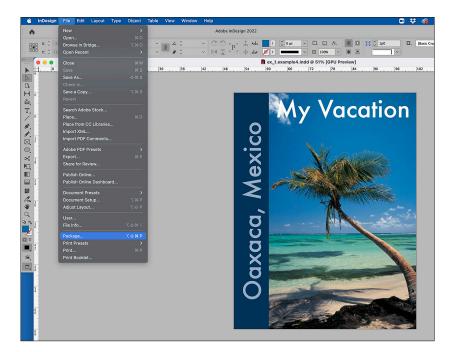
InDesign: Creating a Publication Package

In order to get credit for InDesign assignments, **you have to submit a publication package**, not just the InDesign document. This is a folder that InDesign will generate for you. Here's how:

Step 1:

When your document is ready to be turned in—or to go to press—select the **Package** command under the **File** menu.



A dialog box will appear, which will provide information about your document, and whether there is anything that needs to be fixed, such as missing links or fonts.

Package		
Summary	Summary	
Fonts Links and Images Colors and Inks Print Settings External Plug-ins	Scope: Entire Publication Fonts: S Fonts Used, 0 Missing, 3 Embedded, 0 Incomplete 0 Protected Links and Images: S Links Found; 0 Modified, 0 Missing, 0 Inaccessible Images: Links and Images: S Links Found; 0 Modified, 0 Missing, 0 Inaccessible Images: Colors and Inks: 4 Process Inks; 0 Spot Inks CMS is ON External Plug-ins: 0 Non Opaque Objects :None Number of Documents: 1 Pagination Options : None Show Data For Hidden and Non-Printing Layers Create Printing Instructions	
	Cancel Report Package	

If everything's in order, click the **Package** button.

Step 2:

The next dialog box gives you some options:

• • •	Create Package Folder	— Name the folder
Favorites Vorpbox	Save As: loubere.ex_1	
Applicati Documents	<>> () () () () () () () () () (— IMPORTANT!
 Desktop Downloads ploubere Creative 	desktop > desktops > If Screen Sho32 PM.png Screen Sho53 PM.png	Make sure to note the location where the
iCloud iCloud Dri Shared	 Copy Fonts (Except activated from Adobe Fonts and non-Adobe CJK fonts) Copy Linked Graphics Update Graphic Links In Package Use Document Hyphenation Exceptions Only Include Fonts and Links From Hidden and Non-Printing Content 	folder will be created.
Macintos Tags Red Orange	Include IDML Select PDF Preset: [High Quality Print] (modified) Image: Comparison of the select PDF Preset: [High Quality Print] (modified) Instructions View Report	
 Yellow Green 	New Folder Cancel Package	

InDesign is going to create a folder for the package. You need to do **three things first:**

- In the **Save As** field, give the folder a name.
- Below that, choose where you want the package folder to be located.
- The default checked items will probably look like the screenshot above. If not, select those items.

When done, click the **Package** button.

InDesign will create a new folder, inside of which will be everything needed to print the document.

Step 3:

Close the InDesign document and exit InDesign. In the Finder on a Mac or in the user interface on a PC, locate the folder where you saved it.

The folder should contain a copy of your InDesign document, an IDML version, a PDF version, a folder with the fonts you used, and another folder with the images you placed. The IDML document is a version that can be opened in earlier versions of InDesign.

Step 4:

You need to compress the folder before submitting it to the D2L dropbox.

On a Mac, select the folder and use the **Compress** command under the File menu.

On a PC, follow these instructions: https://support.microsoft.com/en-us/help/14200/ windows-compress-uncompress-zip-files



Your folder should look like this.