Vendor asset requirements

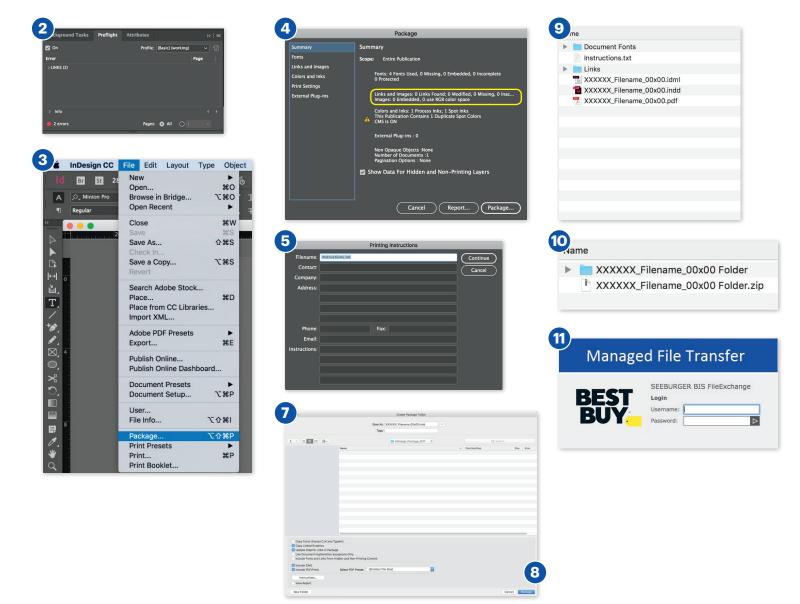


For sign templates, style guides and assets please e-mail: DigitalAssetSpecialist@BestBuy.com

How to package an InDesign file:

- 1. Open your INDD file in InDesign.
- 2. Resolve any errors concerning missing links or fonts.
- 3. Go to File > Package.
- 4. Click the Package button at the bottom of the Summary window. Verify there are no missing links or fonts.
- 5. Click continue on the "Printing Instructions" window.
- 6. Browse to where you'd like to create the package folder and enter the name of the folder.
- Make sure the "Copy Fonts," "Copy Linked Graphics," "Update Graphic Links in Package," "Include IDML," and "Include PDF (Print)" are all checked. Other boxes should be unchecked.
- 8. Click the Package button.
- 9. Find the new folder InDesign created and verify that it contains copies of all required files.
- 10. Right-click the folder and choose "Compress" (Mac) or "Send to ZIP" (Windows, might be something different but similar depending on what software you have installed). This will zip it up.
- 11. Upload compressed .ZIP to the MFT site (https://mft.bestbuy.com). Email MFTSupport@BestBuy.com with any problems.

Zip files not uploaded as properly packaged InDesign Files (see #9) will automatically be rejected.



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