

“I sent my file, what do you mean you can’t you use it?”

“It looks fine on my screen”

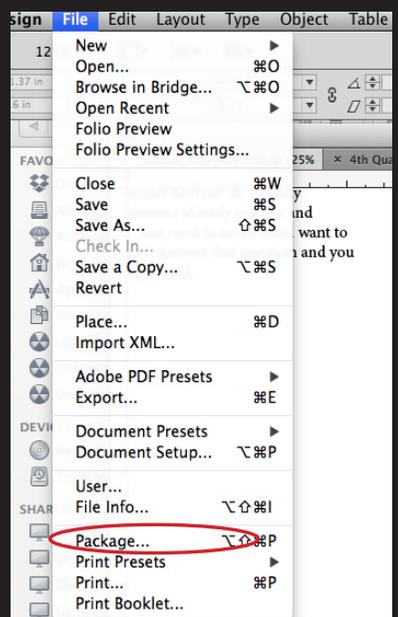
“I see the fonts on my computer”

“The pictures look good here”

Many, many new InDesign users have discovered “the hard way” that simply e-mailing their InDesign file to someone will not allow that person to properly use their file. Their InDesign file depends on fonts and linked graphics that must be sent along with it in order for it to work properly. Fortunately, InDesign has a built-in Package utility that creates a folder with a name of your choice, puts a copy of your document into the folder, and then copies all necessary fonts and images into the folder as well. Generally you will create a package, zip it up, and then send it to whomever needs it.

Here are detailed instructions:

1. Open your INDD file in InDesign.
2. If possible, resolve any errors concerning missing links or fonts.
3. Go to File: Package.
4. Click the Package button.
5. Click continue on the “Printing Instructions” window (most people ignore these instructions).
6. Browse to where you’d like to create the package folder (desktop would be easiest) and enter the name of the folder.
7. Make sure that the “Copy Fonts,” “Copy Linked Graphics,” “Update Graphic Links in Package,” and “Include Fonts and Links from Hidden...” are all checked. Other boxes should be unchecked.
8. Click the package button.
9. Find the new folder that InDesign created and verify that it contains copies of all required files.
10. It is also a great safety net to add a High Res PDF file with crops and bleeds to this folder. That way the vendor has a snapshot of what the project is suppose to look like or possibly just use your PDF. Make sure it includes crops and bleeds if necessary!
11. Right-click the folder and choose “Compress” (Mac) or “Send to ZIP” (Windows, might be something different but similar depending on what software you have installed). This will zip it up.
12. If the file size is less than 10MB, you can probably safely e-mail it. If it’s more, then you should use some other method (DropBox, FTP, YouSendIt, web server, Cloud etc.) to share the file.



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