

Submitting InDesign Files for Printing

Great news! Your design is finished and you are ready to go to press!

We at Maracle are very much aware of all the hard work that went into your project and wish to do everything we can to print it without the risk of something inadvertently changing.

Two things need to be done for us to receive your files in perfect condition for printing:
The InDesign files need to be “Packaged”.
The “Packaged files” need to be uploaded to our website.

The Perfect Package

InDesign has a built-in command that aims to do all the work for you, simply called “Package”.

This does exactly what the name implies and makes sure that all fonts and linked graphics are included with your InDesign file when it is submitted for printing.

To use it please follow these instructions:

While the project is open in InDesign, click **File > Package**. Next click on “**Package**” as shown in Fig. 1 (if the project has not been saved recently a “**Save**” message will appear and after saving, the “**Package**” dialogue box appears).

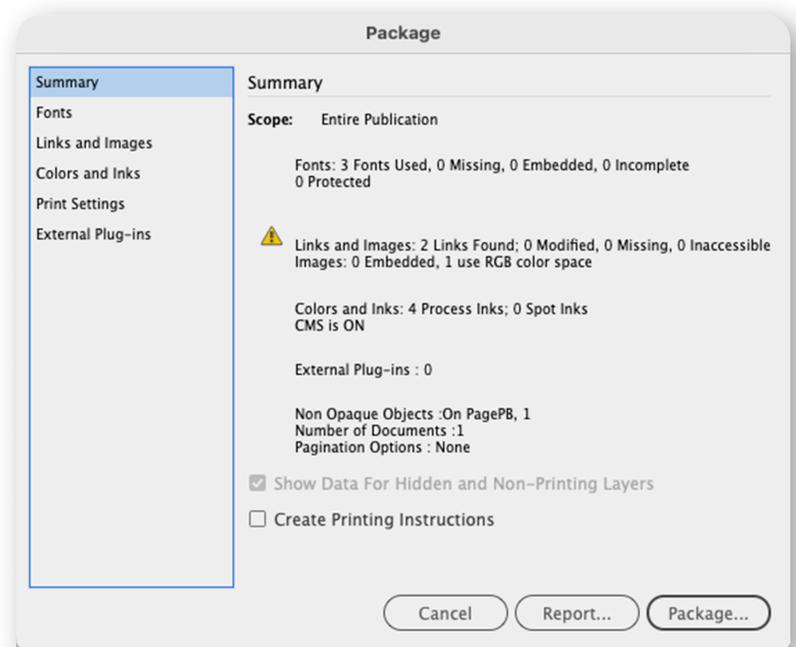


Figure 1

Select the checkboxes to include Fonts, Linked Graphics and Update Graphic Links in Package settings (Fig. 2).

Choosing to send a PDF with the InDesign files is a good idea, and this PDF can be either high resolution (with crop marks) or low resolution just to indicate content and positioning.

Next, click “**Package**”, and InDesign will save a copy of the document and all linked graphics plus fonts in a new folder on your hard drive. This is the folder that you will forward to us.

Uploading Your Files

One more step and your job will be on its way!

To upload your InDesign project files to Maracle’s website please follow these steps:

On our website (www.maracleinc.com) click on the green “**Upload Files**” button (Fig. 3). This will lead to the upload area as shown in Fig. 4.

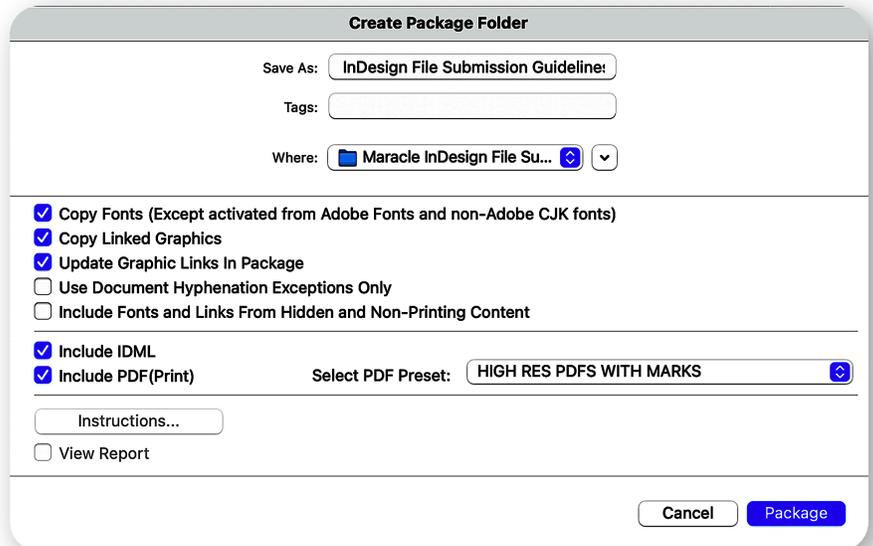


Figure 2

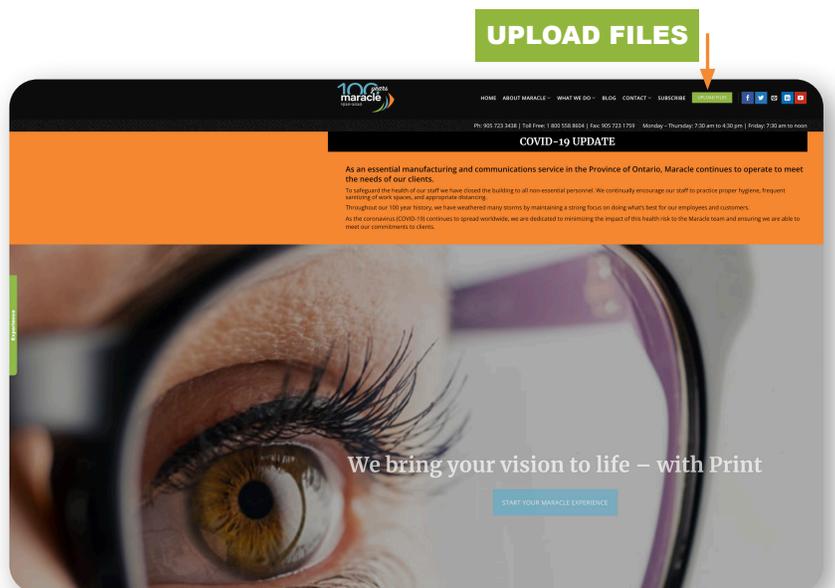


Figure 3

Here the InDesign project files can be uploaded, following the simple instructions provided. (Fig. 4).

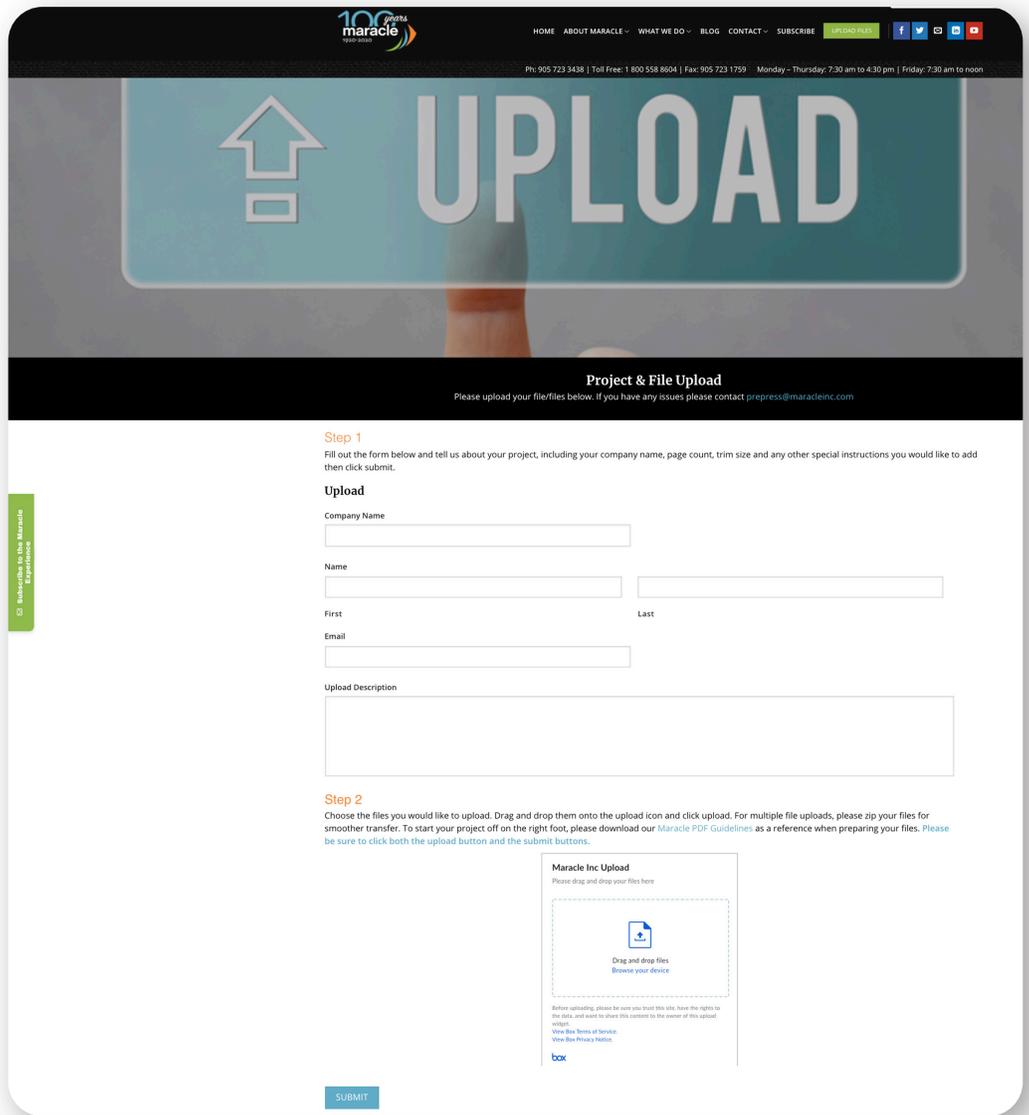


Figure 4

Good Planning, Great Printing!

All of us at Maracle want to make sure that your project is printed and finished to perfection. That is why we would be more than happy to answer any questions or walk you through the steps described above. Our friendly staff is available to help by phone at:

(800) 558-8604

or you can email your sales representative or our prepress department at:

prepress@maracleinc.com