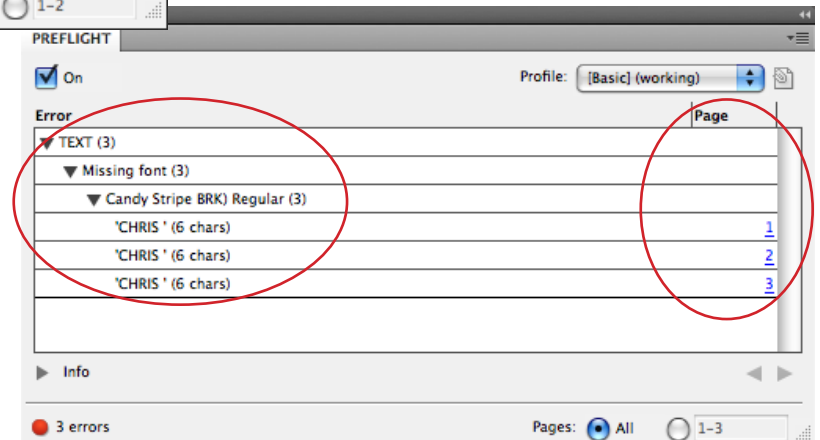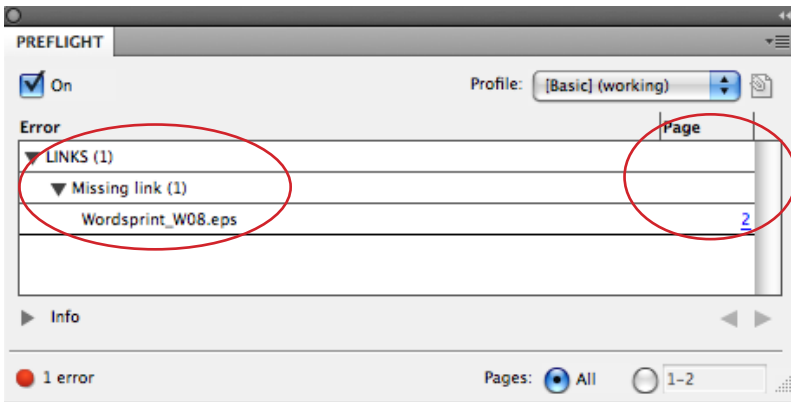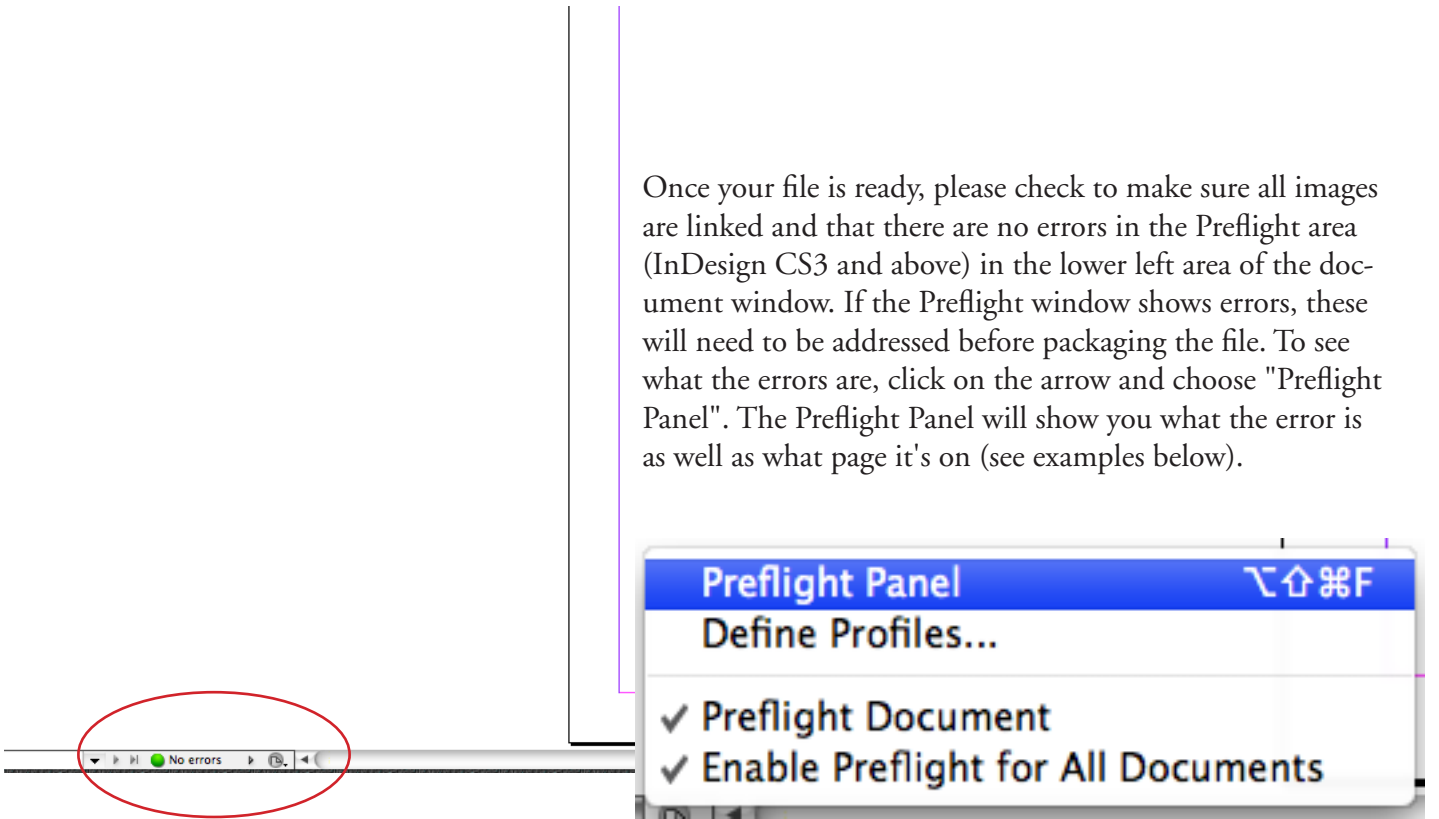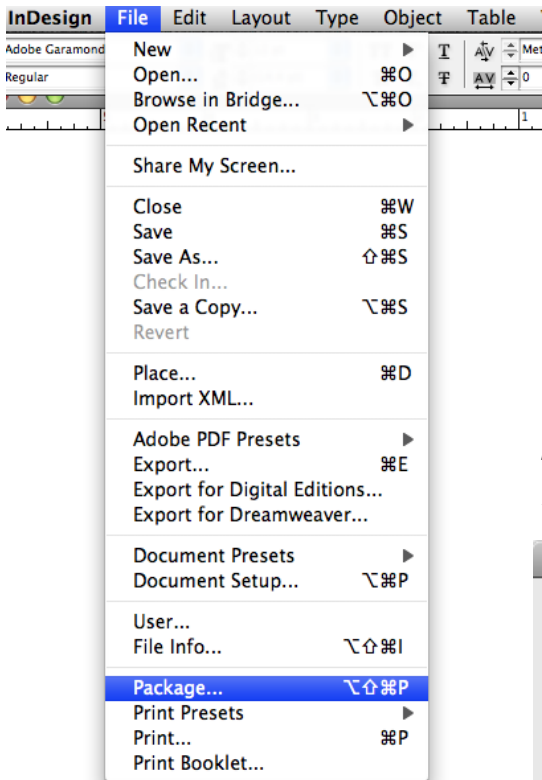# Packaging an InDesign file to send to a Service Provider

Once your file is ready, please check to make sure all images are linked and that there are no errors in the Preflight area (InDesign CS3 and above) in the lower left area of the document window. If the Preflight window shows errors, these will need to be addressed before packaging the file. To see what the errors are, click on the arrow and choose "Preflight Panel". The Preflight Panel will show you what the error is as well as what page it's on (see examples below).

No errors

Preflight Panel ⌥⇧⌘F
Define Profiles...

✓ Preflight Document
✓ Enable Preflight for All Documents

PREFLIGHT

☑ On   Profile: [Basic] (working)

Error	Page
▼ LINKS (1)	
▼ Missing link (1)	
Wordsprint_W08.eps	2

▶ Info

● 1 error   Pages: ◉ All ○ 1–2

PREFLIGHT

☑ On   Profile: [Basic] (working)

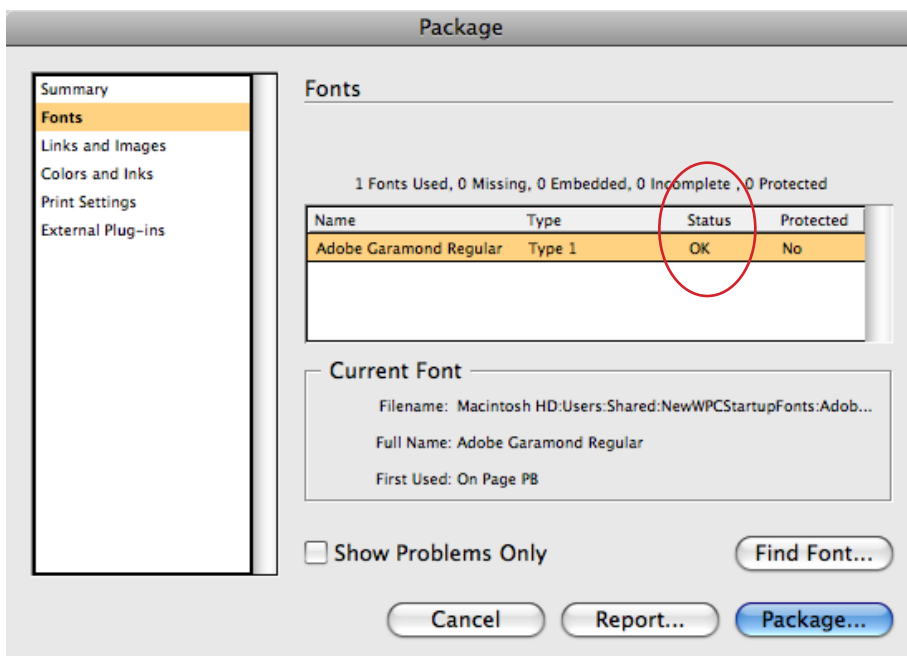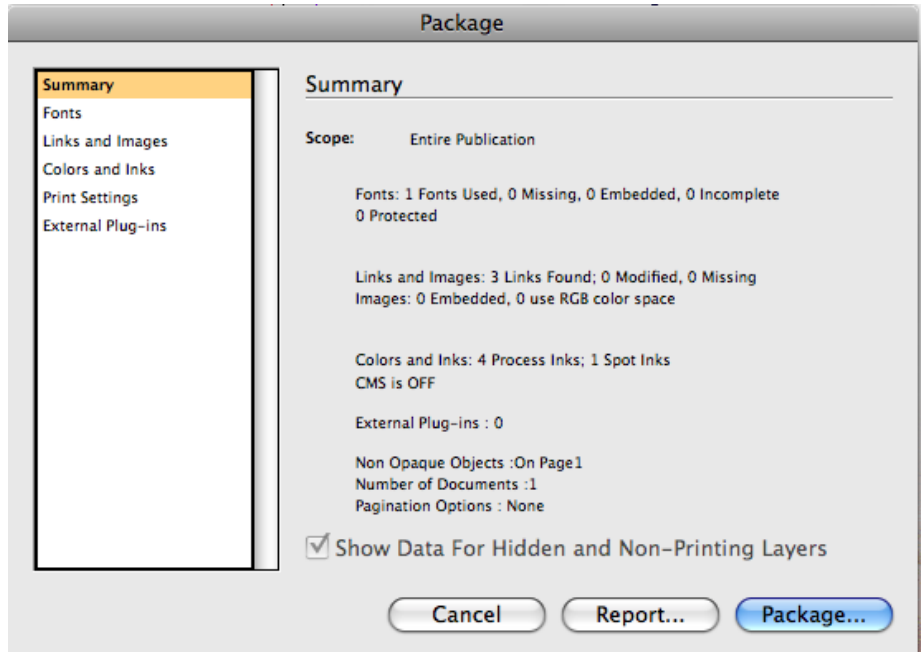| Error	Page
▼ TEXT (3)	
▼ Missing font (3)	
▼ Candy Stripe BRK) Regular (3)	
'CHRIS ' (6 chars)	1
'CHRIS ' (6 chars)	2
'CHRIS ' (6 chars)	3

▶ Info

● 3 errors   Pages: ◉ All ○ 1–3

Once you've gotten rid of all of the errors, it's time to package your file.
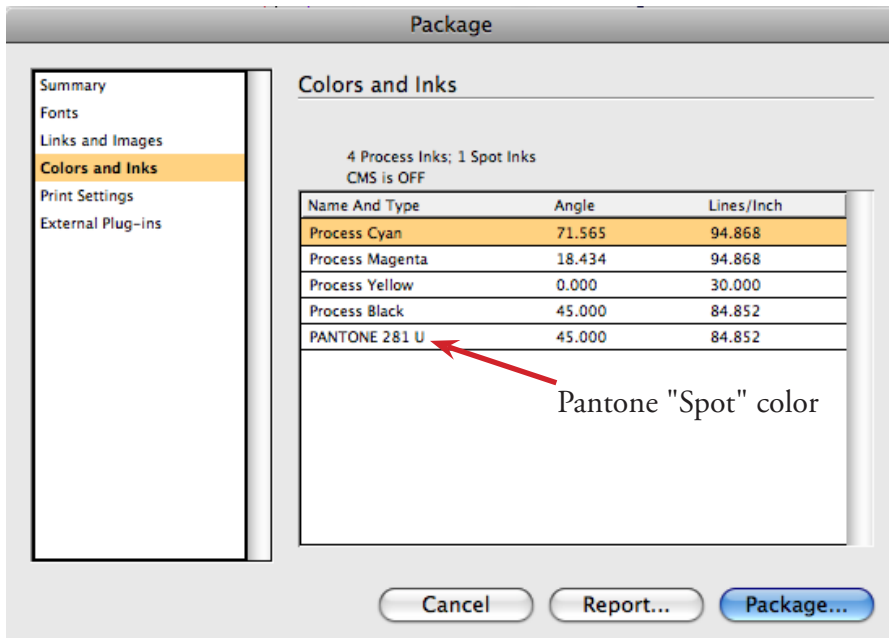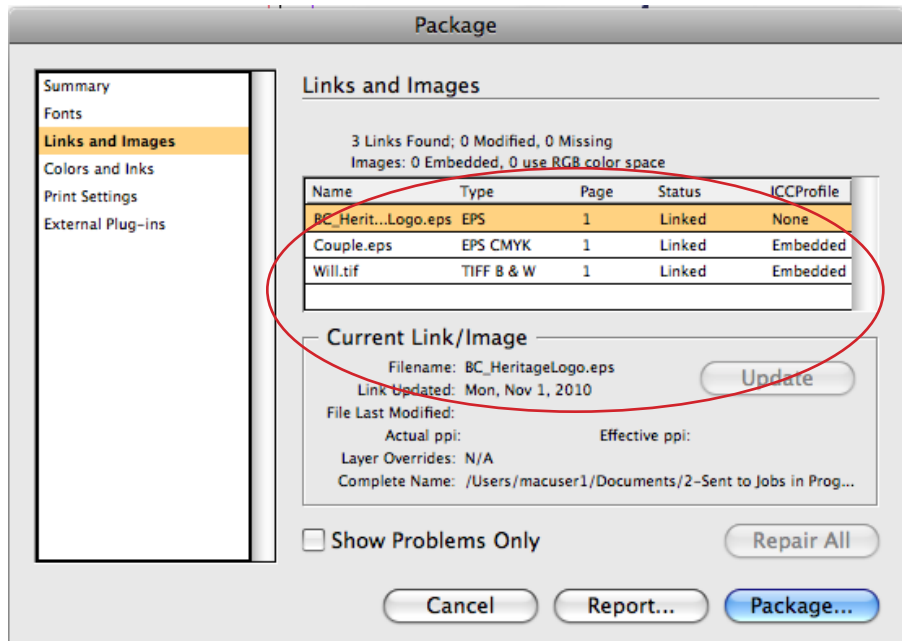
To start the Packaging Process, go to File and choose "Package".

This dialogue box will open. This is where you can do one last check to make sure everything you need to send is included.
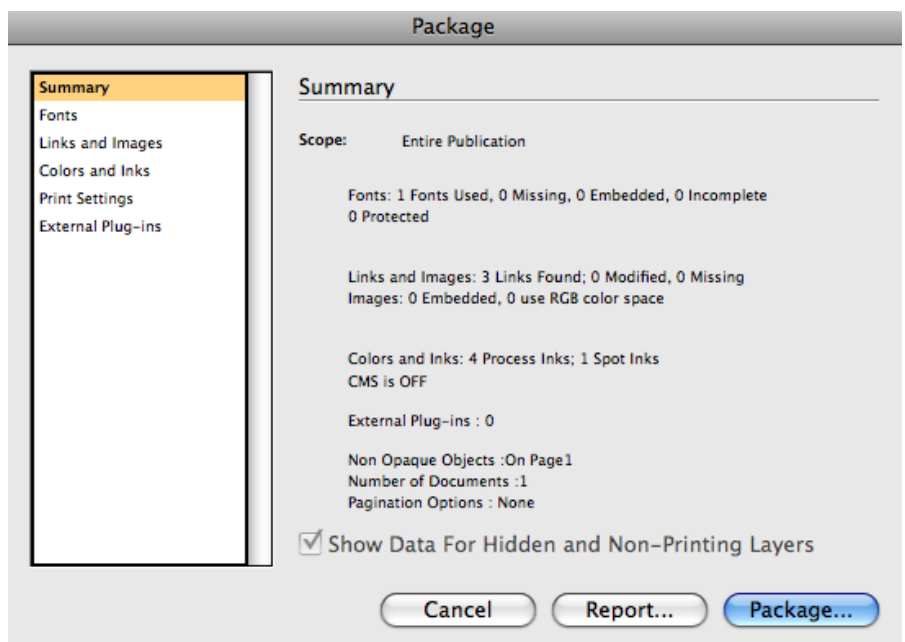

Shows which fonts are used in the document, and if they are all linked ("OK").

Package

Links and Images

3 Links Found; 0 Modified, 0 Missing
Images: 0 Embedded, 0 use RGB color space

Name	Type	Page	Status	ICCProfile
BC_Herit...Logo.eps	EPS	1	Linked	None
Couple.eps	EPS CMYK	1	Linked	Embedded
Will.tif	TIFF B & W	1	Linked	Embedded

Current Link/Image

Filename: BC_HeritageLogo.eps
Link Updated: Mon, Nov 1, 2010
File Last Modified:
Actual ppi: Effective ppi:
Layer Overrides: N/A
Complete Name: /Users/macuser1/Documents/2–Sent to Jobs in Prog...

Update

☐ Show Problems Only   Repair All

Cancel   Report...   Package...

Shows which images are used, what color space they use and if they are all linked.

Package

Colors and Inks

4 Process Inks; 1 Spot Inks
CMS is OFF

Name And Type	Angle	Lines/Inch
Process Cyan	71.565	94.868
Process Magenta	18.434	94.868
Process Yellow	0.000	30.000
Process Black	45.000	84.852
PANTONE 281 U	45.000	84.852

Pantone "Spot" color

Cancel   Report...   Package...

Shows the color space used in the document. If you want your document to print as a "Spot" color, then you'll want to make sure it's listed individually here (instead of just having CMYK, the "Process" colors, listed). This particular file would be considered a *5 color print file*.

Package

Summary

Scope: Entire Publication

Fonts: 1 Fonts Used, 0 Missing, 0 Embedded, 0 Incomplete
0 Protected

Links and Images: 3 Links Found; 0 Modified, 0 Missing
Images: 0 Embedded, 0 use RGB color space

Colors and Inks: 4 Process Inks; 1 Spot Inks
CMS is OFF

External Plug-ins : 0

Non Opaque Objects :On Page1
Number of Documents :1
Pagination Options : None

☑ Show Data For Hidden and Non–Printing Layers

Cancel   Report...   Package...

"Print Settings" will be determined by the service provider so you won't need to set anything here. The next step is to "Package" the file.
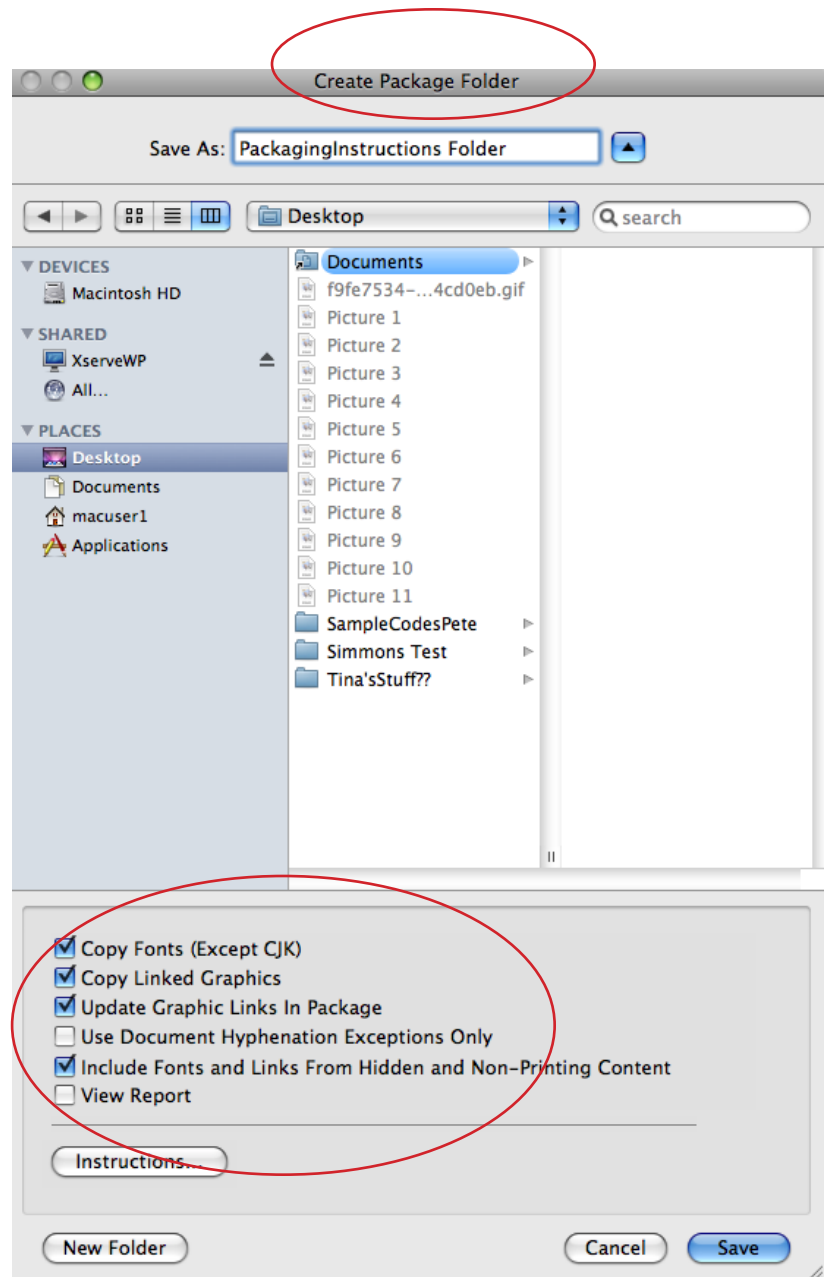
Printing Instructions

Filename: Instructions.txt

Contact: Kim Haga

Company: Wordsprint, Inc.

Address: PO Box 544

190 West Spring Street

Wytheville, VA 24382

Phone: 276-228-6608   Fax:

Email: khaga@wordsprint.net

Instructions:

Continue

Cancel

Fill out your contact information and any special instructions.

Create Package Folder

Save As: PackagingInstructions Folder

Desktop

search

DEVICES
Macintosh HD

SHARED
XserveWP
All...

PLACES
Desktop
Documents
macuser1
Applications

Documents
f9fe7534-...4cd0eb.gif
Picture 1
Picture 2
Picture 3
Picture 4
Picture 5
Picture 6
Picture 7
Picture 8
Picture 9
Picture 10
Picture 11
SampleCodesPete
Simmons Test
Tina'sStuff??

Create a Package Folder and choose the options shown to make sure all fonts, and images are included with your file. Click "Save".

☑ Copy Fonts (Except CJK)
☑ Copy Linked Graphics
☑ Update Graphic Links In Package
☐ Use Document Hyphenation Exceptions Only
☑ Include Fonts and Links From Hidden and Non-Printing Content
☐ View Report

Instructions...

New Folder   Cancel   Save

You will see this warning concerning Fonts. This is to let you know that most fonts require that you only send fonts that are being used in your document and that the service provider is only allowed to use your fonts to produce your job. They are not allowed to use *your* fonts for any other client.
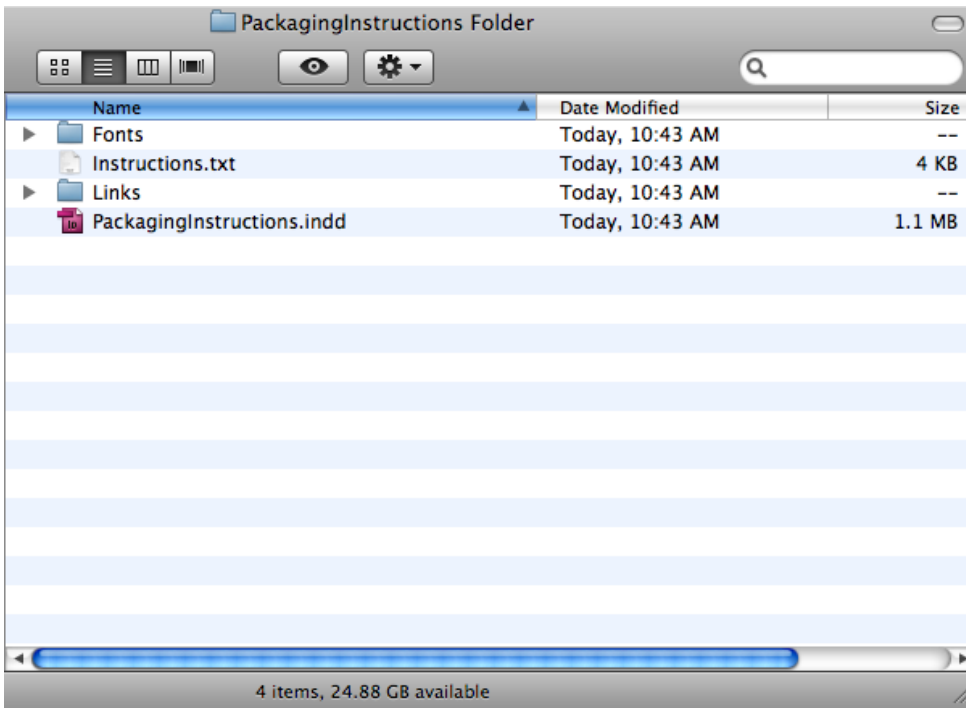
These are the elements that should be shown in the folder that is created. You will want to Zip or Stuff this folder for uploading to an FTP site or you can burn the entire folder to a CD/DVD or place on a Jump Drive.

If you have any further questions, please don't hesitate to call us at 800-359-6608.

Wordsprint

design print mail

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