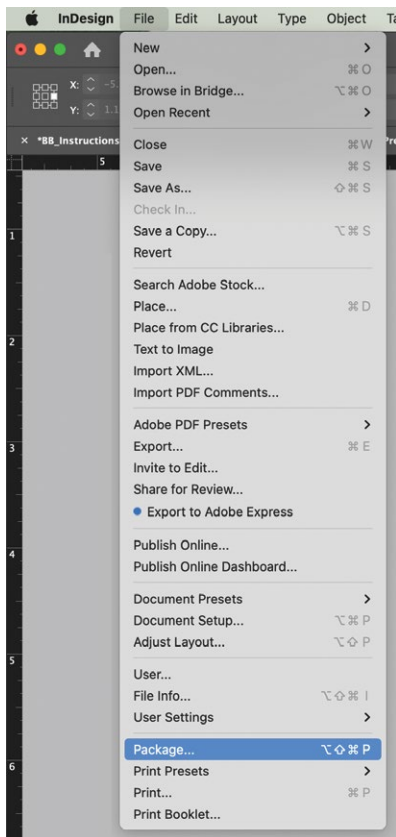# INSTRUCTIONS FOR PACKAGING AN INDESIGN FILE

If you're using InDesign to create your layout, following these steps will ensure your file is packaged correctly.
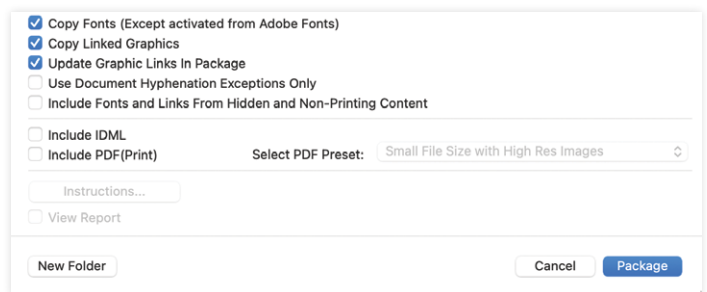
Step 1: Open your file in InDesign.

Step 2: If possible, resolve any errors concerning missing links or fonts prior to packaging.

Step 3: Go to **File** in the menu bar and select **Package** in the drop down menu.

Step 4: Click the **Package** button at the bottom of the summary window.

Step 5: In the dialog box that appears, enter a file name and choose a location for the folder that InDesign creates. Set any options, making sure both fonts and links are checked, and click **Package**.

Step 4: Once everything has been packaged to a folder, zip the folder and upload to our FTP.

Have file prep questions? Please call 503-639-9835 and ask for prepress customer assistance.

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