

### Instructions ::

Locate the exercise resources link on the *Exercises* page of the class website. Download them to your computer's desktop as we will be making changes to this document.

In groups of two, open the provided InDesign layout file and perform a comprehensive preflight review of the document and its linked image files. After reviewing the files, **document the errors** on the attached log, and hand it in when done. There are **20 specific issues** to look for, all related to issues we have discussed throughout the term.

Finally, **correct all of the errors** you've identified. Make any and all changes that you feel are necessary, including changes to linked images.

### **Exercise Notes:**

- The errors in the document run the spectrum of what we've discussed in class. Assume that the main topics (aka: potential problems) we've covered in class are present in the document in some manner. Be sure to look for typesetting errors by turning on Show Hidden Characters (Command-Option-I).
- Record not only the errors you find, but how you would go about correcting the issue.
- There are a few things you do not need to identify and correct: Missing fonts, spelling errors
  (it is mostly placeholder text), and Style Overrides. However, other issues with text, including
  formatting, incorrect typefaces, and hidden characters, are all fair game.
- O You are not looking for issues with *design*—just the technical preparation of the file. However, alignment of artwork, both in relation to other elements and the grid, should be evaluated.
- Be sure to frequently save both your InDesign document and any linked files you might have altered. You will turn these files in for grading as a packaged document.
- O I've tried to make sure there are only 20 unique issues with this document. If you correct more than 20 items, you may make note of them on the back of the sheet. However, these items cannot be used in place of misidentified items on the front—they will simply be used to inform me of areas that I am not aware of at the moment. Findings like these, however, may count as extra credit if they are valid.
- When you are done, obtain an answer sheet from the instructor and self-grade your exercise.
   Total up your score, making note of the items that you missed.

# **Select Printing Specifications:**

- o Full-color (4/4); No spot colors
- Double-sided on 11x17 stock; Full bleed on all sides (will be printed on 12x18 stock and trimmed to its final size)
- Raster and vector images should all be in the CMYK color space
- o Font families: Adobe Caslon Pro & Proxima Nova

## Dates & Deliverables ::

When you are done, package the publication (including fonts and images), and name the resulting folder lastname1\_lastname2\_exercise12. Copy the folder to one of the student's class Drop Box on Google Drive. Finally, turn the attached log with a written account of your changes, and your self-graded answer sheet to the instructor.

This lab exercise is due by the end of class today.

## **Document Pages:**

# Pooka to Become Official Mascot of Chemeketa; School Slogan Now "I Dig Chemeketa"

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# **River Hatchlings Jumping** on Highways for Warmth

Officials consider airdropping small knitted sweaters for little fish during winter months

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# **Phone Booths Coming** to Chemeketa as Smart Phone Use Declines



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**New Trash** 

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# Round Church Installs Corners, Becomes 1st Polygonal



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# Document Preflight Revisited Correction Log

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