

TECHNICAL NOTE

Instructor: Lisa Gabriel

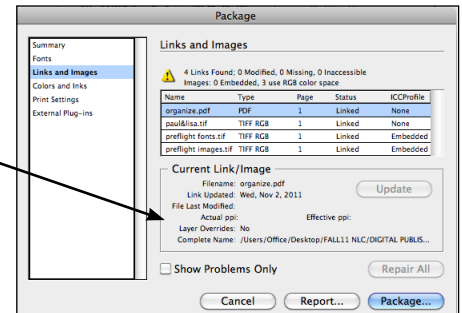
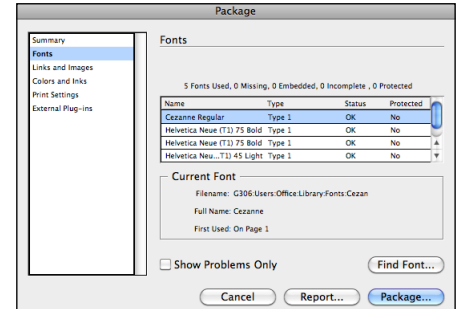
HOW TO PACKAGE YOUR PROJECT FILES

Package your Project 1 Layout Series to submit for grading:

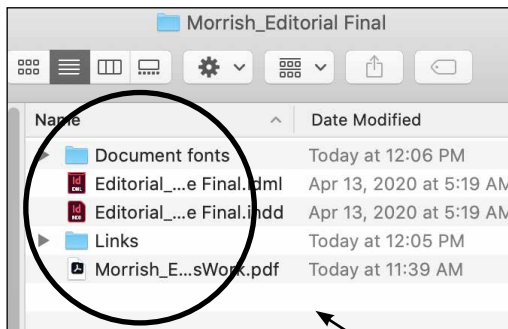
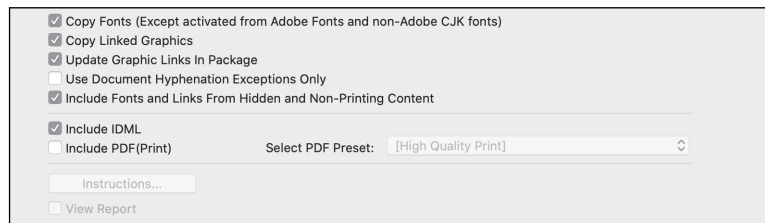
1. When you package a file, you create a folder that contains the InDesign document, any necessary fonts, linked graphics and text files.
2. The **Package Inventory** dialog box indicates any detected problem areas.
3. Do the following to open the **Package Inventory** dialog box:
Choose File > **Package**
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.
7. 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



Package Options Dialog Box



**Watch the video posted inside WK8 for a visual step-by-step on how to package your work.*

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