

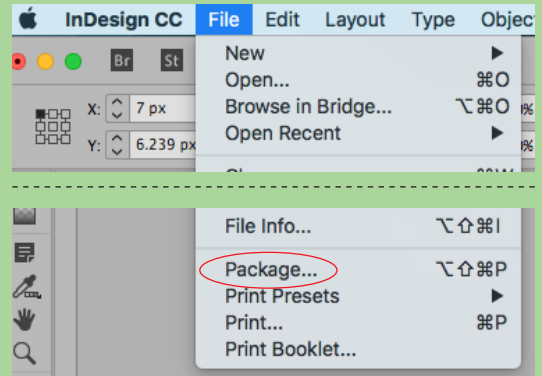
How to ... Package InDesign Files

Packaging an InDesign file captures all the images, fonts and graphics it uses.

Wherever you send it, your file will look exactly the same as it did on your computer.

STEP 1

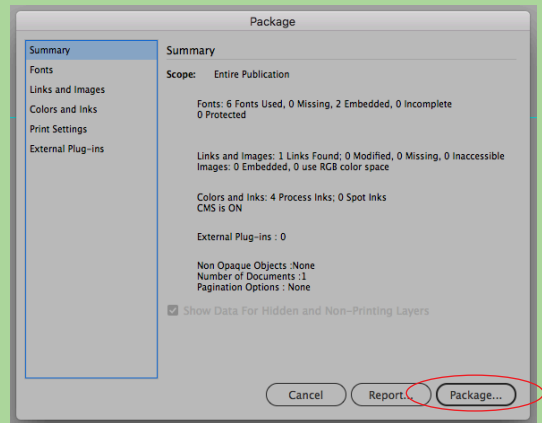
Go to **File**, then click **Package**.



STEP 2

Click **Package** again

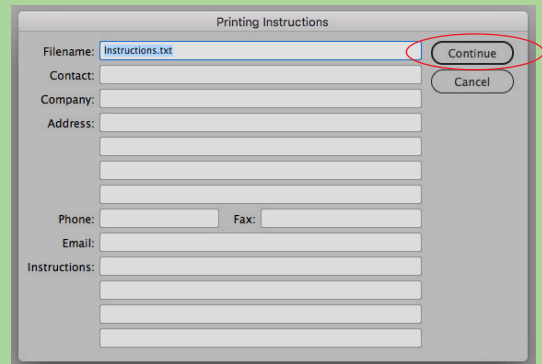
(If there are any warnings they will have to be resolved before proceeding)



STEP 3

Add any details you'd like to include.

Click **Continue** on the instructions window.



STEP 4

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

You can also include an **IDML** file and a **PDF** (you'll have to create a new Print Quality preset that includes bleed for the PDF).

Choose where you want to save the packaged folder, then click **Package**.

This will collect everything in the InDesign file into a single folder. You can then compress (zip) that folder and email or send by Dropbox.

