

Single Application File

“The following instructions describe InDesign’s PDF function which allows a user to export a single PDF file from a single InDesign file.

If Transparencies are used in the file they *must be flattened* before submitting files to Sheridan.

Adobe InDesign provides options for transparency. Adobe defines transparency as an affect applied to an object that allows other objects to show-through. Transparency and opacity options include drop shadows, feathering, blending modes, and opacity.

Use the *Flattener Preview* in InDesign to detect transparency and the objects effected, choose **Window > Output > Flattener Preview**.

Flattening transparency in InDesign is accomplished through the Export to PDF settings. Follow the instructions on page 7 and use high resolution settings.

All files *must* be carefully reviewed by the customer after flattening to ensure the item appears as desired.

Exporting to a PDF

Load and activate fonts to the appropriate font manager for the operating system. Use InDesign’s link manager to verify that all images are linked.

Select *Export...from the File menu*

Navigate to the folder where the file will be Saved

- a. Select Adobe PDF (Print) from the Save as type: drop down menu.
- b. Click the Save button



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Select **PDF/X-1a:2001** from the **Adobe PDF Preset**: drop down menu.
(Will change to read PDF/X-1a:2001 (modified) when suggested Sheridan settings are made.)

General

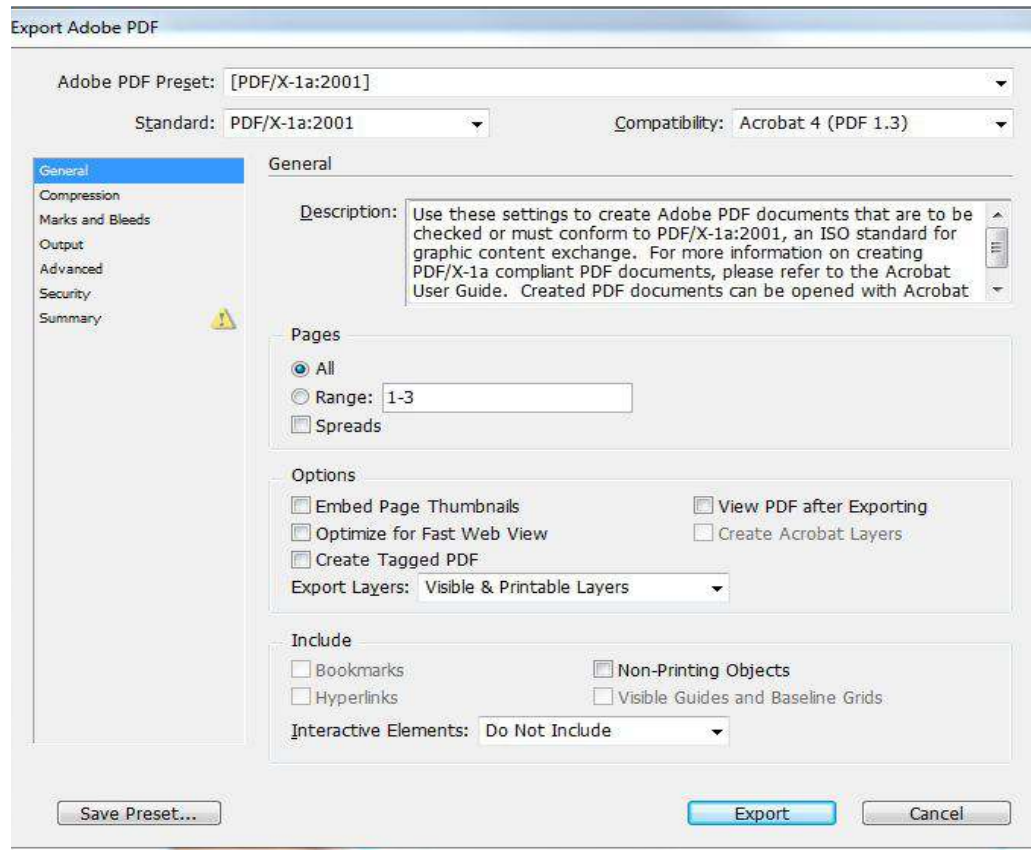
1. Pages

a. Select *All* (for full page count)

Select *Range* (for random miscellaneous pages, using hyphens or commas; example 2-5 or 2-5, 11-20, 144 or 6, 8, 100).

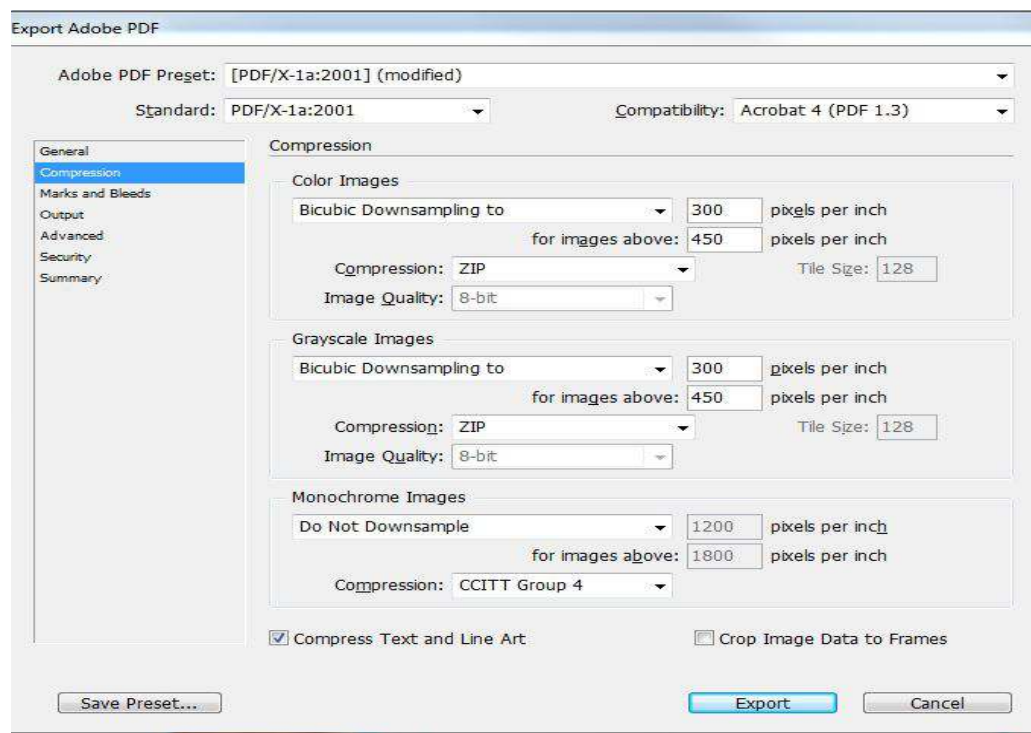
b. Select *Pages*

All other boxes should be clear.



Choose Compression

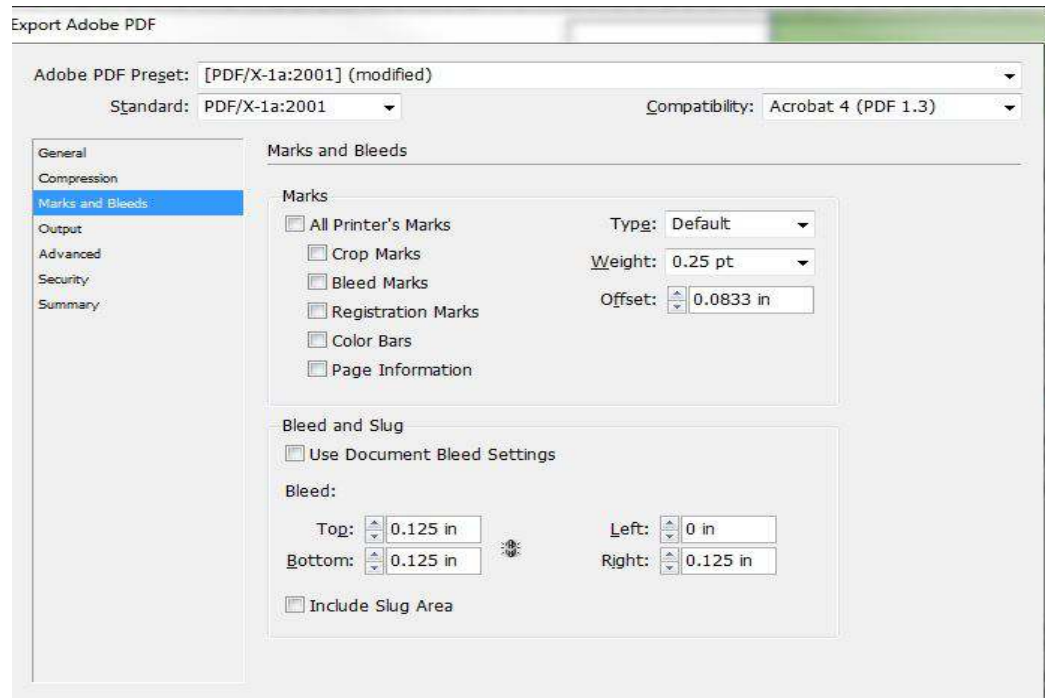
1. Configure Color Images
 - a. Select *Bicubic Downsampling* to 300 pixels per inch for images above 450 pixels per inch.
 - b. *Compression*: Zip
2. Configure Greyscale Images
 - a. Select *Bicubic Downsampling* to 300 pixels per inch for images above 450 pixels per inch.
 - b. *Compression*: Zip
3. Monochrome Images
 - a. Select *Do Not Downsample* from the drop down menu for Monochrome Images
 - b. *Compression*: CCITT Group 4
4. Select *Compress Text and Line Art*
5. Unselect *Crop Image Data to Frames*



Choose Marks and Bleeds (Instructions for Text)

1. Unselect *All Printer's Marks*
Leave *Weight: .25pt* and *Offset: .0833 in*
2. If the InDesign layout has been configured for bleeds in the Document Setup, Select *Use Document Bleed Settings*.
3. If the InDesign layout has *not* been configured for bleeds in the Document Setup but items have been extended beyond the trim, UnSelect *Use Document Bleed Settings*..
Enter *.125"* for Bleed Settings for the *Top, Bottom* and *Outside*.
Leave the *Inside: bleed* as 0 for the Bind.

Note: If bleed amount is not set at 0 for the *Inside* bleed, the bleed from facing page will creep onto the other facing page and may print when not desired.

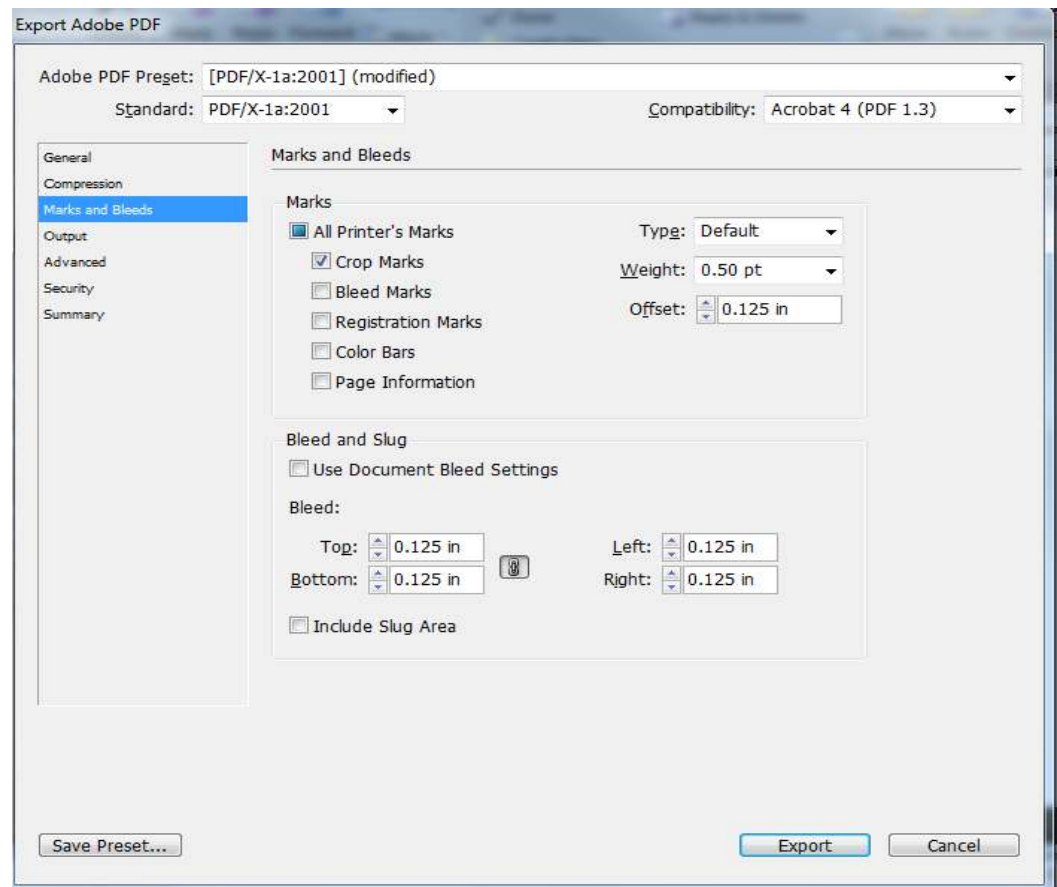


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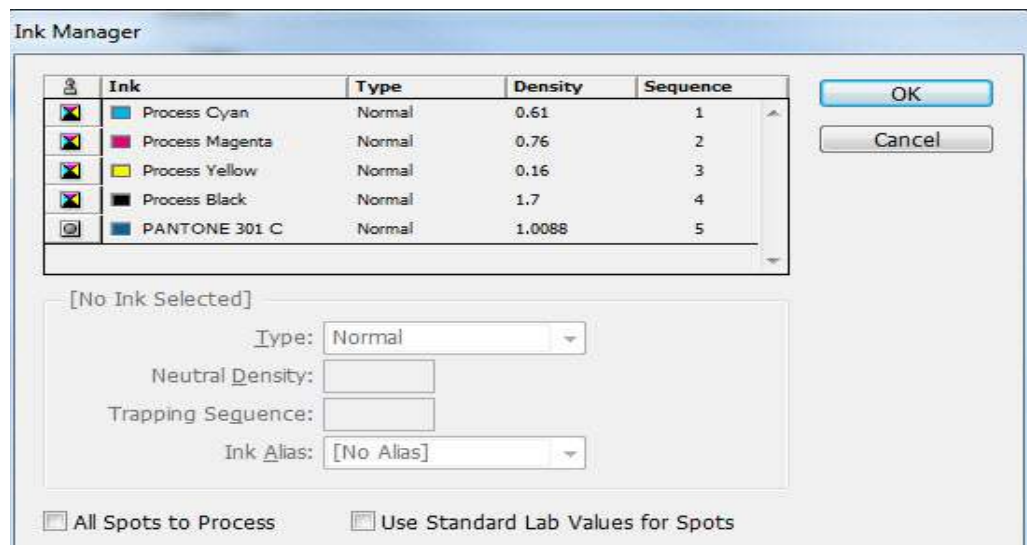
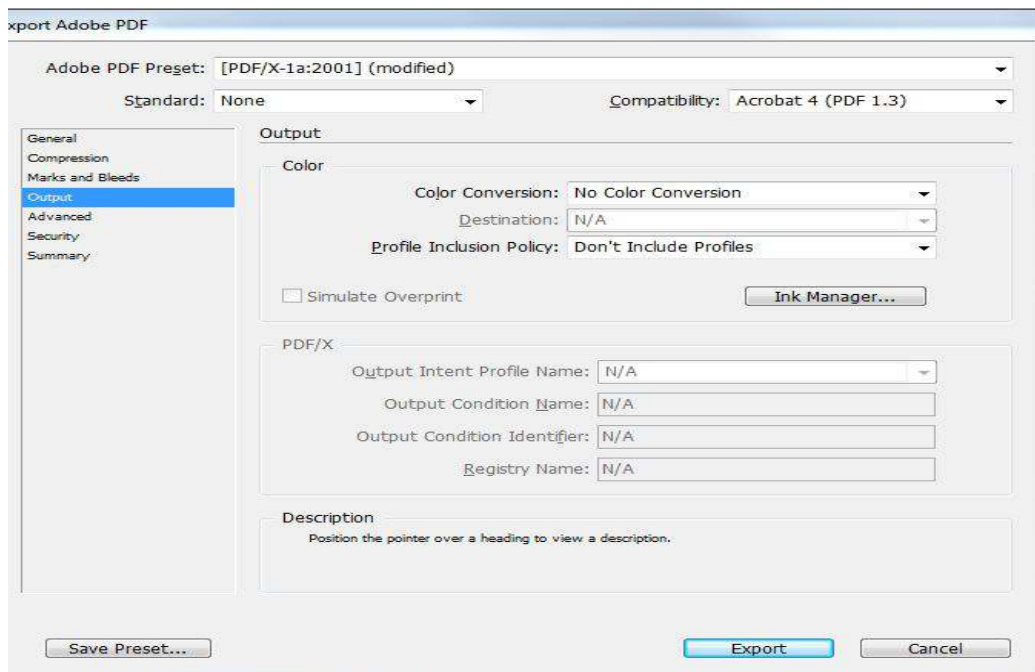
Choose Marks and Bleeds (Instructions for Cover, Dust Jacket, Printed Case)

1. Unselect: *Bleed Marks, Registration Marks, Color Bars* and *Page Information*. Only *Crop Marks* should be selected.
Change *Weight*: .50pt and *Offset*: .125 in.
2. If the InDesign layout has been configured for bleeds in the Document Setup, Select *Use Document Bleed Settings*
3. If the InDesign layout has *not* been configured for bleeds in the Document Setup but items have been extended beyond the trim, UnSelect *Use Document Bleed Settings*..
Enter .125” for Bleed Settings for the *Top, Bottom, Inside* and *Outside*.



Choose Output

1. If the document is configured for the correct color space, Select *No Color Conversion* from the drop down menu. (If a Spot Color is used click on “*Ink Manager*” to make sure the box next to “*All Spots to Process*” is unselected. See Ink Manager illustration below.)
2. If the document is not configured for the correct color space from the *Color Conversion* drop down menu, select *Convert to Destination*, Choose U.S. WEB COAT (SWOP) v.2 from drop down menu.



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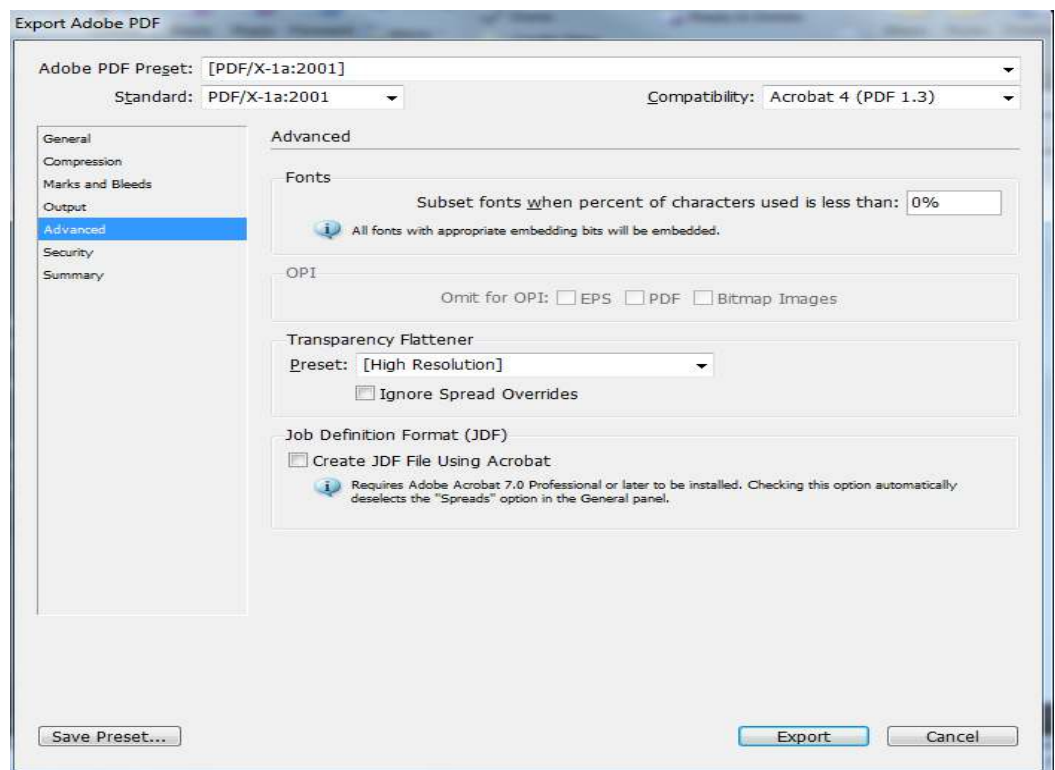


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Choose Advanced

1. Enter 0% for *Subset Fonts when percent of characters used is less than:*
2. OPI: Leave unselected.
3. Transparency Flattener
Select {High Resolution} from the *Preset:* drop down menu



Choose **Security** Ensure fields are empty

Click **Export**

For multiple InDesign files, export to individual PDF files. Sheridan recommends PDFsam a free open source tool to merge PDF documents. Go to <http://www.pdfsam.org/> for more information.