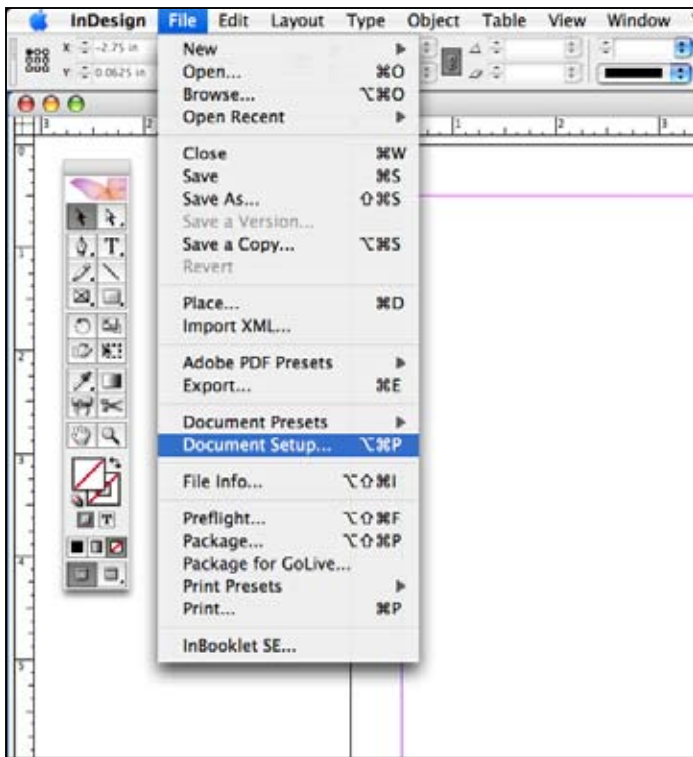
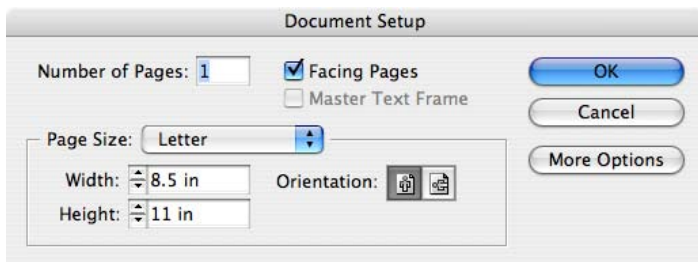


# How to properly export a PDF from InDesign for use at

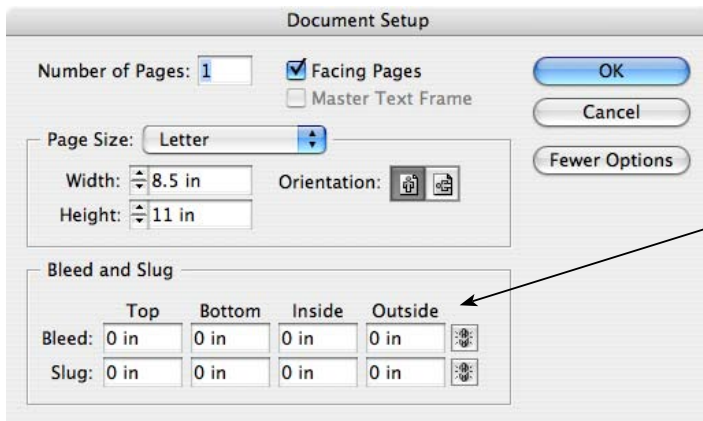




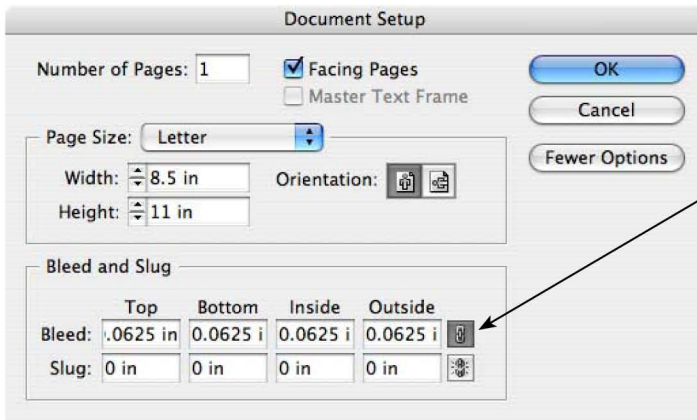
1. Ideally, you should set bleeds when you first start working on your document. However, this can be done at any time. Go to “Document Setup” under the “File” menu.



2. Often, “Document Setup” will open in the “simple” mode (which doesn’t allow you to set bleeds). If your dialog box looks like this, click on the “More Options” button.



3. Clicking on the “More Options” button will allow you to set bleeds here.

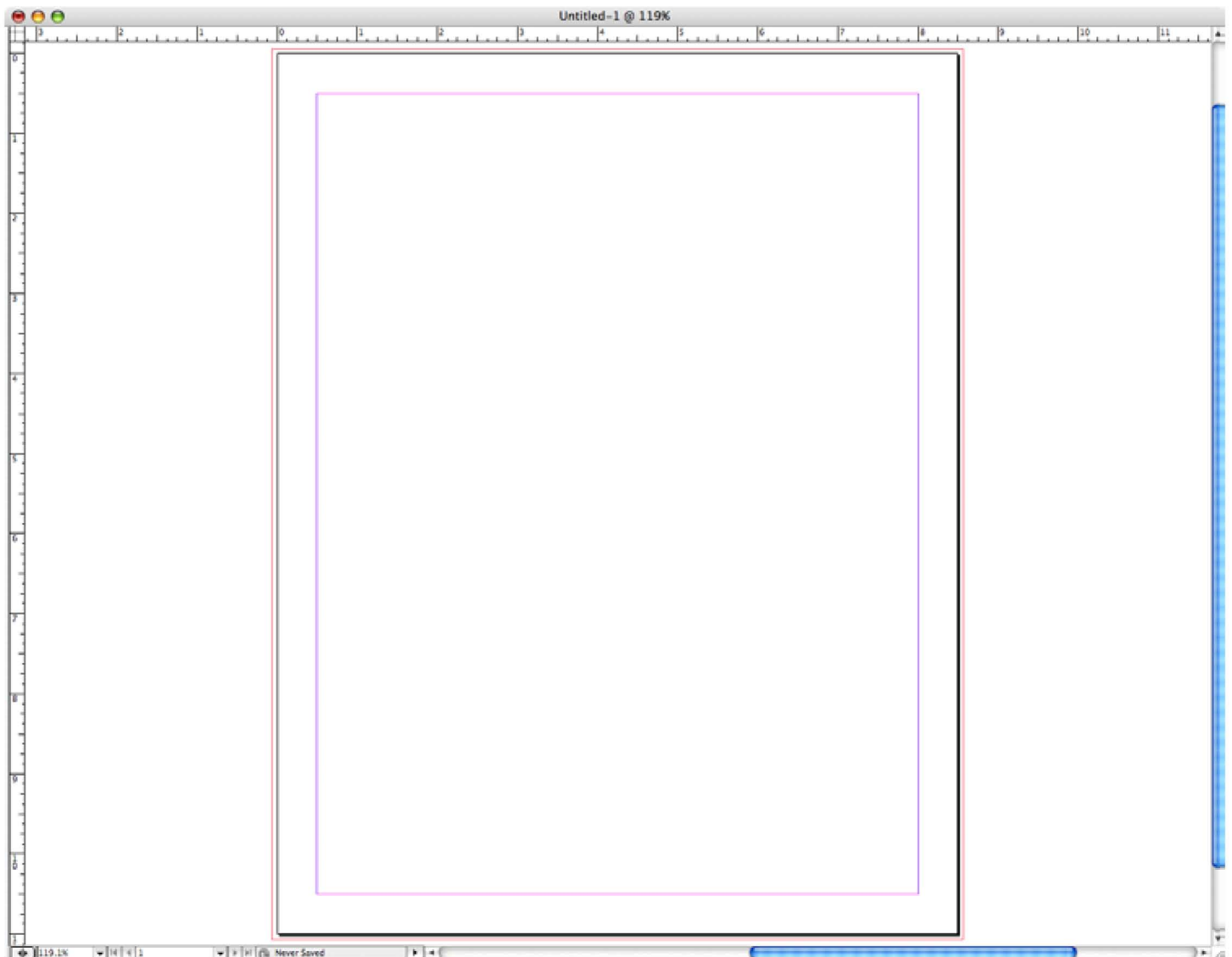


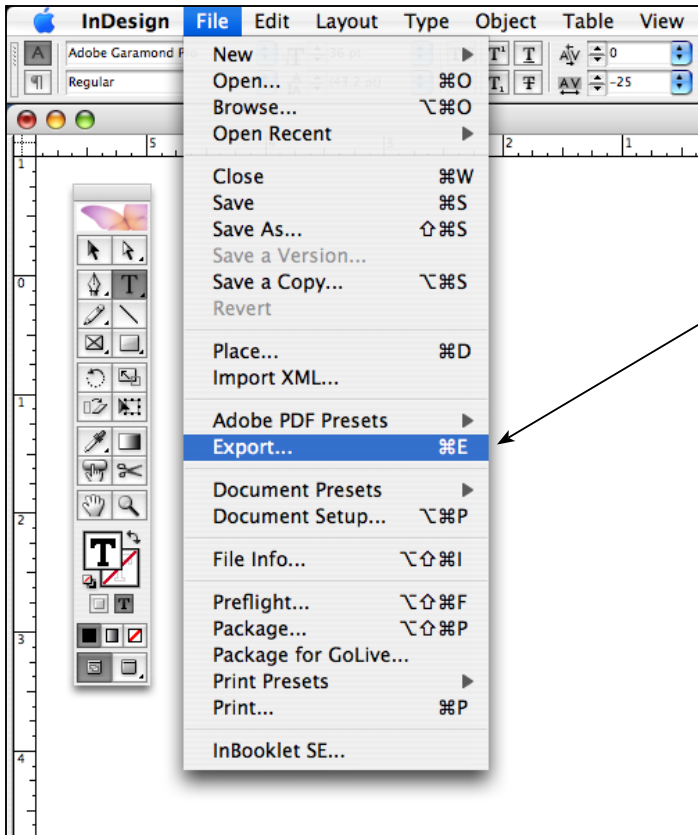
4. Type **2.5 mm** into any of the fields and then click here.

The rest of the fields will duplicate automatically.

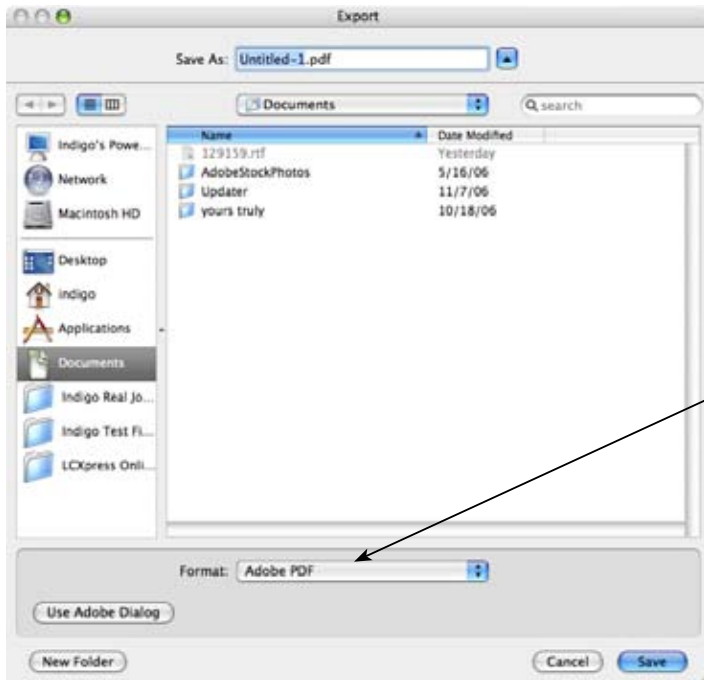
Click “OK” and your InDesign bleeds are set.

Your new document should now show bleeds around the outside edge. Make sure that any graphic object that is intended to bleed extends fully into this bleed area.





5. The next step is to make sure that the PDF you create from InDesign ALSO has the specified bleeds. First go to “Export” under the “File” menu.

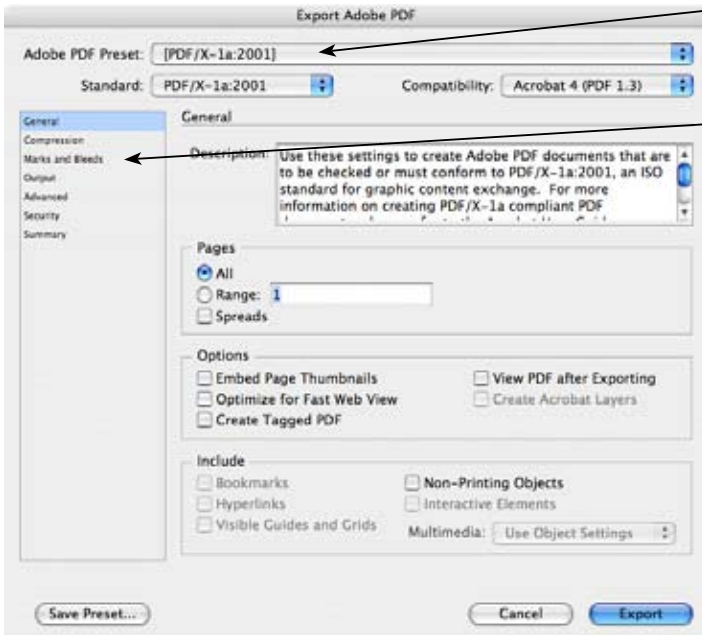


6. The Export dialog box will appear. Type in the name for your new PDF and make sure that “Adobe PDF” is selected as the format.

Click “Save”.

7. The PDF settings dialog box will appear. First, choose "PDF/X-1A" here.

8. Then click on "Marks and Bleeds".



9. De-select ALL Printer's Marks.

10. Check the "Use Document Bleed Settings" box.

11. Click on "Export" and your done!

