



How to send a Publisher File to the Copy Express Website

With the Publisher document open, go to:

File

Pack and Go

Take to a Commercial Printing Service

NEXT

Select a location for saving files. Remember this location. (Preferably, select your hard drive or network drive to save your file – *not* a floppy disk, CD or DVD.)

NEXT

Check (yes) for these 3 boxes:

- Embed Truetype fonts
- Include linked graphics
- Create links for embedded graphics

Finish

Check print a composite if you want to drop off or fax an original copy to us.

Publisher 2007

will place a zipped folder that contains the required elements in the folder that you selected.

Publisher 2002 or 2003

will place three files in the folder that you selected: *packed01.puz*, *readme.txt*, and *unpack.exe*. We only need the file with the extension “.puz”.

Go to our website: www.copyexpressyes.com

Go to ‘Send a File’.

Fill in pertinent data.

For File Type, select PC.

For Application Type, select Publisher.

Browse to the appropriate folder.

If using Publisher 2007, submit the zipped folder.

If using Publisher 2002 or 2003, submit the *.puz file.

You may get a screen that says “Preparing File to Upload” then “File Upload in Progress”.

Wait until the upload is complete. Two things should ensure that it is complete – a thank you note and a cursor that is no longer an hourglass.