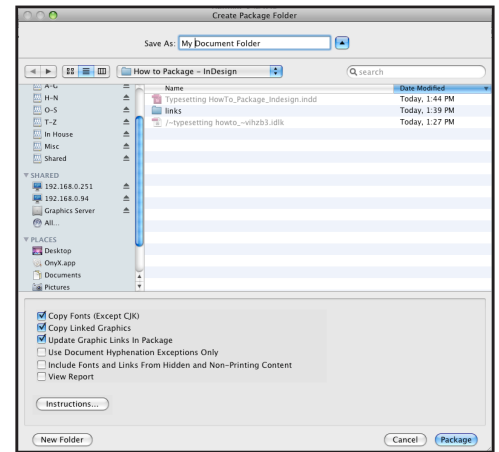
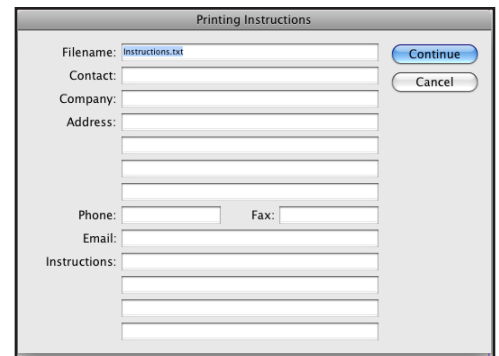
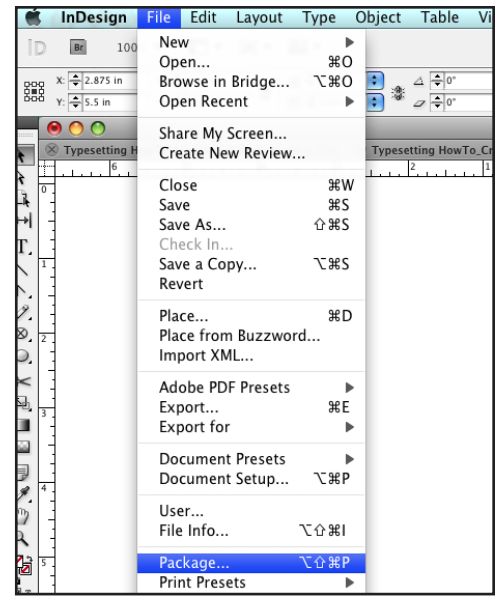


Packaging an InDesign Document

1. Choose **File > Package**.
2. This will bring up the Package menu, which preflights the document for print readiness. This includes checking for missing or modified links, checking image resolution, and checking font copyrights.
3. If any links are missing, they will need to be relinked or fixed before packaging is completed. Otherwise, the missing links will not print properly, negatively affecting the output of the document.
4. Once the document is ready to be packaged, the next menu will ask for printing instructions. This will create a .txt file of special instructions and contact information for the printer to use for the project.
5. The final menu will specify where the packaged folder will be saved upon completion. This package was saved in the same source folder as the original document. Another good place would be the desktop of the computer, or an external storage device. (Flash drive, CD/DVD, or External Hard Drive)



The package menu of a document with no errors.

