Creating a Hi-Res PDF from Adobe InDesign CC

Prior to creating your PDF you must check that all the links and fonts used in your document are updated. The following simple steps will make printing your files easy and efficient.

Note: *the following instructions require that you have **Adobe Acrobat Professional** installed on your computer*.

1. Check for updated links

• Go to **Window** pull down menu and select **"Links"** to open the **Links** palette in InDesign – *A window with the Links palette will open*.

2. Review and update all links

• Your **Links** palette will open with a list of all the links used in your document.
• A small **"stop sign"** icon will be visible for the corresponding missing link, and a small yellow **"yield sign"** will be visible if a link requires updating.
• Review the list and ensure that there are no links missing or that require updating.

3. Check for updated fonts

• Go to **Type** pull down menu and select **"Find Font"** to open the **Find Fonts** palette in InDesign.
• A window with the **Find Fonts** palette will open.

4. Review and update all fonts

• Your **Find Fonts** palette will open with a list of all the fonts used in your document.
• A small **"yield sign"** will be visible if there are any font issues.
• If there are fonts that need to be updated, select the font and Replace with an active font from the menu at the bottom of the palette. Then click on the **"Change"** button on the window. Do this for all missing fonts until they are all updated.

5. Exporting your file as a High Quality PDF

• Go to **File** pull down menu and select **"Adobe PDF Presets"** to open the **Export** palette in InDesign.
• An additional side menu will open, select **"High Quality Print"** from the menu.
• A window with the **Export** palette will open.

6. Saving your PDF

• The **Export** window will open and this is where you can name and choose the location for saving your PDF.
• After you labeled your PDF click **Save** button at the bottom right of the window.
• An **Export Adobe PDF** window will open.
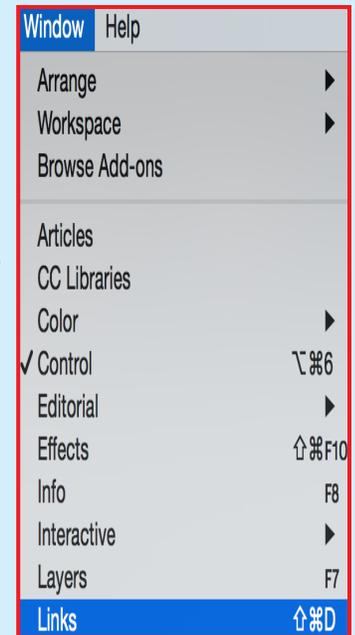
7. PDF exporting settings

• Here you can finalize the settings of your PDF.
• Starting with **General** settings on the left, you will export ALL or pages that will be printed from your document.
• Standard set to "None".
• Compatibility set to "Acrobat 5 (PDF 1.4)".
• Follow the image on your right for other settings.
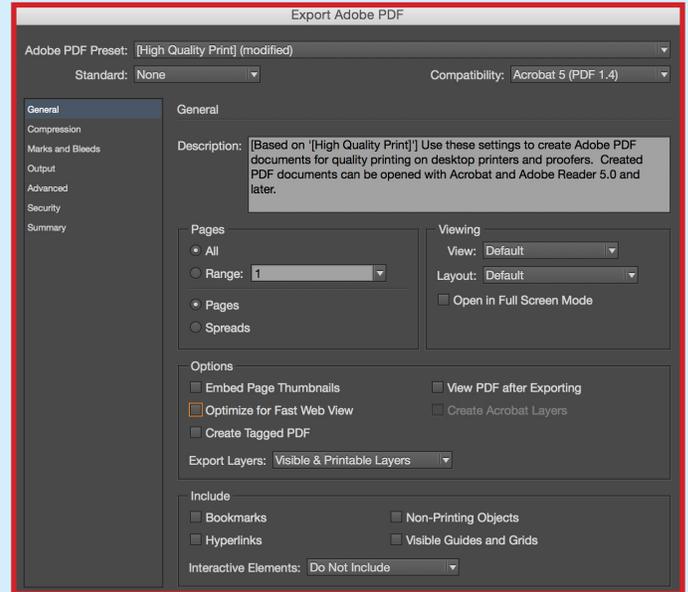
8. Compressing your PDF

• Using your Adobe PDF Preset **"High Quality Print"** will ensure that your PDF is of good resolution for the printing purpose.
• *Color & Grayscale images gave the same settings:*
• Bicubic Downsampling to 300 for images above 300.
• Compression set to "Automatic (JPEG)".
• Image Quality set to "Maximum".
• *Monochrome Images:*
• Bicubic Downsampling to "1200 for images above 1200".
• Compression set to "CCITT Group 4".
• Follow the image on your right for other settings.
• These settings will change the Adobe PDF Preset at the top to read **"High Quality Print (modified)."**
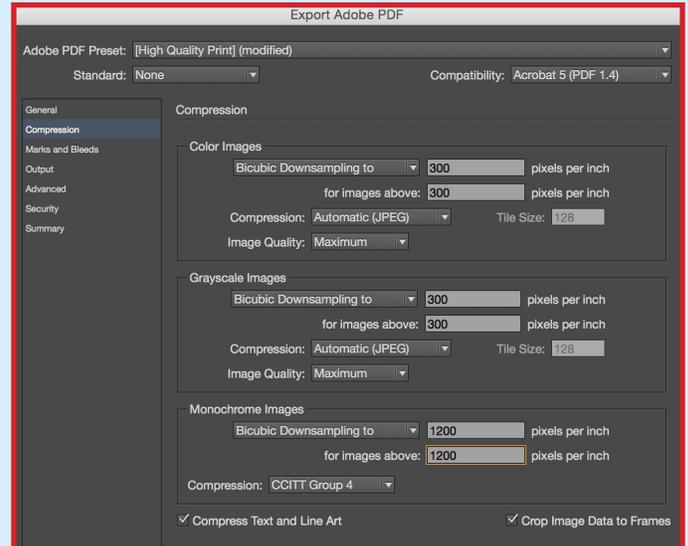
9. Document marks & bleed settings

• All Printer's Marks should be **"unchecked".**
• Bleed should be set to minimum **".125".**
• Include Slug Area should be **"Unchecked"**.

Please Note:

• We do not need printer's marks because trim boxes are defined when the PDF is exported based off the document size. It you wish to include them, please offset them .25".
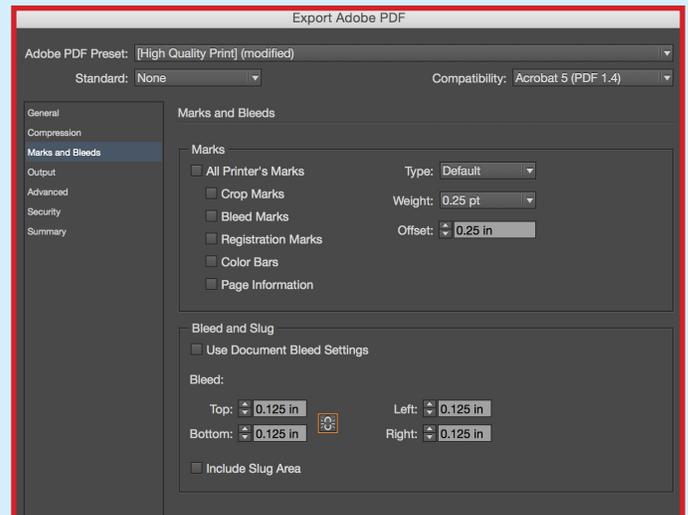
10. Output

• Color conversion to **"No Color Conversion"**.
• Include All Profiles.
• Follow the image on your right for other settings.

*The **Ink Manager** button will be grayed out when setting up the preset. When you export your document, you will be able to click on it and convert any spot colors to process in the final PDF here. If your job is to run with a spot color, you can choose to convert only those that are not going to run.*
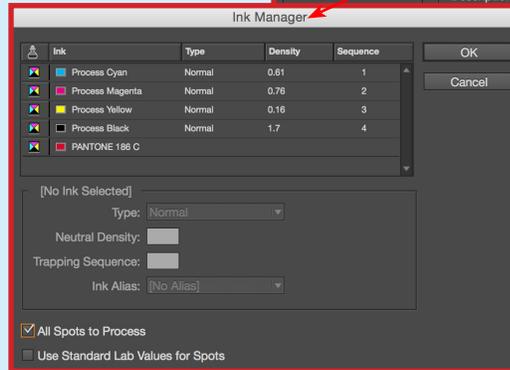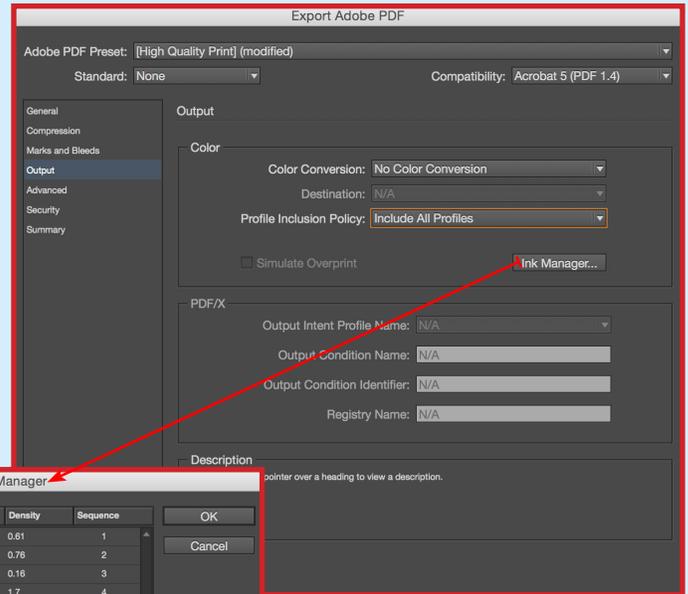
11. Advanced

• Subset fonts set to 100%.
• OPI should be unchecked.
• Transparency Flattener will be grayed out.
• Follow the image on your right for other settings.
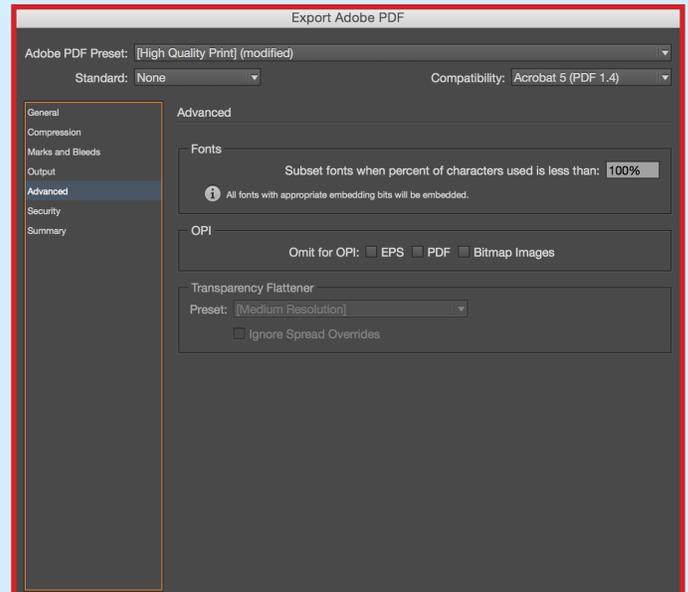
12. Export your file

• You have verified links and fonts, converted all fonts to outlines, selected all the pages that are to be printed, checked the proper compression, reviewed your bleed settings, and now you are ready to export.
• Click on the **Export** button at the bottom of your window. Your file will save in the location that you specified.