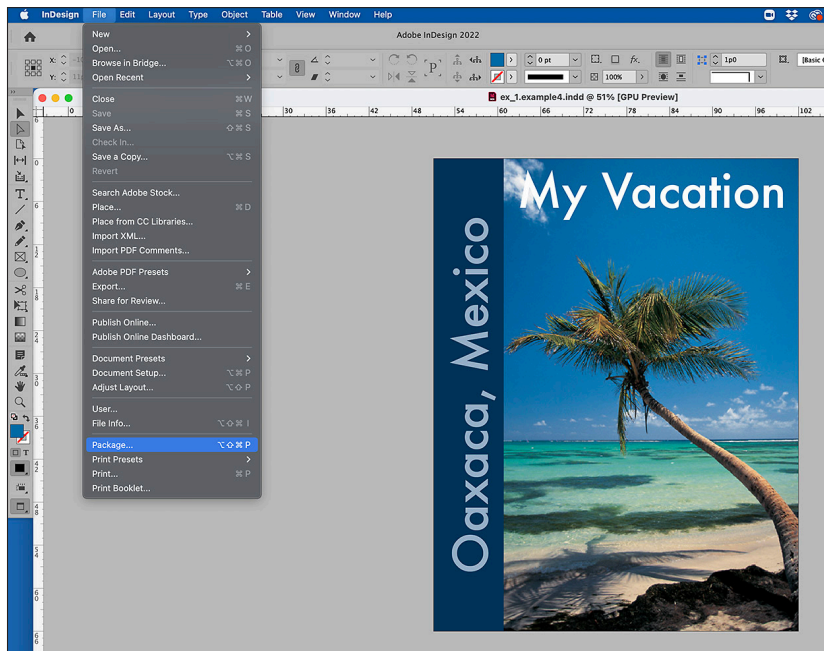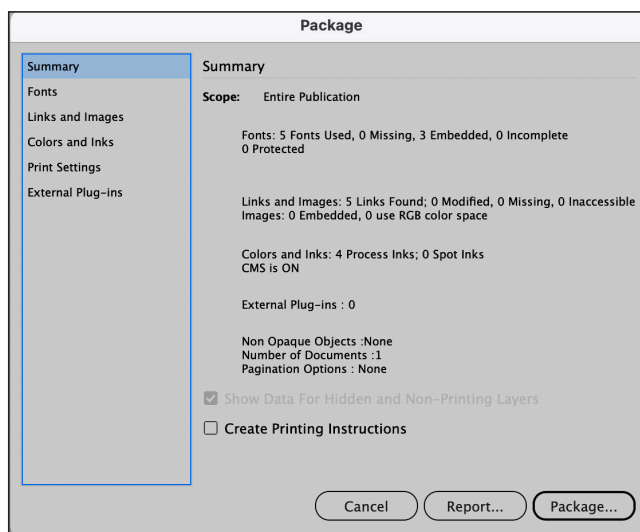# InDesign: Creating a Publication Package

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.
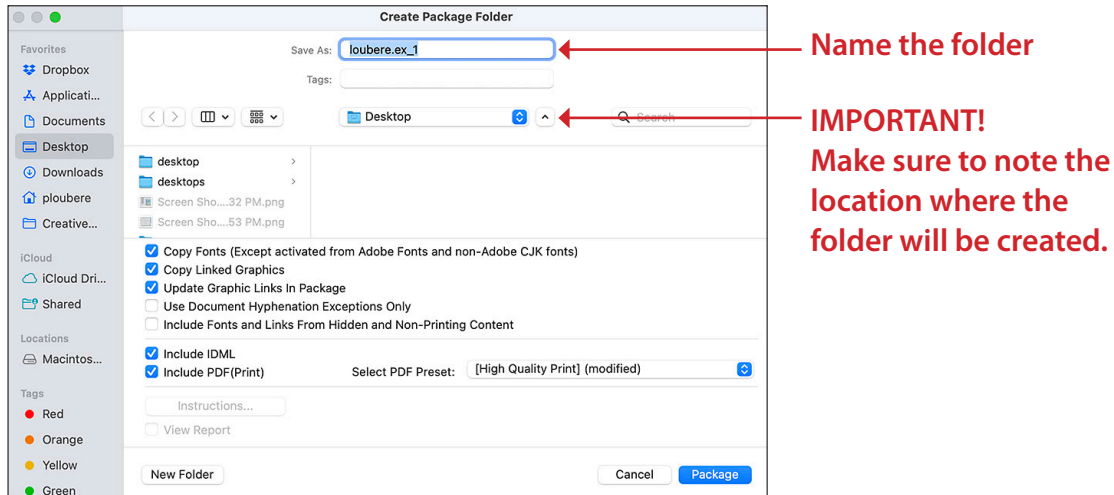

A dialog box will appear, which will provide information about your document, and whether there is anything that needs to be fixed, such as missing links or fonts.

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

Step 2:
The next dialog box gives you some options:

Name the folder

IMPORTANT!
Make sure to note the location where the folder will be created.

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.

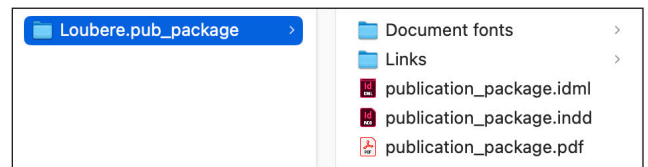• The default checked items will probably look like the screenshot above. If not, select those items.

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.

Your folder should look like this.

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