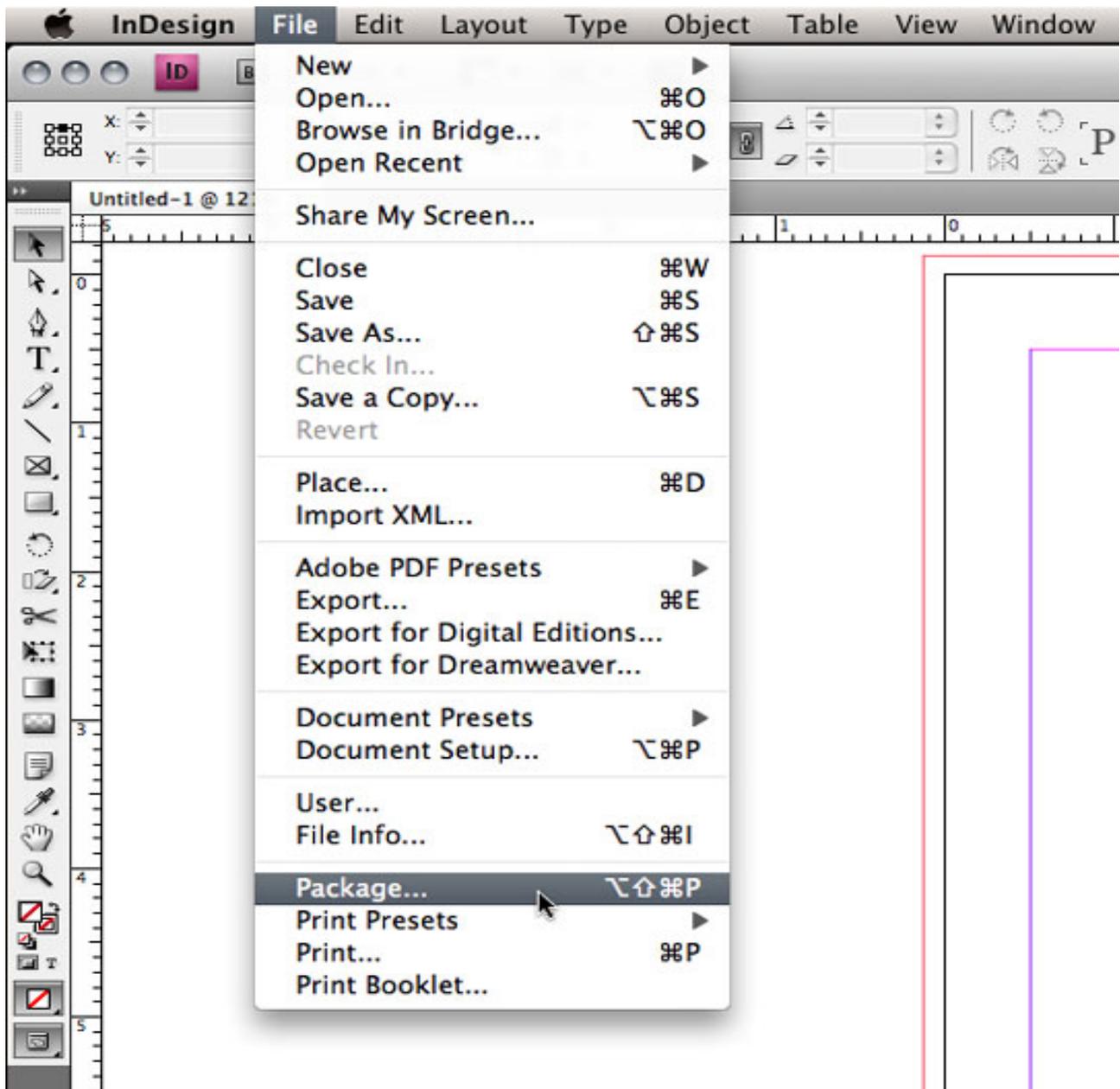


## Preparing InDesign Files for Morgantown Printing.

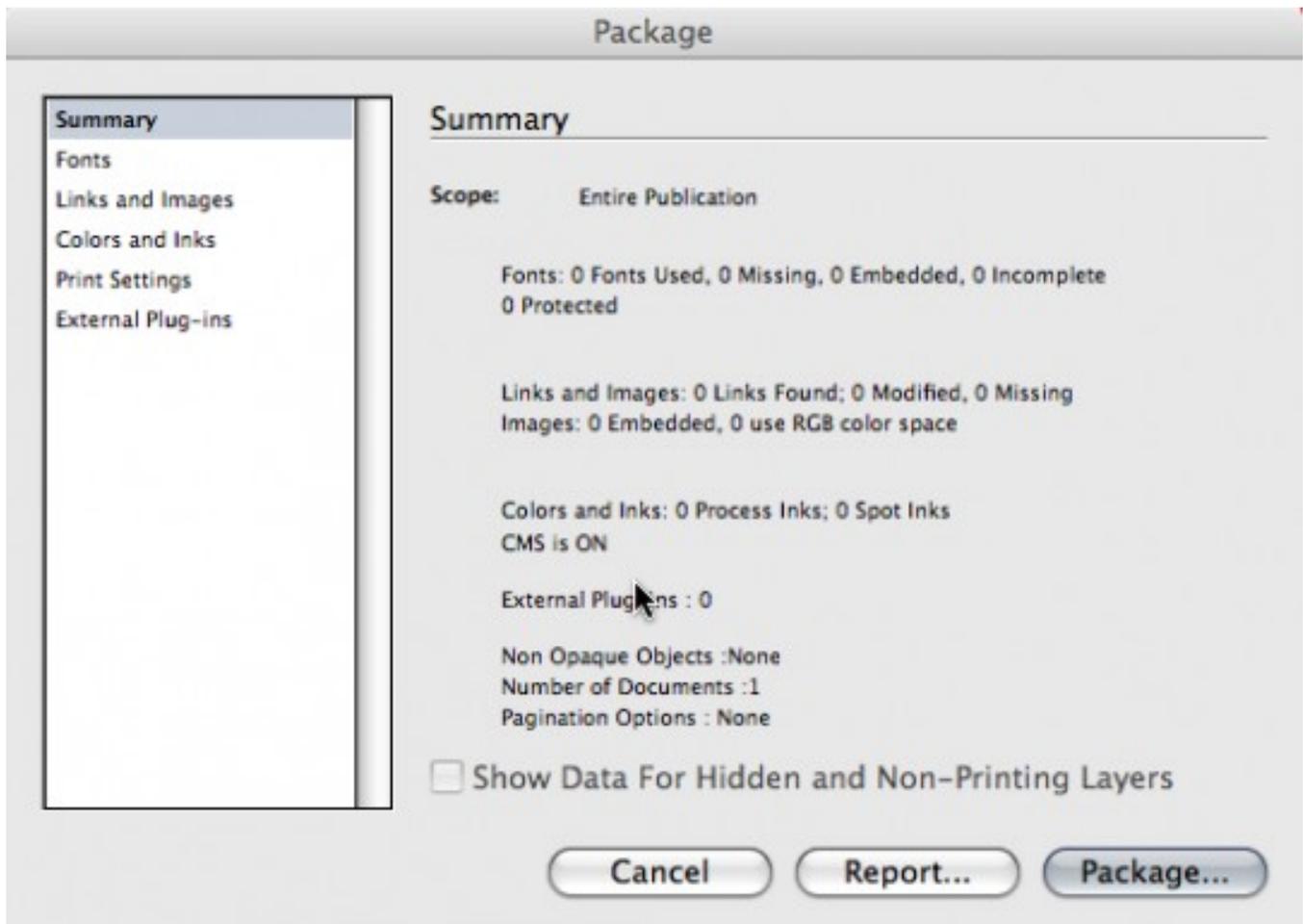
Often times when it comes to preparing files for a printer it can get really complicated really fast. When creating a design there are a lot of elements in a file, most of which are images and fonts. It's so complicated to remember EVERYTHING you put into a file. There is a way to "package" everything for MPB. The function is called **packaging**. Here is **how to package a file** and what it does exactly.

*\*Note that this refers to InDesign CS5.5, CS5, CS4; CS3 refers to the "Packaging" feature as "Preflight". Preflight has been expanded upon in CS4.*



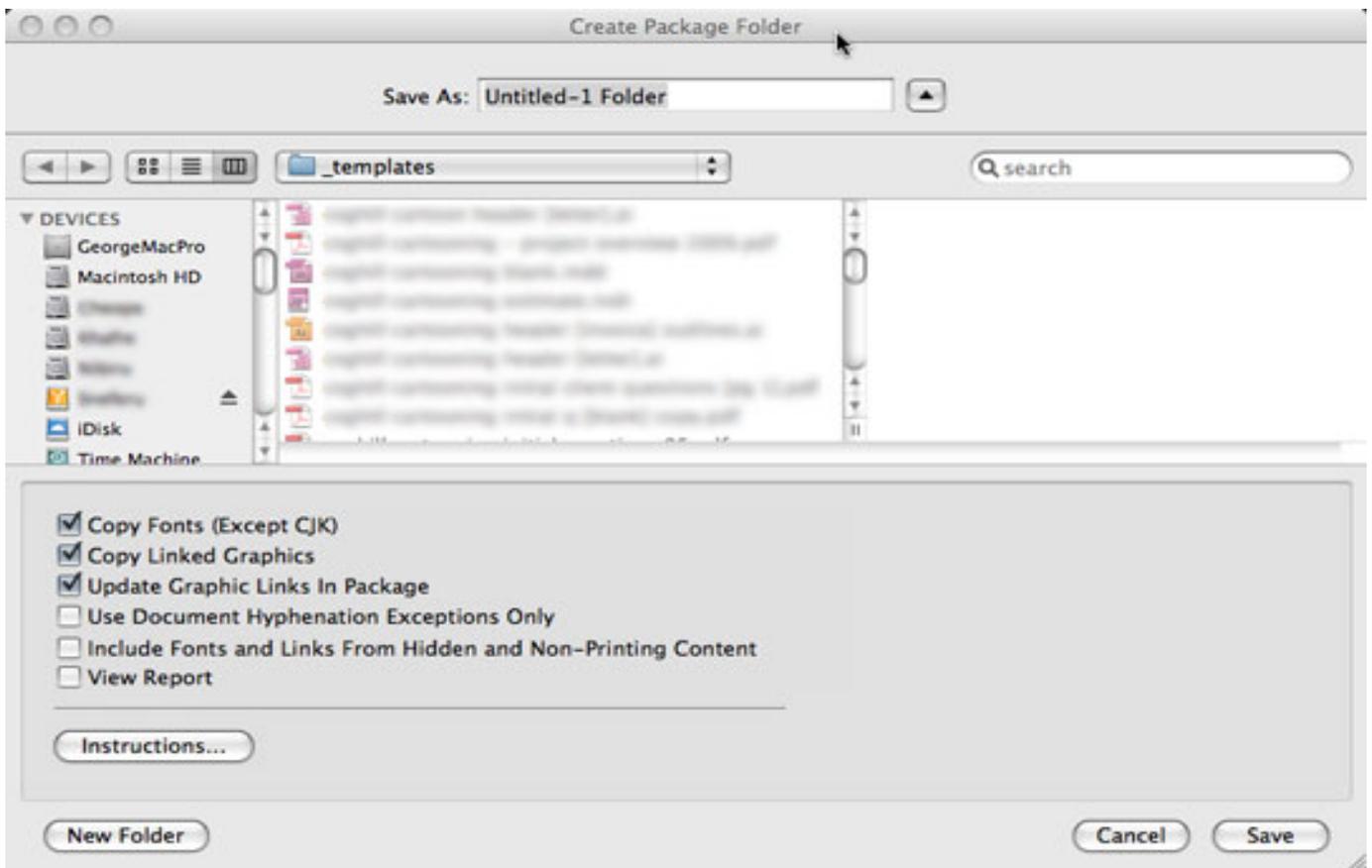
To get the process started go to **File > Package**. Or if you love the keyboard shortcuts its: **Alt + Shift + Ctrl + F** (Mac: **Option+Shift+Command+P**). This will bring up a dialog box

that gives you all the information about what is going to be packaged. What packaging does is put all your resources (links, fonts, Pantone colors, as well as a copy of the InDesign file) into one folder for the printer to easily access the files and information quickly. This way you don't have to worry about the job coming back to you because your job was missing links, images or fonts.



You can go through the other sections below "Summary" to make sure everything is good to go. These tabs show everything that is going to be packaged into the document. Once you have reviewed this information click "Package".

After clicking "Continue", a "Package Publication" window will pop up. Here you will choose a location on your computer to save a folder with all the InDesign file information and fonts and files used within the layout. Navigate to where you want the press ready folder saved and click "Package". This will start the packaging process.



Once the computer has finished saving your file, navigate to the folder. If you look in the folder you'll see your file is there with a separate folder for fonts and links.

