

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.

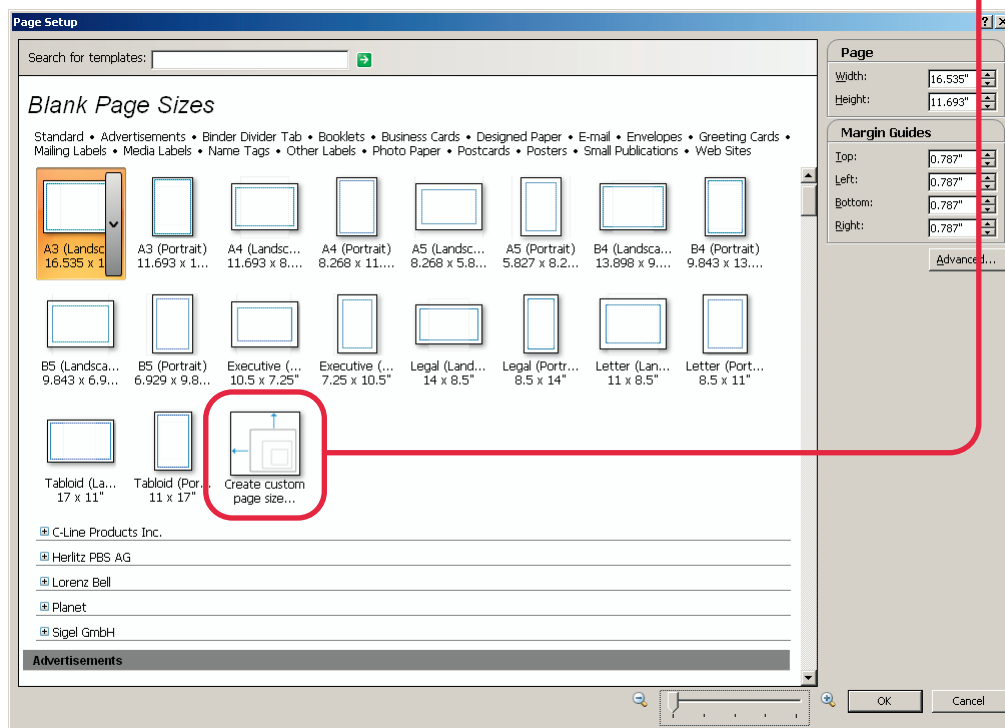
Publish to PDF or XPS

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:

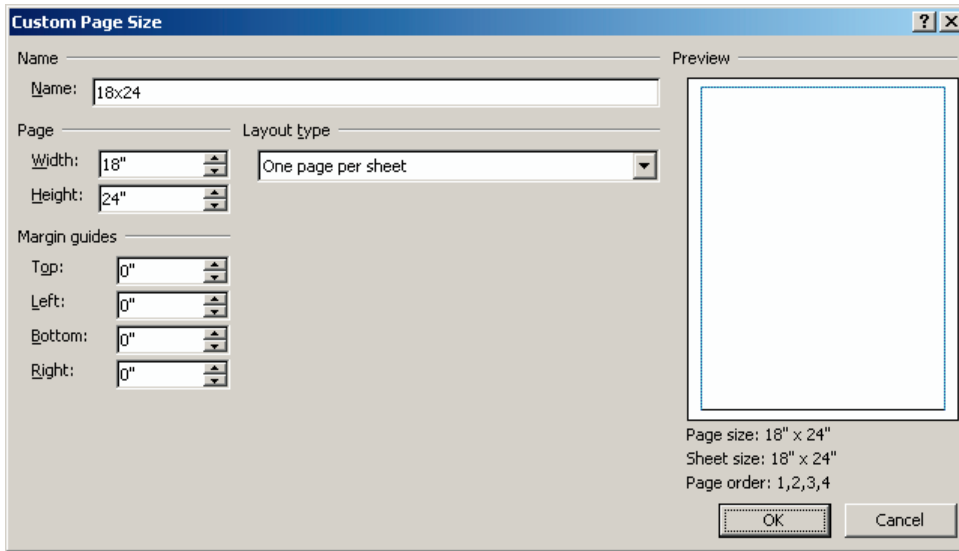
<http://www.microsoft.com/downloads/details.aspx?familyid=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>

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...**



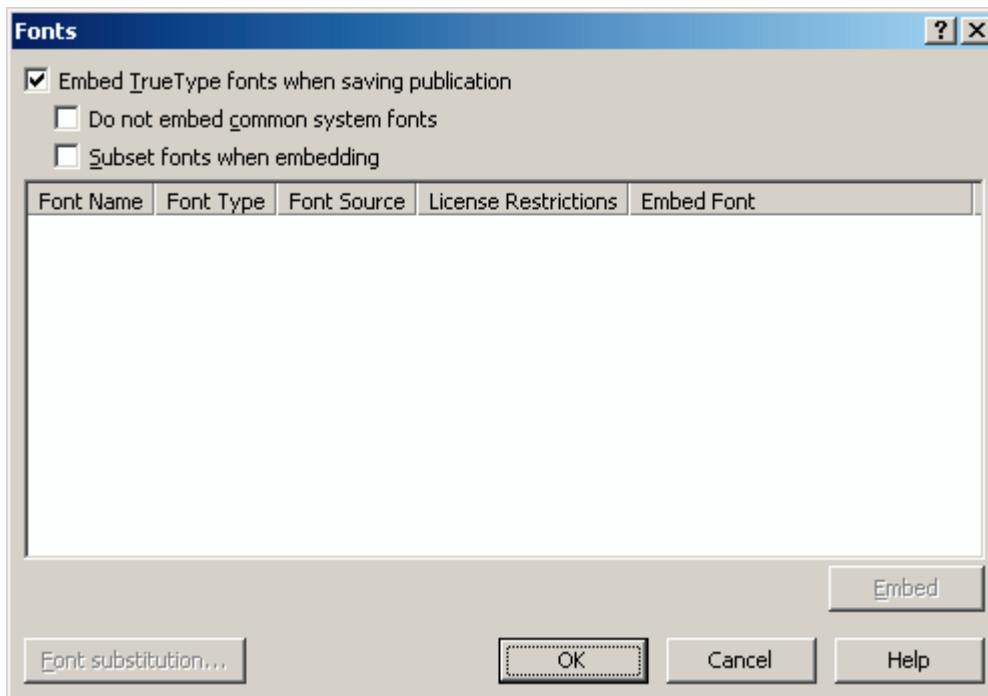
4. Give the new custom page size a name, its width and height, set all Margin guides to 0" (zero) and click **OK**.



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**:



Configuring Document Color Space

- Pull down the **Tools** menu and choose **Commercial Printing Tools -> Color Printing...**
- 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)

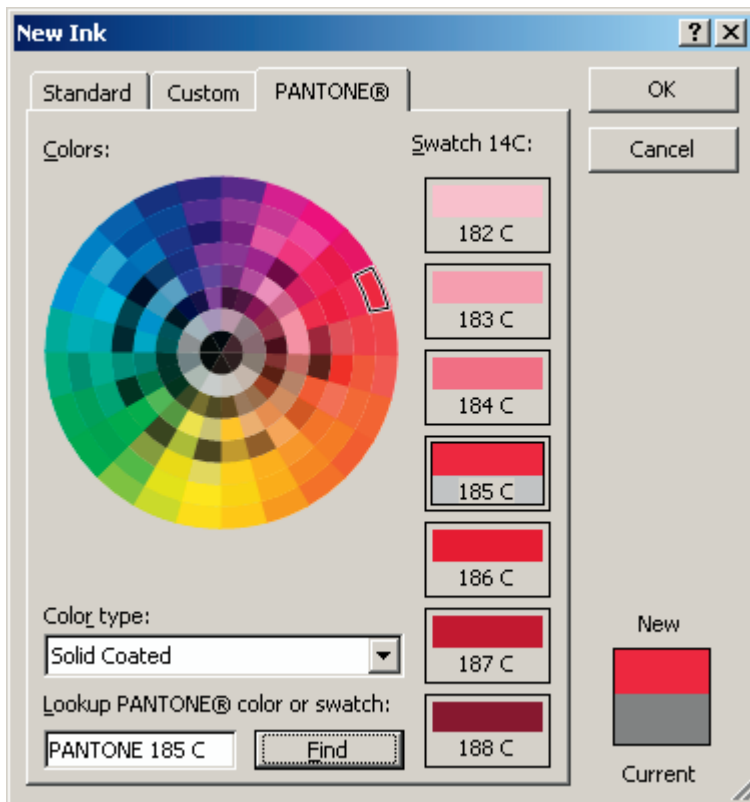
Process colors plus spot colors - SELECT FOR PROCESS PLUS PANTONE COLOR FILES

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

- 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.

- 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:



13. Click **OK**.

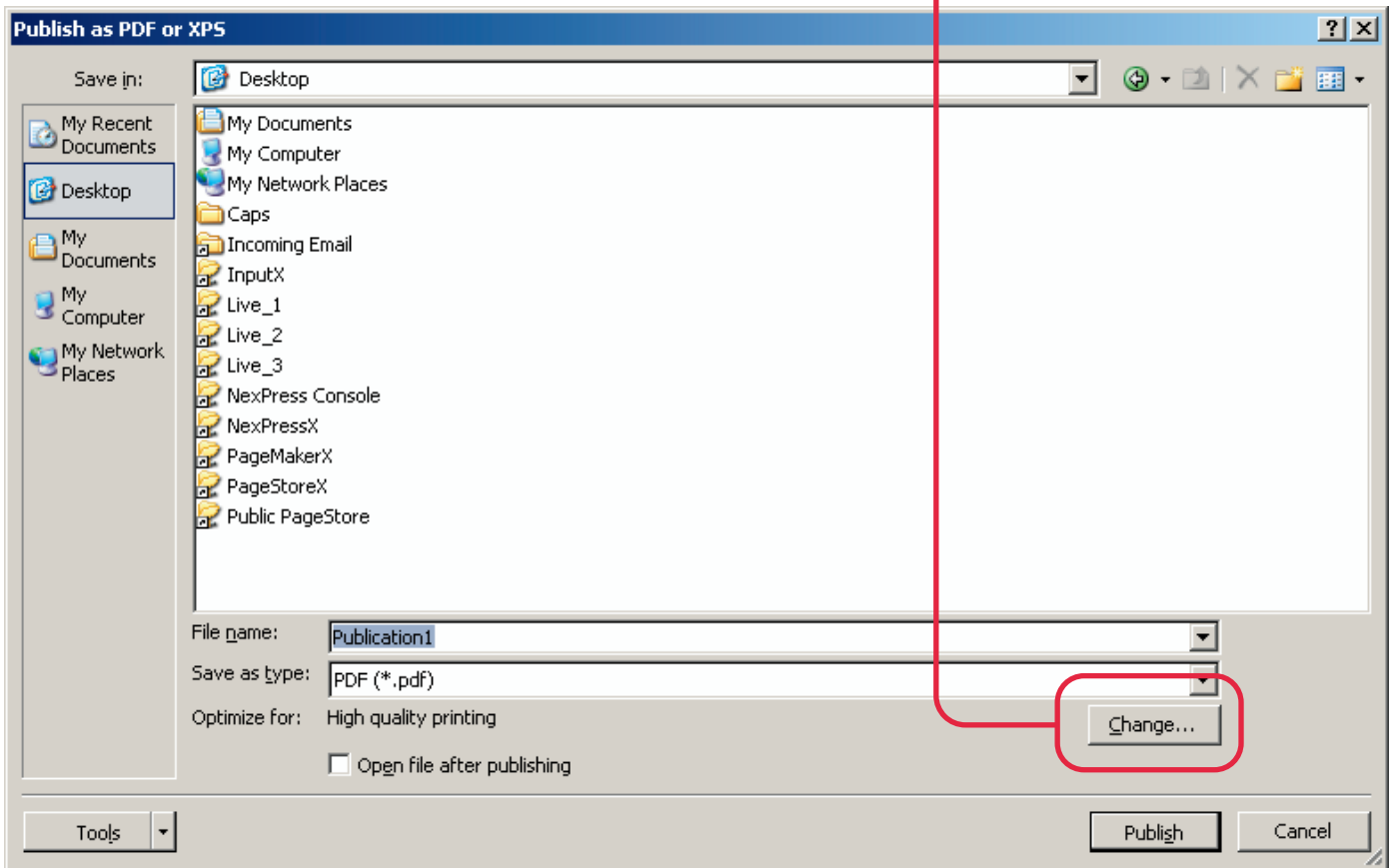
Construct Your Document

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

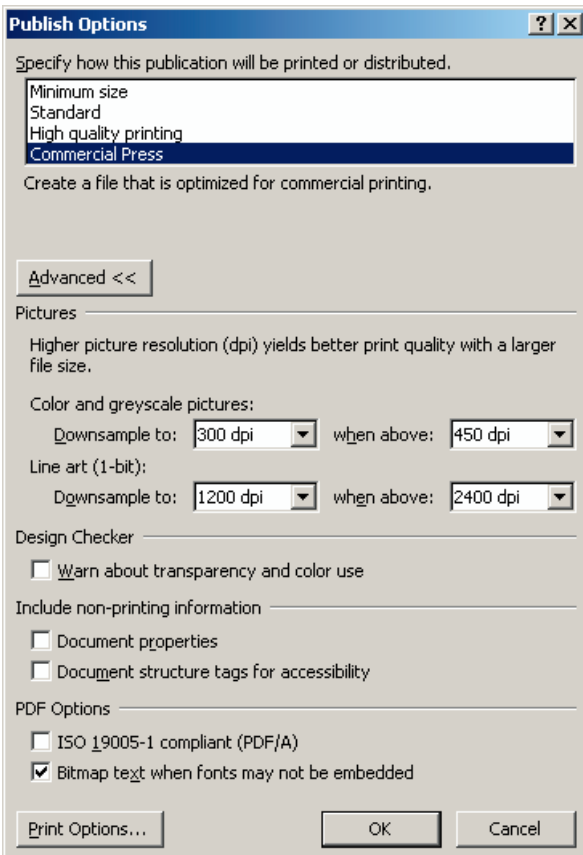
Exporting Your Document to PDF

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).

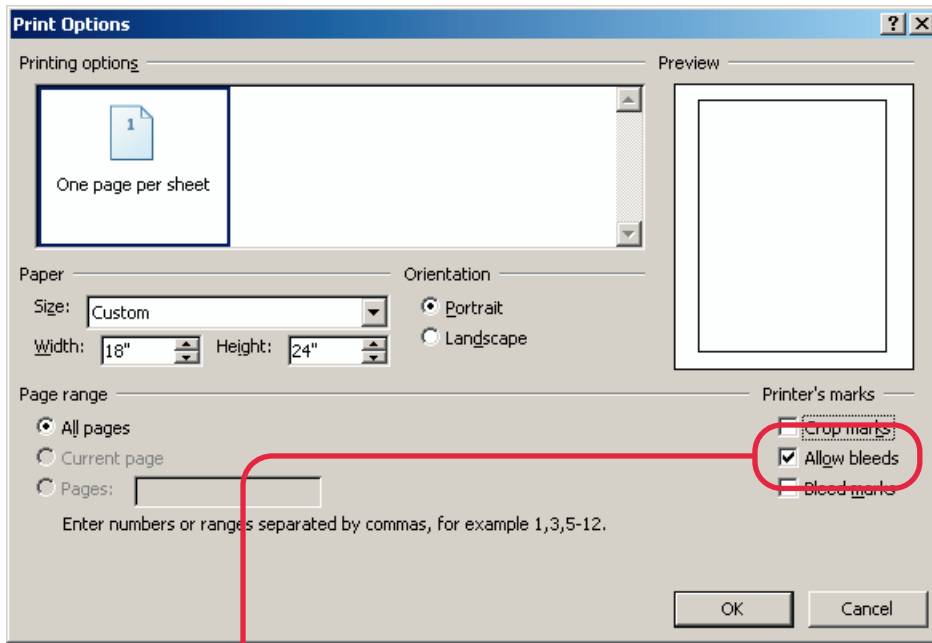
17. In the dialog that appears, give the PDF a name and click the **Change...** button:



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



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

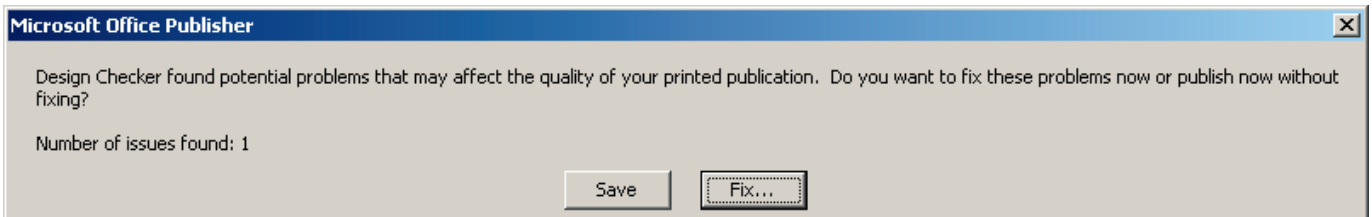


20. Check the **Allow bleeds** checkbox and click **OK**.

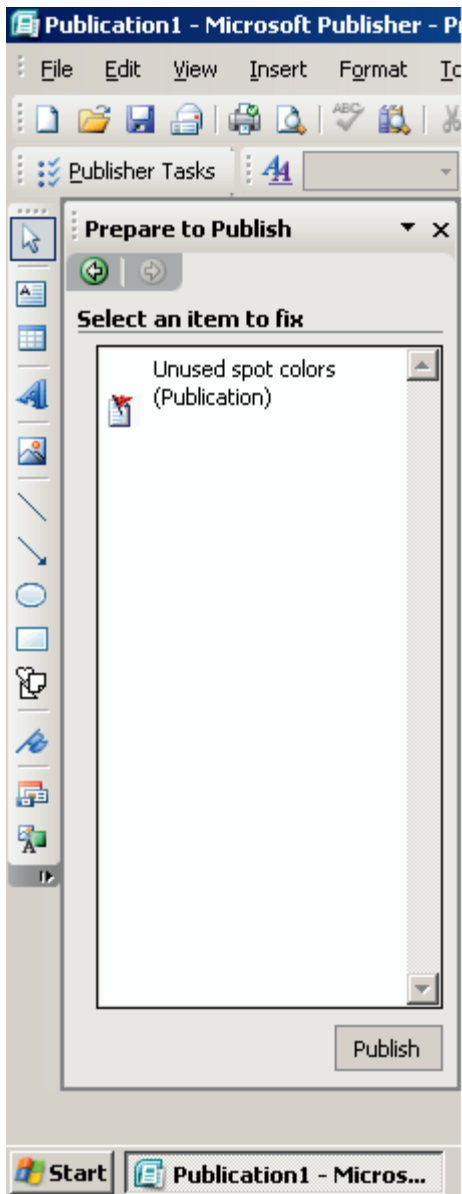
21. Click **OK**.

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.

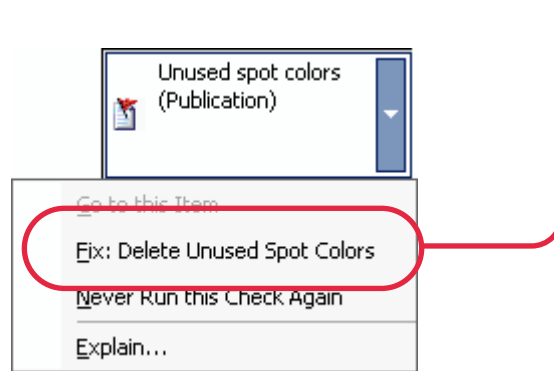


24. Along the left side of the document window, the **Prepare to Publish** pane will appear:



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