

Instruction for collecting for printing with InDesign CS

1) Open the LINKS window and make sure all links are updated. If you have any strange marks by the link, it is either missing or modified. The links list should look like Figure 2.



Figure 1



Figure 2

2) Open the SWATCHES window and remove all unused colors. If you are not using the colors in your file, they need to be removed from the list. See Figure 4. Select All Unused, then click the TRASH can to remove the extra colors.

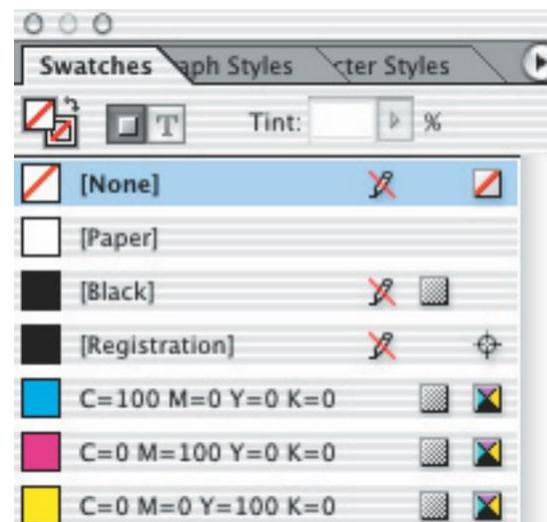


Figure 3

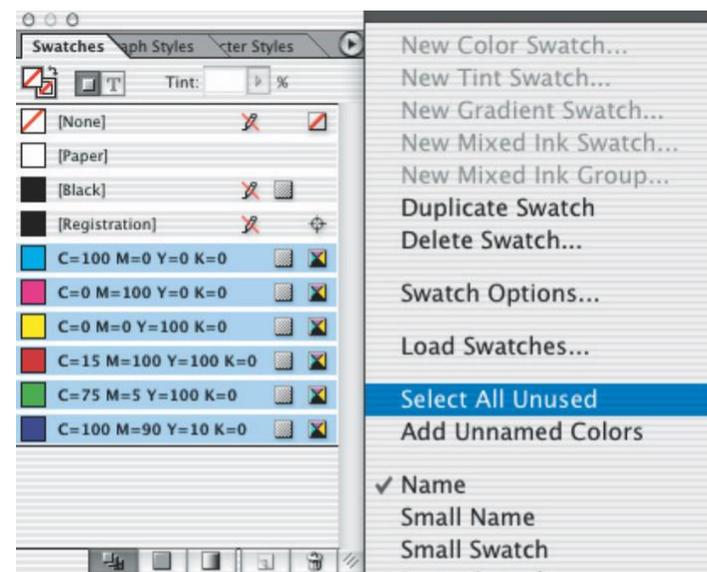


Figure 4

3) Next you will need to Preflight and Collect your files. Go to FILE > PREFLIGHT.



Figure 5

4) Go through the Preflight window to verify that all fonts are included, all links and included, correct colors are used. If everything is fine, click PACKAGE.

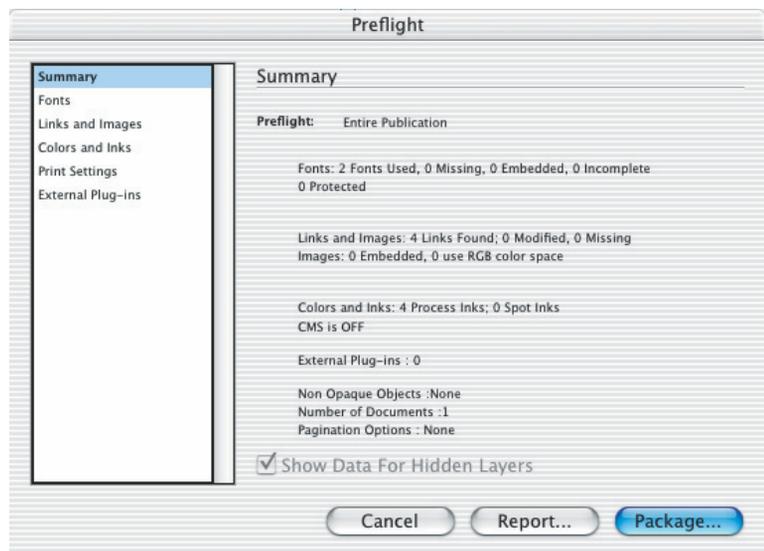


Figure 6

5) The next window you will see is the Printing Instructions window. You can enter information about the company or person that created the file, special instructions about the file, or anything else that will be helpful in getting your job done correct.

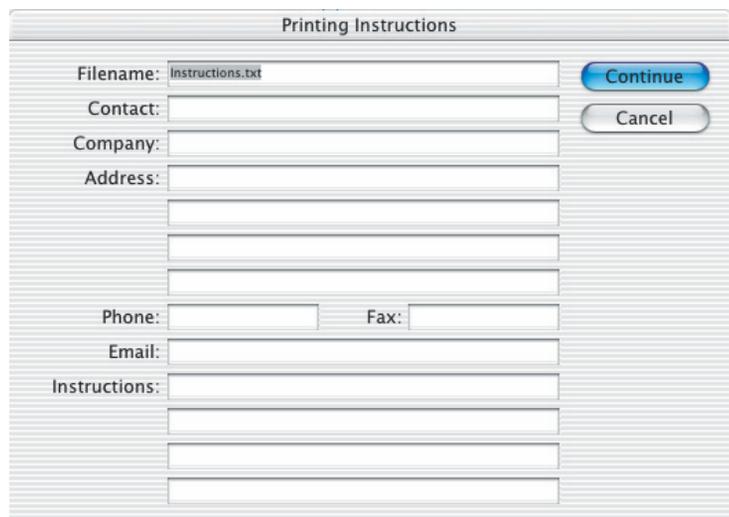


Figure 7

6) Now you need to tell InDesign what you want to package. In the Create Package Folder window, make sure everything is checked as shown. You will need to create a new folder before clicking Save. Label this folder “Files for Printer”, and place this folder on your desktop.

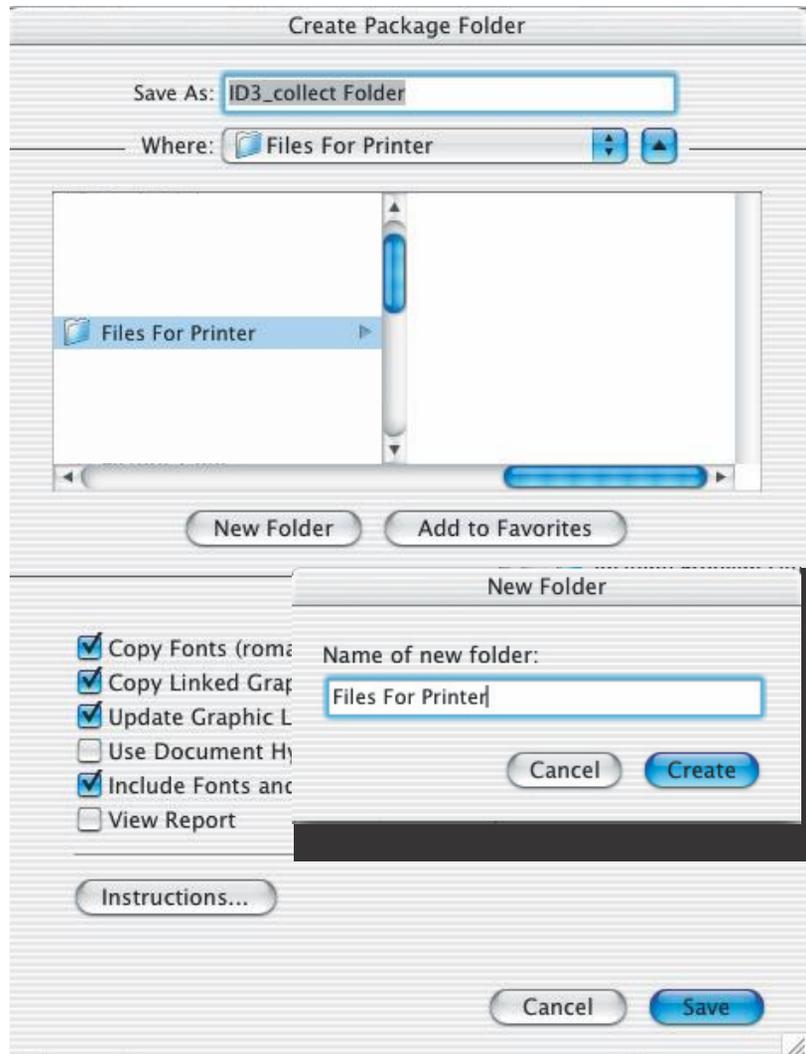


Figure 8

7) When you click Save in Figure 8, you will get a Font Alert. Click OK.



Figure 9

8) Now you have collected everything for your project. You should have all the items as shown in Figure 9.

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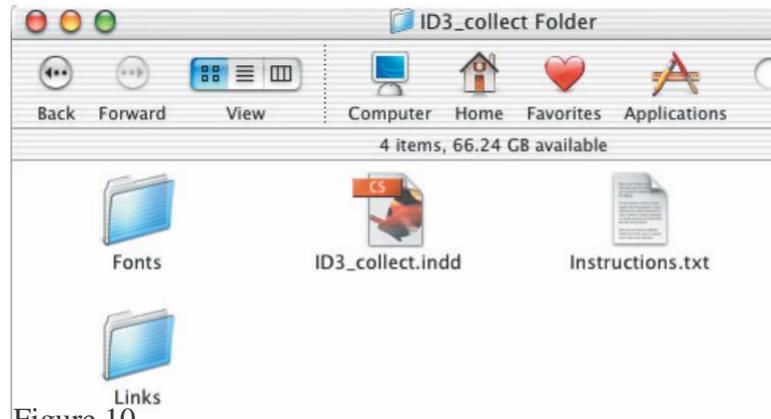


Figure 10

Dos and Don'ts in InDesign

Do

Create bleeds on all pages where the ink touches the edge of the page. The bleed should extend 1/8" past the edge of the page.

Do

Include all fonts and graphics with every job.

Do

Include a current hard copy mocked up like the finished piece.

Don't

Create pages as "printers spreads".

Don't

Create pages larger than the final trim size. i.e., 11"x17" brochure that is folded in half to 8.5"x11" should be setup as 8.5"x11" in the document setup.

Don't

Use native file format for graphics that are placed into InDesign. These include .ai, .psd, .pdf. Although these graphics do work sometimes, they can be unpredictable. Only .eps and .tif files should be used.

Don't

Use other file formats such as .jpg, .bmp, png, gif. These formats may not give you the same color quality or could lose image data, creating fuzzy looking images.

Don't

Embed graphics in the InDesign file.



This information is provided by:

Frederic Printing
14701 E. 38th Ave.
Aurora, CO 80011
(P) 303-371-7990

For more helpful information see our website:
www.FredericPrinting.com

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