

present

## MAKING PUBLISHER WORK FOR YOU!!

If you follow just a few simple steps, we can do amazing things with your design! Publisher has a utility built in for saving your files. This utility will help us capture your Fonts, clipart, and layout formatting.

The utility is called ***Pack and Go***, you must follow all the steps!! You **cannot**, just do a “save as”, it will ***not*** work.

Please follow these few simple steps:

1. Close Publisher. That's right, close it.
2. Go to your desktop, right click your mouse.
  3. Go to “**new**” folder.
  4. Name that folder “**Cricket Press, Inc.**”
  5. Open your Publisher file.
  6. Go to, “**file**”.
  7. Scroll down to “**Pack and Go**”.
8. Follow the steps to “**take to a commercial printer**”
9. Publisher will now ask you where to save the files, browse to the folder you made in step #3.
10. Open the folder you just “saved to”, you will see 3 or 4 items. Cricket Press, inc.will need **all** of the files to run your job.
11. Send an email to [tim@cricketpress.net](mailto:tim@cricketpress.net) attach all of the items from your folder. Give us your contact info in the email and we will call you once your proof is ready.
12. Celebrate!!... You have now mastered Microsoft Publisher. Tell your friends how good you are with Publisher!!