

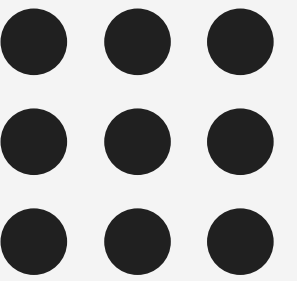
INDESIGN BASICS

EXPORTING

ESSENTIALS: DAY 25



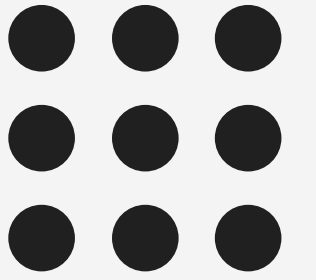
DONOW:



Review your neighbor's spread for any errors.

Proofread and share corrections.

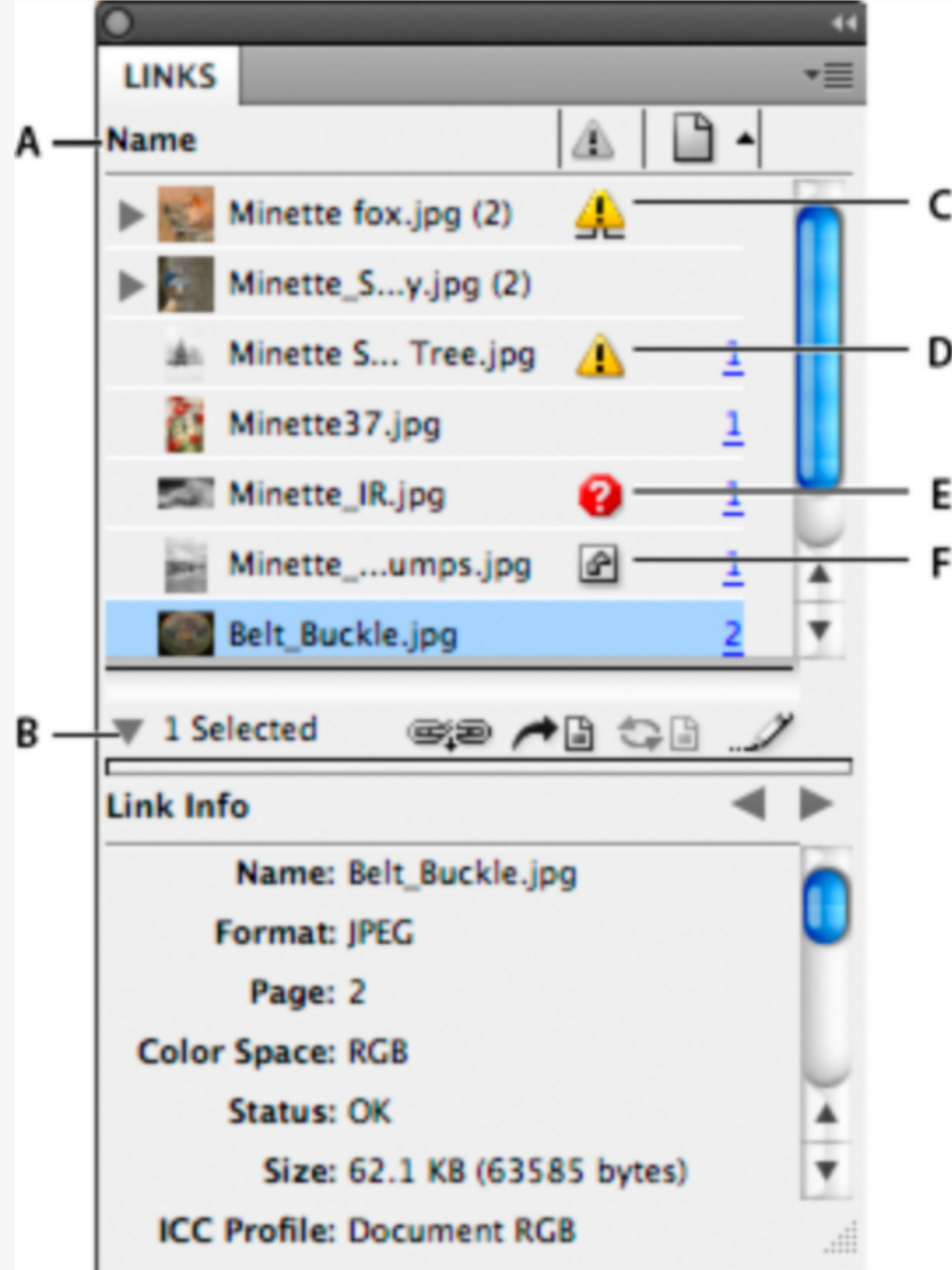
OBJECTIVES:



You will successfully package, PDF, and submit your final spread.

You will peer review a staff member's work, checking for all criteria.

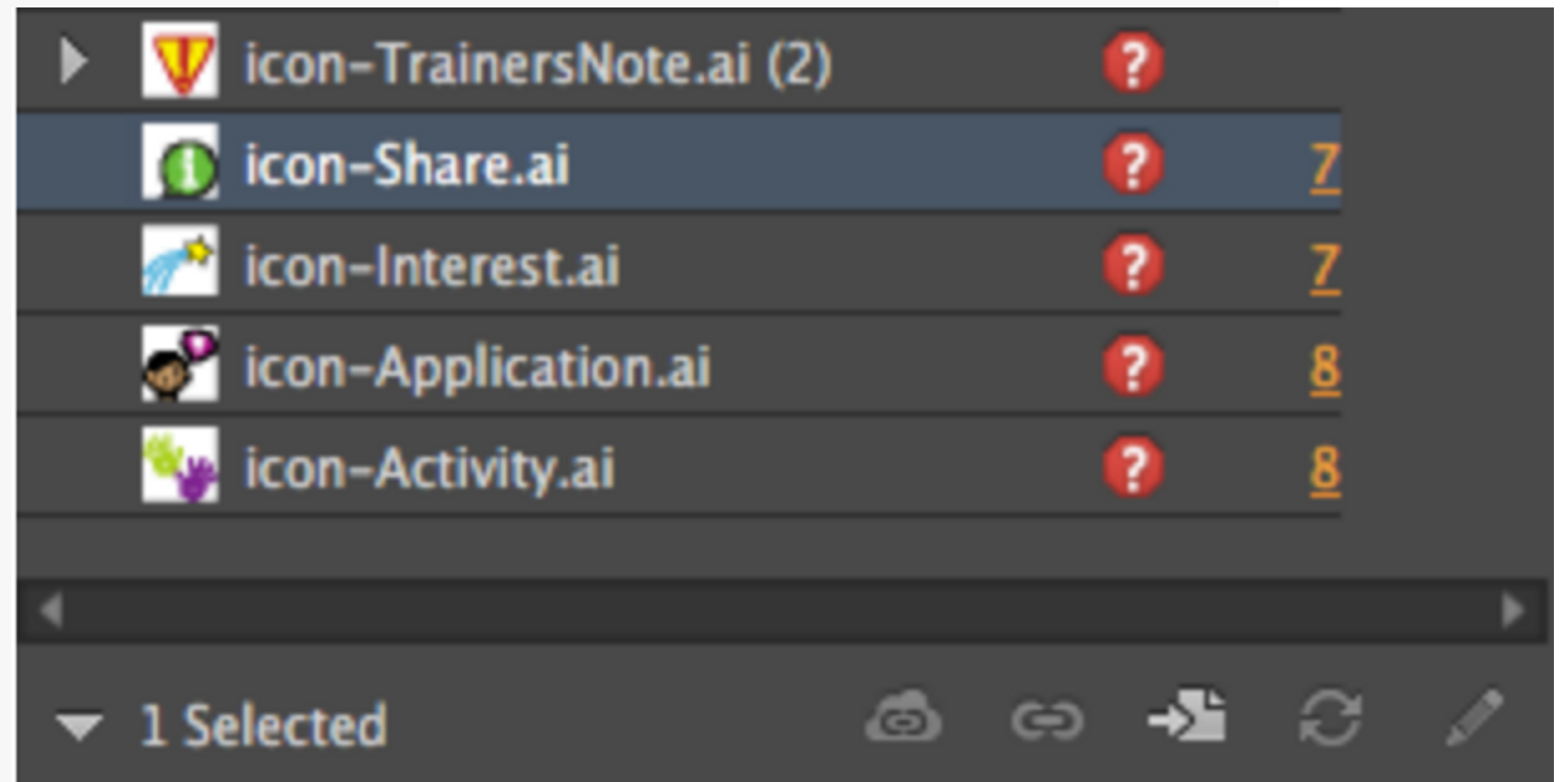
You will check links, proofread, and correct errors on your spread.



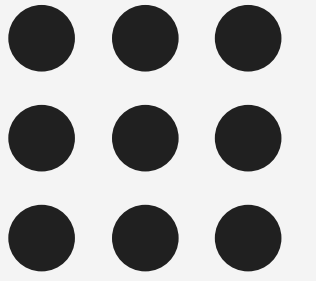
Links panel

A. Category columns B. Show/Hide Link Information C. One or more instances modified icon D. Modified icon E. Missing-link icon F. Embedded-link icon

**CHECK
YOUR
LINKS**
NO MISSING LINKS



PACKAGING

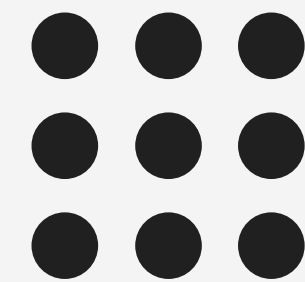


File > Package

Packaging combines all files and fonts so other users can access your file without trouble.

Name the folder:
page number_topic

Save it in a folder named "finished spreads"

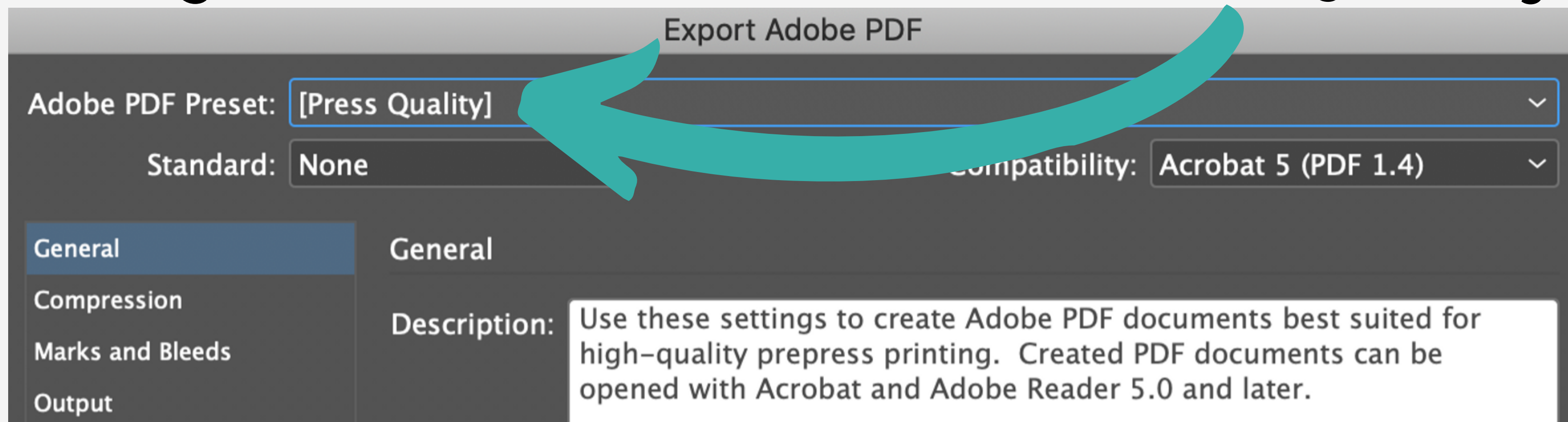


EXPORTING PDF

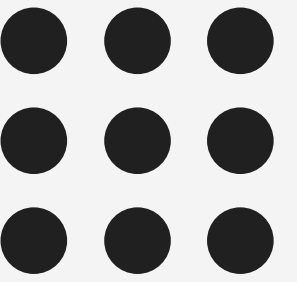
File > Export

place it **INSIDE** the packaged folder

Change Adobe PDF Preset to **Press Quality**



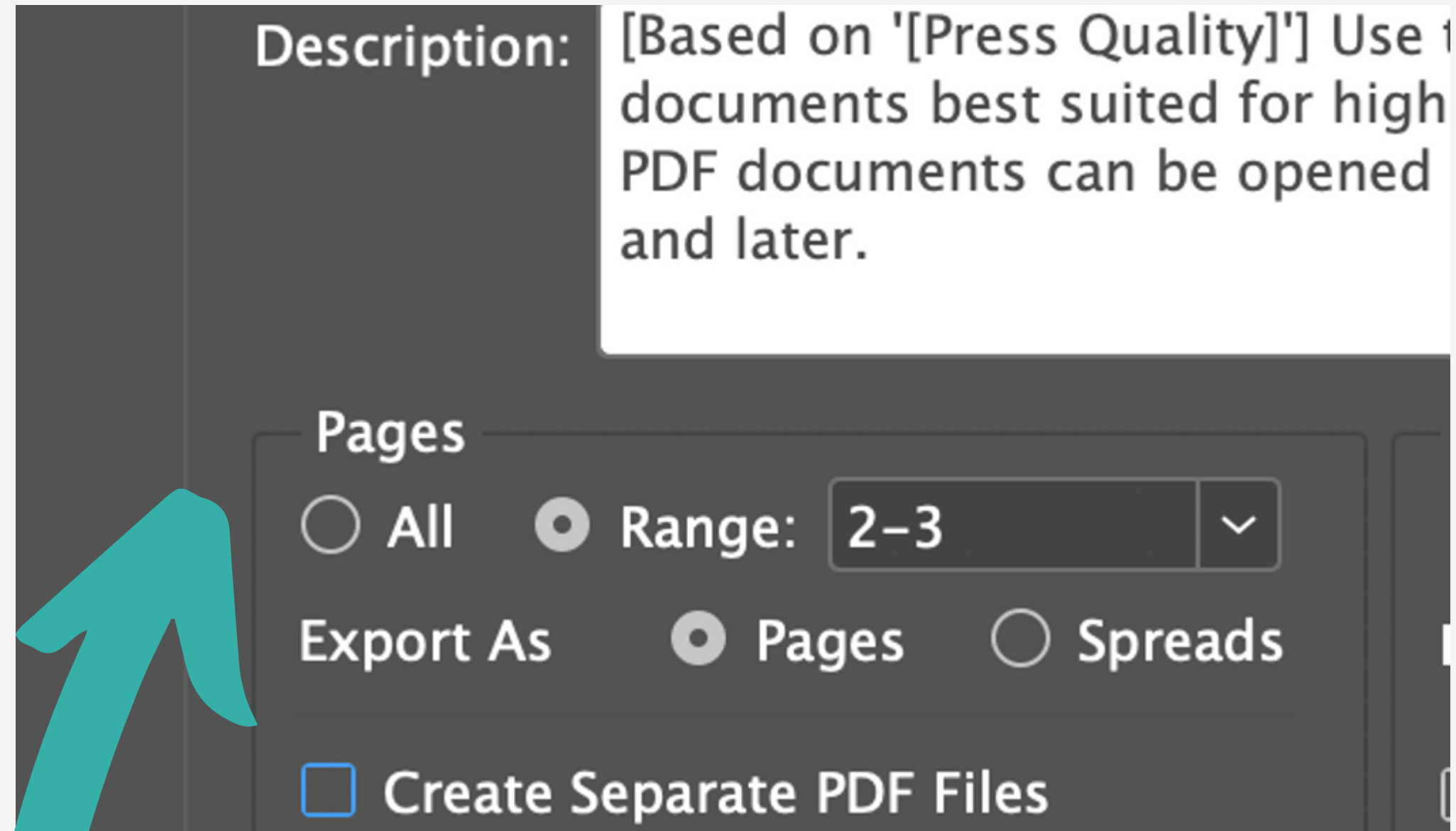
EXPORTING PDF



Pages

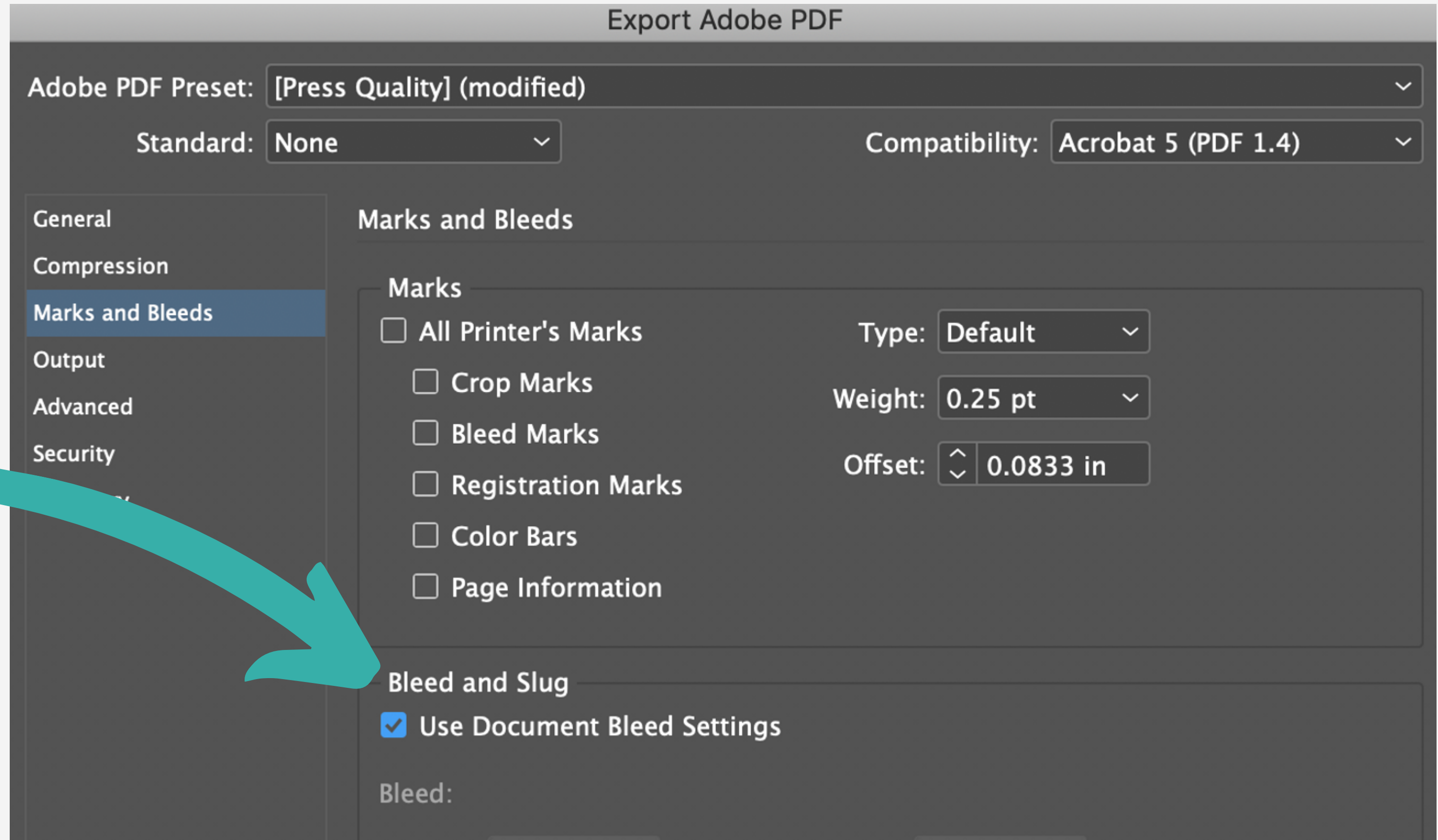
Select Export As
'Pages'

Enter Range 1
for a single
page or 2-3 for
a double spread
if you have a 3
page document.



MARKS AND BLEEDS

check
Use
Document
Bleed
Settings



**OPEN YOUR PDF
OUTSIDE OF
INDESIGN AND
TRIPLE CHECK
USING THE
SPREAD
CHECKLIST**

ALL GOOD?

CONGRATULATIONS!

YOU FINISHED

YOUR FIRST SPREAD!

TIME TO SUBMIT!