SAVING FONTS
- From the desktop hold down the 'Command' key and press the 'F' key
- Type in the name of the font that you are attempting to save (ie: Arial), this should display a list of ALL files and folders for that font
- Select ALL items from the displayed list (either with the mouse or by holding down the 'Command' button while pressing the 'A' key)
- Copy the selected fonts by either going to the 'EDIT' menu and selecting 'COPY' or holding down the 'Command' button while pressing the 'C' key
- Paste the font into desired area (CD, DVD, etc.) by either going to the 'EDIT' menu and selecting 'PASTE' or holding down the 'Command' button while pressing the 'V' key

IT IS CRITICAL that we get the fonts from the source (ie: the person's computer that actually created the file).

ZIPPING FILES
- Put ALL items in one folder (print file, support images, and fonts)
- Hold 'Control' button and click on the folder
- Select 'Create Archive'
- The zipped file will show up in the same location as the original folder, the name will be the same but with a '.zip' at the end

STUFFING FILES USING 'STUFFIT DELUXE'
- Put all items into a folder (print file, support images, and fonts)
- Open Drop Stuff. Hold down the 'Command' key and press "S" key
- Locate your job folder in the left window, and click 'ADD>>'
- Select your folder in the 'Items to Stuff' window and press 'STUFF'
- Choose the destination for your stuffed folder and click 'SAVE'

OR
- Put all items into a folder (print file, support images, and fonts)
- Create a shortcut for Drop Stuff on your desktop
- Drag your job folder onto the Drop Stuff shortcut/icon
- Choose placement destination for your stuffed folder