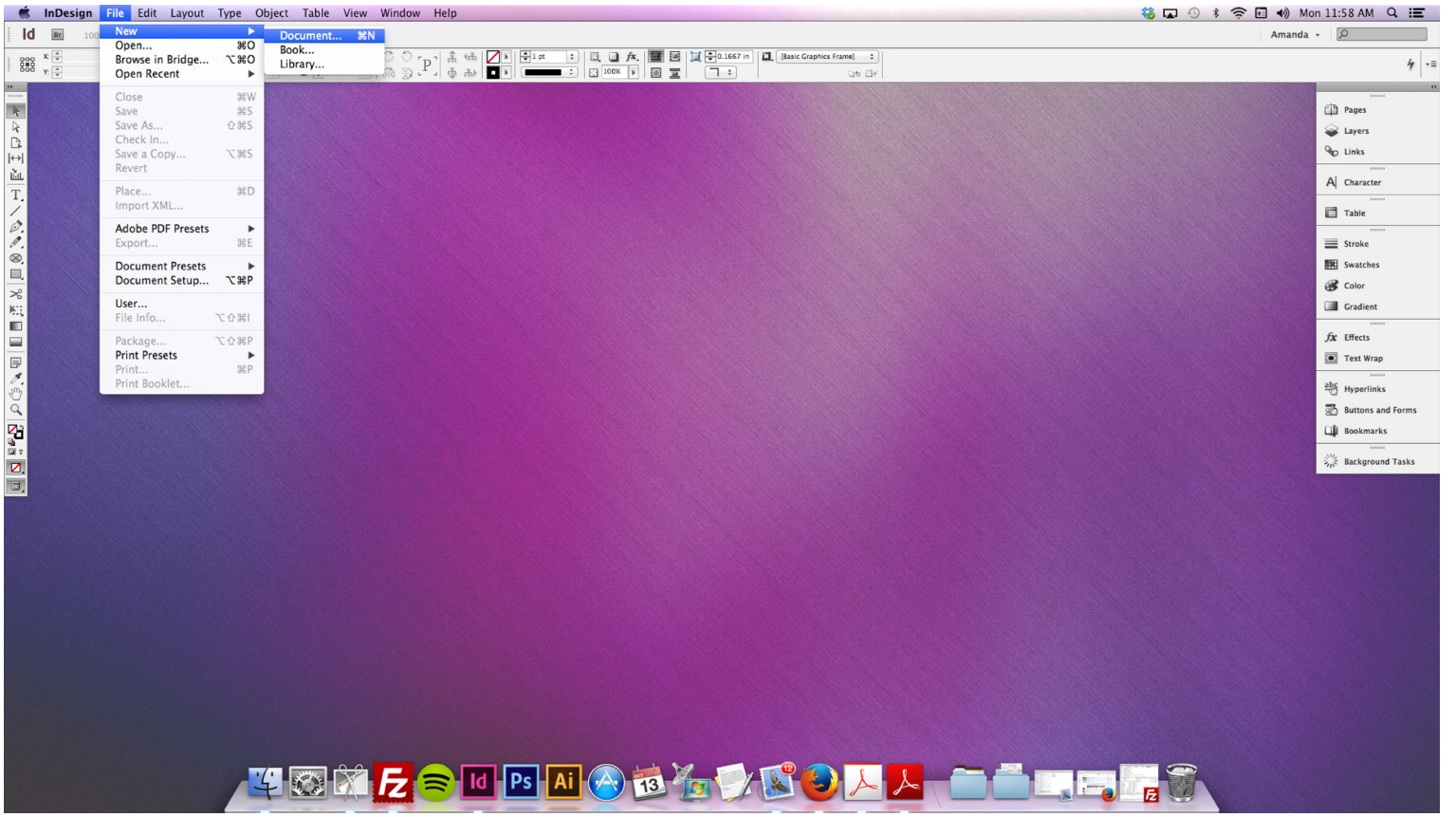
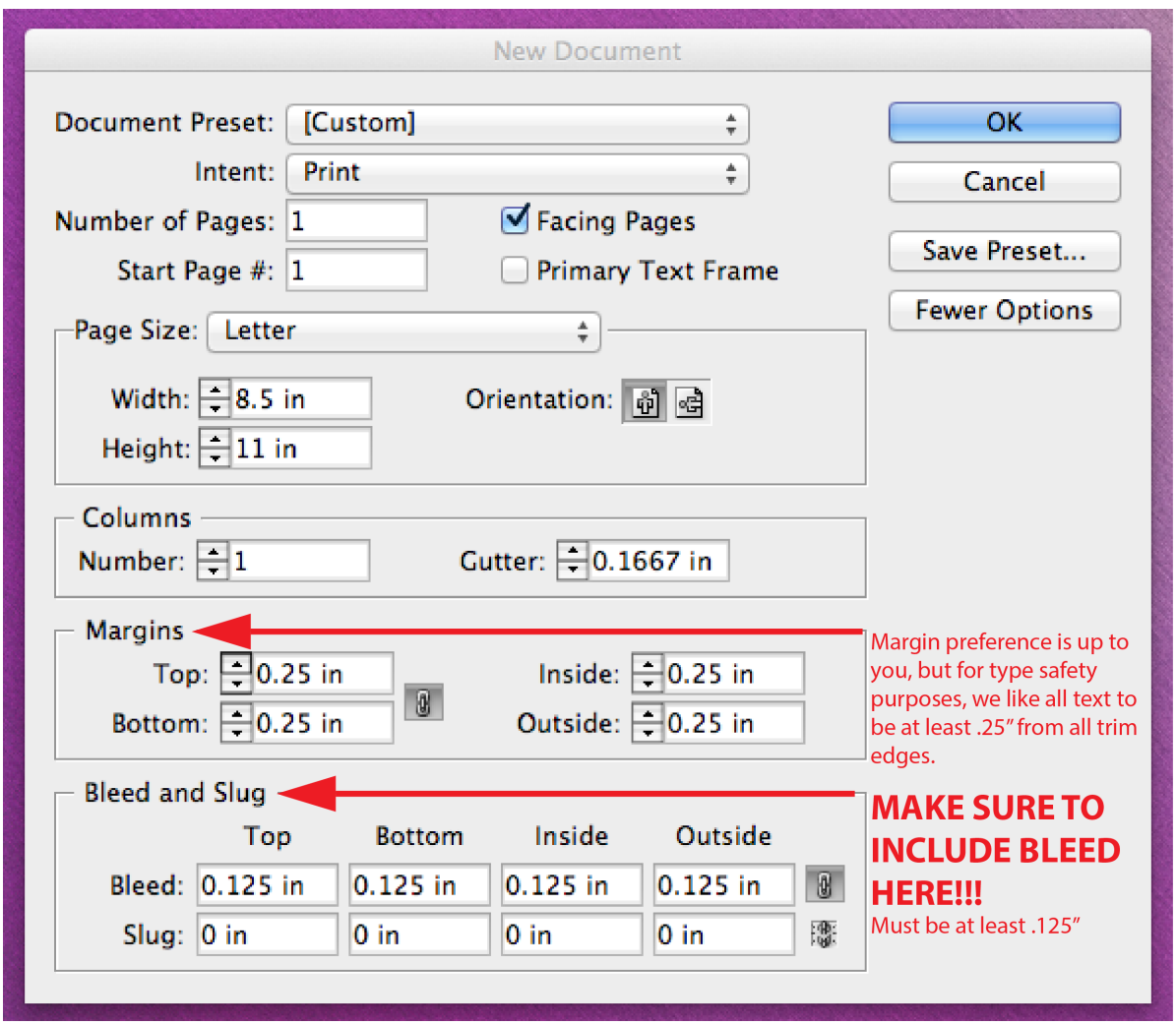
InDesign: Step by Step

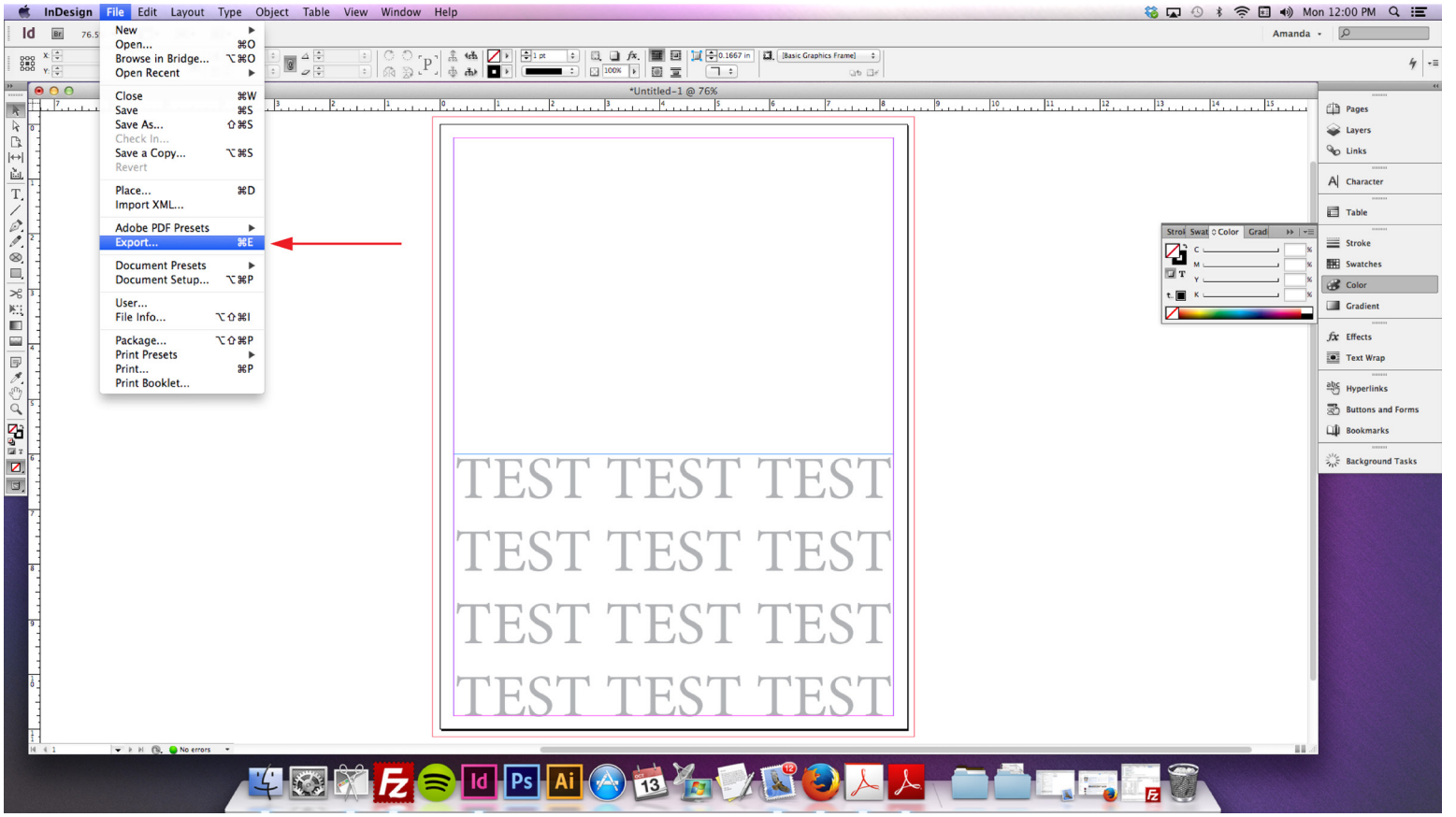
Step 1 – Create a new document.



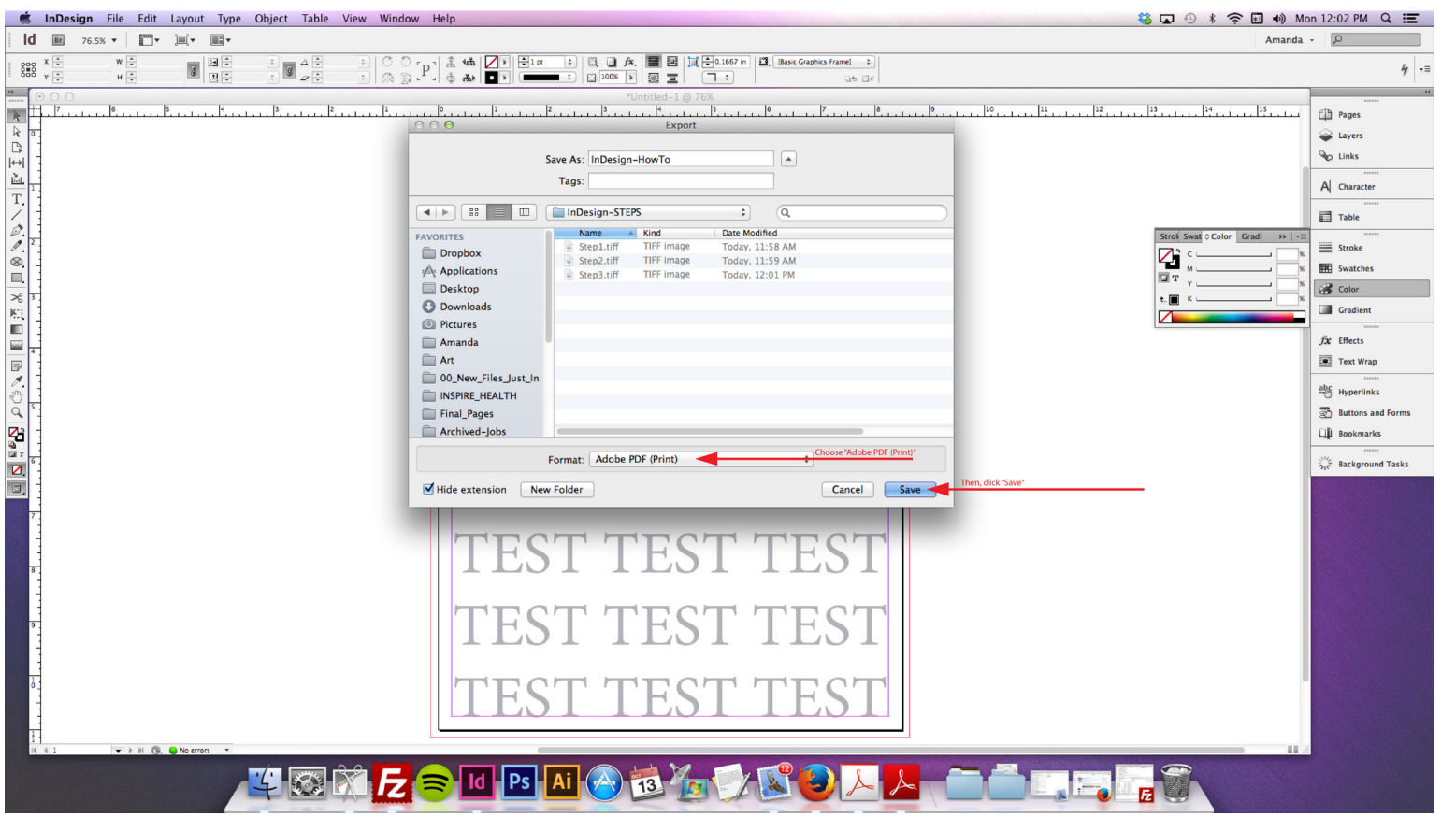
Step 2 – Set your margins and bleeds as illustrated below.



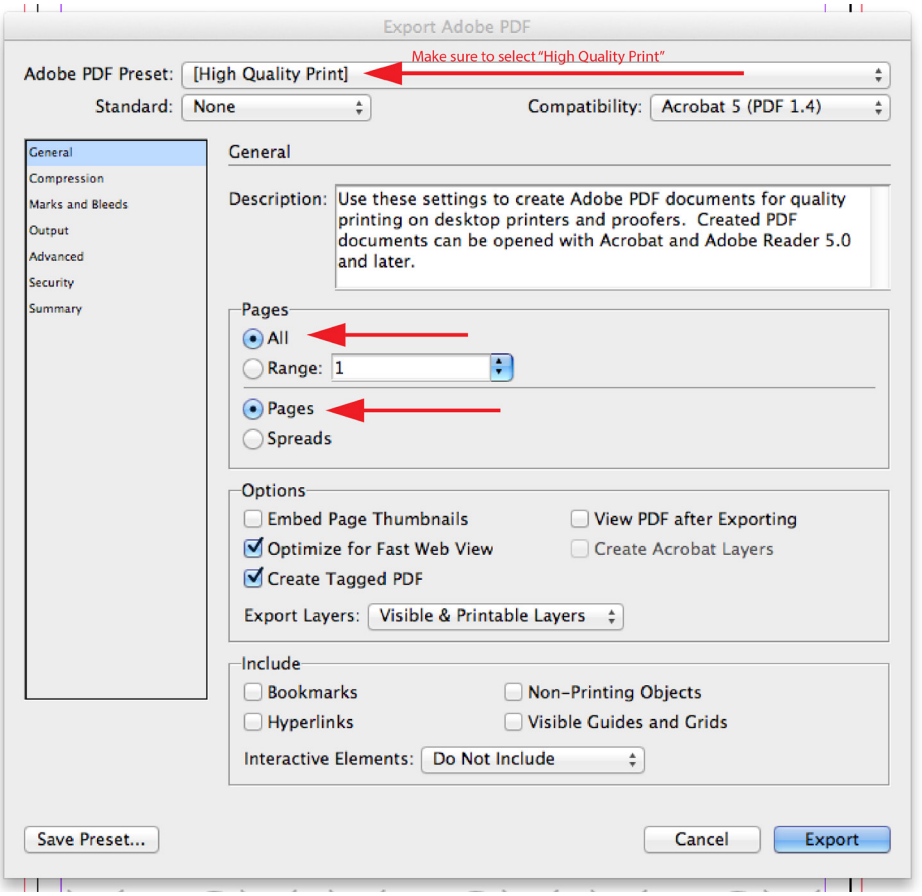
Step 3 – After you've designed your document, select File > Export.



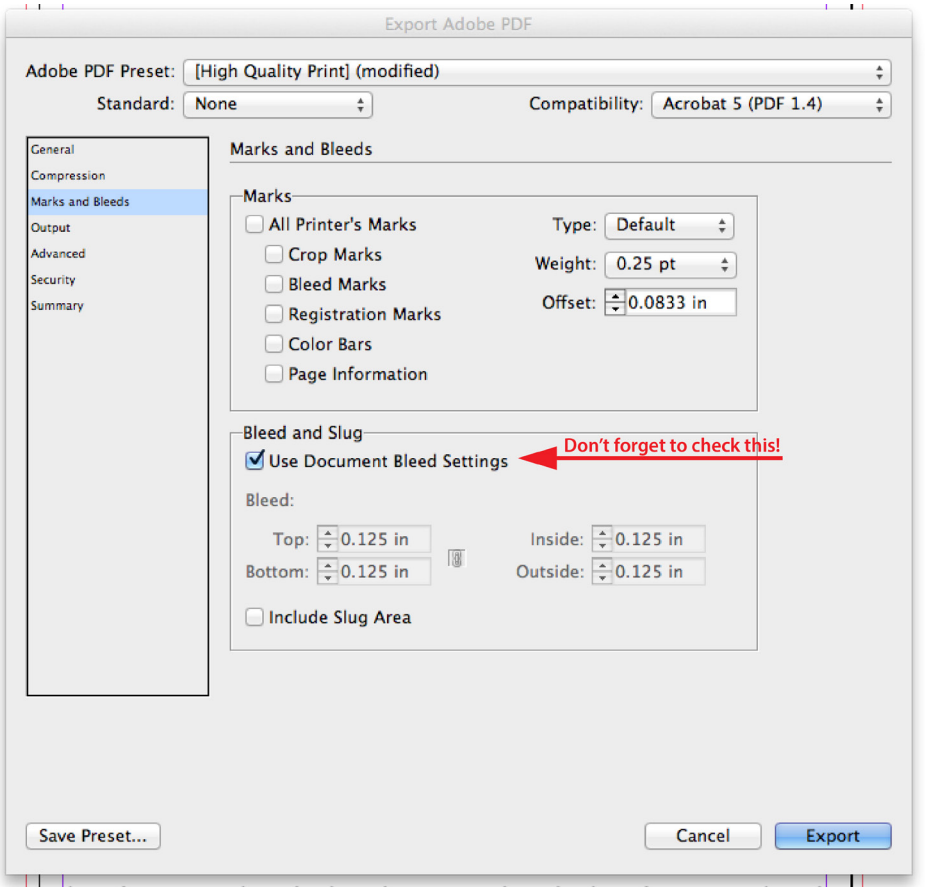
Step 4 – Select "Adobe PDF (Print)" as your format.



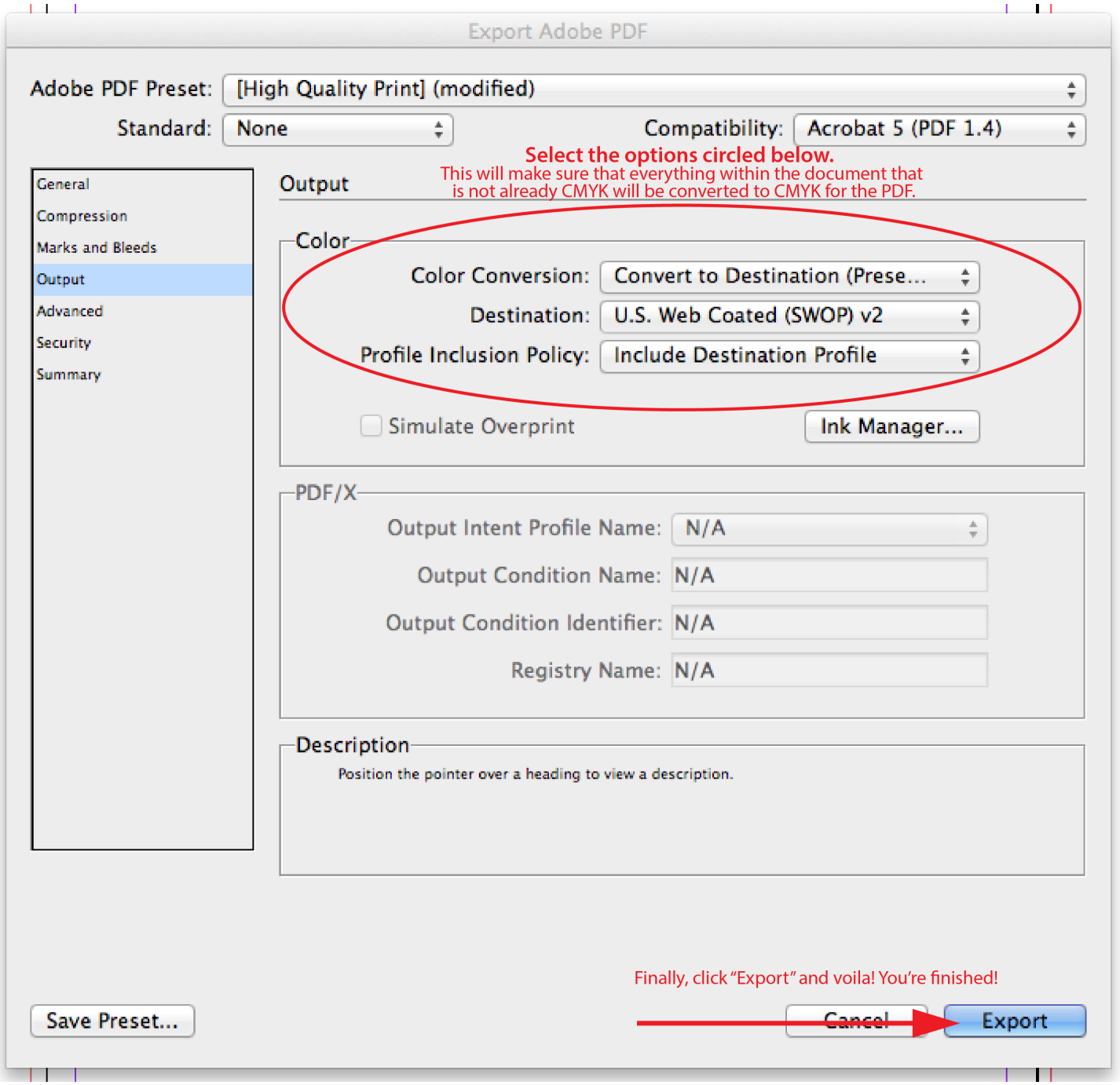
Step 5 – Under “Adobe PDF Preset,” select [High Quality Print]
Under Pages, make sure “All” is checked.
Check “Pages,” do not select “Spreads.”



Step 6 – Under the “Marks and Bleeds” selection on the left, make sure “Use Document Bleed Settings.”



Step 7 – Under the “Output” selection on the left, use the color settings as seen below, then export!



FOX
PRINT & CREATIVE PUBLISHING