

MITCHELL PRESS

Every Impression Matters

**Exporting PDF Files from
InDesign 2, CS, CS2 , CS3, CS4**

PREPARING EXPORTED PDF FILES

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Creating PDF Files from InDesign 2.0 Using PDF Export Utility for MAC and PC

Export PDF

1. Under menu heading **File**, click **Export**
2. **Save in:** Pick location to save file
3. **File name:** My Pages.pdf
4. **Save as type:** Adobe PDF
5. Click **Save**

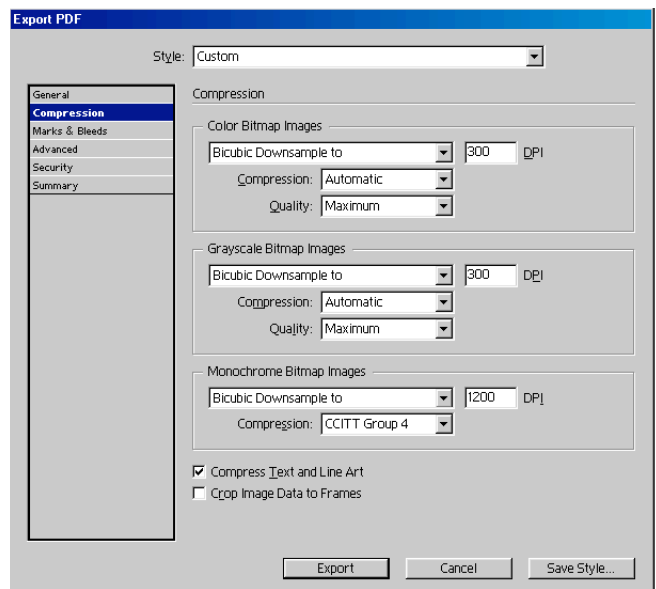
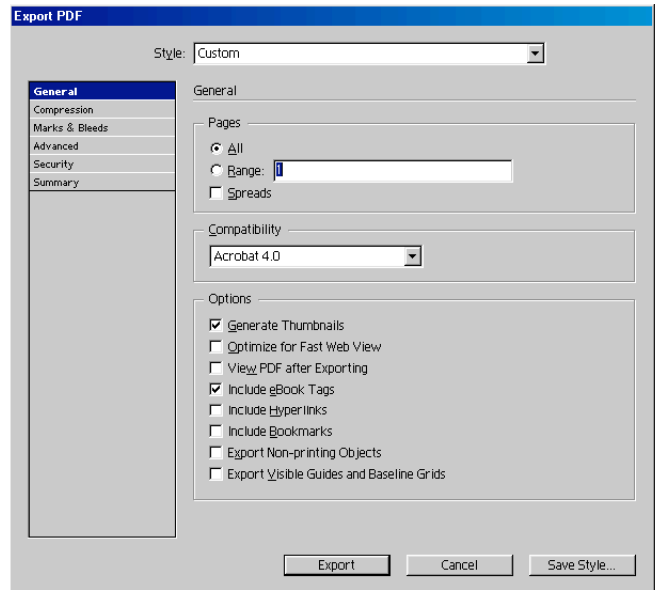
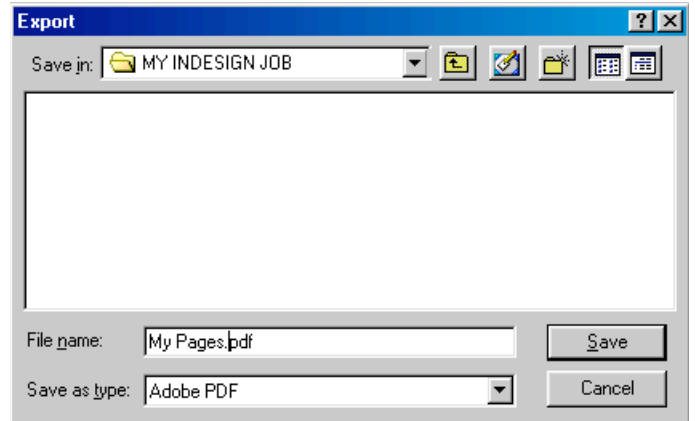
A new menu, **Export PDF** will appear. There are **six sub menus** to be brought up and the appropriate items checked.

General

1. **Style:** Choose **Press**, which will automatically mark **Include eBook Tags** menu item. This will change, however, to **Custom** when the **Generate Thumbnails** menu item is checked.
2. **Pages:** Fill in required fields
3. **Compatibility:** Acrobat 4.0
4. **Options:** as marked

Compression

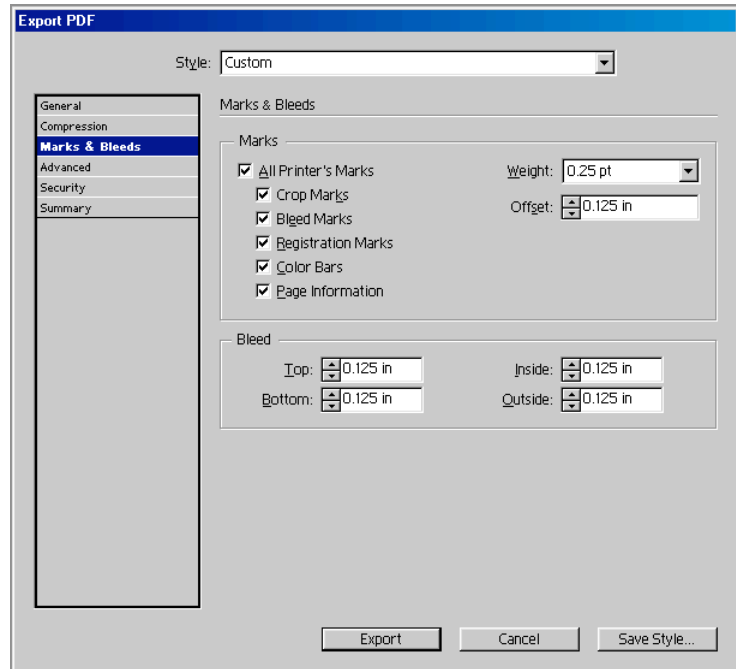
1. All default settings are correct, no changes required.



Marks & Bleeds

1. **Marks:** All Printer's Marks
2. **Weight:** 0.25 pt
3. **Offset:** 0.125 in. or 9 pt. **(see note)**
4. **Bleed:** Top, Bottom, Inside and Outside all set to 0.125 in. or 9 pt. **(see note).**

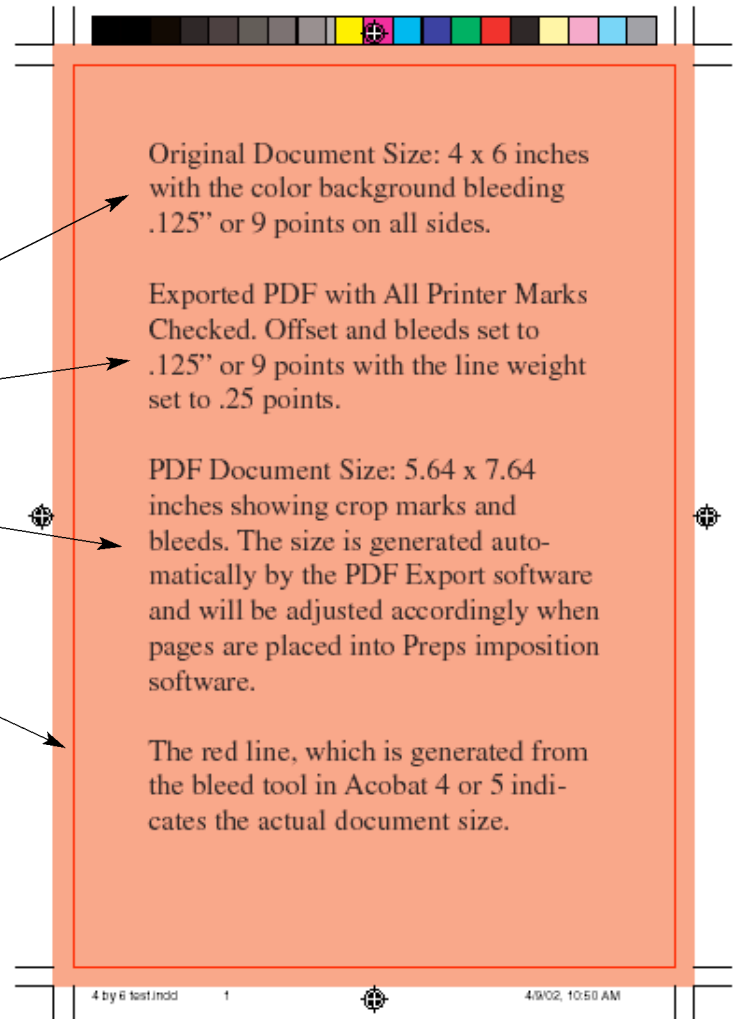
NOTE: These are the recommended **Marks Offset** and **Bleed Settings** for documents created as **Single Pages** or **Facing Pages**. These should be altered to .25" or 1p6 for **Perfect Bound Covers**. Contact your salesperson or CSR for additional information regarding spine width and document size and layout.



Sample Document

— See Notations

1. **Original Document Size**
2. **Exported PDF**
3. **PDF Document Size**
4. **Bleed Line**

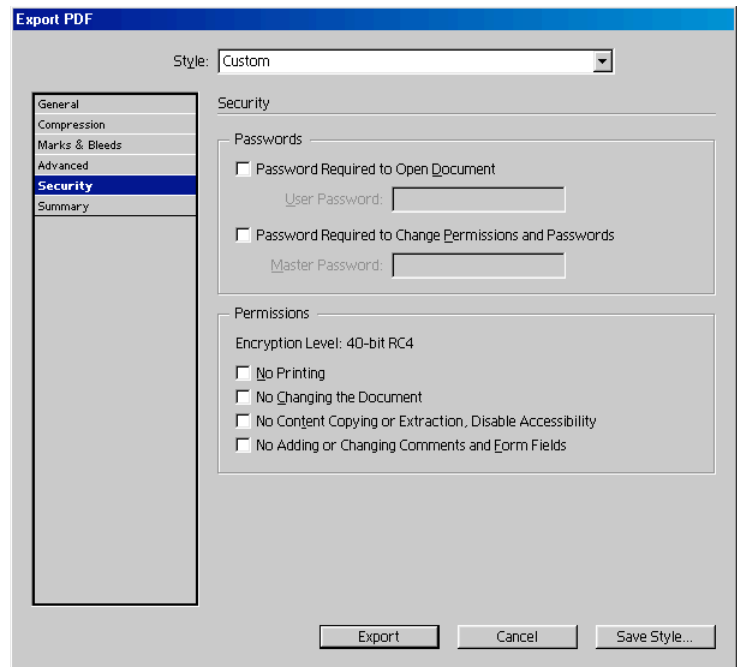
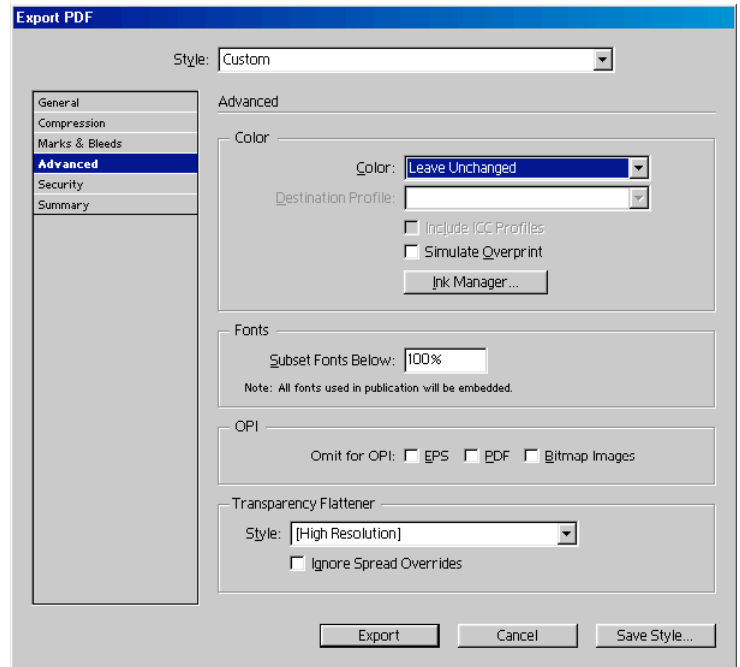


Advanced

1. **Color:** Leave Unchanged
2. **Fonts:** Subset Fonts Below: 100%
3. **OPI:** Leave all items unchecked
4. **Transparency Flattener:** Style (High Resolution) — this is the default setting

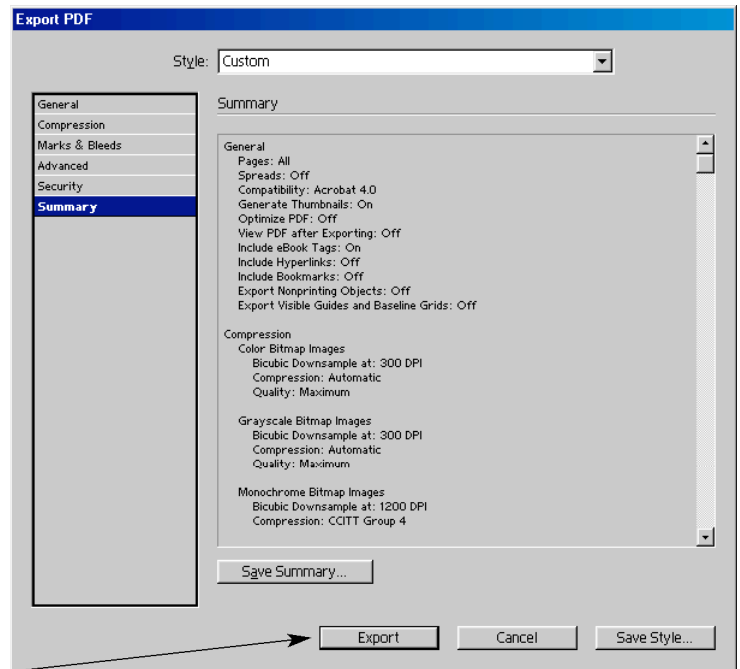
Security

1. All default settings are correct, no changes required.



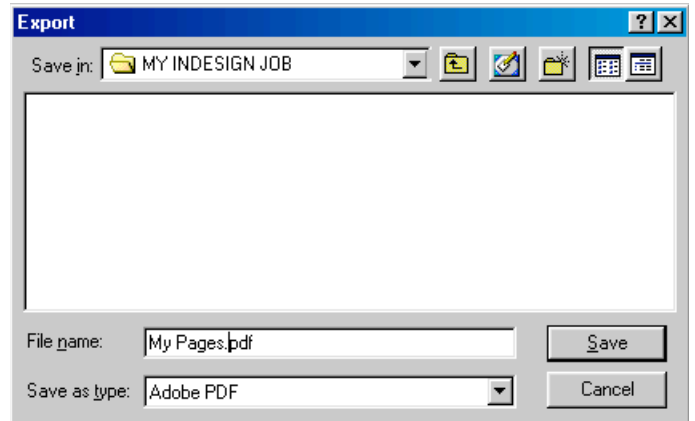
Summary

1. **Save Summary:** Save this summary as a text file to be sent to Mitchell Press along with the PDF documents, proofs, etc.



Export

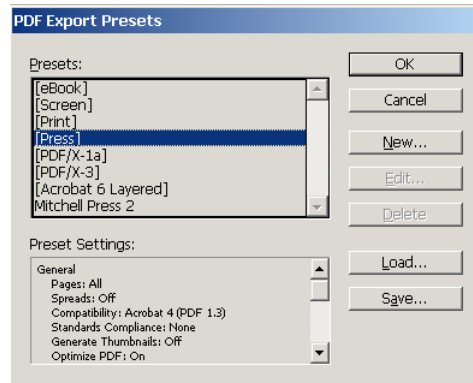
1. **Export:** Press Export button to save PDF file in previously designated location.



Creating PDF Files from InDesign CS Using PDF Export Utility for PC and MAC

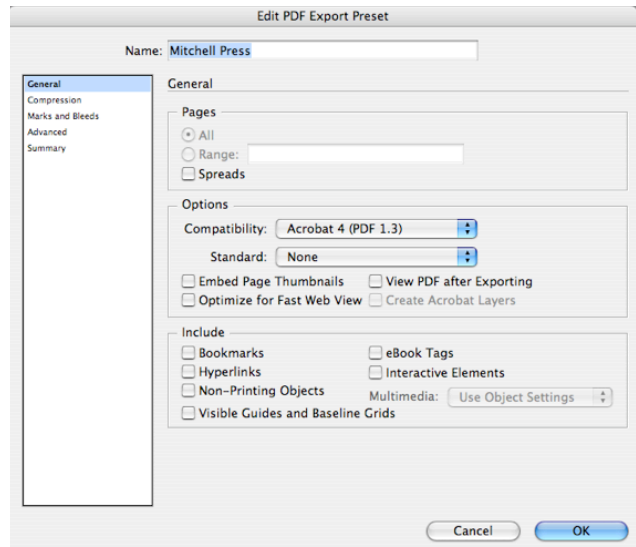
Create Mitchell Press Presets PC & MAC

1. Under menu heading **File**, click **PDF Export Presets** or **Adobe PDF Presets**
2. Click **Define**
3. Click **[Press]**
4. Click **New**



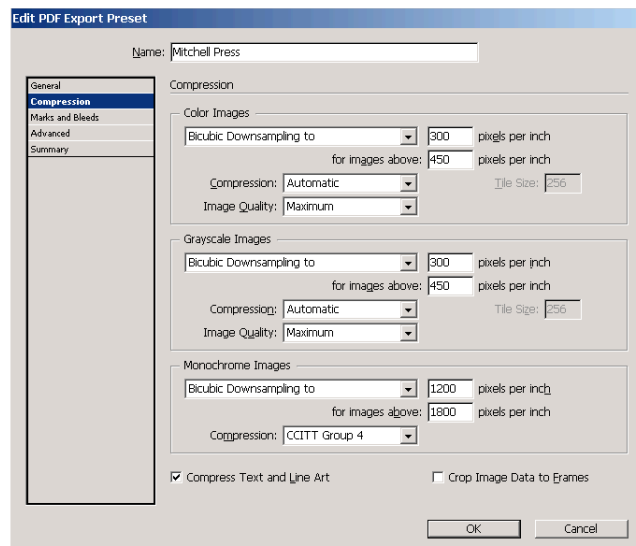
General

1. **Name:** Mitchell Press
2. **Pages:** Leave as is for now
3. **Spreads:** unchecked
4. **Compatibility:** Which ever Acrobat compatibility is in the menu box — from Acrobat 4 to present is OK.
5. **All other fields unchecked**



Compression

1. All default settings are correct, no changes required.



Marks & Bleeds

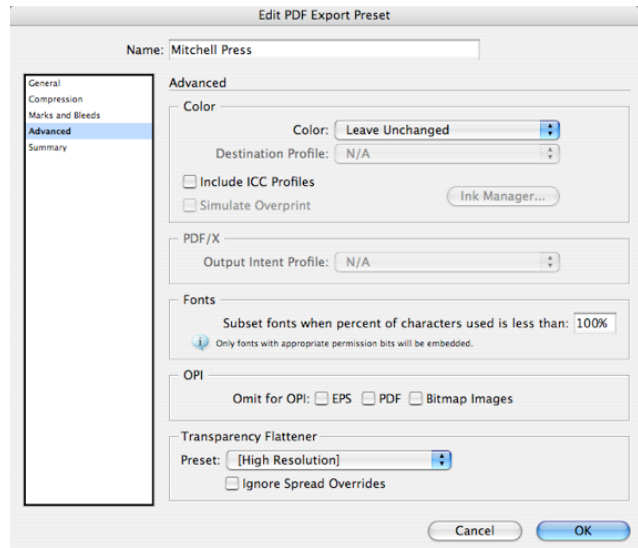
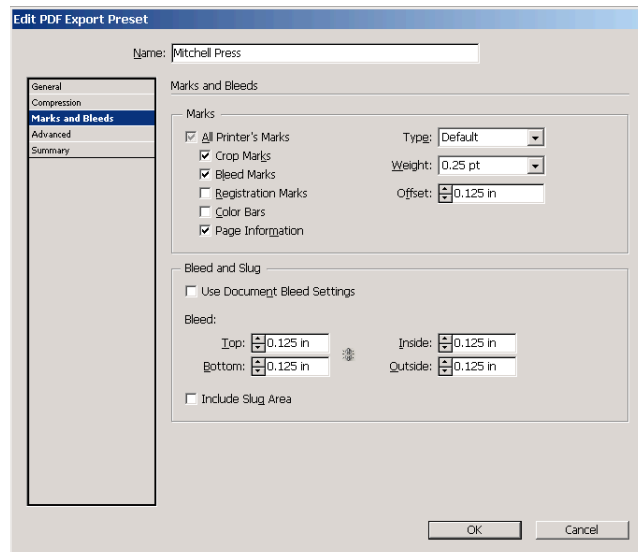
1. Check: **Crop Marks, Bleed Marks & Page Information**
2. **Weight:** 0.25 pt
3. **Offset:** 0.125 in. or 9 pt (**see note**)
4. **Bleed and Slug:**
Uncheck **Use Document Bleed Settings**.
Top, Bottom, Inside and **Outside** all set to **0.125 in. or 9 pt. (see note)**
5. Uncheck: **Include Slug Area**

NOTE: These are the recommended **Marks Offset** and **Bleed Settings** for documents created as **Single Pages** or **Facing Pages**. These should be altered to .25” or 1p6 for **Perfect Bound Covers**. Contact your salesperson or CSR for additional information regarding spine width and document size and layout.

Advanced

1. **Color:** Leave Unchanged
2. Uncheck: **Include ICC Profiles**
3. **Fonts:** As default setting
4. **OPI:** Leave all items unchecked
5. **Transparency Flattener:** If not Grayed out by default change to High Resolution
6. Press **OK**, this will save **Mitchell Press PDF Export Preset** to be used with **PDF Export** feature

See following page for Exporting PDFs from both PC and MAC.

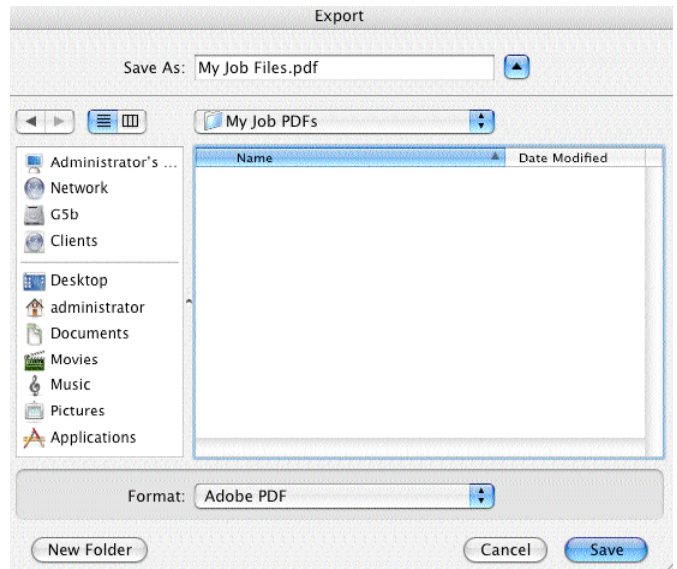
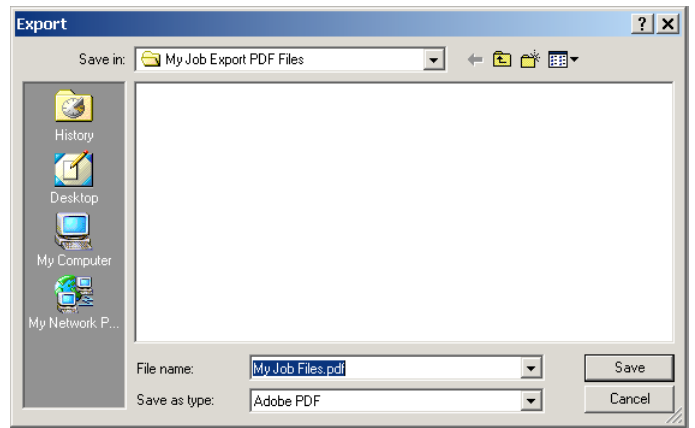


Export PDF — PC

1. Under menu heading **File**, click **Export**
2. **Save in:** Pick location to save file
3. **File name:** Appropriate file name
4. **Save as type:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **OK** — the PDF will now be saved

Export PDF — MAC

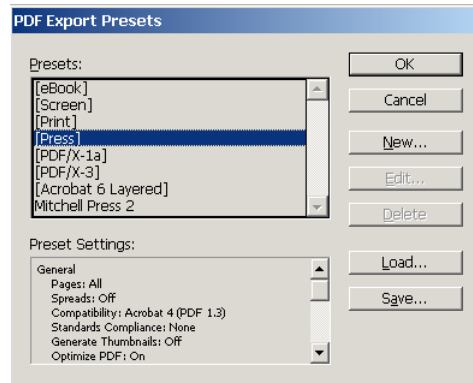
1. Under menu heading **File**, click **Export**
2. **Save As:** Appropriate file name
3. Pick location to save file, e.g. **My Job PDFs**
4. **Format:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **OK** — the PDF will now be saved



Creating PDF Files from InDesign CS 2 & CS 3 Using PDF Export Utility for PC and MAC

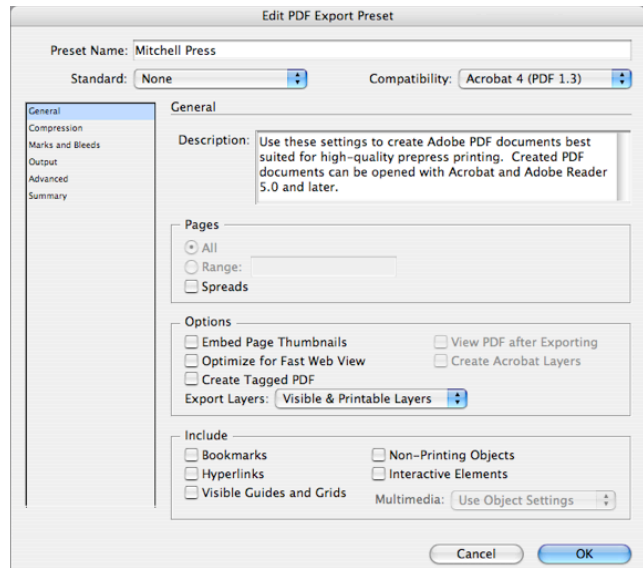
Create Mitchell Press Presets PC & MAC

1. Under menu heading **File**, click **PDF Export Presets** or **Adobe PDF Presets**
2. Click **Define**
3. Click **[Press]** or **[Press Quality]**
4. Click **New**



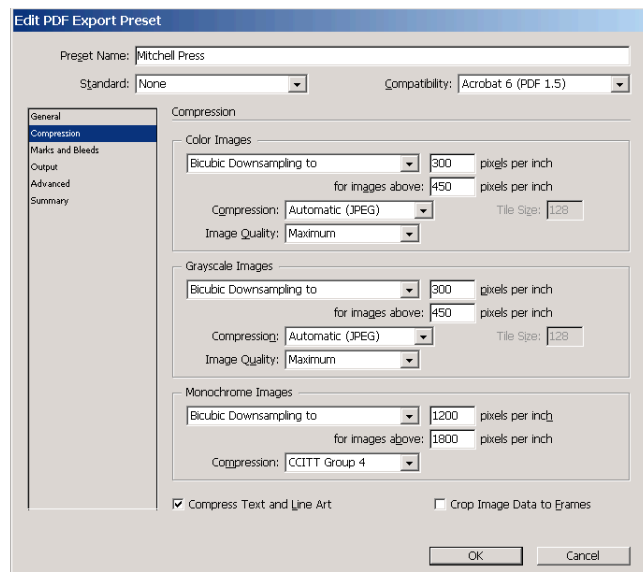
General

1. **Name:** Mitchell Press
2. **Pages:** Leave as is for now
3. **Spreads:** unchecked
4. **Compatibility:** Which ever Acrobat compatability is in the menu box — from Acrobat 4 to present is OK.
5. **Options: Export Layers:** Visible & Printable Layers (CS3).
6. **All other fields unchecked**



Compression

1. All default settings are correct, no changes required.



Marks & Bleeds

1. Check: **Crop Marks, Bleed Marks & Page Information**
2. **Weight:** 0.25 pt
3. **Offset:** 0.125 in. or 9 pt (**see note**)
4. **Bleed and Slug:**
Uncheck **Use Document Bleed Settings**.
Top, Bottom, Inside and **Outside** all set to **0.125 in. or 9 pt. (see note)**
5. Uncheck: **Include Slug Area**

NOTE: These are the recommended **Marks Offset** and **Bleed Settings** for documents created as **Single Pages** or **Facing Pages**. These should be altered to .25" or 1p6 for **Perfect Bound Covers**. Contact your salesperson or CSR for additional information regarding spine width and document size and layout.

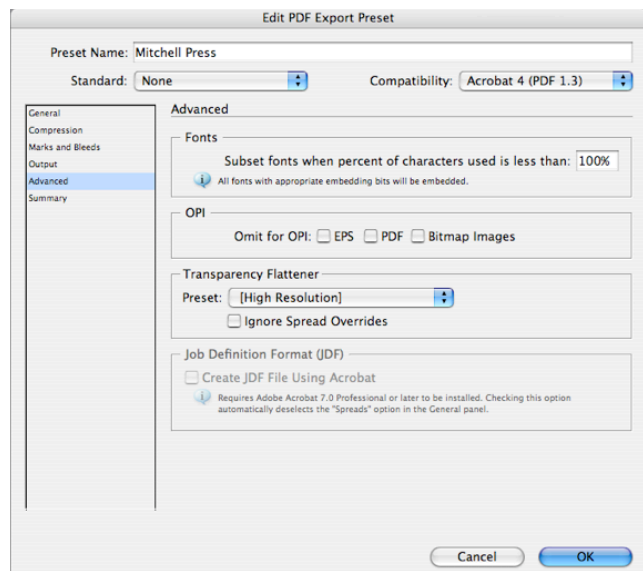
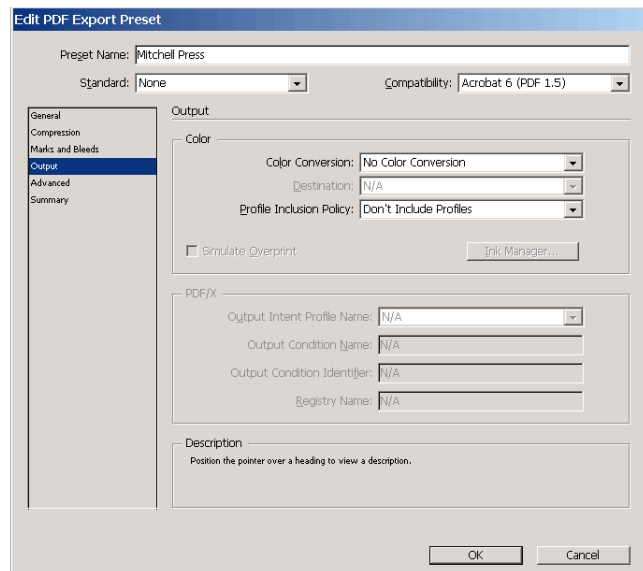
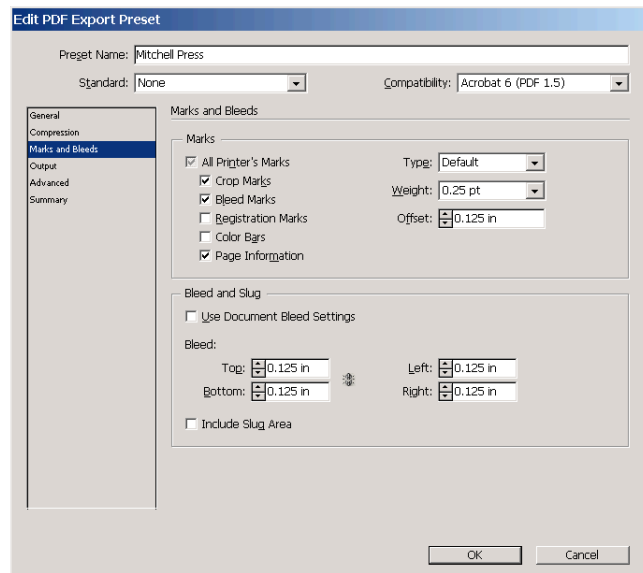
Output

1. **Color Conversion:** No Color Conversion
2. **Profile Inclusion Policy:** Don't Include Profiles
3. **PDF/X:** Grayed out

Advanced

1. **Fonts:** As default setting
2. **OPI:** Leave all items unchecked
3. **Transparency Flattener:** If not Grayed out by default change to High Resolution
4. **Job Definition Format:** Grayed out
5. Press **OK**, this will save **Mitchell Press PDF Export Preset** to be used with **PDF Export** feature

See following page for **Exporting PDFs** from both **PC** and **MAC**.

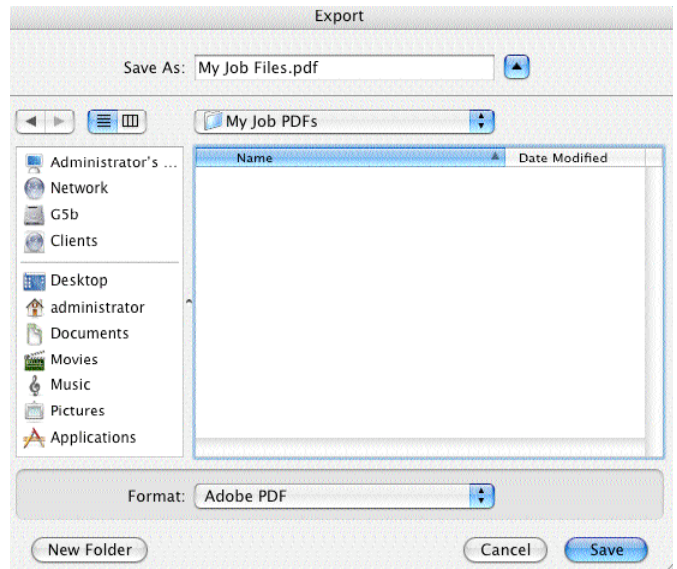
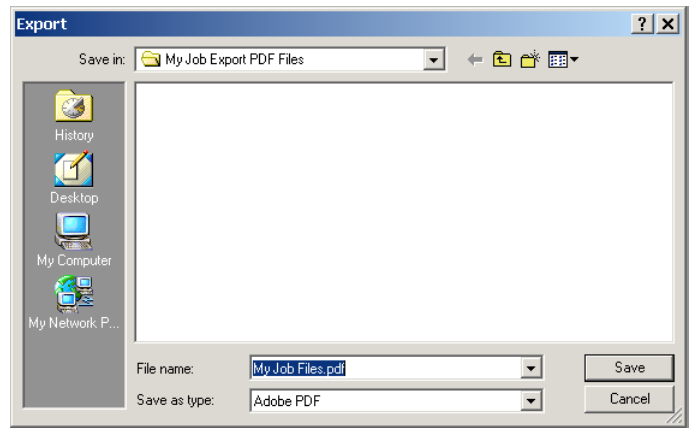


Export PDF — PC

1. Under menu heading **File**, click **Export**
2. **Save in:** Pick location to save file
3. **File name:** Appropriate file name
4. **Save as type:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds, Output** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **OK** — the PDF will now be saved

Export PDF — MAC

1. Under menu heading **File**, click **Export**
2. **Save As:** Appropriate file name
3. Pick location to save file, e.g. **My Job PDFs**
4. **Format:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds, Output** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **OK** — the PDF will now be saved



Creating PDF Files from InDesign CS4 Using PDF Export Utility for PC and MAC

Create Mitchell Press Presets PC & MAC

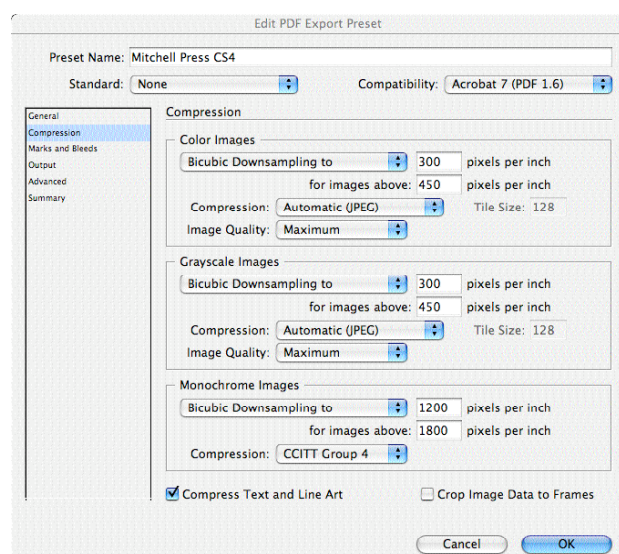
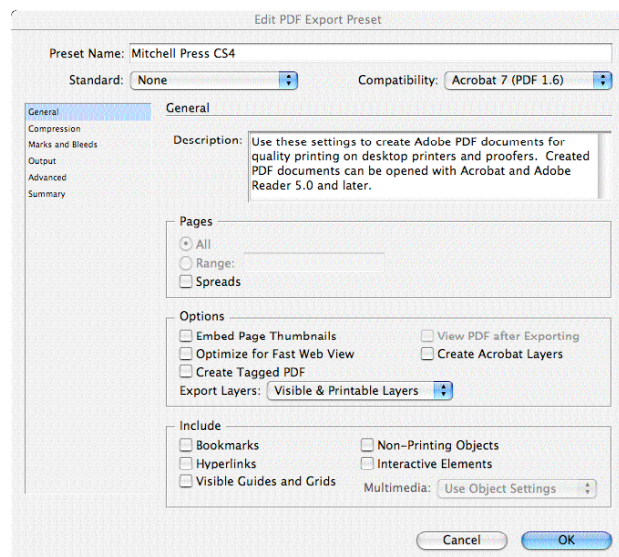
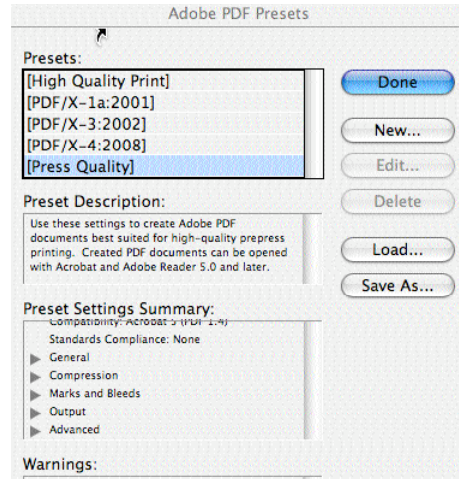
1. Under menu heading **File**, click **PDF Export Presets** or **Adobe PDF Presets**
2. Click **Define**
3. Click **[Press]** or **[Press Quality]**
4. Click **New**

General

1. **Name:** Mitchell Press CS4
2. **Standard:** None
3. **Compatibility:** Which ever Acrobat compatibility is in the menu box — from Acrobat 4 to present version is OK.
4. **Pages:** Leave as is for now
5. **Spreads:** unchecked
6. **Options: Export Layers:** Visible & Printable Layers.
7. **All other fields unchecked**

Compression

1. All default settings are correct, no changes required with the exception of **Crop Image Data to Frames** which should be unchecked.



Marks & Bleeds

1. Check: **Crop Marks, Bleed Marks & Page Information**
2. **Weight:** 0.25 pt
3. **Offset:** 0.125 in. or 9 pt (**see note**)
4. **Bleed and Slug:**
Uncheck **Use Document Bleed Settings**.
Top, Bottom, Inside and **Outside** all set to **0.125 in. or 9 pt. (see note)**.
5. Uncheck: **Include Slug Area**

NOTE: These are the recommended **Marks Offset** and **Bleed Settings** for documents created as **Single Pages** or **Facing Pages**. These should be altered to .25" or 1p6 for **Perfect Bound Covers**. Contact your salesperson or CSR for additional information regarding spine width and document size and layout.

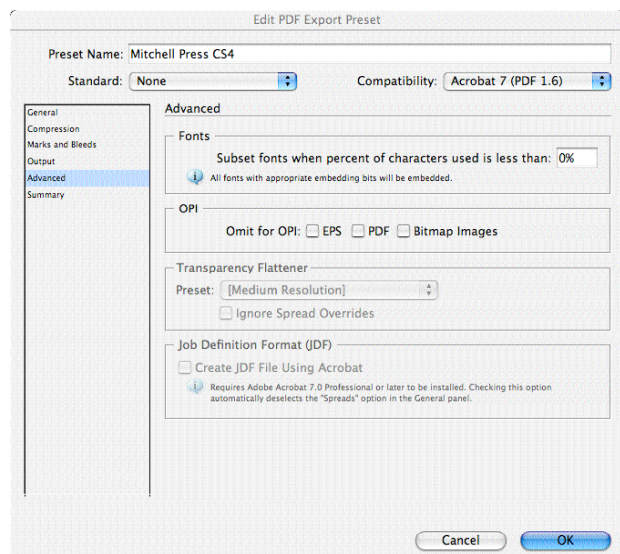
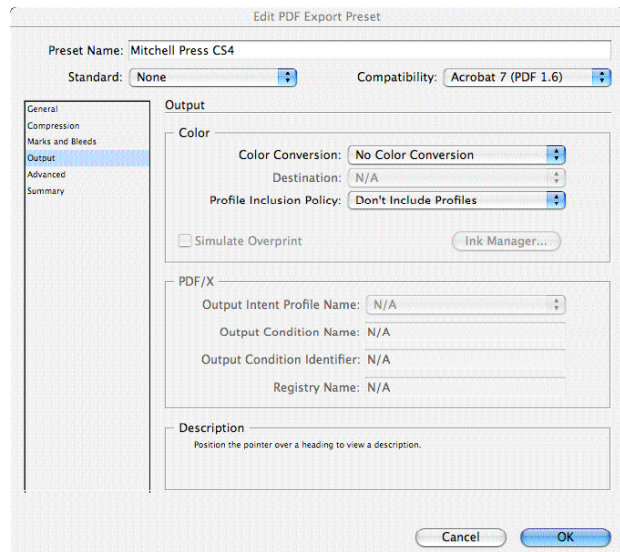
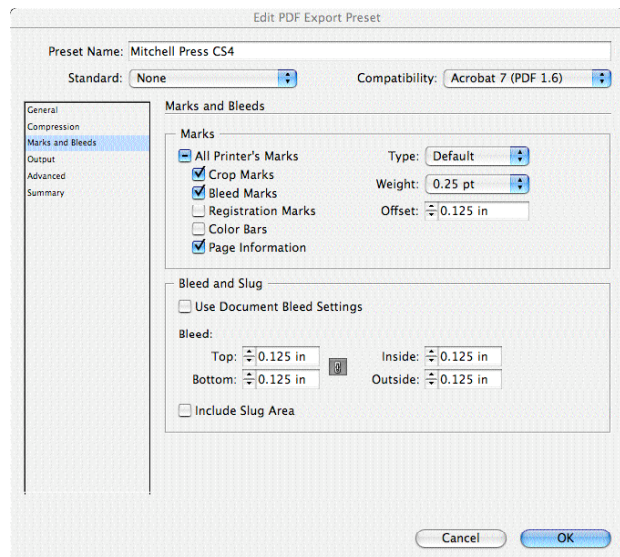
Output

1. **Color Conversion:** No Color Conversion
2. **Profile Inclusion Policy:** Don't Include Profiles
3. **PDF/X:** Grayed out

Advanced

1. **Fonts:** Change to 0%
2. **OPI:** Leave all items unchecked
3. **Transparency Flattener:** If not Grayed out by default change to High Resolution
4. **Job Definition Format:** Grayed out
5. Press **OK**, this will save **Mitchell Press PDF Export Preset** to be used with **PDF Export** feature

See following page for **Exporting PDFs from both PC and MAC.**



Export PDF — PC

1. Under menu heading **File**, click **Export**
2. **Save in:** Pick location to save file
3. **File name:** Appropriate file name
4. **Save as type:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press CS4**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds, Output** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **OK** — the PDF will now be saved

Export PDF — MAC

1. Under menu heading **File**, click **Export**
2. **Save As:** Appropriate file name
3. Pick location to save file, e.g. **My Job PDFs**
4. **Format:** Adobe PDF
5. Click **Save**
6. A new menu, **Export PDF** will appear.
7. **Preset:** Pick **Mitchell Press CS4**
8. Fill in **number of pages** to be saved as PDF
9. Check the **General, Compression, Marks & Bleeds, Output** and **Advanced** tabs to make sure nothing has been altered from the **Mitchell Press Preset**.
10. Press **Export** — the PDF will now be saved

