

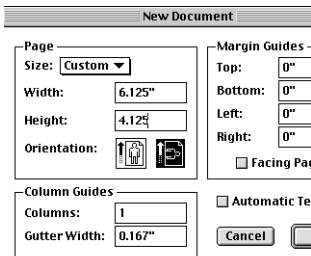
## Quark® XPress

### Step 1. File>New Document

Create your new file. Enter in the size of the document including the bleed.

Reference the size chart if you need help.

*TIP: Download a premade template from our website: [www.postcardpress.com](http://www.postcardpress.com)*



### Step 2. Set trim edge guides

Set guidelines exactly .0625" (1/16") inside of each edge of the document. These guides indicate where we will trim your card

### Step 3. Set up Safety Zone Guides

Set guidelines exactly .187" (3/16") inside of each edge of the document. These guides represent the "safety zone" of your card. Do not place critical design elements outside of the safety zone.

### Step 4. Do not save a Quark .EPS

Do not save a Quark file as .eps and place it back into your Quark document. This is unreliable!



### Step 5. Borders

If you design your file with a border around the edges, it must be a minimum of 3/16" (.187) wide, plus the 1/16" (.0625") we need for bleed. Due to physical limitations in the cutting process please allow for a +/- 3/32" cutting tolerance. Thus, ultra-thin borders may appear uneven. We recommend borders be avoided.

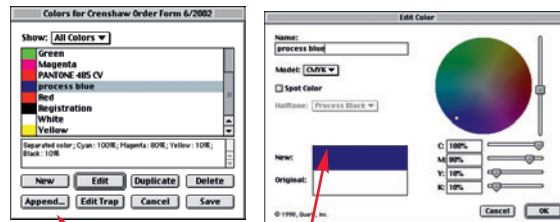
### Step 6. Do not stylize fonts using the style palette



Do not use the style palette to alter the appearance of your font. If you want a "bold" or "italic" font you must use the actual font. Do not use the shadow or outline features, they do not work. They will print okay to a laserprinter but not to a platesetter. We cannot accept responsibility for output errors due to the use of a style palette. (even if you send a proof!)

### Step 7. Edit Colors

All colors used should be CMYK. For example, create a new color by clicking *Edit>Colors* then click *New*.



Click each color in your document before sending in your job. Each color should read "Separated Color" followed by the CMYK percentages

Select CMYK from drop down menu next to "Model"  
Be sure the Spot color box is not checked!

### Step 8. Large Solid Black Areas

If you have a large solid black area, be sure to set the CMYK percentages to 60c 60m 20y 100k. This will ensure you get a rich dark black. *Note this does not apply to type!*

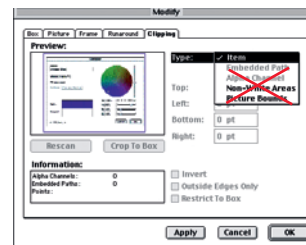
### Step 11. Check font usage

*Utilities>Usage>Fonts*

Check to make sure you have not stylized any fonts. All fonts should read <<plain>>

### Step 9. Item>Modify>Clipping Tab

Do not use Quark clipping paths. Clipping paths must be created in Photoshop only!



Check to make sure only "item" is selected

### Step 10. Border Effects

Using dotted lines or special border effects can often cause problems. We recommend avoiding them.

### Step 12. Check your images

All files placed into Quark must be:

1. CMYK
2. 300 pixels per inch
3. no extra channels
4. Flattened and saved as .tiff or .eps
5. Prepared according to Postcard Press's digital guidelines for the application you are creating the image in.

### Step 13. Collect your fonts

all postscript fonts will contain a printer font (red) and a screen font (suitcase) we need all printer fonts and screen fonts used in your document.

True type fonts look like this, and do not have a printer font.



### Step 14. Collect your images

*Utilities>Usage>Images* collect all images and place in a folder.

### Step 15. Send in your files.

*Email, FTP or mail your files.*