

Exporting to PDF Using InDesign

For this example, exporting is the process of creating a PDF from your InDesign document.

Do this by selecting File > Export.

You will be prompted to name your file and specify its location. Save the PDF in the folder with your packaged InDesign job.

After you have finished this, click “OK” and the “Export” window will appear.

It is very important to use the “High Quality Print” option (1), located under “Adobe PDF Preset”, at the top of the window that opens. This will use InDesign’s built in settings to ensure that the document is exported with printing in mind.

On the left of the window there will be a list of options. Select “General” (2) go to “Export As” and make sure “Pages” (3) is selected. Do not use the “Spreads” feature if facing pages are being used, this puts the facing pages in one spread (one page), and will require being separated into single pages and potentially rearranged for printing purposes.

Note, any time a preset is changed, it will say “(modified)” (4) after the preset name.

Select the “Marks and Bleeds” (5) option. Here you can select “Crop” (6) for marks to be used.

Also, select the “Use Document Bleed Settings” (7) to use the bleed settings you defined while setting up your job. You also have the option to “Include Slug Area” (8) if you have used that feature.

Check under “Output” (9) to make sure that color conversion is not being used. Look for “No Color Conversion” under the “Color Conversion” option (10).

Click the “Export” (11) button and wait. InDesign can automatically open the PDF if Acrobat Reader, which is the free version, or Pro, the paid version, is installed on your computer. If not, you can open the PDF in the folder you specified it be exported to.

View the PDF to ensure it was output with your desired specifications, and that everything that is supposed to bleed extends beyond the trim marks. If it is hard to tell, you can bring up the rulers, Ctrl + R (Windows) Cmd + R (Mac), and draw guides (put the mouse on the ruler, click, hold, and pull a non-printing guide out) to the trim marks for easier viewing.

