



How To:
Transfer
files for
successful
printing!

It's easy to transfer your files to us if you are using Microsoft Publisher!

The first step is to create a file folder on your desktop...(right click on the desktop—select new—new folder) and then name it anything you'd like.

How to Use the Pack and Go Wizard to prepare your publication file

Microsoft Publisher includes a useful feature for preparing a file for you to take to us for output. This is the Pack and Go Wizard. When you pack your publication using the the Pack and Go Wizard, Publisher does the following:

- Saves a copy of the file, embedding all TrueType fonts and creating links for all embedded graphics. (This helps to eliminate font & graphic issues and allows us to give you the best possible output)
- Creates a compressed archive file, which includes the publication, and all of its linked graphics.
- Splits this archive up so that it can be split across multiple disks (if needed.)
- Copies the archive to the folder of your choice.

To run the Pack and Go Wizard, do the following:

1. Open the publication that you want to pack.
2. On the **File** menu, point to **Pack and Go** (you may have to extend the menu down by clicking on the arrows at the bottom of the menu to do this), and then click **Take to a Commercial Printing Service**. The Pack and Go Wizard will take you through each step of the packing process.
3. At the **Include Fonts and Graphics** window, make sure to select the options **Embed TrueType fonts** and **Include linked graphics**.

To get your files to us, do the following:

1. Print out a hard copy of the publication and bring or send it to us.
2. Locate the file folder on your desktop and write it to CD or open the folder and email each of the files in the folder to us (just attach the files to an email message...there should be 3 or 4 files) Please send email to:

Info@theprintingshop.com



.....> *Design that Gets Results!*

To download other helpful hints please visit us at www.theprintingshop.com