

QuarkXPress 7 & 8 - Document Preflight

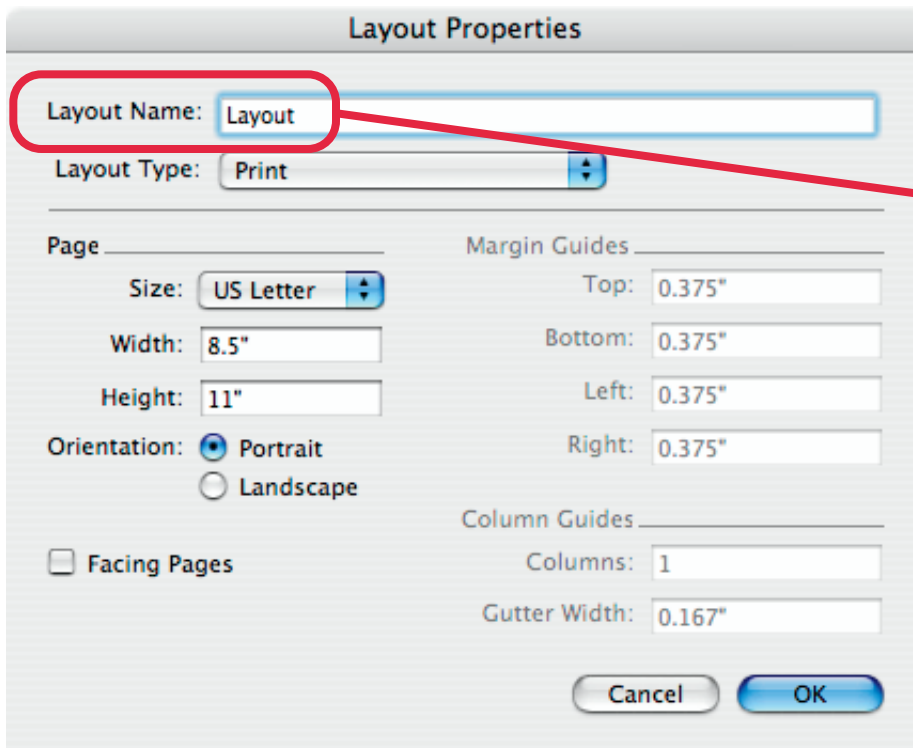
Beginning with version 7, QuarkXPress has the ability to evaluate QuarkXPress documents before you send them to your print services provider. This is accomplished via Job Jacket. A QuarkXPress Job Jacket contains, among other things, user-configurable rules that instruct QuarkXPress what to check for to ensure a document is constructed correctly. Upon evaluating a document, if a page element conflicts with the rules of the Job Jacket, Quark will display any and all conflicts it finds. As every print service provider has different needs, the use of a Job Jacket helps avoid printing issues thus saving time and money. Use this document in combination with our document on how to properly export a PDF from QuarkXPress 7.

Job Jacket

Before you begin, you will need to download the Hopkins Printing Job Jacket file from our website and save it to the Mac OS X/Windows desktop (unzip the Job Jacket before continuing).

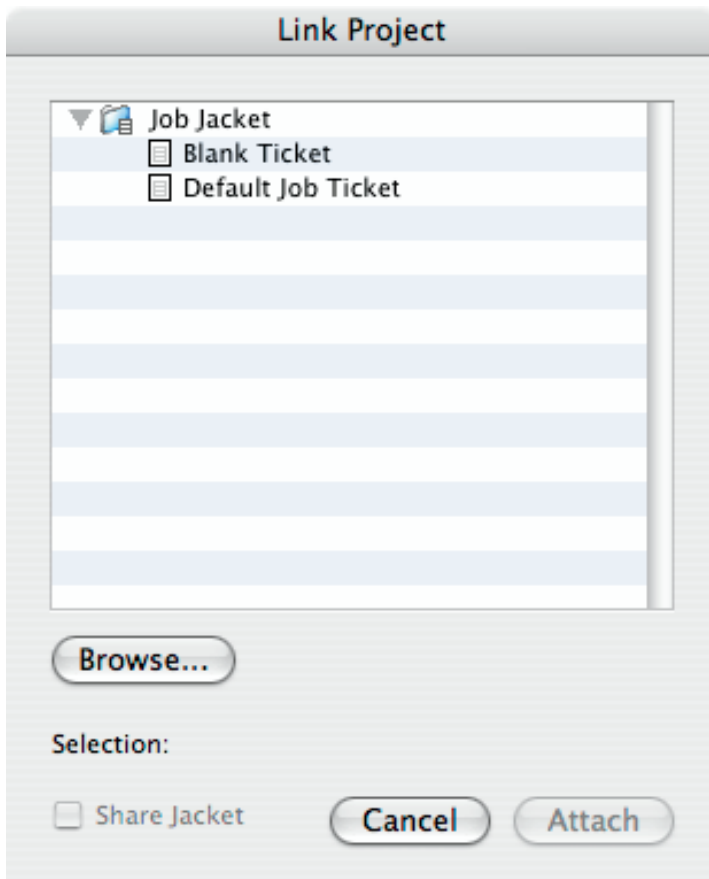
Configuring QuarkXPress for Document Evaluation

1. Open a QuarkXPress document, pull down the **Layout** menu and choose **Layout Properties...** The following dialog box appears:



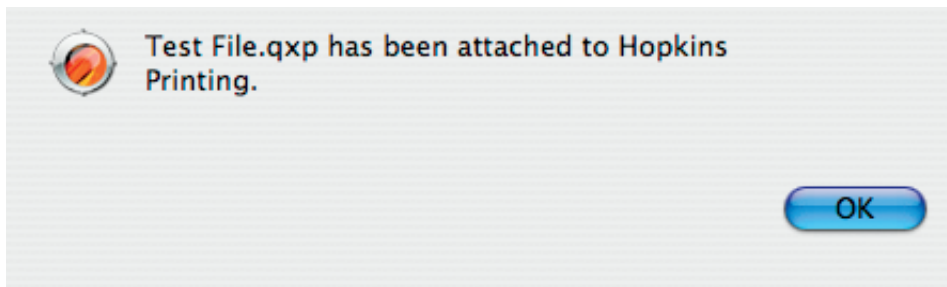
2. Change the **Layout Name** of the file to **Layout** and click **OK**.

3. Pull down the **File** menu and choose **Job Jackets -> Link Project...** The following window appears:

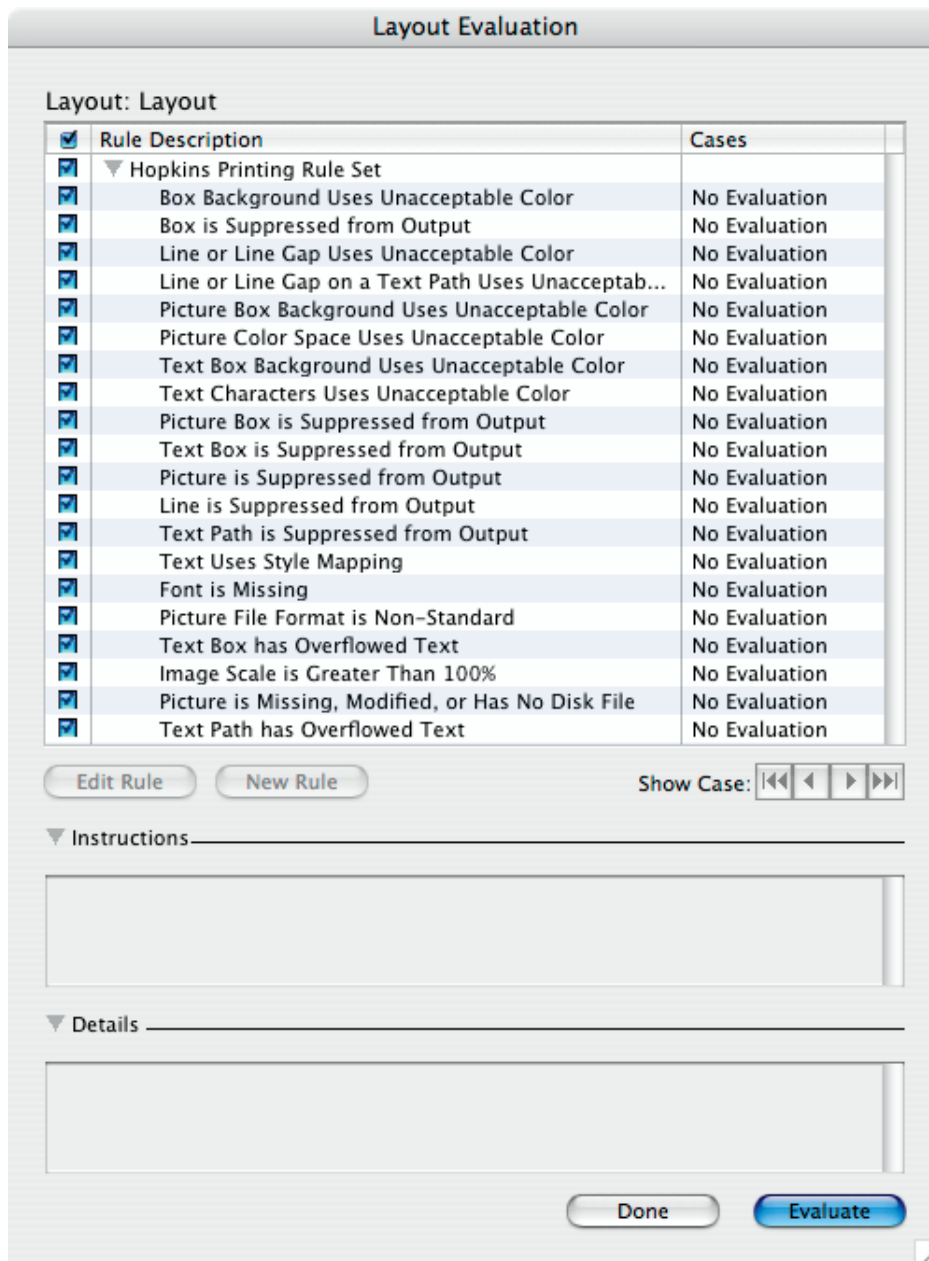


4. Click **Browse...** , navigate to your desktop and select the job jacket file you downloaded from our website and click **Attach**.

5. Click **OK** to the following dialog box:






6. Your document is now ready for evaluation. Pull down the **File** menu and choose **Job Jackets -> Evaluate Layout...** The following dialog box appears:



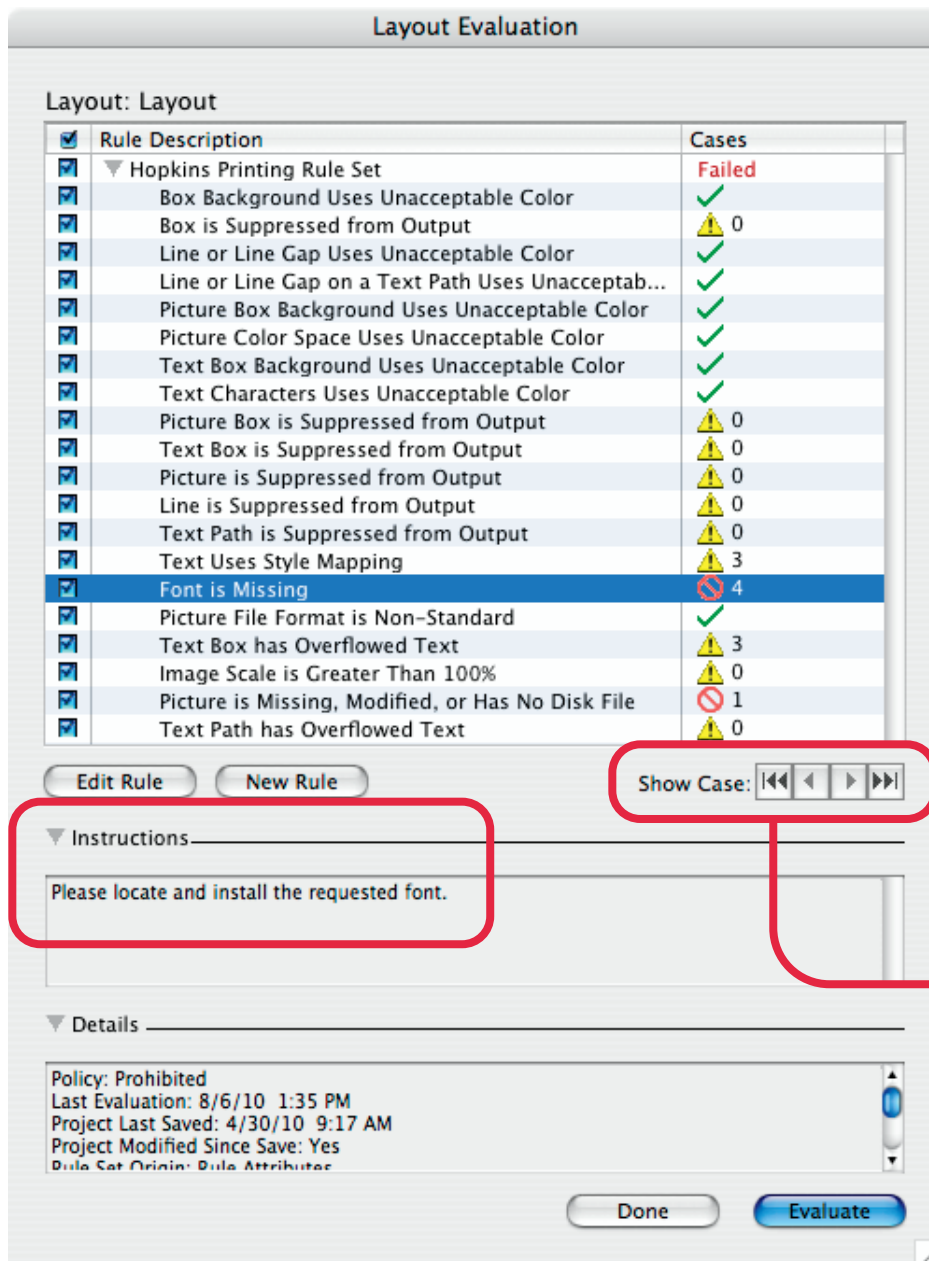
7. Click **Evaluate**. QuarkXPress now evaluates your document based on the rules shown above.
8. When the evaluation is complete, the above dialog will display the results of the evaluation.

Next to each rule will be a green check mark, a number next to a yellow warning triangle, and a number next to a red slashed circle.

A  indicates no occurrences were found for that item. A number greater than zero next to a  or  means that Quark found a page item that conflicts with the rules of the job jacket and needs your attention.

A yellow triangle is a “Not Recommended” condition and the red circle is a “prohibited” condition.

Not Recommended conditions are those that may or may not impact the output of your document (but should still be checked) while a **Prohibited** condition must be addressed to guarantee proper output by your printer. See the next page for an example evaluation report:



9. As you can see, the evaluation of the test document used in this tutorial did not pass because of such things as missing fonts and a picture. Notice the number next to each yellow warning triangle and red slashed circle. This number indicates how many occurrences of each item it found in conflict with the rules of the job jacket.

Fortunately, you can easily learn what to do for each conflicting page item by clicking on each rule for **instructions** on how to fix the issue shown and you can also utilize the **Show Case** buttons to go to the page item(s) that is in conflict.

10. You can re-evaluate your document as many times as needed until the evaluation passes.

11. Click **Done** when finished.



For questions, feel free to contact:
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