

Adobe InDesign - Preflight and Package

1. Under the File menu, select Preflight. InDesign will check your document for any major technical problems.
2. Read through the various sections of the preflight report to make sure they agree with what you intend to have.
3. Click the Package button to collect everything you need for reproduction.
4. Follow the instructions as they come up on the screen.

PageMaker - Save for Service Bureau Instructions

1. Choose Utilities > Plug-ins > Save for Service Provider. The Summary dialog box opens. The plug-in works on the active publication if the Check Pub is clicked. If the user wants to check a PostScript file, click Check .PS, and then double-click the PostScript file that is to be sent to the printer.
2. Click Fonts, Links, Printing, or Colors to see a detailed report on that aspect of the publication or PostScript file. Print the status information by clicking Print at any time.
3. If the Links dialog box shows one or more linked files needing attention, click Relink or Relink All, and navigate to the correct image files.
4. To save the publication, click Package, and set options as follows:

- * From the Report Type pop-up menu, choose Formatted (for a PageMaker publication) or Text only (for an ASCII text-only file).
- * Select Auto Open Package Report if, after saving the publication and associated files, the user wants to display the summary report in a new window on your desktop.
- * Select Update Links to bring out-of-date links up-to-date in the original publication before making a package.
- * For Include, select Copy Fonts to avoid missing fonts at print time, and then select the kind of fonts—All, Type 1 (PostScript), or TrueType.
- * Click Notes to enter contact information, such as the user's name and phone number, any comments on printing the publication, and then click OK.
- * Specify a location in which to save all necessary files.
- * Click Save to copy the necessary files to the destination folder.

Microsoft Publisher 2000 - Pack and Go

1. To start the Pack and Go Wizard, point to Pack and Go on the File menu, and then click Take to a commercial printing service. Follow the instructions on the screen from the Pack and Go Wizard.
2. If a source file (a graphic or file you have linked to the publication) can't be found, you can locate the original picture and update the link.
3. When Publisher packs the files, it names and numbers the files and adds a .puz extension. The first file is named Packed01.puz, the second file is named Packed02.puz and so on. Publisher copies the .puz files or files to the destination folder or disk and prompts you to insert additional disks if needed. By default, Publisher packs files to drive A. If you want to pack them to another location, click Browse on the Wizard page and then choose a different drive and folder.

Quark - Collect for Output Instructions:

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, an alert is displayed. Click List Pictures to display the dialog box. Select each modified or missing picture. Click Update to automatically update or locate the picture file. Click Collect or OK after all pictures have been located and updated. NOTE: If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly may not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking "OK to save document before continuing with Collect for Output?" Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the Save current document as field; then, click Save to continue.
4. Enter a name in the Report Name field of the Collect for Output dialog box. On the Mac the default name is the name of the document with the word "report" added. In Windows the default name is the name of the document with the extension .XTG.
5. Select the drive and folder to which you want to save your files. Or, click New Folder (the New Folder icon in Windows) to create a new folder for the document and picture files to be placed in. Enter a name for the folder in the Create a Folder field and click Create.
6. Make sure every option is selected for collection. (Layout, Linked pictures, embedded pictures, color profiles, screen fonts, and printer fonts) Click Collect in the Collect for Output dialog box.

Microsoft Word, Excel, PowerPoint

These programs do not have a collect or packaging option, so you have to manually collect your images and fonts. On a PC, your fonts are located in Control Panel/Fonts. Your images, even if they are embedded in the document, need to be copied onto the disk as well.

Adobe PDF

1. Using Acrobat Distiller
 - Select Job Options from the Distiller menu, set your options to the following:
 - Resolution at least 300 dpi
 - Compression - off
 - Embed all fonts, subset fonts below 99%
2. Choose File Open
 - All file types
 - PDF will automatically be created.

Adobe Photoshop

Be sure that all image are CMYK if you are submitting a job for 4/color printing. You must manually collect your fonts for this program, or rasterize them to embed them into your file.

Adobe Illustrator, Freehand, Corel Draw

Be sure that all placed images are collected and your fonts are converted to outlines or collected manually. If submitting a file for 4/color printing, be sure your images are CMYK.