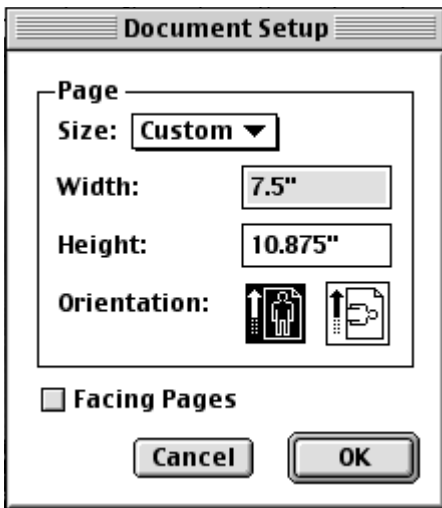
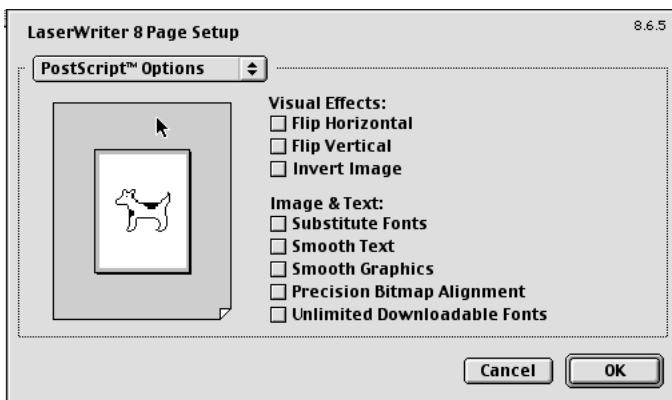
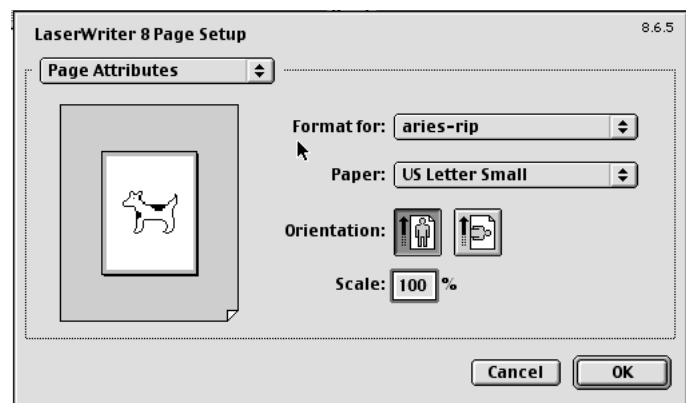


# Saving postscript from QuarkXpress for conversion to Acrobat PDF



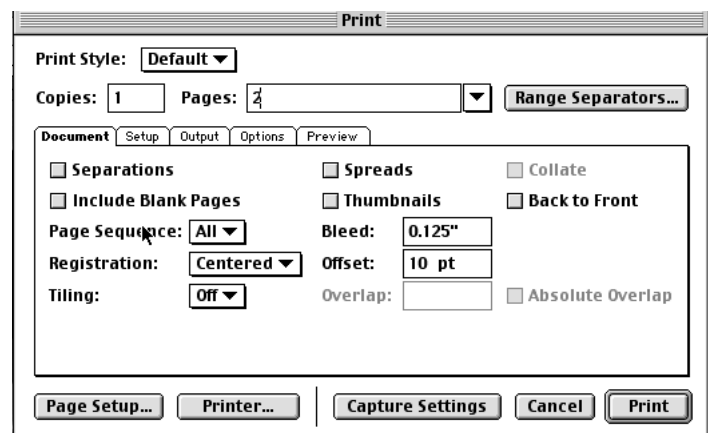
1. Check "Document Setup" for the exact page size. This will be used to determine the correct paper size to be entered in the print menu later.

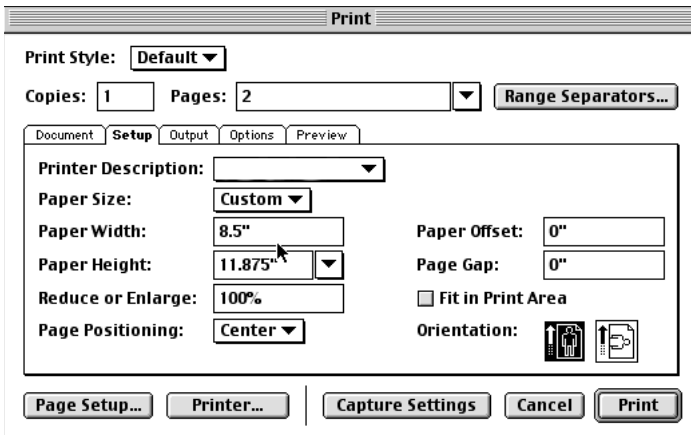
2. Select "Print". In Page Setup-Attributes menu, the orientation should be set as seen at the right. Also check to see that the Scale % is set to 100%. Disregard Format and Paper.



3. In Page Setup-Options, all effects need to be off (unchecked).

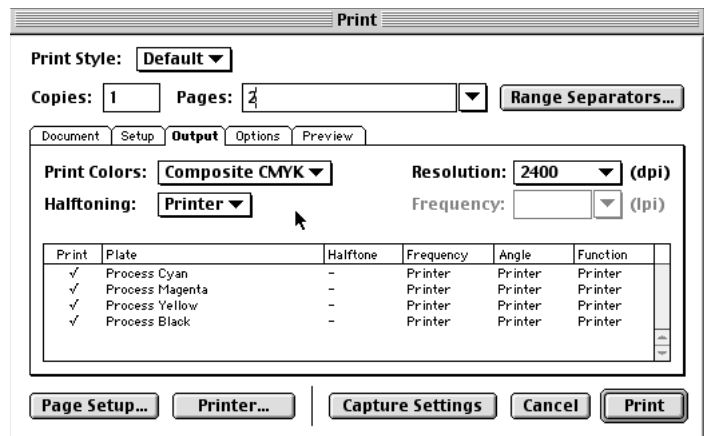
4. After selecting OK to Page Setup, you will return to the Print menu. In the Document tab, select the page you want to print, and change all other items to match the box at the right.



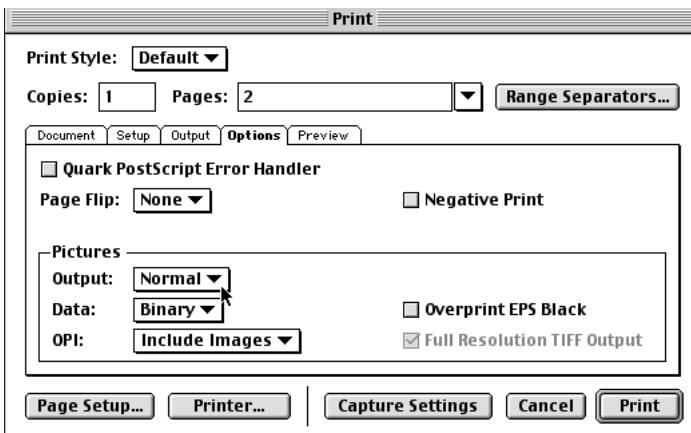


5. In the Setup tab, select the appropriate PPD. The paper Width and Height will be the values from Document Setup menu plus (+) one (1) inch ("). This will effectively add one half inch all the way around your page. This area will contain any bleed plus marks and document information. Otherwise, match all the settings at the left.

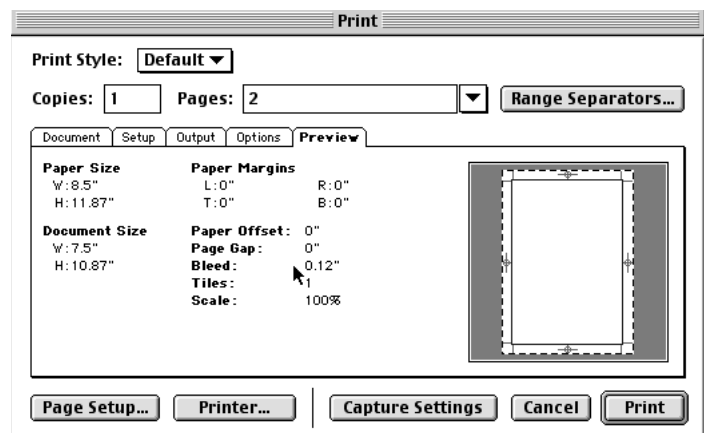
6. Match the settings at the right in the Output tab.

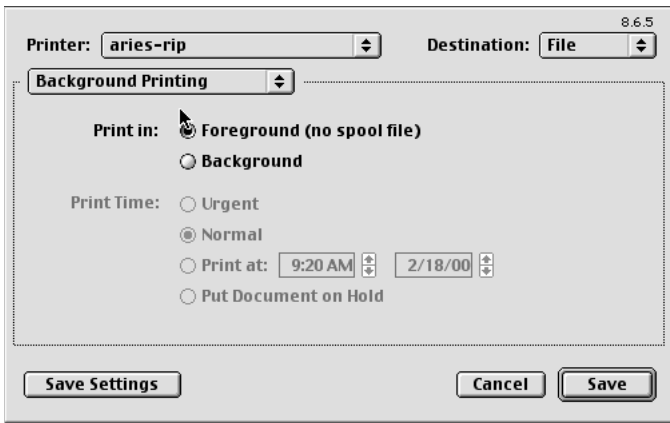


7. Match the settings at the left in the Print tab.



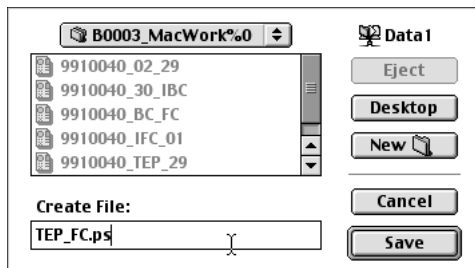
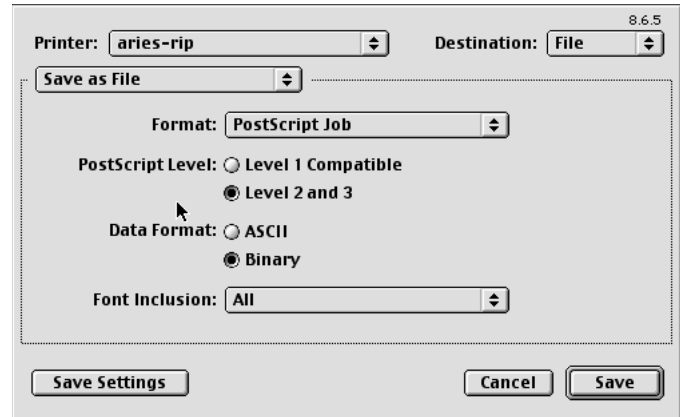
8. The Preview tab then gives you a visual representation of the page layout in the paper area designated. It should look similar to the box at the right. Notice that the marks are present and offset from the page. The numerical data at the left side shows that one inch was correctly added to the document size to give enough room to fit marks and bleed.





9. To name and designate where to save the postscript file, select Printer at the bottom of the Print menu.

10. Under the Save as File menu, be sure to select the Postscript Level and Data Format as seen in the box at the right. Select save.



11. Navigate to the folder/directory where the postscript is to be saved. Name the file with the page number and information to differentiate between versions (if any).

12. Selecting save will return to the Print menu where the final step is selecting Print to begin writing the postscript.

