To package files:

In addition to copying the active layout and placing imported pictures and the output report into one folder, the Collect for Output feature can copy fonts into the collection folder. If you prefer not to collect all files for output, you can choose any combination of the layout, pictures, fonts, and report for collection.

Before you proceed with the **Collect for Output** process, check that all necessary items are accessible to the layout. Display the **Fonts** tab of the **Usage** dialog box (**Utilities** menu) to confirm that all fonts are available. Then check the **Pictures** tab of the **Usage** dialog box to confirm that all imported pictures are linked to the layout and display a status of **OK**.

1. Choose **File → Save** to save the project. Then choose **File → Collect for Output**.

2. Use the controls in the top half of the dialog box to specify a location for the collected files. You can also create a new folder.

3. Enter the name of the **Collect for Output** report in the **Report Name** field (Mac OS) or **File name** field (Windows).

4. To create the report without collecting any items, check **Report Only**.

5. Check the files you want to collect in the **Collect** area:

   - The **Document** option copies the active layout to the specified target folder.
   - The **Linked Pictures** option copies imported picture files that must remain linked to the layout for high-resolution output. These pictures will be placed in the "Pictures" subfolder within the target collection folder.
   - The **Embedded Pictures** option copies pictures that are embedded in the layout upon import, such as PICT files (Mac OS) or BMP and WMF files (Windows). Including copies of embedded pictures in the collection will not affect output resolution of the pictures, but you may find it useful to keep copies of these pictures with the collected layout items. These pictures will be placed in the "Pictures" subfolder within the target folder.
   - The **Color Profiles** option copies any International Color Consortium (ICC) profiles associated with the layout or imported pictures. These profiles will be placed in the "Color Profiles" subfolder within the target folder.
   - *Mac OS only:* The **Screen Fonts** option copies any screen fonts required for displaying the layout. These font files will be placed in the "Fonts" subfolder within the target folder.
   - *Mac OS only:* The **Printer Fonts** option copies any printer fonts required for printing the layout. These font files will be placed in the "Fonts" subfolder within the target folder.
   - On Mac OS, TrueType fonts function as both screen fonts and printer fonts. If your layout uses only TrueType fonts, QuarkXpress will collect them either when you check **Screen Fonts** or when you check **Printer Fonts**. If your layout uses a combination of TrueType and Type 1 fonts, or uses only Type 1 fonts, check both **Screen Fonts** and **Printer Fonts** to be sure the Type 1 fonts are collected completely.
   - *Windows only:* The **Fonts** option copies any fonts required for printing the layout. These fonts will be placed in the "Fonts" subfolder within the target folder.

6. Click **Save**.

If the **Missing/Modified Pictures** dialog box displays, and you want to include your picture files, update modified pictures and locate missing pictures. When you're finished, click **save**.

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