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

ld	File	Edit	Layout	Туре	Object	Table	View	Window	Help		Br	75% 💌
		New Open Browse in Bridge Open Recent Folio Preview Folio Preview Settings				Ctrl Ctrl+Alt	+0 +0					ີ ີ [P
		Close Save Save As Check I Save a	5 In Сору			Ctrl- Ctr Ctrl+Shift Ctrl+Alt	+W +S t+S					Grac 31 12 Saman
		Revert Place Import Adobe	XML PDF Prese	ts		Ctrl	+D	Defin	e			11 Chany 13 F 14 Chel 15 A 22 Si
		Export. Share o	 on Behanco nent Preset	e		Ctr	I+E	[Fries [High [PDF/	ens - Yea Quainy 'X-1a:200	rboc Print 1]	ok PDF :j	·] 🔏
		Docum User File Info	nent Setup		Ctrl-	Ctrl+Alt +Alt+Shif	:+P it+I	(PDF/ (PDF/ (Pres:	(X-3:2002 (X-4:2008 s Quality]	[] [] [e e r
		Packag	e		Ctrl+	Alt+Shift	+P	[Sma	liest File S	size].		h

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 recommended to label your PDF files using a 6 digit numbering system (e.g. 002-003 XXXXXXX.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.

adobe PDF Preset:	[Friesens - Yearbo	ook PDF]	k PDF]					
Standard:	None	▼	Compatibility: Acrobat 8/9 (PDF 1.7)					
Seneral	General							
compression Narks and Bleeds Output Idvanced	Description	n: Use these settings	to create PDF files for submission to ConnectMe.					
ummany	Pages - All Rang Page Sorrer Options Embe Options Creat Export L	e: 3 s ads ad Page Thumbnails nize for Fast Web View te Tagged PDF ayers: Visible & Printa	Viewing View: Default Layout: Default Open in Full Screen Mode View PDF after Exporting Create Acrobat Layers ble Layers					
	Include Book Hype Interact	marks rlinks ive Elements: Do Not	Non-Printing Objects Visible Guides and Baseline Grids Include					

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*.

A HOME	K BUILD IT	م ACCOUNT) <mark>-</mark> Sell IT	LIII REPORTS	ADMIN	CONTACT US		
Build It	Build It Pages Portraits Library DEO Settings Indexing Personalization Downloads							
Page Ma	nager Cove	ers & Endsheets	Pages	? Page	e Status	-	8 D 4 8	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.

Upload	I PDF					>
In order fo 206173_00 You can ad	r your PDFs to be placed o 02-003.pdf. dd additional information af	n the correct iter the last p	: page they must be n age number like this 2	amed properly. As an example 206173_002-003_Sports.pdf.	a page spread for page	es 2 and 3 must be named like this
Status	File Name	Size	Page Type	Page Sub Type	Page #	Progress
±	206173_106-107.pdf	3 MB	Page	Select Page Typ	▼ 106 to	107
Browse	For Files Clear					Cancel Start Upload

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.

