

Course
&
Test Series

Organization and Output

Module 2 - Exporting & Preparing for Print

Preflight Checks

Preflight checks help you find and fix errors before final output. They ensure your file is ready for printing or digital publishing.

Why Use Preflight?

- Detects missing fonts and images.
- Finds overset text (hidden text outside text frames).
- Checks color modes (RGB vs CMYK) for correct output.

How to Use Preflight Panel

1. Open Preflight panel via **Window** → **Output** → **Preflight**.
2. Enable **Preflight On** (bottom-left of InDesign window).
3. Review errors in categories:
 - Links
 - Fonts
 - Colors
 - Overset text
 - Transparency issues
4. Fix errors before proceeding to final export.

Packaging Files

Packaging gathers all necessary assets into one folder for easy transfer to printers, collaborators, or backup.

Steps to Package

1. Go to **File** → **Package**.
2. Review Preflight summary.
3. Choose folder location for packaged file.
4. InDesign collects:
 - The .indd file
 - Linked images
 - Fonts used
 - Instructions (optional printing details)

Why Package?

- Ensures all resources (fonts, images) are included.
- Prevents missing link or font issues at the printer's end.

Exporting Files

InDesign allows export to multiple formats depending on the purpose (print, web, eBooks).

A. Exporting to PDF

- PDF (Print): Best for commercial printing (uses CMYK color mode).

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

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Organization and Output

• **PDF (Interactive):** Best for digital use with buttons, links, or videos.
Steps:

1. Go to File → Export.
2. Choose **Adobe PDF (Print)** or **Adobe PDF (Interactive)**.
3. Adjust settings:
 - Bleed and slug settings
 - Compression (for images)
 - Marks and bleeds for printers

B. Exporting to EPUB

EPUB is used for eBooks and digital publications.

- **Reflowable EPUB:** Text adjusts to screen size (like Kindle books).
- **Fixed Layout EPUB:** Maintains original design and layout.

Steps:

1. Go to File → Export → **EPUB (Reflowable or Fixed Layout)**.
2. Choose options for fonts, images, and metadata.

C. Other Export Formats

- **JPEG/PNG:** For web graphics or thumbnails.
- **SVG:** For vector graphics in web apps.
- **HTML:** Converts InDesign layouts into basic web pages.

Practical Example

For a **product catalog:**


1. Run Preflight to ensure no missing images or overset text.
2. Package the file to send to the printer.
3. Export:
 - PDF (Print) for printing.
 - Interactive PDF for email distribution.
 - EPUB (Fixed Layout) for tablets.

Assignment

1. Create a 3-page mini brochure in InDesign.
2. Run Preflight and correct any issues.
3. Package the document with fonts and images.
4. Export:
 - PDF (Print) with bleed.
 - PDF (Interactive) with clickable links.
 - EPUB version for digital use.

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Organization and Output

 **CREATIVE AGENCY**

Digital Marketing

GROW YOUR BUSINESS WITH US

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Our Services


- SEO
- Content Marketing
- Social Media
- Email Marketing
- Web Development

ABOUT US

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WHY CHOOSE US

- Expert Team
- Trusted Agency
- Great Results



Get in touch

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Preflight

Exhibit

Ready for

- > Basic (working)
- Frapps
- Fonts
- Colors
- Overset text

Package

Provided because

Package: Rost

Blacken el: Adobe RGB (1998)

Clamp: 10 Hops

Color: Funt: 30, Item: (shlor)

Same: Foldr

Head: Pstony

Q or Qndore

Predage

brochure

Yourt: n/dulla/kerba.teseurh-bamangle.tein

InvinR Pro

OK Export

