



# Learn how to package an InDesign file to automatically gather all of the links and fonts used in the design.

When you learn how to package an InDesign file, you can provide your team with a way to bundle and organize all the links and fonts used in that file or project. That means no more missing fonts or images when you send files to clients or coworkers. This guide will show you the right way to package a file using the InDesign Package function.

## 1. Start by Getting Organized

First, you always want to start a project in an organized way to ensure a clean hand-off when sending your project to someone else. This helps you avoid having to find missing links or fonts when it's time to turn in a project.

Here are some things you can do to stay organized that will help you, your coworkers, your client, or the printer:

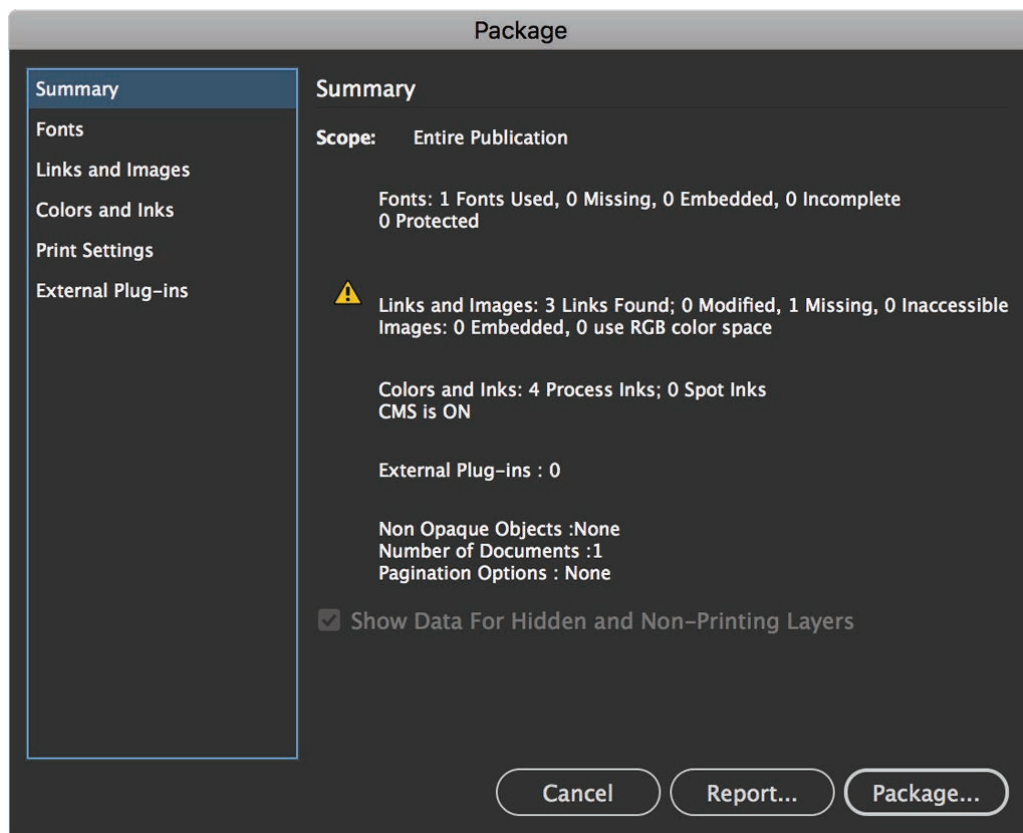
- Name your files using common or descriptive conventions.

- Make sure all links aren't broken and are available, i.e. save links to a shared server, not solely on your computer.

- Make sure all fonts are available, or on a server and not only your computer.

## 2. Open the Package Window for a Final Check

Using **Package** saves you from manually collecting and sorting all the links and fonts used in a file or project. To Package an InDesign file, go to **File > Package** in the main menu, or hit **Option + Shift + Command + P**. A window will pop up showing lots of information.





In the **Summary** section you will find any problems with your file. It's a nice final check-up before collecting and packaging all the parts of a project.

**In the Package menu, you can review these specific sections:**

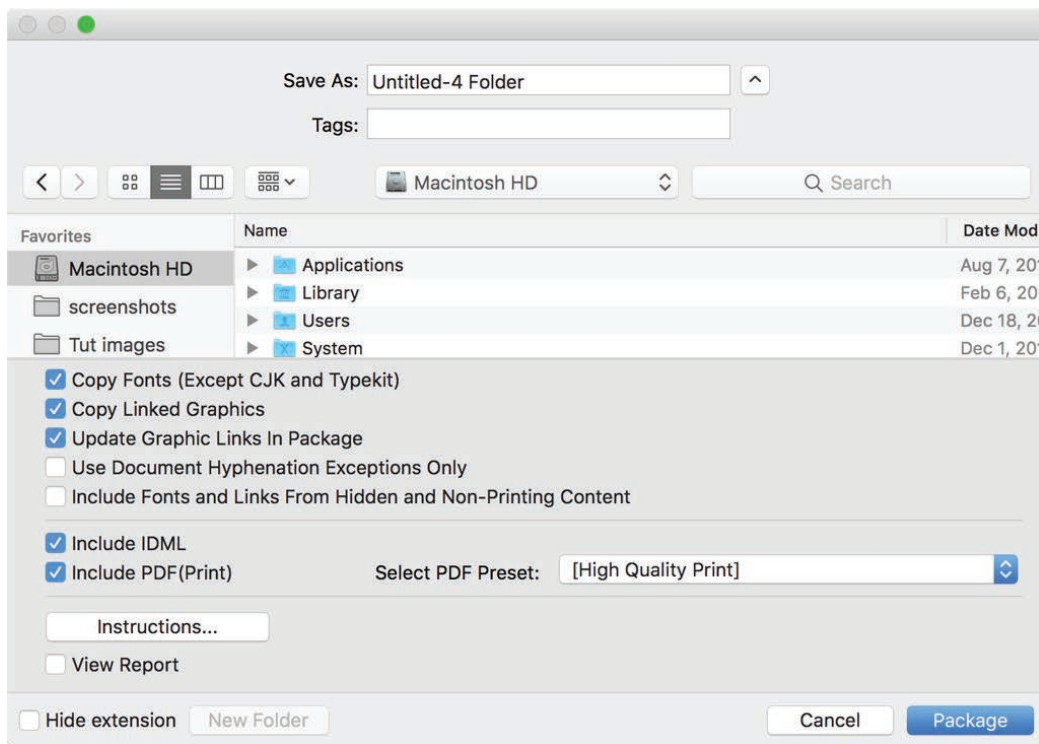
- **Fonts** – Find out if you're using the correct type of font, or whether it's protected.
- **Links and Images** – Check the file type, status (whether it's missing or present), and ICC color profile.
- **Colors and Inks** – Check the color space one last time. There is some really technical info here, but you can easily tell if the file is CMYK or RGB.
- **Print Settings** – This contains any saved printer settings that may be attached to the file. Since printing proofs to an office ink jet is different than sending the actual file to an elaborate web press, a printer will most likely delete any settings. It does, however, show dimensions, and if there are invisible or non-printable layers used.
- **External Plug-ins** – Lastly, you can check here for any InDesign plug-ins used in a file, since an unintended plug-in can cause a disruption in the progress of a project.

Check the specs and reports of each individual categories. Make sure you're using those assets correctly or the way a printer recommends.

---

### 3. Save and Name Your Project

Hit **Continue**. Now you will name and choose the location for your packaged project and its assets.



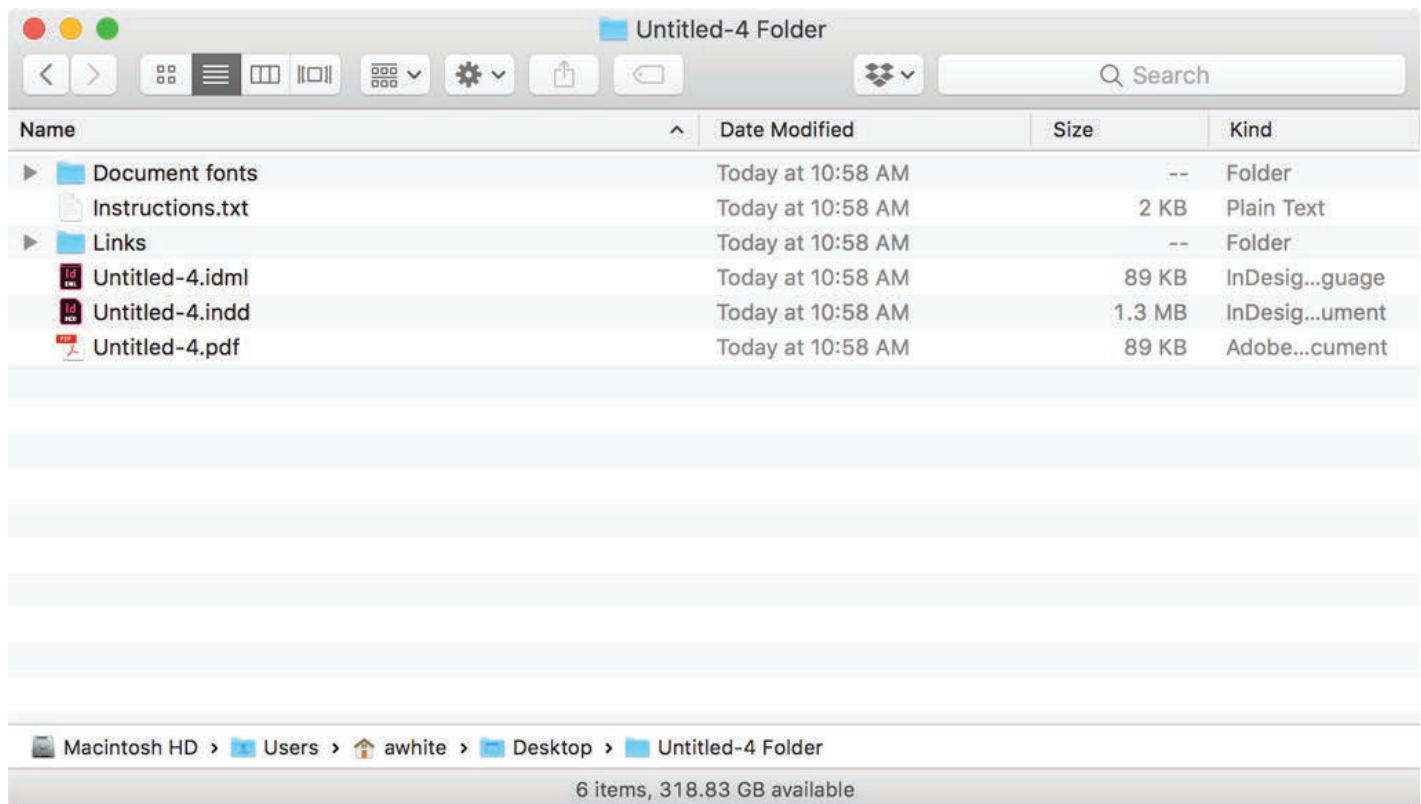


Don't panic. There are a lot of options here, but most default settings are checked. You may or may not need to include some of them, so let's cover the big ones:

- **Copy Fonts** – Include the fonts used in your project every time.
- **Copy Linked Graphics** – Always include the linked graphics in your project. Provide every asset, every time, to ensure the next user has everything associated with a project file.
- **Update Graphic Links in Package** – This updates the graphics with any latest changes.
- **Include IDML** – An Adobe InDesign Markup Language File is opened as a template of the file in any version of InDesign. When you close it, you can then save it as an .INDD file. This can be used a back up in case another user is on a different version of the InDesign app.
- **Include PDF** – Include a PDF proof of your file, as-is. This can be used to compare the printed piece to the design proof. It's a good idea to leave this option turned on.

## 4. Package and Send Your File

When you hit the Package button on this window, it will make a folder containing a copy of your InDesign file, all the links and fonts used, instructions to the printer, the PDF, and the IDML template file.



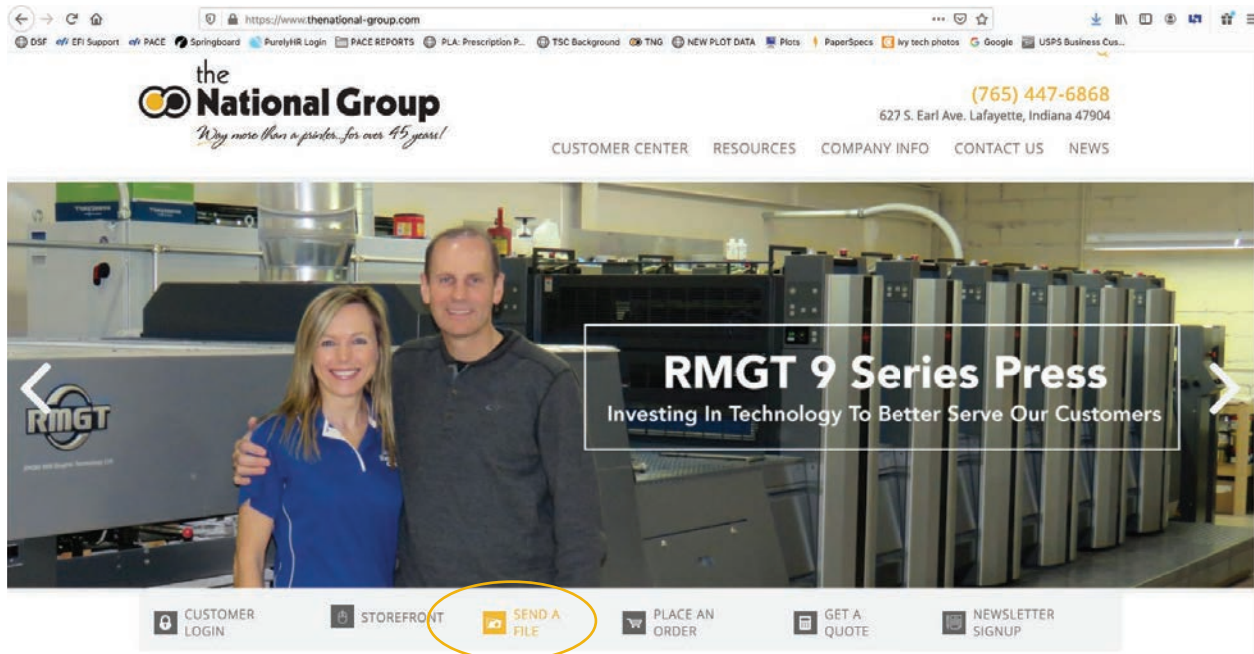
Now that you know how to package an InDesign file, you can share your work with others, providing everything they need to continue, or send to a printer.

In order to send this folder, compress it into a zip file. To compress, on a Mac, right click the folder in the Finder, and choose Compress "[Folder Name]" from the list.



## 5. Send a file to The National Group

Visit our website at [www.thenational-group.com](http://www.thenational-group.com), select send a file.



Fill out the form and select the person you would like to send files too.

Thanks to the convenience of our online file transfer module, there's no need to make a special trip just to deliver a file. You can easily send a file from your computer in a matter of minutes.

Just enter your information below, attach document or zipped folder, click "send file" and we'll send you an e-mail to confirm that we've received it. It's that easy.

YOUR NAME (REQUIRED)

COMPANY (REQUIRED)

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

One Email Address Only

YOUR E-MAIL ADDRESS (REQUIRED)

- Julia Farrell
- Leo Farrell
- Christy Burrows
- Lorren Jacobs
- Nichole Kocher
- Mike Linder
- Jeni Mullen
- I'm not sure

Please provide information about the file you are sending, for example finish size, quantity, when needed, etc.



Please provide information about the file you are sending, for example finish size, quantity, when needed, etc.

ADDITIONAL DETAILS

APPLICATION TYPE (REQUIRED)

IF OTHER, PLEASE SPECIFY

Online File Transfer

BLEED AND CROPS CONFIRMED (REQUIRED)

Click or drag below to add your files.

Filename (Required) \*REQUIRED

Browse... No files selected.

SEND

Browse to select your zipped packaged file and hit **send**.