

Working with Microsoft Publisher files

To process Microsoft Publisher files we need the following:

- A printout of the file. This is because Publisher typically reflows the text when it is recomposed to a high-resolution imagesetter. We will try to adjust the text to flow as closely to the printout as possible.
- The job must be collected using the **Pack and Go** command.
If you need further help with this, please go to the **Tech Tips** tab on our website www.prototypegraphics.com for further information.
- All fonts must be collected with **Pack and Go**.
- All graphics must be linked and must collect a copy with **Pack and Go**.

Setting up your job for commercial printing

Go to **TOOLS > COMMERCIAL PRINTING TOOLS > COLOR PRINTING** and set up your job for the number of colors you have selected for the printed piece. Select either **Single Color, Spot Colors, Process (CMYK)**, or **Process & spot** (only for a 5- or 6-color job). Never select **RGB** for a job you are going to send to a commercial printer. This will allow only the colors that you have selected to appear in your color choices.

A note about offset color printing using Microsoft Publisher files

For a CMYK job, the Publisher file needs to be setup as CMYK. The code for the color separations is controlled by Microsoft and will probably not match what you are seeing on your screen. Typically the lighter colors separate darker and the dark colors appear more washed out. While we make every attempt to adjust these colors, there is no way for us to match what you see on your computer screen. If your job contains color that is critical, we recommend that you use a printed CMYK color guide and manually adjust your CMYK values to get the colors you want. Or to rebuild the job in either Quark or Indesign using accurate CMYK values.

Do not send JPegs. Convert graphics to CMYK TIFFs and reimport them into Publisher.

For two-color Microsoft Publisher jobs

All imported graphics must be produced using spot color. If RGB graphics are imported, they will separate CMYK. We suggest that with all two-color jobs, clients run color separated laser prints prior to sending the files for printing.