How to Collect your Files before Giving them to Dearborn Lithograph, Inc.

When providing Dearborn Lithograph, Inc. with a PageMaker file for print, please do as follows:

1. Open your file in PageMaker.
2. Go to "**Utilities**" on the menu bar and then go to "**Plug-ins**".
3. Click on "**Save For Service Provider**".
4. Click on the "**Preflight pub**" button.   This will then give you a report of your job. There are several tabs located at the top of this window, click on them to get more information about your file and what you need to do to correctly package it.
5. Once you get GREEN checks for the fonts and the links, click the "**Package**" button.
6. Click "**Copy fonts**" and then "**SAVE**" it someplace on your hard-drive where you can find the packaged info. You may be prompted during this process-so just be cautious and read any prompts or warnings that pop up.
7. Explore to where you saved your packaged folder on your hard-drive and then Burn hat folder and its contents to a CD and provide that to our salesperson or send it to our FTP site.

When providing Dearborn Lithograph, Inc. with a QuarkXpress file for print, please do as follows:

1. Open your file in QuarkXpress.
2. Go to "**Utilities**" on the menu bar and go to "**Usage**".
3. Check for missing fonts and pictures and find or update them.
4. Once everything has a status of O.K., go to "**File**" on the menu bar and then go to "**Collect for Output**".
5. Select a destination and a name and click "**Collect**". This will only collect the document file and the linked files In Quark 4. Quark 5 and newer versions will collect fonts, the document file and the links so you can skip step 6.
6. Read the generated report (using notepad or simpletext) to see what fonts* were used. Search for them on your computer and copy them into a folder that you need to provide along with the folder made in step 5.
   You must provide the printer and screen fonts for postscript fonts.
   *Using programs, such as Preflight, makes collecting much easier for QuarkXpress.
7. Explore to where you saved your packaged folder on your hard-drive and then Burn that folder and its contents to a CD and provide that to our salesperson or send it to our FTP site.

When providing Dearborn Lithograph, Inc. with an InDesign file for print, please do as follows:

1. Open your file in InDesign.
2. Go to "**File**" on the menu bar and go to "**Preflight**". And read the generated report and fix any mentioned problems.
3. If the report is okay, then click "**Package**" and fill-out the printing instructions.
4. Once you have finished filling out the printing instructions, click "**Continue**".
5. Create a new folder and select "**Copy Font**", "**Linked Graphics**" and "**Update Graphic Links in Package**".
6. Click "**Package**" and Indesign will then package the job in the folder you created in Step 5.
7. Explore to where you saved your packaged folder on your hard-drive and then Burn that folder and its contents to a CD and provide that to our salesperson or send it to our FTP site.

When providing Dearborn Lithograph, Inc. with a Publisher file for print, please do as follows:

1. Open your file in Publisher.
2. Go to "**Tools**" on the menu bar and then go to "**Design Checker**". Make sure that every thing on the generated list is fixed (or okay enough for an approval).
3. Click on "**File**" and then select "**Pack and Go**".
4. Select "**Take to a Commercial Printing Service**".
5. Click the "**Next**" button and "**Browse**" to someplace on your hard-drive where you can find the packaged info and create a new folder and name it.
6. Click the "**Next**". Publisher has now put together a packaged file for you.
7. Explore to where you saved your packaged folder on your hard-drive and then Burn that folder and all of the contents to a CD and provide that to our salesperson or send it to our FTP site.

When providing Dearborn Lithograph, Inc. with a Freehand file for print, please do as follows:

1. Open your file in Freehand.
2. Go to "**File**" on the menu bar and go to "**Collect for Output**".
3. Click "**OK**" if you can distribute your fonts.
4. Select the Categories and the Options you would like on the report and click "**Report**".
5. Select a destination and a name and create a new folder and click "**Save**". Freehand then packages your job in your folder.
6. Explore to where you saved your packaged folder on your hard-drive and then Burn that folder and its contents to a CD and provide that to our salesperson or send it to our FTP site.