

Step 1: Create a New Document or if you downloaded a template skip to step 3.

Launch your InDesign app.

- ▶ Choose **File ~ New.** (See Figure 1)

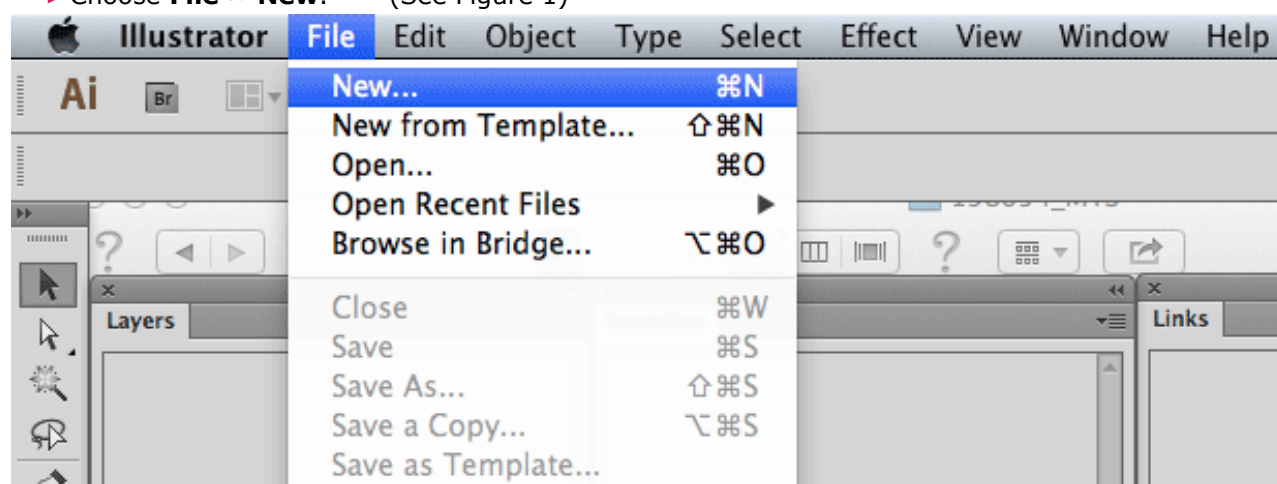


Figure 1

- ▶ Name Your File.
- ▶ Set the document size. This will be the **final product trim.**
- ▶ Set the Bleed to 0.125 on all four side of the artwork. This will be trimmed off after printing.
- ▶ Change color mode to **CMYK**
- ▶ Set raster effects to **high (300ppi)** (See Figure 2)

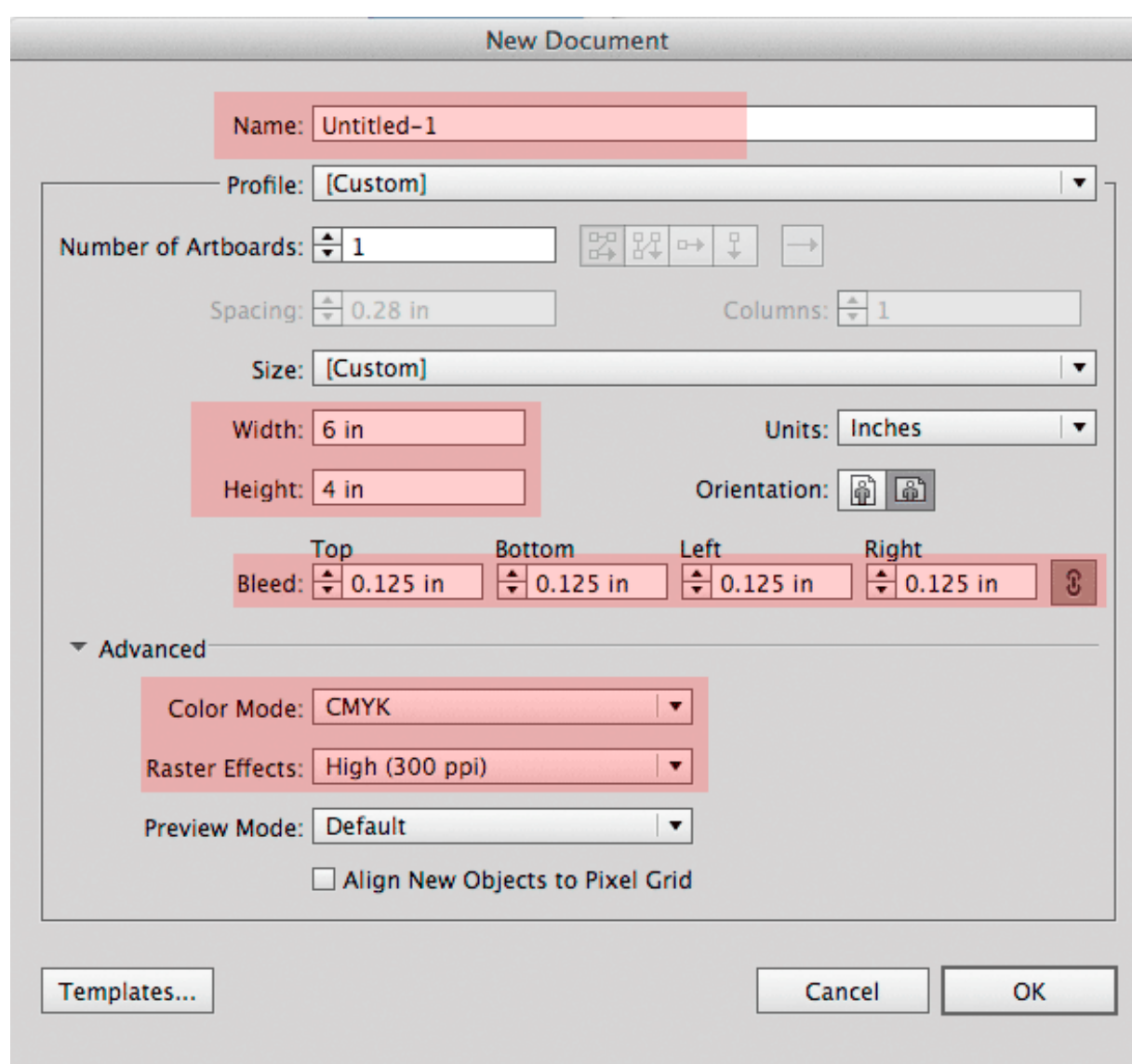


Figure 2

- ▶ Check ok.

Step 2: Convert text to outlines

Converting to outlines will make your job flow smoothly with no problems.

- ▶ Select all elements in your design. Go to menu **Select ~ All.** (See Figure 3)

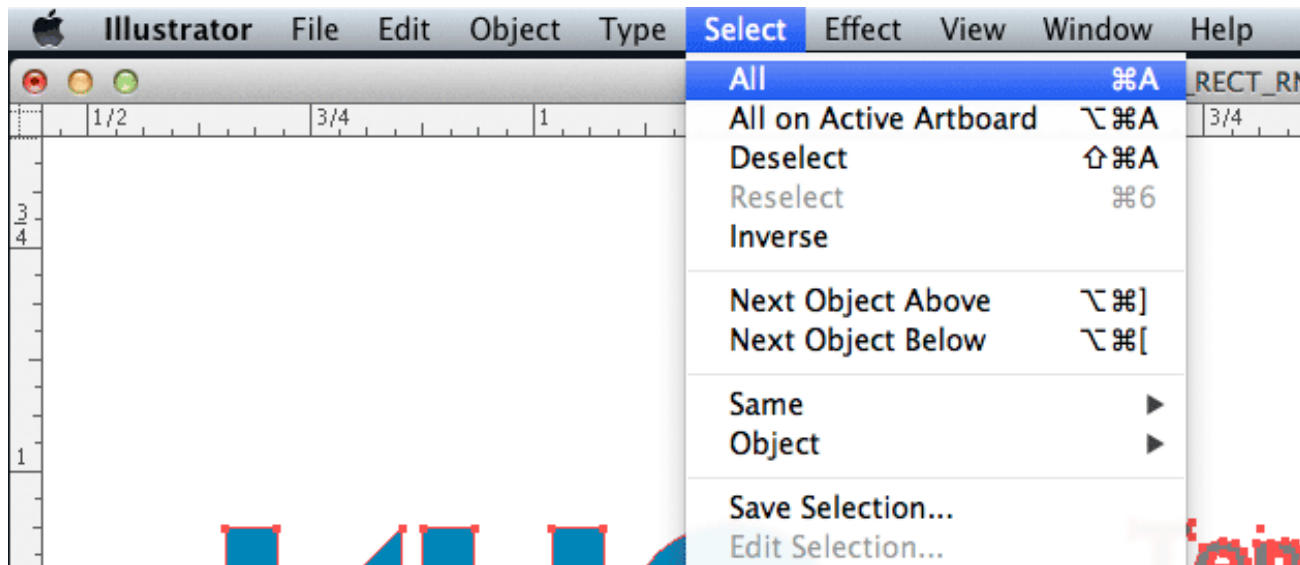


Figure 3

- ▶ Go to menu, **Type ~ convert to outlines.** (See Figure 4)

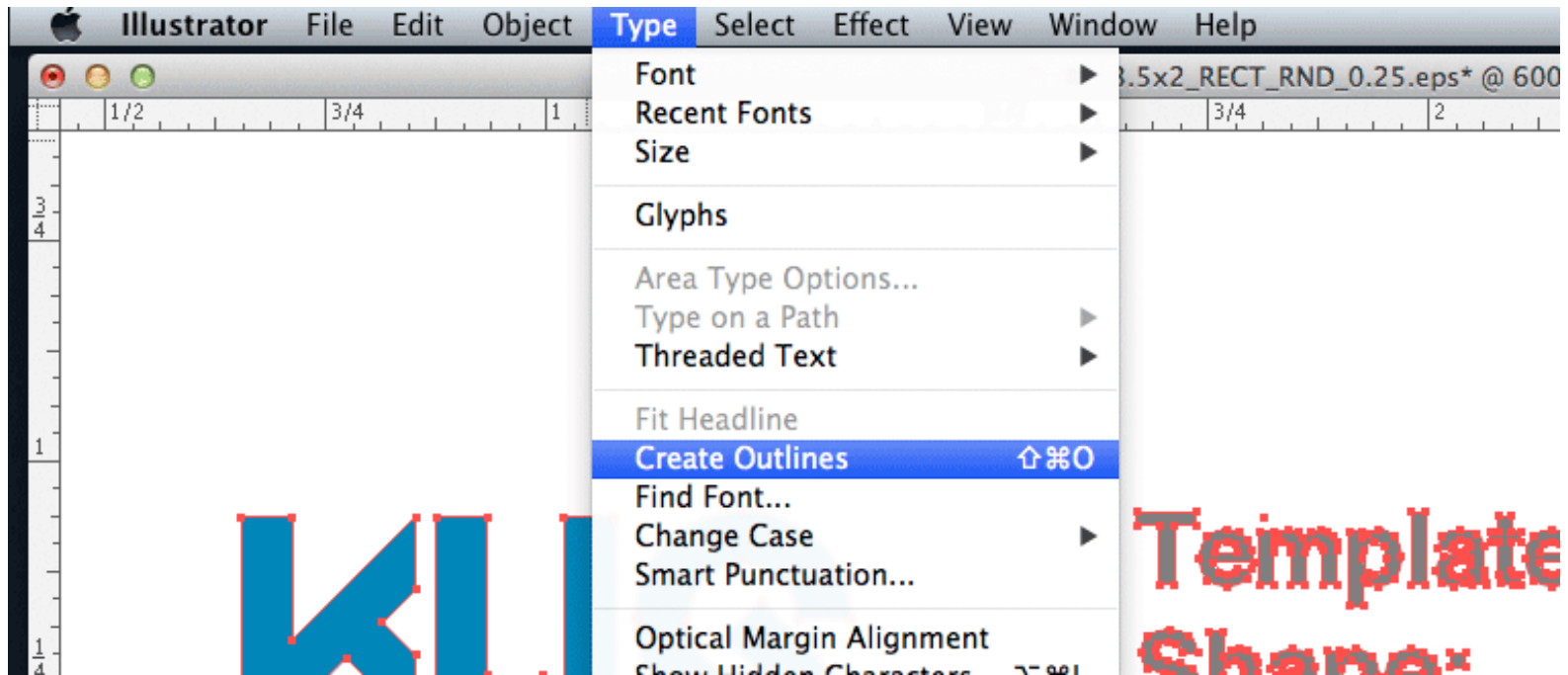
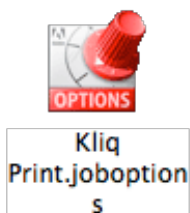


Figure 4

- ▶ Save your file.

Step 3: Exporting to pdf.

- ▶ When you are done with your design and ready to submit it to Kliq Print, download the Kliq Print print preset for here. [XXXXXXXXXXXXXXXXXX](#)
- ▶ Double click **Kliq Print.joboptions** icon that you downloaded



(this will install pdf print set for exporting)

- ▶ From Illustrator Choose **File ~ Save As** (See Figure 5)

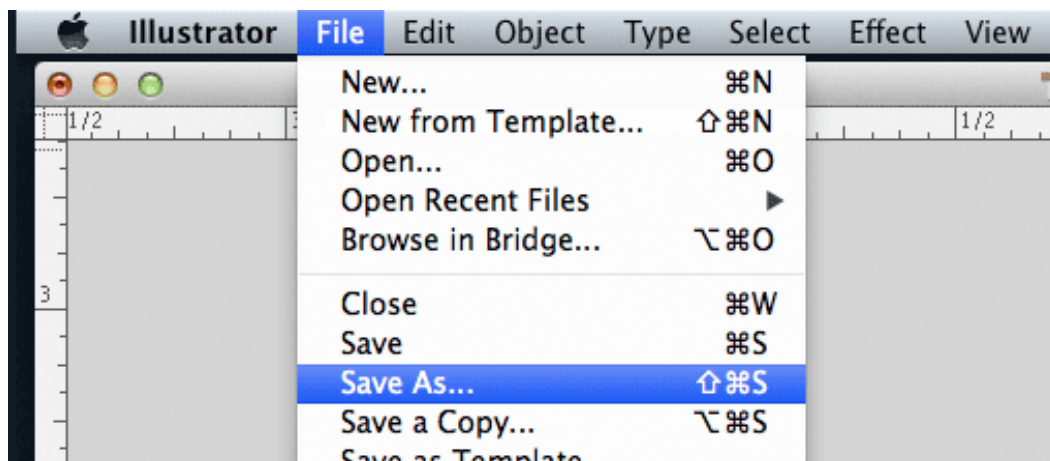


Figure 5

- ▶ Illustrator save window will pop up. Set format for **Adobe PDF**
- ▶ Name your file and choose a save location on your computer.
- ▶ Click save (See Figure 6)

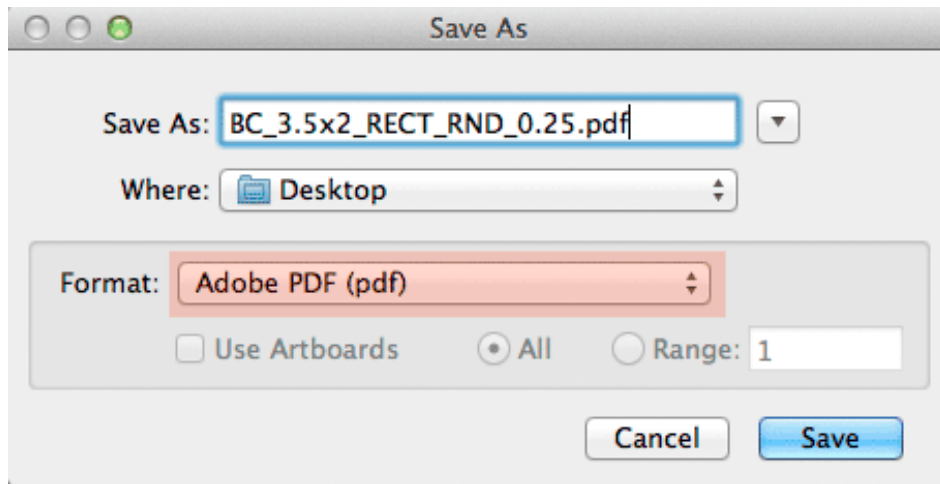


Figure 6

► In the Save Adobe PDF window, choose **Kliq Print** from the Adobe pdf print preset we downloaded earlier. (See Figure 7)

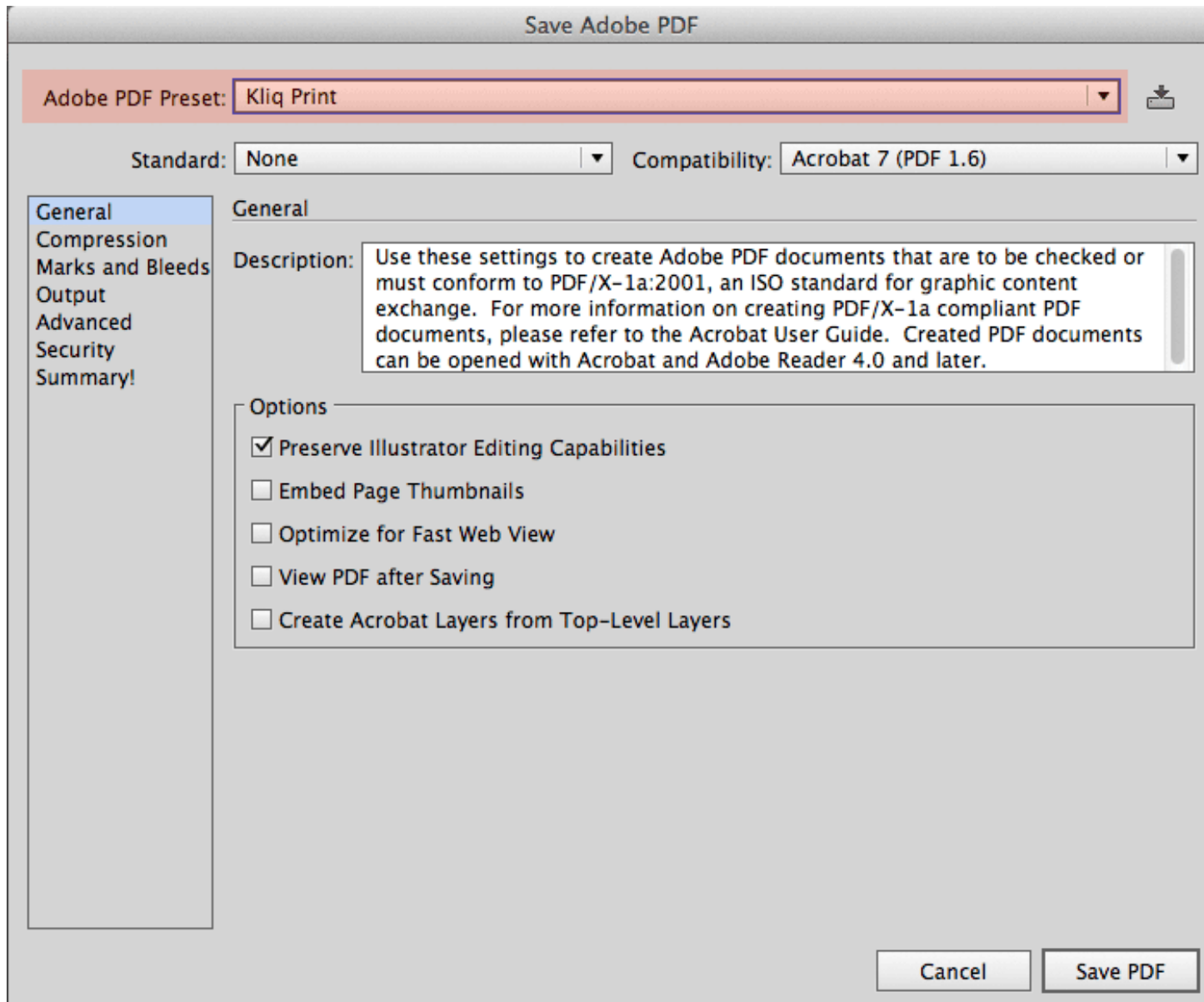


Figure 7

► Click **Save PDF**. This pdf file is ready for upload.