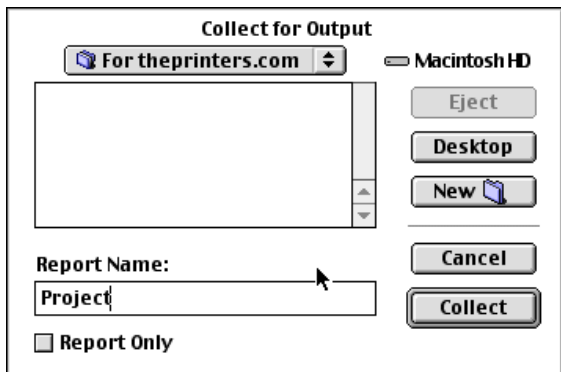


No more missing art or fonts...

Did you know that Quark has a “Collect for Output” feature that could help eliminate there being any missing fonts or artwork in your publication.

QuarkXPress makes it easy to prepare a document for output at theprinters. The Collect for Output command (File menu) copies the document and all imported picture files into one folder - and it produces a report describing the fonts, XTensions, picture placements, etc., used in the document. To us Collect for Output:

- 1) First save the document; then choose File>Collect for Output.



- 2) Enter a name for the report in the File name field. QuarkXPress automatically selects the appropriate extensions "XPress Tags (*.xtg)" in the Save as type field.
- 3) Use the controls in the dialog box to create a new folder and specify location.
- 4) Click Collect. If the Missing/Modified pictures dialog box is displayed, update Modified pictures and locate Missing pictures. When you finish, click OK.
- 5) Open the Collect for Output file in your QuarkXPress folder. Import the report file into the template; be sure to check Include Style Sheets in the Get Text dialog box (File menu). Save the output request file; then, copy your files to media..
- 6) Be sure to review the report and take notice to the fonts that are being used in your document..