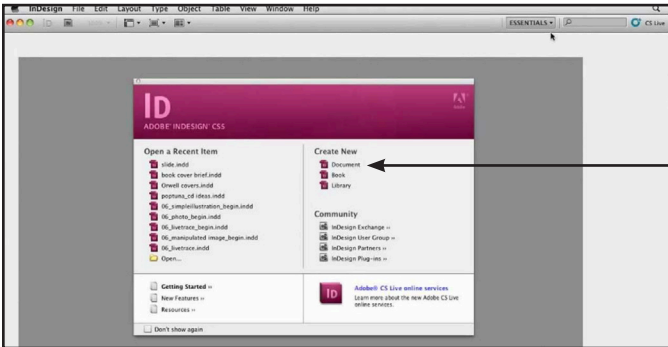


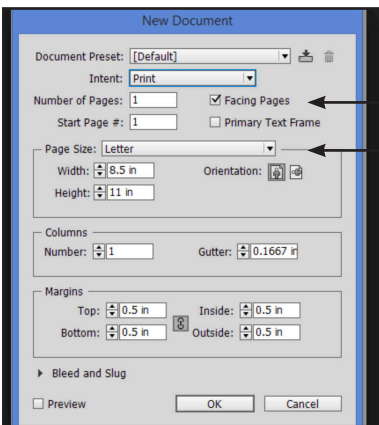
CREATE + SAVE + EXPORT

INTRO TO GRAPHIC DESIGN

1. Create a document



Select: Document



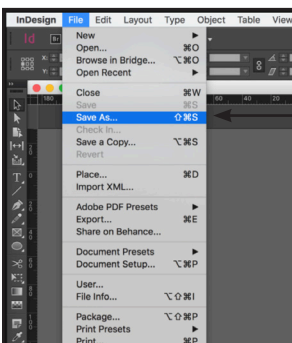
(UN)check Facing Pages

This is where you change the perimeter of the page size you want.

For purposes of this class we will always keep the pre-set of letter (8.5inx11in)

Orientation: Portrait

2. Save a document



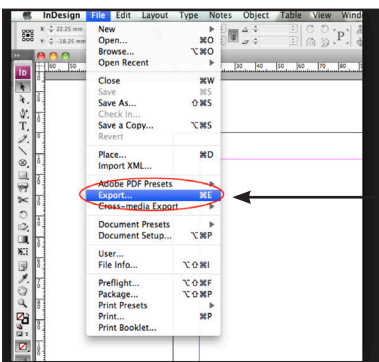
File > Save As (when saving for the first time)

USE> Save when you have already saved a file

Quick Key/Short cut: CTRL + S

Save in APPROPRIATE folder and use the exercise we are doing in class for the file name.

3. Export a document



File > Export

File Name > Use the name of exercise

Quick Key/Short cut: CTRL + E

Select > Adobe PDF (Print)

At the next screen select > EXPORT