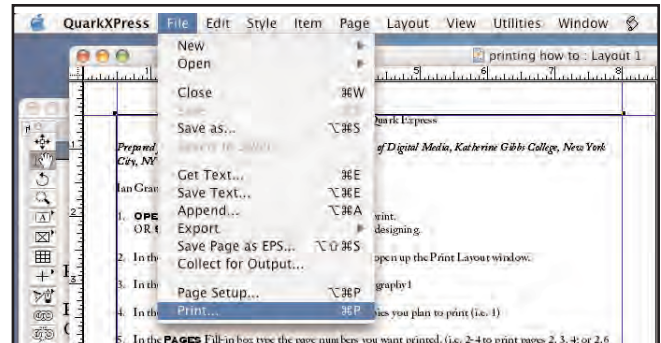


Printing from Quark Express

Prepared for students in DM 322Typography I, Department of Digital Media, Katherine Gibbs College, New York City, NY 1001

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1. **OPEN** a completed document that you are ready to print.
OR **SAVE** the document that you have just finished designing.



2. In the menu bar, select on **FILE > PRINT**. This will open up the Print Layout window.

3. In the **PRINT STYLE** drop down box, choose: **Typography1**

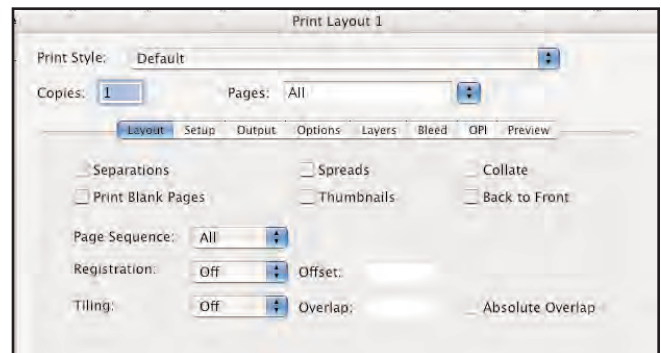
4. In the **COPIES** fill-in box, type in the number of copies you plan to print (i.e. 1)

5. In the **PAGES** Fill-in box type the page numbers you want printed. (i.e. 2-4 to print pages 2, 3, 4; or 2, 6 to print pages 2 and 6) To print the entire document leave setting on the default "All."

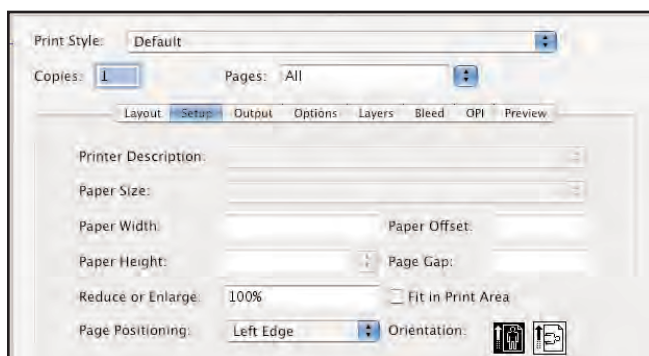
6. Select **LAYOUT** Tab.

- A. For printing single pages leave all check boxes off.
- B. For Printing facing pages ("spreads") click on the **SPREADS** check box.

8. Set the following options: **PAGE SEQUENCE:** All. **REGISTRATION:** Off. **TILING:** Off.



9. Select **SEPTUP** Tab.



10. Set the following options:

- A. **PRINTER DESCRIPTION:** color706
- B. **PAPER SIZE:** Choose the size of the paper that corresponds to your document. (Letter for 8.5 x 11; Tabloid for 11 x 17). Note: When printing a spread of letter-size pages, use Tabloid.
- C. **REDUCE OR ENLARGE:** 100%
- D. **PAGE POSITIONING:** Left Edge
- E. **ORIENTATION:** click on the icon for landscape or portrait depending on the setup of your document.

11. Select the **PREVIEW** Tab

12. In the **PREVIEW WINDOW**:

- A. The paper is displayed by a box outlined in black
- B. The document is displayed by a box outlined in green.
- C. The green box should fit within the black box.
- D. **NOTE:** If the document is too large for the paper, then the document will be displayed by a box outlined in red. You will also see overlap with the red box (document) coming out over the black box (paper). This is a big “NO NO.” You will need to hit cancel and double check the document size you have created. Then you will need to repeat the process as outlined, making sure that you have entered in all of the correct information.

Good luck!

