

Submission to MIP

Check for and clear overrides

RESOLVE ANY ERRORS IN EACH ID DOC

- At bottom of each InDesign doc, click on any Errors: if red, there are errors. If green, no errors.
- Go to Preflight Panel and walk through the automated steps to resolve remaining errors

CREATE PDFs: We want to have each section (InDesign doc) in PDF, for our records.

- In each InDesign doc, click File > Export > choose Adobe PDF (Print) under Save as Type > Save > Okay. In the pop-up box, under Pages, choose Export as Pages. Save it in the PDFs folder.
- Save each InDesign doc afterwards and close out of them
- Save and close the entire book
- Reopen the book. In the edition, click the hamburger menu and choose Export Book to PDF. It will likely take a few minutes to create a PDF of the entire book. Name it the editor(s)' last name, and save it in the PDFs folder.

PACKAGE BOOK:

- In the edition, click the hamburger menu and choose Package Book for Print. This will take a few minutes to process. It will prompt you to save a new folder titled the edition's name with "folder" at the end. Save it. This packaging ensures that all the InDesign docs, links, and fonts exist in one folder. MIP needs the packaged folder for publication.
- Zip this folder

SUBMIT MATERIAL TO MIP:

- Email Theresa Whitaker, using Submission to MIP letter template in Communication Templates, including attachments and ccs
- If there are images, include the permissions