

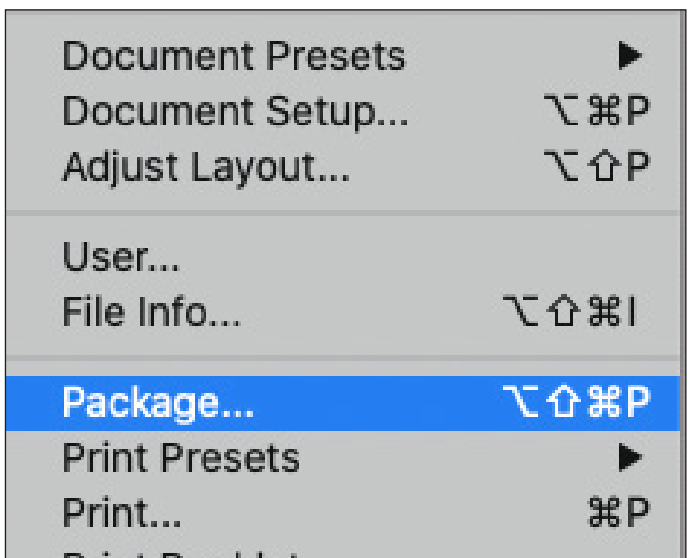
InDesign Packaging

Notes by Gavin Kirby

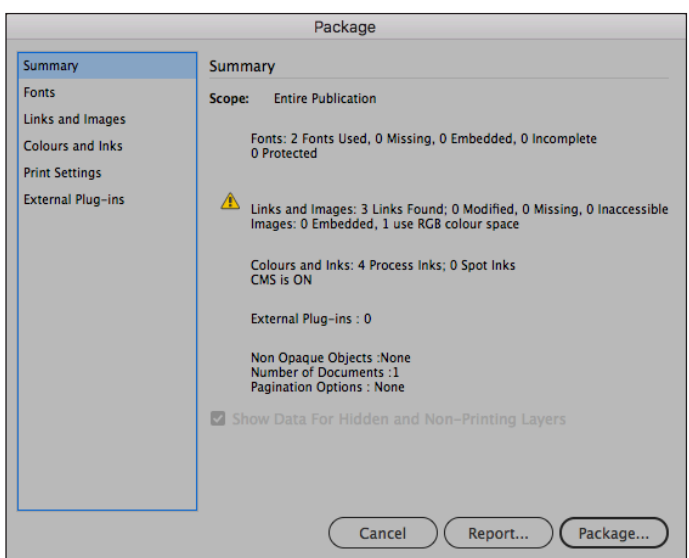
Packaging a Project in InDesign

Is quite a common one for students as they are regularly moving files from home computers to UNI computers. This also raises other issues like compatibility issues relating to application versions and font problems. The best solution for this is to package your InDesign files for moving to another computer.

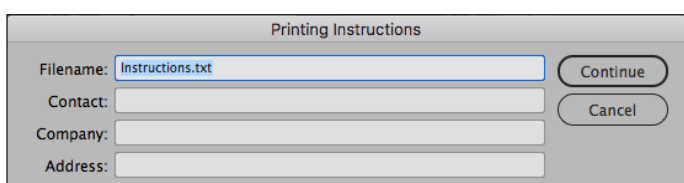
Firstly, your document need to be saved and have all of the image links intact. Then go to *File - Package*.



You will be presented with the Package window that shows you a summary of all the components that make up your InDesign document. Click *Package*.

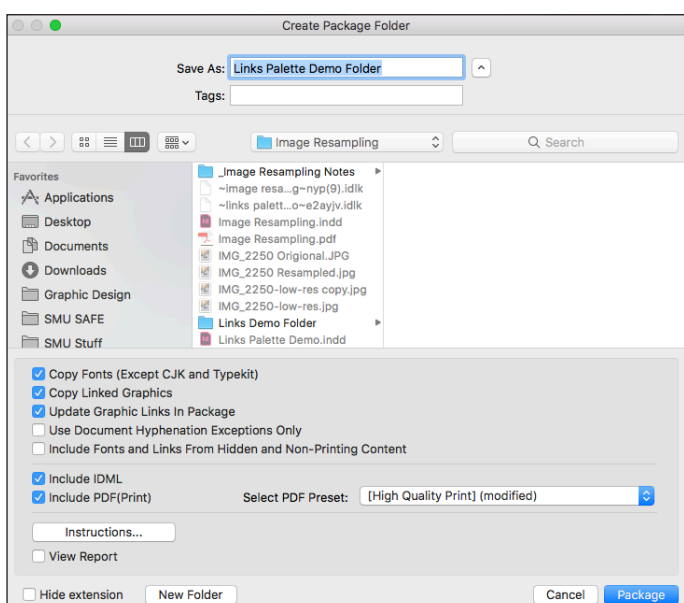


You can add contact info if needed, otherwise click *Continue*.



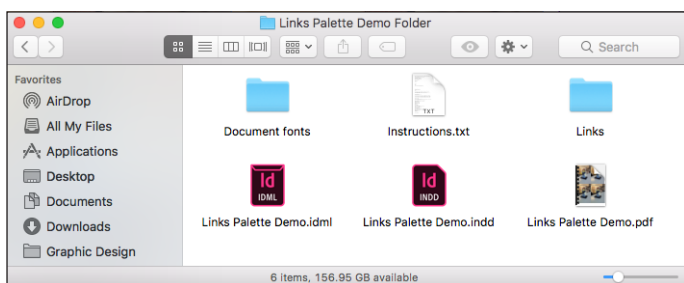
The 'Printing Instructions' dialog box has a title bar with the text 'Printing Instructions'. It contains four text input fields: 'Filename:' with 'Instructions.txt' entered, 'Contact:', 'Company:', and 'Address:'. To the right of these fields are two buttons: 'Continue' and 'Cancel'.

The Packaging process default settings will create a folder containing a copy of the InDesign file, a legacy version of the file that can be opened in earlier versions of the software, an images folder containing all the linked images, a fonts folder containing all the fonts it is able to copy*, an instructions file with your contact details if you filled that section in, and a PDF of the document.



The 'Create Package Folder' dialog box shows the 'Save As:' field set to 'Links Palette Demo Folder'. Below it is a 'Tags:' field. A file browser pane shows the contents of the 'Image Resampling' folder, including files like '_Image Resampling Notes', 'Image Resampling.indd', 'Image Resampling.pdf', and various image files. Below the file browser are several checkboxes: 'Copy Fonts (Except CJK and Typekit)', 'Copy Linked Graphics', 'Update Graphic Links In Package', 'Use Document Hyphenation Exceptions Only', 'Include Fonts and Links From Hidden and Non-Printing Content', 'Include IDML', and 'Include PDF(Print)'. There is also a 'Select PDF Preset:' dropdown menu set to '[High Quality Print] (modified)'. At the bottom are buttons for 'Instructions...', 'View Report', 'Hide extension', 'New Folder', 'Cancel', and 'Package'.

**Fonts from Adobe Typekit will not be copied to the fonts folder...which is a pain so be aware which fonts you are using.*



The 'Links Palette Demo Folder' window shows a grid of files and folders. The items are: 'Document fonts' (folder), 'Instructions.txt' (text file), 'Links' (folder), 'Links Palette Demo.idml' (IDML file), 'Links Palette Demo.indd' (INDD file), and 'Links Palette Demo.pdf' (PDF file). The status bar at the bottom indicates '6 Items, 156.95 GB available'.

The packaged folder can then be copied on to other computers or uploaded to your OneDrive so that it can be Shared with staff for feedback and assessment.