



MARKETING • PRINT • MAIL

**Before exporting for Allegra, please check:**

- **Document Size** — Except for specialty items, all pages must be created to the same size. Pages should be created to the exact trim size of your publication with bleed items extending at least .125" beyond the document's edge.
- **Preflight** — File > Pack and Go > take to a Commercial Printing service. The Preflight function in Publisher is a tool which will alert you of any missing fonts, missing or modified images, and ink colors that are used.

Missing fonts and/or images will cause undesirable results when printing. High-resolution 4/C images must be in CMYK mode instead of RGB.

RGB color is set as the default in Publisher, we prefer CMYK and/or spot color. If we need to convert the file to CMYK, there is no additional charge. If we need to convert the file to spot color, additional charges may apply.

- **For additional technical assistance, contact:**  
Shari at 616-248-4110 or [svanhart@allegragr.com](mailto:svanhart@allegragr.com)

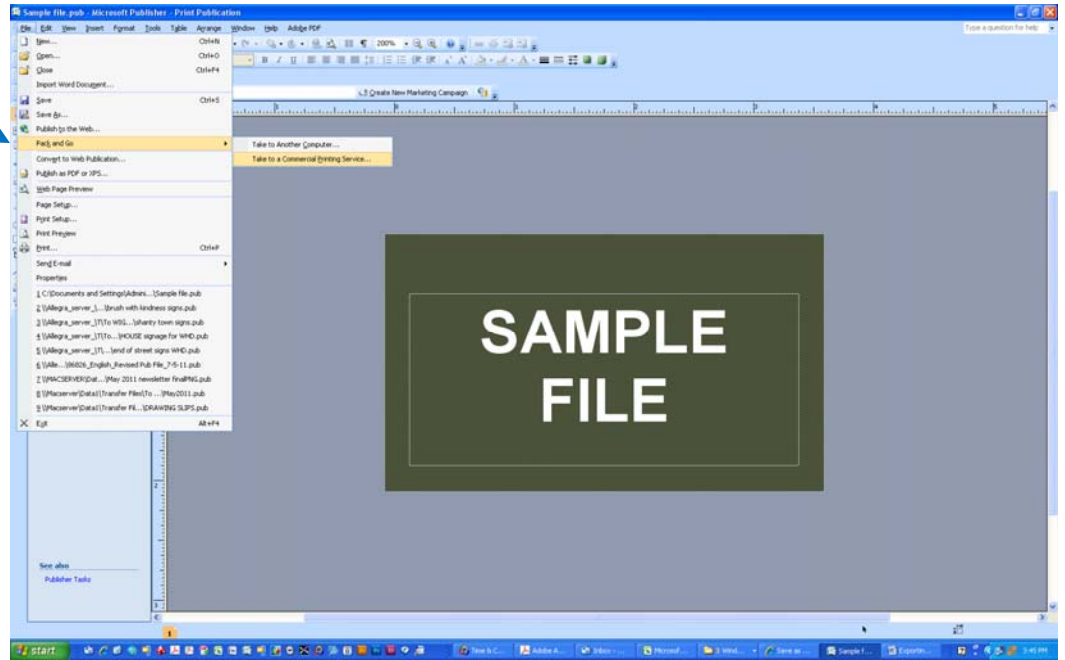


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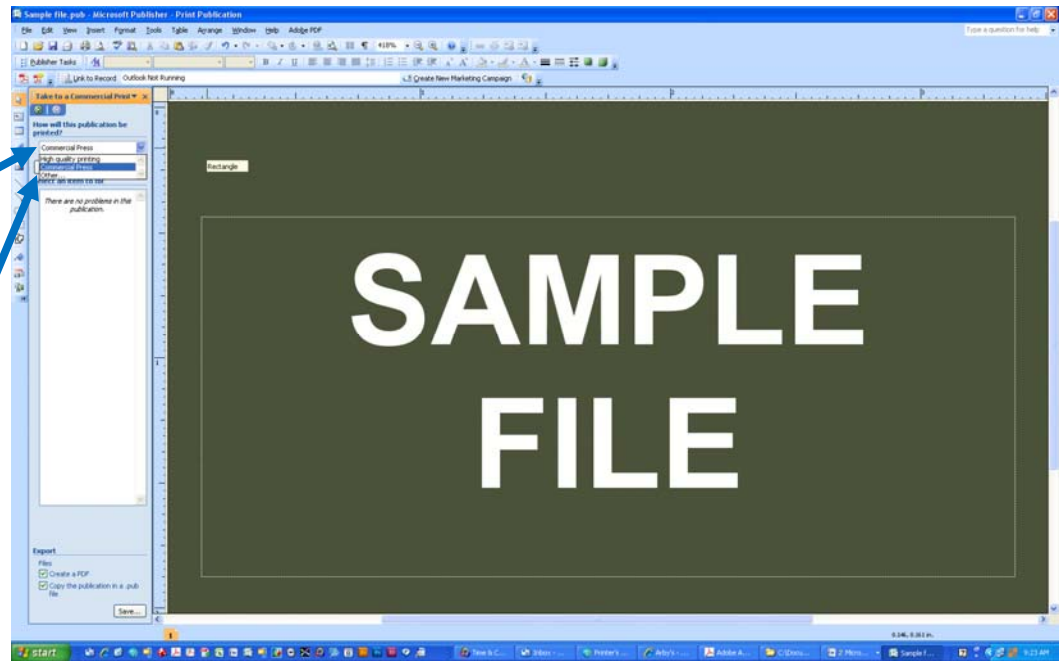
# Exporting PDF's in Publisher 2007

Nov-2011

On the file menu, select "Pack and Go" and then "Take to a Commercial Printing Service."



In the pane at the left, in the "How will this publication be printed?" list, click the option that you want.  
  
For *Digital printing*, select "High quality printing".  
  
For *Offset printing*, select "Commercial Press".  
  
Click the "Print Options" button.





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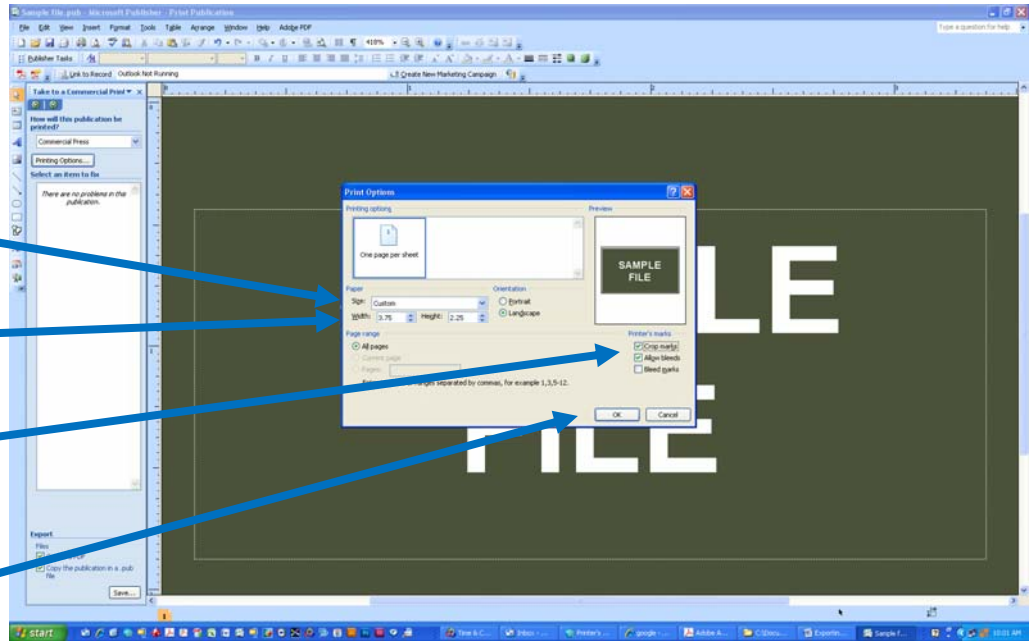
In the "Print Options" dialog box, select the following items if your file bleeds:

Paper- select "custom".

Size-change the size to 1/2" (.5") larger than your document size.

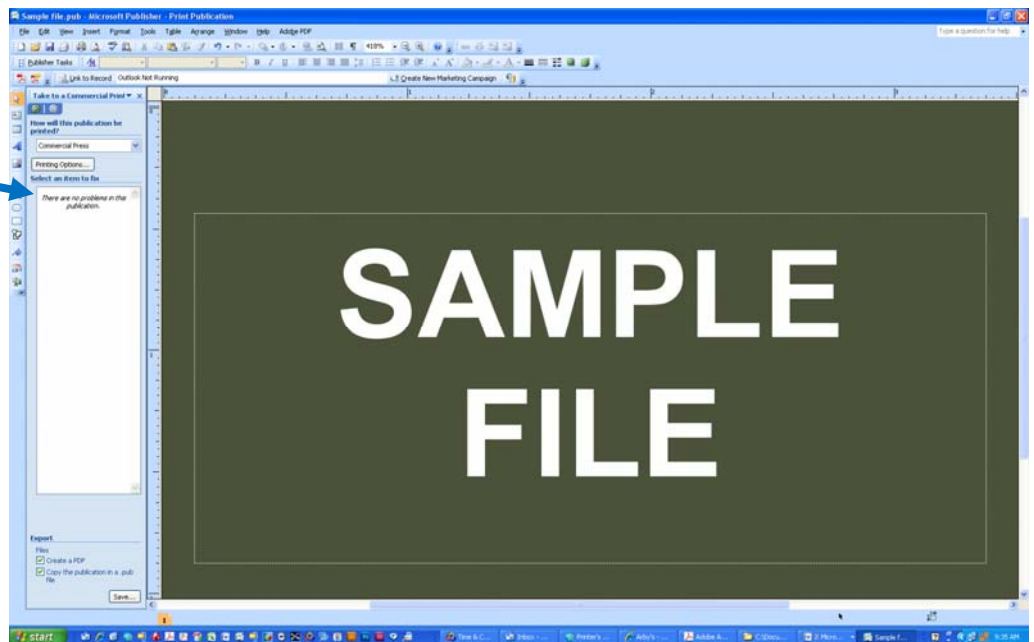
Check the boxes "Crop marks" and "Allow bleeds".

Click the "OK" button.



In the window at the left, under "Select an item to fix", it should read "There are no problems in this publication".

If you have items listed in this are that are issues, refer to the next step.





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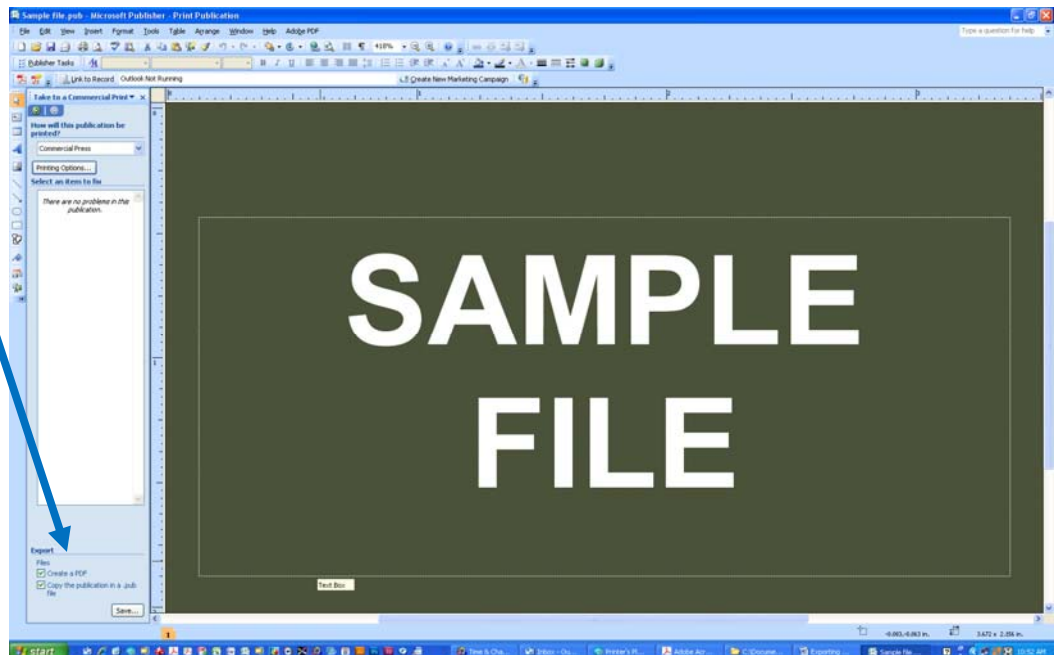
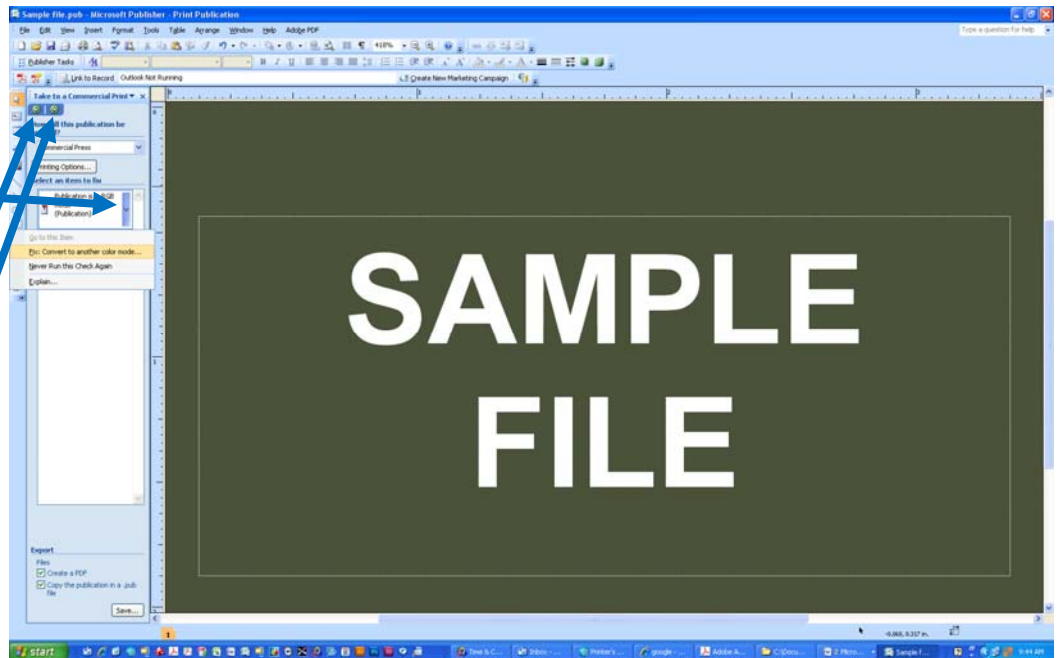
Items that are listed as issues:

Click on the down arrow right of the problem to fix and select the appropriate function.

After fixing the issue, click the back arrow 1 time, then the forward arrow 1 time which will refresh the window and show you the new results.

When you see the message "There are no problems in this publication", go to the next step.

Under "Export", check the boxes "Create a PDF" and "Copy the publication in a .pub file", then "click on the "save" button.



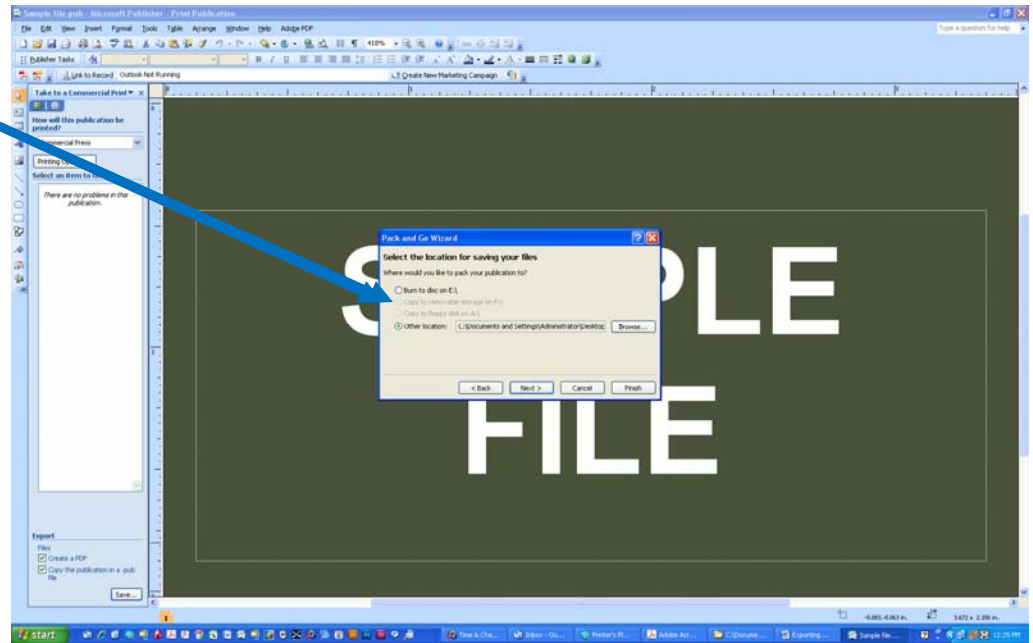


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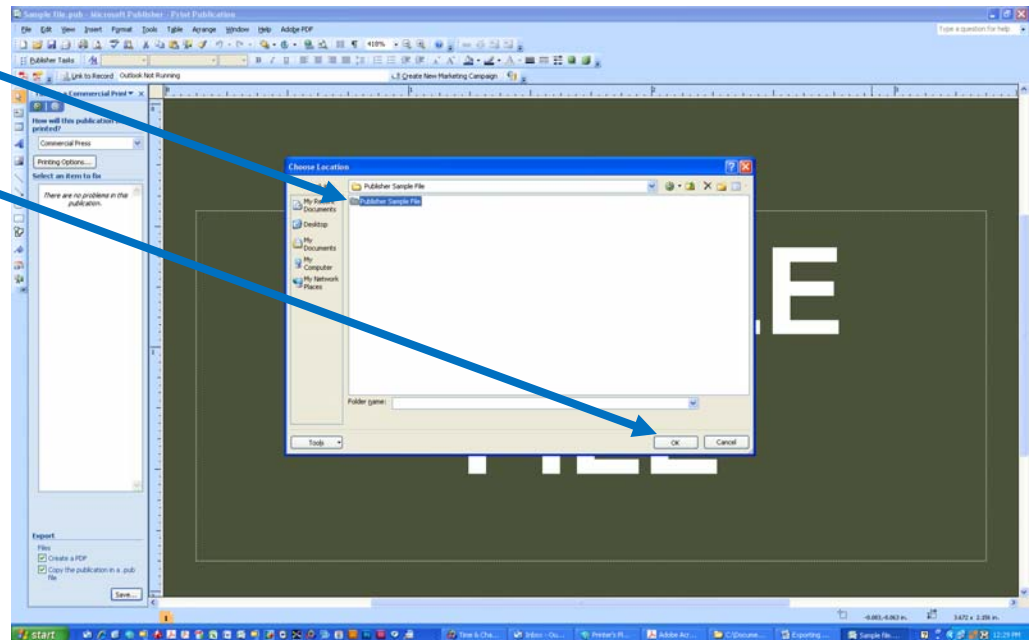
## Exporting PDF's in Publisher 2007

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Select either "Burn to Disk" or "Other location". Click the "Browse" button.



Either create a new folder or click on an existing folder, then click the "OK" button.



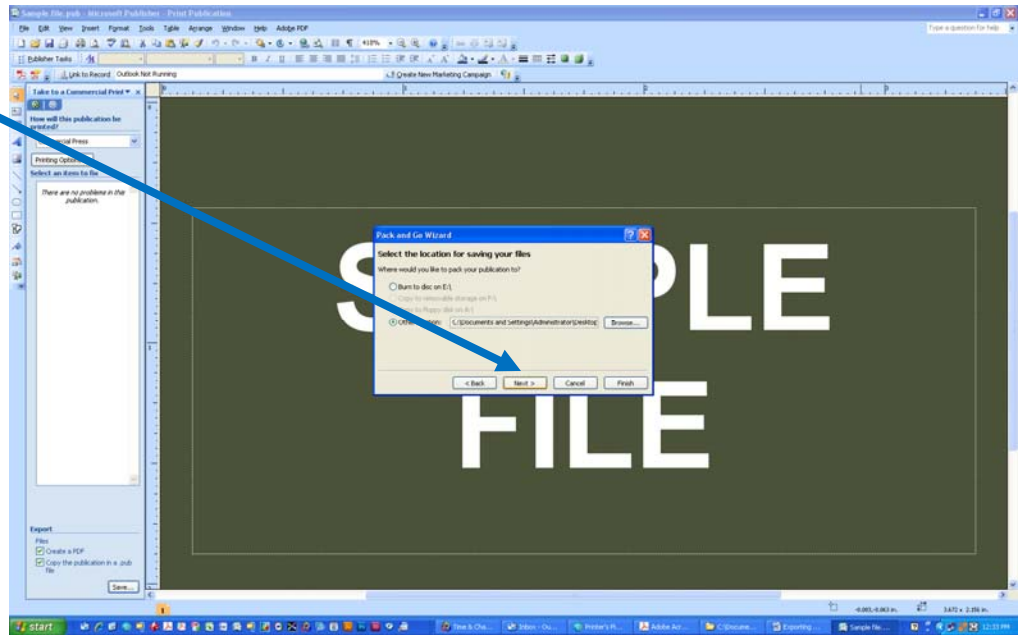


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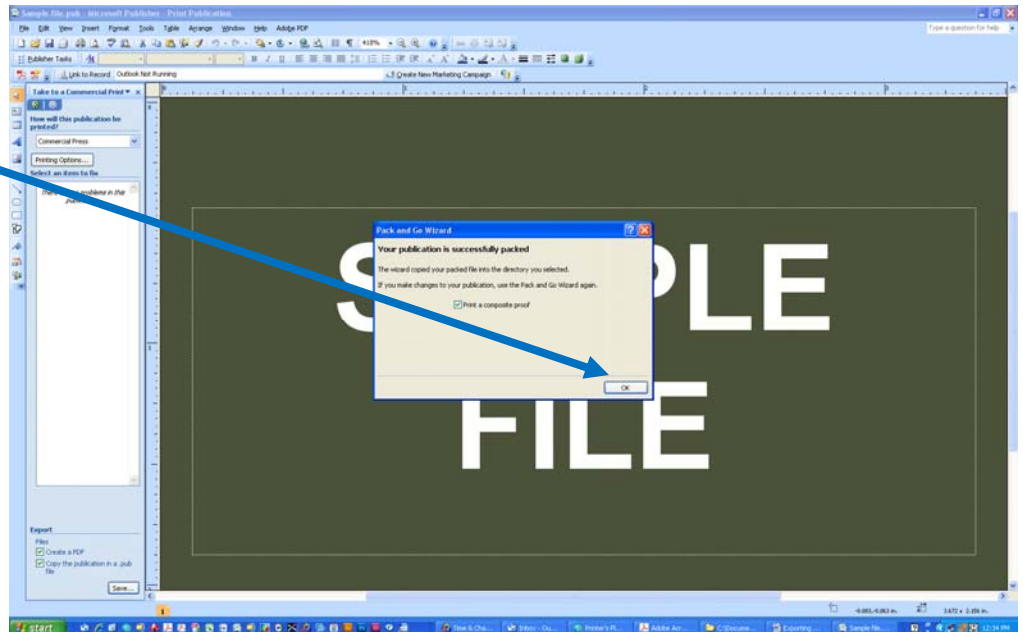
# Exporting PDF's in Publisher 2007

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Click the "Next" button.



Your publication is successfully packed.  
Click the "OK" button.





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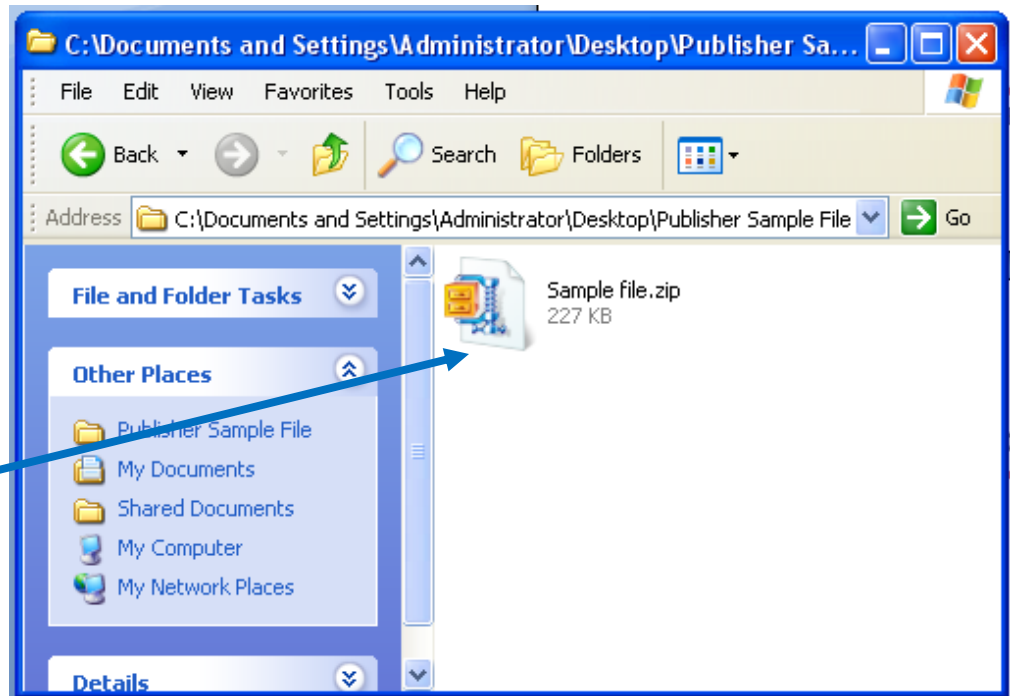
# Exporting PDF's in Publisher 2007

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A .zip file is created that you will provide to us that contains the PDF file and Publisher file. Send the .zip file to Allegra.

We suggest that you look at the PDF prior to giving us the .zip file.

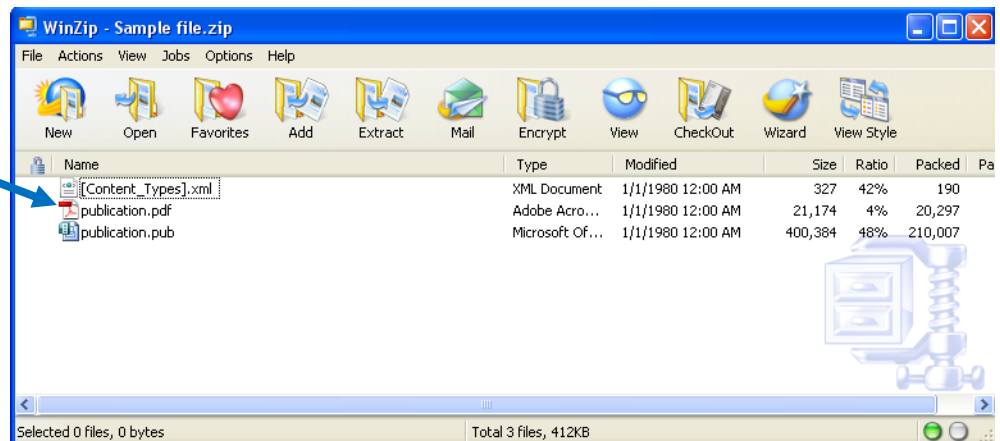
Double click on the .zip file.



Your file name will be changed to "Publication".

Double click on the .pdf file.

Proof the PDF file to ensure the images and text flow and bleed are correct.





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## Exporting PDF's in Publisher 2007

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The sample file shows the bleed .125" (1/8") extended beyond the crop marks. Ensure that the bleed in your file goes beyond the crop marks.

Proof the PDF file to ensure the images and text flow are correct.

