# Print and Package your InDesign Project

When you finish your InDesign project in the lab, print it so you can see how it looks and so that you can turn in a printed version.

To PRINT in the lab:

1. Go to File>Print

2. When the print window comes up look at the top where it says "Printer" and choose "gl-hp1.grady.uga.edu" or choose the second printer "gl-hp2.grady.uga.edu"

3. If you want to take home a printed copy, type "2" in the field that says "copies."

4. Click on the word "Setup" in the left column.

5. In the "Paper size" field choose your paper size. For your book cover, choose Tabloid.

6. Click on "Marks and Bleed" and then choose "crop marks"

7. Click on "Print" and hope for the best.
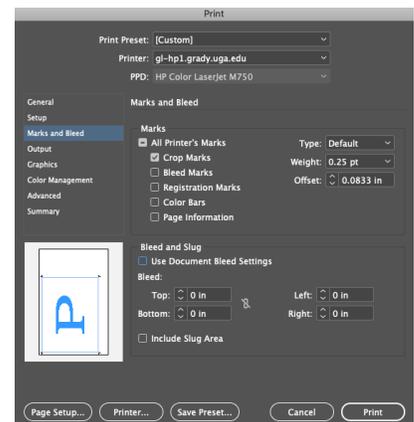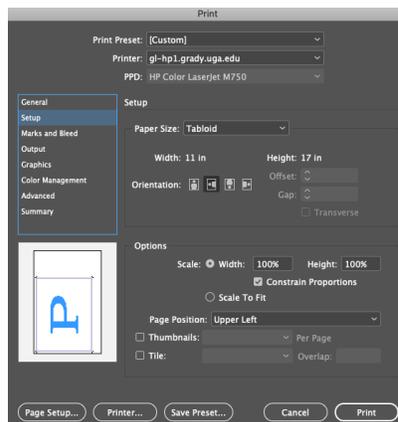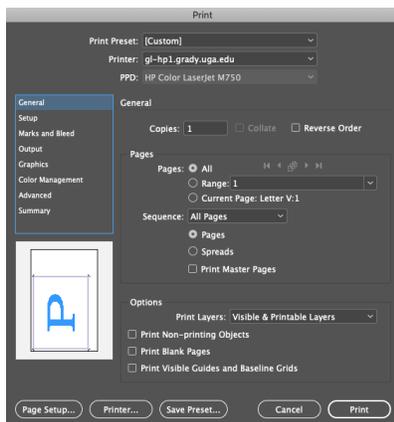
To PACKAGE in the lab:

From InDesign go to File>Package. A window will open that tells you how many fonts, colors, and images are used in your document. If some element is missing or needs to be fixed you will see a yellow caution icon in front of it.

When you have resolved any problems, then click on Package. A window called Printing Instructions will open. You can put anything here because this doesn't matter and click Continue. A window called Create Package Folder opens. Make sure the name for the folder includes your last name. Choose Desktop for the location of this new folder. At the bottom of the window, make sure there is a check mark next to Copy Fonts, Copy Linked Graphics, and Update Graphics Links in Package, Include IDML and Include PDF . Click Package. You can almost always ignore a message about "overset text." A window with a Font Alert may open. Click OK. Your document, images, and fonts will now all be in a new folder on your desktop.
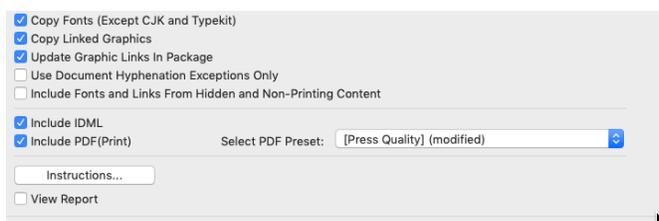
The last steps: SUBMIT your project:

See if the icon for "Graphic Lab Share" is on the desktop. If it is, double click it to see the items inside including "Drop Box."

If you don't see the icon, from the desktop go to the menu item "Go" and choose "Connect to Server" and go through the process of logging on as a guest to the Graphic Lab Share drive. You should see the drive on your desktop and you can double-click it to open it and see the folders inside.

Find the folder you created and put on the desktop—the one that has your packaged project in it—and drag it to the folder called Drop Box until you see a green plus sign, then let up on the mouse.

You'll see message that says "You do not have permission to see the results of this operation." etc. and click the blue Okay button. (I will be able to access your folder from the instructor's computer.)

Check the overhead screen to make sure your folder has transferred to my machine.

Finally, get your packaged project off the desktop—you can put it into your own folder in the Smith folder.

Whew! Good job.