

Installation of Settings File for InDesign CS

1. Download the zip file to a safe place on your computer (like the InDesign program folder) and decompress it (double clicking the file will usually launch your decompression software).
2. Launch Adobe InDesign CS.
3. Under the File menu look for and select **"PDF Export Presets"** then select **"Define..."**.
4. In the **"PDF Export Presets"** window click the **"Load..."** button.
5. Navigate to the folder into which you saved the decompressed settings file.
6. Select the file **"WOWP ver010307idcs.joboptions"** and press the **"Open"** button. If you don't see a settings file with this exact name please check to make sure that you decompressed the file (**step 1**).
7. Looking through the list of presets you should now see one called **"WOWP ver010307idcs"**. Once you have confirmed that it is in your list click the **"Done"** button to exit the **"PDF Export Presets"** window. See below for Export instructions.

Export Instructions

1. Go to **"File"** menu and select **"Export..."**.
2. Note where the PDF is being saved. If this is not the desired location navigate to the folder you want.
3. **Name your file.** When choosing a name please include the page number(s), publication name, and date so we know who to associate the file with. Use of appropriate abbreviations is requested to help keep file name reasonably short ("Page" becomes "pg" & etc.).
Example: "01 mypub Mar 2015.pdf" (pg# - publication name - date.pdf)
4. Make sure the export **"Format:"** is set to **"Adobe PDF"** and click the **"Save"** button.
5. In the next window set the **"Preset:"** to **"WOWP ver010307idcs"** (drop down menu located at the top).
6. Set the **"Pages"** options as necessary (**"All"** or **"Range"** and **"Spreads"** - if needed). **The preset you loaded and selected sets all of the other options for you. Additionally, since these settings are optimized for our equipment, changing any of the other options will likely cause undesirable results.**
7. Click the **"Export"** button to create your PDF.

If you have any questions please feel free to call or email:

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