

Making Print Ready Documents Using

Quark Xpress

SETTING UP YOUR FILE

Size the Document

Set the width & height of your file to the final size of the product you are creating.

Set the Margins

Set your margins to .0625. The cutting process for printed materials has a mechanical tolerance of about .0625 or 1/16 of an inch, so it is important that no text or essential parts of your artwork come within 1/8" of the trim line. This will prevent any objects from being cut off or appearing too close to the edge

Set the Bleed Area

If you want an element in your design to print to the edge of the paper, set the bleed to 1/4" (0.25) on all four side of your page. This will allow an extra 1/4" (0.25") on each side of the page, which will be trimmed after the job is printed. If your page is blank on all four sides of the page, then you do not need to include bleeds.

Borders

When using a border in your artwork, it is essential that your border is designed with at least .125 or 1/8 of an inch safe space between the border and the cut line. Keep your border within the safe area so it will maintain a symmetrical appearance.

Using Rich Black

If you want to have an area of solid black within your document, using 100% Black as the fill color does not result in a dark, saturated black. To obtain the best results, use a rich black color, represented by the following CMYK values: C: 60% M: 40% Y: 40% K: 100%

Resolution

For the best printing results, any images used must be 300 DPI (dots per inch), also known as Pixels Per Inch (PPI) at the final output size. Please do not attempt to change a low resolution image to a higher one by changing the DPI with an imaging software, doing so will result in a blurred output. You do not need to use more than 300 DPI; doing so will cause your file to be unnecessarily large. Please Note: Depending on your display settings, Quark Xpress may display your placed images in low resolution on screen, even though they may be high resolution.

Colors

When choosing colors, always use CMYK color. Certain colors are not reproducible using CMYK.

SAVING YOUR FINAL FILE

DO A FINAL CHECK FIRST

Go to UTILITIES > USAGE...

1. Verify that all of your fonts are OK. If there are any missing or incomplete fonts, reinstall the fonts into your system or replace them in your file with a font that is available in your system.
2. Verify that all of your images are OK. Fix any missing links and change any images that use RGB color space to CMYK.

SAVE YOUR FINAL FILE

1. Choose File > Collect for Output...
2. When the COLLECT FOR OUTPUT window appears:
 - a. Enter a name for your file
 - b. Check the Layout check box
 - c. Check the Linked Pictures check box
 - d. Check the Embedded Pictures check box
 - e. Check the Screen Fonts check box
 - f. Check the Printer Fonts check box
 - g. Click SAVE to save your file and all of it's links and fonts to one folder

PROVIDE ALL OF THE FILES IN THIS FOLDER TO POINTS NORTH PRINTING.

...OR MAKE A PDF

1. Choose File > Export > Export Layout as PDF...

See MAKING PRINT READY PDF DOCUMENTS for proper settings.

Please check your file carefully before submitting.