

HOW TO **Create a PDF from Publisher**

Microsoft Publisher 2007

If you haven't already, you need to download the free PDF export plugin for Microsoft Office 2007. You can find the plugin by going to www.microsoft.com/downloads and search for Save as PDF.

1. Go to the File menu and select Publish as PDF or XPS.
2. Choose PDF format and select a location to save your file, then click Change.
3. Within the Publish Options screen, select Commercial Press and click on the Advanced button below.
4. For color and greyscale pictures, change the downsample resolution to 300 dpi when above 450 dpi.
5. For line art, change the downsample resolution to 1200 dpi when above 1800 dpi.
6. Click on the Print Options button.
7. Uncheck all of the Printer's Marks options.
8. Enter in the actual page size. If you're building a document with bleeds, make sure you add an additional .25" to both the width and height.
9. Click OK through the next two windows, then click on Publish to save your PDF file.

