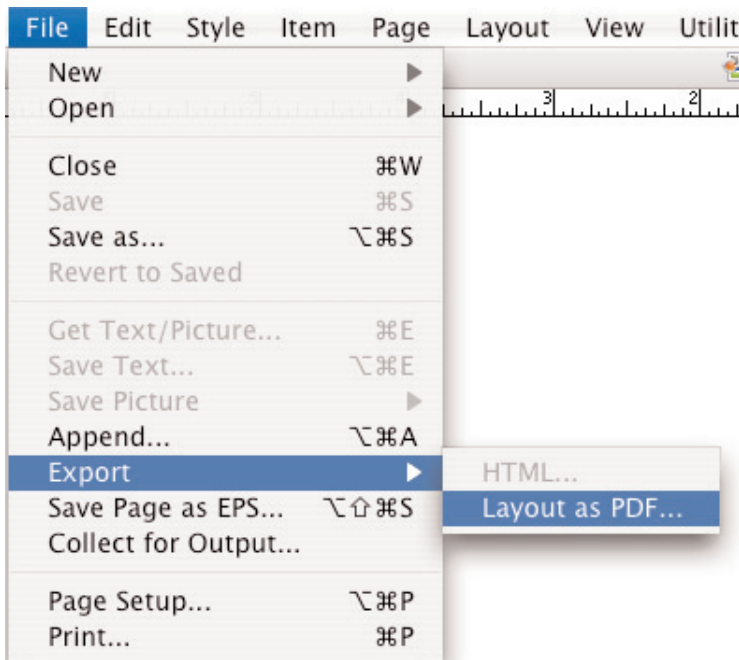


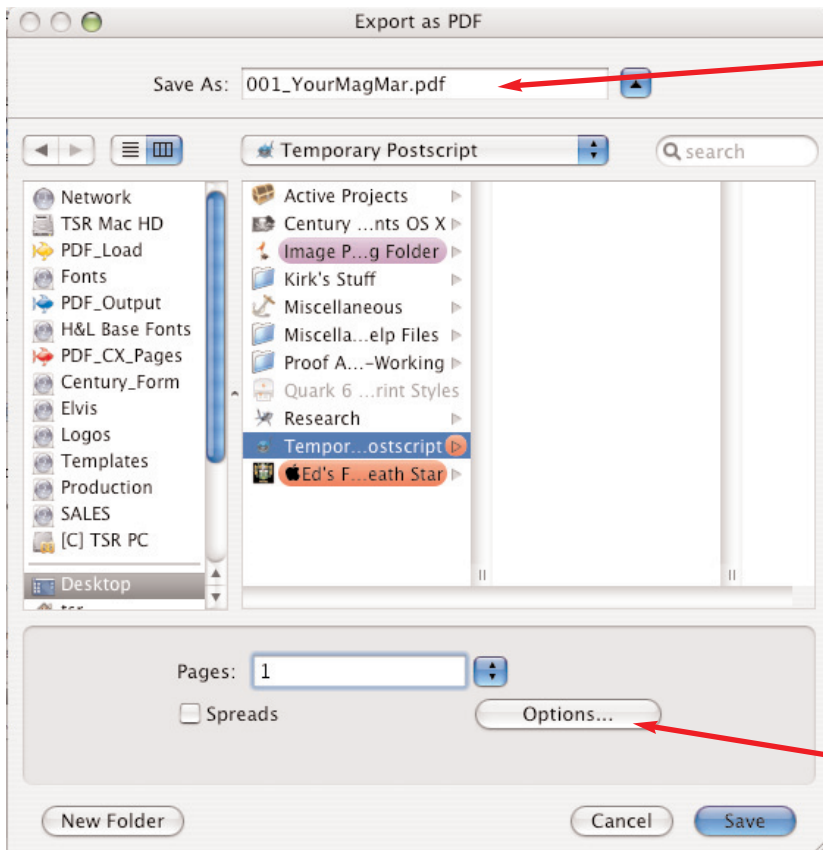
Century Publishing

PDF Submission Settings QuarkXpress Version 6.0–6.5

These settings are for exporting PDF's for submission to Century Publishing Company for printing. These settings will generate a PDF that embeds all fonts, correct compressing and downsampling of images and will not convert colors. Due to limitations with QuarkXpress version 6.0-6.5, there is no way to save these settings as a saved PDF export style. You can save these settings in Preferences but it will only apply to new documents, not to older templates or older documents. Therefore, it is recommended to check these settings each time a PDF is generated.



In the "File" dropdown menu, choose "Export"... "Layout as PDF"

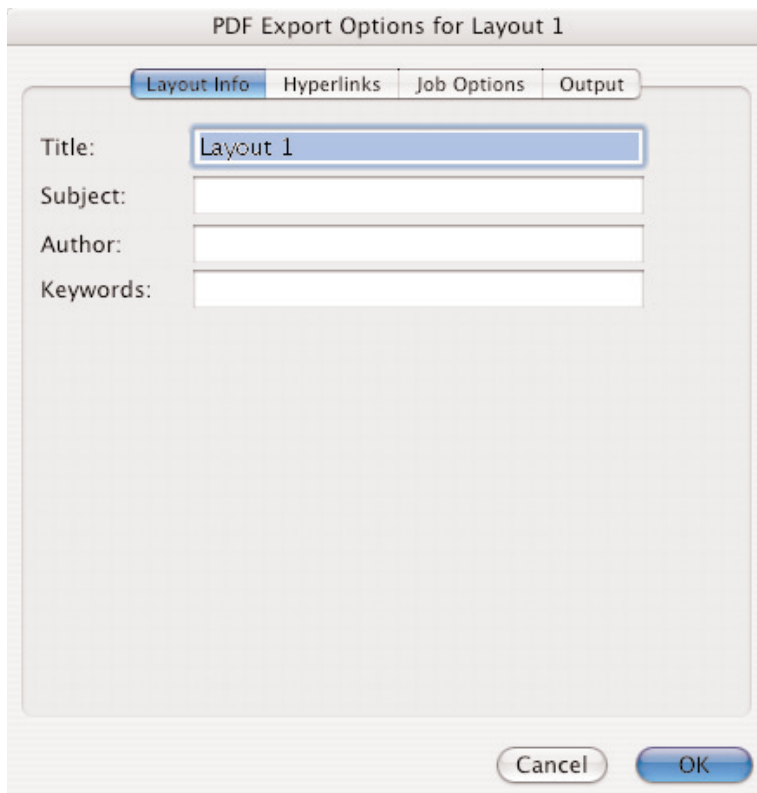


Name per Century requirements

***NOTE: NAMING YOUR FILES** – PDF files should be named as follows... The prefix is to be a 3 digit representation of the actual page number of the PDF. (001=page 1 or cover). The page number/prefix is to be followed by an underscore (_) which separates the page number/prefix from your Vol/Issue/Filename. (001_) Your Volume/Issue/Filename should be ONLY Alphabetical & Numerical values. Upper and lower case are supported. There should be no spaces, dashes, slashes or other non-Alphanumeric characters. (*&#@~?+^%\$<>"';). It is also recommend that the file names remain brief. 15 characters or less is preferred.
001_YourMagMar.pdf <--- Good file name

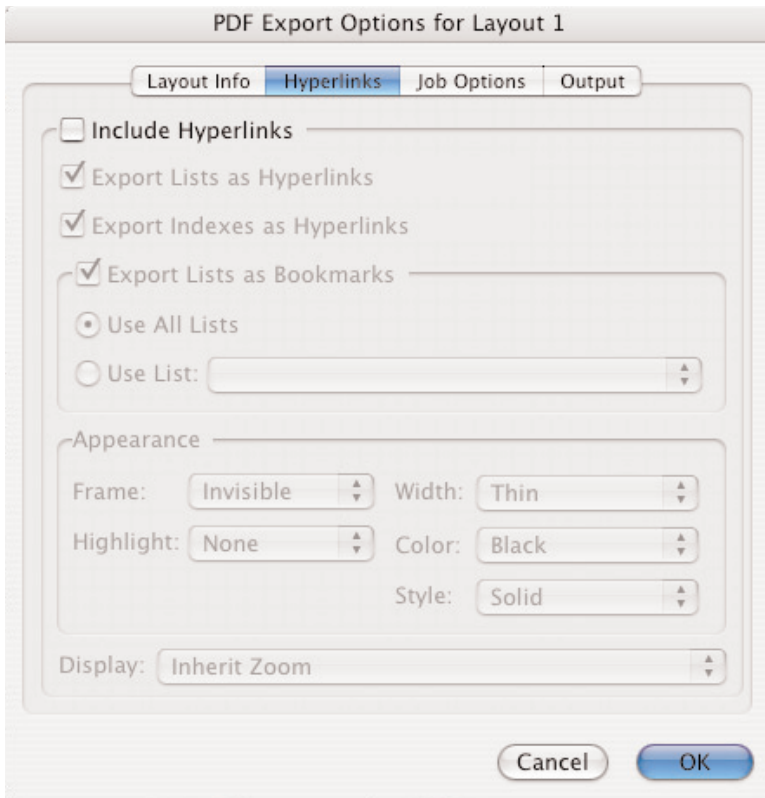
“Options” Tab:

- Select this tab to access various settings which are noted on the following pages.



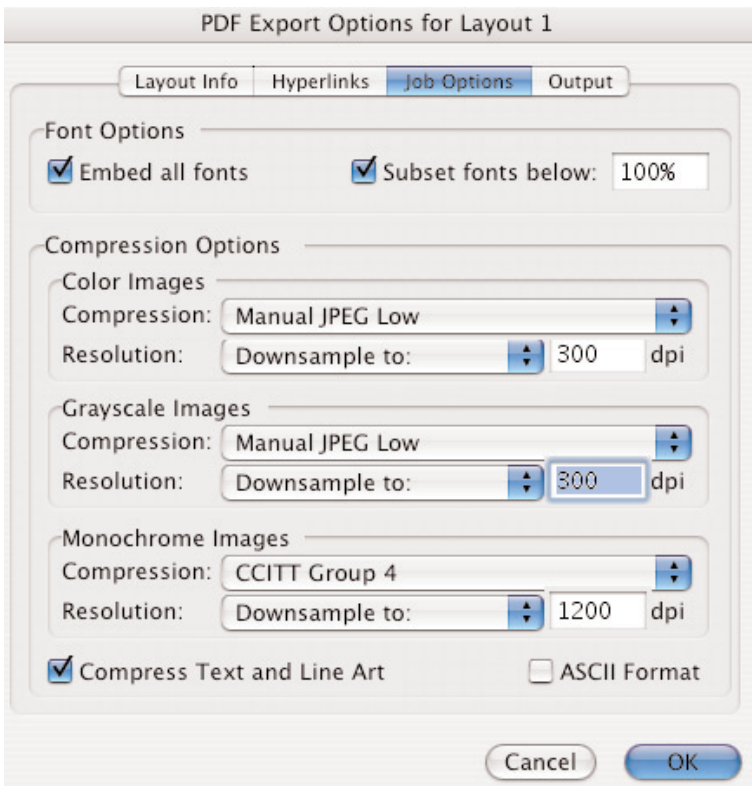
“Layout Info” Tab:

- Leave all fields to their Default



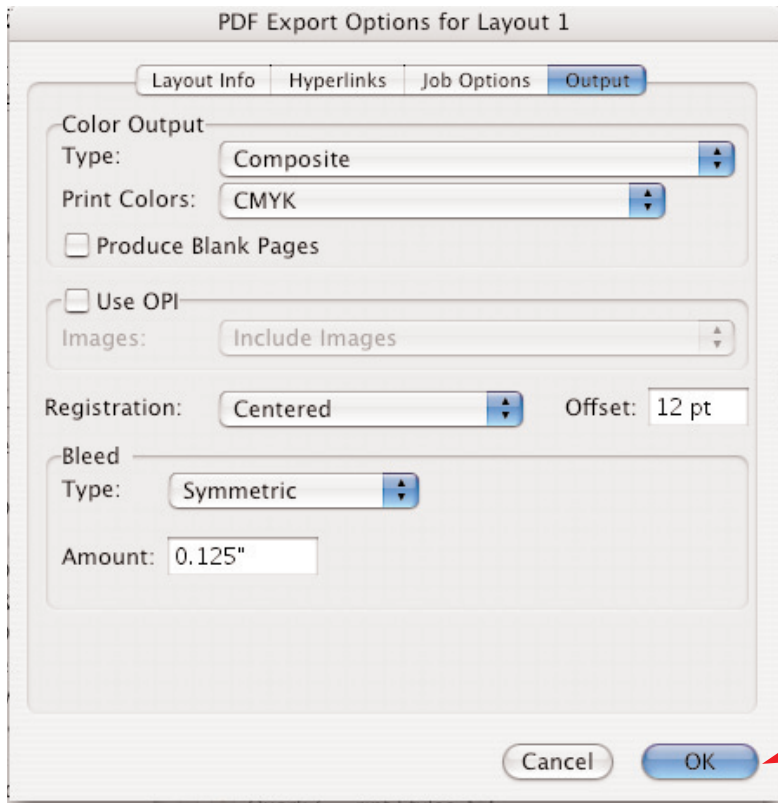
"Hyperlinks" Tab:

- Leave "Include Hyperlinks" unchecked; then all other items are "grayed out"



"Job Options" Tab:

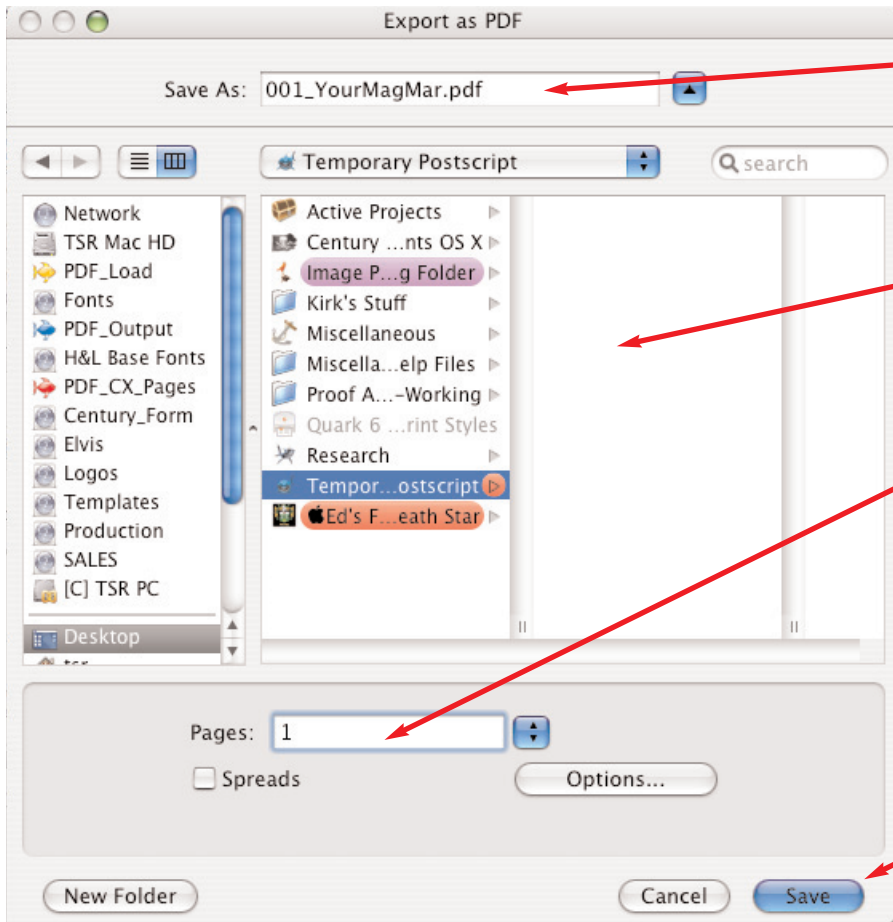
- Font Options: Embed all fonts is checked
- Check Subset Fonts below: 100%
- Color Images; Manual JPEG Low compression and Downsample to 300 dpi
- Grayscale Images; Manual JPEG Low compression and Downsample to 300 dpi
- Monochrome Images; CCITT Group 4 compression and Downsample to 1200 dpi
- "Compress Text and Line Art" is checked
- ASCII Format is unchecked



"Output" Tab:

- Color Output is set to Composite CMYK
- Produce Blank Pages is unchecked
- Use OPI is unchecked
- Registration is Centered
- Offset is 12 pt
- Bleed is Symmetric at .0125" amount

Then click "OK"... You will then be returned to the "Export" window



Name per Century requirements

Choose the location where you want to save your files

Select single page

Choose "Save"

***NOTE: NAMING YOUR FILES** – PDF files should be named as follows... The prefix is to be a 3 digit representation of the actual page number of the PDF. (001=page 1 or cover). The page number/prefix is to be followed by an underscore (_) which separates the page number/prefix from your Vol/Issue/Filename. (001_) Your Volume/Issue/Filename should be ONLY Alphabetical & Numerical values. Upper and lower case are supported. There should be no spaces, dashes, slashes or other non-AlphaNumeric characters. (*&#@~?+^%\$<>'";:). It is also recommend that the file names remain brief. 15 characters or less is preferred. **001_YourMagMar.pdf <--- Good file name**