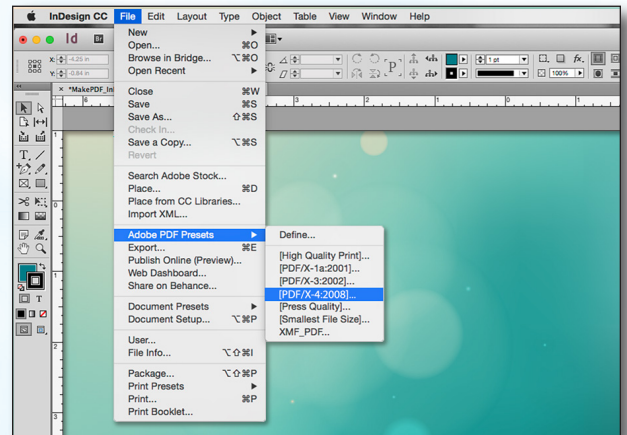


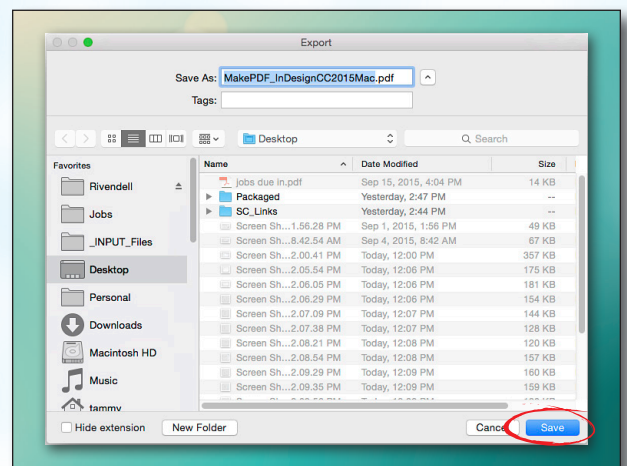
CPC PRINTING AND PROMOTIONS

Creating a PDF using InDesign CC 2015 (Mac)

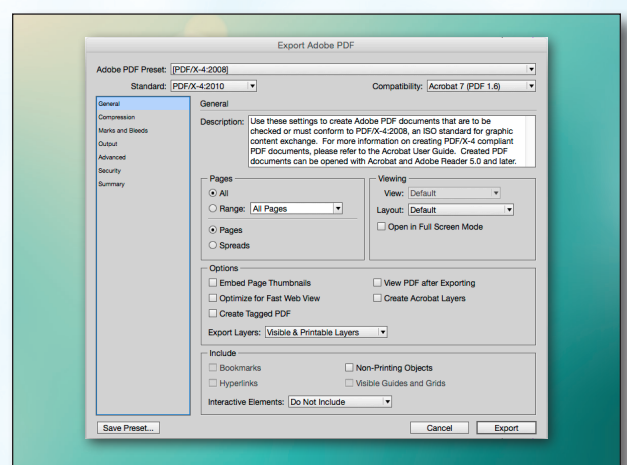
- Step 1:**
- From the **File** menu select **Adobe PDF Presets** and choose **PDF/X-4**.



- Step 2:**
- Select a location and name for your new PDF.
 - Click **Save**.



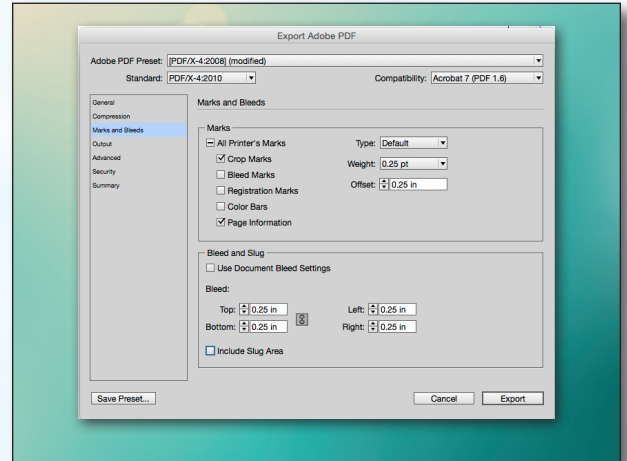
- Step 3:**
- You should now see a screen like the one on the right.
 - Select **All** for **Pages**.
 - Beneath that, choose **Pages**, not **Spreads**.
 - Leave all the other boxes at the default of *unchecked*.
 - Disregard the **Compression** tab.
 - NEXT, click the **Marks and Bleeds** tab on the left.



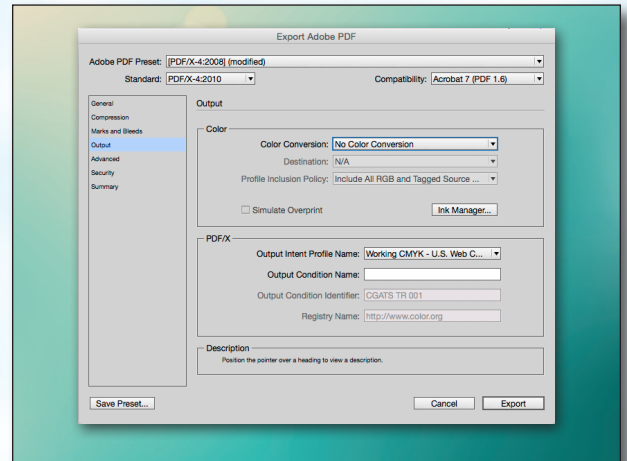
CPC PRINTING AND PROMOTIONS

Creating a PDF using InDesign CC 2015 (Mac)

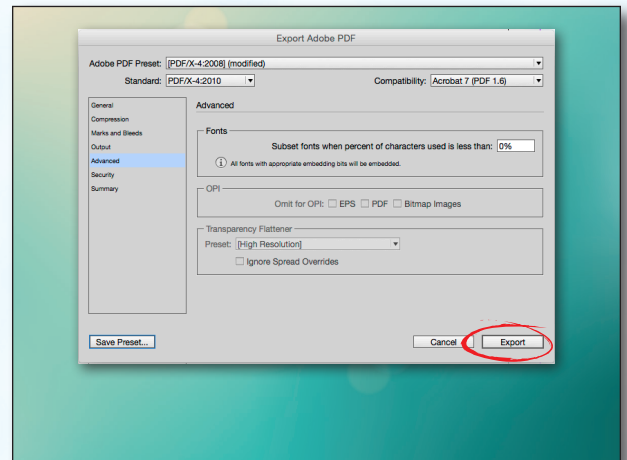
- Step 4:**
- Check **Crop Marks** and **Page Information**.
 - Leave **Type** at **Default** and **Weight** at **.25**.
 - Change **Offset** to **.25**.
 - Do NOT check **Use Document Bleed Settings** unless your bleeds are set to .25.
 - Select **.25** in for a bleed on the **Top, Bottom, Left, and Right**.
 - Do NOT check **Include Slug Area**.
 - NEXT, click the **Output** tab on the left.



- Step 5:**
- Under **Color**, **Color Conversion** should be left at default of **No Color Conversion**.
 - Under **PDF/X**, **Output Intent Profile Name** should be left at default of **Working CMYK - U.S. Web....**
 - NEXT, click the **Advanced** tab on the left.



- Step 6:**
- Under **Fonts**, **Subset fonts when percent of characters used is less than:** should be set to **0%**.
 - Disregard the **Security** and **Summary** tabs.
 - Click **Export**.
 - When your PDF has finished saving, *open it and view every page.*



Your PDF will **print as it views**.