

How to Package for Output - InDesign

Using the "Package" function included with Adobe InDesign will ensure that everything needed to produce your project is included on the disk or in the files that you send to EPI-Colorspace.

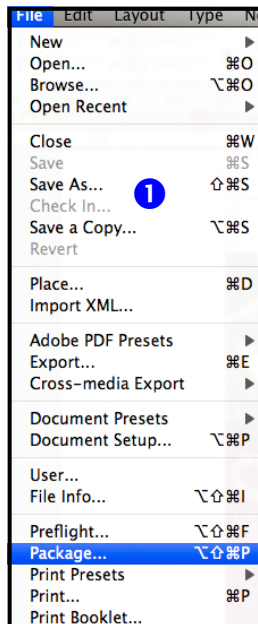
Step 1

Make sure you have saved the document on your computer.

The menu will look like this.

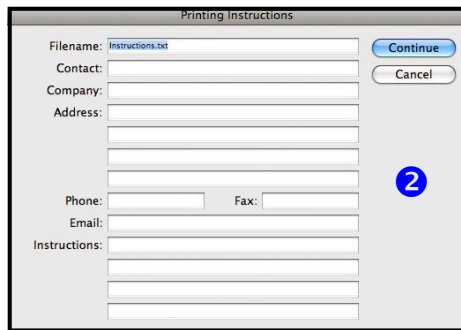


Then *click* on the FILE tab, and then *click* on "Package"



Step 2

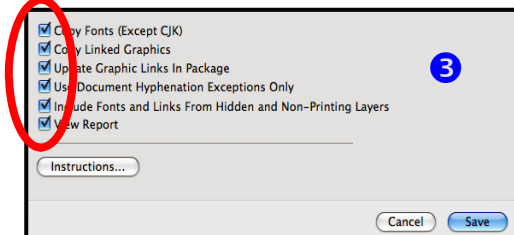
InDesign will provide a window for entering special instructions, including contact information and project details to be used by the team at EPI-Colorspace.



Step 3

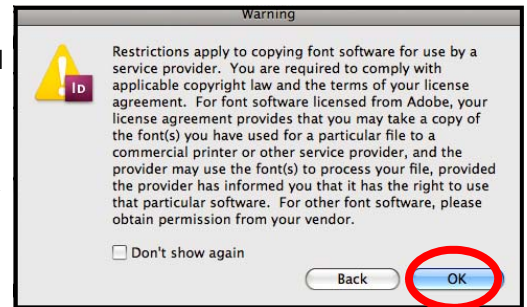
In the "Package" window, make sure all the boxes at the bottom of the window are checked. Then, *click* the SAVE button.

Make sure all these buttons are checked.



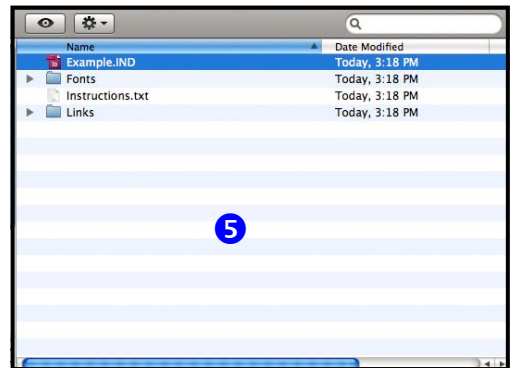
Step 4

A box like this will appear. It warns of the perils of copying fonts. However, it is OK to copy them so that we can output your project. *Click* OK.



Step 5

The "Package" function is now complete. All you need to do is locate the folder you instructed be used for the collection and open it. It should look like this. If not, please repeat Steps 1 - 5.



Step 6

Within the folder should be the following folders:

- ◆ Fonts folder
- ◆ Links folder
- ◆ The actual native InDesign document
- ◆ A report file

Please Remember

If you are planning on sending your file via FTP, please also send a .pdf version of your file so that we may use this during our "pre-flight" check. Compress your folder using "WINZIP" or "Stuff-It".