

## **How to save an InDesign file as a PDF properly for MAC users.**

If your InDesign document is not a standard 8.5 x 11 size, you must make sure that you save the PDF correctly; otherwise, the file will save disproportionately.

Step 1: Include All Links and Fonts

**MAKE SURE ALL LINKS AND FONTS ARE WORKING BEFORE SAVING AS A PDF FILE**

Step 2: File → Document Setup

Make sure under document setup, the page size is set to a custom page size that fits the exact document size you are looking to print.

Step 3: File → Adobe PDF Presets → [High Quality Print]

Make sure to choose the [High Quality Print] option, otherwise your saved document will lose a lot of color information and will not print according to what is expected.

Step 4: Save

A box called “Export” will pop up. Name your PDF file and click on “Save”.

Step 5: Export Adobe PDF

Adobe PDF Preset at the top of the window should read [High Quality Print].

Leave the Standard set to “none” and the compatibility to “Acrobat 5 (PDF 1.4)”.

Make sure to uncheck the box “Optimize for Fast Web View”.

Step 6: Marks and Bleeds

On the left panel of the “Export Adobe PDF window is an option for Marks and Bleeds. Click on it. Make sure all boxes are unchecked (unless needed for part of a special project, then make sure “Type” is also set to Default with the Weight set at 0.25 pt.)

Step 7: Click on Export

Click on Export, and your PDF will be saved to the previously specified location.

**Make sure to check your PDF by going to File → Document Properties and see that it is saved at the correct print size you want it to be. If it is not, then check your file to make sure it is the size you want it, and follow the steps above again. InDesign files brought in will be subject to an additional \$5.00 service charge due to the extra time it takes us to prepare the files for our printers.**