

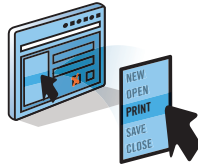
# QUICK START GUIDE FOR WINDOWS - Online PDF Express

## Printing from Indesign CS

1

### Select Print from the file menu

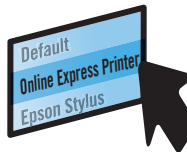
You can save a Print Preset of these settings for future use. The Print Preset will complete these details for you.



2

### Select the Online PDF Express PDF Printer

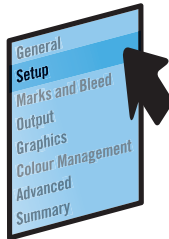
Under the Printer drop down menu, select the Online PDF Express PDF Printer



3

### Select the Setup tab

Select Setup from the left hand menu and ensure your Paper Size is set to custom and the Page Position is set to Centred



4

### Complete the Print Settings

Select the Marks and Bleeds option from the left hand menu. Ensure all Marks and Bleeds are turned on if required.

Select Output from the left hand menu and under the Color tab make sure your colour settings are correct.

5

### Complete the Image settings



Select Graphics from the left hand menu. Under Images, ensure the Send Data tab is set to All and the Font Download tab is set to Complete.

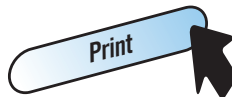
Select the Advanced tab from the left hand menu. Ensure the Transparency Flattener is set to High Resolution.

6

### Print

Click Print, you will be prompted to save your PDF.

Please refer to the delivery guide for instructions on delivering your file to RL design & print

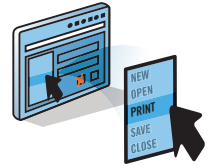


## Printing from Quark Xpress

1

### Select Print from the file menu

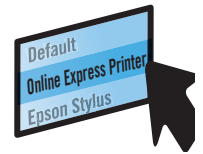
RL design & print recommend you use the Capture Settings feature for future use.



2

### Select the Online PDF Express PDF Printer

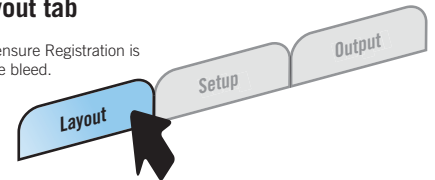
Under the Printer drop down menu, select the Online PDF Express PDF Printer



3

### Select the Layout tab

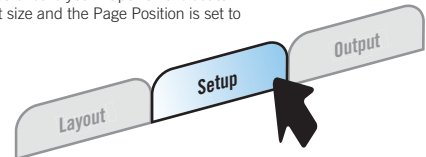
Under the Layout tab ensure Registration is turned on if you require bleed.



4

### Select the Setup tab

Under the Setup menu and in the Printer Description select the Online PDF Express PDF Printer. Also ensure your Paper Size is set to the correct size and the Page Position is set to Centred.

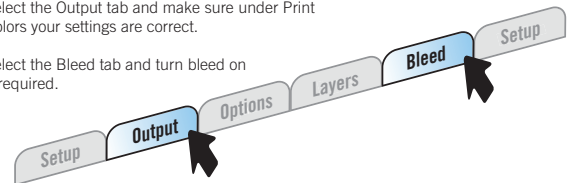


5

### Complete your Print settings

Select the Output tab and make sure under Print Colors your settings are correct.

Select the Bleed tab and turn bleed on if required.



6

### Print

Click Print, you will be prompted to save your PDF.

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