



MARKETING • PRINT • MAIL

Before exporting for Allegra, please check:

- **Document Size** — Except for specialty items, all pages must be created to the same size. Pages should be created to the exact trim size of your publication with bleed items extending at least .125" beyond the document's edge.
- **Preflight** — File > Preflight in CS2 and CS3, File > Package in CS4, CS5. The Preflight function in InDesign is a tool which will alert you of any missing fonts, missing or modified images, and spot inks that are used.

Missing fonts and/or images will cause undesirable results when printing. High-resolution 4/C images must be in CMYK mode instead of RGB.

If a spot color is not desired, the spot color should be processed in the application in which it was created for best color conversion.

- **For additional technical assistance, contact:**
Shari at 616-248-4110 or svanhart@allegragr.com

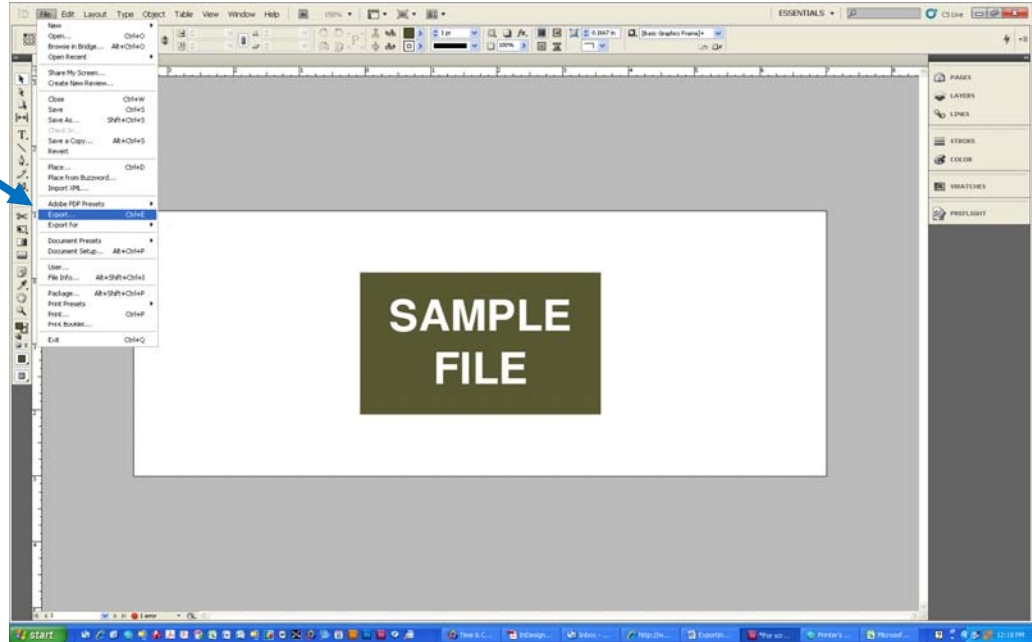


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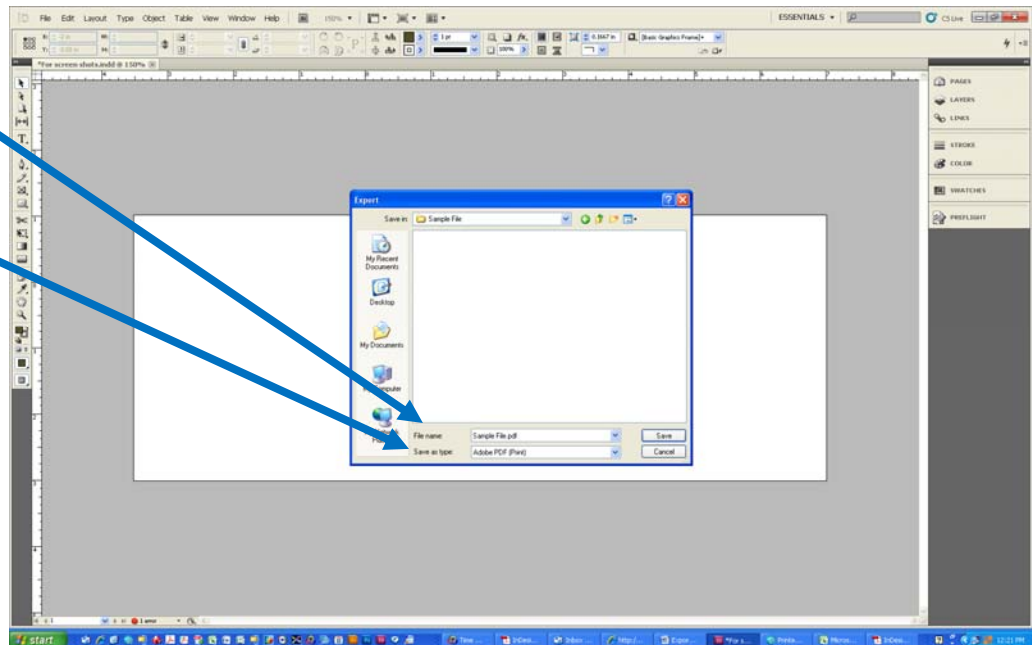
Exporting PDF's in InDesign CS2, CS3, CS4, CS5

Nov-2011

From InDesign, select File> Export.



Type the file name.
In the "Save as type" pull down, select "Adobe PDF (print)".



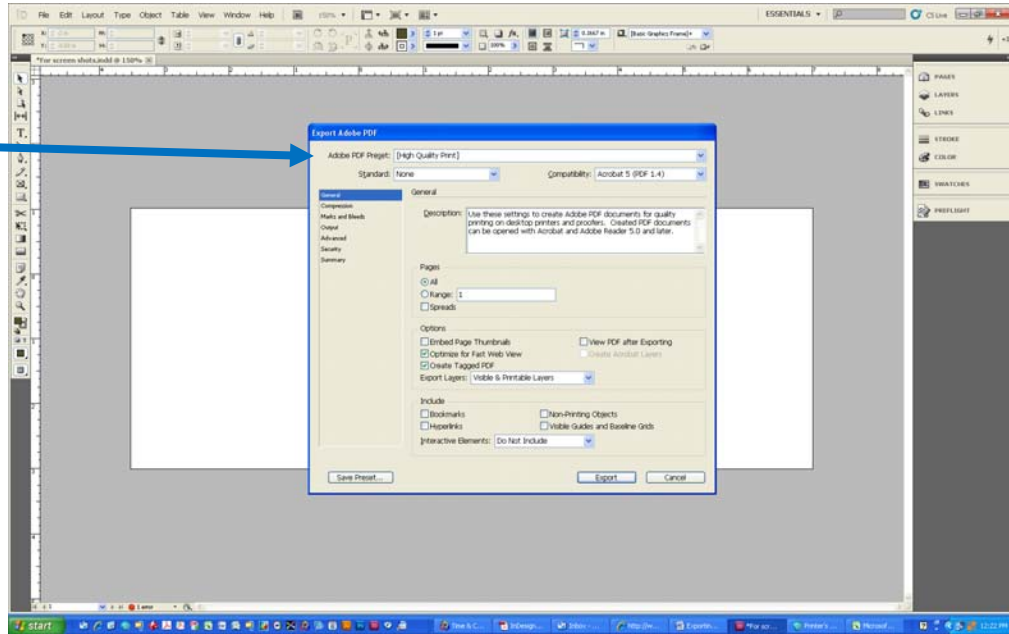


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Select "High Quality Print" from the Adobe PDF Preset pull down list.

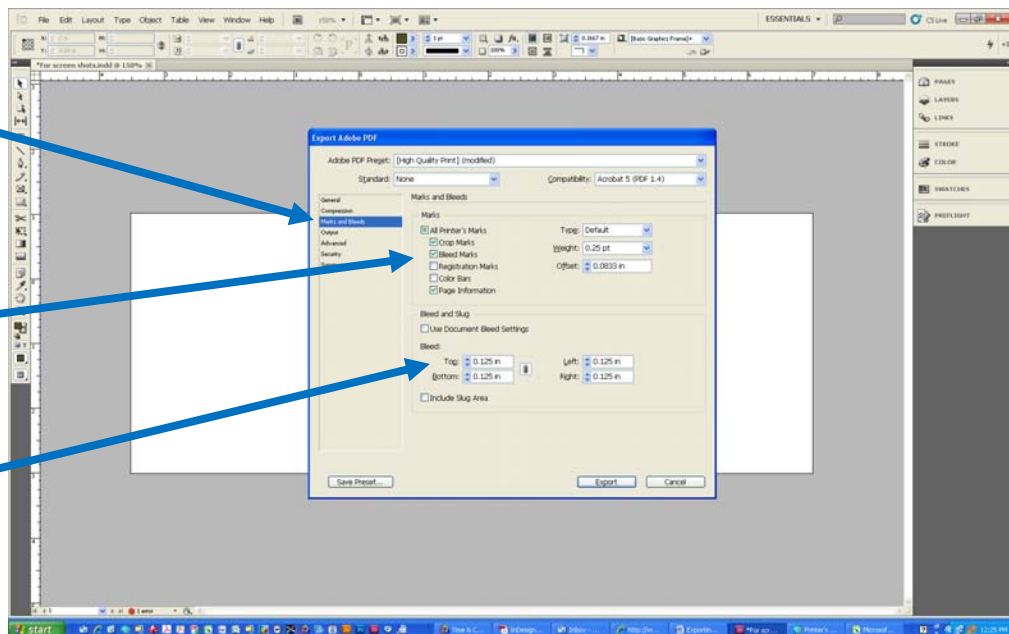


If the file bleeds:

Select "Marks and Bleeds" on the left side column.

Check the boxes labeled;
Crop Marks
Page Information

Type .125 (1/8") in the 4 boxes representing Top, Bottom, Left, Right.





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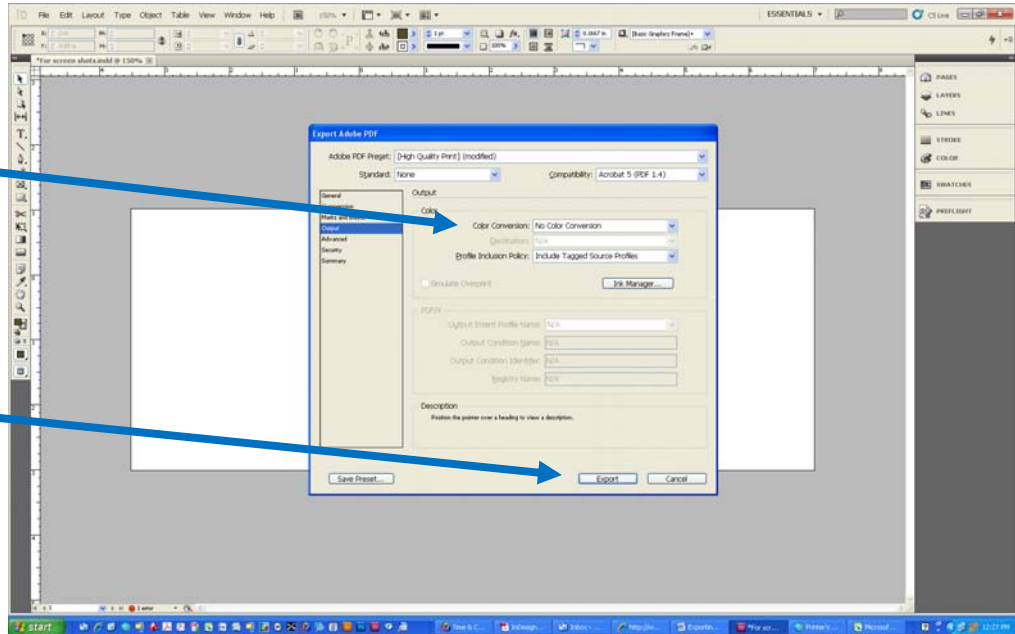
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Select "Output" on the left column.

Under "Color Conversion" ensure that "No Color Conversion" is selected.

Click the Export button.



Open and view the PDF file. The sample file shows the bleed .125" (1/8") extended beyond the crop marks. Ensure that the bleed in your file goes beyond the crop marks.

Proof the PDF file to ensure the images and text flow are correct.

