

# Southern Dutchess News

## Collect for Output - Quark 5 on PC

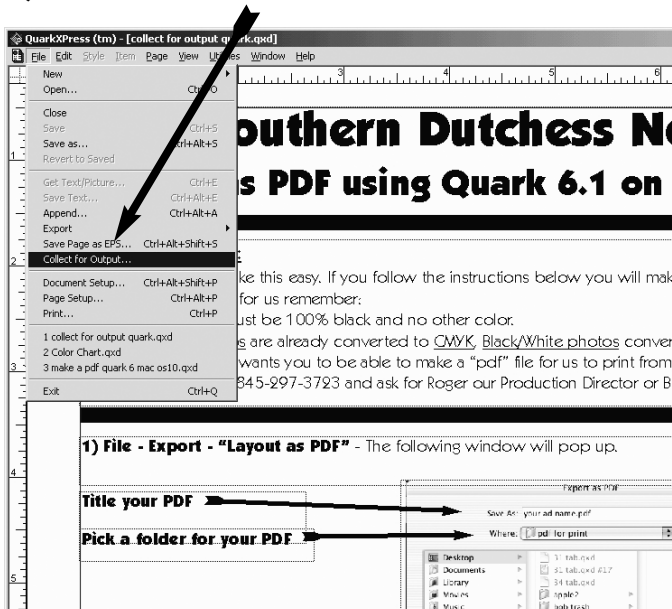
### Important Notes:

A) To collect for output remember:

- All fonts used in document must be complete & must be on the computer doing the collect for output. If fonts are corrupt or missing we may not be able to output your job correctly.
- All photos are already converted to CMYK for color pics, Black/White photos converted to GREY scale. If photos are missing picture will print at a very low res.

B) Southern Dutchess wants you to be able to properly "Collect for Output" - so give us a call if we can further assist you. Call 845-297-3723 and ask for Roger our Production Director or Bob the Art Director.

### 1) With your project open lets begin - File - "Collect for Output..."

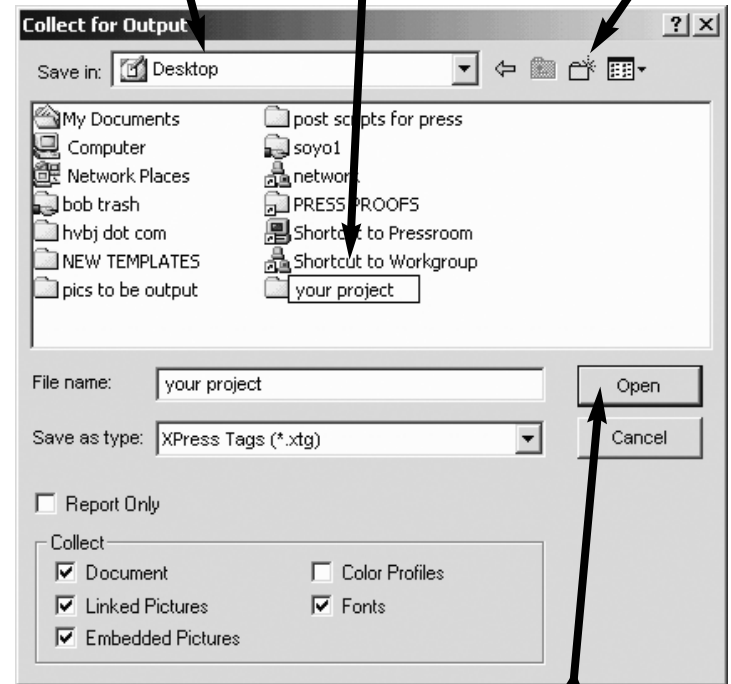


### 2) Select Desktop

### 3) Create a new folder

Give it a logical name

Hint  
Click here for a new folder



### 4) Click on Open

This puts you in your new folder

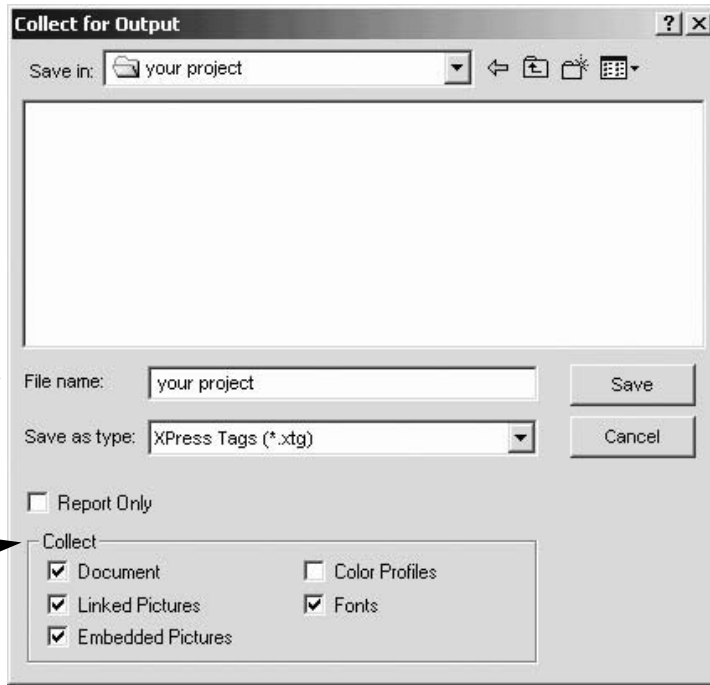
**5) Name your file**

your original name will be the default

**6) Collect**

it is better to give more than less but the following must be checked

Mac People or Other Versions - There may be other or more options, just remember we need your document and ALL pictures and fonts.



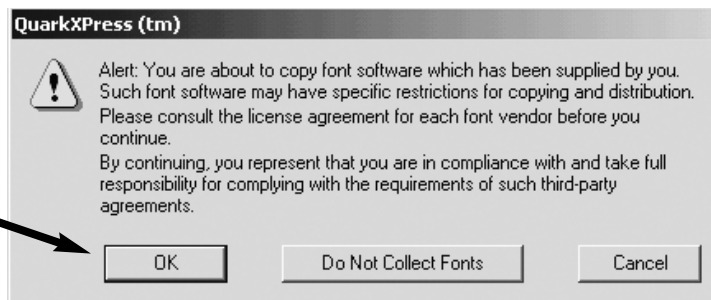
**7) Alert**

- This is the industries legal copywrite warning. Since you are providing the font to Southern Dutchess News for legal reasons (to output your job) and we do not pass on or further use your fonts this is completely legal.

Some fonts may keep Quark from collecting them, you will need to manually provide these to us.

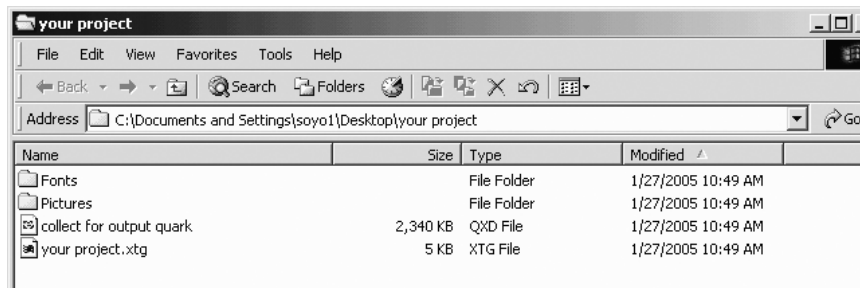
**OK**

It is at this point that Quark will Collect all the files we requested and place them all in the folder you created on your desktop.



**Check your new folder**

You should see a folder for fonts, a folder for pictures, the Quark file, possibly some other documents. Check in the font and picture folders and look to see if all the pictures/fonts seem to be there.



**Send us this new folder you created.**

We accept Zip Disks & CDs, PC & Mac - Call for more specific information

**Southern Dutchess News**

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Ph: 845-297-3723 Fax: 845-297-6810

Email: newsplace@aol.com - If emailing you must be able to Zip your folder - 15mb limit - Call for larger Files