



| Collect a QuarkXPress File



Collecting your document in QuarkXPress is an essential step to edit a document on another system. This process collects all links, graphics, fonts and the native layout file. Additional pre-press time may be required to re-locate or replace artwork or fonts that are missing from file. Supplying us with your native file, we have full control to adjust or edit your document, per your request or production requirement, to create the highest quality final output.

Preparing your QuarkXPress files for output

1. Select File / Collect for Output...
2. In the Collect for Output window Create a New Folder with your project name
3. When you have named the folder, select Layout
Check the boxes for Linked Pictures, Embedded Pictures, Printer Fonts and Screen Fonts
4. Click Save
5. Respond OK to the warning about Font Licenses
6. Compress your folder using Stuffit (Mac) or WinZip (PC)
7. Submit your file



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Knowledge Base