

## Preflight and Package Tools

Most of the problems that stop a job in the preflight stage can be avoided by using InDesign's built-in preflight tools. Using Preflight and checking your files carefully before sending them can save you time, money, and hassle.

## Using the Preflight Palette

You can access the Preflight palette by going to the Window menu and choosing Preflight from the Output submenu. InDesign will open a palette giving you several options to check your file for common problems. Once it finds any potential issues it will list them in the lower portion of the palette. Clicking on a problem will give you info and suggestions for fixing the issue. Double-clicking on a problem will take you to the InDesign page where the problem occurs and highlight the offending object if possible.

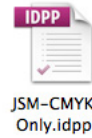
## Loading Preflight settings

The preflight settings you use will depend on your job specs. Several different settings files can be downloaded from our website. Settings are available for jobs using Spot and Process colors, grayscale or both. After downloading, you may need to decompress the settings. [www.jsmcCarthy.com/downloads/downloads/INDCS4\\_preflight.zip](http://www.jsmcCarthy.com/downloads/downloads/INDCS4_preflight.zip)

To load custom preflight profiles into InDesign, go to Window, Output, and choose Preflight to open the panel. Click on the submenu in the upper left of the palette and choose Define Profiles.

To load our profiles, click on the submenu at the bottom of the window, next to the minus symbol and choose Load Profile... Then navigate to where you saved our downloaded profiles and pick each profile you want to install and click on the open button.

To use a specific profile choose it from the profile pull down menu in the Preflight palette.



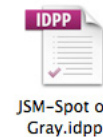
This profile will warn you if non-process colors (spot or RGB) are used.



This profile will warn you if RGB colors are used but ignores spot colors or grayscale.



This profile will warn you if RGB, spot or Cyan, Magenta or Yellow colors are used.



This profile will warn you if RGB or Cyan, Magenta or Yellow colors are used.

