

# Packaging your files in InDesign CC 2014

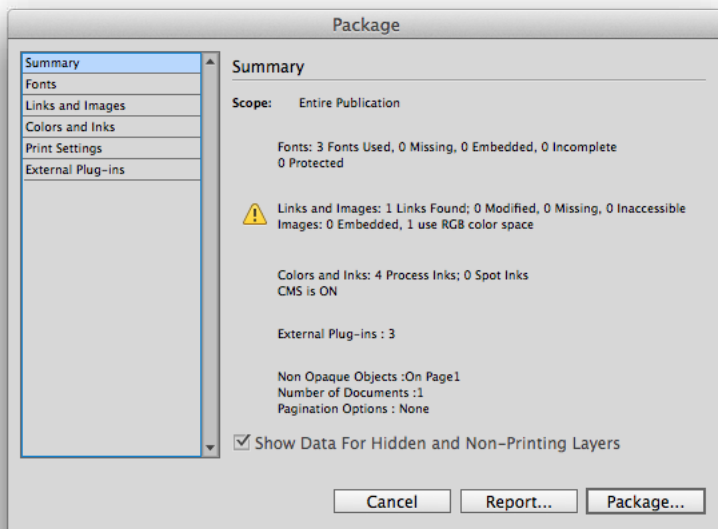
Whether you are using InDesign CC 2014 or an older version, we recommend that you use their built-in methods for preparing your files for upload.

**Uploads that do not include all the necessary elements for printing may be unavoidably delayed or even completely unprintable.** Using the built-in methods in your program simplifies the process for you and ensures that we receive everything we need to process your files. *Instructions are for Mac OS X, running InDesign CC 2014. Operations are similar for other operating systems and other versions of InDesign.*

InDesign calls this process: **Packaging a File.**

From the **File** Menu, select **Package...**

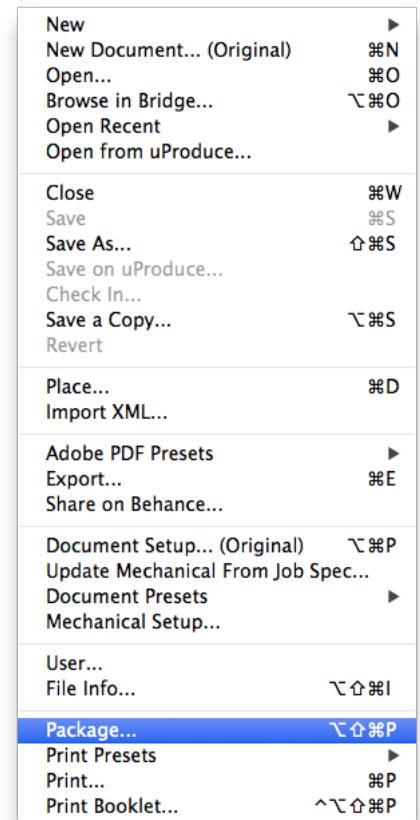
Next InDesign will show you a preflight summary of what it will be collecting, and any potential problems that it detects in your file (*for example, the figure here shows an RGB image*). After clicking on the **Package...** button, you will be asked to save your file before continuing.



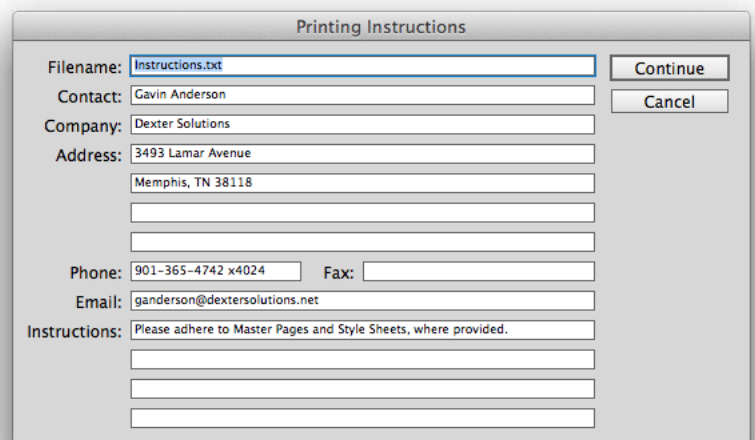
Packaging Dialog

Next, you will be given the opportunity to include any printing instructions that you may have for us. **NOTE:** Any instructions that you enter into this dialog box will be seen only by the prepress dept., not by your sales rep.

When you click **Continue**, InDesign will create a folder for your packaged files, so that they will all be in one place.



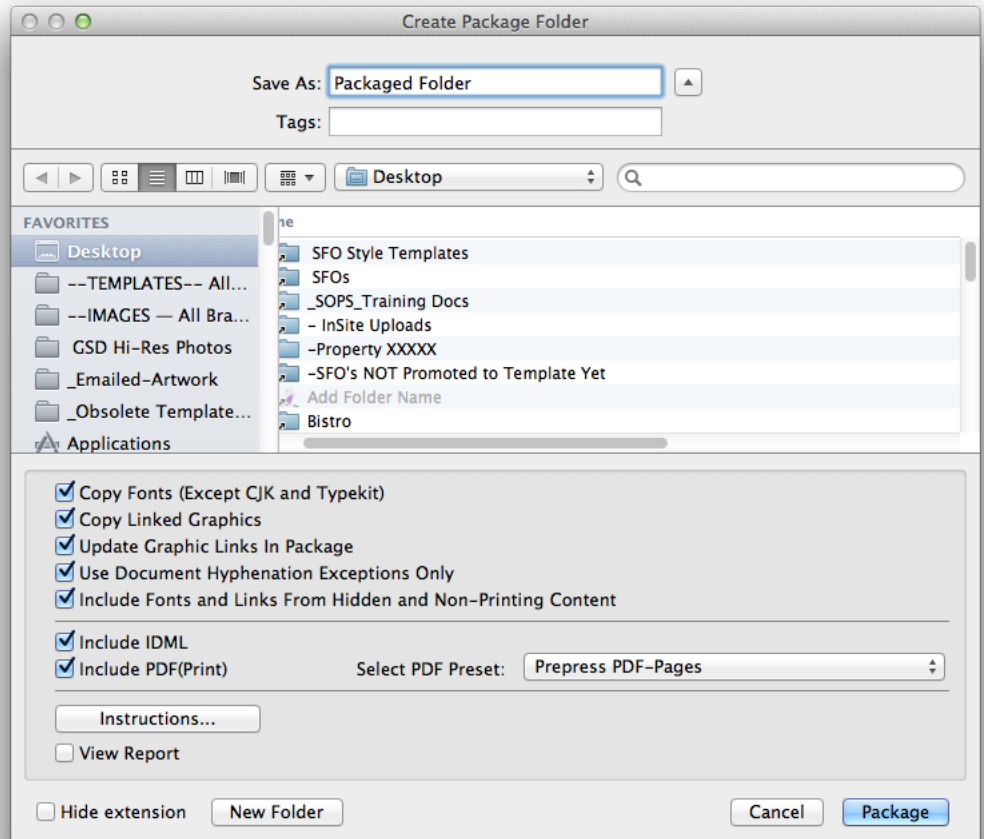
InDesign File Menu



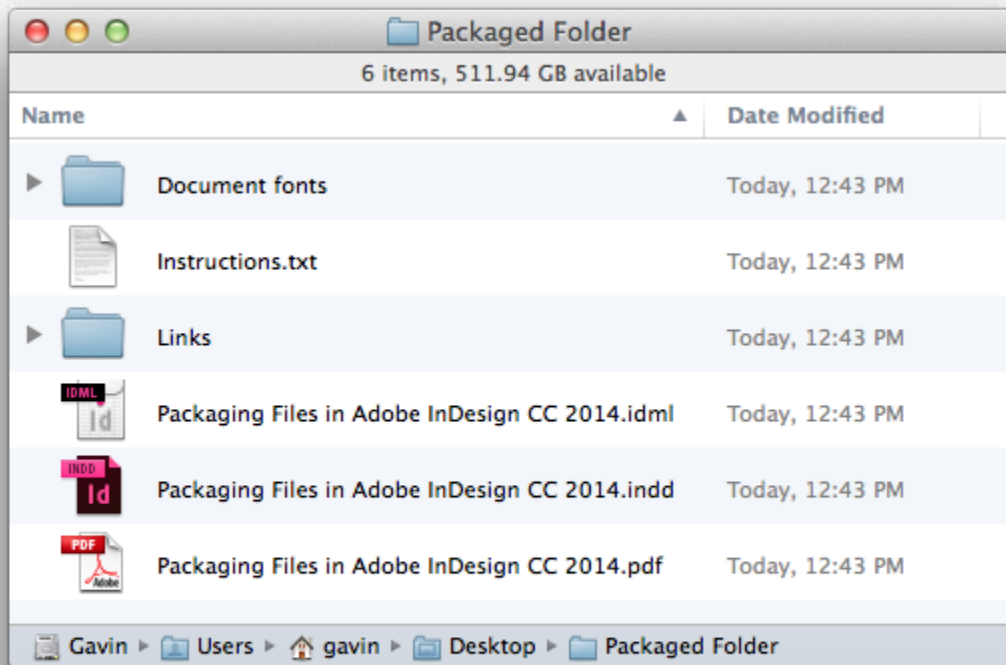
Printing Instructions

You will be given the opportunity to decide what is collected. Please make sure that **ALL** options are checked, except View Report.

Be sure to use our PDF Preset to include a Print-Ready PDF with your packaged InDesign file.



Create Package Folder Dialog



Your final folder of packaged files should look something like this example.