

### 1.0 INTRODUCTION

When transferring files from one destination to another, some information may be altered. When using most design software it is always better to convert text to outlines, flatten the image or embed the font in the file. When using MS Publisher for design and layout, it is important to ensure the photos, graphics, and fonts are embedded into the file.

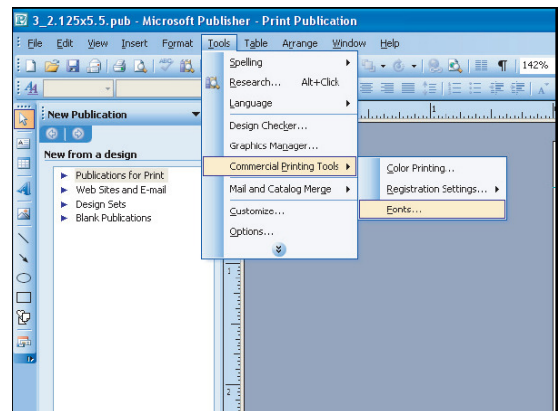
To accomplish this you have two options. 1) You can manually "embed the font files" or you can 2) use the **Pack & Go** tool, which will allow you to embed **True Type** fonts and include linked graphics. **Pack & Go** will also convert a standard MS Publisher document into a print ready file.

For your convenience we have created instructions for each of the two processes to help guide you step by step.

### 2.0 EMBEDDING FILES

#### STEP 1

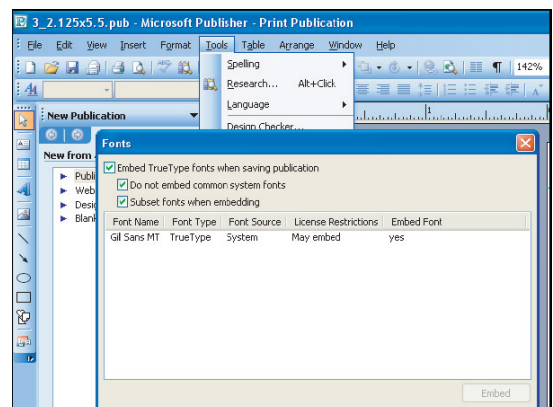
Open the appropriate file in MS Publisher. Click on the **Tools** pull down menu and select **Commercial Printing Tools** and then select **Fonts**.



#### STEP 2

In the **Fonts** dialogue box, verify that all of the necessary fonts are listed. Then check each of the **three (3)** boxes. Be sure to embed **True Type** fonts when saving the file. Do not embed **Common System** fonts and **Subset** fonts when embedding. Then click the **OK** button.

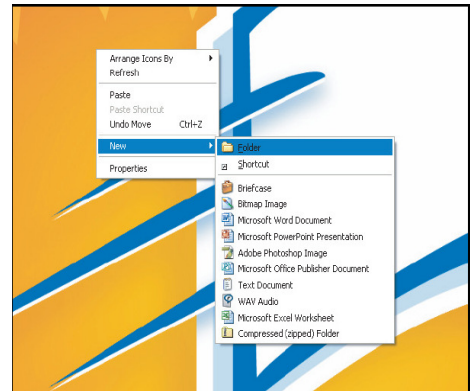
You can then upload the native MS Publisher file on our website by logging into your **My Account**.



### 3.0 PACK & GO

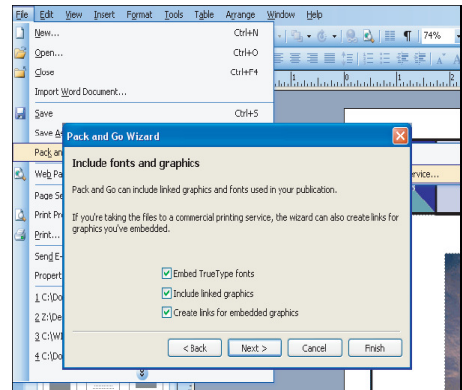
#### STEP 1

Create a new **Folder** on your **Desktop** by right clicking on the desktop. Select **New > Folder** and then **Name** the folder. Then save the MS Publisher file in the new folder on the desktop.



#### STEP 2

Click on the **File** menu and select **Pack & Go > Take to a Commercial Printing Service**. Then in the **Pack & Go Wizard** click **Next**. Select the new folder as created in Step 1 by using the **Browse** button and click **Next**. In the **Include Fonts & Graphics** box, check off each of the **three (3)** boxes and click **Next**.



#### STEP 3

Review and verify that each of the necessary tasks will be completed as listed in the **Pack my publication** box. Then click on the **Finish** button and check the **Print Composite Proof** option, if necessary. Otherwise uncheck the box and click **OK** to complete the process.

Through this process a folder will be created that contains four files. The file that needs to be uploaded will be the compressed publication file, which ends **(.puz)**. You can then upload this file on our website by logging into your **My Account**.

