

DISK GUIDELINES

DESN 260 – Design & Production Studio TO PACKAGE IN INDESIGN

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 package to collect the fonts or select all and convert to outlines, then resave. Be sure no objects or layers are locked or hidden.
2. **Check all Photoshop files for the correct color mode and fonts.** (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 save as new name. The file can also be flattened to remove fonts, but be sure this is done on a copy of the file.
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 typically be at least 300 ppi at the final reproduction size 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 or forbidden.
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. 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.** Check the "Use document bleed settings" if bleed is used in the document. Change offset to greater than .125". Include slug if fold marks are required. 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, graphics, margins and bleeds look correct.