

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.
7. 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.

2 Errors panel showing 2 errors.

3 File > Package menu path.

4 Package Summary window. Links and Images: 0 Links Found, 0 Modified, 0 Missing, 0 Inac... Images: 0 Embedded, 0 use RGB color space.

5 Printing Instructions dialog box.

6 File explorer showing a new folder named XXXXXX_FileName_00x00.

7 Create Package Folder dialog box. Options checked: Copy Fonts (Embed CJK and TypeK), Copy Linked Graphics, Update Graphic Links in Package, Use Document Hyperlinked Exceptions Only, Include Fonts and Links From Hidden and Non-Printing Content, Include IDML, Include PDF (Print).

8 File explorer showing the contents of the package folder: Document Fonts, Instructions.txt, XXXXXX_FileName_00x00.idml, XXXXXX_FileName_00x00.indd, XXXXXX_FileName_00x00.pdf.

9 File explorer showing a zip file named XXXXXX_FileName_00x00 Folder.zip.

10 Managed File Transfer login page. SEEBURGER BIS FileExchange. Login fields: Username, Password.

11 Managed File Transfer login page.