




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


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	

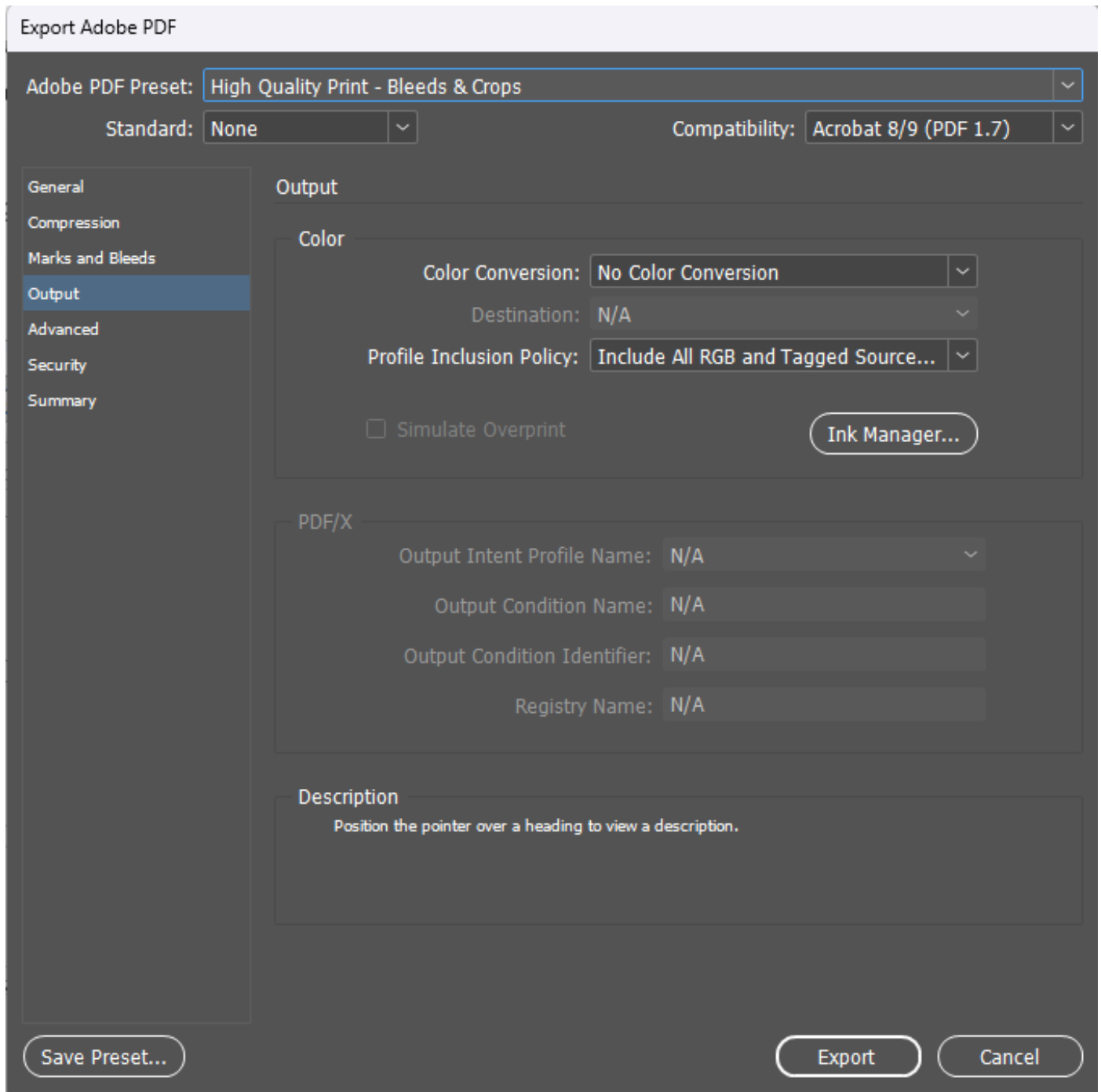
Preview



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.



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 to 450 pixels per inch

for images above: 600 pixels per inch

Compression: Automatic (JPEG)

Tile Size: 128

Image Quality: Maximum

Grayscale Images

Bicubic Downsampling to 450 pixels per inch

for images above: 600 pixels per inch

Compression: Automatic (JPEG)

Tile Size: 128

Image Quality: Maximum

Monochrome Images

Bicubic Downsampling to 1200 pixels per inch

for images above: 1800 pixels per inch

Compression: CCITT Group 4

Compress Text and Line Art

Crop Image Data to Frames

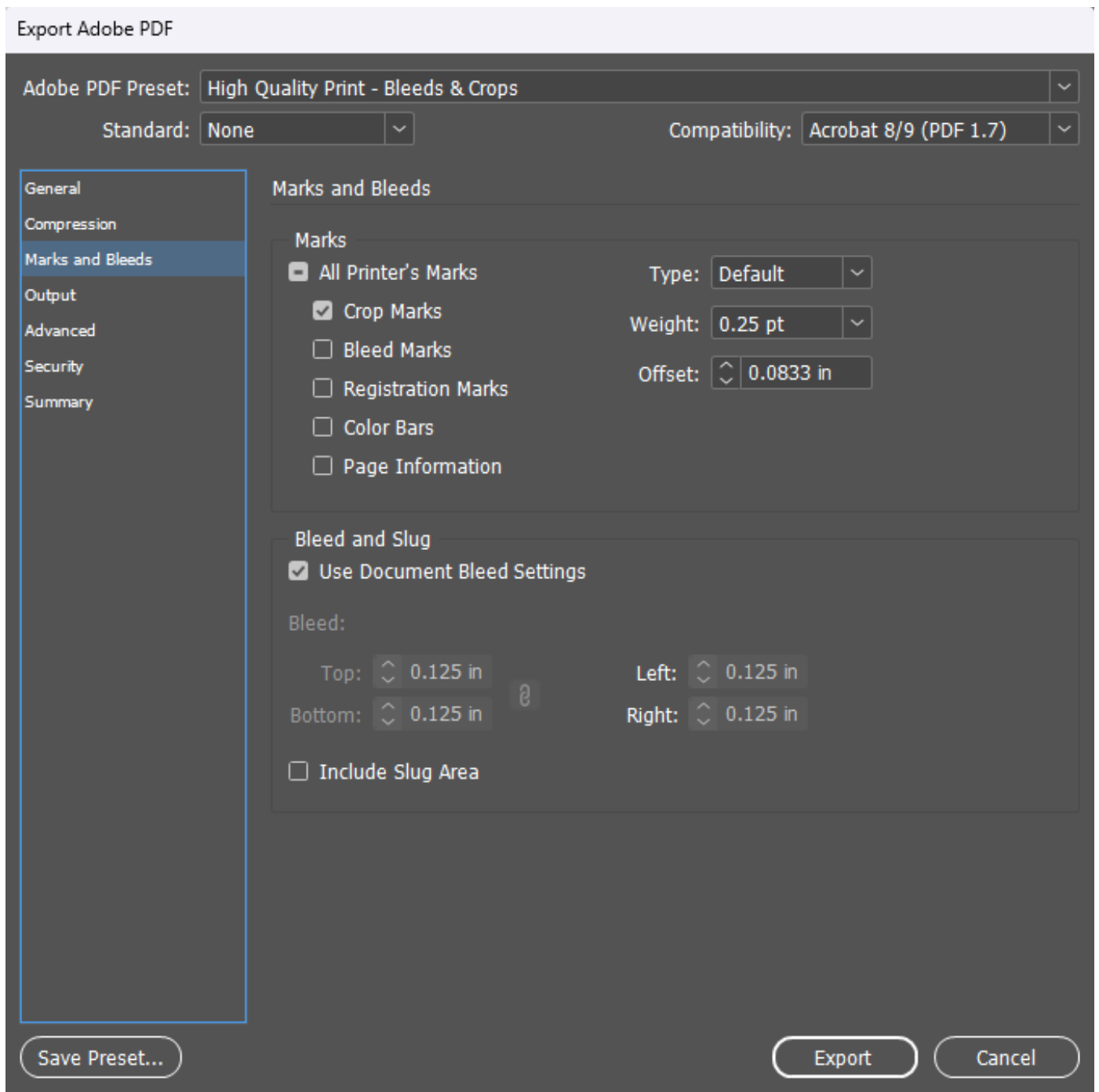
Save Preset...

Export

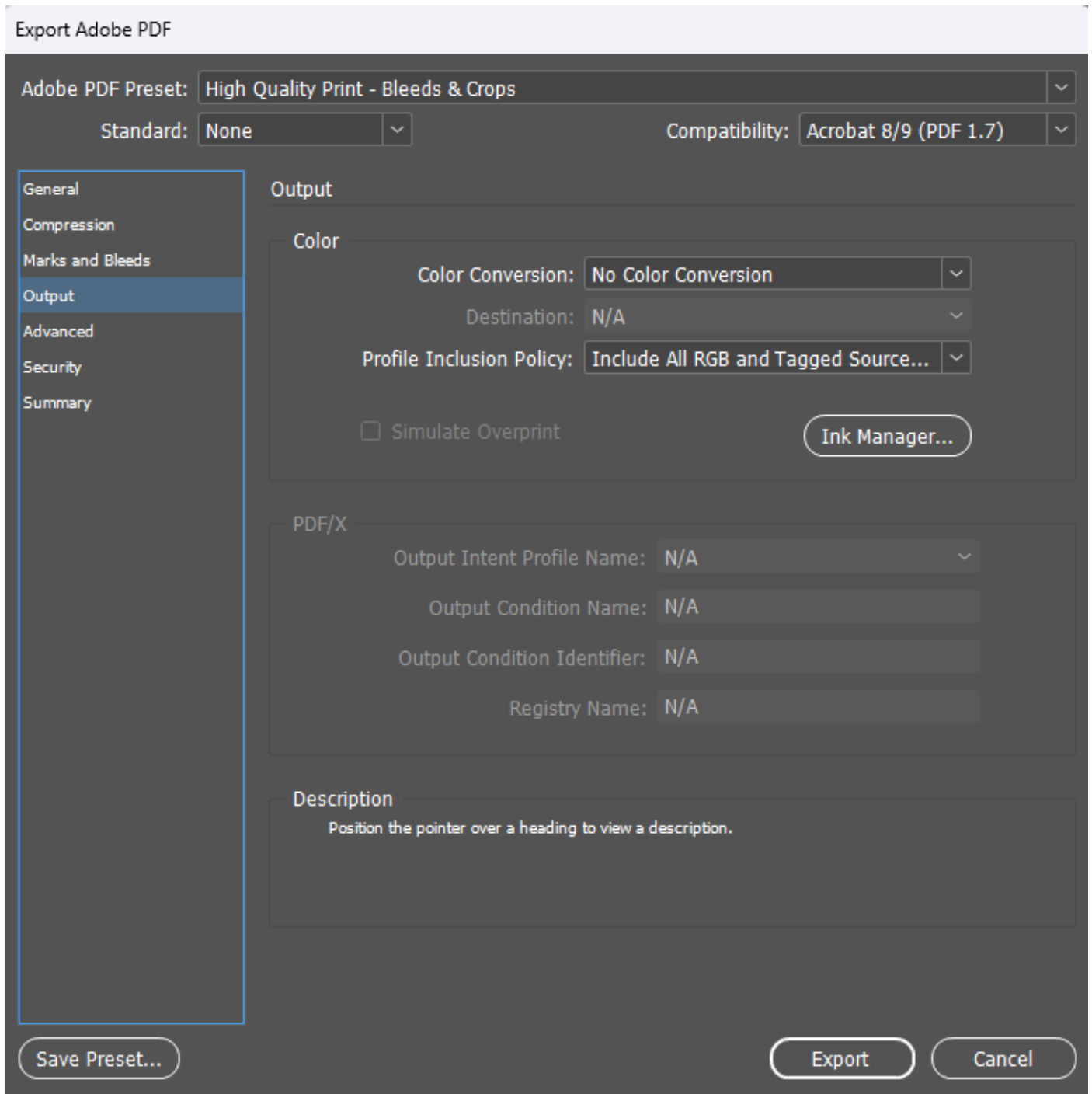
Cancel

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**.

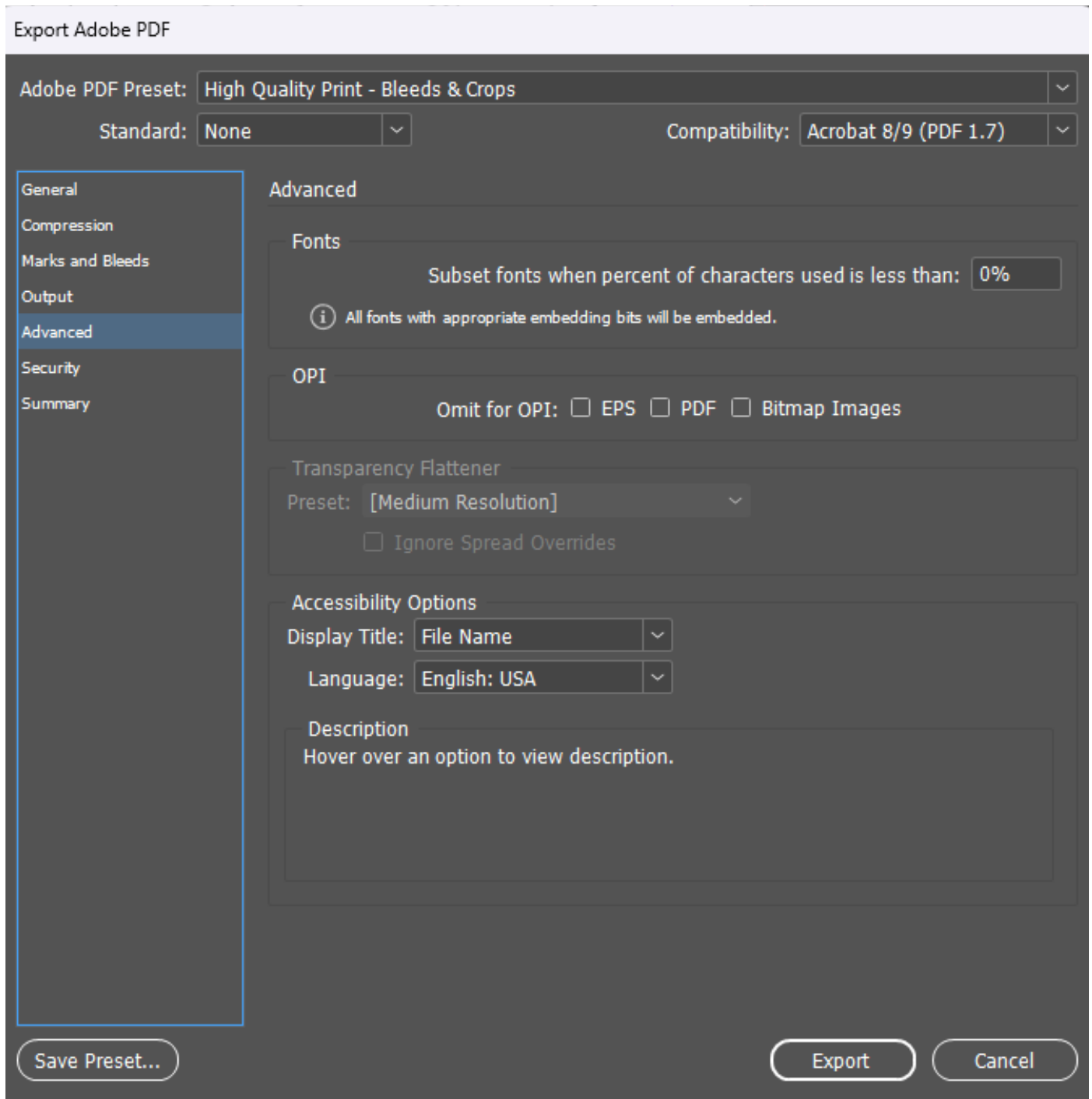
Please note, however, that crop marks and bleeds are **NOT** needed (or wanted) for **ENVELOPES**, which cannot be printed with bleeds.



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



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



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
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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:

i 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