



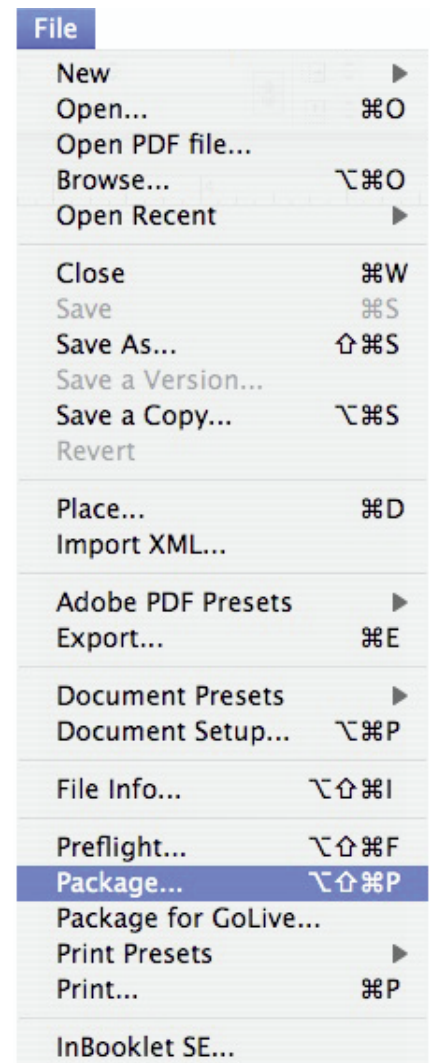
## Collect for Output (Package) - InDesign CS2

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:

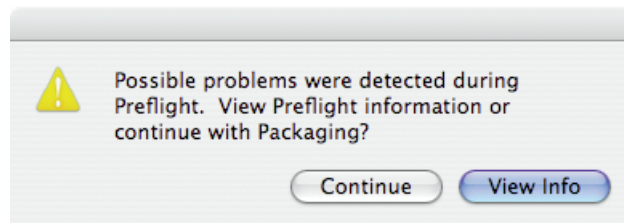
- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-in's
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look

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:



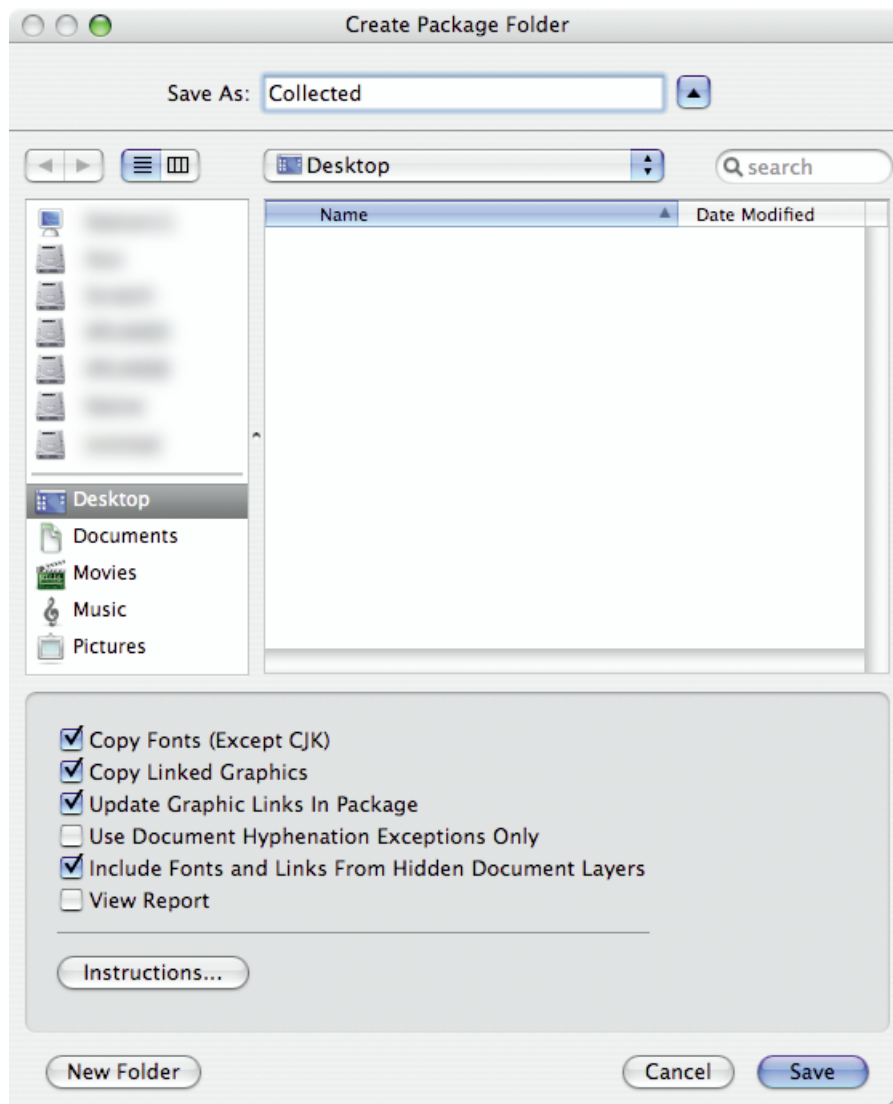
2. If a window appears stating that the document must be saved before continuing, click **Save**.
3. If the following window appears, you can click **View Info** and address any issues InDesign has identified or you can click **Continue**:



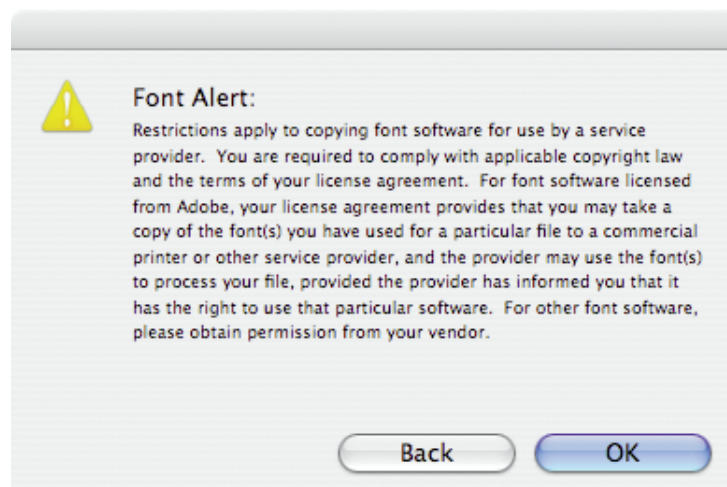
4. The following window appears. Click **Continue**:

A dialog box titled "Printing Instructions". It contains several input fields for contact information: "Filename:" (with "Instructions.txt" entered), "Contact:", "Company:", "Address:" (with four stacked empty lines), "Phone:" (with a small input field), "Fax:" (with a small input field), "Email:", and "Instructions:" (with four stacked empty lines). On the right side, there are two buttons: "Continue" and "Cancel".

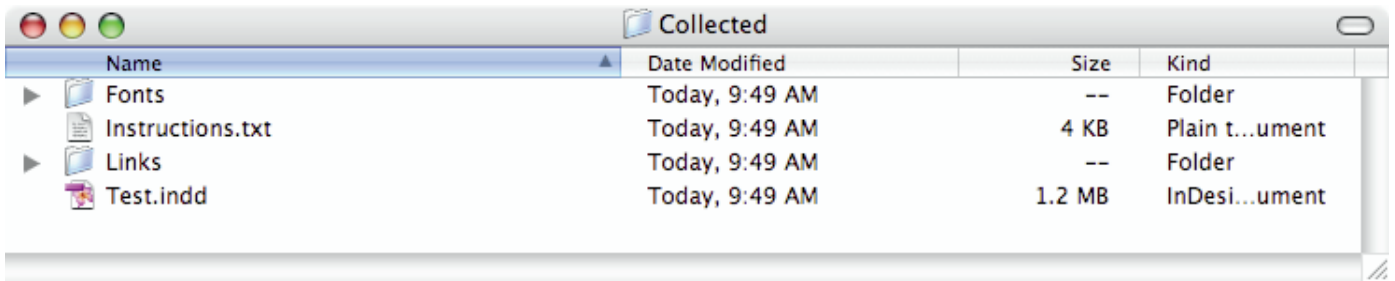
5. The next dialog box allows you to create a new job package in any location:



6. Navigate to the desktop and name the package folder **Collected**. This is where all parts of your project will be saved. Match the checkboxes above and click **Save**.
7. Click **OK** to the next dialog box:



8. 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 6.



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](mailto:jmorgan@hopkinsprinting.com)