

1 Export your graphic for the web.

- Open up your document. Go under the "File" menu at the top of the screen and choose "Export." In the window that comes up, give the graphic a name in the "Save As" field and also make sure the folder where you want to save your file is showing in the folder window.
- In the pull-down menu at the bottom of the window, choose "JPEG," then click "Save."
- In the next window, click on the "Range" radio button and type "1" in the field, then make sure the "Resolution (ppi)" field says "72." Everything else in the window should be good, so just click "Export" at the bottom of the window.
- That's all for exporting . . . the jpeg of your graphic should be in the folder you saved it to, and it's now ready for upload to the web. When you double-click on the graphic to open it, it should look exactly like the graphic you made in InDesign.

2 Make a template out of your graphic.

- Go under the "File" menu at the top of the screen and click "Save As." In the window that comes up, give the file a name in the "Save As" field. I'd suggest adding the word "Template" or something similar to the end of the name just so you can easily identify it as a template.
- In the "Format" pull-down menu at the bottom of the window, choose "InDesign CC 2015 Template."
- Click "Save." The file is now a template, and you'll be able to tell this because the extension after the file name in your window should say ".indt" instead of ".indd" like it does with a regular InDesign file.
- Go into the folder where you saved the template file and double click on it to open it. It should open as an "Untitled" document with your design as the layout.
- Go under the "View" menu at the top of the screen and choose "Overprint Preview" to turn off the outlines and make the image clear.
- Now you can make changes or updates to this new document and when you're finished, go under the "File" menu and click "Save." In the window that comes up, give the document a name, navigate to the folder you want to save it into and then click "Save." This will save this new document as a regular InDesign file.

That's it! We've exported the finished the graphic for the web and made a template. Thanks for joining me for this week's challenge!

These steps are also demonstrated in today's lesson video if you want to see them in action.