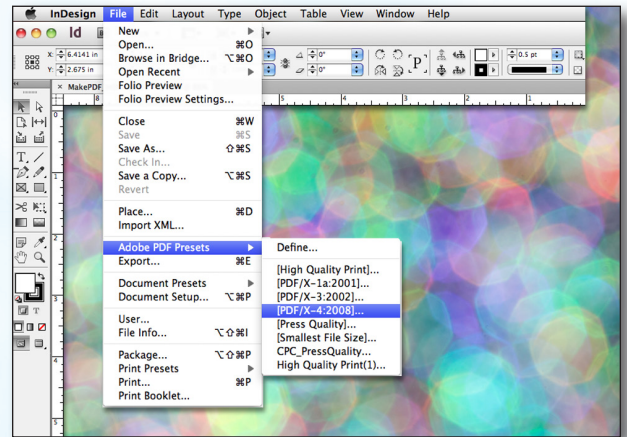


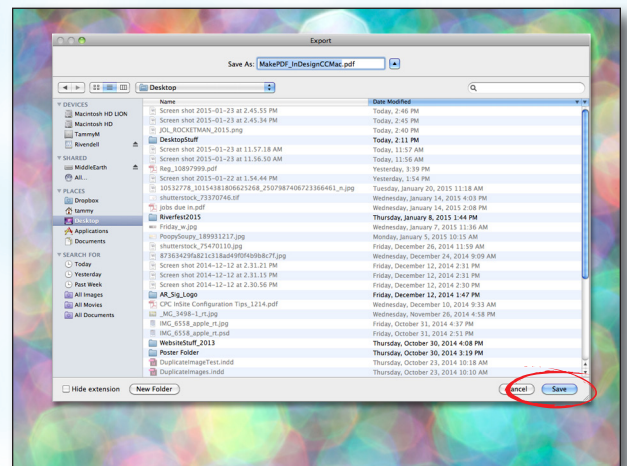
# CPC PRINTING AND PROMOTIONS

## Creating a PDF using InDesign CC (Mac)

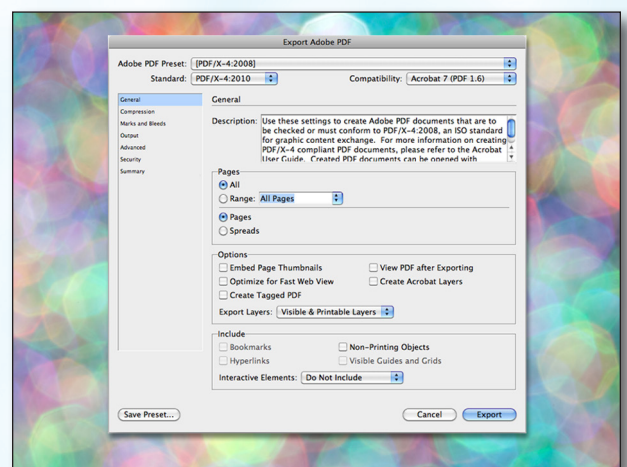
- Step 1:**
- From the **File** menu select **Adobe PDF Presets** and choose **PDF/X-4**.



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



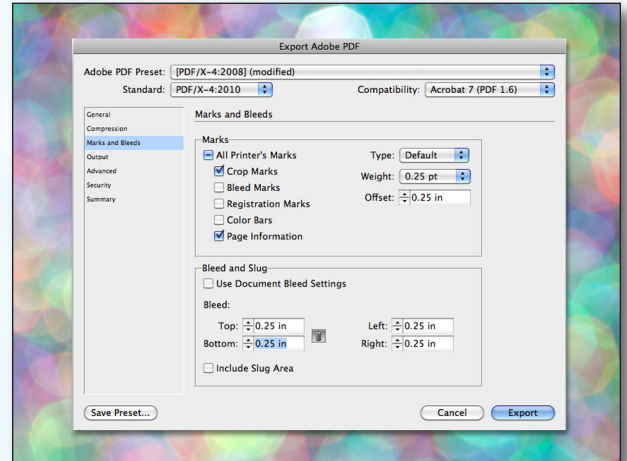
- Step 3:**
- You should now see a screen like the one on the right.
  - Select **All** for **Pages**.
  - Beneath that, choose **Pages**, not **Spreads**.
  - Leave all the other boxes at the default of *unchecked*.
  - Disregard the **Compression** tab.
  - NEXT, click the **Marks and Bleeds** tab on the left.



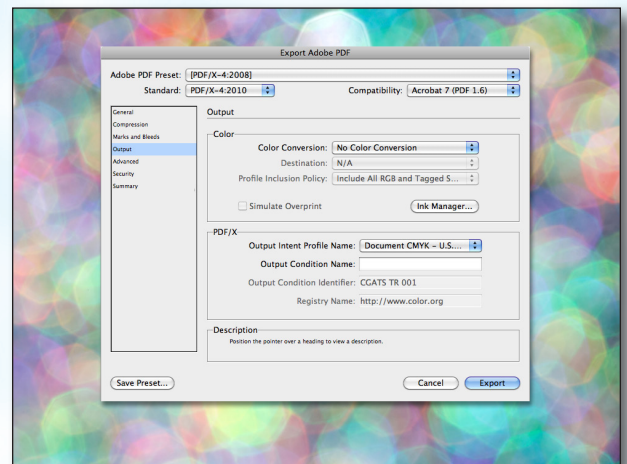
# CPC PRINTING AND PROMOTIONS

## Creating a PDF using InDesign CC (Mac)

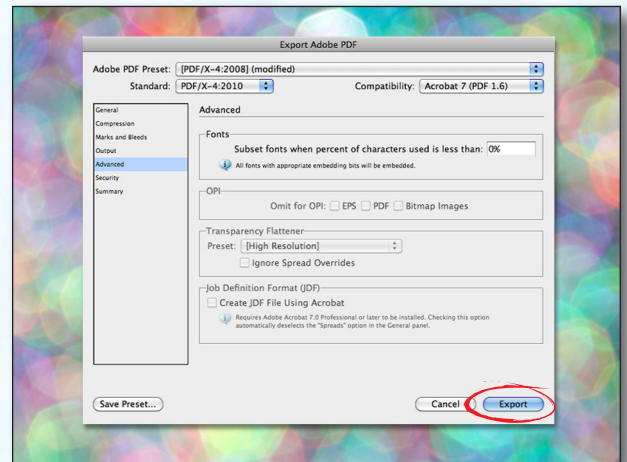
- Step 4:**
- Check **Crop Marks** and **Page Information**.
  - Leave **Type** at **Default** and **Weight** at **.25**.
  - Change **Offset** to **.25**.
  - Do NOT check **Use Document Bleed Settings** unless your bleeds are set to .25.
  - Select **.25 in** for a bleed on the **Top, Bottom, Left, 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 **No Color Conversion**.
  - **Output Intent Profile Name** should be left at default of **Document CMYK - U.S. Web...**
  - NEXT, click the **Advanced** tab on the left.



- Step 6:**
- Under **Fonts**, **Subset fonts when percent of characters used is less than:** should be set to **0%**.
  - 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**.