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.
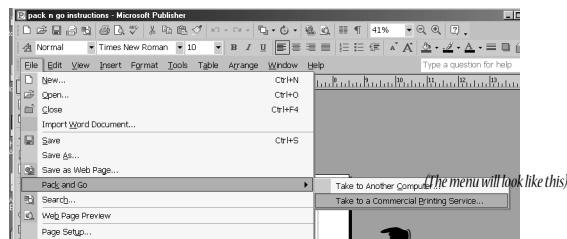
HOW TO
Pack - N - Go

Microsoft Publisher

Express Press
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If you are reading this pamphlet it means you have created a document in Microsoft Publisher and want to have it printed or output digitally. By using Pack-N-Go included in the Publisher this ensures that everything needed to produce your job is included on the disk you provide.
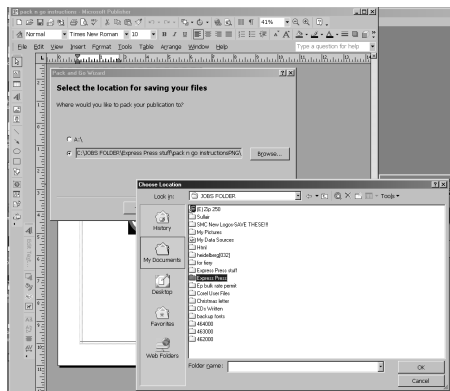
Step ①

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

Then, **click** on the **File** tab, **click** on **Pack-n-Go**, and click on the **Save For Commercial Printer.**
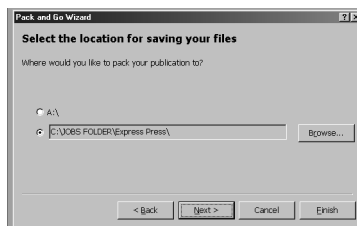
Step ②

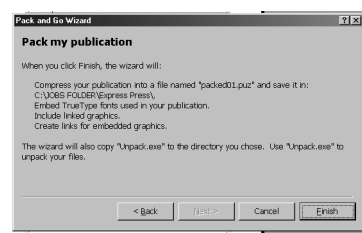when this window comes up click **Next**

Step ③

It will ask you to save your document. It is recommended that you do so at this time. Next make a folder, double click on that folder as where you want the job to collect to. Sometimes it's easier to make the new folder on the desktop, label it Express Press and it will be easy to find.
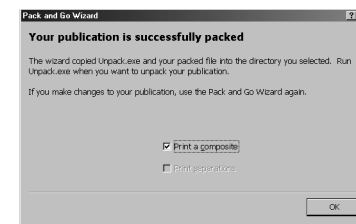
Step ④

when this window comes up click **Next**
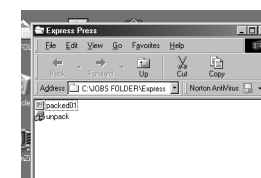
Step ⑤

when this window comes up click **Finish.**

Step ⑥

when this window comes up click **OK.**

Pack-n-Go is now complete. The next step you should take is to locate the folder where you told the pack-n-go file to be placed. Open that folder and make sure the following elements are in the folder. If they are not, the pack-n-go did not work properly and you will need to redo it. If the elements are there, you are done.

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.