

PACKAGING AN INDESIGN FILE CHECK SHEET

HOW TO PACKAGE A FILE IN INDESIGN

STEP 1

Click File > Package > Click “Package”

STEP 2

Check that there are no missing links or fonts > Click “Package”

STEP 3

Change File Name to the title of the document and allocate where you would like to save it on your computer > Make sure that both “Copy Fonts” and “Link Graphics” boxes are ticked, as well as “Include IDML” and “Include PDF” > Click “Package”

STEP 4

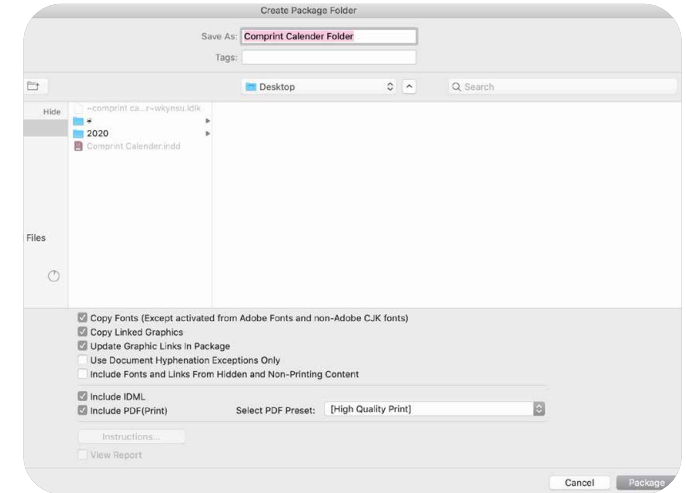
When the Warning box appears Click “Ok”

VOILA!

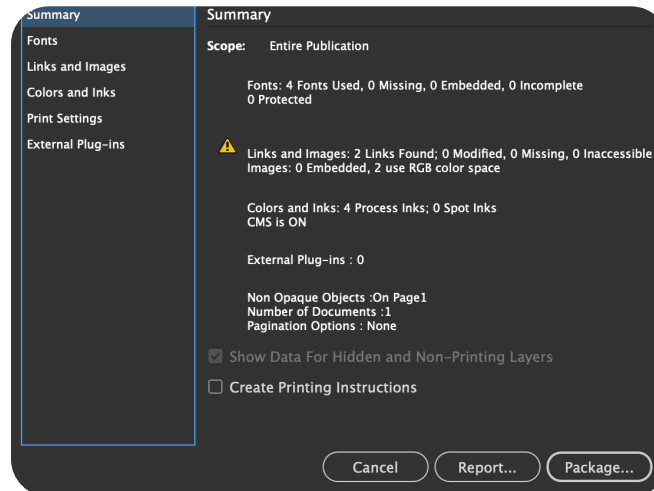
Once the file has been packaged and saved, right click on the folder > Click “Compress” to ZIP the file > Send the WeTransfer File to us



STEP 1 – Click File > Package > Click “Package”



STEP 3 – Select save destination > Click “Package”



STEP 2 – Check for Warnings > Click “Package”



STEP 4 – Click “Ok”