

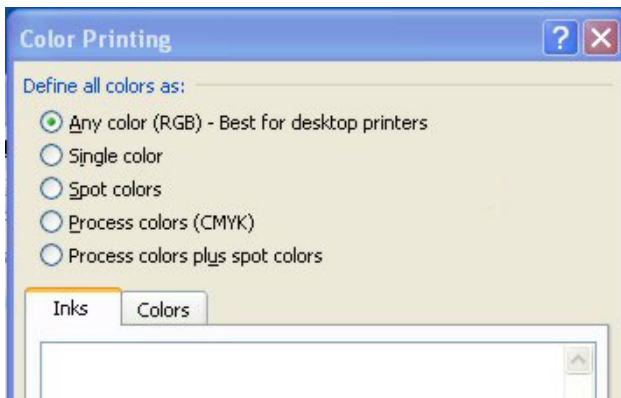
How to Create a PDF File in Microsoft Publisher 2007

Note: The following are suggested settings based on Microsoft Publisher 2007 running on Windows XP SP2. Settings for other operating systems may differ. Your settings may need to be customized according to the specific requirements of your print job.

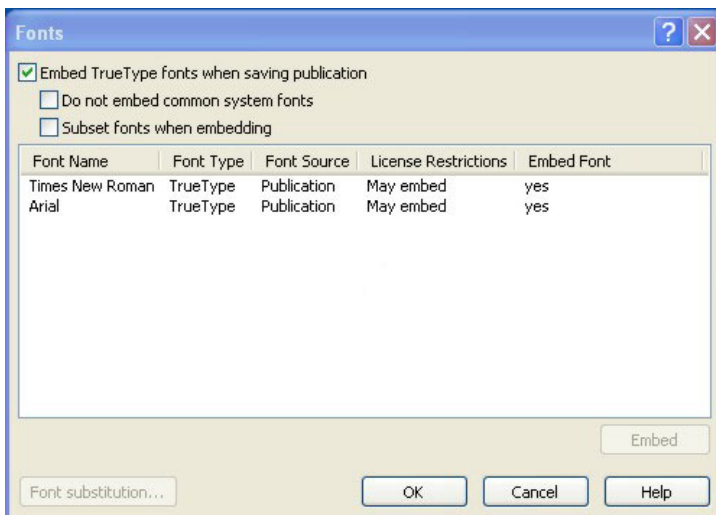
1. **Download and install Microsoft's "Publish as PDF or XPS" plug-in for Publisher 2007**, available from Microsoft at this link:
<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&DisplayLang=en>

When the installation has completed, you should see a new item called "Publish as PDF or XPS" in the Publisher 2007 main menu bar under "File".

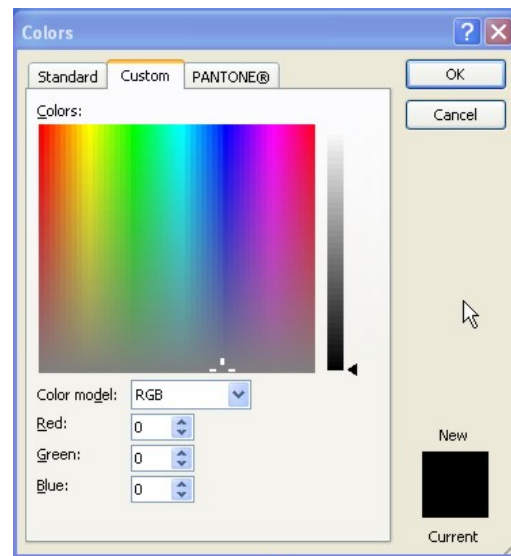
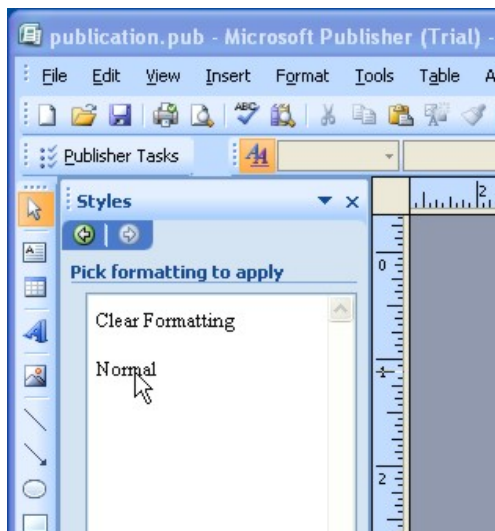
2. **Set up your Publisher document for commercial printing.** In Publisher, go to Tools/Commercial Printing Tools/Color Printing and choose "Any color (RGB)".



3. Go Tools/Commercial Printing Tools/Fonts and make sure "Embed True Type fonts when saving publication" is checked.



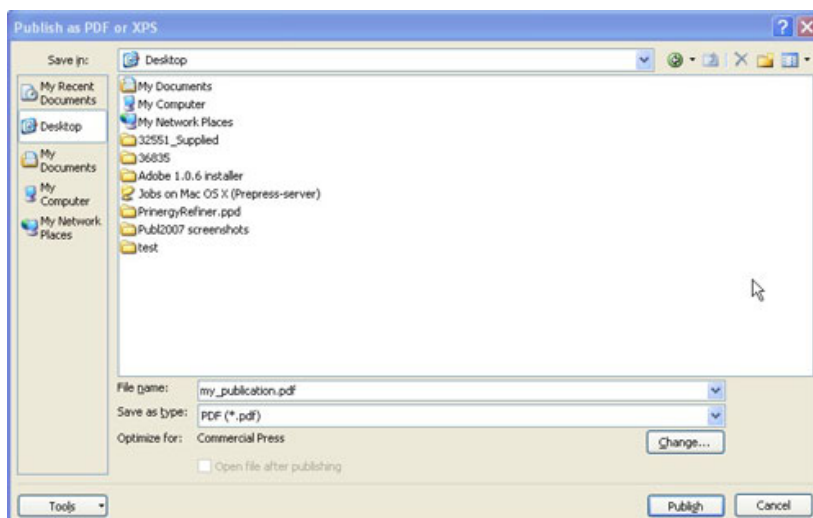
4. **Create your Publisher document.** Check with your commercial printer. They may want you to provide the color in **RGB color space** rather than the CMYK color space.
5. **Make sure your publication's body text and small objects such as lines and boxes are colored R=0, G=0, B=0.** When this color is used for body text and small objects, the resulting CMYK color after conversion in our system will be 100% black. This is very important, because other RGB color breakdowns for black will result in CMYK blacks that are a mixture of four colors rather than 100% black. In particular, check that all text imported from your word processor is re-colored if necessary to 0,0,0. Also, check your text styles to make sure that black is formatted as R=0, G=0, B=0. To do that, start at the Styles sidebar below...

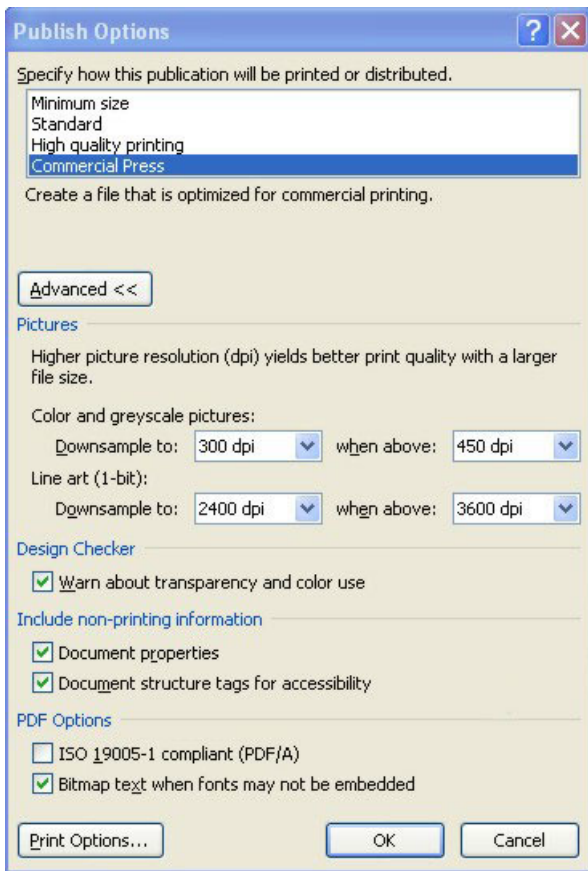


and browse to the Font Colors window.

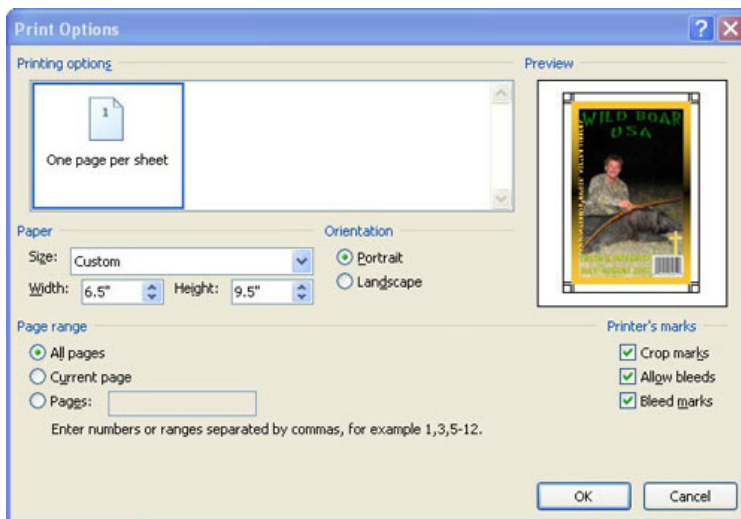
6. **Now you are ready to convert your document to a PDF file.** Go to File/Publish as PDF or XPS. In the first screen that appears, browse to the location where you wish to save your PDF file, fill in "File name", and at "Save as type:" choose "*.PDF". At "Optimize for:" click on the "Change" button.

In the "Publish Options" window, choose "Commercial Press". Then click on the "Advanced" button and fill in the choices as in the screen capture below.





Now click on the "Print Options" button and fill in the Print Options window as in the screenshot below. Please note that the width and height settings should be 1 inch larger than the page size (i.e. trim size) of your document. For example, for an 8.5" x 11" page, the width should be 9.5" and the height 12" in this window. The preview window should show a page similar to the one in the screen shot, with crop and bleed marks hugging the outer edges of your page and enclosed in a slightly larger box



Click OK and OK to return to the main "Publish as PDF or XPS" window. Now click on the "Publish" button at the bottom right.

Congratulations! Your PDF file should open in Acrobat or Adobe Reader. Check it to make sure all elements are there, including type and images. Make sure your entire page is enclosed within the larger "custom paper size" and that you can see the crop and bleed marks. Once you are satisfied that everything is as it should be, you are ready to upload your PDF file.