

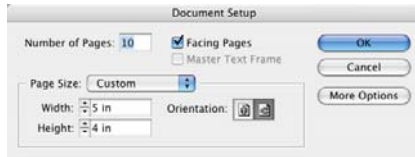
## Instructions

How to print PDF files from Project 3a (publication).

Last Revised: 05.04.06

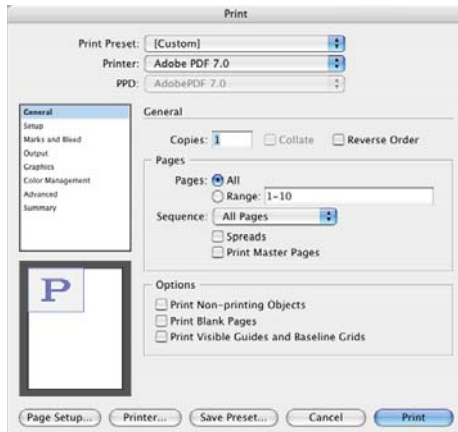
### Check Document Setup

Open the InDesign file. Look under File > Document Setup. Number of Pages may vary. Facing Pages should be checked. Page size may vary. Setup should look similar to this:



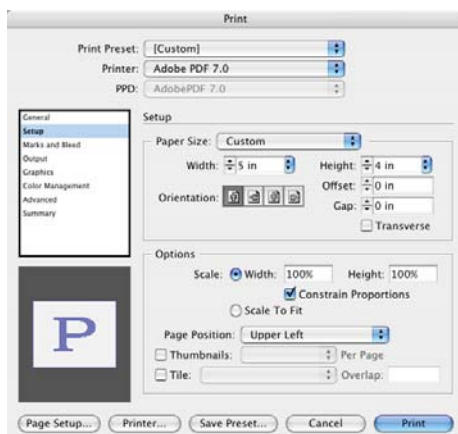
### Adjust Print Settings : General

Open Print window: File > Print. Be sure General is selected (in sidebar, on left). Adjust settings to look like this:



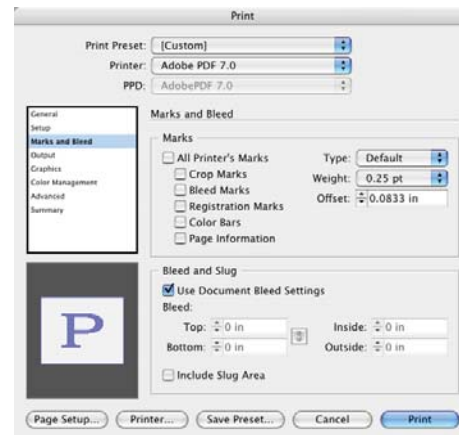
### Adjust Print Settings : Setup

In Print window, click on Setup (in sidebar, on left). Page size will vary. Adjust settings to look like this:



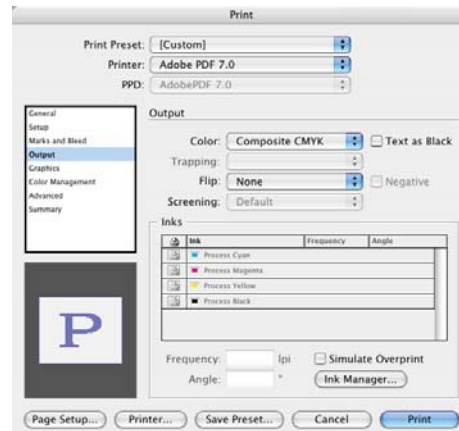
### Check Print Settings : Marks and Bleed

In Print window, click on Marks and Bleed (in sidebar, on left). Adjust settings (if needed) to look like this (see below):



### Check Print Settings : Output

In Print window, click on Output (in sidebar, on left). Be sure Output is set for Composite CMYK, like this:



### Print PDF

Click on Print (bottom of Print window). It will take a few moments to "print" the PDF. Once you find the PDF file, open it (in Adobe Reader) and check to see that it looks correct.

### Save Preset

You can also save these (custom) settings, to make it easier the next time you print. Click on Save Preset (bottom of Print window), and give your settings a name. Next time, just select your print settings name in the Print Preset box (top of Print window), before you do anything else.