Links in Indesign

When you place a graphic, you see a screen-resolution version of the file in the layout so that you can view and position it. However, the actual graphic file may be either linked or embedded.

Linked artwork is connected to, but remains independent of, the document, resulting in a smaller document.
- You can modify linked artwork using transformation tools/effects; however, you cannot select and edit individual components in the artwork.
- You can use the linked graphic many times without significantly increasing the size of the document; and update all links at once.
- When you export or print, the original graphic is retrieved, creating the final output from the full resolution of the originals.

Embedded artwork is copied into the document at full resolution, resulting in a larger document. You can control versions and update the file whenever you like; as long as the artwork is embedded, your document is self-sufficient.

To determine if artwork is linked or embedded, or change its status from one to the other, see the Links panel.

After placing an image (>File >Place) you should see the name of the placed image file in the Links panel.
You can find the Links Panel in the View Menu; >View >Links.

To get the wanted changes updated in Indesign, use the Links Panel. You can also unlink (embed) files here.

You can use the Links Panel to update, re-link or remove the linked files.
To be able for Indesign to find the linked files, these should be organised in Project Folder. Create a separate 'Links' folder inside the Project Folder to save your images, graphics and text files in. Indesign then knows where the images/links are stored.

Category Columns

Links Panel

Link Panel Options

You can find the Links Panel : >Window

Missing link; Double-click to Relink

Modified Link

Page number where Link is used

Embedded Link

Link information

File:_____   Date: 00/00/00

A linked file can appear in the Links panel in any of the following ways:

Up to Date
An up-to-date file is blank in the Status column.

Modified
This icon means that the version of the file on disk is more recent than the version in your document. For example, this icon appears if you import a Photoshop graphic into InDesign, and then you or someone else edits and saves the original graphic in Photoshop.

A slightly different version of the Modified icon appears when a graphic is modified and one or more instances are updated while others are not.

Missing
The graphic is no longer in the location from which it was imported, although it may still exist somewhere. Missing links can happen if someone deletes the original file or moves it to a different folder or server after it's been imported. You can't know whether a missing file is up to date until its original is located. If you print or export a document when this icon is displayed, the file may not print or export at full resolution.

Embedded
Embedding the contents of a linked file suspends management operations for that link. If the selected link is currently in an "edit in place" operation, this option is not enabled. Unembedding the file restores management operations to the link.

If a linked object does not appear on a specific document page, the following codes indicate where the object appears: PB (pasteboard), MP (master page), OV (overset text), and HT (hidden text).

If the bitmap image you place is 48K or smaller, InDesign automatically embeds the full-resolution image instead of the screen-resolution version in your layout. InDesign displays these images in the Links panel, so that you can control versions and update the file whenever you like; however, the link is not necessary for optimal output.

Note:
If you move a document to another folder or disk, be sure that you also move the linked graphics files; they are not stored inside the document. You can copy all related files automatically, using the Preflight and Package features.

Embed an image within the document
Rather than link to a file that you've placed in a document, you can embed (or store) the file within the document. When you embed a file, you break the link to the original. Without the link, the Links panel doesn't alert you when the original has changed, and you cannot update the file automatically.

Embedding a file increases the document file size.

Embed a linked file
Select a file in the Links panel.
   Do any of the following:

- Choose Embed Link in the Links panel menu.
- If there are multiple instances of the file, choose Embed All Instances Of [Filename] in the Links panel menu. To embed only one instance, select it and choose Embed Link.

The file remains in the Links panel marked with the embedded-link icon .

Note:
For a text file that appears in the Links panel, select Unlink in the Links panel menu. When you embed a text file, its name is removed from the Links panel.

Unembed a linked file

   Select one or more embedded files in the Links panel.
   Do one of the following:

- Select Unembed Link in the Links panel menu. If there are multiple instances of the file, choose Unembed All Instances Of [Filename] in the Links panel menu.
- Click the Relink button or select Relink in the Links panel menu.
- Choose to link the file to the original file/folder InDesign creates from the embedded data stored in the document.