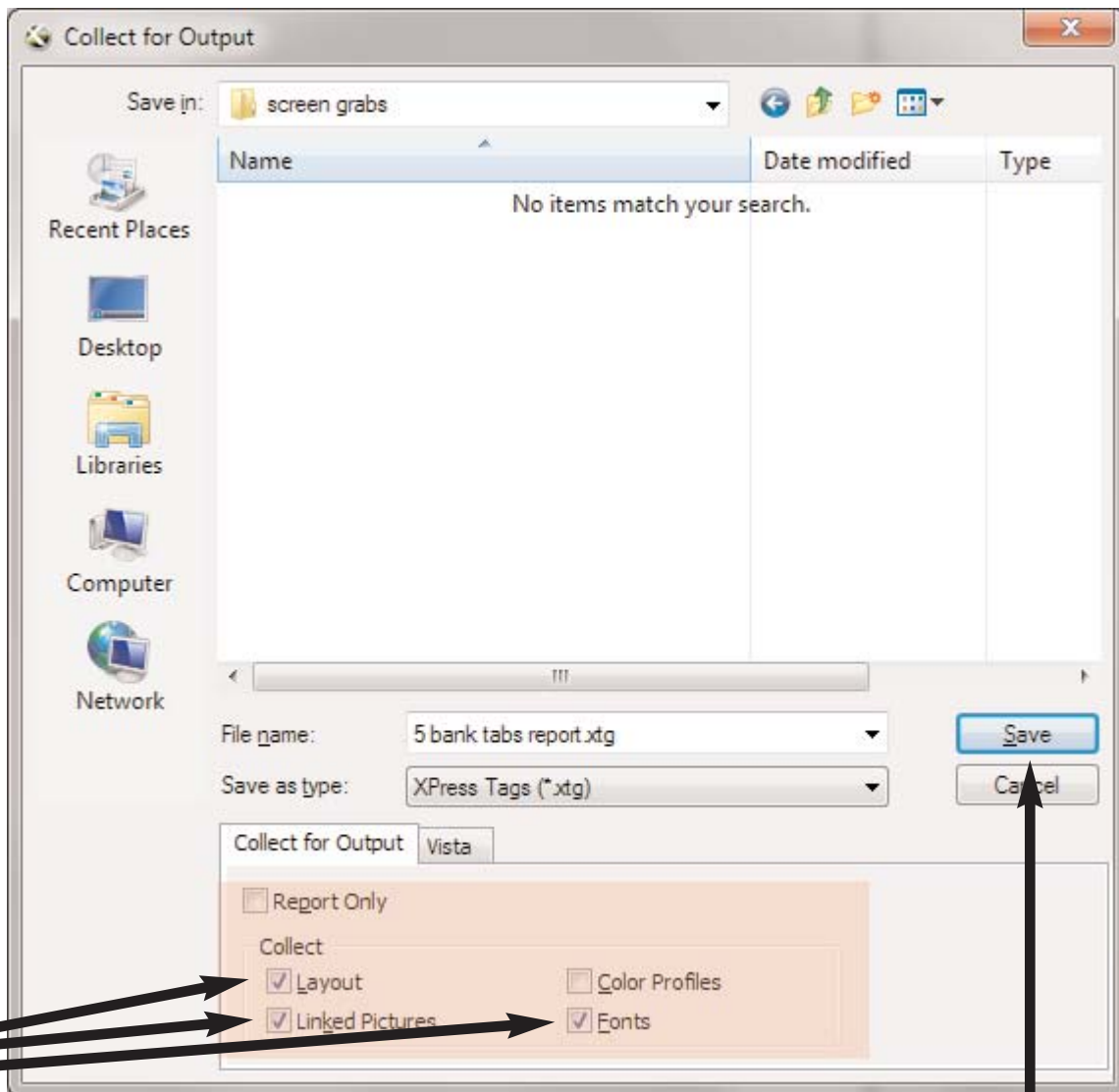


In QuarkXpress use the Collect for Output feature located under the File menu.



Create a folder on your hard drive. Navigate to that folder from within the Collect for Output window.

Hint use the book name or name of your project.

Make sure these three items in the pink shaded area are checked.

Then press Save.

The Quark file, all fonts used in the document and all images (pictures, graphs etc.) will be copied into this folder.

It is this folder that you will send to us.