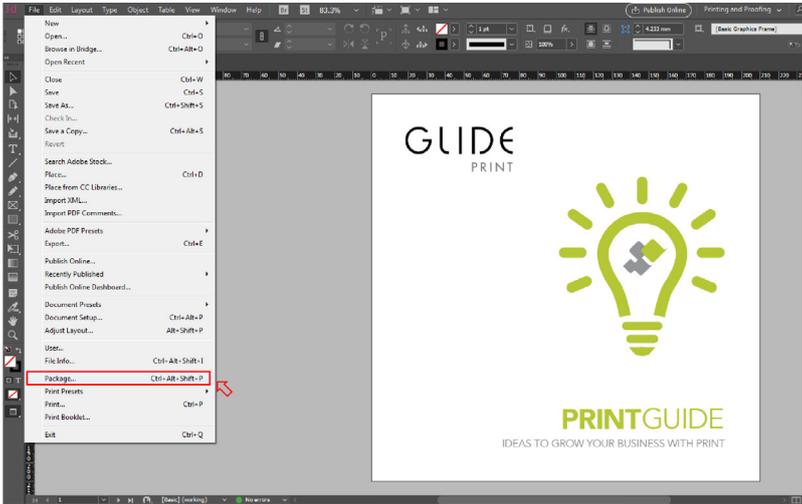




## Guide to Packaging an InDesign File

A handy reference guide to gathering every font and link used in an InDesign file in to one folder.

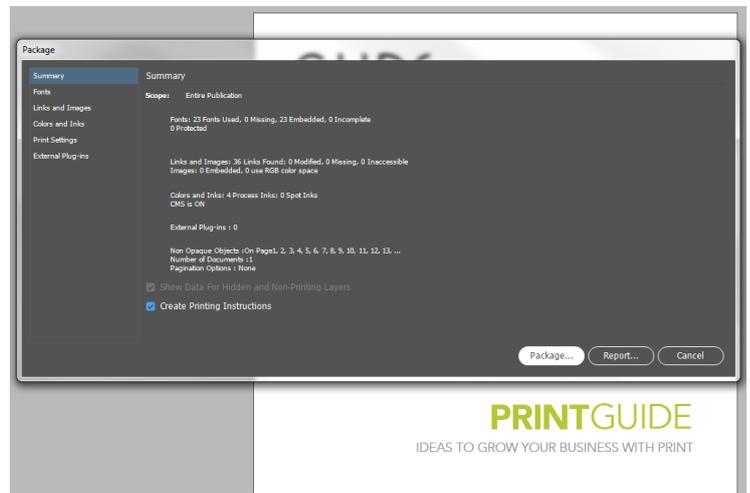


### Step 1.

When you are satisfied that your links are unbroken and all document fonts are available, save your document (to ensure the latest version is collected in the package), and open **File > Package** in InDesign. In this example we are using a file named **Glide Print - Print Guide.indd**.

### Step 2.

The **Summary** window will open, giving an overview as to what will be included in the whole folder. It is your chance to check for errors, and to go back and fix them, before packaging. If this is the case, click **Cancel**, fix the errors and save the document before starting the Packaging process again. Otherwise, click **Package** to continue.



### Step 3.

If **Create Printing Instructions** was selected in step 2, this is where company details and any special notes can be added. If you are hoping this file will be read, you may want to change the name from the default **Instructions.txt** to something eye-catching such as **Instructions\_PLEASE\_READ.txt**, so that it isn't missed by the recipient. Click **Continue** to choose a save destination.

# GLIDE

## PRINT

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### Step 4.

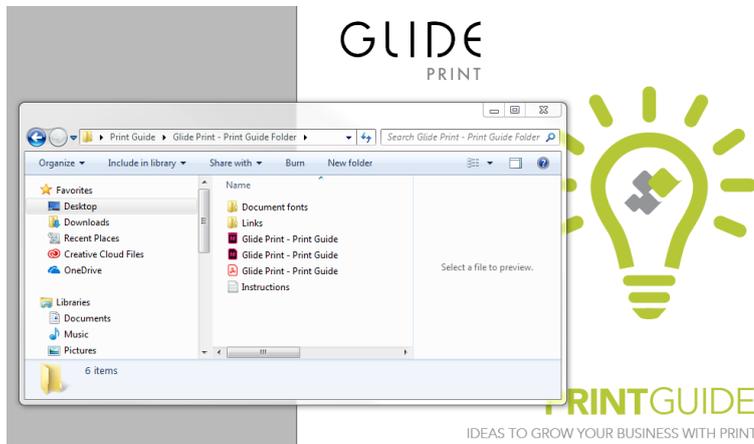
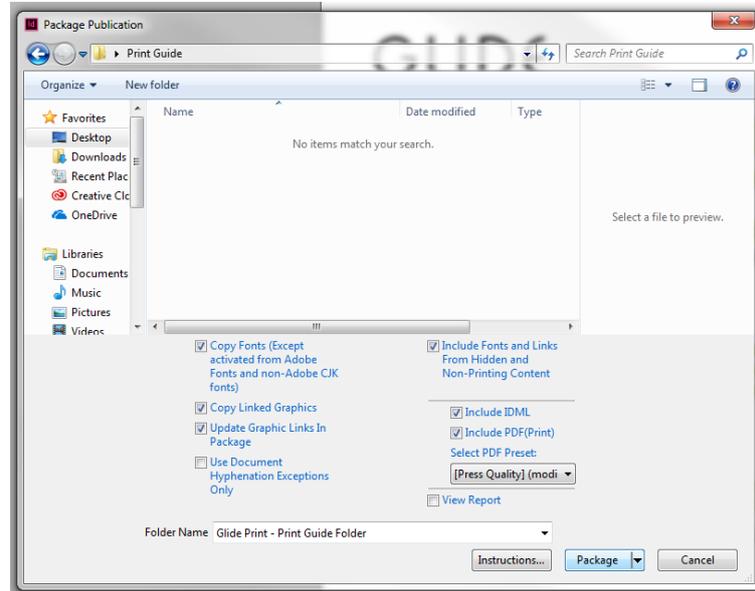
In this step we have chosen Desktop and clicked New folder, to create the folder Print Guide.

It's best to select most options, specifically the following:

- ✓ Copy Fonts
- ✓ Copy Linked Graphics
- ✓ Update Graphic Links in Package
- ✓ Include IDML (*for users of previous versions of InDesign*)
- ✓ Include PDF (Print)

The default Folder Name will be the file name, with Folder added. You can change that name here if necessary.

Then click Package.



### Step 5.

This will take you to the new folder which contains the items specified in the previous step. Included are all outside elements that have been linked, such as pictures and graphics, in the folder Links. All fonts used will be in the folder Document fonts.

The other files included are the Instructions, a PDF version of the final product and both an INDD and IDML version of the original InDesign file.

### Step 6.

To compress (also known as zipping) the newly created InDesign packaged folder, go back one level.

In the example, we go back to the Print Guide folder located on the Desktop (which contains the packaged folder from InDesign, Glide Print - Print Guide Folder).

From here you can right-click on the packaged folder and Compress (on a Mac) or Zip (on a PC).

