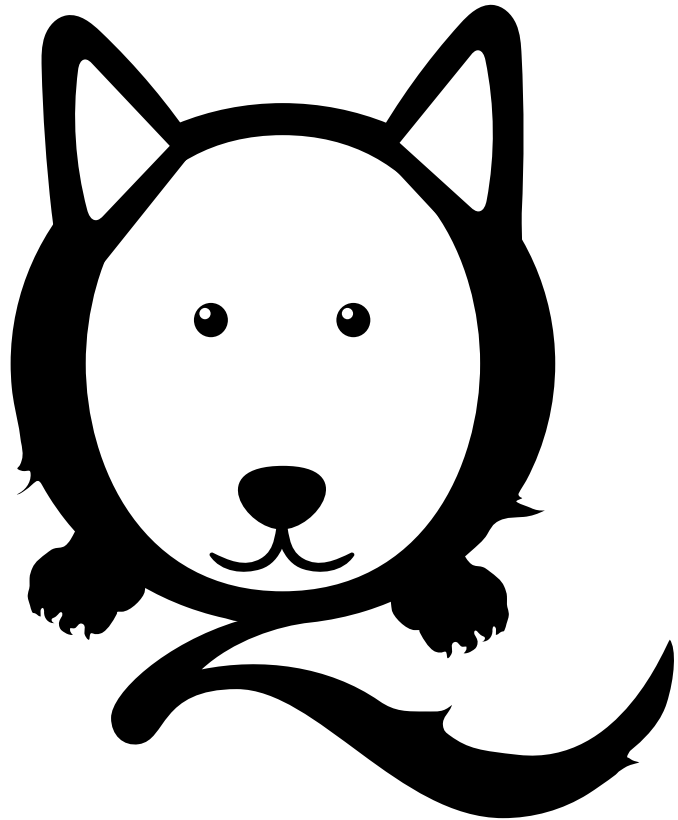


MISSING



HAVE YOU SEEN ME ?

Name: Mrs Eaves
Species: Transitional Serif Typeface
Size: Only 346 pt
Age: 20 years old
Owner: Zuzana Licko
Description: Swash-like tail of Q,

HOW TO PACKAGE YOUR FONTS

One of the most common mistakes designers make.

After all of that hard work you're finally ready to send your beautifully designed brochure to press. A weight is lifted off your shoulders as you transfer the file over to your local printer. The clock strikes 5 and you skip to your car with the belief that you will never have to re-visit that project ever again. The following day you receive your proof, and after checking it over, you panic. "What happened to the forming and what is with the random glyphs?"

As you furiously grab your phone to dial the printer, you have an epiphany; "Did I forget to package my files"?

It turns out your fonts went missing and there's a simple solution to that.

Instructions below on how to package your files in InDesign are shown below.

Choose File > Package.

When the **Package Dialog Box** opens there is a list on the left side. A couple of really important things to check would be your **Fonts, Links and Images**.

Click **Fonts**. On the right, you will see names of your fonts and the status. If a font is missing you can easily replace it with another font by clicking **Find Font** on the bottom right side.

When you're finished, click the **Package** button at the bottom of the dialog box.
Package > Continue > Package

Once everything has been packaged, open the packaged folder and check to make sure all fonts and links used in your print project are there.

Never assume your printer has **Typekit**, and always be aware of **copyright restrictions**.

You can outline fonts that cannot be packaged. To do this, **highlight the text you would like to convert outlines**.

Then click on **Type > Create Outlines**.

If you are outlining large bodies of text resist the temptation to convert all text to outlines. You may notice kerning issues because your text will gain a little weight and that is okay as long as your text is legible.

If you decide to outline large bodies of type We recommend saving a separate file in case you would like to make changes in the future.

