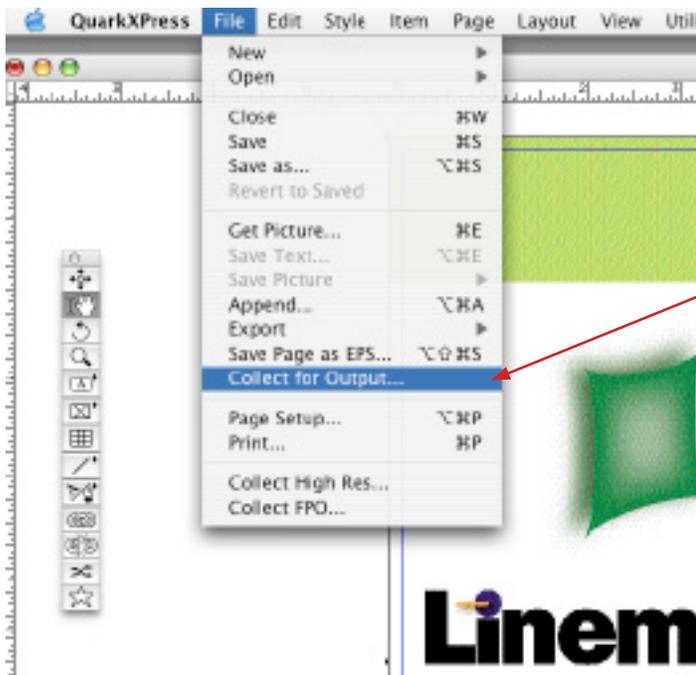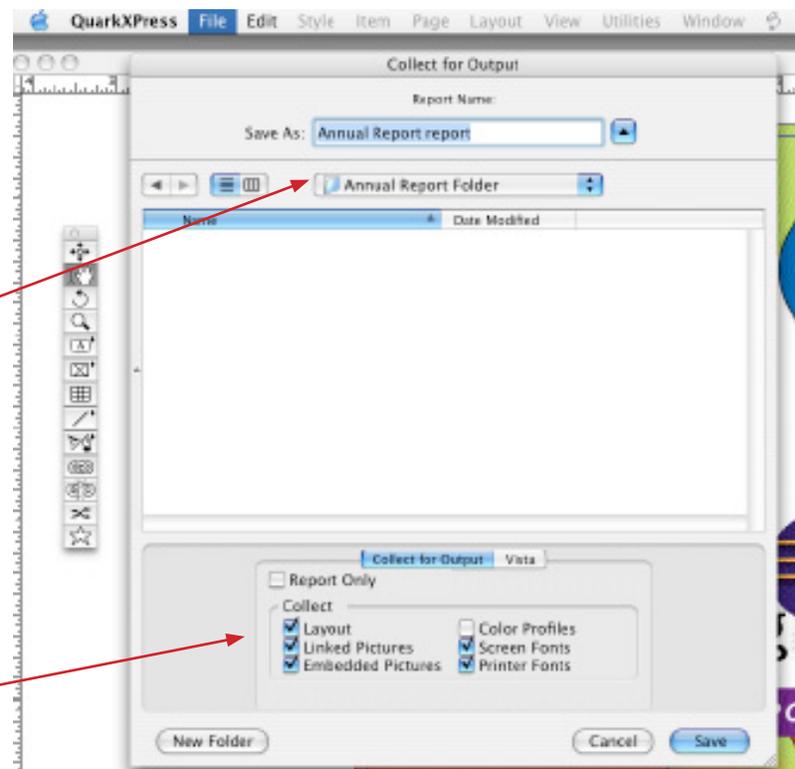# QuarkXPress: Collect for Output

1. Choose File > Collect for Output.

2. Specify a location in which to save all files.

Select the five boxes shown in this diagram to ensure all the Fonts and Images that are needed to print your project are included in the folder. Then click Save.

3. All the fonts you supply are used for your project only. Click OK and the Collect for Output will finalize.