HopkinsUniversity
EXPRESS TIP

Collect for Output (Pack and Go) - Microsoft Publisher 2007

Oftentimes, one of the hardest and most time-consuming tasks of designing a file for print is providing all the necessary parts (fonts, graphics, etc.) of the design to the printer. This document will show you how to use the built-in features of Publisher to accomplish this. As a general rule of thumb, please include the following when sending us a project for printing:

- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-ins
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look
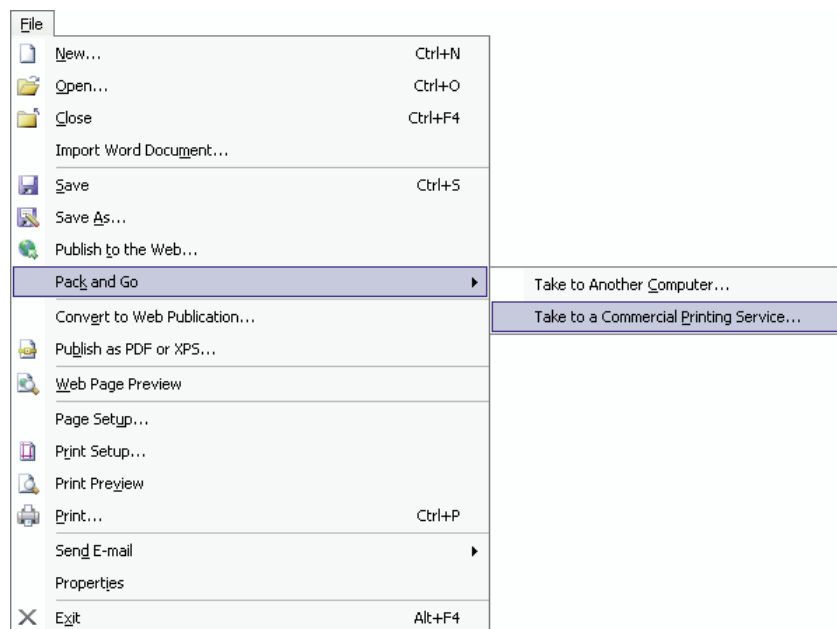
If you haven't already, please download and follow our *Using Microsoft Publisher* Express Tip before continuing with the instructions contained in this document. The Express Tip is available for download on the *Hopkins University* page of our website.

It's important to note that Publisher's Pack and Go feature does not work the same as the features of InDesign or QuarkXPress. Publisher will attempt to embed all placed graphics, images, and any used TrueType* fonts into your Publisher file. The resulting file package produced by Pack and Go will consist of a .zip file containing the final Publisher file and a PDF of the Publisher file.

*Publisher cannot embed Postscript or OpenType fonts nor TrueType fonts with embedding restrictions. If your document uses any of these fonts, the Pack and Go feature should alert you to this. You may need to collect fonts manually.

These instructions will show how to use Publisher's *Pack and Go* feature to prepare your file for commercial press output. Please note that these instructions are based on the 2007 version of Microsoft Publisher. If you have an older version of Publisher, we strongly encourage you to upgrade to the latest version as some features presented in this document may not be present in previous versions of Publisher.

1.   Open a Publisher file, pull down the **File** menu and choose
     Pack and Go -> Take to a Commercial Printing Service...

```
File
  New...                         Ctrl+N
  Open...                        Ctrl+O
  Close                          Ctrl+F4
  Import Word Document...
  Save                           Ctrl+S
  Save As...
  Publish to the Web...
  Pack and Go                         ►    Take to Another Computer...
  Convert to Web Publication...            Take to a Commercial Printing Service...
  Publish as PDF or XPS...
  Web Page Preview
  Page Setup...
  Print Setup...
  Print Preview
  Print...                       Ctrl+P
  Send E-mail                         ►
  Properties
  Exit                           Alt+F4
```
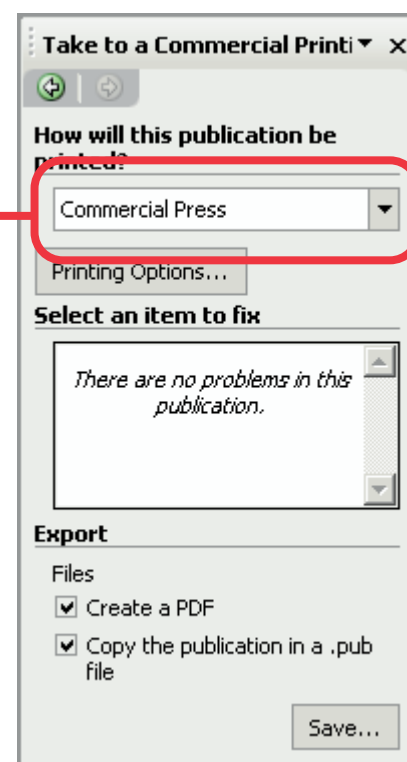
2.   The *Take to a Commercial Printing Service* panel will appear
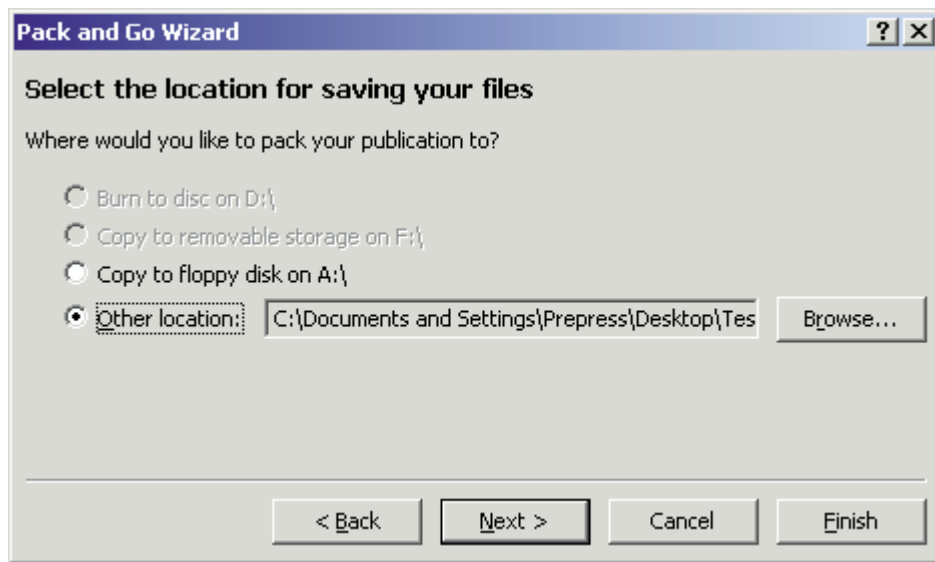   on the left side of your document:

3.   Ensure that **Commercial Press** is selected

4.   If you followed our *Using Microsoft Publisher* Express Tip, there
     should be no items to fix. If there are items that need fixed, click
     each item in the list and choose the best option to fix the issue
     shown. If you are unsure of the best option, please don't
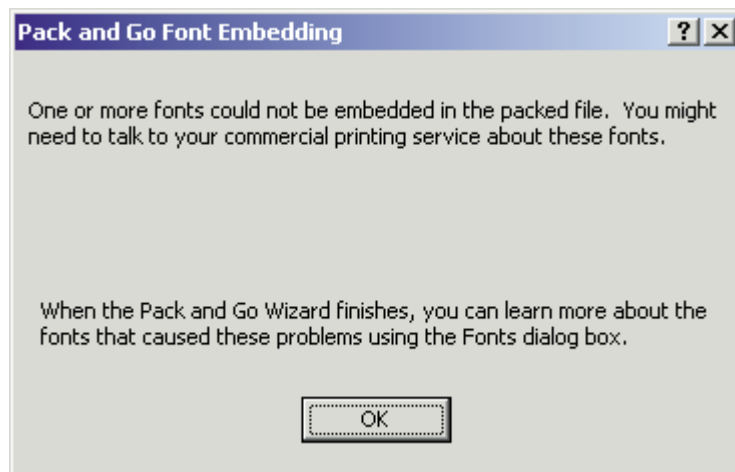   hesitate to contact us!

5.   Match the settings shown under the *Export* section and click **Save...**

Take to a Commercial Printi ▼ ✕

How will this publication be printed?

Commercial Press ▼

Printing Options...

Select an item to fix

There are no problems in this publication.

Export

Files
☑ Create a PDF
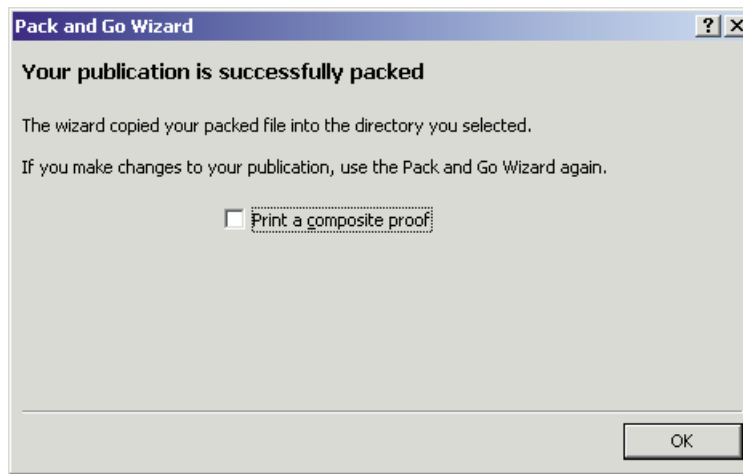☑ Copy the publication in a .pub file

Save...

6.   The *Pack and Go Wizard* appears:
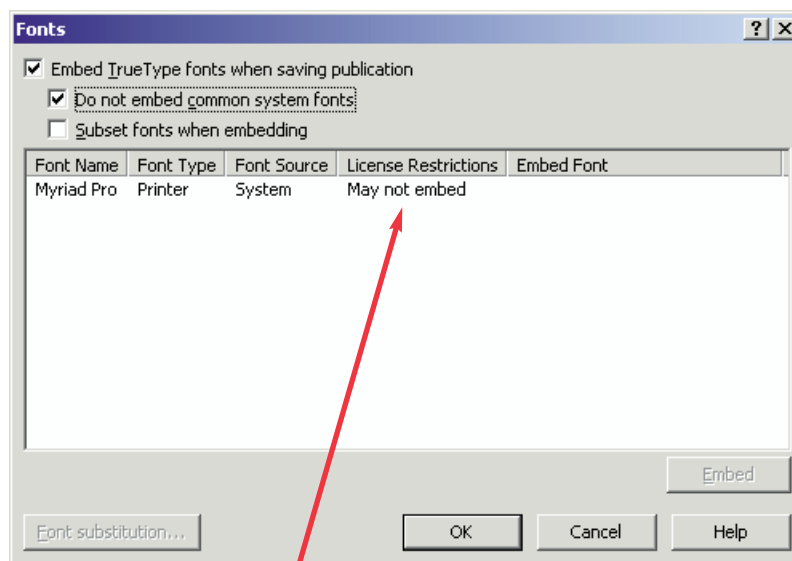

7.   Choose **Other location:**, click **Browse...** and choose your **desktop** for saving the files. Click **Next >**.

8.   If your Publisher file uses any of the font types mentioned on page 1 of this document, the following dialog box should appear:

9.   Click **OK**. The following dialog appears:

Pack and Go Wizard

Your publication is successfully packed

The wizard copied your packed file into the directory you selected.

If you make changes to your publication, use the Pack and Go Wizard again.

☐ Print a composite proof

OK

10. A composite proof is not necessary as the file package just created will include a PDF go-by. Uncheck **Print a composite proof** and click **OK**.

11. If you received a notice indicating that fonts could not be embedded (or if you didn't), pull down the **Tools** menu and choose **Commercial Printing Tools -> Fonts...**

Fonts

☑ Embed TrueType fonts when saving publication
   ☑ Do not embed common system fonts
   ☐ Subset fonts when embedding

Font Name	Font Type	Font Source	License Restrictions	Embed Font
Myriad Pro	Printer	System	May not embed	

Embed

Font substitution...   OK   Cancel   Help

12. Take note of any fonts with a *May not embed* status and **copy** these fonts from **c:\windows\fonts** to the file package folder created by Pack and Go on your desktop (the name of the folder is usually the name of your Publisher file followed by *PNG*). Compress the Pack and Go folder into a zip file. The zip file is ready to go to Hopkins Printing for output.

HopkinsPrinting

For questions, feel free to contact:
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