For your convenience, please fill out this panel of the brochure, it will help the prepress department output your file without any problems.

Company name _____

Contact _____

Phone number _____

Fax number _____

File name _____

Program and version _____

☐ Fonts included

☐ All artwork included

☐ Hard copy provided

Check all that apply

How will the job be produced?

☐ Digital color

☐ Digital black and white

☐ Full color printing

☐ Two color printing

☐ Black and white

☐ Other _____

Express Press
INCORPORATED ®

South Bend
325 North Dixieway
South Bend, IN 46637
(574) 277-3355
(574) 271-8502 Fax

Elkhart
1808-D East Bristol St.
Elkhart, IN 46514
(574) 262-0812
(574) 262-0017 Fax

Michigan City
2107 Franklin St.
Michigan City, IN 46360
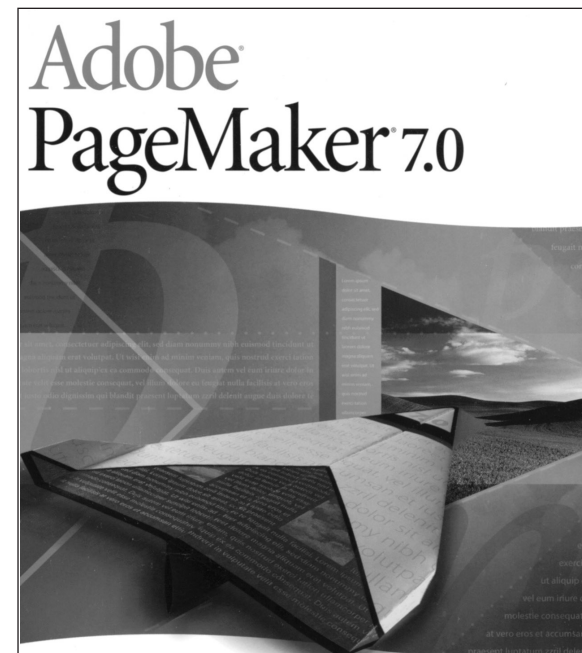(219) 874-2223
(219) 879-4247 Fax

Valparaiso
1807 Calumet Ave.
Valparaiso, IN 46383
(219) 462-6007
(219) 462-6623 Fax

Niles
201 East Main St.
Niles, MI 49120
(269) 684-2080
(269) 684-8743 Fax

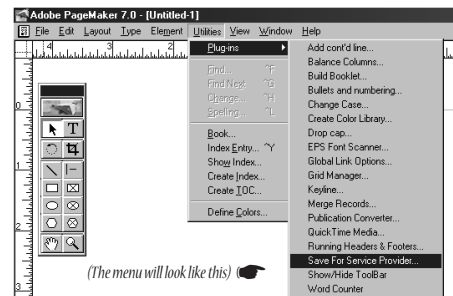*At Express Press we believe that educating the customer is an integral part of what we do.*

HOW TO
Save For Service Provider

Adobe
PageMaker 7.0

Express Press
INCORPORATED ®

If you are reading this pamphlet it means you have created a document in Pagemaker and want to have it printed or output digitally. By using the Save for Service Provider included in the pagemaker software this ensures that everything needed to produce your job is included on the disk you provide.
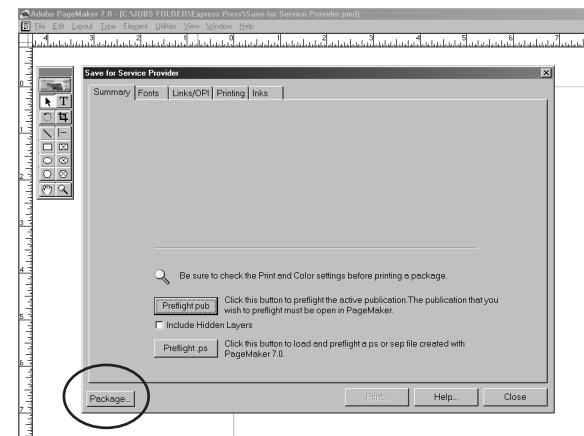
Step ①

(The menu will look like this) ☞

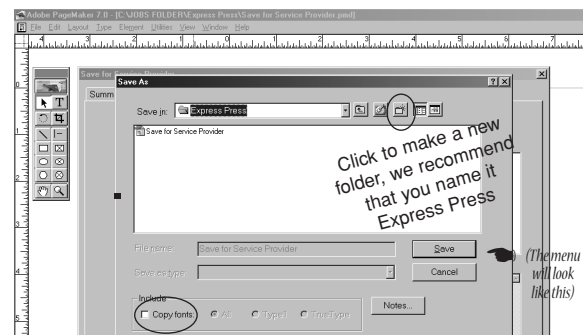First, make sure you have saved the document on your computer.

Then, **click** on the **utilities** tab, **click** on **plug-ins** then when the submenu comes up **click** on **Save for Service Provider.**

Step ②

A menu like this will show up. All you need to do at this point is **click** the **Package** button.

Step ③

Click to make a new folder, we recommend that you name it Express Press
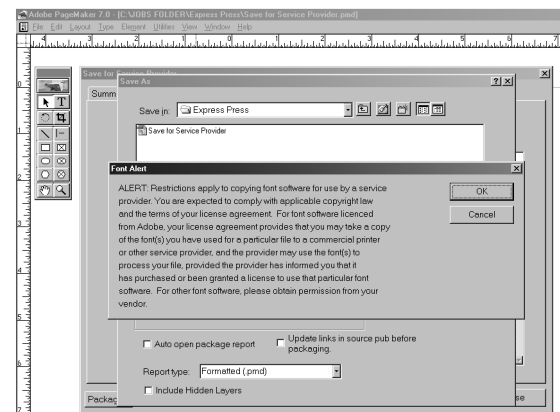
(The menu will look like this)

The next menu shows is where to save your document.

(I recommend that you make a new folder, name it Express Press and make sure it is where you can find it.)

Make sure the **copy fonts box is checked** and then **click** the **save** button.
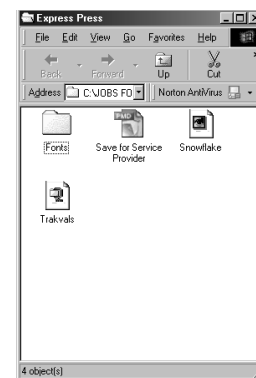
Step ④

A box like this will show up next. It warns you of the perils of copying fonts and how illegal it is. What it doesn't tell you is that it is ok to copy them so that your service provider can output your job successfully. **Click OK.**

You have now completed the Save for Service Provider utility. Now you will need check the folder you created to make sure everything is in it.

It should look like this

and should contain the Original Pagemaker file, a fonts folder, pictures folder and an icon that says trakvals. If you do not have all these elements you will need to go through the Save for Service Provider again. If everything is there you can now put this folder on a Zip disk or burn a CD for Express Press.

Please Remember

We will need to have a copy of what the file looks like in order to output the job, so be sure to output a copy of the file you have created and bring that with you when you bring the disk in.

If you are planning on e-mailing this file to us you need to Fax your hard copy to the sales representative, and compress the Express Press folder using WINZIP. If you do not, you will not be able to place the entire file on the website. The web site will only allow one file at a time to be uploaded. If you are Macintosh based, be sure to use Stuffit to compress this folder.

If you have additional questions, don't hesitate to call your Express Press sales representative.