

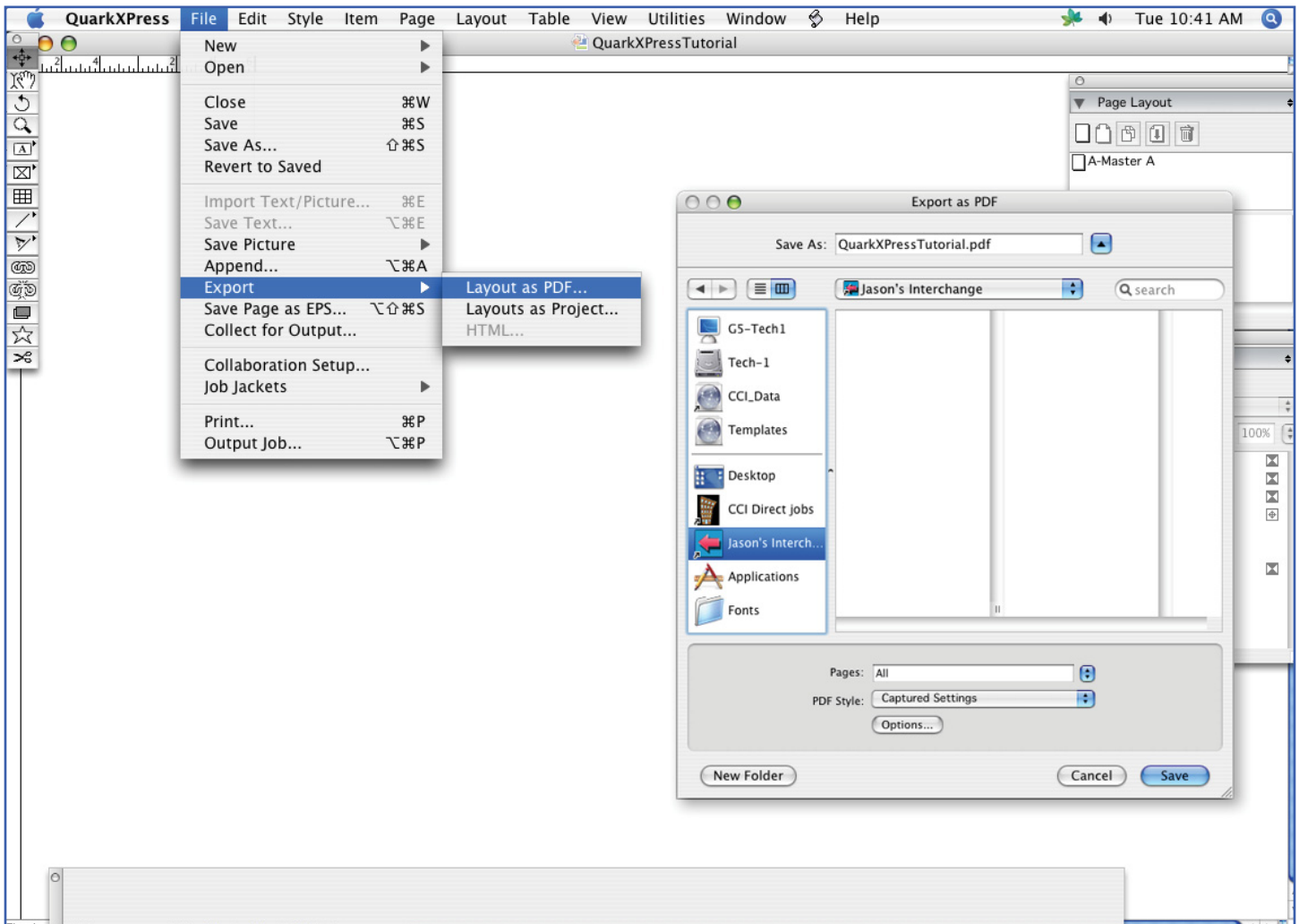
**Saving your QuarkXPress  
document to a **PDF** file.**



## Step 1

Under the “File” menu choose the “Export” and “Layout as PDF...”

Choose a destination for you PDF and Click “Save”.



## Step 2

### COMPRESSION:

#### Color Images

**Compression:** "Automatic ZIP/JPEG High"

**Resolution:** "Downsample to 300dpi"

#### Grayscale Images

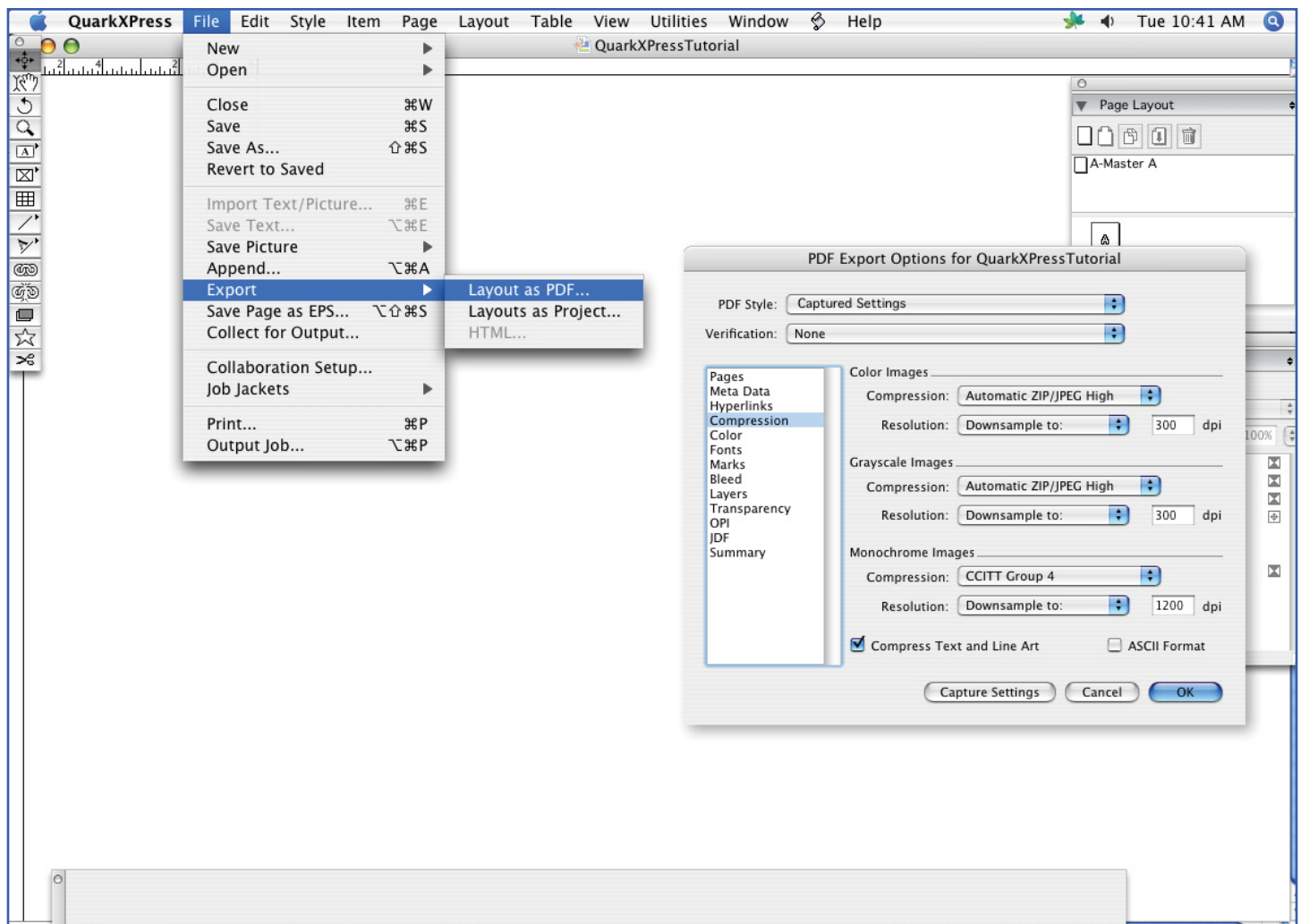
**Compression:** "Automatic ZIP/JPEG High"

**Resolution:** "Downsample to 300dpi"

#### Monochrome Images

**Compression:** "CCITT Group 4"

**Resolution:** "Downsample to 1200dpi"



## Step 3

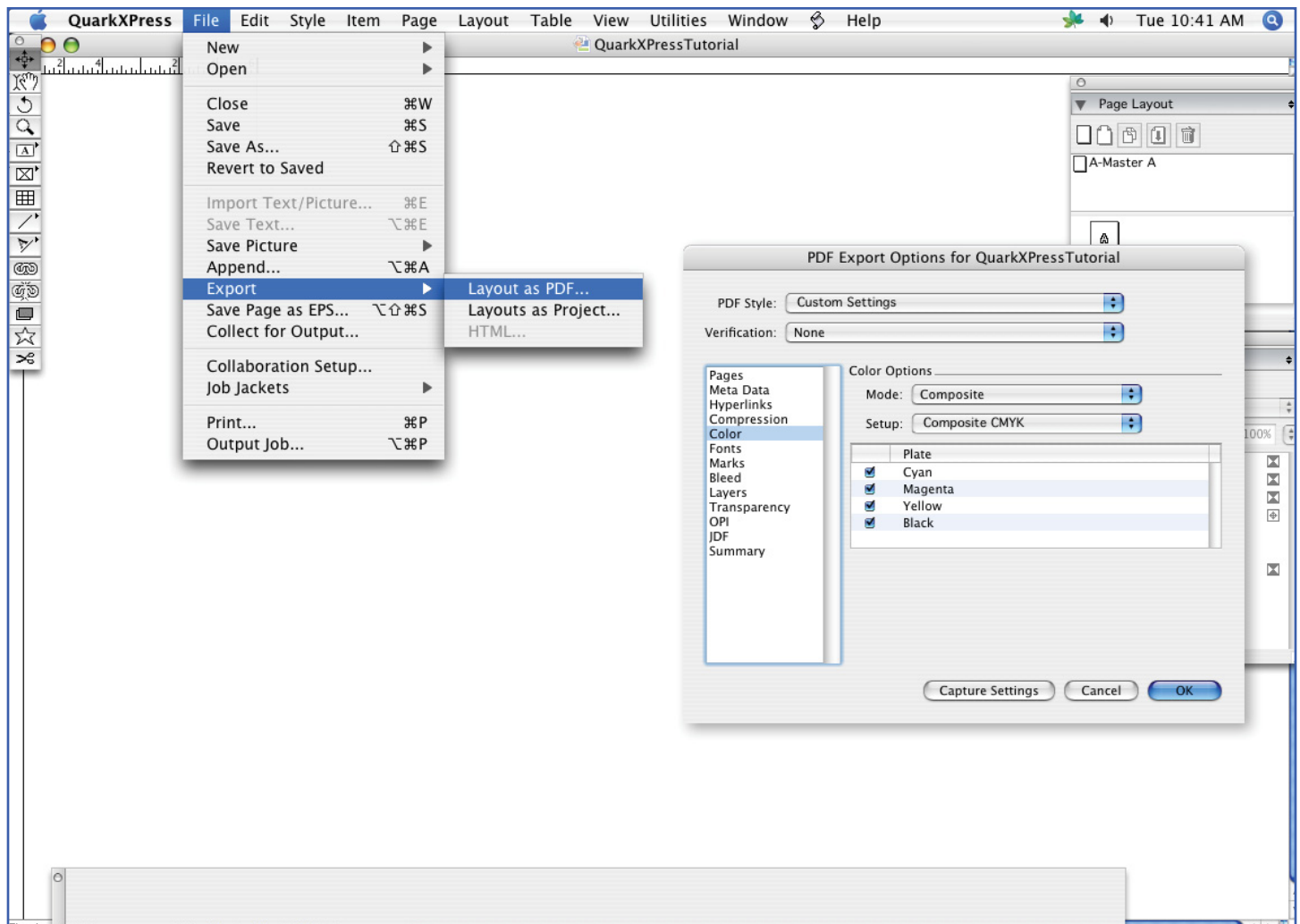
### COLOR:

#### Color Options

**Mode:** Composite

**Setup:** Composit CMYK

*Note: It is very important to always export file Composite, because we go direct to plate from your files. It is also very important to send Composite CMYK without preserving Spot colors, because many Spot colors will have color shifts when converted to CMYK.*



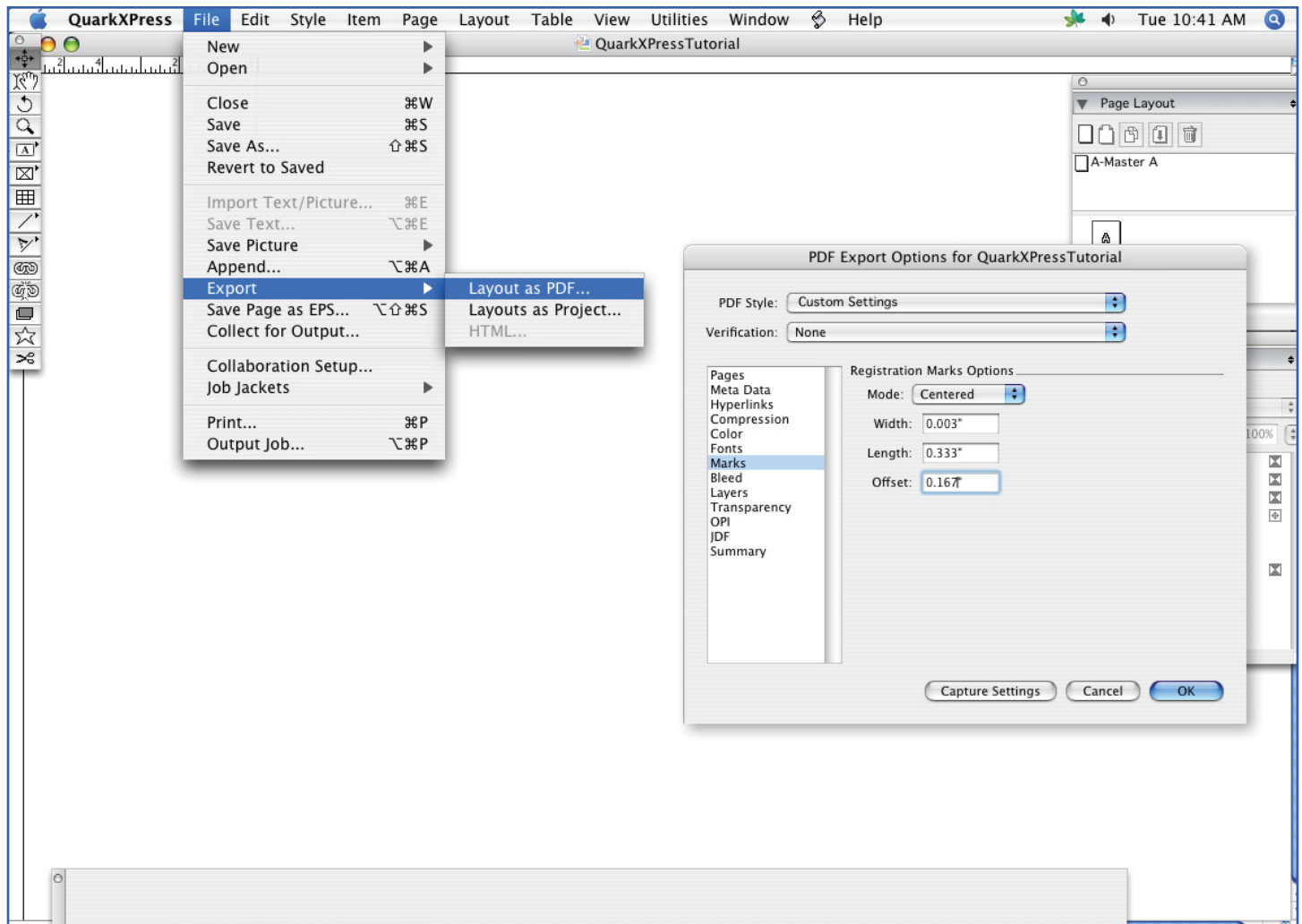
## Step 4

### MARKS:

#### Registration Marks Options

Mode: Centered

Offset: 0.167 in



## Step 5

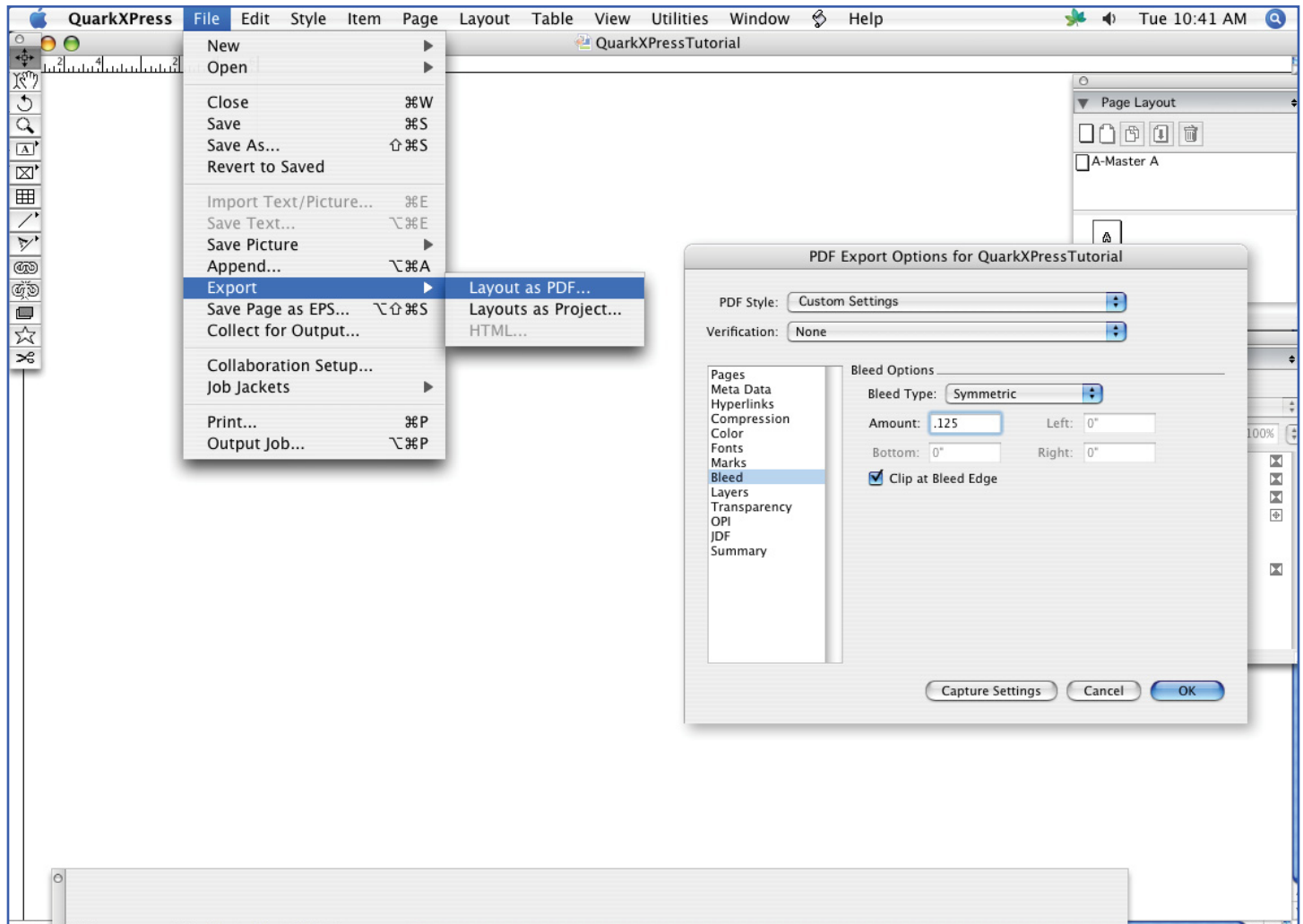
### BLEED:

#### Bleed Options

**Bleed Type:** Symmetric

**Amount:** .125 in

Check “Clip at Bleed Edge”





## Step 6

### TRANSPARENCY:

#### Transparency Options

**Transparency Flattening Resolution: 300dpi**

*Note: It is very important to be sure that your file is CMYK, before saving to PDF. It is also very important to be sure to expand all Pantone and Spot colors to CMYK before saving to PDF. Failing to do this may result in delays with your order.*

*Final Note: Always compare PDF to original files to be sure that all material translated correctly to PDF.*

