A Guide to PDF Filter 2.0

Table of Contents

The PDF Filter for QuarkXPress™ and QuarkXPress Passport™ software is QuarkXTensions™ software that allows you to save a page or range of pages from a QuarkXPress document as a Portable Document Format (PDF) file. The filter saves the pages in PostScript format and employs the Adobe® Acrobat® Distiller to create the PDF file. The filter also allows you to import a page of a PDF file into a QuarkXPress picture box.

MINIMUM SYSTEM REQUIREMENTS

MAC OS

- QuarkXPress 5.0 or QuarkXPress Passport 5.0
- Adobe Acrobat Distiller 3.0
- PostScript printer driver

WINDOWS

- QuarkXPress 5.0 or QuarkXPress Passport 5.0
- Adobe Acrobat Distiller 3.0
- PostScript printer driver

INSTALLING THE PDF FILTER

INSTALLING THE PDF FILTER ON MAC OS

The PDF Filter is automatically installed during a "Complete" installation using the QuarkXPress or QuarkXPress Passport 5.0 CD-ROM. If you need to reinstall the filter, follow these steps:

1 Quit QuarkXPress or QuarkXPress Passport.

2 Copy the "PDF Filter" file from the QuarkXPress CD-ROM into the "XTension" folder within your QuarkXPress application folder.

3 Copy the "PDFL40.LIB," "CoolTypeLib," and "AGMLib" files either to the "XTension" folder within your QuarkXPress application folder or to the "Extensions" folder within the "System Folder" (**System Folder ➔ Extensions**).

4 You may need to increase the memory allocation to QuarkXPress to 2000K above the default setting. Select the QuarkXPress application icon and choose **File ➔ Get Info ➔ Memory** or press ⌘+I, and choose **Memory** from the **Show** pop-up menu. Next, increase the amount in the **Preferred Size** field by 2000K and close the **Info** dialog box.

5 Launch QuarkXPress to access the features of the PDF Filter.

6 Confirm that the Acrobat Distiller PPD is in the list of PPDs shown in the PPD Manager (**Utilities ➜ PPD Manager**). This PPD is available on the Adobe Acrobat CD-ROM, and must be installed either in the "System Folder" on your computer's hard drive or in the PPD folder (if you have one) within your QuarkXPress application folder.

\!!/ Adobe Acrobat Distiller must be installed to create a PDF file. For information about obtaining Acrobat Distiller, visit the Adobe Web site at www.adobe.com.

INSTALLING THE PDF FILTER ON WINDOWS
The PDF Filter is automatically installed during a "Complete" installation using the QuarkXPress or QuarkXPress Passport 5.0 CD-ROM. If you need to reinstall the filter, follow these steps:

1 Exit QuarkXPress or QuarkXPress Passport.

2 Copy the "PDF Filter.xnt" file from the QuarkXPress Installer or Upgrader CD-ROM into the "XTension" folder within your QuarkXPress application folder.

4 Copy the "Pdfl40.dll," "Cooltype.dll," and "Agm.dll" files either to the "XTension" folder within your QuarkXPress application folder or to your system folder:

• On Windows 95 and Windows 98, the "System" folder is usually located in the "Windows" folder.

• On Windows 2000 and Windows NT, the "System32" folder is usually located in the "Winnt" folder.

\!!/ If you have questions about the location of your system folder, see your system administrator.

5 Launch QuarkXPress to access the features of the PDF Filter.

6 Confirm that the Acrobat Distiller PPD is in the list of PPDs shown in the PPD Manager (**Utilities ➜ PPD Manager**). This PPD is available on the Adobe Acrobat CD-ROM, and must be installed either in the "System" folder on your computer's hard drive or in the PPD folder (if you have one) within your QuarkXPress application folder.

7   For the PDF Filter to export correctly, you must map a PostScript printer to print to file. To do this, add a PostScript printer (**Start ➤ Settings ➤ Printers ➤ Add Printer**). Then set the properties of the printer to print to file (**Start ➤ Settings ➤ Printer (select printer) ➤ Properties ➤ Details ➤ Print to the following port ➤ FILE**).

Adobe Acrobat Distiller must be installed to create a PDF file. For information about obtaining Acrobat Distiller, visit the Adobe Web site at www.adobe.com.

USING THE PDF FILTER

The PDF Filter lets you import a page of a PDF file into a QuarkXPress picture box. In conjunction with Adobe Acrobat Distiller, it also lets you export an entire document, a range of pages, or an individual page of a document as a PDF file from QuarkXPress.

IMPORTING A PDF FILE
To import a PDF file as a graphic element:

1   While in a QuarkXPress or QuarkXPress Passport document, select a picture box.

2   Choose **File ➤ Get Picture.**

3   Navigate to the PDF file you want to import. If the PDF file contains multiple pages, you will need to select a single page using the **PDF Page** field at the bottom of the **Get Picture** dialog box.

4   Click **Open.**

The preview for the PDF page imported into a picture box will display at the color depth specified in the **Color TIFFs** pop-up menu in the **Preferences** dialog box **Display** pane (**Edit** menu) when the PDF page is imported. If you are importing a PDF file into a picture box, choose **16-bit** or **32-bit** (Mac OS), or **24-bit** (Windows) in the **Color TIFFs** pop-up menu to import a preview with a higher color depth.

To display the preview of a different page of a PDF file in the **Get Picture** dialog box, check the **Preview** check box. Then enter the page number in the **PDF Page** field. On Mac OS, press Tab to exit the **PDF Page** field.

To find out which page of a PDF file was imported into a document, choose **Utilities ➤ Usage ➤ Pictures** tab, and then click the **More Information** area.

EXPORTING AS PDF

To export one or more document pages as a PDF file:

1 Choose **File ➤ Export ➤ Document as PDF** to display the **Export as PDF** dialog box.

2 Enter a name for the PDF file or use the default file name.

3 Enter the page numbers or page ranges to export in the **Pages** field.

4 To export pages as a spread, check **Spreads**.

5 Click **Options** to change or confirm preference settings in the **PDF Export Options** dialog box. Modify settings as necessary, then click **OK.** For detailed information about the **PDF Export Options** dialog box, see the "Setting the PDF Filter Options" section of this document.

7 To avoid Courier substitution for fonts, make sure your printer driver is set to include or send necessary fonts when saving to a PostScript file. For information about how to check this setting, see the documentation for your printer driver.
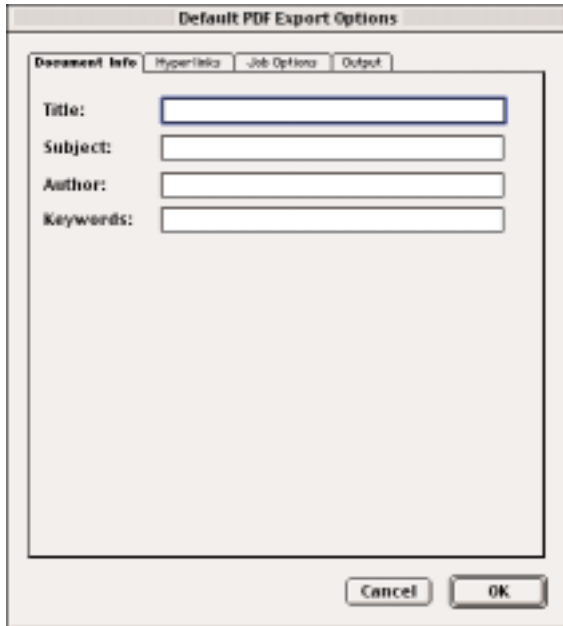
8 Click **Save.**

SETTING THE PDF FILTER OPTIONS

*The **PDF Export Options** dialog box lets you specify settings for exported PDF files. The PDF options can be application preferences; when you specify preferences in the **PDF Export Options** dialog box by choosing **Edit ➤ Preferences ➤ Preferences ➤ PDF** pane, the new settings apply to all new documents. When you specify options through the **Export as PDF** dialog box (**File ➤ Export ➤ Document as PDF**), the settings apply only to the active document.*

SETTING DOCUMENT INFORMATION OPTIONS

You can set preferences for general information about exported PDF files in the **Document Info** tab of the **PDF Export Options** dialog box.

1 Choose **Edit ➤ Preferences ➤ Preferences**, then click **PDF** in the list on the left to display the **PDF** pane.

2 Click the **Options** button to display the **PDF Export Options** dialog box, and then click the **Document Info** tab.

Use the **Document Info** tab of the **PDF Export Options** dialog box to enter general information about PDF files.
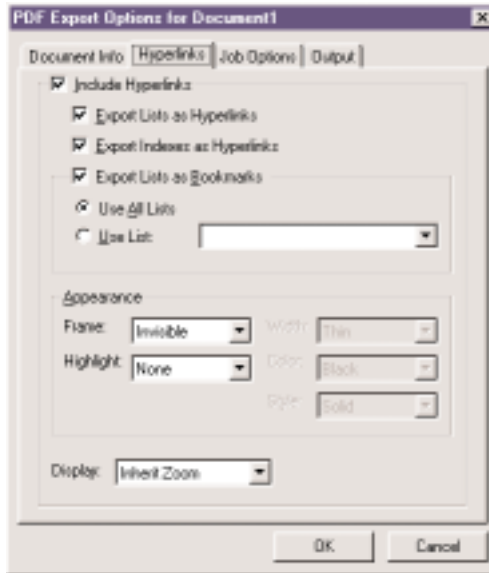
3 Enter the appropriate information for the PDF file in each field of the **Document Info** tab.

4 Click **OK** or click another tab in the **PDF Export Options** dialog box.

SETTING OPTIONS FOR HYPERLINKS
The PDF Filter lets you set options to create hyperlinks for QuarkXPress and QuarkXPress Passport hyperlinks, lists, and indexes when you export the document. You can adjust the default hyperlink options for PDF export in the **Hyperlinks** tab of the **PDF Export Options** dialog box.

1 Choose **Edit ➤ Preferences ➤ Preferences,** then click **PDF** in the list on the left to display the **PDF** pane.

2 Click the **Options** button to display the **PDF Export Options** dialog box, and then click the **Hyperlinks** tab.

Use the **Hyperlinks** tab of the **PDF Export Options** dialog box to create hyperlinks for QuarkXPress hyperlinks, lists, and indexes.

3 Check **Include Hyperlinks** to enable hyperlinks in the PDF file.

4 To convert lists to hyperlinks, check **Export Lists as Hyperlinks.**

5 To convert indexes to hyperlinks, check **Export Indexes as Hyperlinks.**

6 To change lists to PDF bookmarks, check **Export Lists as Bookmarks.** Clicking a bookmark in the resulting PDF file will take the reader directly to the list item's text in the main body of the PDF file.

• Choose **Use All Lists** to change all lists in the document to PDF bookmarks.

• Choose **Use List** to change only one list in the document to PDF bookmarks. Then use the pop-up menu to the right of **Use List** to choose the list that will change to bookmarks.

7 The **Appearance** area lets you specify how the PDF file's hyperlinks will display on the screen.

• Choose **Invisible** or **Visible** from the **Frame** pop-up menu to indicate whether a frame will display around each hyperlink. When **Visible** is chosen, the **Width**, **Color**, and **Style** pop-up menus are available.

• Use the **Highlight** pop-up menu to specify how the hyperlink will display when it is clicked in the PDF file.

Choose **None** if you do not want the hyperlink to display differently when it is clicked.

Choose **Invert** if you want the hyperlink to display in a different color when it is clicked. The second color will be a complementary (opposite) color on the color wheel.

Choose **Outline** to display a black outline around the hyperlink text when it is clicked.

Choose **Inset** to create a three-dimensional button effect when the hyperlink is clicked.

- Choose **Thin, Medium**, or **Thick** from the **Width** pop-up menu to specify the width of the frames.
- Choose a color from the **Color** pop-up menu to specify the color of the frames.
- Choose **Solid** or **Dashed** from the **Style** pop-up menu to specify whether the frames will be solid or dashed lines.

8 Use the **Display** pop-up menu to specify how the hyperlink page will display in the PDF file:

- Choose **Inherit Zoom** to display hyperlink pages at the same magnification as the rest of the PDF file.
- Choose **Fit Window** to scale hyperlink pages to fit in the document window, while maintaining the width-to-height ratio of the pages.
- Choose **Fit Width** to fit the horizontal width of hyperlink pages in the document window, while maintaining the width-to-height ratio of the pages.
- Choose **Fit Length** to fit the vertical height of hyperlink pages in the document window, while maintaining the width-to-height ratio of the pages.

9 Click **OK** or click another tab in the **PDF Export Options** dialog box.

You must have the Index QuarkXTensions software installed in order to have index links.

For the PDF Filter to convert lists to hyperlinks or bookmarks, the lists must be created and built using the QuarkXPress **Lists** feature (**Edit** and **View** menus) before the document is exported as a PDF file.

If you have created hyperlinks using the QuarkXPress hyperlinks feature, checking **Include Hyperlinks** will convert them to hyperlinks within the PDF file.

OVERRIDING ACROBAT DISTILLER'S DEFAULT OPTIONS
When you export a file as PDF from QuarkXPress or QuarkXPress Passport, Acrobat Distiller uses its own settings for compression and font embedding options. The **Job Options** tab lets you override the standard Acrobat Distiller settings for these functions.
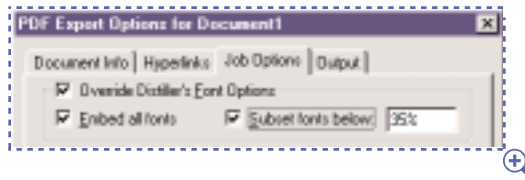
\!!/ For detailed information about the controls in the **Job Options** tab, see the documentation for Acrobat Distiller on the Adobe Acrobat CD-ROM.

OVERRIDING FONT OPTIONS
To override Acrobat Distiller's font options:

1 Choose **Edit ➤ Preferences ➤ Preferences,** then click **PDF** in the list on the left to display the **PDF** pane.

2 Click the **Options** button to display the **PDF Export Options** dialog box, and then click the **Job Options** tab.

3 Check **Override Distiller's Font Options.** This enables the check boxes in the **Override Distiller's Font Options** area.

4 To embed all TrueType and Type 1 fonts in the PDF file, check **Embed all fonts.**

5 To embed only the font characters that are used in the document, check **Subset fonts below** and enter the character threshold percentage. The character threshold is the point beyond which Acrobat Distiller embeds the entire font. For example, the default character threshold is 35%. If less than 35% of the characters in a font are used in the PDF file, Acrobat Distiller will make a subset of those characters; however, if more than 35% of the characters are used in the file, Acrobat Distiller will embed the entire font.

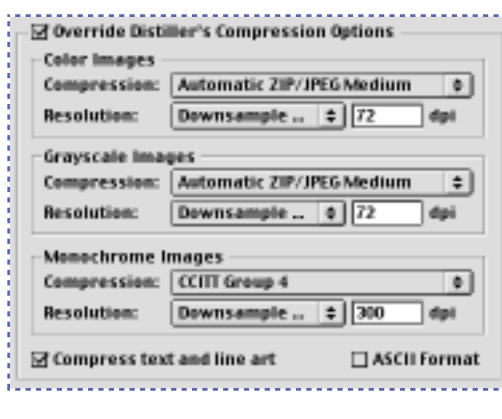Use the **Override Distiller's Font Options** area of the **Job Options** tab to specify PDF font options.

6 Click **OK** or adjust the image compression options in the lower section of the **Job Options** tab.

OVERRIDING IMAGE COMPRESSION OPTIONS
To override Acrobat Distiller's image compression options:

1 Choose **Edit ➤ Preferences ➤ Preferences,** then click **PDF** in the list on the left to display the **PDF** pane.

2 Click the **Options** button to display the **PDF Export Options** dialog box, and then click the **Job Options** tab.

3 Check **Override Distiller's Compression Options.** This enables the options in the **Override Distiller's Compression Options** area.

4 Use the **Color Images, Grayscale Images**, and **Monochrome Images** areas to choose compression settings for color, grayscale, and black-and-white images.

• In the **Color Images** area, choose the item from the **Compression** pop-up menu that suits the way you want Acrobat Distiller to compress color bitmap images. If you choose an automatic compression option, Acrobat Distiller applies the compression method that best suits each individual image. If you choose a manual compression option, you determine whether ZIP or JPEG compression will be applied to color bitmap images. When choosing a JPEG compression option, choose the amount of compression Acrobat Distiller should apply (**High, Medium High, Medium, Medium Low,** or **Low**).

• In the **Grayscale Images** area, choose the item from the **Compression** pop-up menu that suits the way you want Acrobat Distiller to compress grayscale bitmap images. If you choose an automatic compression option, Acrobat Distiller applies the compression method that best suits each individual image. If you choose a manual compression option, you determine whether ZIP or JPEG compression will be applied to grayscale bitmap images. When choosing a JPEG compression option, choose the amount of compression Acrobat Distiller should apply (**High, Medium High, Medium, Medium Low,** or **Low**).

• In the **Monochrome Images** area, choose **None, CCITT Group 3, CCITT Group 4, ZIP,** or **Run Length** from the **Compression** pop-up menu to specify the type of compression Acrobat Distiller should apply to monochrome (black-and-white) images.

• Use the **Resolution** pop-up menu in each area to choose whether to maintain the resolution of the images, or to downsample or subsample them to reduce file size. If you choose **Downsample to,** Acrobat Distiller determines the average pixel color in an area and replaces the area with a larger single pixel containing the average color. If you choose **Subsample to,** Acrobat Distiller selects the center pixel in an area and enlarges it to replace the area with a single pixel.

• If you choose **Downsample to** or **Subsample to,** enter the final resolution of the image in the **dpi** field in each area.

5 To compress the document's text and line art using ZIP compression, check **Compress text and line art.**

6 To export the PDF file as ASCII instead of binary format, check **ASCII Format.**

Use the **Override Distiller's Compression Options** area of the **Job Options** tab to specify image compression options.

7 Click **OK** or click another tab in the **PDF Export Options** dialog box.
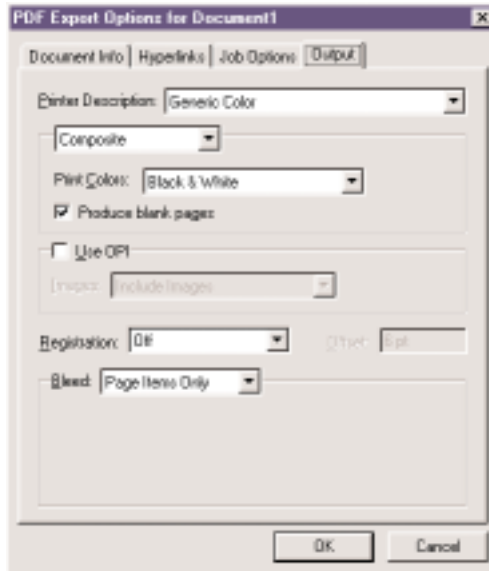
Mac OS only: When you override Acrobat Distiller's font options on Mac OS, the result is sometimes a very large PostScript file. Therefore, you may want to adjust image compression options without overriding the font options. The PDF Filter allows you to override Acrobat Distiller's font options and image compression options independently.

SETTING OPTIONS FOR PRINTING THE PDF FILE

Use the **Output** tab of the **PDF Options** dialog box to specify settings for PDF files that will later be printed to output devices:

1 Choose **Edit ➤ Preferences ➤ Preferences**, then click **PDF** in the list on the left to display the **PDF** pane.

2 Click the **Options** button to display the **PDF Export Options** dialog box, and then click the **Output** tab.

PDF Export Options for Document1

Document Info | Hyperlinks | Job Options | Output

Printer Description: Generic Color

Composite

Print Colors: Black & White

☑ Produce blank pages

☐ Use OPI

Images: Include Images

Registration: Off   Offset: 6 pt

Bleed: Page Items Only

OK   Cancel

Use the **Output** tab of the **PDF Export Options** dialog box to specify settings for PDF files that will be printed to output devices.

3 Choose the appropriate PPD from the **Printer Description** pop-up menu. To create device-independent PDF files, choose an Acrobat Distiller PPD. To create PDF files with device-specific information (for example, device halftoning), choose the appropriate PPD for that device.

4 Use the pop-up menu below the **Printer Description** pop-up menu to specify whether output will be composite or separation.

• To create separations for exported PDF files, choose **Separations** and then use the controls in the **Separations** area to specify separation settings:

From the **Plates** pop-up menu, choose **Convert to Process, Used Process and Spot,** or **All Process and Spot.** The **Convert to Process** option converts all colors in the file to process colors and produces process plates. The **Used Process and Spot** option produces plates for process and spot colors used in the document. The **All Process and Spot** option produces all process and spot color plates.

To produce plates for all document colors, check **Produce Blank Plates.** This will produce a plate for every color used in the document, regardless of whether each color was used on the page you are exporting.

• To create composite PDF files, choose **Composite** and then use the controls in the **Composite** area to specify separation settings:

From the **Print Colors** pop-up menu, choose **Black & White, Grayscale, CMYK,** or **RGB.** The **Black & White** option produces a PDF that uses only black and white (no shades of gray). The **Grayscale** option produces a PDF

that depicts colors by using shades of gray. The **CMYK** option creates a PDF that uses composite CMYK color. The **RGB** option creates a PDF that uses composite RGB color.

To produce every page in the document, regardless of whether the items are on the page, check **Produce Blank Pages.** To omit blank pages from the PDF file, uncheck **Produce Blank Pages.**

5 To include Open Prepress Interface (OPI) comments in exported PDF files, check **Use OPI**, and then choose an option from the **Images** pop-up menu.

• Use the default setting, **Include Images,** when you are not using an OPI server. The **Include Images** option does not embed OPI comments for EPS pictures, and if a high-resolution file cannot be found for printing, the screen preview is substituted.

• Choose **Omit TIFF** when you are outputting to an OPI prepress system that replaces TIFF pictures only (most OPI systems use this method). The **Omit TIFF** option replaces TIFF pictures with OPI comments in the file. EPS pictures are included; OPI comments for the EPS pictures are not included.

• Choose **Omit TIFF & EPS** when you are outputting to an OPI prepress system that replaces both TIFF and EPS pictures. The **Omit TIFF & EPS** option replaces both TIFF *and* EPS pictures with OPI comments in the file.
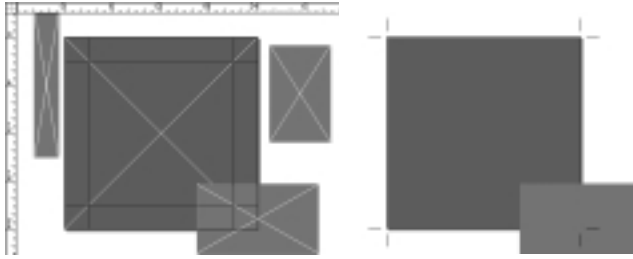
OPI is a technology that lets you import a low-resolution version of a picture, called a *proxy file,* into a QuarkXPress document during the layout and proofing stage. By using a particular set of PostScript comments, QuarkXPress and the PDF Filter can then create a PDF file that tells a prepress system or OPI server to automatically exchange the proxy file with a high-resolution version of the picture when outputting the PDF file to film. For detailed information about OPI, refer to the Adobe OPI documentation or your OPI software documentation, or consult with your service bureau.

To use OPI technology, final output of the PDF file must be made to a prepress system or server that can interpret OPI comments and that has access to the high-resolution versions of pictures targeted for OPI.

6 To specify that crop marks and registration marks should print on every page of exported PDF files, choose **Centered** or **Off Center** from the **Registration** pop-up menu. To specify the distance between the edge of the page and the beginning of the crop marks, enter a value in the **Offset** field.

7 Choose the type of bleed for exported PDF files in the **Bleed** area.

• To create bleeds by extending items from the document pages onto the pasteboard, choose **Page Items** from the **Bleed** pop-up menu. Any item that

extends off the document page will bleed in its entirety, within the limits of the printing device's imageable area.

Choose **Page Items Only** to create a bleed by extending items from the document page onto the pasteboard. An item that extends off the document page (left) prints in its entirety (right), while pasteboard items that do not extend from the page do not print.

• To automatically create a bleed by defining how far the bleed extends from the document page edges, choose **Symmetric** or **Asymmetric** from the **Bleed** pop-up menu.

A symmetric bleed extends the same distance from each page edge. If you choose **Symmetric**, enter a value in the **Amount** field to specify the bleed amount from the page edge.

A symmetric bleed set to 2 picas.

An asymmetric bleed defines different bleed amounts for each edge of the page. If you choose **Asymmetric,** specify the bleed values for the appropriate page edges in the **Top**, **Bottom**, **Left,** and **Right** fields. Automatic bleed settings apply to every page in the document.

An asymmetric bleed set to 1 pica **Top**, 2 picas **Bottom**, 3 picas 5 points **Left**, and 4 picas **Right**.

\!/ When you are working in a document with facing pages, the **Left** and **Right** fields for an asymmetric bleed become the **Inside** and **Outside** fields. The **Inside** bleed affects the side nearest to the document's spine, and the **Outside** bleed affects the side of the page farthest from the spine.
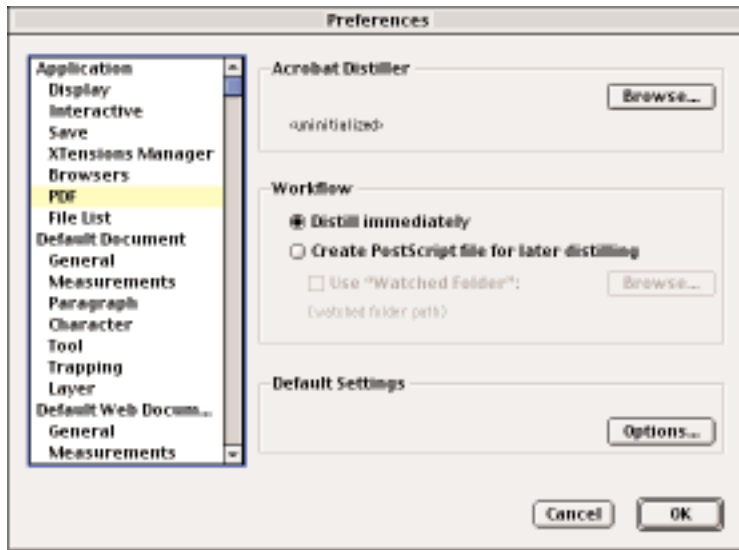
When creating a symmetric or asymmetric bleed, QuarkXPress uses the bleed values to clip items.

8 Click **OK** or click another tab in the **PDF Export Options** dialog box.

SETTING PREFERENCES FOR DISTILLING THE FILE

*The **PDF** pane of the **Preferences** dialog box (**Edit** menu) lets you set preferences for the actions that Acrobat Distiller will perform when you export a QuarkXPress or QuarkXPress Passport document as a PDF file.*

1 Choose **Edit ➤ Preferences ➤ Preferences**, then click **PDF** in the list on the left to display the **PDF** pane.

Use the **PDF** pane of the **Preferences** dialog box to set preferences for the actions that Acrobat Distiller will perform when you export a QuarkXPress document.

2 If the **Acrobat Distiller** area does not display the correct path to the Acrobat Distiller application on your computer, click **Browse** and use the controls in the **Locate Acrobat Distiller** dialog box to choose the application.

3 The **Workflow** area settings control whether Acrobat Distiller will distill the PDF file after QuarkXPress exports it.

- Choose **Distill immediately** to automatically launch Acrobat Distiller after export and create a PDF file from the exported PostScript file.

\!/   Choosing **Distill immediately** will cause Acrobat Distiller to launch if it is not already running, and to distill the PostScript file. After the PostScript file has been distilled, it is deleted from the computer and Acrobat Distiller quits. Acrobat Distiller does not quit if it was already running at the time of the export.

- Choose **Create PostScript file for later distilling** to stop the PDF export process after the PostScript file is created.
- The **Use "Watched Folder"** check box becomes available when you choose **Create PostScript file for later distilling.** Check the **Use "Watched Folder"** check box to set a default folder where the PostScript file will be saved. Then click **Browse** and use the controls in the dialog box to choose the folder where the PostScript file will be saved. If this folder has been set up as a watched folder in Acrobat Distiller, Acrobat Distiller monitors the folder for changes. When it detects a PostScript file that was not present the last time it checked the watched folder, Acrobat Distiller automatically creates a PDF file from the PostScript file.

\!/   If you choose **Create PostScript file for later distilling** but do not check **Use "Watched Folder,"** the PostScript file will be saved to the location you specify in the **Export as PDF** dialog box.

4 Click **OK.**

COMPATIBILITY ISSUES

- If the majority of items on a page are flipped or rotated to the same degree, Acrobat Distiller rotates that entire page when creating the PDF file. You can rotate individual pages back to the correct orientation after the PDF file has been created. To do this, open the PDF file in Adobe Acrobat, then choose **Document ➜ Rotate Pages** and enter appropriate information in the **Rotate Pages** dialog box. For detailed information about rotating pages, see the documentation on your Adobe Acrobat CD-ROM.
- (Mac OS only) A PDF page imported into a QuarkXPress document on a PowerPC-based system will print at low resolution from a 68K-based system.

CONTACTING QUARK

For information about how to contact Quark, see the "Contacting Quark.pdf" file on the QuarkXPress or QuarkXPress Passport CD-ROM.

IN THE AMERICAS

If you are unable to access the "Contacting Quark.pdf" file, contact Quark™ Technical Support by phone at (303) 894-8899 between 7:00 a.m. and 6:00 p.m. Mountain Time, Monday through Friday, or send an e-mail to Quark Technical Support at MacTech@quark.com or WinTech@quark.com.

OUTSIDE THE AMERICAS

If you are unable to access the "Contacting Quark.pdf" file, contact your local Quark office or Quark Full Service Distributor.

For an up-to-date list of Quark offices and Quark Full Service Distributors, click the "Contact Quark" link on the Quark Web site at www.quark.co.uk.

For e-mail support of QuarkXPress, send a message to techsupport@uk.quark.ch, MacTech@quark.com, or WinTech@quark.com.