

How to Package an Illustrator File

Last Updated: June 2023

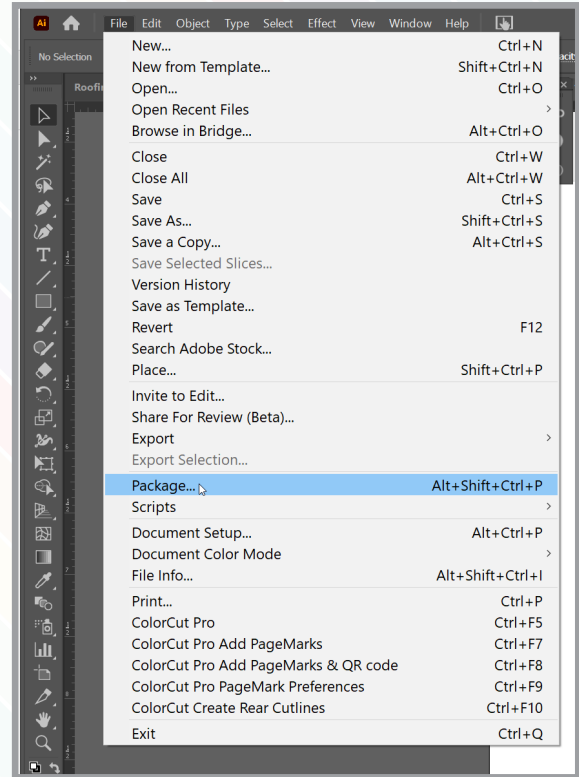
1. What is packaging?

Packaging your file is a method of exporting that allows you to share an editable version of your document. Document links, fonts, and swatches are included, ensuring that we can make any necessary changes to your document without any losses in quality.

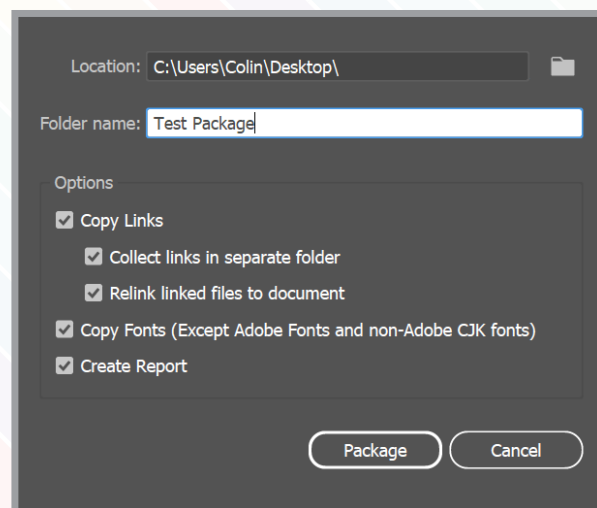
2. Packaging your file

Creating a packaged Illustrator file is very simple. Start by saving your document, as you cannot package an unsaved file. Now, you can navigate to the Package menu through File > Package or pressing the hotkey (Ctrl/Cmd)+Alt+Shift+P.

Once inside the Package menu, select your export location and name your packaged document. All packaging options should be enabled by default, but in the case they're not, ensure they're all checked. Once finished, you can click the Package button at the bottom of the window to complete the process.







Location of the Packaging menu



Packaging menu

2a. Inside your packaged file

After the export is complete, your packaged document will appear as a folder at your previously selected location. Inside of this folder, you will find a variety of files. As a baseline, this folder will include the working Illustrator file (.ai) and a package report (.txt.) Additionally, there will be folders for any other files that your Illustrator document will need such as included fonts or linked files.

Name	Date modified	Type	Size
 Fonts	1/5/2023 7:20 AM	File folder	
 Links	1/5/2023 7:20 AM	File folder	
 Test Package Report.txt	1/5/2023 7:20 AM	Text Document	2 KB
 Test Package.ai	1/5/2023 7:20 AM	Adobe Illustrator ...	1,777 KB

Example of what the inside of a packaged file looks like

3. Sharing your packaged file

After the process is complete, you are now able to share your packaged file. Since packaged files are often larger than what your email will allow you to attach, it might be necessary to upload your package folder to an online storage service such as Google Drive, Microsoft OneDrive, or WeTransfer. You may also share them through our website's "Send a File" feature.

To make sure no files get missed during sharing, it is recommended to compress your packaged folder into a ZIP archive before you upload it anywhere. On Windows, you can right click on your folder and select "Send to > Compressed (zipped) folder." On Mac, you can right click on your folder and select "Compress."