

## How to Collect for Output - QuarkXPress

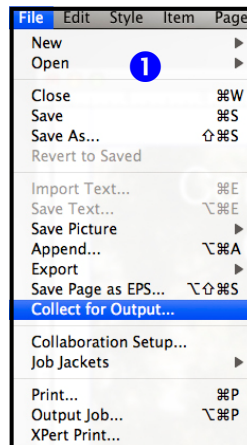
Using the "Collect for Output" function included with QuarkXPress will ensure that everything needed to produce your project is included on the disk or in the files that you send to EPI-Colorspace.

### Step 1

Make sure you have saved the document on your computer.

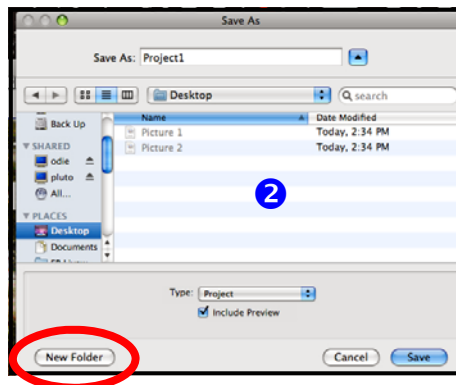
The menu will look like this.

Then **click** on the FILE tab, and then **click** on "Collect for Output."



### Step 2

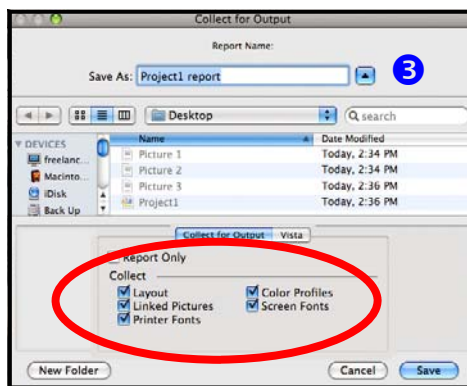
Quark Xpress will ask you to save your document. We recommend that you save your file at this time. Next, make a folder and **double-click** on that folder as where you want the project to collect to. Sometimes it is easier to make the new folder on the desktop labelled "EPI-Colorspace" so it will be easy to find in later steps.



### Step 3

In the "Collect for Output" window, make sure all the boxes at the bottom of the window are checked. Then, **click** the SAVE button.

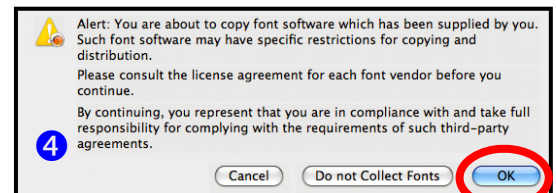
Make sure all these buttons are checked.



### Step 4

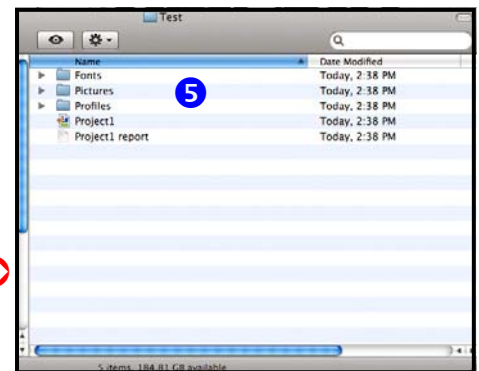
A box like this will appear. It warns of the perils of copying fonts.

However, it is OK to copy them so that we can output your project. **Click** OK.



### Step 5

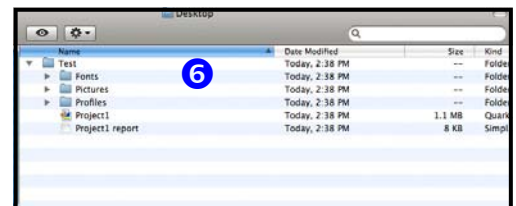
The "Collect for Output" function is now complete. All you need to do is locate the folder you instructed be used for the collection and open it. **It should look like this.** If not, please repeat Steps 1 - 5.



### Step 6

Within the folder should be the following folders:

- ◆ Fonts folder
- ◆ Pictures folder
- ◆ Profiles folder
- ◆ The actual native Quark document
- ◆ A report file



### Please Remember

If you are planning on sending your file via FTP, please also send a .pdf version of your file so that we may use this during our "pre-flight" check. Compress your folder using "WINZIP" or "Stuff-It".