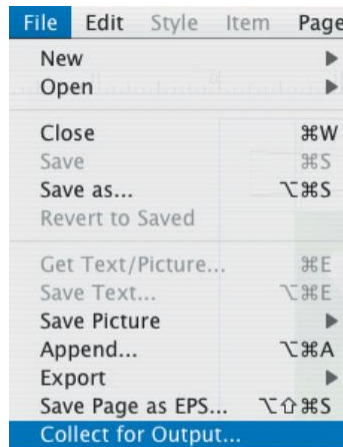
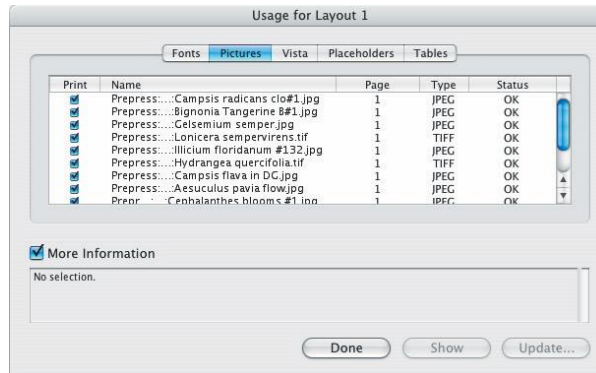
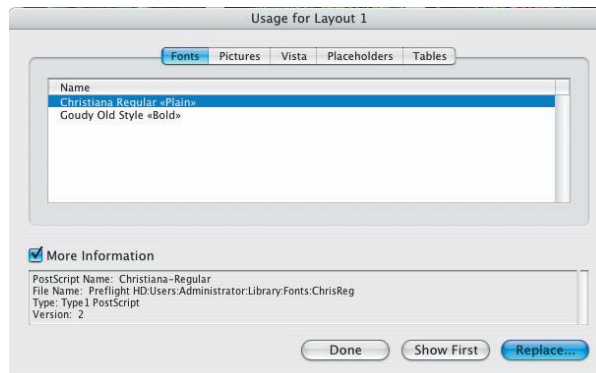


Instruction for collecting files for printing in Quark 6

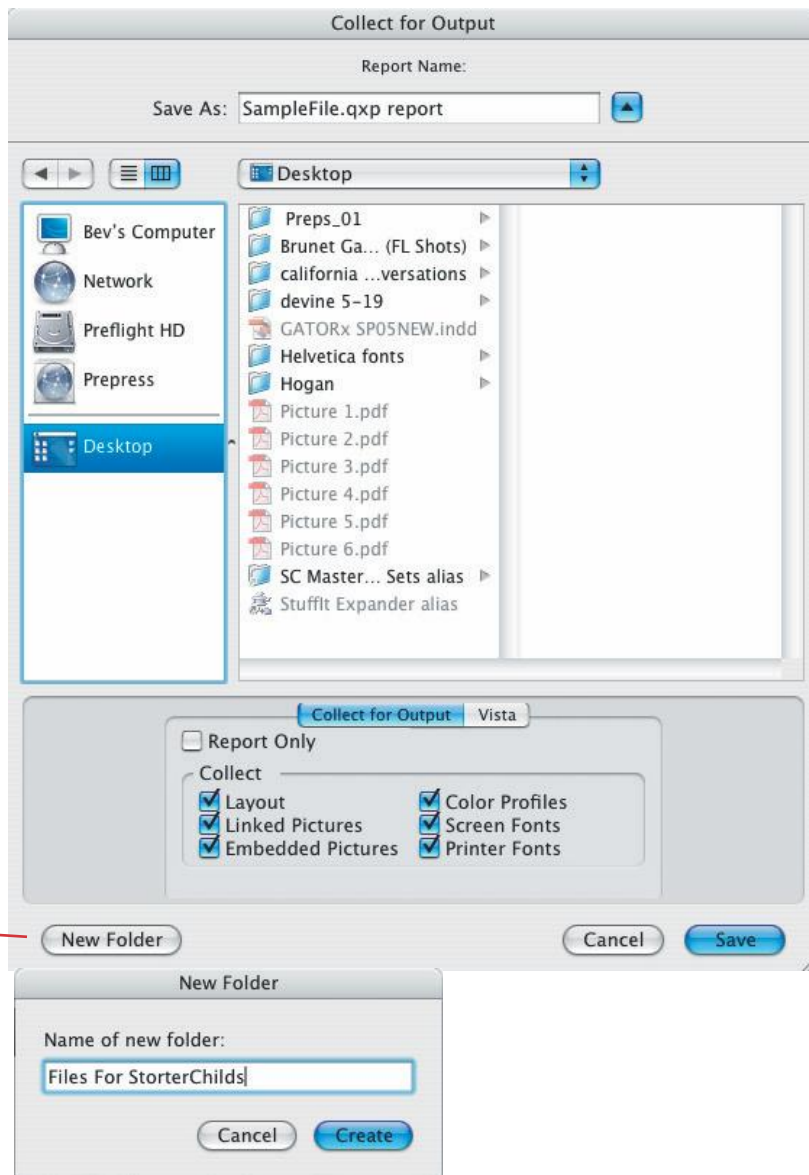
1) Go to UTILITIES > USAGE.

2) Check for missing fonts and pictures.
If any are missing, they need to be updated before you can go on to the next step.

3) Go to FILE > COLLECT FOR OUTPUT.

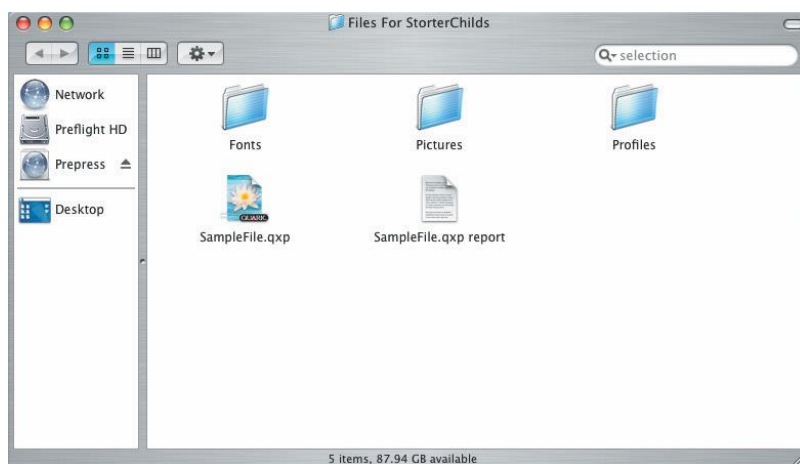


4) In the Collect for Output window, make sure everything is checked as shown.



5) Next click NEW FOLDER.
Put your new folder on the desktop and name is Files For StorterChilds.
This is where all your file will be collected.

6) All your files are now collected. Your folder should look like the one to the right.



Dos and Don'ts in Quark

Do

Create bleeds on all pages where the ink touches the edge of the page. The bleed should extend 1/8" past the edge of the page.

Do

Include all fonts and graphics with every job.

Do

Include a current hard copy mocked up like the finished piece.

Don't

Create pages as "printers spreads".

Don't

Create pages larger than the final trim size. i.e., 11"x17" brochure that is folded in half to 8.5"x11" should be setup as 8.5"x11" in the document setup.

Don't

Use native file format for graphics that are placed into Quark. These include .ai, .psd, .pdf. Although these graphics do work sometimes, they can be unpredictable. Only .eps and .tif files should be used.

Don't

Use other file formats such as .jpg, .bmp, png, gif. These formats may not give you the same color quality or could lose image data, creating fuzzy looking images.



This information is provided by:
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