



Outputting PDF files from MS Publisher

Bacchus Press cannot use MS Publisher for offset printing in its native “.PUB” format. In order to print a MSPublisher layout we need the designer to supply us with a usable PDF file. Usable, in this case, specifically means: setup as CMYK, containing all of the necessary fonts, and having a print bleed area.

There are two methods we suggest to create PDFs from Publisher. The first, and the easiest, is to download the free software on our website, called “SimplePrep”. It is located in the download area of the online store at:

http://bacchuspress.xyzprinting.us/infopage?file=downloads_en

The second method is outline below.

How to Convert a Microsoft Publisher File to a PDF

(It is assumed that you are using Microsoft Publisher 2002 or above, Acrobat Distiller 4.x-7.x, and are running Windows XP)

STEP ONE: Get Publisher ready for making print-ready PDF files

1. Prepare your Publisher file for commercial printing: Go to Tools/Commercial Printing Tools/Color Printing in Publisher, and select Process colors (CMYK) or any other choice according to the colors in your job but **make sure not to use “Composite RGB”**
2. Your imported images must have enough resolution for getting high-quality prints. You can check the images for the correct resolution in Adobe Photoshop or Corel PhotoPaint. At 100% final printed size, 300 ppi (pixels per inch) is the best resolution.

STEP TWO: Generating a PostScript file from Publisher

1. Select File/Print in Publisher.
2. Set Adobe PDF or Distiller as name of the printer (depending on the version of Acrobat you are using).
3. Turn on “Print to File”.
4. Turn on “Print composite” under “Separations”.
5. Then click “Advanced Print Settings”.
6. Set “Graphics” to “Print full-resolution linked graphics” in the “Publication Options” tab.
7. “Fonts” should be set to “Use only publication fonts”.
8. Check “Printer’s marks”.
9. Enable “allow bleeds” if your document has parts that print off the edge of the page (*and set bleed in the file to 0.125 inch*).
10. Click on “Properties” in the main Print window (depending on what version of Distiller you are running the following may differ slightly).
11. Set the “Default Settings” to PDF/X-1a:2001.
12. Click on the “Add” button. at “Adobe PDF Page Size”
13. Set a new page size equal to 1 inch larger than your Publisher page size.
14. Name this new page size in the “Paper Names” field (for example, “letter size with bleed” or “9.5 x 12”).
15. Click “Add/Modify”.

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16. New page size must be selected in the drop-down box of “Adobe PDF Page Size”.
17. **“Do not send fonts to ‘Adobe PDF’” should be deselected.**
18. The rest of the drop-down fields should be left to default settings.
19. To get back to the main print window select “OK”
20. To print the file, select “OK” again. Name the print file if prompted.
21. Publisher will send the *print file* to My Documents by default.

STEP THREE: creating the print-ready PDF file

1. Start Acrobat Distiller.
2. The “Default Settings” should be set to “Press”.
3. Drag and drop your Publisher print file into the Distiller window. Distiller will generate a PDF file and place it in My Documents.
4. Open the PDF file to check if all items display properly in Acrobat.
5. After following the above instructions you will have a print-ready PDF file from Microsoft Publisher.

STEP FOUR: sending Bacchus Press the PDF

1. Collect both the MS Publisher print file and the distilled PDF file in one folder.
2. Compress the folder as one archive using WinZip or similar utility.
3. Upload the archive via email to the file transfer site: <http://www.bacchuspress.com/ftp> (use the anonymous login if you don't have a private folder) Or you can upload the file when placing you order at the online store.
4. Let your customer service representative know when and where the file has been uploaded and the archive's name.