HopkinsUniversity
EXPRESS TIP
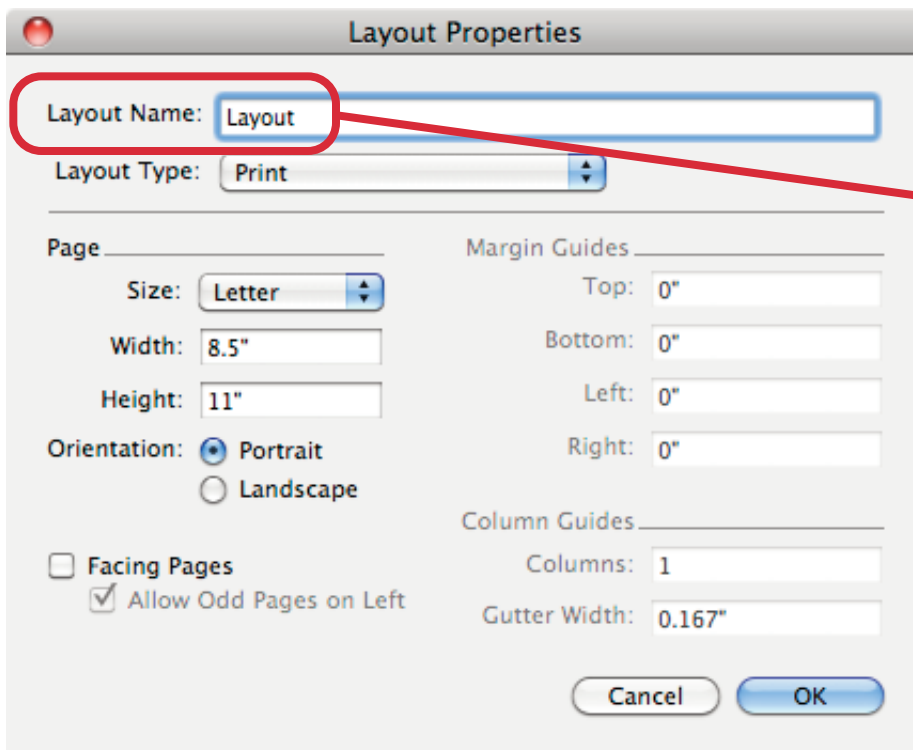
QuarkXPress 7-9 - Preflight

Beginning with version 7, QuarkXPress has the ability to evaluate QuarkXPress documents before you send them to your print service 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).
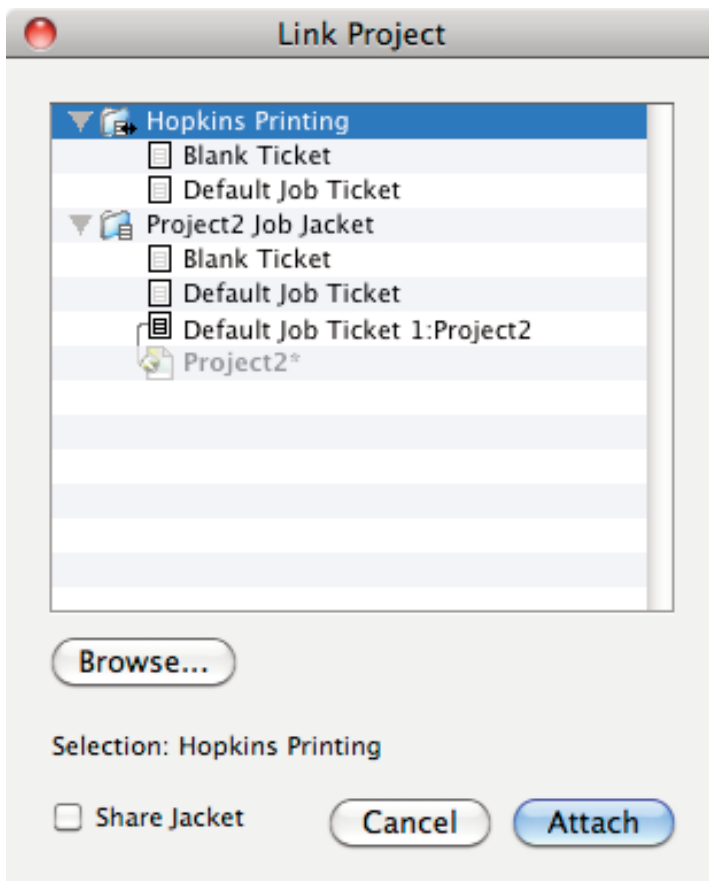
Configuring QuarkXPress for Document Evaluation

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

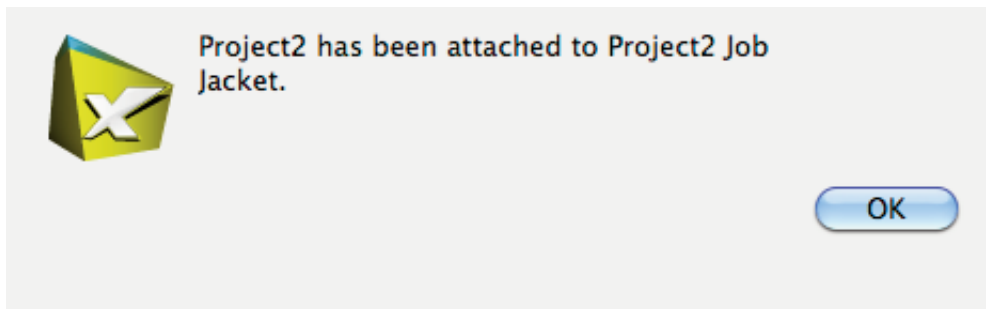2.	Change the **Layout Name** of the file to *Layout* and click **OK**.

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

Link Project

- ▼ Hopkins Printing
  - Blank Ticket
  - Default Job Ticket
- ▼ Project2 Job Jacket
  - Blank Ticket
  - Default Job Ticket
  - Default Job Ticket 1:Project2
  - Project2*

Browse...

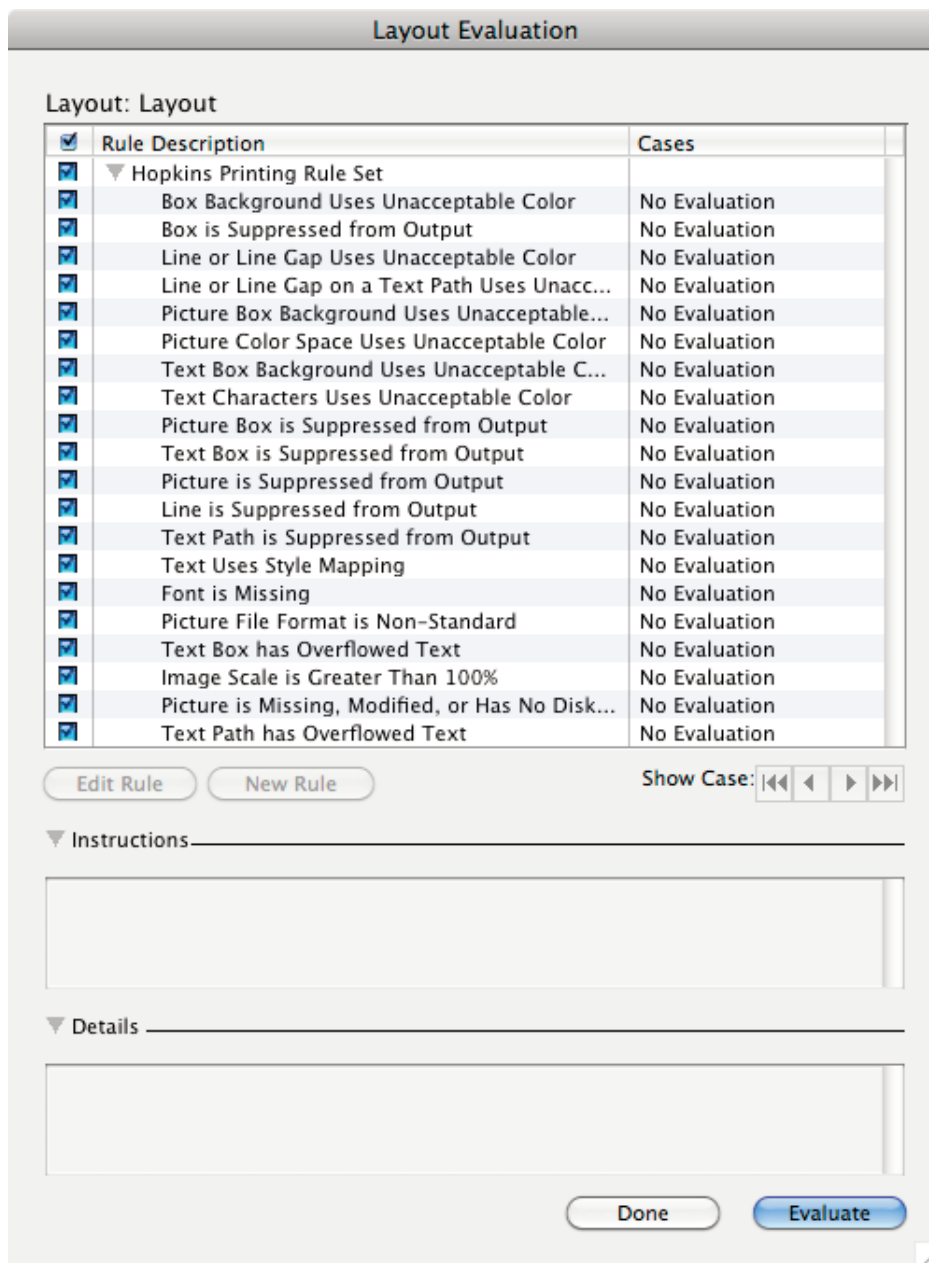Selection: Hopkins Printing

☐ Share Jacket Cancel Attach

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

Uncheck **Share Jacket**

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

Project2 has been attached to Project2 Job Jacket.

OK

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

Layout Evaluation

Layout: Layout

☑	Rule Description	Cases
☑	▼ Hopkins Printing Rule Set	
☑	Box Background Uses Unacceptable Color	No Evaluation
☑	Box is Suppressed from Output	No Evaluation
☑	Line or Line Gap Uses Unacceptable Color	No Evaluation
☑	Line or Line Gap on a Text Path Uses Unacc...	No Evaluation
☑	Picture Box Background Uses Unacceptable...	No Evaluation
☑	Picture Color Space Uses Unacceptable Color	No Evaluation
☑	Text Box Background Uses Unacceptable C...	No Evaluation
☑	Text Characters Uses Unacceptable Color	No Evaluation
☑	Picture Box is Suppressed from Output	No Evaluation
☑	Text Box is Suppressed from Output	No Evaluation
☑	Picture is Suppressed from Output	No Evaluation
☑	Line is Suppressed from Output	No Evaluation
☑	Text Path is Suppressed from Output	No Evaluation
☑	Text Uses Style Mapping	No Evaluation
☑	Font is Missing	No Evaluation
☑	Picture File Format is Non-Standard	No Evaluation
☑	Text Box has Overflowed Text	No Evaluation
☑	Image Scale is Greater Than 100%	No Evaluation
☑	Picture is Missing, Modified, or Has No Disk...	No Evaluation
☑	Text Path has Overflowed Text	No Evaluation

Edit Rule   New Rule   Show Case: |◀◀ ◀   ▶ ▶▶|

▼ Instructions
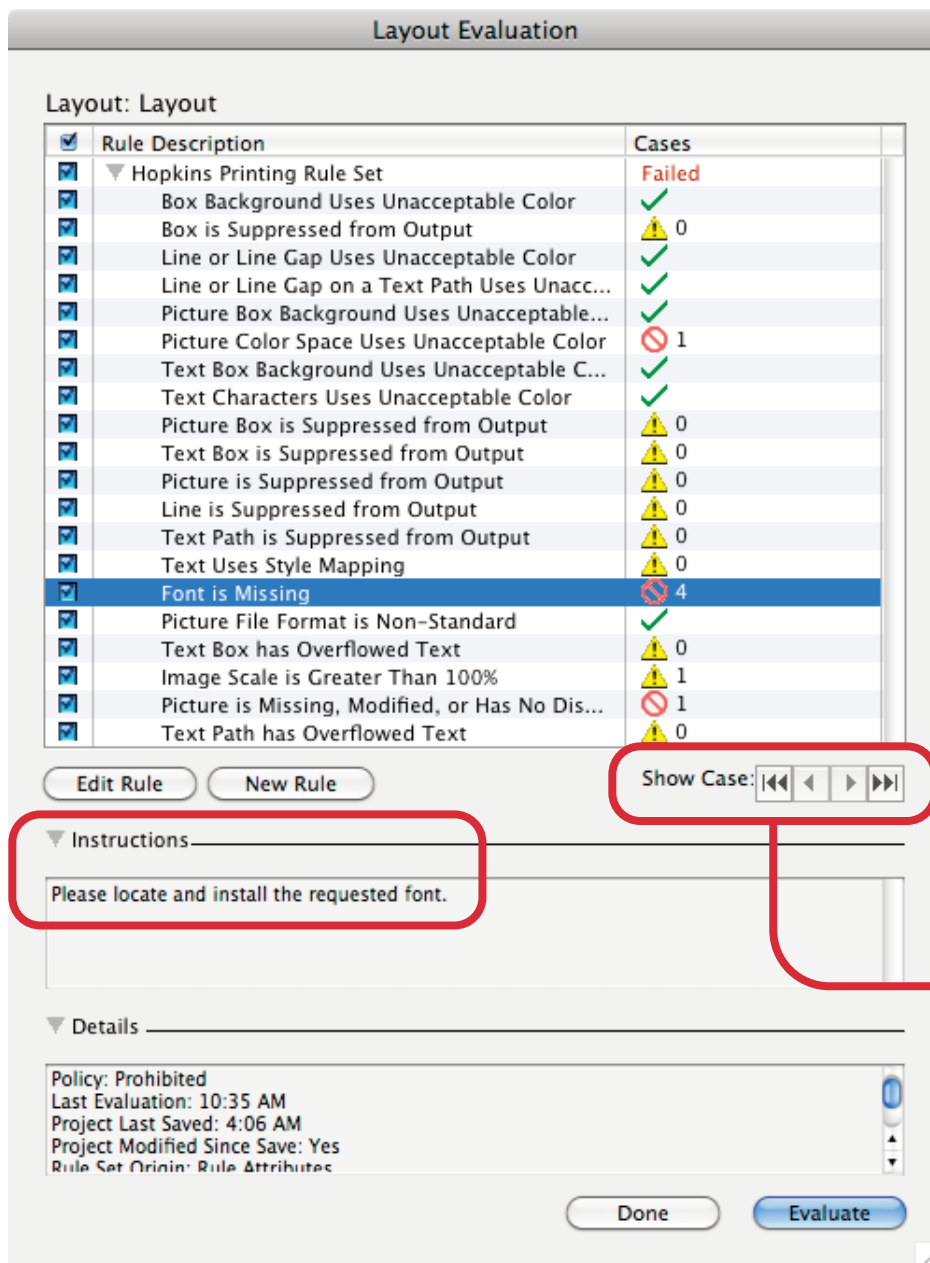
▼ Details

Done   Evaluate

7.   Click **Evaluate**. QuarkXPress now evaluates your document based on the rules shown above.

8.   When the evaluation is complete, the above dialog will dispaly 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.

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