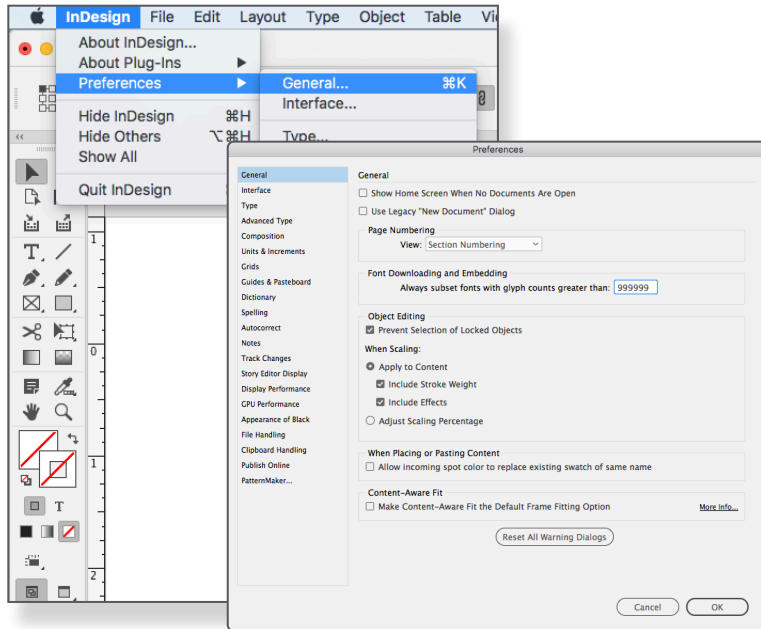# Export to PDF / InDesign

Exporting directly from Adobe InDesign is a very simple and reliable method for creating PDFs.
Use these step by step instructions to create **"print quality" PDF's** for submission to Abbott Communications Group.

Note Prior to beginning **InDesign Preferences** need to be set.

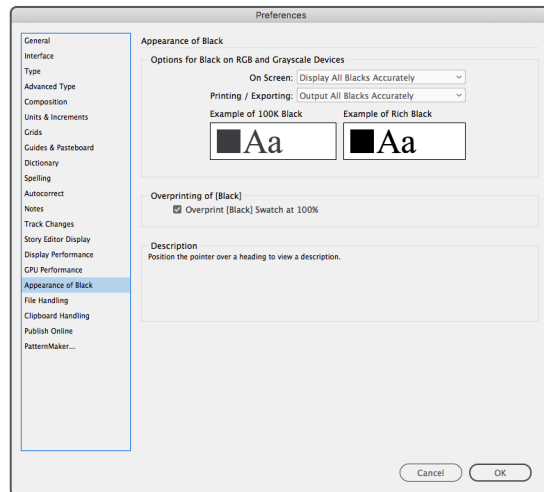You will need to open the InDesign Preferences Menu.
    Windows: Edit>Preferences
    Mac: InDesign>Preferences

Font Downloading and Embedding
For fonts to be embedded in the proper method
first open the "General" preferences menu.
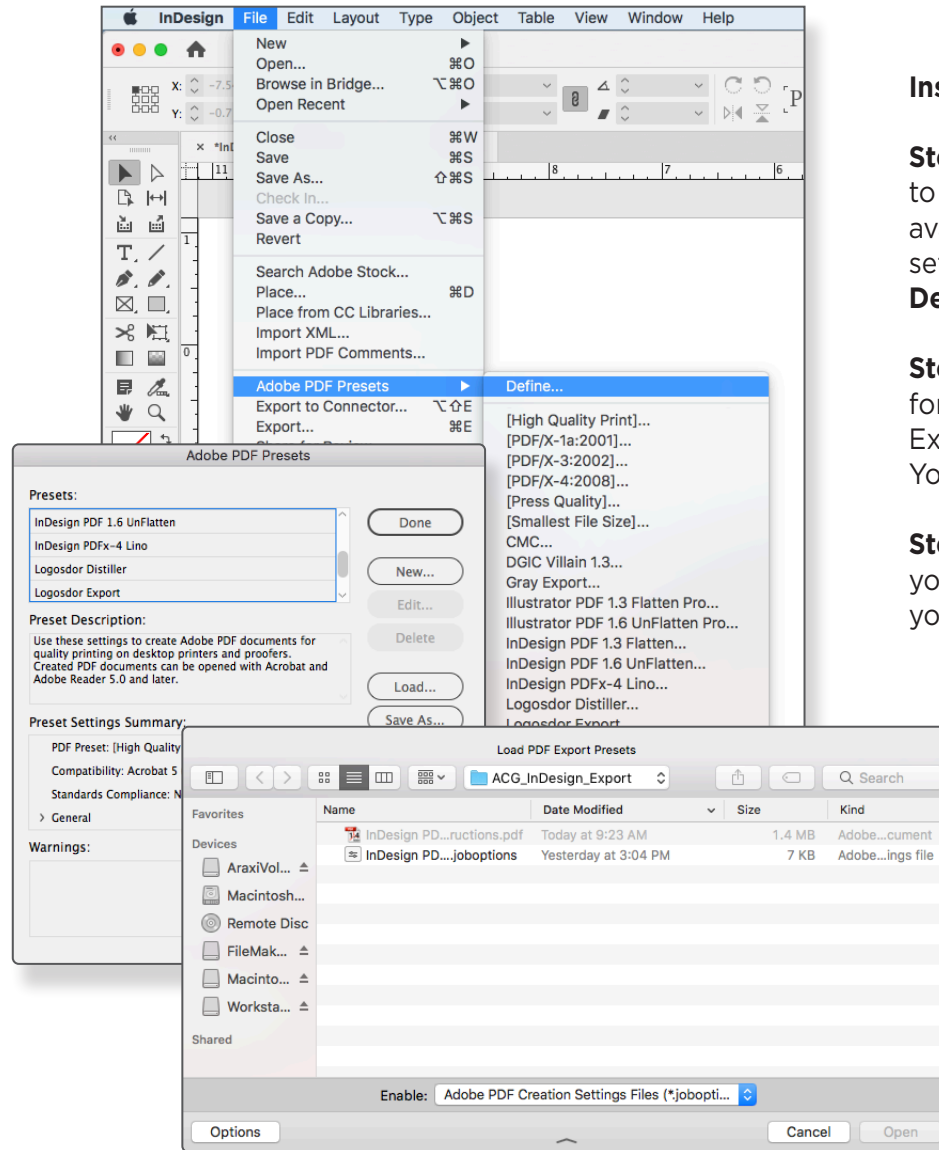Set the **Font Downloading and Embedding** to **999999**.

Next, from the **Appearance of Black Preferences** change the
On Screen option to: **Display all Blacks Accurately**.
Printing / Exporting option to: **Output All Blacks Accurately.**

Be aware that the InDesign default setting for the black swatch is that it will
overprint when it is at 100% black. If you need black to knockout of objects
you will need to change this option.
Under the **"Appearance of Black"** preferences menu. You can either check
or uncheck the **"Overprint Black swatch at 100%"** box. Black overprint is then
controlled from the Windows > Attributes pallet.

Export to PDF / InDesign
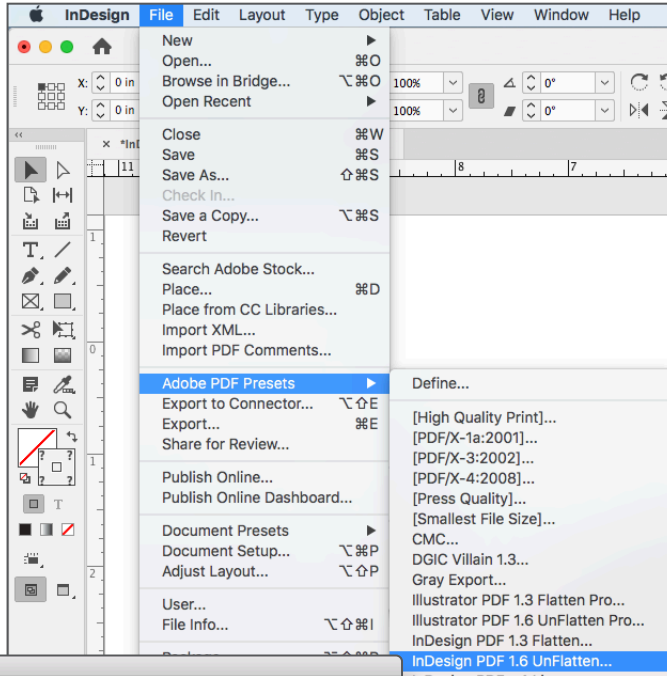

Installing the ACG Export Presets

Step 1 Abbott Communications Group provides PDF export settings designed to optimize the PDF documents you sent to us for printing. This setting is available on our website or from our technical support staff. To load the ACG settings, Unzip ACG InDesign PDF Presets, select **File > Adobe PDF Presets > Define...**

Step 2 The *Adobe PDF Presets* window will open. Select **"Load"** and browse for and select the ACG InDesign Export joboptions file. The ACG InDesign Export options will now appear as an option. When finished click **"Open"**. You are now ready to create your PDF files.

Step 3 Before generating your PDF files, there are a number of considerations you need to keep in mind, when setting up your document. To make sure that your pages are properly formatted you should follow the following guidelines.

- **Build your document at the trim size** – The height and width of your document should match the final trim size. If you do not know your trim size contact your Customer Service Representative (CSR) before setting up your document.
- **Set margins (safety) at .1875"** – To ensure critical elements of your design are not accidentally trimmed off during the binding process you want to make sure they are at least .1875" from the trim edge.
- **Bleed elements that print to the trim edge at least .125"** - Extending (bleeding) elements past the edge of trim a minimum of .125" will minimize any white leaks around the edges of the page when trimmed.
- **Minimum continuous tone image resolution of 151 dpi** - Images with a resolution of less than 151 dpi will generate a low resolution preflight warning when normalize in Prinergy. Pages with preflight warning can still be refine and exported for print however the quality might suffer. For best quality the effective resolution of images should be between 266-300 dpi.

Export to PDF / InDesign

Step 4 After guidelines are complete, you are ready to create your PDF docuements to send to ACG. To use the PDF output preset we have provide you and you have loaded, select **File > Adobe PDF Presets > InDesign PDF 1.6 UnFlatten**. *This preset should be used for all 4/C, Spot Color and B/W PDF's.*

Step 5 The **Export** window will appear. Here you need to determine the file name, location and format, *(Adobe PDF Print)* of the exported PDF document. After you have entered your information, click on **"Save"**.

Step 6 The **Export Adobe PDF** window will open. Here you need to tell InDesign the page range for exporting your PDF document. After you have entered your information, click on **"Export"**.

At this point your PDF is being generated. This will take a few seconds or several minutes depending on the number of pages and their complexity.
After your PDF is generated ALWAYS review this PDF and print any proofs from this document, not the original InDesign application files.

Some things to look for in the final PDF are:
- Visable resolution issues - easier to see in the final PDF than in InDesign
- Bleed requirements - Our standard recommendation is 1/8" (.125")
- Page numbers
- Missing images or text
- Check to be sure that you have the correct number of pages that match the PDF document.

After you review and proof your final PDF, it is ready to send to ACG.