Adobe® **InDesign** *Internal Packaging*

PACKAGING YOUR FILES

If you are unable to create a PDF, you will need to collect your image files, font files and your actual document into one folder, compress and submit. InDesign has an internal packaging feature that makes this quick and easy.

To collect your files:

1) Open your InDesign document and select **File**>**Package**.
   If there are problems with links or fonts, you will get a message that says "Possible problems were detected during preflight. View preflight information or continue with packaging?"
   - Click **View Info**. There will be a yellow triangle with an ! inside it next to the problem area.
   - Choose that area from the list to the left.

   If the problem is missing text links, you can ignore it.
   If the problem is missing images, you need to fix it before you proceed.
   - Choose the missing image from the list and click **Relink**.
   - Browse to where the image is saved, click on the image and choose **Save**.

   If the problem area is with the fonts, you will need to make sure those fonts are installed on your machine by checking your system's folder. InDesign can not collect fonts that are not installed on the machine that you are collecting from.
   To check your system's fonts folder:
   - *PC users should click **My Computer**> **Control Panel**> **Fonts**.*
   - *MAC users should click on the hard drive icon that contains the system folder. Click on **System folder**>**Fonts**.*
   Once everything is fixed, click **Package**.

2) Click **Continue** in the Printing Instructions window.

3) Choose your Desktop from the **Save In** drop-down menu.

4) Change the Folder name to your school initials, zip code and the edition; e.g. AHS12345Nov.

5) Make sure that the **Copy Fonts**, **Copy Linked Graphics** and **Update Graphic Links in Folder** buttons are selected at the bottom of this window.

6) Click **Package**.

7) If a font alert pops up, click **OK**.

5) Open the folder that InDesign created on your desktop. This folder should contain all images, fonts and your actual InDesign document.

6) After you have checked to see that your images, fonts and document are in the folder, close the folder and compress it. PC users can right click on the folder and go to **Send To**>**Compressed zipped folder**. MAC users will need to use DropStuff which can be downloaded from the Free Downloads section of our website. Once compressed, login to your JSP account and submit an order.

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