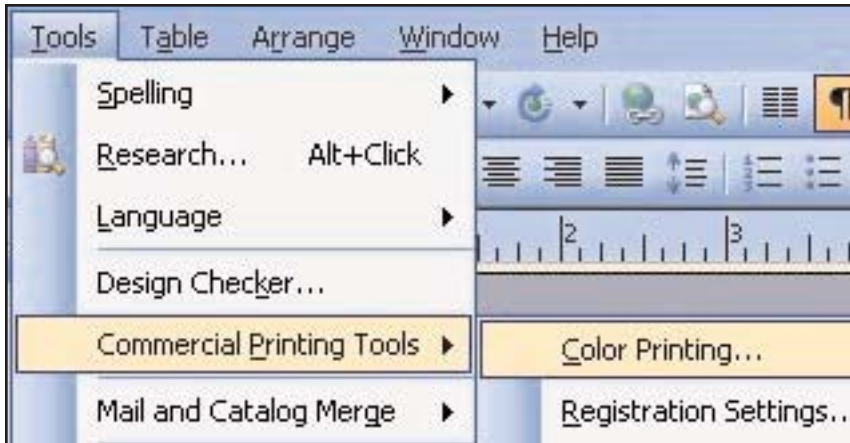


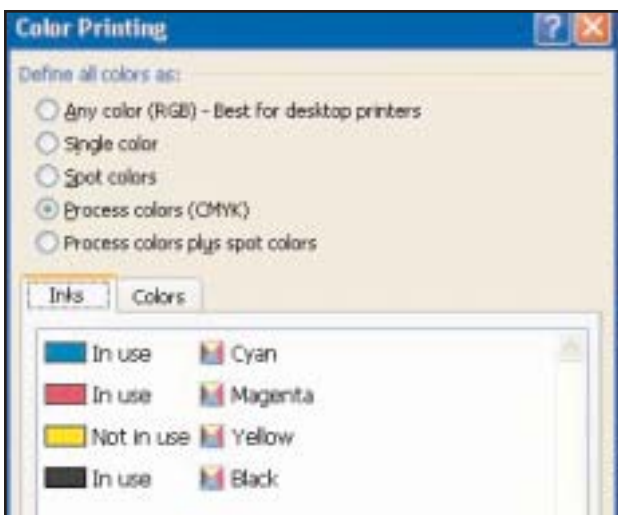
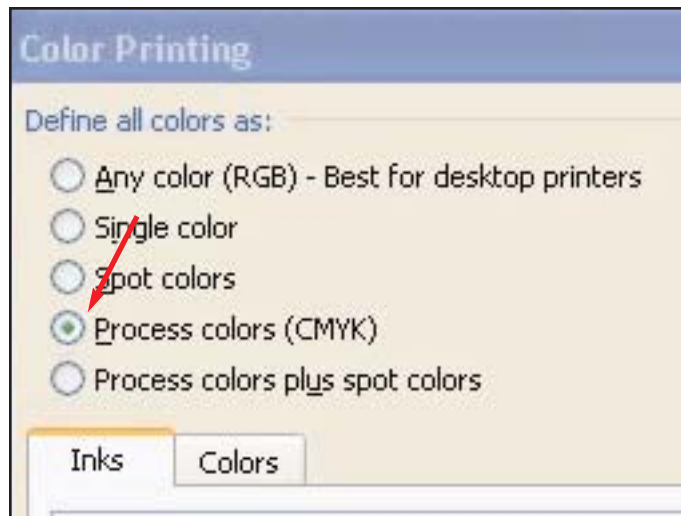
Instructions for Microsoft Publisher

When saving your document to a disk please follow these steps.



1. When your document is complete (you have run spell check, printed a hard copy and looked it over) save it to your computer, go to the Tools, Commercial Printing Tools, Color Printing

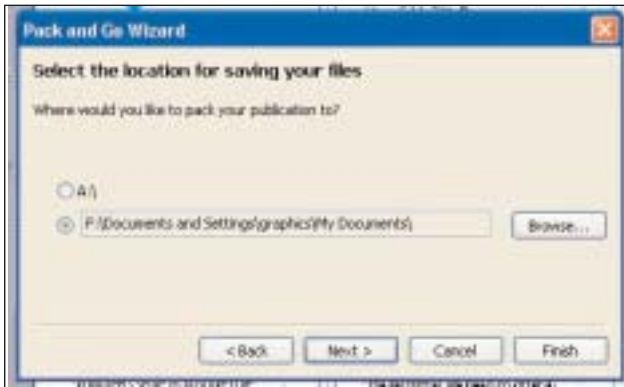
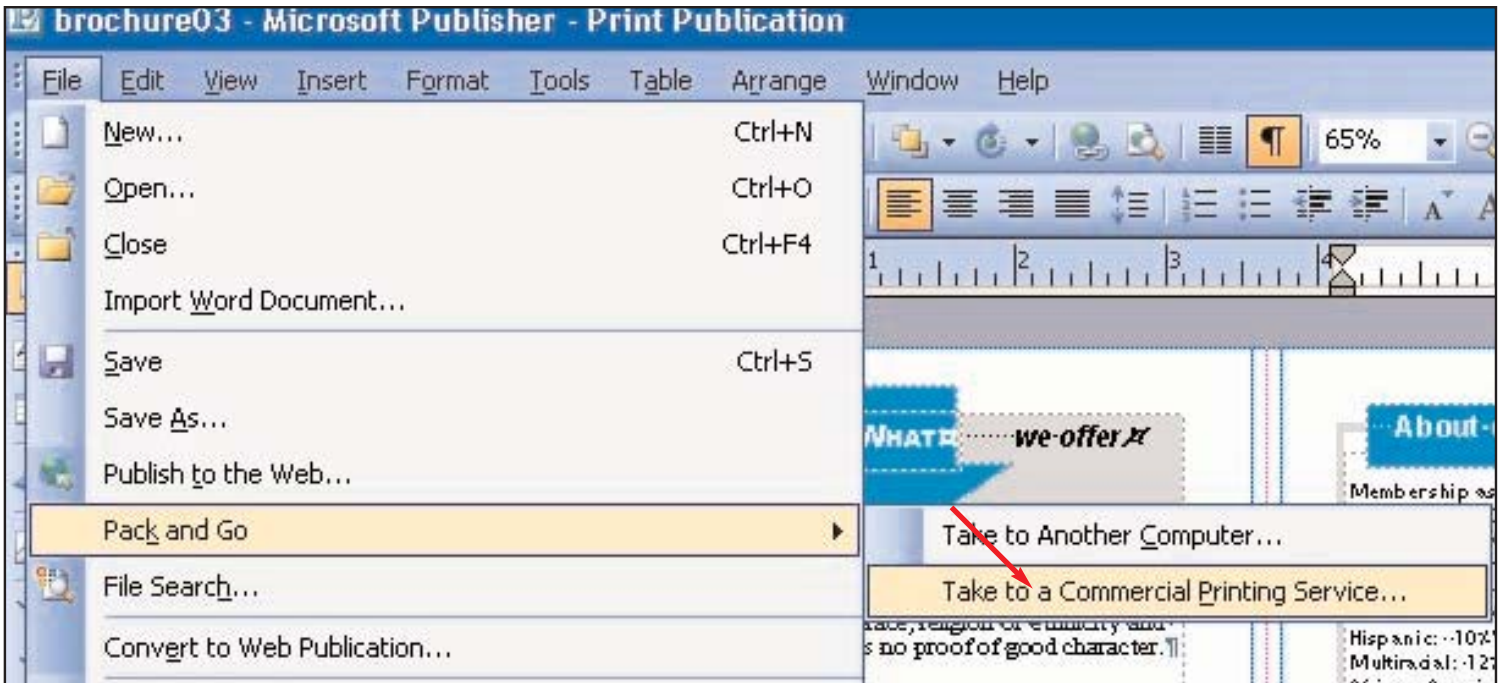
2. In the next window check Process colors (CMYK)



3. The next window will show you what inks are in use.

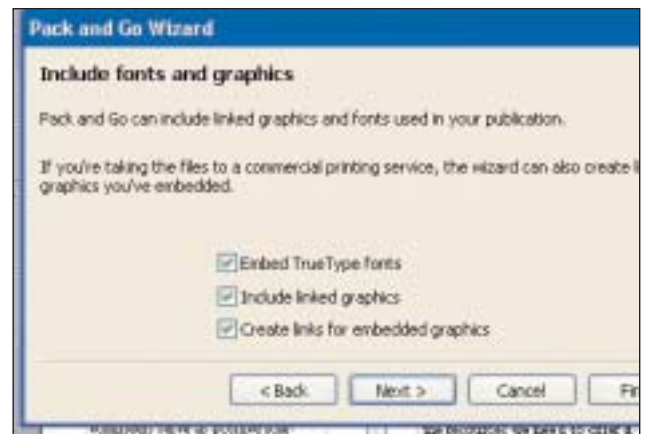
The next step is to get you file ready to put on a disk.

4. Select File, Pack and Go, Take to a Commercial Printing Service



5. Select a location to save files (Your documents folder, or Desktop are good choices)

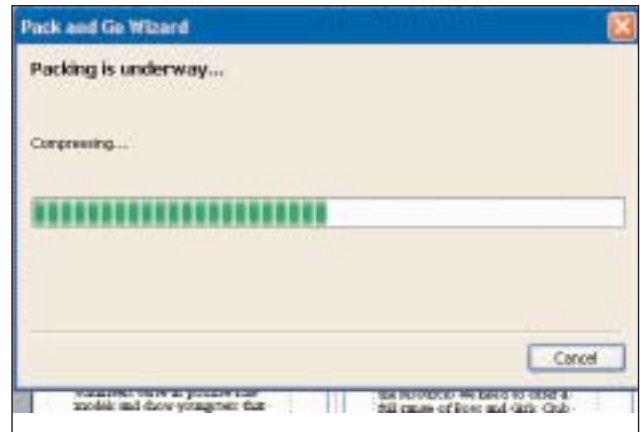
6. The next step is to make sure all three boxes are checked



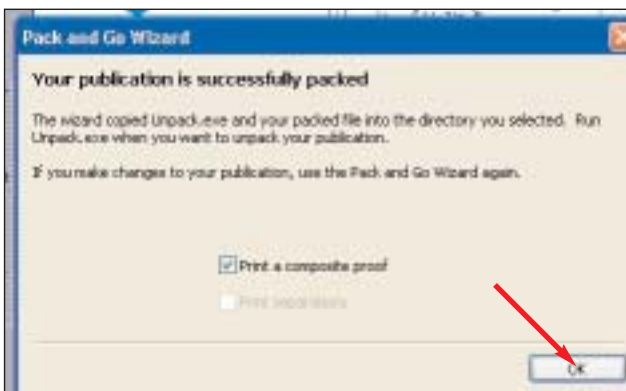


7. Press the “Next >” button for this step

8. The Pack and Go Wizard will now collect and compress all of your files, saving them in file in the location you specified in step 5.



9. This window will appear after the process has been completed, Press “OK” and a final version will print out.



When you have completed these steps you will have a file named *packed01.puz* (or similar) with all the fonts that you used and all the graphics linked to the file in it.

Put this file (NOT an alias to it) on a CD and bring that to us along with a hard copy of your product.