

## INSTRUCTIONS FOR QUARKXPRESS ON THE MACINTOSH

### QuarkXpress — Collect for Output

In QuarkXpress, there is a feature called Collect for Output is located under File. It creates a report that includes everything a printer would ever wanted to know about the document. It also makes a copy of the Quark document and copies all images used in the document into a single folder.

The Collect for Output directory dialog box provides controls that let the user select or create a folder for the document, its imported picture files, and the report file. Enter a name for the report in the Report Name field. The user can generate a Report Only by checking the proper box.

If the Missing/Modified pictures dialog box is displayed after you click Collect, and a user wants to include those picture files, update Modified pictures and locate the Missing pictures.

The report that is generated is a text file formatted with Xpress Tags. It is placed in the same folder as the collected document and picture file. The report file includes Document name, date, total pages, width and height; version of QuarkXpress, file size, required Xtensions, active Xtensions, and the name of fonts used.

It also includes graphics used (size, box/picture angle, skew, pathname, type, fonts in EPS, the location of document, resolution of pictures, H&J specifications, each color created and information to reproduce custom colors, trapping information, and color plates required for each page.

The user can import the report file into the Output Request Template located in the QuarkXpress folder. The template includes space for adding information that service bureaus commonly need—the company name, phone number, etc. A user can customize the template to suit specific needs. When importing the file, the user should make sure the Xpress Tags filters is loaded and check Include Style Sheets in the Get Text dialog (File menu).

The following instructions are modified from the information found on the Quark web site at <http://www.quark.com/support/technotes.cfm>.

### *Collect For Output Instructions for the Mac*

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, the Missing/Modified Pictures alert is displayed. Click List Pictures to display the Missing/Modified Pictures dialog box. Select each modified or missing picture and click Update to automatically update or locate the picture file. Click Collect after all pictures have been located and updated. (In QuarkXPress 3.3.x, click OK.)  
**NOTE:** If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly will not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking “OK to save document before continuing with Collect for Output?” Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the Save current document as field; then, click Save to continue.
4. Enter a name in the Report Name field of the Collect for Output dialog box. (The default name is the name of the document with the word “report” added.)
5. Select the drive and folder to which you want to save your files. Or, click New Folder to create a new folder for the document and picture files to be placed in. Enter a name for the folder in the Create a folder named

field and click Create.

6. Click Collect in the Collect for Output dialog box.

#### *Using the Collect For Output Report File*

1. Collect for Output generates a report of useful information about the document. The report is a text file, formatted with XPress Tags, that is placed in the same folder as the collected document and picture files. The report file includes:
  - The document's original location and the location to which it is copied
  - Document name, date, total pages, width, and height
  - Version of QuarkXPress, file size of QuarkXPress document, required XTensions<sup>(TM)</sup> software, and active XTensions
  - If using QuarkXPress 3.3.x and EfiColor is active, a list of any necessary EfiColor Profiles
  - Names of the fonts used (Collect for Output does not copy the fonts; copying fonts is potentially a violation of copyright law)
  - Pictures used (size, box/picture angle, skew, path name, type, fonts in EPS, and location in the document)
  - Resolution of pictures
  - The names of style sheets and H&Js used in the document
  - Each color created and the information needed to reproduce custom colors
  - Trapping information
  - Color plates required for each page.
2. You can import the report file into the Output Request Template located in the Document folder in your QuarkXPress folder (or on the QuarkXPress CD). The template includes space for adding information that service bureaus commonly need -- your company name, phone number, etc. You can customize the template to suit your specific needs.
3. To import the file, first open the template (File > Open) and customize it as needed. Then click the text box on the lower half of the template and choose File > Get Text (Command-E).
4. Select the report file and check Include Style Sheets. Then, click Open. TIP: Include Style Sheets is available if the XPress Tags filter is installed in your XTension folder or XTension Disabled folder and enabled through XTensions Manager (Utilities > XTensions Manager).
5. Choose File > Save and save the report as a QuarkXPress document. If you are sending your document to a service bureau for final output, include this QuarkXPress report document, so they have the information about your document for quick reference. You can delete the XPress Tags version of the report since it is now included in the QuarkXPress report document.

QuarkXpress does not automatically collect the fonts used in the document. It is recommend that you use a free program called Font Collector to help collect the fonts used in the Quark file. The program can be found on the Internet at [www.meadowsinfo.com/mishtml/software.htm](http://www.meadowsinfo.com/mishtml/software.htm). The Meadows Font Collector XTension will gather up all of the fonts used in a single QuarkXPress document including those used in EPS graphics. The XTension creates a single suitcase file containing all required screen fonts, and then copies the printer (outline) fonts into the same folder. When the collection is finished, the user is presented with a detailed font usage report. You can also use Font Collector to automatically download and embed font information (both Type 1 and True Type) with EPS files that are created using QuarkXPress. It is a free utility.