

## When making a pdf file in Quark 7:

*Prologue:* Please, before making a PDF file, make sure your images are CMYK color mode, and that your text is 100 percent black. This is very important in ensuring that your PDF file prints properly.

1. Go to File > Export > Layout as PDF
2. A window should come up asking you where to save it.
3. At the bottom of this window, you should see a box that says "PDF Style" and a button that says "Options"
4. Change the "PDF Style" to "Default PDF Output Style. This will eradicate any settings that were previously set, just to be safe.
5. Next, click on the "Options" button.
6. Go to the area called "Compression" and use these settings:

Color Images: Compression: None

Resolution: Keep Resolution

Grayscale Images: Compression: None

Resolution: Keep Resoluton

Monochrome Images

Compression: None

Resolution: Keep Resolution

7. Make sure "Compress Text and Line Art" is checked.
8. Next, go to "Marks" and make sure it says these settings in the boxes:

Mode: Centered

Width: 0.003"

Length: 0.333"

Offset: 0.083"

9. Next, go to "Bleed" and make sure it says this:

Bleed Type: Symmetric

Amount: .125"

The other boxes can be left blank for this, since it will symmetrically bleed it .125 inches on all sides.

10. Click "Okay" and it will take you back to the previous window.
11. After this, click "Save" and it will make your PDF. Or should. Unless your computer hates you or something. But it probably doesn't. ^\_^