

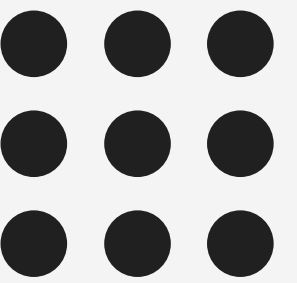
# INDESIGN BASICS

# EXPORTING

**ENTOURAGE ESSENTIALS: DAY 25**



# DO NOW:

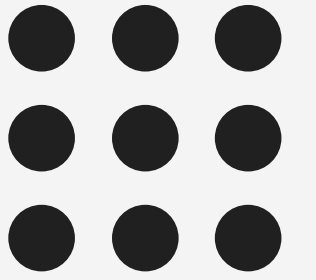


Review your neighbor's spread for any errors.

Proofread and share corrections.



# OBJECTIVES:

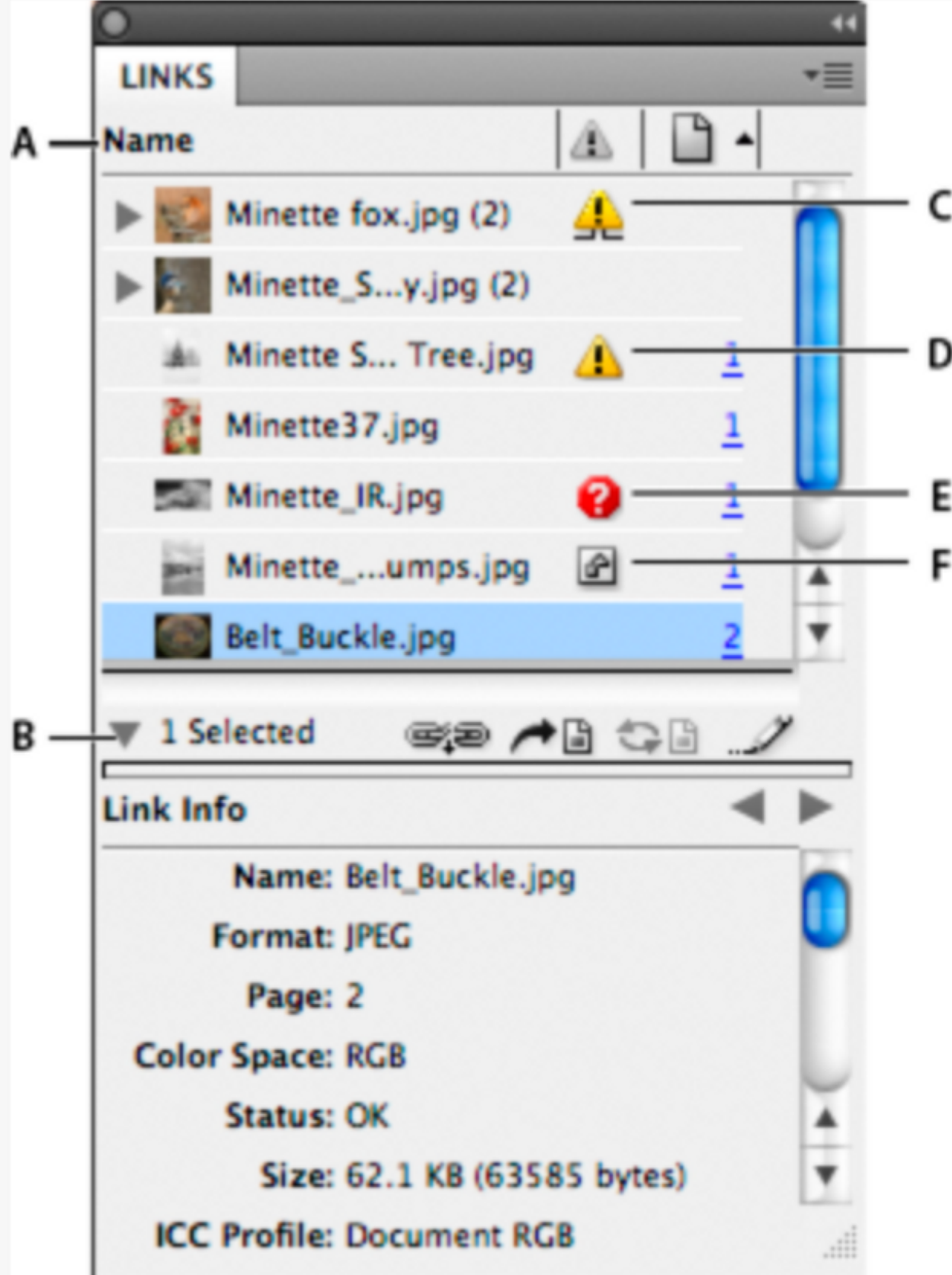


You will successfully package, PDF, and submit your final spread.

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

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

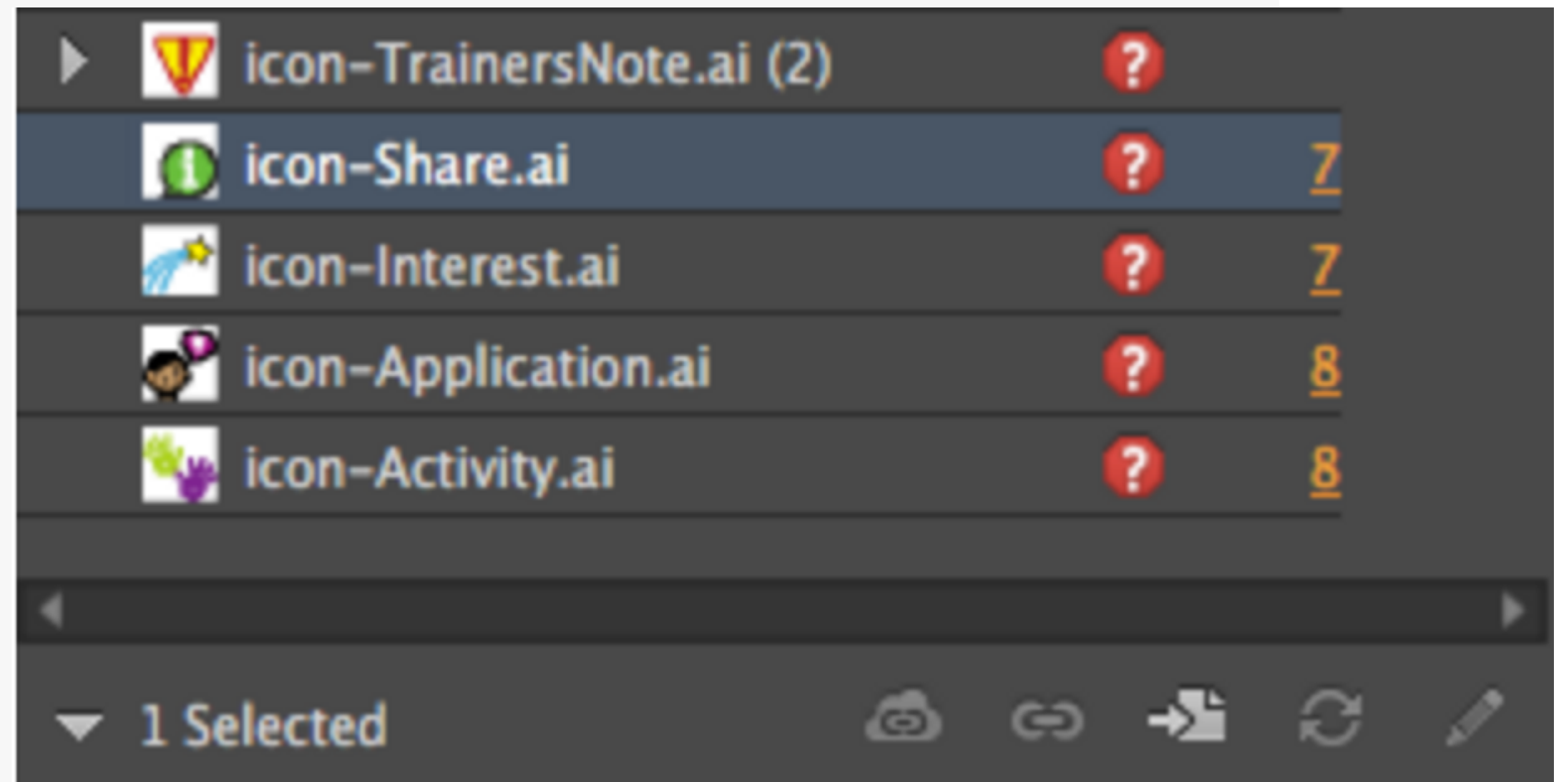




Links panel

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



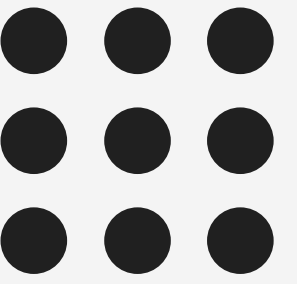
## **File > Package**

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"

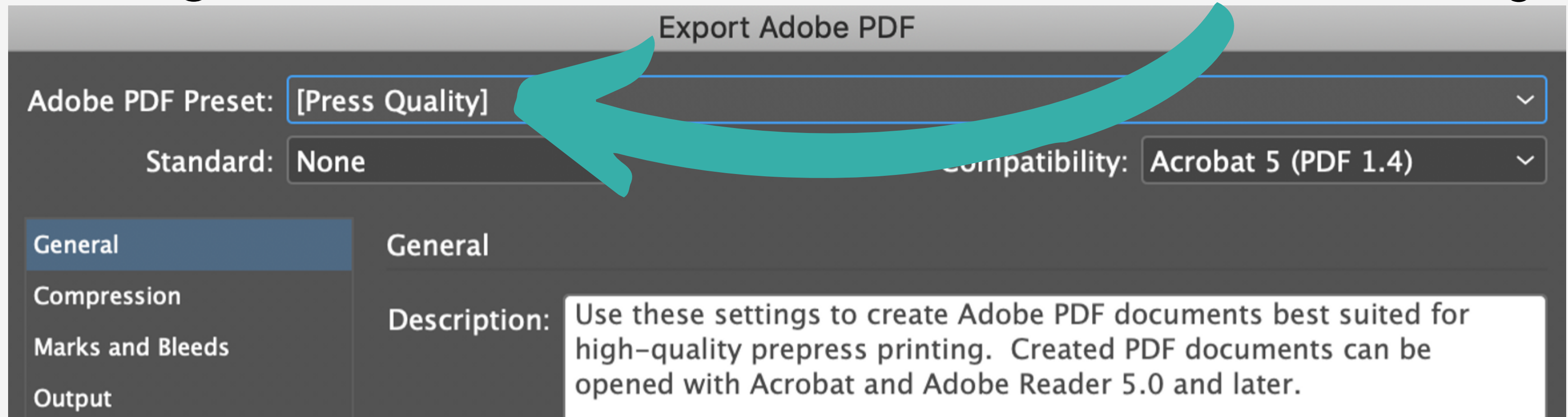
# EXPORTING PDF



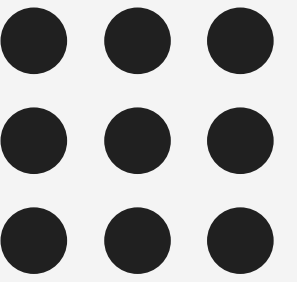
**File > Export**

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.

Description: [Based on '[Press Quality]'] Use 1 documents best suited for high PDF documents can be opened and later.

Pages

All  Range: 2-3

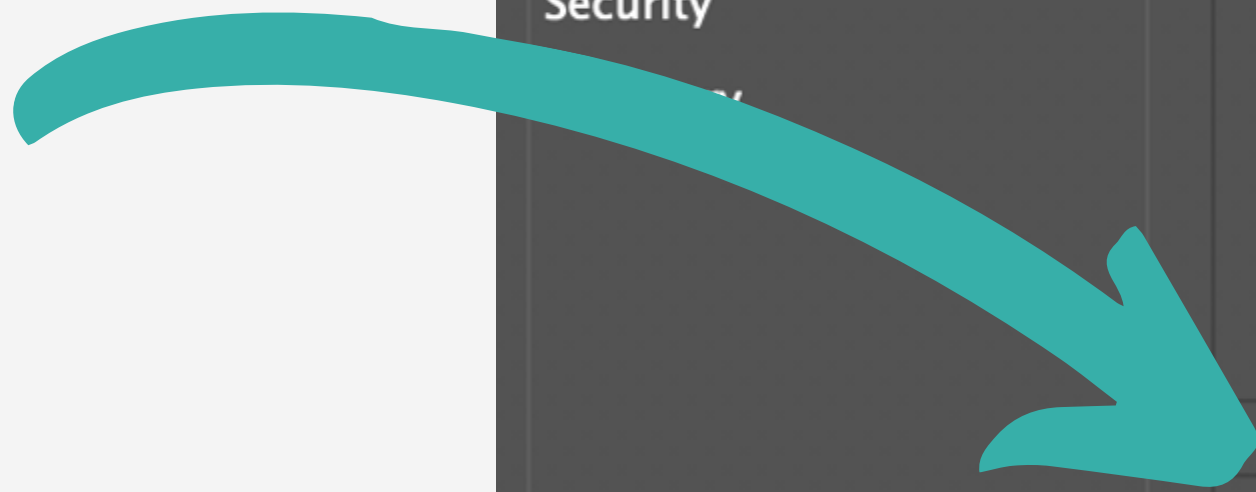
Export As  Pages  Spreads

Create Separate PDF Files



# MARKS AND BLEEDS

check  
Use  
Document  
Bleed  
Settings



Export Adobe PDF

Adobe PDF Preset: [Press Quality] (modified) ▼

Standard: None ▼ Compatibility: Acrobat 5 (PDF 1.4) ▼

General  
Compression  
Marks and Bleeds  
Output  
Advanced  
Security

### Marks and Bleeds

**Marks**

- All Printer's Marks Type: Default ▼
- Crop Marks Weight: 0.25 pt ▼
- Bleed Marks Offset: ▲▼ 0.0833 in
- Registration Marks
- Color Bars
- Page Information

**Bleed and Slug**

- Use Document Bleed Settings

Bleed:





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





**ALL GOOD?**

**CONGRATULATIONS!**

**YOU FINISHED**

**YOUR FIRST SPREAD!**

**TIME TO SUBMIT!**