COPY Bargain

Adobe Indesign

Template Instructions

1. OPEN INDESIGN TEMPLATE

Take note of safety margin, bleed margin, cut line, binding margin, dimensions, and fold lines.

2. ADD NUMBER OF PAGES
(FOR BOOKLETS OR MULTI-PAGE COPIES)

FROM TOP MENU BAR:

- **Click:** File > Document Setup

2A. For Saddle Stitched booklets:
- Fill out: "Number of Pages" (Divisible by 4)
- Check: "Facing Pages" box. Click OK

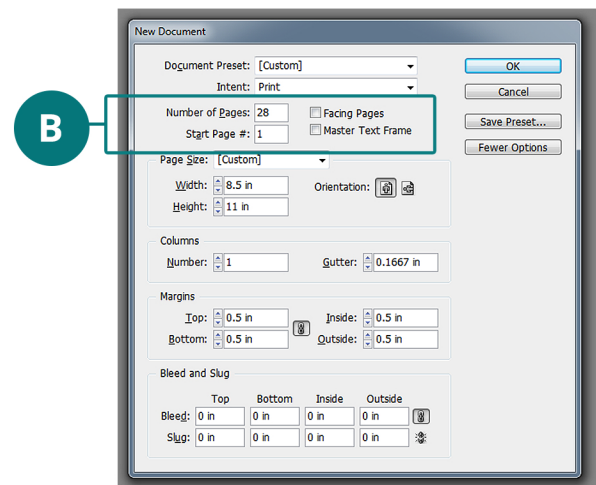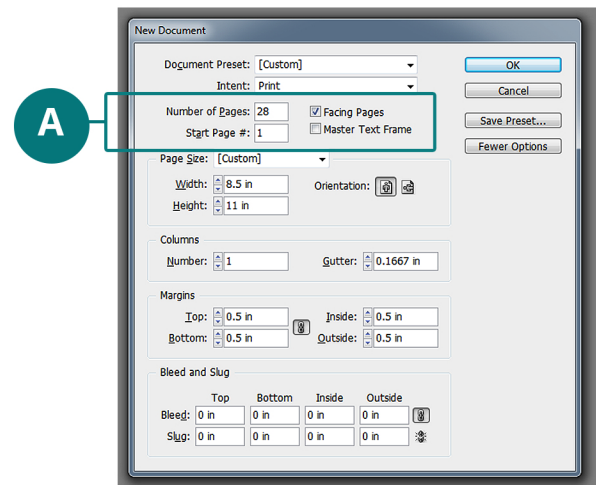**2B.** For Perfect, Spiral, & Wire-O booklets:
- Check "Facing Pages" box. Click OK
- Fill out: "Number of Pages" (Even number)

2C. For multi-page copies:
(Postcards, business cards, posters, etc.)
- Uncheck: "Facing Pages" box. Click OK
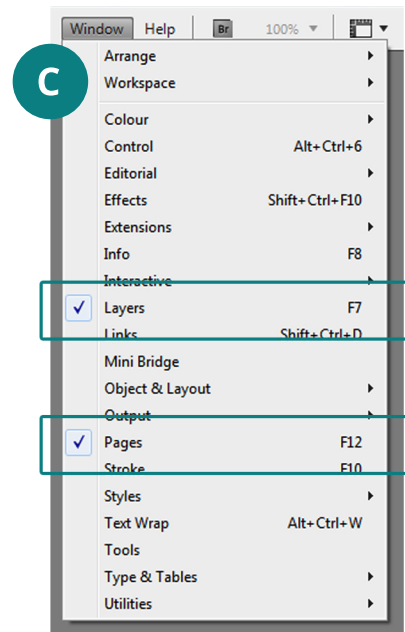- Fill out: "Number of Pages"

2D. For Brochures (folded):
- "Number of Pages": 2
- Uncheck: "Facing Pages" box. Click OK

3. OPEN THE LAYERS AND PAGES PALLETE

FROM TOP MENU BAR:

- **Click:** Window > Layers (observe all layers)
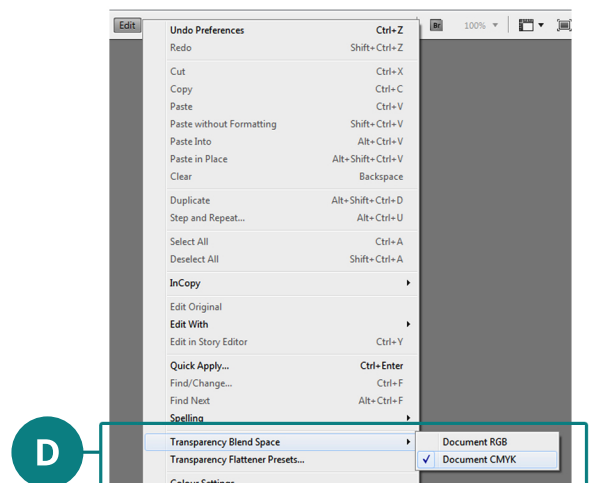- **Click:** Window > Pages

4. TRANSPARENCY BLEND SPACE

FROM TOP MENU BAR:

- **Click:** Edit > Transparency Blend Space > Document CMYK

All images placed in your file MUST be in CMYK, NOT in RGB. For best image print quality, make sure your images are at least 300 ppi
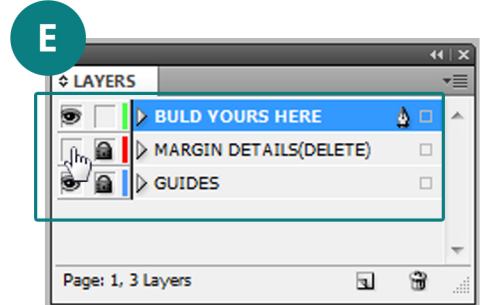
5. BUILD YOUR FILE

FROM LAYERS PALLETE:

- **Click:** "BUILD HERE"

  *Make sure this layer is highlighted before building your file

Tip: toggle the eye icon left of the "instructions" layer:

ON to view our instructions
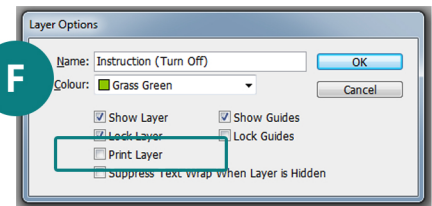**OFF** to view YOUR file

6. SAVE YOUR FILE

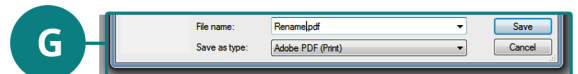**BEFORE SAVING: GO TO LAYERS PALLETE:**

- **Double Click:** "Instructions(Turn off)" layer and make sure that the "Print Layer" box is NOT checked

6A. From top menu bar:

- **Click:** File > Export
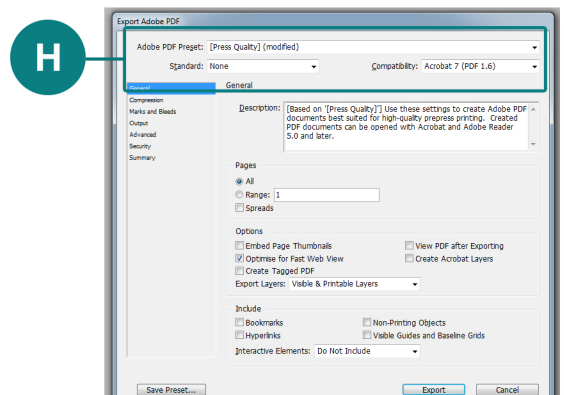- Rename file and save as Adobe PDF (Print)
- **Click:** Save

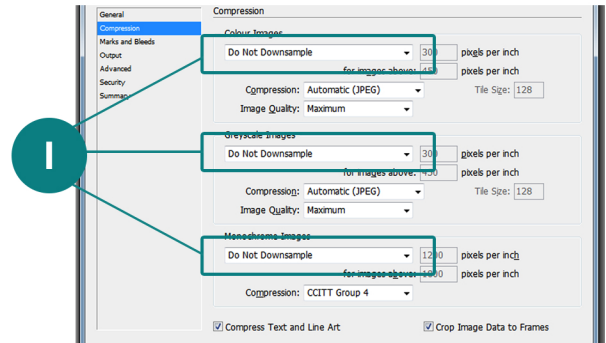**6B.** From Adobe PDF Preset drop down menu:

- Seelct: [Press Quality]
- Select: Acrobat 7 next to "Compatibility"
- Uncheck: "Spreads" and "Optimize for fast web view"
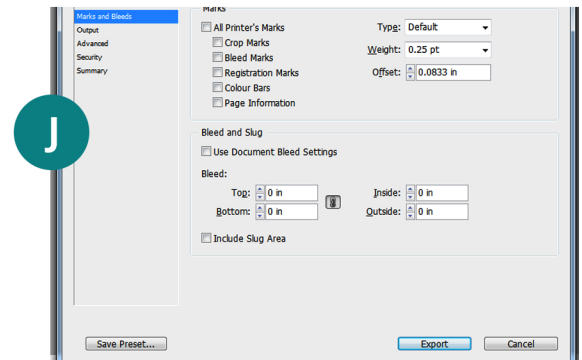
6C. Under "Compression" tab on the left:

- Select: "Do Not Downsample" for allsections

6D. Under "Marks and Bleeds" tab on the left:

- Make sure no boxes are checked

PLEASE DO NOT LOCK DOCUMENT WITH PASS-WORD

6E. Click: Export