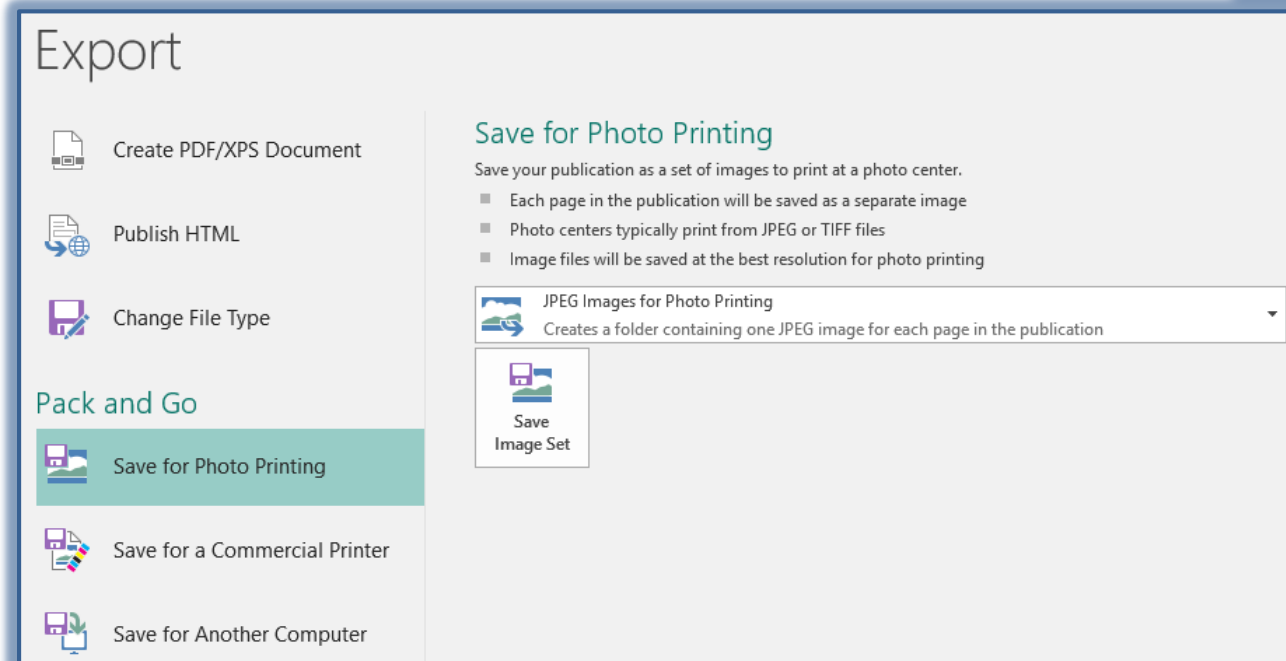# Publisher-Pack and Go

This feature is used to pack a publication and the files linked to the publication into a single file that can be taken to a commercial printer or a copy shop to be printed. It is also possible to take the packed file to another computer to be edited, using this feature. This will ensure that all the files are available that are needed to give the publication to someone who can work with or view it.

Save for Photo Printing
- 🖥 Click the **File Tab** to open **Backstage View**.
- 🖥 Click the **Export** button on the left side of the window.
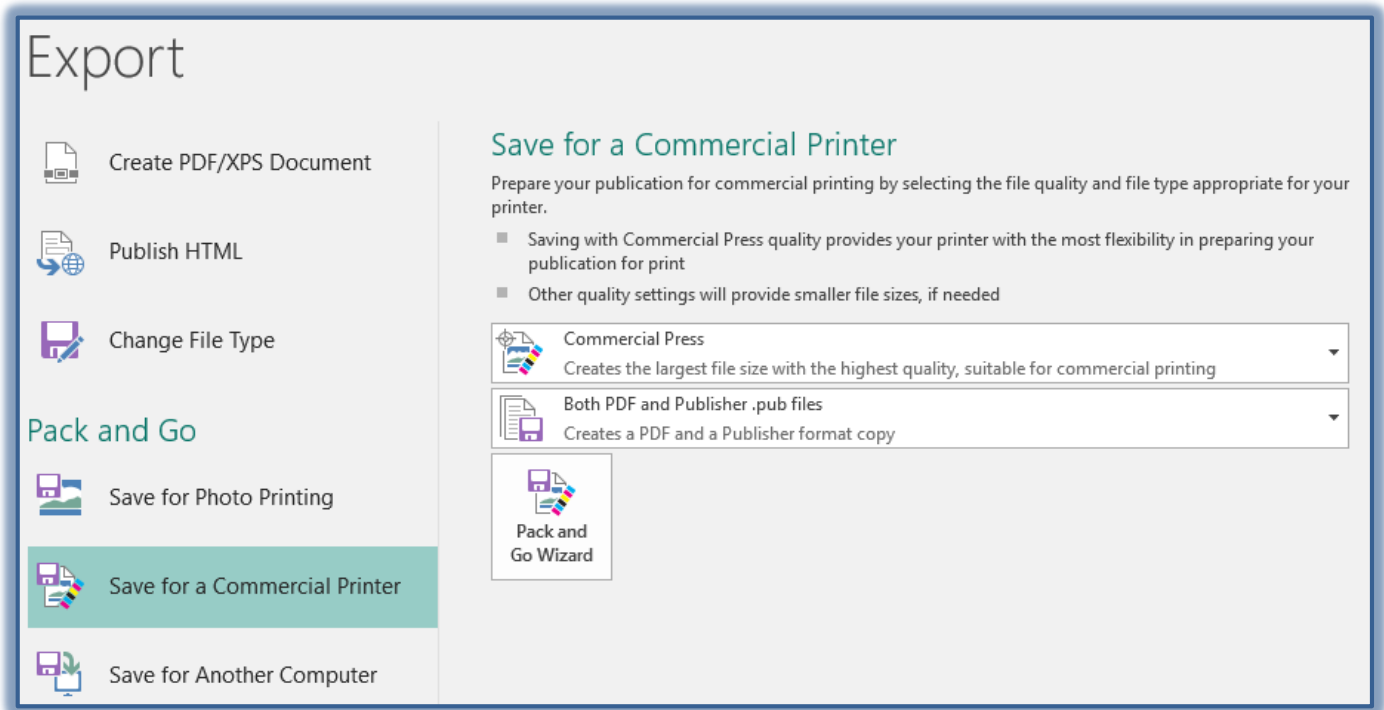- 🖥 The **Export** window will display.

- 🖥 Select the **Save for Photo Printing** option.
- 🖥 Select from one of the options:
  - 🕑 JPEG Images for Photo Printing – This option will create one JPEG image for each of the pages in the publication.
  - 🕑 TIFF Images for Photo Printing – To create a folder that will contain one TIFF image for each page of the publication, select this option.
- 🖥 Click the **Save Image Set** button to open the **Choose Location** dialog box.
- 🖥 Select the location where the image is to be stored.
- 🖥 Click the **Select Folder** button.
- 🖥 The image will be saved to the selected folder.

Save for a Commercial Printer
- 🖥 Click the **File Tab** to open **Backstage View**.
- 🖥 Click the **Export** button on the left side of the window.
- 🖥 The **Export** window will display.
- 🖥 Select the **Save for a Commercial Printer** option.
  - 🕑 The first list of options are:

- ⊕ **Commercial Press** – This option creates the largest file size with the highest quality. This makes it suitable for commercial printing.
- ⊕ **High Quality Printing** – Select this option to create a large file that is suitable for desktop or copy shop printing.
- ⊕ **Standard** – This option is used to set a moderately compressed file that is suitable for online distribution.
- ⊕ **Minimum Size** – Select this option to create a small file that is suitable for online display.

- ☾ The second list of options are:
    - ⊕ **Both PDF and Publisher .pub Files** – When this option is selected, a file will be created in both PDF and Publisher formats.
    - ⊕ **PDF File** – Select this option to create a file in PDF format.
    - ⊕ **Publisher .pub File** – To create a file in Publisher format, select this option.
- ▭ When all the options have been selected, click the **Pack and Go Wizard** button.
- ▭ The **Pack and Go Wizard** dialog box will display as shown in the illustration at the end of the document.
- ▭ Select a location for storage of the document.
- ▭ Click **Next** to move to the last step in the Wizard.
- ▭ A message will appear saying the document is being compressed and saved.
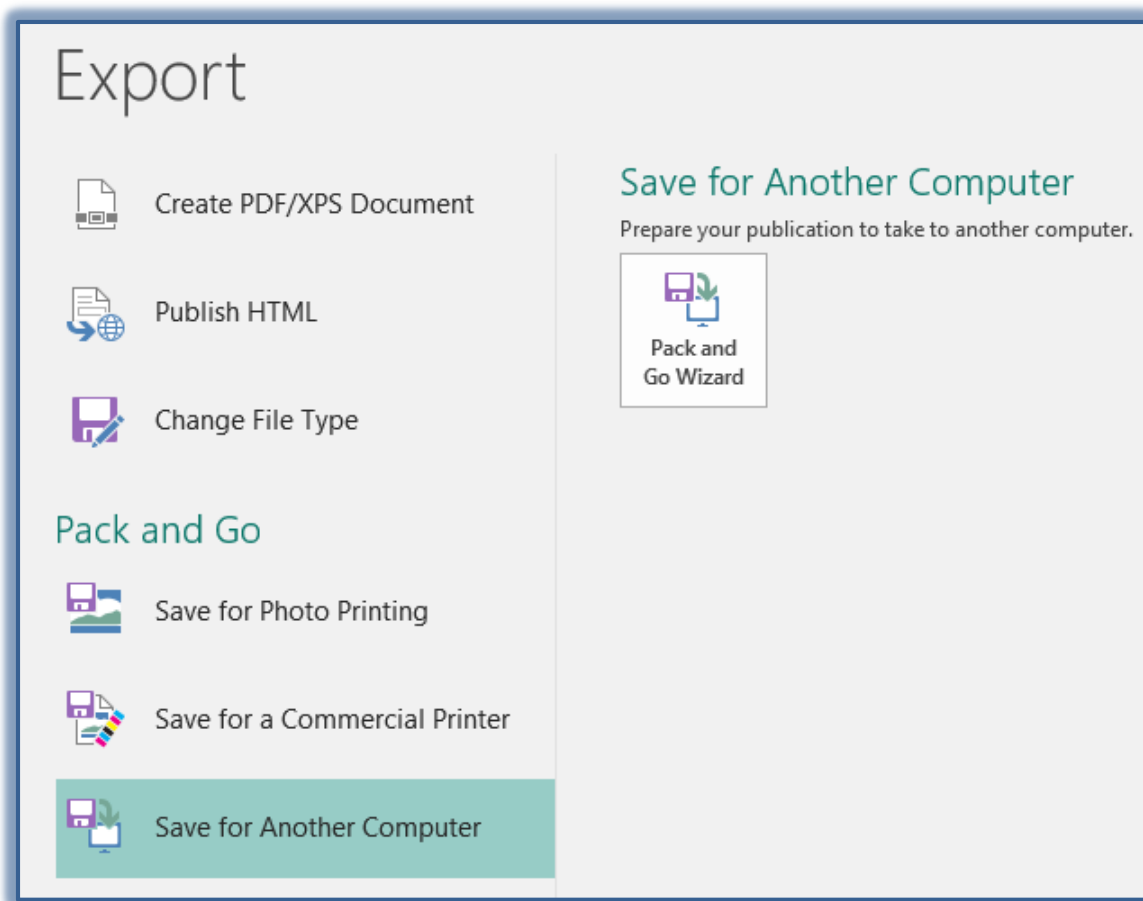- ▭ When the process is complete, the last step in the Wizard will display.
- ▭ Click the **OK** button to complete the process.

Save for Another Computer
- ▭ Click the **File Tab** to open **Backstage View**.
- ▭ Click the **Export** button on the left side of the window.
- ▭ The **Export** window will display.
- ▭ In the middle of the window, select **Save for Another Computer**.

- Click the **Pack and Go Wizard** button.
- The **Pack and Go Wizard** dialog box will display.
- Click the **Next** button to move to the next step in the process.
- Select a location to store the document.
- Click **Next**.
- Choose any of the options that pertain.
- Click **Next** to move to the last step in the process.
- Click **Finish**.