How to Package an InDesign document

When submitting an InDesign document we ask that our clients package their components for file submission.

Packaging an InDesign document will create a copy of it as well as gather your links/graphics, fonts, export a PDF, and save an IDML so long as those boxes are checked. You will still have your original InDesign document. Packaging creates a nice and neat package of everything a printer would need to produce your project.

1. Open the INDD file in InDesign that you want to send to us on the system that it was created on.

2. Ensure that any errors concerning missing links, colorspace, or fonts are resolved first.

3. Go to File/Package.

4. Double check to ensure all issues are resolved.

4. Click the Package button at the bottom of the Package Publication window.

5. Click continue on the "Printing Instructions" window
    a. You may fill this out, but it is not a requirement

6. Browse to where you'd like to create the package folder (desktop is perfect) then enter the name of the folder (example: Annual Report for HPG).

7. Make sure that the "Copy Fonts," "Copy Linked Graphics," "Update Graphic Links in Package," "Include Fonts and Links from Hidden….," "Include IDML," and "Include PDF" (choose HeritagePDF here) are all checked. Other boxes should be unchecked.

8. Click the Package button. It's now gathering all your components. This may take several moments.

9. Find the new folder that InDesign created (see step 6) and verify that it contains copies of all required files.

10. Right-click the folder and choose "Compress" (Mac) or "Send to Compressed (zipped) folder" (Windows, might be something different but similar depending on what software you have installed). This will compress everything into one file for submission.

11. We ask that you upload the file through our website (https://heritageprinting.com/contact.php#upload-file).

12. Once your file has fully uploaded, please send your customer service representative an email or give them a call to let them know to expect your incoming files.

13. Virtual high five! You are done!