

# Writing a Print-Ready PDF from InDesign

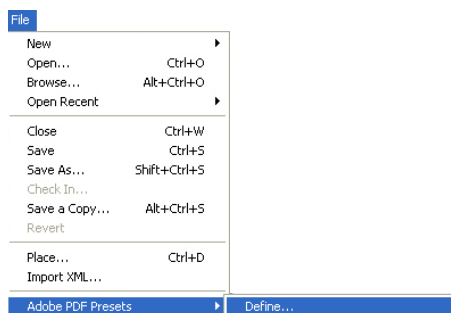
(For CS Versions 3-5)

## Setting Up a PDF Preset

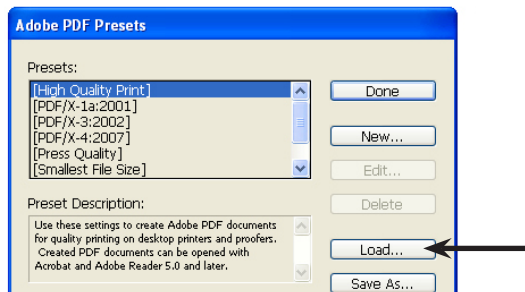
- 1) Save the CS template from the CCI/Coakley Tech website
  - > **FILE > ADOBE PDF PRESETS > DEFINE**
- 2) Open InDesign click
  - > **FILE > ADOBE PDF PRESETS > DEFINE**
- 3) In the ADOBE PDF PRSETS window click
  - > **LOAD**
- 4) Locate the saved template downloaded from the CCI/Coakley Tech website and click
  - > **OPEN**
- 5) Once loaded click
  - > **DONE**

NOTE: Now there is PDF Preset loaded onto your system. To export a PDF using the CCI Coakley Tech template follow the directions on the next page.

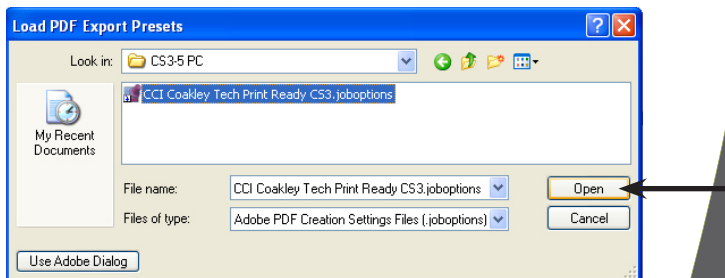
### STEP 2



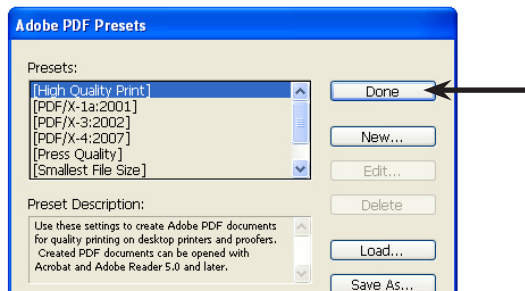
### STEP 3



### STEP 4



### STEP 5



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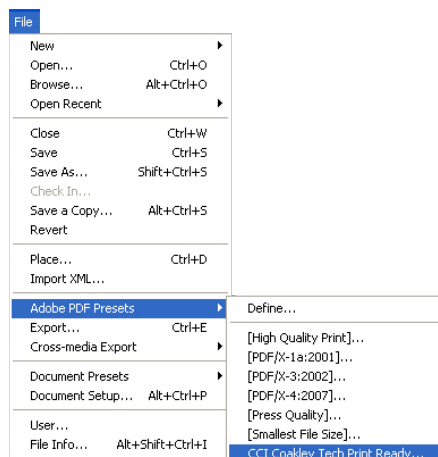
# Writing a Print-Ready PDF from InDesign

(For CS Versions 3-5)

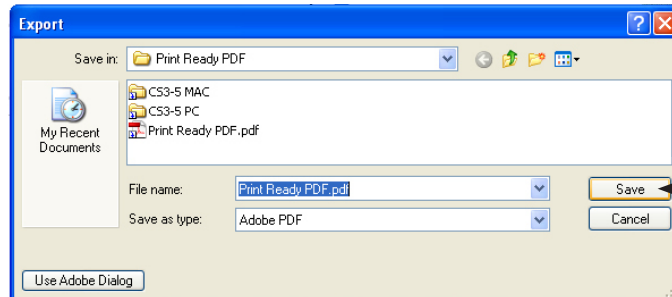
## Writing a PDF using a PDF Preset

- 1) Open the print ready file
- 2) Click
  - > **FILE > ADOBE PDF PRESETS**
  - > **CCI COAKLEY TECH PRINT READY**
- 3) Check file name and location of exported file is in the proper location and then click
  - > **SAVE**
- 4) In the next window click
  - > **EXPORT**
- 5) Send the print-ready file to CCI/Coakley Tech

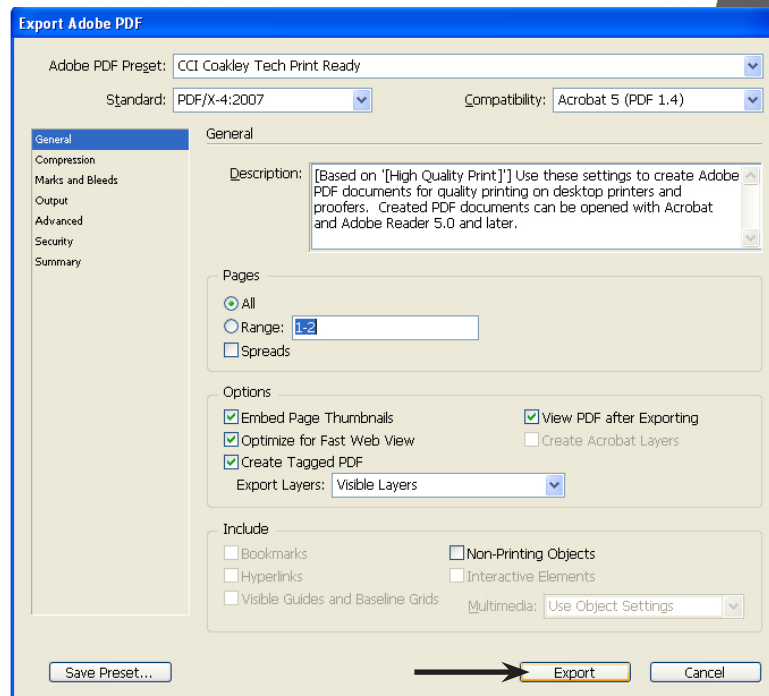
### STEP 2



### STEP 3



### STEP 4



If you have any questions, please contact  
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