

## Guidelines For... Converting Mac or Windows Quark 8.x files to PDF

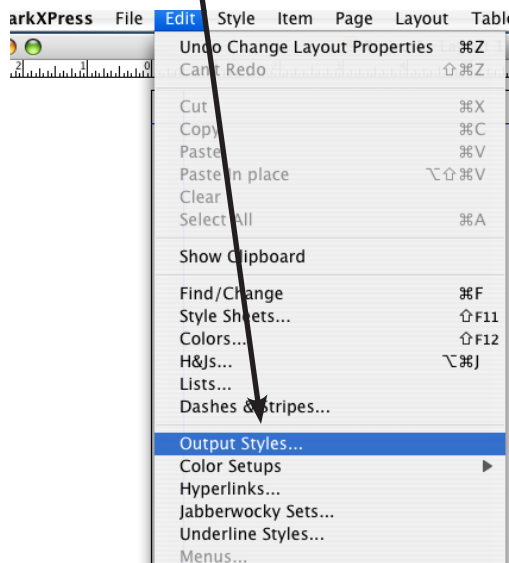
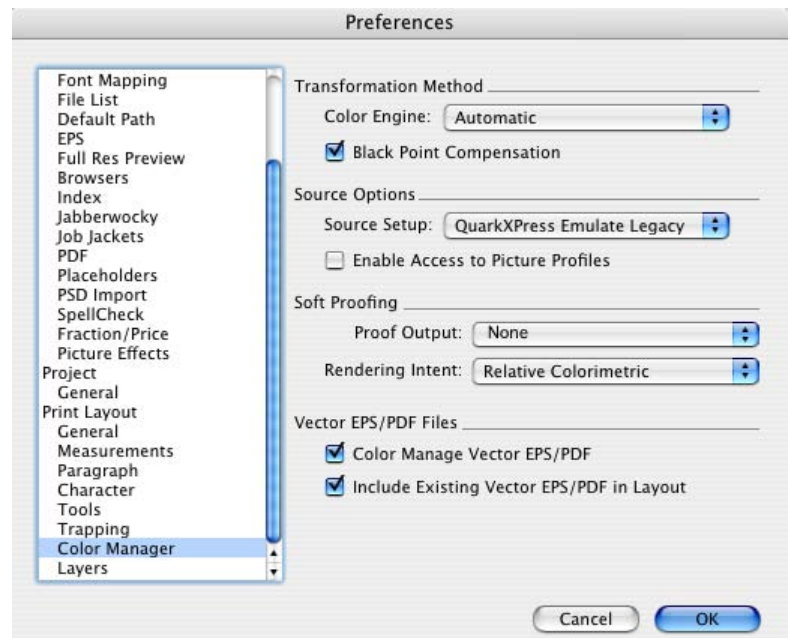
This guideline was prepared based on jobs that are printing in 1 color (Black), using a composite workflow. Using this guideline correctly will allow us to electronically impose and output your PDF files.

If your files are printing in colors other than black, we would prefer that you supply them as native application files. Please include any fonts and graphics that were used or placed in your Quark files. Color files are more complicated and we have more control with the application files than we do with a PDF. If you wish to make a PDF file of a color file, please contact Technical Support at Thomson-Shore.

1) Before starting, please make sure you have downloaded and uncompressed the Quark PDF Profiles from the Thomson-Shore website. You will need to import these into Quark 8.

Launch Quark 8. Go to **QuarkExpress-Preferences**. Under **Print Layout** select **Color Manager**. Follow the screen capture to the right and match your preferences to it. Hit OK when done.

Open the file you want to convert to PDF. Go to **Edit – Output Styles**.

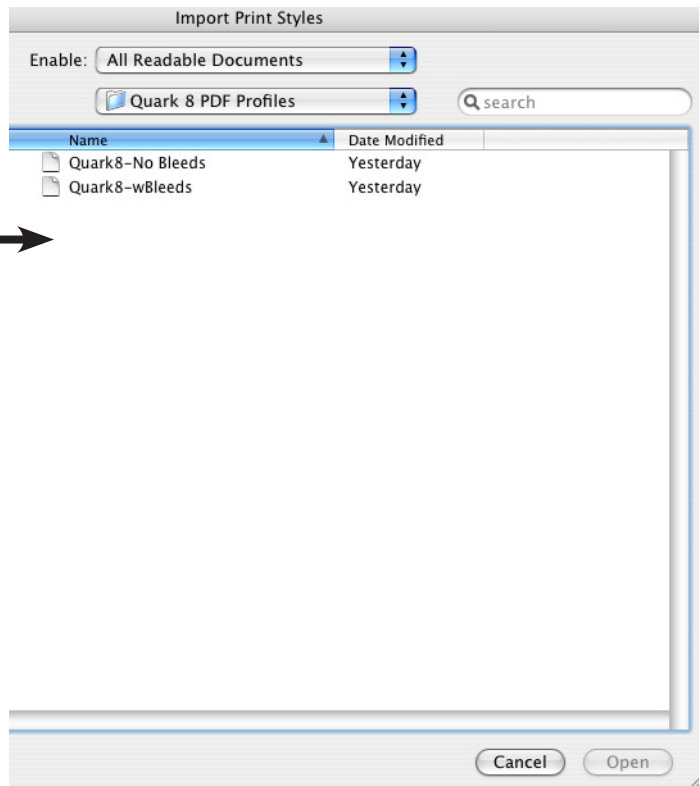


2) Click on the **Import** button.



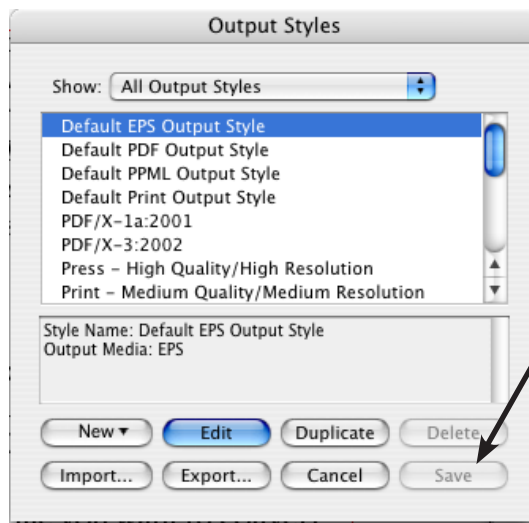
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3.) Navigate to the profile that you uncompressed onto your hard drive. There are two profiles you'll want to install. They should work for both color and black and white files. There is one when you have bleeds and another you use when you have no bleeds.



If you supply a PDF for color files, we still suggest supplying the native application files in case we need to make last minute corrections or if the files aren't built to our specifications.

Select the profiles one at a time and click on **Open**. This will load the profiles into the profiles list.



Once the new profiles are loaded, click on **Save**.

Now you're ready to Export your job to a PDF file.

4.) Go to **File - Export - Layout as PDF**.

Give the PDF file a name.

Make sure you know where the file is going on your hard drive. Select All pages if you're making a complete PDF. Type in a page range if you only want to make a PDF of select pages.

Next to PDF Style, click on the arrows on the right.

Select the appropriate PDF style that you've loaded from Thomson-Shore. After selecting the PDF style, all the correct settings should now be loaded. Click on **Save** and your PDF file will now be created. Check it over carefully and then submit it to Thomson-Shore.

