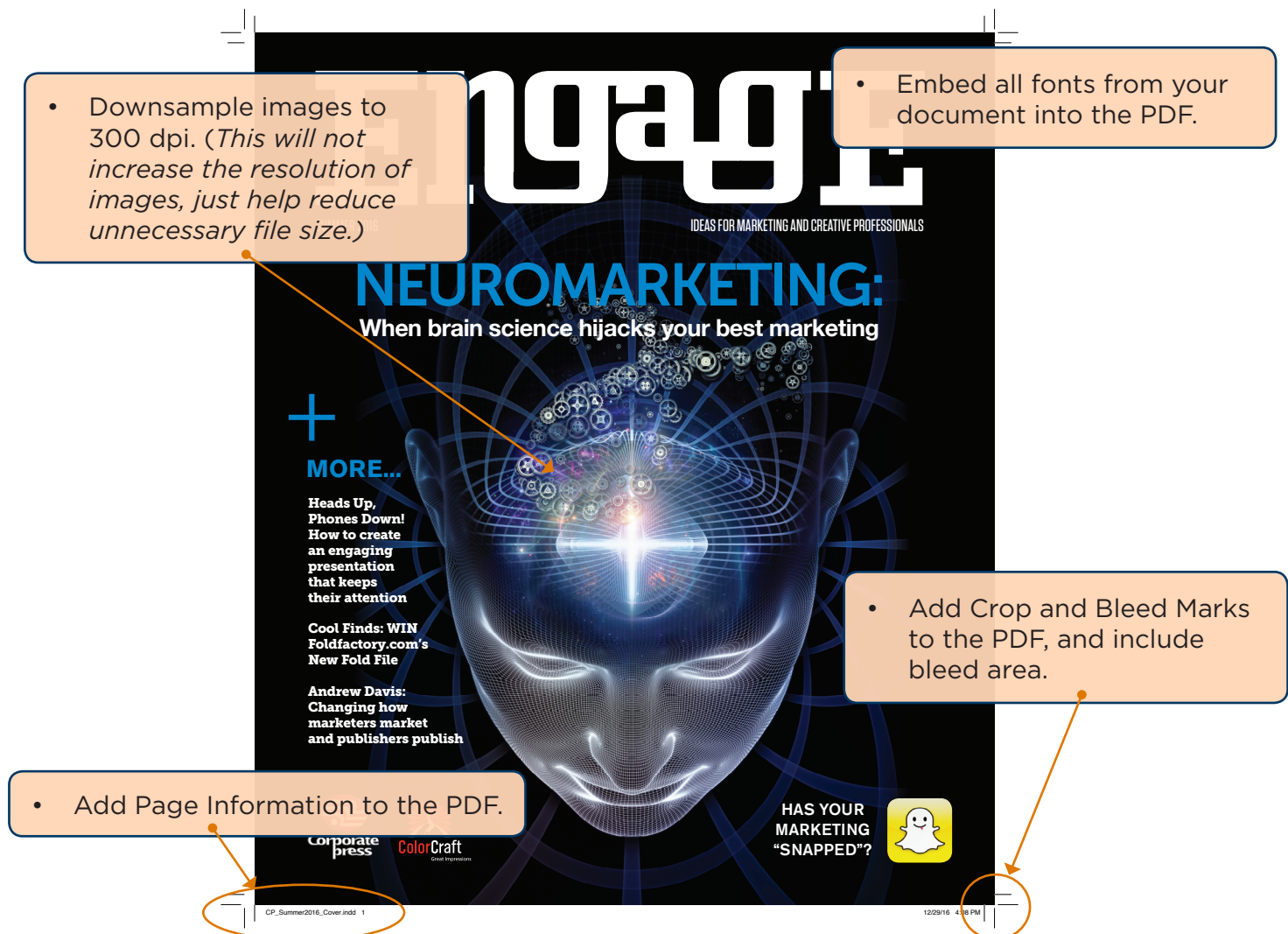## Creating PDF's using the Corporate Press PDF Export Preset for InDesign

Thank you for downloading our preset! Using this option to export your **PDF** from **InDesign** will help ensure a proper print file, and a quality printed piece.

While this preset will help, it won't fix an InDesign file that isn't setup properly. If you need help with that, please click **HERE** for more information available on our website.

If you experience any difficulty, please contact our **Prepress Department** at: **preflight@corporatepress.com** or by calling: **301.324.3644**

The **Corporate Press PDF Export Preset** incorporates the following settings:

- Downsample images to 300 dpi. (*This will not increase the resolution of images, just help reduce unnecessary file size.*)

- Embed all fonts from your document into the PDF.

- Add Crop and Bleed Marks to the PDF, and include bleed area.

- Add Page Information to the PDF.

Importing the Corporate Press PDF Export Preset

These steps describe how the **'Corporate Press.joboptions'** file will be imported into the **InDesign Adobe PDF Preset** list.

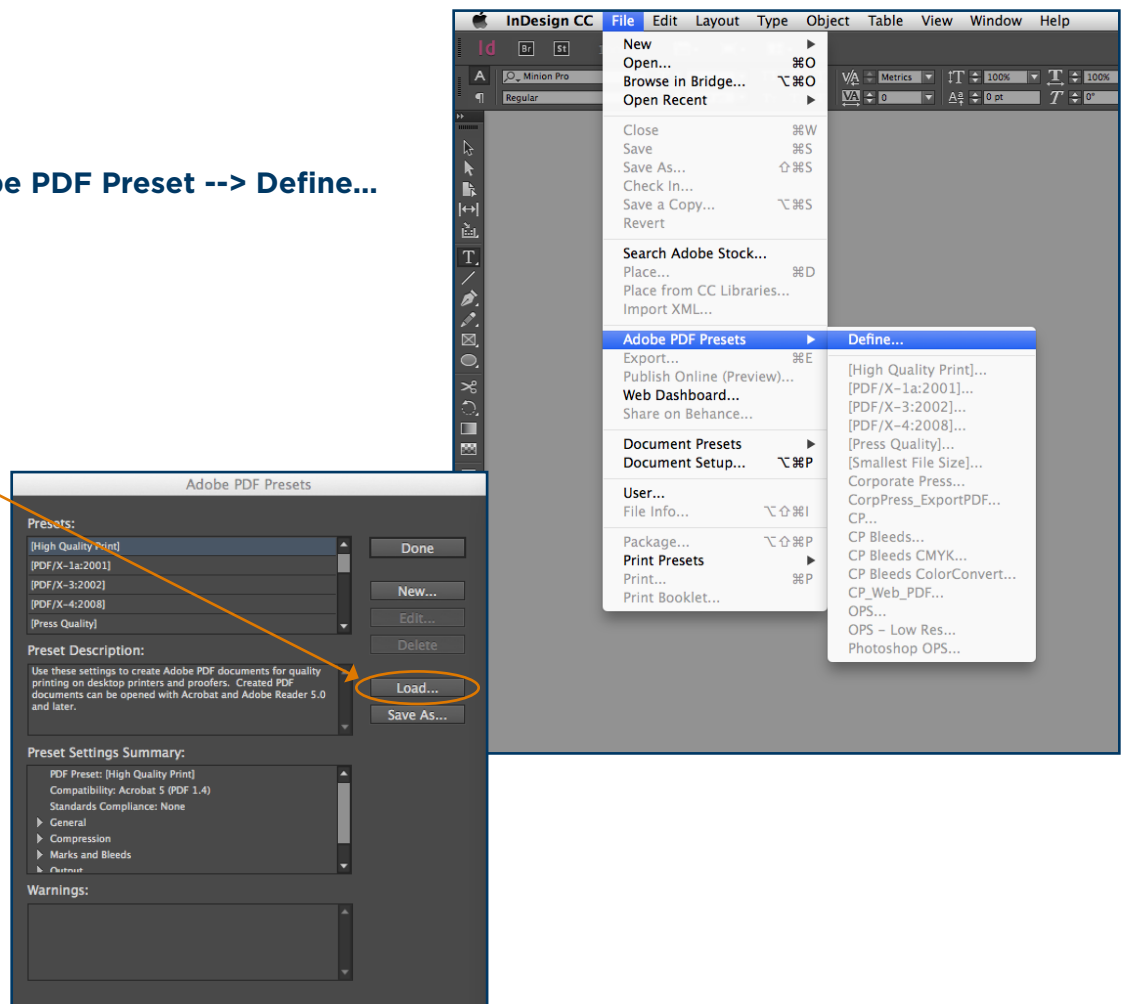*(The file is included in the same folder as this how-to guide.)*

We will be using InDesign CC 2015 on the Mac in this example.
(The process is nearly identical using CS3 - CC2015 and on Windows.)

1: Go to: **File --> Adobe PDF Preset --> Define...**

2: Click on **Load...**

Browse to where you saved the downloaded preset, select the file and click **Open**.
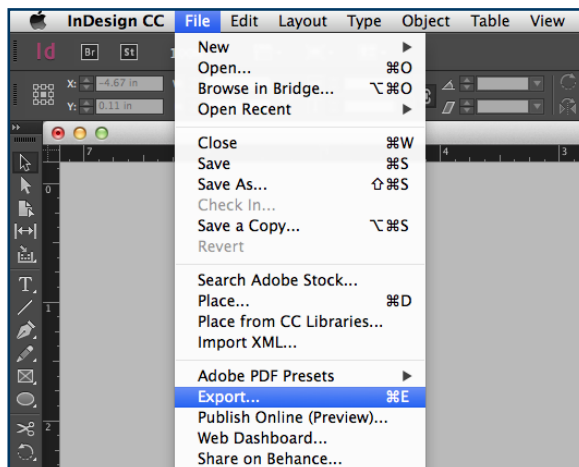
3: Click **Done.** That's it!

Now the **Corporate Press** preset will be available in the list of presets in the **Export Adobe PDF** dialog box.
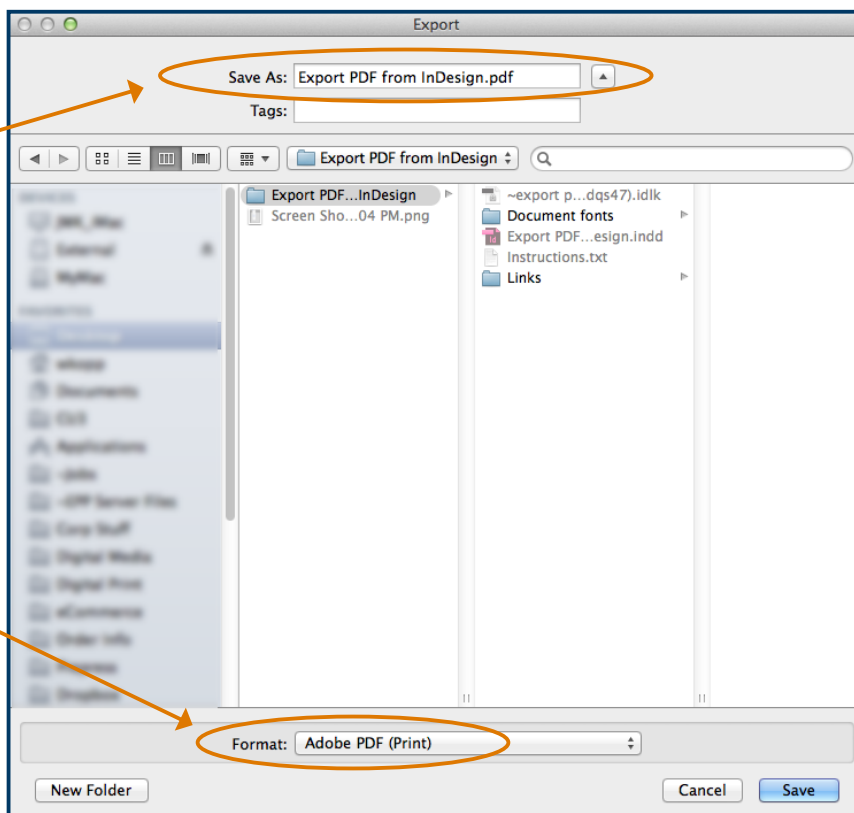
Export your PDF using the Corporate Press PDF Preset

Now that your preset is loaded, you are ready to export your pdf file.
Once your document is ready to send to us, use this preset to create your print-ready PDF.

1: Go to: **File --> Export...**

2: Navigate to the location you want to save your **PDF**. Enter a filename in the **Save As:** box and click **Save**.
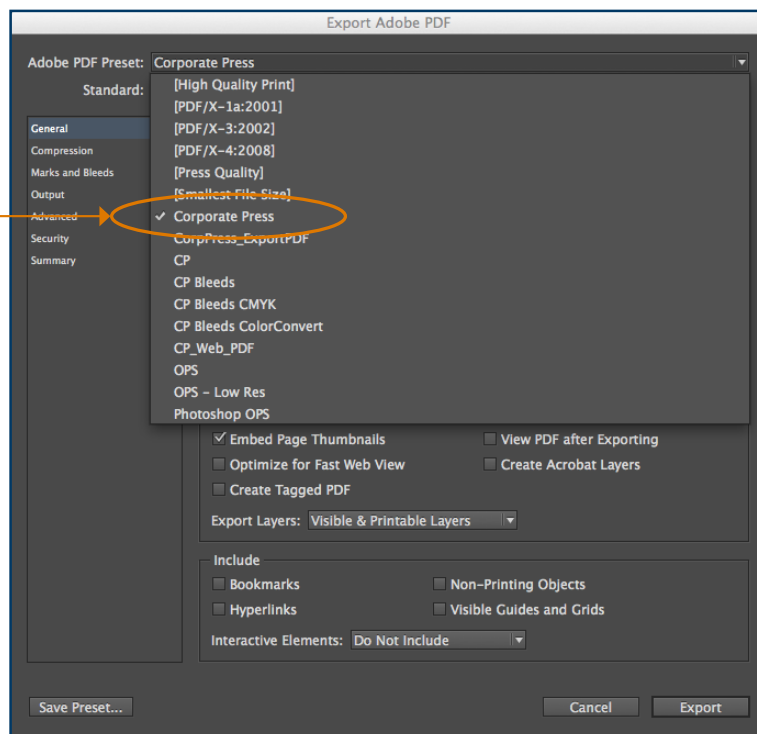
Choose **Adobe PDF (Print)** from the **Format** list...

Export your PDF using the Corporate Press PDF Preset *(cont.)*

3: In the **Export Adobe PDF** dialog box, make sure you have **Corporate Press** chosen from the **Adobe PDF Preset:** options, then click **Export**.

Your **PDF** is now ready for print!

If you're ready to send this file to us, you can do so at:
www.corporatepress.com/upload-file/

Not quick enough? No problem. Contact your representative regarding getting setup in our **InSite Prepress Portal**. Upload, collaborate in real-time, proof and approve your job 24 hours a day, 7 days a week.

You can find more Tips and Tools on our website **HERE**.