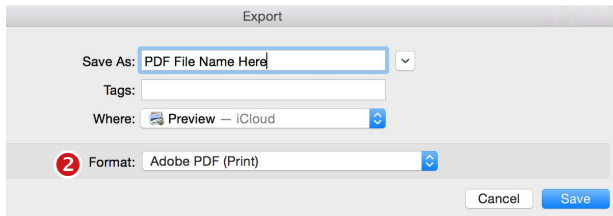


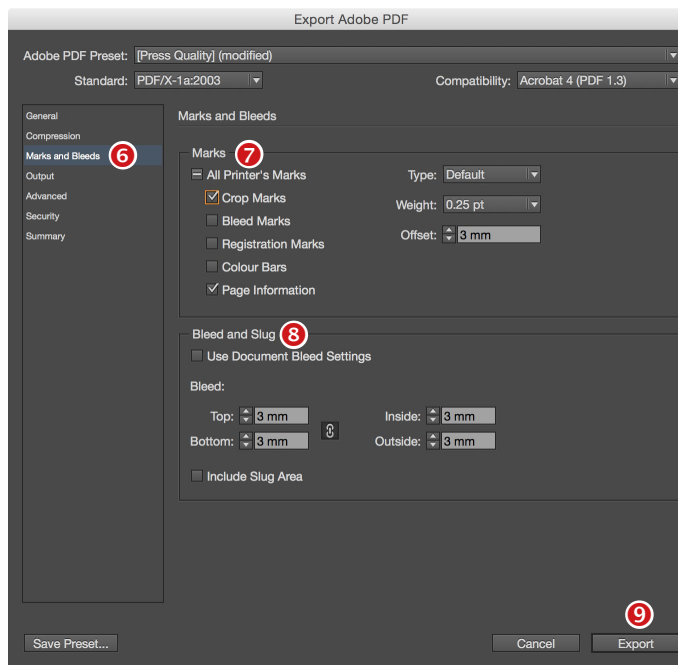
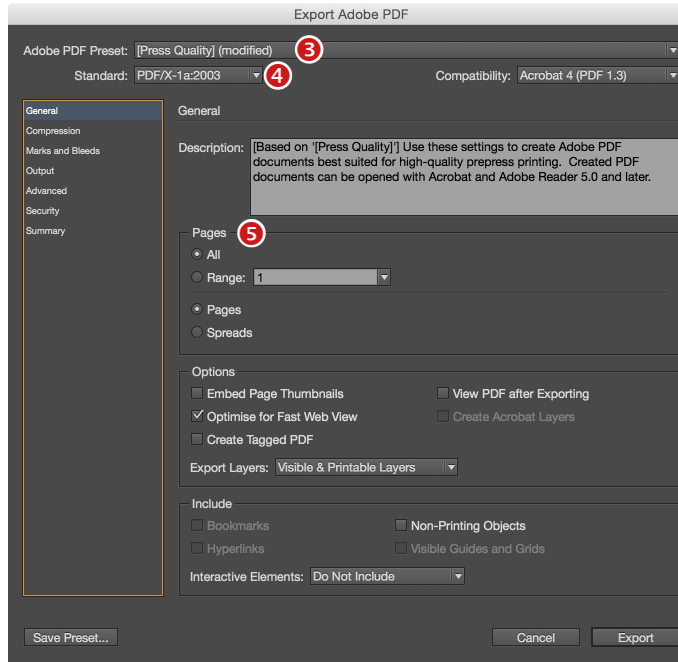
How to create a PDF/X1-a PDF from InDesign for

Exporting a PDF/X-1a

- 1 To Create a PDF/X-1a PDF from InDesign go to **FILE > EXPORT**



- 2 Make sure you have selected the type of file you want to export as **PDF (PRINT)** at the bottom of the dialogue box. Select the destination you want to save the PDF and press **OK**.
- 3 Under **ADOBE PDF PRE-SET** there should be an option for **PDF/X-1a: 2001**, however if you don't have that option then please select **PRESS QUALITY**.
- 4 Once one of the options above is selected then go the option underneath called **STANDARD** and select **PDF/X-1a:2003**.
- 5 Under **PAGES** please make sure that **ALL** is checked and **PAGES** is checked (NOT SPREADS)
- 6 Move onto the **MARKS AND BLEEDS** options on the left side of the dialogue box.
- 7 Under **MARKS** please tick **CROP MARKS** and **PAGE INFORMATION** and **OFFSET** the trim marks by **3mm**
- 8 Under the **BLEED AND SLUG** settings please select 3mm all around. If you're confident you have set the Bleed correctly to **3mm** you can tick the box that says **USE DOCUMENT BLEED SETTINGS**. This will honour what ever bleed settings were entered when the document was first created (which should also be 3mm).
- 9 Click **EXPORT** to start creating the PDF.

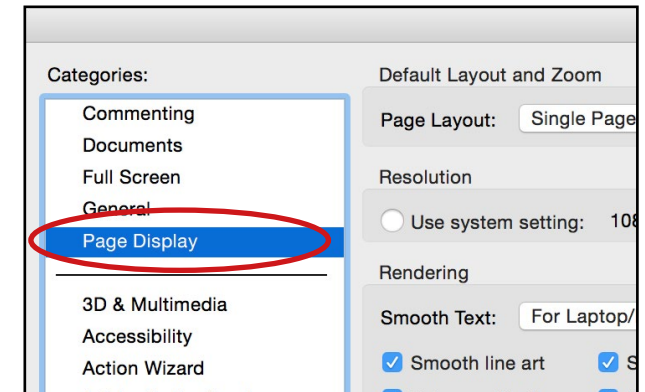


Viewing your PDF

We strongly recommend using Adobe Acrobat Reader/Professional to view your PDF. It is Free to download for PC and Mac users. It is also available for free on mobile platforms.

There are some changes we recommend to the default settings in Adobe Acrobat Reader/Professional that will assist you in the viewing of your PDF file.

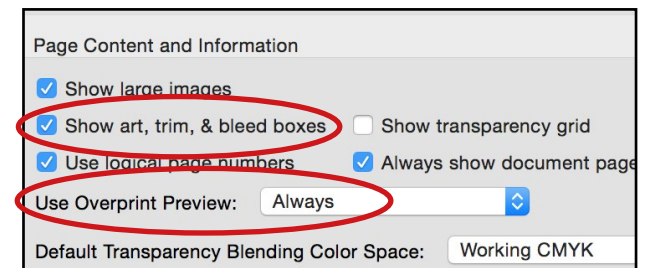
Open Adobe Acrobat Reader/Professional and go to the **PREFERENCES** option. (Mac users go to **ACROBAT>PREFERENCES**. PC users go to **EDIT>PREFERENCES**).



Select **PAGE DISPLAY** on the left.

And under **PAGE CONTENT AND INFORMATION** tick the option for **SHOW ART, TRIM & BLEED BOXES**. This will put boxes over the artwork indicating the trim and bleed areas. This will make it easier to identify your images are bleeding properly when viewing the PDF.

We also recommend setting **USE OVERPRINT PREVIEW** to **ALWAYS**. This will indicate any overprint issues such as white elements being accidentally set to overprint in InDesign which would in turn make the white disappear on the final product.



Please check the rest of the PDF for contents and if any RGB images were used, check that you're happy with the CMYK conversion.