

Package an Adobe InDesign File



Packaging your document in Adobe InDesign is an essential step to edit a document on another system.

This process collects all links, graphics, fonts and the native layout file. Additional pre-press time may be required to re-locate or replace artwork or fonts that are missing from file. Supplying us with your native file, we have full control to adjust or edit your document, per your request or production requirement, to create the highest quality final output.

InDesign: File/File to Package

1. Save your file
2. Select File / Package...
3. Click Okay at the Printing Instructions window (it is not necessary to fill out any info)
4. At the Save As: section of the Create Package Folder, name your folder the project name
5. Check Copy Fonts, Linked Graphics and Update Graphic links in Package
6. Click Save
7. Compress your folder using Stuffit (Mac) or WinZip (PC)
8. Submit your file



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Knowledge Base