SENDING US A PUBLISHER FILE

Publisher provides an automated routine for preparing files to send to us. Using it is important because of problems associated with fonts and graphics when files are moved from one computer to another. Please help us, so we can provide you with the EXACT output you planned.

Publisher 2000 - 2007: "Pack and Go"

In Publisher 2002 - 2007, the routine is called **"Pack and Go"** located under the "File" menu. Select "Take to a Commercial Printing Service", and follow the screen instructions. There may be several files in one or more folders, we need them all. For more information on this topic, go to Publisher Help, and type "pack and go".

Publisher 98: "Prepare File for Printing Service"

Publisher 98 uses a routine called **"Prepare File for Printing Service"**, select "Setup Publication" and when asked, choose "Use Publishers Commercial Printer Driver". There are however, several limitations with this routine in Publisher 98. If you have selected custom colors in your document, do not use the routine. Send us the document file, all graphics, and all fonts used.

POSTSCRIPT AND PDF FILES:

We also accept Postscript and PDF files. Please contact us for more information before sending these files.

HARD COPY:

A MUST!! To assure that our output matches yours, we must have "hard copy". Please provide, mail or fax a print out of your document.

WWW.SHARP-PRINTING.COM:

We recommend using our web site file transfer service, instead of email attachments, here's why:

- Many internet service providers limit the size of your attachments, in some cases you may not know that your email was rejected because of large attachments, it simply gets lost in cyberspace
- Allows multiple files to be sent at the same time
- Our file transfer assures immediate delivery because it goes directly to our server, not through 2 email systems (yours and ours)
- More reliable because email attachments sometimes become corrupt
- You will spend less time sending because the files are automatically compressed
- You can specify file encryption to safeguard your information, if necessary
- Mac files may become unusable when sent as email attachments
- We will send you an email confirming receipt of your file

Go to **www.sharp-printing.com** *and click on* **"Send Files"**.

COMPRESSING FILES TO AVOID CORRUPTION IN TRANSMISSION:

When sending files via the internet, it is recommended that the files be "zipped" or "stuffed" (compressed). This not only reduces the file size so it is easier and quicker to be sent, but the compression helps to keep the files from corrupting during the transfer.

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www.sharp-printing.com

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Publisher files
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