

Packaging Files

Helpful Resources



Packaging Files Explained 3

Packaging Files/Embedding Fonts in:

InDesign	4
Photoshop	5
Illustrator	6
Microsoft Publisher	7
Microsoft Word	8
Canva.....	9

Other Helpful Resources

Blank Templates	10
Professional Design Help ...	10
Online Design Tool	10



Packaging Files



It looks like you didn't package your files or embed fonts and images into your document. Embedding is important because we want to ensure that your final product looks exactly how you want it to. If you forget to embed fonts, they don't transfer and your design will be modified.

Some applications, like Adobe InDesign and Illustrator, have a process called "Packaging" that embeds your fonts and graphics into your files. For others, such as Adobe Photoshop and Microsoft Publisher and Word, there are other ways to ensure your submitted files come through without any issues.

In the examples below, you can see what happens when you don't embed a font. The font type was changed, which distorted the width of the textbox and length of the sentences.

Font When Embedded:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Lorem ipsum dolor sit amet, cons ectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Font Not Embedded:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, cons ectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Adobe® InDesign Packaging Files

1 Open Package Dialogue Box

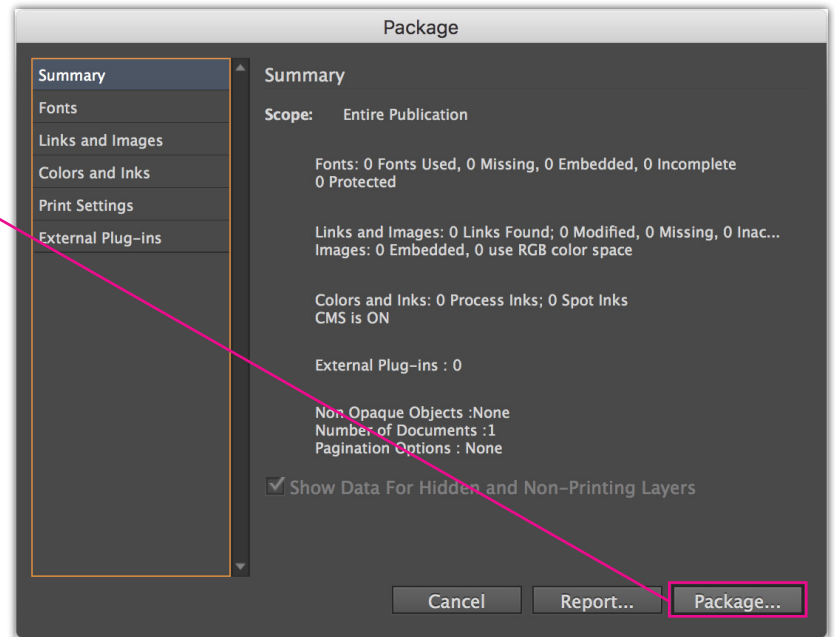
From top menu bar:

- Click: [File > Package](#)

In Package Dialogue Box:

- Click: [Package](#)

1



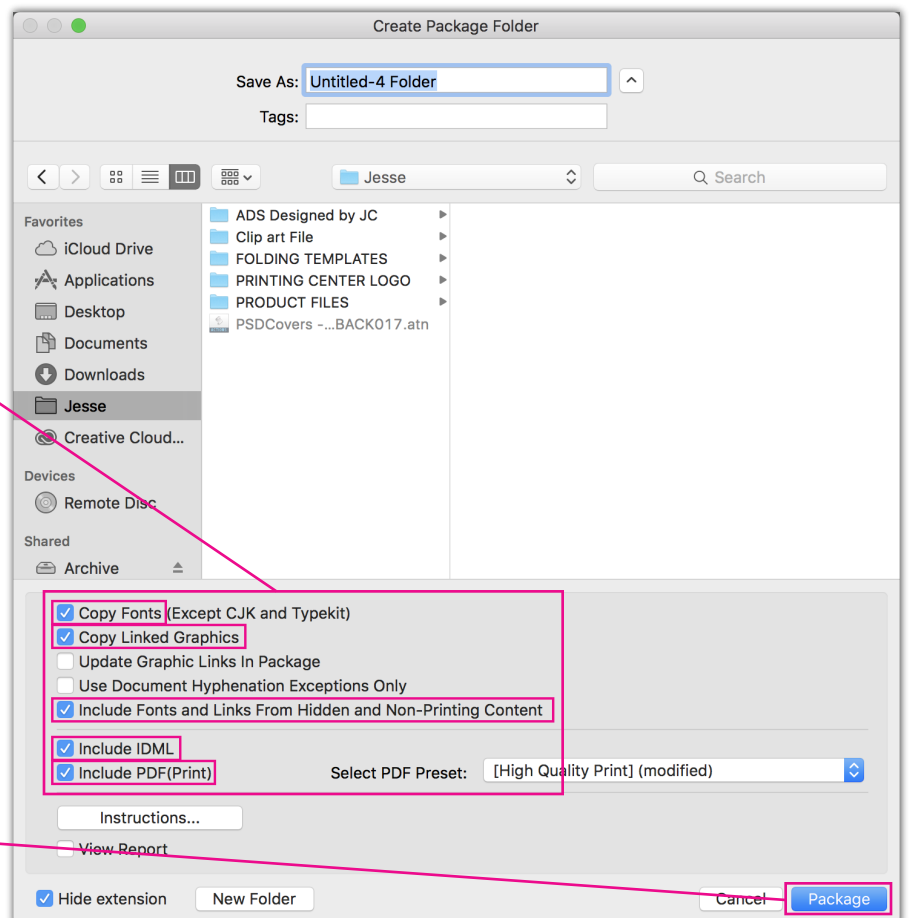
2 Select Package Options

In Create Package Folder
Dialogue Box:

- Mark these 5 checkboxes:

- [Copy Fonts](#)
- [Copy Linked Graphics](#)
- [Include Fonts and Links from Hidden and Non-Printing Content](#)
- [Include IDML](#)
- [Include PDF \(Print\)](#)

2



3 Package Files

- Click: [Package](#)

3

Need More Help? [Click Here!](#)

Adobe® Photoshop Embedding Fonts

1 Select Text Layers

In the Layers pane:

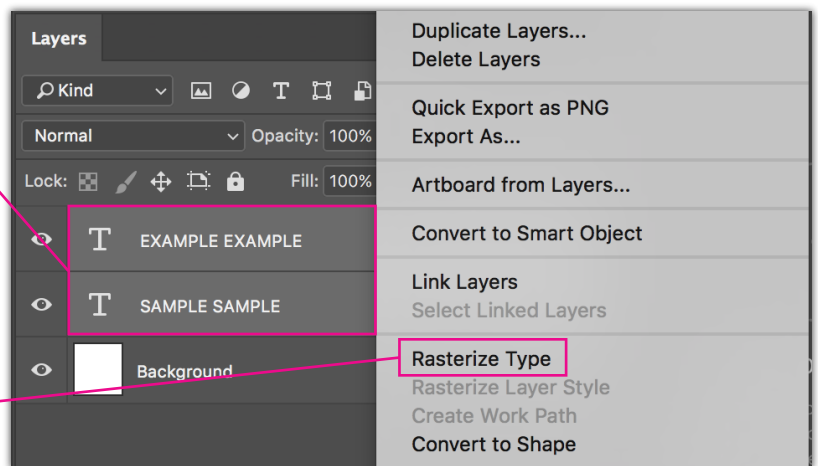
- Click: [All Text Layers](#)

1

2 Rasterize Text

- Right Click: select [Rasterize Type](#)

2

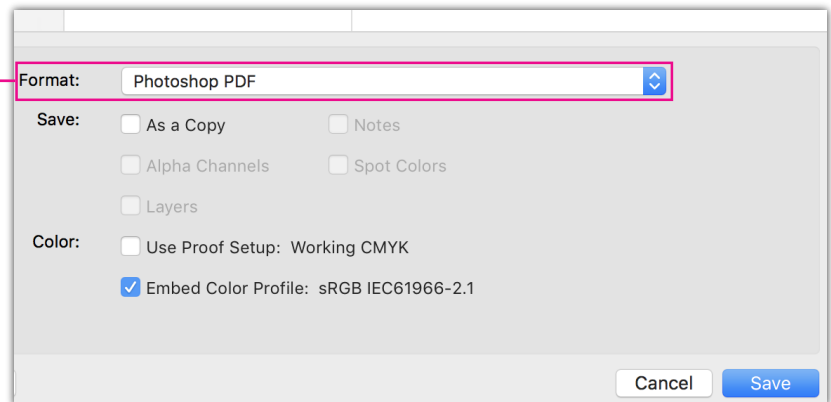


3 Open Save As Dialogue Box

From top menu bar:

- Click: [File > Save As](#)
- Set Format: [Photoshop PDF](#)
- Click: [Save](#)

3

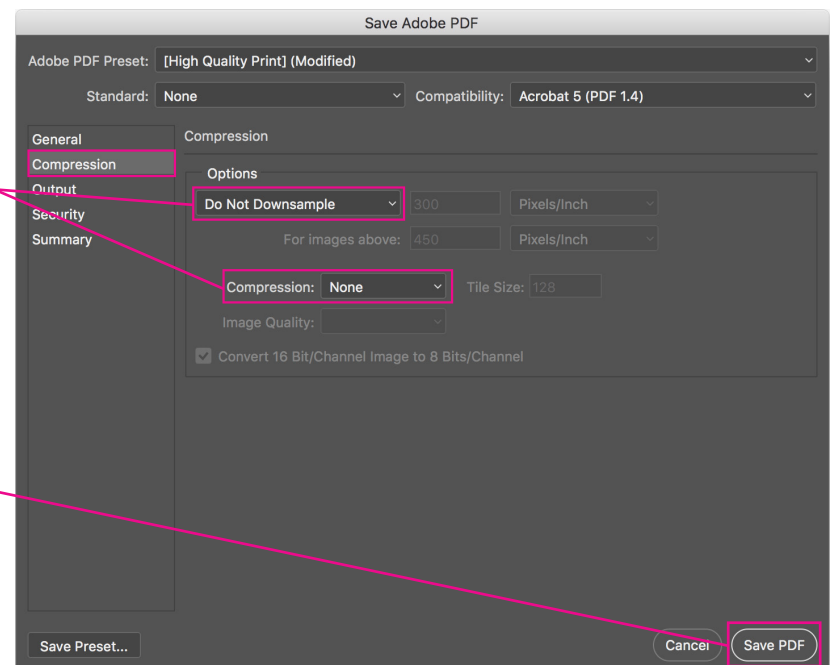


4 Edit PDF Settings

Click: [Compression](#)

- Change: [Bicubic Downsampling](#) to [Do Not Downsample](#)
- Change: [Compression](#) > [None](#)

4



5 Save PDF

Click: [Save PDF](#)

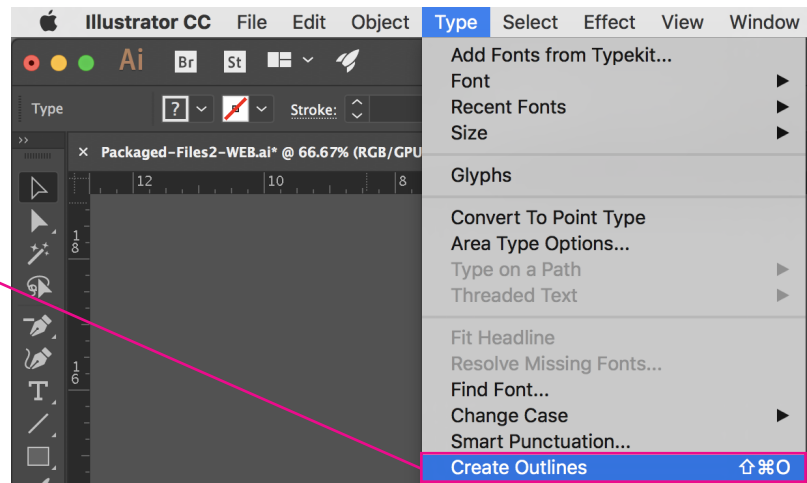
5

Adobe® Illustrator Packaging Files

1 Convert Fonts to Outlines

Choose the selection tool (shortcut: "V"):

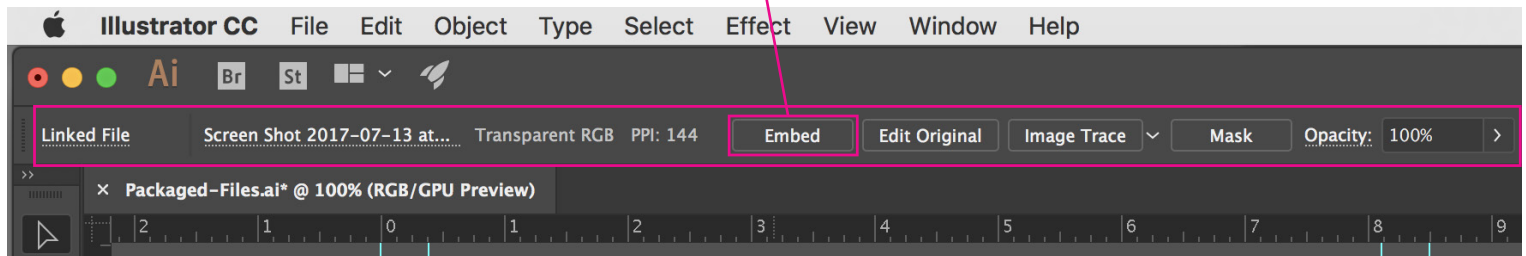
- Select all your text by clicking it
- Click: [Type > Create Outlines](#)



2 Embed Links

Select your Linked Image & the "Linked File" bar will show up above the toolbar:

- Click: [Embed](#)



3 Select Package Options

3a From top menu bar:

- Click: [File > Package](#)

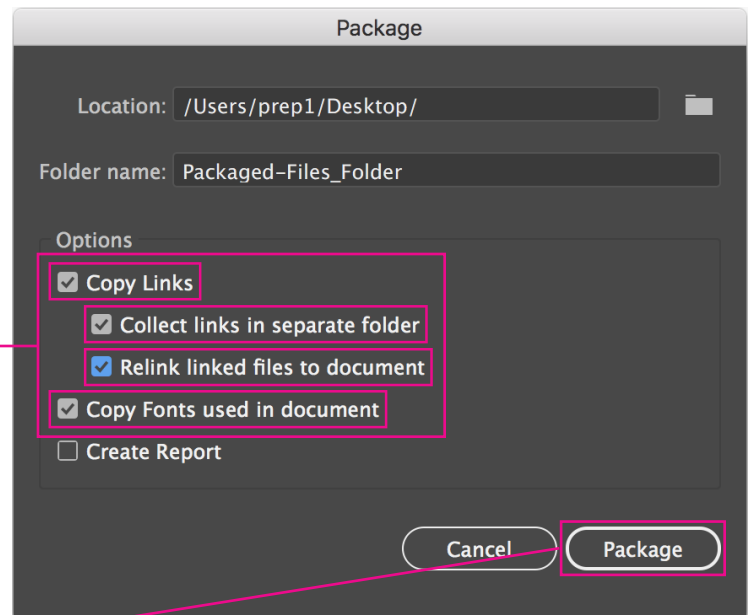
In Package Dialogue Box:

- Click: [Package](#)

3b In Package Dialogue Box:

- Mark these 4 checkboxes:

- [Copy Links](#)
- [Collect Links in separate folder](#)
- [Relink linked files to document](#)
- [Copy Fonts used in document](#)



4 Package Files

- Click: [Package](#)

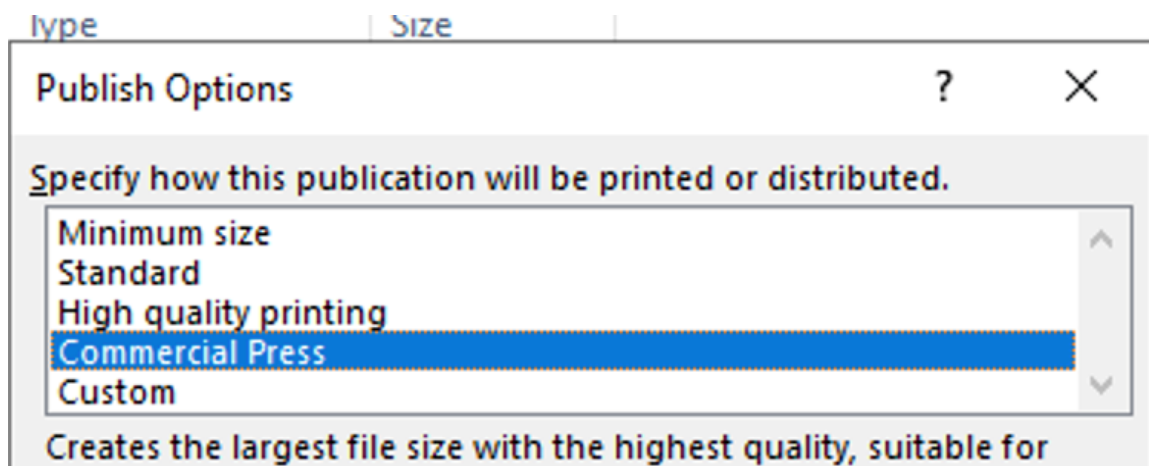
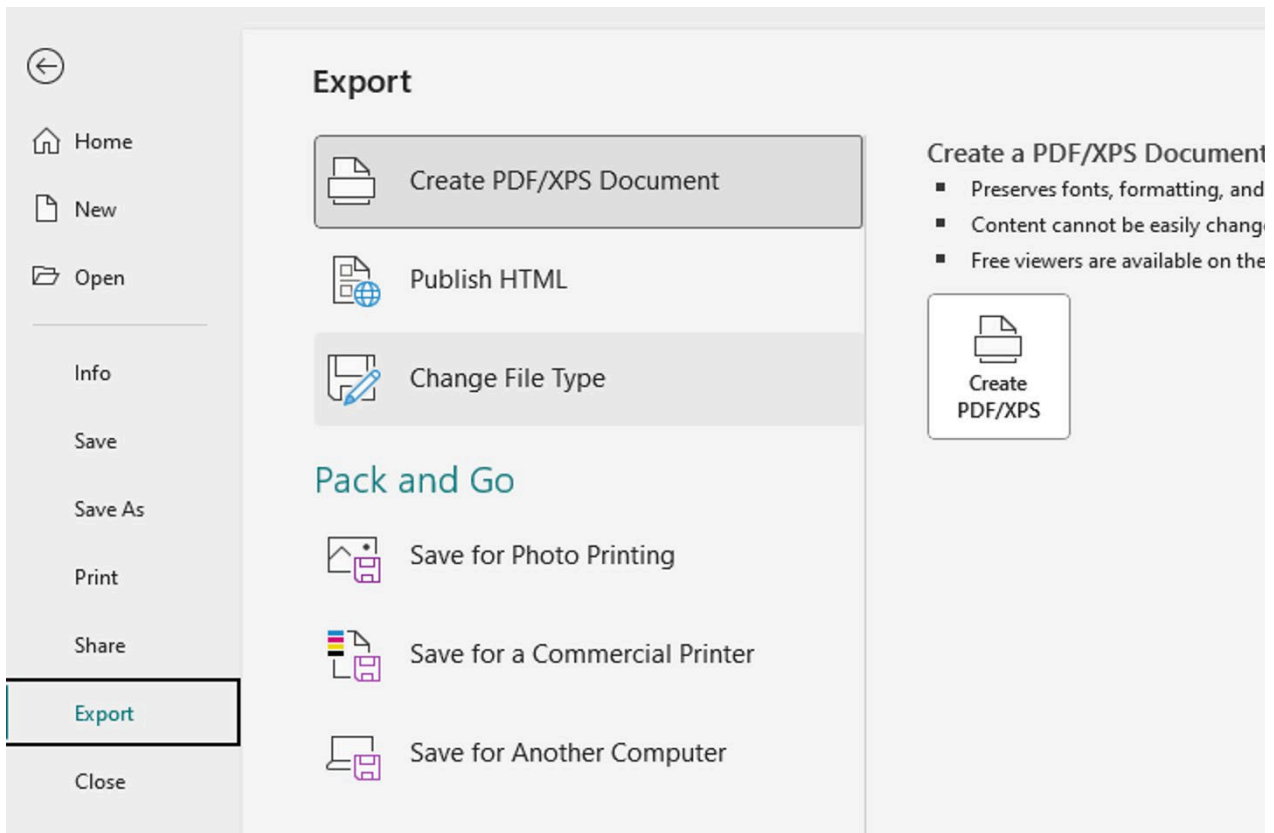
4

Need More Help? [Click Here!](#)

Microsoft® Publisher Embedding Fonts

Currently, there is no process for embedding fonts or packaging files in Microsoft Publisher. If you follow the steps below that show how to save your document as a PDF, you shouldn't have any issues with fonts or graphics not transferring.

1 Export PDF



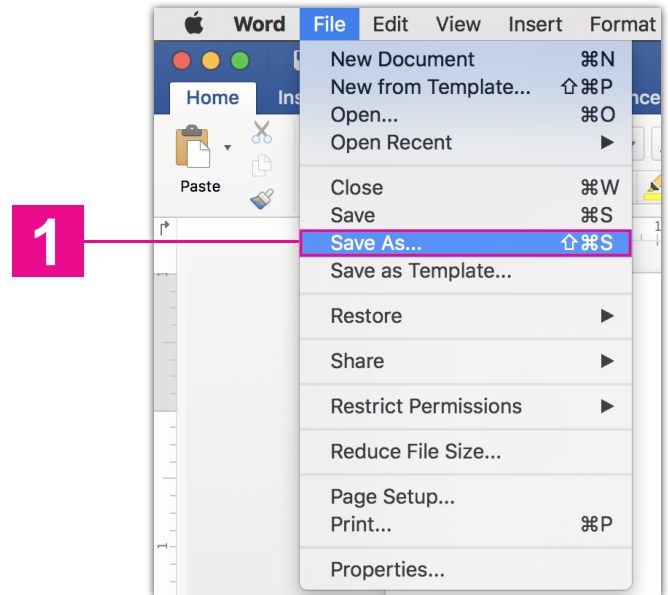
Microsoft® Word Embedding Fonts

Unfortunately, there is no process for embedding fonts or packaging files in Microsoft Word. If you follow the steps below that show how to save your document as a PDF, you shouldn't have any issues with fonts or graphics not transferring.

1 Open Save As Dialogue Box

From top menu bar:

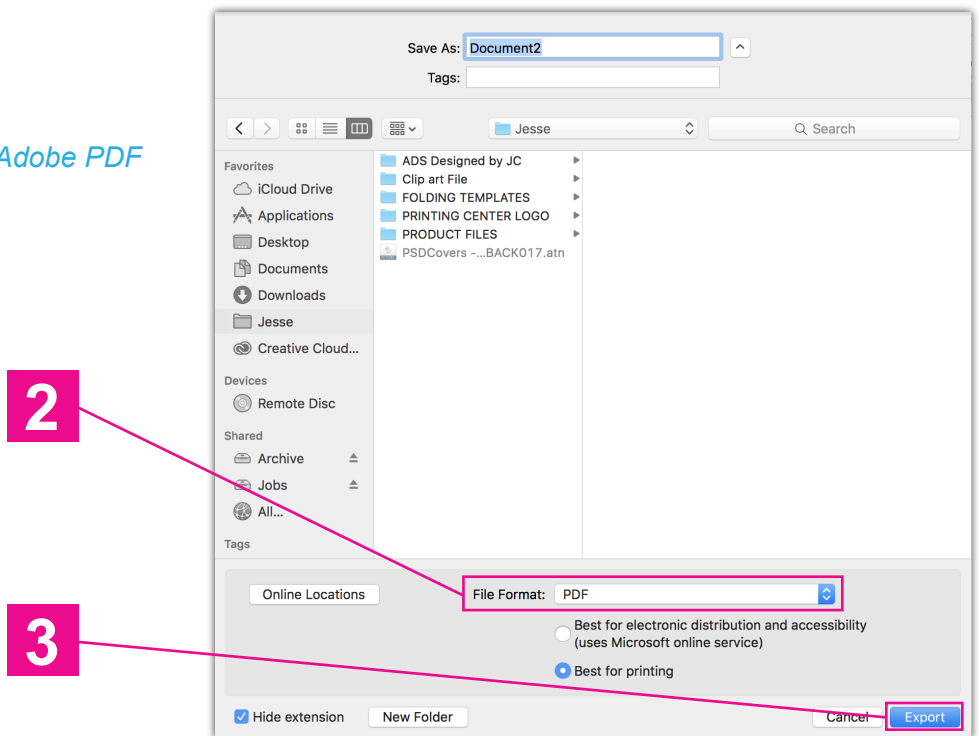
- Click: **File > Save As**



2 Change Format Type

- Change Format: **PDF**

**some versions of Word will say Adobe PDF*






3 Save PDF

- Click: **Export**





Embedding Fonts

Fonts in Canva are free to use. If you have CanvaPRO however, you have access to brand kits that have extra fonts to utilize. Below is how to add them to your design:

From the Brand Kit

1. From the homepage side panel, click  **Brand**.
2. Click the **Brand Kit** tab. If you have multiple Brand Kits, select the one you want to edit.
3. Under **Fonts**, select  **Edit** next to each heading type. A font dropdown and formatting menu will appear.
4. Select a font from the **dropdown**. It will also include your [uploaded fonts](#), if any. *Optional: Set the font size, and make it bold or italic.*
5. Click  **Save** to finish.

From the editor

1. From the editor side panel, select  **Brand**.
2. Select **Edit** next to the  **Brand Kit**. If you have multiple Brand Kits, select the one you want to edit.
3. Under **Fonts**, select  **Edit** next to each heading type. A font dropdown and formatting menu will appear.
4. Select a font from the **dropdown**. It will also include your [uploaded fonts](#), if any. *Optional: Set the font size, and make it bold or italic.*
5. Click  **Save** to finish.

For more information please click [here](#) for a more in depth step by step guide on how to use brand fonts or [here](#) to just add fonts.

Other Helpful Resources

Check Your Documents Using Our Blank Templates

Click the links below to view and/or download templates to compare your document to. Please ensure to remove the template when done and crop the size to the bleed size.

[Booklets](#)

[DVD Covers](#)

[Newsletters](#)

[Brochures](#)

[Envelopes](#)

[Note Cards](#)

[Business Cards](#)

[Flyers](#)

[Postcards](#)

[Calendars](#)

[Greeting Cards](#)

[Posters](#)

[Catalogs](#)

[Letterhead](#)

[Programs](#)

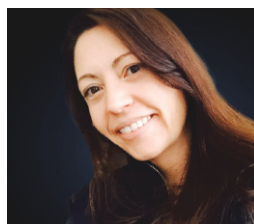
[Door Hangers](#)

[Magazines](#)



Professional Design Help

Do you still need help with your files or are you crunched for time? Contact one of the professional graphic designers on the right to ensure you have the correct file requirements!



Addie Evans

Phone: [800-619-4194](tel:800-619-4194)

Email: addie@my2centsdesign.com

Website: www.my2centsdesign.com



Margaret Dominy

Phone: [406-476-3440](tel:406-476-3440)

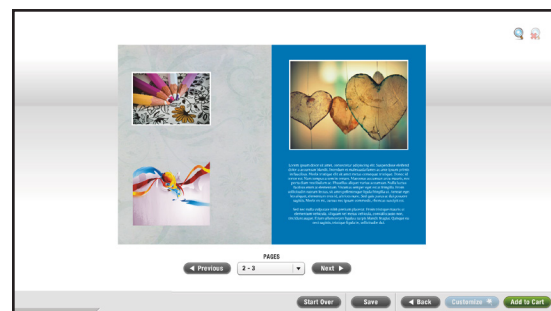
Email: margaret@printingcenterusa.com

Website: www.dezined2print.com

Using Our Online Design Tool

By using our online design tool to create your project, you can ensure that your files have the correct bleed, image resolution, document size and other file requirements.

Just select your product, upload your photos, drag and drop them into place, add your text and our tool will do the rest! [Try out our online design tool](#) today and make your printed product pop!



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