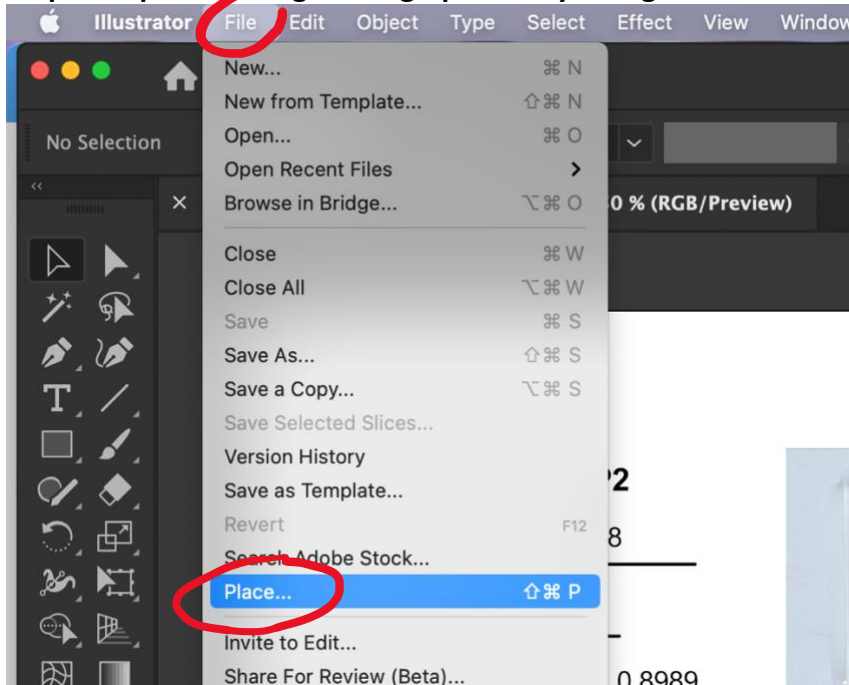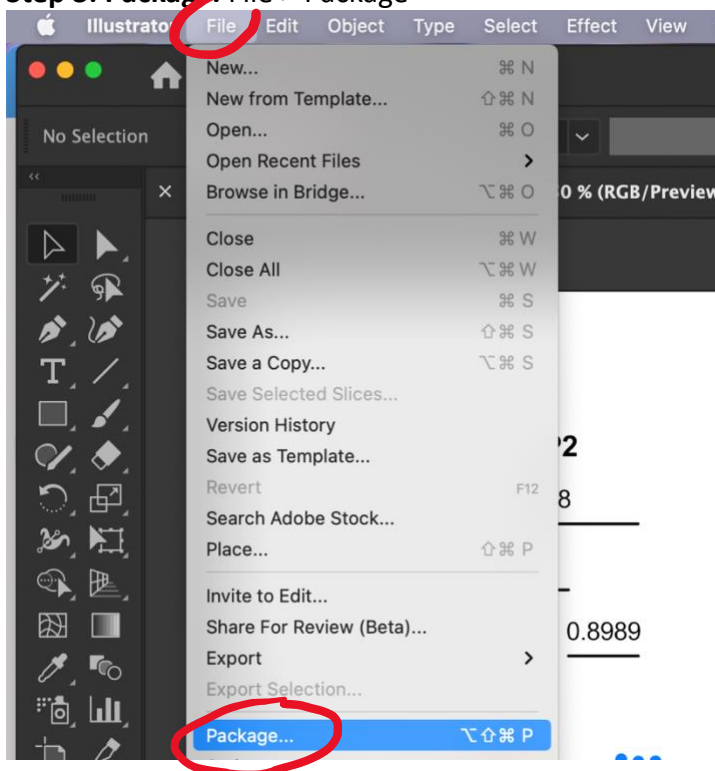## File Packaging

Introduction:
Packaging files is the best way to ensure that all linked elements within a figure (e.g. images and fonts) are contained in a ready-to-send folder. Packaging your files is also a great organizational tool!

Step 1: Import all images and graphs into your figure. File > Place > select files > Place

Step 2: Save

Step 3: Package. File > Package

Step 4: Designate preferred folder location, Enter preferred folder title, click "Package"