

How to Package an InDesign File

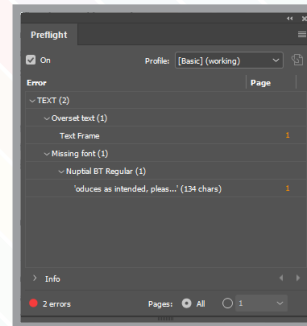
Last Updated: June 2023

1. What is packaging?

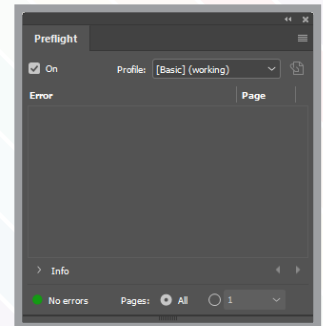
Packaging your file is a method of exporting that allows you to share an editable version of your document. Document links, fonts, and swatches are included, ensuring that we can make any necessary changes to your document without any losses in quality.

2. Ensure the document has no errors

Before you package your file, it is important to make sure that your file is correctly set up. Bring up the preflight panel (Window > Output > Preflight or [Ctrl/Cmd]+Alt+Shift+F) to see if there are any errors present in your file. Common errors that will appear here are “overset text” (a frame is too small for the contained text) or “missing link” (an embedded file cannot be located). If any errors are present, use the info provided on this panel to locate the problematic content. If there are no errors in your document, the bottom left of the window will turn green and say “No Errors,” which means you are ready to continue exporting.



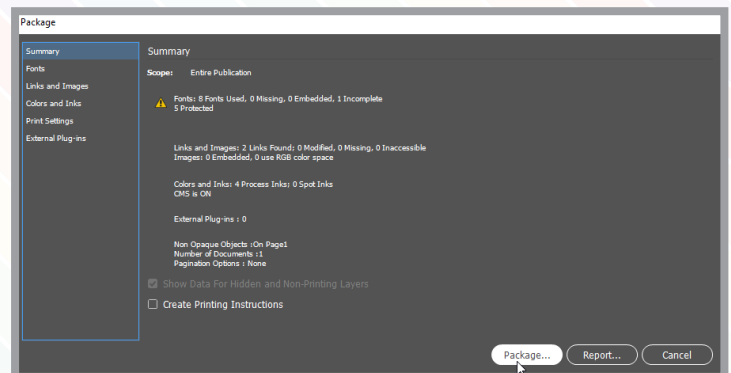
The Preflight panel when errors are present



The Preflight panel when no errors are present

3. Package the File

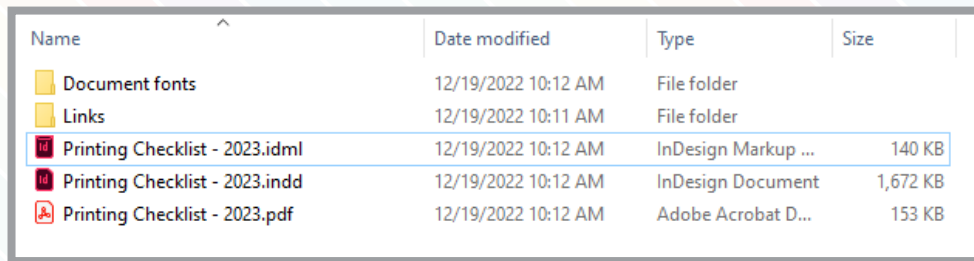
To package your file, first open up the Package window (File > Package or [Ctrl/Cmd]+Alt+Shift+P). This window will first give you a quick summary of what will be contained in your final package. Take note of any errors that appear on this window as they can be detrimental to your final product. If you use specialty fonts, it is possible that InDesign will be unable to include them in the package due to licensing or copy protection. To correct this, either change the problematic font or manually include the font file in the package after the export is complete. To complete the package, click on “Package” and select where you want your package to be saved at.



The Summary tab of the Package window

2a. Inside the 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 file will include: the working InDesign document (.indd), a backwards compatible copy of the working InDesign document (.idml), and a .PDF export of your document. Additionally, there will be folders for any other files that your InDesign document will need such as included fonts or any embedded files. If InDesign was unable to package all of the document fonts in the previous step, this folder is where you will manually place the missing font files.



Name	Date modified	Type	Size
Document fonts	12/19/2022 10:12 AM	File folder	
Links	12/19/2022 10:11 AM	File folder	
Printing Checklist - 2023.idml	12/19/2022 10:12 AM	InDesign Markup ...	140 KB
Printing Checklist - 2023.indd	12/19/2022 10:12 AM	InDesign Document	1,672 KB
Printing Checklist - 2023.pdf	12/19/2022 10:12 AM	Adobe Acrobat D...	153 KB

Sample of a packaged InDesign File

4. Share the Package

After the package process is complete, you are now able to share your document with us! These packages can have a large file size, so they are likely unable to attach to a normal email. To share the package with us, it is recommended to upload the folder to a cloud-saving service such as Google Drive, Microsoft OneDrive, or WeTransfer. You may also send 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."