

Creating PDFs for Clarke Inc.

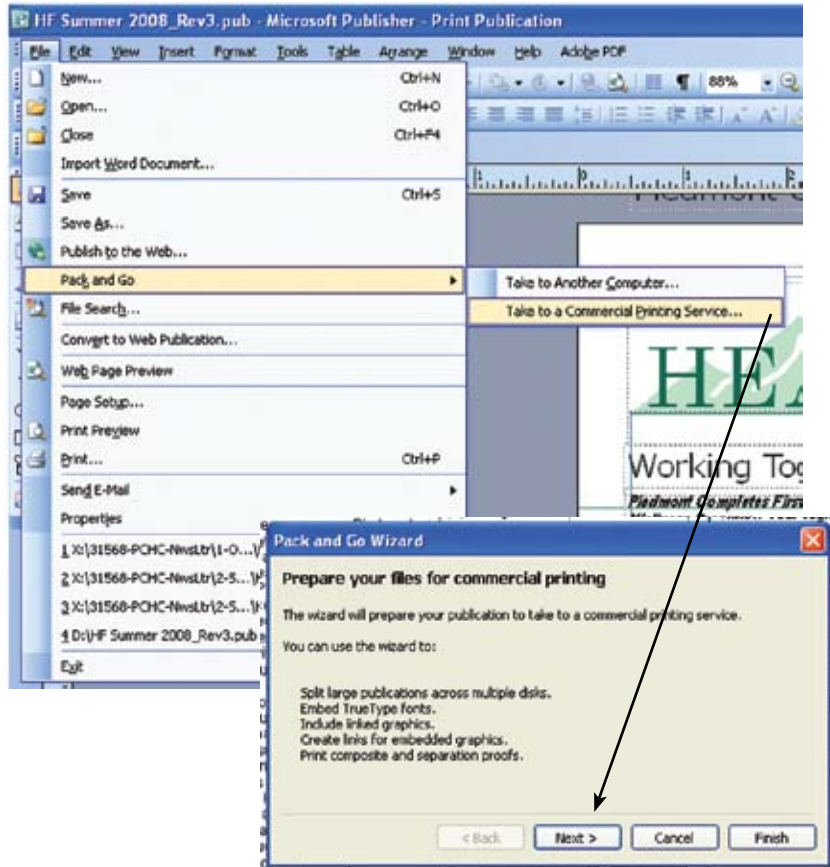
Windows - Publisher 2003

Step One

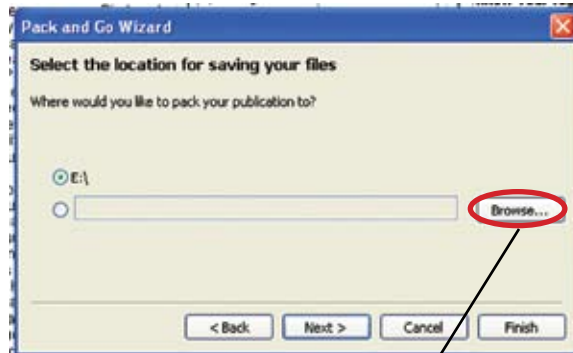
Use the Pack and Go Wizard to get everything in one place

Go to :
File>Pack and Go>Take to a Commercial Printing Service

Click Next



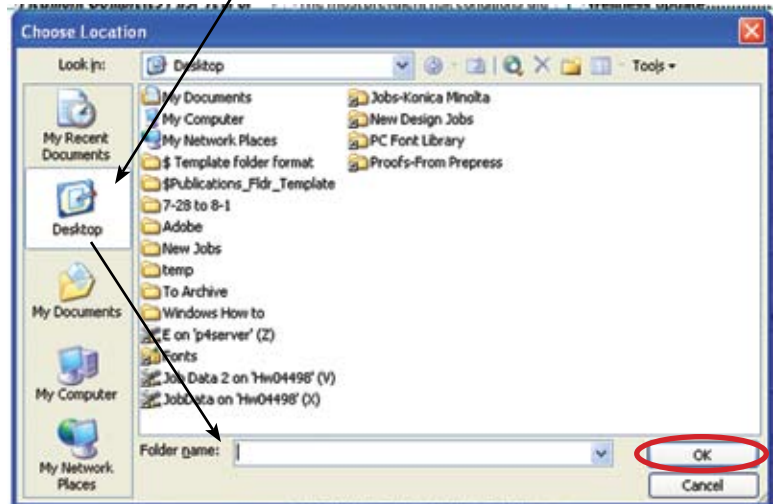
Click Browse...



Click Desktop

Type in a Folder Name

Click OK



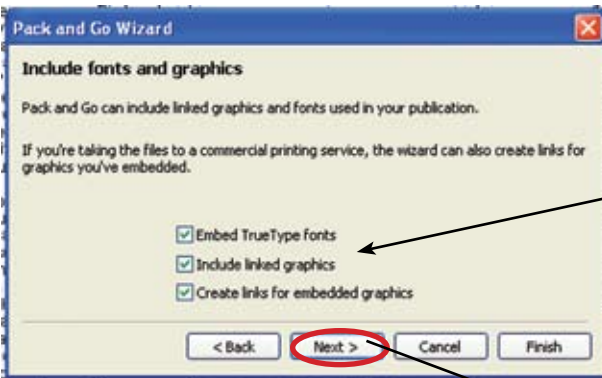
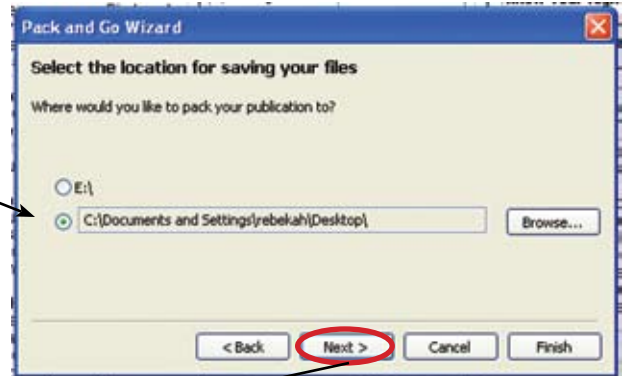
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The Pack and Go Wizard should look like this

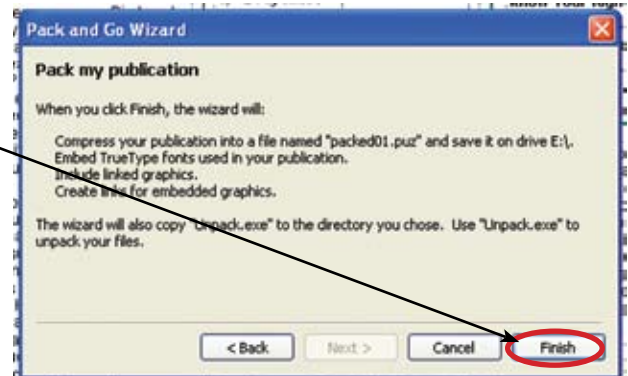
Click Next

Leave all boxes checked



Click Next

Click Finish



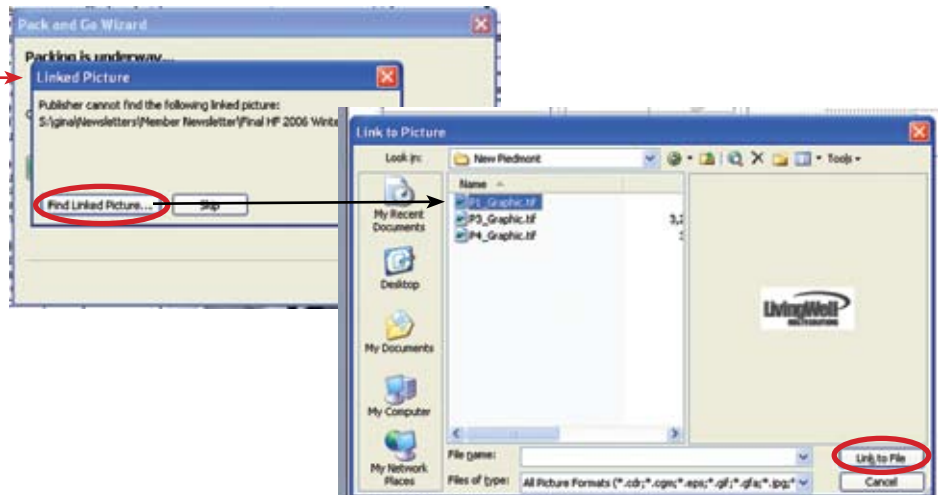
If this warning shows up...

DO NOT CLICK SKIP!

Click Find Linked Picture...

Find the missing picture

Click Link to File



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If this warning comes up

Click OK

Remember this warning appeared.
Clarke Inc. might be contacting you
for missing fonts.



Check Print a composite proof

Un-check Print separations

Click OK



Step Two

Please e-mail the created file to your Clarke, Inc. sales representative or upload it to our FTP site.
Also, Send in the printed composite proof.

www.bebetterdomore.com