

# Preflight & Package for Printing

Name: \_\_\_\_\_

**Step 1:** Locate the "Preflight 101 folder" and copy to your desktop.

**Step 2:** Rename the Folder as: Preflight 101 *\_your initials*

**Step 3:** Open the "Preflight101.indd" document. When "Missing Fonts" window appears, click OK, when missing links appears, click Don't Fix.

**Step 4:** Using the "Help" menu, go to "InDesign Help" and define/explain the following terms:

Preflight \_\_\_\_\_

\_\_\_\_\_

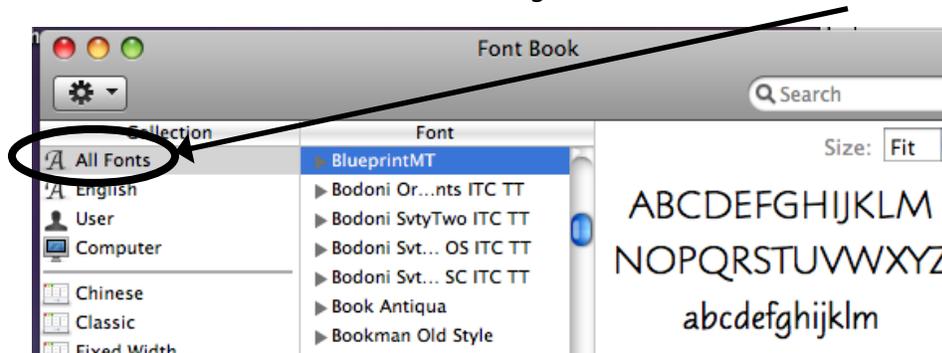
Package \_\_\_\_\_

\_\_\_\_\_

Links (choose "About links and embedded graphics": \_\_\_\_\_

\_\_\_\_\_

**Step 5:** Read the directions in InDesign and make the requested changes. (Note: to add font files to your computer, launch Font Book and then locate the desired fonts and drag them to the All Fonts - see below:



**Step 6:** Read text in InDesign file and make the requested adjustments. This file should not contain any SPOT  colors. All colors in the swatches should be PROCESS.

**Step 7:** Update links - all missing links are located in the folder copied to your desktop.

**Step 8:** Now check the file to make sure it is ready to send to a "printer." Run "preflight" File — Preflight...

**Step 9:** If NO caution signs appear, continue by clicking on the "PACKAGE" button. A new window will appear asking you where to save this new packaged folder. Save it in your folder on the Graphics Server as "PF101\_your initials folder"

**Step 10:** Create a pdf file of this document with crop marks and bleed. File — Export: choose "Adobe PDF" for the format — and make sure to navigate to the PF101\_xx folder and save the file with your initials in this location. In the next window that appears, change the setting at the top to PRESS QUALITY. In the tab on the left, choose Marks and Bleeds and then check "All Printer's Marks" and check "Use Document Bleed Settings."

**Step 11:** Output this file to the color printer with crop marks and bleed.

**Step 12:** Write your name at the bottom of the page and turn in along with this handout.