

Prepare for Service Bureau XTension

Save Trap Preferences XTension

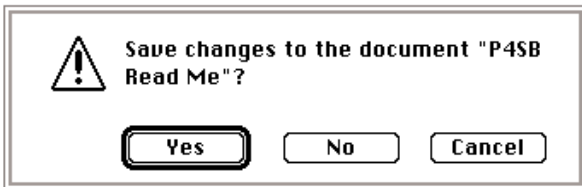
This document contains instructions for using the Prepare for Service Bureau XTension and Trap Preferences XTension. You may want to print this document so that the instructions will be available when you need them. This document contains Helvetica, Times, and Zapf Dingbats.

Installing the XTensions

The Prepare for Service Bureau XTension set is designed to eliminate most of the problems that occur when sending jobs to Service Bureaus. It contains two XTensions, Trap Preferences and Prepare for Service Bureau. To install the XTensions, quit out of QuarkXPress and drag copy the XTensions into the same folder where you keep QuarkXPress.

Trap Preferences

QuarkXPress normally stores trap preference information in the XPress Data File. The Trap Preferences XTension will automatically save your trap preferences to the document. This is done without any dialogs or prompts. Note that even if you make no changes to this document, you will still get a Save Changes alert box.



This is because the Trap Preferences XTension is going to embed new trap preferences in the document. If you want to save the Trap Preferences with the document, click on Yes. If you do not wish to save the Trap Preferences, you should click on No, then Quit out of QuarkXPress and remove the Trap Preferences XTension from the QuarkXPress folder. Selecting No will also discard any other changes you may have made to the document. (The Alert box will not appear if there have been no changes and the document already has embedded Trap Preferences).

You should be sure that your output service is also using the Trap Preferences XTension. If they are not, your trap preferences will be ignored.

Prepare for Service Bureau

The Prepare for Service Bureau XTension will save all document information and associated graphics necessary for a Service Bureau to successfully output your job. It will not save the associated fonts, as this is potentially a violation of copyright law. Your Service Bureau should own originals of the printer fonts.

When saving with The Prepare for Service Bureau XTension,

it is recommended that you select some sort of removable media (Syquest cartridge, Magneto-Optical drive or other transportable mass storage device.) This way, you can simply take the removable media to your output service and have all elements available for printing.

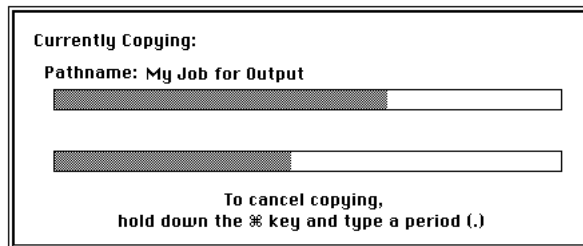
The Prepare for Service Bureau XTension will also create a text file which contains information about XTensions required to open the document, active XTensions, fonts used in the document, all graphics used in the document (including size, box angle, picture angle, skew, pathname, type, fonts in the graphic, and location in the document), color plates required for each page, each color (including information to reproduce custom colors), and trapping, as well as basic information about the document itself.

To activate the XTension, select Utilities Prepare for Service Bureau .



If you haven't already saved the document, a dialog box will ask where you want the document saved. Also, if a graphic is missing or has been modified, a dialog box will allow you to find the miss-

ing picture or graphic. You will then be asked to name the Document Statistics File. The folder where you place the Document Statistics file into will also be the folder where the document and associated graphics will be saved.



During the save process, The Prepare for Service Bureau XTension will show a dialog box with two progress indicators as shown above. The top indicator shows the progress of the save for each graphic; the bottom indicator shows the progress of the entire save. When both indicators show 100%, all elements have been saved. When you open the selected folder, you will see separate files for Document Statistics, the document, and for each graphic. You can now give a copy of the entire folder to your service bureau for output.

Also included with The Prepare for Service Bureau XTension is a template for use with the Document Statistics file. Open the template, select the text box located on the bottom half of the page and import the Document Statistics file (File Get Text). When importing the document, turn on the Include