Creating PDF files:
Microsoft Publisher Black/White

You must have or purchase the full version of Adobe Acrobat software program that includes the "Adobe PDF" module. Go to www.Adobe. com to purchase the full program.

If you do not have the full version of Adobe Acrobat software:

1. Print off Hardcopy of word file, send in with Files listed below
2. Copy your word file to folder on your desktop with the name of your job
3. Copy all images and graphics placed in word from your harddrive to the same folder
4. Copy all fonts you have used in word from your harddrive to the same folder
5. Zip the folder using winzip software.
6. Burn to CD or upload to FTP site.

Placing Images/Graphics in word Printing Black/White

1. Open Gray toned images in photoshop convert to Grayscale color mode
with a resolution of 300DPI
2. Open Black and white graphics in photoshop convert to bitmap
with a resolution of 1200DPI
3. Only place .tif or .EPS files in word.

Creating PDF files:
Microsoft Publisher Black/White

Creating a Press Ready PDF file

You must have or purchase the full version of Adobe Acrobat software program that includes the "Adobe PDF" module. Go to www.Adobe.com to purchase the full program.
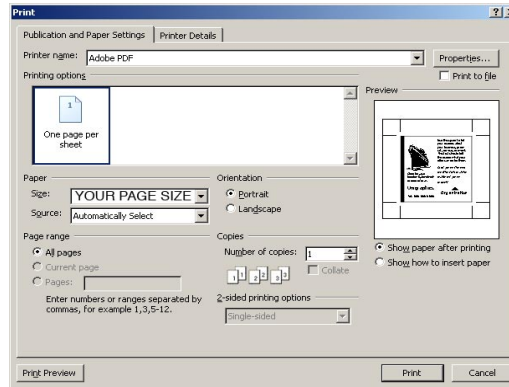
Page Size

The page size must be the final trim size of the book if you have no bleeding elements.
(For example: if your finished book is 5.5 x 8.5, the page must be setup as 5.5 x 8.5)
If you have bleeding elements add .25" to the width outside edge and .25" to the top height and .25" to the bottom height.
(For example: Book with bleeds page must be setup as 5.75 x 9 with bleeding elements extending to the edge of the document size.
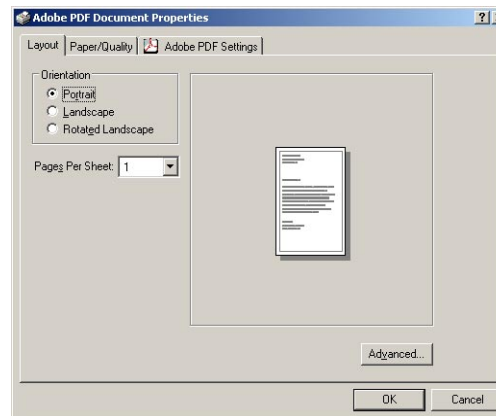
Images

1. Only place Tif or EPS files in Publisher.
2. Gray toned images must be in Grayscale color mode with a resolution of 300 DPI.
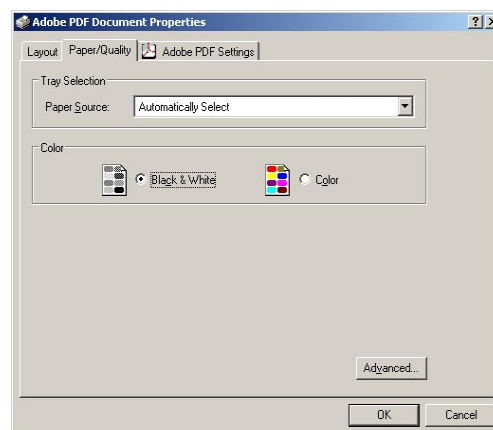3. Black and white graphics must be bitmap mode with resolution of 1200 DPI.

1. Print to a PDF file
2. Open your book file in Publisher.
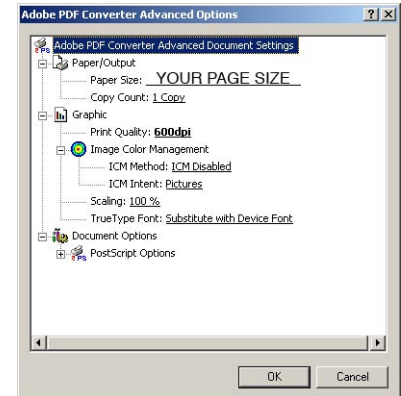3. Go to: *File>Print.* Set up as below:
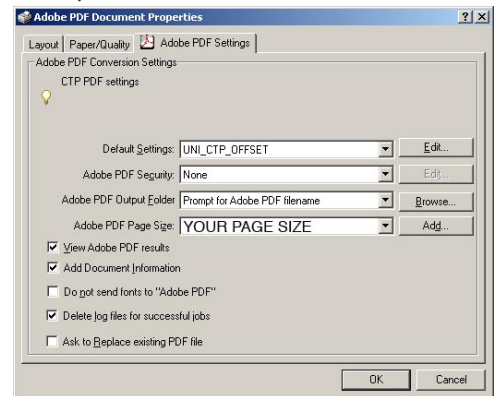
4. Click *Properties.* Set up layout as below:

5. Click on *Paper Quality* set up as below:

6. click on *Advanced* in the bottom right of the dialog box. Paper size must match your File size.
7. Set up as below
8. Click OK

9. Click on *Adobe PDF Settings* Set up as below:

10. Click OK
11. Click OK again.
12. Save PDF to Desktop to send to Hignell.
13. Open PDF check all pages for correct layout, and fonts.

Creating PDF files:
Microsoft Publisher Color

You must have or purchase the full version of Adobe Acrobat software program that includes the "Adobe PDF" module. Go to www.Adobe.com to purchase the full program.

If you do not have the full version of Adobe Acrobat software:

1. Print off Hardcopy of word file, send in with job
2. Copy your word file to folder on your desktop with the name of your job
3. Copy all images and graphics placed in word from your harddrive to the same folder
4. Copy all fonts you have used in word from your harddrive to the same folder
5. Zip the folder using winzip software.
6. Burn to CD or upload to FTP site.

Placing Images/Graphics in word Printing Color

1. Open color images in photoshop convert to CMYK color mode with a resolution of 300DPI
2. Only place .tif or .EPS files in word.

Creating PDF files:
Microsoft Publisher Color

Creating a Press Ready PDF file

You must have or purchase the full version of Adobe Acrobat software program that includes the "Adobe PDF" module. Go to www.Adobe.com to purchase the full program.
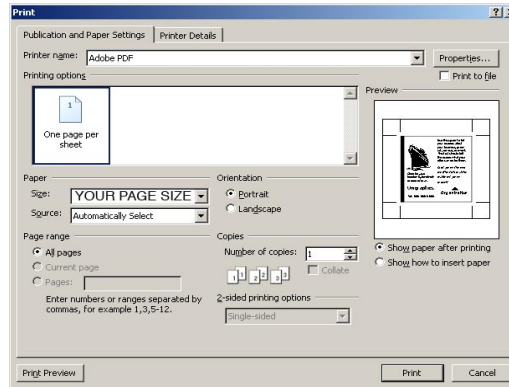
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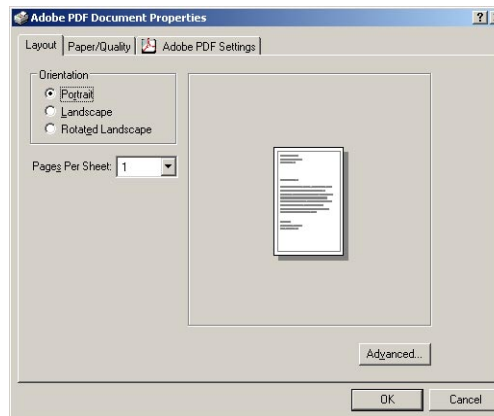
Images

1. Only place Tif or EPS files in Publisher.
2. Gray toned images must be in Grayscale color mode with a resolution of 300 DPI.
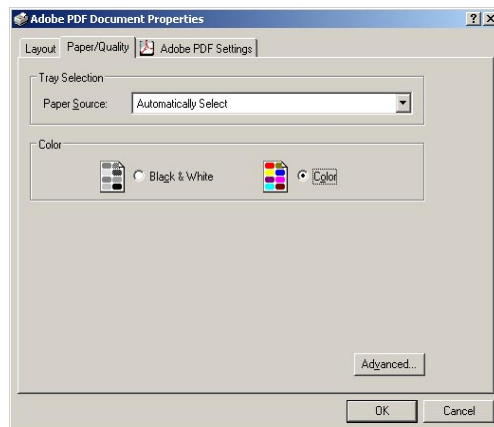3. Black and white graphics must be bitmap mode with resolution of 1200 DPI.

1. Print to a PDF file
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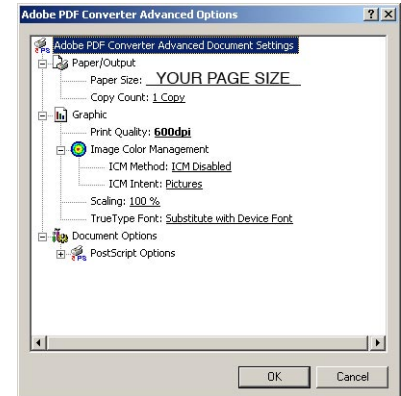3. Go to: *File>Print.* Set up as below:
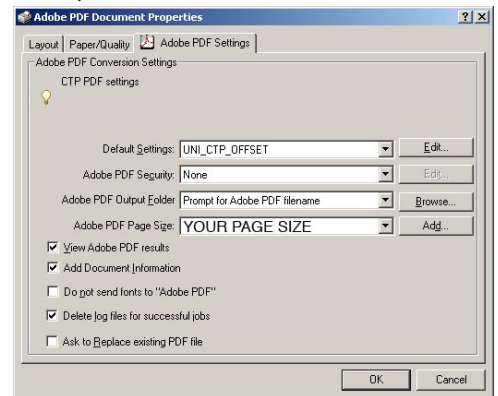
4.Click *Properties.*Set up layout as below:

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6.click on *Advanced* in the bottom right of the dialog box. Paper size must match your File size.
7.Set up as below
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9.Click on *Adobe PDF Settings* Set up as below:

10.Click OK
11.Click OK again.
12.Save PDF to Desktop to send to Hignell.
13. Open PDF check all pages for correct layout, and fonts.