

Sending files to a service provider

Many design and page layout programs have features to assist you in gathering all the components of a project so they can easily be sent to a service provider.

- QuarkXPress's *Collect for Output* feature copies the Quark file and all linked graphics files to a new location, and creates a list of the necessary fonts. It does not, however, locate and copy the fonts for you.
- Adobe InDesign's *Package* command goes a step further, and "preflights" the job, checking it for missing fonts, graphics, invalid colors, etc., before copying all files and fonts to a specified location.
- Microsoft Publisher 2000's *Pack and Go* feature compresses files, copies all graphics, embeds TrueType fonts, and prints test separations to your laser printer.
- Adobe PageMaker's *Save for Service Provider* command, and CorelDRAW's *Prepare for Service Bureau* command, will copy all necessary files, as well as all the fonts that have been used in a job.

Using these features will simplify the process and improve the accuracy of sending page layout files to your service provider.

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