

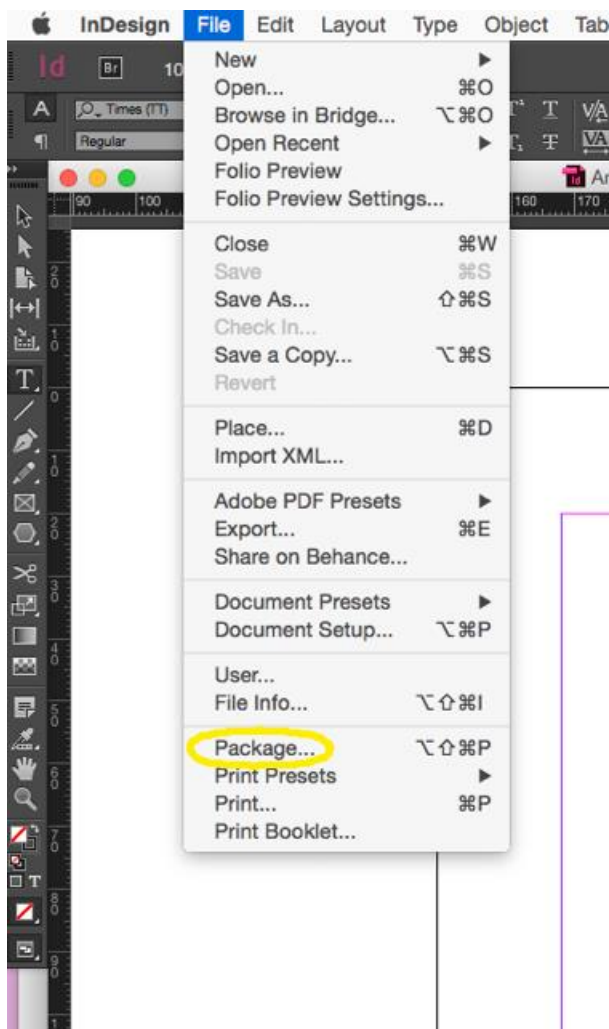
HOW TO PACKAGE INDESIGN FILES FOR COPYPRESS

When sending us an **InDesign** file you need to package the file which captures all the images, fonts and graphics used in your file.

This will enable us to then open your job and use it for printing, so it exactly looks the same as it did when viewed on your computer.

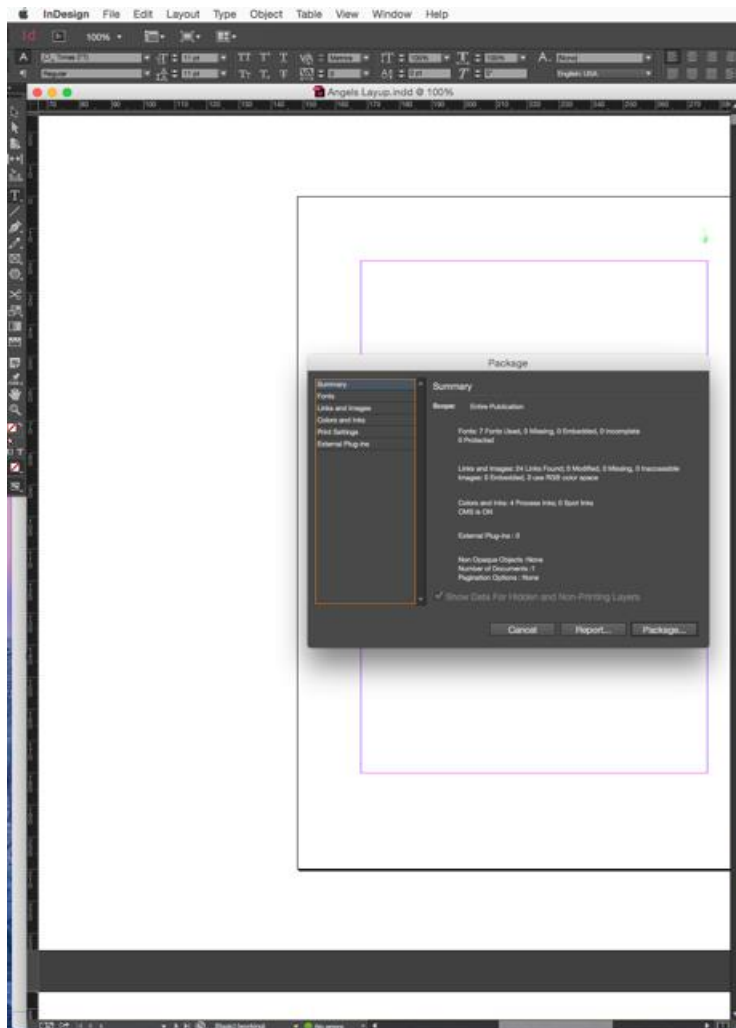
STEP 1

Go to **File** then click **Package**.



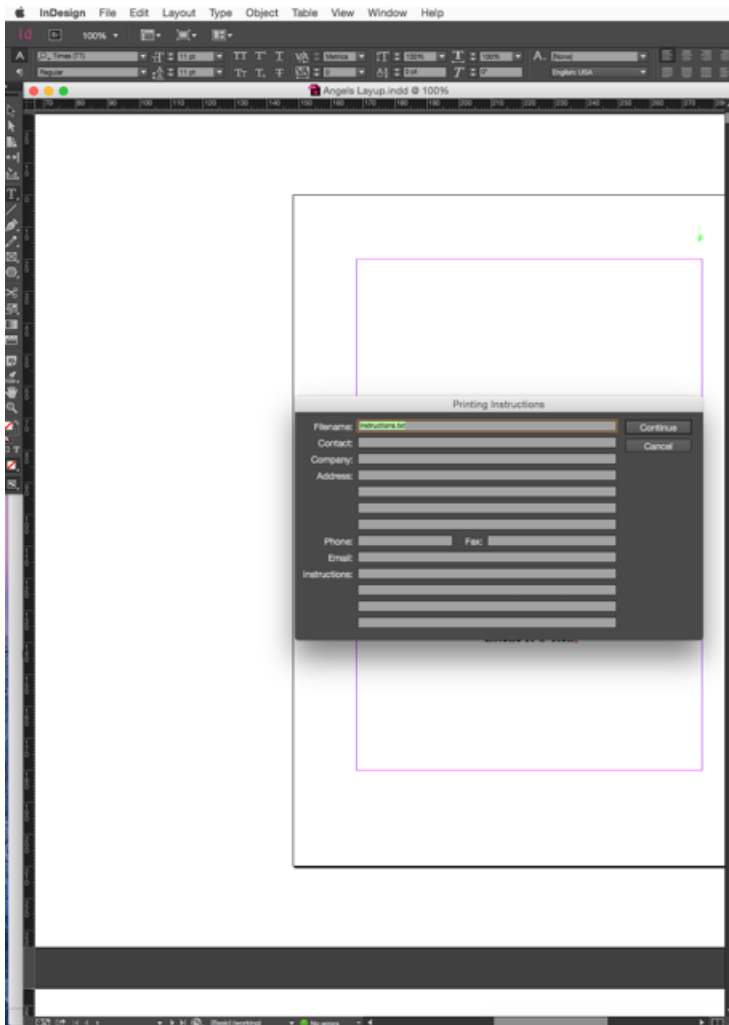
STEP 2

Click **Package** again (if all the images and fonts are available and NO warnings shown)



STEP 3

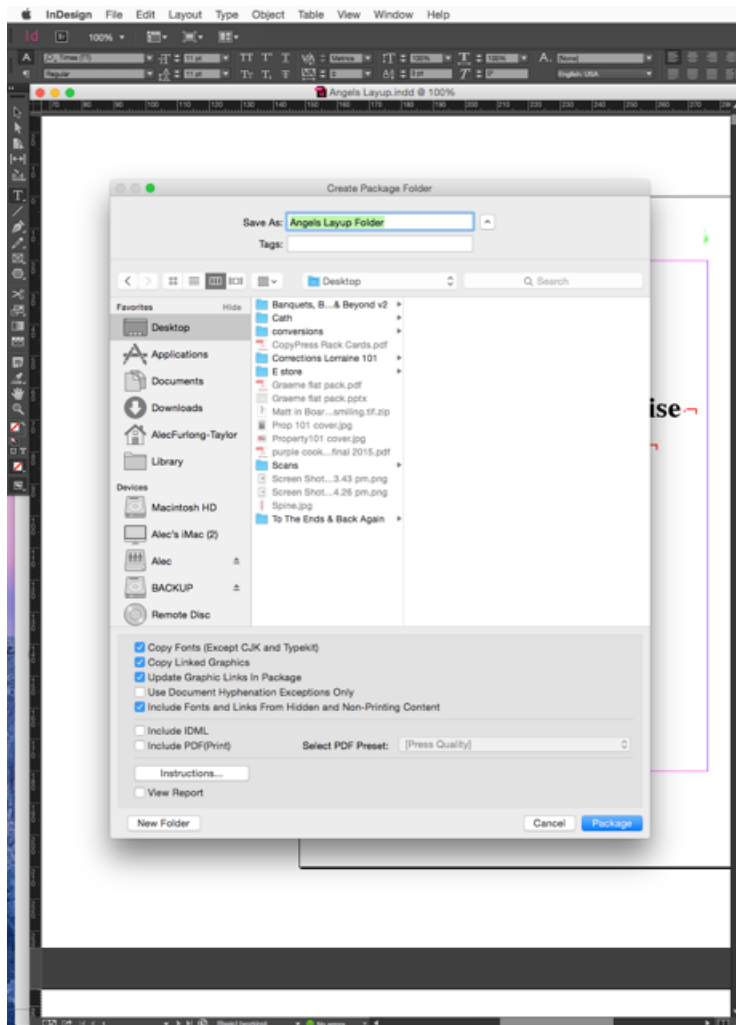
Then click **Continue** on the instructions window.



STEP 4

Next, create the package folder window.

Tick Copy Fonts, Copy Linked Graphics, Update Graphics Links in Package, Include Fonts and Links from Hidden etc



Decide where you want InDesign to save the folder it is about to create, then tick **Package**.

This will collect everything in the InDesign file into a single folder.

You can then compress them all, and upload via Dropbox.