

preliminary and final counts

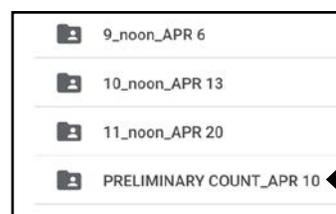
Neither of these is your final portfolio file. These are simply a visual count of work approved and almost approved, one without its explanatory caption (Prelim) and one with (Final).

schedule **Fri Apr 10, 11:59pm***: Prelim Count DUE. See directions below.

Sat Apr 25, 11:59pm*: Captions with Final Count DUE. See directions below and on [Captions project sheet](#).

preliminary count Build a new multi-page PDF using InDesign, as explained below. It will make your Final Count easier to compile.

1. First go through and figure out what exactly is approved and almost approved. Have a little list for yourself. Also note which round that was approved so you can easily grab the work from that week's assessment.
2. Start an InDesign document that is 11 in x 8.5 in (Letter size, Landscape orientation) because all of your assessment pages have had this set-up.
Save As **YOUR LAST NAME_PrelimCount**.
3. Put the work in the pages. You can do any of the following:
 - > Copy the image box from your Weekly Assessment and Paste it onto a page in your Prelim Assessment.
 - or*
 - > You can drag pages from one InDesign doc to another easily and quickly using the Pages palette.
 - or*
 - > You can be super meticulous and create a Master Page...and then unlock it on your page ...and then place a new image on each page. << *Really, don't waste your time doing that.*
4. If you have work that is Almost Approved, create a page that states this. (Just make a text box on a blank page and write this.) Then put any Almost Approved pieces behind that. *Almost Approved is something I've labeled as almost approved in an assessment.*
5. When you're all done, save that InDesign file again. File : Package it to the desktop.
If you have any interactive links, be sure you File : Export manually an Interactive PDF and be sure that's the PDF you use.
6. In your Google Drive shared folder under where your weekly assessments go, there is a folder "**PRELIMINARY COUNT_APR 10**". Put your PDF (interactive if there's a link) here. You may put your entire InDesign packaged folder here if you want and I'll grab the PDF. It's up to you.



These dates are from a Group B person, but both groups have the same Preliminary Count folder and deadline.

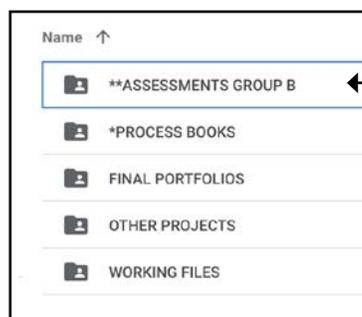
final count These steps are similar to the Preliminary Count with a page of text added before each.
+ captions Easy peasy. See Captions project sheet for information on required text.

1. First I would go through and figure out what exactly is approved. Have a little list for yourself. Also note which round that was approved so you can easily grab the work from that week's assessment.
If you are not at 10 approved, you need to be in constant contact with Prof. Nikki or you may not pass this course!
2. Start an InDesign document that is 11 in x 8.5 in (Letter size, Landscape orientation) because all of your assessment pages have had this set-up.
Save As **YOUR LAST NAME_FinalCount**.
3. Put the work in the pages. You can do any of the following:
 - > Copy the image box from your Weekly Assessment and Paste it onto a page in your Prelim Assessment.
 - or*
 - > You can drag pages from one InDesign doc to another easily and quickly using the Pages palette.
 - or*
 - > You can be super meticulous and create a Master Page...and then unlock it on your page ...and then place a new image on each page. << *Really, don't waste your time doing that.*
4. Now add a page before each piece's page(s).
On each of these pages, create a text box and put in your caption's words. Follow all directions on Captions sheet in regards to the contents and structure.

Sat Apr 25, 11:59pm*: Captions DUE with Final Count.

- Add as the page before work shown.
- Caption required to use typography specified in your brand's visual guidelines.
- **CHECK SPELLING AND GRAMMAR****.
- **Format of final review and captions:** can still be in assessment format, but it is suggested you start to experiment with the look and flow of your final digital portfolio.
- The *Final Portfolio* project sheet for this – including when and how final portfolios with captions included – will be provided soon.

5. When you're all done, save that InDesign file again. File : Package it to the desktop.
If you have any interactive links, be sure you File : Export manually an Interactive PDF and be sure that's the PDF you use.
6. In your Google Drive shared folder, just place it in your assessments folder. In other words, there are many sub-folders for weeks and Preliminary Count. I want it in none of these sub-folders, but just in THAT folder. You may put your entire InDesign packaged folder here if you want and I'll grab the PDF. It's up to you.



← Whether you are in Group A or B,
place it in your ****ASSESSMENTS** folder.
No sub-folder within.