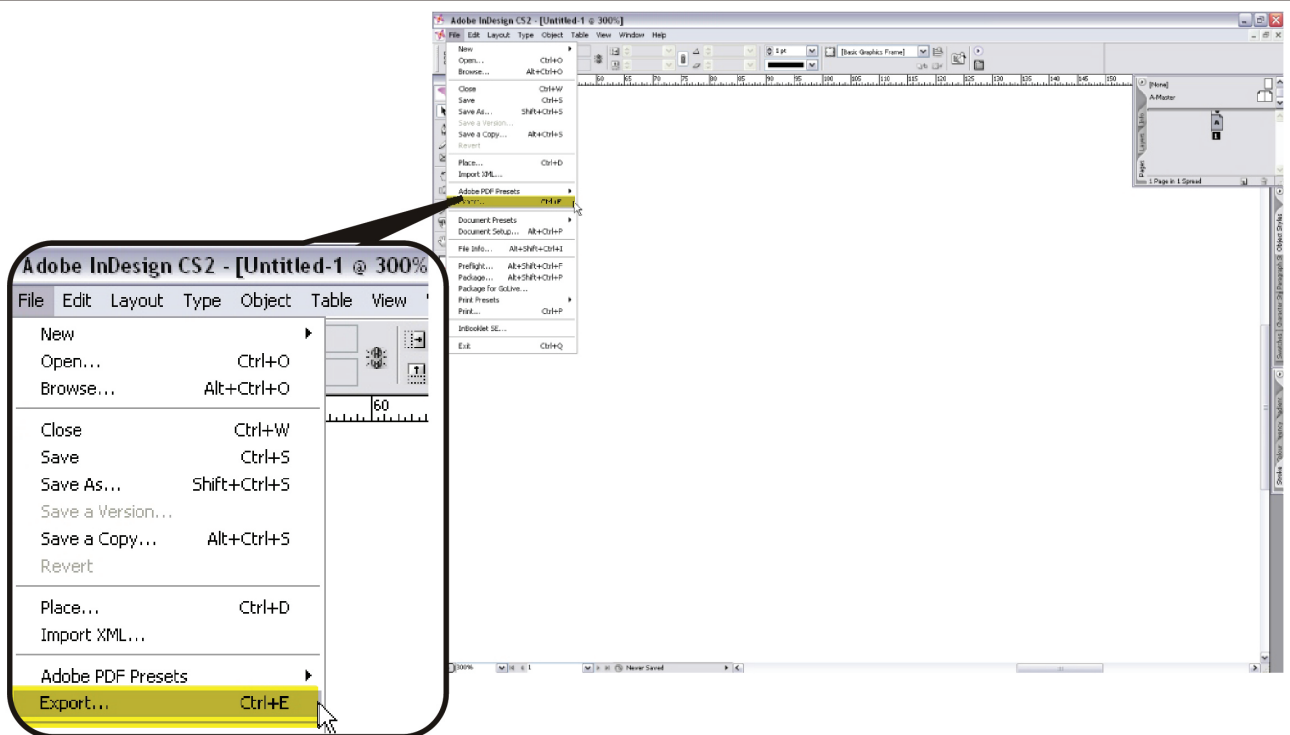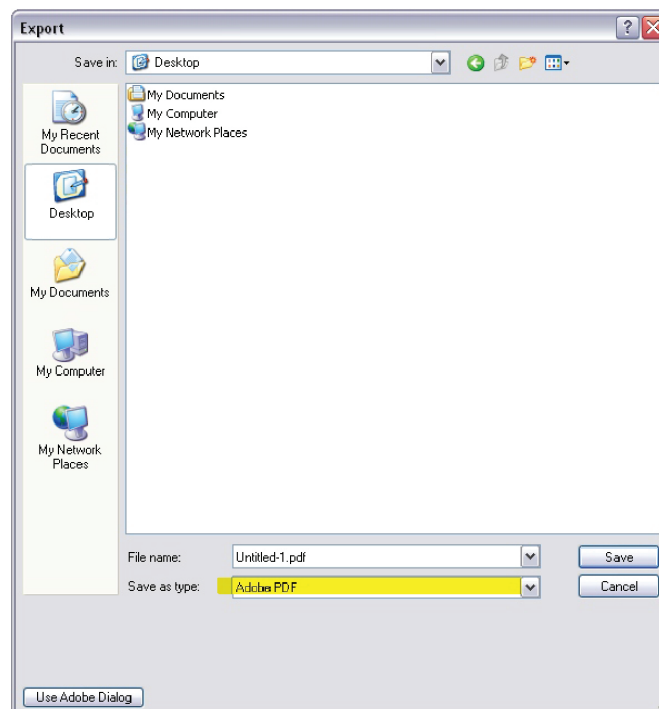## Step 01 - Export to PDF

To convert your final artwork to PDF, go to Menu bar > File > Export
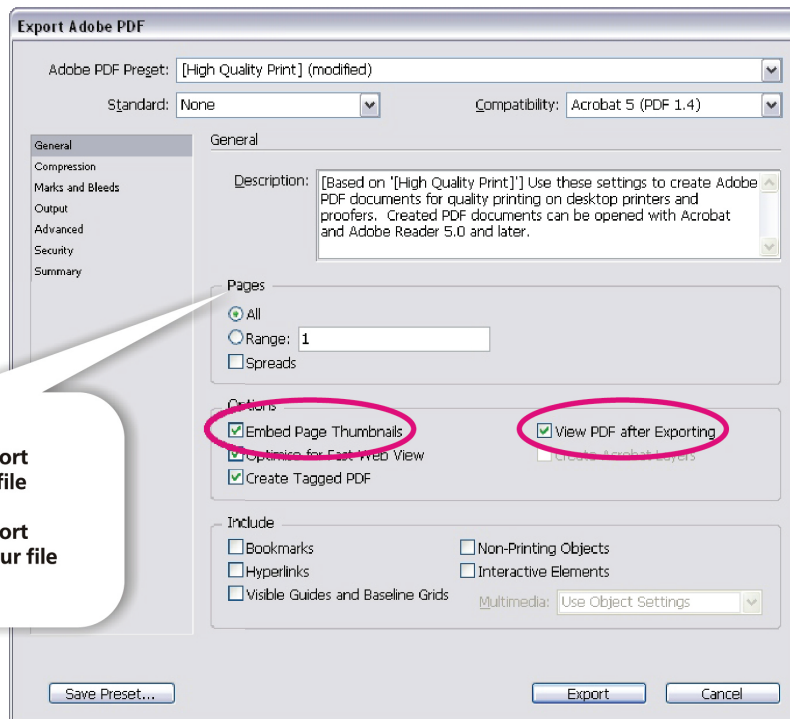
Step 02 - Choosing PDF Style

Save as Type > Choose Adobe PDF (*PDF)
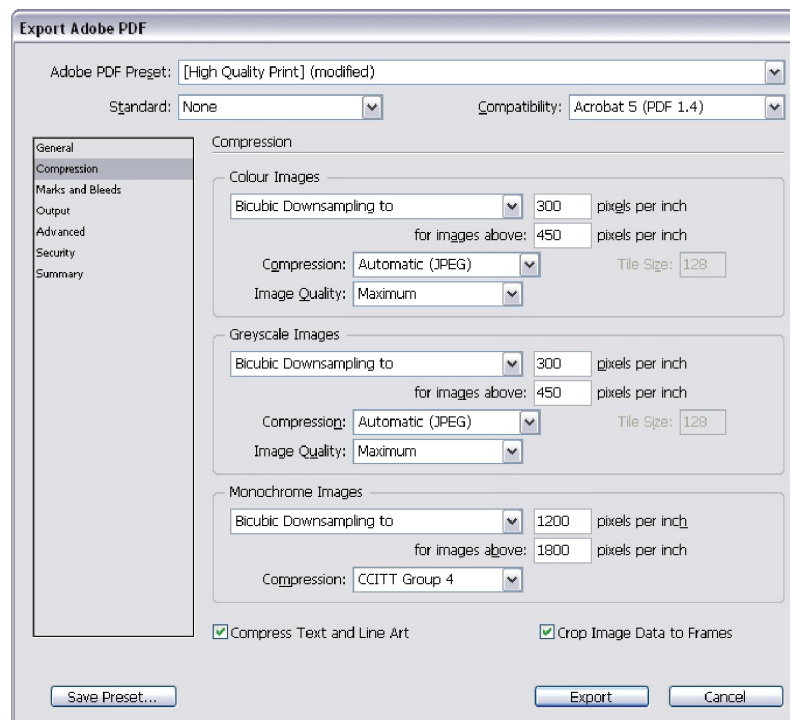
Click Save

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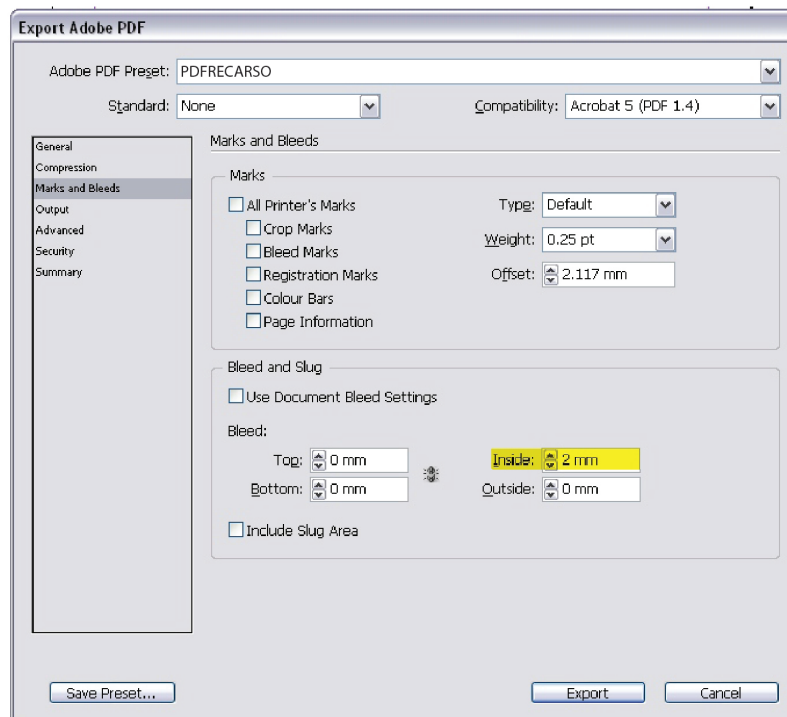Instant Print Services 商务快印服务

Step 03 - General Setting

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified)

Standard: None   Compatibility: Acrobat 5 (PDF 1.4)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

General

Description: [Based on '[High Quality Print]'] Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Pages
- ◉ All
- ○ Range: 1
- ☐ Spreads

Options
- ☑ Embed Page Thumbnails
- ☑ Optimize for Fast Web View
- ☑ Create Tagged PDF
- ☑ View PDF after Exporting
- ☐ Create Acrobat Layers

Include
- ☐ Bookmarks
- ☐ Hyperlinks
- ☐ Visible Guides and Baseline Grids
- ☐ Non-Printing Objects
- ☐ Interactive Elements

Multimedia: Use Object Settings

Save Preset...   Export   Cancel

> **You can choose export ALL pages for your file**
> **or**
> **You can choose export SELECTED pages for your file**

Follow the above setting

Step 04 - Compression Setting

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified)

Standard: None   Compatibility: Acrobat 5 (PDF 1.4)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Compression

Colour Images
Bicubic Downsampling to   300   pixels per inch
for images above: 450   pixels per inch
Compression: Automatic (JPEG)   Tile Size: 128
Image Quality: Maximum

Greyscale Images
Bicubic Downsampling to   300   pixels per inch
for images above: 450   pixels per inch
Compression: Automatic (JPEG)   Tile Size: 128
Image Quality: Maximum

Monochrome Images
Bicubic Downsampling to   1200   pixels per inch
for images above: 1800   pixels per inch
Compression: CCITT Group 4

☑ Compress Text and Line Art   ☑ Crop Image Data to Frames

Save Preset...   Export   Cancel

No changes in setting

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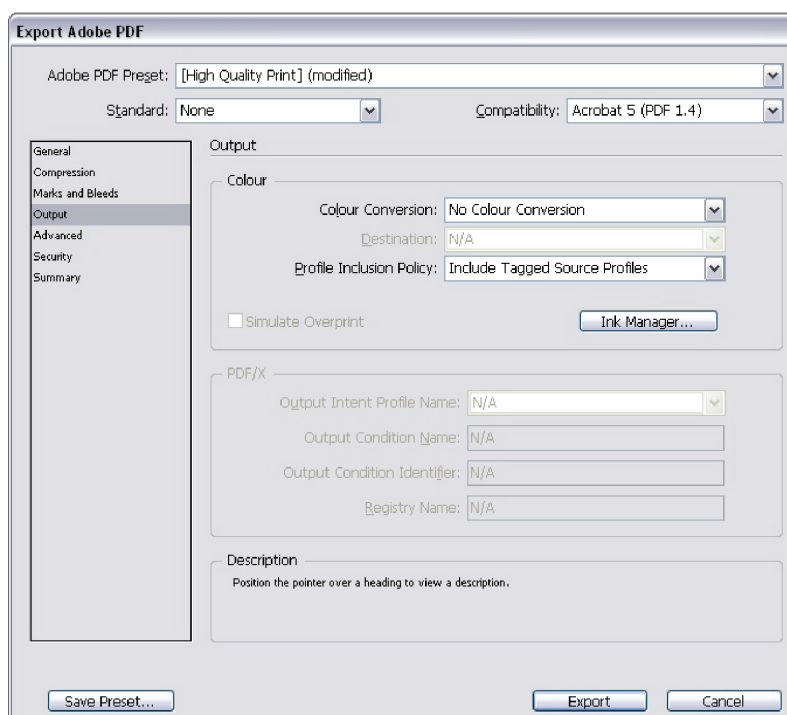## Step 05 - **Marks and Bleeds Setting**

Change Inside Bleed to 2mm for Booklet design.

P/S: When designing for the rest of the products the Inside Bleed must remain 0mm.
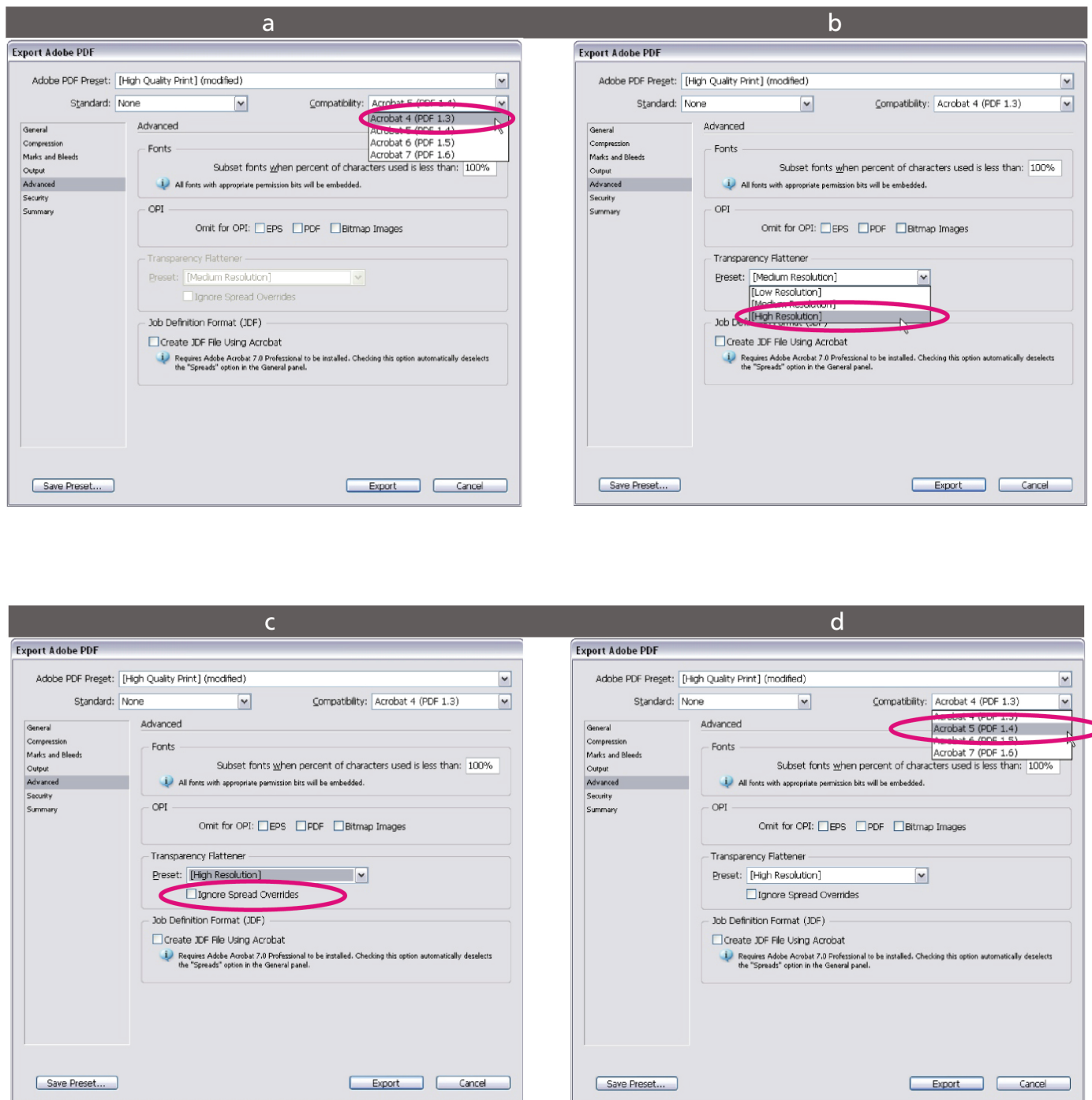Important: For Booklet design using our product size template, you MUST change to the Inside Bleed to 2mm.
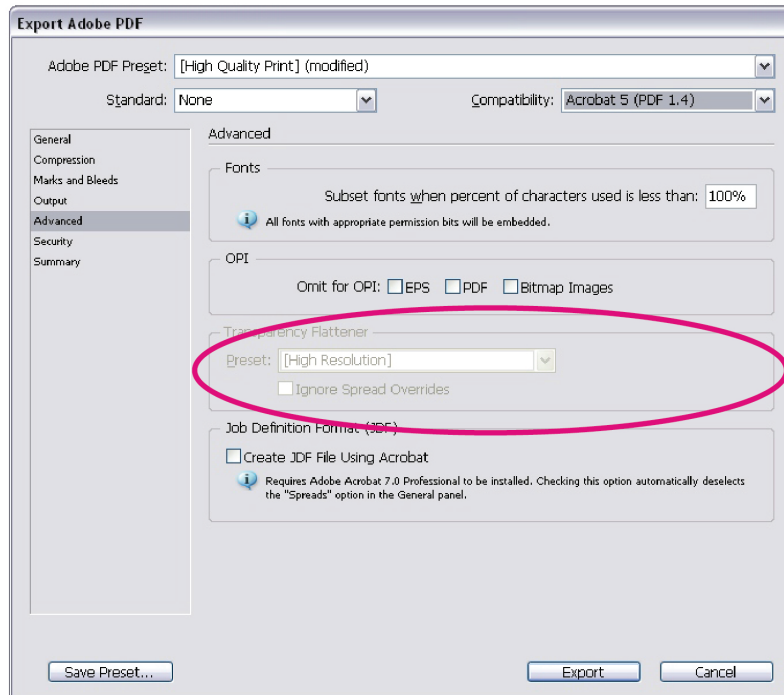
Step 06 - Output Setting

No changes in setting
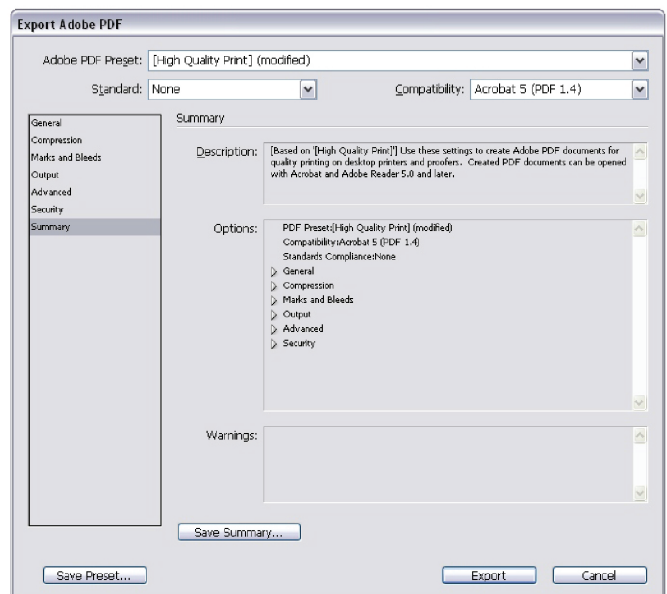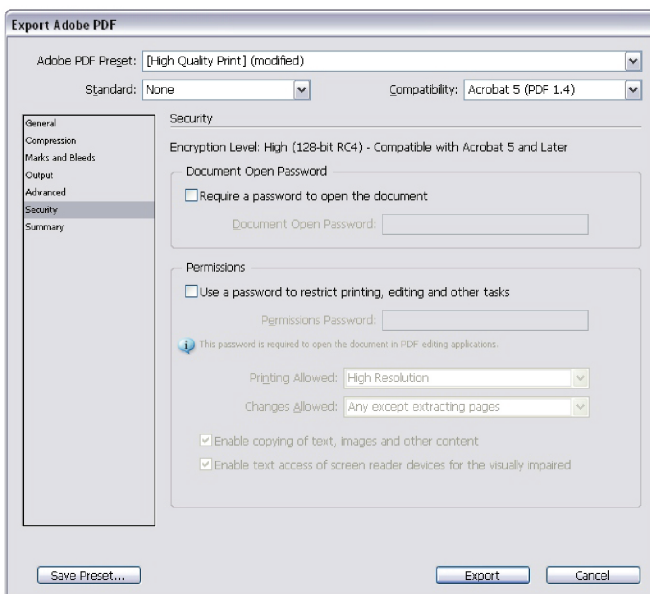
Step 07 - Advanced Setting

a) Compatibility > Choose Acrobat 4 (PDF 1.3)
b) Transparency Flattner > Preset > Ensure that it is set to High Resolution.
c) Ensure 'Ignore Spread Override' is UNCHECKED
d) Go back to Compatibility > Change it to Acrobat 5 (PDF 1.4)
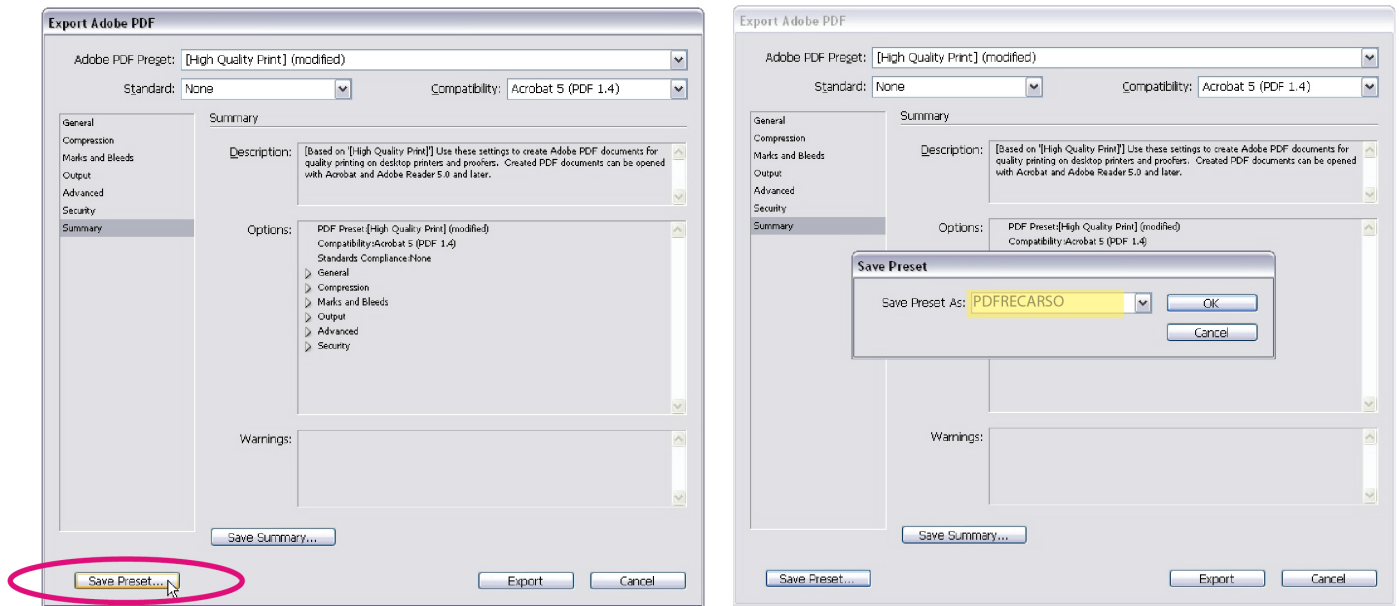
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It is important that Transparency Flattner is set to 'High Resolution' so that after exporting, your artwork will remain in high resolution.

Step 08 - Security / Summary Setting

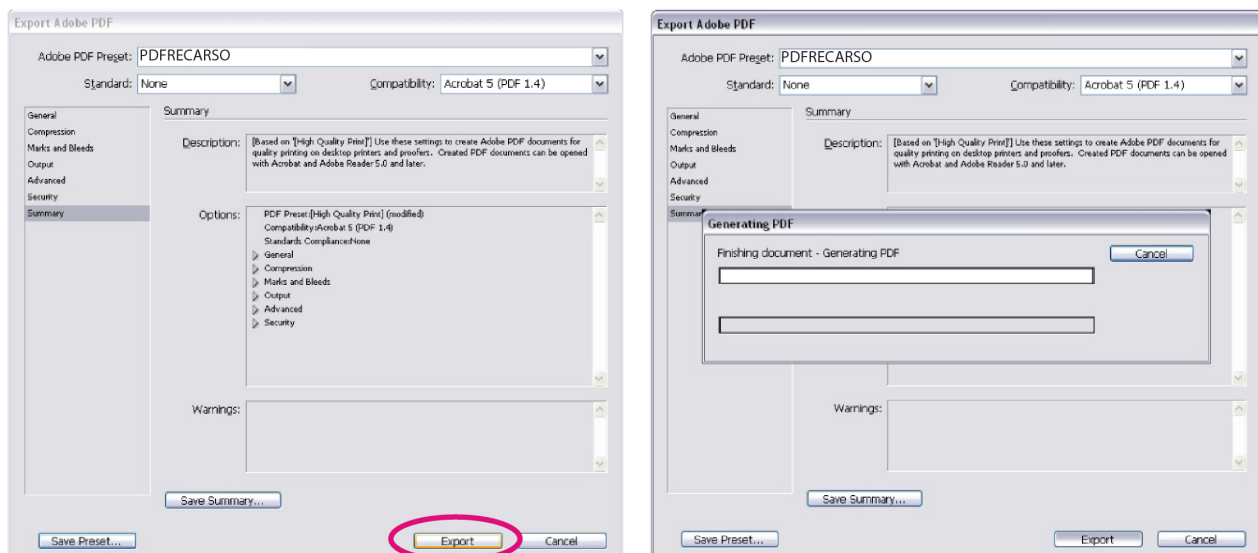**No changes in setting**

Step 09 - Saving PDF Preset

Go to Summary to review all your settings

If all are correct click Save Preset

At Save Preset As > type ' PDFRECARSO' or your preferred name

Step 10 - Exporting Your File

Click Export.

You have successfully saved your file in PDF format.

Why saving PDF setting?
Every time when saving your final artwork in PDF format, you do not need to go through the setting process again,
just choose ' PDFRECARSO' as your PDF Style, and your document should be ready for upload.

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