

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 errors** you've identified, and **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, 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
- O Double-sided on 11×17 stock; Full bleed on all sides (will be printed on 12×18 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_exercise13. 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 ::



NEW ON CAMPUS

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



access to SnapChat and Instagram a big productivity booster.

New Trash

Cans Offensive to Leporidae,

Group Claims



Spotted With Walking Stick Carrying Comically Large Baseball Cap On His Back Up A Gradual Incline; Turns Out To Be Not At All Interesting

One-Armed Man

Names: _____

exercise::13

Document Preflight Revisited Correction Log

	-	error log per grou	
PAGE & LOCATION			

PAGE & LOCATION	