

# Quark Express

## Instructions based on version 7.1

If further instructions are needed, please ask your CLARKE, Inc. Sales Representative

### Making a PDF

1. File>**Print**

2. Printer: **Adobe PDF**

\*You can download this virtual PDF printer for a Windows Computer by going to... <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1500>

And for a Mac by going to... <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1494>

...and following the directions on the website.

3. Properties(lower left)>Adobe PDF Settings (tab)

Adobe PDF Conversion Settings>

Default Settings: **Press Quality**

4. Click **Edit**.

5. Fonts (tab)\*\*

Check **Embed All Fonts**

Check **Subset embedded fonts when percent of characters used is less than** (be sure it is at **100%**)

6. Click **OK**.

7. Click **OK**.

8. In the Device Menu (to the left)

Set the PPD to **Adobe PDF**

Paper Size: **Custom** - make the W and H 1 inch more than actual size.

Position: **Centered**

Resolution: **1200dpi**

9. In the Color Menu (to the left)

Mode: **Composite**

Setup: **Composite CMYK and Spot**

Frequency: **150**

10. In the Pictures Menu (to the left)

Data: **Binary**

11. In the Fonts Menu (to the left)

Check **Select all**

Check **Optimize Font Formats**

If you are using a different version of Quark, just be sure to select a complete font download.

12. In the Marks Menu (to the left)

Mode: **Centered**

Offset: **0.125 inches**

13. In the Bleed Menu (to the left)

Bleed Type: **Page Items**

14. In the Layers Menu (to the left)

Check **Select All**.

15. In the Advanced Menu (to the left)

Post Script Level: **PostScript Level 3**

16. Be sure the Preview looks right

17. Click **Print**.

18. Navigate to where you want to save your PDF and Name it.

19. Click **Save**.



Your Preview should look something like this.



This is where to select the Font Specs

### Collecting for Output

1. Make sure there are no missing fonts or pictures and if there are re-link pictures and replace fonts.

Do this by going to

Utilities>**Usage**.

Find missing pictures and fonts in the corresponding Menus. Replace by selecting the font or picture to be replaced and clicking **replace** or **update**.

2. File>**Collect for Output**

3. Navigate to a folder in which to save everything.

4. Choose a file name.

5. Under Collect for Output tab

Check **Layout**

Check **Linked Pictures**

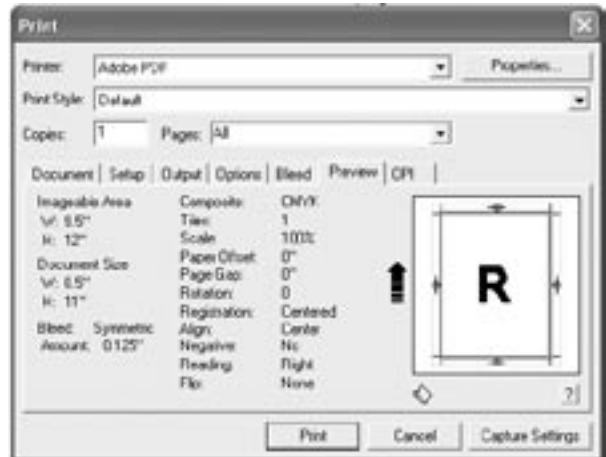
Check **Fonts**

6. Click **Save**.

7. It will warn you that you are copying fonts and ask if you want to continue. Click **OK**\*\*



\*\*It is very important that we at Clarke Inc. receive PDFs with embedded fonts and copies of all fonts used in a Quark document sent to us. If we do not receive documents with the fonts embedded or included, we may not be able to print your work.



It should look like this. You should see no red.

# InDesign

## Instructions based on version CS

If further instructions are needed, please ask your CLARKE, Inc. Sales Representative

### Making a PDF

1. File>**Export**
2. Navigate to where you want to save the PDF.
3. Name your file.
4. Save As Type: **Adobe PDF**
5. Click **Save**.
6. Choose Preset: **[Press]** or **[High Quality]**  
The better the quality of your PDF, the better the quality of the printed piece.
- From the menu on the side:
  7. In General  
Leave all at default settings.
  8. In Compression  
Leave all at default settings.
  9. In Marks and Bleeds  
Under Marks  
Check **Crop Marks**  
Check **Registration Marks**  
\*Leave all others UnChecked  
Offset: **0.125 in**  
Bleed and Slug  
Bleed: Top: **0.125 in**  
Bottom: **0.125 in**  
Left: **0.125 in**  
Right: **0.125 in**
  10. In Advanced  
Color: **CMYK**  
Destination Profile: **Document CMYK - US Sheetfed**  
Fonts>Subset... **100%\*\***  
Transparency Flattener>Preset: **[High Resolution]**
  11. In Security  
Leave everything UnChecked
  12. Click **Export**.

### Collecting for Output

1. File>**Package**
2. Instructions  
Fill it out if you want to. It has no effect on how the document is packaged.
3. Click **Continue**.
4. Choose where to save everything.
5. Choose a folder name.
6. What to check (at bottom)  
Check **Copy Fonts**  
Check **Copy Linked Graphics**  
Check **Update Graphic Link in Package**  
Check **Include Fonts and Links from Hidden Layers** (or just delete the hidden layers before you start packaging to lessen confusion when printing.)
7. Click **Package**.
8. A font alert will warn you about collecting fonts. Click **OK.\*\***

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# Quark Express

## Instructions based on version 5.0

If further instructions are needed, please ask your CLARKE, Inc. Sales Representative

### Making a PDF

1. File>Print

2. Printer: **Adobe PDF**

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And for a Mac by going to... <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1494>

...and following the directions on the website.

3. Properties>Adobe PDF Settings (tab)

Adobe PDF Conversion Settings> Default Settings: **High Quality**

4. Click **Edit**.

5. Fonts (tab)\*\*

Check **Embed All Fonts**

Check **Subset embedded fonts when percent of characters used is less than** (be sure it is at **100%**)

6. Click **OK**.

7. Click **OK**.

8. Under the Document tab

Check **Print Blank Pages**

Registration: **Centered**

Offset: **12 pt**

9. Under the Setup tab

Printer Description: **Adobe PDF**

Paper Size: **Custom**

Paper Width: **(insert the document width plus 1 inch)\***

Paper Height: **(insert the document height plus 1 inch)\***

\*This allows space for the Registration

Uncheck **Fit in Print Area**

Reduce or Enlarge: **100%**

Page Positioning: **Center** or **Center Horizontal**

10. Under the Output tab

Print Colors: **Composite CMYK**

11. Under the Options tab

Pictures>Data: **ASCII**

12. Under the Bleed tab

Bleed Type: **Symmetric**

Amount: **0.125"**

13. Under the OPI tab

Uncheck **OPI Active**

14. Under the Preview tab

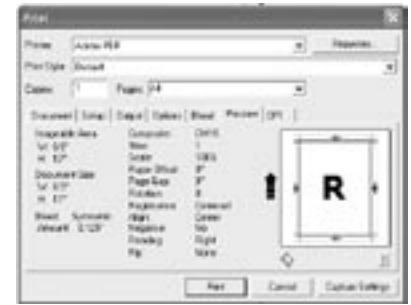
Check the preview.

15. Click **Print**.

16. Navigate to where you want to save the PDF.

17. Name your PDF.

18. Click **Save**.



### Collecting for Output

1. Make sure there are no missing fonts or pictures and if there are re-link pictures and replace fonts.

Do this by going to Utilities>**Usage**.

Find missing pictures and fonts in the corresponding tabs.

Replace by selecting the font or picture to be replaced and clicking **replace** or **update**.

2. File>**Collect for Output**

3. Navigate to a folder in which to save everything.

4. Choose a file name.

5. Under Collect

Check **Document**

Check **Linked Pictures**

Check **Fonts**

6. Click **Save**.

7. It will warn you that you are copying fonts and ask if you want to continue. Click **OK**\*\*

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