

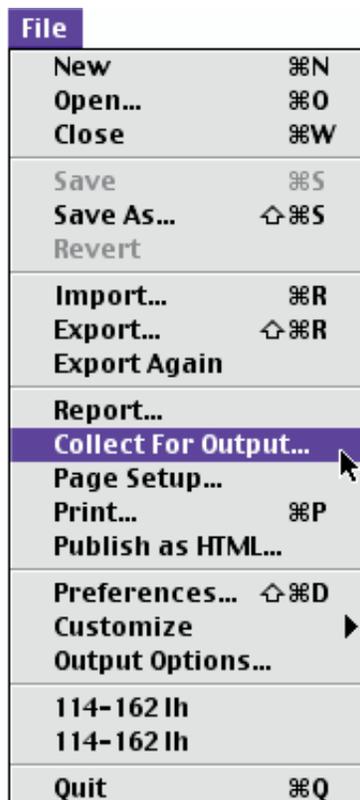
## Collect for Output - Freehand 8.0 - MX

Oftentimes, one of the hardest and most time-consuming tasks of designing a file for print is providing all the necessary parts (fonts, graphics, etc.) of the design to the printer. This document will show you how to use the built-in features of Freehand to easily accomplish this. When sending a job for printing, please include:

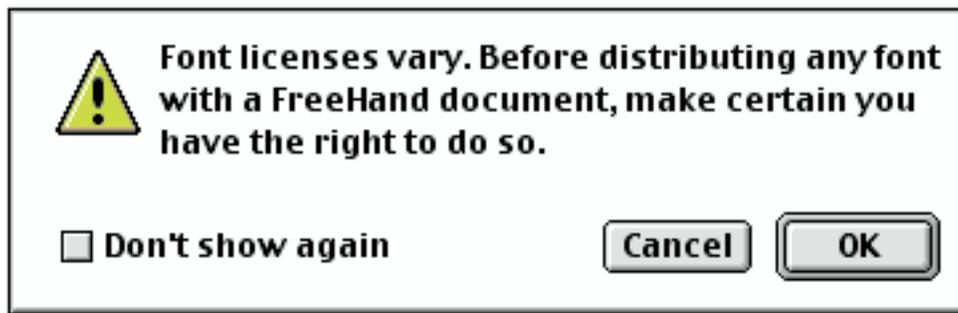
- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-in's
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look

These instructions will show how to use Freehand's Collect for Output feature to collect the necessary components so that we may produce your project.

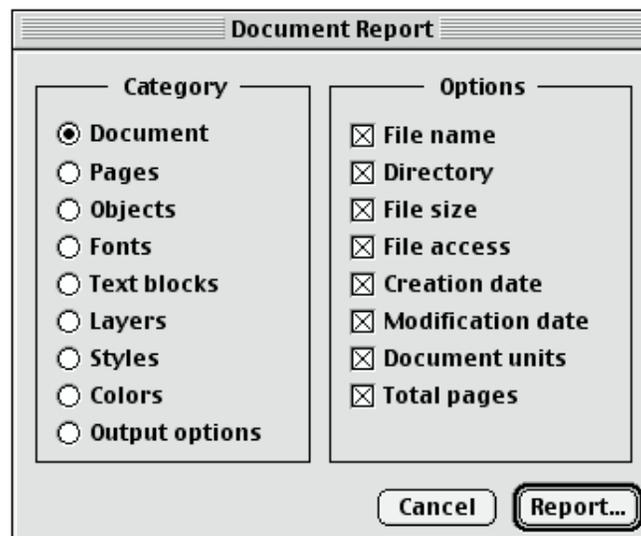
1. Select **Collect For Output...** from the **File** menu:



2. Click **OK** to the following window:



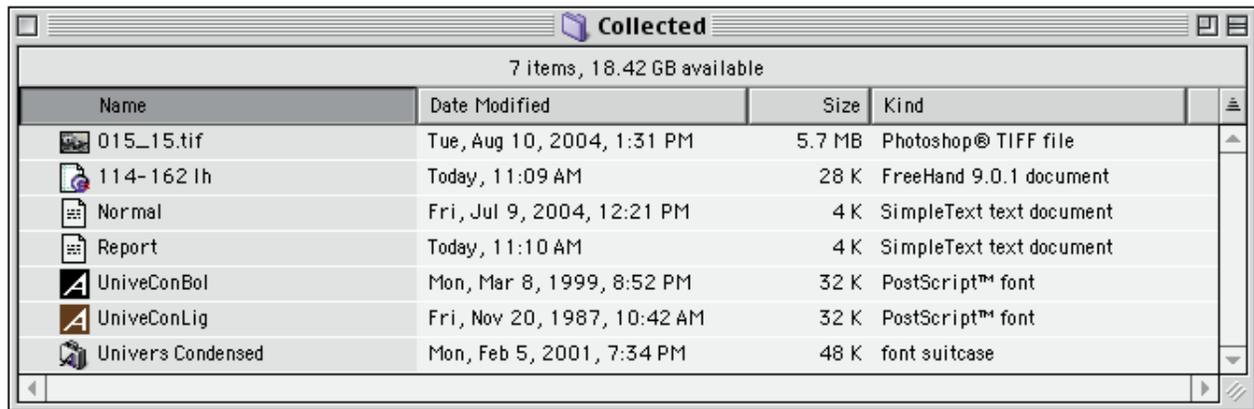
3. The following dialog box will allow you to select which pieces of information should be included in the report file. Check all checkboxes for each report category:



4. Click **Report...** The following dialog box will allow to select a location anywhere on your computer (or sever) to collect all items for your project:



5. Navigate to the desktop and create a new folder called **Collected**. This folder will contain all the components of your project. Click **Save**. After the collection process is complete, your *Collected* folder will resemble the following:



For questions, feel free to contact:

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