



# | Package a Microsoft Publisher File



**Packaging your document in Microsoft Publisher is an essential step to edit a document on another system.** This process collects all links, graphics, fonts and the native layout file. Additional pre-press time may be required to re-locate or replace artwork or fonts that are missing from file. Supplying us with your native file, we have full control to adjust or edit your document, per your request or production requirement, to create the highest quality final output.

## **Microsoft Publisher: File/Save for Service Provider**

1. Save your file
2. Select File / Package and Go... Take to a Commercial Printing Service
3. Click Next and Browse to a location to create a Project Folder, then click next
4. At the Include Fonts and Graphics window be sure all three boxes are checked and click next
5. Click Finish
6. Compress your folder using Stuffit (Mac) or WinZip (PC)
7. Submit your file



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