

# How to print your Publisher file as a PDF Document

## IMPORTANT NOTE:

Most commercial printers prefer that you provide a high-resolution PDF (Adobe's Portable Document Format) of your completed Publisher file. If the "Save As" dialog box doesn't have a PDF option or the "Publish as PDF or XPS" option does NOT appear in the "File" drop down list, you will need to download and install the MS Office 2007 add-on to enable that option. It is available for download here:

<http://www.microsoft.com/en-us/download/details.aspx?id=7>

To retain the transparency of any Publisher-drawn and/or .png images (such as your logo and map).

1. Under "File", choose "Save As" and in the "Save as Type" box select PDF, or choose "Publish as PDF or XPS" from the "File" drop down list. (if either of those two options are not available, please see Important Note above) When the "Save As" or "Publish as PDF or XPS" dialog box opens, click the Change button and then set the Publish Options box exactly as shown here.
2. Select the OK button and then select Publish in the Publish as PDF or XPS dialog box. Make sure you selected PDF in the "Save as type" box.
3. If and when the Design Checker warning box appears advising of potential problems, disregard and select Save.

Under "File" choose "Save As" and in the "Save as Type" box select PDF, or choose "Publish as PDF or XPS" from the "File" drop down list, where the "Save as Type" box will automatically display PDF. (If either of those two options is not available, please see Important Note above)

The image is a composite of several screenshots from Microsoft Publisher, illustrating the process of saving a file as a PDF. At the top left, the 'File' menu is open, and 'Publish as PDF or XPS...' is highlighted. Below this, the 'Publish as PDF or XPS' dialog box is shown, with the 'Save as type' dropdown set to 'PDF (\*.pdf)'. To the right, the 'Publish Options' dialog box is displayed, with 'Commercial Press' selected under 'Specify how this publication will be printed or distributed.' At the bottom, the 'Save As' dialog box is shown, also with 'Save as type' set to 'PDF (\*.pdf)'. A yellow box contains an 'IMPORTANT NOTE' about high-resolution PDFs and a link to a Microsoft download page. A list of three steps provides detailed instructions. A yellow box at the bottom right explains that either 'Save As' or 'Publish as PDF or XPS' will automatically set the 'Save as type' to PDF. Arrows connect the text to the corresponding UI elements in the screenshots.

# How to select and print a single page or section of your Publisher Template as a PDF Document

**NOTE:** Although these instructions are specific to the newspaper ad templates and appear on page four of the Newspaper Ad template files, they are included here as valid instructions for printing a single page of any of the Publisher template files.

**Step 1**  
Under File select  
"Publish as PDF or XPS"  
In that dialog box, click  
the "Change" button

**Step 2**  
In the "Publish Options" box  
click the "Advanced" button  
to expand the box.  
Check that your settings  
match the settings shown in  
this box.  
Then click the  
"Print Options" button

**Step 3**  
In the "Print Options" box  
select the "Current page"  
option under "Page Range"  
then click the OK button.  
Your selected page will  
print by itself.

**Step 4**  
Print these instructions and you'll have a handy guide for reference  
while navigating through the dialog boxes required to print just one  
page of your Publisher template file.

