

Creating a PDF from InDesign

Step 1

Open up the InDesign document you want to create a pdf from. (File > Open)

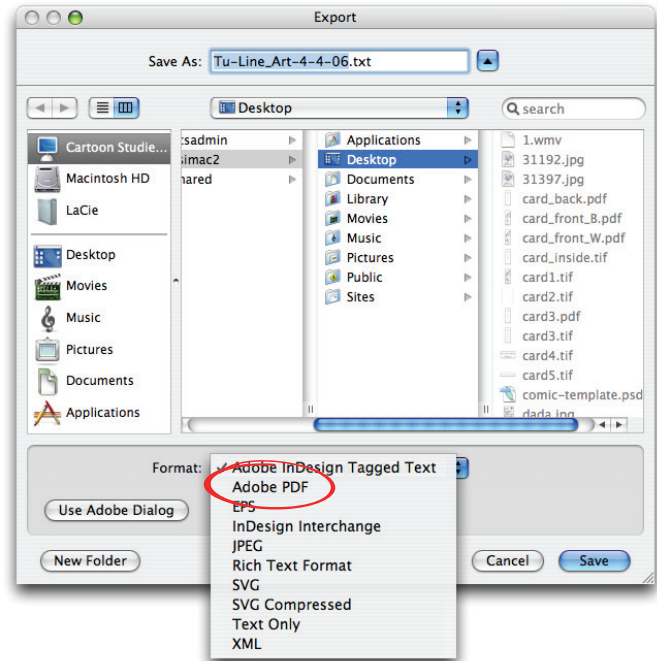
What kind of InDesign document are you trying to export?

- To export a document of **single sheets**, proceed to **Step 2**.
- To export a series of single sheets as a pdf in **spreads**, use **InBooklet SE** or **Print Booklet** as explained on **pages 17 and 18** and then return to this page and the proceed to **Step 2**.

Step 2

Exporting the InDesign Document

- Open up the Export menu. (File > Export)
- Save the file as a pdf**. You can select this from the drop-down menu at the bottom (see right).
- The next menu box that opens will give you some options on creating your pdf.
- On the left, select the **marks and bleeds tab** and **make sure that all the marks are off** (with the exception being crop marks if you have set up a bleed).
- Click **Export** to create the pdf.



Troubleshooting

- Open up the Export menu. (File > Export)
- Save the file as a pdf. You can select this from the drop-down menu at the bottom (see right).

