

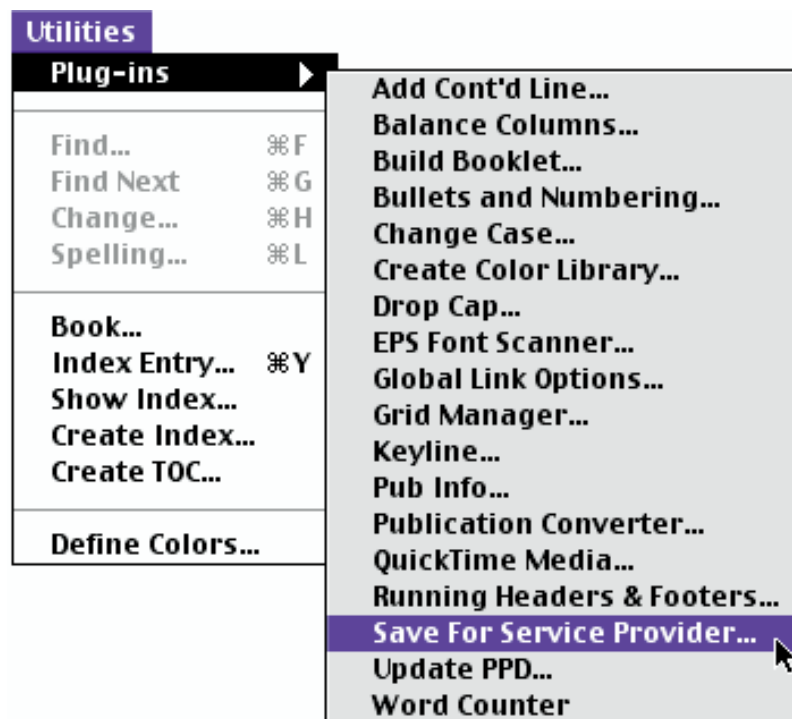
Collect for Output (Save for Service Provider) - PageMaker 6.5 / 7.0

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 PageMaker to easily accomplish this. When sending a job for printing, please include:

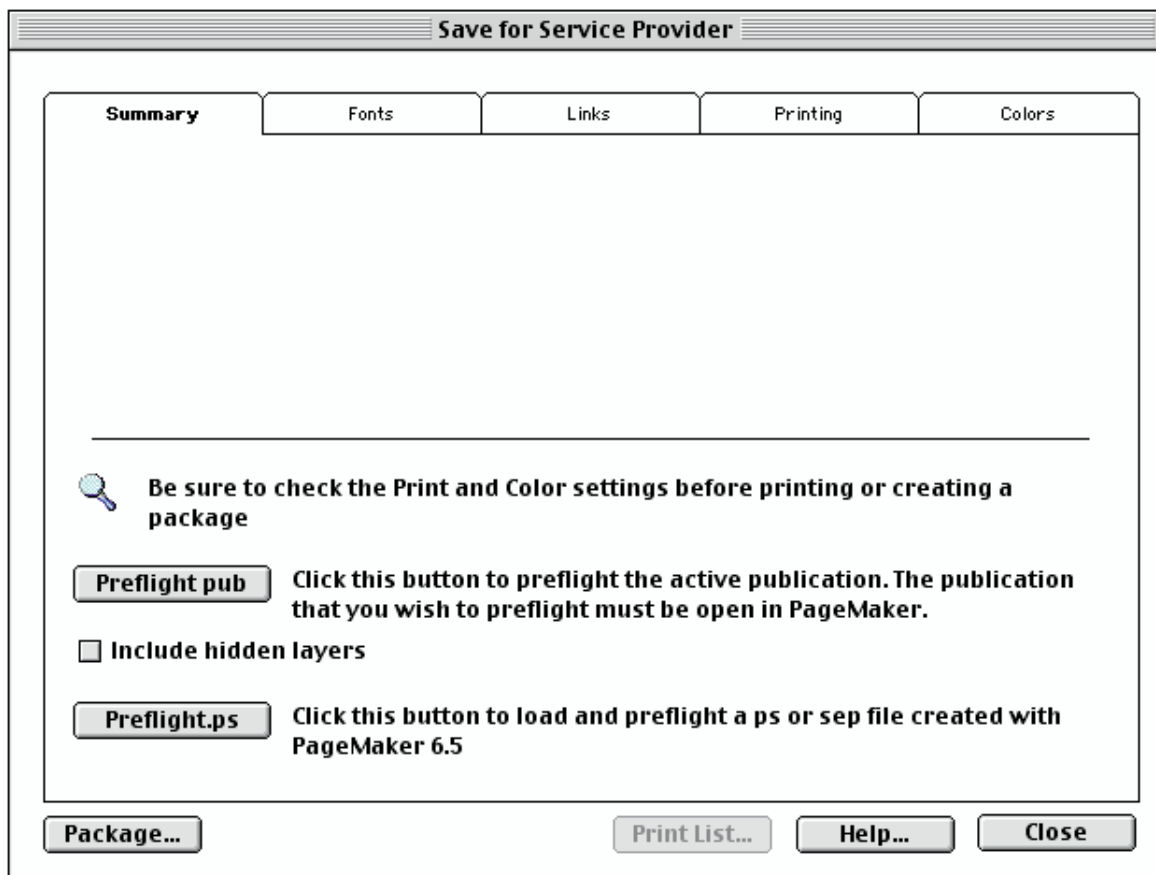
- Final layout file
- Linked images and graphics
- Fonts used in all project files
- Any used third-party application plug-in's
- Printed disk directory (if sending a disk)
- A hard-copy (or PDF) go-by so that we know how your project should look

These instructions will show how to use PageMaker's Save for Service Provider feature to collect the necessary components so that we may produce your project.

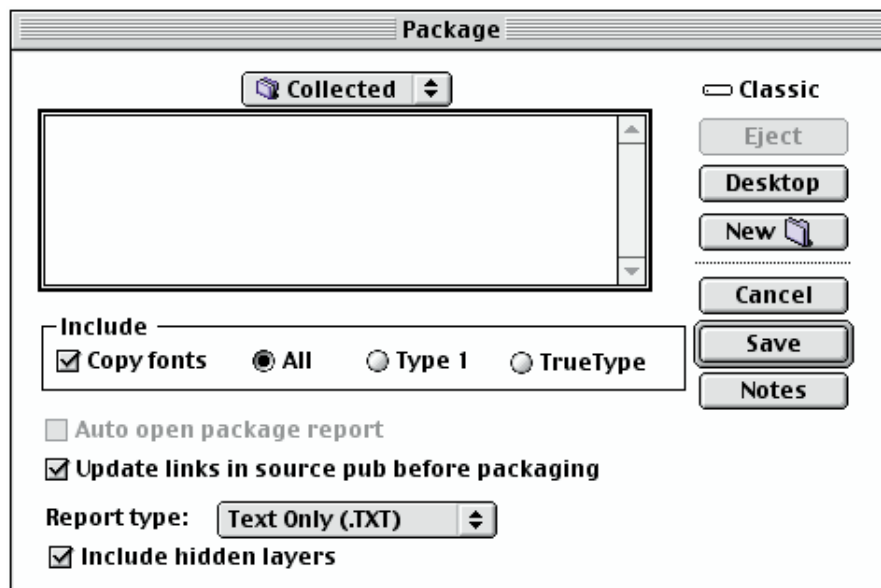
1. Select **Save For Service Provider...** from the **Plug-ins** submenu of the **Utilities** menu:



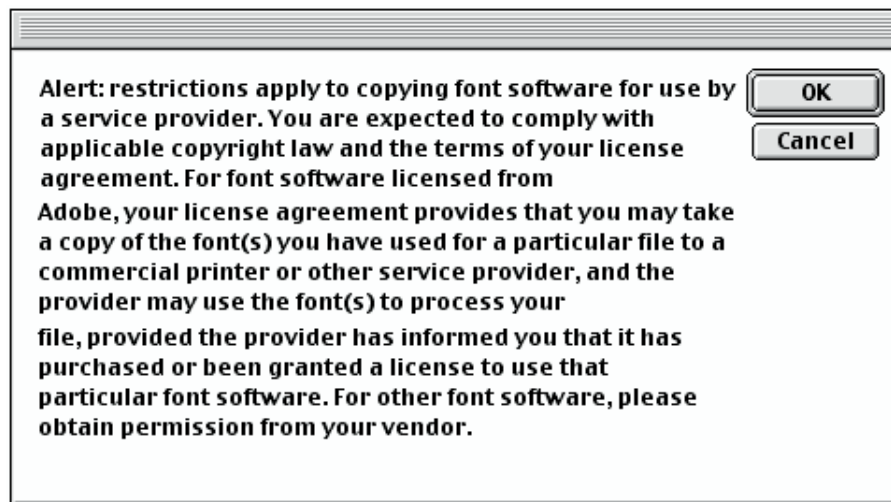
2. In the following window that appears, click **Package...** :



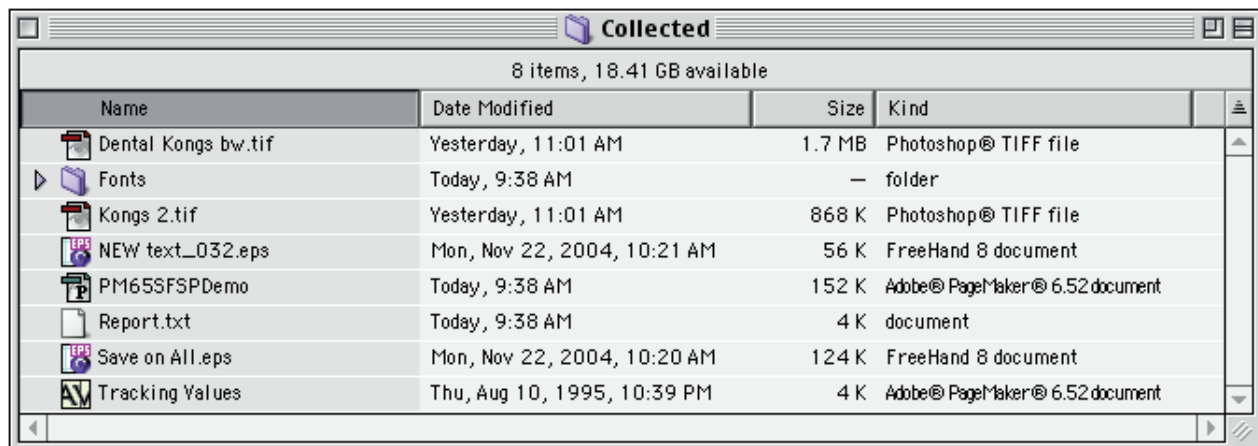
3. The next dialog box allows you to create a new job package in any location. Navigate to the desktop and created a new folder called **Collected**. This is where all parts of your project will be saved. Match the settings below and click **Save**.



4. The following window will appear. Click **OK**. The collection process begins.



5. After the collection process, your *Collected* window will look something like the following:



Please note that PageMaker *may* not collect every font used in placed graphics created by Adobe Illustrator or Macromedia Freehand.



For questions, feel free to contact:
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