

InDesign Document Setup

When setting up a new InDesign document or modifying an existing template (**File -> Document Setup**), please use 0.125" bleeds.

If you are unfamiliar with bleeds, they are used to prevent your printed product from having unsightly white lines around the border. Bleed refers to the extra part of images and background colors that extend *beyond* the trim area of your printing piece. Most projects are printed on oversized sheets that are then cut down to size with the appearance that the images and backgrounds are "bleeding" off the edge of the paper. Please note, the extra 0.125 in. of space on each edge will be trimmed off, so keep text and logos away from those areas (0.25 in. from trim edge is recommended)



New Document

Document Preset: [Custom]  

Intent: Print 

Number of Pages: 1 ☐ Facing Pages

Start Page #: 1 ☐ Primary Text Frame

Page Size: Letter 

Width: 8.5 in Orientation:  

Height: 11 in

Columns

Number: 1 Gutter: 0.1667 in

Margins

Top: 0.25 in Left: 0.25 in

Bottom: 0.25 in Right: 0.25 in

✓ Bleed and Slug

	Top	Bottom	Left	Right	
Bleed:	0.125 in	0.125 in	0.125 in	0.125 in	
Slug:	0 in	0 in	0 in	0 in	

☐ Preview OK Cancel

When exporting to PDF (Ctrl-E on the PC, Cmd-E on the Mac):

Please use Acrobat 8/9 (PDF 1.7) **Compatibility**. It is recommended to **View PDF after Exporting** to make sure the bleeds, crops, and number of pages exported as you expected. If you are exporting a booklet document that is set up using **Facing Pages**, please **DO NOT** export as **Spreads**. This can prevent our digital presses from imposing the booklet properly and could result in additional design charges.

It is recommended that you save these settings as a preset.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Output

Color

Color Conversion: No Color Conversion

Destination: N/A

Profile Inclusion Policy: Include All RGB and Tagged Source...

☐ Simulate Overprint

Ink Manager...

PDF/X

Output Intent Profile Name: N/A

Output Condition Name: N/A

Output Condition Identifier: N/A

Registry Name: N/A

Description

Position the pointer over a heading to view a description.

Save Preset...

Export

Cancel

Compression should be set to **Bicubic Downsampling**.

Color and Grayscale should not be below 300 (450 is recommended) unless you are designing something strictly for web use. The **for images above** setting should be 600.

Monochrome images should be set at 1200. The **for images above** setting should be 1800.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Compression

Color Images

Bicubic Downsampling to450pixels per inch

for images above: 600pixels per inch

Compression: Automatic (JPEG)

Image Quality: Maximum

Tile Size: 128

Grayscale Images

Bicubic Downsampling to450pixels per inch

for images above: 600pixels per inch

Compression: Automatic (JPEG)

Image Quality: Maximum

Tile Size: 128

Monochrome Images

Bicubic Downsampling to1200pixels per inch

for images above: 1800pixels per inch

Compression: CCITT Group 4

☒ Compress Text and Line Art

☐ Crop Image Data to Frames

Save Preset...

Export

Cancel

For **Marks and Bleeds**, **Crop Marks** are the only marks needed. When you check the **Use Document Bleed Settings**, it should show the settings you set up in your **Document Setup**. If they are zero, please go back and change them in your **Document Setup**.

Please note, however, that crop marks and bleeds are **NOT** needed (or wanted) for **ENVELOPES**, which cannot be printed with bleeds.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Marks and Bleeds

Marks

All Printer's Marks

Crop Marks

Bleed Marks

Registration Marks

Color Bars

Page Information

Type: Default

Weight: 0.25 pt

Offset: 0.0833 in

Bleed and Slug

Use Document Bleed Settings

Bleed:

Top: 0.125 in

Left: 0.125 in

Bottom: 0.125 in

Right: 0.125 in

Include Slug Area

Save Preset...

Export

Cancel

For **Output**, **Color Conversion** should be set to **No Color Conversion**. Anything else may change the desired output colors.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Output

Color

Color Conversion: No Color Conversion

Destination: N/A

Profile Inclusion Policy: Include All RGB and Tagged Source...

☐ Simulate Overprint

Ink Manager...

PDF/X

Output Intent Profile Name: N/A

Output Condition Name: N/A

Output Condition Identifier: N/A

Registry Name: N/A

Description

Position the pointer over a heading to view a description.

Save Preset...

Export

Cancel

Under the **Advanced** tab, change **Subset fonts...** to **0%** so entire fonts will be embedded when allowed.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Advanced

Fonts

Subset fonts when percent of characters used is less than: 0%

All fonts with appropriate embedding bits will be embedded.

OPI

Omit for OPI: EPS PDF Bitmap Images

Transparency Flattener

Preset: [Medium Resolution]

Ignore Spread Overrides

Accessibility Options

Display Title: File Name

Language: English: USA

Description

Hover over an option to view description.

Save Preset...

Export

Cancel

Please do not put any **Security** restrictions on the document. These can prevent our digital presses from maximizing the number we can print on a sheet and may increase printing costs.

Export Adobe PDF

Adobe PDF Preset: High Quality Print - Bleeds & Crops

Standard: None

Compatibility: Acrobat 8/9 (PDF 1.7)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Security

Encryption Level: High (128-bit AES) - Compatible with Acrobat 7 and Later

Document Open Password

☐ Require a password to open the document

Document Open Password:

Permissions

☐ Use a password to restrict printing, editing and other tasks

Permissions Password:

This password is required to open the document in PDF editing applications.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

☒ Enable copying of text, images and other content

☒ Enable text access of screen reader devices for the visually impaired

☒ Enable plaintext metadata

Save Preset...

Export

Cancel