



SPECIALTY PRESS

TOTAL PRINT SOLUTION

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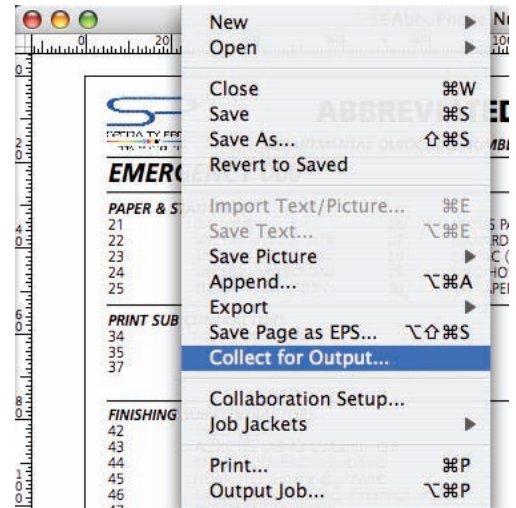
Celebrating



## Collect for Output in Quark

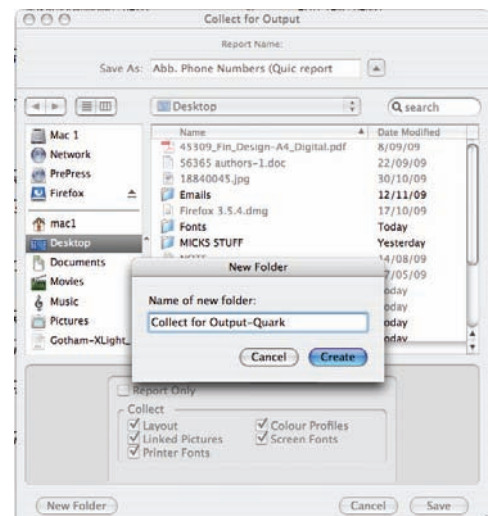
### STEP 1

With your document open go to File > COLLECT FOR OUTPUT



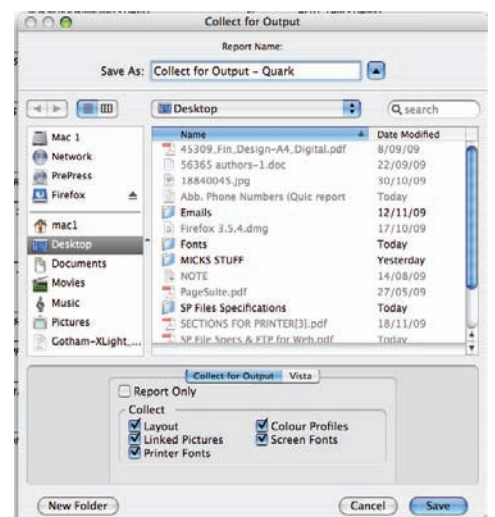
### STEP 2

Click on NEW FOLDER. Save the folder to the destination you prefer. Give it an appropriate file name.



### STEP 3

Ensure you check on all required windows to collect all components. All relevant components including logos, images and fonts are gathered and will reside inside that folder. Click SAVE.



## Collect for Output in Quark (continued)

### STEP 4

An alert window will appear, once you are satisfied all licence agreements etc are not an issue - click OK.



### STEP 5

A final Folder is created which contains all relevant components.

Note: This process makes a copy of each component - it does not delete them from their original location.

This new folder will be ready to upload to Printer or burn to disk.

