

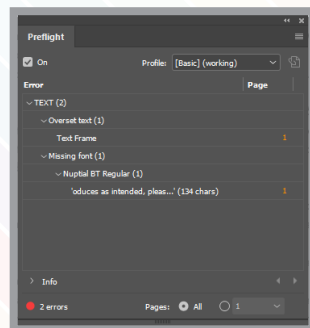
## How to Export an InDesign File as a PDF

Last Updated: June 2023

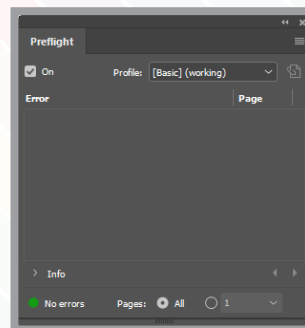
### 1. Ensure the document has no errors

Before you export your document, it is important to make sure that your document is correctly set up. Bring up the preflight panel (Window > Output > Preflight or [Ctrl/Cmd]+Alt+Shift+F) to see if there are any errors present in your document. Common errors that will appear here are "overset text" (a frame is too small for the contained text) or "missing link" (an embedded file cannot be located). If any errors are present, use the info provided on this panel to locate and correct the problematic content.

If there are no errors in your document, the bottom left of the window will turn green and say "No Errors," which means you are ready to continue exporting.



The Preflight panel when  
errors are present



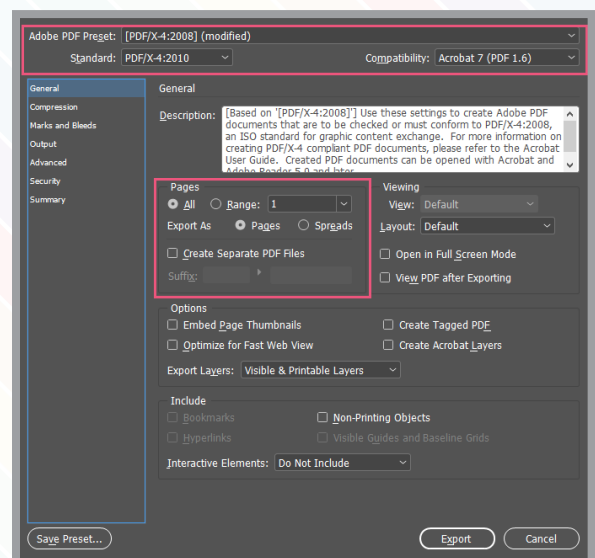
The Preflight panel when  
no errors are present

### 2. Export settings

To begin exporting your InDesign document as a PDF, open up the Export panel (File > Export or [Ctrl/Cmd]+E). This panel gives you control over many aspects of the export process but we recommend the following settings when exporting a PDF for printing.

#### 2a. General

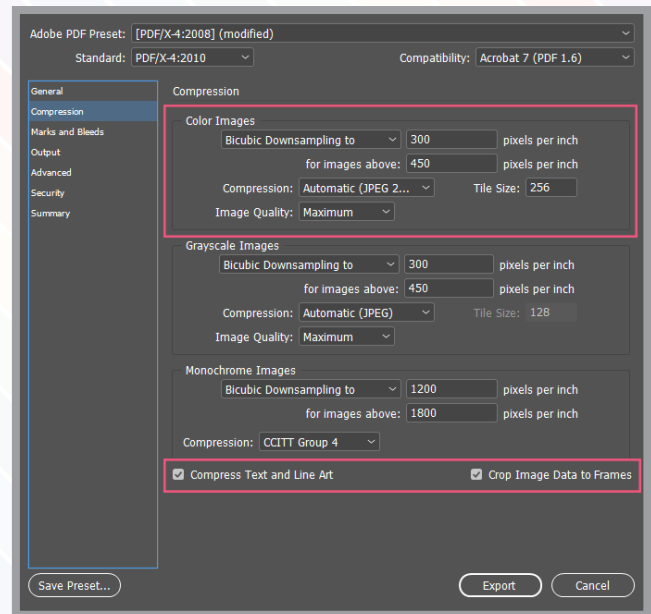
First, locate the Adobe PDF Preset drop-down menu at the top of the panel and select [PDF/X-4:2008]. This preset will offer a good starting point to making sure your document will export, and later print, correctly. Next, locate the Pages section. Ensure that you have all pages set to export instead of a page range and that your document will export as pages instead of spreads.



General menu

## 2b. Compression

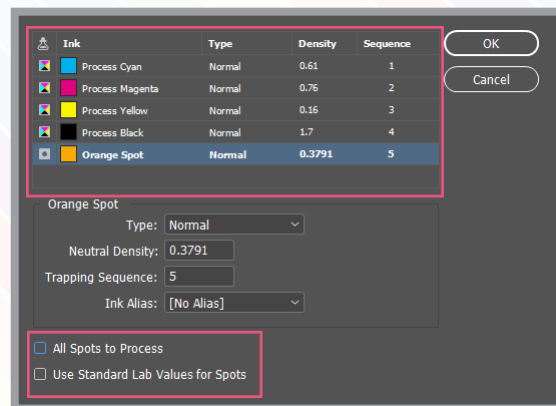
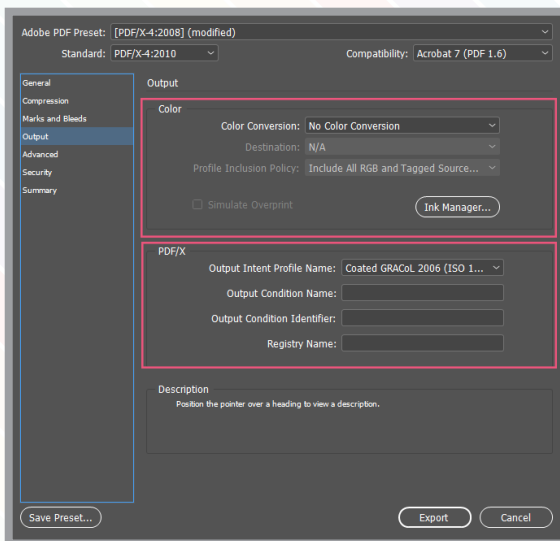
Compression is a useful tool for reducing your PDF's file size. However, it is important to understand that excessive compression will lead to a loss of detail in your images. To make sure your document exports with the highest quality, you should keep the settings for color images set as shown in this image. If you are exporting a document which contains many high-res pictures, it might become necessary to lower the image quality to make the final file size more manageable. Compression for Grayscale and Monochrome images should be kept as they are. Additionally, you should ensure that the options to Compress Text and Line Art and to Crop Image Data to Frames are both enabled.



Compression menu

## 2c. Output

First, you should make sure that Color Conversion is set to say No Color Conversion to prevent unintended shifts in color. As well, it is recommended to change the Output Intent Profile Name to Coated GRACol 2006, as this is another way to aid in color consistency. Next, click on the Ink Manager button. At the top of this window, you can see the colours that your document will attempt to print. You will first have four process colors (cyan, magenta, yellow, and black) listed followed by any spot colors contained in the document listed afterwards. Having a few spot colors is alright, but if there are an excessive amount, or any redundancies, it is highly recommended to either correct this in your document or simply enable the All Spots to Process option along the bottom of the window.



Left: Output menu  
Above: Ink Manager

## 2d. Marks and Bleeds

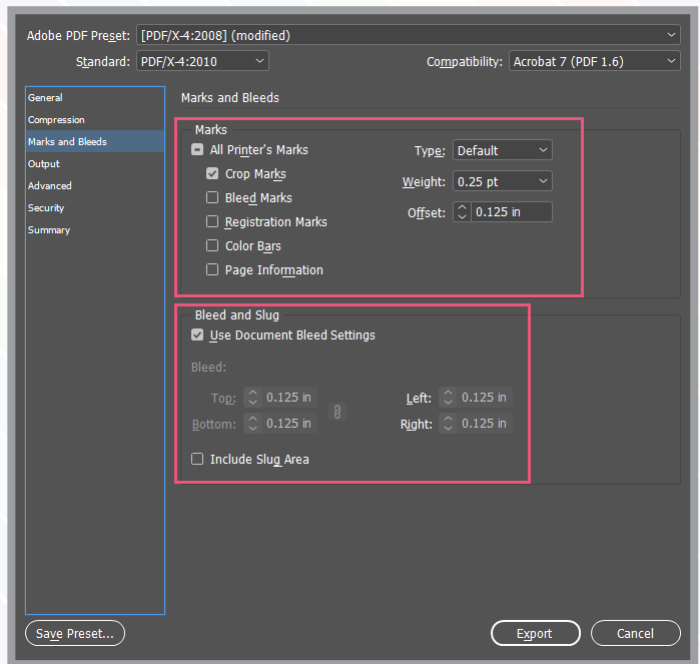
The Marks and Bleeds menu allows you to include information in your export that will greatly aid in the printing process. The settings you will select in this menu depend on if you intend for your document to bleed (print to the edge of the sheet) once printed.

**If bleeds are present:** Enable Crop Marks and change the offset to 0.125". Under Bleed and Slug, check Use Document Bleed Settings which will automatically set your export bleed margins to match the values set when creating your document. If you enable this setting and see that the values are 0", your document does not have a bleed margin. You can add a bleed margin in your document settings, although changes here may require modification to your artwork. It is recommended to use a bleed margin of 0.125" when creating a document.

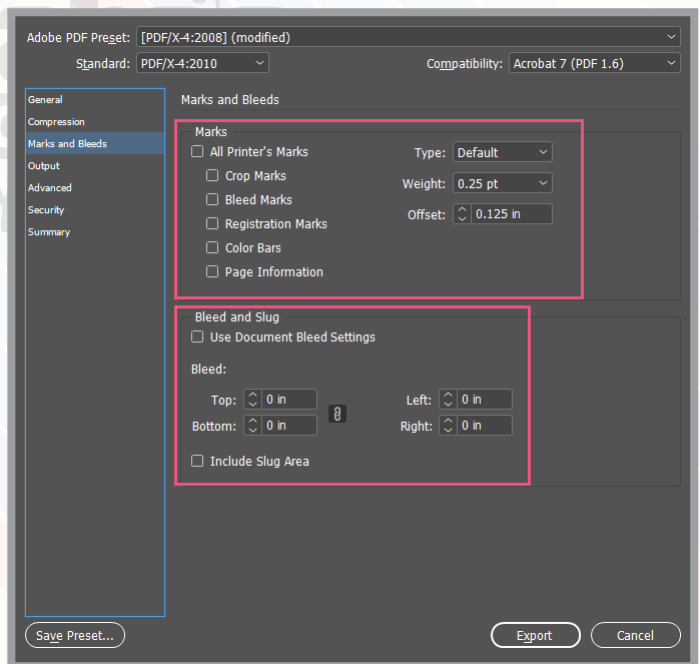
**If bleeds are not present:** Disable all printer marks and make sure your bleeds are set to 0". If the values are greyed out and set to anything besides 0", uncheck Use Document Bleed Settings and manually change the values to 0".

## 3. Completing the Export

Once finished, ensure that all of the settings are correctly set and click Export. Depending on the complexity of your document, this may take anywhere between a few seconds to a few minutes. To monitor the progress of the export, you can bring up the Background Tasks window (Window > Utilities > Background Tasks) which will show you a progress bar for your export. Once that bar disappears, your document has been correctly exported as a PDF and can be shared with us.



Marks and Bleeds settings if you want your document to bleed



Marks and Bleeds settings if you do not want your document to bleed