

Print Ready PDF Files

Adobe InDesign & Adobe Illustrator



This document is a step-by-step guide to exporting a print ready PDF file in Adobe InDesign or Adobe Illustrator to guarantee an accurate, high quality and professional print output.

Document Set-Up To Correct Size

Adobe InDesign

1. File
2. New
3. Document...
4. Choose document size (mm) *
5. Margins: 5mm
6. Bleed: 5mm
7. Create

Adobe Illustrator

1. File
2. New...
3. Choose document size (mm) *
4. Bleed: 5mm
5. Create

* The document size should be the exact size you want your final printed document to be. For e.g. set up a business card document size to be 90mm wide by 55mm high.

Exporting Documents For Print

Adobe InDesign

1. File
2. Export...
3. Save as type: Adobe PDF (print)
4. Save [Export Adobe PDF window appears]
5. **General**
[Adobe PDF Preset](#): [High Quality Print]
[Compatibility](#): Acrobat 7 (PDF 1.6)
[Pages](#): Export as Pages
6. **Marks & Bleeds**
[Marks](#): Crop Marks
[Bleed & Slug](#): Use Document Bleed Settings
7. **Output**
[Color Conversion](#): Convert to Destination (Preserve Numbers)
[Destination](#): Document CMYK – U.S. Web Coated (SWOP) v2
[Profile Inclusion Policy](#): Don't Include Profiles
8. Export

Adobe Illustrator

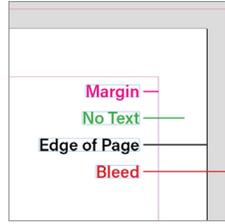
1. File
2. Save as...
3. Save as type: Adobe PDF (*.PDF)
4. Save [Save Adobe PDF window appears]
5. **General**
[Adobe PDF Preset](#): [High Quality Print]
[Compatibility](#): Acrobat 7 (PDF 1.6)
6. **Marks & Bleeds**
[Marks](#): Trim Marks
[Bleeds](#): Use Document Bleed Settings
7. **Output**
[Color Conversion](#): Convert to Destination (Preserve Numbers)
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If your artwork runs to the edge of the page, a bleed of 5mm is required. The bleed extends beyond the edge of the page and is essential to accommodate the slight variation of movement which occurs in all digital printed documents. The bleed is printed, however is trimmed off at the crop marks, resulting in a professional looking document.



This is an example of what the bleed area should look like in your document.

Important Tips

Images

All images should be converted to CMYK and a high quality resolution (min. 300 dpi) to avoid any pixilation.

Margins

Allow at least a 5mm margin free of text around your page to avoid losing information during trimming.

Exporting

Always export your document as an Adobe PDF (print) in single consecutive pages rather than spreads.

Booklets

If you are making a booklet of any kind, the total number of pages in your document must be a multiple of four.

Example

This is an example of what a print ready PDF should look like.



Crop marks for trimming are visible in each corner of the document.

The dashed line is where the page will be trimmed.

The artwork extending outside of the crop marks is called **bleed**.