



SENDING US AN INDESIGN CS5 FILE

InDesign CS5 provides an automated routine for preparing files to send to us. Using it is important because of problems associated with fonts and graphics when files are moved from one computer to another. Please help us, so we can provide you with the **EXACT** output you planned.

PACKAGE:

By using the InDesign "Package" routine to prepare the file(s) you will be able to assemble the needed files, supporting graphics and fonts into a folder that can be readied for transport to Sharp Printing Services, Inc.

- Begin by selecting "Package" from the "File" menu. This will open a window, which enables you to view a "Summary" of the document, the "Fonts" used in the document, "Links and Images", "Colors and Inks", "Print Settings" and "External Plug-ins".
- If all items are linked properly and there are no font issues or other noted problems in the "Summary", then click the "Package" button at the bottom of the window.
- A window for "Printing Instructions" will open. Complete what you feel is necessary, then click on "Continue".
- The next window will be entitled "Package Publication." At this point, select the folder where you will save the files that InDesign will package.
- Place check marks in the boxes near the bottom of the window (These include: "Copy Fonts", "Copy Linked Graphics", "Update Graphic Links in Package", etc.)
- Now, click the "Package" button from the right side of the window. InDesign will assemble all the necessary files in the folder you have specified.
- Please go to the folder you specified and verify that all the pertinent items have been copied. *It never hurts to double check.*
- Please compress ("zipped" or "stuffed") this Packaged folder, and send to us for printing.

For more information on InDesign, call our prepress professionals at 317-842-5159 or 800-829-5159.

POSTSCRIPT AND PDF FILES:

We also accept Postscript and PDF files. Please contact us for more information before sending these files.

HARD COPY:

A MUST!! To assure that our output matches yours, we must have "hard copy". Please provide, mail or fax a print out of your document.

WWW.SHARP-PRINTING.COM:

We recommend using our web site file transfer service, instead of email attachments, here's why:

- Many internet service providers limit the size of your attachments, in some cases you may not know that your email was rejected because of large attachments, it simply gets lost in cyberspace
- Allows multiple files to be sent at the same time
- Our file transfer assures immediate delivery because it goes directly to our server, not through 2 email systems (yours and ours)
- More reliable because email attachments sometimes become corrupt
- You will spend less time sending because the files are automatically compressed
- You can specify file encryption to safeguard your information, if necessary
- Mac files may become unusable when sent as email attachments
- We will send you an email confirming receipt of your file

Go to www.sharp-printing.com and click on "send us a file". You will be asked to sign in the first time you visit. Choose your own password.

COMPRESSING FILES TO AVOID CORRUPTION IN TRANSMISSION:

When sending files via the internet, it is recommended that the files be "zipped" or "stuffed" (compressed). This not only reduces the file size so it is easier and quicker to be sent, but the compression helps to keep the files from corrupting during the transfer.

Visit our web site for thorough instructions.
www.sharp-printing.com

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Service Provider Program