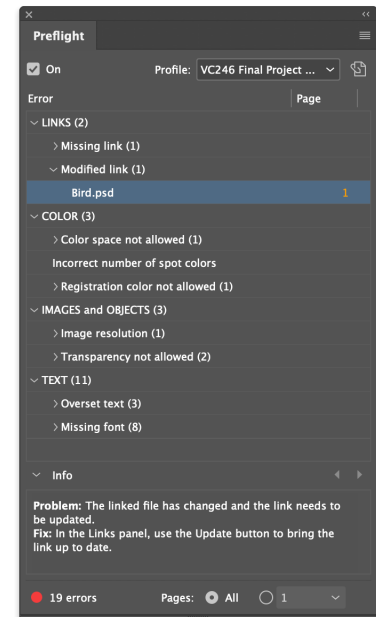# week::ten
Preflight & Packaging

Preflight

Preparing Your Document for Output

- o Preflight is the process of ensuring that all of the components of a publication are ready and present for printing.
- o This process includes:
  - Collecting and presenting general 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 and Color usage, especially for Spot colors.
- o Two common errors to be especially concerned with:
  - **Missing fonts**
  - **Missing or out-of-date images**
- o Window > Output > Preflight (Command-Option-Shift-F) to access the Preflight panel.

Package

Overview

- o Package collects all of the files (including fonts and images) necessary for printing a publication, and places them in a new, single folder.
- o When you package a publication, the following files are placed in a new folder (some are optional; the first three are recommended):
  - A copy of the InDesign publication
  - All linked graphics
  - All document fonts (if allowed)
- o When you initiate the creation of a Package, InDesign automatically runs a Preflight check of the current publication.

To Package a Publication:

- o File > Package… (Command-Option-Shift-P)
- o It is a good idea to include a PDF version of your document with the native InDesign files.
  - InDesign includes one automatically, which is a nice touch.
  - This acts as a handy reference for printers, telling them how the document appeared on your computer.
  - Be sure to communicate with the printers that you do not want the PDF used for output—sometimes they take the path of least resistance.

— Lecture Outline —