



| QUARK |

Prepare a Package for print with **PSI**.

1. Click the **File** menu > in the upper left of the screen.

2. Under File, click **Collect for Output** > then click to **Save** and click to create **New Folder**.
In this window:
 - a. Click check box - **Layout**
 - b. Click check box - **Linked Pictures**
 - c. Click check box - **Printer Fonts**
 - d. Click check box - **Screen Fonts**

3. Now click **Save** into Your Project Folder.

4. Find “Your Project Folder” on your desktop, right click or hold your control/alt key to find the compress option to make a compressed file, called a ZIP* file.

5. Email the ZIP* file to customerservice@psi2go.net or upload to our ShareFile* account.





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Prepare a PDF for print with **PSI**.

1. Click the **File** menu > in the upper left of the screen.

2. Under File, click **Export** > then click to **Layout as PDF... open to a new dialog box.**
In this window:
 - a. **Save As:** Text box and enter a descriptive name here.
 - b. **Pages: All**
 - c. **PDF: Press - High Quality/High Resolution**
 - d. click - the **Save** button.

5. Email PDF* file to customerservice@psi2go.net or upload to our ShareFile* account.

