Exporting to PDF

LibreOffice can export documents to PDF (Portable Document Format). This standard file format is ideal for sending the file to someone else to view using Adobe Reader or other PDF viewers.

> ⚠️ **Warning**
>
> A document in PDF format is not protected against contents tampering or editing by default. The PDF document contents can be edited by specialized software tools, including LibreOffice Draw.

> ℹ️ **Tip**
>
> Unlike Save As, the Export command writes a copy of the current document in a new file with the chosen format, but keeps the current document and format open in your session.

Quick export to PDF

Click the **Export Directly as PDF** icon on the Standard toolbar, or **File > Export As > Export Directly as PDF**, to export the entire document using the PDF settings you most recently selected in the PDF Options dialog. You are asked to enter the file name and location for the PDF, but you do not get a chance to choose a page range, the image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as > Export as PDF**. The PDF Options dialog opens. This dialog has six tabs (*General*, *Initial View*, *User Interface*, *Links*, *Security*, and *Digital Signatures*). Select the appropriate settings, and then click **Export**. Then you are asked to enter the location and file name of the PDF to be created, and click **Save** (Windows and Linux) or **Export** (macOS) to export the file.

> ✅ **Note**
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> You can also export to PDF with **File > Export**. On the Export dialog, select the PDF file format, the file name and location, and click **Save** or **Export**. The PDF Options dialog then opens. Select the appropriate settings and then click **Export**. The only difference between the two export methods is the sequence in which steps occur.

General tab of PDF Options dialog

On the *General* tab (Figure 156), you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section
- **All**: Exports the entire document to PDF.
- **Pages**: To export a range of pages, use the format 3-6 (pages 3 to 6). To export single pages, use the format 7;9;11 (pages 7, 9 and 11). You can also export a combination of page ranges and single pages, by using a format like 3-6;8;10;12.
- **Selection**: Exports whatever material is selected.
- **View PDF after export:** Your default PDF viewer will open and display the newly exported PDF.