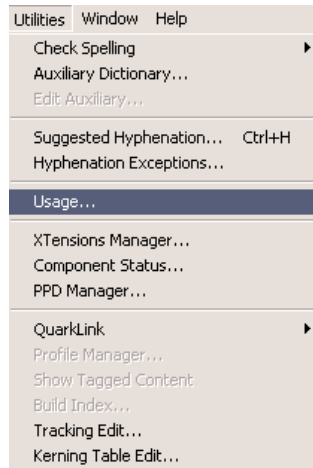


Collecting For Output:
QuarkXPress 5.0 - PC

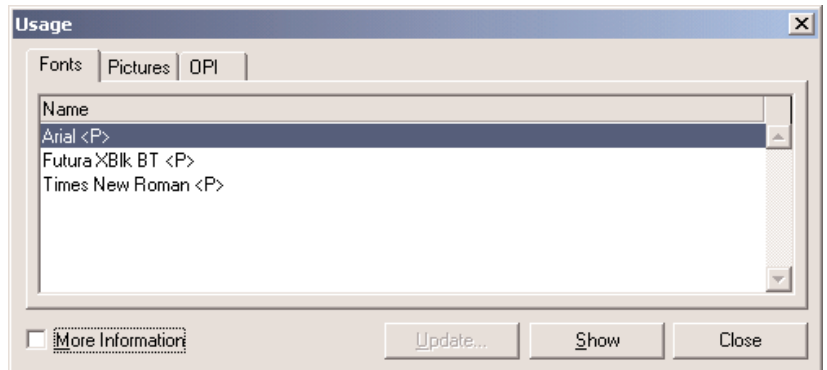
**** This instruction package was created on Windows 2000. Items may appear differently depending on what operating system you are running on your machine.*

- First, delete any items placed on the pasteboard.

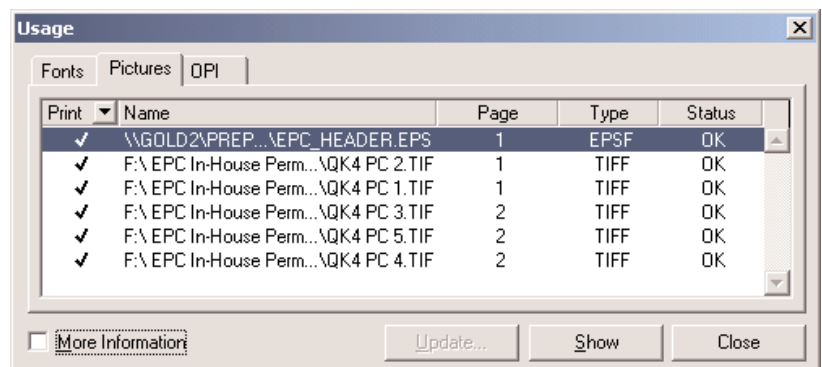
- Under **Utilities**, select **Usage...**



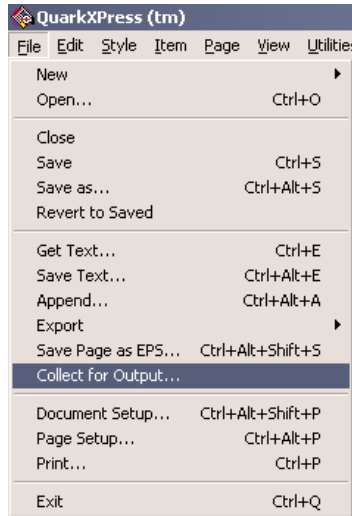
- Make sure that all of the fonts that are used in the document are loaded.



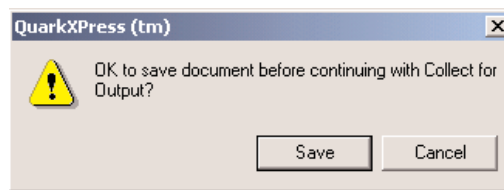
- Make sure that all of the pictures placed in the document are linked and updated.



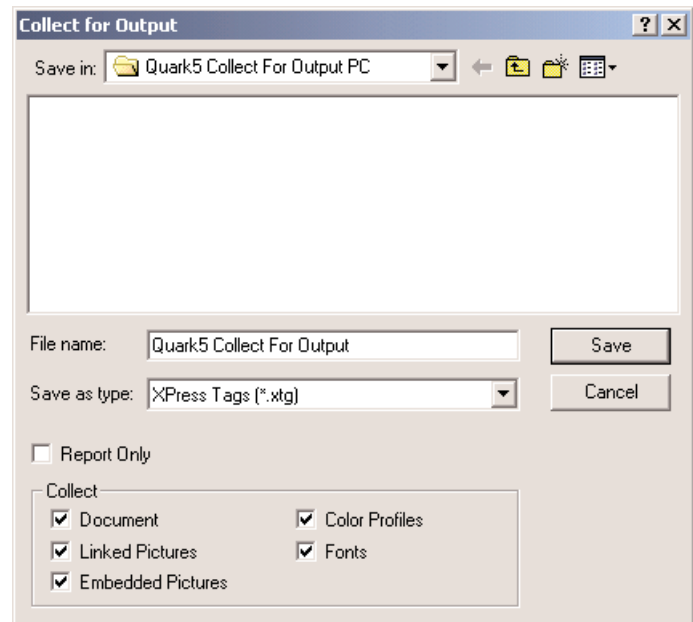
- Under **File**, select **Collect for Output...**



- 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.
- Check all of the boxes at the bottom.
- Click **Save**.



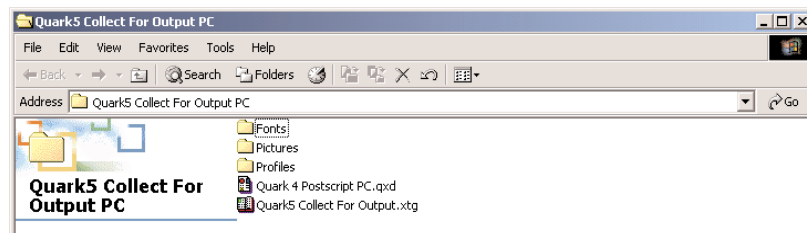
- A font license warning will come up.

Note: Since you are providing the fonts to a service provider it is legal to do so.

- Click **OK**.



- This will collect the pictures, fonts and any profiles that are being used.



* Supply us with all of these elements on disk, along with hardcopy for us to proof the pages against.