



**Processing  
Adobe Pagemaker Files  
For Conversion to  
Adobe InDesign**

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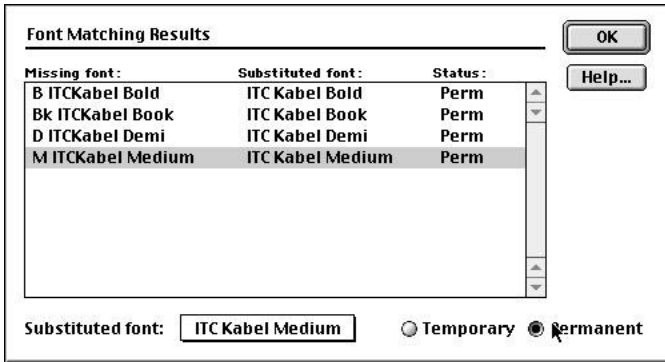
# Processing Adobe PageMaker Files for Conversion to Adobe InDesign

**Important Note:** Always work on a copy of the PageMaker file.

## Step 1: Missing Fonts

When opening the document, you should get a warning about any missing fonts.

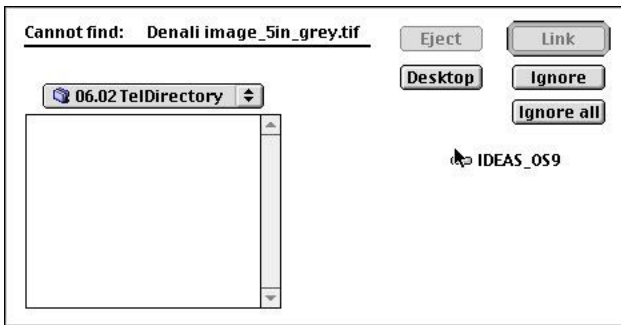
Make sure you either load the fonts by installing them into the correct OS fonts folder or using a font management utility — or, as a last resort, substitute/replace fonts (at bottom of the dialog box).



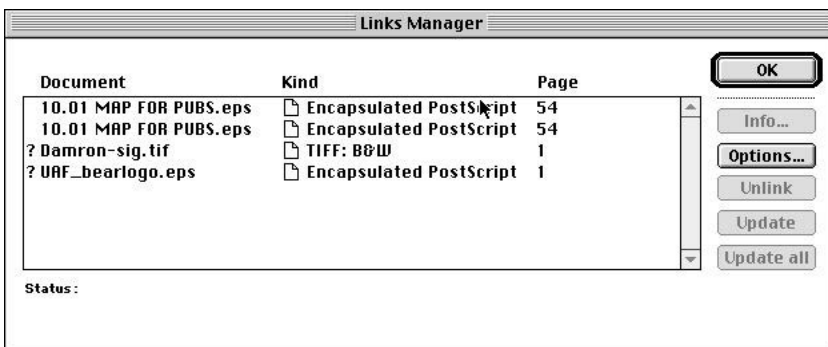
## Step 2: Missing Graphics

When opening the document, you should get a warning about any missing graphics.

Relink any missing graphics.

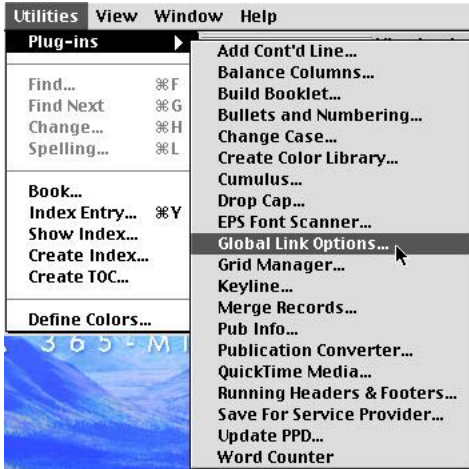


If you cannot relink the missing graphics at this time, you can relink them later using the File>Links Manager menu shown below.

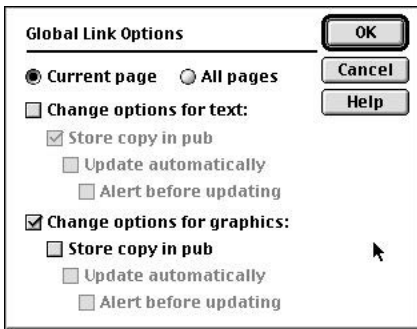


### Step 3: Unembed all linked graphics.

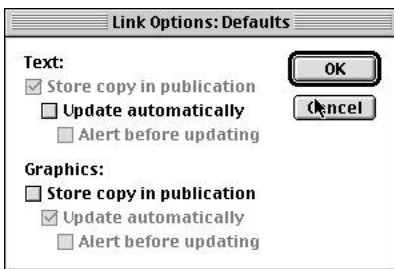
Go to the Utility>Plug-Ins>Global Link Options menu.



Deselect the "Store copy in pub" setting under Change options for graphics;;  
Be sure to change the selection from "Current Page" to "All Pages" (not shown in example below);  
Click OK (Depending on the number of graphics, it may take a couple of minutes)

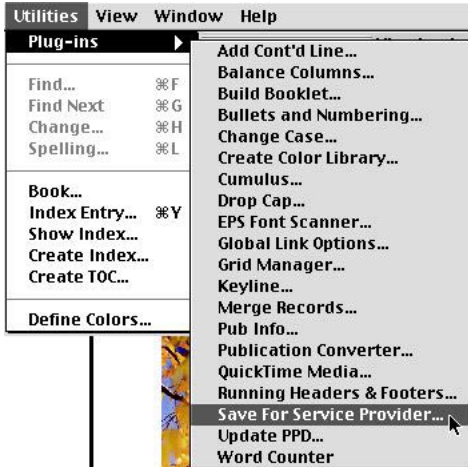


Note: If you are still using PageMaker, you can set any new graphics not to embed using the Element>Link Options menu and deselect the "Store copy in pub" setting.  
If you do this with no documents open, this option will apply for any new PageMaker documents.



## Step 4: Preflight the Document

Go to the Utility>Plug-Ins>Save For Service Provider.



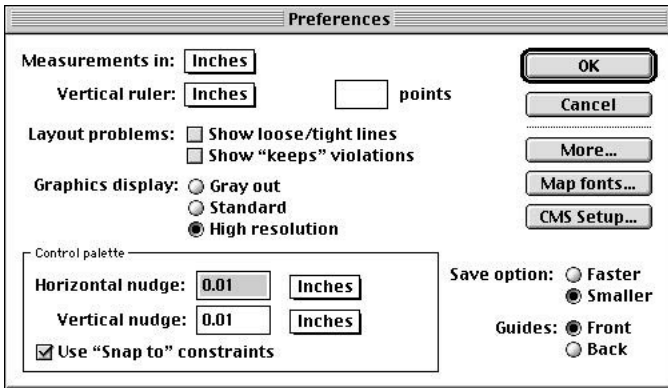
Click the Preflight pub button and fix any problems shown in its report.

There should not be any missing fonts or graphics at this point, but some of your linked images could be in an RGB color mode. This is not necessarily an error, depending on your workflow, but most printers request graphics in CMYK mode. If you choose not to convert these graphics at this time, it will not affect the InDesign conversion.



## Step 5: Set to Smaller Save

In the PageMaker Preferences, set the save option to Smaller (lower right corner); Save the file (you could also do a Save-As)



The file is now ready to open through InDesign.

Remember, the conversion will not be perfect, especially for text\*. This procedure is simply to get the smoothest conversion from the PageMaker file.

\*If you wish to mimic PageMaker's text wrap, change the paragraph settings from Adobe Paragraph Composer to Adobe Single-line Composer. Realize that changing this setting will disable one of InDesign's best features.

## About David Creamer

David Creamer is president of I.D.E.A.S., a print and web publishing consulting/training company based on San Diego, California. For additional information and class schedule, please visit <http://www.IDEAstraining.com>. I.D.E.A.S. offers flat-fee, on-site training.