

# Submitting Publisher Documents

*Follow these easy steps for submitting a Publisher document for printing.*

## Spot colors

When using more than one color in your Publisher document, please be sure you are using values (0-100%) of **ONLY** the colors selected for use in your document. You can be sure that this is happening when you set up your document for "**Commercial Printing**." To do this do the following:

1. Under the Tools menu, select **Commercial Printing Tools** and then select **Color Printing**.
2. Next choose **Spot Colors**. If you have already selected colors for use in your document, they will show up under **Selected Spot Colors**. If you have not selected colors, you may add colors to this section by clicking **Add** and choosing colors from the **Standard Color Pallet**. Once this is set up, you can see that your color pallet for coloring all elements in your document have now changed to display only the colors you has selected to use in your document.

## Fonts

You must include the fonts used in your document from the Fonts folder inside your **WINDOWS** folder on your **C: Drive**. If you choose to use the **Pack and Go** feature, you do not have to supply seperate font files.

## Graphics

Supply all the graphics separately. Photos should be at least **300 dpi**. If you choose to use the **Pack and Go** feature, *you do not have to supply seperate graphic files*.

## Use Pack and Go

When your project is completed, we suggest that you use the packaging tool **Pack and Go** under the **File menu** in Publisher. This tool will embed your fonts, graphics and simplifies the time taken to gather all of your used visual elements. Please follow these steps before submitting your file:

1. Under the File menu, choose **Pack and Go** for **Commercial Printing Service**. Then click Next.
2. Click the **bullet** next to the **empty field** and click **browse** to select the destination of your saved file. Creating a new folder on your desktop may be the easiest way to locate your saved file. You can do this by clicking the **New Folder** button at the top of the **Choose Location** window. After you have chosen your location, click Next.
3. Now, be sure you are including your fonts, images and linked graphic by clicking boxes next to the appropriate descriptions. Click next and then click Finish. You have saved your project!