

Packaging INDESIGN FILES



YEARBOOKS
BY **STRAWBRIDGE**

Thank you for using Strawbridge Studios as your publishing partner. We hope this guide will be helpful and informative on how to package your InDesign files to submit them to us. If you have any questions, please feel free to e-mail us at ybsupport@strawbridge.net or call us at (919) 688-1636 or (800) 889-6092. We look forward to helping you to have the best yearbook your school has produced.

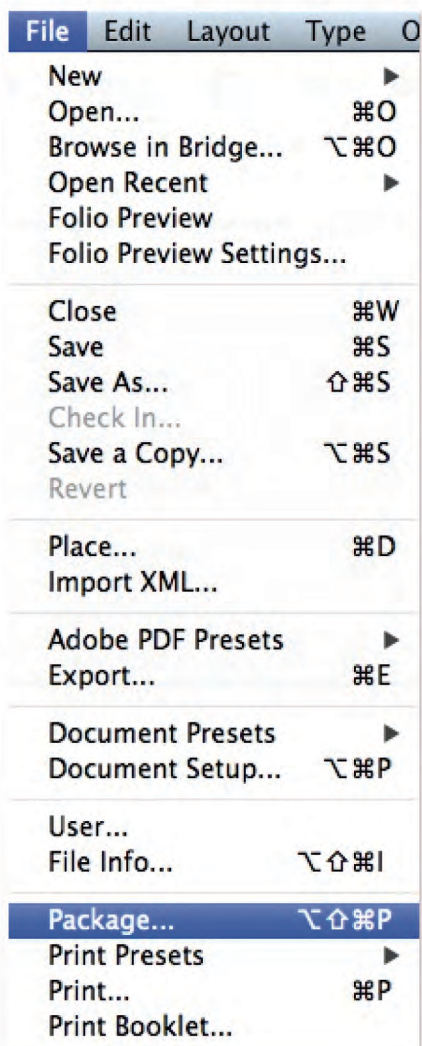
Please note that these steps assume you are working on the computer in which the files were created. If you are working on a different computer than the originating computer, then some issues may arise such as missing fonts and images. Also, keyboard shortcuts, when available, will be denoted in red for Mac OS X and green for Windows. All screenshots are taken from InDesign CS6 on Mac OS X.

STEP

1

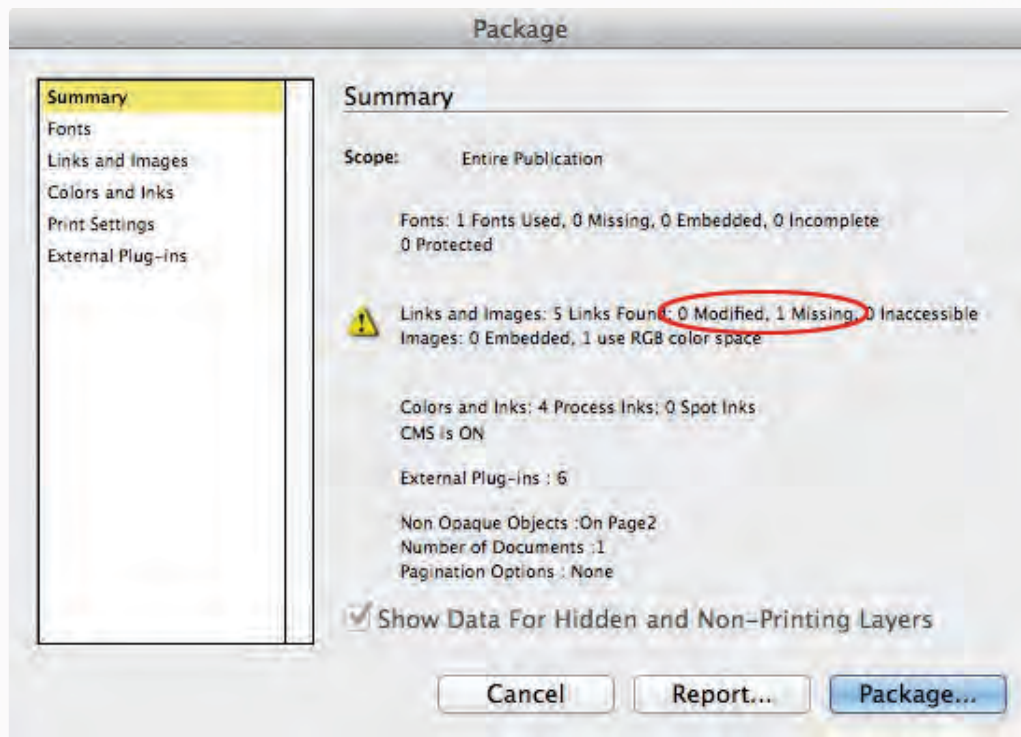
Go to File->Package...

• **Alt+Shift+Cmd+P** • **Alt+Shift+Ctrl+P**

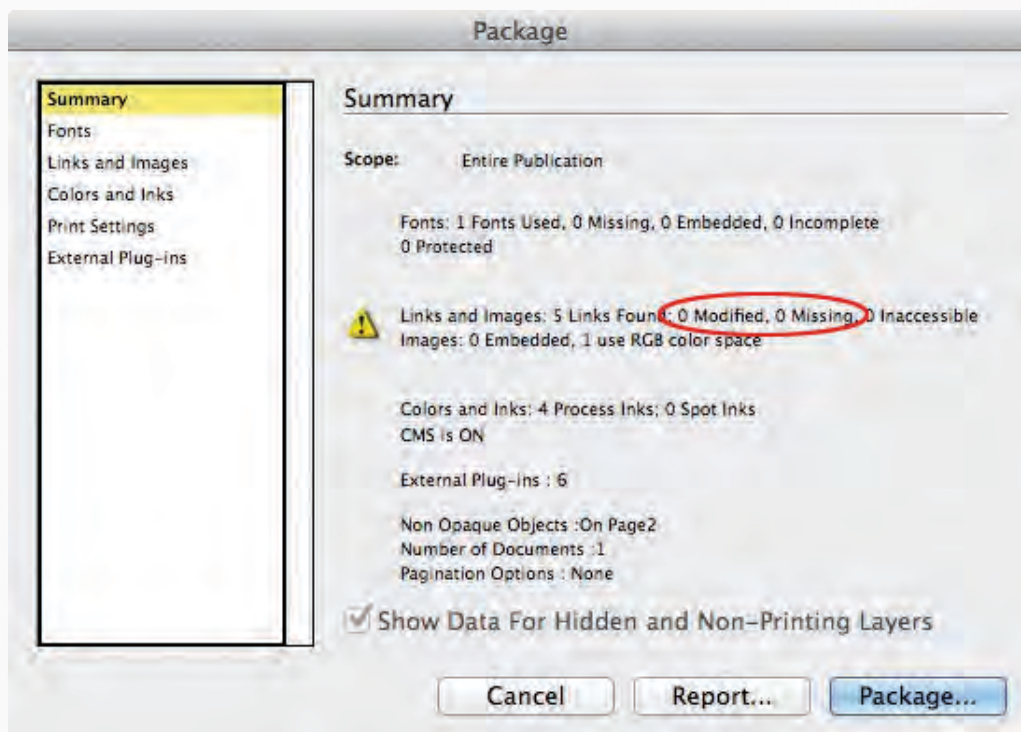


Review the “Package” Summary

- If the dialog box looks like the following image, click “Cancel” and update modified or missing links.

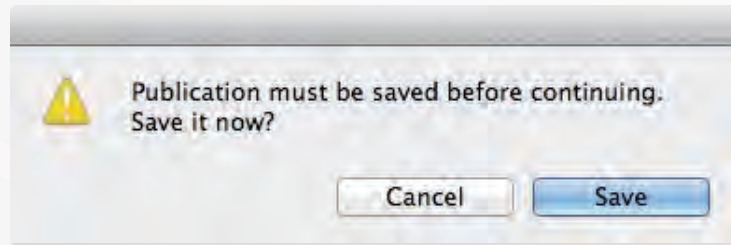


- If the dialog box looks like the following image, click “Package...”



STEP
3*

Save Your Document



* This step may or may not be necessary depending on the last time your document was saved.

STEP
4

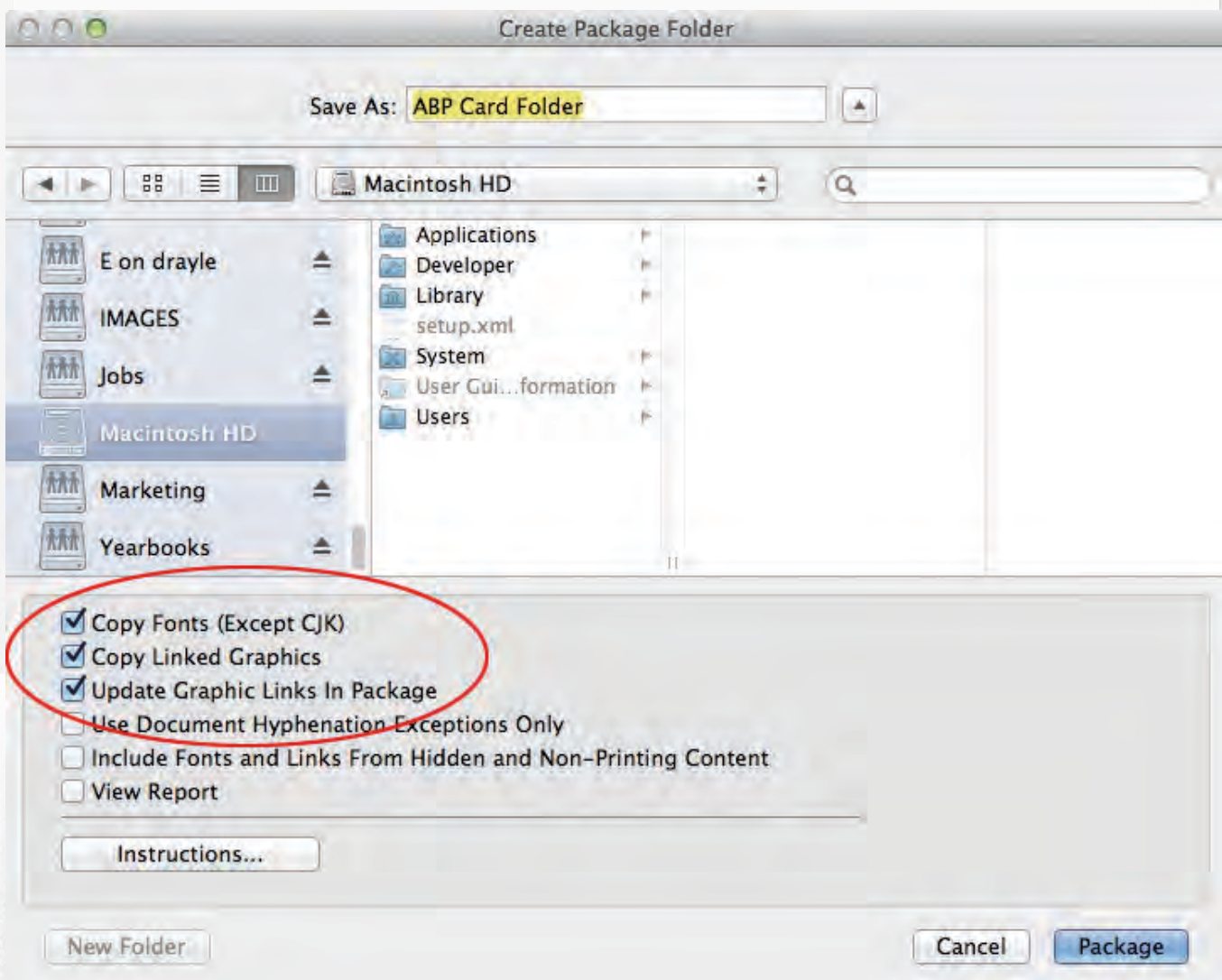
Fill Out the "Printing Instructions"

- Make sure the "Filename:" you enter ends in ".txt" as this will be the name of the instruction file once the package is complete.
- Fill out the contact info so we know who and the best method to contact if there are issues that may arise.
- Please enter any special instructions that may be needed and click "Continue."

A dialog box titled "Printing Instructions" with several input fields and two buttons. The fields are: "Filename:" (Contact Info.txt), "Contact:" (David Rayle), "Company:" (Strawbridge Studios, Inc.), "Address:" (3616 Hillsborough Rd., Durham, NC 27302), "Phone:" ((919) 286-9512), "Fax:" (245), and "Email:" (drayle@strawbridge.net). There are also empty fields for "Instructions:". Buttons for "Continue" and "Cancel" are on the right.

Create the Package

- In the next dialog box, “Create Package Folder,” navigate to the location in which you would like to save the package.
- The filename of the package does not have to include the word “Folder” as in the following example.
- Make sure that the following check boxes are checked:
 - Copy Fonts (Except CJK)
 - Copy Linked Graphics
 - Update Graphic Links In Package
- Click “Package.”

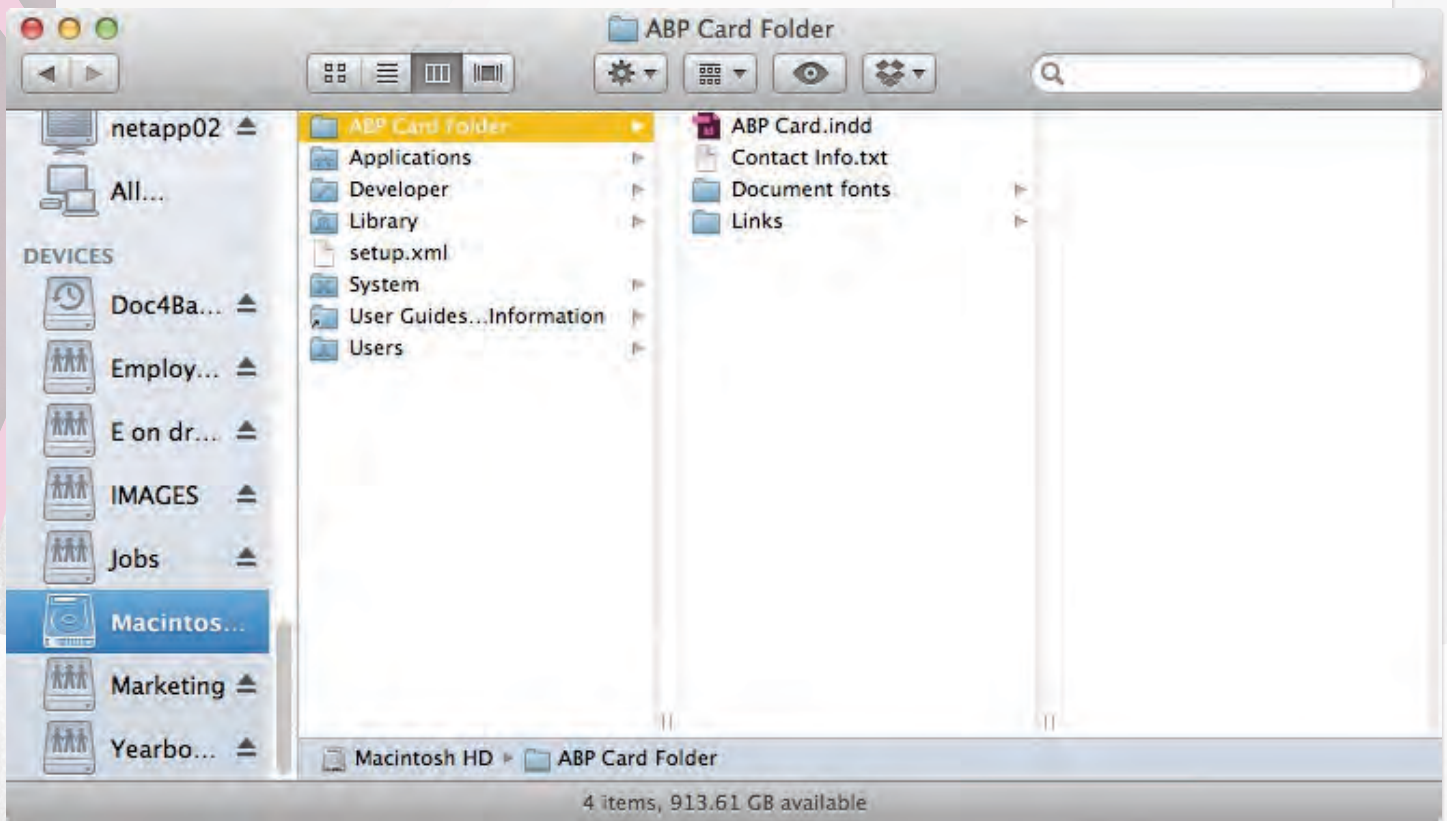


You will receive a warning explaining the usage and restrictions of distributing fonts. This is expected and can be ignored as it is necessary for the fonts to be sent to us in order for your pages to reproduce properly. You may click “OK” to continue.

STEP 6

Review Package Contents

- The packaging process may take some time depending on the complexity of the document and the number of fonts and links. Once the packaging is complete, navigate to the location of the package folder in Step 5 and open it.
- There should be two files and two folders inside: the InDesign document, the instruction text file, "Document fonts" folder, and "Links" folder.
- If there were no fonts or links in the document, then those folders will not be in the package folder.
- However, if there are fonts and/or links in the document but the respective folders are not in the package folder, go back to Step 2 and double-check to make sure that the fonts and links are present and updated. Then repeat the package process.



STEP 7

Submit the Packaged Files

- Burn the packaged folders to a CD or DVD and submit it to us.

