

Using Microsoft Publisher

If you are a Microsoft Publisher user, there are a few steps necessary for configuring a new Publisher document for commercial press output. This Express Tip will take you through the process step by step including the export of your document to PDF format.

Please note that this Express Tip assumes the user has Microsoft Publisher 2007. If you have an earlier version, we strongly encourage you to upgrade to the 2007 version as some of the steps contained in this Express Tip may not be present in earlier versions.

Publish to PDF or XPS

Before you begin, you will need to download the **Publish to PDF or XPS** add-in from Microsoft. **Please note that this add-in is only compatible with Microsoft Publisher 2007.** As the time of this documents creation, the following hyperlink will take you to the add-in download page:

http://www.microsoft.com/downloads/details.aspx?familyid=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en

Configuring a New Document

- 1. Launch Microsoft Publisher 2007.
- 2. Pull down the **File** menu and choose **Page Setup**. Under the *Blank Page Sizes* header, choose the page size that satisfies your document sizing needs.
- 3. If you need a custom page size not already present, click **Create Custom Page Size...**

Page Setup		? ×
Search for templates:	Page Width:	16.535"
Blank Page Sizes Standard • Advertisements • Binder Divider Tab • Booklets • Business Cards • Designed Paper • E-mail • Envelopes • Greeting Cards • Maing Labels • Media Labels • Name Tags • Other Labels • Photo Paper • Postcards • Posters • Small Publications • Web Sites A3 (Portrait) A4 (Landsc A4 (Portrait) A5 (Landsc A5 (Portrait)) B4 (Landsca B4 (Portrait)) 16.555 × 1 16.593 × 1 16.593 × 1 16.593 × 1 A5 (Portrait) A5 (Landsc A5 (Portrait)) B4 (Landsca B4 (Portrait)) A5 (Portrait) B4 (Portrait) B4 (Portrait)) B4 (Portrait) B4 (Portrait) B4 (Portrait)) B4 (Portrait) B4 (Portrait) B4 (Portrait) B4 (Portrait)) B4 (Portrait) B4 (Portrait) B4 (Portrait)) B4 (Portrait) B4 (Portrait) B4 (Portrait)) B4 (Portrait) B4 (Portra	Height: Margin Guide Iop: Left: Bottom: Bight:	11.693" 🝨
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Q /	🔍 ОК	Cancel

4. Give the new custom page size a name, its width and height, set all Margin guides to **0**" (zero) and click **OK**.

Custom Page Size	<u>? ×</u>
Name	Preview
Name: 18x24	
Page Layout type	
Width: 18" One page per sheet	
Height: 24"	
Margin guides	
Top: 0"	
Left: 0"	
Bottom: 0"	
Right: 0"	
	Page size: 18" × 24"
	Sheet size: 18" x 24"
	Page order: 1,2,3,4
	OK Cancel

5. The new page size will be added under the *Blank Page Sizes* section. Click **OK**.

Configuring Fonts

- 6. Pull down the **Tools** menu and choose **Commercial Printing Tools** -> **Fonts...**
- 7. Match the settings shown below and click **OK**:

Fonts	? ×
 Embed IrueType fonts when saving publication Do not embed common system fonts Subset fonts when embedding 	
Font Name Font Type Font Source License Restrictions Embed Font	
	Embed
Eont substitution OK Cancel	Help

Configuring Document Color Space

- 8. Pull down the Tools menu and choose Commercial Printing Tools -> Color Printing...
- 9. In the dialog box that appears, choose the color space that matches how your document will print on press. Your choices are:

Any color (RGB) - Best for desktop printers - OK FOR HOME USE ONLY! Single color - SELECT FOR BLACK-ONLY FILES Spot colors - SELECT FOR SPOT COLOR ONLY FILES (NO PROCESS COLORS) Process colors (CMYK) - SELECT FOR PROCESS COLOR ONLY FILES (NO SPOT COLORS) Process colors plus spot colors - SELECT FOR PROCESS PLUS PANTONE COLOR FILES

Ensure you have chosen the 2nd, 3rd, 4th or 5th option depending on your output intent.

10. If you intend to use Pantone color(s) in your document, now would be a good time to add those color(s) to the document. Click the **New Ink...** button.

Please note that if you have selected a color space that does not support the use of spot or Pantone colors, you may still add spot and/or Pantone colors but they will be converted to the color space you chose in step 9 above.



11. In the *New Ink* dialog box that appears, click the **PANTONE**[®] tab:

Choose Solid Coated for Color type.

Type the Pantone number into the *Lookup* field matching the color you wish to use and click the **Find** button.

Click **OK**.

12. The Pantone color is added to the list of inks:

Color Printing	? ×		
Define all colors as:			
C Any color (RGB) - Best for desktop printers			
C Single color			
C Spot colors			
C Process colors (CMYK)			
Process colors plus spot colors			
Inks Colors			
🔲 Not in use 🔀 Cyan			
Not in use 🔀 Magenta			
Not in use 🔣 Yellow			
Not in use 🗾 Black			
Not in use 💽 Spot color 1: PANTONE 185 C			
	-		
Delete Excess Inks			
Reset OK Cancel Help		13.	Click Of

Construct Your Document

14. You are now free to design and construct your document. Remember to save your document often to avoid potential data loss.

Exporting Your Document to PDF

- 15. If you do not have Microsoft Publisher 2007, please stop here and send the Publisher file along with all used fonts and supporting art/graphics/images to Hopkins Printing.
- 16. With your document constructed and saved, you are ready to export your document to a PDF file. Pull down the **File** menu and choose **Publish to PDF or XPS** (remember that this feature is only available after installing the Publish to PDF or XPS add-in for Microsoft Publisher 2007).

17. In the dialog that appears, give the PDF a name and click the **Change...** button:

Publish as PDF o	r XPS					?	×
Save in:	🞯 Desktop		•	() - 🖸	$ \times$	11	-
My Recent Documents Documents My Documents My Computer My Network Places	My Docume My Comput My Networ Caps Incoming E InputX Live_1 Live_2 Live_3 NexPress C NexPress C NexPress X PageMaker PageStore)	er < Places mail onsole					
	File <u>n</u> ame: Save as <u>t</u> ype: Optimize for:	Publication1 PDF (*.pdf) High quality printing □ Op <u>e</u> n file after publishing		hange			
Too <u>l</u> s 🔻]			Publi <u>s</u> h		Cancel	

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18. In the *Publish Options* dialog box, choose the **Commercial Press** setting and then click the **Advanced** >> button and match the settings shown below:

Publish Options
Specify how this publication will be printed or distributed.
Minimum size Standard High quality printing
Commercial Press
Create a file that is optimized for commercial printing.
Advanced <<
Pictures
Higher picture resolution (dpi) yields better print quality with a larger file size.
Color and greyscale pictures:
Downsample to: 300 dpi 💌 when above: 450 dpi 💌
Line art (1-bit):
Downsample to: 1200 dpi 💌 when above: 2400 dpi 💌
Design Checker
Warn about transparency and color use
Include non-printing information
Document properties
Document structure tags for accessibility
PDF Options
ISO 19005-1 compliant (PDF/A)
✓ Bitmap text when fonts may not be embedded
<u> </u>
Print Options OK Cancel

19. If your document has page items that extend outside the trim area (bleed), click the **Print Options...** button, otherwise skip to step 21:

Print Options	<u>? ×</u>
Printing options	Preview
Image: Custom Image: Custom Size: Custom Image: Custom Width: 18" Height: 24" Page range Image: Current page Image: Current page Image: Current page	Printer's marks
C Pages: Enter numbers or ranges separated by commas, for example 1,3,5-12.	E Blood marks
	OK Cancel

- 20. Check the Allow bleeds checkbox and click OK.
- 21. Click **OK**.
- 22. Click **Publish** to begin the PDF publishing process.
- 23. If the following dialog box appears, it means that Publisher found an issue(s) that can result in an improper PDF if the issues are not resolved. Click the **Fix...** button.

Microsoft Office Publisher	×
Design Checker found potential problems that may affect the quality of your printed publication. Do you want to fix these pr fixing?	oblems now or publish now without
Number of issues found: 1	
Save Fix	

24. Along the left side of the document window, the **Prepare to Publish** pane will appear:



In the example to the left, Publisher is showing that an unused spot color is present in the document. If you hover your mouse over the error, a drop down arrow will appear next to the error that when clicked, will provide you with some options on what to do with the error.

Generally, you will want to choose to **fix** the error:



- 25. After all errors have been resolved, click **Publish**.
- 26. Remember to check your PDF with Acrobat.



For questions, feel free to contact: Jon Morgan 614-509-1080 jmorgan@hopkinsprinting.com