## **TECHNICAL NOTE**

Instructor: Lisa Gabriel

## Package your Project 1 Layout Series to submit for grading:

- 1. When you package a file, you create a folder that contains the InDesign document, any necessary fonts, linked graphics and text files.
- 2. The Package Inventory dialog box indicates any detected problem areas.
- Do the following to open the Package Inventory dialog box: Choose File > Package
- 4. An alert icon (triangle icon) indicates problem areas. The package menu provides a list to the left of the window, Click on **Fonts** in the list, verify that you have NO fonts missing Click on **Images** in the list, verify that you have NO images missing
- 5. Click the problem areas (such as missing Fonts or missing Images) and correct the problem.
- 6. If you are missing **Fonts**, you will need to load the **Fonts** listed as **Missing**. Missing fonts are indicated inside InDesign by highlighted pink text.
- If you are missing Images, you will need to Update the Images listed as Missing. Missing Images and their location paths are listed in the Current Links/Images area.
- 8. Click Package to begin packaging.
- 9. For purposes of this class you can skip the printing instructions by hitting **Continue**.
- 10. Specify a location in which to save all packaging files. Name your folder **lastname\_P1 folder**.

## 11. Select the following:

Copy Fonts Copy Linked Graphics Update Graphic Links In Package Include Fonts And Links From Hidden And Non-Printing Content Include IDML



Morrish_Editorial Final		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			
Napre ^	Date Modified	Include IDML			
Document fonts	Today at 12:06 PM	Include PDF(Print)	Select PDF Preset:	[High Quality Print]	\$
📕 Editoriale Final.dml	Apr 13, 2020 at 5:19 AM	Instructions			
📓 Editoriale Final.indd	Apr 13, 2020 at 5:19 AM	View Report			
🕨 🚞 Links	Today at 12:05 PM				
Morrish_EsWork.pdf	Today at 11:39 AM				
		*Watch the video posted insid visual step-by-step on how to work.			

This is a list of all the items you will submit for grading on the final report.

## HOW TO PACKAGE YOUR PROJECT FILES

Fonts

and Inks

