# How to Package an InDesign File

Open InDesign file.

It is extremely important that you have all colors, graphics and images extended .125" beyond page edge on all pages!

Click on **File** then click on **Package**.
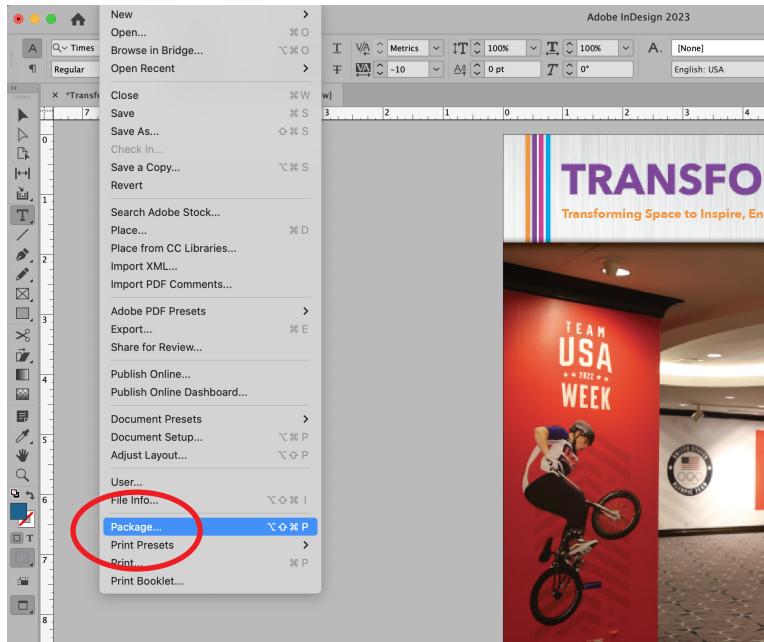
Click on **Package** again.
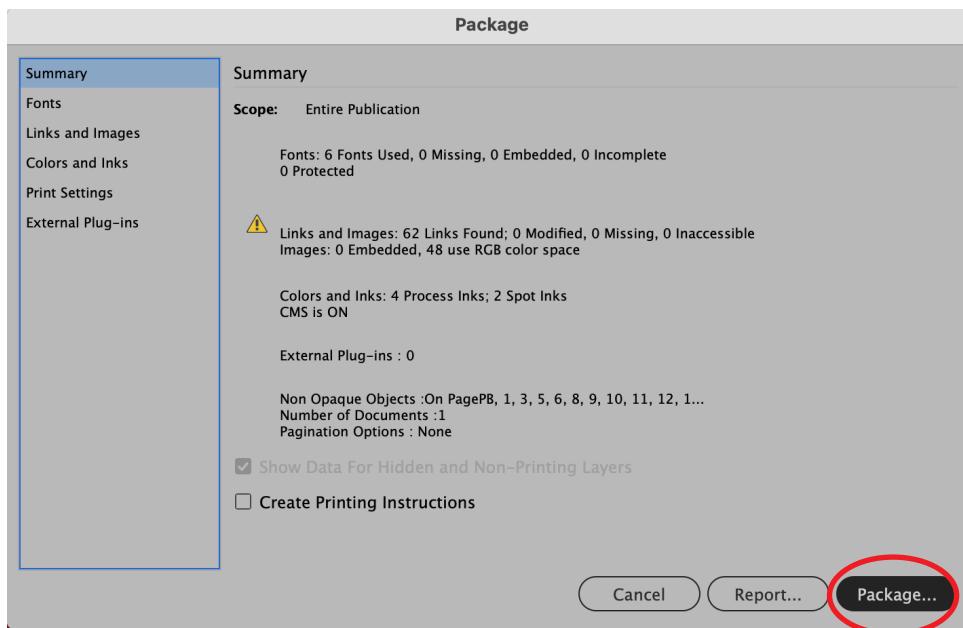
Choose where you want to save your file.
Be sure **Select PDF Preset** is set to: **[High Quality Print]** then click on **Package**.

Create Package Folder

Save As: Transformations Fall 2022 Heritage

Tags:

Where: 📁 Desktop

☑ Copy Fonts (Except activated from Adobe Fonts and non-Adobe CJK fonts)
☑ Copy Linked Graphics
☑ Update Graphic Links In Package
☐ Use Document Hyphenation Exceptions Only
☐ Include Fonts and Links From Hidden and Non-Printing Content

☑ Include IDML
☑ Include PDF(Print)   Select PDF Preset: [High Quality Print]

Instructions...

☐ View Report

Cancel   **Package**
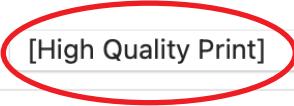
Locate the packaged folder. Right click on the folder and Zip or Compress the entire folder.

Send or upload the new ZIP file to Heritage.

HERITAGE
SIGNS & DISPLAYS

Still need help?
Give us a call. 704-551-0700