

SUBMITTING ARTWORK TO COLORWORKS

In our continuing effort to provide you the highest-quality product quickly, we are providing these instructions to help you submit files that we can handle promptly and efficiently!

PRINT PDFs (preferred file format)

The most reliable way to deliver your project for production is a PDF Print file. PDFs can alleviate any native file issues, avoiding delays and ensuring the project will be reproduced as you intended.

We have created a PDF setting you can load into your Creative Suite applications that will make it easy to create your PDF Print file.

Load the Colorworks PDF Print Setting into InDesign

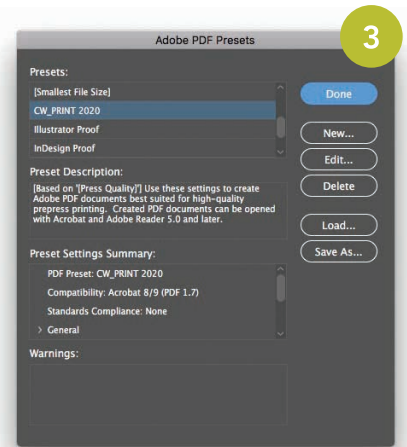
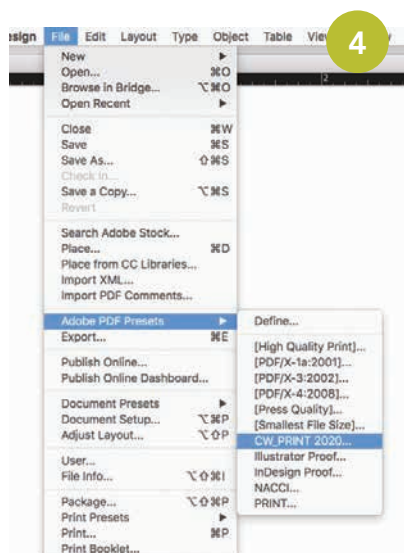
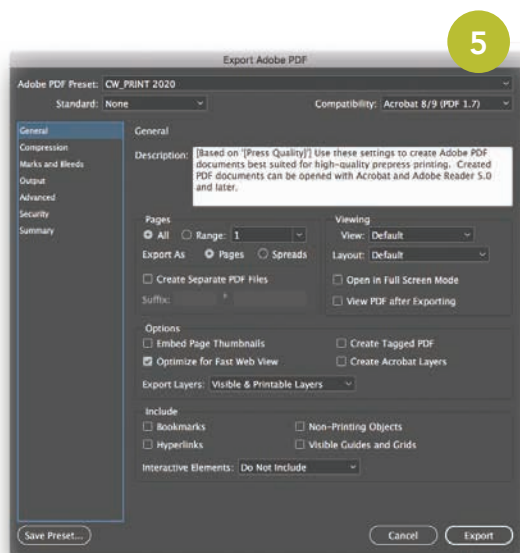
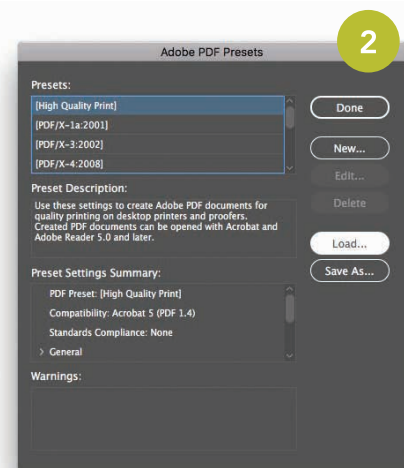
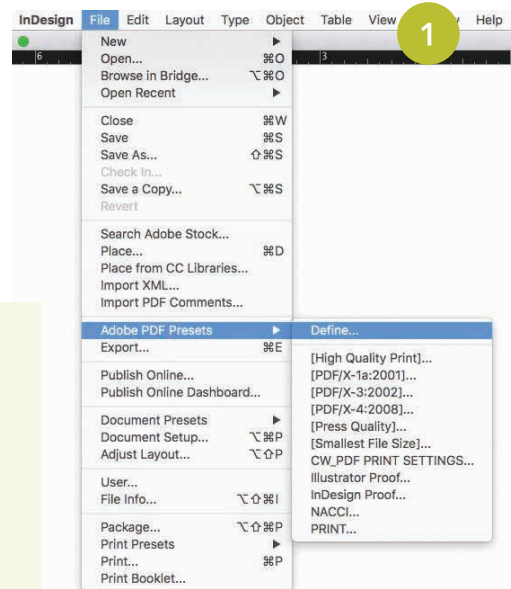
1. Save the provided [CW_PRINT 2021.joboptions](#) file on your computer.
2. Open InDesign, and go to **File > Adobe PDF Presets > Define** ¹
3. Click the **Load** button ²
4. Find the [CW_PRINT 2021.joboptions](#) file you saved to your computer; double-click it.
5. Click the **Done** button ³

The Colorworks PDF Print setting is now loaded into your Adobe Presets.

To Create a Colorworks PDF Print File:

1. Open the InDesign file you wish to export as a print file.
2. Go to **File > Adobe PDF Presets > CW_PRINT 2021** ⁴
3. Type the name of the file adding **_PRINT** at the end of the name. Click **Save**.
4. In the pop-up window, be sure **CW_PRINT 2021** is in the Adobe PDF Preset dropdown at the top. Click **Export**. ⁵

Your PDF is now ready to send to Colorworks!



NATIVE FILES (if you are requesting edits)

If you need to provide us native files for editing, you'll want to provide us packaged files.

Packing Native Files

1. Open the InDesign file you wish to package.
2. Make sure all graphics are properly linked.
3. Go to **File > Package** ⁶
4. A **Package Summary** window will pop up. Make sure there are no issues with the file you are packaging. ⁷
 - **Fonts:** Shows the fonts you are using.
 - **Links and Images:** You can review the image types, status (whether they're missing or present), and ICC color profile. ^{**}
 - **Colors and Inks:** Check the color space to make sure you are using the correct color profile.
 - **Print Settings:** Check for correct dimensions and for any invisible or non-printable layers used.
 - **External Plug-ins:** Check for any InDesign plug-ins used, as unintended plug-ins can cause file errors.
5. Click the **Package** button.
6. Enter your information in the **Printing Instructions** Screen and click **Continue** ⁸
7. Name the packaged project folder. Check the boxes as shown and click the **Package** button ⁹

Clicking the **Package** button will create a folder containing a copy of your InDesign file, all the links and fonts used,* instructions, a PDF, and the IDML template file.

* Check your font and image licensing for any restrictions.

** Make sure all RGB images are converted to CMYK before creating Print PDF.

COMPRESSING PACKAGED FILES

Before you send the packaged files, be sure to compress them into a ZIP file.

- **MAC:** Control-click the folder and choose **Compress**
- **PC:** Right-click the folder and choose **Send to** and then **Compressed** (zipped) folder.

Files less than 10MB can normally be safely emailed. If your zipped file is larger, please contact your Customer Service Representative for instructions on the best way to send the file.

