

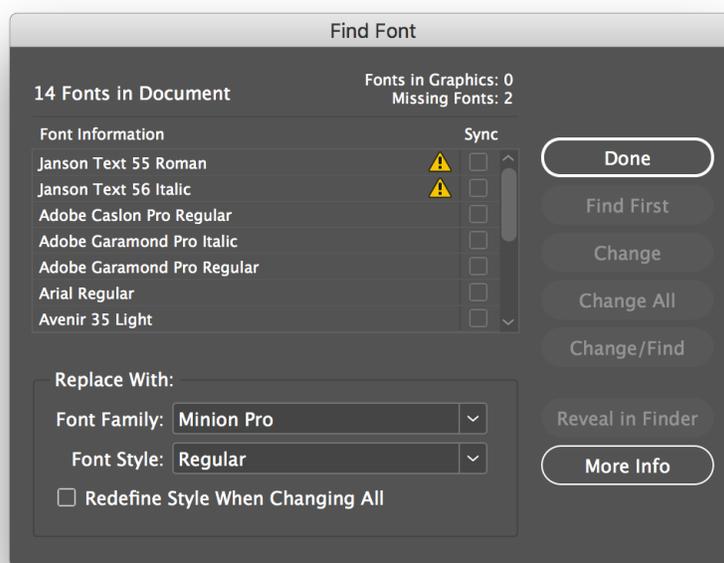
week::five

Troubleshooting Fonts & Printing

Managing Missing Fonts

The Find/Replace Fonts Dialog Box

- Type > Find/Replace Fonts...
 - This dialog box also opens automatically when there is a missing font.
- Provides management tools for when fonts are missing, or when you wish to make global changes to typefaces throughout a document.
- Missing fonts appear with a yellow “caution” icon to the right.



To Replace a Font

- Select the font you want to swap out, then select its replacement (both *Family* and *Style*) from the Replace With area.
 - If you are replacing a font used in a Paragraph or Character Style, select that option to *Redefine*.
- To finish the replacement, select the **Change All** button from the right.

Finding Unwanted Fonts

- If a font appears in the list that you do NOT want in your document, select it and select the **Find First** option from the right.
- This option will take you directly to the first occurrence of that font, even if it's a space or return character.

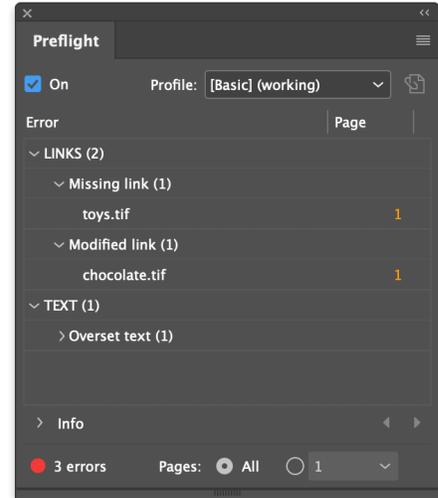
Other Options

- Once you use the Find First option, you can use the **Change** button to change just the currently selected type to a new font, or **Change/Find** to make the change and search for the next occurrence all at once.
- Use the **More Info** option to view technical information on a font, including its type (TrueType, Type 1, OpenType, etc.).

Preflight

Preparing Your Document for Output

- Preflight is the process of ensuring that all of the components of a publication are ready and available for printing.
- This process includes:
 - Collecting and presenting information about a publication.
 - Making sure fonts are present.
 - Making sure linked images are present, up-to-date, & in the right color space.
 - Reporting on Ink & Color usage, especially for Spot colors.
- Two errors to be especially concerned with:
 - Missing fonts
 - Missing or out-of-date images
- Window > Output > Preflight (Command-Option-Shift-F) to access the Preflight panel.



Package

Overview

- Package collects **all of the files** (including fonts and images) necessary for printing a publication, and places them in a new folder.
- When you package a publication, the following files are placed in a new folder:
 - A copy of the InDesign publication
 - All linked graphics
 - All document fonts (when allowed by the font license)
 - A PDF of your layout using the selected PDF Preset
- When you initiate the creation of a Package, InDesign automatically runs a Preflight check of the current publication.

To package a publication:

- File > Package... (Command-Option-Shift-P)
- It is a good idea to include a PDF version (now created by default) of your document with the native InDesign files. This acts as a handy reference for commercial print providers, showing them how the document appeared on your computer.

PDF Creation

PDF Creation in InDesign

- PDFs contain everything a document needs to print accurately—images, fonts, layout, and color settings—all in a format that can be viewed on a computer with the free Adobe Reader application.
- **File > Adobe PDF Presets... > select a preset** (or File > Export...)

PDF Presets Explained

High Quality Print	Best for laser or ink jet printing. Does not convert images to a different color space. Perfect for use with VC printers.
Press Quality	Use to create PDFs suitable for commercial printing. Images are converted to CMYK. Also good for use with the VC color printer.
Smallest File Size	Used for posting onto the Internet. Converts images into the sRGB color space. Images are down-sampled to a low resolution.