



## Adobe® InDesign CS®

Using the *Package...* command from the File menu allows you to gather the files you've used, including fonts and linked graphics, for easy handoff to Action Print. When you package a file, you will create a folder that contains the InDesign document, any necessary fonts, linked graphics, text files, and a customized report. This report 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.

You don't need to perform a final preflight check before packaging. InDesign performs an up-to-date preflight check. If problem areas are detected, a dialog box will appear.

To package your files:

1. Choose File > Package.

If a dialog box appears alerting you to possible problems, click View Info to open the Preflight dialog box where you can correct problems or get further information. When you're satisfied with the document, begin the packaging process again.

2. Fill in the printing instructions. The filename you type is the name of the report that accompanies all other packaging files.

3. Click Continue, and then specify a location in which to save all packaging files.

4. Select the following:

*Copy Fonts (Roman Only)* copies all necessary font files, not the entire typeface or family.

*Copy Linked Graphics* to copy linked graphics files. (Linked text files are automatically copied.)

*Include Fonts and Links from Hidden Layers* to package the objects located on hidden layers.

5. Specify how to handle hyphenation select Use Document Hyphenation Exceptions Only.

6. Click Package to continue packaging.

If you have questions or require assistance using the Package command, feel free to contact our Graphics department at 226-1776.

You may also ask questions using e-mail to the address: [graphics@action-print.com](mailto:graphics@action-print.com); type "InDesign File Packing" in the subject line of your message.