



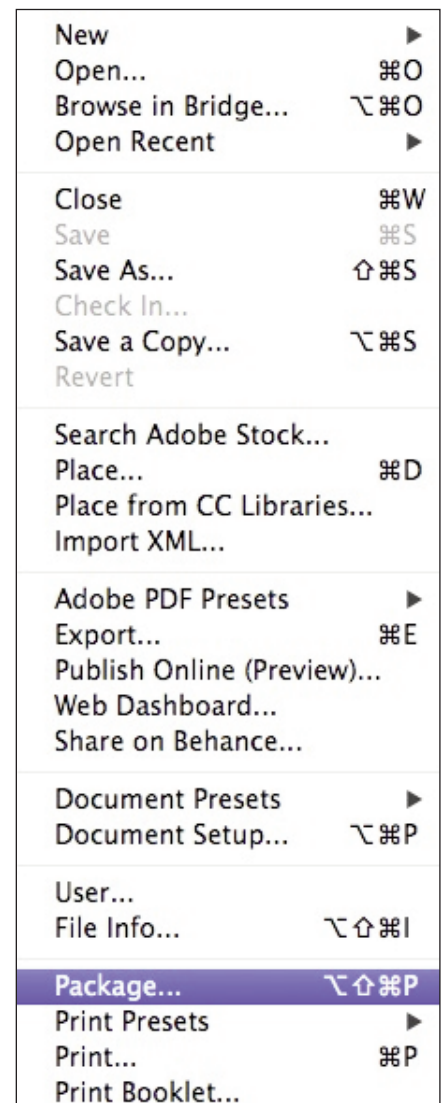
InDesign CC 2014 / CC 2015 - Collect for Output (Package)

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:

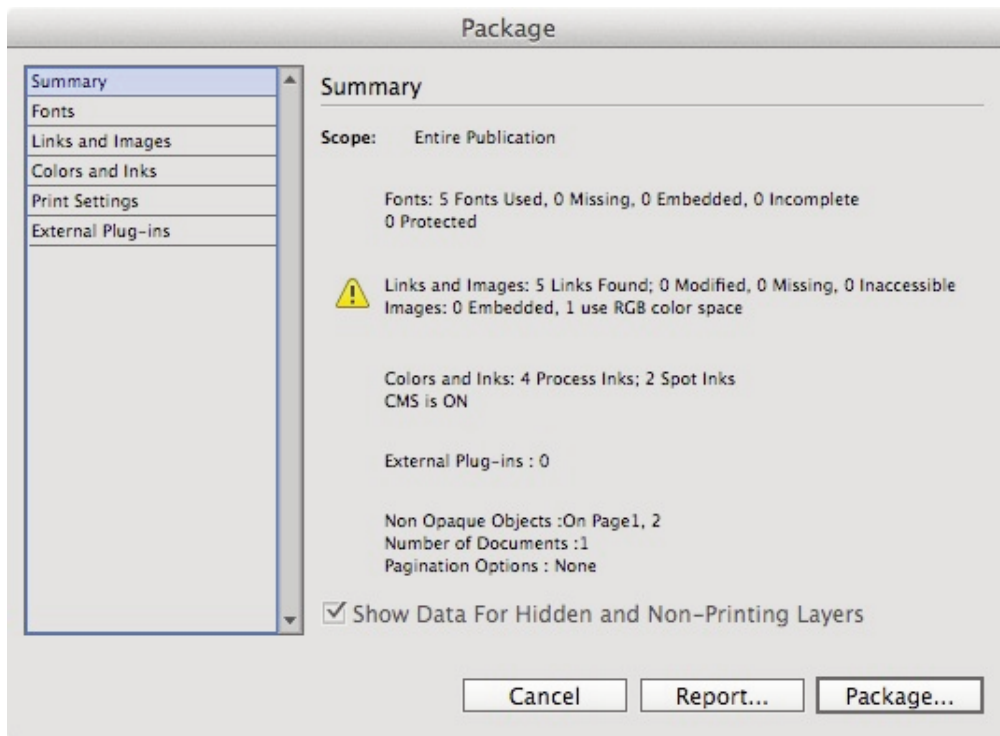
- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-in's
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look

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. The following window appears:



If any yellow triangle warning signs appear (as seen above), you can choose to stop here and address the issue(s) indicated or you can proceed by clicking **Package...**

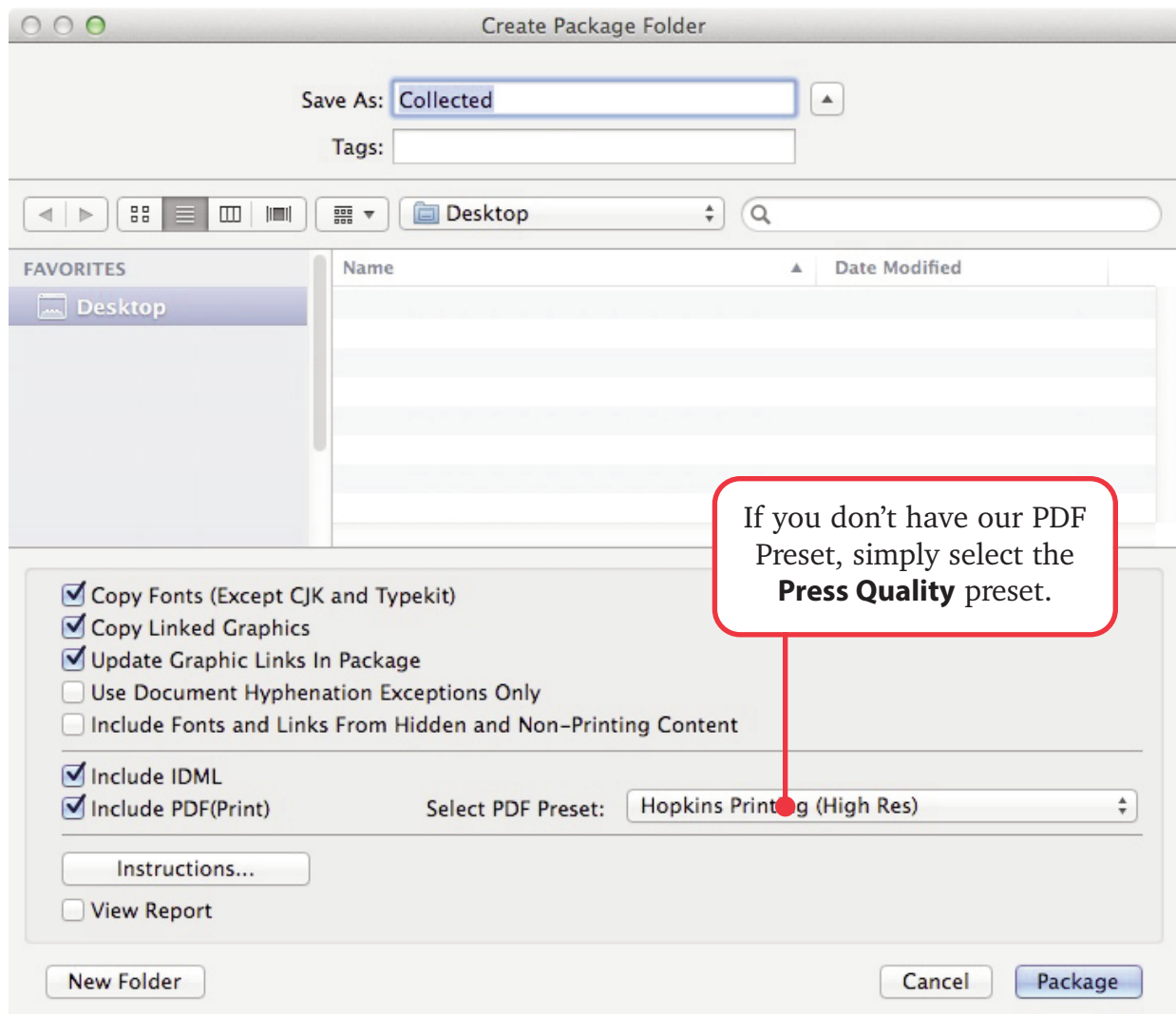
2. If a window appears stating that the document must be saved before continuing, click **Save**.
4. The following window appears. Click **Continue**:

The 'Printing Instructions' dialog box is shown with the following fields:

- Filename:** Instructions.txt
- Contact:**
- Company:**
- Address:**
- Phone:**
- Fax:**
- Email:**
- Instructions:**

The 'Continue' button is highlighted.

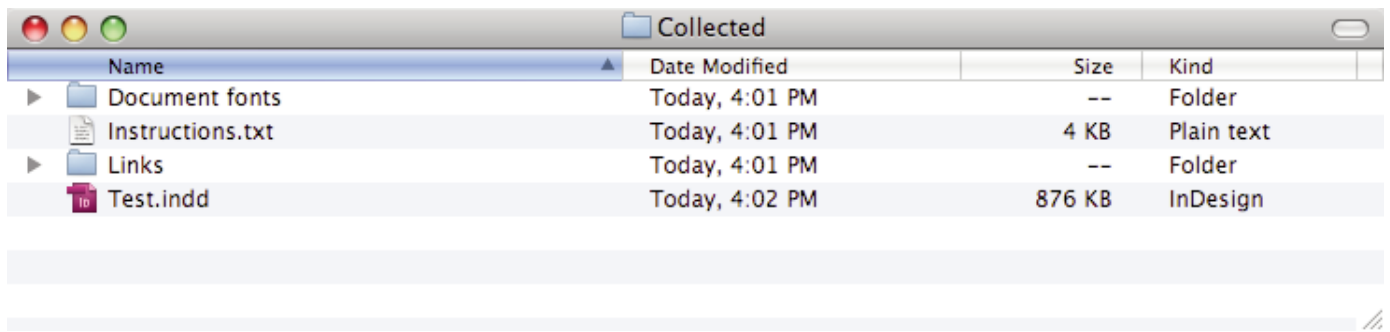
5. The next dialog box allows you to create a new job package in any location:



6. Navigate to the desktop. This is where all parts of your project will be saved. Match the checkboxes above and click **Package**.
7. Click **OK** to the following dialog box:



8. Your project will now be packaged, including the InDesign file, and all the checked items above into the Collected folder you created in step 6.



Name	Date Modified	Size	Kind
▶ Document fonts	Today, 4:01 PM	--	Folder
▶ Instructions.txt	Today, 4:01 PM	4 KB	Plain text
▶ Links	Today, 4:01 PM	--	Folder
▶ Test.indd	Today, 4:02 PM	876 KB	InDesign

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:

Jon Morgan

614-509-1080

jmorgan@hopkinsprinting.com