



| Indesign |

Prepare a PDF for print with **PSI**.

1. Under **File** > in the upper left of the screen select **Adobe PDF Presets**. Choose **[High Quality Print]...**
2. See **Save As** > name your file. Click button to **Save**.
3. In **Export Adobe PDF** dialog box, click the button to **Export**.
5. Email the **PDF*** to **nmiddleton@psi2go.net** or upload to **ShareFile***.



| Indesign | Prepare a Package for print with **PSI**.

1. Under the **File** menu > click **Package** > from the vertical menu.
3. In the Package dialog box click **Package** and **Save** the Publication.
4. See **Printing Instructions**, enter descriptive information here.
5. See **Create Package Folder** dialog box
 - a. **Save As:** Text box and enter a descriptive name here.
 - b. All boxes check, except **Use Document Hyphenation Exceptions Only** is necessary.
 - c. Select **PDF Preset: [High Quality Print]**
6. Finish by clicking **Package** to folder.
7. Find “Package” on your desktop, right click or hold your control/alt key to find the compress option to make a compressed file, called a **ZIP*** file.
8. Email the **PDF*** to nmiddleton@psi2go.net.