

HOW TO PACKAGE AN INDESIGN FILE

Step-by-Step Instructions

With the file open, in the top bar to go “file” and then “package” which is near the bottom of the pop-up list.

The “package” window will show up.

It should default to being on the “Summary” listing on the left side of the box.

Click “fonts” which is underneath and at the bottom of the new window, check the box that says “show problems only.”

No fonts should be listed in the white space in the middle. If there are problem fonts listed, you need to correct or replace them before proceeding.

Next click “links and images” below “fonts” and once again check “show problems only.” There should be no images listed. Again, if there are, you will need to correct them before proceeding.

Now click the blue “package” button in the lower right corner.

Click the blue “continue” button in the upper right corner.

You will be directed to select a location for your package. Your desktop should be fine.

Navigate to your desktop if it doesn’t default to that location.

In the lower left corner click the “new folder” button.

Give your package folder a name then click “create.”

In the new window that pops up, check the first three items: Copy Fonts, Copy Linked Graphics, and Update Graphic Links in Package.

In the lower right corner click the blue “package” button.

A font restriction warning will pop up. Click the blue “ok” button.

The packaging process will begin.

Locate the folder on your desktop. It should include a copy of your document as well as a fonts folder and a links folder.

Right click on the folder and choose “compress.” The folder **must be compressed before you upload it to the FTP site** or the files will become damaged and unusable.



That should be it!

Please note that none of your original documents or files will be moved. Everything is copied into the new folder you create, leaving the originals as they were.