



Saving files from Adobe InDesign

Revision 1.3
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Preparing your document

After designing your InDesign document BIG Images requires that you do two things:

- 1) Outline all fonts
- 2) Embed all images

This will help eliminate any errors when transferring files from your computer to ours.

To outline all your fonts do the following for each page: select “Select All” from the “Edit” menu (or type command-A on your keyboard), then select “Create Outlines” under the “Type” menu (or type shift-command-O on your keyboard). You will notice, as in figure 2, all fonts are outlined.

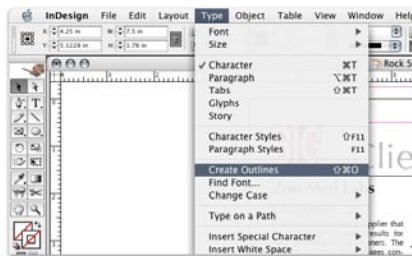


figure 1 - Create Outlines command

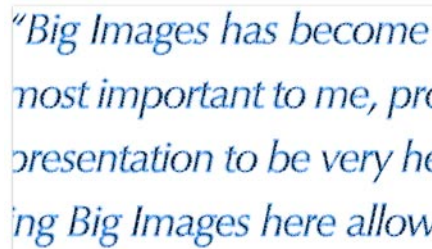


figure 2 - The results of Create Outlines: all your fonts have been made into paths.

Next go to your Links pallet (available from the “Window” pull down). Select every image listed in the pallet, then click on the triangle in the upper right hand corner and select “Embed Image”. An icon will appear next to each image (as pictured in fig 3, telling you they are now embedded).

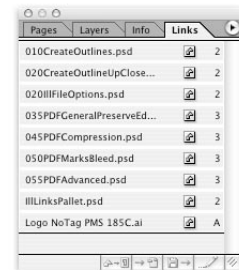


figure 3 - Links Pallet

Saving as an InDesign file (.indd)

Now you are ready to save your document. Click “Save As...” from the file menu. From the dialogue box that appears chose the InDesign format and click “Save”.

Saving as a PDF (.pdf)

To save your InDesign document as a PDF select “Export” from the “File” menu.

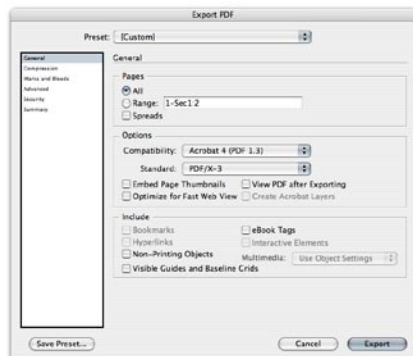


figure 4 - PDF General settings

The optimal resolution for our printers is 150 dpi, so if you designed your artwork at 100% (1" on your computer = 1" on paper) set the pixels per inch as shown in figure 5. If you have designed your document using half scale (50%) you must set the pixels per inch to 200%, or 300 dpi. If you designed at quarter scale (25%) you must set the pixels per inch to 400%, or 600 dpi. Doing this will maintain 150 dpi when the image is scaled up to the final output size.

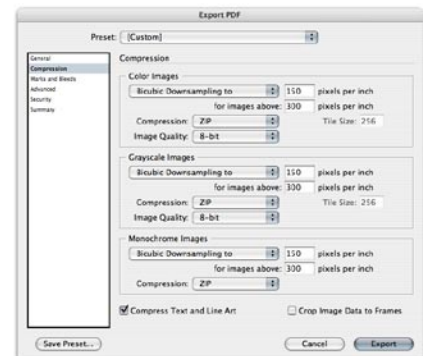


figure 5 - PDF Compression settings

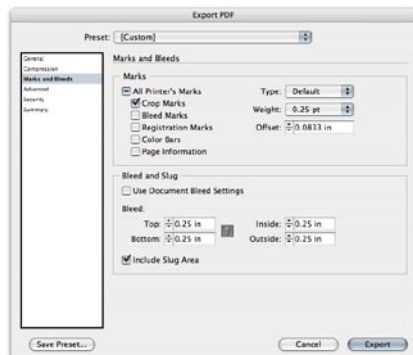


figure 6 - PDF Marks & Bleed settings

Under Advanced check “Include ICC Profiles”, insuring color management is still in control of your colors. Make sure your Font options match fig 8 as well, reducing potential font errors.

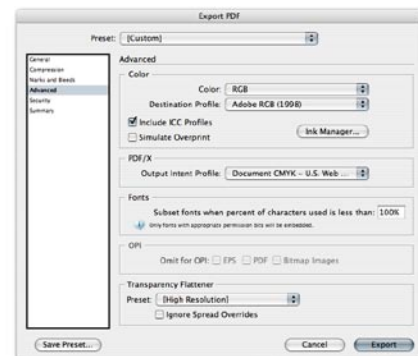


figure 7 - PDF Advanced settings

Do not set any security, click “Export”.