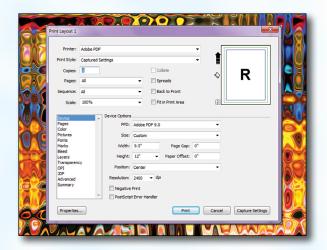
Step 1: • From the File menu select Print.

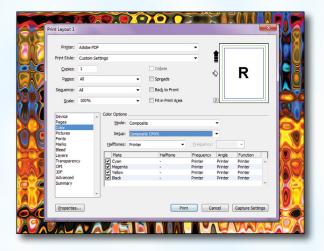
- Choose Adobe PDF for your Printer.
 (NOTE—this Printer Description will only be available if you have Acrobat.)
- Select All for Pages.
- Select All for Sequence.
- Set Scale to 100%.
- <u>Under Device Options:</u>
 Choose **Adobe PDF** for your **PPD**.
- Select Custom for Paper Size.
- Add one inch to the height and width of your document, and enter this in for Paper Width and Paper Height. This will allow adequate room for a bleed and crop marks.
- Set Position to Center and Resolution to 2400.
- Do not check any boxes in this window.
- NEXT, click the **Pages** tab on the left under **Device**.
- Step 2: On the Pages tab, set Orientation to Portrait and check only the box next to Include Blank Pages.
 - Select None for Page Flip.
 - Select Off for Tiling.
 - NEXT, click the **Colors** tab on the left.

Step 3: • Select Composite for Mode.

- Select Composite CMYK for Setup. If you are printing with spot colors, select Composite CMYK and Spot.
- Select Printer for Halftones.
- NEXT, click the **Pictures** tab on the left.



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Step 4:

- Select Normal for Output.
- Choose **Binary** for **Data**.
- NEXT, click the **Fonts** tab on the left.

Step 5: • Check the box for **Select All** under **Font Options**.

• NEXT, click the **Marks** tab on the left.

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Step 6:

• Select **Centered** for **Mode**.

- Leave the **Width** and **Length** at their default values.
- Set the Offset to .25".
- Do not check Include Bleed Marks.
- NEXT, click the **Bleed** tab on the left.





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Step 7: • Set the Bleed Type to Symmetric.

- Enter **.25**" for the **Amount**.
- Check the box next to Clip at Bleed Edge.
- NEXT, click the Layers tab on the left.

- Step 8: Check the box next to Select All if you want to print all layers. Otherwise select just the layers you want to appear.
 - NEXT, click the **Transparency** tab on the left.

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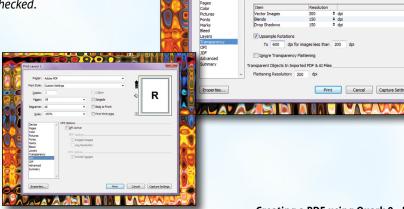
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Step 9:

- Set the Upsample Rotations to 600 dpi.
 Leave the Ignore Transparency Flattening box unchecked.
- NEXT, click the **OPI** tab on the left.
- Leave the **OPI Active** box *unchecked*.
- NEXT, click the **Advanced** tab on the left.





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Step 10:

Step 11:

• Set Postscript Level to Postscript Level 3.

• NEXT, click the **Properties** button.

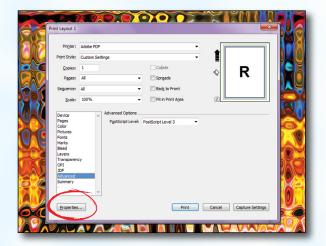
•	In the window that pops up, choose Press Quality
	for Default Setting.

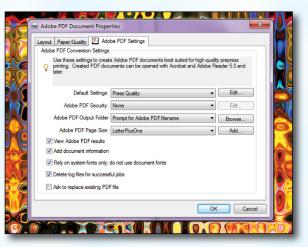
- Under **Adobe PDF Page Size** choose a size that's at least 1 inch bigger than your trim size in both directions.
- Check other boxes as shown.
- Click OK.
- When the window underneath becomes visible, click **Print**.

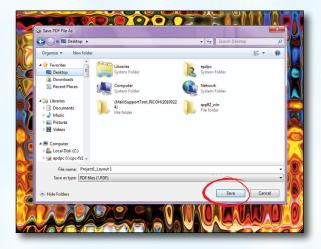
Step 12:

- Select a location and name for your new PDF.Click the **Save** button to save your PDF.
- When your PDF has finished saving, open it and view every page.

Your PDF will print as it views.









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