

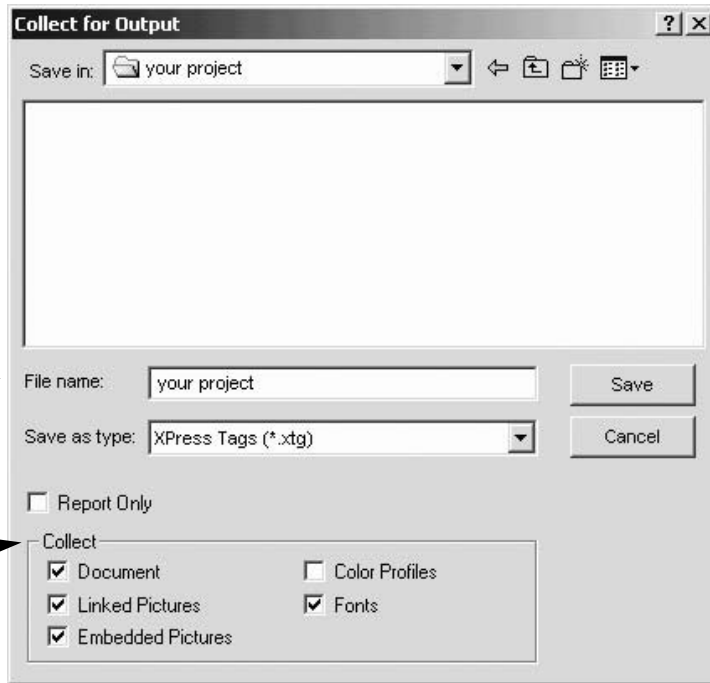
5) Name your file

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.



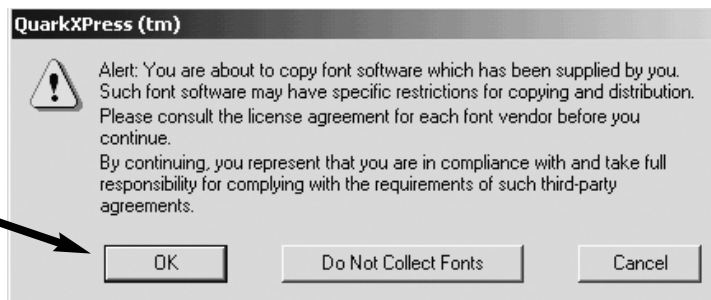
7) Alert

- 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.

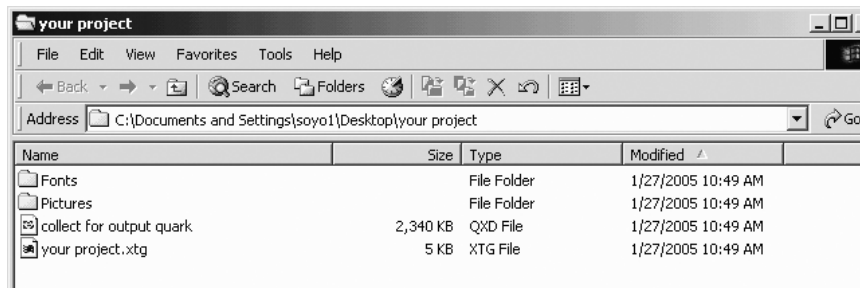
OK

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