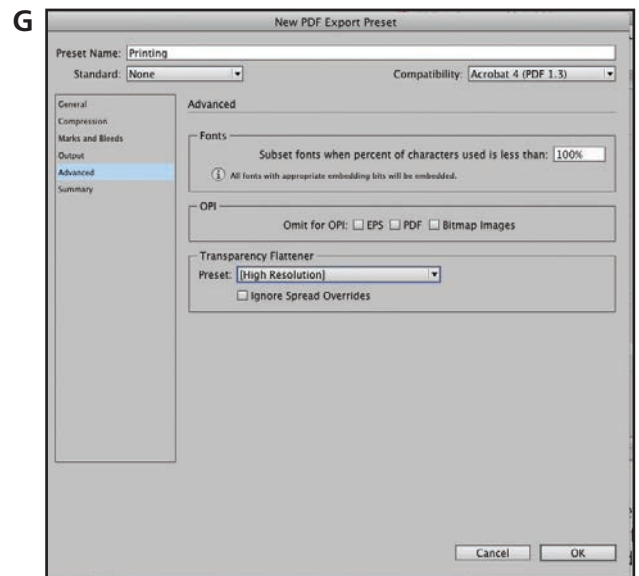
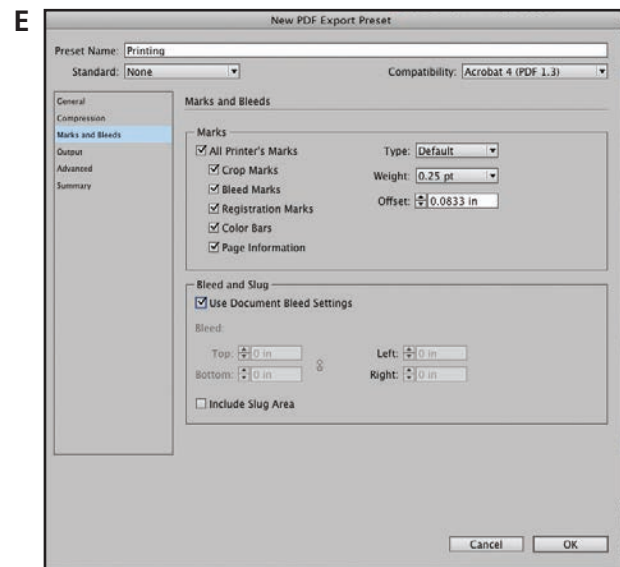
1. Go to **File > PDF Export Presets > Define**. A window pops up showing all the pre-defined settings shipped with InDesign. The 'Print' setting in the pre-defined settings can be used for print production but might not be compatible for every print studio. Click 'New' to add your custom preset and set it just like below (See A):
2. Name your profile anything you like, be sure to set Compatibility to 'PDF 1.3' and select 'Optimize for fast web view' but do not select the other options. Advance to the next tab:

Be sure to set your settings as shown in the Compression tab. For Color and Grayscale images, set it to 'Bicubic downsampling to' and the number to 300 pix per inch for images over 450 pix

per inch. Set your Compression to Automatic and Image Quality to Maximum. This means the PDF produced will contain full quality images, but images that are over 450 pix per inch will be downsampled to 300 (300 ppi is in most cases the highest printing quality available). Set 'Do not downsample' for monochrome images and the compression to 'CCITT Group 4'. (See D)



3. Set the PDF to include printer marks and bleed (See E). In the output tab: No Color Conversion (See F). Under advanced tab set the Transparency Flattener to High Resolution. (See G)



4. When you have completed these settings click OK to save them. Now when you go to **File > PDF Export Presets**, your profile should be in the bottom of the list.