



Conversions from Adobe InDesign CS2

Converting an InDesign file type to PDF (Option 1)

Before you begin conversion to PDF, ensure that every page is numbered sequentially, such as 001Title page, 002Blank, 003VacationTime, etc.

1. Make sure your InDesign file is open and that it has been saved.
2. Then under the **File** menu, select **Export...** An Export window will appear.
3. Using the **Save in** scroll-down menu at the top of the window, select the folder you would like to save your new PDF file in.
4. At the bottom of the window, find the option, **File name**. Enter the name of your scrapbook file here.
5. Then, from the scroll-down menu, **Save as type**, select **Adobe PDF**. If Adobe PDF does not appear as a choice, then you do not have Acrobat Professional on your computer.
6. Click **Save**. An Export Adobe PDF window will appear.
7. Under **Adobe PDF Preset** at the top of the window, select **High Quality Print**.
8. Select **None** under **Standard**, and **Acrobat 7 (PDF 1.6)**, or the highest available, under **Compatibility**.
9. Under Pages, click **ALL**. If you wish to convert only certain pages, use the **Range** feature and enter your pages there (1, 3-34, 48 etc.).
10. Make sure that the **Spreads** box is NOT selected.
11. Under **Options**, make sure that NONE of the boxes are selected. If, however, you would like to see the result of your PDF conversion, you may select the **View PDF after Exporting** box.
12. Under **Include**, make sure that NONE of the boxes are selected.
13. Click on **Compression**, located on the left-hand column.
14. Under this new window, select **Maximum** from BOTH of the **Image Quality** drop-down menus. DO NOT touch anything else in this window.
15. Click **Export**.
16. If acceptable, save to a CD or DVD and send in with your order form.

The newly created PDF should appear if you selected the **View PDF after Exporting** box. Or you can find it in the folder that you chose to save it in during step 3. Do this for each of your page images. (*Note: It is easiest to do this as you complete each of your page image designs, rather than trying to convert every page after you have finished designing the whole book.*)



Converting an InDesign file type to PDF (Option 2)

Use this option if you do not have Adobe Acrobat Professional but you do have Adobe Distiller.

1. Make sure your InDesign file is open and that it has been saved.
2. Then under the **File** menu, select **Print...** A Print window will appear.
3. At the top of the window, find the **Printer** scroll-down menu and select **Adobe PDF or Adobe Distiller**. Under **Copies**, enter **1**. Under **Pages**, select **All**.
DO NOT check any boxes under **Sequence**.
If you have included any blank pages in your document that you would like to be part of your book, check **Print Blank Pages** under **Options**.
4. At the very bottom of the window, click **Setup...** A new **Print** window will appear.
5. Click **Preferences**. A **Printing Preferences** window will appear.
6. Make sure you are under the **Adobe PDF Settings** tab. Under the **Default Settings** scroll-down menu, select **High Quality Print**. Under the **Adobe PDF Security** scroll-down menu, select **None**. Under the **Adobe PDF Output Folder** scroll-down menu, select **Prompt for Adobe PDF filename**. Under the **Adobe PDF Page Size** scroll-down menu, select **Letter**.
7. Make sure that NONE of the boxes are selected. If, however, you would like to see the result of your PDF conversion, you may select the **View Adobe PDF Results** box.
8. Select the **Paper/Quality** tab. Under the **Paper Source** scroll-down menu, select **Automatically Select**. Select **Color**.
9. Select the **Layout** tab. Select **Portrait**. Click **OK**.
10. You will be back at the second Print window. Click **Print**.
11. You will be back at the first print window. Click **Print**.
12. A **Save PDF File As** window will appear. Under the **Save in** scroll-down menu, navigate to the folder that you would like to save your new PDF file in and select it. At the bottom of the window, find the option, **File name**. Enter the name of your page image file here, ex. 005camping. Then, from the scroll-down menu, **Save as type**, select **Adobe PDF**. Click **Save**.

The newly created PDF should appear if you selected the **View Adobe PDF Results** box. Or you can find it in the folder that you chose to save it in during step 12.