

## CREATING A PRINT READY .PDF FILE

1. Create your page size according to your product size (ie. 2pp booklet = 4.75" x 4.72")
2. Be sure to create books and traycards as **separate files**
3. If your product has bleeds (images extend to the page edges) make sure they extend beyond the edge of the page boundary.
4. When your layout is complete, use the following **preferred methods** to create your .pdf file:

### From QuarkXpress:

NOTE: You need Adobe Acrobat 7.0 installed on your computer

1. Using the "Print" command, click on the "Page Setup" button
2. Select "Format for Adobe PDF 7.0" and click "OK" (fig. 1)
3. Under the "Layout" tab, set Registration to "OFF"
4. Under the "Setup" tab, (fig. 2)
  - "Printer Description" should say "Adobe PDF 7.0"
  - "Paper Width" and "Paper Height" should be the product size **PLUS** and additional 1/8" (ie. 2pp booklet = 4.875" x 4.845")
  - "Orientation" should be "Portrait"
5. Under the "Bleed" tab, set the bleed to "Symmetric" and .0625"
6. Click the "Printer" button
  - Set the "Printer" selection to "Adobe PDF 7.0" (fig. 3)
  - Set "PDF Options" to "Press Quality"
  - (You may Select "Launch Acrobat" to view your file after creation)
  - Click "Print" and you will be asked where to save your file
7. Click "Print"

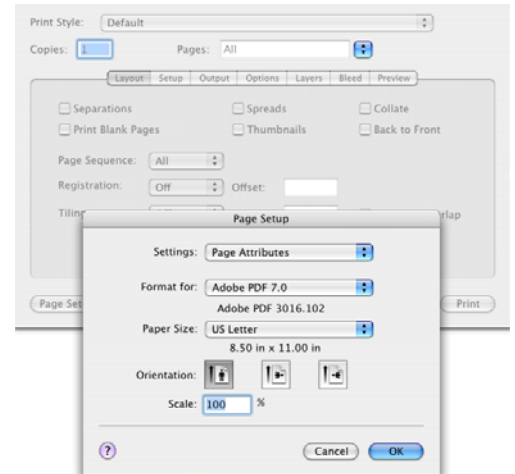


Fig. 1

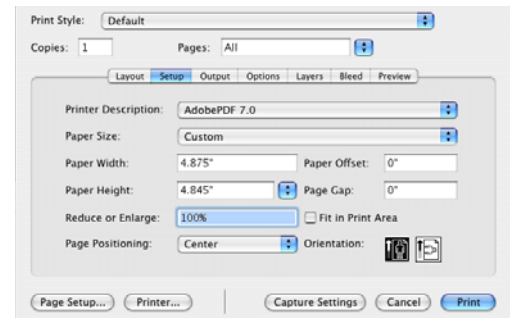


Fig. 2



Fig. 3

### Non preferred QuarkXpress Method

Use this method only if you do not have Adobe Acrobat installed on your computer

1. Use the "Export to .pdf" function
2. The settings **HAVE TO BE** set as shown in Fig. 4 and Fig. 5

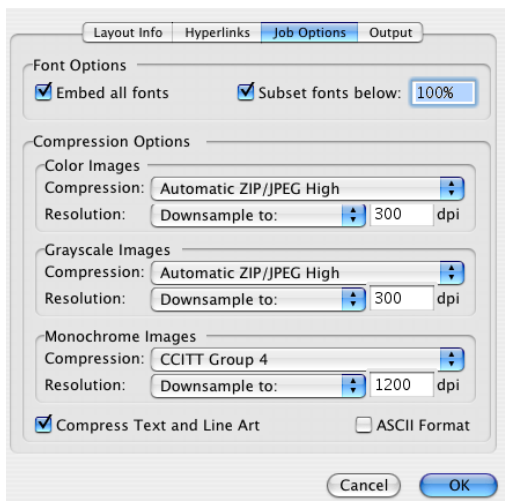


Fig. 4

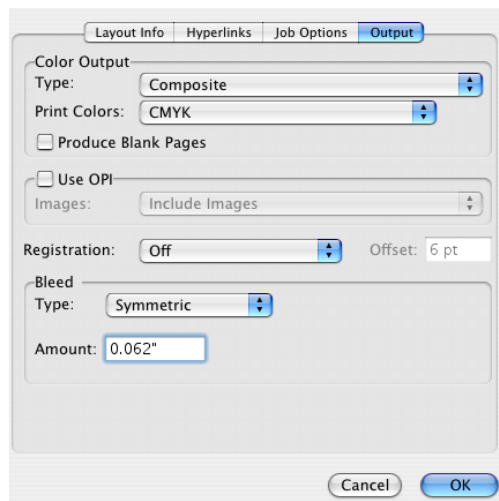


Fig. 5

### From Adobe InDesign:

1. Use the "Export" function to create your .pdf
2. Set the "Adobe PDF Preset" to "Press Quality"
3. Change "Compatibility" to "Acrobat 4"
3. Do not add crop marks
4. Set bleed to .0625"