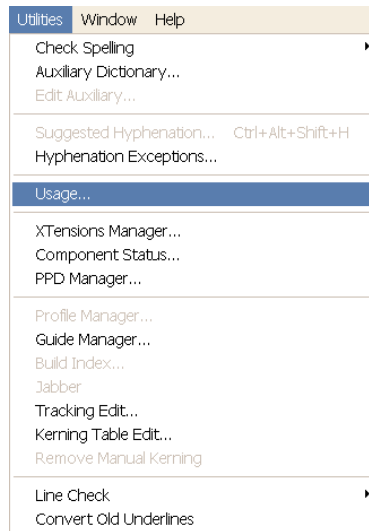


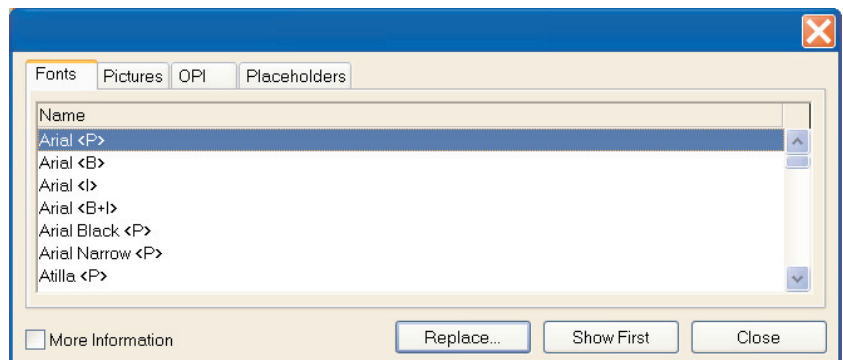
Collecting For Output:  
**QuarkXPress 6.0 - PC**

- First, delete any items placed on the pasteboard.

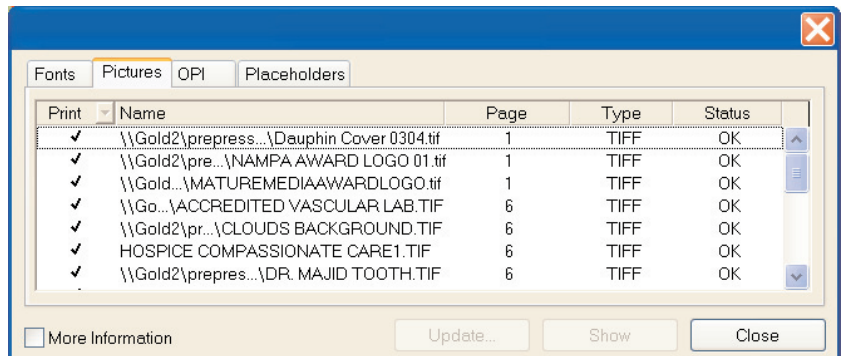
- Under **Utilities**, select **Usage...**



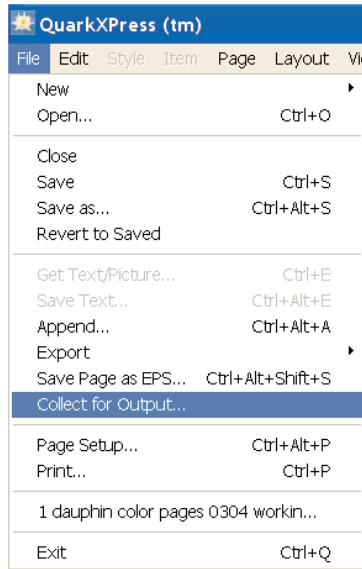
- Make sure that all of the fonts that are used in the document are loaded.



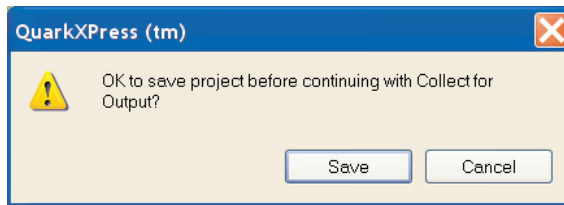
- Make sure that all of the pictures placed in the document are linked and updated.



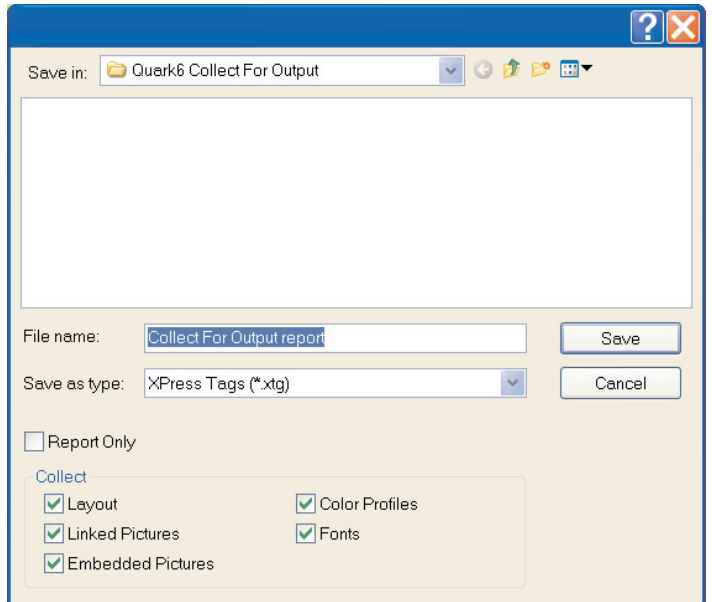
- Under **File**, select **Collect for Output...**



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



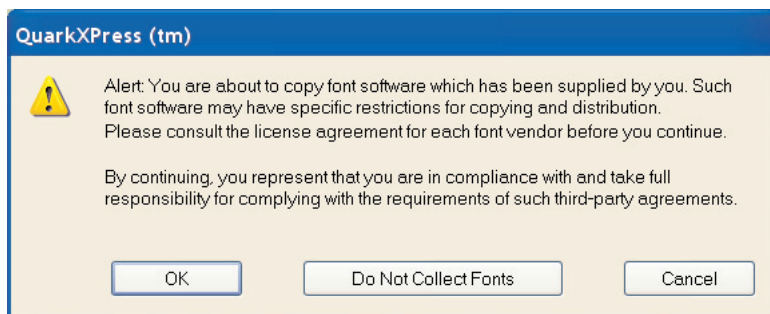
- Create a new folder where just these collected files will be saved.
- Check all of the boxes at the bottom.
- Click **Save**.



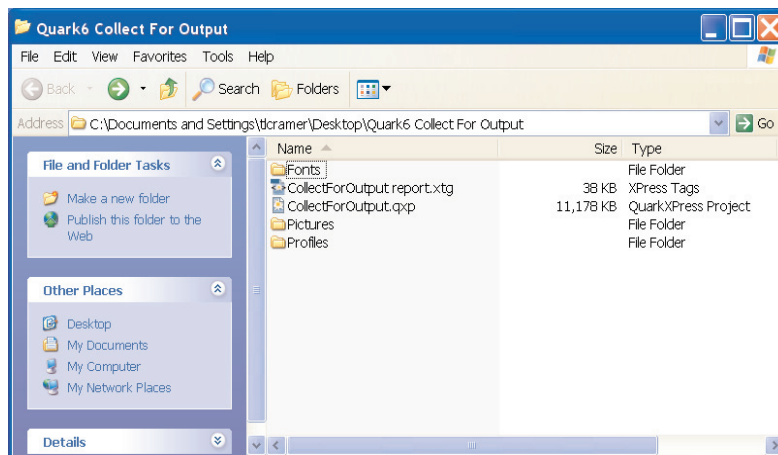
- A font license warning will come up.

*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.