

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**.

Copy Fonts (Except activated from Adobe Fonts) Copy Fonts (Except activated from Adobe Fonts) Copy Linked Graphics Update Graphic Links In Package Use Document Hyphenation Exceptions Only Include Fonts and Links From Hidden and Non-Printing Content			
Include IDML Include PDF(Print)	Select PDF Preset:	Small File Size with High Res Images	<
Instructions			

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.