# Transcript for UniPrint’s File Prep for Print How-To Video

[MUSIC]

## UniPrint logo fades in, text introduction appears on screen.

[NARRATOR]

Welcome to UniPrint’s guide on preparing design files for print.

## Text “Let’s start: file set up” appears on screen.

Today we’ll walk you through setting up a print ready file in Adobe InDesign.

## Text “Units, bleed and margins” appears on screen.

We will cover key settings like document units, bleeds, and margins to ensure your project prints perfectly.

Let’s get started.

## InDesign interface appears, mouse clicks on various document settings.

First, create a new document in InDesign. Set your units and document orientation to your preference.

Set margins to at least 0.25 inches to keep content safely away from edges.

For print, include a bleed of at least 0.125 inches on all sides, to account for trimming.

Now that your document is set up, let’s talk about color settings to ensure vibrant, accurate prints.

## New blank document appears on screen, speed accelerates to mimic “fast forwarding”. Color swatch menu pop-up appears with text “Use CMYK colors for print”.

For print, always use CMYK color mode, not RGB. In the swatches panel, select your colors and ensure they are set to CMYK. RGB is for digital displays and can result in unexpected color shifts when printed.

## Linked files menu pop-up appears with text “Embed linked files if necessary”. Cursor demonstrates how to embed files.

Next, let’s ensure your linked files are embedded before sending to UniPrint.

Linked files, like images, can cause errors if not included.

In InDesign, open the links panel. Select all linked files, then click the panel menu and choose embed link.

## Finished document appears back in focus. Cursor navigates to File, then Export in the menu bar.

Now you should be all set to export your file for print. Go to file, then export.

## User demonstrates how to select proper export settings in the export menu for print collateral.

In the export window, select high quality print from the preset menu. Ensure you are exporting at 300 DPI for optimum quality.

Under the marks and bleeds tab, check crop marks to include guides for trimming and use document bleed settings to include your bleeds.

Save the file and you’re ready to send it to the printer.

## Finished PDF appears on screen in Adobe Acrobat.

Now you have a finished print ready PDF.

## Zoomed-in pop-up appears with arrows highlighting crop marks on document.

Notice the crop marks around the edges. These guide the printer on where to trim, ensuring no important content is cut off.

This is exactly what you’ll need to send to UniPrint for a professional result.

## UniPrint’s “Printed on Campus” logo mark and The Ohio State University Logo appear on screen.

Thanks for watching. You’re now ready to prep your files for print.