

How to save an Illustrator file as a PDF properly for MAC users.

Step 1: File → Save As

At the bottom of the window, there will be a choice bar for the “Format” to save the document. Click down on the arrow until you reach “Adobe PDF (pdf)”. Click on it and the end tag of the file name will change from .ai to .pdf. Click on Save.

Step 2: Adobe PDF Options

A window labeled “Adobe PDF Options” will appear. Make sure all boxes under “Options” window are unchecked. Make sure compatibility is set to “Acrobat 5 (PDF 1.4)”.

Step 3: Marks and Bleeds

On the left side of the window, click on “Marks and Bleeds”. Make sure all boxes are unchecked (unless your project specifically requires any of these options, in which case make sure the “Trim Mark Weight” is set to 0.25 pt).

Step 4: Click on Save PDF

Click on “Save PDF” and click “OK” on the notice box that appears. Your file will be saved in the previously specified location.

Make sure to check your PDF by going to File → Document Properties and see that it is saved at the correct print size you want it to be. If it is not, then check your file to make sure it is the size you want it, and follow the steps above again. Illustrator files brought in will be subject to an additional \$5.00 service charge due to the extra time it takes us to prepare the files for our printers.