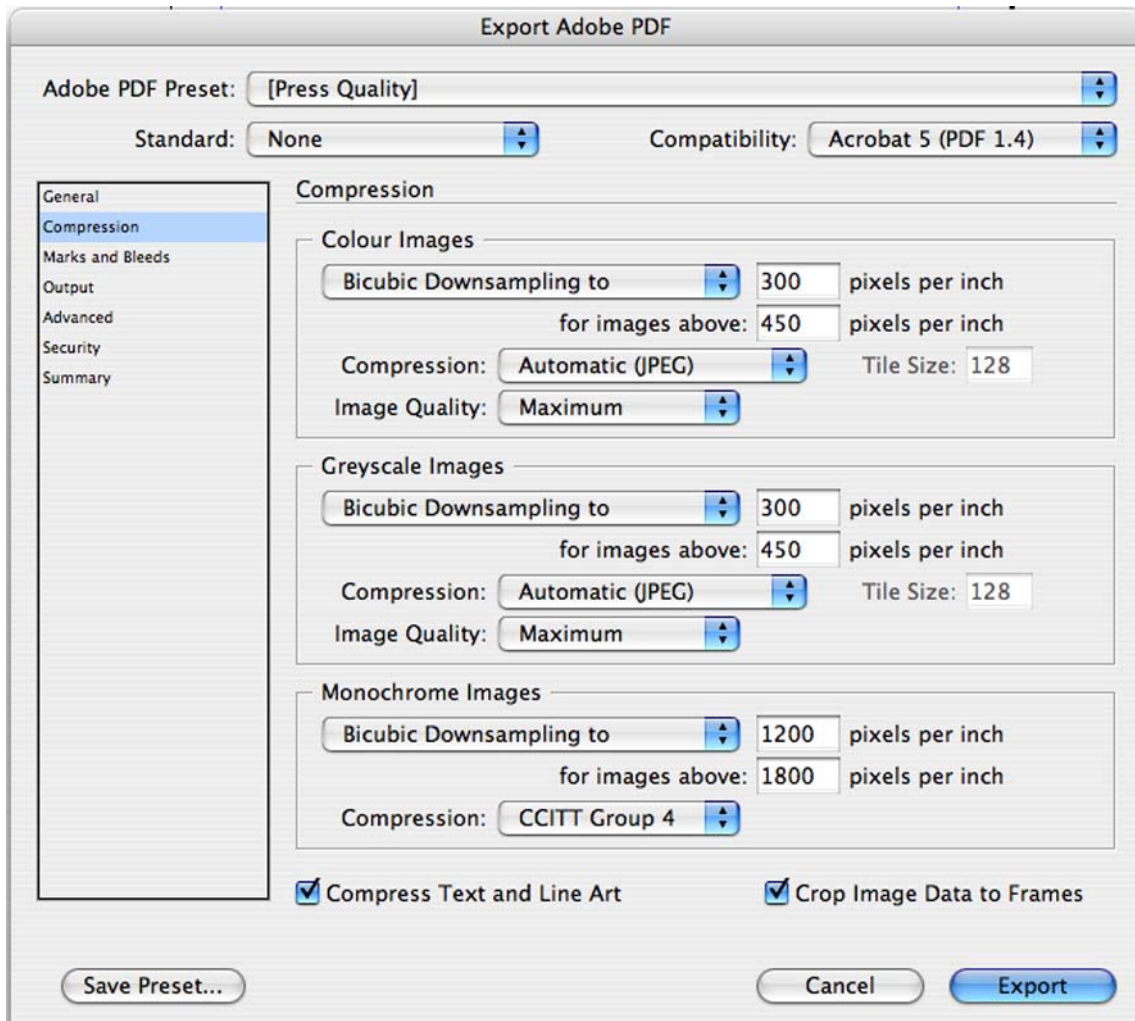


## Exporting InDesign files as a PDF or JPG

### Exporting as a PDF

Go to the “File” menu and choose “Export...”. Where it says “Format:”, select “Adobe PDF” from the drop-down menu. Choose a place to save your file and click “Save”. Another window should pop up. At the top where it says “Adobe PDF Presets” select “[Press Quality]” preset or something similar (it may be called “High resolution PDF”). This will change all the settings to make a PDF ready for printing. Now click “Export”.



### Exporting as a JPG

Go to the “File” menu and choose “Export...”. Where it says “Format:”, select “JPEG” from the drop-down menu. Choose a place to save your file and click “Save”. Another window should pop up. Set the Image Quality to “Maximum” and the Format Method to “Progressive”. Now click “Export”.

