# ADPR 3520 (Smith)
Preflight, Package & Submitting Projects

Preflight

InDesign helps you identify problems with your document that could prevent it from printing correctly at a commercial printer. You will want to run Preflight on your files for this class too.

Go to Window>Output >Preflight to access the Preflight dialog box. Make sure you select the Smith preflight option. (It might say just "Smith.")
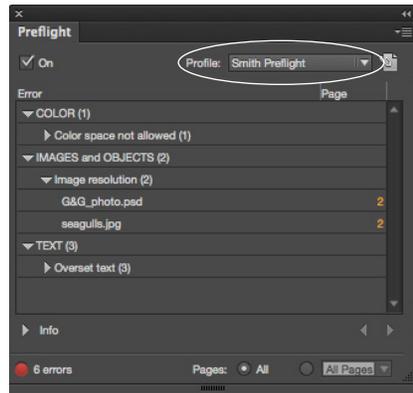

The window above shows that there are six errors in my document. I can turn down the little triangle beside categories to see what the problems are and on what pages. By turning down the triangle next to "Info" I get directions on how to fix the problem. (If you see "Overset text" but you know all of your text is visible, you can ignore that error.) When you fix errors (say you change an image in RGB to CMYK) the error will disappear from the preflight window.

Packaging your job

After you run Preflight and fix problems, go to File>Package. A window like the one below will open. This window tells you how many fonts, colors, and images are used in your document. If some element is missing or needs to be fixed you will see a yellow caution icon in front of it.

When you have resolved any problems and see no more caution icons, then click on Package. A window called Printing Instructions will open. Give the file a name that
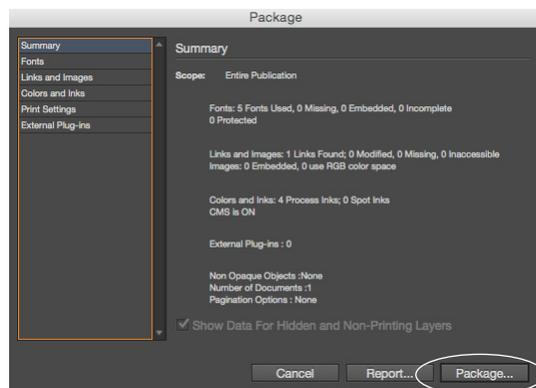
includes your last name and click Continue. A window called Create Package Folder opens. Make sure the name for the folder includes your last name. Choose Desktop for the location of this new folder. At the bottom of the window, make sure there is a check mark next to Copy Fonts, Copy Linked Graphics, and Update Graphics Links in Package. Click Save. A window with a Font Alert may open. Click OK. Your document, images, and fonts will now all be in a new folder on your desktop.

Next, you'll make a pdf of your document. Open your document in InDesign. Go to File>Adobe PDF Presets and choose High Quality Print. A window opens asking you to name the PDF and choose a location for it. Put it in the folder you just created on your desktop with your packaged job. Click Save.

Another window opens. Make sure that in the Pages section of the window, the radio button next to "All" is clicked. In that same section, click the box next to "spreads" if your document is set up as a spreads (facing pages). Now click Export. Go to the folder where you saved the pdf, find the pdf you just made, double-click on it, and make sure it looks right.

The last steps
See if the icon for "Graphic Lab Share" is on the desktop. If it is, double click it to see the items inside including "Drop Box."

If you don't see the icon, from the desktop go to the menu item "Go" and choose "Connect to Server" and go through the process of logging on as a guest to the Graphic Lab Share drive. You should see the drive on your desktop and you can double-click it to open it and see the folders inside.

Find the folder you created and put on the desktop—the one that has your packaged job and your pdf in it—and drag it to the folder called Drop Box.

You'll see message that says "You do not have permission to see the results of this operation." etc. and click the blue Okay button. (I will be able to access your folder from the instructor's computer.)

Check the overhead screen to make sure your file folder has transferred to my machine.

Finally, move the folder with your packaged job and pdf from the desktop into your own folder in the Smith folder.

Whew! Good job.