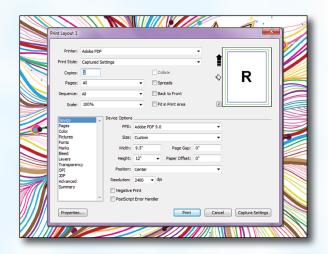
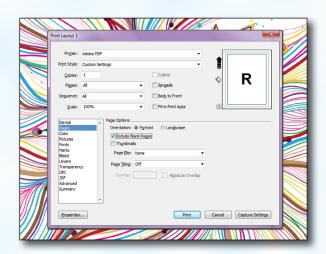
Step 1: • From the File menu select Print.

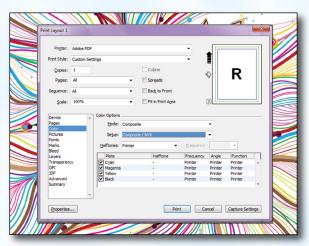
- Choose Adobe PDF for your Printer.
 (NOTE—this Printer Description will only be available if you have Acrobat.)
- Select All for Pages.
- Select All for Sequence.
- Set Scale to 100%.
- <u>Under Device Options:</u>
 Choose **Adobe PDF** for your **PPD**.
- Select **Custom** for **Paper Size**.
- Add 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 and crop marks.
- Set Position to Center and Resolution to 2400.
- Do not check any boxes in this window.
- NEXT, click the **Pages** tab on the left under **Device**.
- Step 2: On the Pages tab, set Orientation to Portrait and check only the box next to Include Blank Pages.
 - Select None for Page Flip.
 - Select Off for Tiling.
 - NEXT, click the **Colors** tab on the left.

Step 3: • Select Composite for Mode.

- Select Composite CMYK for Setup. If you are printing with spot colors, select Composite CMYK and Spot.
- Select Printer for Halftones.
- NEXT, click the **Pictures** tab on the left.





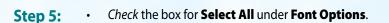




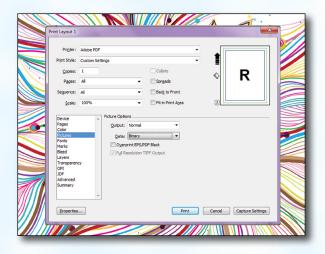
Creating a PDF using Quark 8 - PC (1 of 4) October 10

Step 4:

- Select Normal for Output.
- Choose **Binary** for **Data**.
- NEXT, click the **Fonts** tab on the left.



• NEXT, click the **Marks** tab on the left.

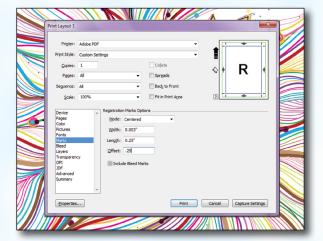


| Prigter: | Adobe PDF | |
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| Color Pictures Fonts Marks Bleed Layers Transparent OPI JDF Advanced Summary | Countoad Font | |
| Properties | | Pint Cancel Capture Settings |

Step 6:

• Select Centered for Mode.

- Leave the **Width** and **Length** at their default values.
- Set the Offset to .25".
- Do not check Include Bleed Marks.
- NEXT, click the **Bleed** tab on the left.





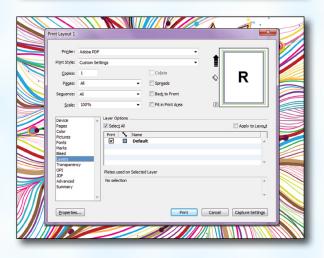
Creating a PDF using Quark 8 - PC (2 of 4) October 10

Step 7: • Set the Bleed Type to Symmetric.

- Enter .25" for the Amount.
- Check the box next to Clip at Bleed Edge.
- NEXT, click the **Layers** tab on the left.

- Step 8: Check the box next to Select All if you want to print all layers. Otherwise select just the layers you want to appear.
 - NEXT, click the **Transparency** tab on the left.

| Printer: | Adobe PDF | | • | | |
|--|-----------------|--|-----------------------|-------------|---------------|
| Print Style: | Custom Settings | | | | |
| Copies: | 1 | | Collate | ♦ F | 2 🛛 |
| Pages: | Al | • | C Sprgads | | ` |
| Seguence: | Al | • | Back to Front | | |
| Scale: | 100% | • | Fit in Print Agea | 2 | |
| Device Pages Color Pictures Fonts Marks Bleed Layers Transparen OPI JOF Advanced Summary | _ | Bleed Type: Symm Amount: .25 Bottom: 0" Clip at Bleed Egg | Left: 0" Right: 0" | | |
| Properties | | | Print | Cancel Capt | ture Settings |



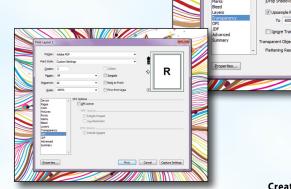
Spreads

Back to Front

dpi
dpi
dpi

Step 9:

- Set the Upsample Rotations to 600 dpi.
 Leave the Ignore Transparency Flattening box unchecked.
- NEXT, click the **OPI** tab on the left.
- Leave the **OPI Active** box *unchecked*.
- NEXT, click the **Advanced** tab on the left.





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Cancel Capture Se

R

Copies

Pages

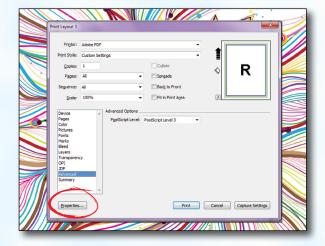
Scale

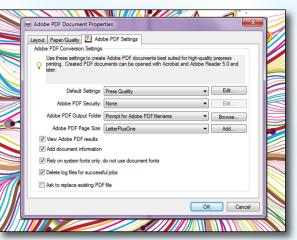
Device Pages Color Picture

Step 10:

• Set Postscript Level to Postscript Level 3.

• NEXT, click the **Properties** button.









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Step 11: In the window that pops up, choose Press Quality

for **Default Setting**.

- Under **Adobe PDF Page Size** choose a size that's at least 1 inch bigger than your trim size in both directions.
- Check other boxes as shown.
- Click OK.
- When the window underneath becomes visible, click **Print**.

Step 12:

- Select a location and name for your new PDF.Click the **Save** button to save your PDF.
- When your PDF has finished saving, open it and view every page.

Your PDF will print as it views.