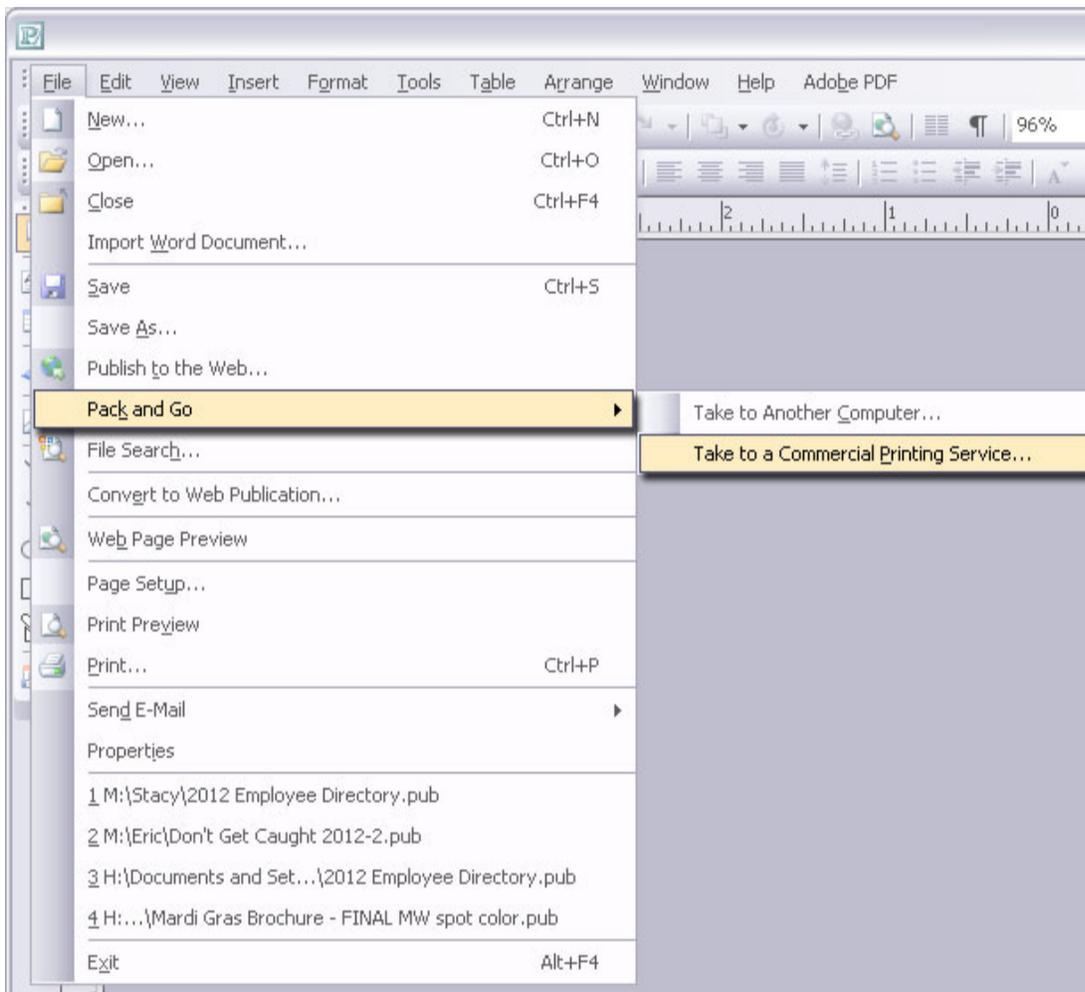# Publisher Pack & Go Wizard for Morgantown Printing.

The Pack and Go Wizard simplifies the process of preparing your files for commercial printing. It creates a packed Publisher file that contains all the elements that your commercial printer needs, as well as a PDF file if you choose, please do.

The Pack and Go Wizard creates linked graphics and embeds fonts in your publication so that MPB has access to the graphics and fonts that are in your publication. In addition, the wizard lists any fonts that it can't embed and reports any problems with linked graphics.

Pack Your Publication

1. On the **File** menu, click **Pack and Go**, and then click **Take to a Commercial Printing Service**.
   NOTE   If you make changes to your publication after you pack your files, be sure to run the Pack and Go Wizard again, so that the changes are included.

Use Design Checker to detect any problems in your publication

Design Checker runs as part of the Pack and Go Wizard and is set to run only commercial printing checks. You can also run Design Checker while you are creating a publication.

It lists all occurrences of problems that it detects. These may be such things as an element that is partially off the page, overflow text in a story, or a picture that is scaled disproportionately. In some cases, Design Checker may offer you an automatic fix for these problems. In other cases, you must fix the problems manually. Design Checker lists problems according to a set of checks. You can choose to run a set of commercial printing checks, several other sets of checks, or all sets.

After you start Design Checker, it runs continuously. When an item is fixed, it disappears from the list of problem items. Any new problems automatically appear in the list.

Run Design Checker to check for problems

1. On the **Tools** menu, click **Design Checker**.

2. If you want Design Checker to run commercial printing checks only, select the **Run commercial printing checks** check box and clear the other check boxes.

3. In the **Design Checker** task pane, under **Select an item to fix**, click the arrow next to the item that you want to fix, and then do one of the following:

• Select **Go to this Item** to go to the page where the problem item is.

• Select **Fix *automatic fix suggestion*** to automatically fix the problem with the item.

 NOTE   The automatic fix varies, depending on the problem. In most cases, no automatic fix is available.

• Click **Never Run this Check Again** to turn off the check. This affects all instances of the problem.

Click **Explain** to open a Help topic that more fully explains the problem and offers suggestions about how to fix it.