

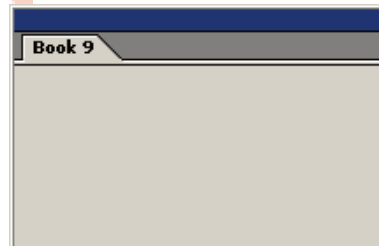
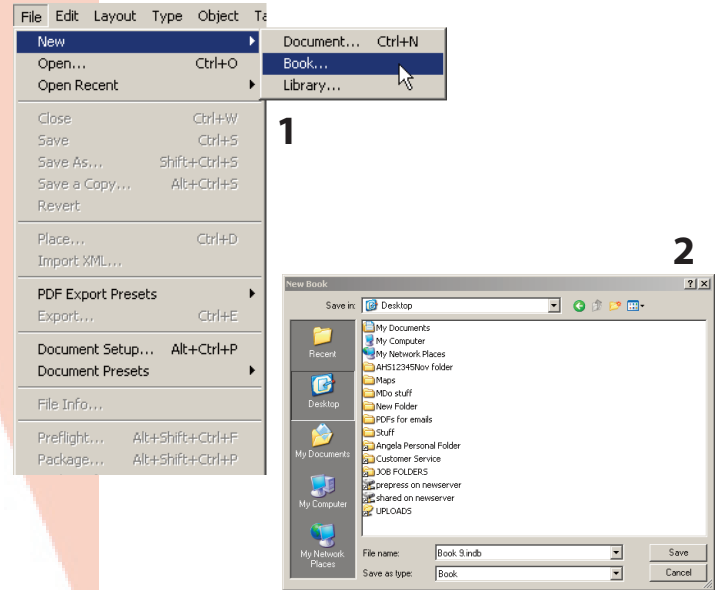
Adobe® InDesign Creating a PDF from multiple files

CREATING A PDF FROM MULTIPLE INDESIGN FILES

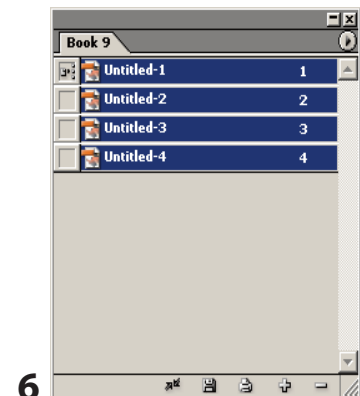
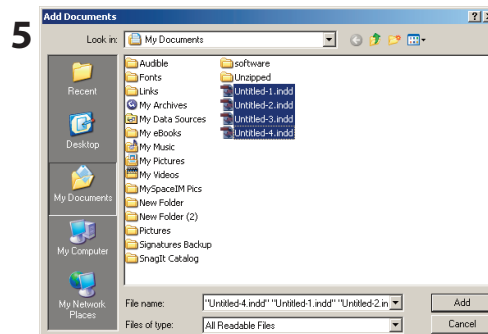
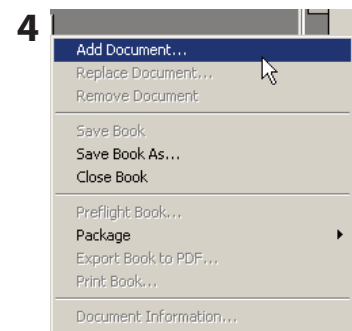
If you have multiple InDesign files, InDesign allows you to create one PDF from those files.

To create a PDF:

- 1) Open InDesign and go to **File>New>Book** (your InDesign documents should not be opened).
- 2) Choose your desktop from the Save in drop-down menu at the top of the screen and click **Save**.
- 3) In the window that pops up, select the drop-down menu that is in the top right corner.
- 4) Click **Add Document**.
- 5) Browse to where you have your files saved and highlight each of them by holding the CTRL button down on your keyboard and clicking each file. Once all of them are highlighted, click **Add**.
- 6) Highlight each of the pages that are in the book.

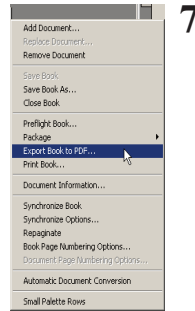


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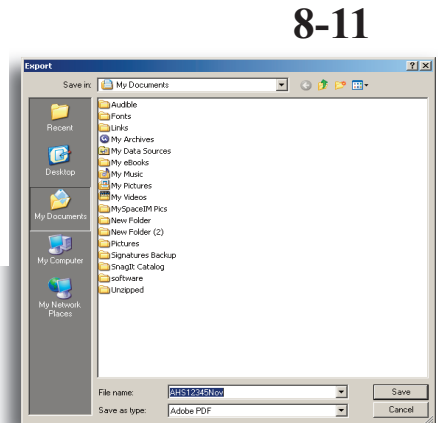
7) Go to the drop-down menu again and click **Export Book to PDF**.



8) Choose your Desktop from the **Save In** drop-down menu.

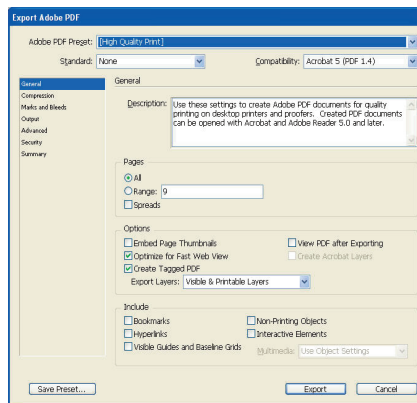
10) Change the file name to your school initials, zip code and the edition e.g. AHS12345Nov.

11) Click **Save**.



12

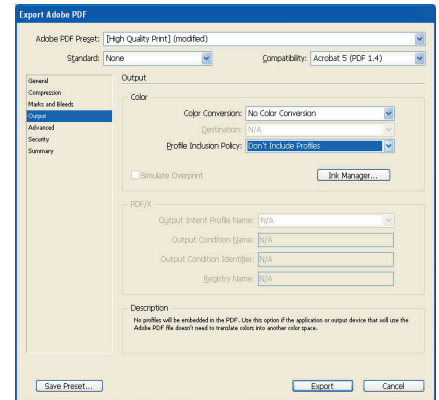
12) From the Adobe PDF Preset drop-down menu, Indesign 2.0 and CS users choose **Print**; CS2 and CS3+ users choose **High Quality Print**.



13) Select **Output** from the left-hand side of the window and set **Color Conversion** to **No Color Conversion** and **Profile Inclusion Policy** to **Don't Include Profiles**. Click **Export**.

Note* Customers who are using the non-newsprint format with bleeds will need to choose **Use Document Bleed Settings** from the Marks and Bleeds section.

13



Non-newsprint publication with bleeds

Important!

BEFORE SUBMITTING YOUR ORDER, OPEN THE PDF FILE AND VIEW THE LAYOUT TO ENSURE THERE WERE NO UNEXPECTED RESULTS DURING CONVERSION.

