

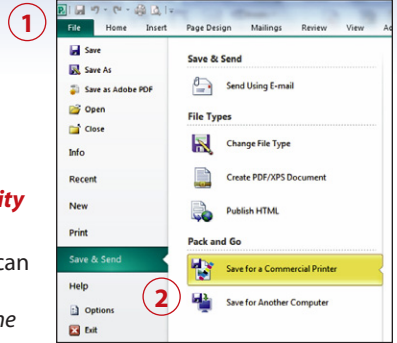
How To... Pack and Go (required for yearbooks)

Instructions for creating PDF files, Converting Color Text and Graphics to Black/Grayscale, MS Publisher Pack and Go Feature, etc. can be found on the DSC web site (How To Instructions).

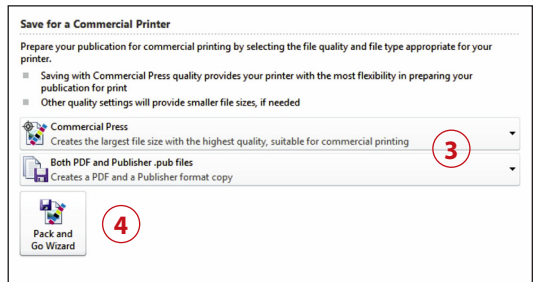
Pack and Go (Microsoft Publisher 2010)

Please use Microsoft Publisher's Pack and Go feature to submit and print your Publisher files properly. This is required for yearbooks and is highly recommended for any document that contain images. (NOTE: the Pack and Go process for earlier versions of MS Publisher is different.)

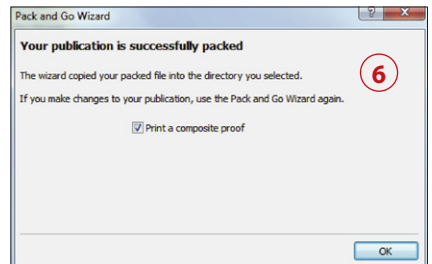
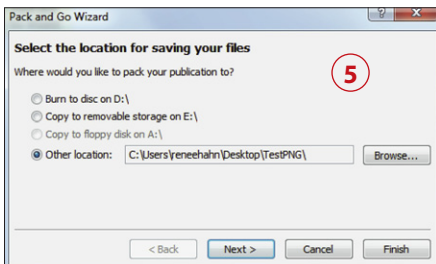
1. Click the **File** tab.
2. Choose **Save & Send**, select **Save for a Commercial Printer**.
3. Under **Save for a Commercial Printer**, you have the following options:
 - File size and quality options: Select **High quality printing** from the dropdown menu.
 - Save PDF and Publisher files, or only PDF: You can save both a PDF and .pub file, or you can save only a PDF file to take to your printer. **Select the Both PDF and Publisher .pub files option.**



4. Click the **Pack and Go Wizard** button.
5. **Select a location to save the file.**
6. **The wizard will pack your files and save them to the selected location as a .zip file or folder,** select or clear the Print a composite proof check box, and then click OK.



NOTE: The Print a composite proof check box is always selected by default. Use the composite proof to review and catch any errors in a printed version of your publication before you send the file to Document Services printer.



Email the .zip file or folder, copy onto a flash drive, or burn onto a CD for delivery to Document Services.