



Collect for Output

Quark makes it easy to collect all the items you used to make your document, and gather them together in one folder to send to your printer.

Under "File" at the top menu bar, choose "Collect for Output..."



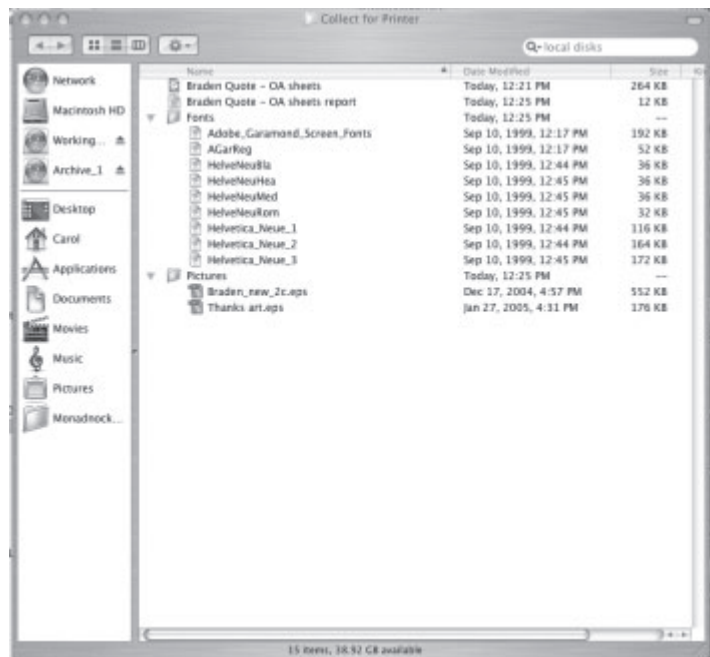
At the bottom of the dialog box, you can select the kinds of items you would like to collect—your Layout, (Quark document) Linked Pictures, Embedded Pictures, and, *most important*, **both** Screen Fonts, **and** Printer Fonts.

Choose "New Folder" to create a new, clean folder to store all these in. Click "Save".

In the Alert box regarding the license agreement using fonts, read and click "OK".

Carefully examine the resulting folder to make sure it **DOES** contain all your items before you copy it to your zip disk or CD.

Send it along with the latest laser proofs of your job for the prepress department to verify the integrity of your job.



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