



# | 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 ifle, called a **ZIP\*** file.
5. Email the **ZIP\*** file to [nmiddleton@psi2go.net](mailto:nmiddleton@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 [nmiddleton@psi2go.net](mailto:nmiddleton@psi2go.net) or upload to our **ShareFile\*** account.

