

Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



Single Application File

“The following instructions describe QuarkXPress PDF function which allows a user to export a single PDF file from a single QuarkXPress file.”

All Transparencies *must be flattened* before submitting files to Sheridan.

QuarkXPress provide options for transparency. Quark refers to it as opacity, Quark defines opacity as the ability to control opacity, the ability to use alpha masking on objects against layout items, and the ability to apply feathered drop shadows. Transparency and opacity options include drop shadows, feathering, blending modes, and opacity.

Flattening transparency in Quark is through the Export to PDF settings, follow the instructions on page 8, use high resolution settings.

All files *must* be carefully reviewed by the customer after flattening to ensure the item appears as desired.

Exporting to a PDF

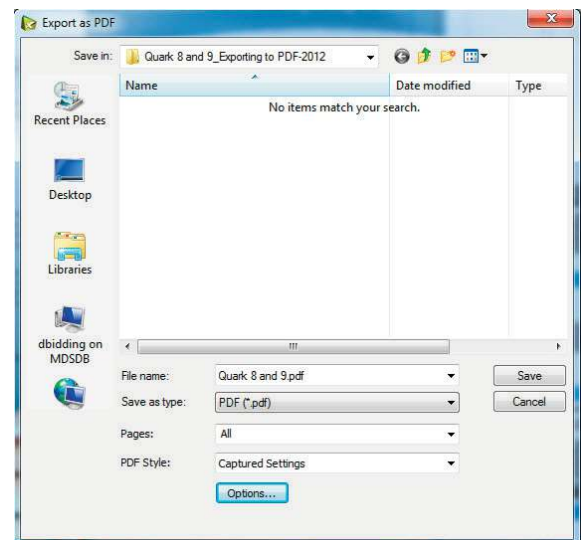
Load and activate fonts to the appropriate font manager for the operating system.

Use QuarkXPress link manager to verify that all images are linked.

Select Export > Layout as PDF...from the File menu

Navigate to the folder where the file will be Saved

Select Options...



Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021

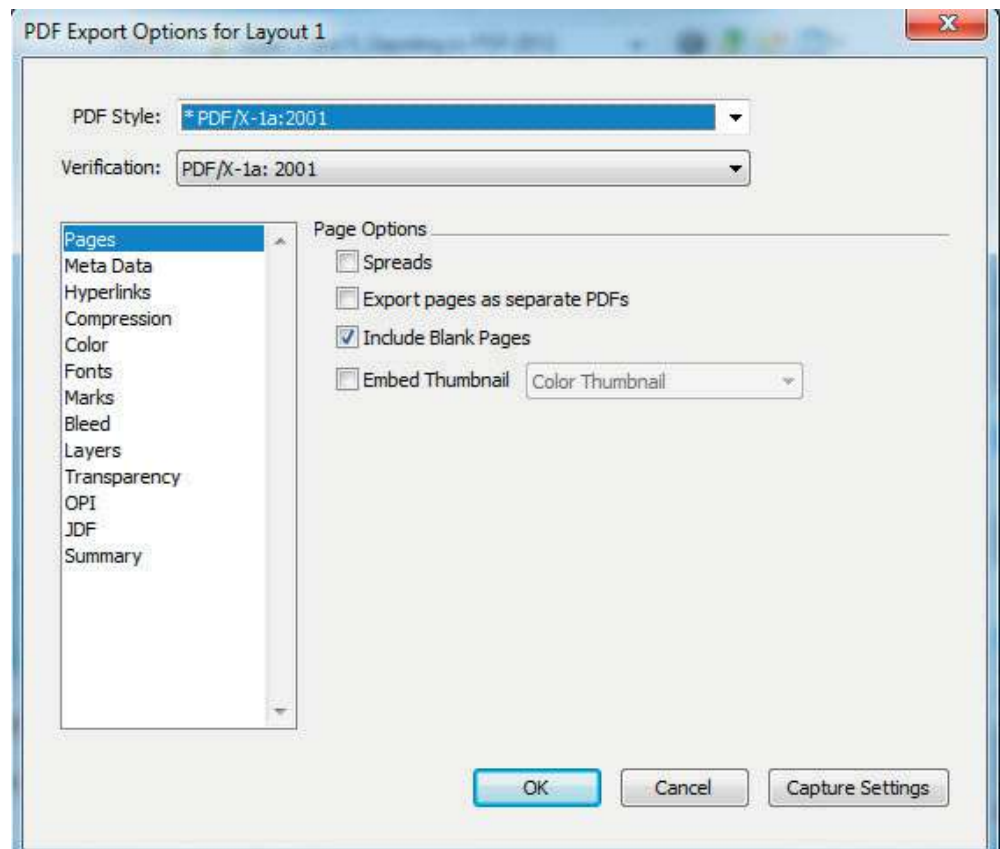


Select PDF/X-1a:2001 from the Verification: drop down menu.

Choose Pages

1. Select *Include Blank Pages*

All other boxes should be unselected

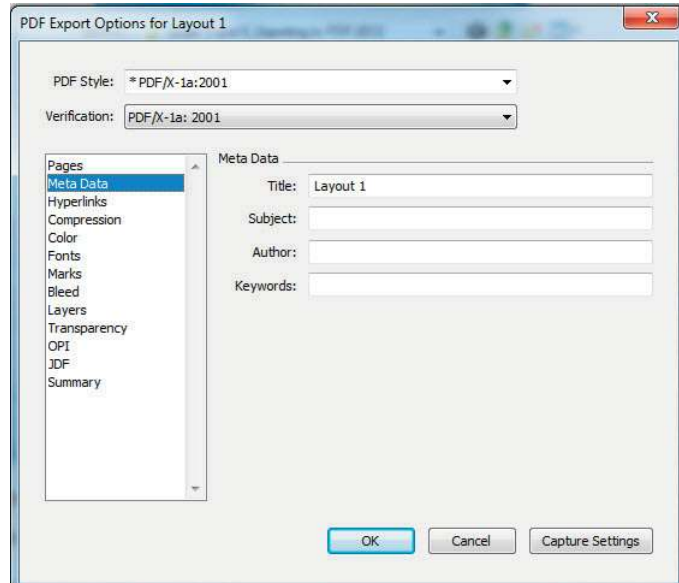


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



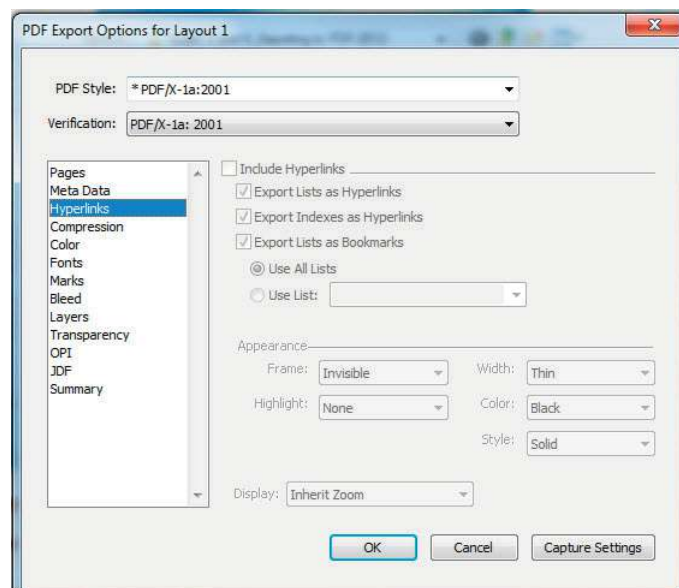
Choose Meta Data

1. Leave *all as is*. Any information within this window will be removed before the file is ripped.



Choose Hyperlinks

1. Unselect *Include Hyperlinks* if available

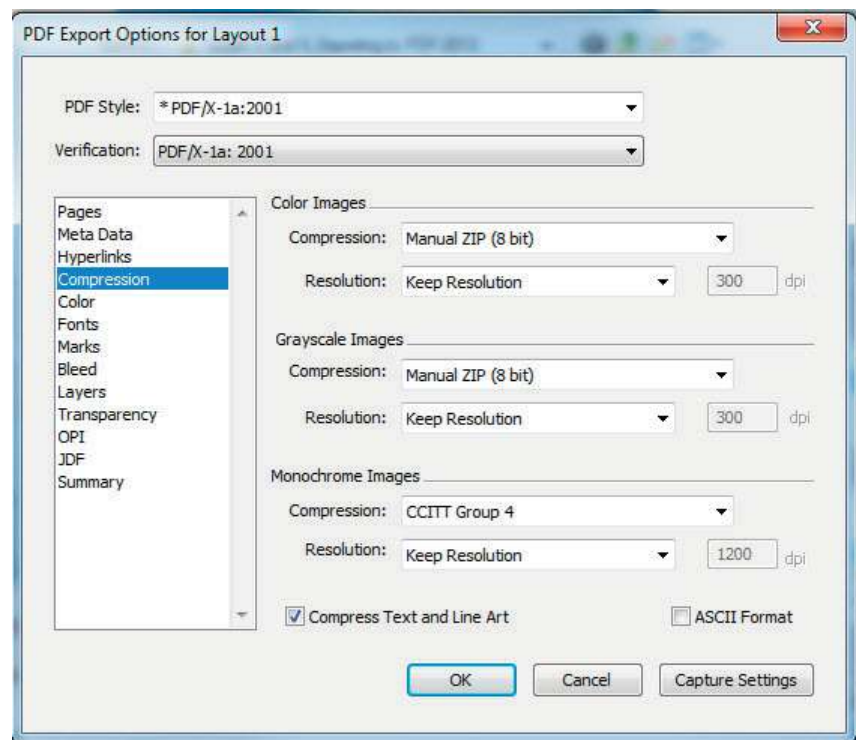


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



Choose Compression

1. Color Images
 - a. Select *Manual Zip (8 Bit)* from the Compression: drop down menu.
 - b. Select *Keep Resolution* from the Change Resolution: drop down menu.
2. Grayscale Images
 - a. Select *Manul Zip (8 Bit)* from the Compression: drop down menu.
 - b. Select *Keep Resolution* from the Change Resolution: drop down menu.
3. Monochrome Images
 - a. Select *CCITT Group 4* from the Compression: drop down menu.
 - b. Select *Keep Resolution* from the Change Resolution: drop down menu.
4. Select *Compress Text and Line Art*
5. Unselect *ASCII Format*

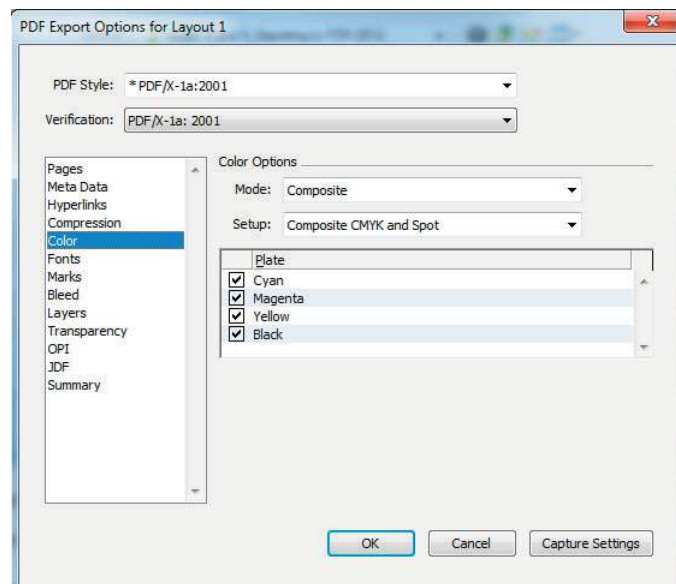


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



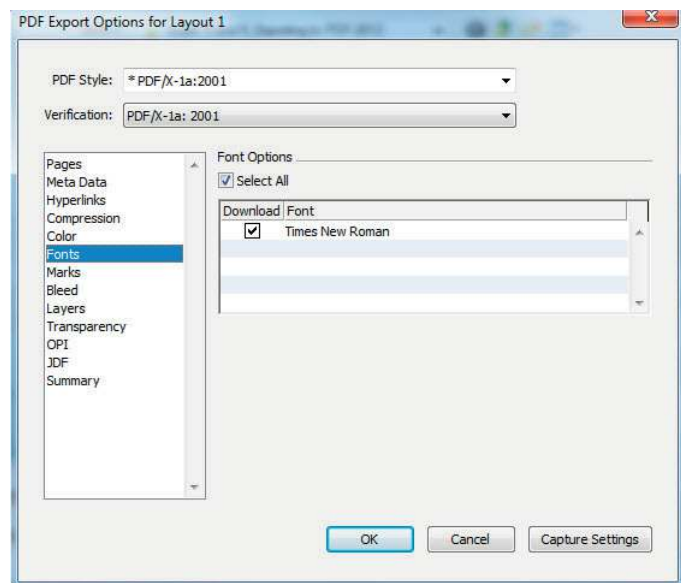
Choose Color

1. If job is printing Black only, select *Grayscale 100K* from the Setup: drop down menu. Mode: set to *Composite*
2. If the job is printing CMYK, select *Composite CMYK* from the Setup: drop down menu. Mode: set to *Composite*
3. If the job is printing PMS color(s), select *As Is* or *DeviceN* from the Setup: drop down menu. Mode: set to *Composite*



Choose Fonts

1. Verify that *Select All* is selected

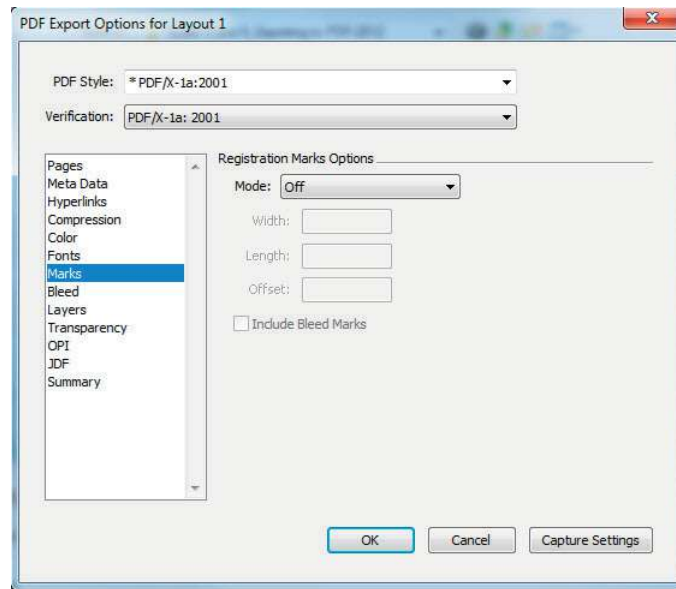


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



Choose Marks

1. For Text - Verify that Mode is set to *Off*
2. For Cover - Verify that Mode is set to *Centered* and Offset set to *.125*

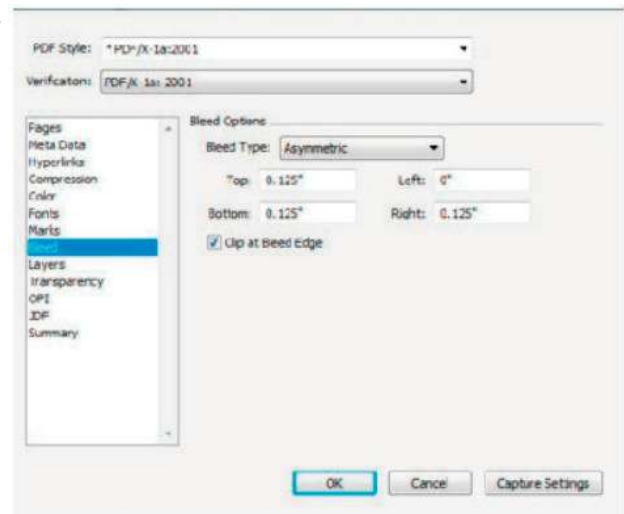


Choose Bleed

Note: Elements that bleed must extend a minimum of 1/8" beyond each trim edge in your document.

Instructions for Text

1. Select *Asymmetric* from the Bleed Type: drop down menu
 2. Enter *.125* in the amount field for Top, Bottom and Right, Left as 0.
- This ensures a 1/8" bleed on each trim edge. The Gutter bleed will stop at the center of a spread.
3. Select *Clip at Bleed Edge*



Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021

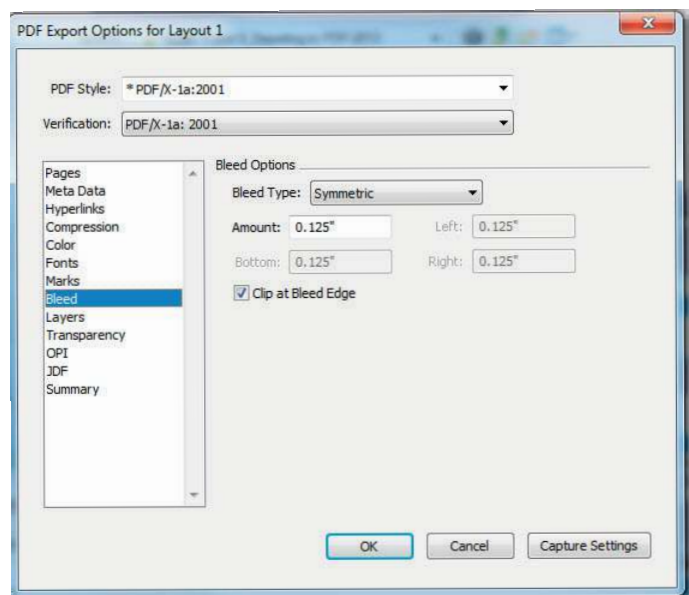


Choose Bleed

Note: Elements that bleed must extend a minimum of 1/8" beyond each trim edge in your document.

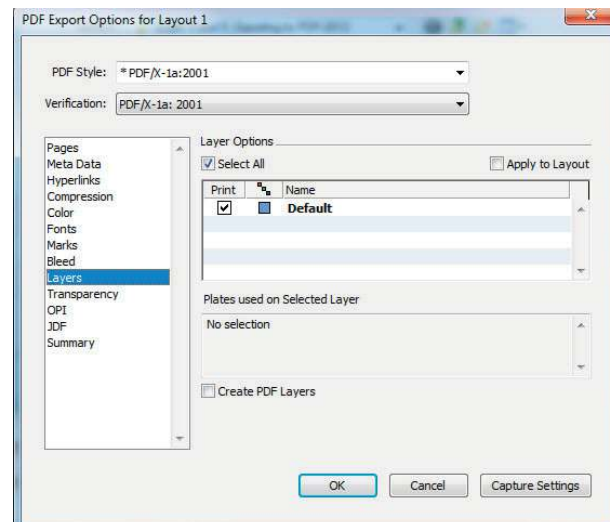
Instructions for Cover, Dust Jacket, Printed Case, Endsheets

1. Select *Symmetric* from the Bleed Type: drop down menu
2. Enter .125 in the amount field. This ensures a 1/8" bleed on each trim edge.
3. Select *Clip at Bleed Edge*



Choose Layers

1. Verify that the *Select: All* box is selected unless you have created layers that do not print.
2. If you have created layers that do not print, verify that those layers are unselected in the Layer Options box.

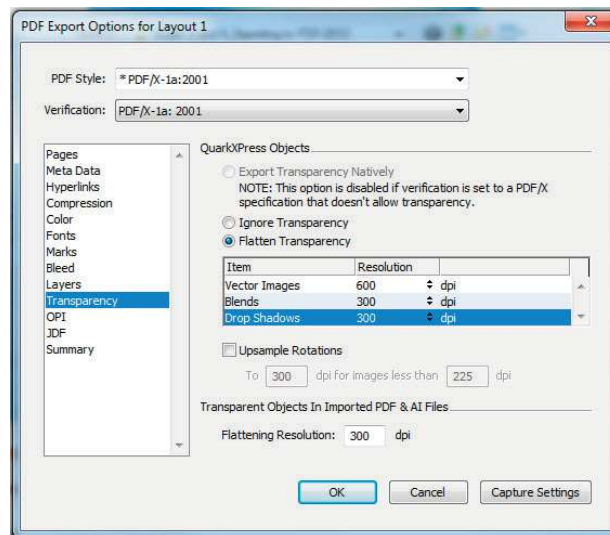


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



Choose Transparency

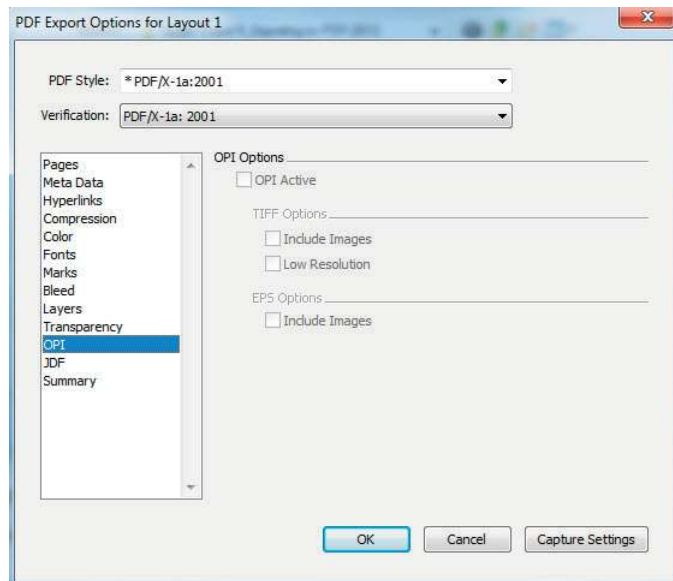
1. Unselect *Export Transparency*
2. Unselect *Ignore Transparency*
3. Select *Flatten Transparency*
4. Within the window set *Vector images to 600 dpi, Blends to 300 dpi, Drop Shadows to 300 dpi.*
5. Unselect *Upsample Rotations*
6. Flattening Resolution set as *300 dpi*



Choose OPI

1. All options must be unselected

Note: When creating your Quark document, verify that all OPI options are deactivated. Quark 10 does not have the OPI option.

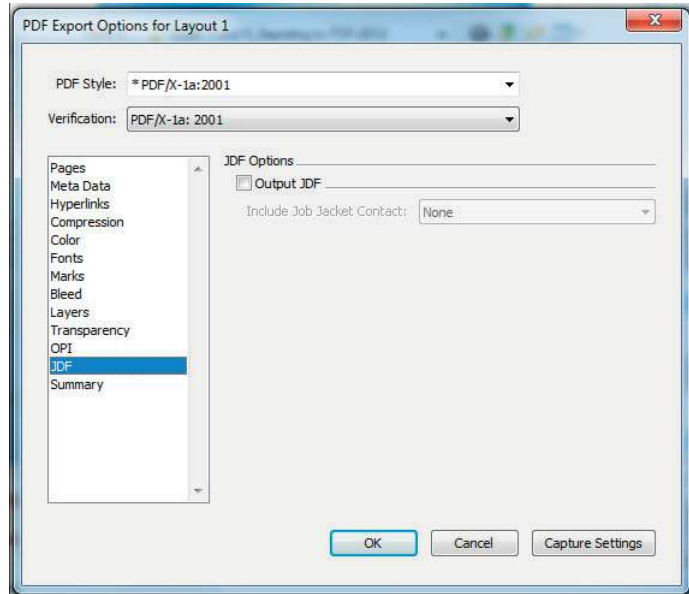


Revision: 10
Issue Date: 03.12.2013
Revision Date: 11.01.2021



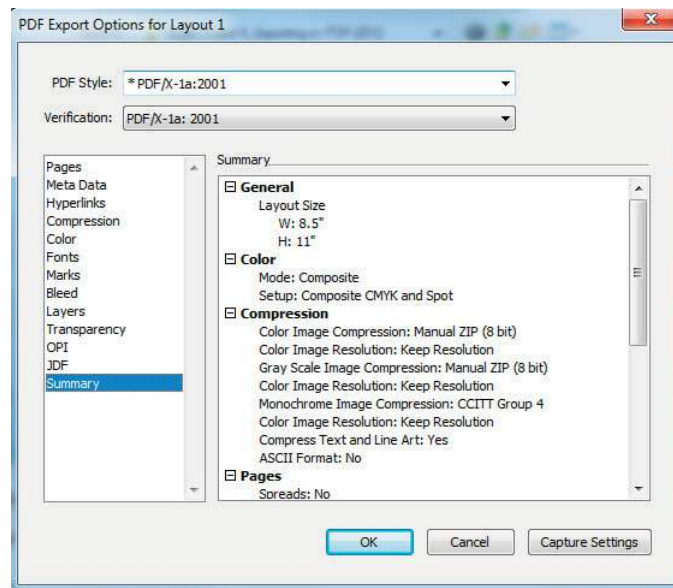
Choose JDF

1. Leave Output JDF unselected



Choose Summary

1. Read through the summary to verify your settings.



Click Ok

- Navigate to the location of which the PDF is to be saved.
Ensure that the .pdf extension (name of your file.pdf) is selected in the Save as Type: drop down menu.
Select *All* from the Pages: drop down menu.
Select *Save*

**Note: When a file is exported a message may be generated. This is OK.
Verify all settings and continue to generate PDF.**