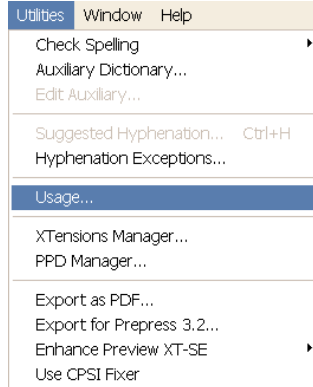


*Collecting For Output:*  
**QuarkXPress 4.0 & 4.11 - PC**

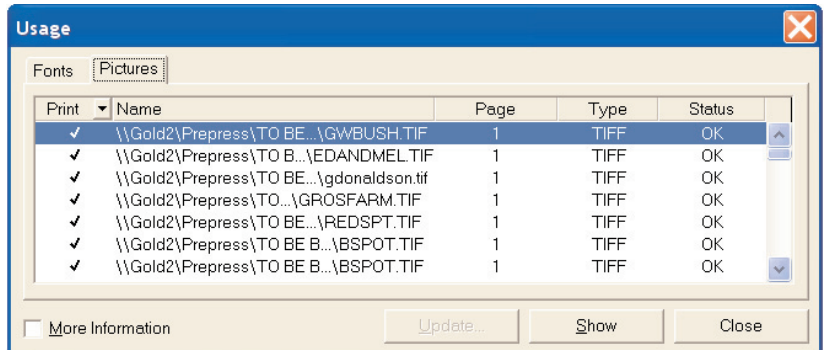
*\*\*\* This instruction package was created on Windows XP. Items may appear differently depending on what operating system you are running on your machine.*

- First, delete any items placed on the pasteboard.

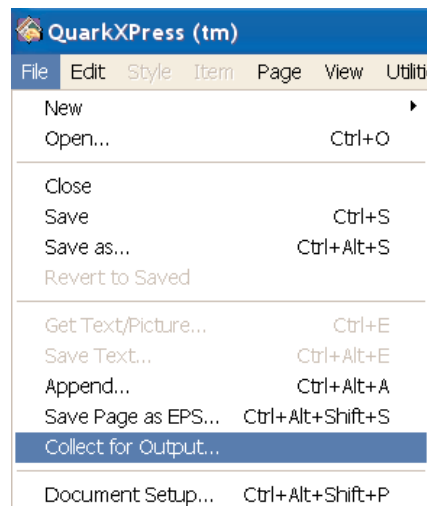
- Under *Utilities*, select *Usage...*



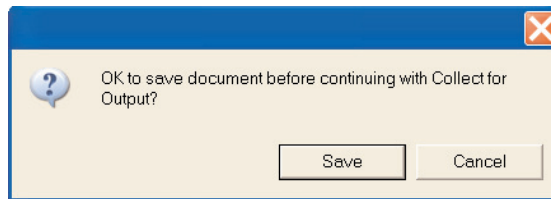
- Make sure that all of the pictures placed in the document are linked and updated.



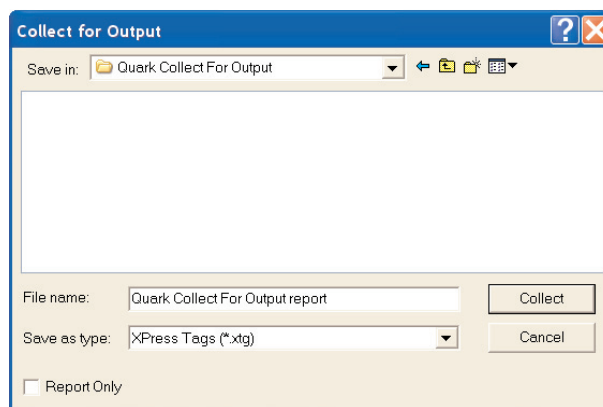
- Under *File*, select *Collect for Output...*



- It'll ask if you want to save the document before continuing.
- Click *Save*.

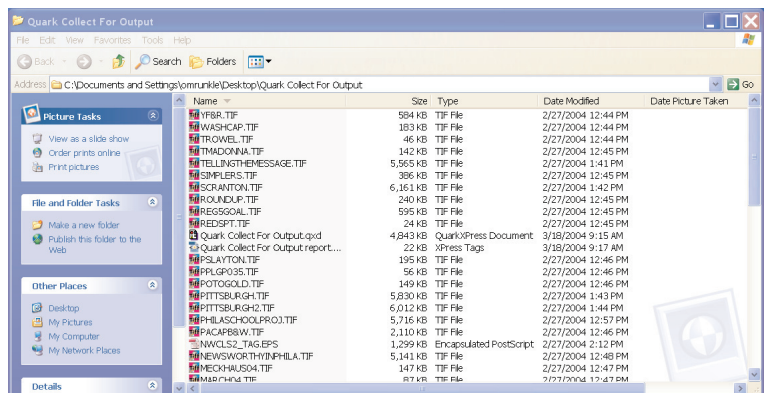


- Create a new folder where just these collected files will be saved.
- Click *Collect*.



- This will collect all of the graphics that we'll need in order to output your files.

*Note: Quark 4.0's collect does not collect the graphics into a separate folder. It puts the Quark file, graphics and the report (.xtg file, which tells you what was collected) all into the same folder.*



\* Unfortunately, Quark 4.0 does not have the capability of collecting the fonts used in the document, which is now an option in Quark 5.0 & 6.0. Therefore, the fonts must be collected by hand (TrueType -or- PostScript both Printer & Screen fonts). Supply us with all of these elements on disk, along with hardcopy for us to proof the pages against.