

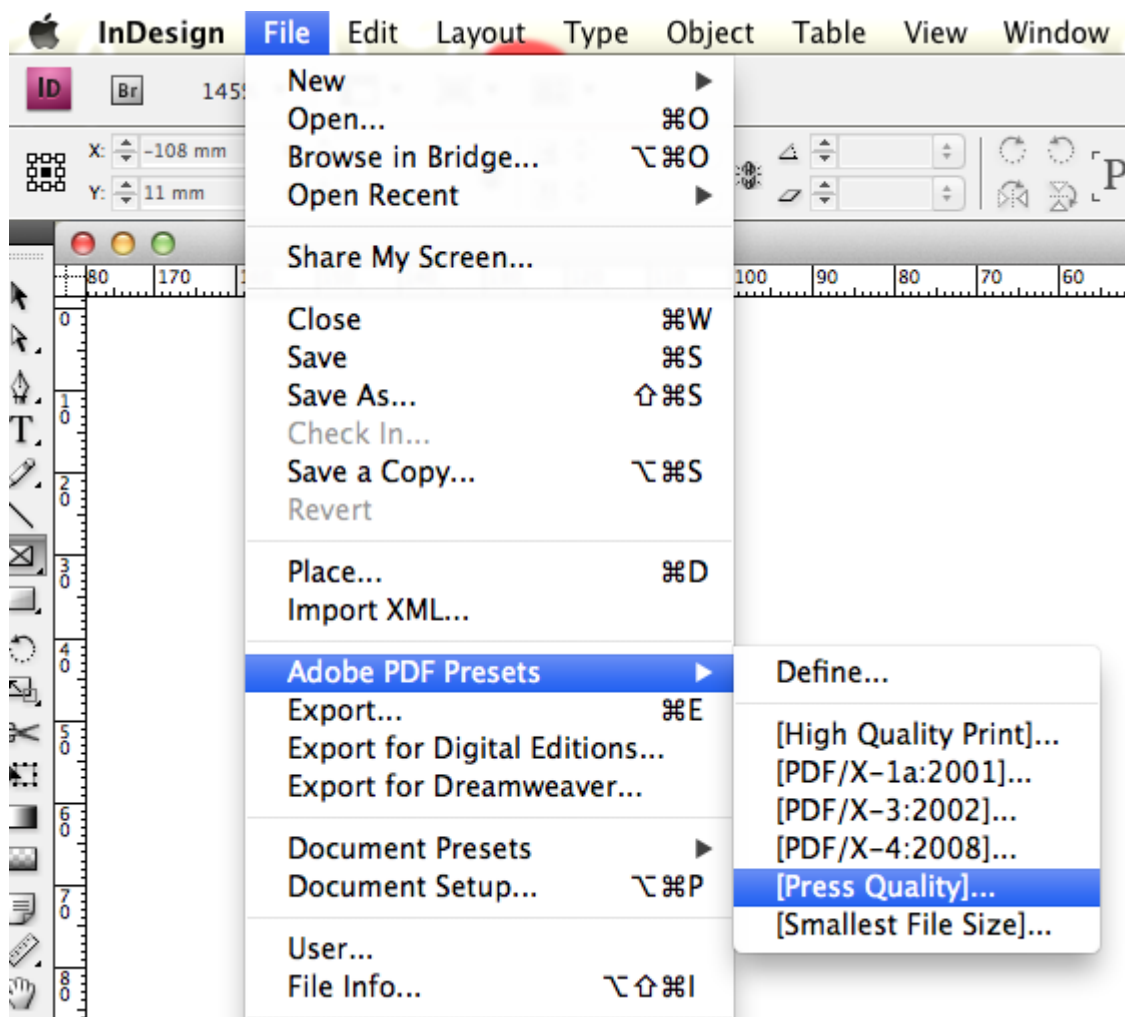


# PDF Settings

Create your press quality **Adobe InDesign** PDF by following these simple steps

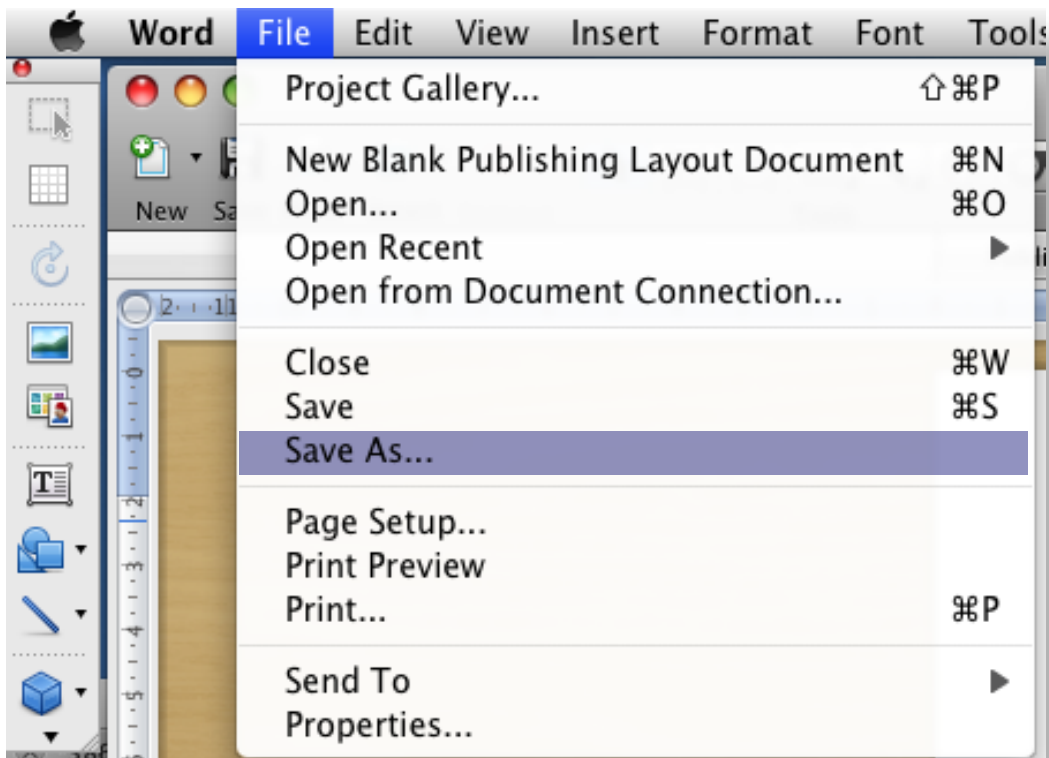
File >>> Adobe PDF Presets >>> Press Quality

(Microsoft Word users see p2, 3 & 4 ) (How to set up a document with bleed see p5)

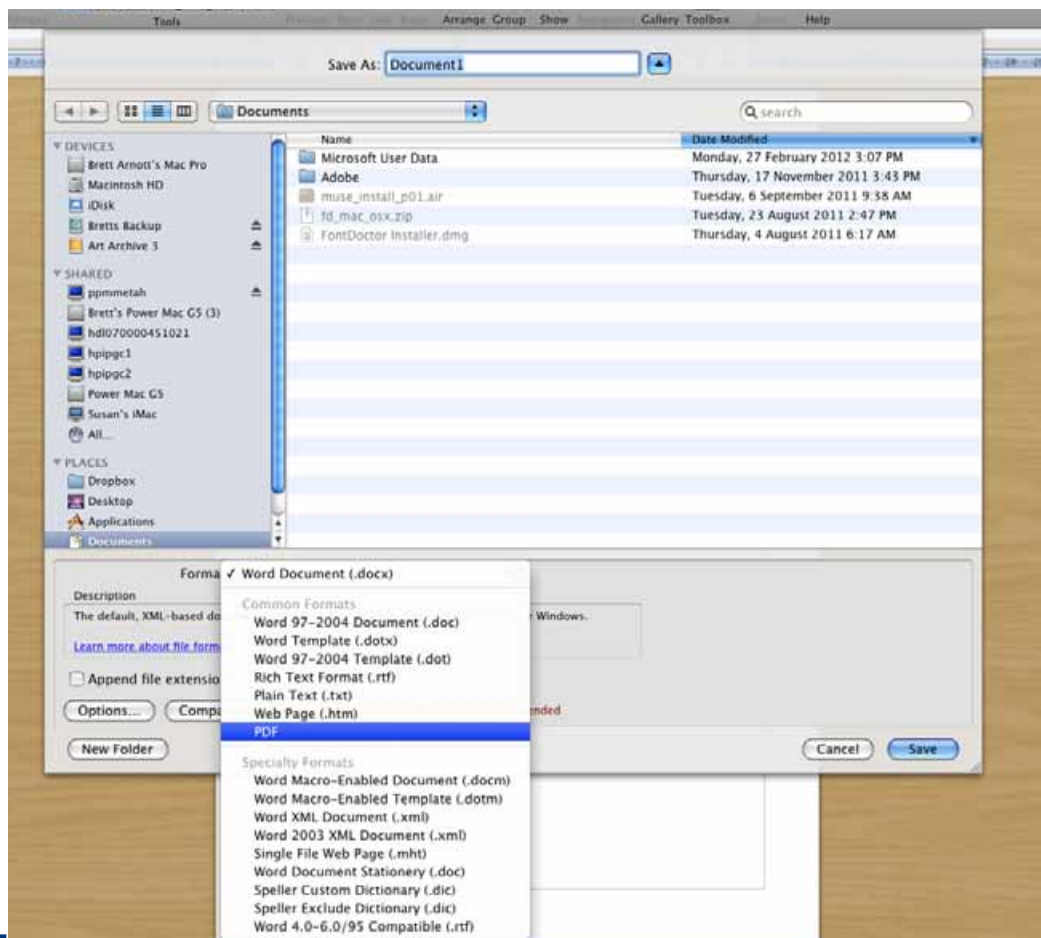


Create your press quality **Microsoft Word** PDF by following these simple steps

File >>> Save as (Adobe InDesign users see p1, 3 & 4)

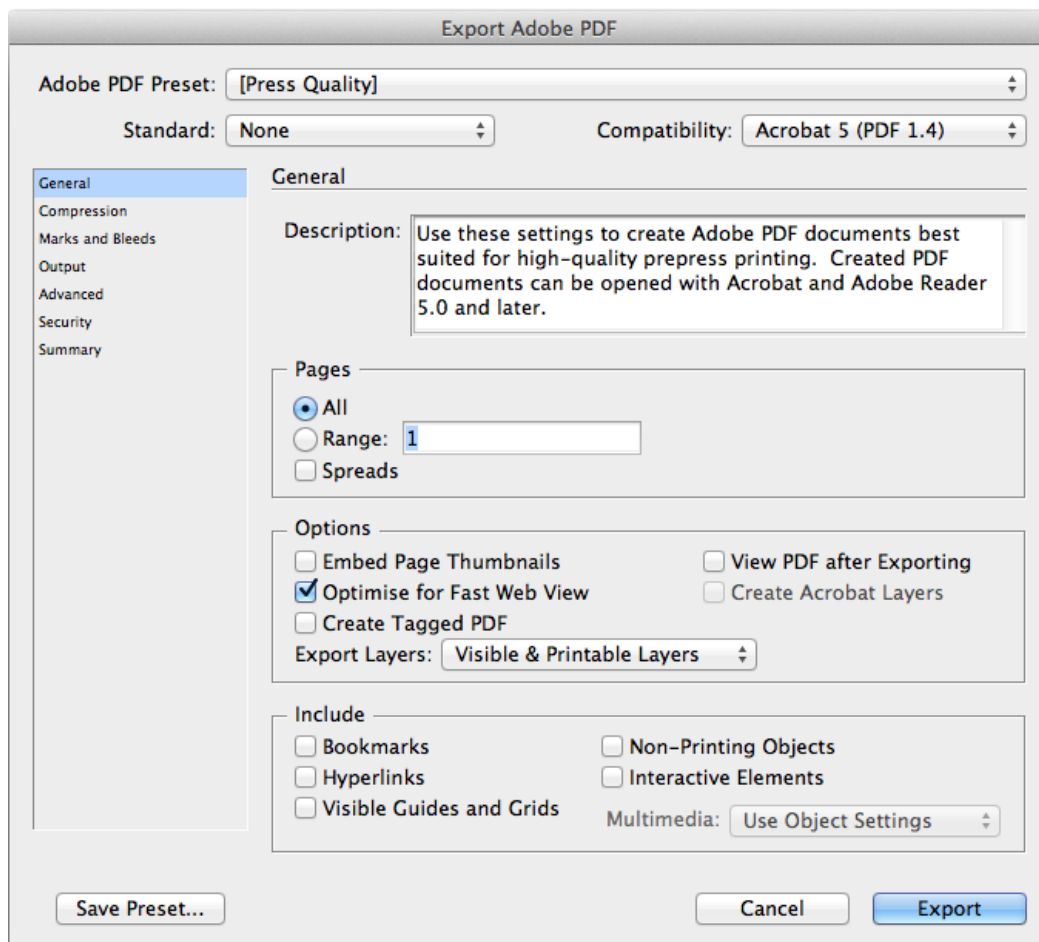


>>> Select PDF as your format

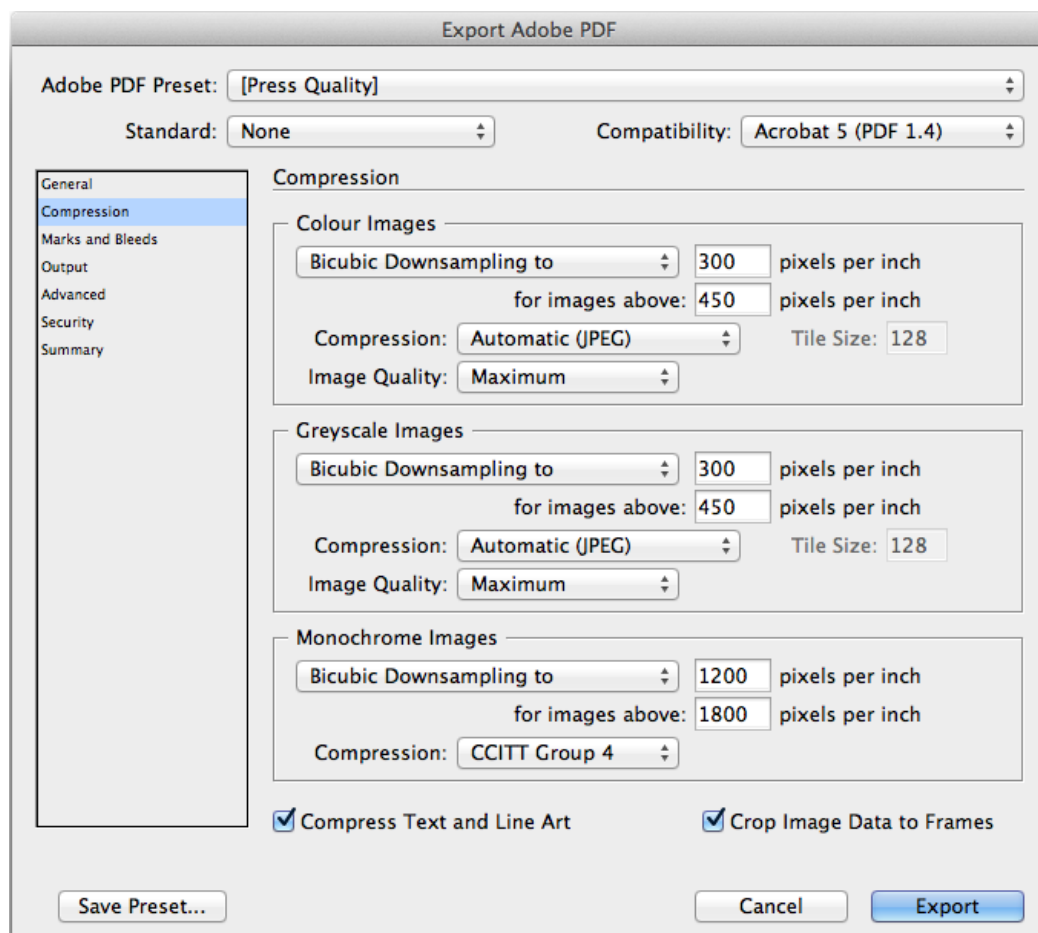


Please apply the following settings (p3 & 4) where possible in all programs/applications

GENERAL TAB >>> Select page numbers

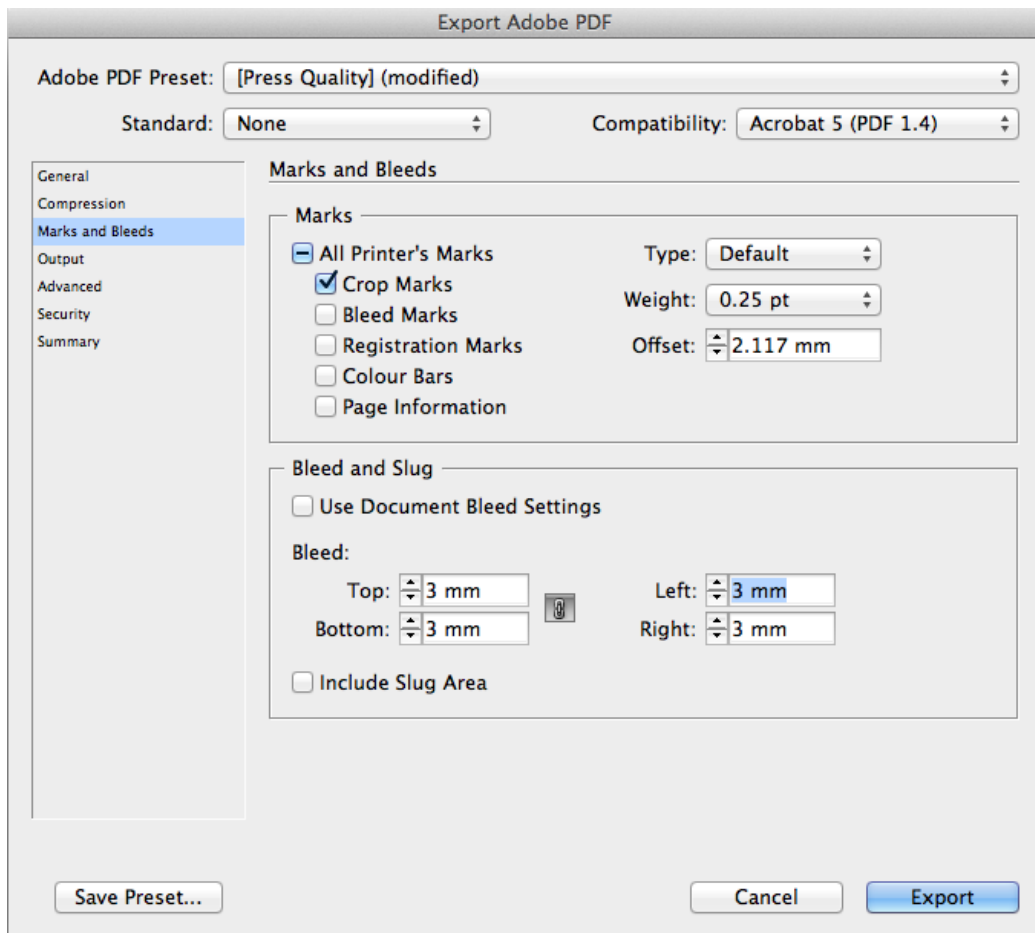


COMPRESSION TAB >>> your settings to match as closely as possible to below

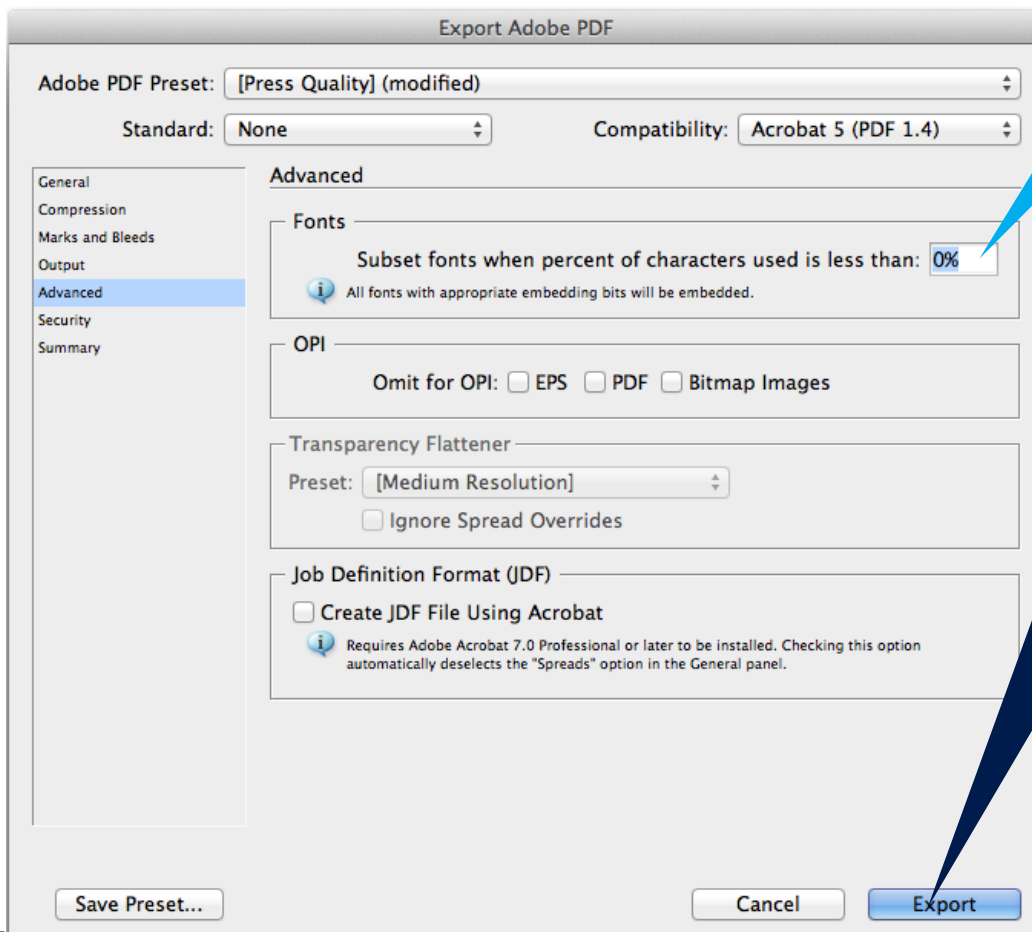


Please apply the following settings (p3 & 4) where possible in all programs/applications

MARKS AND BLEEDS TAB >>> Select Crop Marks >>> Set a minimum of 3mm bleed  
(Can be set in your document setup also - image area must go 3mm over where document will be cut)



ADVANCED TAB >>> Subset all fonts

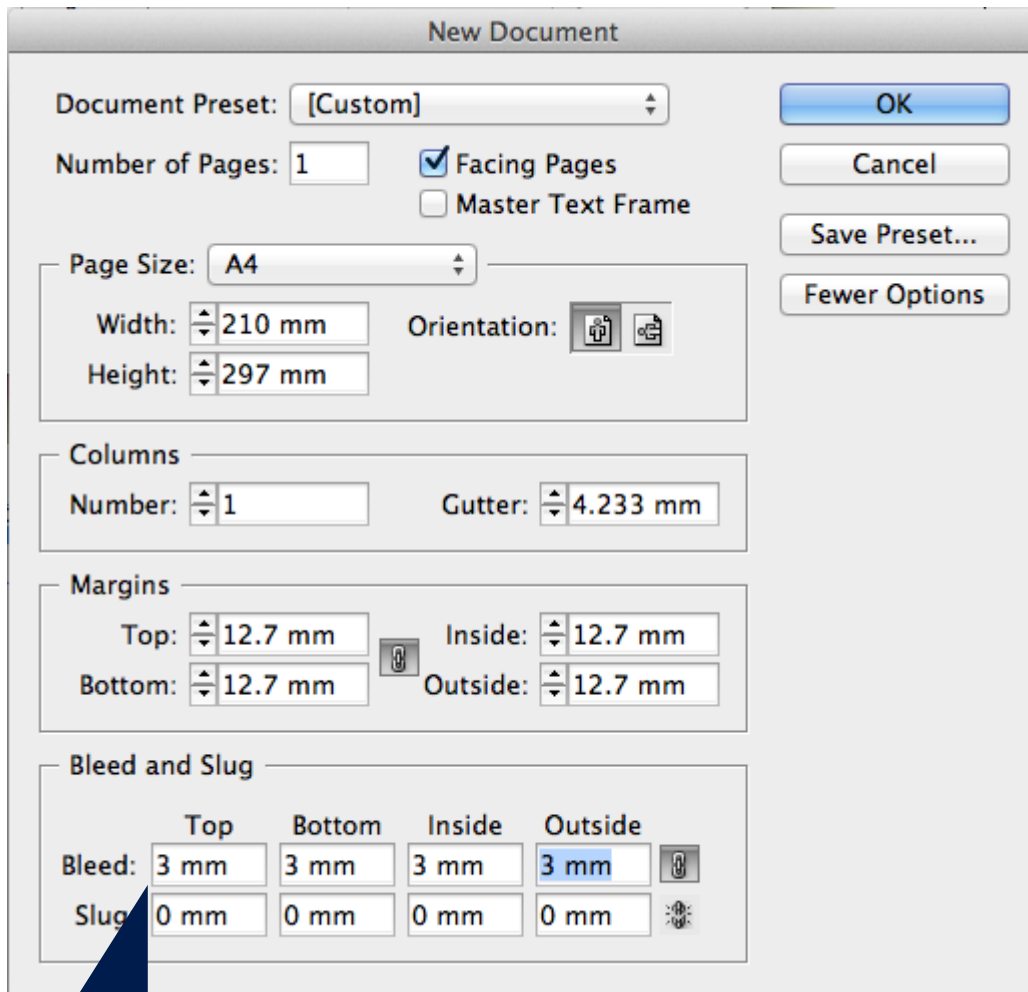


Set to 0%  
not 100% to  
fully embed  
fonts

CLICK EXPORT  
(Select suitable  
location to save  
the PDF file)

## Setting up a document with bleed in Adobe InDesign

File >>> New >>> Document





New Document

Document Preset: [Custom]

Number of Pages: 1  Facing Pages  Master Text Frame

Page Size: A4

Width: 210 mm Orientation:  

Height: 297 mm

Columns



Number: 1 Gutter: 4.233 mm

Margins

Top: 12.7 mm Inside: 12.7 mm

Bottom: 12.7 mm Outside: 12.7 mm

Bleed and Slug

	Top	Bottom	Inside	Outside	
Bleed:	3 mm	3 mm	3 mm	3 mm	
Slug:	0 mm	0 mm	0 mm	0 mm	

Click more options >>> Bleed >>> Enter 3mm (min) in top, left, right & bottom



1. Ensure no type goes outside your margin area (varies dependant on job) (pink line in example below).

2. Ensure your image meets the bleed boundary (red line in example below).

Example below...

Red line = Bleed Black line = Trim/Finished size Pink line = Margin for text

