# Packaging Your Job Using InDesign

Packaging is InDesign's way of collecting all of the fonts and images/graphics (which InDesign refers to as links) you have used to design your document, and puts them all in one folder. This ensures that all fonts and links remain with the document. If adjustments need to be made, they can be made on any computer that has the same, or more recent, version of InDesign.

If jobs aren't packaged, InDesign will not be able to find the photos or fonts you were using, or other links that you placed in the document if you work on another computer. Which means, any adjustments that need to be made will require the original designer, or computer with the links on it to fix it. Regardless of what your intentions are with your InDesign document, packaging is a must. This will ensure that everything you have used to setup your document will always be there, regardless of if you change computers, lose pictures or fonts, etc.

To package, have your document open and go to File > Package.

In the dialog box that comes up (**1**), look to see if there are any warnings. This will be indicated by a yellow warning triangle (**2**). If there are warnings, make sure that nothing says "Missing" (**3**). This is indicated by a value greater than zero before the word "Missing". If there are missing links, they will not get packaged, and when you go to export your job the links will not export with the PDF, and a gray placeholder box will be in its place, or the links will get exported at a low resolution, 72 dpi (screen resolution), compared to 300 dpi which is preferred for printing, with values that do not go below 240 dpi.

Click "Package" (**4**).
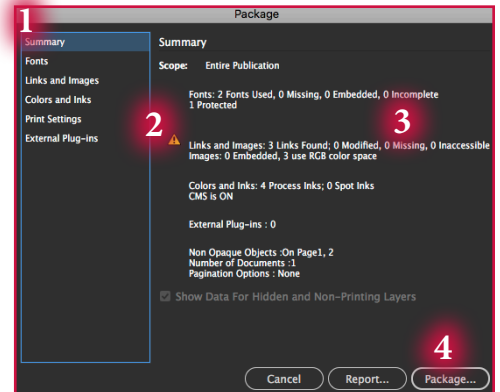
If they are not linked, you can relink by going to Window > Links. Find any links that have a red circle next to them (**5**), select the link (**6**), and at the bottom of the "Link" window there are two options; one is the "Relink" button (**7**) and the other is the "Go to Link" button (**8**).

Click the "Go to Link" button (**8**) to go to the link to see where it is located in the document. If you aren't using it anymore, indicated by the link residing outside of the printable area, you can simply delete it, or ignore it. If you are using it, click the "Relink" button (**7**), and browse your computer for the link location, select it, and it will be relinked.
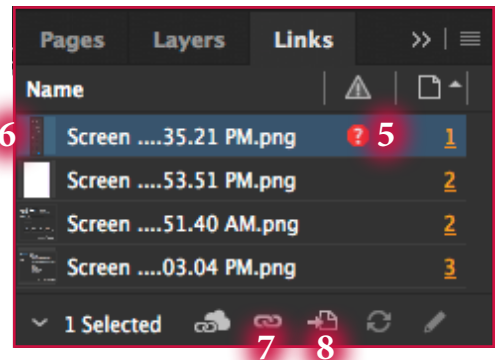
Once all of your links have been updated, you can package the job by going to File > Package.

It may ask to save the document, make note of where the document is being saved, and click "Save" (**9**).
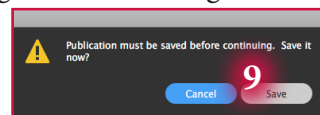
The next window will ask for the filename (**10**), this is the most important field to fill out, as the others do not have tho be filled out to proceed with packaging. Click "Continue" (**11**) once you have finished.

Choose the location for the folder that will contain your packaged document, and name the folder. Using the default name, "document name Folder", will suffice. Click "Package" when you are done.

A copyright warning message will appear letting you know about certain restrictions when it comes to fonts and their usage, read it , and click "OK".
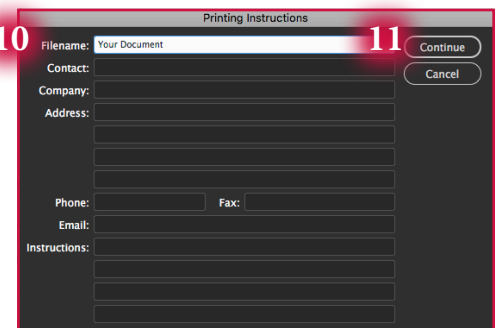
After the document has finished being packaged, close the current InDesign document, find the newly packaged folder, and open your InDesign document. This will now edit the packaged document instead of the standalone document you were working on before it was packaged. Now, all of your edits will be saved to the InDesign document in the packaged folder.

Note: if you add additional links, you can either place them in the "Links" folder, or you can repackage the job.