

Packaging Indesign Files

Package gathers copies of all images and fonts used in the document along with a copy of the InDesign document itself into a single folder that you can easily deliver to a print service provider or to a colleague. You can even use this option to archive completed jobs, to make sure that all necessary elements are stored together. Here's how:

1 Choose File → Package.

The Package dialog box opens. The Summary screen shows you all current images and fonts in the document, based on an analysis of that document.

2 Click Fonts in the list on the left side of the dialog box.

Any fonts in your document are listed on this screen. Select fonts from this list and click the Find Font button to discover where they're located. These fonts are saved directly into the package folder when you finish.

3 Click Links and Images in the list on the left side of the dialog box.

The Links and Images screen lists the images within your document. Find the image, update it, and repair links before packing the file. If any images aren't properly linked, your document is incomplete and prints with pictures missing.

4 When you're finished, click the Package button at the bottom of the dialog box.

Your document and all its associated files are saved into a folder. You're given the opportunity to name the folder and specify a location on your hard drive.

5 Instructions dialog box

Fill out any of the information in this area that you feel is pertinent. This creates a text file that is included in the package.

6 Naming and Location of Package

If you're taking a file to a professional print service provider, you can give them your original InDesign document or you can create a high-quality PDF file. It's a good idea to ask your print service provider about the file type they prefer. By providing an InDesign file, you give them a chance to fine-tune the document, and if you provide a PDF, the document has limited capabilities for editing.

Be sure to click on the check boxes to include **A** fonts, **B** graphics, **C** IDML file, and **D** PDF.

The final package will contain everything used in the document and organize it. **E**

7 Sending your files to Firespring

Compress the packaged folder to upload to our website:
<http://print.firespring.com/design-center/send.html>

For a video-based tutorial, visit:
<https://helpx.adobe.com/indesign/how-to/indesign-package-files-for-handoff.html>

