

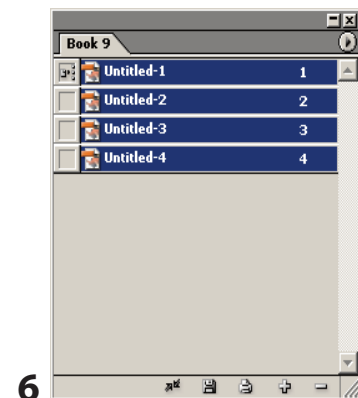
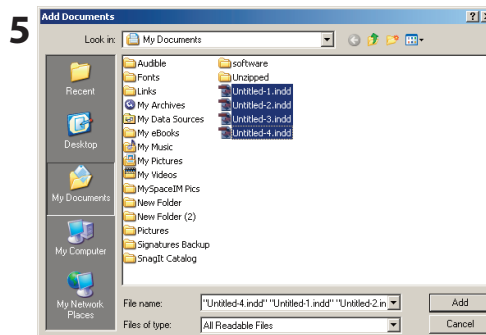
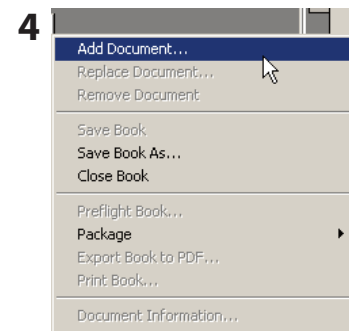
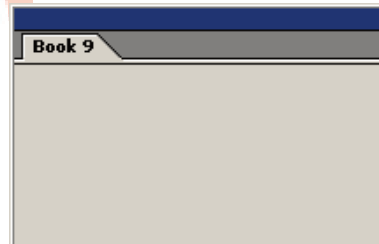
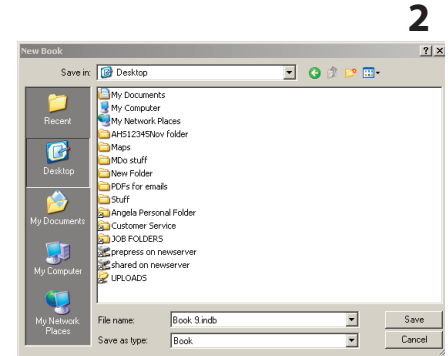
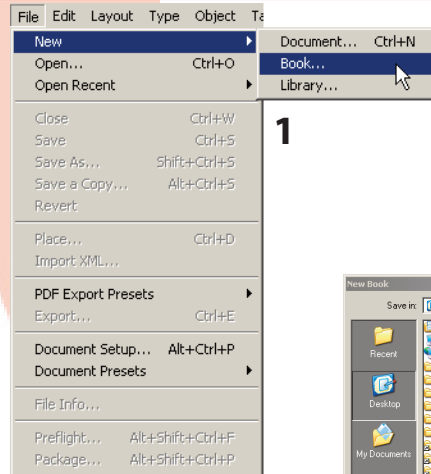
Adobe® InDesign Packaging Multiple Files

PACKAGING MULTIPLE INDESIGN FILES

If you are unable to create a PDF, you will need to collect your image files, font files and your actual documents into one folder, compress and submit. InDesign has an internal packaging feature that makes this quick and easy. If you have several separate InDesign documents, you can package all of the pages at once.

To collect your files:

- 1) Open InDesign and select **File>New>Book** (your InDesign documents should not be opened).
- 2) Choose your desktop from the Save in drop-down menu at the top of the screen and click **Save**.
- 3) In the window that pops up, select the drop-down menu that is in the top right corner.
- 4) Click **Add Document**.
- 5) Browse to locate your files and highlight each of them by holding the **CTRL** button down on your keyboard and clicking each file. Once all of them are highlighted, click **Add**. If your pages are saved in different locations, you will need to repeat step 4 and browse to each separate file, one at a time.
- 6) Highlight each of the pages that are in the book.



See next page

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7) Go to the drop-down menu again and select **File>Package>Book for Print**.

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 (See image A & B)
- Choose that area from the list to the left. (See image B)

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**. (See image C)
- Browse to where the image is saved, click on the image and choose **Save**. (See image C)

If the problem area is with the fonts, you will need to make sure those fonts are installed on your machine. 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 all links are fixed, click **Package**.

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

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

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

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

12) Click **Package**.

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

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

15) After you have checked to see that your pictures, fonts and documents 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.

