

Typographic Design III

PREPARING TO PRINT

PREPRESS

<https://helpx.adobe.com/indesign/using/preflighting-files-handoff.html>

Use prepress before creating a pdf for best quality printing and to assure that InDesign can access all files.

Prepress will also package all files needed into one folder.

Preflight panel overview

Before printing or handing off the document to a service provider, you can perform a quality check on the document. The Preflight panel warns of problems that can prevent a document or book from printing or outputting as desired. These problems include missing files or fonts, low-resolution images, overset text, and a number of other conditions.

You can configure preflight settings to define which conditions are detected. These preflight settings are stored in preflight profiles for easy reuse. You can create your own preflight profiles or import them from your printer or another source.

Package files: <https://helpx.adobe.com/indesign/using/preflighting-files-handoff.html>

Gather the files you've used, including fonts and linked graphics, for easy handoff to a service provider. When you package a file, you create a folder that contains the InDesign document (or documents in a book file), any necessary fonts, linked graphics, text files, and a customized report. This report, which is saved as a text file, includes the information in the Printing Instructions dialog box; a list of all used fonts, links, and inks required to print the document; and print settings.

Do one of the following to open the Package dialog box:

- Choose File > Package. (If Package does not appear in the File menu, try choosing a different workspace, such as Window > Workspace > Advanced.) or: Choose Window > Output > Preflight.

- An alert icon indicates problem areas.

In the Package dialog box, do one of the following:

- If you're notified of problems, click Cancel, and use the Preflight panel to resolve problem areas.

- Click the problem area (such as Fonts) and then correct the problem. When you're satisfied with the document, begin the packaging process again.

Click Package to begin packaging.

Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files. Click Continue, and then specify a location in which to save all packaging files.

Select the following, as needed:

- Copy Fonts

- Copies all necessary font files, not the entire typeface.

- Copy Linked Graphics

- Copies linked graphics files to package folder location.

- Update Graphic Links In Package

- Changes graphic links to the package folder location.

- Include Fonts And Links From Hidden And Non-Printing Content

- Packages the objects located on hidden layers, hidden conditions, and layers for which the Print Layer option is turned off. When this option is not selected, the package includes only what is visible and printable in the document when you create the package.*