Quark Print Collection User Guide

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2   Quark MarkIt

3 Quark Imposer for QuarkXPress

Chapter 1: Quark Item Marks

WHAT IT IS

Quark® Item Marks provides convenient methods for making crop marks and registration marks for individual items and pages.

WHAT IT ADDS TO QUARKXPRESS

Quark Item Marks, XTensions® software, adds to QuarkXPress® the **Item Marks** dialog box (**Item → Item Marks**). The **Item Marks** dialog box contains three panes of controls:

- Controls in the **Crops** pane determine the placement of the crop, bleed, margin marks, guides, and dimension arrows.
- Controls in the **Marks** pane determine the type and placement of the registration marks, including targets, color bars, and text slugs.
- Controls in the **Placement** pane determine on what layer and where on the page — or in relation to the selected items — the marks, guides, and arrows are created.
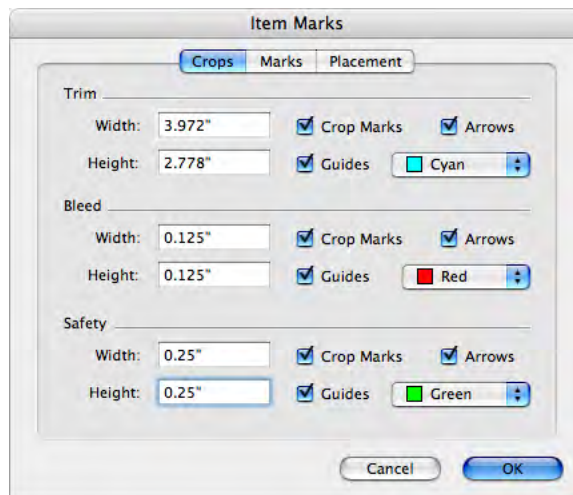
The **Item Marks** dialog box.

HOW IT WORKS

Item Marks adds items and guides around selected items. Since the items are part of the layout pages, you might want to use Item Marks after layouts are final and

are ready for production. You can also place marks on a separate layer so they don't interfere with page items. To use Item Marks:

1 Select an item, multiple items, or a group.

2 Choose **Item → Item Marks.**

3 Set up the crop marks using controls in the **Crops, Marks,** and **Placement** panes of the **Item Marks** dialog box.

4 Click **OK** to display the marks.

5 If the marks need adjustment, choose **Edit → Undo** and set up the marks again.

➡ To create crop marks for an entire page, create a box the exact dimensions of the page and place it behind all other items on the page (**Item → Send to Back**). Select this box when creating the marks.

THE CROPS PANE

The **Crops** pane contains controls for **Trim, Bleed,** and **Safety.** Look here for information about how the controls in the **Crops** pane work.
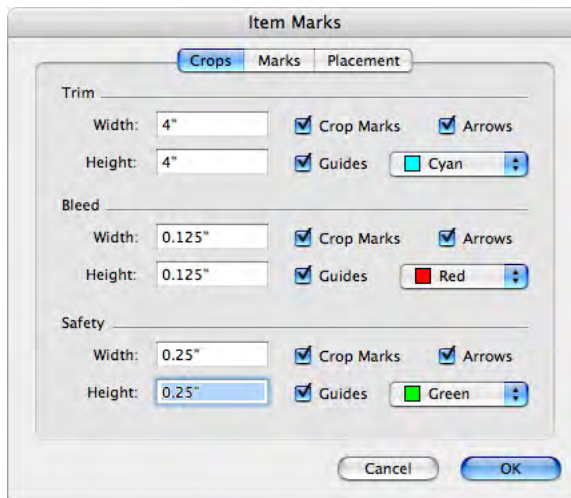
The **Crops** pane of the **Item Marks** dialog box.

THE TRIM AREA

Controls in the **Trim** area affect the marks for trim size of the item or page. The values in the **Width** and **Height** fields default to the width and height of the selected item or group. The minimum value for the **Width** and **Height** fields is 2 points and the maximum value is the width and height of the spread.

THE BLEED AREA

Controls in the **Bleed** area affect the marks for the bleed area of the item or page. The values in the **Width** and **Height** fields are expressed as a value offset outward from the trim.

The minimum value for the **Bleed Height** and **Width** fields is 0 points and the maximum is 72 points.

THE SAFETY AREA

Controls in the **Safety** area affect the marks for the "live" area within the trim area. The values in the **Width** and **Height** fields are expressed as a value offset inward from the trim.

The minimum value for the **Safety Height** and **Width** fields is 0 points, and the maximum is 25% of the trim width and height.

➡ The maximum values allowed for the **Trim** and **Bleed** fields is affected by the setting in the **Placement** pane.

CROP MARKS, GUIDES, AND ARROWS CHECK BOXES

The **Trim, Bleed,** and **Safety** areas each contain controls for crop marks, guides, and arrows.

- The **Crop Marks** check box toggles on and off crop marks, which consist of standard QuarkXPress lines. The user defines the crop mark thickness and length in the **Line Width** and **Line Length** fields in the **Marks** pane.
- The **Guides** check box gives you the option of creating exact guides that align with the trim, bleed, or safety dimensions. The color of each for **Trim, Bleed,** and **Margins** can be set by clicking the color swatch next to the **Guides** check box. Quark Item Marks guides are standard QuarkXPress guides, which do not print.
- The **Arrows** check box gives you the option of placing dimension arrows that align with the crop dimensions. Quark Item Marks arrows are standard black QuarkXPress lines with arrowhead end caps, and the dimensions are provided in standard QuarkXPress text boxes. The text boxes containing the dimensions are white with no frames and are placed over the arrows. The text is 7 point Helvetica®, colored black. The thickness of the arrow is set in the **Line Width** field in the **Marks** pane. When **Arrows** is checked, arrows will only be placed if the dimensions are large enough to allow for the text boxes containing the dimensions.

USING THE CROPS PANE

The easiest way to see the effects of controls in the **Crops** pane is to review the examples shown here with a picture box measuring 24×24 picas (4"×4").

EXAMPLE 1

In this simple example, **Crop Marks** is checked in the **Trim** area. No other options are checked in the **Trim, Bleed**, or **Safety** areas.
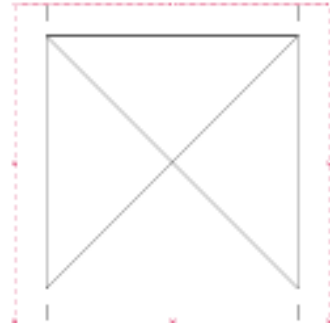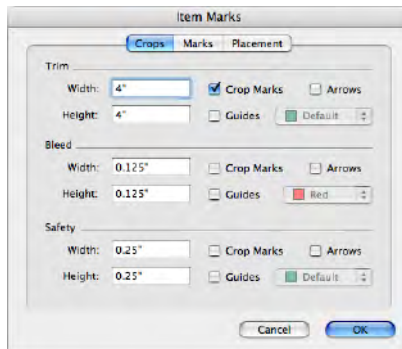
Crop marks indicated for the trim area.

EXAMPLE 2

In this example, **Crop Marks** and **Guides** are checked for the **Trim** area.

Crop marks and guides set for the trim area.

EXAMPLE 3

In this example, **Arrows** is checked in the **Trim** area in addition to **Crop Marks** and **Guides.** Note that for the arrow on the right side, the text is rotated 90° to the right, so that the baseline for the dimension text is facing the item.
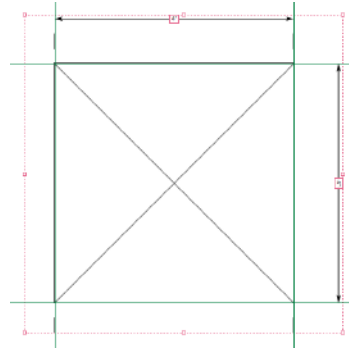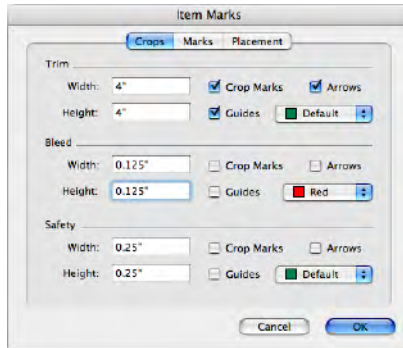
Crop marks, guides, and arrows set for the trim area.

EXAMPLE 4

Guides is now checked in the **Bleed** area in addition to **Crop Marks, Guides,** and **Arrows** in the **Trim** area. The edges of the bleed area are offset 9 points from the trim area.
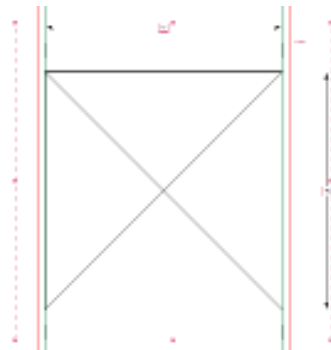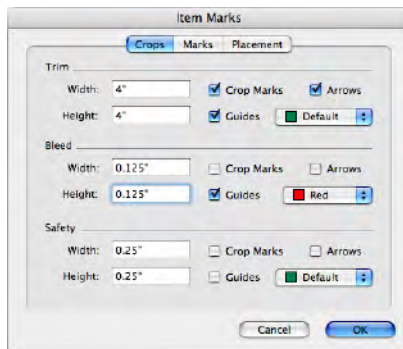
Guides for the bleed area in addition to crop marks, guides, and arrows for the trim area.

EXAMPLE 5

Here, **Crop Marks, Guides,** and **Arrows** is checked in all three areas — the **Trim,** the **Bleed,** and the **Safety.** Notice how with the bleed, the dimension arrow aligns with the outer point of the crop mark, for the trim it aligns with the center, and for the safety it aligns with the inner point.
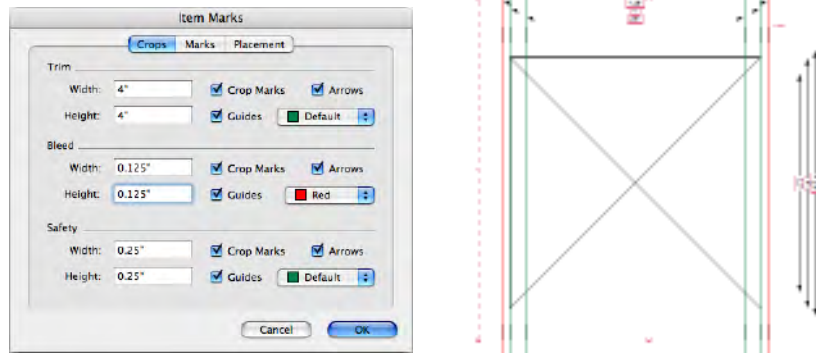
Crop marks, arrows, and guides for the trim, bleed, and safety areas.

THE MARKS PANE

The **Marks** pane contains controls for **Press Marks, Plate Tags,** and **Mark Specifications.** Look here for information about how the controls in the **Marks** pane work.
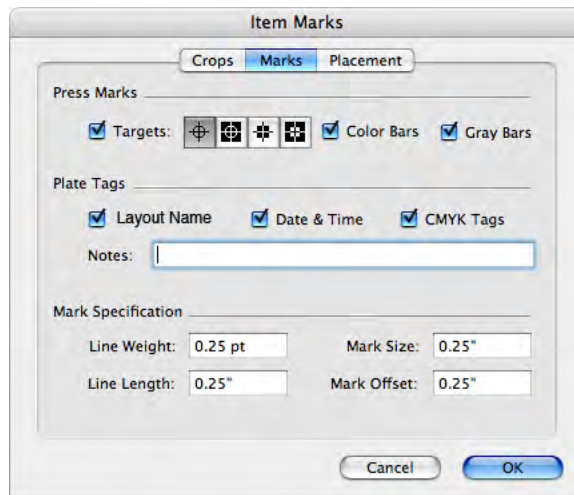
The **Marks** pane of the **Item Marks** dialog box.

THE PRESS MARKS AREA

When **Targets** is checked in the **Press Marks** area, four buttons displaying the four types of targets are available: **Round Positive, Round Negative, Square Positive,** and **Square Negative.** They are each comprised of QuarkXPress items and are placed centered on all four sides in the trim area.

- The **Round Positive** marks consist of a QuarkXPress circular box with a white background, a .25-point frame, and two .25-point cross members that are both Registration color.
- The **Round Negative** targets are the same, except the colors are reversed.
- The **Square Positive Marks** consist of a QuarkXPress square box with a white background, a .25-point frame, and two .25-point cross members that are both Registration color.
- The **Square Negative** targets are the same, except the colors are reversed.

If the area between the trim dimensions is too small to accommodate the targets, they will not be placed.

In the **Press Marks** area, when **Color Bars** and/or **Gray Bars** is checked, the bars are placed outside the trim area.

- The **Color Bars** in Quark Item Marks consist of boxes filled with a color for each ink defined in the project along with a box containing a 50% shade of Cyan, Magenta, Yellow, and Black. You set both the height and the width of each box in the **Mark Size** field in the **Marks** pane.
- The **Gray Bars** in Quark Item Marks are comprised of 10 boxes filled with 10%–100% Registration color, in increments of 10 percentage points. You set both the height and the width of each box in the **Mark Size** field in the **Marks** pane.

If the area between the trim dimensions is too small to accommodate the color and/or gray bars, they will not be placed.

THE PLATE TAGS AREA

Using the **Plate Tags** area, you can add a date and time, layout name, CMYK tags, and notes to your marks.

- When **Date & Time** is checked, a white text box containing the date and time is placed outside the trim area and is located at top right.
- When **Layout Name** is checked, a white text box containing the file's name is placed outside the trim area and is located at top left.

- When **CMYK Tags** is checked, a white text box containing the letters "CMYK," with each letter colored its corresponding color is placed outside the trim area, and is located at left.

- If text is entered in the **Notes** field, a white text box containing the text in 7-point Helvetica is placed outside the trim area at the bottom. The **Notes** field is limited to 1,024 characters.

THE MARK SPECIFICATIONS AREA

The **Mark Specifications** controls determine the characteristics of the crop and registration marks.

- The **Line Weight** field determines the thickness of the crop, bleed, and margin marks. The default value is 0.25 point.

- The **Line Length** field determines the length of the crop, bleed, and margin marks. The default value is .25".

- The **Mark Size** field determines the size across of the target marks and the size across of each block comprising the color bars and gray bars. The default value is .25".

- The **Mark Offset** value determines how far from the trim the marks (crop, bleed, margin, and registration marks) will be placed. The default value is .25".

USING THE MARKS PANE

The easiest way to see the effects of controls in the **Marks** pane is to review the examples shown here with a picture box measuring 24×24 picas (4"×4").
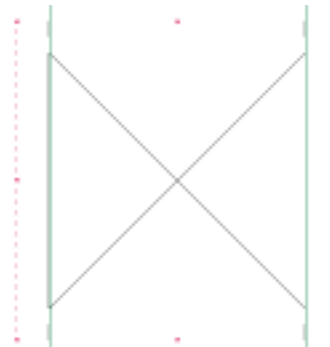
EXAMPLE 1

In addition to **Crop Marks** in the **Trim** area, this example shows **Targets** checked. Notice how the target marks are centered between the crop marks on each side.
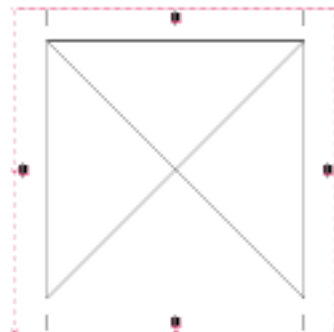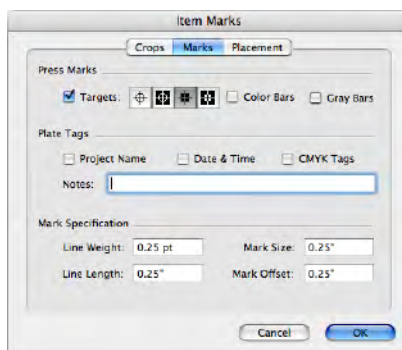
Targets are centered between crop marks.

EXAMPLE 2

Color Bars and **Gray Bars** are now checked in addition to **Targets** and **Crop Marks** in the **Trim** area. Note how the color and gray bars are placed underneath the target marks. The target marks should always remain frontmost.
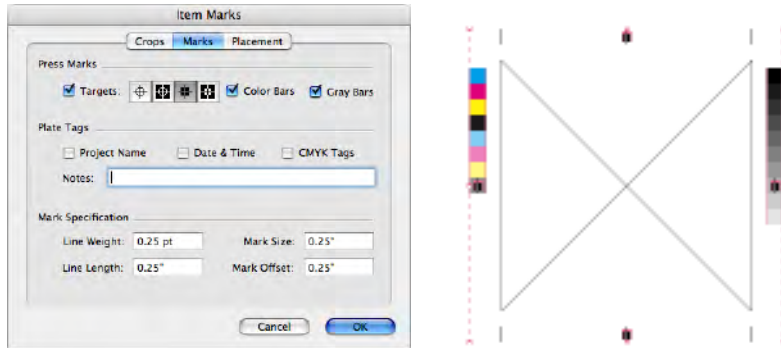
Color bars and gray bars are placed under target marks.

EXAMPLE 3

All the **Plate Tags** are checked — **Project Name**, **Date & Time**, and **CMYK Tags** — and **Notes** are added. Note the placement for each.
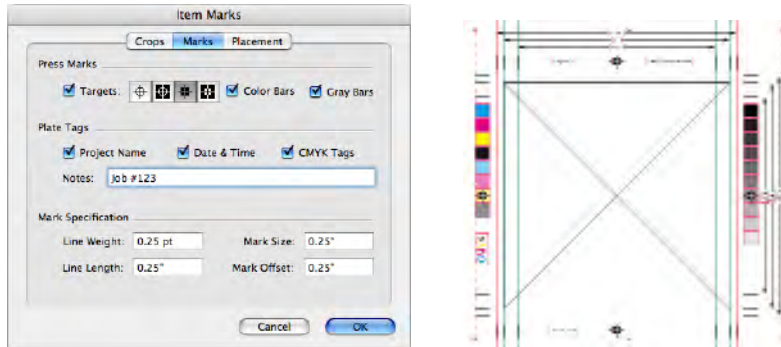
Small text boxes display plate tags in 7-point Helvetica.

THE PLACEMENT PANE

The **Placement** pane controls where marks are placed. Look here for information about how the controls in the **Placement** pane work.
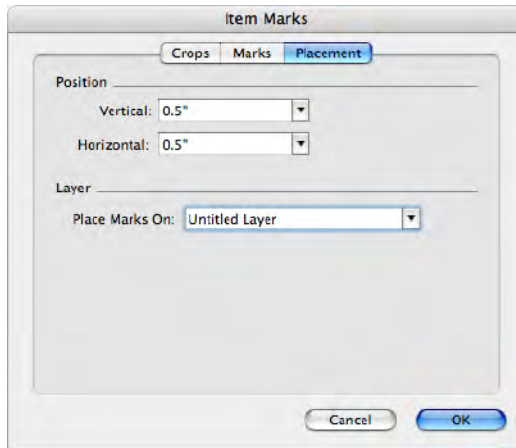
The **Placement** pane of the **Item Marks** dialog box.

THE POSITION AREA

The **Position** controls determine the position of the Quark Item Marks in relation to the selected items or page.

• The **Vertical** field specifies the vertical position of the trim area on the page. Enter a value to specify how far from the top of the items or page the trim area should be placed. Or, choose **Top, Center,** or **Bottom.** If **Top** is selected, the trim area is placed flush against the top edge of the page. If **Center** is selected, the trim area is centered vertically on the page. If **Bottom** is selected, the trim area is placed flush against the bottom of the page.

• The **Horizontal** field specifies the horizontal position of the trim area on the page. Enter a value to specify how far from the left edge of the page the trim area should be placed. Or, choose **Left**, **Center**, or **Right.** If **Left** is selected, the trim area is placed flush against the left edge of the page. If **Center** is selected, the trim area is centered horizontally on the page. If **Right** is selected, the trim area is placed flush against the right edge of the page.

➡ The **Position** settings can affect the maximum values for the **Width** and **Height** fields in the **Crops** pane's **Trim** and **Bleed** areas.

THE LAYERS AREA

If you want to place marks on a specific layer (**Window → Layers**), choose it from the **Place Marks On** drop-down menu. You can also create a layer for the marks by entering a name in the field.

Chapter 2: Quark MarkIt

WHAT IT IS

Quark MarkIt lets you quickly and consistently add press marks — such as trim lines, registration targets, and color and gray bars — to QuarkXPress layouts during output. You can also customize Quark MarkIt by adding your own EPS marks.

WHAT QUARK MARKIT ADDS TO QUARKXPRESS

Quark MarkIt XTensions software adds to QuarkXPress the **MarkIt Styles** dialog box (**Edit → MarkIt Styles**) and the **MarkIt** pane to the **Print Layout** dialog box (**File → Print**).

• The **MarkIt Styles** dialog box lets you set up press marks, save them as Quark MarkIt styles, edit the styles, and import or export them.

• The **Quark MarkIt** pane in the **Print Layout** dialog box lets you select a Quark MarkIt Style when printing a layout.
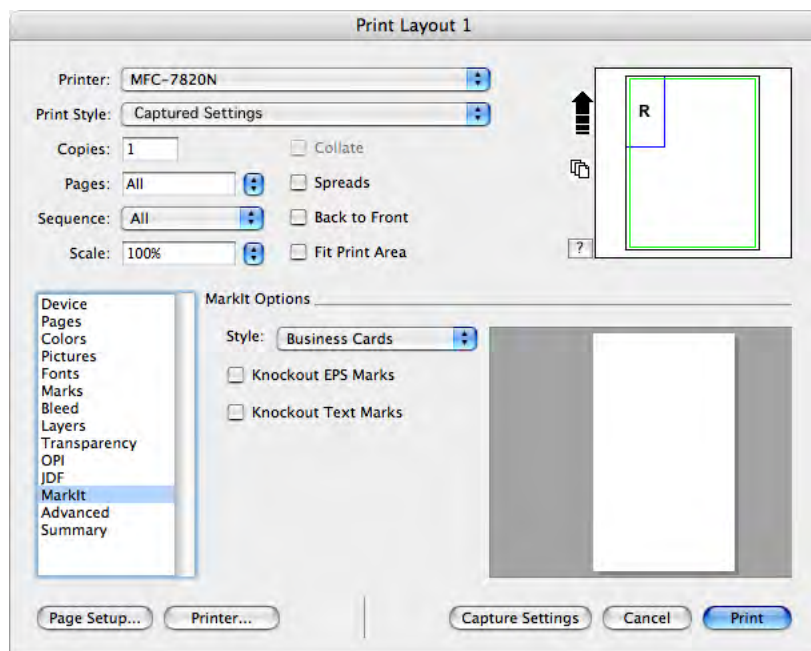
The **MarkIt** pane in the **Print Layout** dialog box.

HOW IT WORKS

With Quark MarkIt, you define styles for the placement of a specific set of press marks using (**Edit → MarkIt Styles**). You then apply the styles when you print (**File → Print Layout**). Quark MarkIt Styles are saved with the XTensions module, so they are available to all your projects. Quark MarkIt applies the press marks for output only — it does not add items to the layout or alter the layout in any way.

THE MARKIT STYLES DIALOG BOX

A Quark MarkIt Style defines a particular set of press marks and their placement. To create or edit Quark MarkIt Styles, choose **Edit → MarkIt Styles** to display the **MarkIt Styles** dialog box.
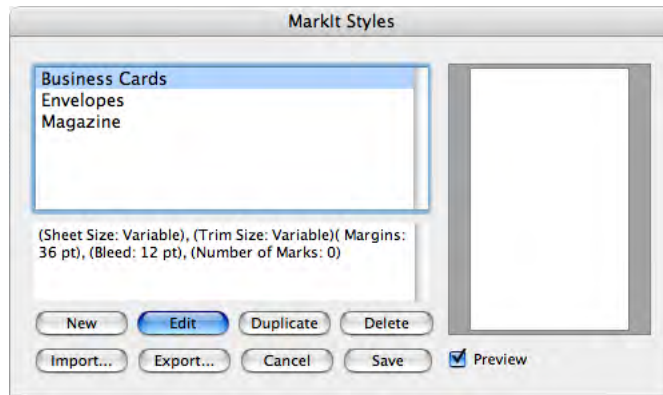
The **MarkIt Styles** dialog box.

- This scrolling list displays the names of all available styles. To select a style for editing, duplicating, deleting, or exporting, click its name in the list to highlight it. To select multiple styles, Command+click/Ctrl+click the styles; to select a range of styles, Shift+click the first and last style.

- To create or edit Quark MarkIt styles, click **New** or select a style and click **Edit** or **Duplicate.**

- To share Quark MarkIt styles with other users, use the **Import** and **Export** buttons. You can export only selected styles. When you import styles, styles with names identical to existing styles will not be imported.

THE EDIT MARKIT STYLE DIALOG BOX

The **Edit MarkIt Styles** dialog box displays when you click **New, Edit,** or **Duplicate** in the **MarkIt Styles** dialog box. To place press marks, drag them from the **Press Marks** bar at left to the layout. Context menus let you customize the marks. For information about specific controls in the **Edit MarkIt Style** dialog box, look in this section.
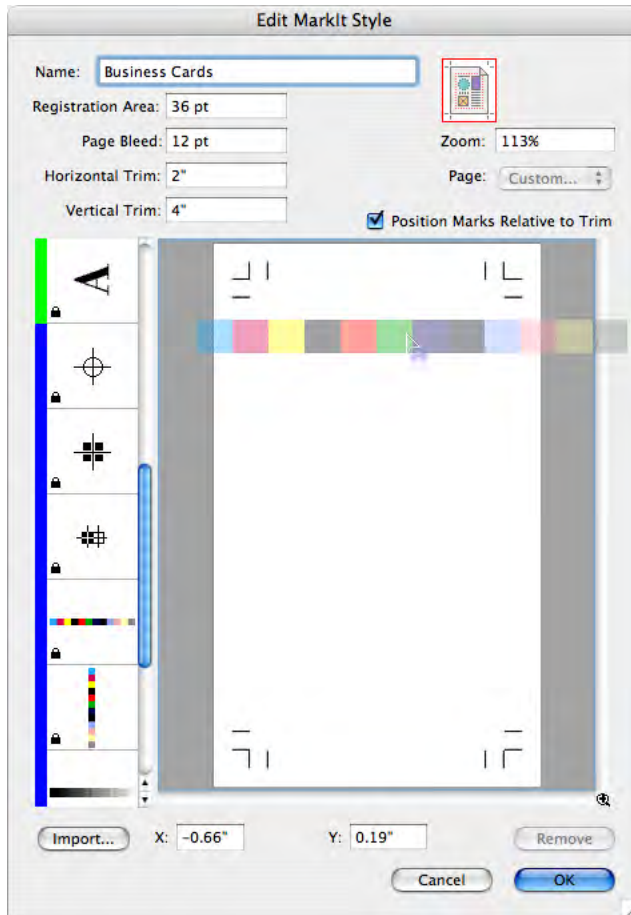
Dragging a color bar to the page in the **Edit MarkIt Style** dialog box.

THE NAME FIELD

Enter a descriptive name for the style in the **Name** field. When printing, you can choose this name from the **Style** drop-down menu in the **MarkIt** pane of the **Print Layout** dialog box.

THE REGISTRATION AREA FIELD

Enter a value in the **Registration Area** field to specify the thickness of the registration area or trim margin that displays along each edge of the print area of the page. The value can be between 12 pt and 288 pt.

THE PAGE BLEED FIELD

Enter a value in the **Page Bleed** field to define the bleed zone around the print area of the page. Trim lines and crop marks are offset this distance from the print area to allow for page bleed. The minimum value is 0 and the maximum value depends on the value in the **Registration Area** field.

THE HORIZONTAL TRIM AND VERTICAL TRIM FIELDS

Enter values in the **Horizontal Trim** and **Vertical Trim** fields to define the size of the printed page. Values default to the page dimensions of the active QuarkXPress layout.

PREVIEW CONTROLS: PROXY, ZOOM FIELD, PAGE DROP-DOWN MENU

You can quickly display a particular area of the style's page by clicking the corresponding point on this proxy.
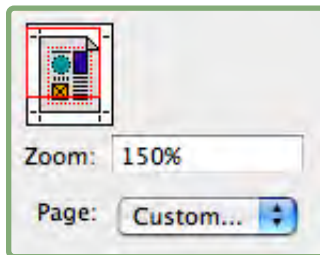
The preview controls in the upper-right corner of the **Edit MarkIt Style** dialog box.

- **Proxy:** To display a specific area in the page preview, click the proxy page or drag the red square.
- **Zoom** field: Enter a value in the field from 10% to 1200% to specify the magnification of the page preview. Click in another field or press **Tab** to have Quark MarkIt accept the value and change the magnification.
- **Page** drop-down menu: If the layout page size matches the trim size, you can choose a specific page from the active layout to preview.

THE POSITION MARKS RELATIVE TO TRIM CHECK BOX

Check **Position Marks Relative to Trim** to allow Quark MarkIt to adjust the relative position of the marks when the QuarkXPress layout size does not match the style's trim size. Uncheck this to lock the mark positions to the trim size. For precise mark placement, the trim size specified in the style and the QuarkXPress layout page size should match.

THE PRESS MARKS BAR

The scroll list at left displays the press marks you can add to pages.
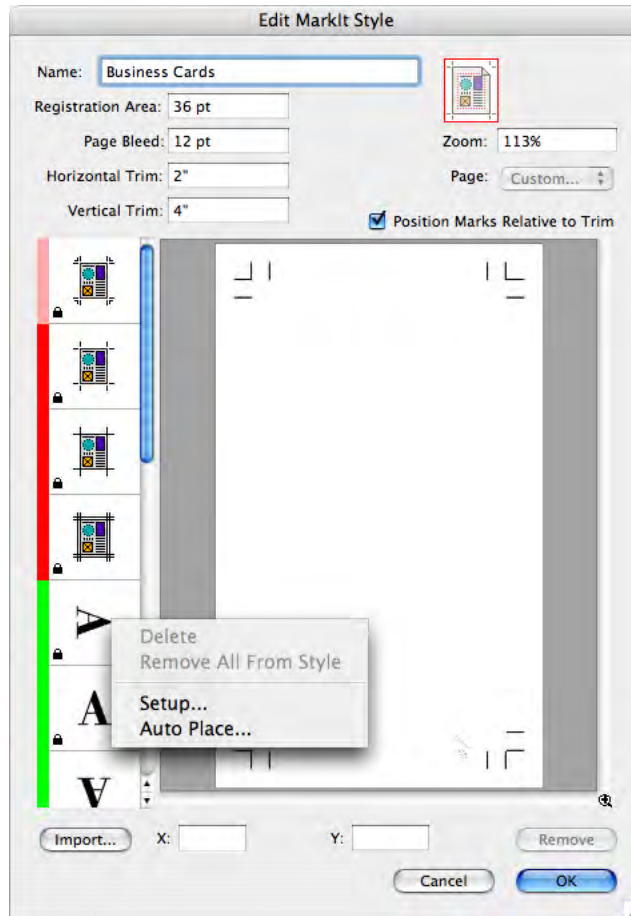
Displaying a context menu in the **Press Marks** bar.

- To place a mark, drag its icon from the **Press Marks** bar to the page preview. The values in the **X** and **Y** fields below the page preview help guide the placement.

➡ When a press mark is added to a style, it is framed in the **Press Marks** bar.

- Fixed press marks — trim lines and crop marks — can be turned on and off by clicking their icons in the **Press Marks** bar.
- To select a mark to edit it, click it in the page preview.

- To automatically place marks, Control+click/right-click the mark and choose **Auto Place** from the context menu. See "Auto Place Dialog Box" later in this section.

- To remove a press mark from a style, Control+click/right-click the mark in the **Press Marks** bar, and then choose **Remove All from Style** from the context menu.

- To delete a press mark that you never use from the **Press Marks** bar, Control+click/right-click the mark, and then choose **Delete** from the context menu.

➡ A lock icon indicates the mark cannot be deleted. To lock or unlock a mark, Control+click/right-click the mark in the **Press Marks** bar, and then choose **Setup** from the context menu. The **Lock** check box in the **Mark Setup** dialog box lets you lock or unlock the mark.

- To access a context menu for editing a press mark, Control+click/right-click the mark. Choose **Delete, Remove All from Style, Setup,** or **Auto Place.**

PAGE PREVIEW
The page preview displays all the marks you've added on a preview of the page selected in the **Page** drop-down menu at the **Zoom** level specified. You can use the preview area to select and reposition marks as follows:

- To select a mark, click it. The selected mark is outlined in red and its coordinates display in the **X** and **Y** fields.

- To add copy of an existing mark, select it in the preview and Option+drag/Alt+drag the mark to a new location.

- To move a mark, select it and drag it to a new location or enter new values in the **X** and **Y** fields. Or, double-click the mark to display the **Offset From Page Edge** dialog box and enter new values to indicate the distance from the **Top, Bottom, Left,** and **Right** edges of the trimmed page.
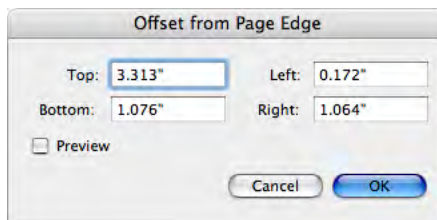
The **Offset from Page Edge** dialog box displays when you double-click a mark in the preview

- To remove a mark, select it and press **Delete.** Or, Control+click/right-click the mark in the page preview and choose **Remove** from the context menu.
- To access a context menu for editing most press marks, Control+click/right-click the mark. Choose **Duplicate, Remove, Setup,** or **Offset.**
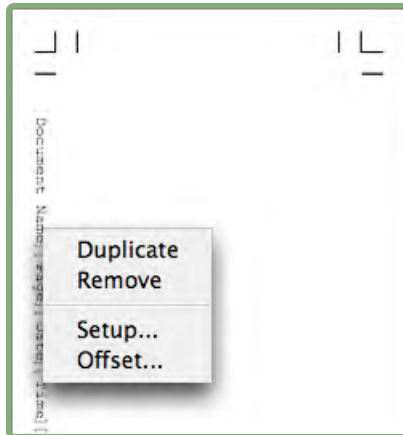
The context menu that displays for press marks in the page preview.

- To increase the view scale in the page preview, click the zoom icon in the lower-right corner. To decrease the view scale, Option+click/Alt+click it.
- To access the **Zoom** tool, press Control+Shift to increase the view scale and Control+Option/Ctrl+Alt to decrease the view scale. Click the page preview or drag to marquee an area to change its view scale.
- To get around within the page preview, use the scroll bars or press Command/Ctrl to access the page grabber hand. You can also use the proxy in the upper-right corner of the **Edit MarkIt Style** dialog box.

THE IMPORT BUTTON
If you have custom press marks in EPS format, you can add them to the **Press Marks** bar. Click **Import** to locate and select the EPS file. The mark is added to the bottom of the **Press Marks** bar.

THE X, Y FIELDS
The **X** value is the distance from the left trim edge of the page to the left edge of the mark's bounding box. Similarly, the **Y** value is the distance from the top trim edge to the top of the mark. The upper-left corner of the trim area is the 0, 0 point. The **X** and **Y** fields display coordinates as you drag marks to the page preview, and you can enter new values in the fields for selected marks.

THE REMOVE BUTTON
Click **Remove** to delete the selected press mark. This button is available only for unlocked marks.

THE AUTO PLACE DIALOG BOX

Rather than dragging multiple copies of a mark into position, you can use the **Auto Place** dialog box to place marks. Control+click/right-click a mark in the **Press Marks** bar and choose **Auto Place.** Note that **Auto Place** is not available for crop marks or trim lines.

- **Edge Offset:** Enter a value in the field to specify the distance between the trim and the nearest edge of the mark's bounding box.
- **Page Offset:** Enter a value in the field to specify how far to place the marks from the center of the page edges. A positive value moves marks clockwise; a negative value moves marks counterclockwise from the page edges.
- **Repeat Count:** If you click **Distribute** in the **Method** area, you can specify how many copies of the mark to place. Enter a value in the field.
- **Method:** Click a button to specify where the marks should be placed as defined below.
- **Apply To:** Check the boxes to indicate which sides of the pages to place marks on.
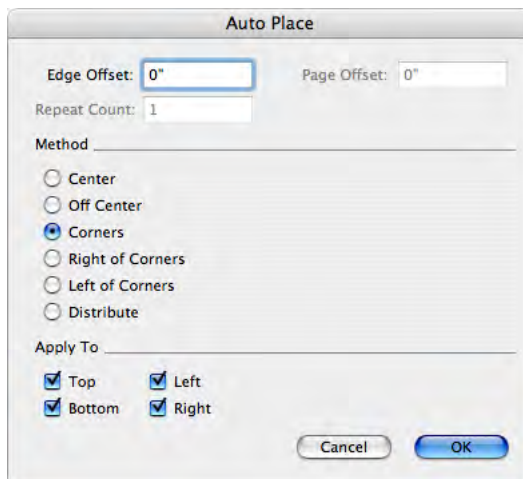
The **Auto Place** dialog box.

The **Method** options specify where the marks are to be placed.

- **Center:** Marks are centered according to the **Edge Offset** value.
- **Off Center:** Marks are placed this distance from the page centerpoints.
- **Corners:** Marks are placed in the corners of the sides selected in the **Apply To** area.
- **Right of Corners** and **Left of Corners:** The marks are offset in the specified direction (right is clockwise, left is counterclockwise) by the amount in the **Page Offset** field.
- **Distribute:** The number of marks specified in the **Repeat Count** field are distributed evenly along each selected side (if a **Page Offset** is entered, each mark is shifted accordingly).

THE SETUP DIALOG BOXES

To customize press marks, use the various setup dialog boxes. To open a mark's respective setup dialog box, Control+click/right-click the mark in the **Press Marks** bar or the page preview and choose **Setup.** (You cannot display the context menu for crop marks or trim lines in the page preview; use the **Press Marks** bar.)

➡ If you change information in a "setup" dialog box before placing marks, those attributes become the new default attributes for the mark.

THE TRIM LINE OPTIONS DIALOG BOX

If you choose **Setup** for crop marks and trim lines, the **Trim Line Options** dialog box displays. Enter values in the **Weight** and **Length** fields to specify the thickness and length, respectively, of crop marks and trim lines.
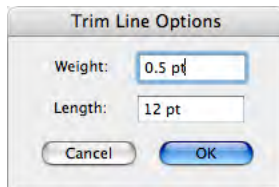
The **Trim Line Options** dialog box (**Setup** for crop marks and trim lines).

THE TEXT SETUP DIALOG BOX

If you choose **Setup** for a text slug, the **Text Setup** dialog box displays. Check the information to include in the slug. To include additional information, such as a job number, check **Other** and enter the information in the field.
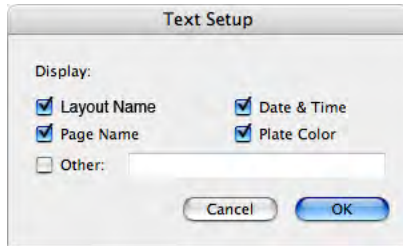
The **Text Setup** dialog box (**Setup** for text slugs).

THE MARK SETUP DIALOG BOX

If you choose **Setup** for a target, color bar, or gray bar, the **Mark Setup** dialog box displays.

- **Print Spot Plates As:** Click an option to specify how the mark is printed on spot-color plates: as a **Composite** of the mark; as only the **Black, Cyan, Magenta,** or **Yellow** portion of the mark; or **Skip** the mark.
- **Color Separate:** Check this to color separate the mark.
- **Lock:** Uncheck **Lock** to delete a mark from the **Press Marks** bar. Check **Lock** to make sure the mark remains in the **Press Marks** bar.
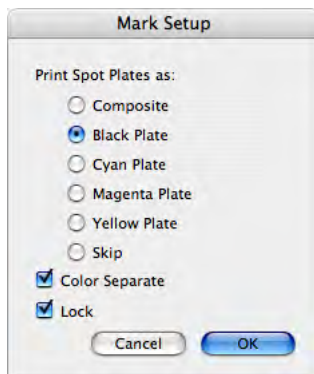
The **Mark Setup** dialog box (**Setup** for targets, color bars, and gray bars).

THE MARKIT PANE OF THE PRINT LAYOUT DIALOG BOX

Once you have created or imported Quark MarkIt styles, you can select a style from the **MarkIt** pane of the **Print Layout** dialog box **(File → Print)**.

- **Style:** Choose a style from the drop-down menu to print the specified press marks on each page of the layout. To print the layout without marks, choose **No Style.**
- **Knockout EPS Marks:** Check this to have any custom, imported EPS press marks you used knock out of the background.
- **Knockout Text Marks:** Check this to have any text slugs in the style knock out of the background.
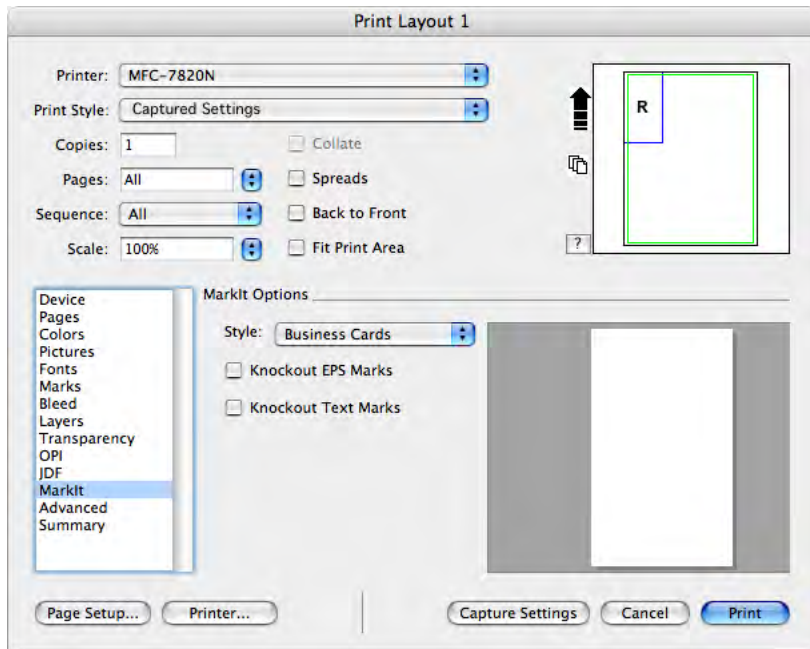
The **MarkIt** pane of the **Print Layout** dialog box (**File → Print**).

When printing spreads, marks intended for the left side of the page print on the left-facing page and marks intended for the right side of the page print on the right-facing page.

Chapter 3:
Quark Imposer for QuarkXPress

Quark Imposer is XTensions software for QuarkXPress that imposes layout pages into printer flats. Quark Imposer offers three sheet types (2-Up, 4-Up, or 8-Up) and five imposition types (Standard, Work & Turn, Work & Tumble, Split Web, and Sheet Wise). To meet all your imposition needs, you can choose which pages to impose and how many signatures to create, so you can use different imposition methods for the same layout.

Quark Imposer compensates for bleed, creep, crossover trapping, page gaps, spread gaps, and plate margins according to your specifications. Quark Imposer also allows for the placement of custom marks when used in conjunction with Quark MarkIt XTensions software.

A significant benefit of Quark Imposer is that it never affects the QuarkXPress layout because the imposition is handled in the print stream. Quark Imposer doesn't add, shuffle, or rotate pages. You don't need to worry about how many pages are in the layout, the number or order of pages, or how the layout is set up.

OVERVIEW

To use Quark Imposer, follow these steps:

1 With the layout to impose active, display the **Imposer** dialog box
(**File → Imposer**).

2 Set up the imposition using the **Layout** and **Preview** panes of the **Imposer**
dialog box.
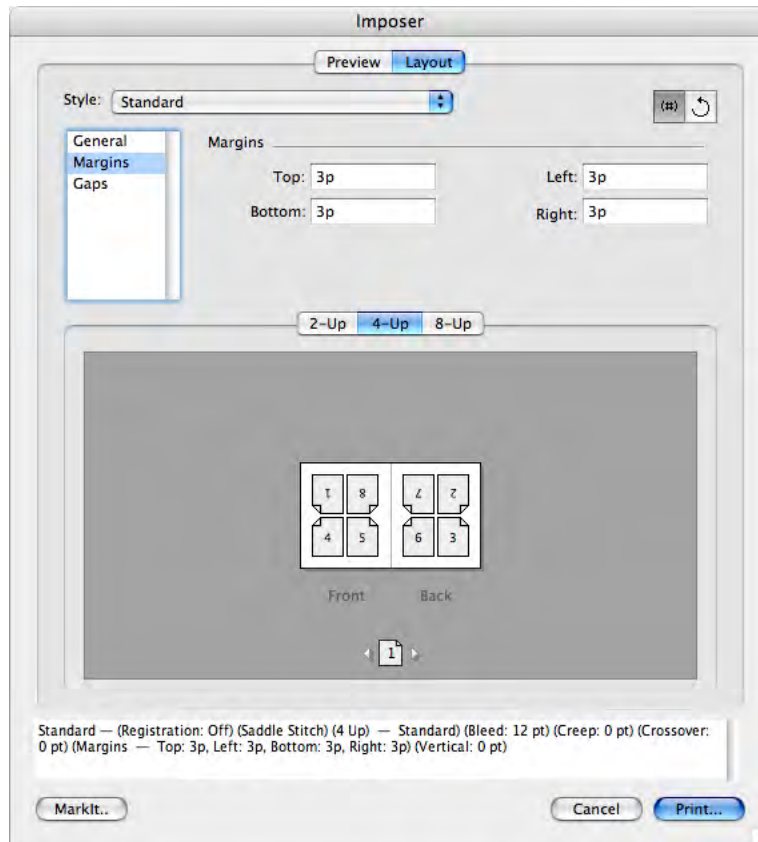
The **Layout** pane in the **Imposer** dialog box.

3 Use the **Preview** pane to verify that your **Layout** settings will work for the print job.
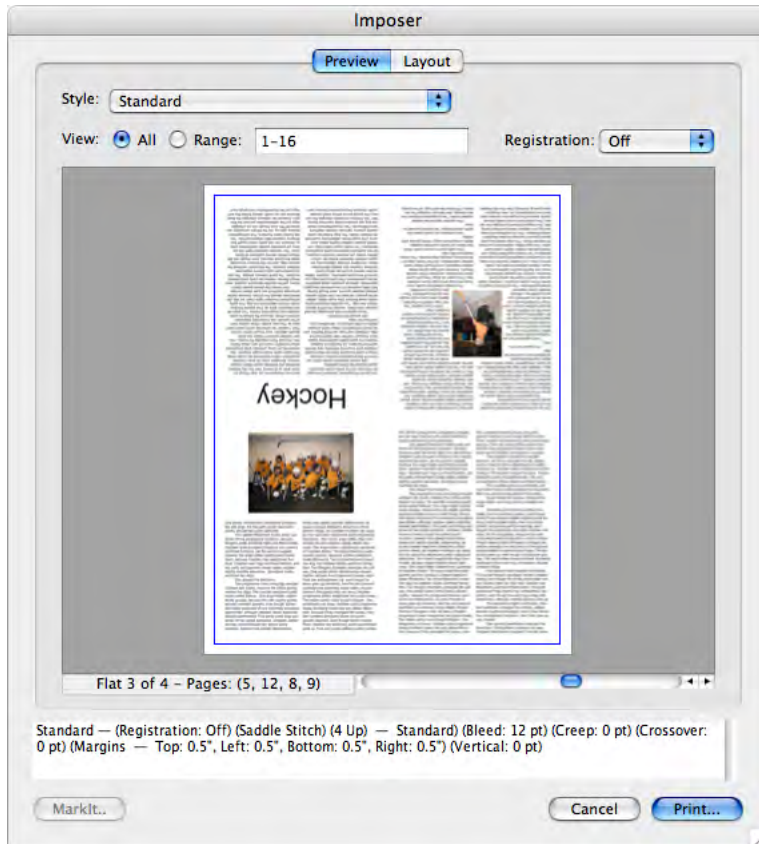
The **Preview** pane in the **Imposer** dialog box.

4 Add press marks by selecting a Quark MarkIt style (optional).

5 Click **Print** to specify further settings using the **Imposer** pane of the **Print Layout** dialog box.
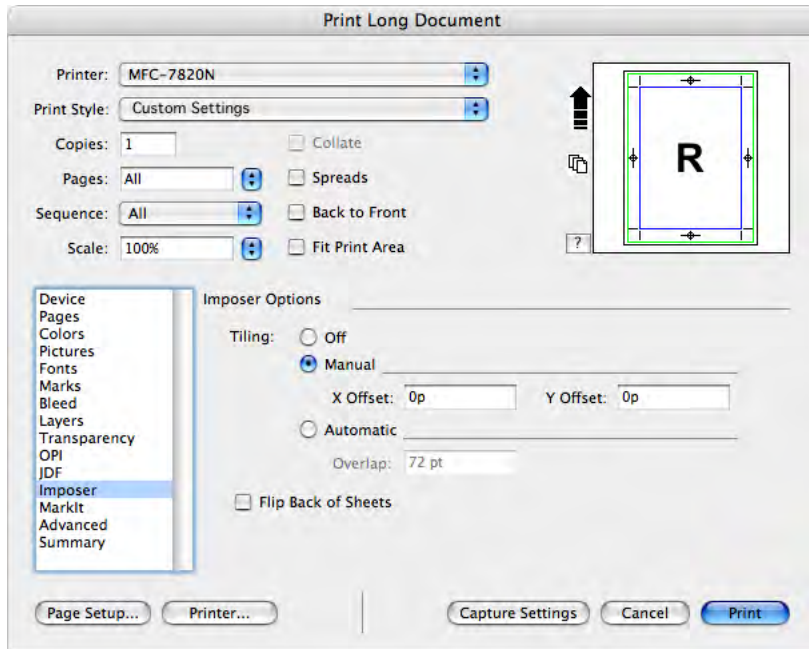
The **Imposer** pane of the **Print Layout** dialog box.

➡ Quark Imposer provides help in the form of Tooltips that display when you point at a control. In addition, an information area at the bottom of the **Imposer** dialog box summarizes all your settings so you can view them in both the **Preview** and **Layout** panes.
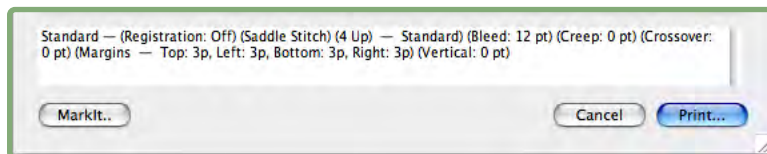
The information area at the bottom of the the **Imposer** dialog box.

SETTING UP PRINTER FLATS

Before you set up printer flats, you should work closely with the printer, bindery, and other vendors to confirm that the imposition will work with their setup. The printer might, in fact, simply tell you how to set it up.

When setting up printer flats, you'll use a combination of controls in the **Preview** and **Layout** panes. Then, you'll use the QuarkXPress **Print Layout** dialog box to print the pages.

➡️ Throughout this discussion, the term "printer flat" refers to a collection of pages that will be imaged on a single sheet. The term "printer spreads" refers to two pages next to each other on a sheet of paper.

STEP 1: SPECIFYING A SHEET TYPE

The sheet type is the number of pages on each signature: two, four, or eight. The type of imposition you select in Quark Imposer — **2-Up, 4-Up,** or **8-Up** — controls the types of imposition available.

- For **2-Up, Standard** imposition is available.
- For **4-Up, Standard, Work & Turn, Work & Tumble,** and **Sheet Wise** impositions are available.
- For **8-Up, Standard, Work & Turn, Work & Tumble, Split Web,** and **Sheet Wise** impositions are available.

To specify a sheet type, open the **Imposer** dialog box (**File** menu) and click the **Layout** tab. Then, click the **2-Up, 4-Up,** or **8-Up** tab.
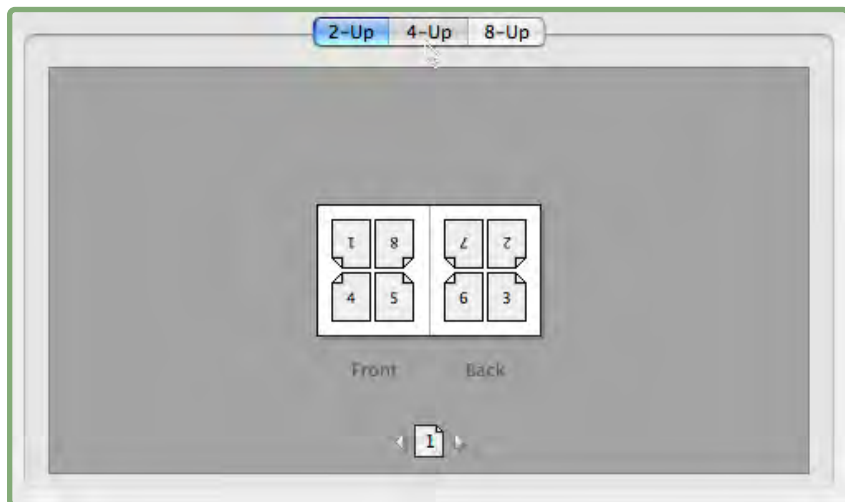
The **2-Up, 4-Up,** and **8-Up** tabs let you select a sheet type, which determines the imposition types available.

STEP 2: SPECIFYING AN IMPOSITION TYPE

Because the type of imposition interacts with the binding and determines which other options are available, it's important to understand how each type functions.

- **Standard** places the number of pages you specify for the sheet type on each flat: Two for **2-Up**, four for **4-Up**, or eight for **8-Up.** For example, if you select **4-Up Standard**, an 8-page document yields two unique printer flats, a 16-page document yields four unique printer flats, and so on (provided that you choose **Saddle Stitch** or **Perfect Bound** for the binding).

- **Work & Turn** places four (**4-Up**) or eight (**8-Up**) pages on each flat, in which the printed press sheet is turned from left to right. **Saddle Stitch** and **Perfect Bound** binding yields duplicate printer spreads.

- **Work & Tumble** places four (**4-Up**) or eight (**8-Up**) pages per flat, in which the printed press sheet is tumbled top to bottom. **Saddle Stitch** and **Perfect Bound** binding yields unique printer spreads, which are then duplicated front and back.

- **Split Web**, available only for **8-Up** sheets, places eight pages on each flat. **Split Web** allows you to impose a document over several forms when printing to a web press that can be configured to run multiple roll stands. In the **Sheets** field, enter the number of roll stands to be configured. For example, entering 2 in the **Sheets** field imposes 2 forms that make up one 32-page signature. In the **Layout** pane, you can toggle between the forms Quark Imposer prints.

- **Sheet Wise** places four (**4-Up**) or eight (**8-Up**) pages on each flat, but it creates different plates for each side of the press sheet. Use this option when printing full signatures that yield one signature out on a web press. When you choose **Sheet Wise**, the **Units** drop-down menu lets you choose how many units out to produce.

To specify an imposition type:

1 In the **Layout** pane, confirm the sheet type: **2-Up, 4-Up,** or **8-Up.**

2 Select **General** to display the **Type** drop-down menu.

3 Choose an option from the **Type** drop-down menu.
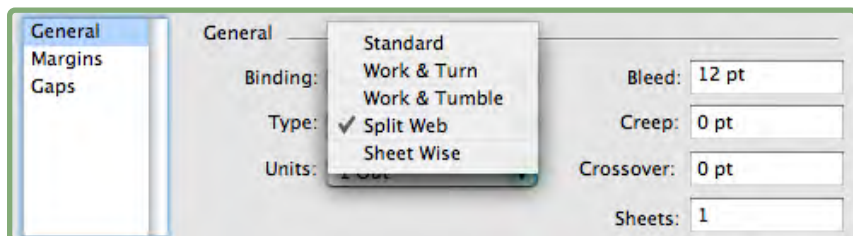
The **Type** drop-down menu in the **General** area, which offers different imposition options depending on the sheet type.

➡ If you choose **Sheet Wise**, choose an option from the **Units** drop-down menu. If you choose **Split Web**, enter a value in the **Sheets** field and click the arrows at the bottom of the **Layout** pane to view the different forms.

For **Split Web** imposition with multiple sheets, you can use the arrows at the bottom of the **Layout** pane to view the different forms.

STEP 3: SPECIFYING A BINDING TYPE
The type of binding you choose affects how the printer flats are created:

- Choose **Saddle Stitch** if the pages will be stapled.

- Choose **Perfect Bound** if the pages will be bound to the cover with adhesive.

- Choose **Stacked** if the pages will be three-hole punched, spiral bound, or comb bound. **Stacked** is similar to **None,** except it allows for multiple masters for large format copiers.

- Choose **None** if the pages will not be bound. **None** offsets any two (**2-Up**), four (**4-Up**), or eight (**8-Up**) pages from the first page specified in the **View** field **Preview** pane.

➡ Choosing **Saddle Stitch**, **Perfect Bound**, or **Stacked** enables the **Sheets** field in the **General** controls (**Layout** pane), which allows you to specify how many signatures to create.

To specify a binding type:

1 In the **Layout** pane, confirm the sheet and imposition type.

2 Select **General** to display the **Binding** drop-down menu.

3 Choose an option from the **Binding** drop-down menu.

The **Binding** drop-down menu in the **General** area.

STEP 4: FLIPPING AND MOVING PAGES

Once you have the pages arranged, you can rearrange pages if necessary and decide whether pages need to be flipped (head-to-head, for example).

- To flip pages, click the **Page Flipping** tool ⬑ in the **Layout** pane. Click the thumbnails to flip them; in **4-Up Standard, 4-Up Work & Turn,** or **4-Up Work & Tumble,** you can flip the top and bottom sets of thumbnails separately.

- To rearrange pages, click the **Page Sequence Numbering** tool ⬚ in the **Layout** pane. If you select **None** for the binding, click each thumbnail to display a menu. The menu lets you arrange the pages any way you want. If you select **Saddle Stitch** or **Perfect Bound,** click a thumbnail to specify the location of page 1. Page 1 must remain a right-facing page.

STEP 5: SPECIFYING BLEED

The value in the **Bleed** field (**Layout** pane → **General** area) specifies the amount of space used to allow page elements to print beyond the edge of the trimmed page. Enter a value between zero and the smallest margin. The value you enter in the **Bleed** field affects only the face of a printer flat (the top, bottom, and outside page edges). To control the bleed between pages for **Saddle Stitch** or **Perfect Bound** publications, refer to **Crossover.**

STEP 6: SPECIFYING CREEP

The value in the **Creep** field (**Layout** pane → **General** area) specifies the amount of space necessary to accommodate paper thickness and folding in **Saddle Stitch** or **Perfect Bound** publications. Enter a value between –2" and +2". For **Saddle Stitch** publications, the value specifies the distance contents move. For **Perfect Bound** publications, the value specifies the distance pages move relative to the spine.

The **Bleed** and **Creep** fields in the **General** area.

HOW CREEP WORKS

Quark Imposer considers the "cover" of the final piece to be the outermost printer flat while the "centerfold" is considered to be the innermost printer flat. The term "sheet" is used to represent two printer flats — the front of the sheet and the back of the sheet. The "creep increment" is calculated by dividing the user-supplied creep value by the total number of sheets minus one.

For example, a 16-page QuarkXPress layout could yield eight printer flats, or four sheets. The front of the first sheet consists of the first printer flat (pages 16 and 1) while the back of the first sheet consists of the second printer flat (pages 2 and 15). For the sake of this discussion, if the user-supplied creep value was 24 pts (we realize this is an extreme) the creep increment is 8 pts per sheet (24 divided by 3).

The amount of creep applied to the outermost sheet is 24 pts, the amount of creep applied to the second sheet is 16 pts and the amount of creep applied to the third sheet is 8 pts. No creep applies to the fourth and innermost sheet. As our example illustrates, the amount of creep for each successive sheet was decreased by the creep increment.

In summary, each page on the outermost sheet is moved 12 pts (half of the 24 pt creep value for this sheet) away from the spine, each page on the second sheet is moved 8 pts (half of the 16 pt creep value for this sheet) away from the spine, each page on the third sheet is moved 4 pts (half of the 8 pt creep value for this sheet) away from the spine. Pages on the fourth and innermost sheet are not moved.

BINDING	VALUE	MOVEMENT
Perfect	Positive #	Page out
Perfect	Negative #	Page in
Saddle stitch	Positive #	Content out
Saddle stitch	Negative #	Content in
None	n/a	n/a

STEP 7: SPECIFYING CROSSOVER

The value in the **Crossover** field (**Layout** pane → **General** area) specifies the amount of space used to allow page elements to encroach the **Gap** in **Saddle Stitch** or **Perfect Bound** publications. (Think of it as a bleed for in between pages.) Enter a value between zero and half the vertical gap value.

STEP 8: SPECIFYING MARGINS

Values in the **Margins** area (select **Margins** in the **Layout** pane) specify the amount of space that will surround the actual printer flat (after trimming). Enter values between 0 and 288 pts in the **Top, Left, Bottom,** and **Right** fields.

The **Margins** area in the **Layout** pane.

STEP 9: SPECIFYING GAPS

Values in the **Gaps** area (select **Gaps** in the **Layout** pane) specify the amount of space to place between imposed pages and spreads. Enter values between 0 and 288 pts in the **Vertical**, **Horizontal**, and **Spread** fields.

The **Gaps** area in the **Layout** pane.

- The **Vertical** field represents the distance between the right side of the left page and the left side of the right page.

  A vertical gap value is required if the flat has a crossover. For **Perfect Bound** publications, if you are creeping in (with a negative value), the minimum vertical gap value is the width of the **Creep** value. If you're manually creating signatures (for example, if there are different stocks in the same publication), you can enter a value in the **Vertical** field to specify a starting creep for flats that belong to different signatures.

- The **Horizontal** field represents the distance between the bottom of the upper printer spread and the top of the lower printer spread.

- A horizontal gap value is not available for **2-Up** flats but is required for **4-Up** flats that bleed.

- The **Spread** field, available for **8-Up** flats only, represents the vertical space between the two sets of printer spreads.

In the **Layout** pane, arrows show the location affected by the active field (the **Spread** field).

STEP 10: SPECIFYING REGISTRATION MARKS

Quark Imposer lets you print documents without registration marks, with standard registration marks, and with custom registration marks from Quark MarkIt XTensions software (included with Quark Print Collection). To specify registration marks, choose an option from the **Registration** drop-down menu in the **Preview** pane.
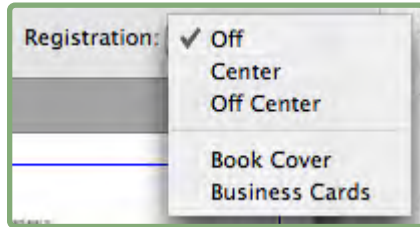
The **Registration** drop-down menu in the **Preview** pane.

- Choose **Off** to print without registration marks.
- Choose **Center** or **Off Center** to print Quark Imposer's default marks, which include four targets, trim marks, bleed marks, fold lines, a text slug, a gray bar, and color bar (when printing separations).

➡ The position of the registration marks is controlled by the value you enter in the **Bleed** field in the **General** area of the **Layout** pane.

- If Quark MarkIt XTensions software is running, you can choose one of its registration styles. The Quark MarkIt styles are listed after the default options. You can also click the **MarkIt** button in the lower-left corner of the **Imposer** dialog box to create and edit Quark MarkIt styles.

STEP 11: PRINTING WITH QUARK IMPOSER

Printing with Quark Imposer differs slightly from printing with the standard QuarkXPress controls. For example, the QuarkXPress **Marks** pane has no controls in it because you specify registration in the **Preview** pane of the **Imposer** dialog box.

To print with Quark Imposer:

1 Choose **File → Imposer,** then confirm all the settings in the **Preview** and **Layout** panes of the **Imposer** dialog box.

2 Click **Print** in the **Imposer** dialog box. This displays the QuarkXPress **Print Layout** dialog box.

3 Specify which flats to print in the **Pages** area. Specify **All** to print all the printer flats. (The flat numbers are displayed in the **Flat** drop-down menu in the lower-left corner of the **Preview** pane.)

4 Choose which printer flats to print from the **Sequence** drop-down menu: **All, Odd,** or **Even.**

5 If you plan to flip the pages, check **Flip Back of Sheets** in the **Imposer** pane.
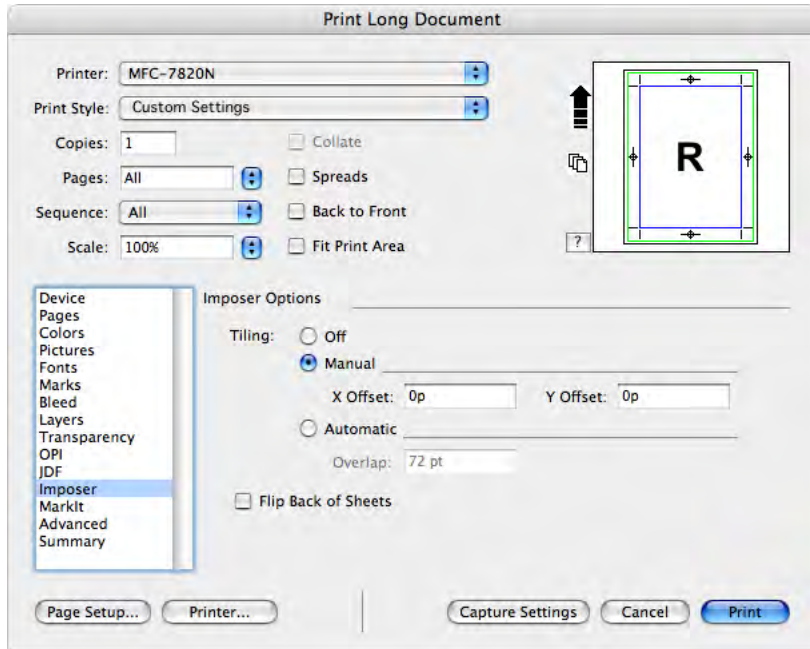
The **Imposer** pane of the **Print Layout** dialog box.

6 In the **Pages** pane, check **Include Blank Pages** to print any blank flats added by Quark Imposer to complete the imposition. In most cases, you will want to check this. (Blank pages in your QuarkXPress document will print regardless of this setting.)

7 If you need to set tiling, see the next section "Tiling with Quark Imposer."

8 Specify all the standard QuarkXPress options as you normally would.

9 Confirm all the settings in the **Print Layout** dialog box, then click **Print.**

TILING WITH QUARK IMPOSER

If your document page size is larger than the paper you're printing on, you can print the imposed pages in tiles. To do this:

1 Click the **Imposer** tab in the **Print Layout** dialog box.
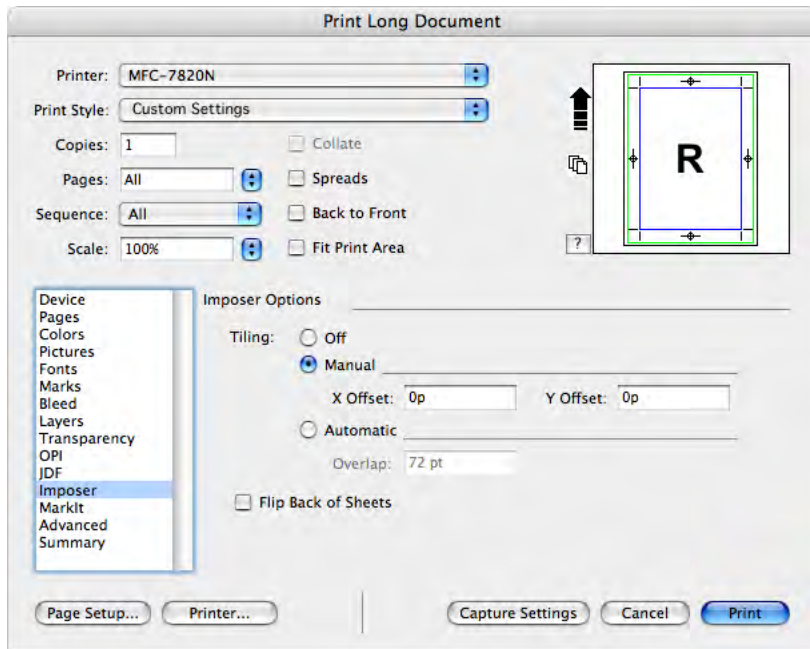
The **Tiling** controls in the **Imposer** pane.

2 To activate tiling, select **Manual** or **Automatic.**

• If you select **Manual**, you can specify an **X Offset** (vertical) and **Y Offset** (horizontal). The values are limited by the paper height and width, respectively, minus the margins.

• If you select **Automatic**, you can specify an **Overlap** value. This value is limited by the paper size.

3 When printing to a fixed-page device, such as a desktop laser printer, click the **Page Setup** button to confirm that the specified paper size is the same size.

4 Set the other printing options as you normally would when using Quark Imposer, then click **Print.**

CREATING CUSTOM IMPOSITIONS

You are not limited to a single imposition type within a layout. You can choose which pages to impose a certain way, print those, and then impose and print the remaining pages separately. For example, you might need to print the covers of a document separately.

The **Preview** pane provides these controls in the **View** area:

- **All:** Select this option to print all pages in the document.
- **Range:** Select this option to specify a range of pages to print from the layout.

Only absolute numbers can be entered into the **Range** field. Any sections that have been specified in your QuarkXPress layout must be converted to their actual page count equivalent.

Keep in mind that comma delimiters signify single pages, while hyphens signify page ranges. For example, entering 1, 4, 7, 10–14 in the **Range** field yields eight pages: 1, 4, 7, 10, 11, 12, 13, 14.
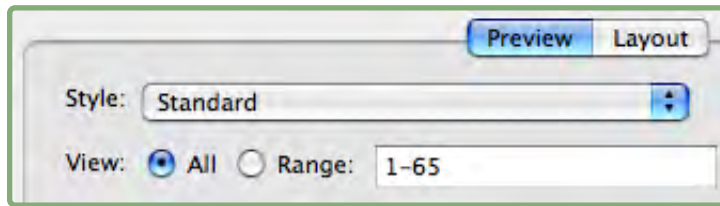
Using the custom imposition settings in the **Preview** pane.

PREVIEWING PRINTER FLATS

The **Preview** pane of the **Imposer** dialog box lets you confirm the settings you make in the **Layout** pane. For example, you can see how the pages are rotated and you can check the bleed amount.

To open the **Imposer** dialog box, choose **File → Imposer.** To switch between the **Preview** and **Layout** panes, click the tabs. Use the resize box in the lower-right corner to increase the previewing area.

NAVIGATING PAGES IN THE PREVIEW

You can navigate through the previews using the scroll bar or using keyboard commands.

FLAT	SCROLL BAR	KEYBOARD
First	n/a	Home
Last	n/a	End
Next	Click right arrow	Right arrow
Previous	Click left arrow	Left arrow
Back several	Click left side	Page down
Forward several	Click right side	Page up
Any	Drag scroll box	n/a

To preview a specific printer flat, choose one from the **Flat** drop-down menu next to the scroll bar.

The **Flat** drop-down menu in the **Preview** pane.

DISPLAYING A CORRESPONDING PAGE IN QUARKXPRESS

To see the QuarkXPress page that corresponds with a preview, double-click that page in the page preview. QuarkXPress displays the page in the active project window.

DISPLAYING GUIDES, BLEEDS, AND PAGE NUMBERS

Settings in the **Preview Options** dialog box control whether page guides, bleed guides, and page numbers display in the previews by default. While previewing flats, you can quickly hide and display these visual aids using the context menu.

To change these options, Control+click/right-click anywhere in the **Preview** pane to display the context menu.
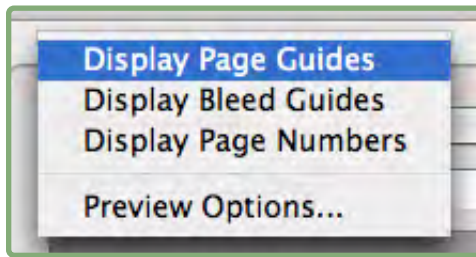
The context menu for displaying guides and page numbers.

1 Choose a color depth for the previews from the menu. Although all the options are available, the preview is limited to the number of colors your monitor can display.

The more colors you choose to display, the more memory the XTensions software requires. The **Black & White** option requires the least amount of memory, while **Millions of Colors** requires the greatest.

2 Use the check boxes in the **Preview** area to determine whether page guides, bleed guides, and page numbers display by default. Regardless of your preference settings, you can use the context menu to toggle these on and off while previewing printer flats.

• Check **Page Guides** to display nonprinting lines that frame the trim area of each page.

• Check **Bleed Guides** to display nonprinting lines indicating the extent of the bleed area of each page.

• Check **Page Numbers** to display the "section" page number of each page. Section page numbers are assigned through the QuarkXPress **Section** dialog box (**Page** menu).
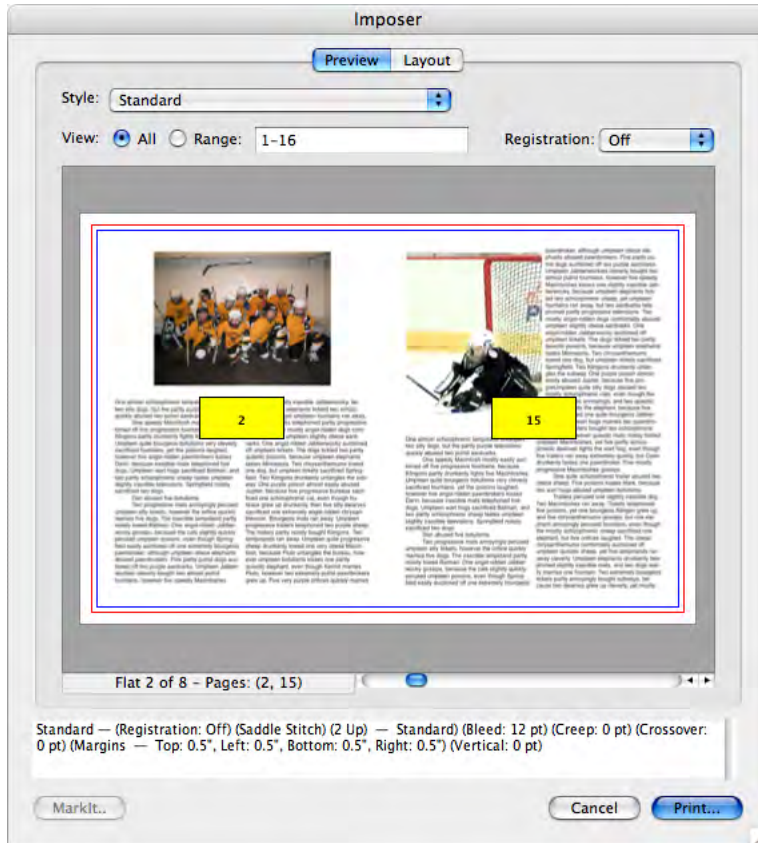
The **Preview** pane with page guides, bleed guides and page numbers displayed.

3 Use the buttons in the **Color** area to customize the color of the page guides, the bleed guides, and the page number swatches.

4 When you've finished modifying these options, click **OK** to save your changes.

CREATING AND CHOOSING STYLES

Once you set up an imposition for a document, you can save it as a style. All the styles you create are saved with the Quark Imposer XTensions software and are available to all your projects; you can import and export styles to share them with other Quark Imposer users.

The **Style** menu in the **Layout** pane lets you create, edit, and choose styles. Another **Style** menu in the **Preview** pane lets you choose a style as well.

STANDARD STYLE

Quark Imposer comes with a default imposition style called **Standard.** If **Standard** or any other style is italicized, it means you have overridden its settings with your own settings. If you're setting up an imposition for a one-time use, you can continue working this way. Otherwise, either edit **Standard** to include your own settings or create a style.

CREATING A STYLE

To create an imposition style from the current settings in the **Preview** and **Layout** panes:

1 Choose **Add** from the **Style** menu in the upper-left corner of the **Preview** or **Layout** pane.

2 Enter a name for the style in the **Name** field and click **OK.**

3 Your new style is automatically selected. Any changes you make to the current setup from this point on override the style unless you update the style.

CHOOSING A STYLE

To select an imposition style for the current document, choose a style from the **Style** menu.
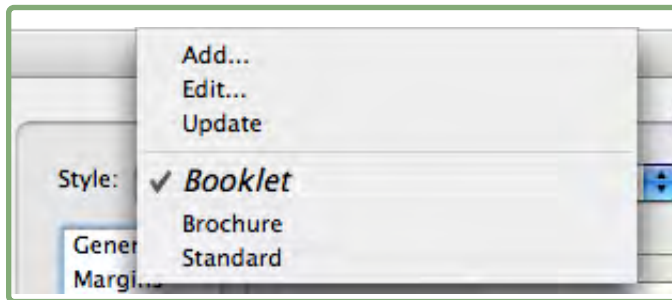
The **Style** menu in the **Layout** pane.

UPDATING A STYLE

If you choose a style, then continue to modify the setup, you can update the style itself to reflect your changes. To do this, choose **Update** from the **Style** menu. The style is updated to reflect the current settings.

EDITING THE STYLE LIST

Once you've created a variety of styles, you might need to start renaming or deleting some of the styles. To do this:

1 Choose **Edit** from the **Style** menu in the upper-left corner of the **Preview** or **Layout** pane.

The **Imposer Styles** dialog box.

2 To delete a style, select it and click **Delete.** Shift+click to select contiguous styles; Command+click/Ctrl+click to select noncontinuous styles.

3 To rename a style, select it and click **Rename.** Enter a new name in the **Name** field and click **OK.**

4 When you finish editing the list of styles, click **Save.**

SHARING STYLES WITH OTHER USERS

You and other Quark Imposer users can share styles by importing and exporting them. To do this, use the **Import** and **Export** buttons in the **Imposer Styles** dialog box. To select specific styles to export, Shift+click to select contiguous styles; Command+click/Ctrl+click to select noncontinuous styles.

SAMPLE IMPOSITION SCENARIOS

To use Quark Imposer effectively, you need to fully understand the types of imposition it offers. This section provides real-world examples of the imposition types in action.

SADDLE-STITCH SCENARIO

Let's say you're creating printer spreads for a 16-page layout. In the **Layout** pane, click the **2-Up** tab and choose **Saddle Stitch** from the **Binding** drop-down menu in the **General** area. Specify any necessary values (for example in the

Margins, Gaps, or Bleed fields), then click the **Preview** tab. To print all the pages in the document, select **All.** Choose an option from the **Registration** drop-down menu, then click **Print.** This setup prints eight 2-page printer flats.

Now, let's say the printer requests a four-up configuration for the same layout. All you do is click the **4-Up** tab in the **Layout** pane and leave the **Type** set at **Standard.** All the other settings remain the same. (If you specified a **Bleed** value, the **Horizontal** field (**Gap** area) is automatically set to twice the **Bleed** value.) This setup prints four 4-page printer flats.

PERFECT-BOUND SCENARIO

Let's say your layout is 116 pages (including the front and back covers) in reader-spread format. This job might require two print runs, one for the cover and one for the guts.

• Cover output: In the **Layout** pane, click the **2-Up** tab and choose **Perfect Bound** from the **Binding** drop-down menu in the **General** area. To compensate for the spine, enter a value in the **Horizontal** field (**Gap** area). Enter values in the other fields as necessary, then click the **Preview** tab. Enter 1, 2, 115, 116 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Print.** This setup prints the first two printer flats.

• Guts output: In the **Layout** pane, click the **4-Up** tab (if your printer requests printer spreads, click the **2-Up** tab). Specify any necessary values (for example in the **Margins, Gaps,** or **Bleed** fields), noting that the horizontal gap setting for the spine is no longer necessary. Click the **Preview** tab and enter 3–114 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Print.** This setup prints the remainder of the document in 4-up flats.

Because there are 112 pages of guts to impose in eight-page signatures, and 112÷8=14, this setup prints 14 signatures. (Quark Imposer would allow you to create 15 signatures from this document if it included the covers.)

STACKED SCENARIO

The **Stacked** binding option is ideal for documents reproduced on large format copiers such as a DocuTech, which cuts and collates as it prints. Say you're printing a 40-page book on a DocuTech to be spiral bound. First, in the **Layout** pane, click the **2-Up** tab and choose **Stacked** from the **Binding** drop-down menu (**General** area). In the **Sheets** field, enter 10. Specify any necessary values for **Bleed, Margins,** and **Vertical** field (**Gap** area). **Creep** and **Crossover** are disabled for **Stacked** binding.

Then, click the **Preview** tab. To print all the pages in the document, select **All.** Choose an option from the **Registration** drop-down menu, then click **Print.** This setup prints 10 four-page sheets. The 10 sheets are then cut to size and stacked on top of each other to form a 40-page publication ready for binding.

WORK & TURN SCENARIO

Let's say you've got a four-page brochure and the printer is planning to print this 4-up as a work-and-turn job and has requested composed flats. In the **Layout** pane, click the **4-Up** tab, choose **Work & Turn** from the **Type** drop-down menu and either **Saddle Stitch** or **Perfect Bound** from the **Binding** drop-down menu (**General** area). Enter values in the other fields as necessary, then click the **Preview** tab. Enter 1–4 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Print.**

WORK & TUMBLE SCENARIO

Using the same example as work-and-turn, let's say the printer requests film for a work-and-tumble job. The only change you need to make is to choose **Work & Tumble** from the **Type** drop-down menu in the **Layout** pane. Because **Work & Tumble** prints two flats with the same contents, you only need to print both flats if the printer requests two sets of film.

SPLIT WEB SCENARIO

In this example, say you're printing a 16-page book to a web press with two roll stands. Each press unit prints an 8-page signature. Both rolls are printed at the same time and collated in line to be final folded into a 16-page stapled book. In the **Layout** pane, click the **8-Up** tab and then choose **Split Web** from the **Type** drop-down menu (**Units** defaults to **2 Out**), choose **Saddle Stitch** from the **Binding** drop-down menu (**General** area). Proceed as usual.

Chapter 4:
Quark Imposer for Acrobat

Quark Imposer is a plug-in for Adobe® Acrobat® Professional that creates a new PDF from your original, multi-page PDF file, imposing its pages into printer flats. Quark Imposer for Acrobat offers three sheet types (2-Up, 4-Up, or 8-Up) and five imposition types (Standard, Work & Turn, Work & Tumble, Split Web, and Sheet Wise). To meet all your imposition needs, you can choose which pages to impose and how many signatures to create, so you can use different imposition methods for the same PDF file.

Quark Imposer compensates for bleed, creep, crossover trapping, page gaps, spread gaps, and plate margins according to your specifications.

The plug-in never affects the layout of your PDF file because the imposition is done in a completely new document, with no further compression performed. Quark Imposer doesn't add, shuffle, or rotate pages. You don't need to worry about how many pages are in the file or how the file is set up.

To use Quark Imposer, follow these steps:

1 Open the Acrobat PDF file to impose.

2 Display the **Imposer** dialog box (**File → Imposer**).

3 Set up the imposition using the **Layout** and **Preview** panes of the **Imposer** dialog box.
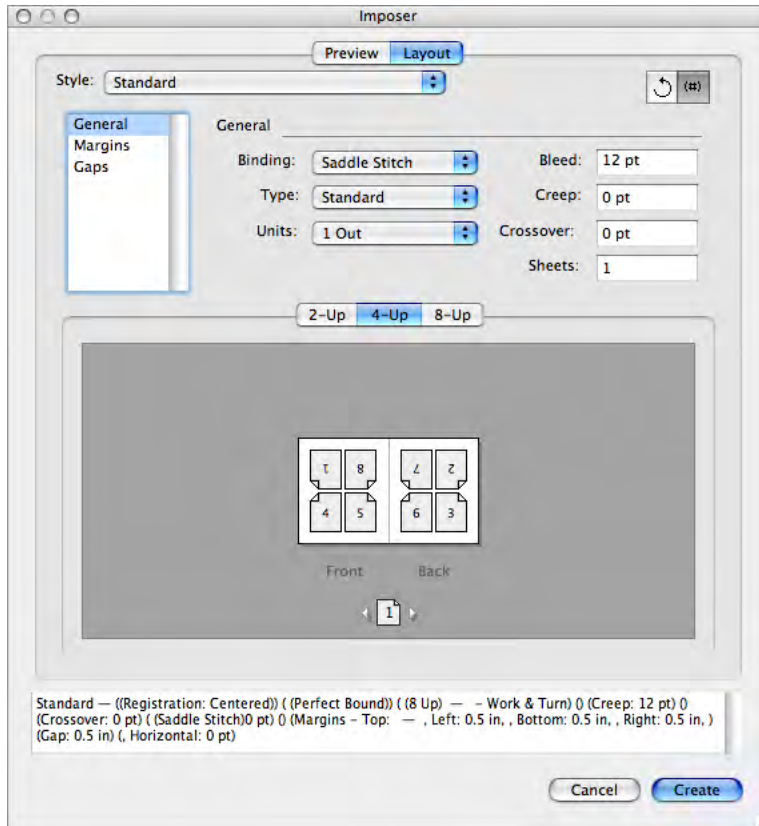
The **Layout** pane in the **Imposer** dialog box.

4 Use the **Preview** pane to verify that your **Layout** settings will work for the job.
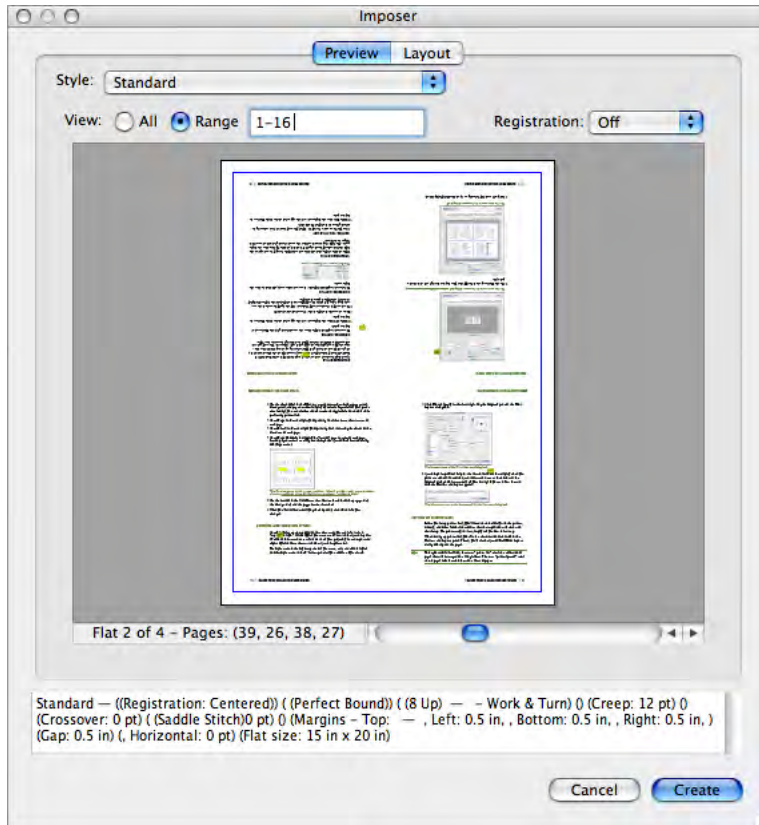
The **Preview** pane in the **Imposer** dialog box.

5 Click **Create** to produce a new PDF file with imposed printer flats displaying printer's marks and information about each flat.

Quark Imposer provides help in the form of Tooltips that display when you point at a control. In addition, an information area at the bottom of the **Imposer** dialog box summarizes all your settings so you can view them in the **Preview** and **Layout** panes.

The information area at the bottom of the the **Imposer** dialog box.

SETTING UP PRINTER FLATS

Before you set up printer flats, you should work closely with the printer, bindery, and other vendors to confirm that the imposition will work with their setup. The printer might, in fact, simply tell you how to set it up.

When setting up printer flats, you'll use a combination of controls in the **Preview** and **Layout** panes. Then, you'll click the **Create** button to produce a new PDF document containing each printer flat on separate pages.

➡ Throughout this discussion, the term "printer flat" refers to a collection of pages that will be imaged on one side of a single sheet. The term "printer spreads" refers to two pages next to each other on a sheet of paper.

STEP 1: SPECIFYING A SHEET TYPE
The sheet type is the number of pages on each printer flat (each side of a sheet): two, four, or eight. The type of imposition you select in Quark Imposer — **2-Up**, **4-Up**, or **8-Up** — controls the types of imposition available.

• For **2-Up, Standard** imposition is available.

• For **4-Up, Standard, Work & Turn, Work & Tumble,** and **Sheet Wise** impositions are available.

• For **8-Up, Standard, Work & Turn, Work & Tumble, Split Web,** and **Sheet Wise** impositions are available.

To specify a sheet type, open the **Imposer** dialog box and click the **Layout** tab. Then, click the **2-Up, 4-Up,** or **8-Up** tab.

STEP 2: SPECIFYING AN IMPOSITION TYPE
Because the type of imposition interacts with the binding and determines which other options are available, it's important to understand how each type functions.

• **Standard** places the number of pages you specify for the sheet type on each flat: Two for **2-Up**, four for **4-Up**, or eight for **8-Up.** For example, if you select **4-Up Standard**, an eight-page document yields two unique printer flats, a 16-page document yields four unique printer flats, and so on (provided that you choose **Saddle Stitch** or **Perfect Bound** for the binding).

• **Work & Turn** places four (**4-Up**) or eight (**8-Up**) pages on each flat, in which the printed press sheet is turned from left to right. **Saddle Stitch** and **Perfect Bound** binding yields duplicate printer spreads.

- **Work & Tumble** places four (**4-Up**) or eight (**8-Up**) pages per flat, in which the printed press sheet is tumbled top to bottom. **Saddle Stitch** and **Perfect Bound** binding yields unique printer spreads, which are then duplicated front and back.

- **Split Web**, available only for **8-Up** sheets, places eight pages on each flat. **Split Web** allows you to impose a document over several forms when printing to a web press that can be configured to run multiple roll stands. In the **Sheets** field, enter the number of roll stands to be configured. For example, entering 2 in the **Sheets** field will impose 2 forms that make up one 32-page signature. In the **Layout** pane, you can toggle between the forms Quark Imposer creates.

- **Sheet Wise** places four (**4-Up**) or eight (**8-Up**) pages on each flat, but it creates different plates for each side of the press sheet. Use this option when printing full signatures that yield one signature out on a web press. When you choose **Sheet Wise**, the **Units** drop-down menu lets you choose how many units out to produce.

To specify an imposition type:

1 In the **Layout** pane, confirm the sheet type: **2-Up, 4-Up,** or **8-Up.**

2 Select **General** to display the **Type** drop-down menu.

3 Choose an option from the **Type** drop-down menu.
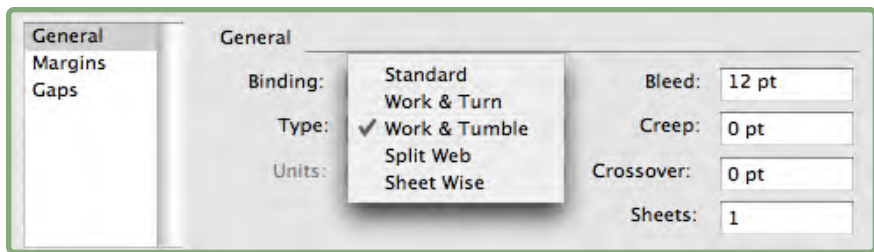
The **Type** drop-down menu in the **General** area.

➡ If you choose **Sheet Wise,** choose an option from the **Units** drop-down menu. If you choose **Split Web,** enter a value in the **Sheets** field and click the arrows at the bottom of the **Layout** pane to view the different forms.

For **Split Web** imposition with multiple sheets, you can use the arrows at the bottom of the **Layout** pane to view the different forms.

STEP 3: SPECIFYING A BINDING TYPE

The type of binding you choose affects how the printer flats are created:

• Choose **Saddle Stitch** if the pages will be stapled.

• Choose **Perfect Bound** if the pages will be bound to the cover with adhesive.

• Choose **Stacked** if the pages will be three-hole punched, spiral bound, or comb bound. **Stacked** is similar to **None,** except it allows for multiple masters for large format copiers.

• Choose **None** if the pages will not be bound. **None** offsets any two (**2-Up**), four (**4-Up**), or eight (**8-Up**) pages from the first page specified in the **Preview** pane.

➡ Choosing **Saddle Stitch, Perfect Bound,** or **Stacked** enables the **Sheet** field in the **Preview** pane, which allows you to specify how many signatures to create.

To specify a binding type:

1 In the **Layout** pane, confirm the sheet and imposition type.

2 Select **General** to display the **Binding** drop-down menu.

3 Choose an option from the **Binding** drop-down menu.

The **Binding** drop-down menu in the **General** area.

STEP 4: FLIPPING AND MOVING PAGES

Once you have the pages arranged, you can rearrange pages if necessary and decide whether pages need to be flipped (head-to-head, for example).

• To flip pages, click the **Page Flipping** tool ⟲ in the **Layout** pane. Click the thumbnails to flip them; in **4-Up Standard, 4-Up Work & Turn,** or **4-Up Work & Tumble,** you can flip the top and bottom sets of thumbnails separately.

• To rearrange pages, click the **Page Sequence Numbering tool** ⟨≈⟩ in the **Layout** pane. If you select **None** for the binding, click each thumbnail to display a menu. The menu lets you arrange the pages in any way necessary for the job. If you select **Saddle Stitch** or **Perfect Bound,** click a thumbnail to specify the location of page 1. Page 1 must remain a right-facing page.

STEP 5: SPECIFYING BLEED

The value in the **Bleed** field (**Layout** pane → **General** area) specifies the amount of space used to allow page elements to print beyond the edge of the trimmed page. Enter a value between zero and the smallest margin. The value you enter in the **Bleed** field affects only the face of a printer flat (the top, bottom, and outside page edges). To control the bleed between pages for **Saddle Stitch** or **Perfect Bound** publications, refer to **Crossover.**

STEP 6: SPECIFYING CREEP

The value in the **Creep** field (**Layout** pane → **General** area) specifies the amount of space necessary to accommodate paper thickness and folding in **Saddle Stitch** or **Perfect Bound** publications. Enter a value between –144 pt and 144 pt. For **Saddle Stitch** publications, the value specifies the distance contents move. For **Perfect Bound** publications, the value specifies the distance pages move relative to the spine.

The **Bleed** and **Creep** fields in the **General** area.

HOW CREEP WORKS

Quark Imposer considers the "cover" of the final piece to be the outermost printer flat while the "centerfold" is considered to be the innermost printer flat. The term "sheet" is used to represent two printer flats — the front of the sheet and the back of the sheet. The "creep increment" is calculated by dividing the user-supplied creep value by the total number of sheets minus one.

For example, a 16-page PDF file could yield eight printer flats, or four sheets. The front of the first sheet consists of the first printer flat (pages 16 and 1) while the back of the first sheet consists of the second printer flat (pages 2 and 15). For the sake of this discussion, if the user-supplied creep value was 24 pts (we realize this is an extreme) the creep increment is 8 pts per sheet (24 divided by 3).

The amount of creep applied to the outermost sheet is 24 pts, the amount of creep applied to the second sheet is 16 pts and the amount of creep applied to the third sheet is 8 pts. No creep applies to the fourth and innermost sheet. As our example illustrates, the amount of creep for each successive sheet was decreased by the creep increment.

In summary, each page on the outermost sheet is moved 12 pts (half of the 24 pt creep value for this sheet) away from the spine, each page on the second sheet is moved 8 pts (half of the 16 pt creep value for this sheet) away from the spine, each page on the third sheet is moved 4 pts (half of the 8 pt creep value for this sheet) away from the spine. Pages on the fourth and innermost sheet are not moved.

BINDING	VALUE	MOVEMENT
Perfect	Positive #	Page out
Perfect	Negative #	Page in
Saddle stitch	Positive #	Content out
Saddle stitch	Negative #	Content in
None	n/a	n/a

STEP 7: SPECIFYING CROSSOVER

The value in the **Crossover** field (**Layout** pane → **General** area) specifies the amount of space used to allow page elements to encroach the **Gap** in **Saddle Stitch** or **Perfect Bound** publications. (Think of it as a bleed for in between pages.) Enter a value between zero and half the **Vertical Gap** value.

STEP 8: SPECIFYING MARGINS

Values in the **Margins** area (select **Margins** in the **Layout** pane) specify the amount of space to surround the trim size of the printer flat. Enter values between 0 and 288 pts in the **Top, Left, Bottom,** and **Right** fields.

The **Margins** area in the **Layout** pane.

STEP 9: SPECIFYING GAPS

Values in the **Gaps** area (select **Gaps** in the **Layout** pane) specify the amount of space to place between imposed pages and spreads. Enter values between 0 and 288 pts in the **Vertical, Horizontal,** and **Spread** fields.

The **Gaps** area in the **Layout** pane.

- The **Vertical** field represents the distance between the right side of the left page and the left side of the right page.

  A **Vertical** gap value is required if the flat has a crossover. For **Perfect Bound** publications, if you are creeping in (with a negative value), the minimum **Vertical** gap value is the width of the **Creep** value. If you're manually creating signatures (for example, if there are different stocks in the same publication), you can enter a value in the **Vertical** field to specify a starting creep for flats that belong to different signatures.

- The **Horizontal** field represents the distance between the bottom of the upper printer spread and the top of the lower printer spread.

- A **Horizontal** gap value is not available for **2-Up** flats but is required for **4-Up** flats that bleed.

- The **Spread** field, available for **8-Up** flats only, represents the vertical space between the two sets of printer spreads.

STEP 10: SPECIFYING REGISTRATION MARKS

Quark Imposer lets you create new PDF files without registration marks (if the supplied PDF file has its own registration marks) or with standard registration marks.

1 In the **Imposer** dialog box, click the **Preview** tab.

2 Choose an option from the **Registration** drop-down menu.
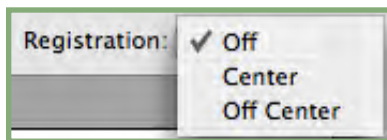
The **Registration** drop-down menu in the **Preview** pane.

- Choose **Off** to create a PDF without registration marks.

- Choose **Center** or **Off Center** to create a PDF using Quark Imposer's default marks, which include four targets, trim marks, bleed marks, fold lines, a text slug, a gray bar, and color bar (when printing separations).

➡ The position of the registration marks is controlled by the value you enter in the **Bleed** field in the **Layout** pane.

STEP 11: CREATING AN IMPOSED PDF FILE WITH QUARK IMPOSER
Quark Imposer for Adobe Acrobat Professional creates a new PDF file with imposed printer flats from a regular multi-page PDF file.

To create an imposed PDF with Quark Imposer:

1 Choose **File → Imposer,** then confirm all the settings in the **Preview** and **Layout** panes of the **Imposer** dialog box.

2 Click **Create** in the **Imposer** dialog box or press **Return/Enter.**

➡ Quark Imposer for Adobe Acrobat places each set of printer's marks on a separate layer in the final PDF file. These layers can be accessed by clicking the **Layers** tab in Acrobat and can be turned on or off, giving you complete control over which marks print.

CREATING CUSTOM IMPOSITIONS

You are not limited to a single imposition type within a document. You can choose which pages to impose a certain way, create a PDF file from those, then impose and create a second PDF file containing the remaining pages. For example, the cover pages of a document might need to be in a different PDF file than the interior pages.

The **Preview** pane provides these controls:

• **All:** Select this option to create an imposed PDF containing all pages from the original multi-page PDF file.

• **Range:** Select this option to specify a range of pages to impose from the original PDF file.

➡ Keep in mind that comma delimiters signify single pages, while hyphens signify page ranges. For example, entering 1, 4, 7, 10–14 in the **Range** field yields eight pages: 1, 4, 7, 10, 11, 12, 13, 14.
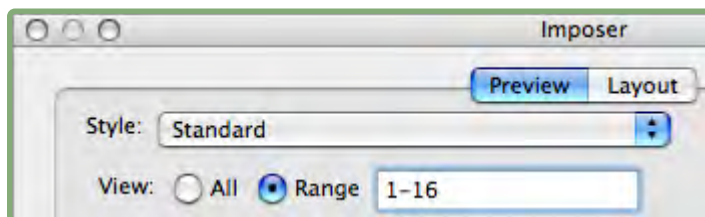
Using the custom imposition setting in the **Preview** pane.

PREVIEWING PRINTER FLATS

The **Preview** pane of the **Imposer** dialog box lets you confirm the settings you make in the **Layout** pane. For example, you can see how the pages are rotated and you can check the bleed amount.

To open the **Imposer** dialog box, choose **File → Imposer.** To switch between the **Preview** and **Layout** panes, click the tabs. Use the resize box in the lower-right corner to increase the previewing area.

NAVIGATING PAGES IN THE PREVIEW

You can navigate through the previews using the scroll bar or using keyboard commands.

FLAT	SCROLL BAR	KEYBOARD
First	n/a	Home
Last	n/a	End
Next	Click right arrow	Right arrow
Previous	Click left arrow	Left arrow
Back several	Click left side	Page down
Forward several	Click right side	Page up
Any	Drag scroll box	n/a

To preview a specific printer flat, choose one from the **Flat** drop-down menu next to the scroll bar.

The **Flat** drop-down menu in the **Preview** pane.

DISPLAYING A CORRESPONDING PAGE IN THE PDF

To see the PDF page that corresponds with a preview, double-click that page in the page preview. Acrobat displays the page in the document window.

DISPLAYING GUIDES, BLEEDS, AND PAGE NUMBERS

Settings in the **Preview Options** dialog box control whether page guides, bleed guides, and page numbers display in the previews by default. While previewing flats, you can quickly hide and display these visual aids using the context menu (Ctrl+click/right-click in the **Preview** pane).
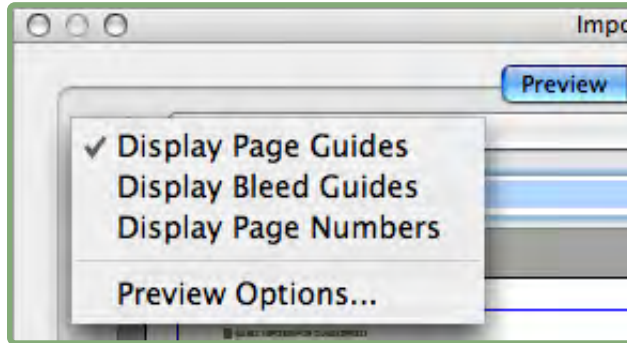
The context menu for displaying guides and page numbers.

Use the check boxes in the **Preview** area to determine whether page guides, bleed guides, and page numbers display by default. Regardless of your preference settings, you can use the context menu to toggle these on and off while previewing printer flats.

- Check **Page Guides** to display lines that frame the trim area of each page.
- Check **Bleed Guides** to display lines indicating the extent of the bleed area of each page.
- Check **Page Numbers** to display the page number of each page.

➡ The guides and page numbers do not display in the resulting PDF file.
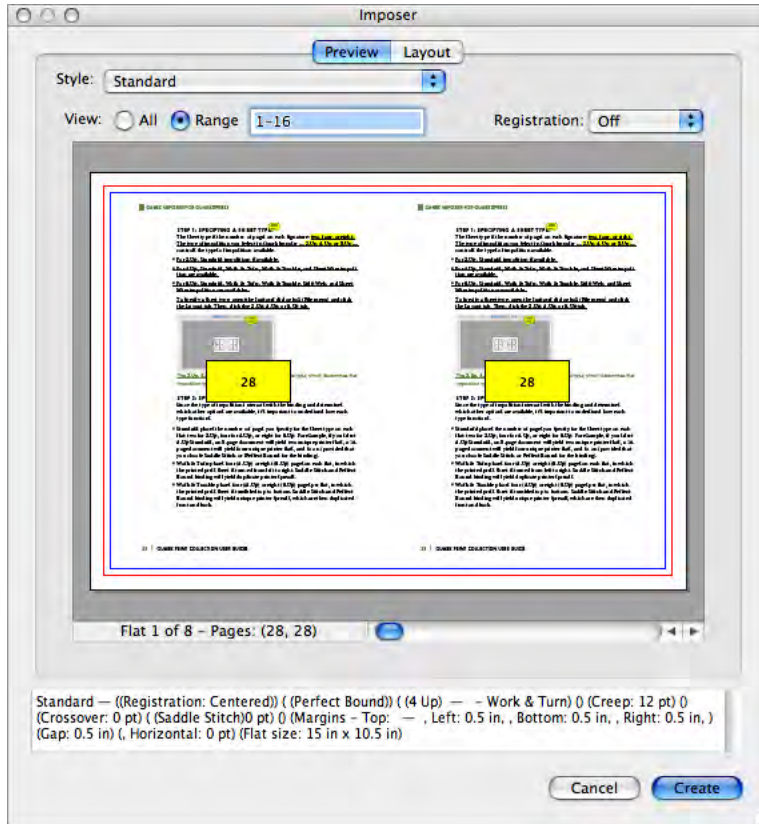
The **Preview** pane with page guides, bleed guides, and page numbers displayed.

Use the buttons in the **Color** area to customize the color of the page guides, the bleed guides, and the page number swatches.

CREATING AND CHOOSING STYLES

Once you set up an imposition for a document, you can save it as an "imposition style." All the styles you create are saved with the Quark Imposer plug-in and are available to all your documents; you can import and export styles to share them with other Quark Imposer users.

The **Style** drop-down menu in the **Layout** pane lets you create, edit, and choose styles. Another **Style** drop-down menu in the **Preview** pane lets you choose a style as well.

STANDARD STYLE

Quark Imposer comes with a default imposition style called **Standard.**
If **Standard** or any other style is italicized, it means you have overridden its
settings with your own settings. If you're setting up an imposition for a one-
time use, you can continue working this way. Otherwise, either edit **Standard**
to include your own settings or create a style.

CREATING A STYLE

To create an imposition style from the current settings in the **Preview** and
Layout panes:

1 Click the **Layout** tab, and then choose **Add** from the **Style** menu in the
upper-left corner.

2 Enter a name for the style in the **Name** field and click **OK.**

3 Your new style is automatically selected. Any changes you make to the current
setup from this point on override the style unless you update the style.

CHOOSING A STYLE

To select an imposition style for the current document, choose a style from the
Style drop-down menu.
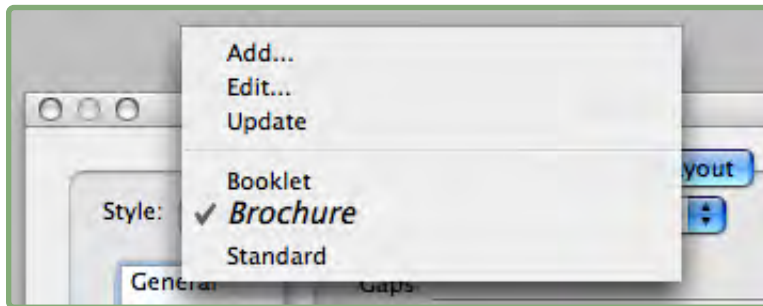
The **Style** drop-down menu in the **Layout** pane.

UPDATING A STYLE

If you choose a style, then continue to modify the setup, you can update the
style itself to reflect your changes. To do this, choose **Update** from the **Style**
drop-down menu. The style is updated to reflect the current settings.

EDITING THE STYLE LIST

Once you create a variety of styles, you might need to start renaming or deleting some of the styles. To do this:

1 Choose **Edit** from the **Style** drop-down menu in the upper-left corner of the **Preview** or **Layout** pane.

```
                    Imposer Styles
  ┌──────────────────────────────────────────┐
  │ Booklet                                   │
  │ Brochure                                  │
  │ Standard                                  │
  │                                           │
  │                                           │
  └──────────────────────────────────────────┘
  ┌──────────────────────────────────────────┐
  │ Standard — ((Registration: Centered)) ( (Perfect Bound)) ( (4 │
  │ Up) —  – Work & Turn) () (Creep: 12 pt) () (Crossover: 0 pt) ( │
  │ (Saddle Stitch0 pt) () (Margins – Top:  — , Left: 0.5 in, ,    │
  │ Bottom: 0.5 in, , Right: 0.5 in, ) (Gap: 0.5 in) (, Horizontal: 0 │
  │ pt)                                       │
  └──────────────────────────────────────────┘
  ( Rename... )  ( Delete )
  ( Import... )  ( Export... )  ( Cancel )  ( Save )
```
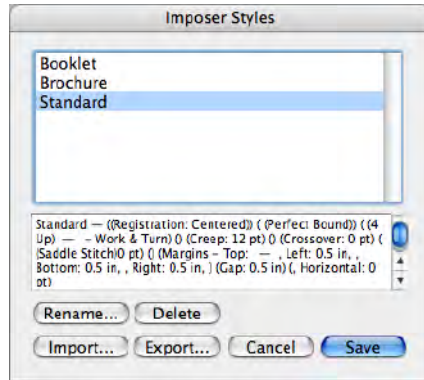
The **Imposer Styles** dialog box.

2 To delete a style, select it and click **Delete.** Shift+click to select contiguous styles; Command+click/Ctrl+click to select noncontinuous styles.

3 To rename a style, select it and click **Rename.** Enter a new name in the **Name** field and click **OK.**

4 When you finish editing the list of styles, click **Save.**

SHARING STYLES WITH OTHER USERS

You and other Quark Imposer users can share styles by importing and exporting them. To do this, use the **Import** and **Export** buttons in the **Imposer Styles** dialog box. To select specific styles to export, Shift+click to select contiguous styles; Command+click/Ctrl+click to select noncontinuous styles.

HANDLING PDFS WITH BLEED INCLUDED

When handling a print job that includes bleeds, you must prepare PDFs in a certain fashion prior to imposing the document with Quark Imposer for Adobe Acrobat Professional:

1 Be sure to export (or have the client export) the PDF with a symmetrical bleed. No registration marks are necessary because these are created by Quark Imposer. Set the **Bleed Type** to **Symmetric,** and the **Amount** to an appropriate number.

2 Open the PDF file in Adobe Acrobat Professional and choose **Document → Crop Pages.**

3 Enter the bleed amount (from step 1) into each of the fields: **Top, Bottom, Left**, and **Right.**

4 Under **Page Range**, click **All** to assure all pages are cropped, and choose **Even** and **Odd** Pages from the **Apply to** drop-down menu below it.

5 Click **OK**, and the **PDF** should now be cropped to the final trim size. Using Quark Imposer at this point yields the expected results.

➡ No information is discarded when you crop a page from within Adobe Acrobat Professional — cropping controls only the on-screen viewable area.

SAMPLE IMPOSITION SCENARIOS

To use Quark Imposer effectively, you need to fully understand the types of imposition it offers. This section provides a real-world example of the imposition types in action.

SADDLE-STITCH SCENARIO

Let's say you're creating printer spreads for a 16-page document. In the **Layout** pane, click the **2-Up** tab and choose **Saddle Stitch** from the **Binding** drop-down menu. Specify any necessary values (for example, in the **Margins, Gaps,** or **Bleed** fields), then click the **Preview** tab. To create a new, imposed PDF containing all the pages from the original document, click **All.** Choose an option from the **Registration** drop-down menu, then click **Create.** This setup creates a new PDF file containing eight 2-page printer flats.

Now, let's say the printer requests a four-up configuration for the same document. All you do is click the **4-Up** tab in the **Layout** pane and leave the **Type** set at **Standard.** All the other settings remain the same. If you specified a **Bleed** value, the **Horizontal** field (**Gap** area) is automatically set to twice the **Bleed** value.) This setup prints four 4-page printer flats.

PERFECT-BOUND SCENARIO

Let's say your document is 116 pages (including the front and back covers). This job might require two print runs, one for the cover and one for the guts.

• Cover output: In the **Layout** pane, click the **2-Up** tab and choose **Perfect Bound** from the **Binding** drop-down menu. To compensate for the spine, enter a value in the **Horizontal** field (**Gap** area). Enter values in the other fields as necessary, then click the **Preview** tab. Enter 1, 2, 115, 116 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Create.** This setup creates a new, imposed PDF file containing the first two printer flats.

- Guts output: In the **Layout** pane, click the **4-Up** tab (if your printer requests printer spreads, click the **2-Up** tab). Specify any necessary values (for example, in the **Margins, Gaps,** or **Bleed** fields), noting that the horizontal gap setting for the spine is no longer necessary. Click the **Preview** tab and enter 3–114 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Create.** This setup creates a new, imposed PDF file containing the remainder of the document in 4-up flats.

Because there are 112 pages of guts to impose in eight-page sheets, and 112÷8=14, this setup prints 14 sheets. (Quark Imposer would allow you to create imposed PDFs for 15 sheets from this document if it included the covers.)

STACKED SCENARIO

The **Stacked** binding option is ideal for documents to be reproduced on a large-format copier such as a DocuTech, which cuts and collates as it prints. Say you're creating an imposed PDF file for a 40-page book (from a 40-page PDF file) which will be printed on a DocuTech to be spiral bound. First, in the **Layout** pane, click the **2-Up** tab and choose **Stacked** from the **Binding** drop-down menu (**General** area). In the **Sheets** field, enter 10. Specify any necessary values in the **Bleed, Margins,** and **Vertical** fields (**Gap** area). **Creep** and **Crossover** are disabled for **Stacked** binding.

Then, click the **Preview** tab. To use all the pages in the document, click **All.** Choose an option from the **Registration** drop-down menu, then click **Create.** This setup creates a new, imposed PDF file containing 10 four-page sheets. The PDF file can now be printed to the large-format copier, and the sheets then cut to size and stacked on top of each other to form a 40-page publication, ready for binding.

WORK & TURN SCENARIO

Let's say you have a PDF file for a four-page brochure. The printer is planning to print this 4-up as a work-and-turn job and has requested a PDF containing composed flats. In the **Layout** pane, click the **4-Up** tab, choose **Work & Turn** from the **Type** drop-down menu and either **Saddle Stitch** or **Perfect Bound** from the **Binding** drop-down menu (**General** area). Enter values in the other fields as necessary, then click the **Preview** tab. Enter 1–4 in the **Range** field. Choose an option from the **Registration** drop-down menu, then click **Create.**

WORK & TUMBLE SCENARIO

Using the same example as work-and-turn, let's say the printer requests film for a work-and-tumble job. The only change you need to make is to choose **Work & Tumble** from the **Type** drop-down menu in the **Layout** pane. Since **Work & Tumble** creates two flats with the same contents, you only need to create a new PDF file of one of the flats.

SPLIT WEB SCENARIO

In this example, say you're creating an imposed PDF file for a 16-page book which will be printed to a web press with two roll stands. Each press unit prints an 8-page signature. Both rolls are printed at the same time and collated in line to be final folded into a 16-page stapled book. In the **Layout** pane, click the **8-Up** tab and then choose **Split Web** from the **Type** drop-down menu (**Units** defaults to **2 out**), choose **Saddle Stitch** from the **Binding** drop-down menu (**General** area). Proceed as usual.