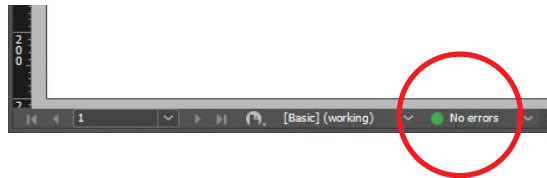# InDesign: Preflight and packaging guide

**Aim:** To provide instruction on how to check and package your InDesign file when ready for printing

Once you have completed formatting your artwork in InDesign, it is advisable to Preflight the job. This is to check that all images and fonts you have used are linked and in the correct format for printing.

The Preflight control is located at the bottom left of the frame next to the page numbers. You can also access the Preflight by using the shortcut: Alt Shift Control F.
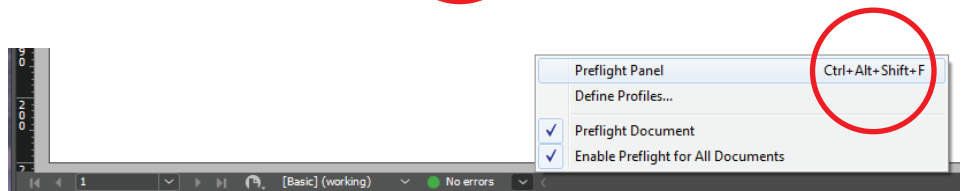
A green symbol advises that there are no errors. If this is the case you can go straight to the packaging stage. If the red warning symbol is showing then you should check what the errors are. These errors will also be shown at the Packaging stage but can be fixed before you get to that.
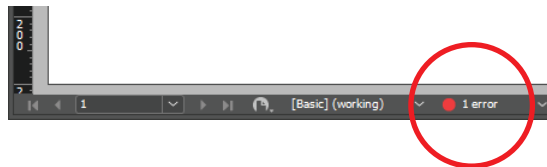
The Preflight dialogue box advises what the error is and on which page it occurs.

The error should be resolved before you send the document to print. In most cases it will be a case of a missing font, or overset text. For missing fonts choose Type > Find Font. Replace the missing font.
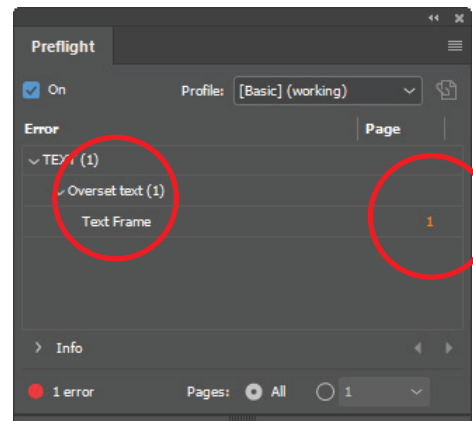
When text is overset it means that there is more text in the text frame than is actually showing. Expand the text box to show the hidden text if you want it to print.

When there are no more errors, the file is ready to go to print.

The best way to provide the file to UniPrint for printing is as a pdf file. See UniPrint's guides 'Creating a pdf from InDesign' and 'InDesign pdf job options'.

In some instances it may be desirable for UniPrint to receive the actual InDesign file. This would be the case if there is a requirement to make adjustments to

elements, such as picture quality, or correct colour space, for example.

Unlike Microsoft Word and Powerpoint, when you place images into InDesign, they are not embedded. Rather, they are screen images and the actual image that was placed into your document needs to be kept with the file to ensure correct printing. The way this is done is by Packaging.

Packaging creates a copy of your InDesign document, along with a copy of all the links (images and other graphics such as logos) and fonts you used, placing them in one folder. This folder can then be compressed and uploaded to UniPrint's online ordering service.

To package the document choose File > Package. The shortcut is Alt Control Shift P.

The dialogue box indicates whether the file is suitable to be printed and provides a summary. It advises the fonts and links used and the colour settings. You can also select from the list on the left to check errors within specific areas.

Warning icons will be shown if there is anything which will effect the printing of your document.

In this example images uses the RGB colour space. When you select 'Links and Images' from the list at the left, you can identify which images are causing the problem. Tick the box 'Show Problems Only' so you can quickly identify the offending images.

If your document is being printed digitally, having an image with RGB colour space is not necessarily an issue. Your document will still print. It is a warning only in case you wish to solve the issue. If the document is being printed offset, the image does need to be converted to a CMYK colour space. Again, this is a warning only and the document can still be packaged. If you do not have the means to convert the image from an RGB to a CMYK colour space, UniPrint can do this for you. The reason you are packaging the file is so UniPrint has access to the files to enable us to convert your image which we may be unable to do if you were to provide a pdf only.

Click 'Package'.
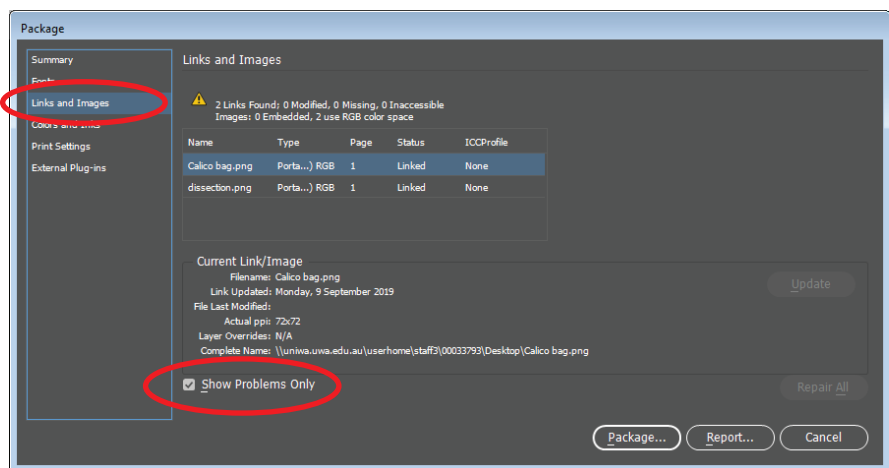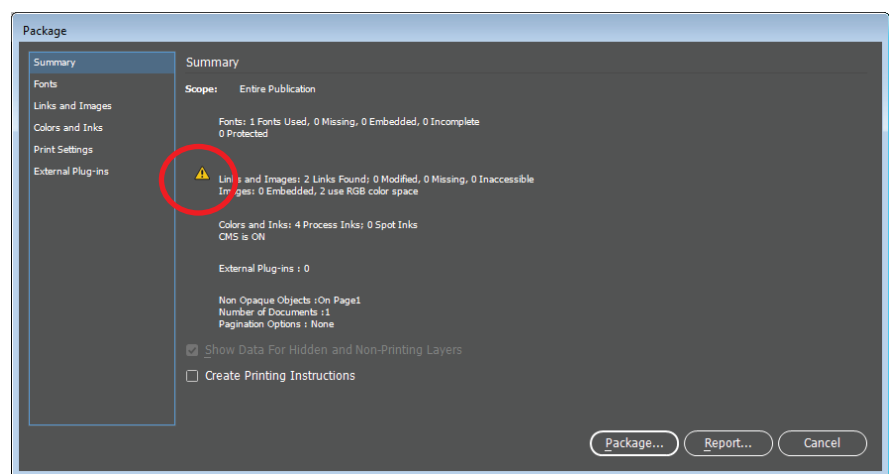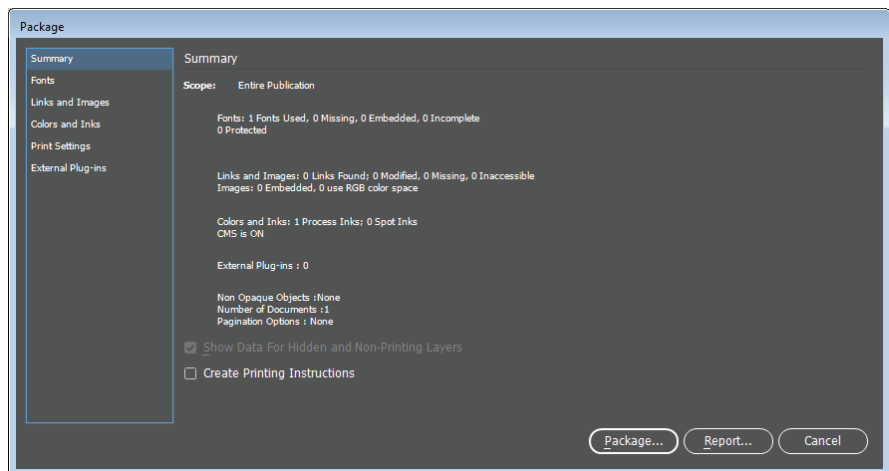
A more serious issue is if your image is missing. The image needs to be found so that it will be included in the packaged file. Without the image, it will not print correctly.

Click 'Relink' to locate the missing image or replace it with a new image. Once there are no serious errors click 'Package'.

After clicking 'Package' you may receive a dialogue box asking you to 'Save the file' if it hasn't been saved before you attempted to package it. Click Save.

You may then receive a dialogue box for Printing Instructions. This allows you to type your details and any instructions, if you wish. When you enter details in this box they will remain every time you package but can be altered each time if required. Click 'Continue'.

A folder will be created containing your packaged file. By default it will be named the same name as the file you are packaging, with the word Folder added. You can rename this if you wish and choose where to save it. Click 'Package'.

Always choose to copy fonts and linked graphics. You can also choose to include an IDML file by selecting the appropriate check box. This creates a copy of the InDesign document in a format which can be opened by anyone using an older version of InDesign.
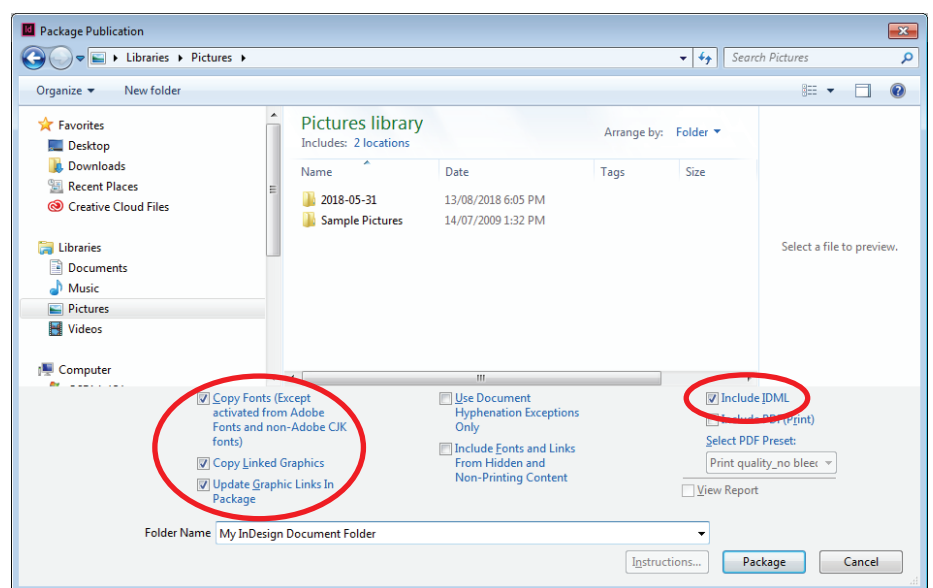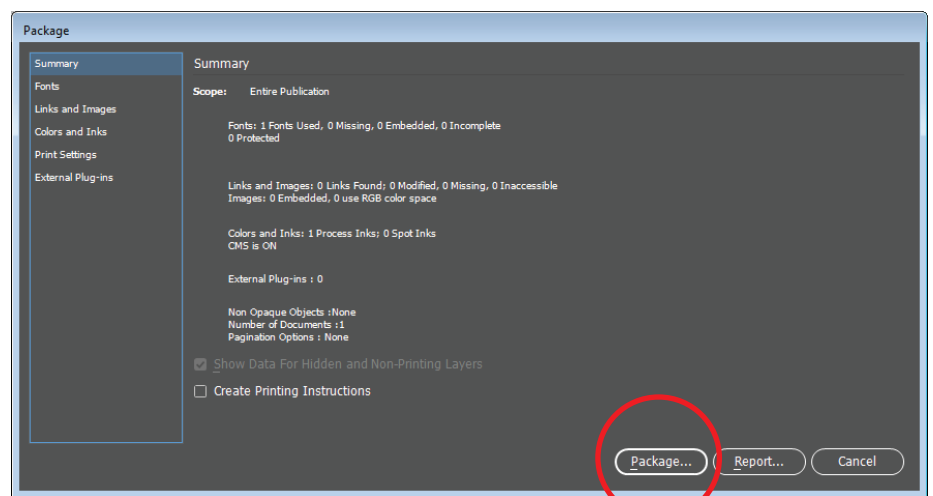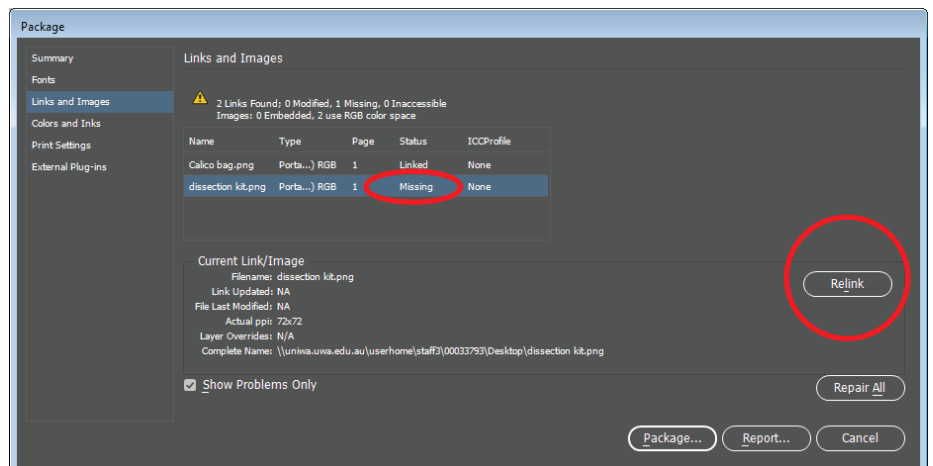
A folder is created which contains a copy of your InDesign file, a markup copy of the InDesign file (or .idml file), a folder containing the fonts used and a folder containing the links used.

Your original InDesign file will remain open after you have packaged the file. It is advisable to package your documents when no further amendments need to be made but if you do need to alter the file after packaging, be aware that amendments need to be made on the packaged file. Close the original file, open the file in the packaged folder and make the changes. You should delete the original file and only keep the final packaged version.

If your amendments require you to replace images and/or fonts, you will need to repackage the file so that your new links/fonts are included. Delete the first packaged folder after creating the second version.

When supplying the packaged InDesign file please also supply a pdf so UniPrint can confirm that what we receive looks the same as what you are expecting to receive once the document is printed.

You can supply the files to UniPrint by providing us with a thumb drive, or by uploading it via one of the many file transfer programs available. University staff members can use cloudstor. See the guide on uploading files to cloudstor.

You need to compress the folder to allow it to be uploaded.
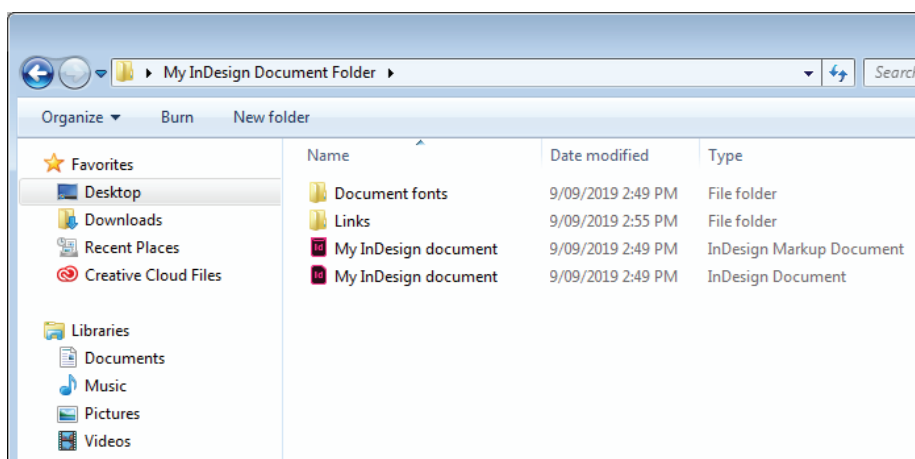
To compress the folder on a PC, right-click on the folder, choose 'Send To, and 'Compressed (zipped) Folder'.

To compress the folder on a Mac, right-click on the folder and choose 'Compress'.

In most instances you would have been liaising with somebody at UniPrint before uploading your file. Once uploaded, email that person to advise that a file has been uploaded. If you have not been dealing with anybody before uploading the file, email uniprint@uwa.edu.au to advise. Include all relevant information about the job, such as quantity, stock, required delivery date etc, in the email.