

These instructions apply to anyone using InDesign CS and up. Before continuing, make sure your ad complies with Source interlink's [Digital Guidelines](#).

**Important Note:** If you are using InDesign 2 or older, please see the [instructions](#) on how to create a PDF file using Acrobat. Although older versions of InDesign may export in a PDF format, the integrity of these PDF files do not comply with Source interlink specifications.

- 1 With your InDesign file open, choose **File > Preflight...** to ensure there are no RGB colors, font problems, or problems with images. In the Colors and Inks area, make sure that all spot colors have been converted to process.
- 2 Choose **File > Adobe PDF Presets > [PDF/X-1a:2001]** (InDesign CS2 and CS3) or **File > Adobe PDF Presets > [PDF/X-1a]...** (InDesign CS). An Export dialog box will appear.
- 3 Name the PDF file and choose the directory in which the file should be saved. Click **Save**. An Export Adobe PDF dialog box will appear.
- 4 Highlight the **Marks and Bleeds** option along the left side of the dialog box.
- 5 In the Marks area, checkmark **Crop Marks only**. (Note that the Preset at the top has changed to **[modified]**.)
- 6 In the Bleed and Slug area, enter the value **0.125"** in the fields for top, bottom, inside, and outside. (This step is not necessary for non-bleed ads.) Please make sure that "Use Document Bleed Settings" is **NOT** checked.
- 7 Click **Export**.
- 8 Once completed, be sure to compare the PDF version of the ad with the original version.

