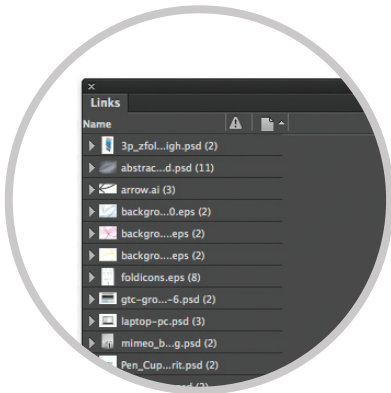


# INDESIGN BEST PRACTICES

## Ensuring High Quality Print Results

### DON'T FORGET LINKED FONTS AND IMAGES



It's important to include all linked images and fonts used in the file. Like all high end page layout programs, the fonts and images that are used in the file are externally "linked" to the InDesign file. When opened, you are only seeing low resolution versions of the images, but when printing (or print to PDF), InDesign will access the original high res image files so that the output is the best quality.

Mimeo's prefers a **high quality PDF** (instructions below) to be uploaded into your Mimeo account. However, the option to upload directly from InDesign is available as well, you'll just want to make sure you create a "**Package**" (instructions below).

### HIGH QUALITY PDFS

1. Click **File**, Adobe PDF Presets. Choose **High Quality Print**.
2. Browse and click **Save**. This will open the Export Adobe PDF window.
3. Make sure the Spreads boxes are **NOT checked**.
4. If applicable, Export Adobe PDF window, click on the **Marks and Bleeds** section on the left.
5. In the Marks section, select the **Crop Marks check box**.
6. In the Bleed and Slug section, type **0.125"** in all of the Bleed fields.
7. Click **Export**.



### CREATE A "PACKAGE"

With the file open in InDesign:

1. Click **File, Package**.
2. In the window that comes up, click **Package** again, and then click **Continue**.
3. Browse to where you want to **save the folder**, **name the folder** and click **Package**.
4. Zip that folder and contact Customer Care to **send us the zip file**.

**Need Help? We're available 24/7.**  
**1.800.Go.Mimeo or help@mimeo.com**