

## Using the Pack and Go Wizard

You can use the Pack and Go Wizard to pack a publication and its linked files into a single file that can easily be saved to some type of removable media, such as a CD-Rom, Floppy Disk or Jump Drive.

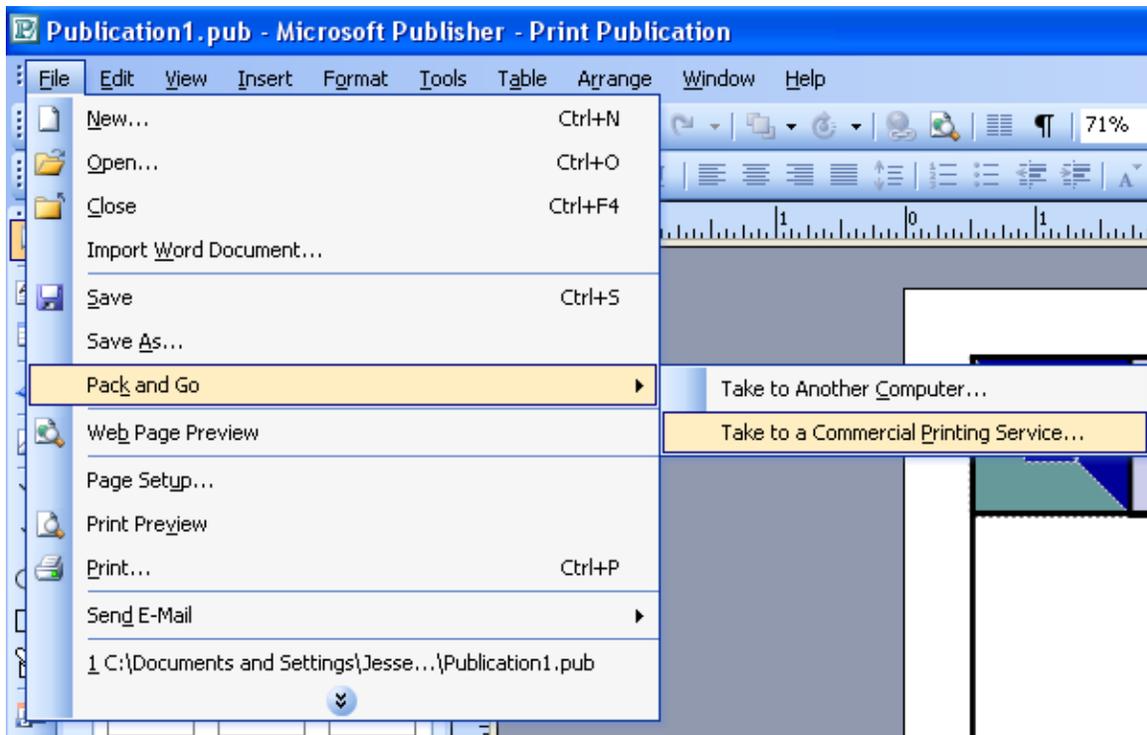
The Pack and Go Wizard packs publications for two purposes: to take to a commercial printer and to take to another computer. Make sure that you use the correct choice which would be to take to a commercial printer.

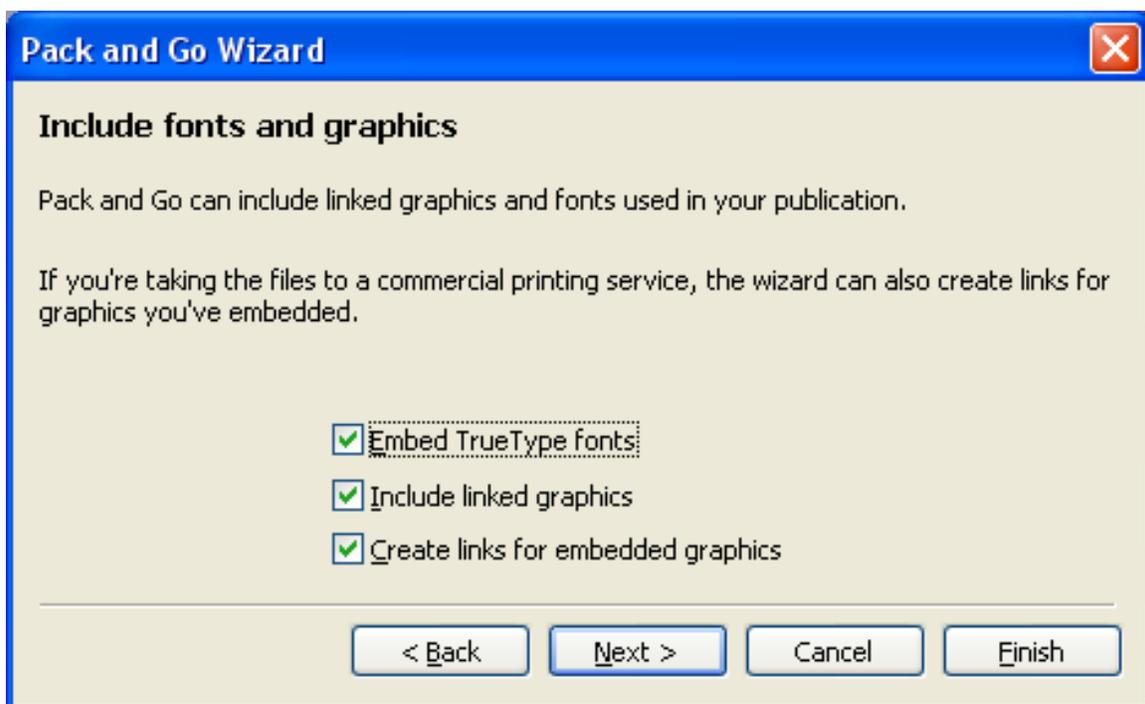
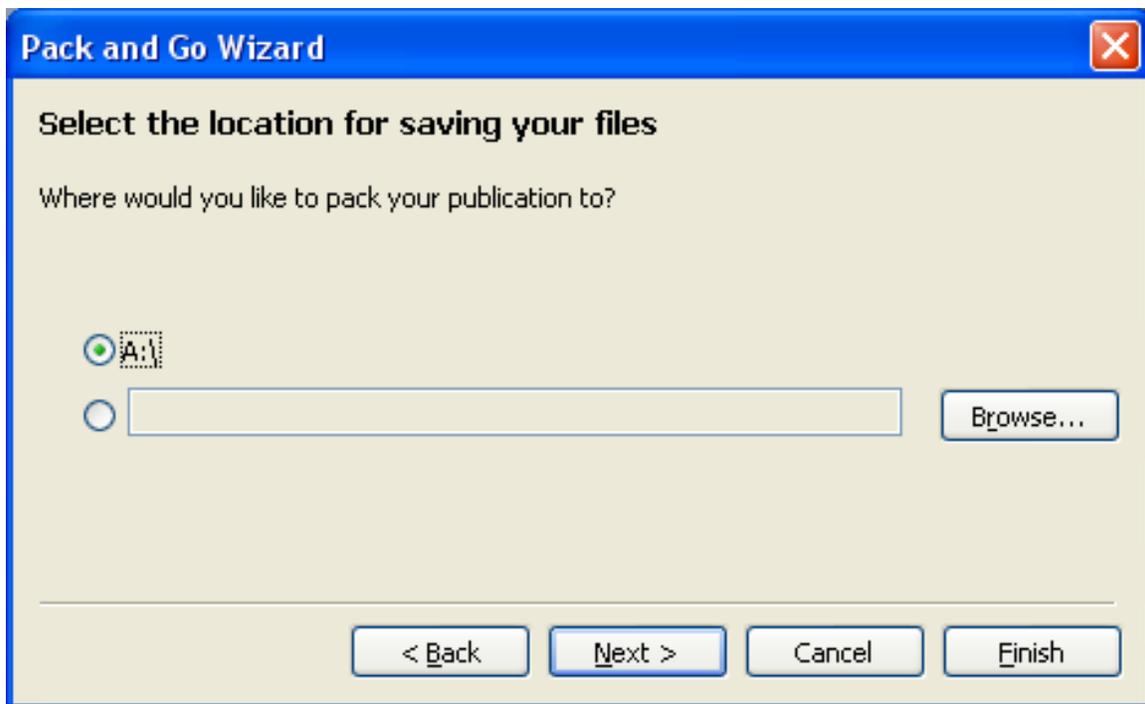
**Packing a publication – Please keep in mind the process varies slightly between versions of Publisher. These are just guidelines to assist you in using the wizard.**

Before you pack a publication, make sure that all the fonts used in it are available and that all linked graphics are up to date. The Pack and Go Wizard cannot restore broken links, update modified links, or embed missing fonts.

1. On the **File** menu, point to **Pack and Go**, then click **Take to a Commercial Printing Service**. The Pack and Go Wizard will take you through each step of the packing process.
2. When prompted by the Pack and Go Wizard, save your publication for the printing service. If you pack multiple publications, save each packed publication to a separate folder, otherwise the Pack and Go Wizard will overwrite any preexisting packed publications.
3. When the Pack and Go Wizard asks you to choose a location for saving your file, click the appropriate drive (usually A for a floppy disk, and D or E for other types of removable media, such as jump drives and cd-r) Be sure to check with your commercial printer to see what kinds of media they prefer. **NOTE:** If the Pack and Go Wizard splits up a large publication between two or more disks, the .puz extension for the packed publications will change to .pu1 for the second file in the series, .pu2 for the third, and so on.
4. Unless you have a specific reason not to, always select Embed TrueType fonts, Include linked graphics, and Create links for embedded graphics in the Include fonts and graphics window of the Pack and Go Wizard. **NOTE:** one reason to uncheck Create links for embedded graphics is if you have EPS graphics in your publication. EPS graphics should not be linked.
5. After the Pack and Go Wizard has completed packing the publication, you can print a composite or color separation proof of it. Printing a composite is always selected by default; in addition, printing separations is selected if your publication is setup for spot or process colors in the **Color Printing** dialog box. However, you can only print separations to a PostScript level 2 or 3 printer.

Below you will find screenshots taken in Publisher 2003 so they may not be exactly as how they will appear on your screen when using the Pack and Go Wizard, but should be close enough to assist you in the process.





## Pack and Go Wizard



### Pack my publication

When you click Finish, the wizard will:

- Compress your publication into a file named "packed01.puz" and save it on drive A:\.
- Embed TrueType fonts used in your publication.
- Include linked graphics.
- Create links for embedded graphics.

The wizard will also copy "Unpack.exe" to the directory you chose. Use "Unpack.exe" to unpack your files.

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Cancel

Finish