

DISK GUIDELINES

TO PACKAGE IN INDESIGN and ILLUSTRATOR

1. **Make sure you have used the correct type of colors in your Illustrator files.** (RGB for web, CMYK for process, or grayscale and spot colors for 2 or 3 color jobs) **Check all Illustrator files for used fonts:** either write down the names of the fonts, or select all and convert to outlines, then resave.
2. **Check all Photoshop files for the correct color mode.** (RGB for web, CMYK for process, or grayscale, monotone, and duotone for 2 or 3 color jobs) **Check layered TIFFs or PSDs for fonts used:** either write down the names of the fonts, or select type layers and rasterize, then resave.
3. Return to InDesign and make sure that all of your **links are updated** and that none are missing. **Check the final resolution of all placed images.** The resolution should be at least 300 ppi for any print production.
4. Go to **File: Package** to check the following things in InDesign. **Make sure that all fonts used in InDesign are OK** and not missing.
5. Check for the **proper color usage in InDesign.**
6. Click **Package** after everything is checked out. Click **Continue**. Create a new folder by clicking the New Folder button. Place this folder on the Desktop or T Drive. Make sure the top three check boxes are checked. Click **OK** on the Font Alert screen.
7. The new folder should now contain the InDesign file, all picture files, a report file, and all of the fonts. It is now ready to be put on a disk to transport to the printer for final film output.

TO CREATE A HIGH-RESOLUTION PDF FILE:

1. After step 5 above, you can opt to send a high-resolution PDF file to the printer instead of the native InDesign file. Go to **File: Adobe PDF Presets: Press Quality**.
2. Choose a location to save the file. You may want to create a new folder for this file.
3. **Turn on Printer's Marks under Marks and Bleed Tab.** Turn on document bleed settings if bleed is used. Move printers marks offset to .25". Click **Export**.
4. You now have a high-resolution saved on disk to provide to the printer. You should check the file by opening it in Acrobat. Make sure that all of the type and graphics look correct.