

## Collect for Output - QuarkXPress 4

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 QuarkXPress 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

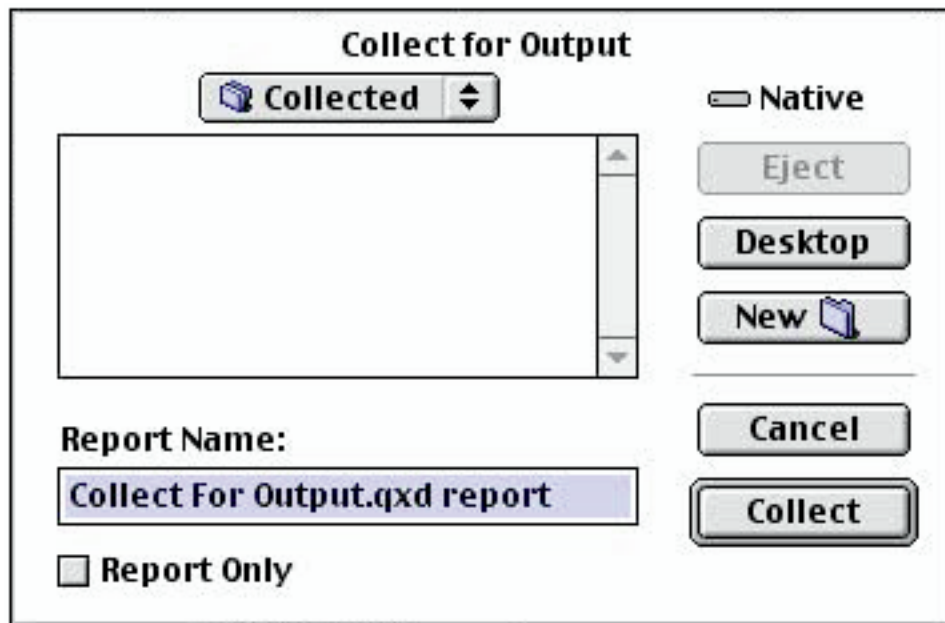
These instructions will show how to use QuarkXPress' Collect for Output feature to collect the necessary components so that we may produce your project.

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



If any placed images are missing or need updating, please do so now and click **Save** when asked if you would like to continue with Collecting for Output.

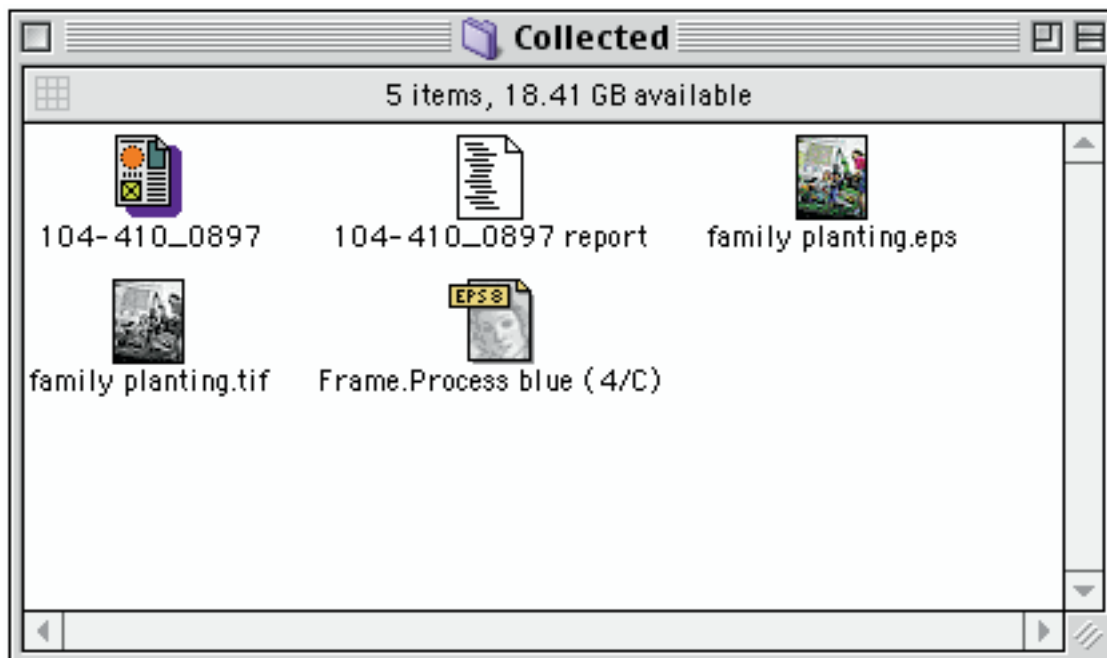
2. The following dialog box will appear:



3. Navigate to the Desktop and create a new folder called **Collected**. This is where used components as well as a report file will be saved. Click **Collect**.
4. Fresh copies of all job files are created — QuarkXPress document, images, and graphics.

**NOTE:** the Collect for Output feature in QuarkXPress 4 does not collect fonts, so fonts will need collected manually.

The collected window will look something like the following:



# Report in QuarkXPress

When you use the Collect for Output feature (on a Macintosh), the software automatically generates an electronic job report, so the final Collect for Output window asks for a Report Name. In Windows, the report is automatically named according to the document name with an XTG (XPress Tags) extension.

The report file contains everything you wanted to know about your file. Such things include general information including file and application preferences, all fonts used including any menu-styled fonts and fonts used in placed graphics, and placed graphic information. Because Quark's Collect utility doesn't gather fonts (QuarkXPress 4.x only), you now have the information you need to manually gather the necessary files into your collected project folder.

You are strongly encourage to created a **Fonts** folder within the **Collected** folder to help with organization of all project fonts.



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