## HopkinsUniversity <br> EXPRESS TIP

## QuarkXPress 7-9 - Exporting PDFs

QuarkXPress has the ability to generate a print-ready PDF without needing Acrobat Distiller. PDF files, if prepared correctly can help streamline the printing process because they have the ability to contain all aspects of a file such as fonts, graphics, and images.

Please note that this Express Tip assumes the user has QuarkXPress 9. If you do not have 9 installed, visit www.quark.com for more information.

## ICC Profile

Before you begin, you will need to download and unzip the GRACoL2006_Coated1v2 ICC profile from our website and place it in the following location while Quark is not running:

Mac OS X: Hard Drive Name/Library/ColorSync/Profiles
Windows 2000/XP/Vista/7/8: Right-click the ICC profile and choose Install Profile

## QuarkXPress Preferences

Like any other software application, QuarkXPress has its own user-configurable preferences. In particular, some default PDF preferences need configured.

## Configuring Default PDF Preferences

1. With no documents open, pull down the QuarkXPress menu and choose Preferences.
2. Click PDF.

3. Pull down the Edit menu and choose Color Setups > Output...

4. Click New and match the settings below:

Edit Output Setup

| Name: | Hopkins Printing |
| :--- | :--- |
| Mode: | Composite |

Output Options
Model: Devic
Profile: GRACoL2006_Coatedlv2.icc *
Convert Spot Inks to Process

## Cancel

# Set Mode to Composite 

## Set Model to DeviceN

Set Profile to GRACoL2006_Coated1v2.icc
Leave Convert Spot Inks to Process unchecked if spot/Pantone colors need to be maintained (you could create two Color Setups: one that will keep spot/Pantone colors and a second one that will convert all spot inks to process).

Click OK
5. Pull down the Edit menu and choose Output Styles...

6. For each of the following screens, match the settings for each screen:

| Edit PDF Style |  |
| :---: | :---: |
| PDF Style: $\square$ |  |
| Verification: None |  |
| Pages <br> Meta Data <br> Hyperlinks <br> Compression <br> Color <br> Fonts <br> Marks <br> Bleed <br> Transparency <br> Layers <br> OPI <br> JDF <br> Summary | Page Options $\qquad$ Spreads Export pages as separate PDFs Include Blank Pages Embed Thumbnail |
|  | Cancel OK |

Name the PDF Style Hopkins Printing

Only check Include Blank Pages

Leave all fields blank


## Uncheck Include Hyperlinks

Choose Manual ZIP (8 bit) Compression for Color and Grayscale Images

## Choose Keep resolution for

 ALL ImagesChoose CCITT Group 4 Compression for Monochrome Images

Check Compress Text and Line Art


Set Mode to Composite
Set Setup to Hopkins Printing


Check Download All Fonts

Edit PDF Style
PDF Style: Hopkins Printing
Verification: None

Pages
Meta Data
Hyperlinks
Compression
Color
Fonts
Marks
Bleed
Transparency
Layers
OPI
JDF
Summary

Registration Marks Options
Mode: Off $\uparrow$
Width:
Length:
Offset:
I Include Bleed Marks
$\pm$


## Edit PDF Style

PDF Style: Hopkins Printing
Verification: None

| Pages | Bleed Options |  |  |
| :---: | :---: | :---: | :---: |
| Meta Data Hyperlinks | Bleed Type: $\square$ | $\stackrel{\square}{*}$ |  |
| Compression Color | Amount: $0.125^{*}$ |  |  |
| Fonts <br> Marks | Bottom: $0^{*}$ | Right: $0^{\prime \prime}$ |  |
| Bleed <br> Transparency <br> Layers <br> OPI <br> JDF <br> Summary | $\checkmark$ Clip at Bleed Edge |  |  |

Set Mode to Off

Set Bleed Type to Symmetric
Set Amount to 0.125"

Check Clip at Bleed Edge


## Uncheck Create PDF Layers

Edit PDF Style
PDF Style: Hopkins Printing
Verification: None

| Pages | OPI Options |
| :--- | :---: |
| Meta Data | $\square$ OPI Active |
| Hyperlinks |  |
| Compression | TIFF Options |
| Color | $\square$ Include Images |
| Fonts | $\square$ Low Resolution |
| Marks |  |
| Bleed | EPS Options |
| Transparency | $\square$ Include Images |
| Layers |  |
| OPI |  |



| Pages | JDF Options |
| :--- | :---: |
| Meta Data | $\square$ Output JDF |
| Hyperlinks <br> Compression | Include Job Jacket Contact: None |
| Color |  |

Uncheck Output JDF
7. Click OK. Click Save.
8. Now with the Output Style saved, open a Quark document.
9. Pull down the File menu and choose Export > Layout as PDF...


Give the PDF a name
Set Pages to All
Set PDF Style to
Hopkins Printing
Click Save
10. Review the PDF carefully. If your Quark document contains any imported PDF or Illustrator files containing transparent elements, please check those elements in the PDF you just made to ensure no undesireable artifacts (white or black lines/boxes or other artifacts) are created as a result of flattening.

If artifacts are discovered and no workaround can be found to eliminate them, it may be necessary to send the Quark file along with fonts and graphics/images to Hopkins Printing in lieu of a PDF.

For questions, feel free to contact:

