PC QuarkXPress 4.x PDF's instructions

Before PostScripting for PDF's, please make sure you have created in Adobe Distiller the job option and watched folder. See pages PDF 1 and 1.1.

Print Styles help to save time and reduce printing-related errors by allowing you to save and apply frequently used settings. See page PDF-10 for instructions. However, some items on the print menus still need to be checked when Post-Scripting. Only those settings will appear in the Post-Scripting instructions that follow.

This assumes that Windows 98 has been properly installed to print PostScript files to disk and that the Adobe Distiller driver has been installed. See PC printer driver properties setup instructions on PDF-30-30.2. Contact your Technical Representative with questions.

Before PostScripting for PPC, please make sure:

<u>Document Setup -</u> Except for specialty items, all pages must be created to the <u>same size</u>. If creating documents to *trim*, *File/Document Setup* should be the exact trim size of your publication with bleed items extending at least 1/8" beyond the document edge. If creating documents to *bleed*, *File/Document Setup* should be the trim size of your publication plus 1/8" added to the width and 1/4" added to the height.
**Remember that SWOP standards recommend all live matter be 1/4" away from trim.

<u>Fonts open</u> Under Utilities, select Usage. Select the Fonts tab. Fonts showing negative numbering in front of the name must be opened.

<u>Images Linked and CMYK mode</u> In Utilities, select Usage. Click on the Pictures tab. Status must be OK for all images. High resolution 4/c images must be in CMYK mode instead of RGB.

<u>Process Separation Selected</u> Under Edit, select colors and edit colors. Model should be cmyk and the spot button should not be selected, unless you are using PMS (spot) colors. Remember to check colors imported from all graphic programs after they appear in your Quark menu.

Open your **Quark file.** Choose **File,** then **Print** to open the print menu**.**

Printer: Select Acrobat Distiller printer.

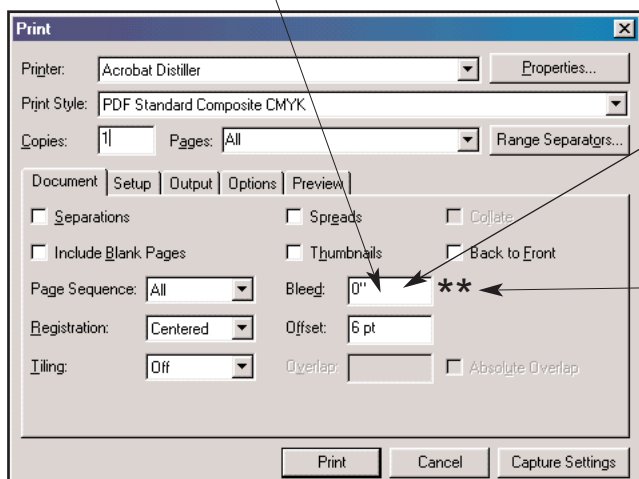**Print Style:** Select your PDF Output style.

Copies: Enter 1.

Pages: Choose the page numbers you want to send.

Bleed: If **File/Document Setup** is "bleed" size, enter 0" or 0p. If **File/Document Setup** is "trim" size, make sure bleed items are extended at least 1/8" beyond the edge of the document and enter .125" or p9.

If **File/Document Setup** is "bleed" size, enter 0" or 0p.
If **File/Document Setup** is "trim" size, make sure bleed items are extended at least 1/8" beyond the edge of the document and enter .125" or p9.

0" or 0p if bleed size document
.125" or p9 if trim size document

✳✳NOTE: Quark 4.1 is shipped with a freebie extension called "Custom Bleed". We do not recommend using it. However, if you do, the "Bleed" field shown here will not be available. A "Bleed" tab will be shown in this dialogue box. Select it and check the settings <u>each time</u> you PostScript. Enter the same amount for all four sides.

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Click the Properties button: Select the following.

Paper Size: Select **Letter** for standard and **Tabloid** for tabloid sizes.

Orientation: The orientation should be **Portrait**. If special circumstances require **Landscape**, please note this on your laser proof.

Paper Source: Select **OnlyOne**.

Click the Graphics Tab:

Resolution: Select **2400** dpi.

Special: These items <u>should not</u> be selected.

Paper handling: Layout Select **1 up**.
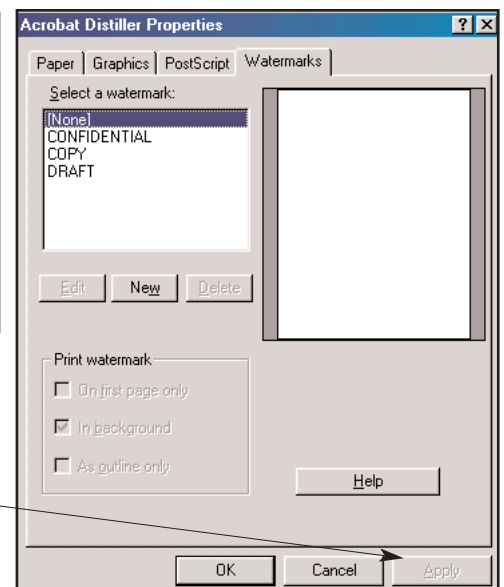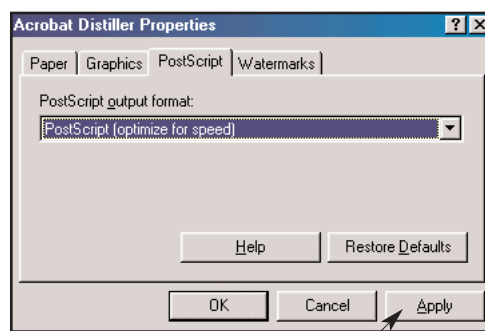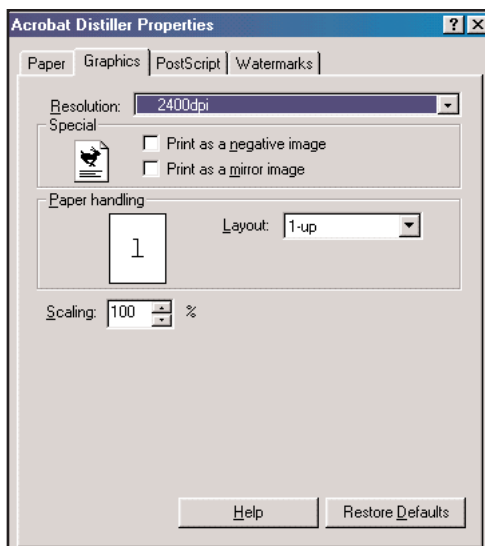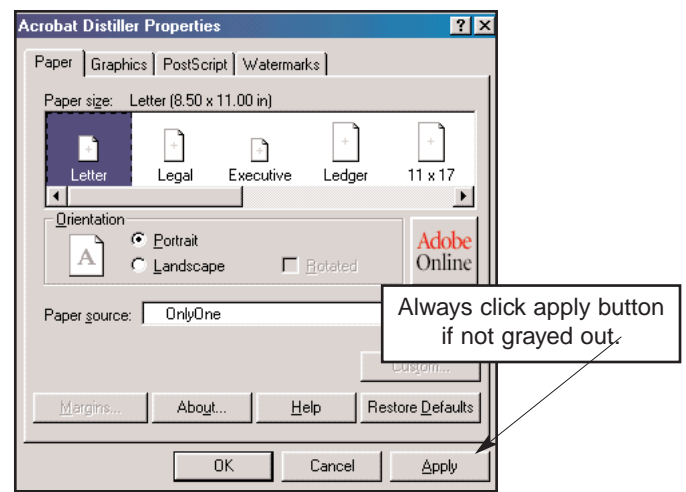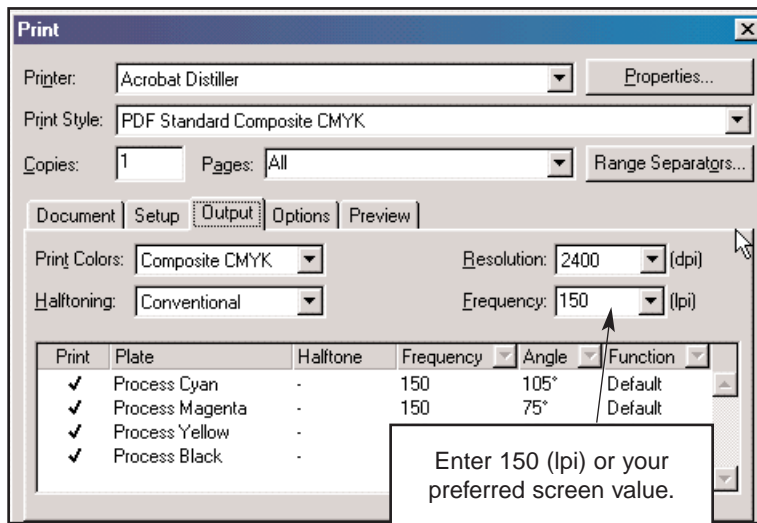
Scaling: 100% should be selected.

Click the PostScript Tab:

PostScript output format: Select **PostScript (optimize for speed)**.

Click the Watermarks Tab:

Select a watermark: Select **None**. Click **Apply** if not grayed out, then Click **OK**.

Enter 150 (lpi) or your preferred screen value.

Always click apply button if not grayed out.

Always click apply button if not grayed out.

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Click the Output tab:

Print Colors: **Composite CMYK** should be selected if you want process and spot plates. The checkmark beside the color name doesn't indicate that these are the colors that will print in the PostScript file. If spot colors are being used, the spot color will not show as a color plate for printing because Composite is selected. The spot color(s) will be included in the PostScript file and will print. If you have concerns, because the spot color(s) not showing in the plate colors, print your pages(s) to your laser printer asking for separations, registration (centered or off centered) and all plates.
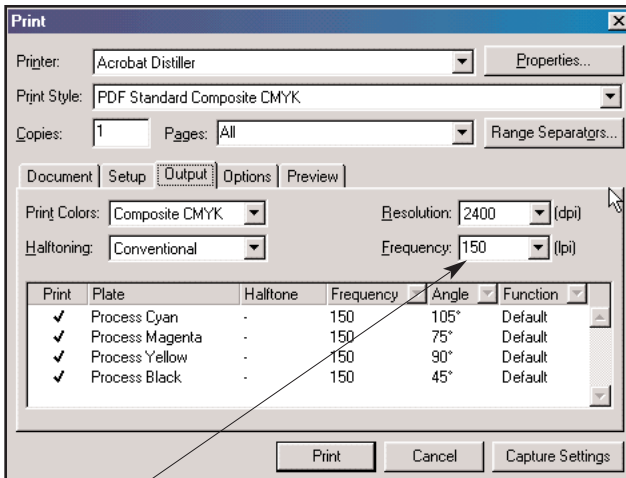
Click the Preview tab. Your document should be centered and registration marks should be displayed.

Click Print:

PostScript File dialogue box: Give the PostScript file a name which includes title initials and page number(s). File name should end with a lower case extension **.ps**. The file name can only be 14 lower case characters including the extension. No spaces, punctuation, or special characters in the name except for a period before the extension. Select your **IN** folder for your PostScript file destination. Click **OK** to continue the printing process.

> **Pages that are to align must be submitted together.**
> **Lasers must be marked to indicate alignment.**

Enter 150 (lpi) or your preferred screen value.

Your document should be centered with registration marks.