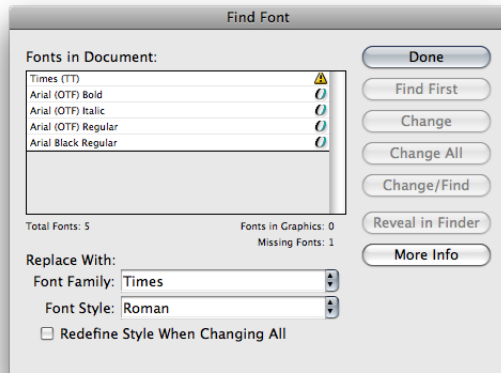


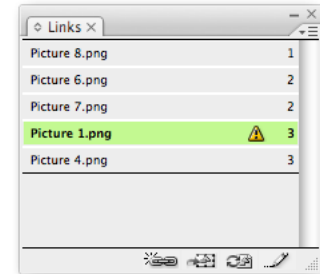
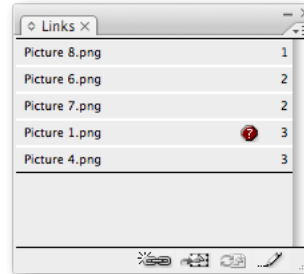
Prepress Standard Settings - Adobe InDesign

Please review the following PDF export settings. They are essential to the quality and efficiency of the printing workflow. The following settings reflect the **Adobe InDesign** PDF export dialog box. (For Definitions of Key Terms See page 4. Key terms are italicized throughout.)

BEFORE YOU BEGIN: Review your document to make sure all design elements *Bleed* 1/8 inch (.125 in) beyond the page boundary. In the Find Font dialog box (Type > Find Font..) make sure all fonts are loaded. In the Links tab make sure there are no links missing or needing to be updated (see below).

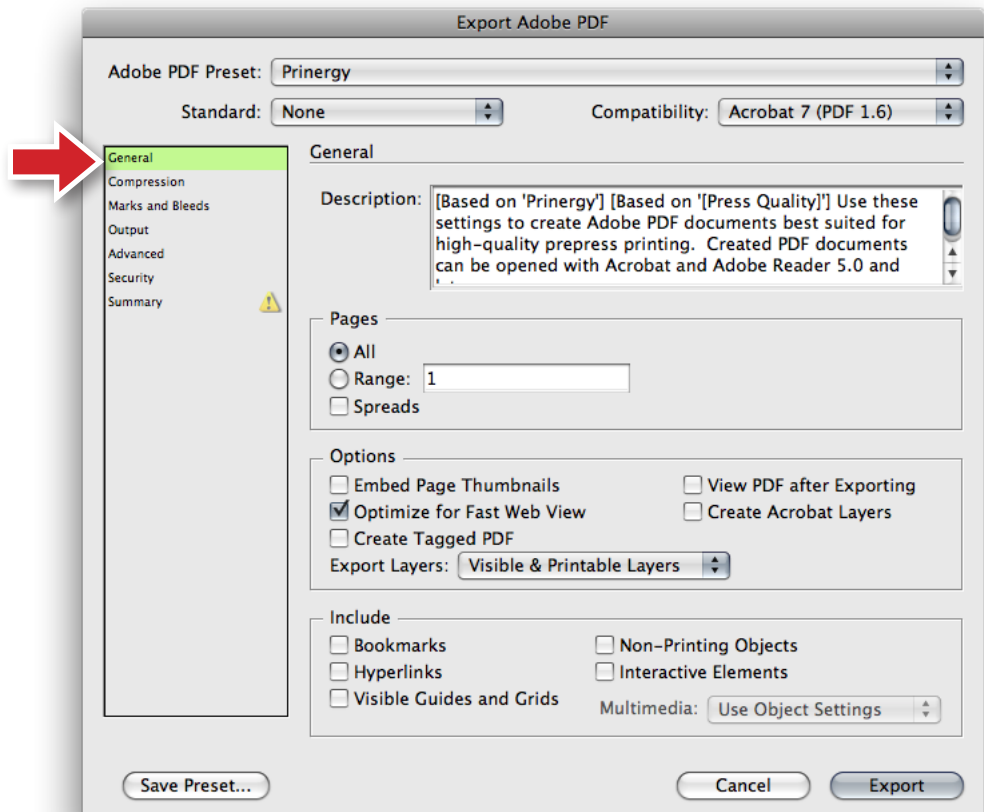


There should be no Yellow (!) in the Fonts list. First activate the appropriate font using your computer's Font Manager and then return to the InDesign file.



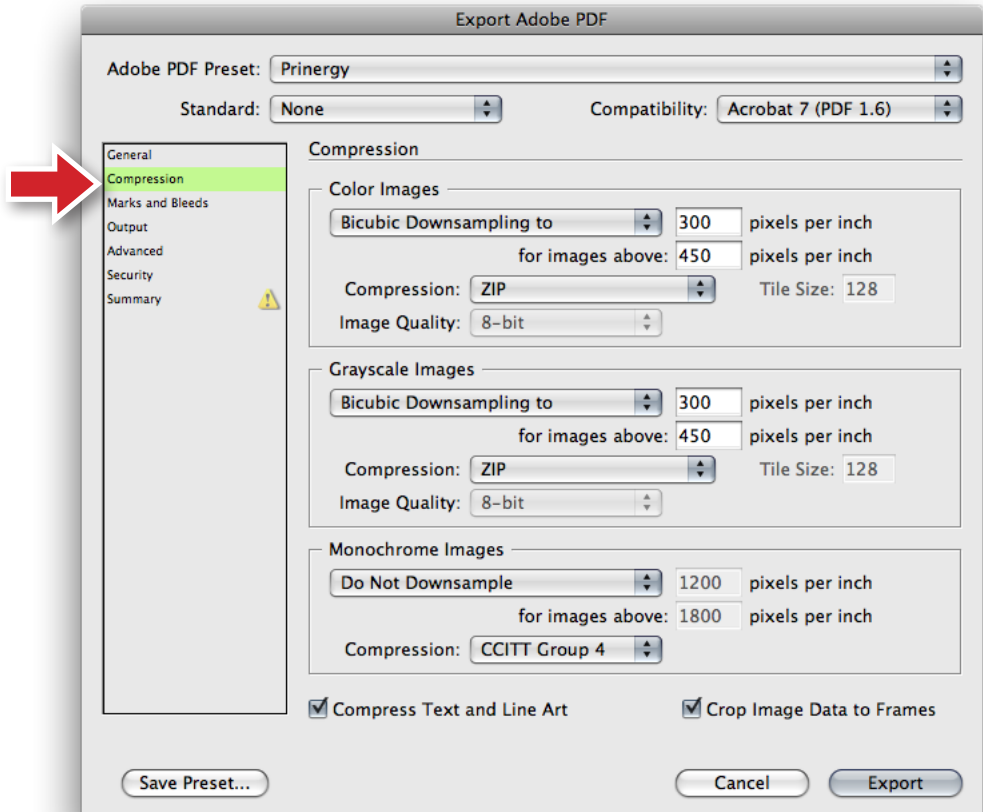
There should be no red (?) or Yellow (!) in the Links list. First locate the missing link and then update it using the buttons at the bottom of the Links panel.

1 The General tab allows you to set the number of pages you want to include in the PDF and allows you to select *Reader Spreads*.

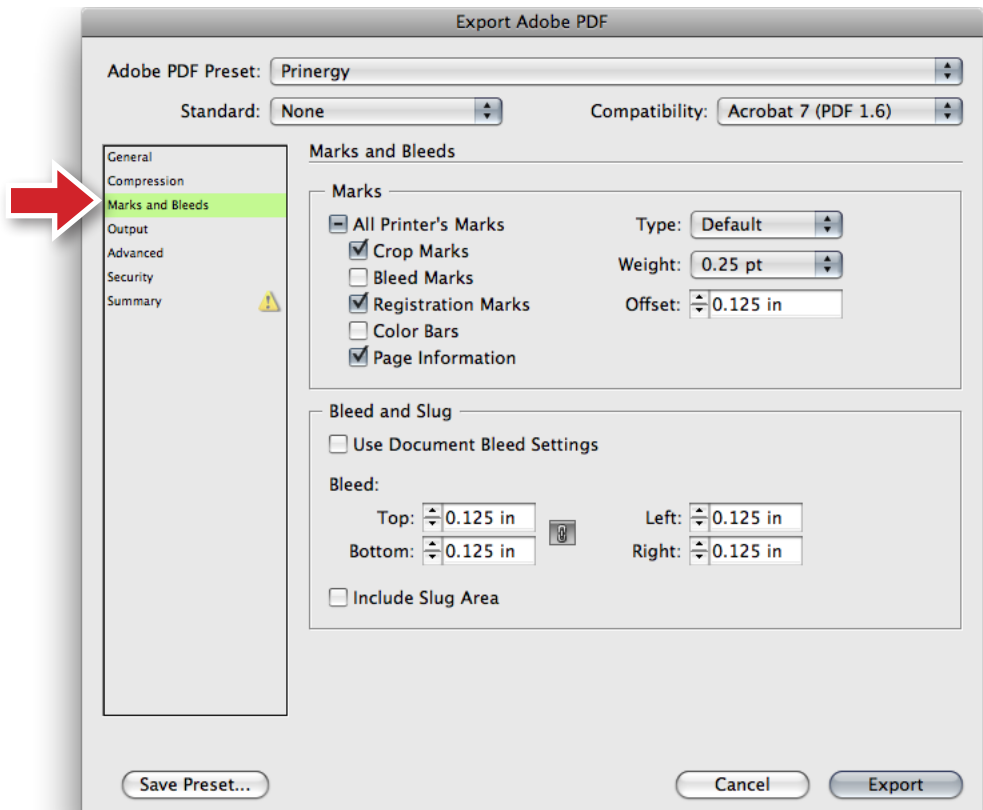


Prepress Standard Settings - Adobe InDesign (Cont.)

2 The Compression tab sets the *Resolution* and over all quality of the images included within the Layout file.

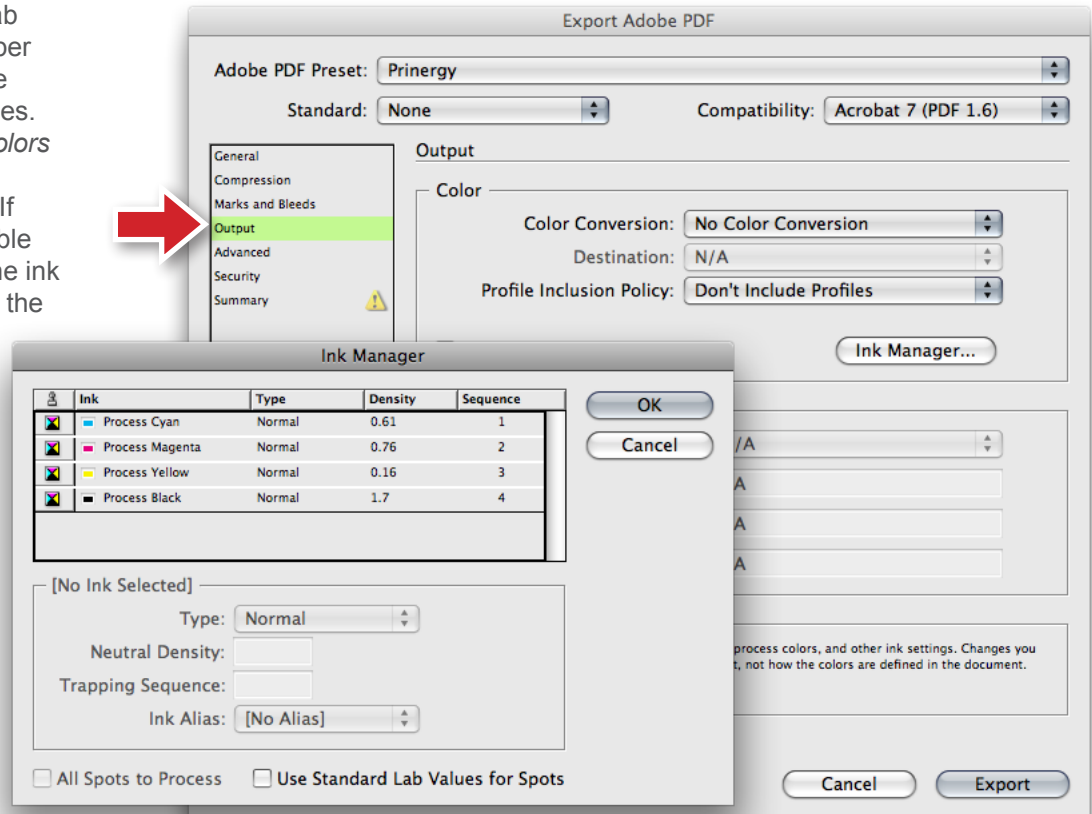


3 The *Marks and Bleed* tab is crucial. *Marks* assist in hard proofing and *Bleeds* are necessary to ensure the quality of the folding and trimming of the final printed piece.

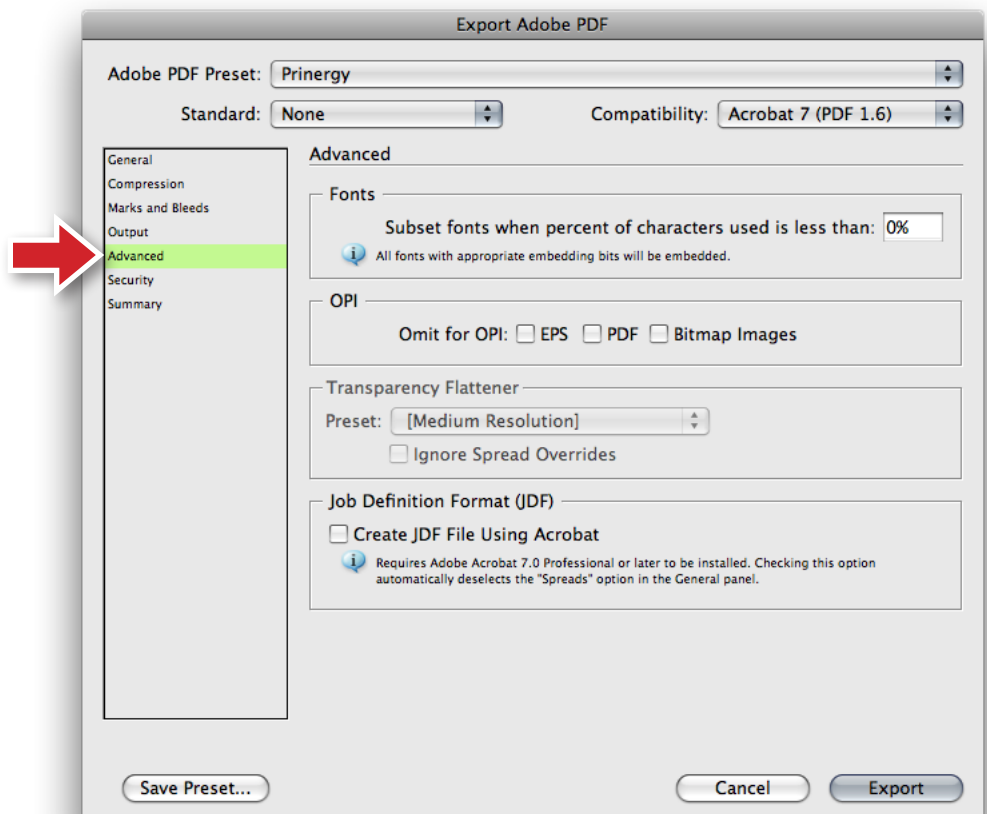


Prepress Standard Settings - Adobe InDesign (Cont.)

4 The Output tab sets the number of colors to be output and color profiles. If there are no *Spot Colors* the standard *CMYK* values will be output. If spot colors are available they will be listed in the ink manager as shown. If the piece is to print in *CMYK* and *Spot Colors* are listed the “All Spots to Process” check box should be selected.



5 The Advanced Tab allows embedding of *Fonts* for compatibility on any computer platform. Entering 0% ensures that the entire font is embedded. The remaining tabs will be correct by default, so upon completion click the Export button.



Prepress Standard Settings - Key Terms

Bleeds	Amount of area design elements extend beyond the page size of the layout document. 1/8 inch (.125 in) is generally accepted as standard.
CMYK	Cyan, Magenta, Yellow, Black - The four colors Process printing is comprised of (see Process).
Fonts	Type face styles
Links	Elements within the Layout document which display low resolution previews of files located in other directories on the computer. Upon output the high resolution files replace the low res preview (see Resolution).
Marks	Lines outside the print area of each page which show page size, bleed size, etc.
Printer Spreads	Left and right pages in a booklet are on one page and are in sequential order.
Process	Tint percentages of Cyan, Magenta, Yellow, and Black are overlapped to produce different colors. It is standard in all offset printing.
Readers Spreads	Left and right pages in a booklet are on one page and are in the correct order to be stacked, folded and stitched.
Resolution	The number of dots which comprise 1 inch of printed image. Generally the higher the DPI (Dots Per Inch) the sharper the image. 300 DPI is the standard acceptable resolution for printing.
Spot Colors	Pre-mixed inks which can be use in conjunction with or replace a standard Process color on a press.