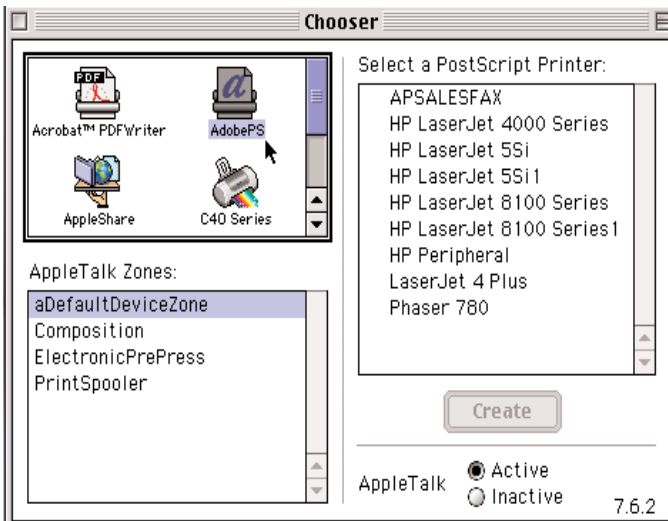


Creating a PDF Using Quark 4.0 (Mac)

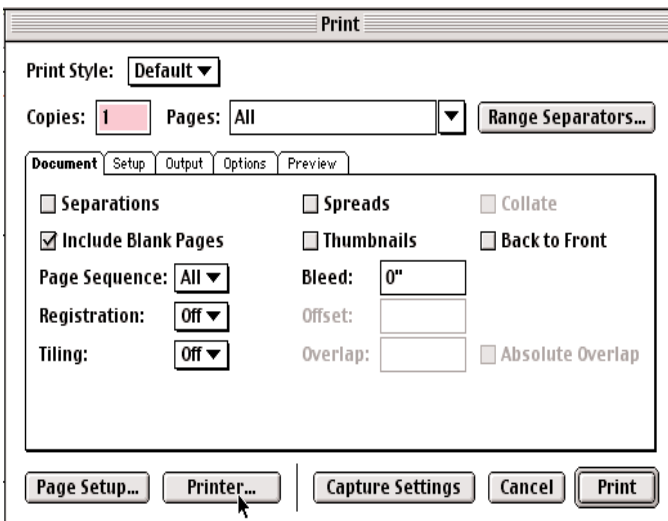
Step 1:

- The first step in creating a PDF is choosing **Adobe PS** as your printer.
- Select **Chooser** from the **Apple** menu.
- Select **Adobe PS** as your printer in the upper left menu.
- Close out of Chooser.
- Next, **Open** your Quark 4 document.



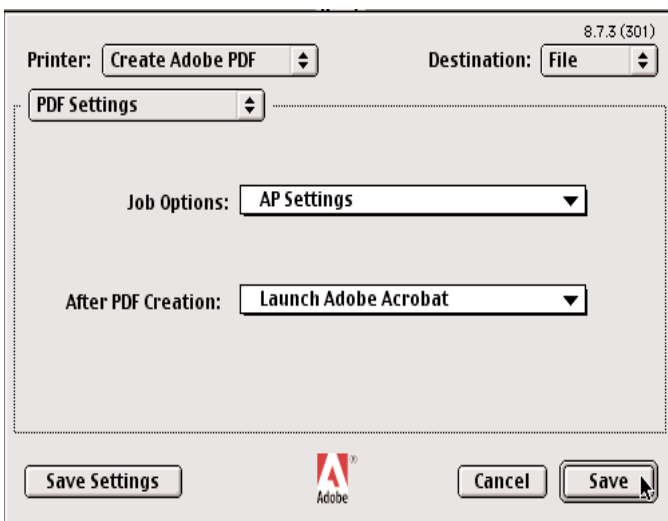
Step 2:

- With your Quark document open, click **File>Print**.
- Click the **Printer...** button at the bottom left.
- Go on to Step 3.

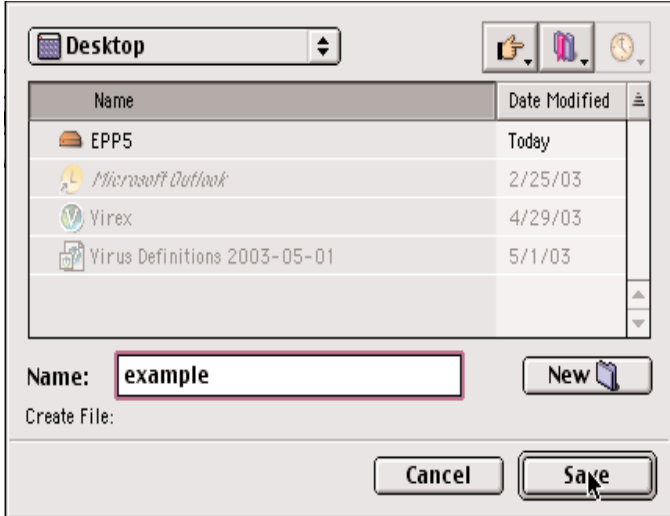


Step 3:

- Choose **Create Adobe PDF** in the **Printer** menu.
- Select **File** for **Destination**.
- In the **Job Options** drop-down menu, select the **Action Printing Settings**. (*You MUST use our job options to create a high-resolution PDF. To get our job options, email preflight@actionprinting.com or visit our website at www.actionprinting.com/pdf.html*)
- Click the **Save** button.
- Go on to Step 4.



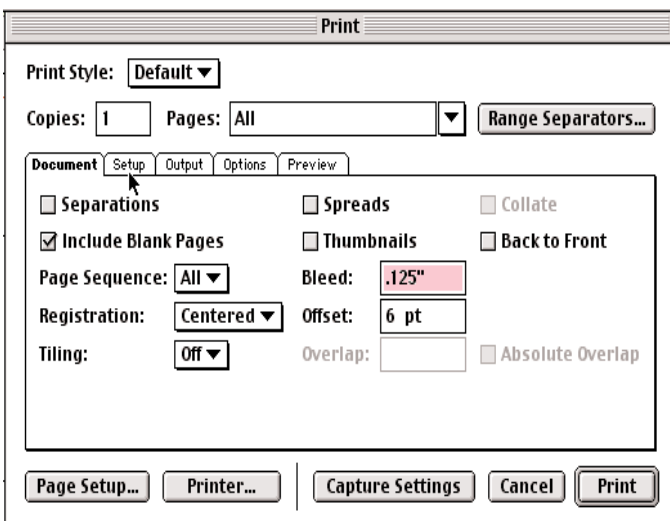
Creating a PDF Using Quark 4.0 (Mac)



Step 4:

-You should be prompted to give your PDF a name and location.

-**Next**, click the **Save** button.



Step 5:

-You should now be in the **Document** tab, which should look like the screen on the left.

-**Check only** the **Include Blank Pages** button. (If your job is set up in spreads, you will need to set up your Quark document as single pages. For questions regarding spreads, contact your CSR or call Action Printing at 1-800-472-0337)

-**Page Sequence** should be **All**.

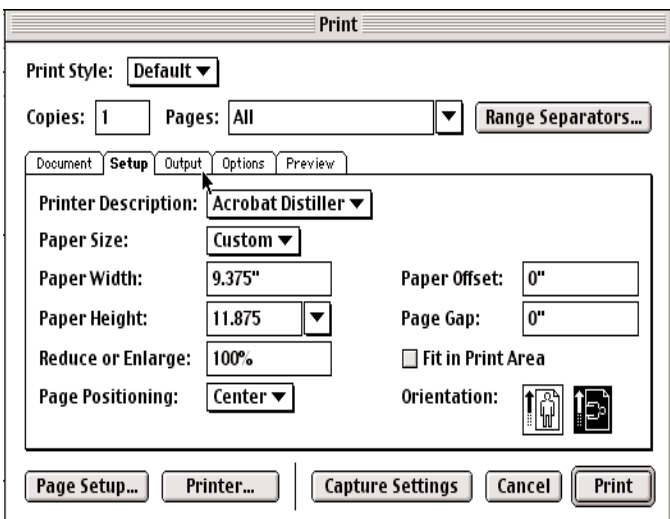
-**Registration** should be **Centered**.

-**Tiling** should be **off**.

-**Bleed** should be set to **.125"**.

-Leave **Offset** at **6pt**.

-**Next**, click the **Setup** tab.



Step 6:

-Select **Acrobat Distiller** under the **Printer Description** drop-down menu.

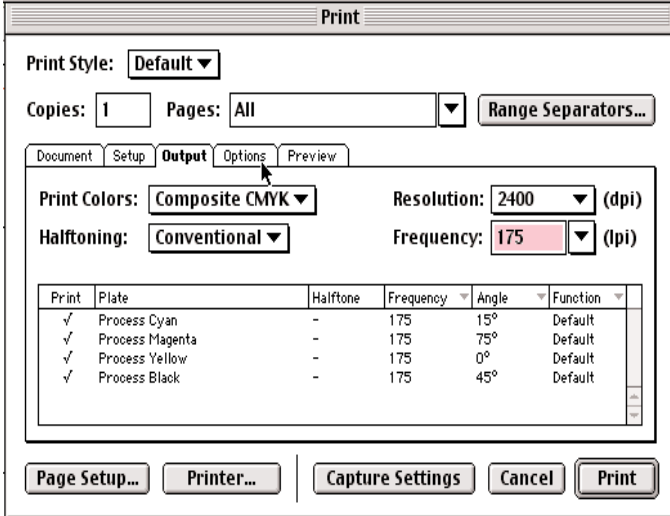
-Select Custom for Page Size.

-**ADD 1 INCH TO THE HEIGHT AND WIDTH** of your document, and enter that total for the **Paper Width** and **Paper Height**. (For example, if your document is 8.375" by 10.875", you would enter 9.375" by 11.875". This allows bleeds to be present on your PDF.)

-Select **100%** for **Reduce or Enlarge**, and **Center** for **Page Position**.

-**Next**, click the **Output** tab.

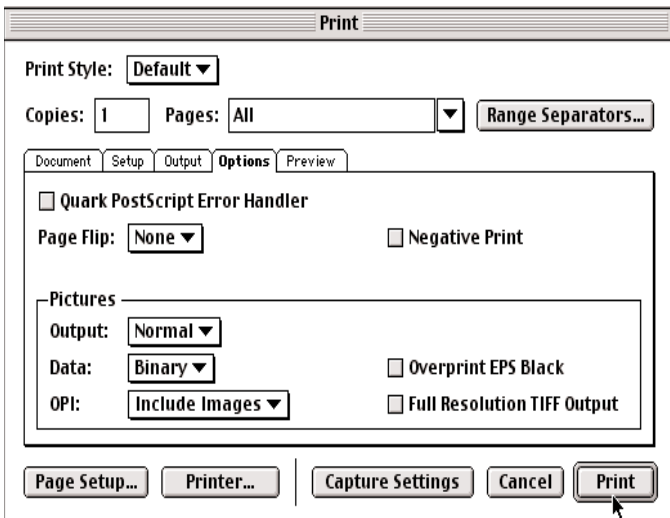
Creating a PDF Using Quark 4.0 (Mac)



Step 7:

- Choose **Composite CMYK** if your job prints in color, or **Greyscale** if it prints in just black.
- Leave **Halftoning** set at **Conventional**.
- Set the **Resolution** to **2400** dpi.
- Set the **Frequency** to **175** lpi.

-Next, click the **Options** tab.



Step 8:

- Select **None** for **Page Flip**.
 - Set **Output** to **Normal**.
 - Select **Binary** in the **Data** drop-down menu.
 - Choose **Include Images** for **OPI**.
 - Leave all boxes *unchecked*.
- Finally, click the **Print** button to create your PDF.