3/5/2020 **Notes Convert Color Mode, Adding Bleeds in Document, Saving Different File Types  
  
Convert Color Mode in Document**  
1) Go to File -> Document Color Mode -> RGB or CMYK

**Add Bleeds in Document**  
1) Go to File -> Document Setup -> Adjust Bleed to .125

**Changing Document Units in Document**  
1) Go to File -> Document Setup -> Change Units

**Saving Raster File Types (Export As)**   
1) Go to File -> Export -> Export As  
2) Change File Type  
3) Optional: Click Use Artboards  
 - Can select All or Range of Artboards

**Saving Raster File Types (Export for Screens)**  
1) Select All, Range or Full Document  
2) Export to a specific folder  
3) Can Open location after Export or Create Sub-folders  
4) Can scale depending on the size you would like it

**Saving Raster File Types (Export for Web)**  
1) Check the Preset Name for a file type you may want  
2) Immediately below, you may choose JPEG, GIF or PNG file types.  
3) Below that you can also adjust the image size.

Saving Vector File Types  
1) Go to File -> Save As  
2) Under the Save As Type, you have a variety of options: EPS, AI, PDF and SVG.  
 - Under Save As Type PDF you have the option to Use Artboards or not.