

# Package Your Publication to Send to Lacasse Printing using Microsoft Publisher 2000 and 2002

*(Save time with Pack and Go Wizard)*

To package your publication to send to Lacasse Printing, the Pack and Go Wizard is extremely easy to use, and it will greatly simplify the process of preparing your file(s) to us.

**IMPORTANT: Before you package your publication, Please down save "Save as" - Publisher 2000 if you are using Microsoft Publisher 2002.**

Create a New Empty Folder on your desktop or somewhere else easy for you to find. **NOTE: Pack and Go creates several files. Please include all the files (eg. unpacked.exe, packed01.puz, readme.txt, etc...) when uploading to our website or on disc. It's very helpful to have a New Empty Folder so you don't have to hunt and find the files created in a large directory.**

## TO USE THE PACK AND GO WIZARD

1. On the **File** menu, point to **Pack and Go**, and then click **Take to a Commercial Printing Service....**
2. When the Pack and Go Wizard opens, click **Next**.
3. Do one of the following:
  - \* If you want to save your publication to disk, click **A:\**, and then click **Next**.
  - \* If you want to save to your computer (for example, to create a CD of your publication) or a Network Place, click **Browse**, and then click **Next**.
4. Select **Embed TrueType fonts, Include linked graphics**, and **Create links for embedded graphics**, and then click **Next**.

**Note:** The wizard asks you to decide if you want to embed your TrueType® fonts, include your linked graphics, and create links for embedded graphics. Unless we tell you otherwise, accept the default settings. Embedding and linking ensures that we have access to the graphics and typefaces you want to use in your publication.

5. Click **Finish**.

The packed files are copied to the location you've selected in your hard drive and the file **Unpack.exe** is also created. Use the file **Unpack.exe** to unpack your files.
6. The final action of the wizard is to offer you the option to print a composite and/or create color separations for the printing service. Click **Print a composite** and/or **Print separations**, if requested by us.
7. Click **OK**.

*Your document is now packaged and ready for delivery to Lacasse Printing or you can upload your Publisher **Unpack.exe** to our website at [www.lacasseprinting.com](http://www.lacasseprinting.com) (see next page for details).*

The wizard will also list any fonts that it can't embed and will report any problems with linked graphics. If problems arise, you should correct them and run the Pack and Go Wizard again. This will avoid delays and save you the additional expense of having us fix your publication.

If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again, so that the changes are part of your packed publication.

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## UPLOADING YOUR FILES TO OUR LACASSE WEBSITE:

1. To upload to our Lacasse Printing website, go to <http://www.lacasseprinting.com>.
2. Click on **Customer Login**, if you were given a customer portal name and password. If not, Click on **Send A File** and fill in the required fields.

**NOTE:** If you were given a customer portal name and password, enter your username and password, then Click on **Enter Your Site**. Click on **Send A File** and fill in the required fields. Click on **Browse Button** to locate your **Unpack.exe** file on your local drive, then Click on Open. Your file is now attached.

- 3 Click **Send File**.

If you need further technical assistance, feel free to contact us at **519-735-4121** or **(877) 774-6848**.