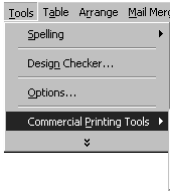


# Microsoft Publisher 2000

## File Setup for One, Two, Three and Full-Color

TIPS AND TRICKS SERIES

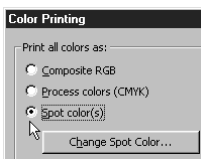


Before creating your document, you should always go to **Commercial Printing: Color Printing** under the **Tools** menu.

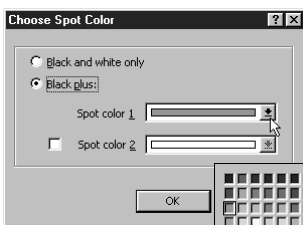
If you have already created your document, you can still use these instructions. However, you will need to closely examine the colors in your document afterwards to correct any changes Publisher may make.

Is your file **Black and White**, **Two or Three Color**, or **Full-Color**?

### Black and White or Spot Color Printing

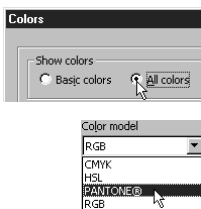


Select **Spot Color(s)...** if you plan to create a one, two or three color design. This is where you can select the colors you want to use. Only these colors and their tints will be available in the color palette. Then click on **Change Spot Color...**



In **Choose Spot Color**, select **Black and white only** if you will only be using one color (regardless if it is black or not).

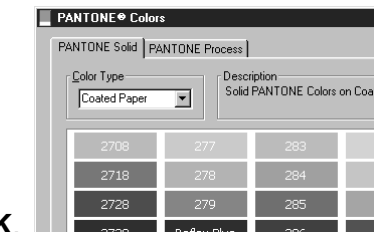
Select **Black plus** if you plan to create a two or three color design. This is where you can select the colors you want to use. Only these colors and their tints will be available in the color palette.



Click on the drop down arrow for each spot color to select the color you want.

We recommend that you click on **More Colors...**, then **All colors** and **PANTONE®** from the **Color model** drop down menu and click on **OK**.

In the **PANTONE Solid** tab, select your color and click on **OK**.



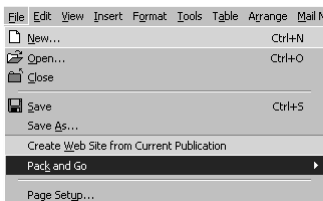
### Full Color Printing

Select **Process color (CMYK)** if you plan to create a full-color design then click on **OK**.

Publisher will convert your photos and artwork for you.

### Pack And Go (All Files)

A great new addition to Publisher 2000 is the **Pack And Go** feature. This utility will embed fonts, collect all of your linked graphics and create mail links for embedded graphics.



Click on **File**, then **Pack And Go** and, finally, **Take to a Commercial Printing Service...** Follow the on screen instructions and you're done!

**NOTE:** don't deselect any of the check boxes, the defaults are just what you need.

When creating Publisher 2000 files keep these important items in mind:

- Always bring a composite proof
- Always bring a printout of your color separations
- Allow 3/8" gripper (blank space) on at least one edge if you are printing on the final size sheet (ie. no cutting is required)
- If you have questions, call us.



The good people at Microsoft® have granted us "Authorized" status. What does that mean to you? It means that your files are in good hands. We have the experience and equipment necessary to produce your job to your satisfaction.