

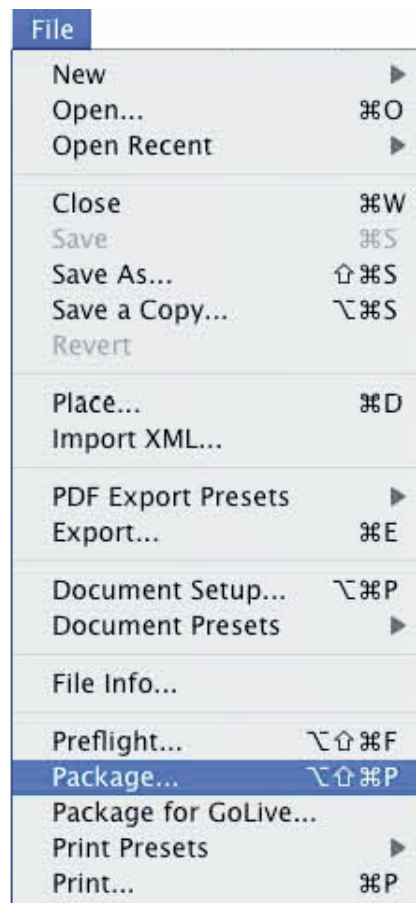
Collect for Output (Package) - InDesign CS

Oftentimes, one of the hardest and most time-consuming tasks of designing a file for print is providing all the necessary parts (fonts, graphics, etc.) of the design to the printer. This document will show you how to use the built-in features of InDesign to easily accomplish this. When sending a job for printing, please include:

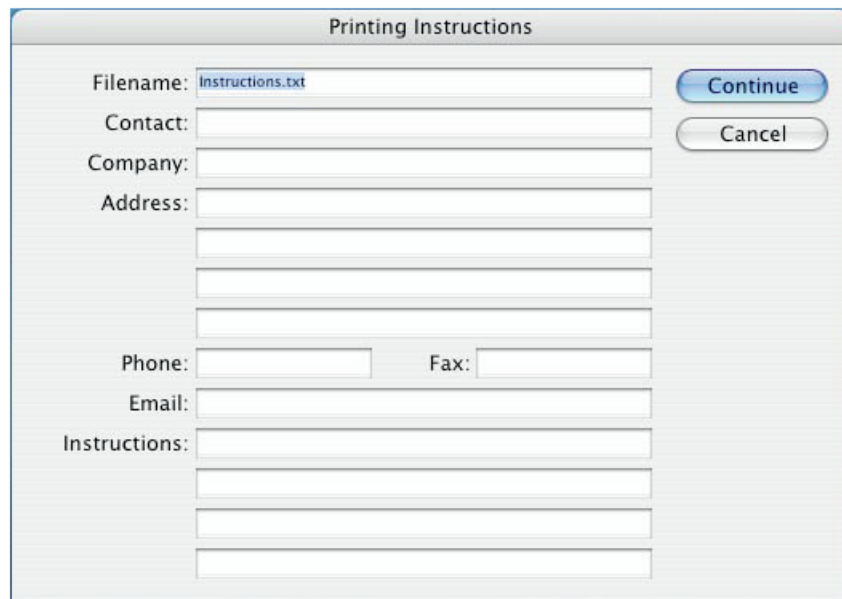
- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-in's
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look

These instructions will show how to use InDesign's Package feature to collect the necessary components so that we may produce your project.

1. Open an InDesign file and select **Package...** from the **File** menu:

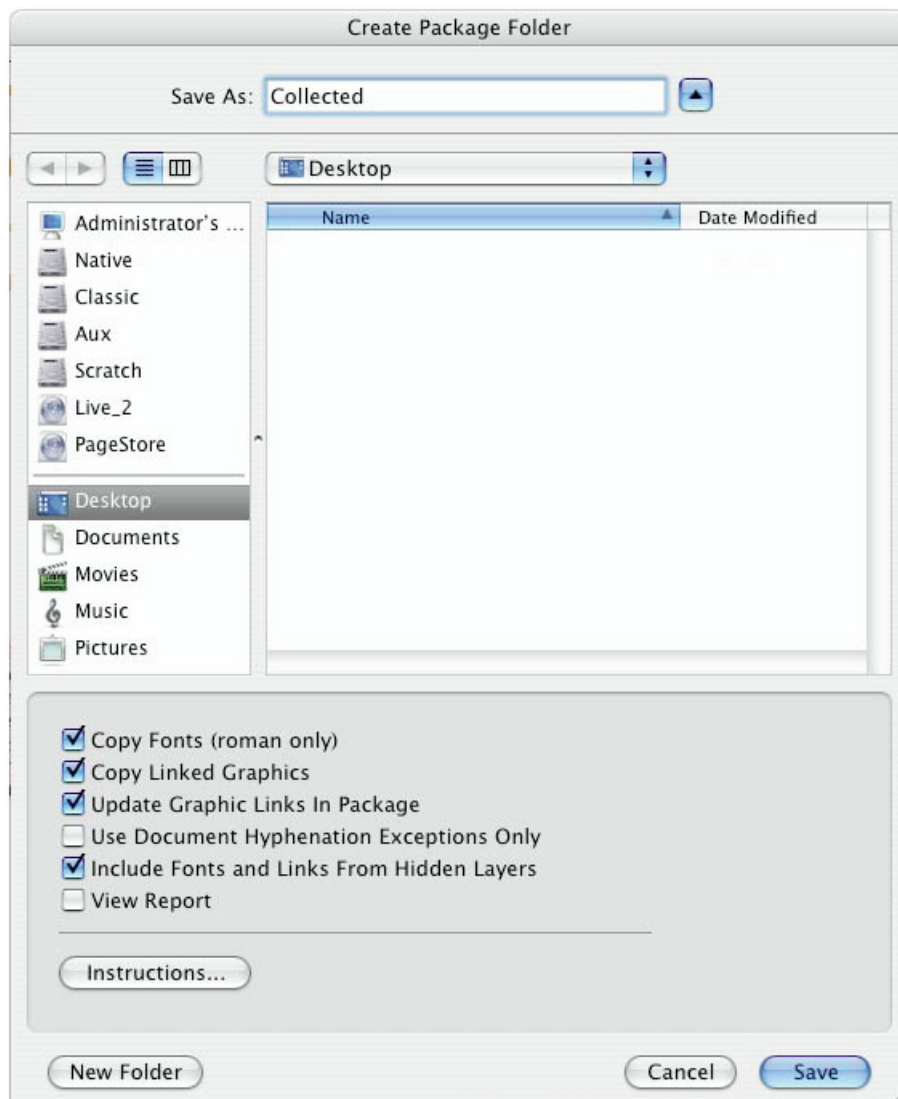


2. If a window appears stating that the document must be saved before continuing, click **Save**. The next dialog box will appear:



The "Printing Instructions" dialog box is a light gray window with a title bar. It contains several text input fields for contact information: "Filename:" (pre-filled with "Instructions.txt"), "Contact:", "Company:", "Address:" (three stacked fields), "Phone:", "Fax:", "Email:", and "Instructions:" (three stacked fields). On the right side, there are two buttons: "Continue" (highlighted in blue) and "Cancel" (gray).

3. Complete the Printing Instructions window (optional), then click **Continue**. The next dialog box allows you to create a new job package in any location:

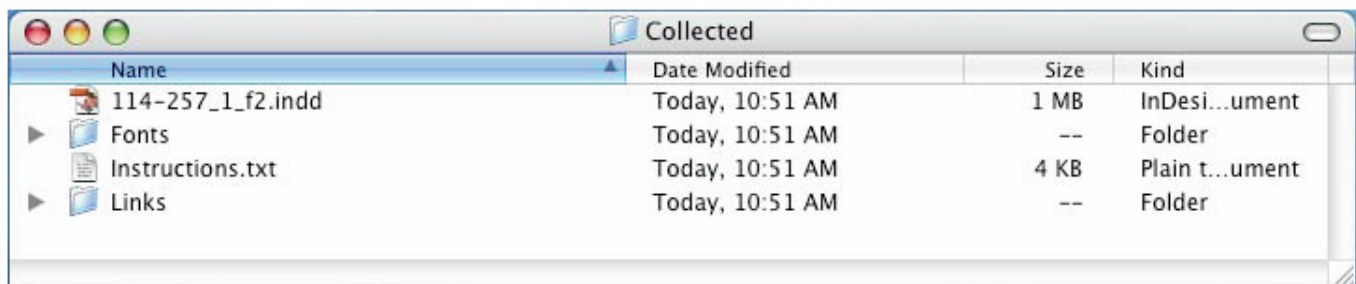


The "Create Package Folder" dialog box is a light gray window with a title bar. It features a "Save As:" field with the text "Collected" and a folder icon button. Below this is a file browser area with a sidebar on the left showing a hierarchy of folders: "Administrator's ...", "Native", "Classic", "Aux", "Scratch", "Live_2", "PageStore", "Desktop" (selected), "Documents", "Movies", "Music", and "Pictures". The main pane shows a table with columns "Name" and "Date Modified". At the bottom, there is a section with several checked checkboxes: "Copy Fonts (roman only)", "Copy Linked Graphics", "Update Graphic Links In Package", "Include Fonts and Links From Hidden Layers", and "View Report". There are also unchecked checkboxes for "Use Document Hyphenation Exceptions Only" and "View Report". An "Instructions..." button is located above the "New Folder", "Cancel", and "Save" buttons at the bottom.

4. Navigate to the desktop and created a new folder called **Collected**. This is where all parts of your project will be saved. Match the checkboxes on the previous page and click **Save**.
5. Click **OK** to the next dialog box.



6. Your project will now be packaged, including the InDesign file, linked images and graphics, fonts and an instruction file (report) into the Collected folder you created in step 3.



Please note that InDesign *may* not collect every font used in placed graphics created by Adobe Illustrator or Macromedia Freehand.

The **Instructions.txt** file contains the information you completed in step 3 above in addition to such things as a summary of the InDesign file, full font information, and full graphic and color information.



For questions, feel free to contact:

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