

## Using the MS Publisher Pack and Go Wizard.

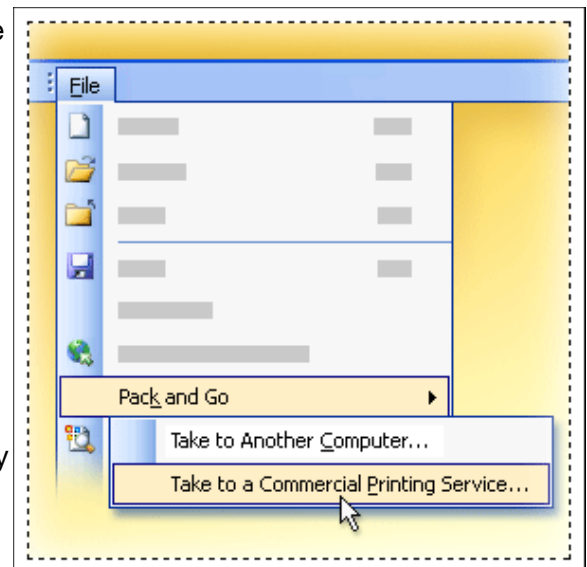
### Start the Pack and Go Wizard

To start the Pack and Go Wizard, point to Pack and Go on the File menu, and then click Take to a Commercial Printing Service.

The Pack and Go Wizard will take you step by step through the complete process.

Using the Pack and Go Wizard is fairly straightforward. The first thing you have to note is that there are two wizards: one packs a publication so that it can be conveniently transported to another computer, the other packs a publication so that it can be conveniently taken to a commercial printer. The differences are minor, but significant. Be sure that you select the wizard that packs the publication to take it to a commercial printing service, otherwise the packed publication you hand off to your printer may be unsuited for commercial printing.

Before you start make sure that you don't have missing fonts or missing linked graphics.

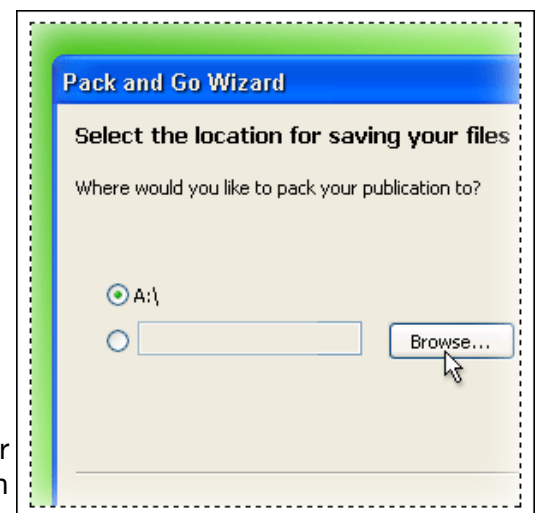


### Select where to save the packed publication

If you are packing multiple publications, save each packed publication in a separate folder. Otherwise, the Pack and Go Wizard will overwrite any pre-existing packed publications (the same file names are used by the Wizard- you will not get an opportunity to change them until after the Wizard finishes).

The Pack and Go Wizard targets the A:\ drive (floppy disk) by default. To save your publication to another location, click Browse, and then navigate to the location you want, like a folder on your desktop.

You can save your packed publication directly to the type of media you will use to take it to us, or simply in a folder on your desktop. It is also important to take into consideration the size of your publication — including linked graphics and embedded fonts — when determining how you will transport the packed publication to us.



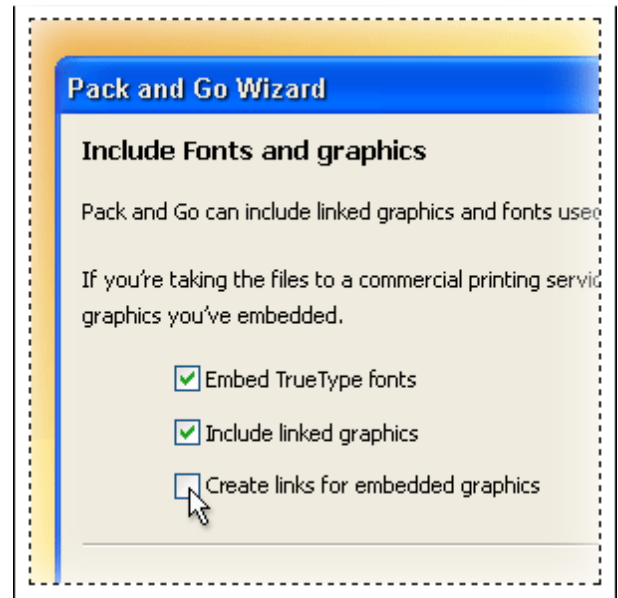
# Include Fonts and Graphics

The Pack and Go Wizard will embed fonts, include linked graphics, and create links for embedded graphics by default. When you pack a publication, the Pack and Go Wizard can do the following things to better facilitate handing off your publication to us.

**Embed TrueType fonts** This option embeds all TrueType fonts in the publication so they can be used by us when we print your publication. This is an important consideration when you use custom fonts that we will likely not have. Publisher only embeds TrueType fonts, not PostScript fonts. If you used PostScript fonts in your publication, you will have to make sure that we have a licensed copy of these.

**Include linked graphics** This option includes a copy of all linked graphics in the packed publication. Since linked graphics are not stored in the publication, you need to have the external linked file in order to print the graphic at full resolution.

**Create links for embedded graphics** This option converts embedded graphics to linked graphics and includes the linked file in the packed publication. Using linked graphics instead of embedded graphics may be valuable in case your printing service needs to modify the graphic. They can modify the linked file, then update the modified link.



# Print Composite Proof

You will see the options in the last window of the Pack and Go Wizard to print a composite proof or print separations. One or both of these will be checked by default depending on how the color printing is set for the publication.

If the publication is set up as RGB or single color, only the option to print a composite proof will be available. If the publication is set up as spot color, process colors, or process color plus spot color, the option to print separations will also be available. However, you can only print separations if you are set up to print to a PostScript printer.

You should print at least a composite proof that you can bring to us so that they we have something to compare our output to. If you have a PostScript printer, you should also print separations. One or both of these proofs will help to establish to us what your expectations are for the completed job.

When you click Finish in this window of the Pack and Go Wizard, the wizard completes packing the publication. Also, if you are printing a composite proof or separations, the wizard prompts Publisher to print these using the original publication.



14680 Jib Street Plymouth, MI 48170  
(734) 454-3602 FAX 454-8981  
www.LithoServices.com

Adobe Solutions Network