

Microsoft Publisher

Collecting for Output

Problem: Fonts and graphics missing when sending job to an outside printing source.

Solution: Use Microsoft Publisher Pack 'n' Go

How to Pack the Publication

When packing a Publisher file, you must first go to the menu **Tools – Commercial Printing Tools – Fonts** and check that all fonts will embed. If any font states that it may not embed, you must change it to a Truetype font and then embed it. Publisher will not send any fonts that are not embedded. If the font is not sent, we cannot print your job.

Under the same menu, choose **Color Printing** and check that your publication is in the correct color mode. For example, 2 spot colors, or black and white, or cmyk. We cannot print composite rgb files. Your publication must be in one of the above color modes. Always supply us with a current composite print out and a current color separated print out. This will help you to not incur extra charges when we print your publication. If your separations do not print correctly, you must fix them before sending us your job. You will be charged extra if we have to check your separations, load fonts, or print out lasers to be checked by you.

Go to the same menu again and choose **Graphics Manager** checking that all graphics are checked or embedded. Publisher will not pack your job if the graphics are in an unchecked status.

Do not use the trapping unless you know exactly what you are doing. We will set the trap on the job unless instructed not to do so.

You are now ready to pack your file. Go to the menu **File – Pack and Go – Take to a commercial printer** and follow all the on screen directions. Publisher will create a directory where you specify named after your file name and ending in png. Check **include all fonts and graphics** and **create links for embedded graphics**. Publisher will show you a window stating what it will create. Make certain that you copy every file in the new directory to the disk you give to your service bureau (see Packing List below). Include your composite and separated print outs. We prefer that these be printed at 100%, but you can reduce to fit the paper if your printer will not print that large.

Packing List

A packed publication includes:

- Unpack.exe, a program you use to unpack compressed files.
- ReadMe.txt.
- Two compressed files named packed01.puz and packed01.pu1, which contain the publication and may contain embedded fonts and linked graphics. If the publication was packed to more than one disk, packed01.puz will be split across multiple disks.

Important Note: All files created by **Pack and Go** must be supplied to unpack the job. The default filenames are the same for every job that is packed with the program. Please add your company or job name to the beginning of each generated filename so that when Prototype receives the job it has all unique names. Ex.: **packed01.puz**, renamed **ABC-Co_packed01.puz**

For more information

On the Help menu, click Microsoft Publisher Help.