

CONVERT AN INDESIGN FILE TO A PDF FORMAT

There are two steps:

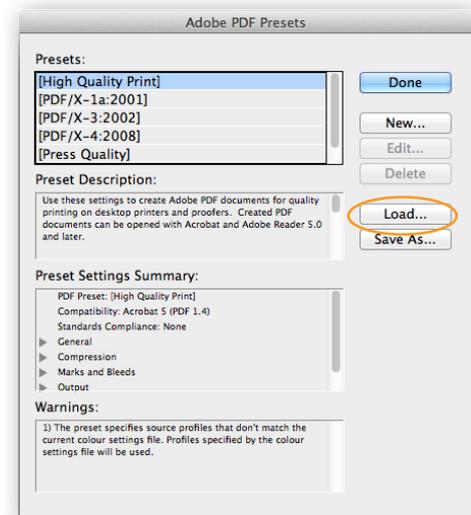
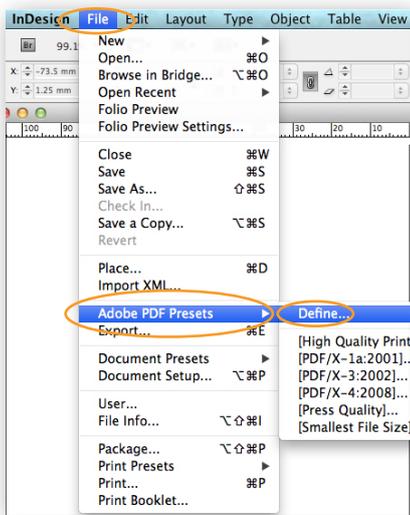
1. Upload the LEP PDF Preset
2. Save your artwork file as a PDF

STEP ONE: UPLOAD LEP'S PDF PRESET INTO INDESIGN. TO DO THIS:

1a. Download the LEP PDF Preset from the '[How do I convert my artwork file to a PDF?](#)' article in the Support Centre.

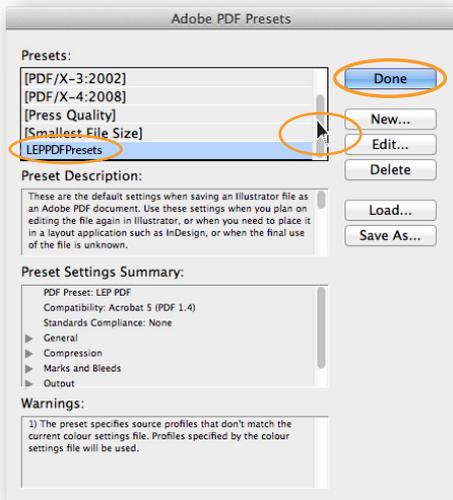
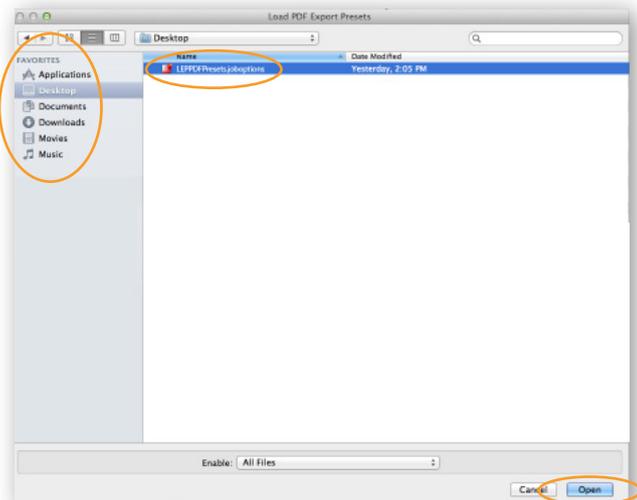
1b. In Indesign go to FILE, and then scroll down to ADOBE PDF PRESETS and select DEFINE.

1c. A new dialogue box will open displaying Adobe's standard PDF presets. Select LOAD.



1d. A new window will appear. Navigate to your saved PDF Preset, select the preset and then OPEN.

1e. You will then be redirected back to the previous dialogue box. In the presets section, scroll down to LEPPDFPresets and select DONE.

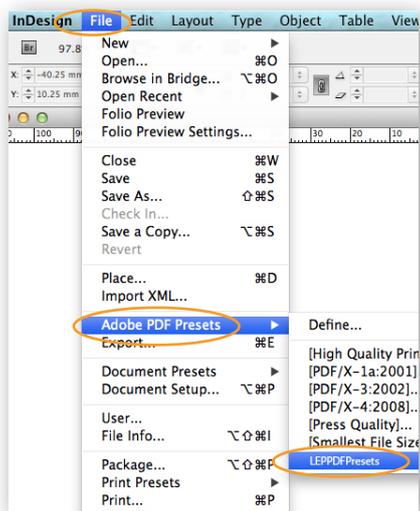


LEP PDF Preset will now be stored as an easy access preset to ensure artwork is exported correctly and ready to print!

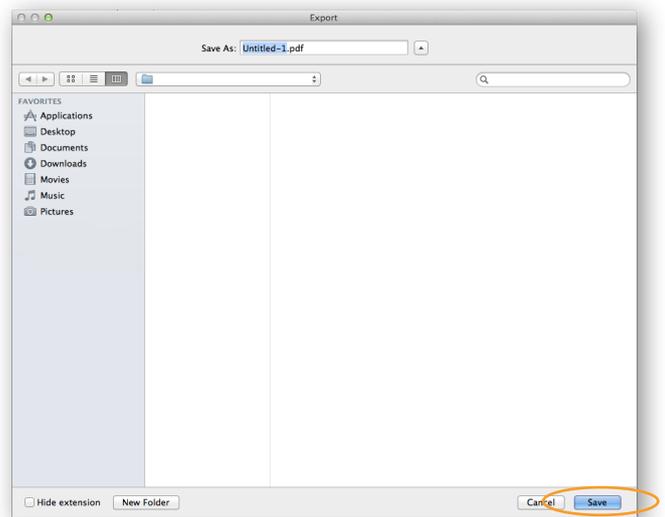
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STEP TWO: SAVE YOUR ARTWORK FILE AS A PDF

2a. In InDesign go to FILE and then scroll down to ADOBE PDF PRESETS and select LEPPDFPresets.



2b. A new window will appear. Before saving your PDF please ensure the document colour mode is CMYK and you have followed the Essential and General Instructions in the Specification Sheet available from the downloads page of the public website. Then press SAVE.



2c. Congratulations! Your PDF is now ready to upload with your order in LEP Online.

