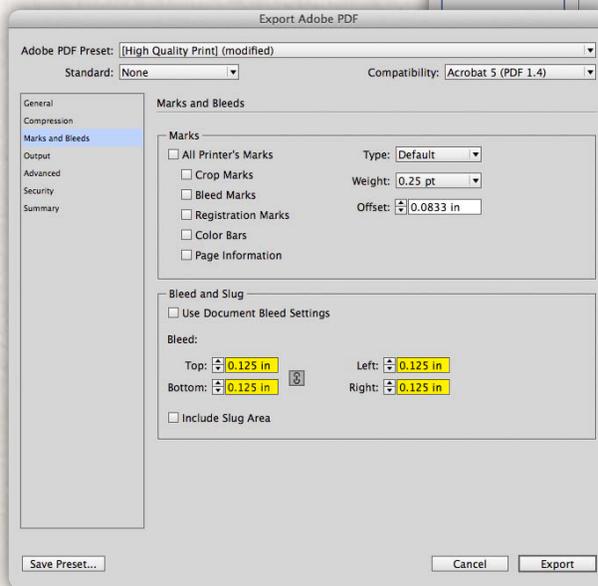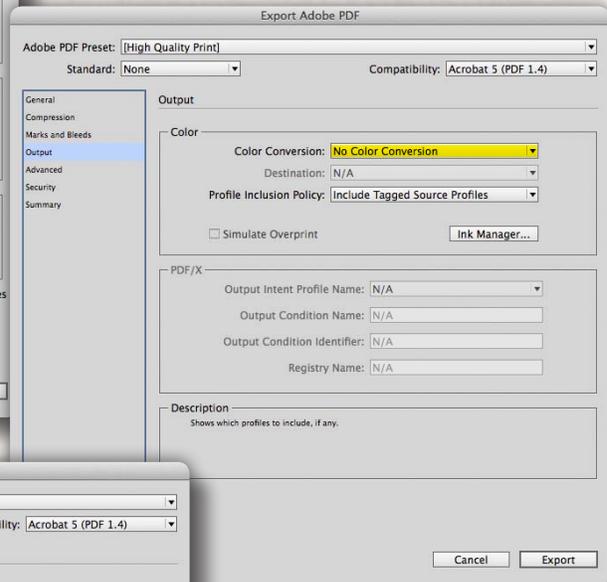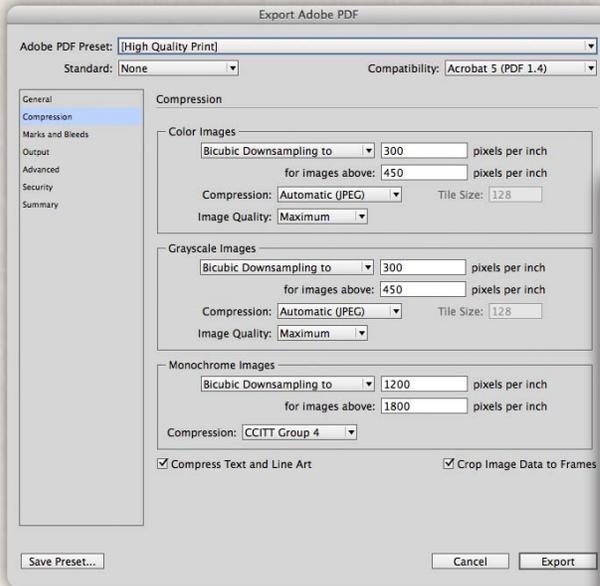**Southwestern**
STATIONERY AND BANK SUPPLY, INC.

EXPORTING PRINT READY PDF DOCUMENTS FROM INDESIGN:

From the **File** pull-down menu, select **Export** and name your new PDF document. Select **Adobe PDF (Print)** format and click **Save.**

In the *Export Adobe PDF Dialog Box* select the Adobe PDF Preset **High Quality Print** and verify that the settings match the **Compression, Marks And Bleeds** and **Output** sections in the following screen captures:

Color in the Output section should be set to **No Color Conversion.**

Make sure that all printer marks are **un**checked and that bleed is set to **.125"** on all four sides.

You can select the **Save Preset...** button in the bottom left corner of the *Export Adobe PDF Dialog Box* for later use. Once you've verified all your settings are correct, click **Export.**