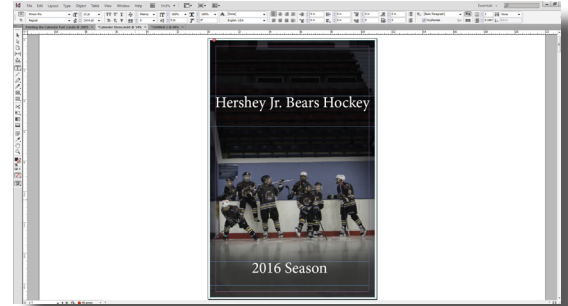


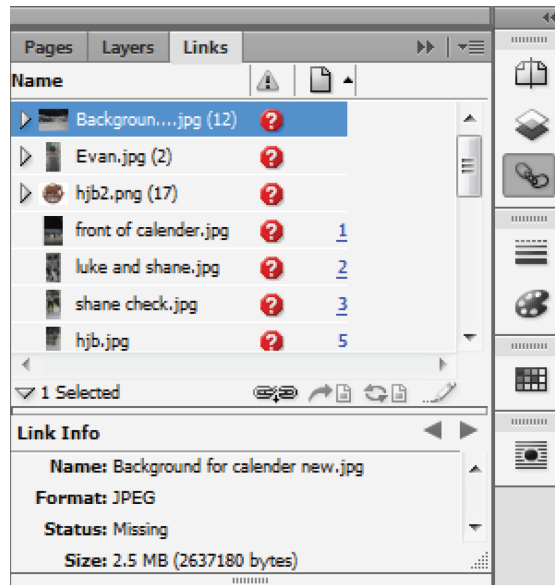
# Printing the Calendar

## Part 4 - Turning in the Calendar for Grading

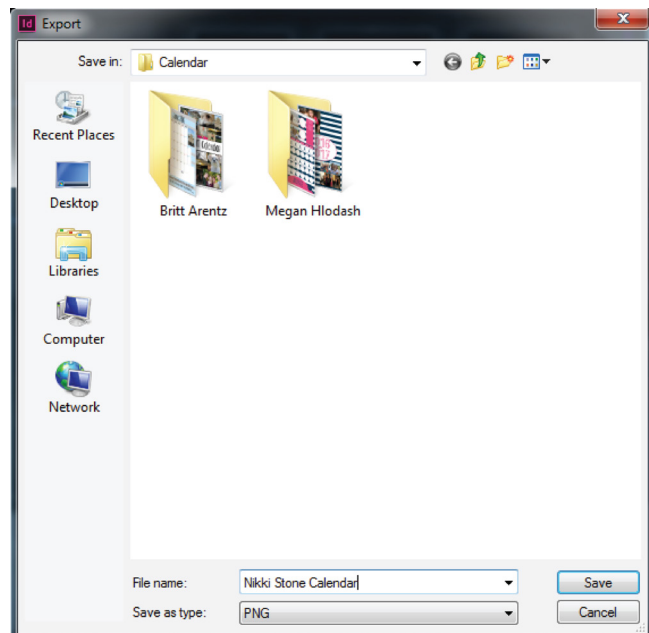
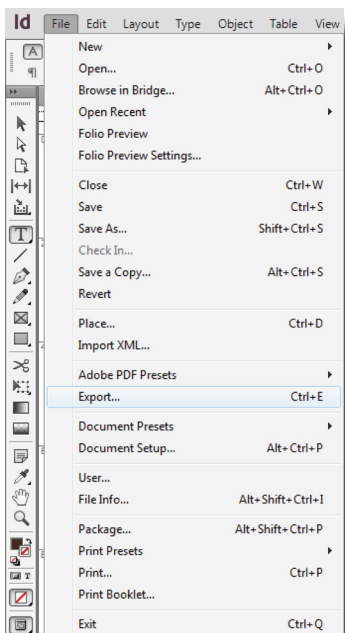
To turn in the calendar for grading, it needs to be submitted digitally and physically. Thumbnails, rough and printed proof should be paper clipped and placed in the bin. Digitally, the files need to be turned in to Schoology as a PDF. A PDF will make all of the pages together in one document without the need to attach linked files. These steps will explain exporting as a Print PDF.



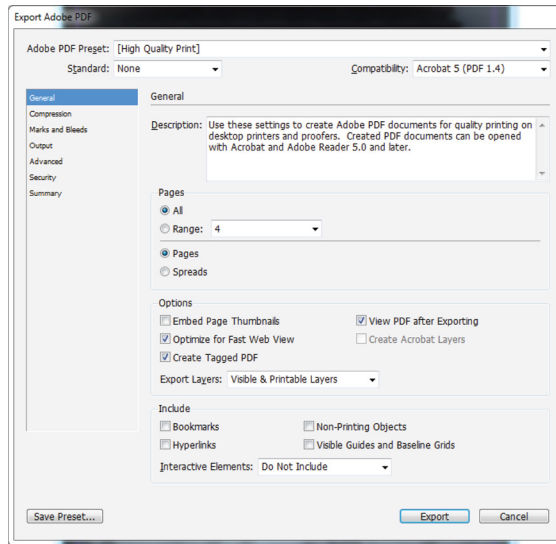
1. Open InDesign.
2. Choose File>Open and find and open the InDesign version of the calendar.
3. Check the links again to make sure they are all still valid. This can be done in the Links panel. Red question marks or yellow exclamation points next to any file must be fixed before continuing the process.



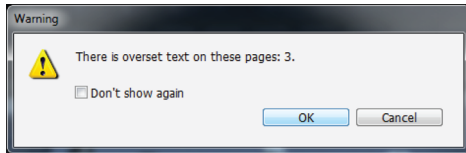
4. Choose File>Export. This will open the same familiar export dialogue box. This time, from the pull down menu at the bottom change the Save as Type to Adobe PDF (Print) and choose Save.



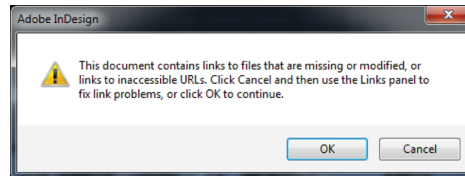
5. A new dialogue box will appear as the old one closes. On this dialogue box, make sure that the Adobe PDF Preset along the top is set to High Quality Print and that All and Pages are checked under the pages section. With these settings in place, click the Export button.



6. If a warning about overset text pops up, click ok to close it. Overset type will not affect the printing.



7. If a warning box pops up about links, this is something that was not fixed and must be for the pictures and other linked files to appear in high quality. Go back to step three to fix the links.



8. Now launch a browser and log in to Schoology. When uploading, select the PDF file of the calendar and not all 14 separate PNG files that were exported earlier.
9. Don't forget to turn in the thumbnails, rough and printed proof to the bin for grading!