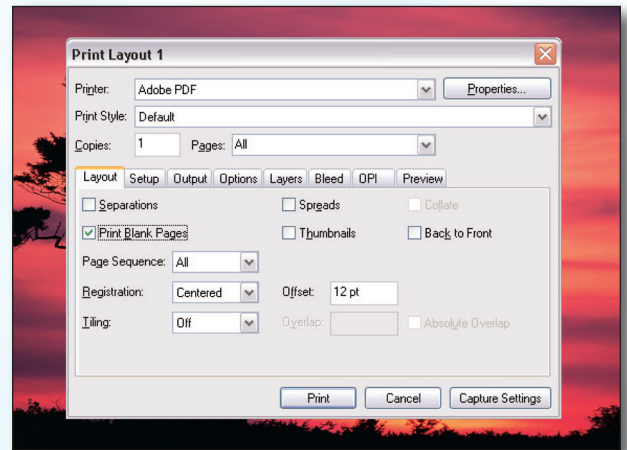
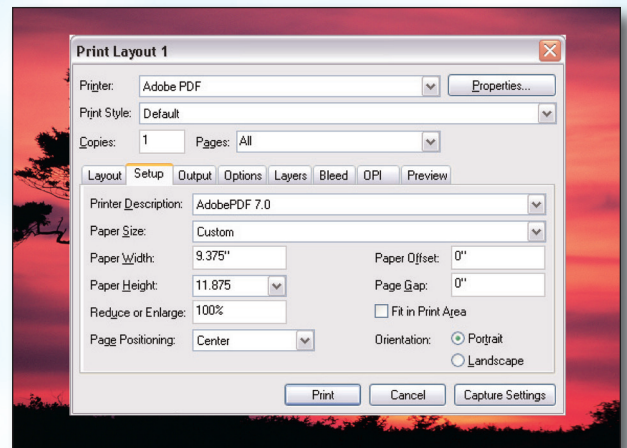


Creating a PDF using Quark 6.5 (PC)

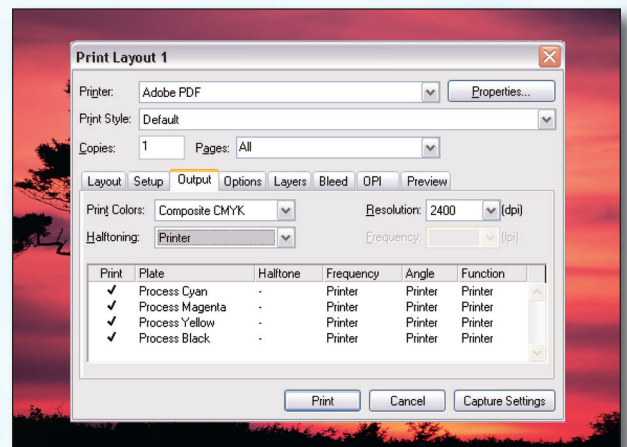
- Step 1:**
- From the **File** menu select **Print**.
 - At the top choose **Adobe PDF** for Printer.
 - On the **Layout** tab, check only the box next to **Print Blank Pages**.
 - Select **All** for **Page Sequence**.
 - Choose **Centered** for the **Registration** and set the **Offset** at **12 pt**.
 - Select **Off** for **Tiling**.
 - NEXT, click the **Setup** tab.



- Step 2:**
- Choose **Adobe PDF** as your **Printer Description**. (**NOTE**—this Printer Description will *only* be available if you have Acrobat 6 or 7. If you do not have Acrobat 6 or 7, contact CPC for technical assistance.)
 - Select **Custom** for **Paper Size**.
 - **Add one inch to the height and width** of your document, and enter this in for **Paper Width** and **Paper Height**. This will allow adequate room for a bleed.
 - Select **100%** for **Reduce or Enlarge**.
 - Set the **Page Positioning** to **Center**.
 - NEXT, click the **Output** tab.

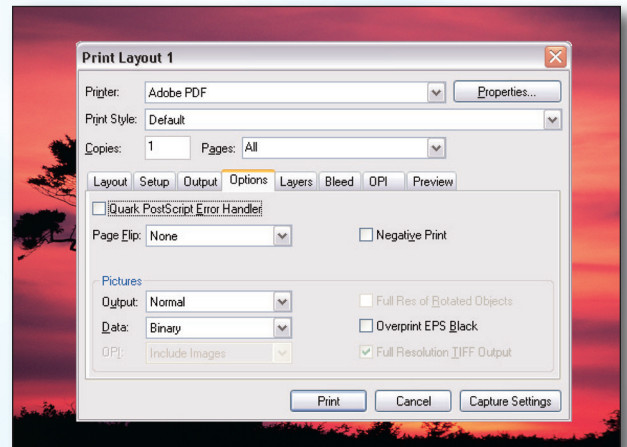


- Step 3:**
- Select **Composite CMYK** in the **Print Colors** menu.
 - Choose **Printer** for **Halftoning**.
 - Be sure **Resolution** is set to at least 2400.
 - **Frequency** is not available when "Printer" is selected for Halftoning.
 - NEXT, click the **Options** tab.

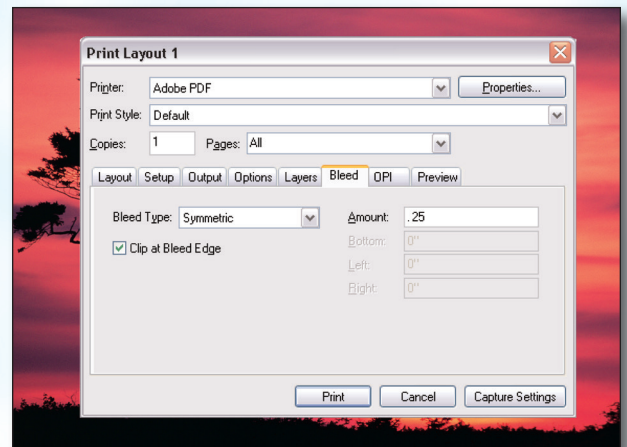


Creating a PDF using Quark 6.5 (PC)

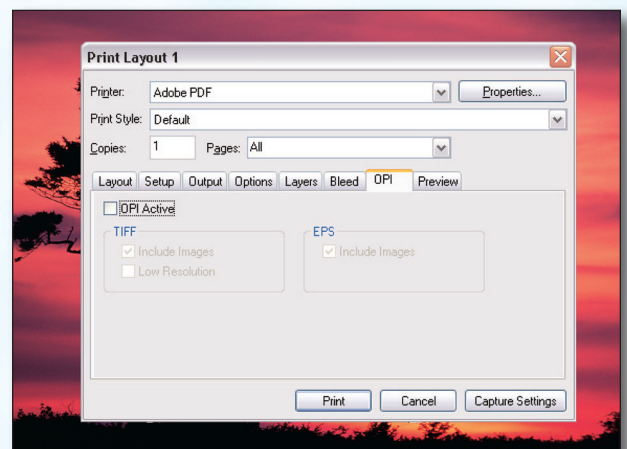
- Step 4:**
- Be sure the box next to **Quark PostScript Error Handler** is *unchecked*.
 - Set **Page Flip** to **None**.
 - Select **Normal** for **Output**.
 - Select **Binary** for **Data**.
 - The box for **Full Resolution TIFF Output** will be grayed out.
 - Disregard the **Layers** tab.
 - NEXT, click the **Bleed** tab.



- Step 5:**
- Set the **Bleed Type** to **Symmetric**.
 - Check the box next to **Clip at Bleed Edge**.
 - Enter **.25"** for the **Amount**.
 - NEXT, click the **OPI** tab.

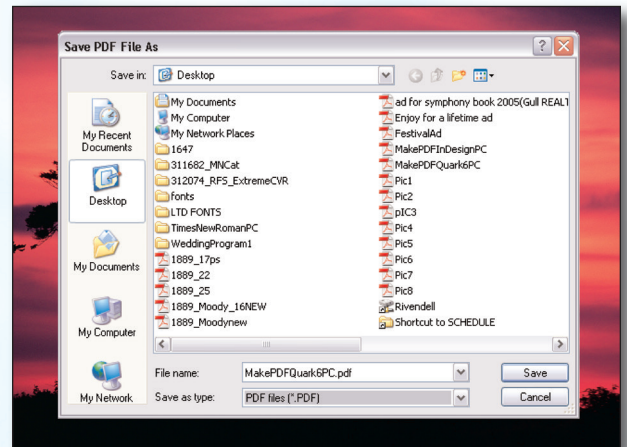


- Step 6:**
- Be sure the box next to **OPI Active** is *NOT* checked.
 - NEXT, click the **Print** button.



Creating a PDF using Quark 6.5 (PC)

- Step 7:**
- Finally, select a location and name for your PDF.
 - **Save as type** will default to **PDF files**.
 - Click the **Save** button to save your PDF.



- Step 8:**
- As your PDF is processing you should see a status screen similar to that at the right.
 - When your PDF has finished saving, open it and view every page.

Your PDF will **print as it views**.

