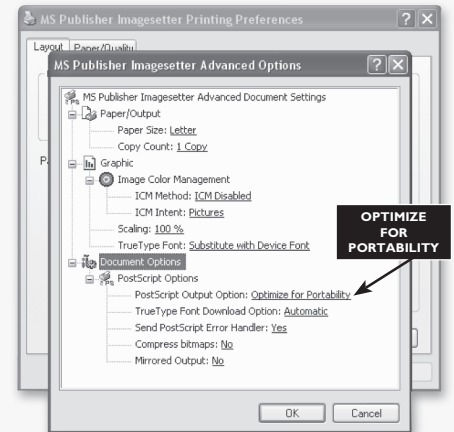


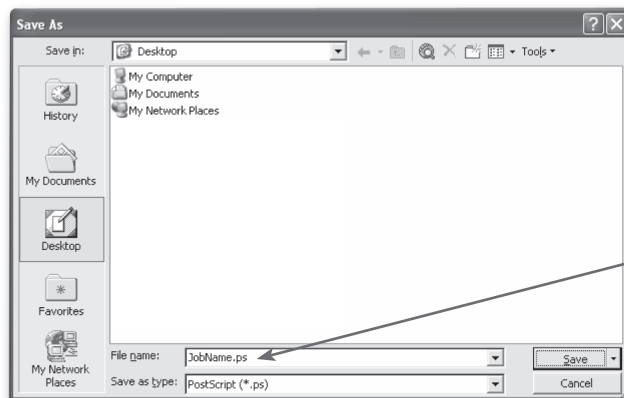
# Creating PostScript files from Microsoft Publisher

**Note: Refer to Publisher's help to install MS Publisher Imagesetter.** By default, Windows optimizes PostScript for speed rather than portability. Be sure that PostScript is optimized for portability by following these instructions.

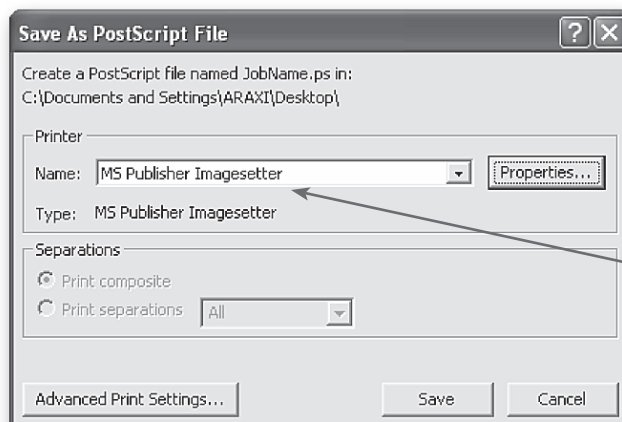
Under **Printers & Faxes**, choose **MS Publisher Imagesetter**. Right click on **MS Publisher Imagesetter** and choose **Printing Preferences** from the drop down menu. Select the **Advanced** button. Under Document Options / PostScript Options - **PostScript Output Option** should have **Optimize for Portability** chosen. If not, select this option from the drop down menu.



1. Choose **Save As** from the File Menu. Name your file with the ".ps" extension. Avoid using spaces, special characters, forward slashes or hyphens. Choose **PostScript** from the Save as type drop down window.

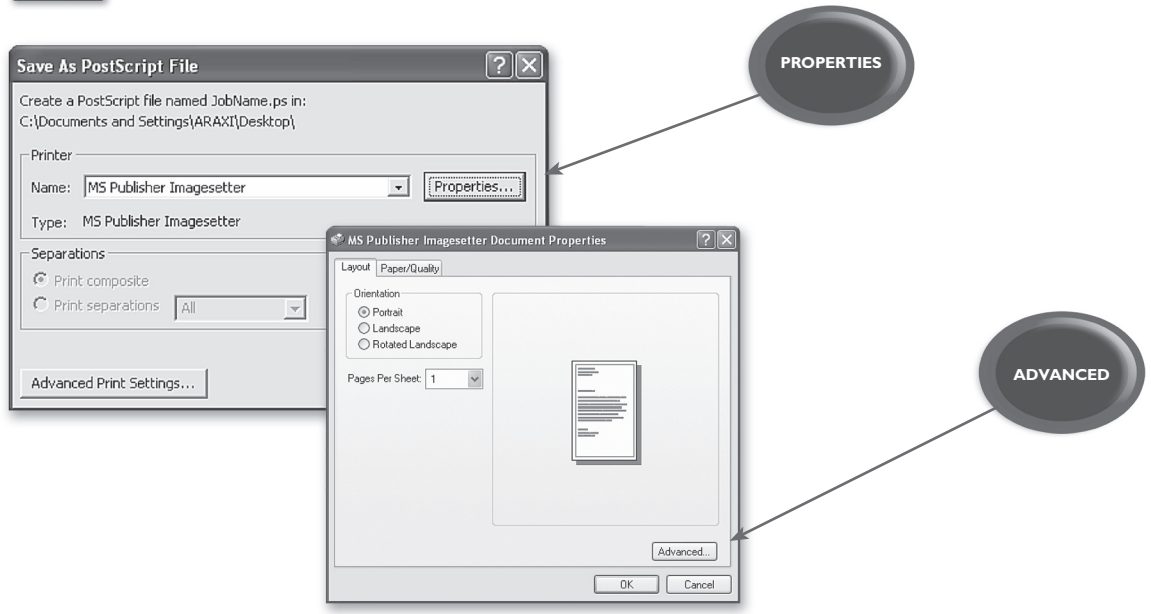


2. Select the **Save** button to continue. The following dialog menu will appear:

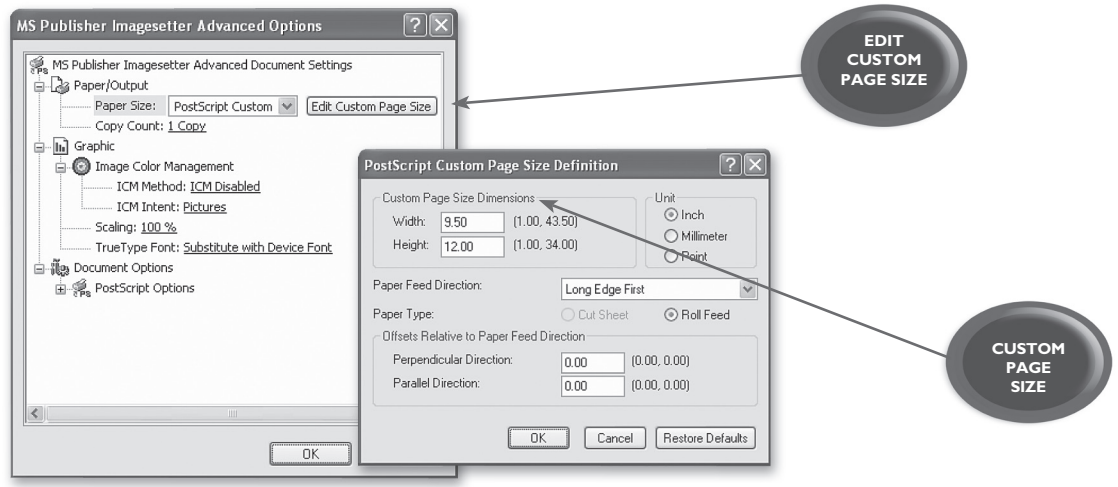


3. Match the settings as shown above with **MS Publisher Imagesetter** selected as your printer.

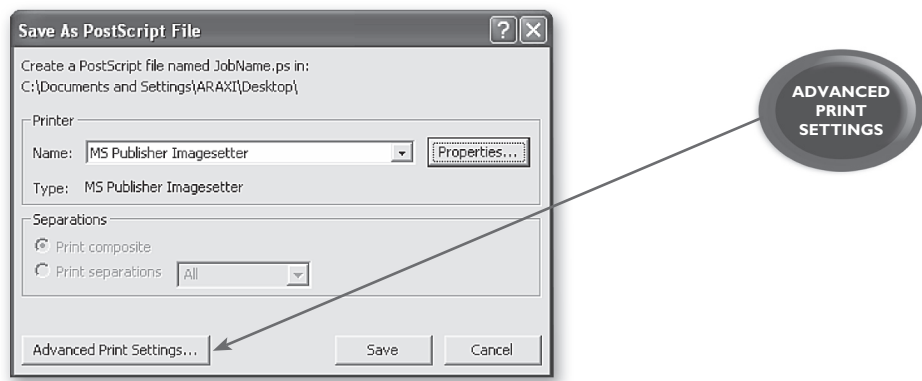
- Select the **Properties...** button to continue. Match the settings as shown below, then select the **Advanced...** button.




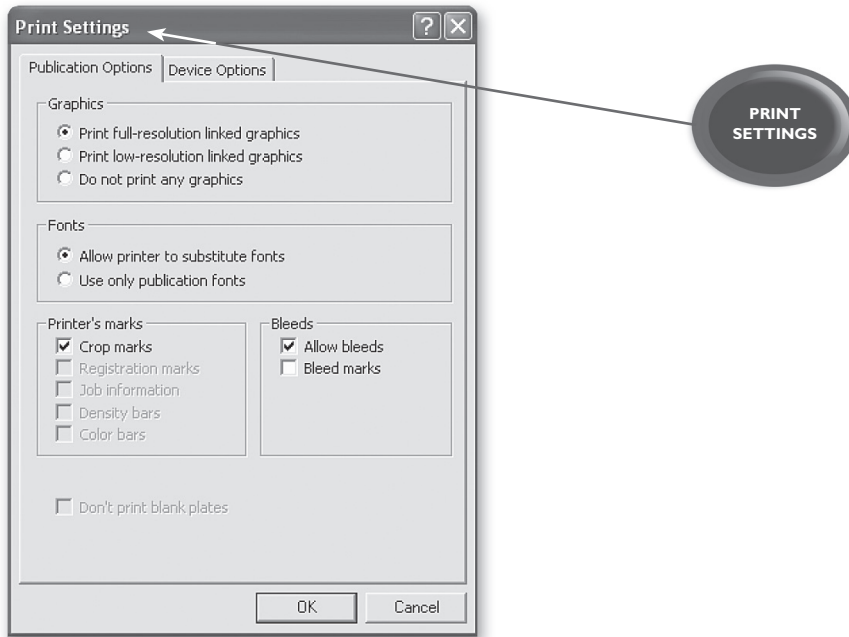
- Choose **Edit Custom Page Size** and select **PostScript Custom Page Size** from the list. Adjust the width and height to measure 1" larger than your actual document size. The example shown below is for an 8.5" x 11" page.



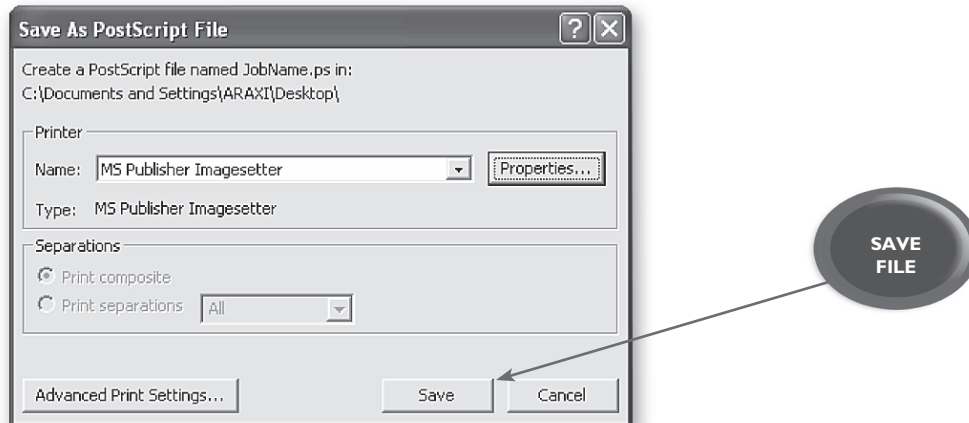
- Select the **OK** button till you are back to the Main Print Window. Choose the **Advanced Print Settings...** button to continue.



7. Match the settings as shown below. Select the  button to take you back to the main print window.

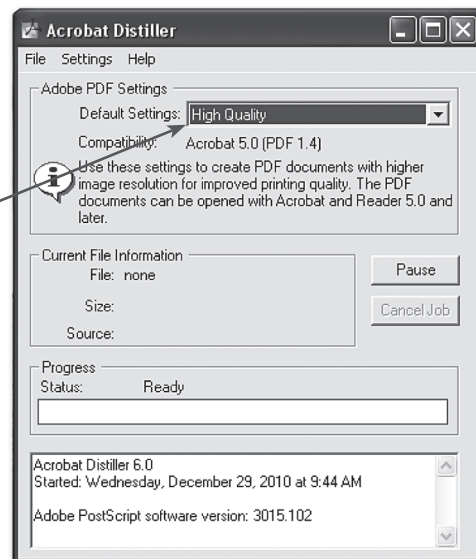


8. Select the  button to save your PostScript file.

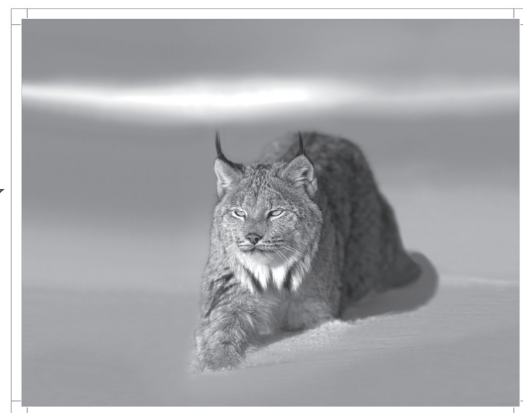


# Distilling PDF files from PostScript files

1. Drag and drop the PostScript file onto the Acrobat Distiller window with “**High Quality**” selected under the Adobe PDF/Default Settings drop down window.



2. After the file has been distilled, you should have a PDF file with the same name in the same location as your PostScript file.
3. Please take a moment to open and view the file. The file should include **trim marks**, **bleeds**, all **images** and **fonts**, and look as you intended.



If you have any further questions or concerns, please feel free to contact your customer service or sales representative at 503-588-9339.



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