Working with
Quark® Xpress
Compatible with versions 5, 6 and 7

JS
PRINTING

Use This Guide

This guide is designed to be used as a hands-on tutorial. It provides an overview of basic Quark features. This guide may be used time and time again as a technical resource for each issue of your publication throughout the year.

Tech*Know* Lessons

JS Printing's Tech*Know* Lessons are step-by-step instructional guides that are software specific. These lessons cover common topics for your design program. Tech*Know* lessons are available via *www.jsprinting.com*. Please note that you must be logged in to your JSP account to access this feature.

Personal Help

We are here to help you every step of the way. Call your friendly, knowledgeable Customer Service Representative whenever you have a question about software or printing issues: 866-HELP-JSP (866-435-7577).

Quick Reference Checklist

- All images should be saved in grayscale .tif format for black and white images. Color images should be in CMYK format. Color images are available only in non-newsprint format.

- Newsprint publications should be built as 11x17 and

- Non-newsprint publications are based on your desired dimensions.

- All images should be placed in the document by using the File>Get Picture command. *Copying and pasting images may be unprintable or result in very poor print quality.*

- For newsprint: Images should be saved at 130 dpi.

- For non-newsprint: Images should be saved at 200 dpi.

- ClipArt and line art should be saved at 600 dpi, bitmap .tif format.

- Only use fonts that are installed on the machine from which you will be creating the PDF.

- Always review your PDF prior to order submission.

Before You Start

If your computers are networked, create a central folder where all the elements of the newspaper from each computer can be stored. If you use a single computer or multiple computers that are not networked, you will need to make a central folder on each computer.
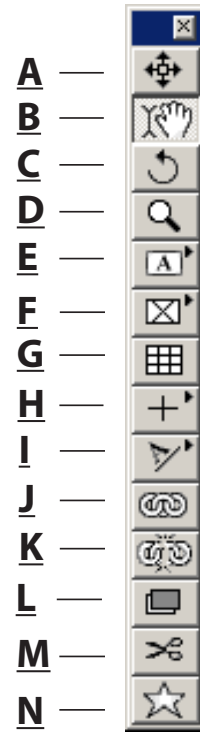
Create one folder that has all the elements of your current issue in it. We suggest that you name is the month and edition, e.g. Nov Issue.

• Within that folder, create two folders:
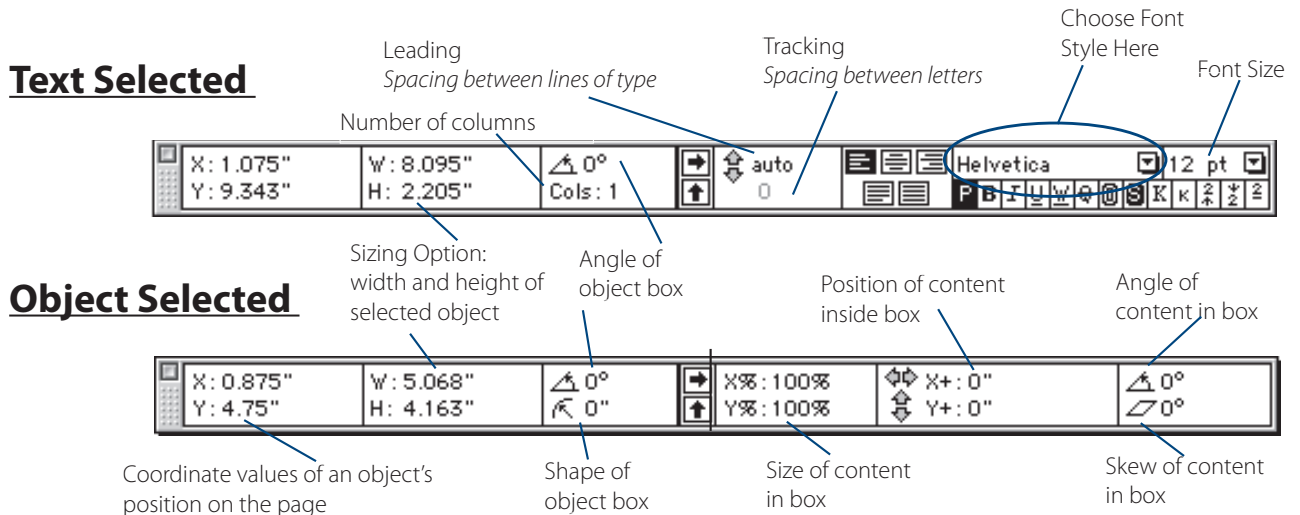>   Articles
>   Pictures

Quark Xpress® *Toolbar and Palettes Overview*

Tool Box

A Item tool: Select, move and resize objects.

B Content tool: Manipulate the content of object boxes (text and graphics).

C Rotate tool: Select and rotate objects.

D Zoom tool: Magnify or reduce an area of the page.

E Text box tool: Draw text boxes of whichever shape you choose from the pull-out menu.

F Picture box tool: Draw picture boxes of whichever shape you choose from the pull-out menu.

G Tables tool: Draw tables.

H Orthogonal Line tool: Creates straight Horizontal and Vertical lines

I Line-text path tool: Put text along a straight, freeform or bezier line.

J Linking tool: Connect text boxes for jumps.

K Unlinking tool: Break the connection between linked boxes.

L Composition Zones tool (Quark 7 only): Create a composition zone

M Cutting tool: Cut the boundary of items.

N Starburst tool: Draw starbursts.

A —
B —
C —
D —
E —
F —
G —
H —
I —
J —
K —
L —
M —
N —

Measurements Palette

Text Selected

Leading
Spacing between lines of type

Number of columns

Tracking
Spacing between letters

Choose Font Style Here

Font Size

X: 1.075"   W: 8.095"   ⌂ 0°   auto   Helvetica   12 pt
Y: 9.343"   H: 2.205"   Cols: 1   0

Object Selected

Sizing Option: width and height of selected object

Angle of object box

Position of content inside box

Angle of content in box

X: 0.875"   W: 5.068"   ⌂ 0°   X%: 100%   X+: 0"   ⌂ 0°
Y: 4.75"   H: 4.163"   ⌐ 0"   Y%: 100%   Y+: 0"   ⟋ 0°

Coordinate values of an object's position on the page

Shape of object box

Size of content in box

Skew of content in box

TIP: If your palettes are not visible, you can activate them by selecting one of the following:
View > Show Tools *or*
View > Show Measurements *or*
View > Show Colors

Building your pages to JS Printing specifications

1) Open Quark and go to **File>New >Project**.

2) - Put a check mark in the Facing Pages box
   - Choose the page size from the drop-down menu.
     - For newsprint, select Tabloid
     - For non-newsprint, enter the size of the desired publication in the width and height fields
   - In the Number field, choose the number of columns that you want the document to have.
   - Make all margins .5".
   - Indicate the number of columns that you would like.
   - Click **OK**.
     - This will create a one page document.
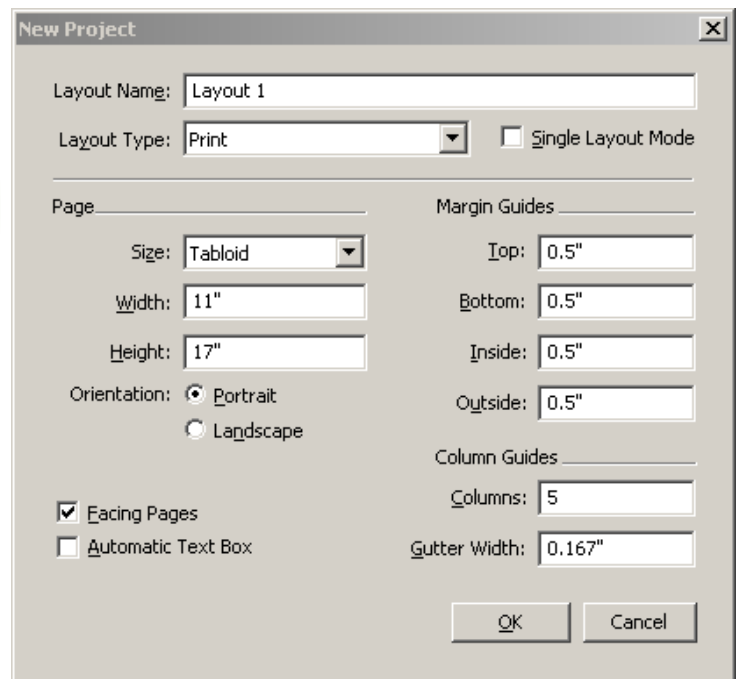
3) To add pages, choose Page>Insert.

4) Type in the number of pages that you need to add in the Insert field.
   - E.g. type in 7 for an 8 page paper.

5) Select After 1.

6) Click OK
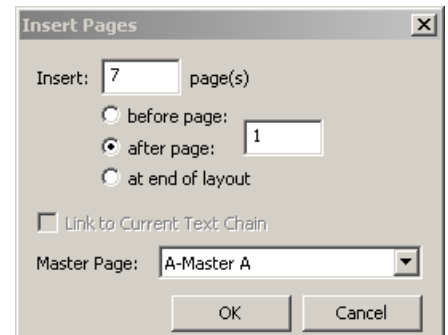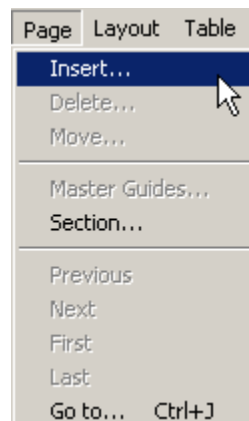
About Text

All text in QuarkXPress is contained either in text boxes or text lines. When you click a text object with the Item tool, the text object's border is displayed. A text object can be moved, resized or threaded to other text objects.

Text Boxes

- Are created by clicking the Text tool, then clicking and dragging to the desired size.
- Can be moved or resized with the item tool.
- Can be linked together to create jumps.

News Paper

TIP: An empty text box's edge will appear onscreen as a dotted line as long as View > Show Guides is selected.

Creating a Text Box

- Select the Text Box tool and the shape you want. Click and drag on the page to draw the box. Select the Content tool to begin typing.

Resizing the Box or Frame

- Adjust the size of the box or frame by choosing the Item tool and dragging one of the handles.

or

- Use the Measurements palette. To adjust the frame or box to the size that you want, type directly over the existing numbers in the width and height fields.

Width and height of
selected object

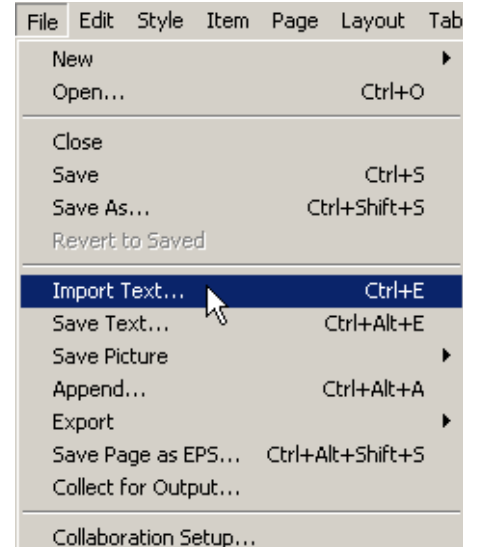| X: 0.875"	W: 5.068"	△ 0°	X%:100%
Y: 4.75"	H: 4.163"	⌐ 0"	Y%:100%
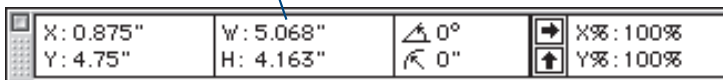
Placing Text

1) With the Item tool, click on the text box.

2) Select File > Import Text.

3) Browse to the article that you want to place.

4) Select the article and click Open.

TIP: All articles should be saved in .txt format.

Typing Text

Select the Content tool. Click inside the text box in which you wish to type. Start typing.

Linking Text Boxes

Connecting text blocks together (linking) allows you to easily flow text from one page to another. You can link text boxes whether or not they contain text.

To link text from one box to another:

1) With the Item tool selected, click on a text box or frame.

2) Click the Link tool.

3) Click the box again, then click on the text box to which you want to link it.

4) Click another text box.

5) The boxes are now linked.

Quark Xpress® *Insetting and Formatting Text*

Text inset

1) Click on the frame in which you want to inset your text.

2) Select Item> Modify.

3) Click the Text tab and type .125 in the Text inset field.

   - To put a different inset on each edge, check the Multiple insets button and enter the values in each field.

This box has inset type. This is handy to use when you're using a color screen because it makes the type a little easier to read, and also creates a color border around the type.

Text box with inset type
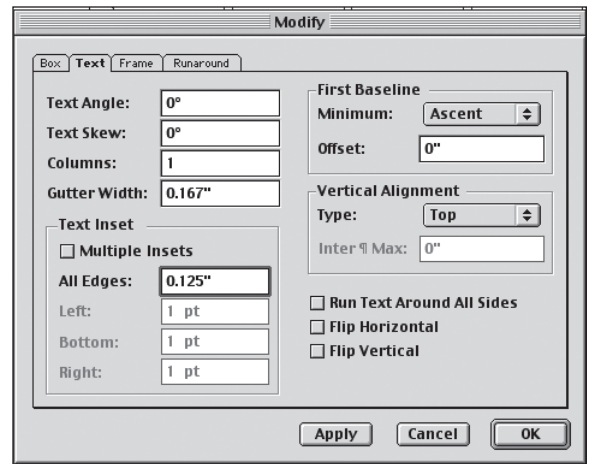
Choose Text Alignment

1) Highlight the text you want to align.
2) Select Style > Alignment
3) Select the alignment you want.

or

1) Highlight the text

2) Select the appropriate alignment icon in the Measurements palette.
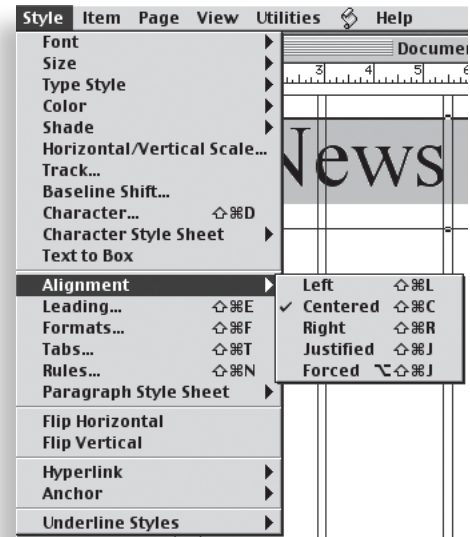
Setting Indents

1) Highlight the text for which you want to set the indent.
2) Select Style > Formats
3) In the appropriate indent field, indicate the size indent you would like.
4) Click OK.
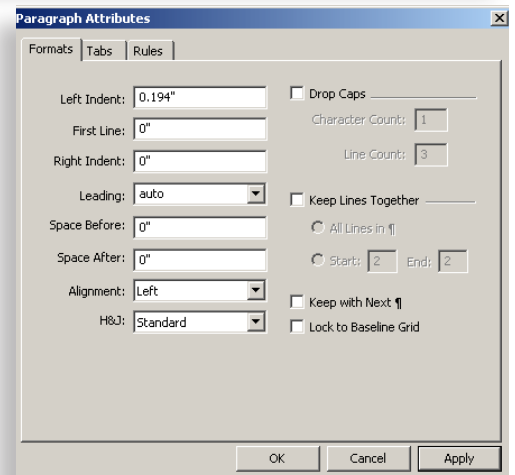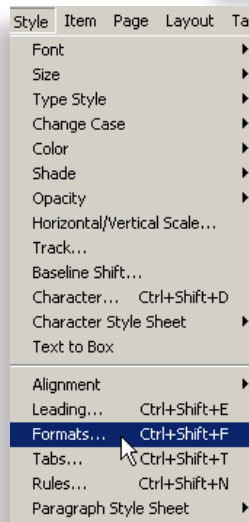
Changing Fonts

1) Highlight the text that you want to change.
2) In the Measurements palette, choose the font that you would like to use from the drop-down menu.
  - If your measurements palette is not visible, select Window>Measurements.

  - If you want to bold or italicize your font, be sure to use the printer font and not the screen font, e.g. if you want the bold version of Times New Roman, select the font named Times New Roman Bold from the drop-down menu instead of using the bold feature on the measurements palette.

Changing Font Size

1) Highlight the text that you want to change.
2) In the Measurements palette, choose the font size that you would like to use from the drop-down menu or type the size that you want in the font size field..
  - If your measurements palette is not visible, select Window>Measurements.

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Changing Leading

1) Highlight the text that you want to change.
2) In the Measurements palette, adjust the leading by using the arrows or by typing in the desired space.
  - If your measurements palette is not visible, select Window>Measurements.

Choose Font
Style Here

Font Size

Leading
Spacing between lines of type
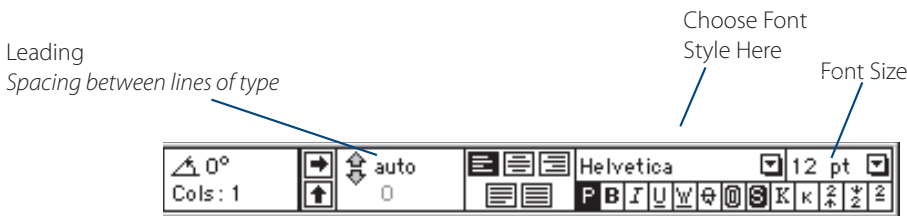
Measurements Palette

Quark Xpress® *Organizing and Sizing Images*

Organize Your Images

- Save all unadjusted images in the same folder.
- Open the images you will use. Size and crop them to the dimensions in your layout.
- Save the edited images into the *Issue* folder. Having the document and the images in the same folder, you preserve the link, even if you move the folder to another computer.
  - When you name the images, include the page number in the name. Example: "1-football.tif" would be on page 1. That way, all images will have a unique name and you can easily tell where they go.

WARNING: You *can not* have two images with the same name. If you place two images with the same name in the file, then when our pre-press techs relink the images, the same image will link to both frames. Saving all images used in the paper in the *Issue* folder will prevent this because you can not have two files with the same name in one location.

Drawing an Image Box

1) Select the Picture Box tool
   - You can select different shapes for your picture box by clicking once and holding the left-mouse button on the Picture Box tool.
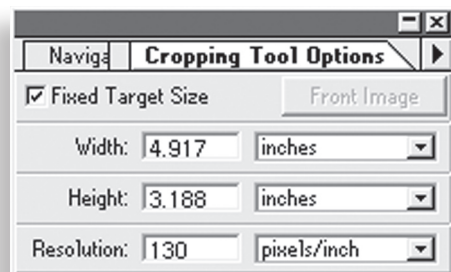2) In your document, click and hold the left mouse button and draw a box the appropriate size.

Determine Image Size

1) Click on the picture box with the Item tool.
2) In the Measurement Palette check the height and width of the box. Write these sizes down.

Width and height of selected object

X: 0.875"   W: 5.068"   ⌂ 0°   ➡ X%: 100%   ◁▷ X
Y: 4.75"   H: 4.163"   ⌐ 0"   ⬆ Y%: 100%   ⇕ Y
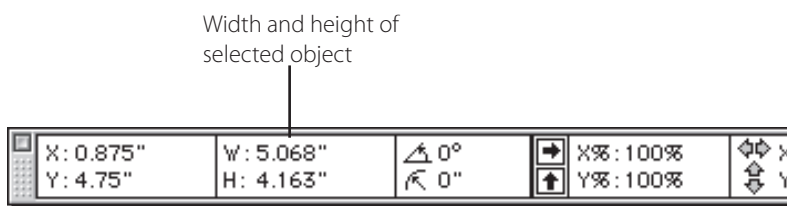
Size and Crop the Image in Photoshop

1) Open Photoshop. Select File > Open and browse to the image that you want to place on the page.
2) Double click on the Crop tool. This will bring up the Cropping Tool Options. Depending on which version of Photoshop you are using, you will see one of these windows.
3) Enter in the Width and Height of the image box that is drawn off in InDesign.
4) With the Crop tool still selected, drag a box around the area of the image that you wish to keep.
5) When you have the desired area selected, press Enter or double click inside the box. The part of the image outside the selected area will be deleted and you will be left with the image in the dimensions you entered.

Naviga | **Cropping Tool Options** ▶
☑ Fixed Target Size   Front Image
Width: 4.917   inches ▼
Height: 3.188   inches ▼
Resolution: 130   pixels/inch ▼

Photoshop [4, 5, 6] and Photoshop LE
(Select Fixed Target Size)

IMPORTANT

Please refer to the Help section of your image editing program if you are not using PhotoShop to edit your images.

Adobe Photoshop
File Edit Image Layer Select Filter View Window Help
Width: 4.917 in   Height: 3.188 in   Resolution: 130   pixels/inch ▼

Photoshop [7, CS, CS2, CS3] and Photoshop Elements

TIP: If you do not see the Crop tool, click and hold to reveal more tools.

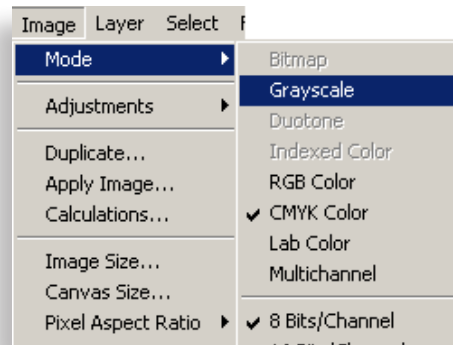# Quark Xpress® *Formatting Images in PhotoShop*

Change the Mode to Grayscale for Black and White Images

All images for newsprint publications should be in grayscale mode.

Open the image in PhotoShop and select Image > Mode > Grayscale.
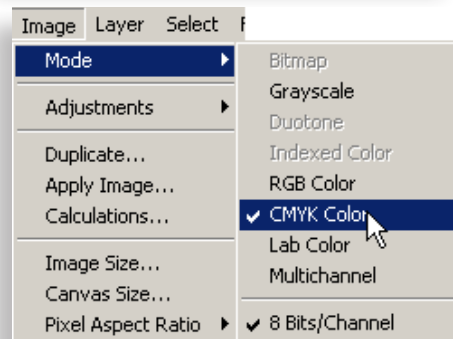
(A picture may appear to be Grayscale but you should always check the Mode to be sure.)

Change the Mode to CMYK for Color Images

Images for non-newsprint publications can print in black and white or full color.

Open the image in PhotoShop and select Image > Mode > CMYK (A picture may appear to be color but you should always check the Mode to be sure.)

Change the Mode to Bitmap for ClipArt and Line Art Images

Open the artwork in PhotoShop and select Image > Mode > Bitmap.
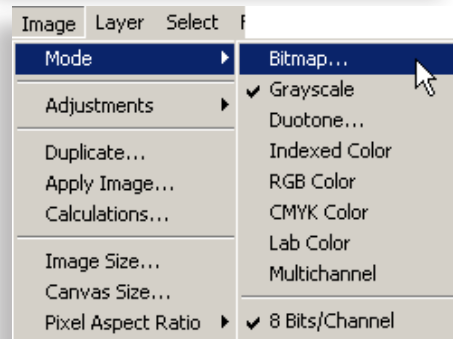
Change the DPI

Open the image in PhotoShop and select Image > Image Size.

In the Resolution field (resolution is the same thing as DPI), please enter the following:

For newsprint: **130** for pictures and **600** for line art or clipart. For non-newsprint: **200** dpi for pictures and **600** for line art or clipart.
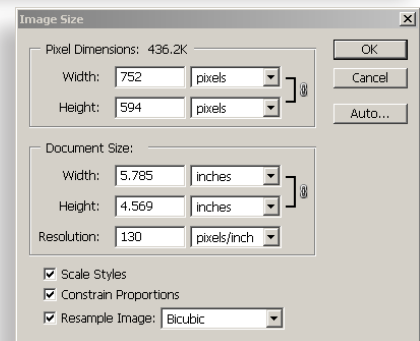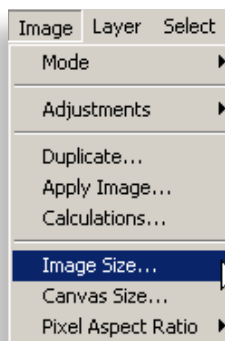
Save the Picture

A) Select File > Save As.

B) Browse to where you want to save the image.

C) Name the file a unique name.

D) Choose format .tif from the format drop-down menu.

E) Click Save.

TIP: If you can not select ".tif," go to Layer > Flatten Image, then Save and select "tif."

TIP: If you see a screen asking for Compression Type, choose *None*.

IMPORTANT: Do not change the name of an image after it has been placed on the page. This will break the link.

Quark Xpress® *Placing Images*

Select the Picture Frame

In your Quark document, select the picture frame with the Content tool.

Place the Picture into Your Document

1) Select File > Get Picture (File>Import Picture for Quark 7 users).

2) Browse to find the image that you want to place.

3) Select the picture.

4) Click Open.

Non-newsprint publications only - If you would like your content to bleed off the page, simply extend the content off the page by 1/8th" (.125).

Quark 7 users

Once the images have been placed on the page, Quark 7 users can change the images to Grayscale Mode or CMYK Mode.

1) Using the selection tool, choose File>Save Picture>All Pictures in Layout.

- From the color mode menu select: Grayscale

- Choose Link Layout to New Picture and click OK

- Choose Highest in the .JPG options window and choose None in the .tif options window, click OK.

- Browse to where your original image files are saved and choose OK.
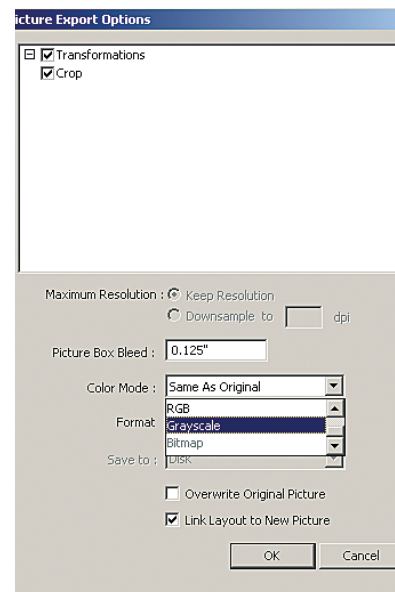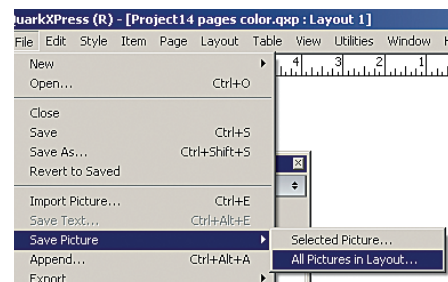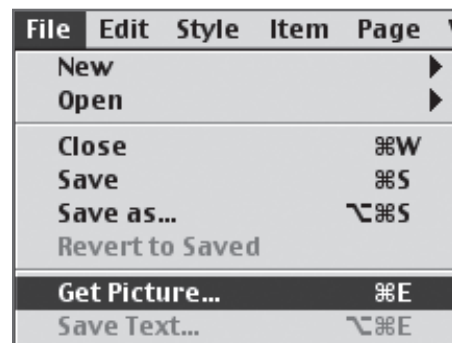
# Quark Xpress® *Using Spot Color and Screens*

Apply Color to Text

1) Select View > Show colors (Window>Colors in Quark 7).

2) Highlight the text that you would like to be in spot color with the Content tool.

3) Select Cyan in the color palette.

4) You can change how dark the color prints by changing the percentage in the drop down menu, or typing directly over the numbers.
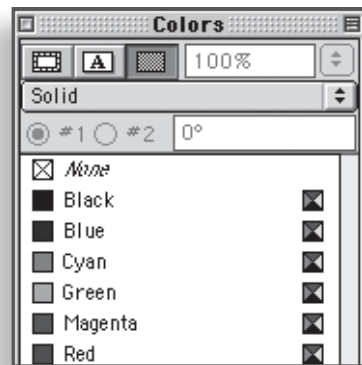
Apply a Fill and Frame

A frame is the equivalant to a border.

1) To create a frame, select the box to which you would like to apply a frame.

2) Select Item>Frame.

- Choose what point size you want from the drop-down menu or type the size that you want in the field. Click OK.
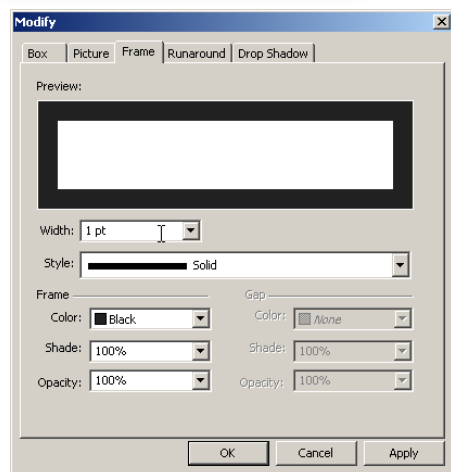
1) To fill a box with color, select the **Fill** tool on the Colors palette.

2) Choose the color that you want.

- The only colors that you should use in your document are shades of Cyan and Black.
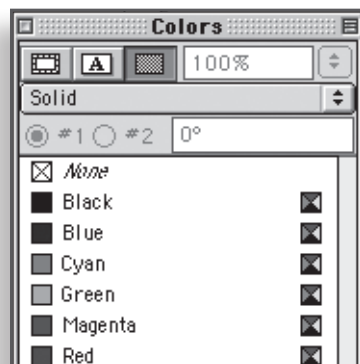
Quark 7 users have the option to change the Opacity of the image.

1) To change the opacity of an image, select the image.

2) In the Opacity field of the Colors palette, select the desired opacity from the drop-down menu or type the opacity into the field.

TIP: The only colors that should be used in your document are Black, None, Paper and Cyan. See our Tech*Know* lesson: Working with Spot Color for more information on how to use spot color.
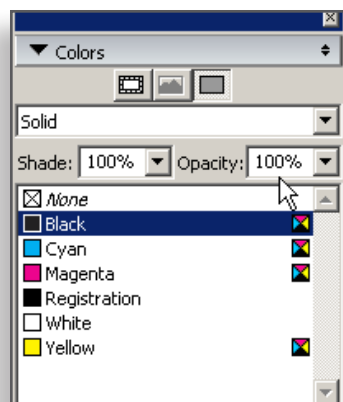
Quark Xpress® *PDF your file*

Creating a PDF

Quark 7 users: Please see next page.

1) Select **File>Print**.

2) In the printer pull down menu, choose **Adobe PDF**.

For non-newsprint orders with bleeds, select the Bleed tab from the list to the left and select Asymmetric and fill in the correct bleed value (.125") for each side of the page. Check the box next to Clip at Bleed Edge. This will obtain the bleed settings from the QuarkXPress document in the created PDF.

3) Choose **Properties**

4) From the **Adobe PDF Page Size** pull down menu, select **Tabloid**·

5) Click on the **Edit** button beside the Default Settings pull down menu.

6) Select the **Fonts** tab. Select **Embed All Fonts** and click **OK**.
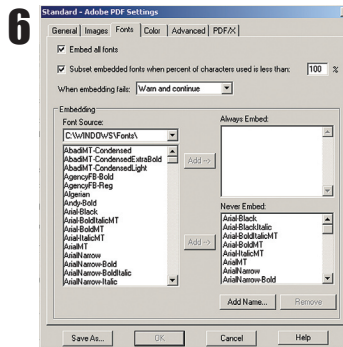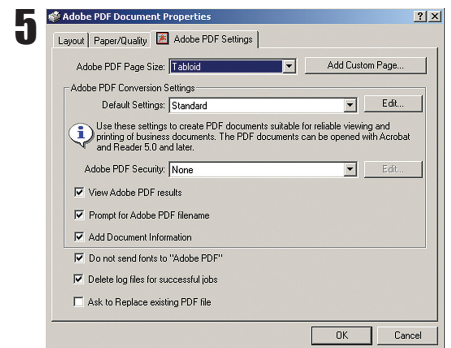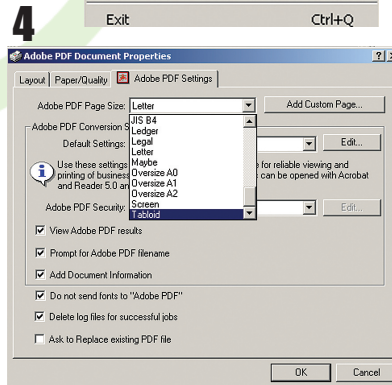
7) Click **OK** in the Adobe PDF Document Properties Window.

8) Select the **Setup** tab and choose **Generic Color** from the Printer Description menu. This step is necessary only if you are planning to have spot color in your document.

9) Click **Print** and choose where you would like to save the PDF. Click **Save**.

1

2
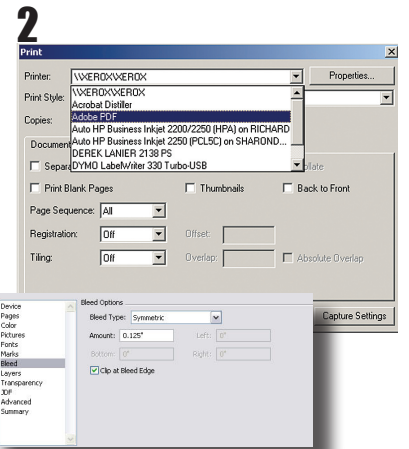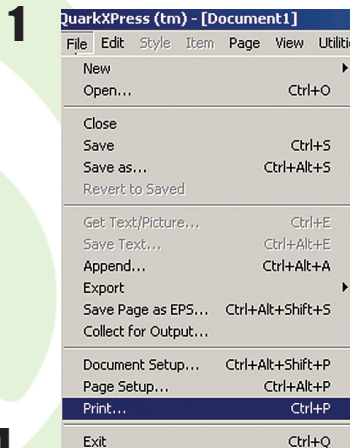
Bleeds - Non-newsprint only

4

5

6

8
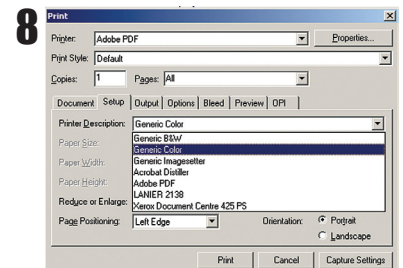
IMPORTANT!

Before submitting your order, open the PDF file and view the layout to ensure there were no unexpected results during conversion.