

How to Package a Publisher File for Printing

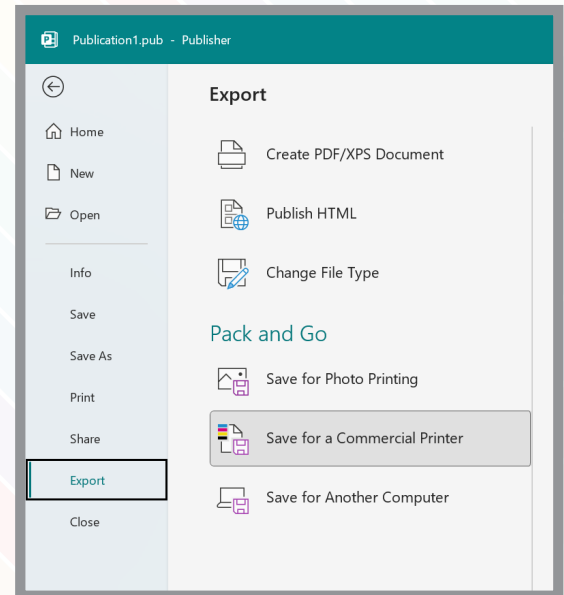
Last Updated: January 2024

1. Locate the export menu

Click on the "File" option on the top ribbon, then click on "Export."
Within the Pack and Go group, select "Save for a Commercial
Printer."

2. Configure your export settings

In the two drop down menus, it is recommended to select
"Commercial Press" for the top option and "Both PDF and
Publisher .pub file" for the bottom one. This will allow us to have
both a high quality export of your project, as well as the working
document itself in case any changes are necessary during the
printing process. After you have selected these two options, click
on the "Pack and Go Wizard" button.




Export Menu Location

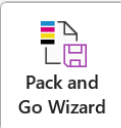
Save for a Commercial Printer

Prepare your publication for commercial printing by selecting the file quality and file type appropriate for your printer.

- Saving with Commercial Press quality provides your printer with the most flexibility in preparing your publication for print
- Other quality settings will provide smaller file sizes, if needed

 Commercial Press
Creates the largest file size with the highest quality, suitable for commercial printing

 Both PDF and Publisher .pub files
Creates a PDF and a Publisher format copy


Pack and
Go Wizard

Optimal Export Settings

3. Pack and Go Wizard

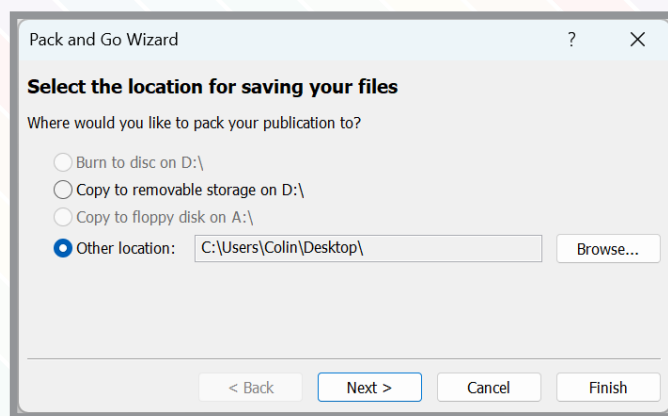
The first option in the wizard is to select your export location. It is recommended that you select "Other Location" and then browse for where you want your packaged file to be. Once you've selected an export location, you can click next. At this point, your packaged Publisher file will be created. The next dialogue box will ask if you want to print your document, which is only necessary if you want to keep a printed copy for proofing uses.

4. Your packaged file

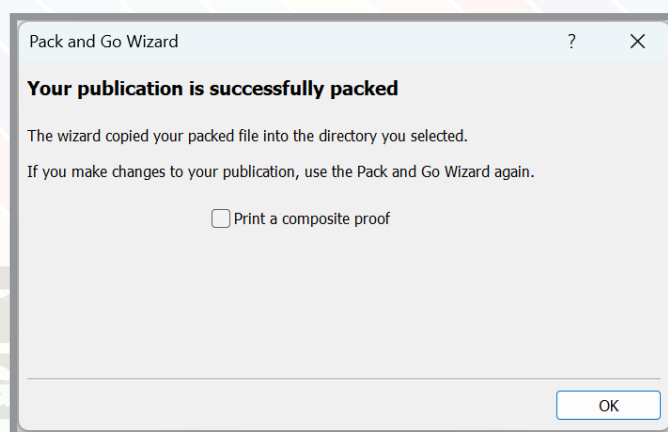
Once the export process is finished, you can navigate to your previously selected export location to find your .zip file. To ensure that the process was successful, you can open it up to check that all the necessary files are contained within. You should find: your publisher file (.pub), a PDF export of your publisher file (.pdf), and a third file that helps the computer read your files (.xml.) If any of these are missing from your export, start the process over from the beginning and make sure to select the options mentioned above.

5. Sharing your packaged file

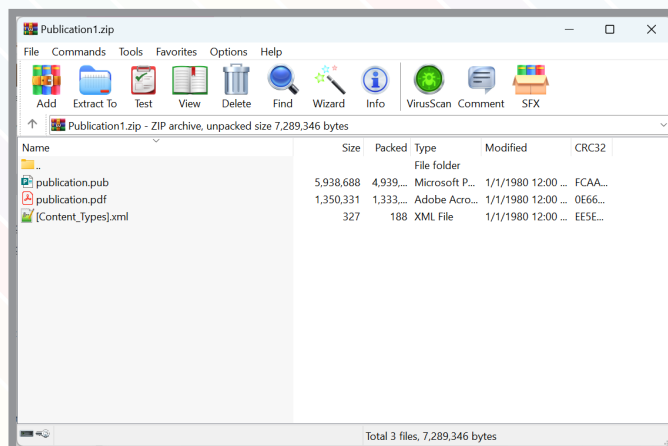
After the process is complete, you are now able to share your packaged file. Since packaged files are often larger than what your email will allow you to attach, it might be necessary to upload your package folder to an online storage service such as Google Drive, Microsoft OneDrive, or WeTransfer. You may also share them through our website's "Send a File" feature.



Select Your Export Location



Package Completed



Contents of a Packaged File