

# InDesign Tutorial

## Learning Adobe InDesign: Packaging Files for Print

Once your job is finalized and ready to send to the print shop, you can easily gather your files into one folder.

### STEP 1

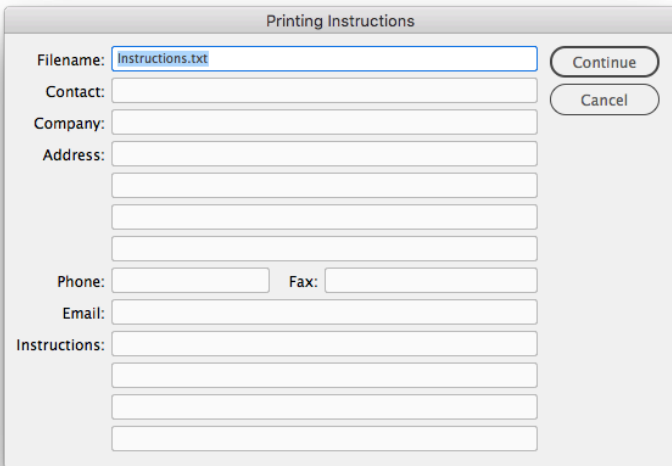
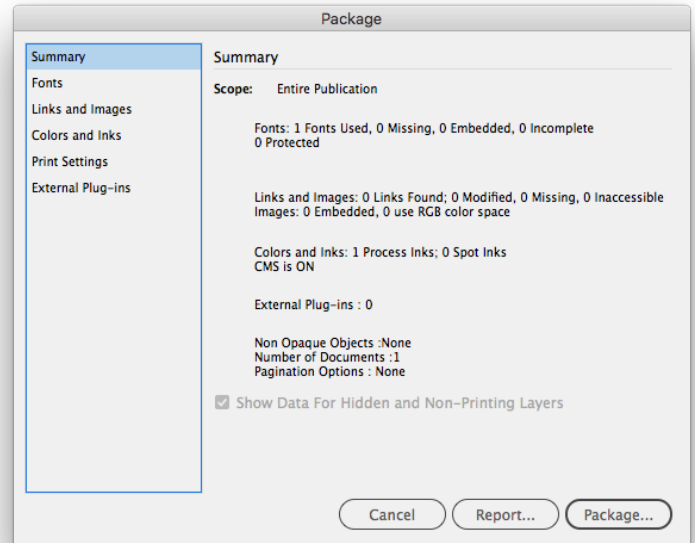
Double check that your document has all of the support files updated; elements bleed where needed; page size is set for final size; no fonts are missing

### STEP 2

Click File in the menu bar and choose package (or press command + option + shift+ p on mac)

### STEP 3

The package window allows you to see if images and fonts are missing or other problem areas. If all is ok choose Package

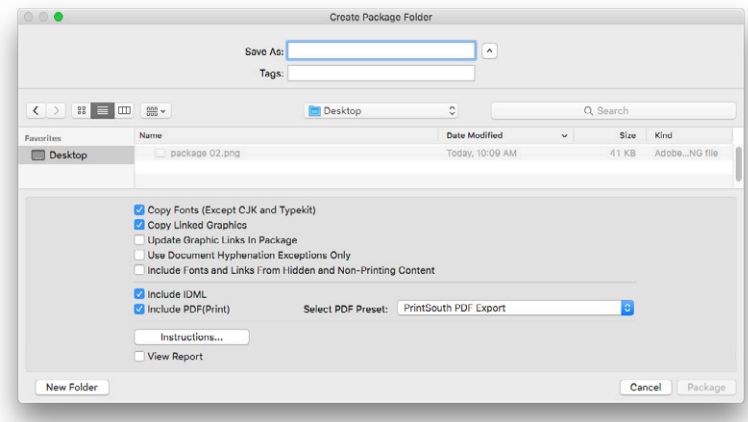


### STEP 4

Printing Instructions window allows you to send notes to the printers about this job. Choose continue

### STEP 5

Create Package Folder. This screen allows you to create a centralized folder that the fonts, supports and output files will be gathered to. Use the check boxes to include the fonts, supports, IMDL file and a high resolution pdf file for printing. Choose package



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## **STEP 6**

Once InDesign is finished packaging your files, you can locate the folder on your local machine and burn a cd/dvd of the files, or zip the folder in order to upload via ftp.

Many times while designing a project, you will pull files from other folders on your server. Packaging your project into one central folder make it easy to send to your printing company, and it also allows you to have everything in one place for easy backup and storage.