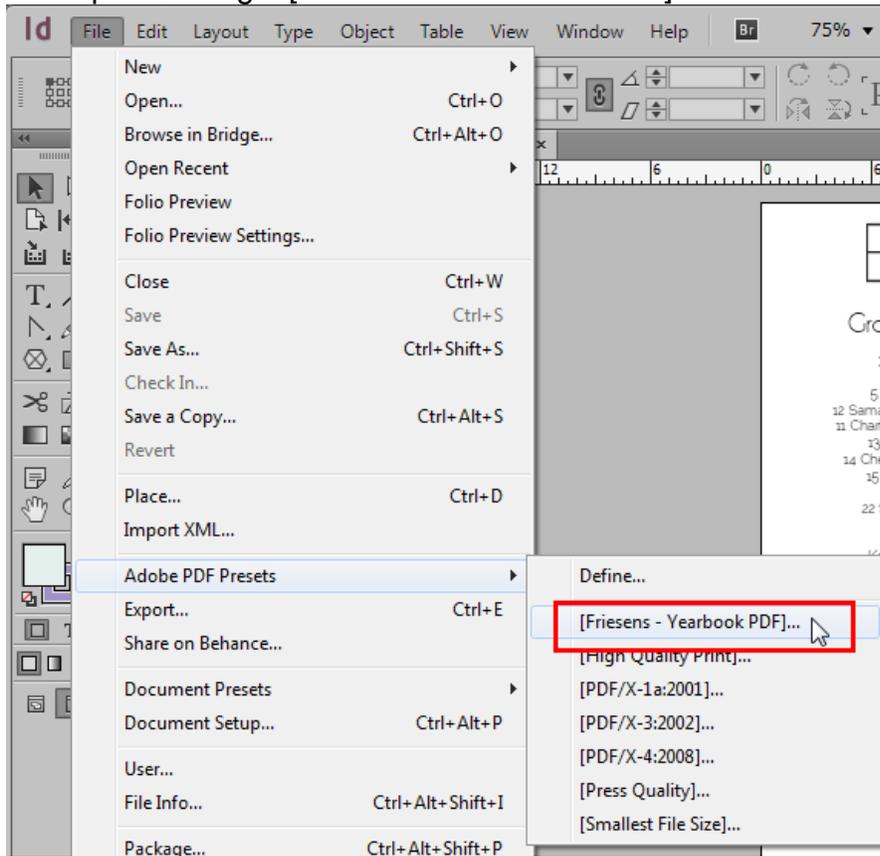# CME – Uploading PDF files from InDesign

1. To create a PDF file for submission open a finished InDesign spread and go to File>PDF Export Settings>[Friesens – Yearbook PDF].


2. From there a browse window will come up to indicate where the PDF file should be saved. Choose a location on your computer or network that is easily accessible.

Note: It is recomended to label your PDF files using a 6 digit numbering system (e.g. 002-003 XXXXXXXX.pdf). This is not a requirement but will make it easier to upload and sort your PDF files.

3. Once you have chosen the location for the PDF to be saved a window will come up with the PDF export settings. In this window make sure that the PAGES option is selected. **DO NOT** click on spreads or change any other settings in this window.
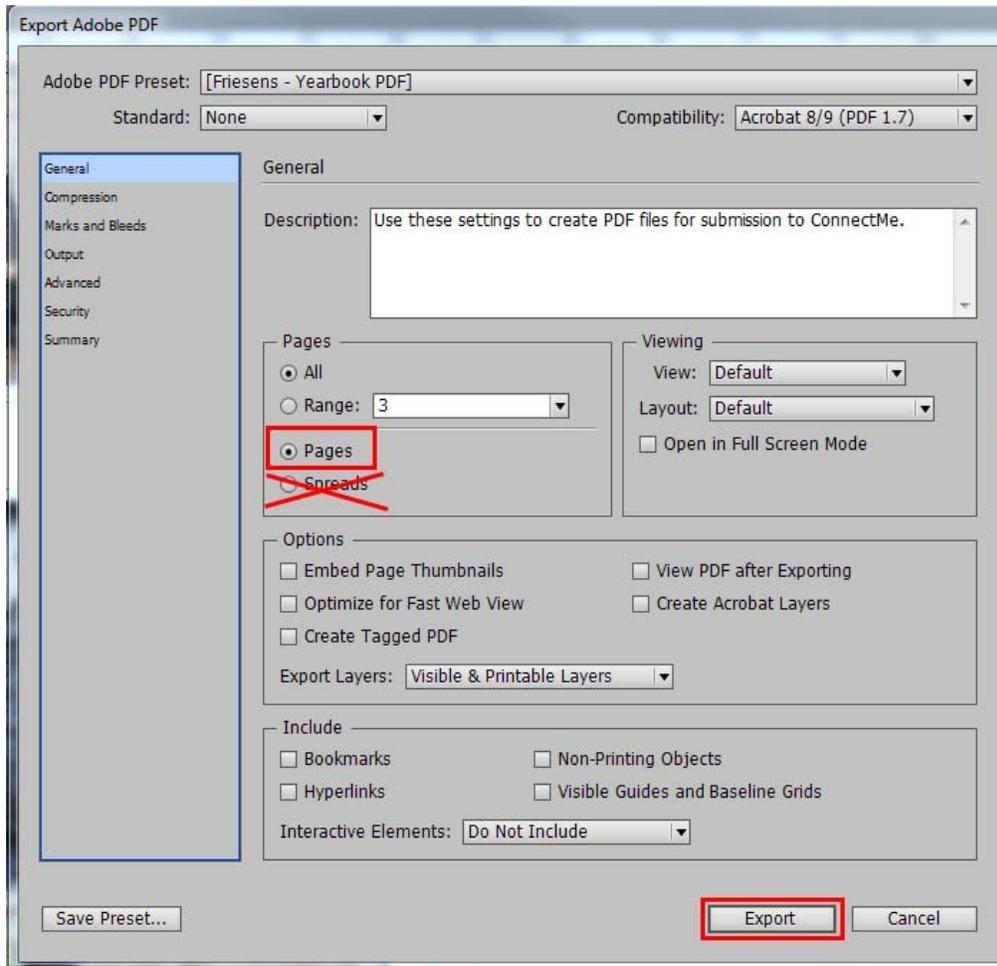
4. After the PDF is created login to your *ConnectMe* account and go to the *Build It* tab to see the *Page Manager*. On the right hand side of the page click on *Upload PDF*.
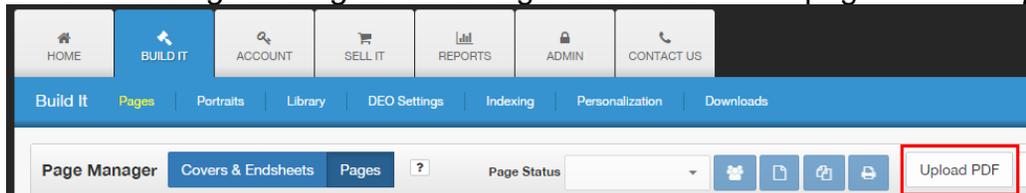

5. From there an *Upload PDF* window will appear. Click on *Browse For Files* and select the PDF that was created earlier. Once selected it will appear in the list to upload. Below the *Page #* heading enter in the pages that correspond to the pages that are in the PDF.
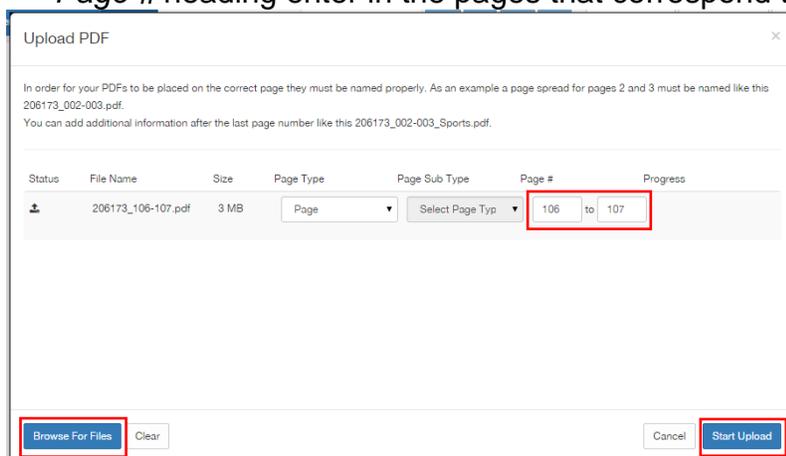
6. After you've selected *Start Upload* the page thumbnails will show they're processing.
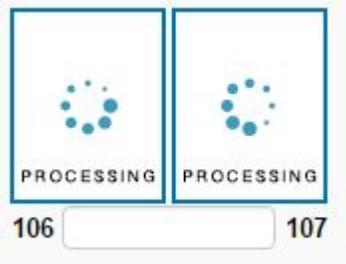
7. Once they're done processing (time will vary based on size of PDFs & amount of uploads occurring on the ConnectMe server), proofs will be available.
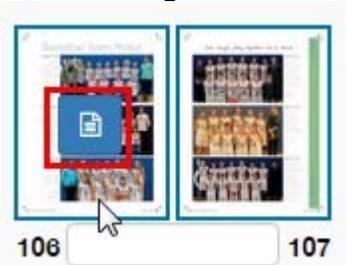
8. Once the thumbnails appear click on the blue icon in the center of the page to see a report with any issues that the page might have. If you click on the thumbnail you can view a PDF proof of that page by clicking on the printer icon on the top of the screen.