Packaging InDesign files

1. Open the layout/file in InDesign. Then go to File>Package.
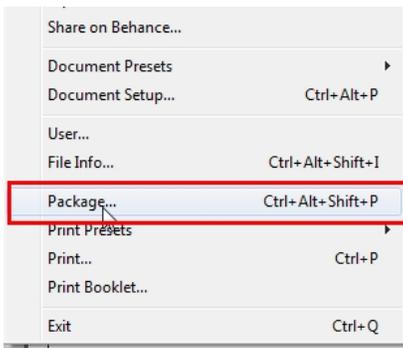
2. In the Package summary click on Links and Images header on the left hand side.
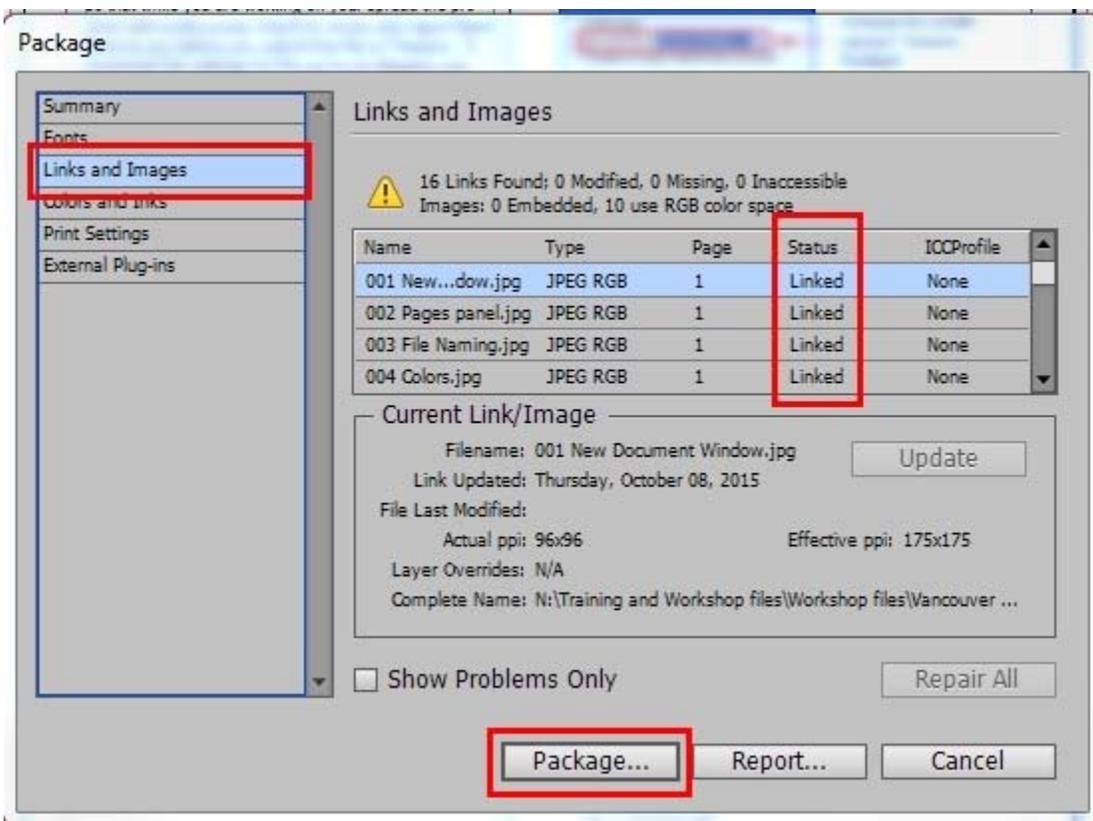
3. Make sure that under status all the images indicate Linked. If it indicates missing then InDesign cannot find the original image that was placed. You will need to close this window and find that image so that it can be re-linked to the file. If it indicates Embedded then the image has been copied and pasted into the layout and should be re-linked to the original image before packaging.
4. If all the images are linked then click on Package.
5. At this point a Printing Instructions window will come up. Just click Continue to this window.
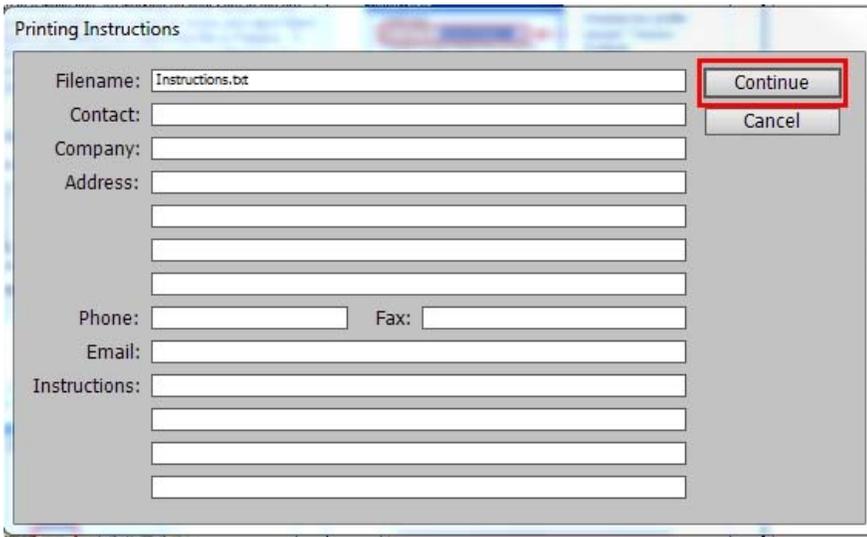
6. From there a browse window will come asking where to place the package files when complete. In this window make sure that the Copy Fonts, Copy Linked Graphics and Update Graphic Links in Package check boxes are turned on. Then click on Package.
7. InDesign will then begin to package the files to the location you indicated. After it has completed open the folder that contains the package.
8. In order to submit this packaged folder to Friesens by email or upload it needs to be compressed into a zip file. To do this Right-Click (Control-click on a Mac) and select Send To > Compressed (Zipped) folder.
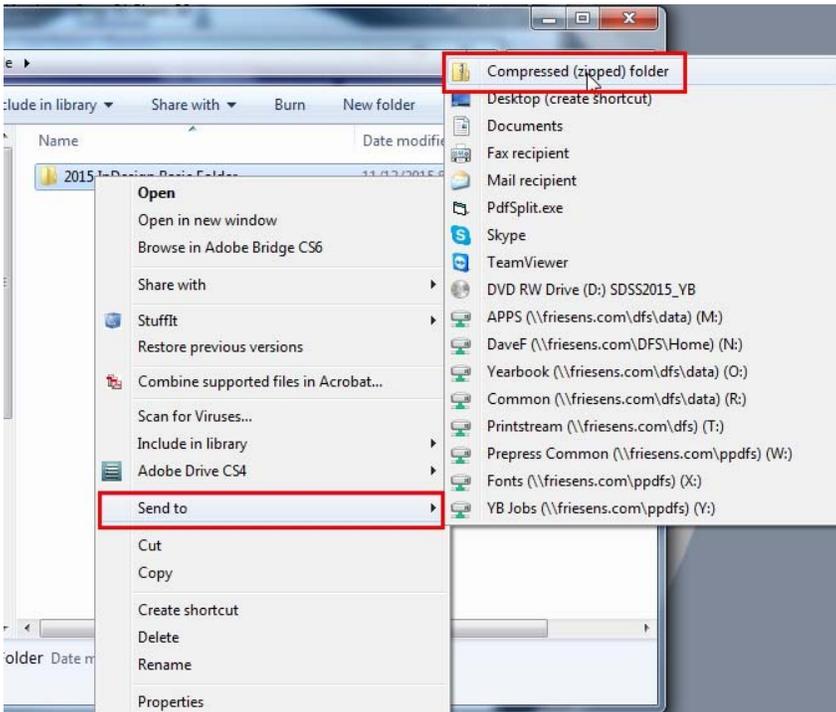
9. Once this is done you will have a zipped copy of this folder that can be sent to Friesens.