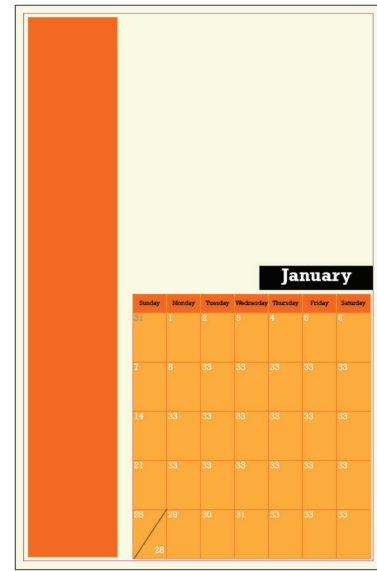
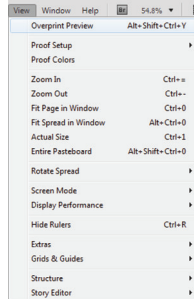
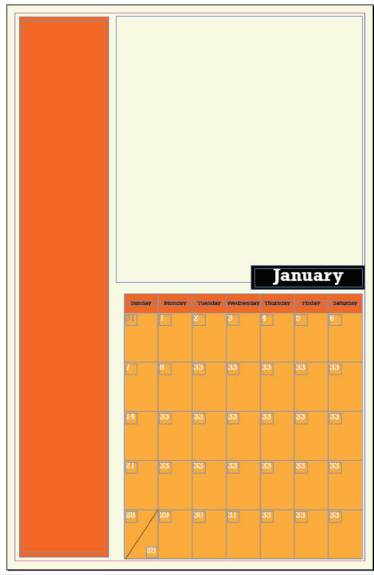


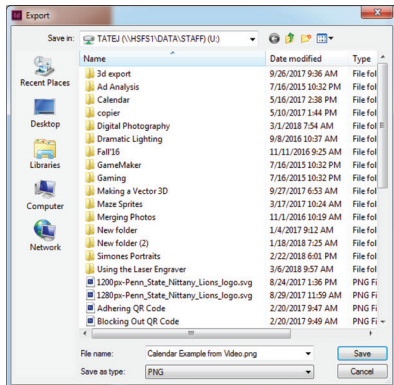
Printing the Calendar

Part 1 - Proofing the Calendar

1. Double check to make sure that everything is done and satisfactory. Choose View>Overprint Preview to see everything without the selection lines.

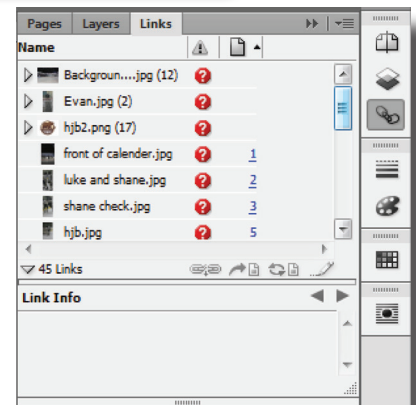


2. Click Window>Links. If there are any red question marks or yellow exclamation points, click on the file with the yellow or red symbol and then click on the chain link at the bottom of the panel. In the new dialogue box that appears find and select the file and then click Open. This will correct any missing links.

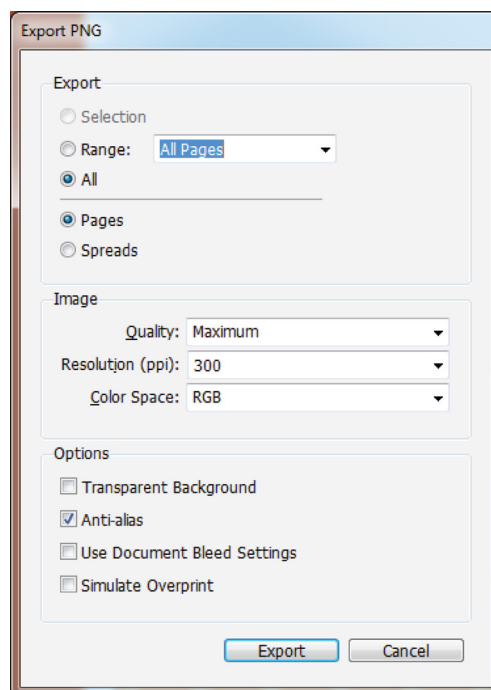


3. Save the calendar as usual to preserve the InDesign file.

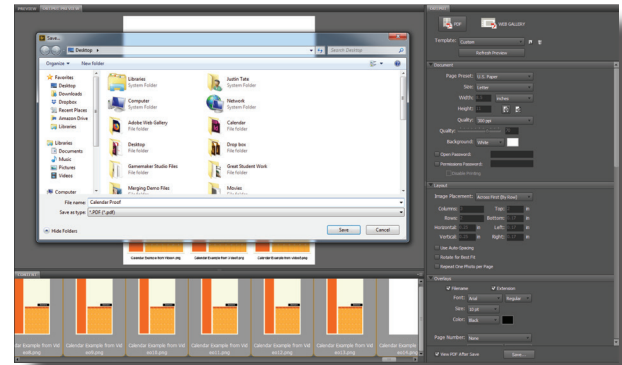
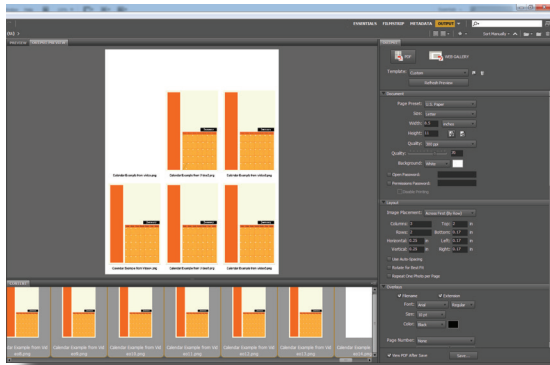
4. Choose File>Export. On the new dialogue box that pops up, change the Save in location to a USB drive or ID# on the server. Along the bottom of the dialogue box change the Save as Type to PNG. Click Save to export the calendar as a photo files for proofing.



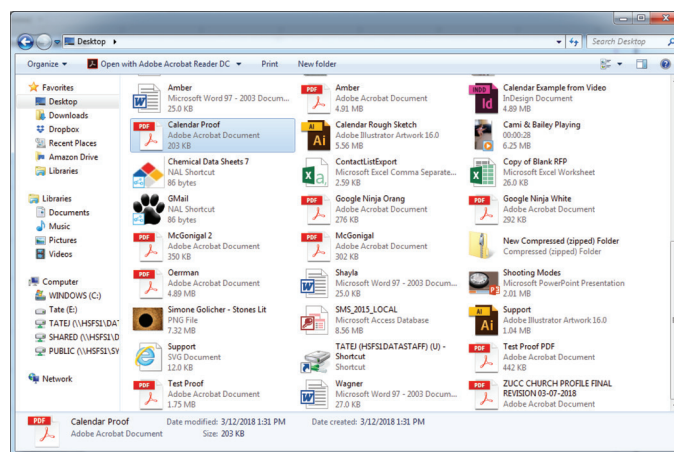
5. On the new dialogue box, choose all for the range, resolution of 300, maximum for the quality and pages for the type. Then choose export.



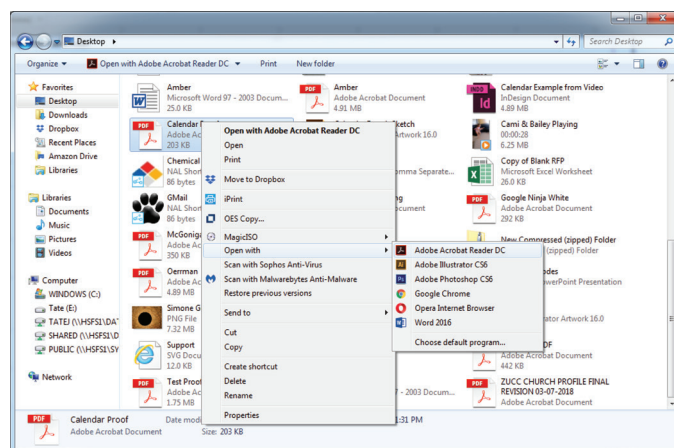
6. Since the colors will look different when they're printed, we'll proof them to test how they look. Open Bridge and select the photos. This time, make the columns and rows each two. Refresh the preview to make sure that it looks good. Save the proof.



7. Launch windows explorer (the file icon on the task bar) and find the proof. It should be a red icon. Once found, double click on it.



8. The proof sheet should open in a new program. If it doesn't, right click on the file, choose Open With>Acrobat Reader.) All of the pages should be there and visible. Simply choose file print.



9. Once printed, take a look at the print quality. The calendar will look the same as the proof sheet, just larger. If the colors are ok, it's good to go. If the colors are too dark, drab or unacceptable in any other way, go back and lighten the pictures in Photoshop. The calendar colors can be lightened in InDesign. After adjusting, repeat the proofing process to test the adjustments.