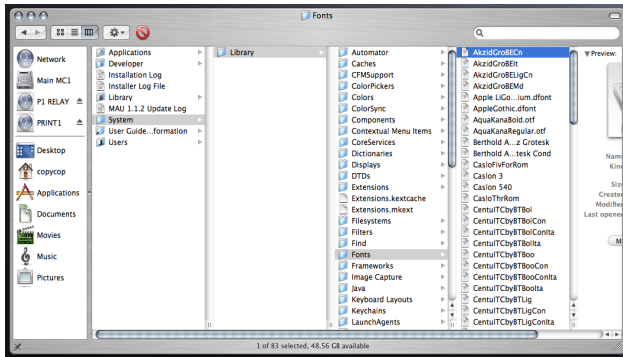


How to package fonts

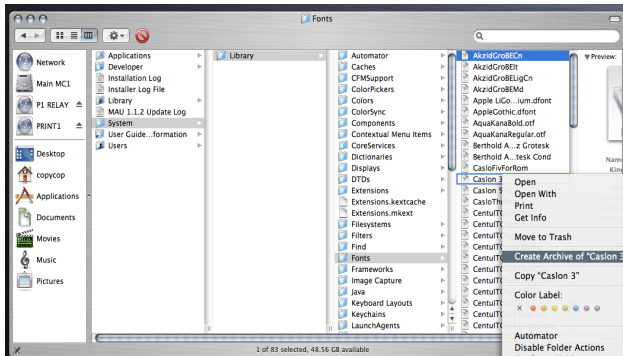
To ensure proper print production of your files, we need the exact fonts you used to create your documents. In this tutorial you will learn how to package your fonts so you can send them to us. Instructions for both Macintosh and Windows are provided.



The first step is to open your file window. You then want to go to System/Library/Fonts as shown in the image below.



Next select the fonts you want and right click on them to create an archive.



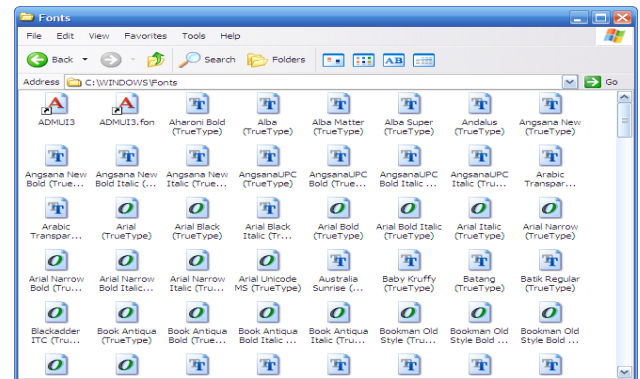
This action will put an archived file on your desktop that you can then email with your job.

Email or upload your fonts with your job and we'll be all set, and you will get your documents printed the way you want.



The first step is to open your "My Computer" folder. To do this click on the "start menu", then click on "My Computer".

Next click on the Local Disk (C:) Drive, then click on the "Windows" folder. When in the windows folder click on the "Fonts Folder". You will then see all your fonts.



Next open a new folder on your desktop. Highlight the fonts you want to send us, then select edit copy and then paste into the new folder.

When you have finished moving all your fonts into the folder, close the folder, then right click on the folder on the desktop. Choose "Send To", then "Compressed (zipped) Folder". That will create a zip file with all your fonts.

Email or upload your fonts with your job and we'll be all set, and you will get your documents printed the way you want.

daniels
communications group