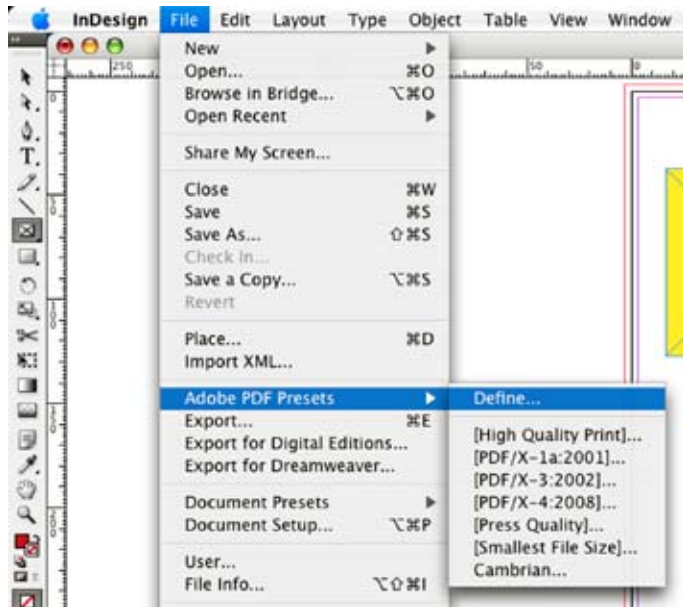


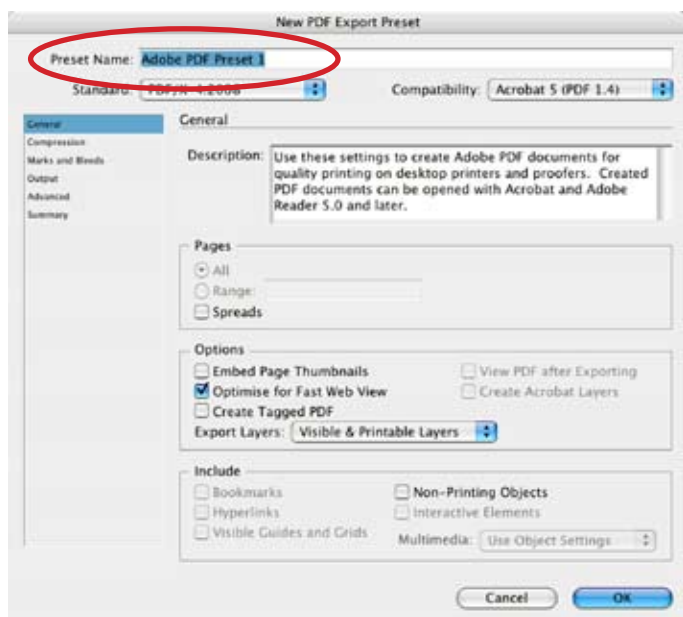
Please follow the attached screengrabs to set-up InDesign CS4 for successful PDF export.



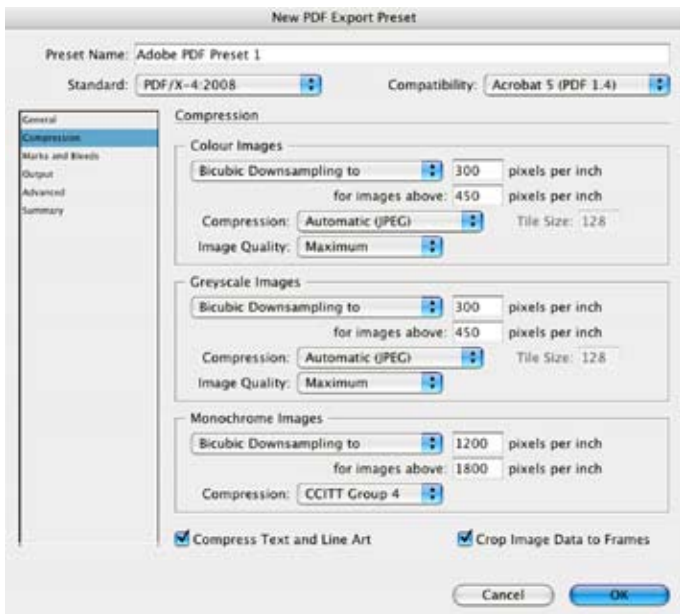
The step is to create a PDF preset that can be selected everytime you want to create a PDF.

Click on define, then when the next screen appears, select 'new'.

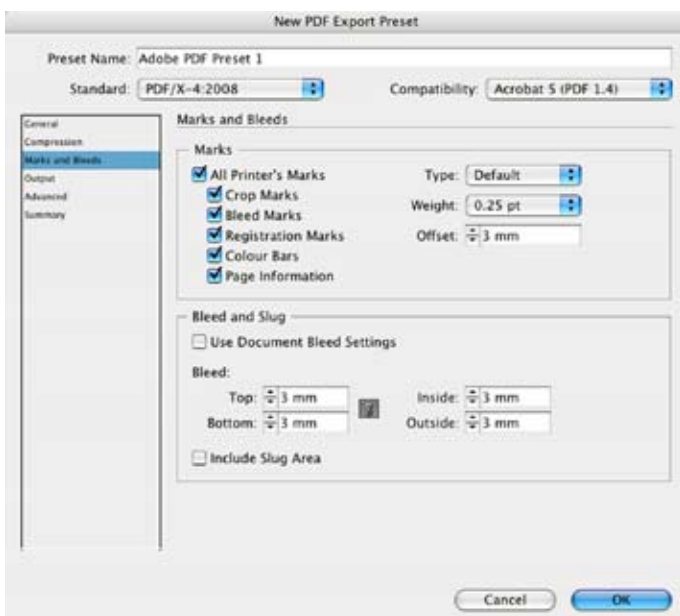
follow the attached screengrabs to ensure that your settings match the illustration.



Follow the attached screengrabs to ensure that your preset is set-up correctly.

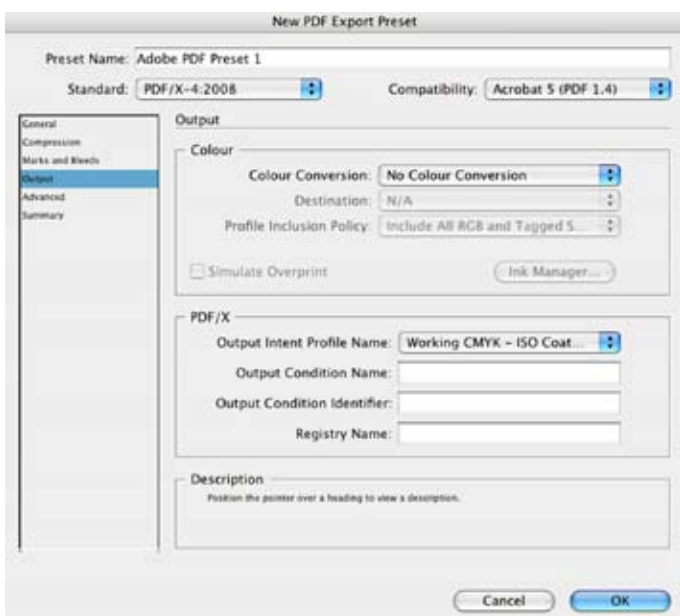


Applying compression to images will help to reduce the file size of the PDF without compromising image quality.



Ensure that crops and bleeds are selected at 3mm. This will enable us to position your pages correctly when they are imposed and printed.

Note that you also need to ensure that sufficient bleed is allowed on all pages.



We recommend that all images are converted to CMYK prior to importing them into InDesign.

Save the preset, then when you need to output PDF's just select the preset, select the file destination then click save.