Prepping for Print / **Before sending your file off to the printer there are a few things you should check to ensure your document is ready. A poorly prepped print file is a game of Russian roulette with your final project.**

Preflight Panel

The preflight panel is usually located along the bottom edge of your page. This panel will scan through your entire document and check for a variety of things such as over set text, poor image quality, missing typefaces etc. Knowing what things InDesign should look for will vary by project. Follow the steps below for the settings for our magazines.

1. To open preflight profiles panel click on the drop down arrow on the right of and select "Define profiles" from the menu.

2. Create a profile by clicking on the plus icon in the bottom left hand portion of the screen. Note the various options: Links, Color, Images & Objects, Text, and Document.

3. LINKS
   a. Links missing or modified

4. COLOR
   a. In "Color Spaces and Modes Not Allowed" check RGB, Spot Color, and Lab.
   b. Check "[Registration] Applied"

5. IMAGES AND OBJECTS
   a. In "Image Resolution" color and gray scale images should have a minimum resolution of 250, while 1-bit images should be 600
   b. Check "Non-Proportional Scaling of Placed Object"
   c. Minimum stroke weight should be 0.125 pt.

6. TEXT
   a. Check "Over set Text"
   b. Check "Font Missing"
   c. Check "Non-Proportional Type Scaling"

7. DOCUMENT
   a. Your minimum bleed must be at least 0p9

8. Click OK to save your settings and close the window

9. In the bottom portion of your window select your new preflight that you just created. Click on [Basic](working) and choose your preflight. InDesign will check for errors. If it finds any a red light will appear along with a number of errors found.

10. Select Preflight panel from the menu and go through each error listed. As you fix the issues in your design, InDesign will automatically remove the item from the list.

Spell Check

Perform a spell check by making sure you have nothing selected and hitting Command+I

Print Booklet

Print services will accept a PDF of your magazine separated into spreads ready to crop and bid. Please note the number of pages in a booklet is always a multiple of four.

PREP PAGES

Before rearranging any of your pages save your file as a new document. Ensure that all you page numbers will remain the same after re-ordering the pages. You will have to manually rearrange your pages depending on the total amount of pages in your book. Refer to the graphic below as an example of a 20 page magazine.
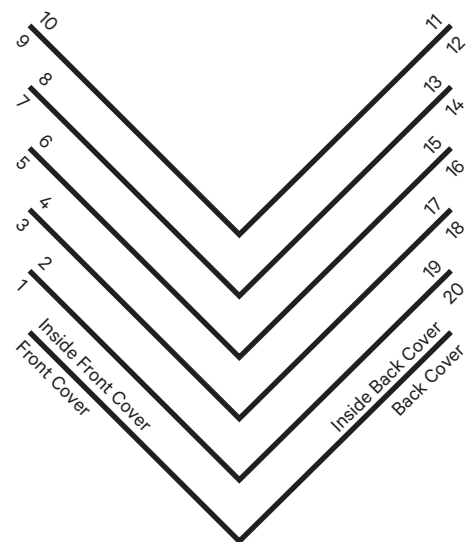
COUNT & MATCH

Match the page numbers with the spreads they should appear on. In our example our first spread has the back cover on the left followed by the front cover. Spread two the inside front cover followed by the inside back cover. Spread three page 20 followed by page 1, etc. I find it most helpful to print a small thumbnail book and number the pages normally than split them apart to double check your numbering work.

EXPORT

Once the spreads are prepped export your file into a pdf.
a. File > Export and select Adobe PDF as the file format
b. Select High Quality print in the Adobe PDF preset
c. In the General tab under pages make sure you are printing all your pages as spreads and not indivdual pages.
d. In the Marks and Bleeds tab print crop marks and make sure you are using your documents bleed settings.
e. Click export.