

Submitting MS Publisher Jobs

Media Formats

We currently support the following media formats for receiving your files. If you don't see your preferred media here, please call us.

- CD-ROM
- Zip 100 Mb and 250 Mb disks
- 3 1/2" floppies

Introduction

To ensure the successful output of your Publisher job, you must follow the steps outlined below. Jobs that are not submitted according to these guidelines may be subject to additional charges.

1) Proper Color Identification

Your file will be automatically set up in RGB color unless you specifically assign it otherwise. RGB files WILL NOT color separate for commercial printing. Before submitting your job, the file MUST be setup as Process Color (CMYK), Spot Colors, Single Color (including black only), or Process Color (CMYK) plus Spot Colors.

- TOOLS/COMMERCIAL PRINTING TOOLS/
COLOR PRINTING
- Select the appropriate choice for your job.
 - Process Color (CMYK)
 - Spot Colors
 - Single Color
 - Process Color (CMYK) plus Spot Colors
- Then, add, modify or delete colors under "SELECTED SPOT COLORS" to generate the proper number of colors for your job. For example, if your job is a two color print job, there should only be 2 colors listed in this area. Modify the colors listed to get the actual spot colors you desire. It is best to work with PANTONE colors to ensure that the printer will be able to match the colors you choose.
- Click OK

2) Gathering Your Files: PACK AND GO

As with any page layout program, your digital file must be accompanied by all graphic and font files used in creating the document in order to produce

the document as you have designed it. Publisher makes this process very simple through its Pack And Go feature. Pack And Go will collect all your graphics and embed your fonts into 3 files. ALL THREE FILES must be submitted together.

- FILE/PACK AND GO/TAKE TO A
COMMERCIAL PRINTING SERVICE
- NEXT
- Select "A:/" to collect to a floppy disk or choose another folder or drive on your computer.
- NEXT
- Be sure each of the following IS CHECKED:
 - Embed True Type Fonts
 - Include Linked Graphics
 - Create Links for Embedded Graphics
- NEXT
- FINISH
- Be sure each of the following IS CHECKED:
 - Print A Composite
 - Print Separations
- OK

3) Prepare Your Disk

Include the following when submitting your disk:

- Disk with ALL THREE Pack And Go files, labeled with your company name, the filename and the file format including version (i.e. MS Publisher 2002)
- Composite Color Proof, assembled cut to actual size and folded (if necessary).
- Print out of separations. (NOTE: Each page counts as a color plate. If, when you print separations, you receive more pages than you expect, double check your color settings. You will be charged for each plate generated.)
- Completed Electronic Output Form, filled out entirely and signed.

Summary

By following these simple steps, you can ensure that your file will print as you expect and avoid additional file preparation charges.