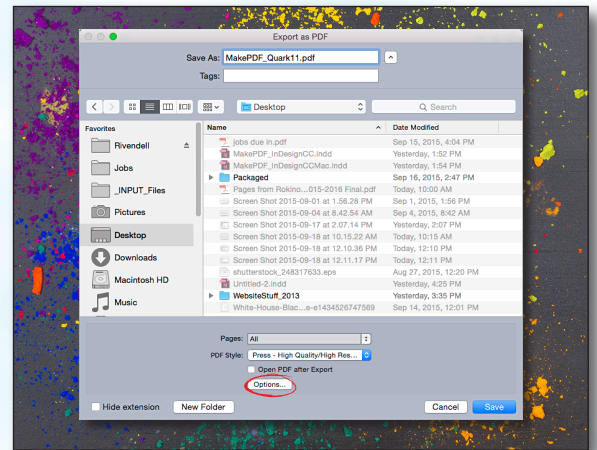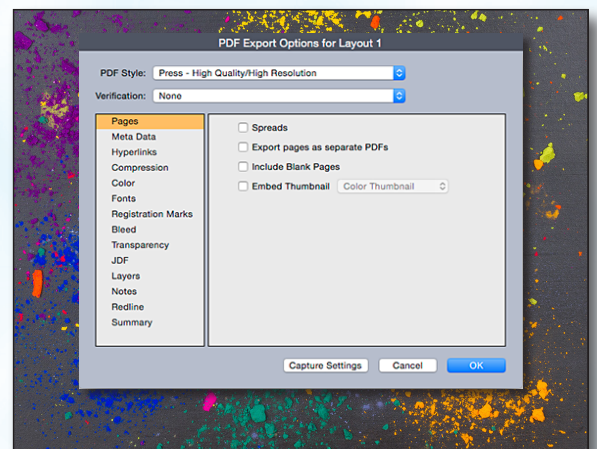# CRESCENT PRINTING COMPANY
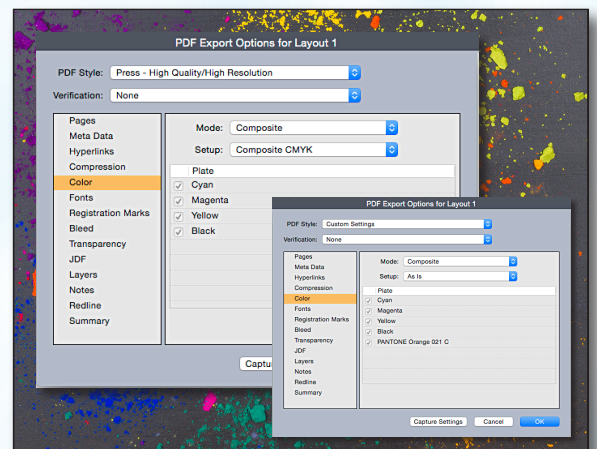# Creating a PDF using Quark 11

Step 1:
- From the **File** menu select **Export** and choose **Layout as PDF**.
- Select a location and name for your new PDF.
- In the bottom of the window, select **All** for **Pages**.
- For **PDF Style,** select **Press - High Quality/High Res…**.

- Click **Options…**.

Step 2:
- On the **Pages** tab, leave all the boxes at the default of *unchecked* unless you have blank pages that must be included.

- Disregard the **Meta Data**, **Hyperlinks**, and **Compression** tabs on the left.

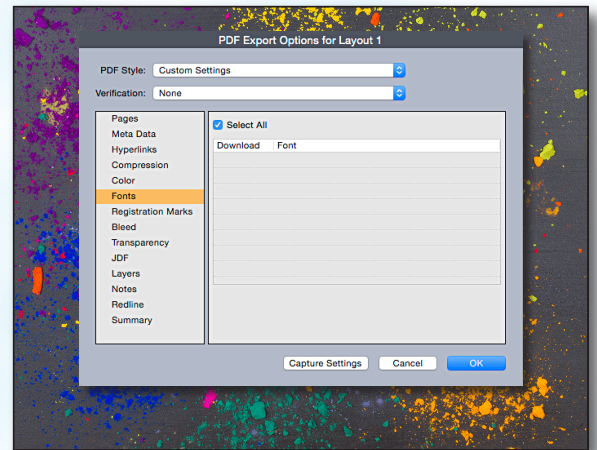- NEXT, click the **Color** tab on the left.

Step 3:
- Select **Composite** for **Mode**.
- Select **Composite CMYK** for **Setup**. If you are printing with spot colors, select **As Is**.

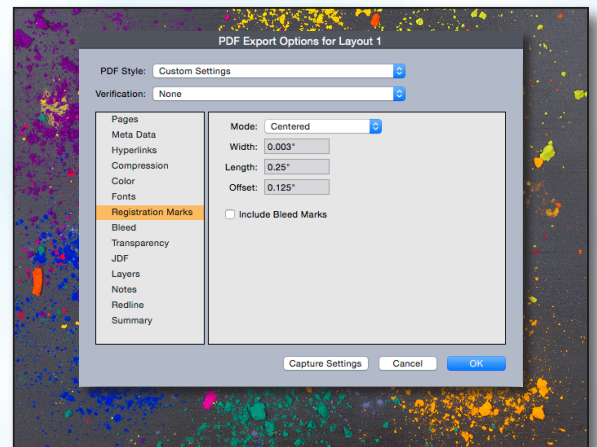- NEXT, click the **Fonts** tab on the left.

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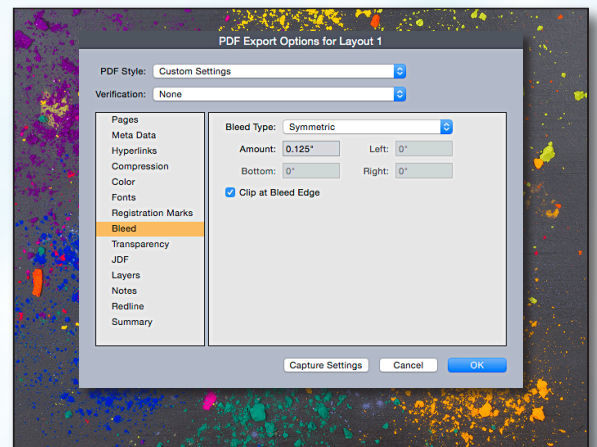# Creating a PDF using Quark 11

Step 4:
- *Check* the box for **Select All**.

- NEXT, click the **Registration Marks** tab on the left.

Step 5:
- Select **Centered** for **Mode**.
- Leave the **Width** and **Length** at their default values.
- Set the **Offset** to **.125"**. Use **.25"** for perfect bound covers.
- Leave **Include Bleed Marks** *unchecked*.

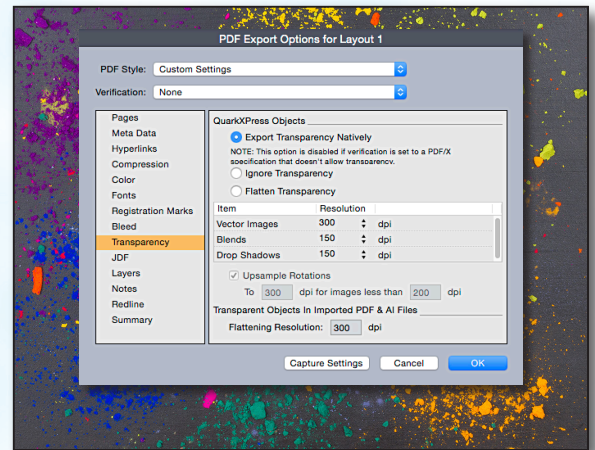- NEXT, click the **Bleed** tab on the left.

Step 6:
- Set the **Bleed Type** to **Symmetric**.
- Enter **.125"** for the **Amount**. **.25"** is preferable.
- *Check* the box next to **Clip at Bleed Edge**.

- NEXT, click the **Transparency** tab on the left.

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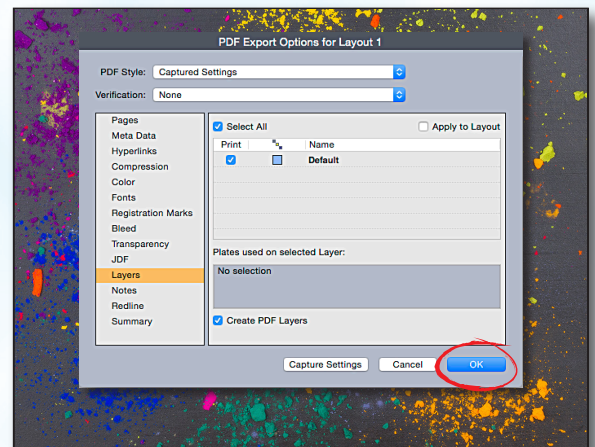
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Creating a PDF using Quark 11

Step 7:
- Under **QuarkXPress Objects** check **Export Transparency Natively**.

- Disregard the **JDF** tab on the left.

- NEXT, click the **Layers** tab on the left.

Step 8:
- *Check* the box next to **Select All** if you want to print all layers. Otherwise select just the layers you want to appear.

- Disregard the **Notes**, **Redline**, and **Summary** tabs on the left.

- Now click **OK**.

Step 9:
- When the original screen underneath becomes visible, click **Save**.

- When your PDF has finished saving, *open it and view every page*

- Your PDF will ***print as it views***.

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