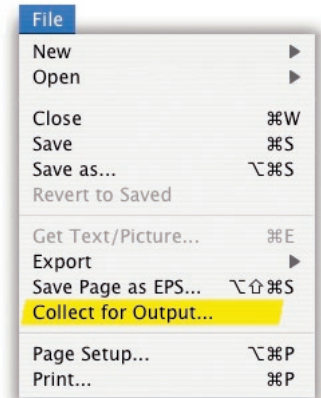


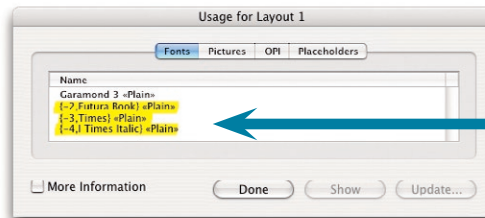
Most of the problems that stop a job in the preflight stage could be avoided by using the built in packaging tools.

Ninety percent of preflight problems we find involve a missing font or linked graphic. To help you gather these vital pieces of your job together, Quark has provided the "Collect for Output" feature. Using it on your files can save you time, money, and hassle when sending them to a printer.



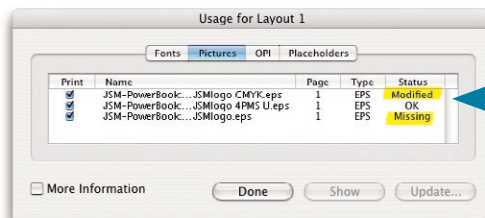
1) Resolve any Problems in the Usage Menu

When your job is ready to be sent give it a quick last minute check for any possible errors, run spell check, make sure all the fonts used in the file are correctly loaded and check to make sure your links are up to date.



Quark Font Usage Window

Missing fonts are listed in {brackets} and preceded by a negative number. Find and fix any missing fonts.



Quark Picture Usage Window

Find any missing images and update any modified ones.

2) Create a new folder to collect the files into

Create a new folder on your hard drive and name it "Collect for Printer"

3) Choose Collect for Output

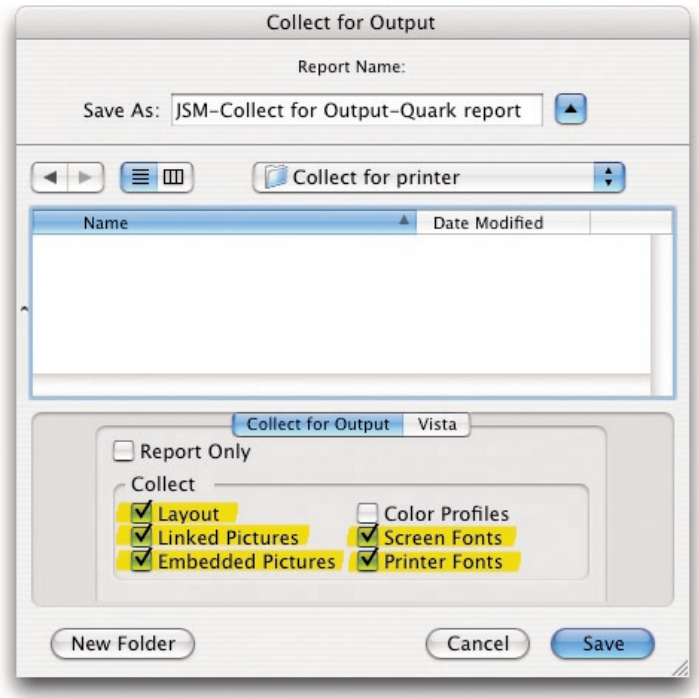
Choose Collect for Output from the File Menu. If anything has been modified, Quark will request that you save your file. If you receive warnings about missing fonts or graphics, stop and resolve any issues before continuing.

4) Collect the File, Fonts and Pictures

Navigate to the "Collect for Printer" folder you created earlier. Check the checkboxes for everything except Report Only and Color Profiles. *Note that Quark 4 has a slightly different window and will not collect your fonts for you.*

5) Click OK at the font warning dialog

You have paid for the right to use these fonts in your jobs, and we need to use the exact same fonts to output your file that you used to create it.



6) Send us the Collect for Printer folder

Quark will now copy your layout file and all fonts and images into the "Collect for Printer" folder. Send us that entire folder and we will have everything we need to print your job. Feel free to contact us at: techsupport@jsmccarthy.com if you have any questions.

Quark automatically collects all the fonts used in your file here.

This is your original Quark Document.

Always include the Report, it contains useful information about your document, fonts and images.

This folder contains all the graphics used in your file.

