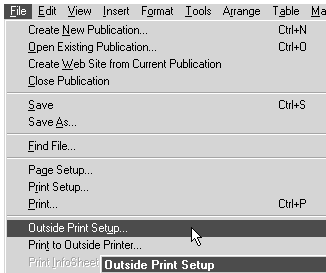




Microsoft Publisher '97

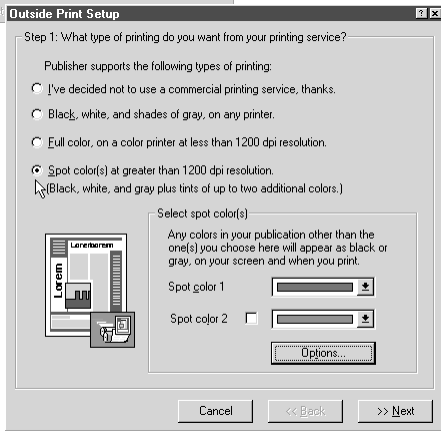
One, Two and Three Color File Setup and Print-to-Disk Instructions

FILE SETUP

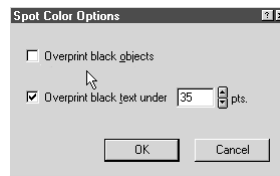


Before creating your document, you should always go to **Outside Print Setup** under the **File** menu.

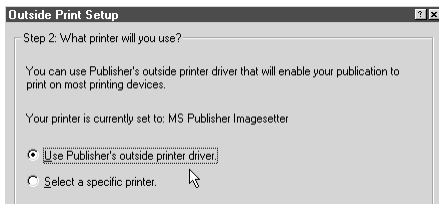
If you have already created your document, you can still use these instructions. However, you will need to closely examine the colors in your document afterwards to correct any changes made.



Select **Spot Color(s)...** if you plan to create a two or three color design. This is where you can select the colors you want to use. Only these colors and their tints will be available in the color palette.

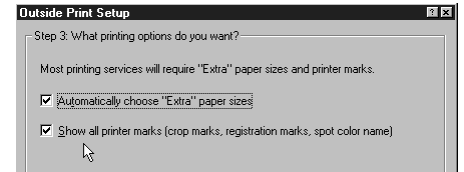


Select the **Options...** button. You should put check marks as shown. For overprinting black text, type in 35 (this is Publisher's default). Now click on **OK** and then **Next**.

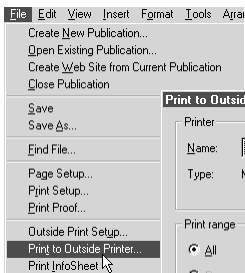


In Step 2, you will be prompted to select a printer driver. Select **Use Publisher's outside printer driver** and then **Next**.

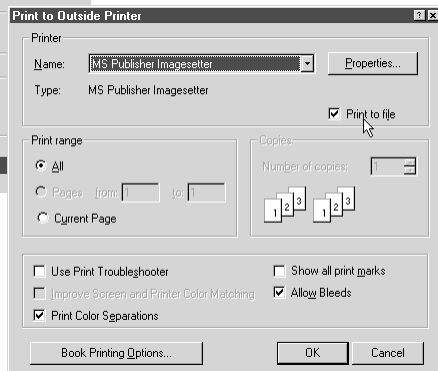
In Step 3, check both boxes and then click on **Done**.



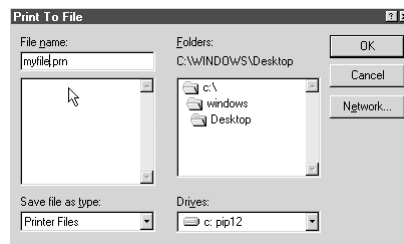
PRINT-TO-DISK



When you are ready to have your file printed, you need to create a "Print-to-Disk" file. To create this file, select **Print to Outside Printer** from the **File** menu.



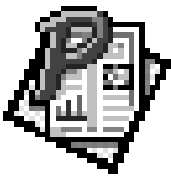
Select **MS Publisher Imagesetter** as the printer. Check the **Print to file** box and the **Print Separations** box. Now, click on **OK**.



Type in your file name followed by ".prn" and select the destination folder. Click on **OK**.

Now copy your PRN file to a diskette or ZIP disk. If the file is too large for a diskette, you can compress it using PKZIP, Zip-It or WinZip (all are available as shareware on the internet or AOL). When creating Publisher files keep these important items in mind:

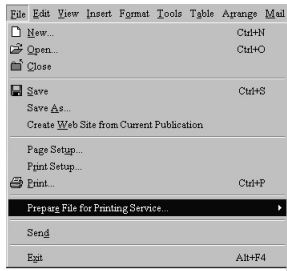
- Always bring a composite proof
- Publisher has no full-color color separation capabilities (ie. no full-color offset printing available)
- Allow 3/8" gripper (blank space) on at least one edge
- Always bring a printout of your color separations
- If you have questions, call us.



Microsoft Publisher '98

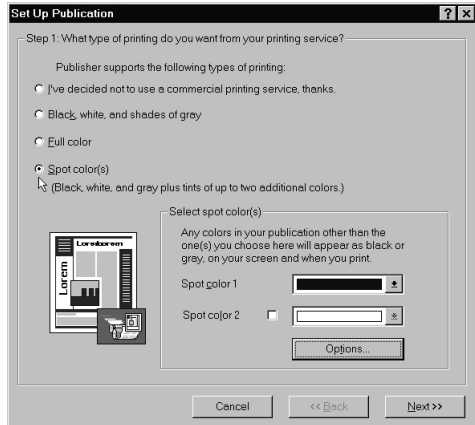
One, Two and Three Color File Setup and Print-to-Disk Instructions

FILE SETUP

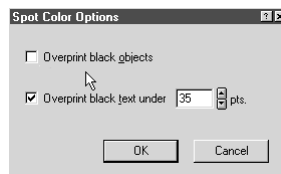


Before creating your document, you should always go to **Prepare File for Printing Service > Set Up Publications** under the **File** menu.

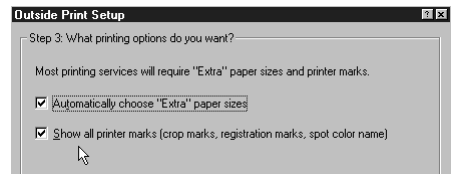
If you have already created your document, you can still use these instructions. However, you will need to closely examine the colors in your document afterwards to correct any changes made.



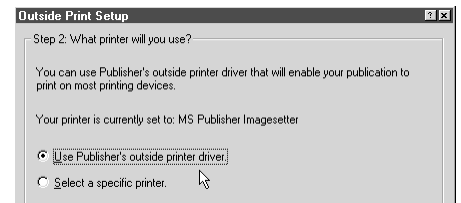
Select **Spot Color(s)...** if you plan to create a two or three color design. This is where you can select the colors you want to use. Only these colors and their tints will be available in the color palette.



Select the **Options...** button. You should put check marks as shown. For overprinting black text, type in 35 (this is Publisher's default). Now click on **OK** and then **Next**.

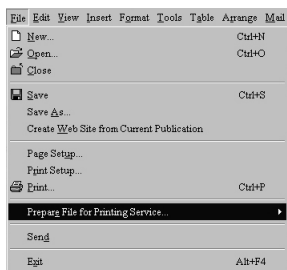


In Step 2, you will be prompted to select a printer driver. Select **Use Publisher's outside printer driver** and then **Next**.

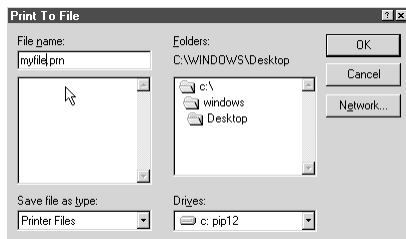


In Step 3, check both boxes and then click on **Done**.

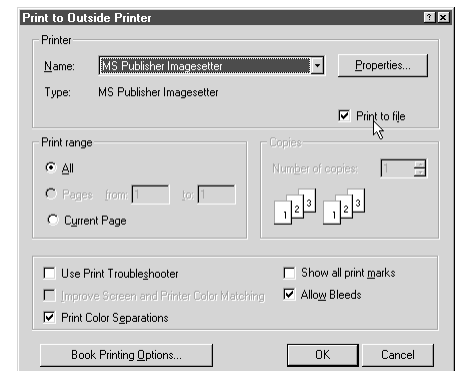
PRINT-TO-DISK



When you are ready to have your file printed, you need to create a "Print-to-Disk" file. To create this file, select **Prepare File for Printing Service > Create File in PostScript** from the **File** menu.



Select **MS Publisher Imagesetter** as the printer. Check the **Print to file** box and the **Print Separations** box. Now, click on **OK**.



Type in your file name followed by ".prn" and select the destination folder. Click on **OK**.

Now copy your PRN file to a diskette or ZIP disk. If the file is too large for a diskette, you can compress it using PKZIP, Zip-It or WinZip (all are available as shareware on the internet or AOL). When creating Publisher files keep these important items in mind:

- Always bring a composite proof
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