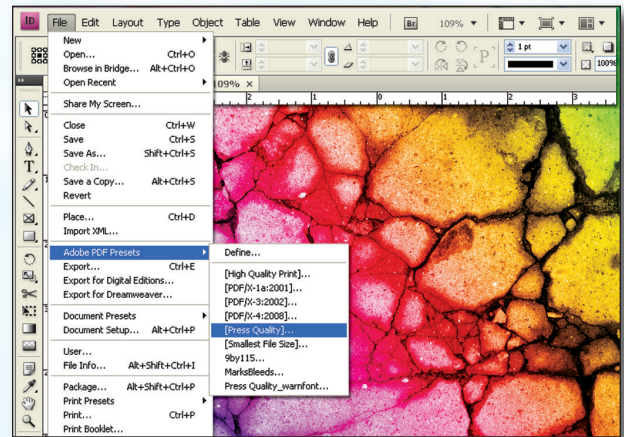
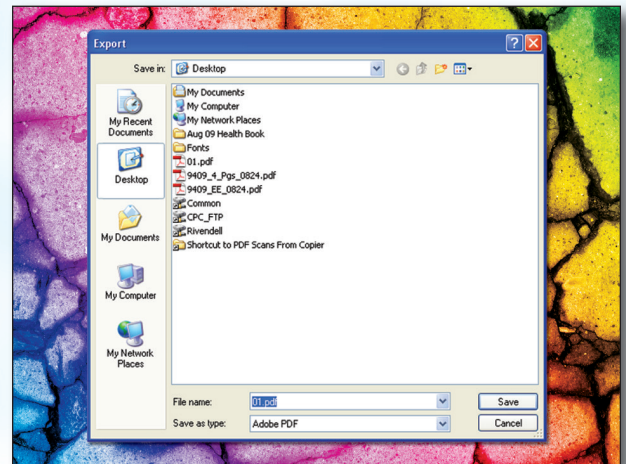


Creating a PDF using InDesign CS4 (PC)

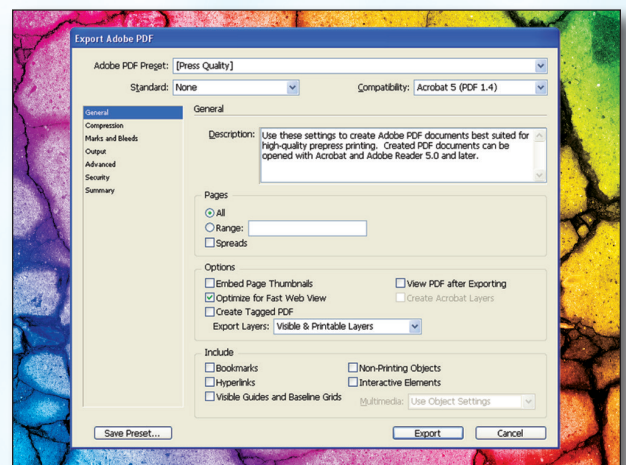
- Step 1:**
- From the **File** menu select **Adobe PDF Presets** and choose **Press Quality**.



- Step 2:**
- Select a location and name for your new PDF.
 - Click **Save**.

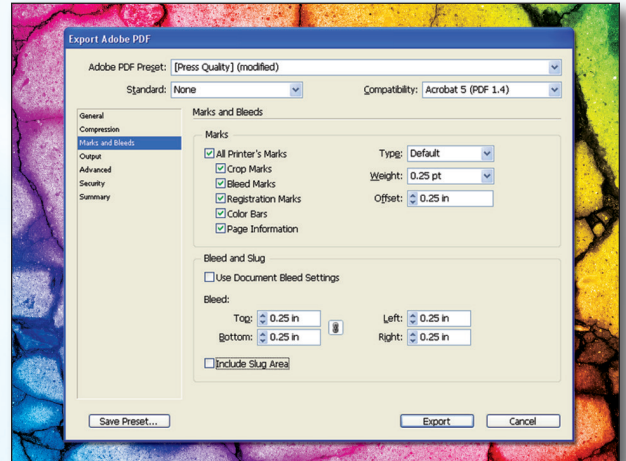


- Step 3:**
- You should now see a screen like the one on the right.
 - Select **All** for **Pages**.
 - Be sure the box next to **Spreads** is *unchecked*.
 - Leave **Optimize for Fast Web View** checked. Be sure the rest of the boxes in the **Options** section are *unchecked*.
 - Be sure all the boxes in the **Include** section are *unchecked*.
 - Disregard the **Compression** tab.
 - NEXT, click the **Marks and Bleeds** tab on the left.

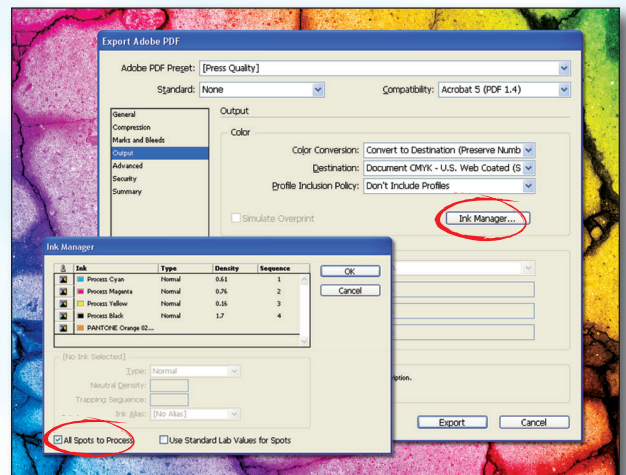


Creating a PDF using InDesign CS4 (PC)

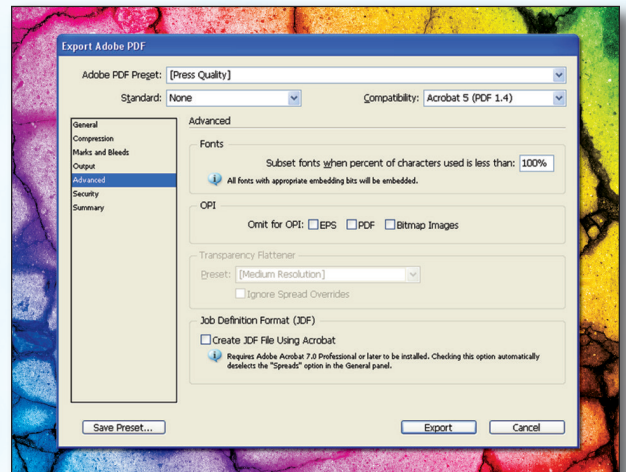
- Step 4:**
- Check the box next to **All Printer's Marks**.
 - Leave **Type** at **Default** and **Weight** at **.25**.
 - Change **Offset** to **.25**.
 - Do NOT check **Use Document Bleed Settings**.
 - Select **.25** in for a bleed on the **Top, Bottom, Left, and Right**.
 - Do NOT check **Include Slug Area**.
 - NEXT, click the **Output** tab on the left.



- Step 5:**
- Under **Color**, **Color Conversion** should be left at default of **Convert to Destination**.
 - **Destination** should be left at default of **Document CMYK - U.S. Web...**
 - **Profile Inclusion Policy** should read **Don't Include Profiles**.
 - If you've used transparency features with spot colors, click **Ink Manager...**
 - Check the box for **All Spots to Process**. Click **OK**.
 - NEXT, click the **Advanced** tab on the left.



- Step 6:**
- Under **Fonts**, **Subset fonts when percent of characters used is less than:** should be **100%**.
 - **OPI** should have no boxes checked.
 - Disregard the **Security** and **Summary** tabs.
 - Click **Export**.
 - When your PDF has finished saving, open it and view every page.



Your PDF will *print as it views*.