



SPECIALTY PRESS

TOTAL PRINT SOLUTION

Trading as Specialty Press Sales Pty. Ltd.
ABN 69 003 620 737

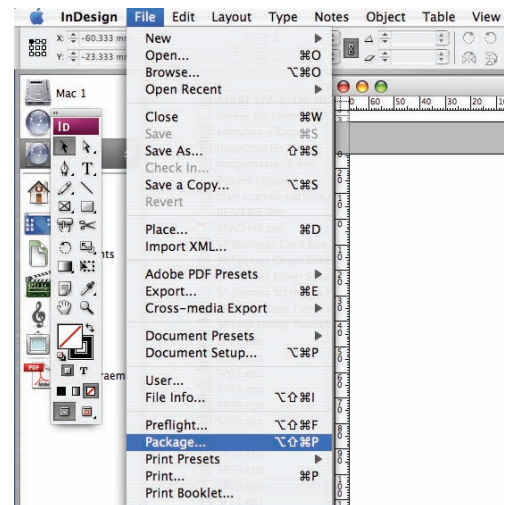
PO Box 711
552 Hume Street
ALBURY NSW 2640
Telephone: (02) 6021 3366
Facsimile: (02) 6041 2475
Email: accounts@specialtypress.com.au
Web: www.specialtypress.com.au



Collect for Output in Indesign

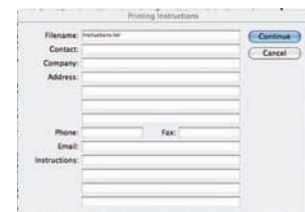
STEP 1

With your document open go to File > PACKAGE



STEP 2

Key in any INSTRUCTIONS: file name, contact details and any special requirements that will assist in the production of the job.



STEP 3

SAVE the folder to the destination you prefer. Give it an appropriate file name. Ensure you check on all required windows to collect all components. All relevant components including logos, images and fonts are gathered and will reside inside that folder.

Note: This process makes a copy of each component - it does not delete them from their original location.

This new folder will be ready to upload to Printer or burn to disk.

