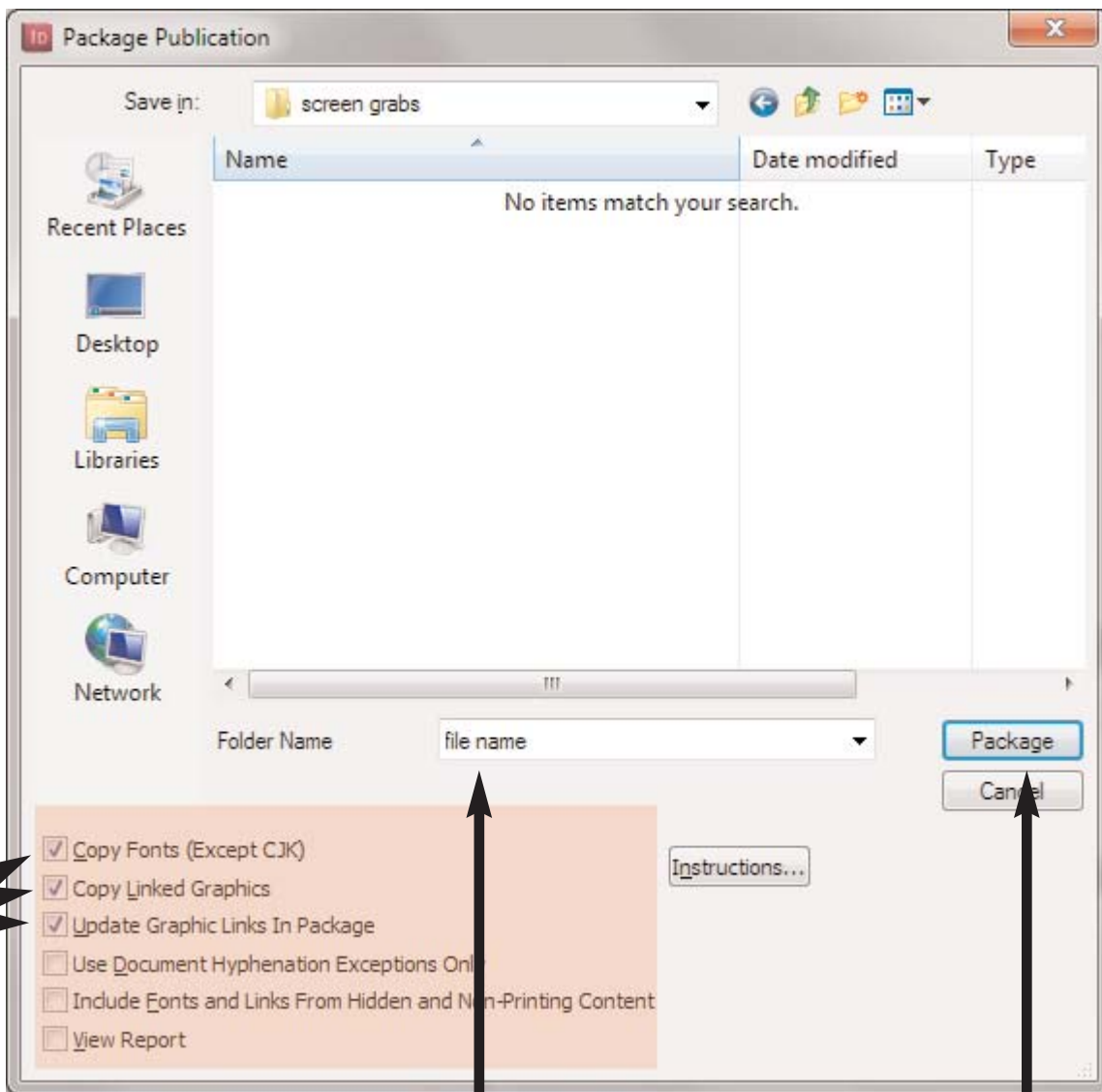


In InDesign use the Package feature located under the File menu.



Create a folder on your hard drive.  
Hint use the book name or name of your project.

Make sure the first three items in the pink shaded area are checked.

Then press Package.

The InDesign file, all fonts used in the document and all images (pictures, graphs etc.) will be copied into this folder.

It is this folder that you will send to us.