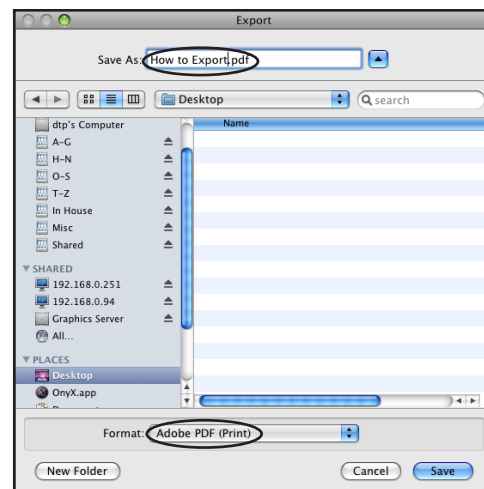


# Exporting an InDesign document to PDF

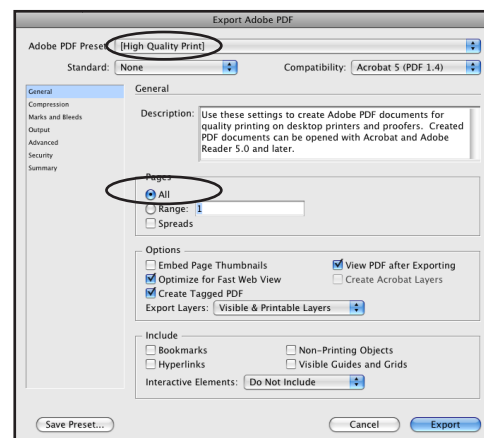
1. Choose **File > Export**.
2. Specify a name and location for the file. The desktop is usually fine.
3. For Save As Type (Windows) or Format (Mac OS), choose Adobe PDF (Print), and then click Save.
4. Do one of the following: To use a predefined set of job options, choose a preset from the Adobe PDF Preset menu.



To create a PDF/X file, either choose a PDF/X preset from the Adobe PDF Preset menu, or choose a predefined PDF/X format from the Standard menu.

**High Quality Print** is a good preset to start with.

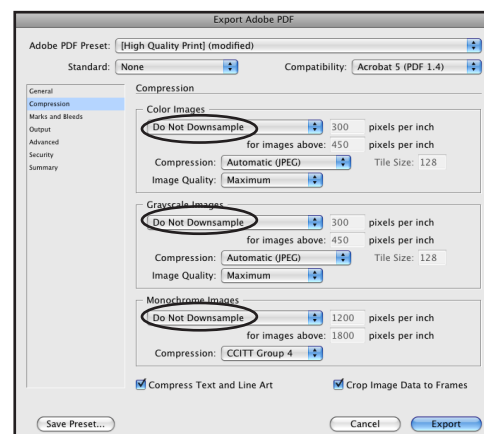
To customize options, select a category from the list on the left & then set the options.



- **General:** Be sure to select all in the page range menu to ensure that the entire document is exported.

- **Compression:** Change the options for all images to **Do Not Downsample** for best quality of print.

- **Marks and Bleeds:** Include **crop marks** in your document, and set a bleed of at least **.125"** for documents that have artwork set to print to the edge of document.



5. For **Compatibility**, choose the lowest PDF version necessary to open the files you create.

6. Click **Export** (Windows) or Save (Mac OS) to complete the export.

