



A GUIDE TO QUARKXPRESS

QuarkXPress™

The choice for publishing software worldwide.

FOR MAC OS

A GUIDE TO QUARKXPRESS



Quark**XPress**TM

The choice for publishing software worldwide.



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A GUIDE TO QUARKXPRESS



Quark**XPress**[™]

The choice for publishing software worldwide.

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Introduction

From the simplest brochure to highly complex corporate communications, QuarkXPress encourages you to push the boundaries of professional publishing. With superior color capabilities, exceptional picture handling, and precise typographic controls, QuarkXPress increases your publishing power.

Create exciting and effective pieces that deliver your message with impact. It's no wonder QuarkXPress is the leading choice among professional designers and corporate publishers worldwide.

Publishing with QuarkXPress

QuarkXPress is electronic publishing software. You can use it to create any kind of publication, from a black-and-white business card to a multicolor magazine. The best way to integrate QuarkXPress into your production process depends on many factors, including the kind of publications you create, how they are printed, the other hardware and software you use for publishing, and the size and needs of your production staff. You will find that, no matter how you use QuarkXPress, the program's ability to perform virtually all layout and production tasks will make the publishing process easier and will let those who use it do their jobs faster and more creatively.

Planning the project

Before you can begin creating a publication, you should answer a number of basic questions. First, what kind of publication will you create? In the case of a magazine or newspaper publishing organization, that decision has already been made. An advertising agency working with a corporate client, however, may have to do some information gathering before deciding what kind of publication will best meet a client's needs.

Once you know what you'll be publishing, you can address other important issues. What size will your publication be, and what colors will be used to create it? How will your publication be produced, printed, and distributed? And, what effect do budget considerations have on the publication planning process? Production can begin only after these issues have been addressed.

Designing the layout

A designer must make dozens of decisions when planning and designing a publication. Page size, margin widths, number of columns, the use of typefaces and type styles, and the use of color are just a few of the design issues that must be considered. QuarkXPress can help designers work through the planning process and develop a preliminary design. During production, the flexible layout environment of QuarkXPress lets designers rework and refine the preliminary design until they are satisfied.

Editing text

Because QuarkXPress includes powerful word processing capabilities, you can write directly in QuarkXPress. Basic editing features like cut, copy, paste, and delete, plus more sophisticated features such as drag-and-drop text, find/change, and spell checking let writers enter and edit text without having to purchase and learn a separate word processing program. For long publications, QuarkXPress provides features for tracking multiple documents, generating a table of contents, and creating an index. It is also possible to generate text using a word processing program, and then import the text directly into a QuarkXPress layout.

Creating and importing graphics

While writers and editors work on text, graphic artists create the illustrations, photographs, and other graphic elements that will accompany text and enhance the layout.

Using the drawing tools in QuarkXPress, designers can create boxes and lines with straight edges and Bézier curves. The flexible drawing tools let designers create charts, line drawings, and other design elements directly in QuarkXPress. You can also flow text along any shaped path, and even convert characters to boxes.

With QuarkXPress, you can import many types of pictures, including line art, and grayscale or color digital images in various file formats (TIFF, EPS, etc.). QuarkXPress has the ability to read or create a custom clipping path for an image. This lets you precisely control how much of an imported picture appears on the page. Once imported, you can use QuarkXPress to separate color layouts into color separation plates.

Fine-tuning the layout

The final stage of production begins when all the editorial and design elements are ready to be combined and laid out on the page. No matter how you generate your text and graphics, the page layout features in QuarkXPress let you build documents quickly.

You can create templates for often-used document layouts so that you can quickly place text and pictures onto formatted pages. Using paragraph style sheets, you can style text into headlines, subheads, body copy, and captions, making even complicated text formatting a simple, one-step process. With character style sheets, you can apply multiple formats to individual words in one step.

Typographic polishing can include everything from precise adjustments, to leading, kerning, line spacing, word spacing, and character spacing to fine-tuning hyphenation and line breaks. Text adjustments can be made locally or implemented on a global scale by editing kerning and tracking tables and using an increasingly sophisticated group of typographic preferences.

Imported pictures can be framed, rotated, skewed, sized, and cropped. You can also add background color and shade to some imported picture formats. Sophisticated text runaround controls let you create elegant text wraps around pictures and items.

The electronic publishing advantage

By taking advantage of the speed and precision offered by computer technology, you can use QuarkXPress to produce top-quality publications in less time and for less money than those who still use traditional manual techniques. The program's ability to handle all facets of document production — from preliminary design through prepress production — makes it the ideal tool for any publishing situation. But QuarkXPress is more than a tool. It provides a work environment that gives you the freedom to be more creative and more productive.

Printing

The printing process actually begins with preliminary, rough copies in the early stages of production. You can print roughs with an inkjet or laser printer; you can use a color printer to proof copies of color publications. Because text and pictures are easily edited, you can make changes at any time during the production process.

When it is time to print the final version, a laser printer may be adequate for your needs. But, if you are working on a sophisticated publication, you may be working with a service bureau or in-house production department to produce imagesetter output — including separation plates for color printing. Although QuarkXPress lets you control many prepress factors such as trapping, color separation, and screening, many users have their output provider set these specifications to ensure their job looks great when it comes off the press.

XTensions

If QuarkXPress does not already meet all your publishing needs, you can add custom features with XTensions. Many XTensions exist to fulfill specific functions that were not built into the application itself.

About this Book

A Guide to QuarkXPress is not meant to be read cover to cover. The book is designed so that you can look things up quickly, find out what you need to know, and get on with your work. However, if you need more comprehensive information about electronic publishing, that is also provided.

Where we're coming from

This book assumes you are familiar with your computer and know how to:

- Launch an application
- Open, save, and close files
- Use menus, dialog boxes, and palettes
- Use the mouse, keyboard commands, and modifier keys

If you need help performing any of these tasks, consult the documentation resources (user/reference guides) provided with your computer.

Where to look

This book is split into two distinct sections: *Introducing QuarkXPress*, which describes the interface, and *Using QuarkXPress*, which offers steps for specific tasks. Both sections include concept blocks, which provide helpful background information about various features without interrupting tasks.

Introducing QuarkXPress

If you stumble on an unfamiliar command, or want more information about how to use a tool, check the first section of this book: *Introducing QuarkXPress*. A black bar on the upper right corner of each two-page spread makes the section easy to find.

The *Introducing* section explains the QuarkXPress interface, including menus and dialog boxes, tools, palettes, and preferences. Commands are documented in menu order, starting with the first command in the **File** menu and ending with the last command in the **Utilities** menu.

Using QuarkXPress

Whenever you think to yourself, “I wonder how to do this ...,” check the second section of this book, *Using QuarkXPress*. The detailed Table of Contents at the beginning of this book, the condensed Table of Contents at the beginning of each chapter, and the Index should help you quickly find the information you need.

Each chapter in the *Using* section includes a series of specific tasks such as “Creating New Documents” or “Importing Pictures.” Instructions for accomplishing tasks are presented in steps or bullets. Tips from expert QuarkXPress users are frequently included in the sidebars of these pages.

Concept blocks

If you need background information about publishing tasks or issues, look at the concept blocks throughout this book. Concept blocks, on shaded pages, are placed at the beginning or end of chapters. The first word in the title of a concept block is usually “Understanding,” for example: “Understanding Picture File Formats.” You can read concept blocks any time — they’re designed to round out your knowledge of electronic publishing without relating to a specific task.

What you’re looking at

This book uses various conventions (styles) to help you find information quickly:

Bold type style

The names of QuarkXPress menu commands, dialog boxes, and other controls are set in bold type. For example: “The **Colors** palette lets you apply colors to text, pictures, lines, and box backgrounds.”

References and arrows

Whenever a feature is mentioned, a reference shows how to access that feature. For example: “The **Save as** dialog box (**File** menu) lets you save a copy of a document.” Arrows are used to represent the menu path to a feature. For example: “Choose **File** → **Print** to display the **Print** dialog box.”

Icons

The names of tools and graphic buttons are followed by the appropriate icons. For example: “Select the Item tool  in the **Tool** palette” or “Click the centered button  in the **Measurements** palette.”

Charts

The *Introducing QuarkXPress* section charts the range of values that any control can accept. Charts follow this format:

Range	Measurement system	Smallest increment
2 to 720 pt	various (" , pt, cm, etc.)	.001

The “Range” is expressed in the default measurement system. You can enter values in fields according to the “Measurement system” column. For example, measurements may be expressed in pixels, points, or any measurement system supported by QuarkXPress. (The example above shows a feature that accepts any supported measurement system.) The “Smallest increment” is often the smallest unit of measurement you can enter.

Notes and tips

 Notes provide helpful information about particular features.

 Tips provide extra information about particular features and general techniques for electronic publishing.



Choosing **File** → **Print**.

About the Other Books

The QuarkXPress box also contains a tutorial, *A Preview to QuarkXPress*, and various other cards and booklets.

A Preview to QuarkXPress

If you are new to electronic publishing applications, this tutorial is for you. The introduction familiarizes you with the QuarkXPress interface, and the exercises highlight the primary features of this version.

What's New in QuarkXPress 4.0

If you are a proficient QuarkXPress user, start with this booklet. It provides a brief overview of all the new features in this version of QuarkXPress to get you started with your new software as quickly as possible.

Other pieces in the box

Your QuarkXPress box also includes installation and user registration instructions, service plan information, a book about QuarkXPress color features, a list of keyboard commands, and documentation for any late-breaking features.

QuarkXPress Basics

To use QuarkXPress effectively, you need to understand the basic concepts. Read this section if you are new to QuarkXPress or if you need a quick refresher. QuarkXPress uses concepts from traditional publishing to make its tools and layout environment more familiar.

Document environment

A work area called the pasteboard surrounds each page or spread. You use the pasteboard to store items temporarily or to experiment with something before you put it on a page. You can have individual pages or multipage spreads, and you can add, move, and delete pages as you work. Pages can be manipulated using the **Document Layout** palette, the **Page** menu, and in **Thumbnails** view.

Basic tools

QuarkXPress pages contain items. Items are text boxes, text paths, picture boxes, and lines; they are created in QuarkXPress and manipulated primarily with the **Item** tool . Contents are text and pictures; they are manipulated primarily with the **Content** tool .

In general, you will use **Item** menu commands and the left half of the **Measurements** palette when working with items. Likewise, you will use the **Style** menu and the right half of the **Measurements** palette when working with contents.



*The controls in the **Measurements** palette change according to the current selection — whether it is a text box, picture box, line, text, or picture.*

The box concept

In QuarkXPress, most things go into a box. Text is contained in text boxes and pictures are contained in picture boxes. Text can also be placed on a path. You have control over the size, shape, layering, color, and other properties of each box or path — and you have similar control over the text or pictures contained in them.

Working with text

A text box or a text path contains text. To create a text box or path, use a Text Box tool  or a Text Path tool . Then use the **Get Text** command (**File** menu) to import text files from other sources, including many popular word processors, databases, and spreadsheets. Or, create or select a text box with the Content tool  and begin typing.

The **Style** menu provides formatting options such as fonts, type styles, and colors when you are working with text. High-end typographic controls are provided through a combination of menu items, keyboard commands, and preferences. To simplify text formatting, you can create paragraph and character style sheets (**Edit** → **Style Sheets**) and apply them using a menu command, the **Style Sheets** palette, or keyboard commands.

To flow text from one text box to the next (or from one text path to the next), you can create an automatic chain of text. You can also use the Linking  and Unlinking  tools to manually create custom text chains. To create an automatic text chain, check **Automatic Text Box** in the **New Document** dialog box (**File** → **New** → **Document**).

Placing pictures

Picture is a general term for any type of graphic file in a QuarkXPress document. Just as text boxes contain text, picture boxes contain pictures. To create a picture box, use any of the picture box creation tools , , ,

⊗, ⊗, ⊗, or ⊗. Then, use the **Get Picture** command (**File** menu) to import a copy of a picture file. You can also paste a picture that has been copied to the **Clipboard** into your document.

When you are working with pictures, the **Style** menu provides formatting choices like contrast, line screen, and colors. Picture formatting options are selectively available depending on the imported picture's graphic file format.

Shapes and lines

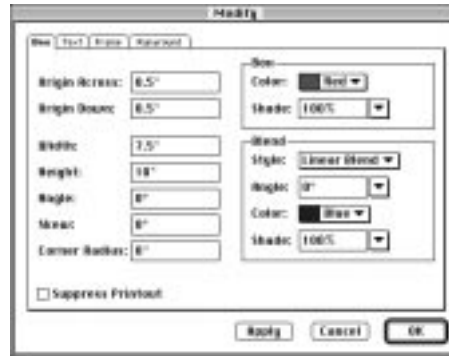
To create a colored shape, create any shape picture box and apply a color to the background of the box. Background colors are applied to boxes using the **Colors** palette (**View** menu) or the **Box** tab of the **Modify** dialog box (**Item** menu). The **Merge** controls (**Item** menu) let you create boxes with multiple contours and combine different boxes.

Create custom line styles using the **Dashes & Stripes** dialog box (**Edit** menu); then use line creation tools to draw any shape lines. When a line is selected, the **Modify** dialog box and the **Style** menu provide options for formatting lines such as style, width, and arrowheads.

Electronic paste-up

Items can be moved, resized, reshaped, and layered with other items. You can drag items into place by aligning them with rulers and guides, or you can enter precise **X** and **Y** coordinates in the **Measurements** palette.

Each type of item has its own **Modify** dialog box (**Item** menu) that controls the size, position, background color, position of the contents, and more. To flow text around pictures, lines, and other items, use the **Runaround** tab in the **Modify** dialog box. Other **Item** menu commands let you group items so they can be moved together, change the stacking order (layering) of items, duplicate items, and space selected items evenly.



When you choose **Item** → **Modify**, a dialog box specific to the selected item is displayed. The various tabs in the **Modify** dialog box provide access to different sets of controls.

Master pages and templates

Items (pictures and text) that need to go on many pages in your document can be placed on master pages. Applying a master page to a document page places the recurring items automatically. For example, if you are working on a newsletter, you might want a master page for the cover and nameplate, one for the inside spreads, and one with mailing information for the back page. Master pages can be created, edited, and applied using the **Document Layout** palette. Once you've established the formatting of a publication, you can save a document as a reusable template.

Customizing QuarkXPress

QuarkXPress has many options for customizing how you work, how your text flows, how your tools work, and more. These are called **Preferences** (**Edit** menu), and you can control preferences for your copy of QuarkXPress (**Application Preferences**) or for individual documents (**Document Preferences**).

In addition to preferences, you can create custom style sheets, colors, dashes and stripes, frames, lists (style-sheet generated lists), and H&Js (hyphenation and justification specifications) for use in a document or template. All these specifications are created through commands in the **Edit** menu.

On to output

The **Print** dialog box (**File** menu) offers plenty of output options. For convenience, you can combine all these settings and save them as **Print Styles** (**Edit** menu). When you print, QuarkXPress requires all the font and picture files used in the document. The **Collect for Output** (**File** menu) feature automatically gathers the document and pictures into one folder, and it produces a report of the document's fonts, colors, trapping, and other settings — ready for output.

Power through palettes and keyboard commands

As you use QuarkXPress, you will develop your own working style. Maybe you will prefer to use the mouse and menu commands for everything. Or, you may find that you prefer the quick access to features provided by palettes and extensive keyboard commands. In many cases, QuarkXPress offers multiple ways to perform a given task.

The Interface

QuarkXPress menus and dialog boxes adhere to Mac OS conventions — with a few enhancements. This section provides a quick look at standard interface controls, and highlights features unique to QuarkXPress. If you are new to the Mac OS, we recommend that you consult the documentation resources provided with your computer for complete information about using the Mac OS. If you are new to QuarkXPress, we recommend that you perform the tutorial contained in *A Preview to QuarkXPress*.

QuarkXPress menus

The menu bar displays the seven menus available in QuarkXPress: **File**, **Edit**, **Style**, **Item**, **Page**, **View**, and **Utilities**. The menu bar can also display QuarkXTensions such as QuarkImmedia and QuarkDispatch. Each menu contains groups of related commands separated by lines. Many menu entries are followed by keyboard shortcuts, displayed with the following modifier keys: Command (⌘), Option (⌥), Control (⌞), and Shift (⇧). See *Figure 1*.

Context-sensitive menus

QuarkXPress menus are context-sensitive (menu items change according to the active item, the current situation, or the tool selected).

- The commands listed under a menu may change. For example, the **Style** menu commands change depending on whether text, a picture, or a line is active.
- An individual menu command may change. For example, the **Undo** command (**Edit** menu) changes to reflect your last action (such as **Undo Typing** or **Undo Item Deletion**).

- The availability of menu entries may change. For example, when a picture is selected, **Save Text** (File menu) is dimmed and not available.
- The availability of entire menus may change. For example, the **Style** menu entries for text are available only when a text box is active and the Content tool  is selected.
- The function of a menu command may change slightly when you press a modifier key while selecting the menu. For example, if you press the Option key while you choose the **Item** menu, the **Send to Back** command changes to **Send Backward**.

Check mark

A check mark ✓ in a menu indicates one of the following:

- A function has been performed. For example, a check mark is displayed next to **Flip Vertical** (**Style** menu) when the contents of a box are flipped vertically. *See Figure 2.*
- A feature is turned on. For example, a check mark next to **Snap to Guides** (**View** menu) means that items in your document will snap to the guides you’ve created.
- A format from a list has been applied. For example, a check mark is displayed in the **Font** submenu next to the font applied to selected text. When multiple formats have been applied to a selection, check marks are displayed next to formats common to the entire selection only.

QuarkXPress dialog boxes

Choosing a menu entry followed by an ellipsis (...) displays a dialog box. Dialog boxes contain related commands that allow you to specify exactly what you want to happen. The context-sensitive controls in QuarkXPress dialog boxes consist primarily of tabs, areas, fields, pop-up menus, radio buttons, check boxes, and buttons. *See Figure 3.*



*Figure 1: Like other QuarkXPress menus, the **File** menu contains groups of related commands separated by lines.*

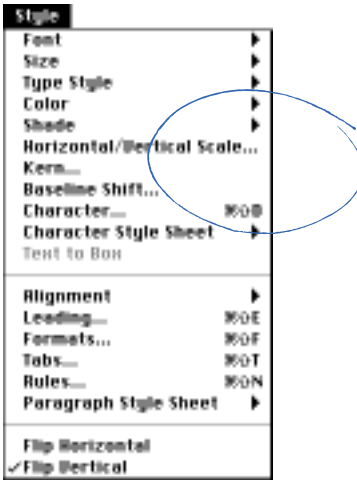


Figure 2: The check mark next to **Flip Vertical** in the **Style** menu for text indicates that the contents of the active text box are flipped vertically.



Figure 3: The **Modify** dialog box (**Item** menu) includes tabs, areas, fields, pop-up menus, check boxes, and buttons.

Tabs

Many dialog boxes provide multiple functions through tabs. By clicking a tab icon, you can display different sets of controls. Pressing Control-Tab takes you to the next tab in a dialog box.

Area

Related commands within a dialog box or tab are grouped into an “area,” which is named and surrounded by a border. For example, the **Box** tab in the **Modify** dialog box (**Item** menu) has a **Blend** area, which lets you specify a custom blend for a box. See Figure 4.

List

Some dialog boxes include lists of elements for you to select or edit. For example, the **Colors** dialog box (**Edit** menu) displays a list of colors. You can navigate through lists using the up and down arrow keys. Depending on the type of list, you may be able to multiple-select items to edit. For example, in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**), you can select multiple tools and edit common attributes. To select a group of continuous elements, click the first element then press the Shift key while clicking the last element in the range. To select a group of noncontinuous elements, press the ⌘ key while clicking them.

Field

A field is a rectangular box for entering a specific value. For example, in the **Text** tab of the **Modify** dialog box (**Item** menu), you can enter the number of columns for an active text box in the **Columns** field. Fields have the following characteristics:

- You can enter measurements in any of the supported measurement systems, using the following abbreviations: inches or inches decimal ("), picas (p), points (pt), millimeters (mm), centimeters (cm), ciceros (c), and agates (ag).

- You only need to specify units of measure with an abbreviation when you are not using the default measurement system. For example, if your measurement preferences are set to inches, and you want to specify an indent in points, you can enter “6 pt” in the field. The measurement will be converted to inches the next time you open the dialog box.
- The default measurement system is specified in the **Horizontal Measure** and **Vertical Measure** pop-up menus in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).
- You can tab to highlight the next field in a dialog box and Shift-Tab to highlight the previous field.
- You can perform math in fields using these operators: + (addition), – (subtraction), * (multiplication), or, / (division). For example, to double the width of a box, you can multiply the width by 2 by entering *2 to the right of the current value. You can even perform multiple operations — such as dividing a value by 4, then adding 2. *See Figure 5.*

!!! QuarkXPress performs multiplication and division first, followed by subtraction and addition, from left to right; you cannot use parentheses when performing math in fields. You can add and subtract specific measurements, such as 2".

Pop-up menu

A pop-up menu is a small menu within a dialog box or palette. A pop-up menu like this contains a list of options. A pop-up menu like this contains an editable field in addition to a list of options. You can enter a value (such as a percentage) or a word (like a font name) in the field, rather than choosing an option from the list. *See Figure 6.*

Check box

A check box lets you turn options on ☒ and off ☐. Checking a box may activate other controls; checking or unchecking a box may expand a dialog box to display more controls.



Figure 4: The **Box** tab of the **Modify** dialog box (**Item** menu) includes a bordered **Blend** area.

Width: $5.5" * 2 + 1 \text{ pt}$
 Height: $10" / 2 - .25"$

Figure 5: You can perform math in QuarkXPress fields. The formula in the **Width** field multiplies the width of the box by 2, then adds 1 point. The formula in the **Height** field divides the height of the box by 2, then subtracts .25 inch.

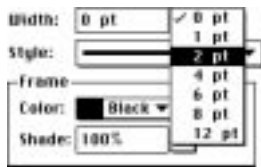


Figure 6: A pop-up menu offers a list of options, and often includes a field that accepts custom values. For example, the **Width** pop-up menu in the **Frame** tab of the **Modify** dialog box (**Item** menu) includes a list of frame widths and a field.

Radio button

A radio button ☐ lets you select from mutually exclusive options. For example, in the **XTensions** tab (**Edit** → **Preferences** → **Application**), you can choose when to display the **XTensions Manager** dialog box by clicking a radio button.

Button

A button, shaped like this , performs an action. If a button has a border around it , you can also press Return or Enter on the keyboard rather than clicking the button with the mouse. A button may also include a pop-up menu that lets you choose a type of action. For example, the **New** button in the **Style Sheets** dialog box (**Edit** menu) lets you create either a character style sheet or a paragraph style sheet.

Many dialog boxes in QuarkXPress include an **Apply** button so you can preview your changes before closing the dialog box. For example, the **Apply** button in the **Paragraph Attributes** dialog box (**Style** → **Formats**) lets you see how your changes affect selected paragraphs. If you press the Option key the first time you click **Apply**, you can view all your changes as you make them without clicking the **Apply** button again.

Directory dialog boxes

Directory dialog boxes are used to open, import, export, or save files; they include standard Mac OS controls for navigating through disks and folders so you can locate files, or choose where you want to save files. See Figure 7. Dialog boxes in QuarkXPress with directory dialog box elements include: **New Library**, **New Book**, **Open**, **Save as**, **Get Text**, **Save Text**, **Append**, **Save Page as EPS**, **Collect for Output**, and **Auxiliary Dictionary**.

Alert dialog boxes

An alert is a dialog box that warns you when there is a problem and often suggests a solution. For example, if you enter an invalid value in a field, an alert notifies you and often provides an acceptable range of values for the field. The “Error Messages” section of Chapter 24, “Appendices” lists and explains the alerts you may encounter in QuarkXPress.



Figure 7: The **Save as** dialog box (**File** menu) is an example of a directory dialog box. It includes the current disk name, the **Eject**, **Desktop**, **New Folder**, **Cancel**, and **Save** buttons, pop-up menus for file type and version, a scroll list for navigating through folders, and a check box.

A G U I D E T O Q U A R K X P R E S S

Introducing QuarkXPress ■.....

Tools

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Tools



QuarkXPress preserves the cliché “you need the right tools to get the job done.” The **Tool** palette provides easy access to powerful tools that allow you to accomplish the most basic — and the most sophisticated — publishing tasks.

Tools let you create and place boxes, lines, pictures, and text; rotate items; link text boxes so text flows from page to page; and enlarge and reduce the document view. You can customize the **Tool** palette by rearranging and hiding tools, and you can customize many individual tools using preferences.

The Tool Palette

Use the tools in the **Tool** palette to create and edit many elements in QuarkXPress, including text boxes, picture boxes, lines, text paths, text, and pictures. The selected tool determines which commands in QuarkXPress are available.

Displaying the Tool palette

To display the **Tool** palette, choose **View → Show Tools**. The **Tool** palette remains open until you close it. To close the **Tool** palette, choose **View → Hide Tools** or click the close box.

Selecting a tool

To select a tool, click it. Press ⌘-Tab to select the tool below the current tool; press ⌘-Shift-Tab to select the tool above the current tool.

Tool preferences

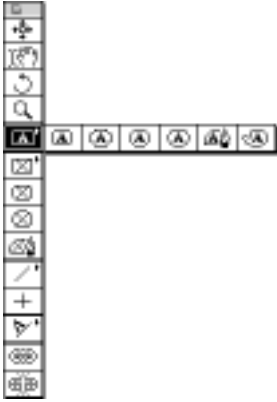
You can specify default settings for magnification and item creation through the **Tools** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**). You can also access the **Tools** tab by double-clicking an item creation tool or the Zoom tool . Tool preferences apply to the active document; if no documents are open, tool preferences become application defaults.



Tips

Using the **Tool** palette

- Click a tool to select it.
- The selected tool determines which QuarkXPress commands are available.
- Press the Control key while selecting a pop-out tool to add the tool to the **Tool** palette. Press the Control key while clicking an unnecessary tool to remove it from the **Tool** palette.
- Double-click an item creation tool or the Zoom tool  to set its preferences.



Tool palette and text box pop-out tools

Customizing the Tool palette

QuarkXPress lets you customize the **Tool** palette by rearranging, hiding, and adding tools. Many tools are condensed under “pop-outs” indicated by an arrow next to the tool.

- To display the pop-out tools, click and hold a tool that displays an arrow next to it.
- To use a pop-out tool, click and drag to select the tool. This replaces the tool in the main **Tool** palette.
- To add a tool to the main **Tool** palette, press the Control key while you click and drag to select a new tool from a pop-out.
- To hide a tool, press the Control key while you click that tool. At least one tool from each pop-out must remain on the palette.



When you quit QuarkXPress, your current tool arrangement is saved in the *XPress Preferences* file. The next time you launch QuarkXPress, your **Tool** palette will be just as you left it.

Keyboard commands

Use the following keyboard commands with the **Tool** palette and tools:

Tool choice	Command
Show Tools	F8
Hide Tools	F8
Show/Hide individual tool	Control-click
Select tool below current tool	⌘-Tab
Select tool above current tool	⌘-Shift-Tab
Show Tool tab (Document Preferences)	Double-click any creation tool
Use Page Grabber Hand 	Option*
Use Zoom In pointer 	Control
Use Zoom Out pointer 	Option-Control

*The Page Grabber Hand  is not accessible when the Zoom tool  is selected or when the Caps Lock key is down.

Tool Overview

The basic function of each tool in the **Tool** palette is described below. Complete information about how each tool works is covered in the remainder of this chapter.

Default Tool palette

Item tool

Selects, moves, resizes, and reshapes items (boxes, lines, text paths, and groups), and reshapes clipping and runaround paths.

Content tool

Imports and edits text and pictures, and imitates most Item tool functionality.

Rotation tool

Rotates items visually rather than numerically.

Zoom tool

Enlarges or reduces the document view.

Text Box tool

Creates a rectangular text box; provides access to other text box tools.

, , , *Picture Box tools*

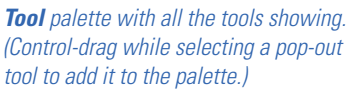
Create a rectangle, rounded-corner, oval, or Bézier picture box; the Rectangle Picture Box tool  provides access to other picture box tools.

Line tool

Creates straight lines of any angle; provides access to other line tools.



Default **Tool** palette



+ *Orthogonal Line tool*

Creates straight lines that are perfectly horizontal or vertical.

➤ *Line Text-Path tool*

Creates a straight line, of any angle, that contains text; provides access to other text-path tools.

🔗 *Linking tool*

Establishes text chains to flow text among text boxes.

 Unlinking tool

Breaks links among text boxes.

☞ *Page Grabber Hand (not displayed in the palette; press Option key to use)*

Scrolls a page in any direction.

Pop-out tools

, , , , , *Text Box tools*

Create a rounded-corner, concave-corner, beveled-corner, oval, Bézier, or freehand Bézier text box.

 Picture Box tools

Create a concave-corner, beveled-corner, or freehand Bézier picture box.

 Line tools

Create a Bézier line or freehand Bézier line.

, , *Text-Path tools*

Create an orthogonal, Bézier, or freehand Bézier text path.

Item Tool and Content Tool

When the Item tool  is selected, you can cut, copy, and paste picture boxes, lines, text paths, and groups. When the Content tool  is selected, you can cut, copy, paste, clear, and edit text or pictures. The Item tool and the Content tool also have several characteristics common to both tools. Use the Item and Content tools interchangeably to select and manipulate boxes, lines, and text paths — or to import and apply styles to pictures.

Arrow pointer

When you select the Item or Content tool, the Arrow pointer  displays. To select an item, click it with the Arrow pointer; to select multiple items, press the Shift key while you click them.

Mover pointer

When the Item tool is over the interior of a box, a straight line, or a Bézier line whose bounding box is displayed, the Mover pointer  displays. You can access the Mover pointer  when the Content tool is selected by pressing the **⌘** key. To move active items, click and drag with the Mover pointer . If no items are selected, you can press the Shift key while selecting and dragging to move an item horizontally or vertically only.

When you drag, an outline of the item is displayed. To see the item and its contents when you drag, press the mouse button until the item flashes, and then start dragging.



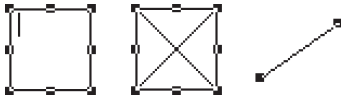
Tips

"Items" in QuarkXPress are

- Picture boxes
- Text boxes
- Lines
- Text paths
- Groups
- Multiple-selected items

Using the Item and Content tools

- Click items to select them for modification.
- Click and drag to move items.
- Drag bounding box handles to resize items. (Not available if **Item → Edit → Shape** is checked.)
- Drag points, curve handles, or segments to reshape a Bézier shape. (An option must be checked in the **Item → Edit** submenu.)



Resizing handles



Delayed item dragging in action

Resizing pointer

When the Item or Content tool is over a bounding box handle on an active item, the Resizing pointer displays. To enlarge or reduce an item, click and drag the Resizing pointer.

You can scale the contents of a box or text path, while you resize the item itself, by pressing modifier keys as you drag a handle:

Resize item and scale contents	Command
Scale	⌘-Drag
Scale and constrain to square bounding box	⌘-Shift-Drag
Scale and maintain proportions	⌘-Option-Shift-Drag

Point pointer

When the Item or Content tool is over a point on a selected Bézier shape, the Point pointer displays. To select a point, click with the Point pointer displayed.

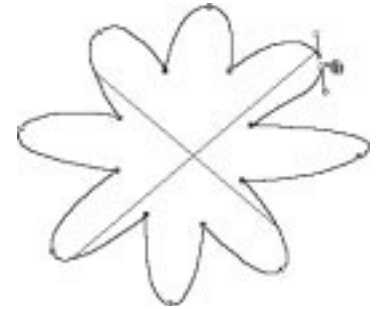
- Press the Shift key while clicking to select multiple points.
- Double-click a point to select all the points in the shape. Triple-click to select all the points in a multiple-path item.
- To reshape, click and drag the Point pointer. If the point is deselected, you can press the Shift key while selecting and dragging to move the point in 45° increments only.
- Press the Option key to change the Point pointer into a Point Deletion pointer and click to delete the point.

Curve Handle pointers

When the Item or Content tool is over a curve handle on a selected Bézier shape, one of the two Curve Handle pointers displays.

To reshape a curve, click and drag with the Curve Handle pointer displayed. Curve handle angles determine the starting angles for curves. The distance of the curve handles from the point determines the extremity of the curve.

- Press the Shift key while dragging a curve handle to move it in 45° increments from the point.
- Press the Control key while dragging a curve handle to change a smooth point to a corner point or vice versa.
- Press the Option key to change the Curve Handle pointer into the Retract Curve Handle pointer , and click to retract the curve handle.



Reshaping a Bézier item

Line Segment pointer

When the Item or Content tool is over a line segment on a selected Bézier shape, the Line Segment pointer  displays. To select a line segment (and the two points attached to it), click with the Line Segment pointer displayed.

- To reshape a Bézier item, click and drag the Line Segment pointer.
- Press the Shift key while dragging a line segment to constrain both its curve handles to 45° increments.
- Press the Option key to change the Line Segment pointer into an Add Point pointer , and click to add a point.

Marquee +

When the Item or Content tool is selected, you can access a standard Marquee pointer + for selecting multiple items. Click the mouse button outside the boundaries of any items, then drag the Marquee over items to select them. To add or remove an item from a Marquee selection, press the Shift key while you click it.



Tips

“Contents” in QuarkXPress are

- Pictures
- Text

Using the Content tool

- Click a text box or text path to import or edit text.
- Click a picture box to import or edit a picture.
- Choose **File → Get Picture** or **File → Get Text** to import a picture file or text file.
- Highlight text to edit it.

Features specific to the Item tool

When the Item tool is selected, this additional functionality is available:

- Cut, copy, or paste active items entirely. (This is also possible when any other tool is selected except the Content tool)
- Delete active Bézier points using the Delete key.
- Move active items using arrow keys.
- Activate a group by selecting only one of its items.
- Change the line attributes of an active text path. (This is also possible when any other tool is selected except the Content tool)

Features specific to the Content tool

When the Content tool is selected, this additional functionality is available:

Cut, copy, paste, or clear contents

When the Content tool is selected, you can cut, copy, paste, or clear highlighted text or a picture in an active picture box. The box itself is unaffected.

Import and edit text

Use the Content tool to edit and apply attributes to existing text or import new text into an active text box or text path.

I-beam pointer

When the Content tool is over a selected text box or text path, the I-beam pointer displays. Click the I-beam pointer to place the Text Insertion bar where you want to begin importing or editing text. You cannot place the Text Insertion bar below existing paragraphs within a text box. To highlight text, click and drag the I-beam pointer . You can cut, copy, clear, drag-and-drop, or apply **Style** menu attributes to highlighted text.

Text Insertion bar ¶

When you click the I-beam pointer ¶ in text, a blinking Text Insertion bar ¶ displays. This is the text insertion point. When you create a new text box, the Text Insertion bar ¶ displays automatically at the top of the box.

You can enter text at this point by typing or choosing **File → Get Text**. You can delete text preceding this point by pressing the Delete key. To reposition the Text Insertion bar ¶, use the arrow keys on the keyboard or click with the I-beam pointer ¶.

Picture Mover pointer ¶

When the Content tool is over an active picture box containing a picture, the Picture Mover pointer ¶ displays. To move the picture, click and drag the Picture Mover pointer in any direction, or use the arrow keys.

You can edit the picture using the **Style** menu, the **Measurements** palette, keyboard commands, or the **Picture** tab of the **Modify** dialog box (**Item → Modify**).

**Tips**

You can rotate items visually or numerically

- Use the Rotation tool to establish a point to rotate an item around, then rotate the item visually.
- Use the rotation field  in the **Measurements** palette to rotate a box around its center numerically.

Using the Rotation tool 

- Select an item to rotate it.
- Click the Rotation pointer  to establish a rotation point, then drag the Arrowhead pointer  to rotate the item.
- The Rotation tool reverts to the Item tool  or the Content tool  automatically.

Rotation Tool

Use the Rotation tool to rotate items visually around a point you establish.

Arrow pointer

If no items are selected when you select the Rotation tool, the Arrow pointer  displays. To select an item to rotate, click it with the Arrow pointer.

Rotation pointer

When the Rotation tool is over an active item, the Rotation pointer  displays. To establish a point for an item to rotate around, click and hold the Rotation pointer. The rotation point can be within or outside the active item.

Arrowhead pointer

After you establish the Rotation point, the Arrowhead pointer  displays. To rotate the item, drag the Arrowhead pointer in a circular motion. A line extends from the center of the rotation point to the Arrowhead pointer indicating the item's angle of rotation.

You can rotate an item from -360° to $+360^\circ$. As you drag the Arrowhead pointer , the  field in the **Measurements** palette displays the angle change. Press the Shift key to constrain rotation to 45° increments.

Rotating boxes

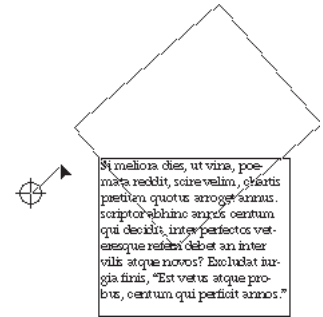
When you rotate an item, an outline of the item is displayed. To see the item and its contents when you rotate, press the mouse button until the item flashes before you begin rotating.

Rotating straight lines

Straight lines defined in Endpoints **Mode** (**Item** → **Modify** → **Line** tab) can only be rotated with the Rotation tool.

Reverting to the previous tool

After you rotate an item, the Rotation tool automatically reverts to the last tool selected (the Item tool  or Content tool ). To prevent this, press the Option key while selecting the Rotation tool. This allows you to experiment with the rotation of one item without having to reselect the tool each time you rotate.



The rotation point 



Tips

Using the Zoom tool 

- Click the Zoom In pointer  to enlarge the document view.
- Click and drag the Zoom In  or Zoom Out  pointer to select an area to view.
- Press the Option key to access the Zoom Out pointer ; click to reduce the document view.
- Each time you click the Zoom tool, the view is enlarged or reduced according to the **Increment** specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Zoom Tool

Use the Zoom tool to change the view percent of a document or to view a specific area.

Zoom In pointer

When you select the Zoom tool, the Zoom In pointer  displays. To enlarge the document view according to a specified interval, click the Zoom In pointer. To enlarge a specific area of a document to fit in the document window, marquee the area.

Zoom Out pointer

When the Zoom In pointer is displayed, press the Option key to access the Zoom Out pointer . To reduce the document view, click the Zoom Out pointer. To view a specific area of a document, marquee an area larger than the existing view area by clicking and dragging. The area is reduced as necessary to fit the document window.

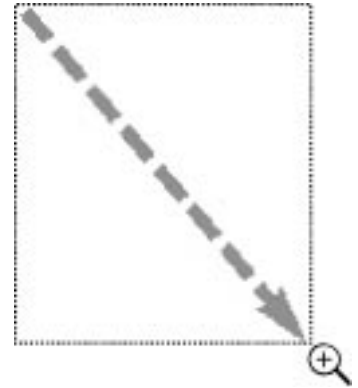
Zoom tool preferences

The Zoom tool enlarges or reduces the document view according to the **Minimum**, **Maximum**, and **Increment** settings in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click the Zoom tool.

The values in the **Minimum** and **Maximum** fields indicate the smallest and largest document views you can obtain by clicking the Zoom tool (within the 10% to 800% range). The value in the **Increment** field indicates the percent change in view for each mouse click of the Zoom In pointer  or Zoom Out pointer . The default value is 25%.

Accessing the Zoom tool

When any other tool is selected, you can access the Zoom In pointer  by pressing the Control key. You can access the Zoom Out pointer  while any tool is selected by pressing the Option and Control keys. (If the pointer is over a Bézier point when you press the Control key, the Zoom tool will not display.)



Click and drag the mouse with the Zoom tool selected to zoom in on the area of the marquee.



Tips

Key concepts

- Text is imported or entered into text boxes.
- New text boxes have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected text box tool.

Using the standard-shape text box tools

- Click and drag diagonally to create a new text box.
- Press the Shift key while creating a text box to make it square or circular.
- The text box tools revert to the Item tool  or the Content tool  automatically.

Standard-Shape Text Box Tools , , , ,

Use the standard-shape text box tools to create text boxes (containers for text) in the following predefined shapes:

- Rectangle Text Box tool  for rectangular or square text boxes.
- Rounded-corner Text Box tool  for rectangular text boxes with curved corners.
- Concave-corner Text Box tool  for rectangular text boxes with corners rounded inward.
- Beveled-corner Text Box tool  for rectangular text boxes with beveled corners.
- Oval Text Box tool  for oval or circular text boxes.

Crosshair pointer +

When a standard-shape text box tool is selected, the Crosshair pointer + displays. To create a standard-shape text box, click and drag the Crosshair pointer diagonally. To create a square or circular text box, press the Shift key while you click and drag. (You can change the shape of a selected text box using the **Shape** submenu of the **Item** menu.)

Size and placement

As you click and drag the Crosshair pointer +, the **X**, **Y**, **W**, and **H** fields in the **Measurements** palette display the coordinates, width, and height of the text box. If the Rulers are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the starting position of the Crosshair pointer and the width and height of the text box.

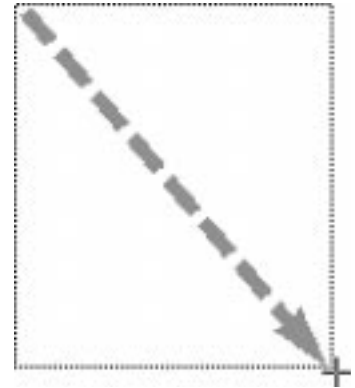
Text box tool preferences

New text boxes have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click a text box tool.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for new text boxes such as the background color, number of columns, frame, and runaround. You can also specify **Corner Radius** (the amount of space taken up by the corners) for rounded-corner, concave-corner, and beveled-corner text boxes.

Reverting to the previous tool

After you create a text box, the text box tools automatically revert to the last tool selected (the **Item** tool  or **Content** tool ). To prevent this, press the Option key while selecting a text box tool. This allows you to draw several text boxes without selecting the tool again.



Click and drag the mouse in any direction to create a text box using a standard-shape text box tool.



Tips

Key concepts

- Pictures are imported into picture boxes; you cannot have a picture in a document without a box.
- New picture boxes have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected picture box tool.

Using the standard-shape picture box tools

- Click and drag diagonally to create a new picture box.
- Press the Shift key while creating a picture box to make it square or circular.
- The picture box tools revert to the Item tool  or the Content tool  automatically.

Standard-Shape Picture Box Tools , , , ,

Use the standard-shape picture box tools to create picture boxes (containers for pictures) in the following predefined shapes:

- Rectangle Picture Box tool  for rectangular or square picture boxes.
- Rounded-corner Picture Box tool  for rectangular picture boxes with curved corners.
- Concave-corner Picture Box tool  for rectangular picture boxes with corners rounded inward.
- Beveled-corner Picture Box tool  for rectangular picture boxes with beveled corners.
- Oval Picture Box tool  for oval or circular picture boxes.

Crosshair pointer +

When a standard-shape picture box tool is selected, the Crosshair pointer + displays. To create a standard-shape picture box, click and drag the Crosshair pointer diagonally. To create a square or circular picture box, press the Shift key while you click and drag. (You can change the shape of a selected picture box using the **Shape** submenu of the **Item** menu.)

Size and placement

As you click and drag the Crosshair pointer +, the **X**, **Y**, **W**, and **H** fields in the **Measurements** palette display the coordinates, width, and height of the picture box. If the Rulers are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the starting position of the Crosshair pointer and the width and height of the picture box.

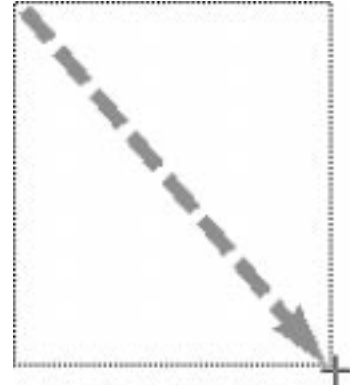
Picture box tool preferences

New picture boxes have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click any picture box tool.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for new picture boxes such as the background color, picture angle, frame, and runaround. You can also specify **Corner Radius** (the amount of space taken up by the corners) for rounded-corner, concave-corner, and beveled-corner picture boxes.

Reverting to the previous tool

After you create a picture box, the picture box tools automatically revert to the last tool selected (the **Item** tool  or **Content** tool ). To prevent this, press the **Option** key while selecting a picture box tool. This allows you to draw several picture boxes without selecting the tool again.



Click and drag the mouse in any direction to create a picture box using a standard-shape picture box tool.



Tips

Key concepts

- Lines can be positioned, sized, and rotated in several modes: End-points, First Point, Midpoint, and Last Point.
- New lines have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected line tool.

Using the straight line tools

- Click and drag to create a line with either of the straight line tools.
- Use the Orthogonal Line tool **+** to create horizontal and vertical lines.
- Use the Line tool **** to create diagonal lines.

Straight Line Tools **+**, ****

Use the straight line tools to create horizontal, vertical, and diagonal lines:

- Orthogonal Line tool **+** for horizontal and vertical lines.
- Line tool **** for diagonal lines.

Crosshair pointer **+**

When either straight line tool is selected, the Crosshair pointer **+** displays. To create a straight line, click and drag the Crosshair pointer. To constrain lines created with the Line tool **** to any 45° increment (0°, 45°, 90°, etc.), press the Shift key while you click and drag.

Size and position

As you click and drag the Crosshair pointer **+**, the fields in the **Measurements** palette change to reflect the position, length, and/or angle of the line. If the **Rulers** are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the starting and ending position of the Crosshair pointer.

QuarkXPress reports the position of straight lines according to their **End-points**, **First Point**, **Midpoint**, or **Last Point**. Fields in the **Measurements** palette change to report the appropriate values for the selected line mode. The *first point* is the endpoint you draw *from*; the *last point* is the endpoint created when you release the mouse button.

Line tool preferences

New lines have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click one of the line tools.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for new lines such as the style, width, color, shade, and runaround.

Reverting to the previous tool

After you create a line, the line tools automatically revert to the last tool selected (the Item tool  or Content tool ). To prevent this, press the Option key while selecting a line tool. This allows you to draw several lines without selecting the tool again.



Click and drag the mouse to create a straight line using the Line tool or the Orthogonal Line tool.



Tips

Key concepts

- Text is imported or entered onto text paths.
- Text paths can be positioned, sized, and rotated in several modes: Endpoints, First Point, Midpoint, and Last Point.
- New text paths have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected text-path tool.

Using the straight text-path tools

- Click and drag to create a text path with either of the straight text-path tools.
- Use the Orthogonal Text-Path tool  to create horizontal and vertical text paths.
- Use the Line Text-Path tool  to create diagonal text paths.

Straight Text-Path Tools ,

Use the straight text-path tools to create horizontal, vertical, and diagonal text paths (lines that support text):

- Orthogonal Text-Path tool  for horizontal and vertical text paths.
- Line Text-Path tool  for diagonal text paths.

Crosshair pointer

When either straight text-path tool is selected, the Crosshair pointer  displays. To create a straight text path, click and drag the Crosshair pointer. To constrain text paths created with the Line Text-Path tool to any 45° increment (0°, 45°, 90°, etc.), press the Shift key while you click and drag.

Size and position

As you click and drag the Crosshair pointer , the fields in the **Measurements** palette change to reflect the position, length, and/or angle of the text path. If the **Rulers** are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the starting and ending position of the Crosshair pointer.

QuarkXPress reports the position of straight text paths according to their **Endpoints**, **First Point**, **Midpoint**, or **Last Point**. Fields in the **Measurements** palette change to report the appropriate values for the selected line mode. The *first point* is the endpoint you draw *from*; the *last point* is the endpoint created when you release the mouse button.

Text-path tool preferences

New text paths have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click one of the text-path tools.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for new text paths such as the style, width, color, shade, and runaround for the line, or the alignment and orientation of text in relation to the line.

Reverting to the previous tool

After you create a text path, the text-path tools automatically revert to the last tool selected (the **Item** tool  or **Content** tool ). To prevent this, press the **Option** key while selecting a text-path tool. This allows you to draw several text paths without selecting the tool again.



*Click and drag the mouse to create a straight text path using the **Line Text-Path** tool or the **Orthogonal Text-Path** tool.*



Tips

Key concepts

- Bézier items can be text boxes, picture boxes, lines, or text paths depending on which Bézier tool you select.
- Bézier tools create shapes point by point. To create a Bézier item by simply dragging the mouse, you can use a freehand tool.
- New Bézier items have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected tool.

Using the Bézier tools

- Click to create corner points; click and drag to create smooth points. Successive clicking produces straight segments only.
- To reshape a Bézier item before it is completed, press the **⌘** key. To reshape a Bézier item after it is completed, use the Item or Content tool and make sure **Item** → **Edit** → **Shape** is checked.

Bézier Tools

Use the Bézier tools to create text boxes, picture boxes, lines, and text paths of any desired shape, with point-by-point control.

Crosshair pointer +

When a Bézier tool is selected, the Crosshair pointer + displays. To create a Bézier item:

- Click to establish the first corner point in the shape, or click and drag to establish the first smooth point in the shape. If you click and drag, the curve handles of the smooth point are exposed.
- Release the mouse button and repeat the above step to establish a second point, a third point, and so on. Segments display between each two points. Click when you want a corner point; click and drag when you want a smooth point.
- When curve handles display, their angles determine the starting angles for curves. The distance of the curve handles from the point determines the extremity of a curve.
- To access the Item tool  to reshape the item *before* it is completed, press the **⌘** key. While the **⌘** key is pressed, the Crosshair pointer changes to the Arrow pointer , or to one of the Bézier reshaping pointers (, , , ) when placed over a point, segment, or curve handle. Press the **⌘** and Control keys while dragging a curve handle to change a smooth point to a corner point with curve handles. See “Item Tool  and Content Tool ” earlier in this section for descriptions of the Bézier reshaping pointers.
- Complete the new shape by double-clicking to create the last point or by selecting a new tool in the **Tool** palette. If you have one of the Bézier box tools selected (, ), you can also complete the shape by

clicking the first point in the box. The Crosshair pointer changes to the Close Box pointer □ when the pointer is positioned over the first point in a box.

Placement

As you click and drag using any of the Bézier pointers, the X and Y fields in the **Measurements** palette display the pointer's coordinates. If the **Rulers** are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the position of the pointer.

Bézier tool preferences

New Bézier items have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click a Bézier tool.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for the new Bézier item.

Reverting to the previous tool

After you create a Bézier item, the Bézier tools automatically revert to the last tool selected (the Item tool ⌘ or Content tool ⌘). To prevent this, press the Option key while selecting a Bézier tool. This allows you to draw several Bézier items without selecting the tool again.



Using a Bézier tool, click to create each corner point; click and drag to create smooth points that form seamless transitions between two curved segments.



Tips

Key concepts

- Freehand items can be text boxes, picture boxes, lines, or text paths depending on which freehand tool you select.
- Freehand tools create Bézier items automatically according to how you drag the mouse.
- New Bézier items have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) for the selected tool.

Using the freehand tools

- Drag the mouse to describe the Bézier shape you want QuarkXPress to create.
- To reshape a Bézier item after it is completed, use the **Item** or **Content** tool and make sure **Item** → **Edit** → **Shape** is checked.

Freehand Tools

Use the freehand tools to quickly create Bézier text boxes, picture boxes, lines, and text paths of any shape you draw.

Crosshair pointer +

When a freehand tool is selected, the Crosshair pointer + displays. Click and drag the mouse to draw the shape you want to create.

Release the mouse button to complete the shape. If you are using one of the freehand box tools (, ) , the Close Box pointer  is displayed when you drag the Crosshair pointer over the starting point.

To edit the Bézier curves of a completed freehand shape, use the **Item** tool  or **Content** tool , and make sure **Item** → **Edit** → **Shape** is checked.

Placement

As you click and drag the Crosshair pointer +, the **X** and **Y** fields in the **Measurements** palette display the pointer's coordinates. If the **Rulers** are showing in the document window (**View** → **Show Rulers**), small lines on the ruler indicate the position of the Crosshair pointer.

Freehand tool preferences

New freehand Bézier items have the attributes specified in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To quickly access the **Tool** tab of the **Document Preferences** dialog box, double-click a freehand tool.

Use the **Modify** button in the **Tool** tab to access a dialog box that allows you to specify attributes for new freehand items such as the background color, picture angle, frame, and runaround.

Reverting to the previous tool

After you create a freehand Bézier item, the freehand tools automatically revert to the last tool selected (the Item tool  or Content tool ). To prevent this, press the Option key while selecting a freehand tool. This allows you to draw several freehand Bézier items without selecting the tool again.



Using a freehand tool, drag the mouse to describe the Bézier shape you want QuarkXPress to create.

**Tips****Key concepts**

- A text chain, or “story,” is created when you manually link several text boxes.
- The Automatic Text Box feature and master pages can be used to create an automatic text chain, without manually linking boxes.

**Using the Linking tool **

- Click the first text box in a chain to display a marquee .
- Click on the second text box in a chain to establish a link.

**Linking/Unlinking Tools , **

Use the Linking tool to link text boxes so that text flows from box to box.

This text is referred to as a “chain” or “story.” Use the Unlinking tool to break the links between text boxes.

**Arrow pointer **

When you first select the Linking tool, the Arrow pointer  displays. To select the first text box in a chain, click it with the Arrow pointer. The text box displays a marquee .

**Linking pointer **

When the first text box in the chain is selected and displays a marquee, the Linking pointer  displays. To link the box to another box, click on a second box. Text flows through the boxes in the order in which you link them. When the Linking tool is selected, links for the selected text boxes are shown with arrows.

Reverting to the previous tool

After you link two boxes, the Linking tool automatically reverts to the last tool selected (the Item tool  or Content tool ). To prevent this, press the Option key while selecting the Linking tool. This allows you to link multiple boxes without selecting the tool again.

**Arrow pointer **

When you first select the Unlinking tool, the Arrow pointer  displays. Click any text box within a text chain; the text box links are shown with arrows.

Unlinking pointer

When a text box within a text chain is selected, the Unlinking pointer  displays. To break links between boxes, click the arrowhead (next box) or the tailfeathers (previous box) on the linking arrows.

To remove a text box from a text chain, and reroute the links around it, press the Shift key while you click the box with the Unlinking tool.

Reverting to the previous tool

After you break the link between two boxes, the Unlinking tool automatically reverts to the last tool selected (the Item tool  or Content tool ). To prevent this, press the Option key while selecting the Unlinking tool. This allows you to break the link between several boxes without selecting the tool again.

**Tips**

Using the Unlinking tool 

- Click the arrowhead (next box) or the tailfeathers (previous box) on the linking arrows, to break links between boxes.
- To remove a text box from a text chain and reroute the links around it, press the Shift key while you click a box with the Unlinking tool.

**Tips**

Using the Page Grabber Hand tool 

- Press the Option key with any tool selected except the Zoom tool  for temporary access to the Page Grabber Hand.
- **Live Scroll** is always active when you use the Page Grabber Hand.

Page Grabber Hand Tool

Use the Page Grabber Hand to scroll a page in any direction. The Page Grabber Hand allows you to scroll with more precision than the scroll bars, and to scroll horizontally and vertically at the same time.

Access from any tool

You can access the Page Grabber Hand by pressing the Option key while any tool except the Zoom tool  is selected. The Caps Lock key cannot be pressed. Click and drag the mouse in any direction to move around within a page, spread, or document. When you release the Option key, the previous tool is selected again.

Live Scroll

The Page Grabber Hand is always in **Live Scroll** mode, regardless of the **Live Scroll** setting in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**). This means the document view is updated as you scroll, rather than redrawing after you stop.

Speed Scroll

Scrolling with the Page Grabber Hand is affected by the **Speed Scroll** setting in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**). **Speed Scroll** accelerates scrolling by temporarily greying pictures and blends; when you stop scrolling, the page elements redraw completely.

2.

Palettes

Displaying and Arranging Palettes 2.3

Measurements Palette 2.4

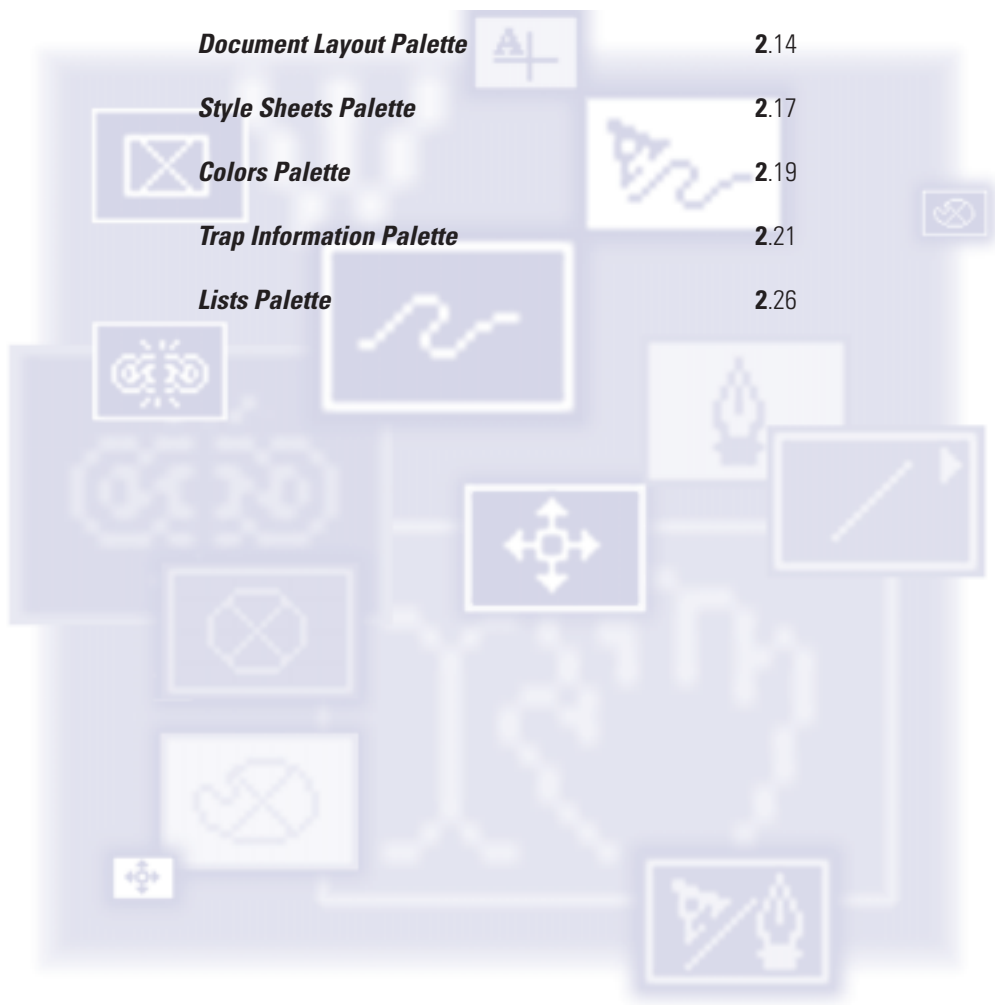
Document Layout Palette 2.14

Style Sheets Palette 2.17

Colors Palette 2.19

Trap Information Palette 2.21

Lists Palette 2.26



Palettes

2.

In addition to the **Tool** palette described in Chapter 1, “Tools,” several other palettes give you complete control over page design, character formatting, color, trapping, and long-document publishing features.

Options on some palettes change depending on the particular tool selected in the **Tool** palette. Each palette may be hidden or displayed, and placed anywhere on your monitor, allowing you to fully customize your workspace.

Displaying and Arranging Palettes

The primary palettes in QuarkXPress include the **Tool** palette, the **Measurements** palette, the **Document Layout** palette, the **Style Sheets** palette, the **Colors** palette, the **Trap Information** palette, and the **Lists** palette. Each of these palettes may be displayed using the **View** menu. For more information about the **Books**, **Libraries**, and **Index** palettes, see their respective chapters.

Opening palettes

To open or display a palette, choose **View → Show [name of palette]**. Palettes always display in front of other windows, and remain open until you close them.

Closing palettes

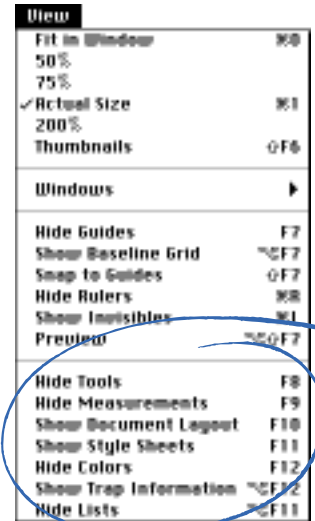
You can hide palettes when you do not need them. To close an open palette, click the close box in the upper left corner of the palette, or choose **View → Hide [name of palette]**.

Moving palettes

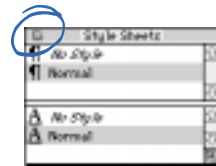
Palettes are especially convenient because they can be placed anywhere on your screen, allowing you to customize your workspace. Click and drag the bar at the top of a palette to reposition it.

Resizing palettes

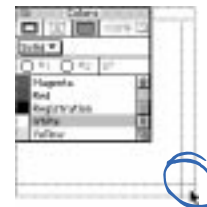
You can resize the **Document Layout**, **Style Sheets**, **Colors**, and **Lists** palettes by dragging the resize box in the lower right corner of the palettes.



Show and hide palettes using the commands in the **View** menu.



Clicking the close box to close a palette.



Resizing the **Colors** palette by dragging the **Size** box.

Measurements Palette

The **Measurements** palette (**View** → **Show Measurements**) lets you quickly edit several commonly used item specifications without choosing **Item** → **Modify** or using the **Style** menu. Options on the **Measurements** palette change to reflect the currently selected tool or item. The left side of the palette indicates an item's position; the right side indicates an item's content.

Overview

You can edit any of the values in the **Measurements** palette (F9). Changes made to values on the left side of the palette are applied when you exit the palette; changes made to numerical values on the right side of the palette are applied when you move to a different field or exit the palette. Clicking a button or choosing an item from a pop-up menu on the right side of the **Measurements** palette applies the change immediately.

Measurements displayed in the **Measurements** palette are updated when you create, move, resize, or modify items, create or move guides, or reposition the ruler origin.

Click on the **Measurements** palette to enter it, or press ⌘-Option-M to access the first field in the palette. Press the Tab key to highlight the next field, or press Shift-Tab to highlight the previous field. Click on the document, or press the Return or Enter key to apply changes made in the **Measurements** palette. Press ⌘-period (.) to exit the **Measurements** palette without applying changes.

The fields displayed in the measurements palette correspond to fields that can be accessed by choosing **Item** → **Modify**. Character attributes and paragraph formats are described in “Style Menu for Text” in Chapter 3, “Menus and Dialog Boxes.”

Measurements palette for text boxes



Item information

When a text box is selected in the document window, the left side of the **Measurements** palette lets you view and edit the text box item information. See Chapter 10, “Document Layout” and Chapter 12, “Typography.”

- The **X** and **Y** fields indicate the horizontal and vertical locations of the origin (upper left corner) of the text box.
- The **W** and **H** fields indicate the width and height of the text box.
- The $\angle$ field indicates the text box’s angle of rotation.
- The **Cols** field indicates the number of columns in the text box.

Content information

When the Content tool I^{A} is selected, the right side of the **Measurements** palette lets you edit the contents of the text box.

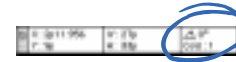
- The $\square$ button lets you flip the contents of the text box along a horizontal axis.
- The $\square$ button lets you flip the contents of the text box along a vertical axis.
- The ⌘ field indicates paragraph leading. Enter a value in the field or click the arrows to adjust leading. See “Specifying Leading and Paragraph Spacing” in Chapter 12, “Typography.”
- The ⌘ field indicates kerning when the Text Insertion bar I^{A} is between two characters and indicates tracking when a block of text is highlighted. Enter a value in the field or click the arrows to adjust kerning and tracking. See “Specifying Kerning and Tracking” in Chapter 12, “Typography.”



The **X** and **Y** fields indicate the location of the origin of the text box in relation to the upper left corner of the page.



The **W** and **H** fields indicate the width and height of the text box.



The **Cols** field indicates the number of columns contained in the text box.



The ∞ and ∞ fields indicate leading and tracking/kerning respectively.



The $\leftarrow$, $\rightarrow$, $\leftarrow$, $\rightarrow$, and $\leftarrow$ buttons indicate the alignment applied to selected paragraphs.



The $\leftarrow$ and $\rightarrow$ buttons indicate whether the anchored text box aligns with the ascent or baseline of the text.



The **X** and **Y** fields indicate the location of the origin of the picture box in relation to the upper left corner of the page.

- The $\leftarrow$, $\rightarrow$, $\leftarrow$, $\rightarrow$, $\leftarrow$ buttons indicate left, centered, right, justified, and forced justified alignment of selected paragraphs.
- The **Font** pop-up menu $\square$ indicates the selected font. To change the font, choose a font from the pop-up menu or enter the name of the font in the field.
- The **Size** pop-up menu $\square$ indicates the size of the selected font. To change the font size, choose a size from the pop-up menu or enter a value in the field.
- The $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, $\square$, and $\square$ buttons indicate plain, bold, italics, underline, word underline, strike thru, outline, shadow, all caps, small caps, superscript, subscript, and superior type styles, respectively. Multiple type styles may be applied to a single character or group of characters.



The **Measurements** palette looks slightly different for anchored text boxes. When an anchored text box is active, the **Measurements** palette indicates whether the text box aligns with the ascent $\square$ or baseline $\square$ of the associated line of text. Click the ascent $\square$ or baseline $\square$ buttons to change the alignment of an anchored text box. The **X**, **Y**, and Δ fields are not available for anchored text boxes. When the Content tool I^m is selected, the **Measurements** palette displays the same content controls for anchored text boxes as those for nonanchored text boxes.

Measurements palette for picture boxes



Item information

When a picture box is selected in the document window, the left side of the **Measurements** palette lets you edit the picture box item information. See Chapter 14, “Pictures.”

- The **X** and **Y** fields indicate the location of the origin (upper left corner) of the picture box.
- The **W** and **H** fields indicate the width and height of the picture box.
- The **△** field indicates the picture box's angle of rotation.
- The **⋈** field indicates the radii of the corners of the picture box.

Content information

When the Content tool  is selected, the right side of the **Measurements** palette lets you edit the contents of the picture box.

- The  button lets you flip the contents of the picture box along a horizontal axis.
- The  button lets you flip the contents of the picture box along a vertical axis.
- The **X%** and **Y%** fields indicate the horizontal and vertical scaling of the contents of the picture box.
- The  and  fields indicate the horizontal and vertical offsets of the contents of the picture box from the picture box's origin (upper left corner).
- The **△** field indicates the angle of rotation of the contents of the picture box.
- The **⌵** field indicates the skew (slant) of the contents of the picture box.



The **Measurements** palette looks slightly different for anchored picture boxes. When an anchored picture box is active, the **Measurements** palette indicates whether the picture box aligns with the ascent  or the baseline  of the associated line of text. Click the ascent  or baseline  buttons to change the alignment of the anchored picture box. The **X**, **Y**, **△**, and **⋈** fields are not available for anchored picture boxes. When the Content tool  is selected, the **Measurements** palette displays the same content controls for anchored picture boxes as those for nonanchored text boxes.



The **W** and **H** fields indicate the width and height of the picture box.



The **△** and **⋈** fields indicate the picture box's angle of rotation and the radii of its corners, respectively.



The  and  buttons let you flip the contents of the picture box horizontally or vertically.



The **X%** and **Y%** fields indicate the scaling of the picture box's contents.



The  and  fields indicate horizontal and vertical offsets of the picture box's contents from the upper left corner of the picture box.



The  and  buttons indicate whether the anchored picture box aligns with the ascent or baseline of the text.



The **X1**, **Y1** and **X2**, **Y2** fields indicate the horizontal and vertical coordinates of the left and right endpoints of the line.



The **Mode** pop-up menu indicates the method used to describe the line.



The **Δ** and **L** fields indicate the angle and length of the line, respectively.



The **W** field indicates the width of the line.



The two pop-up menus on the right side of the palette indicate the style of the line and its arrowheads.

Measurements palette for lines

Fields displayed in the **Measurements** palette for lines vary according to the line description method selected in the **Mode** pop-up menu. Line description methods available in the **Mode** pop-up menu include **Endpoints**, **First Point**, **Midpoint**, and **Last Point**. See Chapter 8, “Line Basics.”

Endpoints



- The **X1** and **Y1** fields indicate the horizontal and vertical coordinates of the first endpoint of the line.
- The **X2** and **Y2** fields indicate the horizontal and vertical coordinates of the last endpoint of the line.
- The **Mode** pop-up menu lets you choose whether to describe the selected line by **Endpoints**; by a **First Point**, length, and angle; by a **Last Point**, length, and angle; or by a **Midpoint**, length, and angle.
- The **W** field indicates the width of the line.
- The left pop-up menu indicates the line's style.
- The right pop-up menu indicates the line's arrowheads.

First Point



- The **X1** and **Y1** fields indicate the horizontal and vertical coordinates of the left endpoint of the line.
- The **Δ** field indicates the line's angle of rotation.
- The **L** field indicates the line's length.

- The **Mode** pop-up menu lets you choose whether to describe the selected line by **Endpoints**; by the **First Point**, length, and angle; by the **Last Point**, length, and angle; or by a **Midpoint**, length, and angle.
- The **W** field indicates the width of the line.
- The left pop-up menu indicates the line's style.
- The right pop-up menu indicates the line's arrowheads.

Midpoint



- The **XC** and **YC** fields indicate the horizontal and vertical coordinates of the midpoint of the line.
- The $\angle$ field indicates the line's angle of rotation.
- The **L** field indicates the line's length.
- The **Mode** pop-up menu lets you choose whether to describe the selected line by **Endpoints**; by the **First Point**, length, and angle; by a **Last Point**, length, and angle; or by a **Midpoint**, length, and angle.
- The **W** field indicates the width of the line.
- The left pop-up menu indicates the line's style.
- The right pop-up menu indicates the line's arrowheads.

Last Point



- The **X2** and **Y2** fields indicate the horizontal and vertical coordinates of the right endpoint of the line.
- The $\angle$ field indicates the line's angle of rotation.
- The **L** field indicates the line's length.



The **XC** and **YC** fields indicate the horizontal and vertical coordinates of the center point of the line.



The flip text button  places text on the opposite side of the line, starting from the opposite endpoint. For example, if you create a circular text path with text flowing on the outside of the circle, Flip Text positions text on the inside of the circle. Text alignment is not affected.



The **X** and **Y** fields indicate the horizontal and vertical coordinates of the upper left corner of the bounding box containing the group of items.



The $\angle$ field indicates the angle of the group of items.



The point and line segment buttons for Bézier items let you manipulate active points and line segments.



The **XP** and **YP** fields indicate the horizontal and vertical location of the active point.



The $\angle$ field and the length field for the $\diamond$ curve handle indicates the angle and length of the curve handle in relation to the active point.

- The **Mode** pop-up menu lets you choose whether to describe the selected line by **Endpoints**; by the **First Point**, length, and angle; by the **Last Point**, length, and angle; or by a **Midpoint**, length, and angle.
- The **W** field indicates the width of the line.
- The left pop-up menu indicates the line's style.
- The right pop-up menu indicates the line's arrowheads.

Measurements palette for groups and multiple-selected items



When groups of items or multiple items are selected, the **Measurements** palette lets you edit the origin and angle of the group of items.

- The **X** and **Y** fields indicate the location of the origin (upper left corner) of the bounding box containing the group of items.
- The $\angle$ field indicates the angle of rotation of the group of items. When an item is rotated with a group of items, it is rotated relative to the center of the bounding box enclosing the group, not to its own origin (upper left corner).

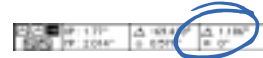
Measurements palette for editing Bézier items



When a point, line segment, or curve handle on a Bézier shape is selected, the **Measurements** palette lets you edit the origin, dimension, and angle of the item, as well as the type of point or line segment in the shape. You can also enter values to manipulate point position and curve handle angle and length. See “Reshaping Boxes” in Chapter 7, “Box Basics.”

- The **X** and **Y** fields indicate the horizontal and vertical locations of the origin (upper left corner) of the Bézier item's bounding box.

- The **W** and **H** fields indicate the width and height of the Bézier item.
- The Δ field indicates the angle of rotation of the Bézier item.
- The Symmetrical Point button  lets you convert a point into a symmetrical point for a Bézier item.
- The Smooth Point button  lets you convert a point into a smooth point for a Bézier item.
- The Corner Point button  lets you convert a point into a corner point for a Bézier item.
- The Straight Segment button  lets you convert a curved line segment to a straight line segment for a Bézier item.
- The Curved Segment button  lets you convert a straight line segment to a curved line segment for a Bézier item.
- The **XP** and **YP** fields indicate the horizontal and vertical location of the active point.
- The Diamond Curve Handle Angle field Δ indicates the angle of the diamond-shaped curve handle in relation to the active point.
- The Diamond Curve Handle Distance field $\diamond$ indicates the distance of the diamond-shaped curve handle from the active point.
- The Square Curve Handle Angle field Δ indicates the angle of the square-shaped curve handle in relation to the active point.
- The Square Curve Handle Distance field $\square$ indicates the distance of the square-shaped curve handle from the active point.



The Δ field and length field for the $\square$ curve indicates the angle and length of the curve handle in relation to the active point.

Measurements palette for item creation

When a text box, picture box, or line is being created, the **Measurements** palette displays item information.

Text box creation



- The **X** and **Y** fields indicate the horizontal and vertical locations of the origin (upper left corner) of the text box. These also display the coordinates of the pointer after selecting one of the text box creation tools in the **Tool** palette but before clicking the mouse button.
- The **W** and **H** fields indicate the changing width and height of the text box.

Picture box creation



- The **X** and **Y** fields indicate the horizontal and vertical locations of the origin (upper left corner) of the picture box. These also display the coordinates of the pointer after selecting one of the picture box creation tools in the **Tool** palette but before clicking the mouse button.
- The **W** and **H** fields indicate the changing width and height of the picture box.

Line creation



- Depending on the line description method selected in the **Mode** pop-up menu, the X1, Y1, X2, Y2, and XC, YC fields indicate the horizontal and vertical coordinates of the left endpoint, right endpoint, or midpoint of the line.

Measurements palette for Ruler Origin relocation



The X and Y fields indicate the changing origin of the ruler when dragging the 0,0 origin crosshair out of the ruler origin box.

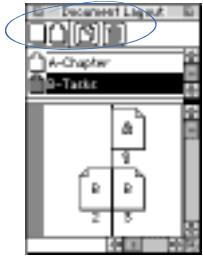
Measurements palette for Ruler Guide placement



The X and Y fields indicate the horizontal locations of vertical guides and the vertical positions of horizontal guides as they are dragged from the ruler.



*The **X** and **Y** fields indicate the horizontal and vertical locations of the active ruler guide.*



The , , , and  buttons let you add single-sided and facing pages and duplicate and delete selected pages.

Document Layout Palette

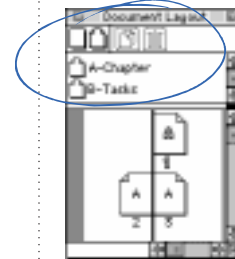
The **Document Layout** (View → Show Document Layout) palette lets you add, delete, move, and access document pages and master pages using page icons.

Page insert, duplicate, and delete area

The four icons at the top of the **Document Layout** palette (F10) let you insert single-sided and facing pages, and duplicate and delete selected pages.

- The  icon lets you insert blank single-sided document pages into a layout. To insert a single-sided page, drag the  icon into the document page area of the **Document Layout** palette, move the pointer over the document page icons to preview the placement of the page, and release the mouse button to place the page in the layout.
- The  icon lets you insert blank facing-page document pages into a layout. The  icon is available only if you have checked **Facing Pages** either in the **New** dialog box (File → New) or in the **Document Setup** dialog box (File → Document Setup). To insert a blank facing-page document page, drag the  icon into the document page area of the **Document Layout** palette, move the pointer over the document page icons to preview the placement of the page, and release the mouse button to place the page in the layout.
- The  and  icon also lets you create new master pages. To create a new master page, drag the  or  icon into the master page area of the **Document Layout** palette and release the mouse button. Releasing the mouse button when an existing master page is highlighted replaces the master page with a blank page.

- The  icon lets you create new master pages based on existing master pages. To duplicate a master page, click the master page in the master page area to select it, then click the  icon. The new master page is placed in the master page area immediately after the master page from which it is duplicated.
- The  icon lets you delete selected master pages and document pages. To delete a master page, highlight it in the master page area of the **Document Layout** palette, then click the  icon. To delete a document page, highlight it in the document page area of the **Document Layout** palette, then click the  icon. An alert asks you to confirm or abort the deletion. You can also press the Option key while clicking the delete icon to bypass the confirmation alert.

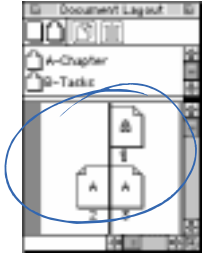


*The master pages area of the **Document Layout** palette lets you insert, apply, and rename master pages.*

Master pages area

The master pages area of the **Document Layout** palette lets you insert, apply, and rename user-defined master pages.

- Master page icons  or  let you insert master pages in a document. To insert a master page, drag the master page's icon  or  into the document page area of the **Document Layout** palette, move the pointer over the document page icons to preview the placement of the page, and release the mouse button to place the page in the layout.
- Master page icons  or  also let you apply master page elements to blank pages. To apply a master page to a blank page, drag the master page's icon on top of the blank page and release the mouse button.
- The name fields next to the master page icons  or  let you rename the master pages. Click the name field to highlight it, then enter a name of up to 64 characters for the master page. Each master page may have a prefix of up to three characters. When created, new master pages are automatically assigned prefixes of "A," "B," "C," and so on. To change the prefix of a master page, highlight the name field next to the



The document page area lets you position and access pages in your layout.

master page icon  or , enter the prefix, followed immediately by a hyphen, followed by the remainder of the name.

!!! You can expand the master page area with the split bar between the master page and document page areas. This lets you display an entire list of master pages. To expand the master page area, click the split bar and drag it down.

Document page area

The document page area of the **Document Layout** palette displays page layout, absolute page numbers, and the master pages on which individual pages are based.

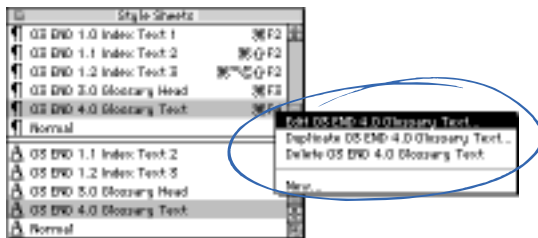
- Document page icons , ,  can be repositioned in the layout. To reposition a page, drag the page to a new position in the layout.
- Single-page document page icons  indicate single pages not based on master pages.
- Facing-page document page icons  indicate facing pages not based on master pages.
- Facing-page document page icons  containing master page prefixes indicate document pages based on master pages.
- Single-side page icons  that are based on a single-sided master page will also have a letter on them.
- The number beneath a page indicates the page's actual page number, including prefixes, section starts, etc.
- The bar at the bottom of the **Document Layout** palette indicates the page number of a selected page. Clicking this bar displays the **Section** dialog box (**Page** → **Section**).
- Double-clicking a document page icon displays the associated page in the document window.

Style Sheets Palette

The **Style Sheets** palette (**View** → **Show Style Sheets**) lets you create, apply, edit, duplicate, and delete character and paragraph style sheets.

Style Sheets pop-out menu

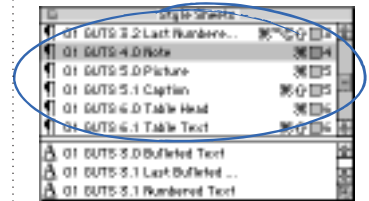
Four options display to the right of the style sheets when you press the **⌘** key and click a style sheet name in the **Style Sheets** palette (F11). This lets you edit, duplicate, delete, and create new paragraph and character style sheets. See “Working with Style Sheets” in Chapter 12, “Typography.” To display the **Edit Style Sheets** dialog box (**Edit** → **Style Sheets**) from the **Style Sheets** palette, press **⌘**-Option while clicking a style sheet name.



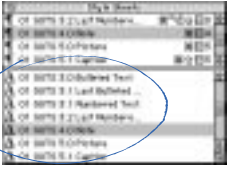
Pressing **⌘** while clicking a style sheet name in the **Style Sheets** palette lets you edit, duplicate, delete, or create character and paragraph style sheets.

Paragraph style sheet area

The paragraph style sheet area lets you select paragraph style sheets and apply them to text. Style sheets **¶** in the paragraph style sheet area are available when both the Content tool **⌘** and a text box are selected.



Clicking the paragraph style sheet name or the **¶** icon lets you apply paragraph style sheets.



Clicking the character style sheet name or the **A** icon in the character style sheet area lets you apply character style sheets to selected text.

- Clicking the ¶ icon next to paragraph style sheet, or clicking the paragraph style sheet name, let you apply the style sheet to selected paragraphs or at the text insertion point ¶.
- A highlighted paragraph style sheet name indicates that the style sheet is chosen. Click a paragraph style sheet's name to choose it. Only one paragraph style sheet and it's associated character style sheet may be chosen at a time.
- The keyboard equivalent (if any) specified for a paragraph style sheet is displayed to the right of the style sheet name.

Character style sheet area

The character style sheet area lets you select character style sheets and apply them to text. Style sheets in the character style sheet area are available when both the Content tool ¶ and a text box are selected.

- Clicking the **A** icon next to a character style sheet, or clicking the style sheet name, lets you apply the style sheet to selected characters or at the text insertion bar ¶.
- A highlighted character style sheet name indicates that the style sheet is chosen. Click a character style sheet's name to choose it. Only one character style sheet may be chosen at a time.
- The keyboard equivalent (if any) specified for a character style sheet is displayed to the right of the style sheet name.



The split bar between the paragraph style sheet and character style sheet areas lets you expand the paragraph style sheet area so you can display your entire list of paragraph style sheets. To expand the character style sheet area, click the split bar and drag it up.

Colors Palette

The **Colors** palette (**View** → **Show Colors**) lets you add color to selected text, pictures, box backgrounds, lines, and frames.

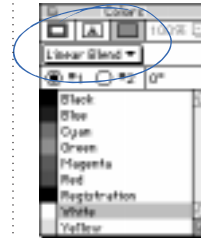
Colors palette buttons

The buttons located at the top of the **Colors** palette (F12) let you choose whether to apply the color to frames, text, lines, or the background of picture boxes and text boxes.

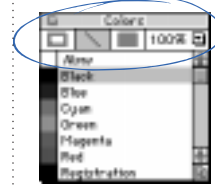
- The  button lets you view and apply the colors to the frame for the selected text boxes or picture boxes.
- The  button lets you view and apply the color to selected text or the text insertion bar .
- The  button lets you view and apply the color to a selected line.
- The  button lets you view and apply the colors to the background for the selected text boxes, picture boxes, and groups.
- The  icon lets you apply color to certain picture formats.
- The **Shade** pop-up menu indicates the saturation of a selected color. To change the saturation of a selected color, choose a value from the pop-up menu, or enter a value directly in the field. You can enter values from 0 to 100% in increments as fine as 0.1%.

Blends area

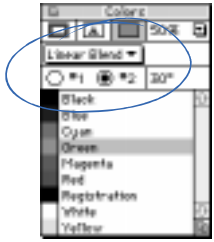
The blends area of the **Colors** palette lets you apply color blends to the backgrounds of text boxes and picture boxes. The Cool Blends XTensions software must be running to see anything except solid and linear blend patterns.



*Buttons at the top of the **Colors** palette let you apply colors to frames, text, lines, and backgrounds.*



Buttons displayed when a line is selected let you apply color to a line.



The **Type** pop-up menu, **#1** and **#2** buttons, and the **Angle** field let you apply blends to the backgrounds of text boxes and picture boxes.



Clicking the name of a color in the color list area applies the color to selected frames, text, lines, backgrounds, and certain picture formats based on the button selection at the top of the palette.

- The **Type** pop-up menu indicates the type of blend applied to the backgrounds of selected text boxes or picture boxes. Options in the **Type** pop-up menu include **Solid**, **Linear Blend**, **Mid-Linear Blend**, **Rectangular Blend**, **Diamond Blend**, **Circular Blend**, and **Full Circular Blend**.
- The **#1** and **#2** buttons let you choose the beginning and ending colors of a blend when an option other than **Solid** is chosen from the **Type** pop-up menu. Clicking the **#1** button lets you specify the first color in the blend; clicking the **#2** button lets you specify the second color. Blends are displayed in active text boxes only when the Item tool  is selected.
- The **Angle** field indicates the angle at which a blend fills a box. You can enter a value from -360° to 360° in increments as fine as 0.001° .

 To display the **Colors** dialog box (**Edit** → **Colors**) from the **Colors** palette, press **⌘** while clicking a color name.

Color selection area

The color selection area of the **Colors** palette lets you apply colors to frames, text, pictures, lines, and backgrounds of text boxes and picture boxes.

- Swatches display colors next to their names in a list.
- Swatches also let you apply colors to selected lines, frames, and the backgrounds of text boxes and picture boxes. To apply a color to a line, frame, or background, drag and drop the associated swatch over the item in the document page.
- A highlighted color name indicates the chosen color. If various colors are applied to multiple selected items, no color name is highlighted.

Trap Information Palette

The **Trap Information** palette (**View → Show Trap Information**) lets you specify trapping information for adjacent colors on an object-by-object basis. See “Specifying Item-Specific Trapping” in Chapter 16, “Trapping.”

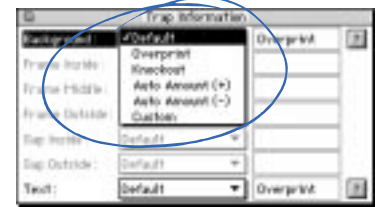
Background and Text fields for trapping boxes and text

The **Background** and **Text** fields of the **Trap Information** palette (Option-F12) display the element of a selected box. You can specify trapping for any QuarkXPress box, its contents (except for imported pictures), its frames, and its background. The following information features a text box containing text and a background color with no frame.

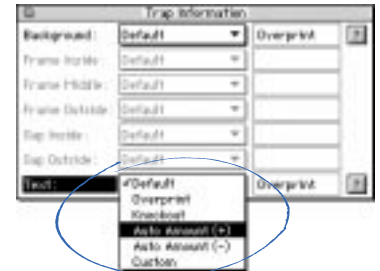
Background and Text pop-up menu

The **Background** and **Text** pop-up menus indicate the elements of the selected item. Options vary depending on the type of item selected.

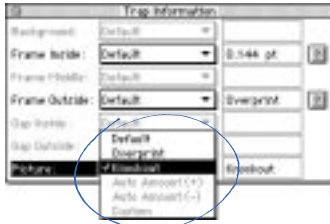
- **Default** indicates the default for the **Background** and **Text** fields using the trapping values specified in the **Trap Specifications** dialog box (**Edit → Colors → Edit Trap**) for the item's current object color against the item's current background color.
- **Overprint** indicates that QuarkXPress will overprint an active item. **Overprint** overrides the **Overprint Limit** value entered in the **Trapping** tab and overprints regardless of the shade of the object and background colors involved.
- **Knockout** indicates that an active item will knockout its background.
- **Auto Amount (+)** will apply the positive value entered in the **Auto Amount** field of the **Trapping** tab. This value is displayed to the right of the pop-up menu as a positive number (a spread).



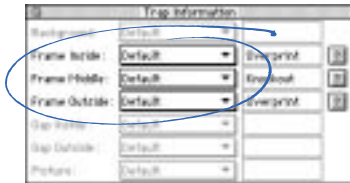
These values in the **Trap Information** palette (**View → Show Trap Information**) control how QuarkXPress traps the **Background** for an active item.



These values control how QuarkXPress traps the **Text** for an active item.



These values control how QuarkXPress traps the **Picture** for an active item.



The **Trap Information** palette indicates trapping for the **Inside**, **Middle**, and **Outside** of a frame created with a multi-line style.

- **Auto Amount (-)** will apply the negative value entered in the **Auto Amount** field of the **Trapping** tab. This value is displayed to the right of the pop-up menu as a negative number (a choke).
- **Custom** will specify a custom choke or spread value for the active item, entered in the field to the right of the pop-up menu.

Trapping for frames

A frame for a box always traps to the background color(s) specified for the box, to the color(s) used to color the frame, and to any background color(s) underneath the box. The trapping type from the pop-up menus specify trapping values for the **Frame Inside**, **Frame Middle** and **Frame Outside** fields.

- **Frame Inside** indicates trapping applied between the innermost color of a frame and the box contents (background color or picture).
- **Frame Middle** indicates trapping applied to colors within a frame.
- **Frame Outside** indicates trapping applied between the outermost color of a frame and colors underneath it.

The trapping types contained in the pop-up menus are the same as those described in “Background and Text fields for trapping boxes and text” earlier in this section.

Trapping for lines

A line always traps to the color(s) used to color it, and to any background colors underneath the line. Choose a trapping type from the pop-up menu to specify trapping values for the **Line**, **Line Middle**, and **Gap** fields.

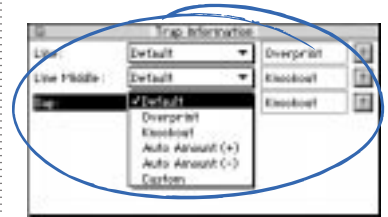
- The **Line** field indicates trapping applied to the **Line** color specified for a line in relation to an adjacent background color.
- **Line Middle** indicates trapping applied to colors within a line.
- The **Gap** field indicates trapping applied to the **Gap** color specified for a line in relation to an adjacent background color. The **Gap** field is only available with dashed lines or multi-lines with only one arrowhead.

The trapping types contained in the pop-up menus are the same as those described in “Background and Text fields for trapping boxes and text” earlier in this section.

Default Trap information window

Information about a Default trap value can be viewed by clicking the question mark  to the right of the value. The **Default Trap** information window is displayed, and fields will be highlighted or dimmed. See “Specifying Default Trapping” in Chapter 16, “Trapping.”

- **Object Color** indicates the color applied to the element of the active box.
- **Underneath Color** indicates the color and color type of the object(s) underneath the selected item. *Multiple* will display if there are multiple background colors, and there is not a conflict between the choke and spread amount in the **Trap Specifications** dialog box. *Indeterminate* will display if there is a conflict between the choke amount and the spread amount. Otherwise, the name of the color covering the entire background of the object is displayed.



The **Trap Information** palette indicates trapping for the **Line**, **Line Middle**, and **Gap** of a line created with a multiline style



The **Default Trap** information window displays information about active items with **Default** selected.



The **Source of Trap Values** area has one selection highlighted, which shows the location where the trap information is taken from. Text displayed in this area is dimmed if that trap source is not being used.



The **Properties** area displays highlighted text when that trap property is being used. Text displayed in this area is dimmed if that trap source is not being used.

Source of Trap Values area

Text displayed in this area is dimmed if that trap source is not being used.

- **Edit Trap** indicates the source of trap value is from settings in the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**). See “Specifying Color-Specific Trapping” in Chapter 16, “Trapping.”
- **Trap Preferences** indicates the source of the trap value is from settings in the **Trapping Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Trapping** tab). See “Specifying Default Trapping” in Chapter 16, “Trapping.”

Properties area

Text displayed in this area is dimmed if that trap property is not being used.

- **Proportional** indicates that proportional trapping is applied. **Proportional** trapping uses the calculated trap value multiplied by the difference between the luminance of the object color and background color to calculate the trapping value.
- **Process Trapping** indicates the object color and background color have process trapping applied. Process trapping is not applied if the background underneath the object has more than one color.
- **Rich Black** indicates **Rich Black** is applied to the object color or background, and that **Rich Black** trapping will be used. See “Creating and Using a Rich Black” in Chapter 16, “Trapping.”
- **Small Object** indicates that trapping for text less than 24 points, or for an object width (such as a stripe, a line, etc.) less than 10 points will require special trapping if process trapping is on.
- **Overprint Limit** indicates that the object color was set to overprint the background, but the shade of the object was less than the overprint limit in the **Overprint Limit** field of the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab).

- **Knockout Limit** indicates that the color's luminance is less than or equal to the knockout limits specified in the **Trapping Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Trapping** tab).
- **Smallest Trap Value** indicates that multiple underneath colors have traps in the same direction (all chokes or all spreads). The smallest trap value of the underneath colors is used.



Blank **Lists** palette



Use the options in the **Lists** palette to create lists for your documentation.

Lists Palette

The **Lists** palette helps you create lists, such as table of content lists, for any number of documents. The **Lists** palette displays text with style sheets applied, as defined in the **Lists** dialog box (**Edit** → **Lists**).

Viewing and updating lists

The **Lists** palette (Option-F11) helps you work with lists. You can view and update lists for a single document, a chapter of a book, or an entire book.

Viewing lists

Documents, chapters, or books must be open to view lists.

- The **Show List For** pop-up menu lets you choose to display lists for a book or current document. Choosing **Current Document** lets you view the list for the open document; choosing an entry below the gray line lets you view lists for any open book.
- The **List Name** pop-up menu displays the name of all lists for the current document or book.
- **Find** lets you locate items in the **Lists** palette. Enter the first few letters of a list entry and it finds the closest entry in the **Lists** palette. Double-click the entry to locate the item in the document.
- **Build** lets you copy the current list to an active text box. The **Format As** style sheets for the list are applied automatically. The **Build** button is not available unless a text box is active.

Updating lists for chapters and documents

The **Lists** palette is not automatically updated as you work. If you have made changes to the text, you will need to update the list to be sure it is current.

Update lets you scan the document for list items in the current document, build a list, and save it with the document. When the process is complete, the list is displayed in the **Lists** palette.

Updating lists for books

Update lets you update lists for the open book. QuarkXPress reads the saved list information from the publication file and displays it in the **Lists** palette. However, you may not have the most recent versions of the lists for each chapter. Click **Update** to force QuarkXPress to rescan all chapters in a book and build a new list. Building an accurate list for the book is very important if you are working on a shared book. See “Creating Tables of Contents and Indexes” in Chapter 18, “Books.”



To display the most accurate list for a book, all chapters must be “Available” in the **Books** palette before you **Update**. If QuarkXPress encounters a chapter that is unavailable, you will be alerted that chapters are missing. Clicking **OK** continues the list-building process, but the unavailable chapter is skipped. The result is a list that does not include list items from the missing chapter.

Menus and Dialog Boxes

<i>File Menu</i>	3.3
<i>Edit Menu</i>	3.33
<i>Style Menu for Text</i>	3.115
<i>Style Menu for Pictures</i>	3.137
<i>Style Menu for Lines</i>	3.146
<i>Item Menu</i>	3.149
<i>Page Menu</i>	3.201
<i>View Menu</i>	3.213
<i>Utilities Menu</i>	3.221

3.

Menus and Dialog Boxes

Menus group an application's primary functions and make them readily available, while dialog boxes offer easy access to a variety of controls. Menus and dialog boxes let you “feel” your way through an application and learn it by intuition.

The QuarkXPress interface is structured so you can learn it quickly. By skimming through the menus, you will find that many commands are familiar or self-explanatory. And, with a little experimentation, you will see that menu and dialog box controls act the way you expect them to. Once you become familiar with QuarkXPress, you will discover that keyboard commands and palettes offer convenient access to features you first learn to access through menus.

File Menu

The QuarkXPress **File** menu lets you manipulate electronic files in a number of ways, from creating, opening, and saving files, to setting up a document for printing.

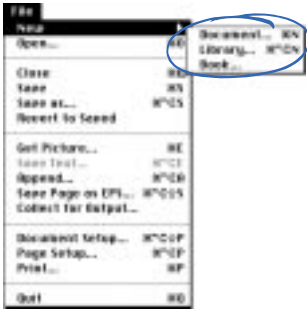
Sections

The **File** menu is divided into five sections:

- The first section lets you create and open documents, libraries, and books. The **New** and **Open** commands are available unless too many files are open (25 documents and libraries combined, plus an additional 25 books).
- The second section lets you close and save document files and work with revisions of files. The **Close** and **Save as** commands are available when a file is open. The **Save** and **Revert to Saved** commands are available any time unsaved changes were made to a file.
- The third section lets you import text and pictures into documents, save text in a variety of formats, append sets of document attributes, save document pages as EPS files, and collect the picture files required for output into a folder with the document. The **Append**, **Save Page as EPS**, and **Collect for Output** commands are available when a document is open. **Get Text** is available when a text box is active; **Get Picture** is available when a picture box is active.
- The fourth section lets you change a document's size and control the way it prints. The **Document Setup**, **Page Setup**, and **Print** commands are available when a document is active.
- The fifth section lets you close the application. The **Quit** command is always available.



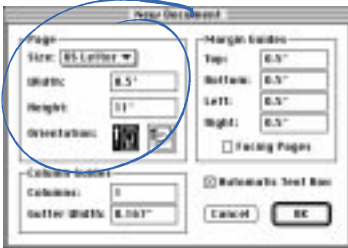
File menu



New submenu



Document command



New Document dialog box and Page area

New (submenu)

File menu

The **New** command displays a submenu that lets you create new documents, libraries, and books.

Document (command)

File → New

The **Document** command (⌘-N) displays the **New Document** dialog box, which lets you specify the setup of a new document.

New Document (dialog box)

File → New → Document

The **New Document** dialog box lets you define a document's first page and original master page. (All new documents contain a master page by default.) These specifications become program defaults and are displayed the next time you open the **New Document** dialog box.

Page (area)

File → New → Document

The **Page** area lets you specify a standard or custom page size, and lets you specify an orientation for the document.

- To specify a standard page size, choose an option from the **Size** pop-up menu. The appropriate dimensions are automatically displayed in the **Width** and **Height** fields.
- To specify a custom page size, enter values in the **Width** and **Height** fields. The minimum page size is 1" × 1"; the maximum is 48" × 48". When you enter values in the fields, the option in the **Size** pop-up menu changes to **Custom**.
- To change the **Orientation** of the document, click the portrait  (vertical) or landscape  (horizontal) icon. The values in the **Width** and **Height** fields change to reflect the new orientation.

Margin Guides (area)

File → New → Document

The **Margin Guides** area lets you specify the position of margin guides on the default master page and its document pages. You can also specify whether a document contains facing pages or nonfacing pages.

- Enter values in the **Top**, **Bottom**, **Left**, and **Right** fields to specify the margins for the default master page. When **Facing Pages** is checked, the **Left** and **Right** margin fields change to **Inside** and **Outside** (the **Inside** margin is nearest the binding; the **Outside** margin is on the opposite edge).
- Check **Facing Pages** to create a document with different left and right page formats (like this manual). If you check **Facing Pages**, the new document's original master page, and any additional master pages you create, will be divided into left and right components to represent the facing-page spread.

!!! If you check **Automatic Text Box**, the values you enter in the **Margin Guides** fields determine the size and location of the automatic text box.

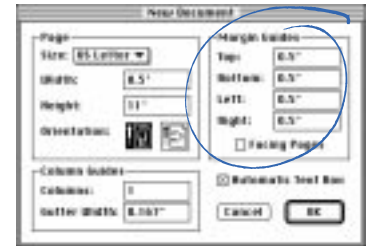
Column Guides (area)

File → New → Document

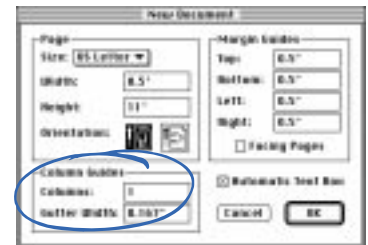
The **Column Guides** area lets you specify the position of column guides on the default master page.

- Enter a value between 1 and 30 in the **Columns** field to specify the number of columns.
- Enter a value from 3 to 288 points (4") in the **Gutter Width** field to specify the amount of white space between columns.

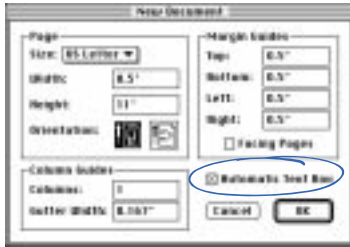
!!! If you check **Automatic Text Box**, the values you enter in the **Column Guides** fields are used to divide the automatic text box.



Margin Guides area



Column Guides area



Automatic Text Box check box



Library command



New Library dialog box

Automatic Text Box (check box)

File → New → Document

Check **Automatic Text Box** to place an initial automatic text box on the first page of a new document. The values in the **Margin Guides** and **Column Guides** fields determine the size, placement, and columns in the automatic text box.



An automatic text box is a text box defined on a master page through which text flows automatically to other pages when pages are inserted into a document. When you check **Automatic Text Box**, this text box is automatically placed on the master page. The first page of the document, because it is based on the original master page, also includes the automatic text box.

Library (command)

File → New

A library is a file that displays as a palette and lets you store and retrieve QuarkXPress items. The **Library** command (⌘-Option-N) displays the **New Library** directory dialog box, which lets you create a new library.

New Library (dialog box)

File → New → Library

The **New Library** directory dialog box lets you specify a location for the library file and name the library. Enter a name in the **Library Name** field and click **Create** to display the new library. See Chapter 17, “Libraries,” for information about using libraries.

Book (command)*File → New*

A book is a file that displays as a palette and helps you manage multiple-document publications. The **Book** command displays the **New Book** dialog box, which lets you create a new book.

New Book (dialog box)*File → New → Book*

The **New Book** directory dialog box lets you specify a location for the book file and name the book. Enter a name in the **Book Name** field and click **Create** to display the new book. See Chapter 18, “Books,” for information about using books.

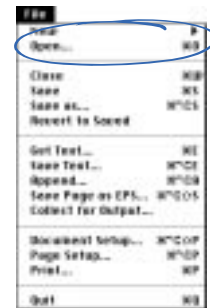
Open (command)*File menu*

The **Open** command (⌘-O) displays the **Open** dialog box, which lets you open an existing QuarkXPress document, template, library, or book.

Open (dialog box)*File → Open*

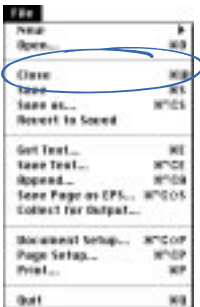
The **Open** directory dialog box displays a scroll list of QuarkXPress files (documents, templates, libraries, and books). Depending on which type of file you have highlighted, the dialog box displays different information:

- Check **Preview** to display a grayscale thumbnail of the highlighted document. A preview will display only if **Include Preview** was checked in the **Save as** dialog box (**File** menu) when the document was first saved.
- The **Page Size** field displays the page size of the highlighted document or template below the thumbnail.
- The **Document/Library/Book Version** field displays the version of QuarkXPress used to create and save the highlighted file.

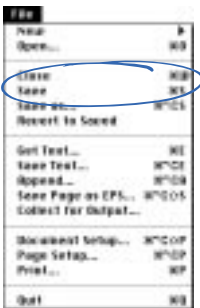
*Book command**New Book dialog box**Open command*



Open dialog box



Close command



Save command

!!! If the **Nonmatching Preferences** dialog box displays when you open a document, see “Understanding Nonmatching Preferences” in Chapter 4, “Customizing QuarkXPress.”

Close (command)

File menu

The **Close** command (⌘-W) lets you close the active document. The keyboard command (⌘-Option-W) closes all open documents. If a document contains unsaved changes, a **Save** alert dialog box displays and lets you save changes. If a document was not saved previously, the **Save as** dialog box displays and lets you name the document and save changes.

Save (command)

File menu

The **Save** command (⌘-S) lets you retain changes made to the active document. For documents that have been previously saved, **Save** retains changes you have made and replaces the document with a new version. If you have not yet saved the active document, or if you are working on a template, choosing **Save** displays the **Save as** dialog box, which lets you specify a name and location for the document.

!!! If you are using **Auto Backup**, each time you choose **Save**, a new revision of the active document is stored in the **Destination** folder. The **Auto Backup** controls are in the **Save** tab of the **Application Preferences** dialog box (Edit → Preferences → Application).

Save as (command)*File menu*

The **Save as** command (⌘-Option-S) displays the **Save as** dialog box, which lets you specify a name, location, and other attributes for the document file. You can use **Save as** to create another copy of the active document with a new name or to create a template.

Save as (dialog box)*File → Save as*

The **Save as** dialog box lets you name the document, specify a location for it, save the document as a template, save the document in a different version of QuarkXPress, and create a preview of the document.

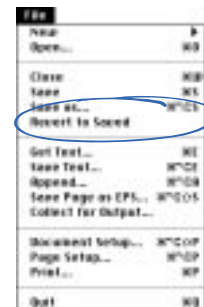
- Enter a name for the document in the **Save current document as** field.
- Choose **Template** from the **Type** pop-up menu to save the formatting of the current document as a reusable basis for new documents. Templates are protected from overwriting.
- Check **Include Preview** to create a small graphic representation of the first page of the document. The preview can be viewed in the **Open** dialog box (**File** menu).
- Choose **3.3** from the **Version** pop-up menu to create a document that can be opened by QuarkXPress 3.3, 3.31, or 3.32. Items based on features implemented in later versions of QuarkXPress are altered or removed.

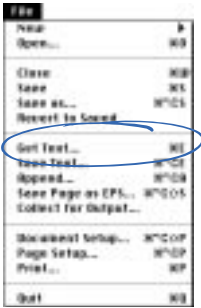
Revert to Saved (command)*File menu*

The **Revert to Saved** command lets you discard changes and restore the active document to the most recently saved version.

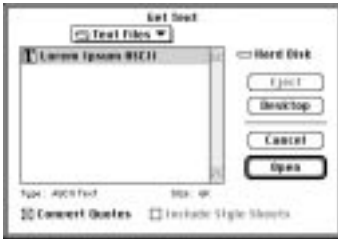


If you are using **Auto Save**, pressing the Option key while you choose **Revert to Saved** reverts the document to the last auto-saved version. The **Auto Save** controls are in the **Save** tab of the **Application Preferences** dialog box (**Edit → Preferences → Application**).

*Save as command**Save as dialog box**Revert to Saved command*



Get Text command



Get Text dialog box

Get Text (command)

File menu

The **Get Text** command (⌘-E) displays the **Get Text** dialog box, which lets you import text files from a variety of sources. The **Get Text** command is available when the Content tool  is selected and a text box is active. When a picture box is active, **Get Picture** replaces **Get Text** in the File menu.

Get Text (dialog box)

File → Get Text

The **Get Text** directory dialog box lets you import ASCII text, ASCII text saved with XPress Tags, and word processing files into the active text box. Imported text is inserted at the insertion point, indicated by the Text Insertion bar , or it replaces highlighted text.

When text files in most file formats are being imported, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the file that has been imported.

- Use the controls in the directory dialog box to locate the text file you want to import. The **Get Text** dialog box lists ASCII files and files from word processors for which an import/export filter is loaded.
- Highlight the text file in the scroll list. When you highlight a file, the **Type** and **Size** fields indicate its format and size.
- Check **Convert Quotes** to convert double hyphens to em dashes, and foot or inch marks to typesetter's quotation marks, when the text is imported. Foot and inch marks are converted to the quotation marks format you have specified in the **Quotes** pop-up menu (**Edit** → **Preferences** → **Application** → **Interactive** tab).
- Check **Include Style Sheets** to import style sheets from a Microsoft Word or WordPerfect file to the document's list of style sheets. To

convert XPress Tags code contained in imported ASCII text to actual text formatting, also check **Include Style Sheets**.

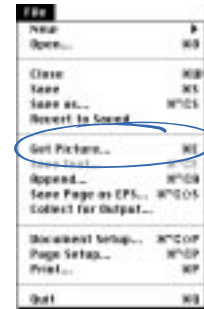


QuarkXPress includes import/export filters for many popular word processors, including: MacWrite, MacWrite II, Microsoft Word, Microsoft Works, WordPerfect, and WriteNow. To import a file created with one of these applications or a file that contains XPress Tag codes, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the necessary import/export filter.

Get Picture (command)

File menu

The **Get Picture** command (⌘-E) displays the **Get Picture** dialog box, which lets you import picture files from a variety of sources. The **Get Picture** command is available when the Content tool  or Item tool  is selected and a picture box is active. When a text box is active, **Get Text** replaces **Get Picture** in the **File** menu.



Get Picture command



Get Picture dialog box

Get Picture (dialog box)

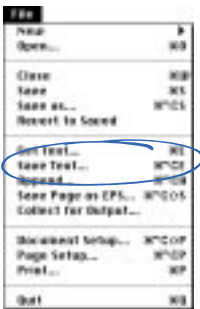
File → Get Picture

The **Get Picture** directory dialog box lets you import an EPS, DCS, JPEG, OS/2 bitmap, Paint, PCX, PhotoCD, PICT, Scitex CT, TIFF, or Windows bitmap picture file into the active picture box. To import JPEG or PhotoCD files, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the JPEG Import filter or the PhotoCD XTensions software (the filters are included with QuarkXPress).

If you import a picture into a box that contains a picture, the existing picture is replaced. When a TIFF file is being imported, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the file that has been imported.



Get Picture dialog box



Save Text command



Save Text dialog box

- Use the controls in the directory dialog box to locate the picture file you want to import.
- Check **Preview** to display the picture before it is imported.

!!! The **Get Picture** command places the entire picture in the active picture box, regardless of the size of either the picture or the box.

Save Text (command)

File menu

The **Save Text** command (⌘-Option-E) displays the **Save Text** dialog box, which lets you export text in a variety of file formats. The **Save Text** command is available when the Content tool  is selected and a text box is active.

Save Text (dialog box)

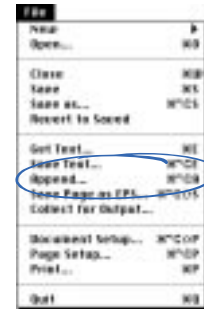
File → Save Text

The **Save Text** dialog box lets you export ASCII text, ASCII text saved with XPress Tags, and word processing files. The **Save Text** command saves only text; it does not save pictures, anchored text, or anchored picture boxes. When text is being saved, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the text that has been saved.

- Use the controls in the directory dialog box to specify a location for the text file.
- Enter a name for the text file in the **Save text as** field.
- Click **Entire Story** to export the story containing the Text Insertion bar ; click **Selected Text** to export only highlighted text.
- Choose an option from the **Format** pop-up menu to specify a file format for the exported text. The pop-up menu includes **ASCII Text** and the names of any import/export filters you have loaded.



QuarkXPress includes import/export filters for many popular word processors, including: MacWrite, MacWrite II, Microsoft Word, Microsoft Works, WordPerfect, and WriteNow. To export a file created with one of these applications or a file that contains XPress Tag codes, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the necessary import/export filter.



Append command

Append (command)

File menu

Appending is the process of importing components from other documents into the existing document. For example, if you want to use several style sheets from one document in another document, you can append them. The **Append** command (⌘-Option-A) displays the **Append** directory dialog box, which lets you select a document from which to import style sheets, colors, H&Js, lists, and dashes and stripes. Once you choose a document to append from, the **Append to** dialog box is displayed.



Append to dialog box

Append to (dialog box)

File → Append

The **Append to** dialog box lets you selectively import components from the selected source document. Click the **Style Sheets**, **Colors**, **H&Js**, **Lists**, or **Dashes & Stripes** tab to choose from a list of those components. The **Available** column lists all the appropriate components in the source document. Select the components you want to import into the target document and double-click them, or click the arrow icon ➡ to move them to the **Including** column.



You can multiple-select components to include. To select a range of components, click the first component and press the Shift key while you click the last component in the range. To select noncontinuous components, press the ⌘ key while you click the components.



File → *Append* → *OK*

The **Conflict** dialog box provides options for handling imported components (style sheets, colors, H&Js, lists, and dashes and stripes) that have the same name as existing components, but different specifications. The **Existing** and **New** scroll lists display descriptions of the components to help you make decisions on how to handle the conflict.

- If you want all components with conflicting names to be handled the same way, check **Repeat For All Conflicts**. For example, if you want to rename all conflicting components, check **Repeat for All Conflicts**, then click **Rename**.

Save Page as EPS (command)

File menu

The **Save Page as EPS** command (⌘-Option-Shift-S) displays the **Save Page as EPS** dialog box, which lets you create an Encapsulated PostScript picture file of a page in the active document. The EPS file retains and reproduces all text, layout, and pictures of the original page. You can import the EPS file into any program that supports the EPS format.

Save Page as EPS (dialog box)

File → Save Page as EPS

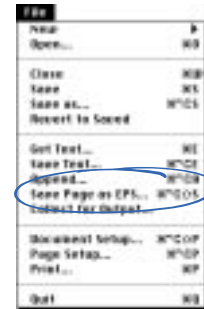
The **Save Page as EPS** dialog box lets you specify the page to be saved; and the name, location, scale, and format of the EPS file. To accurately reproduce the pages, QuarkXPress needs access to the necessary PostScript printer fonts and high resolution picture files. You have the option to use a low resolution preview if you cannot locate a picture.

Page, Scale, Bleed (fields), Spread (check box)

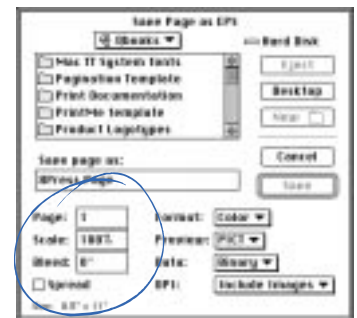
File → Save Page as EPS

The lower left corner of the **Save Page as EPS** directory dialog box lets you specify the page to generate the EPS file from and its size.

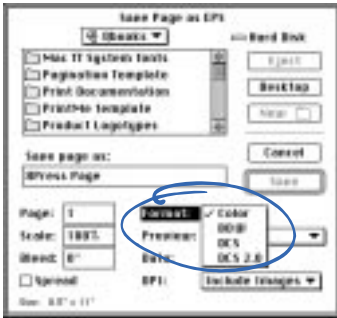
- Enter a number in the **Page** field to specify the page to save as an EPS file. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. Check **Spread** to generate an EPS of that entire spread.
- Enter a percentage value in the **Scale** field to save a reduced version of the page.
- Enter a value in the **Bleed** field to “expand” the EPS file's boundaries. For example, you may have a picture box that is .25" larger than a page on all sides of the page. Normally, when **Save Page as EPS** is selected,



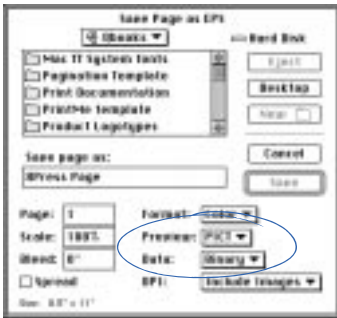
Save Page as EPS command



*Save Page as EPS dialog box;
Page, Scale, and Bleed fields;
Spread check box*



Format pop-up menu



Preview and Data pop-up menus

the picture box will be clipped to the exact size of the page. However, if .25" is entered as the **Bleed** value before saving, the entire picture box will be captured in the resulting EPS.

Format (pop-up menu)

File → Save Page as EPS → Format

Choose a picture file format from the **Format** pop-up menu.

- **Color** generates a color EPS file.
- **B&W** generates a black-and-white EPS file.
- **DCS** generates a preprepared process color EPS file.
- **DCS 2.0** generates a preprepared EPS that includes process and spot colors.

Preview, Data (pop-up menus)

File → Save Page as EPS

The **Preview** pop-up menu and **Data** pop-up menu let you specify how the file is created so you can use it in a Mac OS or Windows environment.

- Choose an option from the **Preview** pop-up menu to create a screen preview of the EPS file. You can choose from three options: **PICT**, **TIFF**, or **None**. If you are planning to use the EPS file in a Windows environment, choose **TIFF**.
- If your page contains bitmap (raster) image data, choose an option from the **Data** pop-up menu to control how the data is included in the EPS. Choose from **Binary**, **ASCII**, or **Clean 8-bit**. Though documents print more quickly in **Binary** format, **ASCII** is more portable because it is a standard format readable by a wider range of printers and print spoolers.

OPI (pop-up menu)*File → Save Page as EPS*

The OPI (Open Prepress Interface) method substitutes the high-resolution versions of color and grayscale bitmap images in a page saved as an EPS file. Choose an option from the **OPI** pop-up menu if the page contains bitmap image data in TIFF or EPS file format:

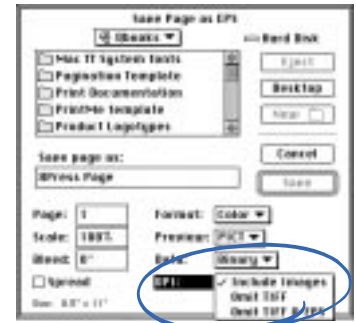
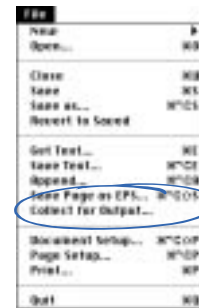
- **Include Images** includes all imported TIFF and EPS pictures in the saved EPS file.
- **Omit TIFF** replaces all TIFF pictures with OPI comments that can be read by an OPI server.
- **Omit TIFF & EPS** replaces all TIFF and EPS pictures with OPI comments that can be read by an OPI server.

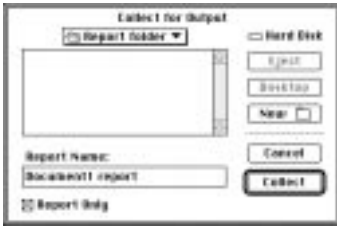
Collect for Output (command)*File menu*

Collect for Output prepares a document for delivery to a service bureau by creating a report file that describes the document and copying the document and its associated picture files into one folder. The **Collect for Output** command displays the **Collect for Output** dialog box, which lets you specify a location for the collect files and name the report file.



If you choose **Collect for Output** for a new document that has not been saved, the **Save as** dialog box is displayed. Type a name in the **Save current document as** field and click **Save**. The **Collect for Output** dialog box is displayed.

*OPI pop-up menu**Collect for Output command*



Collect for Output dialog box



Report file in Output Request Template

Collect for Output (dialog box)

File → Collect for Output

The **Collect for Output** directory dialog box provides controls that let you select or create a folder for the document, its imported picture files, and the report file. Enter a name for the report in the **Report Name** field. To generate only a report (so you can confirm all the document settings before collecting the files), check **Report Only**.



If the **Missing/Modified** pictures dialog box is displayed after you click **Collect**, and you want to include those picture files, update **Modified** pictures and locate **Missing** pictures.

Report file and Output Request Template

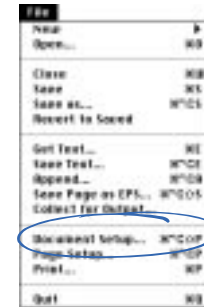
File → Collect for Output → Collect

The **Collect for Output** feature generates a report of useful information about the document. The report is a text file, formatted with XPress Tags, that is placed in the same folder as the collected document and picture files. The report file includes:

- Document name, date, total pages, width, height
- Version of QuarkXPress, file size
- Required XTensions
- Active XTensions
- Names of the fonts used
- Graphics used (size, box/picture angle, skew, pathname, type, fonts in EPS, location in document)
- Resolution of pictures
- H&J specifications
- Each color created and information to reproduce custom colors

- Trapping information
- Color plates required for each page

You can import the report file into the Output Request Template located in your QuarkXPress folder. The template includes space for adding information that service bureaus commonly need — your company name, phone number, etc. You can customize the template to suit your specific needs. When you import the file, make sure the XPress Tags filter is loaded and check **Include Style Sheets** in the Get Text dialog box (File menu).



Document Setup command

Document Setup (command)

File menu

The **Document Setup** command (⌘-Option-Shift-P) displays the **Document Setup** dialog box, which lets you change the size, orientation, and facing-pages status of a document.



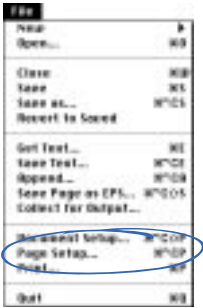
Document Setup dialog box

Document Setup (dialog box)

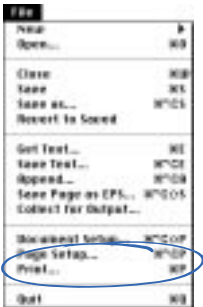
File → Document Setup

The **Document Setup** dialog box lets you specify a new size for a document and change whether or not it has facing pages.

- To change a document's page size, choose a different page size from the **Size** pop-up menu or enter values in the **Width** and/or **Height** fields. To specify either portrait  (vertical) or landscape  (horizontal) orientation, click an **Orientation** icon.
- To change a nonfacing-page document to a facing-page document, check **Facing Pages**. To change a facing-page document to a nonfacing-page document, uncheck **Facing Pages**.



Page Setup command



Print command



Print dialog box and Print Style pop-up menu

!!! If **Facing Pages** is checked but unavailable in the **Document Setup** dialog box, the document contains facing-page master pages. See “Margin Guides (area)” earlier in this section. To change from a facing-page to a single-page document, first change any facing-page master pages to single-page master pages by dragging the  icon on top of them in the **Document Layout** palette (all formatting on associated document pages will be lost). Then choose **File** → **Document Setup** and uncheck **Facing Pages**.

Page Setup (command)

File menu

The **Page Setup** command (⌘-Option-P) displays the **Setup** tab of the **Print** dialog box. See the “Setup (dialog box tab)” section later in this chapter.

Print (command)

File menu

The **Print** command (⌘-P) displays the **Print** dialog box, which lets you specify the output of a document. The **Print** dialog box is divided into two specific areas:

- The fields, pop-up menus, and buttons at the top and bottom of the dialog box that are the static components of the **Print** dialog box.
- The area in the middle of the **Print** dialog box consisting of five tabs: **Document**, **Setup**, **Output**, **Options**, and **Preview**. Each tab contains a unique set of print-related options.

Print Style (pop-up menu)

File → Print

Print styles are sets of predefined output settings that you create in the **Print Styles** dialog box (**Edit** → **Print Styles**). The **Print Style** pop-up menu lets you choose an option from your list of print styles. The

default setting, **Document**, means that you have no print style selected. When you choose a print style, all the tabs reflect the settings of that style. If you modify any settings to override the print style, a bullet • and space are added before the print style name.

Copies, Pages (fields)

File → Print

The **Copies** field lets you specify the number of copies to print. The **Pages** field lets you specify the document pages to print. The **Pages** field lets you enter:

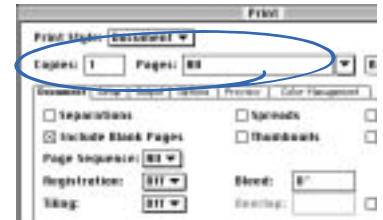
- The word “All” to print all the pages in a document (the default). You can also choose **All** from the pop-up menu.
- Discontinuous ranges separated by commas (for example, “1, 3, 7”).
- Continuous ranges separated by hyphens (for example, “1–7”).
- A combination of discontinuous and continuous ranges (for example, “1, 3, 7–10”).
- The word “End” to print from the beginning of a range to the end of the document (for example, “7–end”).

!!! If you designated a prefix and page number style in the **Section** dialog box (**Page → Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page’s sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number.

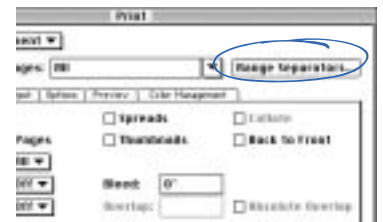
Range Separators (button), Edit Range Separators (dialog box)

File → Print

Hyphens and commas are the default separators for indicating continuous and discontinuous ranges in the **Pages** field. If you specified commas



Copies and Pages fields



Range Separators button



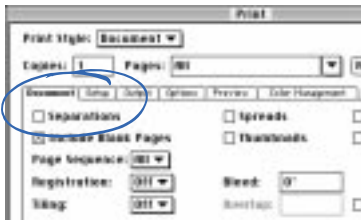
Edit Range Separators dialog box



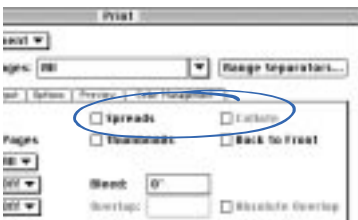
Page Setup and Printer buttons



Capture Settings button



Document tab and Separations check box



Spreads and Collate check boxes

or hyphens as part of page numbers in the **Section** dialog box (**Page** menu), you will need to change the default separators. For example, if your page numbers are “A-1, A-2,” then you will not be able to specify ranges in the **Pages** field using hyphens. To edit the separators, click the **Range Separators** button and enter new characters in the **Edit Range Separators** dialog box.

Page Setup, Printer (buttons)

File → Print

The **Page Setup** button displays the **Page Setup** dialog box and the **Printer** button displays the **Print** dialog box for the selected printer driver. Consult the documentation resources provided with your computer for complete information about using these dialog boxes.

Capture Settings (button)

File → Print

The **Capture Settings** button saves the current output specifications with the document and closes the **Print** dialog box. The output specifications appear the next time you choose **File → Print**.

Document (dialog box tab)

File → Print → Document tab

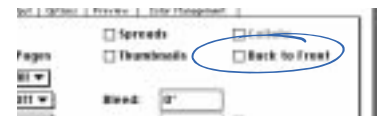
The **Print** dialog box **Document** tab (⌘-P) lets you specify various document output settings.

- The **Separations** check box lets you print color separations. A plate will be printed for each spot color or process ink as specified in the **Print** column of the **Output** tab.
- The **Spreads** check box lets you print document pages in a spread (pages that you arrange in a horizontal row in the Document Layout palette) contiguously when printing.

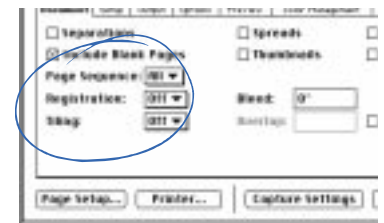
- The **Collate** check box lets you print more than one collated copy of a document. This setting sends a document to the printer as though you were executing more than one **Print** command, so it will take longer to print than if you had sent multiple copies of the document to the printer as uncollated.
- The **Include Blank Pages** check box lets you print pages in your document that are blank.
- The **Thumbnails** check box lets you print many pages of a document on one sheet of paper as thumbnails.
- The **Back to Front** check box lets you print a multipage document in reverse order. The last page in the document will print first.
- The **Page Sequence** pop-up menu lets you specify the page sequence for your document. **All** is the default, and choosing it prints all of the related pages. When you choose **Odd**, only odd-numbered pages are printed. When you choose **Even**, only even-numbered pages are printed.
- The **Registration** pop-up menu lets you specify that crop marks and registration marks print on every page. You can choose **Centered** or **Off Center**.
- To print a large document in tiles (sections), choose a tiling option from the **Tiling** pop-up menu. When you specify tiling, QuarkXPress prints each document page in two or more overlapping tiles. The **Tiling** pop-up menu of the **Document** tab lets you choose **Manual** tiling or **Automatic** tiling. When you choose **Manual**, you control the way in which a page is tiled by positioning the ruler origin. When you select **Automatic**, QuarkXPress determines how many tiles are needed to print each document page, based on the document size, the printer's media (paper) size, whether or not **Absolute Overlap** is checked, and the value you enter in the **Overlap** field (the default overlap is 3"). QuarkXPress prints tickmarks and location information on each tile to



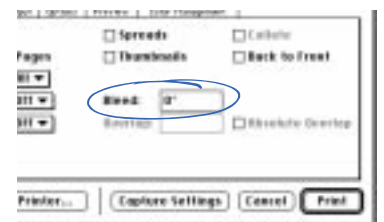
Include Blank Pages and Thumbnails check boxes



Back to Front check box



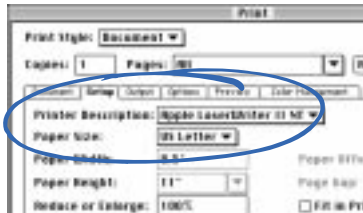
Page Sequence, Registration, and Tiling pop-up menus



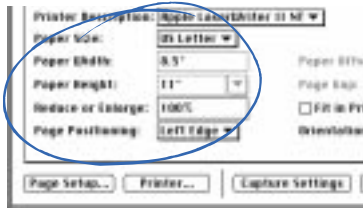
Bleed field



Setup tab



Printer Description and Paper Size
pop-up menus



Paper Width, Paper Height, Reduce
or Enlarge fields; Page Positioning
pop-up menu

aid you in reassembling them. Do not check **Absolute Overlap** if you want your document centered on the final assembled tiles.

- The **Bleed** field lets you specify a bleed amount for a document. The bleed value is the distance that an item extends beyond the edge of a page.

Setup (dialog box tab)

File → Print → Setup tab

The **Print** dialog box **Setup** tab (⌘-Option-P) lets you specify printing information such as printer type, paper size, page orientation, and scale.

- The **Printer Description** pop-up menu lets you specify the appropriate PostScript Printer Description (PPD) file for your PostScript printer.

When you do this, the **Paper Size**, **Paper Width**, and **Paper Height** fields will automatically be filled with default information supplied by the PPD. If you choose a PPD for an imagesetter, the **Paper Offset** and **Page Gap** fields will also be available; check with your service bureau for information. If you do not have the right PPD, choose a similar built-in, generic PPD.



PPDs are created by printer manufacturers and are usually supplied with PostScript printers. Contact the appropriate printer manufacturer for more information.

- The **Paper Size** pop-up menu lets you specify the media size used by your printer. To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** pop-up menu and enter values in the **Paper Width** and **Paper Height** fields.
- The **Reduce or Enlarge** field let you enter a percentage value to specify that your document print smaller or larger. The default is 100%.
- The **Page Positioning** pop-up menu lets you specify the position of the document on the selected output media. The default **Page Positioning**

is **Left Edge**, which positions the top left of the document page on the top left of the selected media. **Right Edge** positions the top right of the document page on the top right of the selected media. **Center** centers the page horizontally and vertically in the imageable area of the selected output media. **Center Horizontal** centers the page left-to-right in the imageable area. **Center Vertical** centers the page top-to-bottom in the imageable area.

- The **Fit in Print Area** check box lets you reduce or enlarge the size of a page in your document to fit the imageable area of the currently selected media.
- Click an **Orientation** icon to specify whether to print in portrait (vertical) or landscape (horizontal) mode. **Portrait** orientation is the default: However, if your document page is wider than the paper size selected, landscape orientation is selected automatically.

Output (dialog box tab), with color separations off

File → Print → Output tab

The **Print** dialog box **Output** tab lets you specify color, resolution, and halftone screen and value settings. The following **Output** tab settings for printing are available with color separations off (color separations are specified by checking **Separations** in the **Document** tab):

- From the **Print Colors** pop-up menu, choose **Black & White**, **Grayscale**, or **Composite Color**. **Black & White** prints black and white (no shades of gray) to a black and white printer. **Grayscale** prints colors as shades of gray to a black and white printer. **Composite Color** prints colors to a color printer. The options available in the **Print Colors** pop-up menu are determined by the PPD selected in the **Printer Description** pop-up menu (**File** → **Print** → **Setup** tab).
- Choose **Conventional** or **Printer** from the **Halftoning** pop-up menu. **Conventional** uses QuarkXPress calculated halftone screen values.



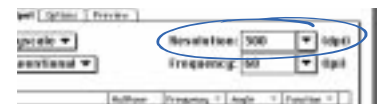
Fit in Print Area check box and *Orientation* icons



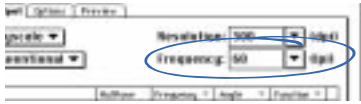
Output tab (color separations off)



Print Colors and *Halftoning* pop-up menus



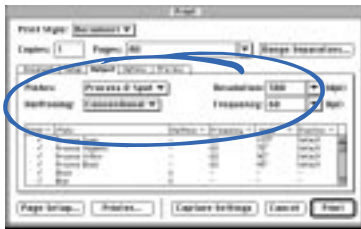
Resolution field



Frequency field



Output tab (color separations on)



Halftoning pop-up menu and Resolution field

Printer uses halftone screen values effective on the selected printer; in this case, QuarkXPress does not send halftoning information.

- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** pop-up menu.
- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** pop-up menu.
- The scroll list at the bottom of the **Output** tab lists **Process Black** as the only color used to print your document. If a color PPD is selected, the appropriate color plates display in the scroll list.

Output (dialog box tab), with color separations on

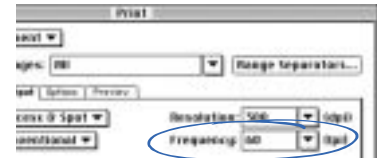
File → Print → Output tab

The **Print** dialog box **Output** tab lets you specify color, resolution, and halftone screen and value settings. The following **Output** tab settings for printing are available with color separations on (color separations are specified by checking **Separations** in the **Print** dialog box **Document** tab):

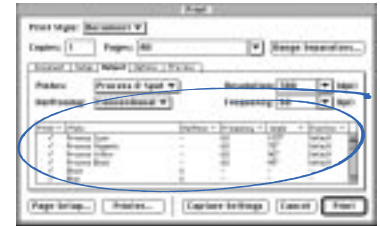
- From the **Plates** pop-up menu, choose **Process & Spot** or **Convert to Process**. **Process & Spot** prints all process and spot color plates. **Convert to Process** converts all colors in your document to process colors and prints process plates.
- Choose **Conventional** (the only option available when **Separations** is checked in the **Document** tab) from the **Halftoning** pop-up menu. **Conventional** uses QuarkXPress calculated halftone screen values.
- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a

dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** pop-up menu.

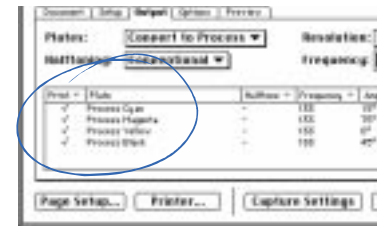
- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** pop-up menu.
- The scroll list at the bottom of the **Output** tab lists the color **Plates** used in the document, as well as the default **Halftone**, **Frequency**, **Angle**, and **Function** settings. You can change these specifications, for example, when default screen values for certain plates will result in *moirés* (undesirable patterns that can result when two or more halftone screens are improperly superimposed when printing), or when you want alternate dot shapes in printed screens.
- Generally, the default settings in the **Plates** scroll list give you correct printing results. However, there may be special instances where the default settings result in *moirés*, so you will need to use custom specifications. For example, the default screen values for spot colors can be set to the value of **Process Cyan**, **Process Magenta**, **Process Yellow**, or **Process Black** using the **Halftoning** pop-up menu in the **Edit Colors** dialog box (**Edit** → **Colors** → **New**). If you have a blend consisting of two spot colors, you may get *moirés* if both colors are assigned the same screen values.
- A check mark in the **Print** column indicates a plate will be printed: The default setting is checked. Uncheck any check mark in the **Print** column to cancel printing for an individual color separation plate, or select **No** in the **Print** pop-up menu.
- The **Plate** column lists all spot colors and process inks used in the document when **Separations** is checked (**File** → **Print** → **Document** tab).
- The **Halftone** pop-up menu lets you assign a different process color screen angle, frequency, and function to a spot color, or specify **Custom**



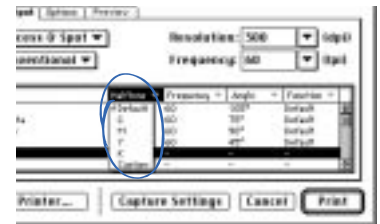
Frequency field



Plates area



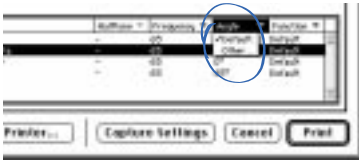
Print and Plates columns



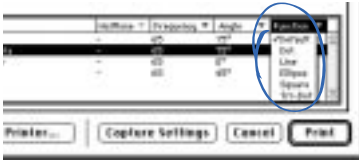
Halftone pop-up menu



Frequency pop-up menu



Angle pop-up menu



Function pop-up menu

halftoning. The default screen values for spot colors are specified in the **Halftoning** pop-up menu in the **Edit Colors** dialog box (**Edit** → **Colors** → **New**). **Frequency**, **Angle**, and **Function** for process colors can be edited in the appropriate corresponding columns in the scroll list.

You can choose **Default**, **C**, **M**, **Y**, or **K** to use a preset screen angle, frequency and function; or **Custom**, to specify a screen angle, frequency and function to a spot color plate. Choosing **C**, **M**, **Y**, or **K** produces the current angle, frequency, and dot function for the corresponding process color, and it is not editable. When **Custom** is chosen, the **Frequency**, **Angle**, and **Function** pop-up menus are available for entering custom specifications.

Color	Default screen angle
Cyan	105.000°
Magenta	75.000°
Yellow	90.000°
Black	45.000°
Spot colors	45.000° (if Process Black is selected)

- The **Frequency** column lists the line screen frequency value. This is the lines per inch (lpi) that will be applied to each of the color plates. When there is a number in the **Frequency** column (for example, for Process colors, or when you have chosen **Custom** in the **Halftone** column), the **Frequency** pop-up menu becomes available.

Choose **Other** from the **Frequency** pop-up menu to display the **Frequency** dialog box. Enter a lines per inch (lpi) value in the **Frequency** field; then click **OK**.

- The **Angle** column lists the screen angle for each color plate. Choose **Other** from the **Angle** pop-up menu to display the **Angle** dialog box. You can enter a screen angle value in the **Angle** field.

- The **Function** column pop-up menu lists the available dot shape types: **Default**, **Dot**, **Line**, **Ellipse**, **Square**, and **Tri-Dot**. Choose an alternate dot shape type, or keep the default setting.

Options (dialog box tab)

File → Print → Options tab

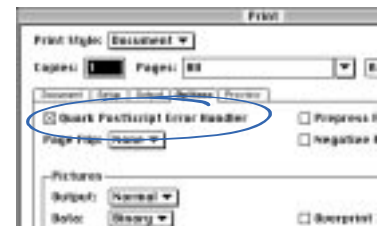
The **Print** dialog box **Options** tab lets you specify settings useful for reporting PostScript errors, making PostScript dumps, printing negatives, and printing pictures. Settings in the bottom half of the dialog box let you control the way pictures are printed.

- To receive printed PostScript error reporting from QuarkXPress, check **Quark PostScript Error Handler**. The **Quark PostScript Error Handler** utility provides, in addition to PostScript error handling, information about where on a page the PostScript error occurs. If a PostScript error occurs during the printing of a QuarkXPress item (text box, picture box, line, or item created with XTensions software), the utility will print the page containing the QuarkXPress items handled successfully up to the point of the error. The utility will then print an error report containing: (1) The bounding box of the item in which the error occurred. This box is identified by a black border and a 50% black background. (2) A message at the top left of the page specifying the type of item causing the error. Lay the error report on top of the printed page to isolate the offending item. The bounding box on the error report indicates the location of the object causing the error

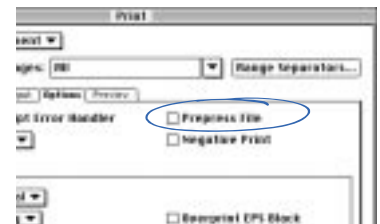
Quark PostScript Error Handler is designed for PostScript printing. It will not affect QuickDraw printing. **Quark PostScript Error Handler** will append its report to any other PostScript error reporting utilities you may be using.



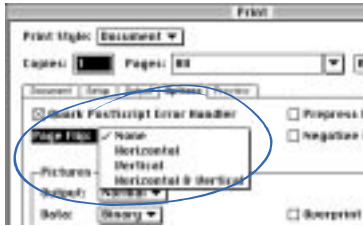
Options tab



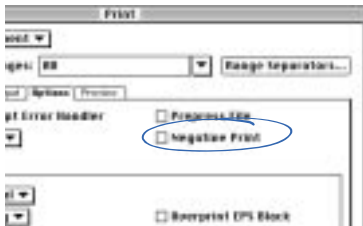
Quark PostScript Error Handler check box



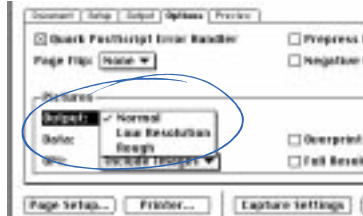
Prepress File check box



Page Flip pop-up menu



Negative Print check box



Output pop-up menu

- To print to a PostScript file instead of to a printer, check **Prepress File**. **Prepress File** produces a multipage output that does not include printer driver PostScript code or embedded fonts. Such prepress files are suitable for use with proprietary pre-press systems for operations like color correction, separations, or impositions.
- Make a selection from the **Page Flip** pop-up menu. The **Page Flip** pop-up menu lets you choose from four options: **None**, **Horizontal** — to reverse the printing of page images from left to right; **Vertical** — to print page images upside down; and **Horizontal & Vertical** — to print page images from left to right, upside down.
- To print negative page images, check **Negative Print**. When **Negative Print** is checked, flipping a page horizontally or vertically will produce right-reading, emulsion down film output, a common standard for commercial printers in the United States.
- To specify how pictures are printed, choose **Normal**, **Low Resolution**, or **Rough** in the **Output** pop-up menu. **Normal** is the default, and provides high resolution output of placed pictures using the data from the pictures' source file. **Low Resolution** prints placed pictures at screen preview resolution. **Rough** suppresses printout of placed pictures.
- From the **Data** pop-up menu, choose **ASCII**, **Binary**, or **Clean 8-bit**. Though documents print more quickly in **Binary** format, **ASCII** is more portable because it is a standard format readable by a wider range of printers and print spoolers.

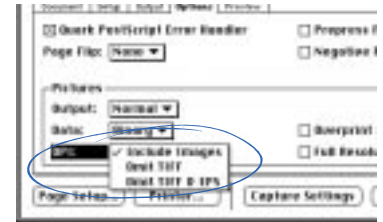
- To control whether TIFF and EPS pictures are output or OPI (Open Prepress Interface) comments are substituted during output, choose an option from the **OPI** pop-up menu.

Use the default setting, **Include Images**, when you are not using an OPI server. **Include Images** does not embed OPI comments for EPS pictures, and if a high resolution file cannot be found for printing, the screen preview is substituted.

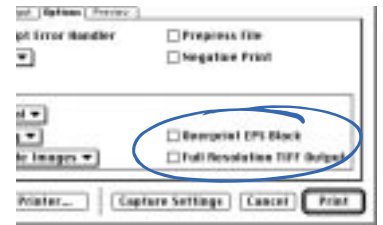
Choose **Omit TIFF** when you are outputting to an OPI prepress system that replaces TIFF pictures only. (Most OPI systems use this method.) **Omit TIFF** replaces TIFF pictures with OPI comments in the file. EPS pictures are included; OPI comments for the EPS pictures are not included.

Choose **Omit TIFF & EPS** when you are outputting to an OPI prepress system that replaces both TIFF and EPS pictures. **Omit TIFF & EPS** replaces both TIFF *and* EPS pictures with OPI comments in the file. (Consult documentation provided by the OPI system manufacturer for more information.)

- Check **Overprint EPS Black** to force all black elements in imported EPS pictures to overprint (regardless of their overprint settings).
- If you want QuarkXPress to print TIFFs at the full printer resolution, Check **Full Resolution TIFF Output**. When you print a TIFF with **Full Resolution TIFF Output** selected, QuarkXPress will send the TIFF information to the printer based on the resolution (dpi) of the printing device. If **Full Resolution TIFF Output** is not selected, a non-line art TIFF will be downsampled based on the frequency (lpi) setting for the session (line art TIFFs are sent at full printer resolution).



OPI pop-up menu



Overprint EPS Black and Full Resolution TIFF Output check boxes



Preview tab



Quit command

Preview (dialog box tab)

File → Print → Preview tab

The **Print** dialog box **Preview** tab lets you view the effect of the settings you made for a print job before it is output. The page icon on the right side of the **Preview** tab shows you the document page in relationship to its placement on the paper as it comes from the printer. Statistical information about the document page also displays.

Quit

File menu

The **Quit** command lets you close all open files and quit the application. If an open document contains unsaved changes, a **Save** alert dialog box displays and lets you save changes.

Edit Menu

The QuarkXPress **Edit** menu gives you options for using the Clipboard, finding and replacing text, changing QuarkXPress default specifications, and creating formatting specifications for a document.

Sections

The **Edit** menu is divided into six sections:

- The first section lets you reverse or recreate certain actions. If the **Undo** or **Redo** command (⌘-Z) is unavailable, the last action you performed cannot be undone.
- The second section lets you edit text, pictures, and items. If the Item tool  is selected, you can cut, copy, paste, or clear active items; or you can select all items on the current page.

If the Content tool  is selected, you can cut, copy, paste, or clear highlighted text or an active picture; or you can select all the text in the active text chain.
- The third section lets you import and update pictures, tables, or charts automatically using the Mac OS Subscription features.
- The fourth section lets you display the Mac OS Clipboard. The **Show Clipboard** command is always available.
- The fifth section lets you find and replace text, style sheets, and character attributes; customize QuarkXPress with preferences; and create and manipulate style sheets, colors, H&Js (hyphenation and justification specifications), lists (for automatic tables), and styles for lines and frames (called dashes and stripes). The commands are always available.
- The sixth section lets you create and manipulate print styles. The **Print Styles** command is always available.



Edit menu



Undo/Redo command

Undo/Redo (command)

Edit menu

The **Undo** command (⌘-Z) identifies the last action performed and lets you reverse the action. For example, after you apply a style sheet to a paragraph, the menu command reads **Undo Style Change**. After you choose **Undo**, the menu command changes to **Redo**.

The **Redo** command identifies the last **Undo** command performed and lets you reimplement that action. For example, if you choose **Undo Style Change**, the menu command changes to **Redo Style Change**. After you choose **Redo**, the menu command changes back to **Undo**.



Undo is not available for every action you perform. An alert usually warns you if an action cannot be undone.

Cut (command)

Edit menu

When the Item tool  is selected, the **Cut** command (⌘-X) removes active items and their contents and places them on the Clipboard. When the Content tool  is selected, the **Cut** command removes highlighted text or an active picture and places it on the Clipboard.

Copy (command)

Edit menu

When the Item tool  is selected, the **Copy** command (⌘-C) places a copy of active items and their contents on the Clipboard. When the Content tool  is selected, the **Copy** command places a copy of highlighted text or an active picture on the Clipboard. The **Copy** command does not remove elements from the document.

Paste (command)

Edit menu

The **Paste** command (⌘-V) places the Clipboard's contents into a document or into a document item as shown in the table below. The ability to paste depends on the selected tool, the contents of the Clipboard, and the active item in the document.

Tool	Clipboard contents	Active item	Paste location
⌘	boxes/lines/text paths	any	center of document window
⌘	text	text box/path	text insertion point ¶
⌘	picture	picture box	upper left corner of box
⌘	boxes/lines/text paths	none	center of document window
⌘	box or no-content line	text box/path	anchored at text insertion point ¶



If you paste text in a box containing highlighted text, the highlighted text is replaced. If you paste a picture in a box containing a picture, the picture is replaced.

Clear (command)

Edit menu

The **Clear** command deletes active items and their contents, an active picture, or highlighted text from a document. The items and/or contents are not placed on the Clipboard. If you **Clear** a linked text box, the text in the original box either reflows through subsequent boxes or generates an overflow symbol at the end of the chain.

Select All (command)

Edit menu

When the Item tool ⌘ is selected, the **Select All** command (⌘-A) selects all the items on the current spread and its pasteboard. When the Content tool ⌘ is selected, the **Select All** command selects all the text in the



Cut, Copy, Paste, Clear and Select All commands



Subscribe to and Subscriber Options commands

active box or text chain. The **Select All** command cannot be used to select all points in a Bézier item. (Instead, press ⌘-Shift-A while a Bézier point is active, or double-click a Bézier point to select all Bézier points.)

Subscribe to, Subscriber Options (commands)

Edit menu

Two commands, **Subscribe to**, and **Subscriber Options**, appear in the **Edit** menu as a result of Macintosh System software version 7.x.

Subscribe functions appear in many applications and are often used for automatically updating a document whenever imported pictures in the document are modified in an outside application. However, QuarkXPress already offers features such as Auto Picture Import and the **Usage** dialog box (**Utilities** menu) to perform this function.

For this reason, QuarkXPress users may find the Subscribe functions useful mostly for importing tables and charts from a spreadsheet application that supports *Publisher* functions but does not normally save files as pictures. Using the Subscribe functions, these imported tables can then be automatically updated as pictures in the QuarkXPress layout whenever the tables are modified in the spreadsheet application.

The Subscribe functions in QuarkXPress work using picture boxes. With a picture box active and the Content tool  selected, **Subscribe to** becomes available for importing EPS or PICT *edition* files. Edition files are the picture files created by an application that supports Publisher functions. Quark, Inc., recommends subscribing to EPS edition files if given a choice between EPS and PICT. QuarkXPress cannot subscribe to TIFF edition files. For complete information about the **Subscribe to** and **Subscriber Options** commands, please refer to your computer's documentation for System 7 or above.

Show Clipboard, Hide Clipboard (command)*Edit menu*

The **Show Clipboard** command displays the Mac OS Clipboard. The Clipboard contains the last item, text, or picture you cut or copied from any application that supports the Mac OS Clipboard. An item cannot be edited within the Clipboard, and it is erased as soon as another item is copied there.

Find/Change (command)*Edit menu*

The **Find/Change** command (⌘-F) displays the **Find/Change** palette, which lets you search and replace text and/or text attributes (including style sheet, font, size, and type style) in the current story or document. **Find/Change** does not work on document and master pages simultaneously. To **Find/Change** on master pages, first display a master page in the document window (**Page** → **Display**).

Find/Change (palette)*Edit → Find/Change*

The **Find/Change** palette lets you specify search parameters, then selectively replace found material. The **Find/Change** palette stays open in front of other windows until you close it with the close box.



Find/Change and Show Clipboard commands



Find/Change palette



Find What, Change To fields



Document/Masters check box

Find What/Change To (fields)

Edit → Find/Change

The text fields in the **Find What** and **Change To** areas let you enter search and replacement text. The text fields allow up to 80 characters, including special characters. You can search for variations of a word by entering a wild card character in the **Find What** text field. For example, searching for “walk\?” would find walks, walked, walking, walker, etc.

To search for	Enter	Displays in the field as
Wild Card (Find only)	⌘-?	\?
Tab	⌘-Tab	\t
New Paragraph	⌘-Return	\p
New Line	⌘-Shift-Return	\n
New Column	⌘-Enter	\c
New Box	⌘-Shift-Enter	\b
Previous Box Page #	⌘-2	\2
Current Box Page #	⌘-3	\3
Next Box Page #	⌘-4	\4
Punctuation Space	⌘-., (period)	\.
Flex Space	⌘-f	\f
Backslash	⌘-\	\\

Document/Masters (check box)

Edit → Find/Change

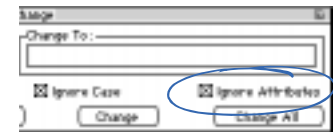
When **Document** is checked, QuarkXPress searches the entire document. When **Document** is unchecked, QuarkXPress searches only the current story. When choosing **Find/Change** with a master page displayed, the **Document** check box changes to **Masters**. When **Masters** is checked, all master pages will be searched; when **Masters** is unchecked, the selected text box is searched.

Whole Word (check box)*Edit → Find/Change*

Checking **Whole Word** limits the **Find What** text to instances bounded by spaces, omitting text buried inside longer words. For example, when **Whole Word** is checked, a search for “Quark” will only find “Quark.” When it is unchecked, a search for “Quark” will find the word inside “QuarkXPress.”

*Whole Word check box***Ignore Case (check box)***Edit → Find/Change*

Checking **Ignore Case** lets you find all uppercase and lowercase variations of the **Find What** text. For example, when **Ignore Case** is checked, a search for “Quark” will find “quark” or “QUARK.” When finding and changing words with **Ignore Case** checked, QuarkXPress replaces capitalization patterns as follows:

*Ignore Case check box**Ignore Attributes check box*

Found text is	Changed text will be
all lowercase	all lowercase
ALL UPPERCASE	ALL UPPERCASE
Capitalized (First Character)	Capitalized (First Character)
Other capitalization pattern	Same case as text in Change To

Uncheck **Ignore Case** to find words with specific capitalization patterns and replace them with other capitalization patterns.

Ignore Attributes (check box)*Edit → Find/Change*

Check **Ignore Attributes** to let QuarkXPress Find/Change text regardless of its style sheet, font, size, or type style. If **Ignore Attributes** is unchecked, an expanded palette displays additional **Find What** and **Change To** options that let you customize your **Find/Change**.



Find What area in Find/Change dialog box with Ignore Attributes unchecked

Find What (expanded area)

Edit → Find/Change → (Ignore Attributes unchecked)

The following options appear in the **Find What** area when **Ignore Attributes** is unchecked:

- Check **Text** to Find/Change specific text. When checked, you must enter the text you want to find or the search will not operate. If you want to search for only text attributes, uncheck the **Text** box. For details about entering special characters in the **Text** fields, see “Find What/Change To (fields)” earlier in this section.
- Check **Style Sheet** to limit the search to text of a certain paragraph or character style sheet. When checked, the search ignores any text not linked with the style sheet chosen in the pop-up menu. Style sheet links are not true “attributes” like Bold or Italic; so, text found by style sheet may vary in appearance if other attributes have been applied locally in the document. To limit this possibility, the other text attribute check boxes can be checked in addition to the **Style Sheet** check box, or by themselves.
- Check **Font** to limit the search to text of a certain font. When checked, you can enter or choose a font.
- Check **Size** to limit the search to text of a certain size. When checked, you can enter or choose a type size from the pop-up menu.
- Check **Type Style** to limit the search to text of certain type styles. To omit text of a particular type style from the search, make sure the appropriate type style button remains deselected (white). To force a type style to be included in the search, click it twice to select it. To allow (but not force) a type style to be included in the search, click it once to gray it. Examples: Selecting **Bold** and graying **Italic** will find both **Bold** and **Bold-Italic** but will not find **Italic**; selecting **Bold** by itself will find only **Bold**. Selecting **Bold** and **Italic** will find only **Bold-Italic**. Graying both **Bold** and **Italic** will find any combination of the two type styles.

Change To (expanded area)

Edit → Find/Change → (Ignore Attributes unchecked)

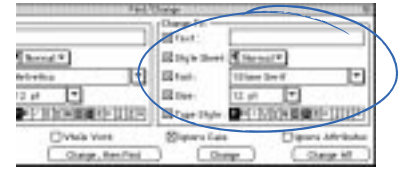
The following options appear in the **Change To** area when **Ignore Attributes** is unchecked:

- Check **Text** to change found text to the text typed in the **Text** field. When unchecked, text is left as it is. For details about entering special characters in the **Text** fields, see “Find What/Change To text (fields)” earlier in this section.
- Check **Style Sheet** to apply a paragraph or character style sheet to found text. If other text attribute options in the palette are checked that conflict with the attributes of the style sheet, the style sheet will still be applied, but the other checked attributes will have priority in determining the text’s actual appearance.
- Check **Font** and enter or choose a font from the pop-up menu to change the font in found text. When unchecked, fonts are unchanged.
- Check **Size** and enter or choose a size to change the text size in found text. When unchecked, sizes are left as they are.
- Check **Type Style** to change type styles in found text. To remove a particular type style from found text, make sure the appropriate type style button remains completely deselected (white). To apply a new type style to found text, click it twice to select it. To leave a type style in found text unchanged, click it once to gray it.

Find Next/Find First (button)

Edit → Find/Change

The **Find Next** button lets you start and continue a search. The search starts at the text insertion point ¶. **Find Next** changes to the **Find First** option if you press the Option key. **Find First** lets you start the search from the beginning of the story or document, regardless of the text insertion point ¶.



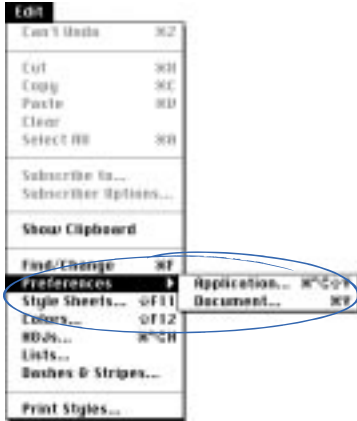
Change To area in Find/Change dialog box with Ignore Attributes unchecked



Find Next button



Change buttons



Preferences submenu

Change, then Find; Change; Change All (buttons)

Edit → Find/Change

The **Change** buttons let you selectively replace the found instances. Clicking a **Change** button will replace the highlighted text with the text in the **Change To** field.

- Click **Change, then Find** to replace the found instance using the **Change To** specifications, then find the next instance.
- Click **Change** to replace the found instance using the **Change To** specifications. Click **Find Next** to continue the search.
- Click **Change All** to replace all found instances with the **Change To** specifications without pausing to confirm the changes.



To skip a found instance, ignore the **Change** buttons and click **Find Next**. Select **Plain** to remove all type styles from found text; selecting **Plain** deselects all other styles. **Underline** and **Word Underline**, **All Caps** and **Small Caps**, also **Superscript** and **Subscript** are mutually exclusive type styles.

Preferences (submenu)

Edit menu

Preferences let you specify defaults and customize the way QuarkXPress works. The **Preferences** submenu lets you choose whether to modify **Application** or **Document** preferences. Application preferences apply to QuarkXPress; therefore they affect the way all documents are handled. Document preferences affect only the active document. However, if you change document preferences with no documents open, the new preferences become defaults for all new documents.

Application (command)

Edit → Preferences

The **Application** command (⌘-Option-Shift-Y) displays the **Application Preferences** dialog box, which lets you customize your copy of QuarkXPress. Changes to **Application Preferences** affect all documents.

Display (dialog box tab)

Edit → Preferences → Application → Display tab

The **Application Preferences** dialog box **Display** tab provides controls that let you specify how guides and other elements in the application will appear on-screen for all documents.

Guide Colors (area)

Edit → Preferences → Application → Display tab

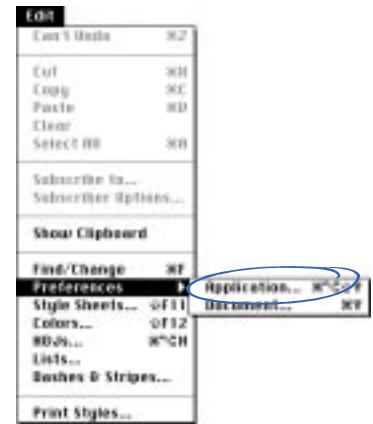
The **Guide Colors** area lets you specify the color of margin guides, ruler guides, and baseline grid lines displayed on color monitors. These colors are also used when you are working with runaround and clipping paths: The margin guides color is used to indicate the item, ruler guides color for runaround, and baseline grid color for clipping paths. To specify color for these elements, click the color field next to **Margin**, **Ruler**, or **Grid**. Use the color wheel and controls to select guide colors.

!!! You can also use these controls to specify the shade that guides display on grayscale monitors.

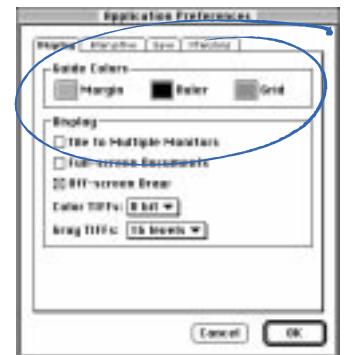
Tile to Multiple Monitors (check box)

Edit → Preferences → Application → Display tab

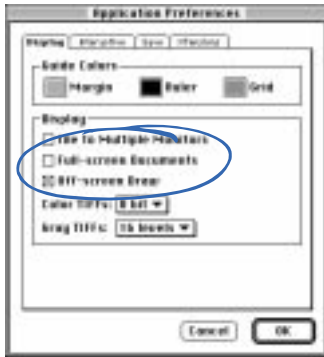
Tiling resizes document windows so that equal portions of all open documents are displayed on-screen. Checking the **Tile to Multiple Monitors** option lets you use more than one monitor when you tile documents (**View → Windows → Tile Documents**). The default is checked.



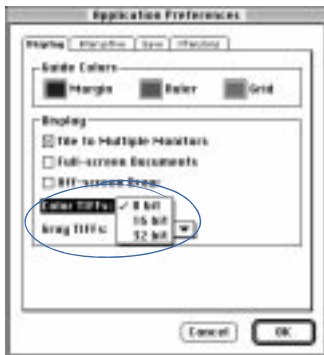
Application command



Display tab, Guide Colors area, and Tile to Multiple Monitors check box



*Full-screen Documents and
Off-screen Draw check boxes*



Color TIFFs pop-up menu

Full-screen Documents (check box)

Edit → Preferences → Application → Display tab

Checking the **Full-screen Documents** option maximizes the display of new documents on-screen. Then, when you create, tile, or stack documents, the document windows will cover the entire screen except for a small strip along the right side. **Full-screen Documents** is effective when opening old documents only if the window position has not been saved using the **Save Document Position** check box (*Edit → Preferences → Application → Save tab*). The default is unchecked.



Pressing the Option key when you click a document's zoom box  also maximizes document display.

Off-screen Draw (check box)

Edit → Preferences → Application → Display tab

Checking the **Off-screen Draw** option lets you specify that QuarkXPress redraw the entire screen at once rather than in successive pieces. The default is unchecked.

Color TIFFs (pop-up menu)

Edit → Preferences → Application → Display tab

The **Color TIFFs** pop-up menu lets you specify the color depth of screen previews created for color TIFFs when they are imported (using the **Get Picture** command [⌘-E] in the **File** menu). The default setting is **8 bit**.

- **8 bit:** Creates PICT screen previews with 256 possible colors.
- **16 bit:** Creates PICT screen previews with thousands of possible colors.
- **32 bit:** Creates PICT screen previews with millions of possible colors and lets you print 32-bit color TIFFs in PICT format to a QuickDraw printer.



The **Color TIFFs** setting only affects the resolution of screen previews; the resolution of the final, printed picture is not affected.

Gray TIFFs (pop-up menu)

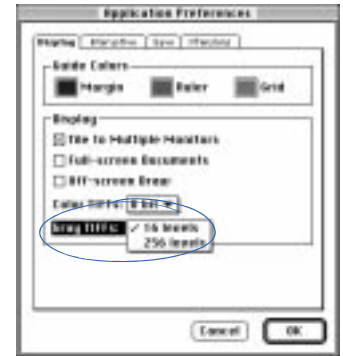
Edit → Preferences → Application → Display tab

The **Gray TIFFs** pop-up menu lets you specify the resolution of screen previews created for grayscale TIFFs when they are imported (using the **Get Picture** command [⌘-E] in the **File** menu). The default is **16 levels**.

- **16 levels:** Creates screen previews with 16 levels of gray for faster screen redraw.
- **256 levels:** Creates screen previews with 256 levels of gray from pictures scanned at this level.



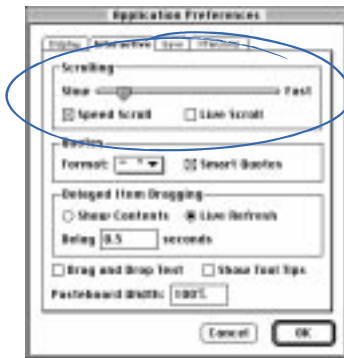
The **Gray TIFFs** setting affects the resolution of screen previews only; the resolution of the final, printed picture is not affected.



Gray TIFFs pop-up menu



Interactive tab



Scrolling and Quotes areas

Interactive (dialog box tab)

Edit → Preferences → Application → Interactive tab

The **Application Preferences** dialog box **Interactive** tab provides controls that let you customize how scrolling and other “on-the-fly” actions will behave.

Scrolling (area)

Edit → Preferences → Application → Interactive tab

The **Scrolling** area lets you specify how fast documents scroll and how documents update.

- Drag the **Scrolling** slider between **Slow** and **Fast** to specify the speed at which documents scroll when you press the scroll arrows on a document window.
- Check **Speed Scroll** to temporarily greek pictures and blends for faster scrolling. (Pictures that are already displayed when you start scrolling will not be greeked unless you scroll them out of the document window.) The default is checked.
- Check **Live Scroll** to update the document view as you drag the scroll boxes in document window scroll bars. The default is unchecked. To turn **Live Scroll** on and off while you are scrolling, press the Option key as you drag a scroll box.

Quotes (area)

Edit → Preferences → Application → Interactive tab

The **Quotes** pop-up menu and the **Smart Quotes** check box let you choose a style for converting and typing quotation marks.

- To specify the default characters to be used with Smart Quotes and with the **Convert Quotes** option in the **Get Text** dialog box (**File → Get Text**), choose an option from the **Quotes** pop-up menu. The default is “”.

- Check **Smart Quotes** to force QuarkXPress to automatically replace feet and inches marks ', ' with the chosen quotation marks as you type. The default is checked.

!!! To type straight quotes ', ' (for feet and inches) when Smart Quotes is enabled, press the Control key while typing the quotation characters.

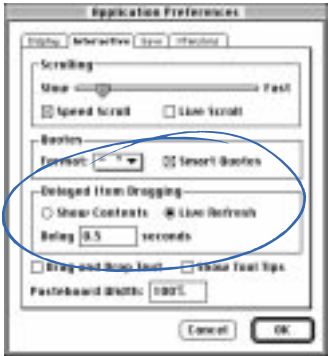
Delayed Item Dragging (area)

Edit → Preferences → Application → Interactive tab

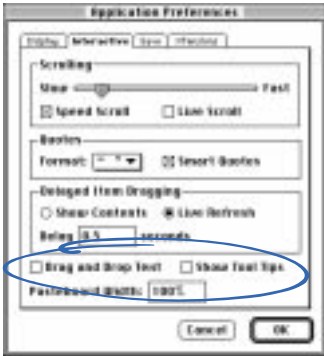
These three controls let you determine how QuarkXPress will display when you press the mouse button and delay before dragging an item.

- When **Show Contents** is enabled and you press-and-hold before dragging an item, QuarkXPress will display the contents (text or picture) of the item *as you drag* it.
- When **Live Refresh** is enabled and you press-and-hold before dragging an item, QuarkXPress will display the contents (text or picture) of the item *as you drag* it, and it will also refresh the screen for an accurately updated display that includes item layering and text flow.
- The **Delay seconds** field lets you specify the amount of time (in seconds) required to press-and-hold to enable **Show Contents** or **Live Refresh** before dragging an item. The default is 0.5 seconds.

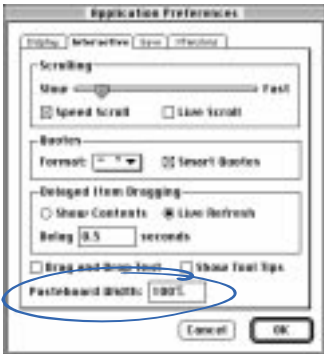
Range	Measurement system	Smallest increment
0.1 to 5	seconds	0.001



Delayed Item Dragging area



Drag and Drop Text and Show Tool Tips check boxes



Pasteboard Width field

Drag and Drop Text (check box)

Edit → Preferences → Application → Interactive tab

Checking **Drag and Drop Text** lets you cut, copy, and paste text in a story with the mouse rather than with menu or keyboard commands. The default is unchecked.

- To cut and paste, highlight the text; then drag it to a new location.
- To copy and paste, highlight the text, then press the Shift key while you drag it to a new location.



When **Drag and Drop** text is unchecked, you can use keyboard commands to temporarily enable it. To cut and paste text, press ⌘-Control while you click and drag highlighted text. To copy and paste, press ⌘-Control-Shift while you click and drag highlighted text. You can't drag text between stories or between documents.

Show Tool Tips (check box)

Edit → Preferences → Application → Interactive tab

Check **Show Tool Tips** to make QuarkXPress display the names of tools or palette icons when you place your pointer above them. The default is unchecked.

Pasteboard Width (field)

Edit → Preferences → Application → Interactive tab

The **Pasteboard Width** field lets you specify the width of the Pasteboard on either side of the page or spread. Pasteboard width is measured as a percentage of the document width. The width of the document plus the pasteboard cannot exceed 48". The default **Pasteboard Width** is 100%. At least .5" of pasteboard will always surround document pages.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Save (dialog box tab)

Edit → Preferences → Application → Save tab

The **Application Preferences** dialog box **Save** tab provides controls that let you you customize how QuarkXPress saves and performs backups of your document.

Auto Save (area)

Edit → Preferences → Application → Save tab

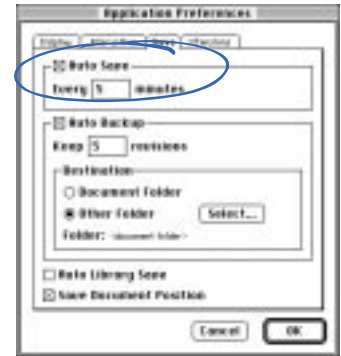
Checking **Auto Save** protects your work from system or power failure. When checked, QuarkXPress will automatically record document changes to a temporary file in your document folder according to a specified time interval. Enter the interval (in minutes) in the **Every** **minutes** field. The default setting has **Auto Save** checked at an interval of **Every 5 minutes**. QuarkXPress will not overwrite the original file until you manually save (**File → Save**). When you open the document after a system interruption, QuarkXPress displays an alert indicating that the document will be restored to the last auto save version. If your last manual save is preferable to your last auto save, you can choose **Revert to Saved** after you open the document to restore the last manual save. The default is unchecked.

!!! The **Revert to Saved** command (**File → Revert to Saved**) reverts to the last manually saved version of a document regardless of your **Auto Save** settings. Pressing the Option key while you choose **File → Revert to Saved** reverts to the last auto-saved version of a document.

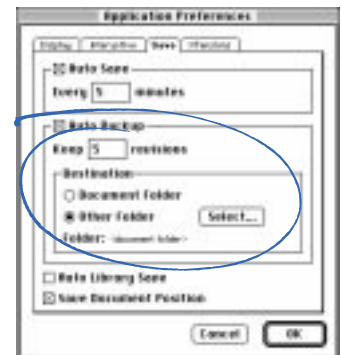
Auto Backup (area)

Edit → Preferences → Application → Save tab

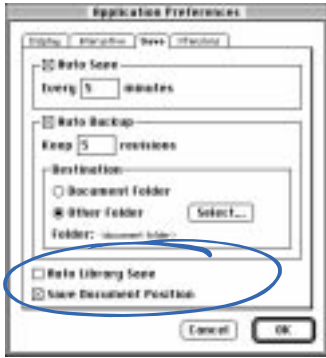
Check **Auto Backup** and enter a value in the **Keep revisions** field to retain up to 100 revisions of a document. Each time you manually save (**File → Save**), QuarkXPress copies the previous manually-saved version to the **Destination** folder you specify. The default is unchecked.



Save tab and Auto Save area



Auto Backup area



Auto Library Save and Save Document Position check boxes



XTensions tab

- Click **Document Folder** to store revisions in the same folder with the document.
- Click **Other Folder** to choose a folder other than the document folder for storing revisions. Click **Select** to display the **Backup Folder** directory dialog box, then choose or create a folder and click **Select** to close the directory dialog box. The name of the selected **Folder** displays.

Consecutive numbers are added to the name of the original document for each backup. When the last revision is created (for example, 5 of 5), the oldest revision in the folder is deleted. To retrieve a backup from the destination folder, open it like any other QuarkXPress document.

Auto Library Save (check box)

Edit → Preferences → Application → Save tab

Checking **Auto Library Save** causes changes to be saved to a QuarkXPress library file whenever you add an entry to it. The default is unchecked.

Save Document Position (check box)

Edit → Preferences → Application → Save tab

Check **Save Document Position** if you want QuarkXPress to automatically remember the size, position, and proportions of your document window. The default is checked.

XTensions (dialog box tab)

Edit → Preferences → Application → XTensions tab

The **Application Preferences** dialog box **XTensions** tab provides controls that let you customize the built-in XTensions Manager.

Show XTensions Manager at startup (area)

Edit → Preferences → Application → XTensions tab

This area lets you specify whether the **XTensions Manager** dialog box displays when you launch QuarkXPress, and if so, under what circumstances. The **XTensions Manager** is a utility that allows you to enable or disable individual XTensions or sets of XTensions directly from QuarkXPress. (XTensions are add-on software modules that customize the feature set of QuarkXPress.)

- Choose **Always** if you want the **XTensions Manager** dialog box to display automatically every time you launch QuarkXPress.
- Choose **When** and check **XTensions folder changes** if you want the **XTensions Manager** dialog box to display during launch only after you have added or removed XTensions from your XTensions folder.
- Choose **When** and check **Error loading XTensions occurs** if you want the **XTensions Manager** dialog box to display during launch only when QuarkXPress encounters a problem loading XTensions.



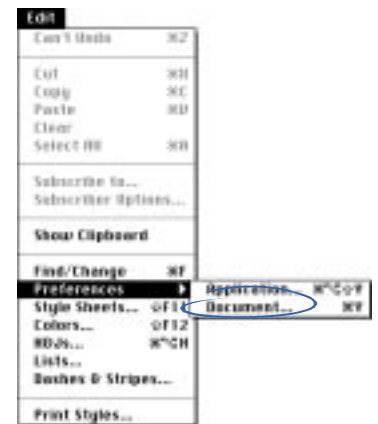
Show XTensions Manager at startup area

Document (command)

Edit → Preferences → Document

The **Document** command (⌘-Y) displays the **Document Preferences** dialog box, which lets you customize the default settings of a QuarkXPress document. Changes made to **Document Preferences** affect only the open document, but all new documents will inherit the preferences specified while no document is open.

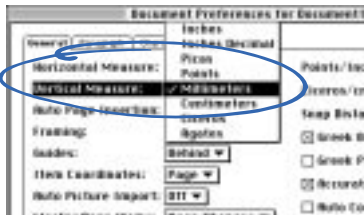
!!! Any changes you make in QuarkXPress while no document is open determine the default settings for every document you create from then on. This includes not only **Document Preferences**, but also changes to specifications like colors, style sheets, and H&Js.



Document command



General tab



Horizontal and Vertical Measure pop-up menus

General (dialog box tab)

Edit → Preferences → Document → General tab

The **Document Preferences** dialog box **General** tab lets you specify miscellaneous defaults for page layout such as the measuring units used by document rulers and the snap distance for guides.

Horizontal Measure, Vertical Measure (pop-up menus)

Edit → Preferences → Document → General tab

The **Horizontal Measure** and **Vertical Measure** pop-up menus let you specify the measurement system for the rulers displayed along the top and left of the document window. Horizontal corresponds to the top ruler; Vertical corresponds to the left ruler.

System	Abbreviation	Measurement
Inches	in or "	inches in eighths
Inches Decimal	in or " with a decimal	inches in tenths
Picas	p	1/6" or 12 points
Points	pt	1/72" or 1 points
Millimeters	mm	0.04 inches
Centimeters	cm	0.39 inches
Ciceros	c	0.179 inches
Agates	ag	0.071 inches

- Several other aspects of the user interface are affected by these two pop-up menus, including the default X and Y coordinates in the **Measurements** palette. However, no matter what the default, you can usually specify any measurement system in a field by following the numerical value with one of the abbreviations shown above.
- QuarkXPress automatically converts font size, frame width, and line width to points, regardless of the measurement system you choose.

Auto Page Insertion (pop-up menu)

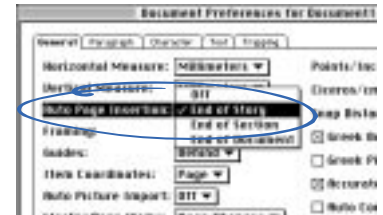
Edit → Preferences → Document → General tab

Auto Page Insertion options let you determine whether pages are inserted automatically to contain text overflow from an automatic text box or a chain of text boxes (on a page associated with a master page that contains an automatic text box). The pop-up menu also lets you determine where any pages will be inserted.

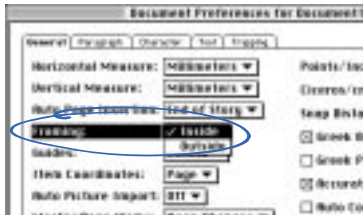
- Choose **Off** to disable **Auto Page Insertion**.
- The **End of Story** option is the default. It places new pages immediately after the page that contains the last text box in the chain that overflows. Inserted pages use the master page format of the page containing the overflow.
- The **End of Section** option places new pages at the end of the section in which the overflow occurs. Inserted pages use the master page format of the last page in the section.
- The **End of Document** option places new pages at the end of the document. Inserted pages use the master page format of the last page of the document.



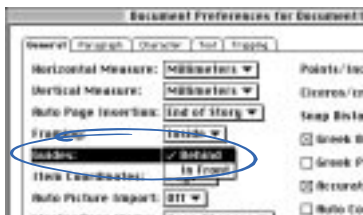
Text overflow causes pages to be automatically inserted only if (1) **Auto Page Insertion** is enabled; (2) the master page that will be used has a default text chain (as indicated by the intact chain icon  in the upper left corner of the master page); or (3) the overflow is from the text box defined on the master page as the automatic text box or from a chain of at least two text boxes. If there is no automatic text chain on the applied master page (as indicated by the broken chain icon ) , QuarkXPress will not add pages during overflow, regardless of the **Auto Page Insertion** setting.



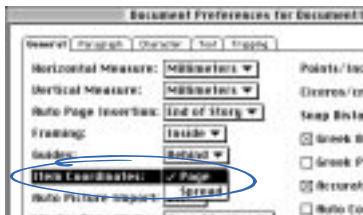
Auto Page Insertion pop-up menu



Framing pop-up menu



Guides pop-up menu



Item Coordinates pop-up menu

Framing (pop-up menu)

Edit → Preferences → Document → General tab

The **Framing** pop-up menu lets you specify whether frames are placed inside or outside text and picture boxes.

- When you place a frame **Inside** a text box, the distance between the text and the frame is determined by the box's **Text Inset** value (**Item** → **Modify**). Additionally, when you place a frame **Inside** a picture box, the frame overlaps, or “crops,” the picture. **Inside** is the default.
- A frame placed **Outside** a box increases the box's width and height. The frame cannot extend beyond a constraining box or the pasteboard.



If you change the **Framing** setting while working on a document, only subsequently created boxes use the new setting.

Guides (pop-up menu)

Edit → Preferences → Document → General tab

The **Guides** pop-up menu lets you specify whether ruler guides and page guides are placed **In Front** of or **Behind** all items on a page. The default is **Behind**.

Item Coordinates (pop-up menu)

Edit → Preferences → Document → General tab

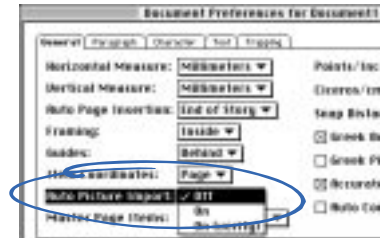
The **Item Coordinates** pop-up menu lets you specify whether the increments of the horizontal ruler repeat from zero for each **Page** or are continuous across a **Spread**. This setting determines the coordinates of items displayed in fields. The default is **Page**.

Auto Picture Import (pop-up menu)

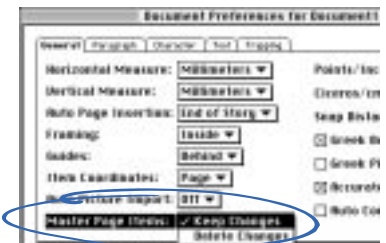
Edit → Preferences → Document → General tab

The **Auto Picture Import** pop-up menu controls whether QuarkXPress automatically updates pictures that have been modified since you last opened a document. QuarkXPress can locate pictures for which there is a path between the picture file and the QuarkXPress document. The default is **Off**.

- To enable **Auto Picture Import**, choose **On**. When you open a document, QuarkXPress automatically reimports modified pictures into the document using the modified files. All of your content specifications (scaling, positioning, etc.) are retained. To disable **Auto Picture Import**, choose **Off**.
- To receive an alert before QuarkXPress imports modified pictures, choose **On (verify)**. The alert gives you the option of opening the document with or without updating the pictures. If you choose to update the pictures, QuarkXPress displays the **Missing/Modified Pictures** dialog box with missing and modified pictures listed. You can use this dialog box to view these pictures in the document and to update the pictures selectively.



Auto Picture Import pop-up menu



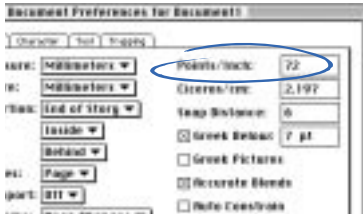
Master Page Items pop-up menu

Master Page Items (pop-up menu)

Edit → Preferences → Document → General tab

A master item is an item on the document page that is automatically placed when you apply a master page. When you apply a new master page to a document page, unmodified master items (placed by the original master page) on the document page are deleted, but modified master items may or may not be deleted. The **Master Page Items** pop-up menu lets you specify.

- Choose **Keep Changes** if you want modified master items on your document pages to remain when a new master page is applied. The items that are kept are no longer master items. **Keep Changes** is the default.



Points/Inch field

- Choose **Delete Changes** if you want modified master items on your document pages to be deleted when a new master page is applied.

New master pages are applied to document pages whenever you (1) drag and drop a master page icon from the master page area in the **Document Layout** palette onto a document page icon in the **Document Layout** palette (**View** → **Show Document Layout**); (2) delete a master page that is applied to document pages using the **Document Layout** palette; or (3) add, delete, or move an odd number of pages in a facing-page document.

!!! If you change the **Master Page Items** setting while working on a document, only subsequent applications of new master pages use the new setting.

Points/Inch (field)

Edit → *Preferences* → *Document* → *General tab*

The **Points/Inch** field lets you override the default value of 72 points per inch. QuarkXPress uses the value here as the basis for all point and pica measurements, as well as all point- and pica-to-inch conversions. The desktop publishing standard for points per inch is 72. However, the traditional typographic standard used on most metal typographic rulers is usually approximately 72.27 or 72.307.

Range	Measurement system	Smallest increment
60 to 80 pt	points	.001

!!! If you change the number in the **Points/Inch** field, the physical size of your text and other QuarkXPress elements is not altered. However, to stay consistent with the changed **Points/Inch** value without altering or reflowing your document, the **Measurements** palette displays a new numerical value for text size, etc.

Ciceros/cm (field)

Edit → Preferences → Document → General tab

The **Ciceros/cm** field lets you specify a ciceros-to-centimeter conversion value different from the standard 2.1967.

Range	Measurement system	Smallest increment
2 to 3 c	ciceros	.0001

Snap Distance (field)

Edit → Preferences → Document → General tab

The **Snap Distance** field lets you change the 6-pixel default distance at which objects snap to page guides when **Snap to Guides** is selected (View menu).

Range	Measurement system	Smallest increment
1 to 216	pixels	1

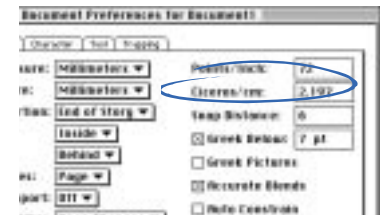
Greek Below (field)

Edit → Preferences → Document → General tab

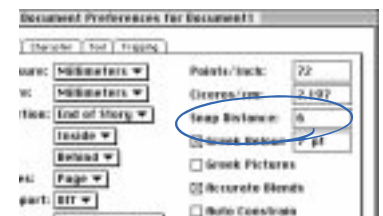
When you check **Greek Below** and enter a value in the field, QuarkXPress speeds screen redraw by displaying gray bars in place of text smaller than a certain view size. Greeking does not affect printing.

Text greeking is affected by the viewing percentage. For example, if the **Greek Below** value is 7 point, all text below 7 points will be greeked in **Actual Size** view (View menu). If you choose **200%** view, text below 3.5 points will be greeked, and so on. The default setting is 7 points.

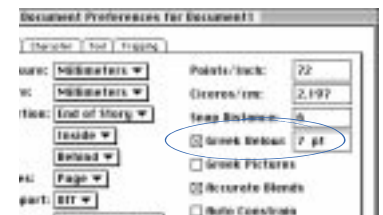
Range	Measurement system	Smallest increment
2 to 720 pt	points	.001



Ciceros/cm field



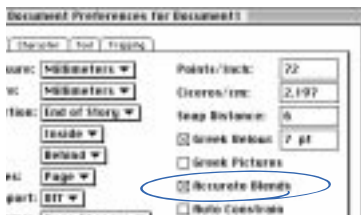
Snap Distance field



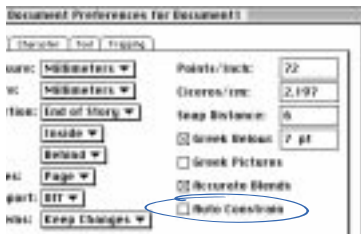
Greek Below field



Greek Pictures check box



Accurate Blends check box



Auto Constrain check box

Greek Pictures (check box)

Edit → Preferences → Document → General tab

The **Greek Pictures** check box lets you specify that QuarkXPress display imported pictures as grayed images. Selecting a box that contains a greeked picture displays the picture normally. The default is unchecked.

Accurate Blends (check box)

Edit → Preferences → Document → General tab

The **Accurate Blends** check box lets you control the display of two-color blends on 8-bit (256-color) monitor setups. To display blends without banding and with more accurate colors, check **Accurate Blends**. For faster display of blends, uncheck **Accurate Blends**. On monitors driven by 16-bit or 24-bit video boards, blends always display as if **Accurate Blends** was checked. You create blends for box backgrounds via the **Colors** palette (**View** menu). The default is checked.

Auto Constrain (check box)

Edit → Preferences → Document → General tab

The **Auto Constrain** check box lets you specify that QuarkXPress automatically create hierarchical relationships among newly created items. When you check **Auto Constrain**, every item you create or paste into the document is constrained by the borders of a box stacked behind it if those borders surround the borders of the new box. Every box you create automatically becomes capable of constraining another item. The default is unchecked.

- Constraining is a group attribute; checking **Auto Constrain** means that when you create new items, you are creating constrained groups.
- Use the **Unconstrain** and the **Ungroup** commands in the **Item** menu to unconstrain and ungroup automatically constrained and grouped items.



You cannot resize or move constrained items beyond their constraining boxes, and most actions (such as moving or deleting) that you apply to constraining boxes affect their constrained items as well.

Paragraph (dialog box tab)

Edit → Preferences → Document → Paragraph tab

The **Document Preferences** dialog box **Paragraph** tab lets you specify how mathematically-based paragraph formats such as auto leading are calculated in QuarkXPress.

Auto Leading (field)

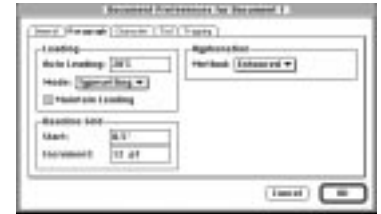
Edit → Preferences → Document → Paragraph tab

Auto leading is what QuarkXPress uses to automatically set line spacing. It can be applied to a paragraph by entering “auto” or “0” in the **Leading** field of the **Character Attributes** dialog box (**Style → Leading**).

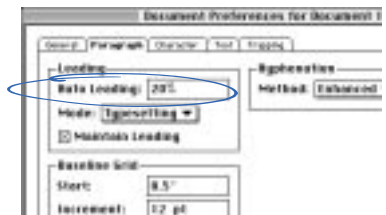
Unlike absolute-leaded paragraphs (which apply identical line spacing above every line), auto-leaded paragraphs may include differently leaded lines when fonts and font sizes are mixed in the same paragraph.

Auto leading starts with a base amount of leading, which QuarkXPress calculates by looking at the *ascent* and *descent* values built into the fonts used in an auto-leaded line and the line above it; however, the user-specified text size (**Style → Size**) plays the largest part in determining this base amount. Finally, a value specified by the user in the **Auto Leading** field is added to the base amount to arrive at the total amount of leading.

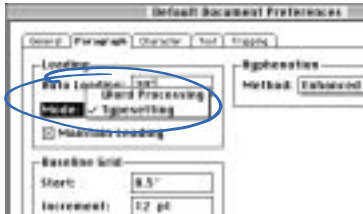
- To specify *percentage-based* auto leading, enter a value from 0 to 100% in 1% increments. The default is 20%. This value determines the leading value between two lines of text as follows: The largest font size in the line above is multiplied by the percentage value. This outcome is added to the base amount of auto leading between the two lines. Although the design of certain fonts complicates the process, here is a simplified example: 10-point text styled consistently in an “untroublesome” font



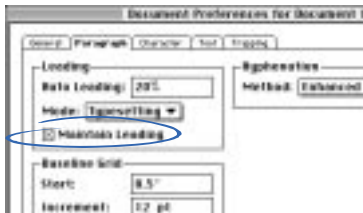
Paragraph tab



Auto Leading field



Leading Mode pop-up menu



Maintain Leading check box

that is leaded with **Auto Leading** set to 20% is leaded to 12 points (10 pts + [20% of 10] = 12 pts).

- To specify *incremental* auto leading, enter a value preceded by a + or – character from –63 points to +63 points using any measurement system. Entering “+5” will add 5 points of leading to the base amount of auto leading; entering “+5 mm” will add 5 millimeters.



When you change the value in the **Auto Leading** field, text base-lines in auto-leaded paragraphs are automatically re-spaced.

Leading Mode (pop-up menu)

Edit → Preferences → Document → Paragraph tab

The **Leading Mode** pop-up menu lets you specify the leading method used to space lines of text.

- Choose **Typesetting** mode if you want leading to be measured upward from the baseline on one line of text to the baseline of the line above. This is the method preferred by most typesetters and is the default.
- Choose **Word Processing** mode if you want leading to be measured downward from the top of the ascent on one line of text to the top of the ascent on the line below it.

Maintain Leading (check box)

Edit → Preferences → Document → Paragraph tab

The **Maintain Leading** check box lets you control the placement of a line of text that falls immediately below an obstruction in a column or box. If **Maintain Leading** is checked, the line's baseline is placed according to its applied leading value. If **Maintain Leading** is unchecked, the ascent of the line will abut the bottom of the obstruction or any applied runaround value (**Item** → **Runaround**). The default is checked.

Baseline Grid (area)

Edit → Preferences → Document → Paragraph tab

A baseline grid is a document-wide grid to which you can lock the baselines of text in paragraphs. When you lock text baselines in adjacent columns to the grid, the baselines align across columns. You can display the baseline grid via the **Show Baseline Grid** command (**View** menu).

- Enter a value in the **Start** field to determine how far from the top of the page the first line of the grid is placed. The default value is 0.5".
- Enter a value in the **Increment** field to determine the amount of space between the grid's baselines. The default value is 12 points.

Increment range	Measurement system	Smallest increment
5 to 144 pt	points	.001

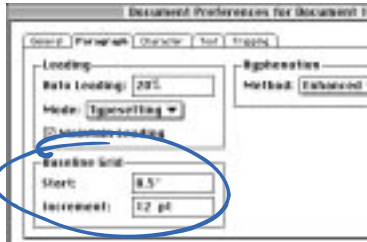
!!! To lock selected paragraphs to the grid, check **Lock to Baseline Grid** in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**).

Hyphenation Method (pop-up menu)

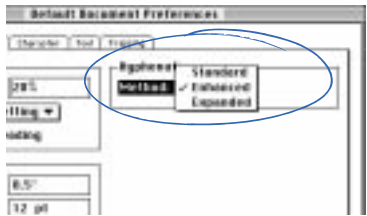
Edit → Preferences → Document → Paragraph tab

The **Hyphenation Method** pop-up menu lets you specify the method QuarkXPress uses to automatically hyphenate paragraphs when there is no corresponding entry found in your Hyphenation Exceptions dictionary. The setting you choose affects only paragraphs for which **Auto Hyphenation** (**Edit** → **H&Js**) is enabled.

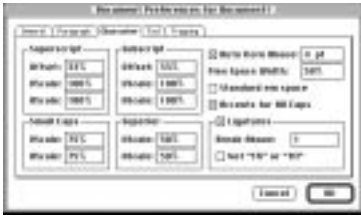
- Choose **Standard** to hyphenate using the algorithm built into versions of QuarkXPress prior to 3.1. Documents created in versions of QuarkXPress prior to 3.1 default to **Standard** when they are opened in version 3.1 or later.



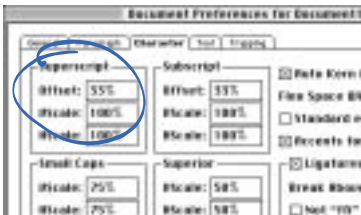
Baseline Grid area



Hyphenation Method pop-up menu



Character tab



Superscript area

- **Enhanced** lets you hyphenate using the algorithm built into QuarkXPress as of version 3.1.
- **Expanded** uses the same algorithm as **Enhanced** but checks any built-in hyphenation dictionaries before resorting to the algorithm. This is the default method for documents created in this version of QuarkXPress.

!!! Documents created in previous versions of QuarkXPress maintain their hyphenation method (**Standard** or **Enhanced**) when opened in a newer version. If you choose **Expanded** for these documents, text reflow may occur.

Character (dialog box tab)

Edit → Preferences → Document → Character tab

The **Document Preferences** dialog box **Character** tab lets you specify how mathematically-based typographical styles such as Superscript and Subscript are calculated in QuarkXPress.

Superscript (area)

Edit → Preferences → Document → Character tab

The **Superscript** area lets you control the placement and scale (size) of superscript characters.

- The **Offset** value determines how far below the baseline QuarkXPress places a superscript character. **Offset** is measured as a percentage of font size. The default value is 33%.
- **VScale** determines the vertical size of the character and is a percentage of font size. **HScale** determines width and is a percentage of the normal font-designer-specified character width. The defaults are 100%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Subscript (area)

Edit → Preferences → Document → Character tab

The **Subscript** area lets you control the placement and scale (size) of subscript characters.

- The **Offset** value determines how high above the baseline QuarkXPress places a subscript character. **Offset** is measured as a percentage of font size. The default value is 33%.
- **VScale** determines the vertical size of the character and is a percentage of font size. **HScale** determines width and is a percentage of the normal font-designer-specified character width. The defaults are 100%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Small Caps (area)

Edit → Preferences → Document → Character tab

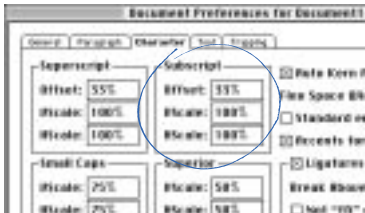
The **Small Caps** area lets you control the scale of small cap characters. **VScale** determines the vertical size of the character and is measured as a percentage of font size. **HScale** determines width and is measured as a percentage of the normal font-designer-specified character width. The default value for both scales is 75%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

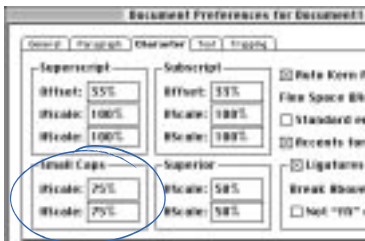
Superior (area)

Edit → Preferences → Document → Character tab

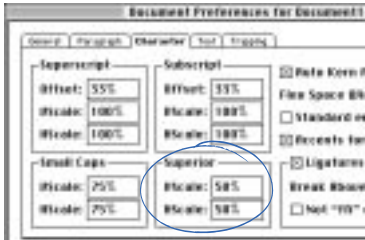
The **Superior** area lets you control the scale of superior characters. **VScale** determines the vertical size of the character and is measured as a percentage of font size. **HScale** determines width and is measured as a



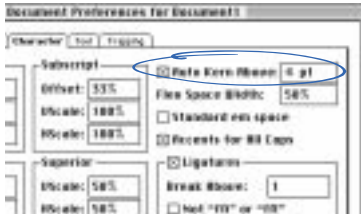
Subscript area



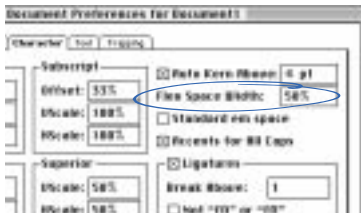
Small Caps area



Superior area



Auto Kern Above field



Flex Space Width field

percentage of the normal font-designer-specified character width. The default value for both scales is 50%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Auto Kern Above (field)

Edit → Preferences → Document → Character tab

Checking the **Auto Kern Above** check box lets you specify that QuarkXPress use the kerning tables, built into most fonts, to control intercharacter spacing. The **Auto Kern Above** field lets you specify the point size above which automatic kerning should be used. **Auto Kern Above** also implements custom tracking information specified with **Tracking Edit (Utilities menu)**. The default is checked, with a 4-point threshold.

Range	Measurement system	Smallest increment
2 to 720 pt	various (" , pt, cm, etc.)	.001

Flex Space Width (field)

Edit → Preferences → Document → Character tab

A flexible space is a user-modifiable variation of a standard en space, used when a typical space is not aesthetically pleasing. The **Flex Space Width** field lets you change the default 50% width of a flexible space. To create a breaking flexible space, enter Option-Shift-Space; to create a nonbreaking flexible space, enter ⌘-Option-Shift-Space.

The **Flex Space Width** value is expressed as a percentage of the normal en space for a given font and font size.

Range	Measurement system	Smallest increment
0 to 400%	percent	.1

Standard em space (check box)

Edit → Preferences → Document → Character tab

An em space is made of two en spaces; you insert an en space in text by entering Option-Space. Checking **Standard Em Space** specifies an em space equivalent to the point size of the text (for example, 24-point text has a 24-point em space). If **Standard Em Space** is unchecked, QuarkXPress uses the width of the two zeros in the current font as the em space width. The default is unchecked.

Accents for All Caps (check box)

Edit → Preferences → Document → Character tab

The **Accents for All Caps** check box lets you specify whether to include accent marks on accented characters with the **All Caps** type style applied. The default is checked.

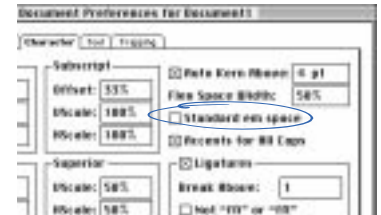
!!! The **Accents for All Caps** feature applies to documents created in QuarkXPress 3.2 or later. You can update an earlier document's text flow to take advantage of improvements such as **Accents for All Caps** by pressing the Option key while you click **Open** in the **Open** directory dialog box.

Ligatures (area)

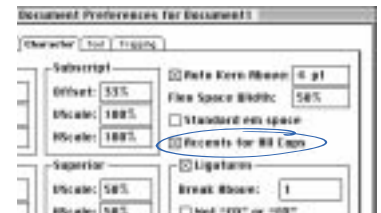
Edit → Preferences → Document → Character tab

The **Ligatures** controls let you use ligatures built into a font. A ligature is a typographic convention in which certain characters are combined into a single character. Most fonts designed for the Mac OS contain ligatures for the characters “f” followed by “i” and “f” followed by “l.”

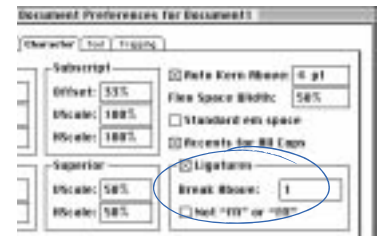
- Check **Ligatures** to combine all instances of “f” followed by “i” and “f” followed by “l” into ligatures. You can edit and check the spelling of words containing ligatures as if the ligatures were separate characters. The default is unchecked.



Standard em space check box



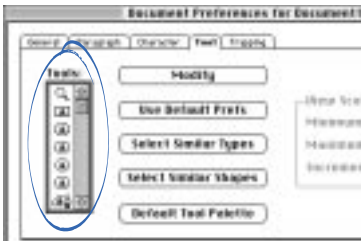
Accents for All Caps check box



Ligatures area



Tool tab



Tools scroll list

- When you check **Ligatures**, the **Break Above** field lets you specify the kerning or tracking value (measured in $\frac{1}{200}$ em space increments) above which characters will *not* be combined into ligatures. For example, a headline with a large tracking value designed to achieve a special effect would probably not contain ligatures. The default is 1.

Range	Measurement system	Smallest increment
0 to 10	.005 ($\frac{1}{200}$) em space	.001

- To prevent the second two letters in “ffi” and “ffl” (as in *office* and *ruffle*) from being combined into ligatures, check **Not “ffi” or “ffl.”** Three-character ligatures for these combinations, common in traditional typesetting systems, are not standardized for fonts designed for the Mac OS. So, some typographers prefer to keep all three letters separate rather than combine only two of them. The default is unchecked.

Tool (dialog box tab)

Edit → Preferences → Document → Tool tab

The **Document Preferences** dialog box **Tool** tab lets you specify default characteristics for the **Zoom** tool  and for the items created by the various item creation tools.

 You can also access the **Tool** tab of the **Document Preferences** dialog box by double-clicking an item creation tool or the **Zoom** tool  in the **Tool** palette.

Tools (scroll list)

Edit → Preferences → Document → Tool tab

Choose the tool or tools whose default settings you want to change by clicking their icons in the **Tools** scroll list. To choose more than one tool to modify at a time, -click the tools you want. You can also Shift-click to select a range of tools.

Modify (button)

Edit → Preferences → Document → Tool tab

Click **Modify** to change the default attributes for items created by the selected item creation tool(s). For example, if you wanted all future text boxes to have a 3-point border width, you could specify that by selecting the text box creation tool and clicking **Modify**.

- All of the tools in the **Tools** scroll list are item creation tools with the exception of the **Zoom** tool . The **Modify** button is not available when the **Zoom** tool  is selected.
- Clicking **Modify** displays the **Modify** dialog box. This **Modify** dialog box is the same one available for selected items through the **Item** menu (**Item → Modify**), but some controls (such as those that determine position and size) are omitted. When you click **Modify** with more than one tool selected, the **Modify** dialog box may provide a more limited set of options common to all tools selected. See “Modify (dialog box)” in the “Item Menu” section in this chapter.

Use Default Prefs (button)

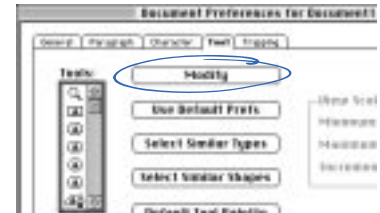
Edit → Preferences → Document → Tool tab

If you have modified the preferences for a tool and want to change them back, select the tool(s) from the scroll list and click **Use Default Prefs**.

Select Similar Types (button)

Edit → Preferences → Document → Tool tab

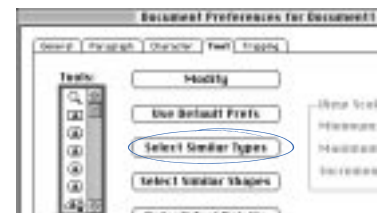
To quickly select multiple tools of similar type in the scroll list (for example, all picture box tools when you have a picture box tool selected, or all line tools when you have a line tool selected), select a tool from the scroll list, then click **Select Similar Types**. Click **Modify** to edit preferences common to all the selected tools.



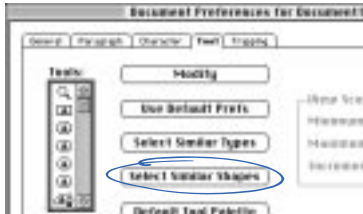
Modify button



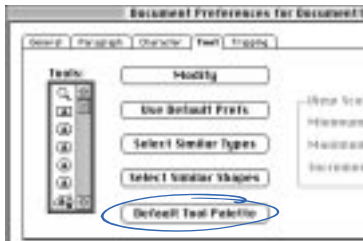
Use Default Prefs button



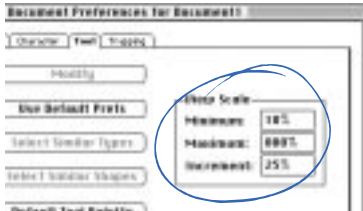
Select Similar Types button



Select Similar Shapes button



Default Tool Palette button



View Scale area

Select Similar Shapes (button)

Edit → Preferences → Document → Tool tab

To quickly select two tools of similar shape in the scroll list (for example, both rectangular box tools  ) , select a tool from the scroll list, then click **Select Similar Shapes**. Click **Modify** to edit preferences common to both tools.

Default Tool Palette (button)

Edit → Preferences → Document → Tool tab

If you have made modifications to the QuarkXPress Tool palette and you want to restore the original palette, click **Default Tool Palette**. This button affects only the palette itself and not the preferences made using the **Modify** button.

View Scale (area)

Edit → Preferences → Document → Tool tab

The **View Scale** area is available when the **Zoom** tool  is selected in the **Tools** scroll list. The **View Scale** area lets you control the range and the increment of the view change when you click (or Option-click to reduce) a document with the **Zoom** tool .

- The **Minimum** field determines the smallest document view the **Zoom** tool  can display.
- The **Maximum** field determines the largest document view the **Zoom** tool  can display.
- The **Increment** field determines the percent of change in view for each time you click the **Zoom** tool . The default is 25%.

Range	Measurement system	Smallest increment
10 to 800%	percent	.1

Trapping (dialog box tab)

Edit → Preferences → Document → Trapping tab

The **Document Preferences** dialog box **Trapping** tab lets you specify defaults for the way QuarkXPress traps colors and objects when you color separate a document.

Trapping Method (pop-up menu)

Edit → Preferences → Document → Trapping tab

The **Trapping Method** pop-up menu lets you specify the method QuarkXPress uses to determine the trapping relationship between object colors and background colors.

- Choose **Absolute** to trap using the values in the **Auto Amount** and **Indeterminate** fields according to the object and background colors involved. If the object color is darker, the background chokes the object color by the **Auto Amount** value. If the object color is lighter, the object is spread into the background by the **Auto Amount** value. **Absolute** is the default.
- Choose **Proportional** to trap using the value in the **Auto Amount** field multiplied by the difference between the luminosity (lightness or brightness) of the object color and background color. **Proportional** trapping compares the luminosity of the object color and background color to determine how different they are, and applies trapping accordingly.
- Choose **Knockout All** to turn trapping off.

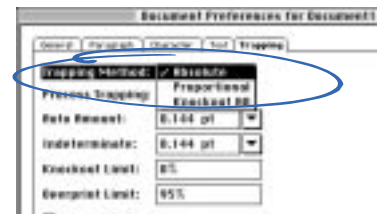
Process Trapping (pop-up menu)

Edit → Preferences → Document → Trapping tab

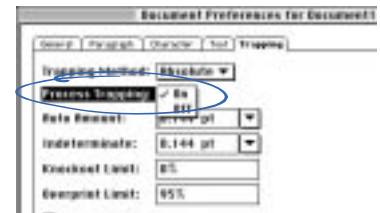
The **Process Trapping** pop-up menu can be turned **On** or **Off**. The default is **On**.



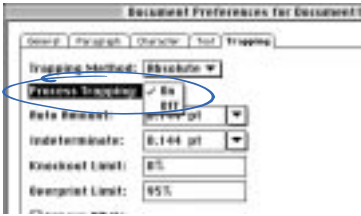
Trapping tab



Trapping Method pop-up menu



Process Trapping pop-up menu



Process Trapping pop-up menu

- When **Process Trapping** is **On**, QuarkXPress traps each process separation plate individually when a page contains overlapping process colors. When you print color separations, QuarkXPress compares the darkness of each process component of an object color to the darkness of the corresponding process component of the background color, then traps accordingly. For example, the shade of cyan in an object color is compared to the shade of cyan in the background color; similar comparisons are made for the other plates that will be output.
- When abutting process colors have an **Absolute** trapping relationship, and **Process Trapping** is **On**, QuarkXPress divides the **Auto Amount** trapping value in half, and applies the resulting value to the darker component of the color on each plate (as shown in the table). Dividing the value among plates creates a smoother trap while providing the same area of overlap.

Color	Obj.	Bkgd.	Absolute trap	Proportional trap
C	70%	30%	$+\frac{1}{2}$ trap amount	Auto Amount $(70\%-30\%)/2$
M	30%	50%	$-\frac{1}{2}$ trap amount	Auto Amount $(30\%-50\%)/2$
Y	70%	80%	$-\frac{1}{2}$ trap amount	Auto Amount $(70\%-80\%)/2$
K	20%	15%	$+\frac{1}{2}$ trap amount	Auto Amount $(20\%-15\%)/2$

- When abutting process colors have a **Proportional** trapping relationship, QuarkXPress multiplies the **Auto Amount** value specified in the **Trapping** tab by the difference in darkness between the object color and the background color. The resulting trapping value is then applied as explained above for colors with **Absolute** trapping relationships.
- When **Process Trapping** is **Off**, QuarkXPress traps all process components equally using the trapping value associated with the object color relative to the background color.

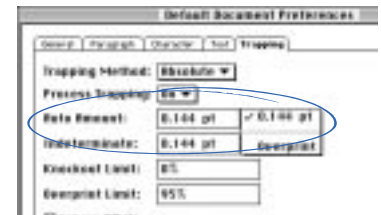
!!! For text up to 24 points and small items (dimensions up to 10 points), QuarkXPress attempts to preserve the item's shape during process trapping by not allowing automatic spreads or chokes

when the item's shape would be compromised. QuarkXPress does this by comparing the darkness of each process component of an item to the darkness of its entire background. A spread is applied only when the process components of an item are less than or equal to half the darkness of its background. A choke is applied only when the process components of a background are less than or equal to half the darkness of the item in front of it.

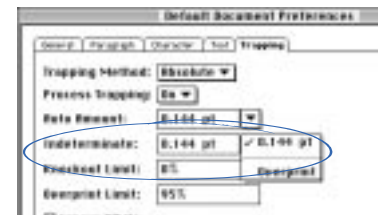
Auto Amount (field)

Edit → Preferences → Document → Trapping tab

The **Auto Amount** field lets you control the amount of trapping that QuarkXPress applies to object and background colors that have an **Auto Amount** (+/-) relationship specified in the **Trap Specifications** dialog box (*Edit → Colors → Edit Trap*) or **Trap Information** palette (*View → Show Trap Information*). The default is .144 point.



Auto Amount field



Indeterminate field

Range	Measurement system	Smallest increment
0 to 36 pt	points	.001

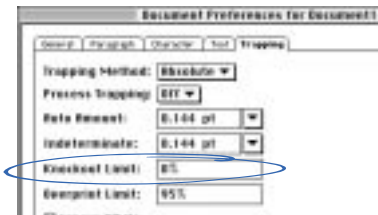
You can also choose **Overprint** from the field's pop-up menu. This causes object and background colors with **Auto Amount** (+/-) specified in the **Trap Specifications** dialog box or **Trap Information** palette to overprint.

Indeterminate (field)

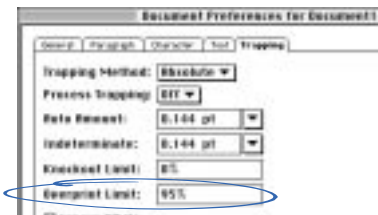
Edit → Preferences → Document → Trapping tab

The **Indeterminate** field lets you specify the amount of trapping QuarkXPress applies to object colors that are in front of indeterminate backgrounds (multiple colors with conflicting trapping relationships or imported pictures). The default is .144 point.

Range	Measurement system	Smallest increment
±36 pt	points	.001



Knockout Limit field



Overprint Limit field

You can also choose **Overprint** from the field’s pop-up menu. This causes object colors to overprint **Indeterminate Backgrounds**.

Knockout Limit (field)

Edit → Preferences → Document → Trapping tab

The **Knockout Limit** value (expressed as a percentage of luminosity of the object color compared to the background color) lets you control the point at which an object color knocks out a background color. The default is 0%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Overprint Limit (field)

Edit → Preferences → Document → Trapping tab

The **Overprint Limit** value controls the following:

- Although the default color Black overprints by default, objects colored Black with shade values below the **Overprint Limit** will not overprint.
- Any object that has a color that is set to **Overprint** (in the **Trap Specifications** dialog box) and that has a shade value below the **Overprint Limit** will not overprint.
- If the value of the black component of a *rich black* is below the overprint limit, rich black trapping will not occur. See “Creating and Using a Rich Black” in Chapter 16 “Trapping.”

For example, if you enter 95% in this field, a 90% shaded object that has a color set to **Overprint** a background color (in the **Trap Specifications** dialog box) will not overprint, but will instead trap according to the **Auto Amount** value specified. The default **Overprint Limit** is 95%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Ignore White (check box)

Edit → Preferences → Document → Trapping tab

The **Ignore White** check box lets you specify that an object color in front of multiple background colors — including white — not take white into account when trapping. The default is checked.

- When **Ignore White** is unchecked, all items overprint a white background (overprint is treated as an infinite choke). If an object color is in front of both a white background and a background color against which the object color is specified to **spread**, the object color will trap to the indeterminate color.
- If an object color is in front of both a white background and two or more background colors to which the object color is specified to choke, the object color will **choke** (trap) using the smallest choke value.

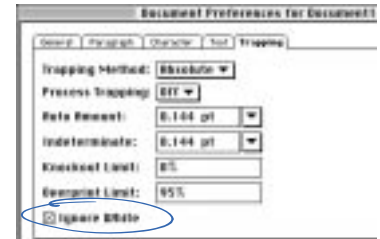
Style Sheets (command)

Edit menu

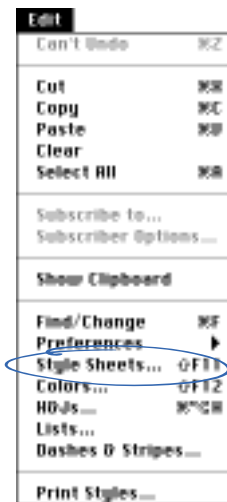
Style sheets let you group paragraph formats, character attributes, rules, and tab settings so they can all be applied collectively with one action. The **Style Sheets** command (Shift-F11) displays the **Style Sheets** dialog box, which lets you create and manage paragraph and character style sheets. You apply style sheets to text using the **Paragraph Style Sheet** or **Character Style Sheet** command in the **Style** menu, keyboard commands, or the **Style Sheets** palette (**View → Style Sheets**).



Style sheets created when no documents are open are included with all subsequently created documents; style sheets created when a document is active are specific to that document.



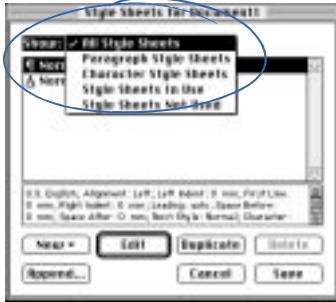
Ignore White check box



Style Sheets command



Style Sheets dialog box



Show pop-up menu

Style Sheets (dialog box)

Edit → Style Sheets

The **Style Sheets** dialog box lets you create, edit, duplicate, and delete paragraph and character style sheets. You can also append style sheets from another document.

There are two scroll lists. The top scroll list displays a list of style sheets according to the choice you make in the **Show** pop-up menu. The bottom scroll list provides a list of the major attributes contained by a style sheet highlighted in the top scroll list. Paragraph style sheet names are preceded by a ¶ icon, and character style sheets are preceded by a A icon.

Show (pop-up menu)

Edit → Style Sheets

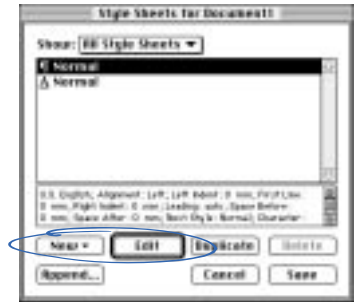
The **Show** pop-up menu determines which style sheets are displayed in the **Style Sheets** dialog box scroll list.

- Choose **All Style Sheets** to display all the style sheets available to the document. When no document is open, only style sheets that are defaults for all documents are displayed.
- Choose **Paragraph Style Sheets** to display only paragraph style sheets. Paragraph style sheets are style sheets that contain paragraph formatting and are applied to an entire paragraph. Each paragraph style sheet also contains one default character style sheet.
- Choose **Character Style Sheets** to display only character style sheets. Character style sheets are style sheets that contain only character formatting and can be applied exclusively to highlighted text.
- Choose **Style Sheets In Use** to display only those style sheets that have been applied to text somewhere in the active document.

- Choose **Style Sheets Not Used** to display only those style sheets that are unused in the text of the active document.



The Normal paragraph and character style sheets are always available to all documents. QuarkXPress automatically applies the Normal paragraph style and Normal character style sheet to all newly created text boxes. The Normal paragraph style sheet can only contain the Normal character style sheet. Default paragraph formats and character attributes for newly created text boxes are determined by the specifications in the Normal paragraph and character style sheets. You can edit these attributes at any time. To globally change the Normal paragraph and character style sheets so that changes apply to all new documents, edit both style sheets with no document open.



New and Edit buttons

New (pop-up button)

Edit → Style Sheets

The New pop-up button lets you create up to 1,000 default and/or document-specific style sheets. The pop-up button has two options: **Paragraph** and **Character**.

- Choose ¶ **Paragraph** to create a style sheet that contains paragraph attributes. (Paragraph style sheets also contain a default character style sheet.) The **Edit Paragraph Style Sheet** dialog box displays.
- Choose A **Character** to create a style sheet that contains only character attributes. The **Edit Character Style Sheet** dialog box displays.

Edit (button)

Edit → Style Sheets

The Edit button displays the **Edit Paragraph Style Sheet** dialog box or the **Edit Character Style Sheet** dialog box, depending on what type of style sheet you have highlighted in the scroll list. When the dialog box



Duplicate and Delete buttons



Append button

displays, it shows the current **Description** for that style sheet. You can also double-click a style sheet in the scroll list to open the dialog box.

Duplicate (button)

Edit → Style Sheets

The **Duplicate** button creates an identical copy of the style sheet highlighted in the scroll list. QuarkXPress automatically opens the **Edit Paragraph Style Sheet** dialog box or the **Edit Character Style Sheet** dialog box so that you can rename and edit the duplicated style sheet.

Delete (button)

Edit → Style Sheets

The **Delete** button removes the selected style sheet(s) from the active document. If the style sheet was used in the document, an alert lets you choose a replacement style sheet. If you choose *No Style* in the alert dialog box, text to which the deleted style sheet was applied will retain the attributes of the deleted style sheet, but *No Style* will be checked in the **Style Sheet** submenu (**Style** menu) when those paragraphs are selected. If you choose another replacement style sheet in the alert dialog box, text to which the deleted style sheet was applied will take on the attributes of the new style sheet, with local formatting retained. You cannot delete the Normal style sheets.

Append (button)

Edit → Style Sheets

The **Append** button lets you import style sheets from another document. A directory dialog box lets you choose a QuarkXPress document from which to append style sheets.

Highlighting a document in the directory dialog box and clicking **Open** displays the **Append Style Sheets** dialog box. This dialog box offers the same controls as the **Style Sheets** tab of the **Append** dialog

box (**File** → **Append**). See “Append (dialog box)” in the “File Menu” section in this chapter.

Save (button)

Edit → *Style Sheets*

The **Save** button saves changes made to any style sheets in the **Style Sheets** dialog box. When you click **Save**, QuarkXPress updates text in the document to match the new style sheet specifications and closes the dialog box.



Save button

Edit Paragraph Style Sheet (dialog box)

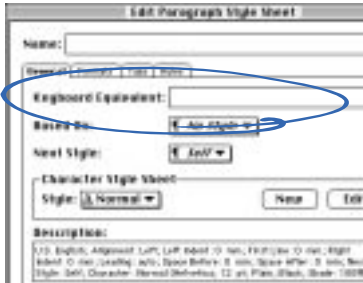
Edit → *Style Sheets* → *New* → *Paragraph*

Clicking **New** → **Paragraph** (or clicking **Edit** or **Duplicate** when a ¶ paragraph style sheet is highlighted) displays the **Edit Paragraph Style Sheet** dialog box, which lets you create or edit a paragraph style sheet. Defaults for new style sheets are taken from the selected text.

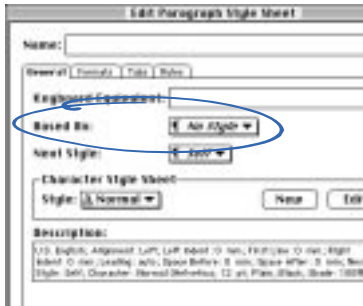
- The **Name** field lets you specify a name for a new style sheet or rename an existing style sheet.
- Below the **Name** field are four tabs: **General**, **Formats**, **Tabs**, and **Rules**. The **Formats**, **Tabs**, and **Rules** tabs let you specify the paragraph formats that will be automatically applied to text whenever you apply a paragraph style sheet. The controls in these three tabs are the same as those found in the **Paragraph Attributes** dialog box (**Style** → **Formats**). See “Formats (dialog box tab),” “Tabs (dialog box tab),” and “Rules (dialog box tab)” in the “Style Menu” section in this chapter. The controls in the **General** tab are described here.



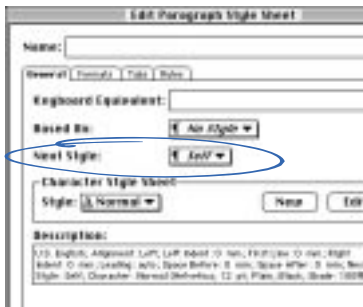
Edit Paragraph Style Sheet dialog box



Keyboard Equivalent field



Based On pop-up menu



Next Style pop-up menu

General (dialog box tab)

Edit → Style Sheets → New → Paragraph → General tab

The **Edit Paragraph Style Sheet** dialog box **General** tab lets you specify keyboard equivalents and other non-paragraph-related attributes for a style sheet.

Keyboard Equivalent (field)

Edit → Style Sheets → New → Paragraph → General tab

The **Keyboard Equivalent** field lets you specify a keyboard command that will automatically apply the style sheet. Select the Keyboard Equivalent field, then press any combination of ⌘, Option, Control, Shift, the numeric characters on the keypad, and the F5–F15 keys on the Apple Extended Keyboard.



If you use one of the function keys (F5–F15) for a style sheet keyboard command, it overrides the QuarkXPress default keyboard command when you are editing text.

Based On (pop-up menu)

Edit → Style Sheets → New → Paragraph → General tab

The **Based On** pop-up menu lets you base a new style sheet on an existing style sheet by choosing a style sheet name. The default is *No Style*.



Modifications made to a style sheet upon which another style sheet is based affect both style sheets.

Next Style (pop-up menu)

Edit → Style Sheets → New → Paragraph → General tab

The **Next Style** pop-up menu lets you specify a style sheet to follow the current style sheet when you are entering text. For example, you could specify that a paragraph with a “subhead” style sheet be followed automatically by a paragraph with the “byline” style sheet, which in

turn could be followed by a paragraph with the “body copy” style sheet. The style automatically changes to the style specified in **Next Style** after return is pressed at the end of the paragraph. **Next Style** does not affect existing text.

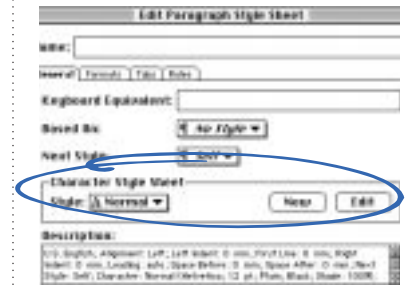
- The pop-up menu lists all style sheets in the **Style Sheets** dialog box for the active document. When no documents are open, it lists the default style sheets.
- Choose **Self** from the **Next Style** pop-up menu to continue using the same style sheet in the next paragraph.

Character Style Sheet (area)

Edit → Style Sheets → New → Paragraph → General tab

All paragraph style sheets also contain a character style sheet. The character style sheet is applied to all the characters in the paragraph whenever you apply a paragraph style sheet.

- The **Style** pop-up menu contains a list of all the character style sheets available to the active document and lets you choose the character style used by the paragraph style sheet.
- Choose **New** to create a new character style sheet directly from the **Edit Paragraph Style Sheet** dialog box. This displays the **Edit Character Style Sheet** dialog box. After you make your edits, click **OK** to return to the **Edit Paragraph Style Sheet** dialog box. The new style sheet name will automatically display in the **Style** pop-up menu.
- Choose **Edit** to edit the character style sheet chosen in the **Style** pop-up menu. This displays the **Edit Character Style Sheet** dialog box. After you make your edits, click **OK** to return to the **Edit Paragraph Style Sheet** dialog box.



Character Style Sheet area



Edit Character Style Sheet dialog box

Edit Character Style Sheet (dialog box)

Edit → Style Sheets → New → Character

Clicking **New → Character** (or clicking **Edit** or **Duplicate** when a A character style sheet is highlighted) displays the **Edit Character Style Sheet** dialog box, which lets you create or edit a character style sheet.

- The **Name** field lets you specify a name for a new style sheet or rename an existing style sheet.
- The **Keyboard Equivalent** field lets you specify a keyboard command that will automatically apply the style sheet. Highlight the Keyboard Equivalent field, then press any combination of $\mathbb{A}$, Option, Control, Shift, the numeric characters on the keypad, and the F5–F15 keys on the Apple Extended Keyboard. If you use one of the function keys (F5–F15) for a style sheet keyboard command, it overrides the QuarkXPress default keyboard command when you are editing text.
- The **Based On** pop-up menu lets you base a style sheet on an existing style sheet by choosing a style sheet name. Modifications made to a style sheet upon which another style sheet is based affect both style sheets. The default is *No Style*.
- The controls underneath the **Based On** pop-up menu in the **Edit Character Style Sheet** dialog box are the same as those found in the **Character Attributes** dialog box (**Style → Character**). See the “Style Menu” section in this chapter.

Colors (command)

Edit menu

The **Colors** command (Shift-F12) displays the **Colors** dialog box, which lets you create and manage colors. You can also change the way a color traps to other colors. You apply colors to text, items, and box attributes via the **Colors** palette (**View** → **Show Colors**); you can also apply colors to text using style sheets and the **Color** submenu of the **Style** menu.

!!! Colors created when no documents are open are included with all subsequently created documents; colors created when a document is active are specific to that document.

Colors (dialog box)

Edit → Colors

The **Colors** dialog box lets you create, edit, duplicate, delete, and specify trapping for the current colors. You can also append colors from another document.

There are two scroll lists, the top displaying a list of colors according to the choice you make in the **Show** pop-up menu, and the bottom displaying the composition of the highlighted color.

When no documents are open, the scroll list displays all default colors. When a document is active, the scroll list only displays colors for the active document. The default color list includes:

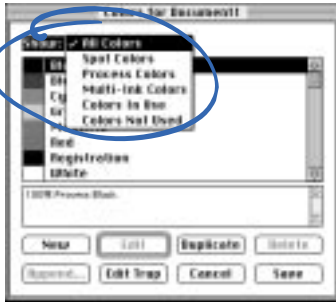
- Red, Green, and Blue: You can edit these colors or delete them from the default color list.
- Cyan, Magenta, Yellow, Black, and White: You cannot edit or delete these colors.
- Registration: You can edit Registration, but you cannot delete it. Changing the Registration color changes only the screen representation.



Colors command



Colors dialog box



Show pop-up menu



You should apply Registration color to lines when creating your own registration or crop marks. Text, pictures, or items to which Registration color has been applied will print on all separation plates.

Show (pop-up menu)

Edit → *Colors*

The **Show** pop-up menu determines which colors are displayed in the **Colors** dialog box scroll list.

- Choose **All Colors** to display all the colors available to the document. When no document is open, colors that are defaults for all documents are displayed.
- Choose **Spot Colors** to display only spot colors (which appear on their own separation plate).
- Choose **Process Colors** to display only process colors.
- Choose **Multi-Ink Colors** to display only those colors that you have built from other process inks or spot colors using the **Multi-Ink Color** option in the **Model** pop-up menu of the **Edit Color** dialog box. (Click **New**, **Edit**, or **Duplicate** to display.)
- Choose **Colors In Use** to display only those colors that have been applied somewhere in the active document.
- Choose **Colors Not Used** to display only those colors that are unused in the the active document.

New (button)*Edit → Colors*

The **New** button displays the **Edit Color** dialog box, which lets you add, create, or name a new color. You can create up to 1,000 default and/or document-specific colors.

Edit (button)*Edit → Colors*

The **Edit** button displays the **Edit Color** dialog box to modify the color highlighted in the **Colors** scroll list. You can also double-click a color to display the **Edit Color** dialog box. You cannot edit or delete the following default colors: Cyan, Magenta, Yellow, Black, and White.

Duplicate (button)*Edit → Colors*

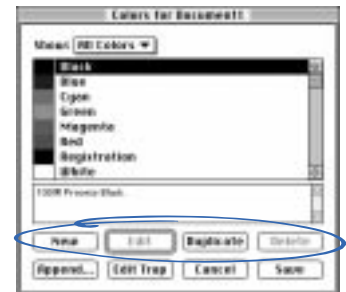
The **Duplicate** button creates a new copy of the color highlighted in the **Colors** scroll list. QuarkXPress automatically opens the **Edit Color** dialog box so that you can rename and edit the copied color.

Delete (button)*Edit → Colors*

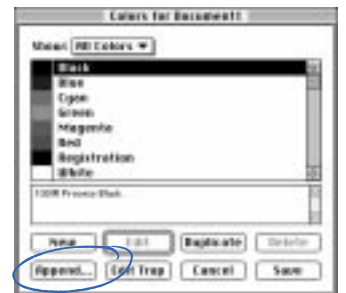
The **Delete** button removes the highlighted color(s) from the active document. If the color was used in the active document, an alert lets you choose a replacement color.

Append (button)*Edit → Colors*

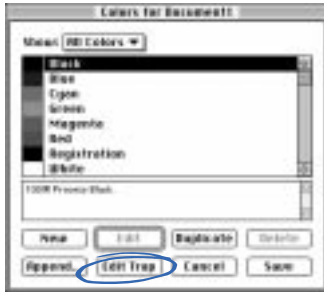
The **Append** button lets you import colors from another QuarkXPress document. A directory dialog box lets you choose a QuarkXPress document from which to append colors.



New, Edit, Duplicate and Delete buttons



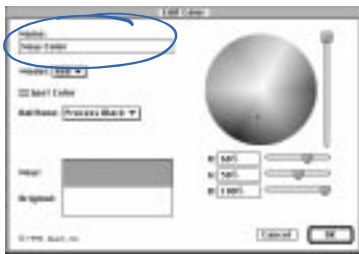
Append button



Edit Trap button



Save button



Edit Color dialog box and Name field

Highlighting a document in the directory dialog box and clicking **Open** displays the **Append Colors** dialog box. This dialog box offers the same controls as the **Colors** tab of the **Append** dialog box (**File** → **Append**). See “Append (dialog box)” in the “File Menu” section in this chapter.

Edit Trap (button)

Edit → *Colors*

The **Edit Trap** button lets you specify the way a color is printed, relative to other colors. Clicking **Edit Trap** displays the **Trap Specifications** dialog box for the color highlighted in the scroll list. See “Trap Specifications (dialog box)” after “Edit Color (dialog box)” in this section.

Save (button)

Edit → *Colors*

The **Save** button saves changes made to any colors in the **Colors** dialog box. When you click **Save**, QuarkXPress updates colors in the document to match the new color specifications and closes the dialog box.

Edit Color (dialog box)

Edit → *Colors* → *New*

Clicking **New**, **Edit**, or **Duplicate** in the **Colors** dialog box displays the **Edit Color** dialog box, which lets you create or edit a color.

Name (field)

Edit → *Colors* → *New*

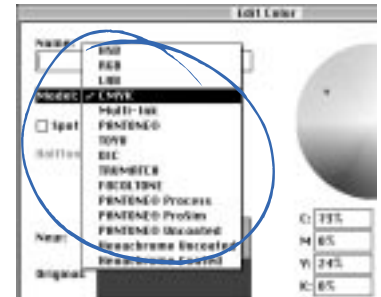
The **Name** field lets you specify a name for a new color or rename an existing color.

Model (pop-up menu)

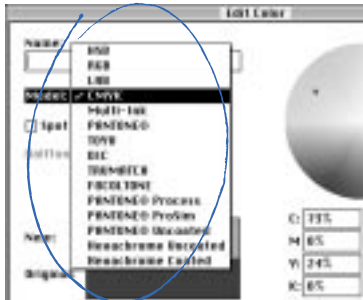
Edit → Colors → New

The **Model** pop-up menu lets you choose from various color models for creating and editing colors at any time. For example, you can modify a color created in the RGB model using either the HSB or CMYK model. You can also edit a spot color such as a PANTONE, TOYO, or DIC color using one of the other color definition models, but a spot color edited in this manner will no longer match the originally selected version.

- **HSB** is the color model used most by artists because it resembles the manner in which they mix colors. *Hue* refers to the color or pigment; *saturation* refers to the amount of the color pigment; and *brightness* refers to the amount of black.
- **RGB**, an “additive” color system, is most often used with slide recorders or color video monitors. Red, green, and blue light are added together to represent colors on a video screen.
- **LAB**, or CIELAB, is a color space designed to be independent of differing interpretations imposed by monitor or printer manufacturers. The LAB model in QuarkXPress uses the “D50 illuminant” to be consistent with most usage. The LAB model uses three coordinates: L, A, and B. The L coordinate determines luminance. A complex relationship between the A and B coordinates determines the color itself.
- **CMYK**, a “subtractive” color system, is the color model used by professional printers. Cyan, magenta, yellow, and black inks combine to “subtract” white and reproduce most colors.
- **Multi-Ink** is a special model in QuarkXPress that allows you to create a multi-ink color based on screen percentages of existing process inks and/or spot colors. Before using this feature, consult with your printer or service bureau to make sure that the percentages you choose will not cause ink-coverage problems.



Model pop-up menu



Model pop-up menu

!!! The remaining color models listed below, especially **PANTONE**, are widely used because each color is standardized and cataloged. These color models will not display in the **Model** pop-up menu unless the corresponding Color Library files remain installed in your Color folder.

- **PANTONE** consists of the PANTONE MATCHING SYSTEM colors in solid colors for printing on coated stock.
- **TOYO** and **DIC** are spot color matching systems popular in Japan.
- The **TRUMATCH** and **FOCOLTONE** matching systems let you specify colors that can be built on-press using the four process colors — cyan, magenta, yellow, and black.
- **PANTONE Process** uses the three process colors of the PANTONE MATCHING SYSTEM with varying levels of black to produce more than 3,000 colors.
- **PANTONE ProSim** simulates PANTONE colors with four-color separations for printing on coated paper stock.
- **PANTONE Uncoated** consists of the PANTONE MATCHING SYSTEM colors in solid colors for printing on uncoated paper stock.
- **Hexachrome Uncoated** and **Hexachrome Coated** are new “HiFi” color matching systems from Pantone, Inc. that consist of colors printed with six process plates instead of the usual four. Orange and green are added to the CMYK plates to create more impact and increase the range of reproducible colors. You should only choose Hexachrome colors in your document after you have talked to your printer and planned on printing a Hexachrome job.

Color wheel options (color selector)

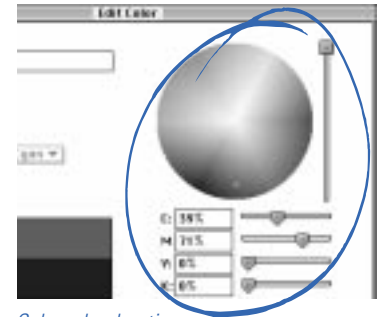
Edit → Colors → New

If you choose **HSB**, **RGB**, **LAB**, or **CMYK** from the **Model** pop-up menu, the color wheel, brightness slider, and numerical sliders are displayed.

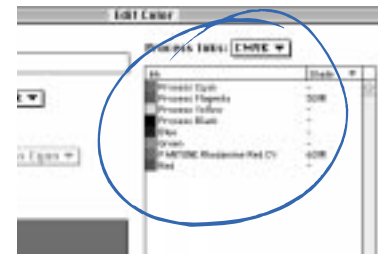
- You can use the color wheel to specify a color. Click or drag the pointer inside the wheel; a small square indicates the location of the active color. The **New** field displays this color. The numerical values for the components of the current color are displayed in the fields below the wheel. You can use the numeric fields to make modifications to colors picked using the color wheel.
- The brightness slider to the right of the color wheel lets you quickly change the amount of black present in the colors accessible through the color wheel. Move the slider downward to add more black.
- To define colors numerically without using the color wheel (or after clicking the general area of the color you want), use the sliders or enter values for each color component in the fields below the wheel.



Black-and-white or grayscale monitors use levels of gray with letters (such as R, G, B) to represent the corresponding color areas of the wheel.



Color wheel options



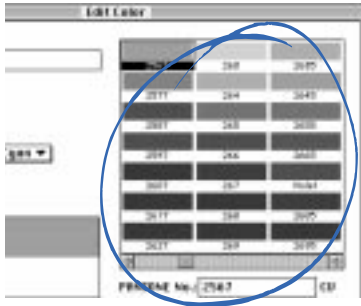
Multi-Ink options

Multi-Ink options (color selector)

Edit → Colors → New

If you choose **Multi-Ink** from the **Model** pop-up menu, a scroll list appears on the right side of the dialog box displaying all spot colors currently available, plus the process inks.

- The **Process Inks** pop-up menu lets you choose to include either the **CMYK** process inks or **Hexachrome** process inks in the scroll list. You should choose **Hexachrome** only after you have talked to your printer and planned on printing a six-color Hexachrome job.



Swatchbook options



Spot Color check box

- The **Shade** pop-up menu lets you apply any screen percentage from 0–100% to the color you highlight in the scroll list.
- Specify shades for any number of process inks or spot colors in the scroll list to build your own custom multi-ink color.



Before using the Multi-Ink feature, consult with your printer or service bureau to make sure that the percentages you choose will not cause ink-coverage problems.

Swatchbook options (color selector)

Edit → Colors → New

If you choose **TOYO**, **DIC**, **TRUMATCH**, **FOCOLTONE**, **HEXACHROME**, or one of the **PANTONE** color models from the **Model** pop-up menu, the appropriate color selector is displayed.

- To specify a color from one of these matching systems, use the scroll bar to move through the color selector, or enter the catalog number in the field below the color selector.
- When you enter a color's number in the field, the color that corresponds to that number is displayed in the color selector and in the **New** field.
- The name of a specified color is automatically displayed in the **Name** field in the upper left corner of the dialog box. The “CV” that follows the **PANTONE No.** field indicates that the selected color is a computer video simulation of the actual **PANTONE** color.

Spot Color (check box)

Edit → Colors → New

When you have a spot color specified from one of the swatchbook color selectors, you can uncheck **Spot Color** to separate the color into cyan,

magenta, yellow, and black plates. When **Spot Color** is checked, the color will print as a spot color only, to its own separate printing plate.



Because the gamut of CMYK process color is limited, any spot color that you try to reproduce using process plates will look different from the actual spot ink that you see in a printed swatch book.

Halftone (pop-up menu)

Edit → Colors → New

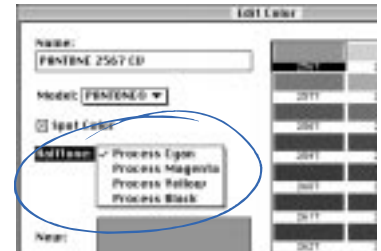
The **Halftone** pop-up menu lets you quickly specify the screen values used when you print a color separation plate that contains a screen for a spot color. A spot color means a color for which **Spot Color** is checked.

When **Spot Color** is checked, the **Halftone** pop-up menu is available. Choose **Process Cyan** to specify a screen angle of 105°, **Process Magenta** for 75°, **Process Yellow** for 90°, and **Process Black** for 45°. These values may be overridden by values built into an imagesetter or printer description file. You can also override them using the **Angle** pop-up menu in the **Output** tab of the **Print** dialog box (**File → Print**).

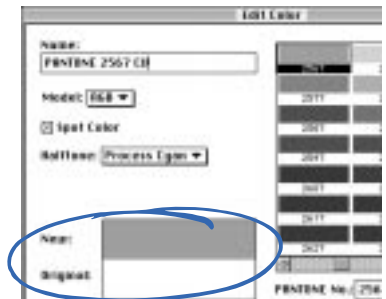
New/Original (area)

Edit → Colors → New

The **New/Original** area displays colors as you create and edit them. The **New** field displays a new color or an edited version of the chosen color. The **Original** field is used for comparison; it displays the original color when you are editing an existing color.



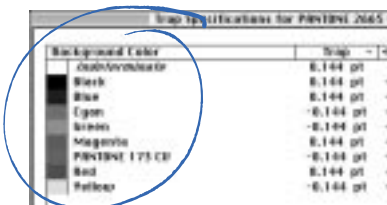
Halftone pop-up menu



New/Original area



Trap Specifications dialog box



Background Color column

Trap Specifications (dialog box)

Edit → Colors → Edit Trap

Clicking **Edit Trap** in the Colors dialog box displays the **Trap Specifications** dialog box for the chosen color. The **Trap Specifications** dialog box lets you specify trapping values for any object color relative to any background color. By specifying **Overprint**, **Knockout**, **Auto Amount** (+) for spreads, **Auto Amount** (–) for chokes, or **Custom** trap values, you can control the trapping relationships for every color except White and Registration.



Color-specific trapping values you specify here directly affect color relationships and override all default trapping preferences.

A *spread* occurs when items with a lighter color enlarge slightly so that they trap (overlap) a darker background color. A *choke* occurs when items with a darker color are trapped by a slight reduction in the size of the “knocked out” area in a lighter background color.

Background Color (column)

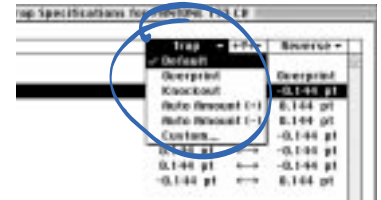
Edit → Colors → Edit Trap

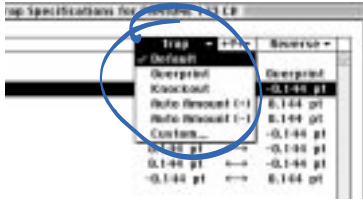
The **Background Color** column displays all the colors defined for the document, with the exception of White, Registration, and the object color. When the object color is placed against a background of more than one color with which the object color has conflicting trapping relationships, or against a color QuarkXPress is unable to identify, the program traps according to the value specified for the *Indeterminate* background color.

Trap (pop-up menu)*Edit → Colors → Edit Trap*

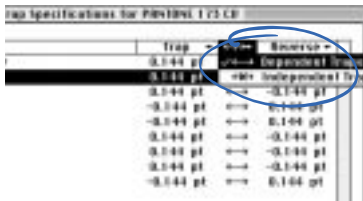
The **Trap** pop-up menu determines the trapping relationship when the highlighted **Background Color** occurs behind the object color named in the dialog box title. The **Trap** column displays the current setting. Entries different from the default values are marked with an asterisk (*).

- The **Default** option works like the **Auto Amount** (+/–) settings, but when **Default** is chosen, a QuarkXPress algorithm determines which colors choke, which colors spread, and which colors overprint or knock out. The amount of a choke or spread is based on the **Auto Amount** value specified in the **Trapping** tab of the **Document Preferences** dialog box (*Edit → Preferences → Document*). However, when **Default** is chosen, black always overprints, and white always knocks out.
 - The **Overprint** option specifies that the object color named in the dialog box title will overprint the highlighted background color in all instances where the shade value of the object color is greater than the percentage entered in the **Overprint Limit** field of the **Trapping** tab of the **Document Preferences** dialog box (*Edit → Preferences → Document*).
- !!!** Even with **Overprint** specified, overprinting will occur only when an object color has a shade value greater than the **Overprint Limit** value specified in the **Trapping** tab of the **Document Preferences** dialog box (*Edit → Preferences → Document*).
- The **Knockout** option specifies that the object color named in the dialog box title knocks out the highlighted background color using no trapping.
 - The **Auto Amount** (+) option assigns the default spread value (the value specified in the **Auto Amount** field of the **Trapping** tab of the **Document Preferences** dialog box) to the object color named in the dialog box title.

*Trap pop-up menu*



Trap pop-up menu



Dependent/Independent pop-up menu

- The **Auto Amount** (–) option assigns the default choke value (the negative of the value specified in the **Auto Amount** field of the **Trapping** tab of the **Document Preferences** dialog box) to the object color named in the dialog box title.
- The **Custom** option displays a dialog box that lets you specify a custom trapping value for the object and background color. Enter a value and click **OK**. A negative value causes the background color to choke. A positive value causes the object color to spread. A value of zero will knock out the object from the highlighted background color with no trapping.

Range	Measurement system	Smallest increment
±36 pt	points	.001

!!! If you specify a negative **Custom** value between the object color named in the dialog box title and the *Indeterminate* background color, text to which the object color is applied is not choked, but is instead knocked out of the background without any trapping.

↔ Dependent/Independent (pop-up menu)

Edit → Colors → Edit Trap

The ↔ **Dependent/Independent** pop-up menu determines whether the **Trap** and **Reverse** pop-up menu settings will directly affect each other. The **Reverse** column indicates how trapping will occur when the highlighted **Background Color** takes on the role of object color, and vice versa.

- Choose ↔ **Dependent Traps** if you want QuarkXPress to calculate a reverse trap value automatically.
- Choose ↔ **Independent Traps** to specify a custom reverse trap value.

Reverse (pop-up menu)

Edit → Colors → Edit Trap

The **Reverse** pop-up menu determines how trapping will occur when the highlighted **Background Color** takes on the role of object color, and the color identified in the name of the dialog box takes on the role of background color. The **Reverse** value is calculated automatically when **Dependent Traps** is chosen. If you change the **Reverse** value when **Dependent Traps** is chosen, the corresponding opposite trap will be calculated automatically.

The **Reverse** column displays the current setting. Entries different from the default values are marked with an asterisk (*). The options available in the **Reverse** pop-up menu are the same as in the **Trap** pop-up menu.

H&Js (command)

Edit menu

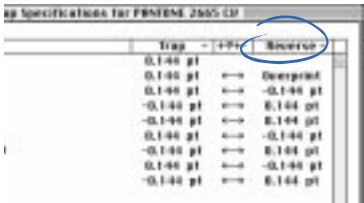
H&J specifications are sets of automatic hyphenation rules and justification settings that you can apply to paragraphs. The **H&Js** command (⌘-Option-H) displays the **H&Js** dialog box, which lets you create and manage H&J specifications. You apply H&J specifications to selected paragraphs via the **H&J** pop-up menu in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**). H&J specifications are also included in paragraph style sheets.

!!! H&Js created when no documents are open are included with all subsequently created documents; H&Js created when a document is active are specific to that document.

H&Js (dialog box)

Edit → H&Js

The **H&Js** dialog box lets you create, edit, duplicate, and delete the current H&Js. You can also append H&Js from another document.



Reverse pop-up menu



H&Js command



H&Js dialog box and scroll list

There are two scroll lists in the dialog box, the top displaying the available H&Js, and the bottom displaying the specifications for the highlighted H&J.

H&Js (scroll list)

Edit → H&Js

When no documents are open, the **H&J** scroll list displays all default H&Js. When a document is active, the **H&J** scroll list displays H&Js set up for the active document.

All documents contain the Standard H&J. By default, Standard is the H&J specified for the Normal paragraph style sheet. The default Standard H&J is defined as follows:

- **Auto Hyphenation:** checked
- **Smallest Word:** 6
- **Minimum Before:** 3
- **Minimum After:** 2
- **Break Capitalized Words:** unchecked
- **Hyphens in a Row:** unlimited
- **Hyphenation Zone:** 0"
- **Space:** 85% Min., 110% Opt., 250% Max.
- **Char:** 0% Min., 0% Opt., 4% Max.
- **Flush Zone:** 0"
- **Single Word Justify:** checked

New (button)*Edit → H&Js*

The **New** button displays the **Edit Hyphenation & Justification** dialog box, which lets you create a new H&J. You can create up to 1,000 default and/or document-specific H&Js. The **Edit Hyphenation & Justification** dialog box lets you name and define an H&J.

Edit (button)*Edit → H&Js*

The **Edit** button displays the **Edit Hyphenation & Justification** dialog box for the H&J highlighted in the H&J scroll list. The **Edit Hyphenation & Justification** dialog box lets you modify an H&J's name and definition. You can also double-click an H&J to display the **Edit Hyphenation & Justification** dialog box.

Duplicate (button)*Edit → H&Js*

The **Duplicate** button creates a new copy of the H&J highlighted in the H&J scroll list. QuarkXPress automatically opens the **Edit Hyphenation & Justification** dialog box so that you can rename and edit the copied H&J.

Delete (button)*Edit → H&Js*

The **Delete** button removes the highlighted H&J(s) from the active document. If the H&J was used in the active document, an alert dialog box lets you choose a replacement H&J.



New, Edit, Duplicate, and Delete buttons



Append button



Save button



Edit Hyphenation & Justification dialog box and Name field

Append (button)

Edit → H&Js

The **Append** button lets you import H&Js from another QuarkXPress document. A directory dialog box lets you choose a QuarkXPress document from which to append H&Js.

Highlighting a document in the directory dialog box and clicking **Open** displays the **Append H&Js** dialog box. This dialog box offers the same controls as the H&Js tab of the **Append** dialog box (**File** → **Append**). See “Append (dialog box)” in the “File Menu” section in this chapter.

Save (button)

Edit → H&Js

The **Save** button saves changes made to any H&Js in the H&Js dialog box. When you click **Save**, QuarkXPress updates the document’s text to match the new H&J specifications and closes the dialog box.

Edit Hyphenation & Justification (dialog box)

Edit → H&Js → New

Clicking **New**, **Edit**, or **Duplicate** in the H&Js dialog box displays the **Edit Hyphenation & Justification** dialog box, which lets you create or edit an H&J.

Name (field)

Edit → H&Js → New

The **Name** field lets you specify a name for a new H&J or rename an existing H&J.

Auto Hyphenation (area)

Edit → H&Js → New

The **Auto Hyphenation** area lets you determine the way QuarkXPress performs automatic hyphenation.

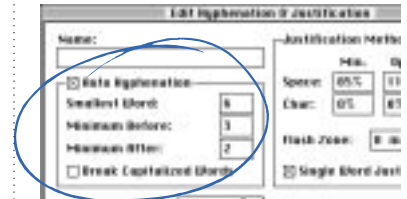
- **Auto Hyphenation** check box: Enables automatic hyphenation for paragraphs to which this H&J is applied. The default is checked.
- **Smallest Word** field: Specifies the minimum number of characters a word must contain to be hyphenated. Enter a value from 3 to 20. The default is 6.
- **Minimum Before** field: Specifies the smallest number of characters that must precede an automatic hyphen. Enter a value from 1 to 6. The default is 3.
- **Minimum After** field: Specifies the smallest number of characters that must follow an automatic hyphen. Enter a value from 2 to 8. The default is 2.
- **Break Capitalized Words** check box: Enables hyphenation for words that start with an uppercase character (for example, proper nouns and the first words of sentences). The default is unchecked.

!!! The **Auto Hyphenation** controls do not affect manual hyphenation (the use of manually inserted hyphens and discretionary hyphens to control word breaks and text flow within documents).

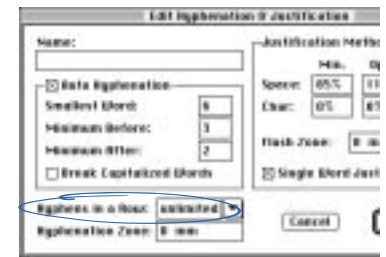
Hyphens in a row (field)

Edit → H&Js → New

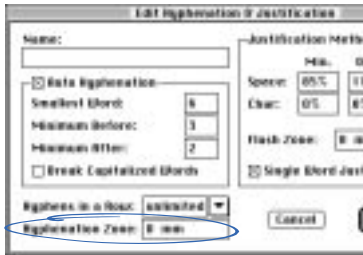
The **Hyphens in a Row** field lets you specify the maximum number of consecutive lines that can end in manually or automatically hyphenated words. You can enter any value from 0 to 7. Enter “0” or choose **unlimited** from the field’s pop-up menu if you do not want to limit the number of consecutive lines that end with a hyphen. The default is **unlimited**.



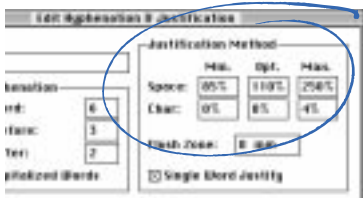
Auto Hyphenation area



Hyphens in a Row field



Hyphenation Zone field



Justification Method area and Space fields

Hyphenation Zone (field)

Edit → H&Js → New

The **Hyphenation Zone** field lets you specify the area within which hyphenation (automatic or manual) can occur. To do so, enter a value in the field. The **Hyphenation Zone** is measured from the right indent to the end of a line of text.

- When you specify a **Hyphenation Zone** greater than 0", QuarkXPress hyphenates a word only when: (1) the previous word ends before the **Hyphenation Zone**, and (2) an acceptable hyphenation point falls within the **Hyphenation Zone**. **Hyphenation Zone** values apply only to nonjustified text.
- A **Hyphenation Zone** value of 0" means that there is no **Hyphenation Zone**. In this case, QuarkXPress either hyphenates a word according to the other hyphenation criteria or wraps it to the next line if it will not fit completely on the line. This is the default.

Justification Method (area)

Edit → H&Js → New

Justified lines of text extend from indent to indent within a column or box. Lines are justified by adding or removing space between words and characters. The values entered in the **Space** and **Char** fields determine how word space and characters are adjusted to justify a line. The **Optimum (Opt.)** spacing values apply to nonjustified (left-, right-, and center-aligned) text as well as to justified text.

Space (fields)

Edit → H&Js → New

The **Space** fields let you specify the amount of space QuarkXPress can add or remove between words in lines of justified text.

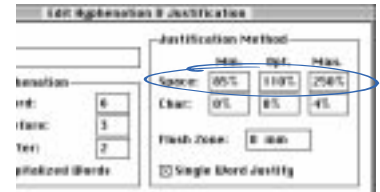
- The values in the **Min.**, **Opt.**, and **Max.** fields represent a percentage of the normal interword space for the font and size in use.
- When justifying lines of text, QuarkXPress first tries to space words according to the **Opt.** value. If the program is unable to justify text using the **Opt.** value, it varies word spacing within the range specified in the **Minimum (Min.)** and **Maximum (Max.)** fields.
- QuarkXPress never spaces words closer than the **Min.** value. However, the program may exceed the **Max.** value if there is no other way to justify a line.
- For nonjustified text, QuarkXPress always spaces characters according to the **Opt.** value.

Character (fields)

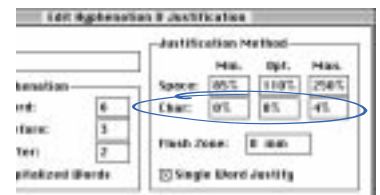
Edit → H&Js → New

The **Character (Char)** fields let you specify the amount of space QuarkXPress can add or remove between the characters in lines of justified text.

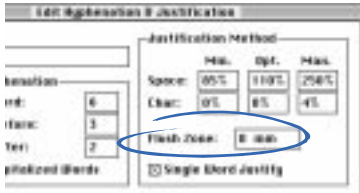
- The values in the **Min.**, **Opt.**, and **Max.** fields represent a percentage of an en space for the font size in use.
- When justifying lines of text, QuarkXPress first tries to space characters according to the **Opt.** value. If the program is unable to justify text using the **Opt.** value, it varies character spacing within the range specified in the **Min.** and **Max.** fields.
- QuarkXPress never spaces characters closer than the **Min.** value. However, the program may exceed the **Max.** value if there is no other way to justify the line.
- For nonjustified text, QuarkXPress always spaces words according to the **Opt.** value.



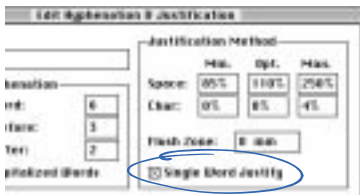
Space fields



Character fields



Flush Zone field



Single Word Justify check box



By default, QuarkXPress defines an en space as the width of a zero in the current font. However, if you check **Standard Em Space** in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**), QuarkXPress uses half the width of the current font size for the en space (for example, 24-point text will have a 12-point en space).

Flush Zone (field)

Edit → *H&Js* → *New*

The **Flush Zone** field lets you control whether the last line of text in a justified paragraph automatically extends to the right indent. When the last line of a justified paragraph ends within the **Flush Zone**, as measured from the right indent, space is added between characters and words so that the text extends from the left to the right indent. If the last line of a paragraph does not fall within the specified **Flush Zone** (the text ends to the left of the **Flush Zone**), the last line is not justified.

Single Word Justify (check box)

Edit → *H&Js* → *New*

Single Word Justify specifies that a single word alone on a line in a justified paragraph extends from the left indent to the right indent. When **Single Word Justify** is unchecked, single words are not justified.

Lists (command)*Edit menu*

The **Lists** command displays the **Lists** dialog box, which lets you create and manage custom lists. A list is a group of one or more paragraph style sheets chosen by the user for the purpose of duplicating all the text of this style at another location. For example, a book publisher could specify a “chapter name” style sheet and a “section name” style sheet as a new list, then use that list via the **Lists** palette (**View** → **Show Lists**) to automatically build a table of contents.

Lists (dialog box)*Edit → Lists*

The **Lists** dialog box lets you create, edit, duplicate, and delete lists. You can also append Lists from another document. There are two scroll lists in the dialog box, the top displaying the available lists, and the bottom displaying the specifications for the highlighted list.

Lists (scroll list)*Edit → Lists*

When no documents are open, the **Lists** scroll list displays all default lists. When a document is active, the **Lists** scroll list displays lists available to the active document.

New (button)*Edit → Lists*

The **New** button displays the **Edit List** dialog box, which lets you create a new list. You can create up to 1,000 default and/or document-specific lists. The **Edit List** dialog box lets you name and define a list.

*Lists command**Lists dialog box, Lists scroll list, and New button*



Edit, Duplicate, and Delete buttons



Append button

Edit (button)

Edit → Lists

The **Edit** button displays the **Edit List** dialog box for the list highlighted in the **Lists** scroll list. The **Edit List** dialog box lets you modify a list's name and definition. You can also double-click a list to display the **Edit List** dialog box.

Duplicate (button)

Edit → Lists

The **Duplicate** button creates a new copy of the list highlighted in the **Lists** scroll list. QuarkXPress automatically opens the **Edit List** dialog box so that you can rename and edit the copied list.

Delete (button)

Edit → Lists

The **Delete** button removes the selected list(s) from the active document.

Append (button)

Edit → Lists

The **Append** button lets you import lists from another QuarkXPress document. A directory dialog box lets you choose a QuarkXPress document from which to append lists.

Highlighting a document in the directory dialog box and clicking **Open** displays the **Append Lists** dialog box. This dialog box offers the same controls as the **Lists** tab of the **Append** dialog box (**File → Append**). See “Append (dialog box)” in the “File Menu” section in this chapter.

Save (button)*Edit → Lists*

The **Save** button saves changes made to any lists in the **Lists** dialog box. When you click **Save**, QuarkXPress saves the new list specifications and closes the dialog box.

Edit List (dialog box)*Edit → Lists → New*

Clicking **New**, **Edit**, or **Duplicate** in the **Lists** dialog box displays the **Edit List** dialog box, which lets you create or edit a list.

Name (field)*Edit → Lists → New*

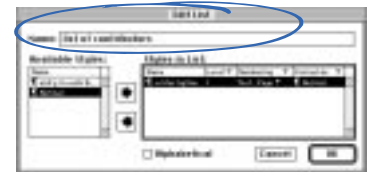
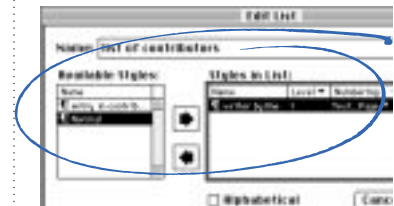
The **Name** field lets you specify a name for a new list or rename an existing list.

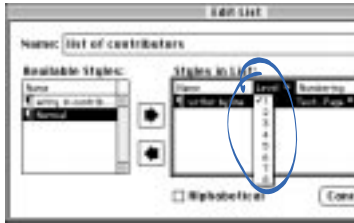
Available Styles (scroll list)*Edit → Lists → New*

The **Available Styles** scroll list displays all the paragraph style sheets available to the active document. To add a paragraph style sheet to the list, double-click its name in the scroll list or highlight it and click the **Add** ➤ arrow. To remove a paragraph style sheet from the list, highlight its name in the **Styles in List** scroll list and click the **Remove** ◀ arrow.

Styles in List (scroll list)*Edit → Lists → New*

The **Styles in List** scroll list displays all the paragraph style sheets included in the list. The **Level**, **Numbering**, and **Format As** pop-up menus let you further customize your list.

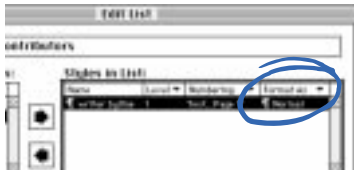
*Save button**Edit List dialog box and Name field**Available Styles and Styles in List scroll lists*



Level pop-up menu



Numbering pop-up menu



Format As pop-up menu

Level (pop-up menu)

Edit → Lists → New

Choose a level from one to eight from the **Level** pop-up menu to determine how text with the highlighted style sheet will be indented in the **Lists** palette (**View → Show Lists**). Every level after the first is indented in the **Lists** palette so that you can visualize your desired hierarchy. Use lower numbers to rank your most important style sheets; use higher numbers to rank style sheets of lesser importance.

Numbering (pop-up menu)

Edit → Lists → New

Choose an option from the **Numbering** pop-up menu to specify a page numbering style for text in the highlighted style sheet. The numbering style you choose determines where page numbers will appear in relation to the pieces of text that are copied into your finished table or list.

- Choose **Text only** for a piece of text to appear without a page number.
- Choose **Text...Page #** for a piece of text to appear followed by a page number.
- Choose **Page #...Text** for a piece of text to appear preceded by a page number.

Format As (pop-up menu)

Edit → Lists → New

The **Format As** pop-up menu lets you choose a style sheet to define how text will be styled in the final list. For example, you may want 24 point bold text styled using your “chapter name” style sheet to be reformatted according to your 14 point italic “TOC chapter entry” style sheet when you build a table of contents list.

Alphabetical (check box)

Edit → Lists → New

Check the **Alphabetical** check box if you want your list to be generated in alphabetical rather than in reading order. This is a useful feature for alphabetizing list items separated by paragraph returns.

Dashes & Stripes (command)

Edit menu

The **Dashes & Stripes** command displays the **Dashes & Stripes** dialog box, which lets you create and manage custom line styles that can be applied to lines, text paths, and box frames. *Dashes* are broken line styles, and *stripes* are banded line styles.



Dashes and stripes created when no documents are open are included with all subsequently created documents; dashes and stripes created when a document is active are specific to that document.

Dashes & Stripes (dialog box)

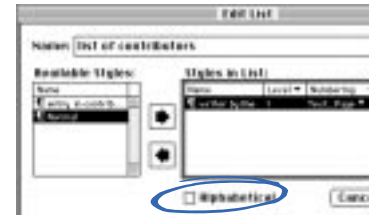
Edit → Dashes & Stripes

The **Dashes & Stripes** dialog box lets you create, edit, duplicate, and delete dashes and stripes. You can also append dashes and stripes from another QuarkXPress document. There are two scroll lists in the dialog box, the top displaying the dashes and stripes available from the specified category in the **Show** pop-up menu, and the bottom displaying the attributes of the highlighted dash or stripe.

Show (pop-up menu)

Edit → Dashes & Stripes

The **Show** pop-up menu determines which dashes and stripes are displayed in the **Dashes & Stripes** dialog box scroll list.



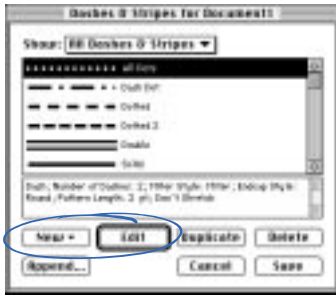
Alphabetical check box



Dashes & Stripes command



Dashes & Stripes dialog box and Show pop-up menu



New and Edit buttons

- Choose **All Dashes & Stripes** to display all the dashes and stripes available to the document. When no document is open, only dashes and stripes that are defaults for all documents are displayed.
- Choose **Dashes** to display only those line styles that are formed using the dashed “broken line” method.
- Choose **Stripes** to display only those line styles that are formed using the “banded” method.
- Choose **Dashes & Stripes In Use** to display only those dashes and stripes that have been applied somewhere in the active document.
- Choose **Dashes & Stripes Not Used** to display only those dashes and stripes that are unused in the active document.

New (pop-up button)

Edit → Dashes & Stripes

The New pop-up button lets you create up to 1,000 default and/or document-specific dashes and stripes. The pop-up button has two options: **Dash** and **Stripe**.

- Choose **Dash** to create a “broken line” style. The **Edit Dash** dialog box displays.
- Choose **Stripe** to create a “banded line” style. The **Edit Stripe** dialog box displays.

Edit (button)

Edit → Dashes & Stripes

The **Edit** button displays the **Edit Dash** dialog box or the **Edit Stripe** dialog box, depending on the line style highlighted in the scroll list. You can also double-click a line style in the scroll list to open the dialog box.

Duplicate (button)*Edit → Dashes & Stripes*

The **Duplicate** button creates an identical copy of the line style highlighted in the scroll list. QuarkXPress automatically opens the **Edit Dash** dialog box or the **Edit Stripe** dialog box so that you can rename and edit the duplicated line style.

Delete (button)*Edit → Dashes & Stripes*

The **Delete** button removes the highlighted line style(s) from the active document. If the line style was used in the document, an alert dialog box lets you choose a replacement line style.

Append (button)*Edit → Dashes & Stripes*

The **Append** button lets you import dashes and stripes from another document. A directory dialog box lets you choose a QuarkXPress document from which to append dashes and stripes.

Highlighting a document in the directory dialog box and clicking **Open** displays the **Append Dashes & Stripes** dialog box. This dialog box offers the same controls as the **Dashes & Stripes** tab of the **Append** dialog box (**File → Append**). See “Append (dialog box)” in the “File Menu” section in this chapter.

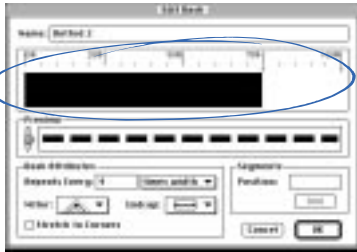
Save (button)*Edit → Dashes & Stripes*

The **Save** button saves changes made to any dashes and stripes in the **Dashes & Stripes** dialog box. When you click **Save**, QuarkXPress updates items in the document to match the new line style specifications and closes the dialog box.

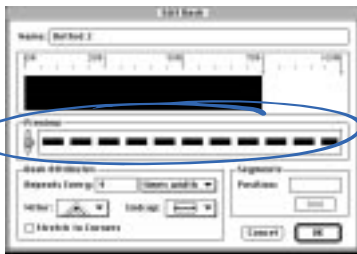
*Duplicate and Delete buttons**Append button**Save button*



Edit Dash dialog box and **Name** field



Ruler area



Preview area

Edit Dash (dialog box)

Edit → Dashes & Stripes → New → Dash

Clicking **New → Dash**, or clicking **Edit** or **Duplicate** in the **Dashes & Stripes** dialog box with a dashed line style highlighted displays the **Edit Dash** dialog box, which lets you create or edit a dash.

Name (field)

Edit → Dashes & Stripes → New → Dash

The **Name** field lets you specify a name for a new dash or rename an existing dash.

Ruler (area)

Edit → Dashes & Stripes → New → Dash

The ruler area lets you put breaks in your line. Every time you click in the ruler area, an arrow ↓ is displayed. The arrow ↓ indicates where a dash should start or stop. If you create several arrows, spaced apart at different distances, you will create a dashed line style with dashes of varying sizes. To make a dash section larger or smaller, drag an arrow ↓. To delete a dash, drag its arrows ↓ or dash sections off the ruler.

Preview (area)

Edit → Dashes & Stripes → New → Dash

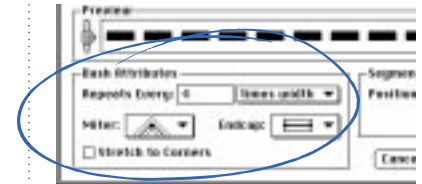
The **Preview** area shows what your dash will look like. The **Preview** area lets you drag a slider to view the dash at different widths.

Dash Attributes (area)

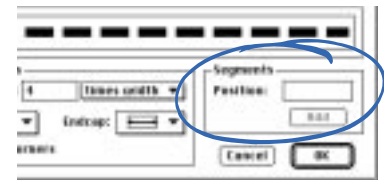
Edit → Dashes & Stripes → New → Dash

The **Dash Attributes** area lets you determine how your dashed line style appears when applied to a line, text path, or box frame.

- The **Repeats Every** field and pop-up menu determines whether the length of the dash's repeating pattern will be proportional to the width of the line or frame it is used with, or whether it is absolute. Enter a number in the **Repeats Every** field when **times width** is chosen in the pop-up menu to create a proportional line style. Enter a number in the **Repeats Every** field when **Points** is chosen in the pop-up menu to create an absolute line style that uses points as the measuring system. The repeating pattern consists of everything displayed along the ruler area.
- Choose an option from the **Miter** submenu to determine how corners (including the corner points in Bézier items with this dash style applied) will look. You can choose from sharp-corner, round-corner, and beveled-corner.
- Choose an option from the **Endcap** submenu to determine how the ends of individual dashes look. You can choose from butt cap, round cap, or projecting square cap.
- Check **Stretch to Corners** to make the dash pattern stretch evenly along a frame so that the corner areas look symmetrical.



Dash Attributes area



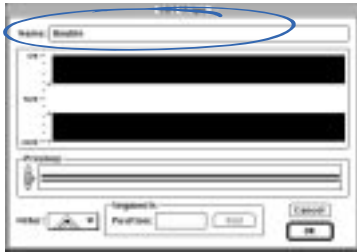
Segments area

Segments (area)

Edit → Dashes & Stripes → New → Dash

The **Segments** area lets you position breaks [↓] in the ruler area numerically instead of using the mouse, and it also displays the current position of a selected break point [↓].

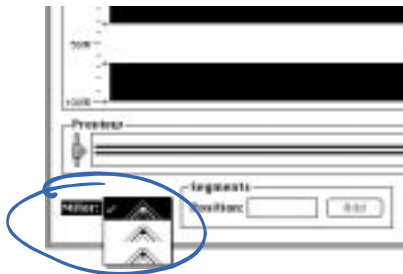
- Enter a value in the **Position** field to precisely position a new dash break point [↓] in the ruler area.
- Click **Add** to enter the break point [↓] in the ruler area.



Edit Stripe dialog box and Name field



Ruler and Preview areas



Miter pop-up menu

Edit Stripe (dialog box)

Edit → Dashes & Stripes → New → Stripe

Clicking **New → Stripe** or clicking **Edit** or **Duplicate** in the **Dashes & Stripes** dialog box with a striped line style highlighted displays the **Edit Stripe** dialog box, which lets you create or edit a stripe.

Name (field)

Edit → Dashes & Stripes → New → Stripe

The **Name** field lets you specify a name for a new stripe or rename an existing stripe.

Ruler (area)

Edit → Dashes & Stripes → New → Stripe

The ruler area lets you put bands or “stripes” in your line style. Every time you click in the ruler area, an arrow → is displayed. The arrow → indicates where a stripe should start or stop. If you create several arrows, spaced apart at different distances, you will create a banded line style with stripes of varying sizes. To make a stripe larger or smaller, drag an arrow →. To delete a stripe, drag its arrows → or stripe sections off the ruler.

Preview (area)

Edit → Dashes & Stripes → New → Stripe

The **Preview** area shows what your stripe will look like. The **Preview** lets you drag a slider to view the stripe at different widths.

Miter (pop-up menu)

Edit → Dashes & Stripes → New → Stripe

Choose an option from the **Miter** submenu to determine how corners (including the corner points in Bézier items with this stripe style applied) will look. You can choose from sharp-corner, round-corner, and beveled-corner.

Segments (area)

Edit → Dashes & Stripes → New → Stripe

The **Segments** area lets you position breaks → in the ruler area numerically instead of using the mouse, and it also displays the current position of a selected break point →.

- Enter a percentage value in the **Position** field to precisely position a new stripe break point → in the ruler area.
- Click **Add** to enter the break point → in the ruler area.



Segments area

Print Styles (command)

Edit menu

The **Print Styles** command displays the **Print Styles** dialog box, which lets you create and manage custom print styles. A print style is a group of print settings that you can implement quickly by choosing the name of the print style in the **Print Style** pop-up menu in the **Print** dialog box (**File → Print**). This eliminates having to recreate complex print settings that you use frequently.

Print Styles (dialog box)

Edit → Print Styles

The **Print Styles** dialog box lets you create, edit, duplicate, and delete print styles. You can also import and export print styles. There are two scroll lists, the top displaying the available print styles, and the bottom displaying the attributes of the highlighted print style.

Print Styles (scroll list)

Edit → Print Styles

The **Print Styles** scroll list displays all print styles. Print styles are always created as defaults for the application — never for the document.



Print Styles command



Print Styles dialog box



New, Edit, Duplicate, and Delete buttons



Import button

New (button)

Edit → Print Styles

The **New** button displays the **Edit Print Style** dialog box, which lets you create a new print style. You can create up to 1,000 print styles. The **Edit Print Style** dialog box lets you name and define a print style.

Edit (button)

Edit → Print Styles

The **Edit** button displays the **Edit Print Style** dialog box for the print style highlighted in the **Print Styles** scroll list. The **Edit Print Style** dialog box lets you modify a print style's name and definition. You can also double-click a print style to display the **Edit Print Style** dialog box.

Duplicate (button)

Edit → Print Styles

The **Duplicate** button creates a new copy of the print style highlighted in the **Print Styles** scroll list. QuarkXPress automatically opens the **Edit Print Style** dialog box so that you can rename and edit the copied print style.

Delete (button)

Edit → Print Styles

The **Delete** button removes the selected print style(s) from the active document. You cannot delete the *Default* print style.

Import (button)

Edit → Print Styles

The **Import** button lets you import a print styles file that you have created using the **Export** button. A directory dialog box lets you select a print styles file to import. Highlighting a file in the directory dialog box and clicking **Open** immediately imports the print styles.

Export (button)*Edit → Print Styles*

The **Export** button lets you export the highlighted print styles to a file that can be used by another QuarkXPress user. An exported print style file can be imported using the **Import** button.

To export, highlight print styles in the **Print Styles** scroll list and click **Export**. A directory dialog box displays, prompting you to specify the name and the location for the new print styles file. Click **Save** to complete the export.

*Export button***Save (button)***Edit → Print Styles*

The **Save** button saves changes made to any print styles in the **Print Styles** dialog box and closes the dialog box.

*Save button*



Edit Print Style dialog box

Edit Print Style (dialog box)

Edit → *Print Styles* → *New*

Clicking **New**, **Edit**, or **Duplicate** in the **Print Styles** dialog box displays the **Edit Print Style** dialog box, which lets you create or edit print styles.

- The **Name** field lets you specify a name for a new print style or rename an existing print style.
- Below the **Name** field are four tabs: **Document**, **Setup**, **Output**, and **Options**. These tabs let you specify the printing settings that will be automatically applied whenever you choose the print style in the **Print Style** pop-up menu in the **Print** dialog box (**File** → **Print**). The controls in these four tabs are the same as those found in the **Print** dialog box (**File** menu). See “Print (dialog box)” in the “File Menu” section in this chapter.

Style Menu for Text

QuarkXPress has three variations on the **Style** menu: one for text, one for pictures, and one for lines. The **Style** menu changes according to the active item (text box/text path, picture box, or line) and selected tool. When a text box or a text path is active and the Content tool  is selected, the **Style** menu for text is available.

Sections

The **Style** menu for text is divided into three sections:

- The first section lists commands that can change individual characters. They apply to highlighted text or the text insertion point. These include **Font**, **Size**, **Type Style**, **Color**, **Shade**, **Horizontal/Vertical Scale**, **Kern/Track**, and **Baseline Shift**. All these controls are also accessible through the **Character** command. Character attributes that are grouped into style sheets (**Edit** → **Style Sheets**) can be applied through the **Character Style Sheet** submenu. **Text to Box** is included in the first section but is used to transform selected text rather than apply attributes to it.
- The second section lists paragraph formats, which apply to highlighted paragraphs or a paragraph containing the Text Insertion bar : **Alignment**, **Leading**, **Formats**, **Tabs**, and **Rules**. All the above commands in the second section are also consolidated under the **Formats** command. Paragraph attributes that are grouped into style sheets (**Edit** → **Style Sheets**) can be applied through the **Paragraph Style Sheet** submenu.
- The third section lists commands that alter all the text in a selected text box or text path: **Flip Horizontal** and **Flip Vertical**.



Style menu for text

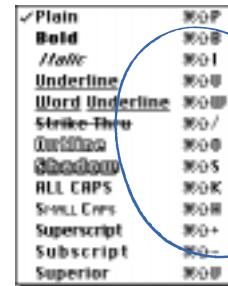


Range	Measurement system	Smallest increment
10 to 400%	percent	.1

Type Style (submenu)*Style menu*

The **Type Style** submenu lets you choose from a list of type styles built into QuarkXPress:

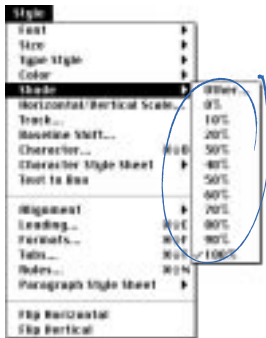
- **Plain:** Automatically deselects all other type styles.
- **Bold:** Accesses the bold version of the current font (if installed) or simulates bolding.
- **Italic:** Accesses the italic version of the current font (if installed) or simulates italic.
- **Underline:** Underlines all characters and spaces; does not underline tabs.
- **Word Underline:** Underlines all characters except spaces (space, en space, half-en space, and punctuation space) and tabs.
- **Strike Thru:** Draws a 1-point line through characters; does not strike thru tabs. The line is placed above the baseline at one third of the ascent height of the largest character on each line. Some fonts define a custom strike-thru position, which overrides the QuarkXPress default position.
- **Outline:** Outlines characters.
- **Shadow:** Creates a drop shadow behind each character that is proportional to the size of the type.
- **All Caps:** Changes all lowercase letters to uppercase letters.
- **Small Caps:** Changes all lowercase letters to smaller versions of uppercase letters. The default scale of small caps characters, 75% of normal uppercase letters, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).
- **Superscript:** Offsets characters above the baseline by the amount specified in the **Character** tab of the **Document Preferences** dialog box. The default offset is 33%. The default scale of superscript characters, 100% of



Type Style commands



Color submenu



Shade submenu

the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

- **Subscript:** Offsets characters below the baseline by the amount specified in the **Character** tab of the **Document Preferences** dialog box. The default offset is 33%. The default scale of subscript characters, 100% of the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).
- **Superior:** Raises characters so their ascents align with the cap height of the current font. The default scale of superior characters, 50% of the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

!!! You can apply type styles to text in almost any combination. However, **Underline** and **Word Underline**, **All Caps** and **Small Caps**, and **Superscript** and **Subscript** are mutually exclusive styles.

Color (submenu)

Style menu

The **Color** submenu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

Shade (submenu)

Style menu

The **Shade** submenu lets you choose a tint value in 10% increments. The **Other** option displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Shade** field.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Horizontal/Vertical Scale (command)

Style menu

Scaling compresses or expands characters. The **Horizontal/Vertical Scale** command displays the **Character Attributes** dialog box, which lets you choose **Horizontal** or **Vertical** scaling from the **Scale** pop-up menu and enter a value in the highlighted **Scale** field. You can apply either **Horizontal** or **Vertical** scaling, but not both.

Range	Measurement system	Smallest increment
25 to 400%	percent	.1

Kern (command)

Style menu

Kerning adjusts the amount of space between two characters. The **Kern** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Kern Amount** field. Positive values increase space between characters; negative values decrease it.

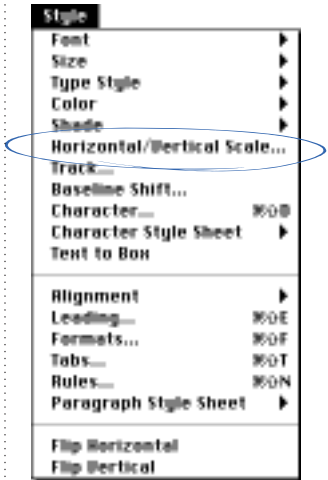
!!! The **Kern** command is available when the Text Insertion bar  is between two characters. When a range of text is highlighted, **Track** replaces **Kern** in the **Style** menu.

Range	Measurement system	Smallest increment
±500	.005 (¹ / ₂₀₀) em space	.001

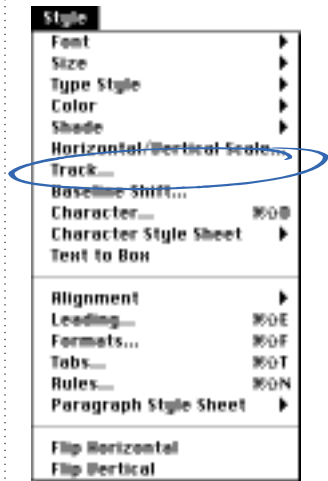
Track (command)

Style menu

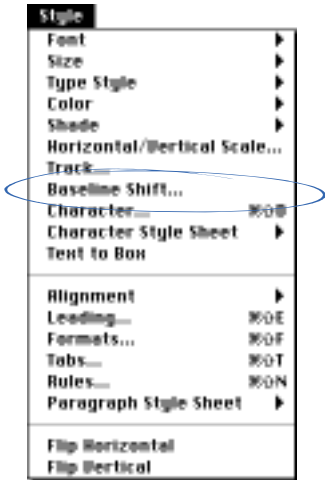
Tracking adjusts the amount of space to the right of each character in a highlighted range. The **Track** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Track Amount** field. Positive values increase space between characters; negative values decrease it.



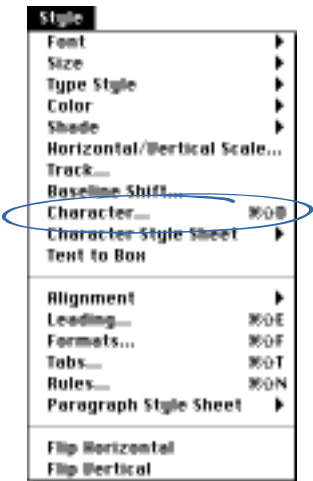
Horizontal/Vertical Scale command



Kern/Track command



Baseline Shift command



Character command

Range	Measurement system	Smallest increment
±500	.005 (¹ / ₂₀₀) em space	.001

!!! The **Track** command is available when a range of text is highlighted. When no text is highlighted, **Kern** replaces **Track** in the **Style** menu.

Baseline Shift (command)

Style menu

Baseline shifting moves selected characters above or below their base-lines without affecting leading. The **Baseline Shift** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Baseline Shift** field. Positive values shift text up; negative values shift text down.

Range	Measurement system	Smallest increment
±3 times font size	various (" , pt, cm, etc.)	.001

Character (command)

Style menu

The **Character** command displays the **Character Attributes** dialog box, which lets you specify multiple character attributes.

Character Attributes (dialog box)

Style → Character

Each control in the **Character Attributes** dialog box has the same effect as its corresponding **Style** menu command. To use the options:

- **Font:** Choose a font from the pop-up menu or enter the first few characters of the name in the field until the name is recognized.
- **Size:** Choose a size from the pop-up menu or enter a value in the field.

- **Color:** Choose a color from the pop-up menu.
- **Shade:** Choose a shade from the pop-up menu or enter a percentage value in the field.
- **Scale:** Choose **Horizontal** or **Vertical** from the pop-up menu and enter a percentage value in the field.
- **Kern Amount:** Enter a value in the field. (**Kern Amount** is available when the Text Insertion bar ¶ is between two characters.)
- **Track Amount:** Enter a value in the field. (**Track Amount** is available when characters are highlighted.)
- **Baseline Shift:** Enter a value in the field.
- **Type Style:** Check **Plain** or combinations of the other styles. A gray check box indicates that a style has been applied to at least one character, but not all characters, in highlighted text.



Underline and Word Underline, All Caps and Small Caps, and Superscript and Subscript are mutually exclusive type styles.

Character Style Sheet (submenu)

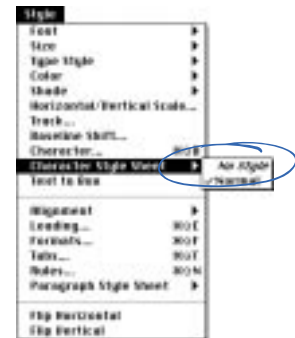
Style menu

Character style sheets let you apply a set of pre-specified character attributes in one step. The **Character Style Sheet** submenu lets you choose from a list of character style sheets defined for the document. The list includes:

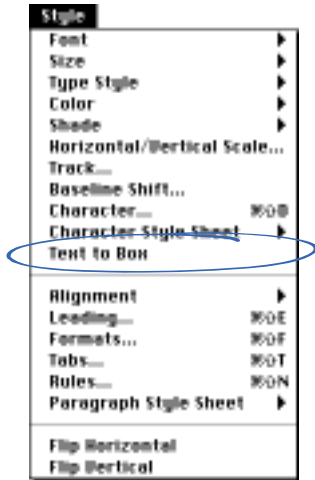
- **No Style:** A feature that removes the character style sheet from highlighted text while retaining character attributes. When you apply a new character style sheet after applying **No Style**, all current character attributes are stripped from the text.



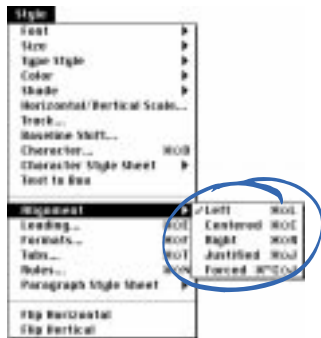
Character Attributes dialog box



Character Style Sheet submenu



Text to Box command



Alignment submenu

- **Normal:** The default character style sheet that is included in all new paragraph style sheets. You can edit the Normal character style sheet with the **Style Sheets** dialog box (**Edit** → **Style Sheets**).
- **Custom style sheets:** All the character style sheets defined in the **Style Sheets** dialog box (**Edit** → **Style Sheets**).

Text to Box (command)

Style menu

The **Text to Box** command creates a Bézier picture box shaped just like the characters highlighted. **Text to Box** works with PostScript Type 1 fonts (with Adobe Type Manager installed), or with TrueType fonts. Large text sizes work best. You can import a picture into the new box or even turn the new box into a text box to have “text within text.”

If you want the box to keep flowing with the surrounding text, press the Option key while you choose **Style** → **Text to Box**. This replaces the highlighted characters with an anchored version of your new Bézier box. For details about reshaping Bézier boxes, see “Reshaping Boxes” in Chapter 7, “Box Basics.”

Alignment (submenu)

Style menu

The **Alignment** submenu lets you choose an alignment for paragraphs:

- **Left:** Aligns paragraphs with the left indent.
- **Centered:** Centers each line between the left and right indents.
- **Right:** Aligns paragraphs with the right indent.
- **Justified:** Aligns paragraphs with the left and right indents; the last line may be shorter.
- **Forced:** Aligns all lines in a paragraph, including the last line, with the left and right indents.



Paragraphs are aligned within the boundaries established by the **First Line**, **Left Indent**, and **Right Indent** specified in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**). If the paragraph **Alignment** is set to **Centered**, the **First Line** indent is added to any line indent caused by the centered alignment.

Leading (command)

Style menu

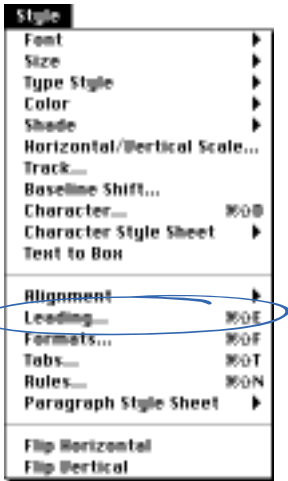
QuarkXPress defines leading as the vertical space occupied by a line of text plus any white space between lines.

Leading is measured from baseline to baseline, unless you set the **Leading Mode** to **Word Processing** in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** menu). In **Word Processing** mode, leading is measured from the tops of ascenders on one line of text to the tops of ascenders on the line above.

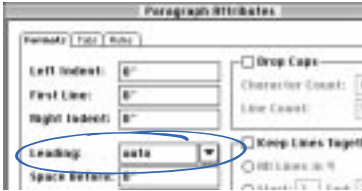
The **Leading** command displays the **Formats** tab of the **Paragraph Attributes** dialog box, which lets you enter a value in the highlighted **Leading** field using one of three types of leading: absolute leading, incremental auto leading, or percentage-based auto leading.

- Absolute leading places the amount of space you specify in the **Leading** field between lines regardless of the fonts and sizes used.

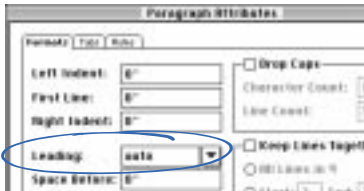
Range	Measurement system	Smallest increment
.001 to 1,080 pt	various (" , pt, cm, etc.)	.001



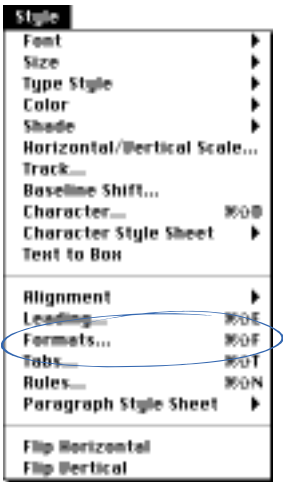
Leading command



Leading field and pop-up menu



Leading field and pop-up menu



Formats command

- Incremental auto leading combines a base amount of auto leading with an absolute value specified in the **Leading** field. Specify an absolute value by entering a plus (+) or minus (–) sign before the value.

Range	Measurement system	Smallest increment
± .001 to 1,080 pt	various (" , pt, cm, etc.)	.001

- Entering the word “auto” or a “0” in the **Leading** field tells QuarkXPress to use the value in the **Auto Leading** field of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Paragraph** tab) to decide whether percentage-based or incremental auto leading occurs. The default — percentage-based — takes the base amount of auto leading and adds to it a fixed percentage of the largest font size on the upper line to determine the total amount of leading between an auto-led line and the line above it. The default value for percentage-based auto leading is 20%.

!!! Auto leading is sometimes called *relative* leading because it spaces each line separately according to the design and size of the fonts used. If fonts or font sizes are mixed and matched, an auto-led paragraph may have a different amount of space between each line. Auto leading starts with a base amount of leading, which QuarkXPress determines by looking at the user-specified font size, then calculating the ascent and descent values built into the fonts used in each line.

Formats (command)

Style menu

The **Formats** command displays the **Formats** tab of the **Paragraph Attributes** dialog box, which lets you specify a variety of formats that affect entire paragraphs.

Formats (dialog box tab)

Style → Formats

The **Paragraph Attributes** dialog box **Formats** tab lets you specify indents, line spacing, paragraph spacing, drop caps, and other characteristics for a paragraph or range of paragraphs. Not all of these controls apply to text paths.

Left Indent, First Line, Right Indent (fields)

Style → Formats

The indent fields let you indent paragraphs from the left and right edges of a text box, column, or text path, and create hanging indents.

- **Left Indent:** Specifies the distance from the left edge of a column, text box, or text path to the left edge of a paragraph.
- **First Line:** Specifies the distance from the **Left Indent** to the beginning of the first line of a paragraph. Enter a positive value to indent the first line to the right of the **Left Indent**. To indent the first line to the left of the **Left Indent** (a hanging indent), enter a negative value in this field after entering a positive value in the **Left Indent** field. If you are specifying formats for a text path, the field works the same way; however, you cannot have more than one line of text on a text path.
- **Right Indent:** Specifies the distance from the right edge of a column, text box, or text path to the right edge of a paragraph.

Range	Measurement system	Smallest increment
column width	various (" , pt , cm , etc.)	.001

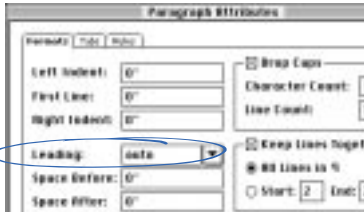
!!! The **Text Inset** value in the **Text** tab of the **Modify** dialog box (**Item → Modify**) is added to the **Left Indent** and **Right Indent** values for the edges of a box. **Text Inset** does not affect the inner columns of a text box.



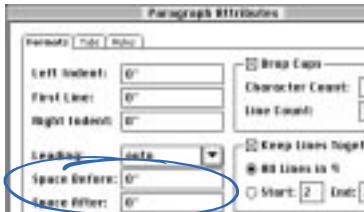
Formats tab



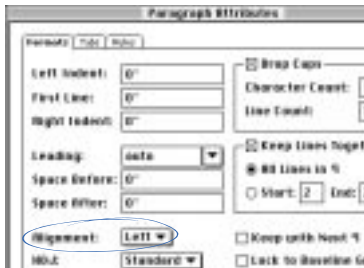
Left Indent, First Line, and Right Indent fields



Leading field



Space Before and Space After fields



Alignment pop-up menu

- Indents can also be specified visually using the tab ruler that displays at the top of the active column whenever the **Paragraph Attributes** dialog box is open. Drag the icons at the top of the ruler to adjust the **Left Indent** , **First Line Indent** , or **Right Indent** . (If the active item cannot display the tab ruler, the tab ruler is displayed in the **Tabs** tab of the **Paragraph Attributes** dialog box.)

Leading (field)

Style → Formats

The **Leading** field lets you specify the amount of space between lines of text. See “Leading (command).”

Space Before, Space After (fields)

Style → Formats

The **Space Before** and **Space After** fields let you specify how much space precedes and follows a paragraph. The space between two paragraphs is the sum of the **Space After** the first paragraph and the **Space Before** the second paragraph.

Range	Measurement system	Smallest increment
0 to 15"	various (" , pt, cm, etc.)	.001

!!! **Space Before** is not applied when a paragraph falls at the top of a column. **Space After** is not applied when a paragraph falls at the bottom of a column. Neither are applied on text paths.

Alignment (pop-up menu)

Style → Formats

The **Alignment** pop-up menu works exactly like the **Alignment** submenu (**Style** menu). It lets you choose an alignment for paragraphs:

- **Left:** Aligns paragraphs with the left indent.
- **Centered:** Centers each line between the left and right indents.

- **Right:** Aligns paragraphs with the right indent.
- **Justified:** Aligns paragraphs with the left and right indents; the last line may be shorter.
- **Forced:** Aligns all lines in a paragraph, including the last line, with the left and right indents.

!!! Paragraphs are aligned within the bounds established by the **First Line**, **Left Indent**, and **Right Indent** specified in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** menu). If the paragraph **Alignment** is set to **Centered**, The **First Line** indent is added to any line indent caused by the centered alignment.

H&J (pop-up menu)

Style → Formats

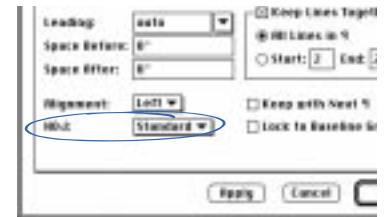
H&Js are specifications that control the hyphenation and spacing of text. The **H&J** pop-up menu lets you choose from a list of H&J specifications defined in the **Edit H&Js** dialog box (**Edit** → **H&Js**).

Drop Caps (area)

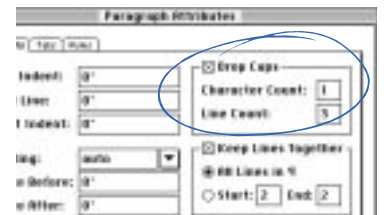
Style → Formats

The **Drop Caps** check box lets you specify an automatic initial cap for a paragraph. Checking **Drop Caps** lets you use the **Character Count** and **Line Count** fields.

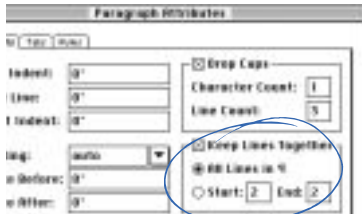
- **Character Count:** Specifies the number of drop cap characters (from 1 to 8).
- **Line Count:** Specifies the number of lines the character(s) drop (from 2 to 16).



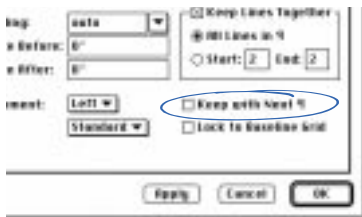
H&J pop-up menu



Drop Caps area



Keep Lines Together area



Keep with Next ¶ check box



Lock to Baseline Grid check box

Keep Lines Together (area)

Style → Formats

The **Keep Lines Together** check box lets you specify how paragraphs break at the bottom of columns to automatically prevent widows and orphans. (In QuarkXPress, a widow is defined as the last line of a paragraph that falls at the top of a column; an orphan is defined as the first line of a paragraph that falls at the bottom of a column.) Checking **Keep Lines Together** lets you use the **All Lines in ¶** and **Start/End** options.

- **All Lines in ¶**: Specifies that a paragraph will not break at the bottom of a column. If all the lines in a paragraph do not fit in one column, the entire paragraph is carried to the next column.
- **Start and End**: Specifies the minimum number of lines to remain at the bottom of a column (**Start**) and the minimum number to be carried over to the next column (**End**). If there are not enough lines in the paragraph to meet the **Start** and **End** criteria, the entire paragraph is carried to the next column.

Keep with Next ¶ (check box)

Style → Formats

The **Keep with Next ¶** check box lets you force a paragraph to flow with the following paragraph (for example, to ensure that a subhead stays connected with the first related paragraph or to string several paragraphs together).

Lock to Baseline Grid (check box)

Style → Formats

Using a baseline grid forces paragraphs to align horizontally across columns and text boxes. The **Lock to Baseline Grid** check box lets you lock selected paragraphs to the grid.



The grid is defined in the **Baseline Grid** area in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) and displayed via the **Show Baseline Grid** command (**View** menu). To see the baseline grid in an active text box, **Guides** must be set to **In Front** in the **General** tab of the **Document Preferences** dialog box.

Tabs (command)

Style menu

QuarkXPress lets you specify an unlimited number of tab stops per column. In addition to any custom tab stops, there are invisible default tab stops that occur every half-inch, starting from the farthest-right custom tab stop. If there are no custom tab stops, the invisible default tab stops start one half-inch into the paragraph and continue across. The **Tabs** command displays the **Tabs** tab of the **Paragraph Attributes** dialog box.

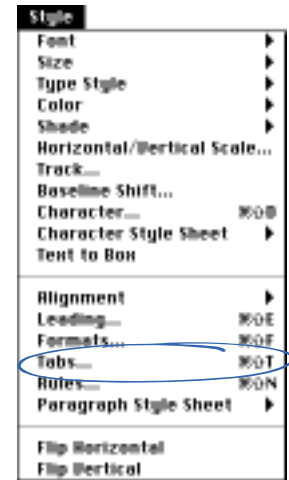
Tab ruler (area)

Style → Tabs

The tab ruler, displayed at the top of the active column whenever the **Formats** or **Tabs** tabs of the **Paragraph Attributes** dialog box is displayed, lets you specify indents and create and move tab stops visually. If the active item cannot display the tab ruler, the tab ruler is displayed in the **Tabs** tab of the **Paragraph Attributes** dialog box.

Tab stops are displayed with icons that represent the type of tab stop alignment: **Left** ↵, **Center** ⏏, **Right** ⏏, **Decimal** ⏏, **Comma** ⏏, or **Align On** ⏏. You can use the ruler to:

- Specify indents: Drag the icons at the top of the ruler to adjust the **Left Indent** ↵, **First Line Indent** ⏏, or **Right Indent** ⏏.
- Create tab stops: Click on the ruler to create tab stops; the current alignment button and **Fill Characters** settings in the **Paragraph Attributes** dialog box apply to the tab stop.



Tabs command



Tab ruler



Tabs tab

- Edit tab stops: Click a tab stop to select it. Drag the selected tab stop to move it. You can also change the alignment button and **Fill Characters** settings in the dialog box while the tab stop is selected.
- Delete tab stops: Click a tab to select it; then drag it off the ruler. Option-click the ruler to delete all tab stops.

Tabs (dialog box tab)

Style → Tabs

The **Tabs** tab of the **Paragraph Attributes** dialog box lets you specify the alignment, position, and fill character for tab stops.

Alignment (buttons)

Style → Tabs

The alignment buttons let you choose an alignment for a tab stop.

- **Left** ⌘: Aligns tabbed text flush left along a tab stop.
- **Center** ⌘: Centers tabbed text along a tab stop.
- **Right** ⌘: Aligns tabbed text flush right along a tab stop. To align characters flush along the right indent of a column, regardless of other tab stops, place the text insertion point immediately to the left of the characters and press Option-Tab.
- **Decimal** ⌘: Positions tabbed text by aligning decimal points (periods) along a tab stop.
- **Comma** ⌘: Aligns commas in tabbed text along a tab stop.
- **Align On** ⌘: Aligns occurrences of a user-specified character in tabbed text along a tab stop. The **Align On** option lets you enter this character in the **Align On** field. You can enter any printing character.

Alignment buttons



If you choose **Decimal**, **Comma**, or **Align On**, and the text (usually a number) doesn't contain a period, comma, or specified alignment character, the text aligns on the character following the text (such as a tab, space, or carriage return).

Position (field)

Style → Tabs

The **Position** field lets you specify tab stops numerically. Tab stops are measured from the **Text Inset** value on the left edge of a box or column. New tab stops are immediately displayed on the **Tab Ruler** and are shown selected.

Range	Measurement system	Smallest increment
column width	various (" , pt, cm, etc.)	.001

If you click **Set**, the tab stop is deselected, allowing you to enter values for the next tab stop. Click **Apply** to see the effects of a new tab stop on any existing tab characters in the active paragraph(s). Press the Option key while you click **Apply** if you want the tabbed text in the active paragraph(s) to automatically update with each new tab stop you set.

Fill Characters (field)

Style → Tabs

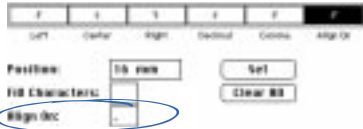
A fill character, such as a dot leader in a table of contents, “fills” the space between a tab character and the next tab stop. The **Fill Characters** field lets you specify any printing character to be repeated, or any two characters to alternate (one of the characters can be a space). Fill characters are aligned flush right with the tab stop position.



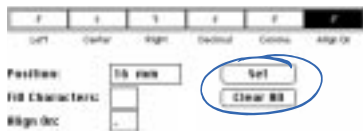
Position field



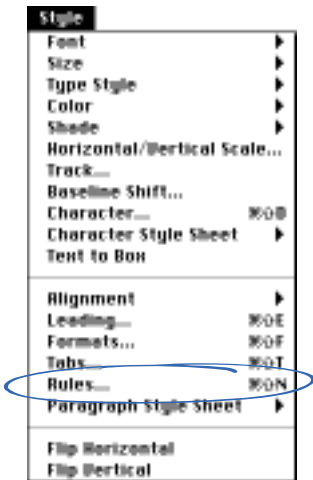
Fill Characters field



Align On field



Set and Clear All buttons



Rules command

Align On (field)

Style → Tabs

Available when the **Align On** button is chosen, the **Align on** field lets you enter any printing character to align tabbed text along.

Set (button)

Style → Tabs

If a tab stop is shown selected in the tab ruler displayed above the active column, you can click **Set** to deselect it. This allows you to move on and enter values for the next tab stop.

Clear All (button)

Style → Tabs

The **Clear All** button deletes all custom tab stops from the active paragraph(s). The invisible default tab stops that QuarkXPress places at half-inch increments are reset to their original positions.

Rules (command)

Style menu

The **Rules** feature lets you attach horizontal lines above and/or below a paragraph so that the lines always flow with the text. The **Rules** command displays the **Rules** tab of the **Paragraph Attributes** dialog box.

Rules (dialog box tab)

Style menu

The **Rules** tab of the **Paragraph Attributes** dialog box lets you specify length, position, style, width, color, and shade for paragraph rules.

Rule Above, Rule Below (areas)

Style → Rules

The **Rule Above** and **Rule Below** areas let you specify whether you want horizontal lines above and/or below a paragraph. Checking **Rule Above**

and/or **Rule Below** gives you access to controls for specifying the placement and style of the rules.

Length (pop-up menu)

Style → Rules → Rule Above, Rule Below checked

The **Length** pop-up menu lets you specify whether rules fit within the paragraph indents or match the length of the text.

- **Indents:** Specifies a rule that extends from the paragraph's **Left Indent** to its **Right Indent**. Indents are specified in the **Formats** tab of the **Paragraph Attributes** dialog box (*Style → Formats*).
- **Text:** Specifies a **Rule Above** that matches the length of the first line of text in the paragraph and a **Rule Below** that matches the length of the last line of text in the paragraph.

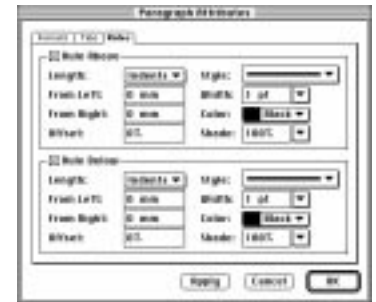
 The **From Left** and **From Right** values in the **Rules** tab of the **Paragraph Attributes** dialog box apply whether you choose **Indents** or **Text**.

From Left, From Right (fields)

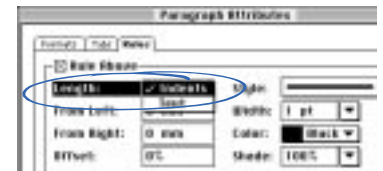
Style → Rules → Rule Above, Rule Below checked

The **From Left** and **From Right** fields let you specify the placement of a rule in relation to the specified **Length**: either **Indents** or **Text**.

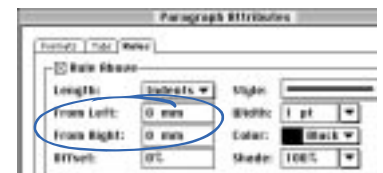
- **From Left:** Specifies the distance between the left end of a rule and either the left indent of the paragraph (**Length** set to **Indents**) or the left end of a line of text (**Length** set to **Text**).
- **From Right:** Specifies the distance between the right end of a rule and either the right indent of the paragraph (**Length** set to **Indents**) or the right end of a line of text (**Length** set to **Text**).



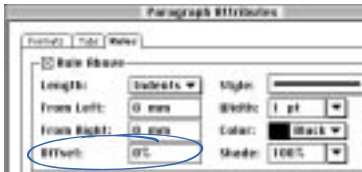
Rules tab



Length pop-up menu



From Left and From Right fields



Offset field

- Larger positive values make a rule shorter. Smaller positive values make a rule longer. (You can enter negative values if an indent is applied to the paragraph.)

Range	Measurement system	Smallest increment
column width	various (" , pt, cm, etc.)	.001

Offset (field)

Style → Rules → Rule Above, Rule Below checked

The **Offset** field lets you specify the amount of vertical space between a paragraph and a rule. You can enter an absolute value or a percentage.

- Absolute values are measured from the baseline of the first line of a paragraph to the bottom of a **Rule Above**, and from the baseline of the last line of a paragraph to the top of a **Rule Below**. Positive values move the rule farther away from the text. Negative values move the rule closer to the text. Using a negative absolute offset value for a **Rule Above**, you can overlap a dark-colored rule with white text to create reverse type.

Range	Measurement system	Smallest increment
0 to 15" or –½ rule width	various (" , pt, cm, etc.)	.001

- Specifying a percentage in the **Offset** field makes the rule act like an auto-leaded line of text, which automatically avoids overlap. The total distance between paragraphs defines the 100% value. For example, a 30% **Offset** for a **Rule Above** adds 30% of the total interparagraph space below the center of the rule. The default rule **Offset** is 0%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Style (pop-up menu)

Style → Rules → Rule Above, Rule Below checked

The **Style** pop-up menu lets you choose from a list of default line styles and line styles you create (**Edit** → **Dashes & Stripes**).

Width (field)

Style → Rules → Rule Above, Rule Below checked

The **Width** field and pop-up menu lets you choose from a list of line widths or enter a line width in the field. If you choose the **Hairline** option, QuarkXPress prints the rule at .125 point to a PostScript imagesetter. Entering a 0 in any line width field specifies a **Hairline**.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Color (pop-up menu)

Style → Rules → Rule Above, Rule Below checked

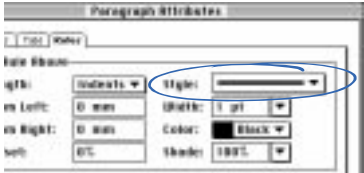
The **Color** pop-up menu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes default colors, custom colors, and spot colors imported with EPS picture files.

Shade (field)

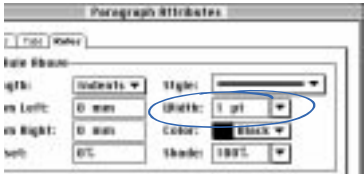
Style → Rules → Rule Above, Rule Below checked

The **Shade** field and pop-up menu let you choose a shade value in 10% increments or enter a value in the field.

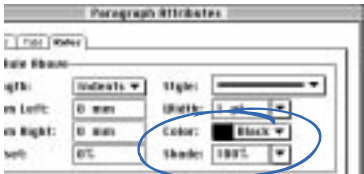
Range	Measurement system	Smallest increment
0 to 100%	percent	.1



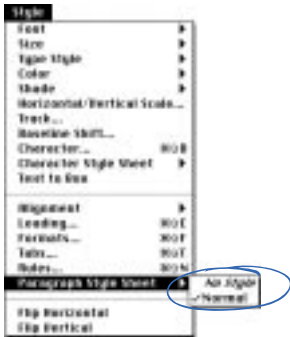
Style pop-up menu



Width field



Color and Shade controls



Paragraph Style Sheet submenu

Paragraph Style Sheet (submenu)

Style menu

Paragraph style sheets let you apply a set of pre-specified paragraph attributes in one step. The **Paragraph Style Sheet** submenu lets you choose from a list of paragraph style sheets defined for the document in the **Style Sheets** dialog box (**Edit** → **Style Sheets**). The list includes:

- **No Style:** A feature that removes the paragraph style sheet and character style sheet links from a paragraph while retaining the applied paragraph and character attributes. When you apply a new paragraph style sheet after applying **No Style**, all current character attributes and paragraph formats are stripped from the text.
- **Normal:** The default paragraph style sheet for all text boxes and text paths. You can edit the Normal paragraph style sheet via the **Style Sheets** dialog box (**Edit** → **Style Sheets**).
- **Custom style sheets:** All the paragraph style sheets defined in the **Style Sheets** dialog box (**Edit** → **Style Sheets**).

Flip Horizontal, Flip Vertical, Flip Text (commands)

Style menu

- The **Flip Horizontal** command flips all the text in an active text box from right to left, creating a mirror image of the original.
- The **Flip Vertical** command flips all the text in an active text box from bottom to top, creating a mirror image of the original.
- The **Flip Text** command replaces the **Flip Horizontal** and **Flip Vertical** commands when a text path is active. **Flip Text** places text on the opposite side of the line, starting from the opposite endpoint. For example, if you create a circular text path with text flowing on the outside of the circle, **Flip Text** positions text on the inside of the circle. Text alignment is not affected.



Flip commands

Style Menu for Pictures

QuarkXPress has three variations on the **Style** menu: one for text, one for pictures, and one for lines. The **Style** menu changes according to the active item (text box/text path, picture box, or line) and selected tool.

When a picture box is active and the Content tool  or the Item tool  is selected, the **Style** menu for pictures is available. The commands in the **Style** menu for pictures affect the way pictures display and print; they do not affect the actual picture files.



Style menu for pictures

Sections

The **Style** menu for pictures is divided into three sections:

- The first section lists basic content attributes, which apply to the picture: **Color**, **Shade**, and **Negative**.
- The second section lets you control the contrast and halftone specifications of your picture.
- The third section lists commands for flipping the contents of an active picture box: **Flip Horizontal** and **Flip Vertical**.

Modifiable picture file formats

The availability of the commands in the **Style Menu for Pictures** varies depending on the file format of the active picture.

Picture type	Color	Shade	Negative	Contrast	Halftone
EPS/DCS	no	no	no	no	no
JPEG					
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
OS/2 bitmap					
1-bit	yes	yes	no	no	yes
Color	*	*	yes	yes	no
PAINT	yes	yes	no	no	yes
PhotoCD	no	no	yes	yes	no
PICT					
1-bit bitmap	yes	yes	no	no	yes
Grayscale bitmap	yes	yes	yes	yes	yes
Color bitmap	*	*	yes	yes	no
Object-oriented	no	no	no	no	no
Scitex CT					
Grayscale	*	*	yes	yes	no
Color	*	*	yes	yes	no
TIFF					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
Windows bitmap (BMP)/PCX					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no

*Adjustable through the **Picture Contrast Specifications** dialog box (**Style → Contrast**).

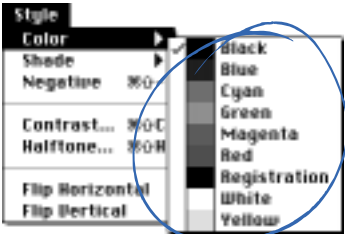


When a Windows Metafile picture is imported into QuarkXPress for Mac OS, it is transformed into a PICT.

Color (submenu)

Style menu

The **Color** submenu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

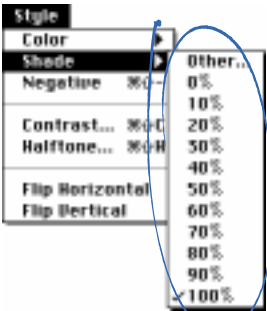


Color submenu

Shade (submenu)

Style menu

The **Shade** submenu lets you choose a value in 10% increments. The **Other** option displays the **Picture** tab of the **Modify** dialog box, which lets you enter the maximum shade percentage into the highlighted **Shade** field.

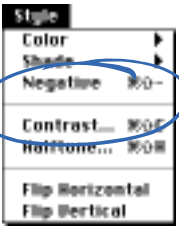


Shade submenu

Negative (command)

Style menu

The **Negative** command creates a true negative of a picture's contrast. If you have made changes to the contrast curve using the **Picture Contrast Specifications** dialog box (**Style** → **Contrast**), these changes are calculated before **Negative** is calculated.



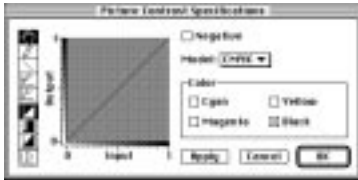
Negative and Contrast commands

Contrast (command)

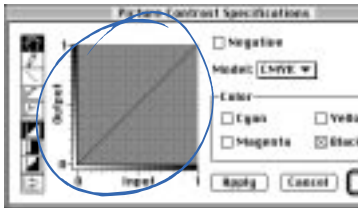
Style menu

The **Contrast** command displays the **Picture Contrast Specifications** dialog box, which shows the picture's contrast curve and the tools you can use to modify the curve.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1



Picture Contrast Specifications dialog box



Contrast curve area

Picture Contrast Specifications (dialog box)

Style → Contrast

The **Picture Contrast Specifications** dialog box lets you modify a picture's contrast curve. The **Model** and **Color** options in the dialog box are not available for grayscale pictures.

Contrast curve (area)

Style → Contrast

The **Contrast Curve** graphs a picture's contrast as input versus output. Adjusting a picture's contrast changes the relationship between input (original) contrast and output (modified) contrast.

- **Input** (the horizontal axis) is the contrast value of the original picture. In a grayscale picture, the left side of the **Input** axis represents highlights (lighter shades) while the right side represents shadows in the input.
- **Output** (the vertical axis) is the modified contrast value. In a grayscale picture, the lower portion of the **Output** axis represents lighter shades while the upper portion represents darker shades.

A combination of the two axes results in an intuitive graphical curve. For example, a 10% boost to the darkness of a grayscale picture's highlights appears as a peak at the lower-left part of the curve.

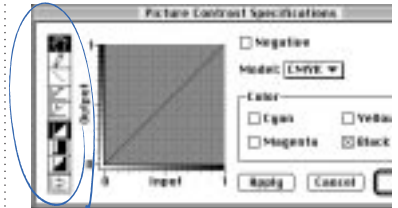


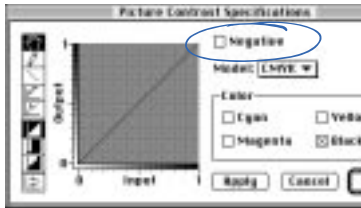
When the curve is a 45° line from 0 to 1, input contrast equals output contrast. This is the normal contrast curve, indicating that the picture's contrast has not been modified in QuarkXPress.

Contrast tools (area)*Style → Contrast*

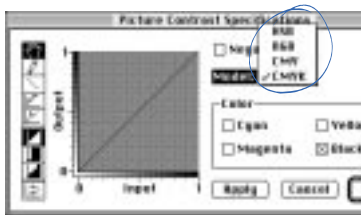
The contrast tools let you modify the curve in various ways:

- Use the Hand tool  to drag the entire curve on the contrast graph. When you move the curve against one of the graph's edges, it becomes flattened. You can constrain a curve's movements to horizontal or vertical by pressing the Shift key while dragging the curve.
- Use the Pencil tool  to draw a new curve or to modify an existing curve freehand.
- Use the Line tool  to make linear adjustments to a curve. You can constrain modifications to a contrast curve to 0°, 45°, or 90° by pressing the Shift key while using the Line tool.
- Use the Posterizer tool  to place handles between the 10% increments marked on the horizontal axis. You can increase or decrease the input-to-output relationship in tonal range increments of 10% by dragging the handles up and down.
- Use the Spike tool  to place handles on the 10% increments marked on the horizontal axis. You can drag the handles up and down to create spikes.
- Use the Normal Contrast tool  to reset the curve to the unmodified contrast position.
- Use the High Contrast tool  to apply a high contrast curve to the graph automatically.
- Use the Posterized tool  to apply a posterized curve to the graph automatically.
- Use the Inversion tool  to flip a curve upside down. Clicking the Inversion tool produces a negative of the curve currently shown on the

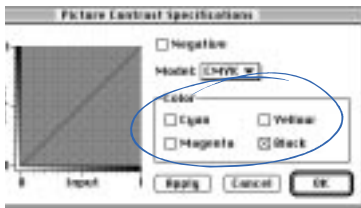
*Contrast tools*



Negative check box



Model pop-up menu



Color area

graph. (The Inversion tool does not necessarily create a true negative of the original.)

Negative (check box)

Style → Contrast

The **Negative** check box creates a true negative of the dialog box's final picture output. When you check **Negative**, you will not see any change in your contrast curve, but you will see the picture preview update on-screen when you click **OK** or **Apply**. If you have made changes to the contrast curve, these changes are calculated before **Negative** is calculated. Checking this box has the same effect as choosing **Negative** from the **Style** menu.

Model (pop-up menu)

Style → Contrast

If the active picture box contains a color picture, the **Model** and **Color** areas are available. The **Model** area lets you select a color model to use when modifying the contrast of a color picture: **HSB**, **RGB**, **CMY**, or **CMYK**. See "Understanding Color Models" in Chapter 15, "Color."

Color (area)

Style → Contrast

If the active picture box contains a color picture, the **Model** and **Color** areas are available. The **Color** area displays a check box for each component of the selected **Model**. For example if **RGB** is selected, **Red**, **Green**, and **Blue** will be available as check boxes in the **Color** area.

The graph displays a curve for each of the selected components. When contrast for all components is set to normal, the components' curves are stacked on top of each other. The front (visible) curve represents the first component listed in the **Color** area. Checking only one color

component lets you modify the curve for that component independently of the others.

A color spectrum or shade strip is displayed along the graph's axes when only one color component is checked. These strips serve as a visual cue to the distribution of ranges on the graph. The look of these strips will change according to the **Model** and color component selected.

Halftone (command)

Style menu

The **Halftone** command displays the **Picture Halftone Specifications** dialog box, which lets you define custom screening values for an active picture.

Picture Halftone Specifications (dialog box)

Style → Halftone

The **Picture Halftone Specifications** dialog box lets you control the lines per inch, angle, and dot pattern for a halftone screen.

A halftone is a reproduction of a continuous tone photograph traditionally created by photographing the picture through a crossline or contact screen that contains grid pattern gradations. Gradations of tone are simulated using dots or other shapes of varying sizes. The dialog box controls let you specify a screen's angle, pattern, and lines per inch.

Frequency (field)

Style → Halftone

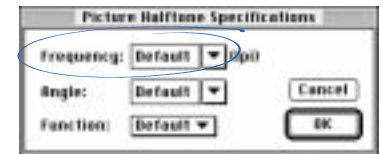
Enter a value for the lines per inch, or frequency, of the printed halftone, or choose one of the common line frequencies from the pop-up menu (Default, 60, 85, 100, 133, and 150). If **Default** is chosen in the **Frequency** field, QuarkXPress uses the value specified in the **Output** tab of the **Print** dialog box (**File → Print**).



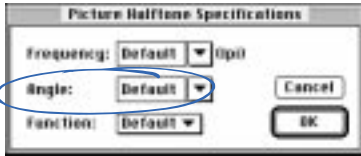
Halftone command



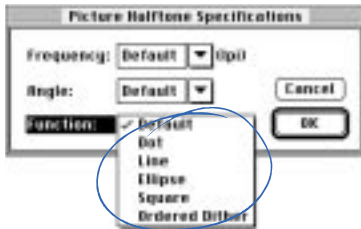
Picture Halftone Specifications dialog box



Frequency field



Angle field



Function pop-up menu

Range	Measurement system	Smallest increment
15 to 400 lpi	lines per inch (lpi)	.001

Angle (field)

Style → Halftone

Enter a value for the angle of the screen or choose one of the common angles from the pop-up menu (**Default**, 0, 15, 45, 75, 90 and 105). If **Default** is chosen, QuarkXPress uses the value specified in the **Output** tab of the **Print** dialog box (**File** → **Print**).

Range	Measurement system	Smallest increment
±360°	degrees	.001

Function (pop-up menu)

Style → Halftone

Choose one of six patterns for the custom halftone screen: **Default**, **Dot**, **Line**, **Ellipse**, **Square**, or **Ordered Dither**. Select the **Ordered Dither** pattern when you are printing to a laser printer, such as an Apple LaserWriter, and when multiple copies will be produced by photocopying rather than printing. If **Default** is chosen, QuarkXPress uses the setting specified in the **Output** tab of the **Print** dialog box (**File** → **Print**).

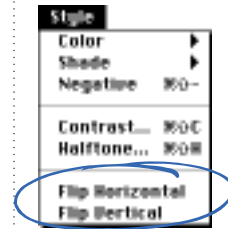
!!! Because of the limits imposed by the digital halftoning process, PostScript is unable to reproduce certain screen angles and frequencies. PostScript will print halftones at the angle and frequency that are closest to the values you specify in the **Screen** and **Angle** fields.

Flip Horizontal (command)*Style menu*

The **Flip Horizontal** command flips the picture in the active box from left to right, creating a mirror image of the original.

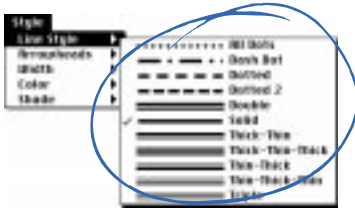
Flip Vertical (command)*Style menu*

The **Flip Vertical** command flips the picture in the active box from bottom to top, creating a mirror image of the original.

*Flip commands*



Style menu for lines



Line Style submenu



Arrowheads submenu

Style Menu for Lines

QuarkXPress has three variations on the **Style** menu: one for text, one for pictures, and one for lines. The **Style** menu changes according to the active item (text box/text path, picture box, or line). When a line or text path is active and the Item tool  is selected, the **Style** menu for lines is available. (If a line contains text — that is, if it is a text path — and the Content tool  is selected, then the **Style** menu for text is available.)

Menu entries

The **Style** menu for lines includes five menu entries that let you modify various aspects of lines: **Line Style**, **Arrowheads**, **Width**, **Color**, and **Shade**. All five menu entries have submenus that provide a variety of options.

Line Style (submenu)

Style menu

The **Line Style** submenu lets you choose from a list of 11 predefined line styles and any custom line styles you create (**Edit** → **Dashes & Stripes**).

Arrowheads (submenu)

Style menu

The **Arrowheads** submenu lets you choose from a list of 6 predefined endcap styles (combinations of arrowheads and tail feathers).

Width (submenu)

Style menu

The **Width** submenu lets you choose from a list of default line widths. The **Other** option displays the **Line** tab of the **Modify** dialog box, which lets you enter a value in the highlighted **Line Width** field. You can enter **Line Width** values using any supported measurement system, but values are displayed in points when the dialog box is reopened.

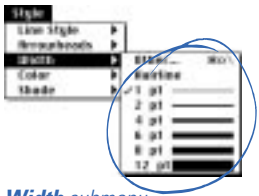
 QuarkXPress prints a **Hairline** as .125 point on a PostScript image-setter, but wider on a laser printer.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Color (submenu)

Style menu

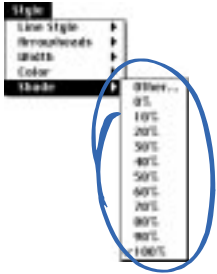
The **Color** submenu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.



Width submenu



Color submenu



Shade submenu

Shade (submenu)

Style menu

The **Shade** submenu lets you choose a tint value in 10% increments. The **Other** option displays the **Line** tab of the **Modify** dialog box, which lets you enter a percentage value in the highlighted **Shade** field.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Item Menu

The QuarkXPress **Item** menu gives you options for modifying, positioning, and reshaping boxes, lines, and text paths. You can also customize the method used by these items to contain pictures or text.

Sections

The **Item** menu is divided into six sections:

- The first section lists commands that open the **Modify** dialog box, which contains a comprehensive set of controls. These include color, shade, position, size, frame, runaround, clipping path, etc.
- The second section lists fundamental item commands such as **Duplicate** and **Delete**. The **Step and Repeat** command in this section lets you perform advanced duplication.
- The third section lists options that change the way items move, interact, or combine with other items. For example, you can group items so that they do not move apart. Using the **Merge** options, you can even synthesize a new item based on existing item shapes. Some of these commands are unavailable when only one item is selected.
- The fourth section lists commands that change the stacking order of items or distribute space evenly between items.
- The fifth section lists options that change the shape of an item, clipping path, or runaround path. You can choose among predefined shapes or choose a Bézier option that allows the item to be edited interactively using Bézier points. You can also choose whether your item contains text, a picture, or nothing.
- The sixth section consists of the **Point/Segment Type** pop-up menu, which lets you change the way a selected Bézier segment or point behaves within a Bézier item.

Item	
Modify...	⌘M
Frame...	⌘B
Clipping...	⌘CT
Runaround...	⌘T
Duplicate	⌘D
Step and Repeat...	⌘CB
Delete	⌘K
Group	⌘G
Ungroup	⌘U
Constrain	
Lock	⌘L
Merge	▶
Split	▶
Send to Back	
Bring to Front	
Space/Align...	⌘,
Shape	▶
Content	▶
Edit	▶
Point/Segment Type	▶

Item menu



Modify command



Modify dialog box tabs

Modify (command)

Item menu

The **Modify** command (⌘-M) displays the **Modify** dialog box, which lets you make comprehensive specifications for text boxes, picture boxes, lines, and text paths.

Modify (dialog box)

Item → Modify

The **Modify** dialog box includes tab options that vary according to the kind of item selected:

Selected item	Tab options available
Picture box	Box/Picture/Frame/Clipping/Runaround
Text box	Box/Text/Frame/Runaround
Contentless box	Box/Frame/Runaround
Text path	Line/Text Path/Runaround
Line	Line/Runaround

!!! The same **Modify** dialog box tab options are available for anchored items, except for the **Runaround** tab.

A limited set of options is also available for multiple-selected or grouped items in the **Modify** dialog box. The **Group** tab has the same basic control set as the **Box** tab or the **Line** tab, depending on what is selected:

Multiple-selected items or groups	Tab options available
Picture boxes	Group (Box)/Picture/Frame
Text boxes	Group (Box)/Text/Frame
Text and picture boxes	Group (Box)/Frame
Text paths	Group (Line)/Text Path
Lines or lines and text paths	Group (Line)
Other combination	Group (Box)



The **Modify** command (⌘-M) is unavailable when a group (**Item** → **Group**) is multiple-selected along with an item that is not part of that group.

The **Modify** dialog box tabs are described in this section in the following order: **Box**, **Line**, **Text Path**, **Text**, and **Picture**. The **Frame**, **Clipping**, and **Runaround** tabs are described immediately afterwards, according to their respective commands in the **Item** menu.

Box (dialog box tab)

Item → *Modify* → *Box tab*

The **Modify** dialog box **Box** tab is available whenever a box or a combination of items including a box is selected. The controls in the **Box** tab let you specify location, size, rotation, skew, and corner radius. You can also specify a background color or background blend for active items. Some options are unavailable for multiple-selected items.

Origin Across, Origin Down (fields)

Item → *Modify* → *Box tab*

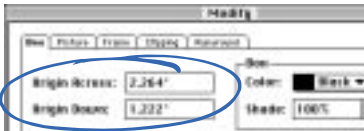
The **Origin Across** and **Origin Down** fields let you specify the location of the item or group in relation to the upper left corner of the page.

- **Origin Across** specifies the measurement from the zero point on the horizontal ruler to the left edge of the item's rectangular bounding box.
- **Origin Down** specifies the measurement from the zero point on the vertical ruler to the top edge of the item's rectangular bounding box.

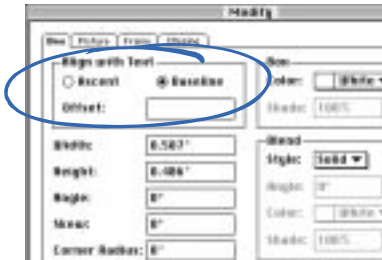
Range	Measurement system	Smallest increment
Pasteboard width, height	various (" , pt, cm, etc.)	.001



Box tab



Origin Across and Origin Down fields



Align with Text area

!!! The origin fields accept positive or negative values, unless the value entered will place the box off the Pasteboard. Origin values entered for a group or multiple selection affect the bounding box surrounding the entire group. The origin fields are replaced by the **Align with Text** area when an anchored item is active.

Align with Text (area)

Item → Modify → Box tab

The **Align with Text** area replaces the **Origin Across** and **Origin Down** fields when the active item is an anchored box or line. (To anchor a box or a line to flow with text, copy it to the clipboard while the **Item** tool  is selected, and paste it into a text box or text path while the **Content** tool  is selected.) The **Align with Text** options let you control how an anchored box or line is placed in relation to its surrounding text.

- **Ascent** aligns the top of the anchored item with the ascent of the character immediately to the right of the anchored item.
- **Baseline** places the bottom of the anchored item on the text baseline.
- The **Offset** field is available when **Baseline** is chosen. The **Offset** value is similar to a **Baseline Shift** applied through the **Style** menu: A negative value lowers the anchored item in relation to its baseline, and a positive value places the anchored item higher.

!!! The **Offset** field is more suited than **Baseline Shift** for positioning anchored items for two reasons: (1) The **Offset** field preserves the positioning of anchored items when local text attributes are overridden by a style sheet, and (2) When characters are transformed into anchored boxes with the **Option-Text to Box** command (**Style** menu), a value is automatically entered into the **Offset** field to mimic the baseline position originally desired by the font designer.

Width, Height (fields)

Item → Modify → Box tab

The **Width** and **Height** fields let you specify the size of the active box. The contents of the box are not altered by these fields. If the active box or group is nonrectangular, the **Width** and **Height** values refer to the size of the rectangular bounding box that surrounds it.

Range	Measurement system	Smallest increment
.001 pt to Pasteboard edge	various (" , pt, cm, etc.)	.001

!!! The size of the largest box you can specify is limited only by the width and height of the Pasteboard. Changing the size of a box does not change its origin.

Angle (field)

Item → Modify → Box tab

The **Angle** field lets you rotate any item or group of items. The rotation takes place around the center of the overall selection. The **Angle** field accomplishes the same task as the **Rotate** tool ↻.

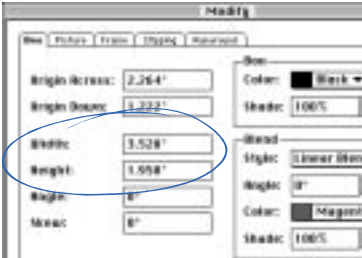
Range	Measurement system	Smallest increment
±360°	degrees	.001

Skew (field)

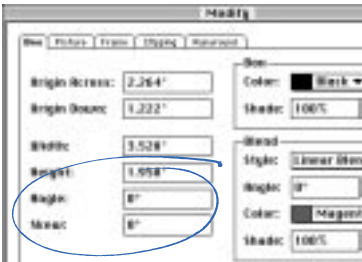
Item → Modify → Box tab

Skew tilts the bounding box of an item to create a slanted visual effect.

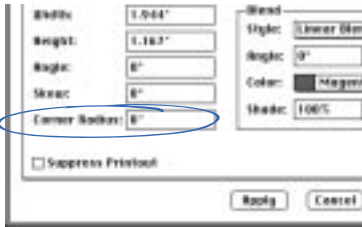
Range	Measurement system	Smallest increment
±75°	degrees	.001



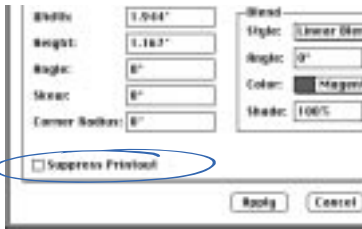
Width and Height fields



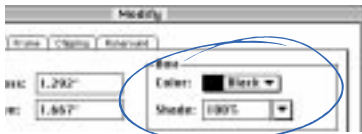
Angle and Skew fields



Corner Radius field



Suppress Printout check box



Box area

Corner Radius (field)

Item → Modify → Box tab

Corner Radius affects the size of the corner area for a Rounded-corner, Beveled-corner, or Concave-corner box. Rectangle boxes are treated as Rounded-corner boxes with a **Corner Radius** of zero. The field is not available for elliptical boxes, Bézier boxes, or groups.

Range	Measurement system	Smallest increment
0 to 2"	various (" , pt, cm, etc.)	.001



Two inches, or its equivalent measurement in any of the various measurement systems, is the maximum **Corner Radius**.

Suppress Printout (check box)

Item → Modify → Box tab

Checking **Suppress Printout** in the **Box** tab prevents an item and its contents from printing with the rest of the page.

Box (area)

Item → Modify → Box tab

The **Box** area lets you specify background colors and screen tints for active items using the **Color** pop-up menu and **Shade** field.

- The **Color** pop-up menu lets you choose a color for the background of active items from your list of colors defined in the **Colors** dialog box (**Edit → Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the background transparent. If multiple items with differing colors are selected when you open the dialog box, the **Color** pop-up menu defaults to **Mixed Colors**.

- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's pop-up menu. **Shade** is not available when **None** or **White** is chosen in the **Color** pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

!!! If varying item types are multiple-selected when you open the **Modify** dialog box, the **Box** area controls will affect line color as well as box background color.

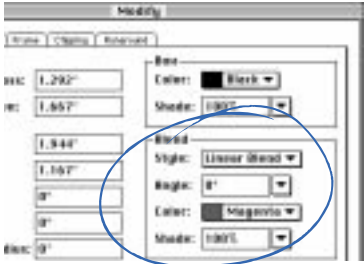
Blend (area)

Item → Modify → Box tab

The **Blend** area of the **Box** tab lets you specify a blend (a two-color gradient) for the background of the active box or boxes. You can specify **Style**, **Angle**, **Color**, and **Shade** for the blend.

- The **Style** pop-up menu lets you specify the “shape” of your blend. If the Cool Blends XTension is disabled, you have a choice of two options: **Linear** and **Solid**. The default is **Solid**, which means the blend feature is turned off. **Linear** (■) produces a standard blend that moves in a straight line from one color to the other. A larger range of choices is available when the Cool Blends XTension is enabled, including: **Mid-Linear** (■), **Rectangular** (■), **Diamond** (■), **Circular** (■), and **Full Circular** (■). The size of the blend is determined by the size of the item to which it is applied.
- The **Angle** field lets you specify the rotation of the blend, in degrees. You can also choose an angle from the field's pop-up menu.

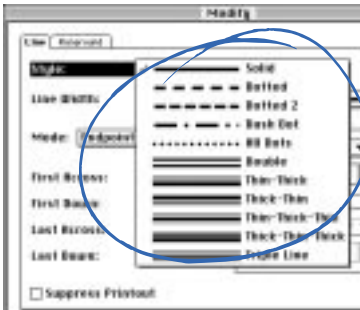
Range	Measurement system	Smallest increment
±360°	degrees	.1



Blend area



Line tab for straight lines



Style pop-up menu

- The **Color** pop-up menu in the **Blend** area lets you choose the second color in the blend. (The first color is determined by the **Color** and **Shade** settings in the **Box** area.)
- The **Shade** field lets you enter the maximum screen tint for the second color in the blend. You can also choose a **Shade** from the field's pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

!!! A blend applied to multiple-selected boxes will create multiple blends just as if each box had been modified individually.

Line (dialog box tab)

Item → Modify → Line tab

The **Modify** dialog box **Line** tab is available whenever lines, text paths, or a combination of these are selected. The controls in the **Line** tab let you specify style, width, position, arrowheads, color, and shade for active lines. Some options are unavailable for groups, multiple-selected lines, and text paths.

Style (pop-up menu)

Item → Modify → Line tab

The **Style** pop-up menu lets you choose an option (such as **Solid** or **Dotted**) from your list of default and custom line styles. You can customize these line styles using the **Dashes & Stripes** dialog box (**Edit** → **Dashes & Stripes**).

Line Width (field)

Item → Modify → Line tab

The **Line Width** field and pop-up menu let you choose a standard thickness for the active lines — from **Hairline** to 12 pt — or enter a custom value. If you choose the **Hairline** option, QuarkXPress prints the rule at .125 point to a PostScript imagesetter. Entering a 0 in any line width field specifies a **Hairline**.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Arrowheads (pop-up menu)

Item → Modify → Line tab

The **Arrowheads** pop-up menu lets you choose whether your line has an arrowhead attached to it. Five graphically listed arrowhead options let you determine the direction the arrow points, whether a tail feather is included, or whether an arrow is attached to both ends.

Mode (pop-up menu)

Item → Modify → Line tab

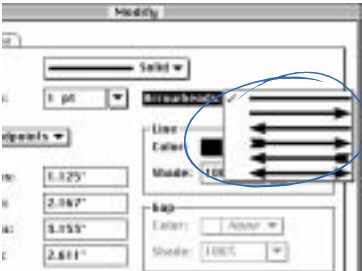
The **Mode** pop-up menu is available when you have a single, straight text path or line selected. **Mode** is not available for lines drawn using Bézier points. The **Mode** pop-up menu lets you choose from one of four strategies for positioning, rotating, or resizing a straight line. These include **Endpoints**, **First Point**, **Midpoint**, and **Last Point**.



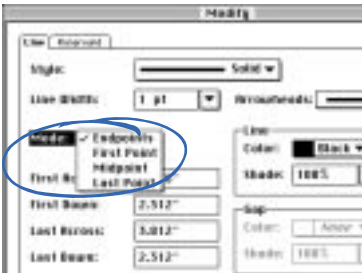
“First point” refers to the endpoint you originally drew *from*; “last point” refers to the endpoint created when you lifted your mouse to complete the line. If your line is one you converted to a straight line from a Bézier line using the **Item → Shape** submenu, “first point” refers to the endpoint that was closest to the left side of your page when you converted the shape.



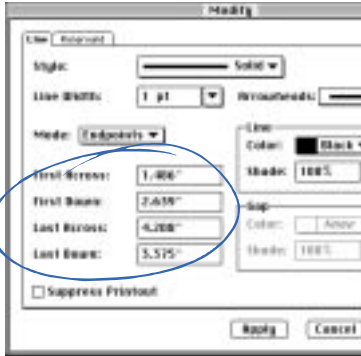
Line Width field



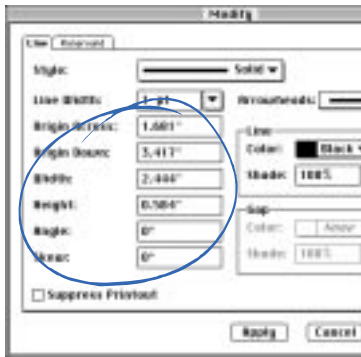
Arrowheads pop-up menu



Mode pop-up menu



Positioning fields for **Endpoints** mode



Bounding box fields for **Bézier** lines

- When **Endpoints** is chosen, the **First Across**, **First Down**, **Last Across**, and **Last Down** fields are available in the **Line** tab. The **First Across** and **First Down** fields specify the distance from the page's left edge and top edge to the first point of your line. The page coordinates for the second point in your line are specified in the **Last Across** and **Last Down** fields. Angle and length cannot be directly specified in this mode.
- When **First Point** is chosen, the **First Across**, **First Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the first endpoint and directly specify line length.
- When **Midpoint** is chosen, the **Midpoint Across**, **Midpoint Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the midpoint and directly specify line length.
- When **Last Point** is chosen, the **Last Across**, **Last Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the second endpoint and directly specify line length.

Origin Across, Origin Down, Width, Height, Angle, Skew (fields)

Item → Modify → Line tab

The **Line** tab **Origin Across**, **Origin Down**, **Width**, **Height**, **Angle**, and **Skew** fields are available when a Bézier line or Bézier text path is selected. These fields work just like those (with the same name) that appear in the **Box** tab of the **Modify** dialog box when a box is selected. Measurements and coordinates in these fields refer to the rectangular bounding box of the Bézier line. See "Box (dialog box tab)" earlier in this section.

!!! If you resize a Bézier line or Bézier text path using the **Width** or **Height** fields, the **Line Width** or "weight" is unaffected.

Suppress Printout (check box)

Item → Modify → Line tab

Checking **Suppress Printout** in the **Line** tab prevents the line from printing with the rest of the page. If the item is a text path, both the path and its text will be suppressed from printing.

Align with Text (area)

Item → Modify → Line tab

The **Align with Text** area is available in the **Line** tab when the active line is anchored to flow with text. These controls work just like those (with the same name) that appear in the **Box** tab of the **Modify** dialog box when an anchored box is selected. See “Box (dialog box tab)” earlier in this section.



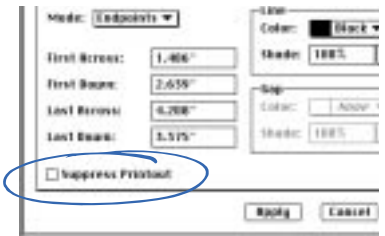
Text paths cannot be anchored to flow with text.

Line (area)

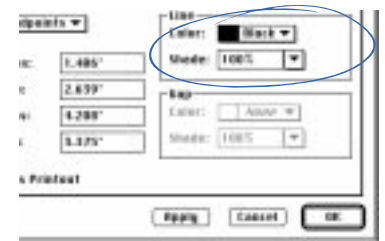
Item → Modify → Line tab

The **Line** area lets you specify colors and screen tints for active lines using the **Color** pop-up menu and **Shade** field.

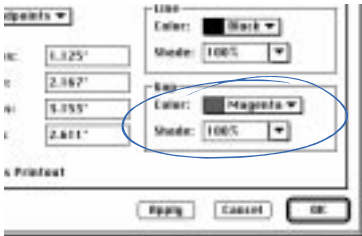
- The **Color** pop-up menu lets you choose a color for active lines from your list of colors defined in the **Colors** dialog box (**Edit → Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the line transparent. If multiple lines with differing colors are selected when you open the dialog box, the **Color** pop-up menu defaults to **Mixed Colors**.



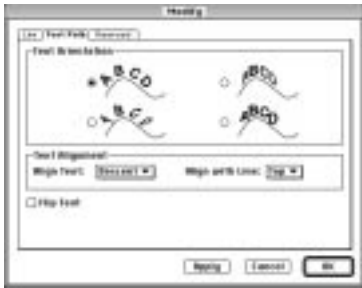
Suppress Printout check box



Line area



Gap area



Text Path tab

- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's pop-up menu. **Shade** is not available when *None* or **White** is chosen in the **Color** pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Gap (area)

Item → Modify → Line tab

The **Gap** area lets you specify **Color** and **Shade** for the breaks or gaps in lines when a style other than **Solid** is chosen in the **Style** pop-up menu.

- The **Color** pop-up menu lets you choose a color for the gap of active lines from your list of colors defined in the **Colors** dialog box (*Edit → Colors*). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose *None* to make the gap transparent. If multiple lines of differing gap colors are selected when you open the dialog box, the **Color** pop-up menu defaults to *Mixed Colors*.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's pop-up menu. **Shade** is not available when *None* or **White** is chosen in the **Color** pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Text Path (dialog box tab)

Item → Modify → Text Path tab

The **Modify** dialog box **Text Path** tab is available whenever one or more text paths are selected. The controls in the **Text Path** tab let you change the way text rides along a path.

Text Orientation (area)

Item → Modify → Text Path tab

The four radio buttons in the **Text Orientation** area let you choose how QuarkXPress rotates or skews characters to make them ride a path.

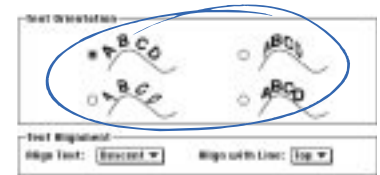
- The upper-left button is the default. Characters are rotated, but not skewed, to sit at the angle determined by the path.
- The upper-right button produces a 3-D ribbon-like effect. Characters are rotated, skewed, and sometimes flipped to produce the effect.
- The lower-left button produces a warped appearance. Characters are skewed but not rotated.
- The lower-right button produces a stair-step appearance. Characters are neither rotated nor skewed.

Text Alignment (area)

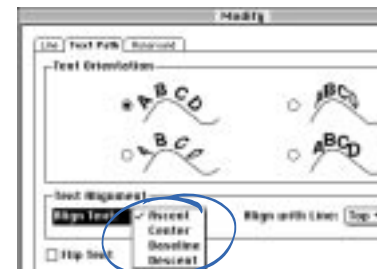
Item → Modify → Text Path tab

The two pop-up menus in the **Text Alignment** area let you choose whether text sits above, below, or directly in front of the line. You can also choose which portion of the font is used for alignment.

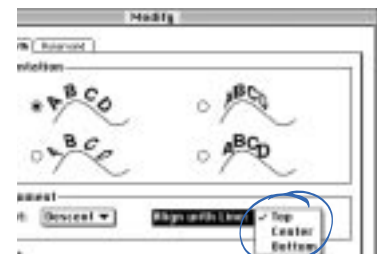
- The **Align Text** pop-up menu lets you choose which part of a font is used to position characters on the line. You can align text according to the **Ascent** of the font, its **Center**, its **Baseline**, or its **Descent**.
- The **Align with Line** pop-up menu lets you choose which part of the line is aligned with the choice in the **Align Text** pop-up menu. You can choose **Top**, **Center**, or **Bottom**. For example, if **Baseline** is chosen in the **Align Text** pop-up menu, and **Center** is chosen in the **Align with Line** pop-up menu, the baseline of each character will sit along the line's center.



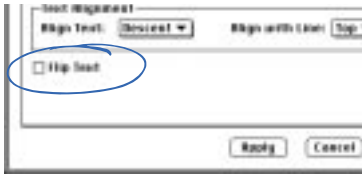
Text Orientation area



Align Text pop-up menu



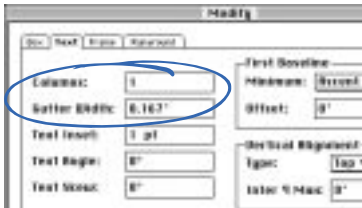
Align with Line pop-up menu



Flip Text check box



Text tab



Columns and Gutter Width fields

Flip Text (check box)

Item → Modify → Text Path tab

The **Flip Text** check box in the **Text Path** tab places text on the opposite side of the line, starting from the opposite endpoint. For example, if you create a circular text path with text flowing on the outside of the circle, **Flip Text** positions text on the inside of the circle. **Text Alignment** is not affected.

Text (dialog box tab)

Item → Modify → Text tab

The **Modify** dialog box **Text** tab is available whenever one or more text boxes are selected. The controls in the **Text** tab let you specify the number of columns, the text inset, the vertical alignment, and other text box settings.

Columns (field)

Item → Modify → Text tab

The **Columns** field lets you specify the number of columns contained in a text box. You can specify up to 30 columns in a text box.

Range	Measurement system	Smallest increment
1 to 30	integers	1

Gutter Width (field)

Item → Modify → Text tab

The **Gutter Width** field lets you specify the width of blank space between columns in a text box.

Range	Measurement system	Smallest increment
3 to 288 pt	various (" , pt, cm, etc.)	.001

Text Inset (field)

Item → Modify → Text tab

The **Text Inset** field lets you specify the width of the blank space that extends from the inside edge of an active text box to the outside edge of the text. The maximum allowable text inset varies with the size of the text box. The default is 1 point. Inset is applied to all four inner edges of a text box and does not affect gutter width.

Text Angle (field)

Item → Modify → Text tab

The **Text Angle** field rotates all the text and the columns within an active text box according to the angle you specify. The box borders are not rotated.

Range	Measurement system	Smallest increment
±360°	degrees	.001

Text Skew (field)

Item → Modify → Text tab

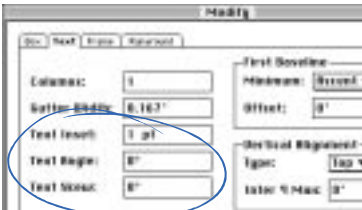
The **Text Skew** field tilts all the characters in an active text box to create a slanted visual effect. The box itself is not affected.

Range	Measurement system	Smallest increment
±75°	degrees	.001

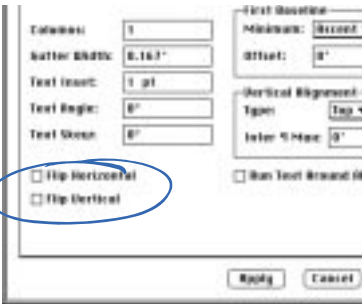
Flip Horizontal, Flip Vertical (check boxes)

Item → Modify → Text tab

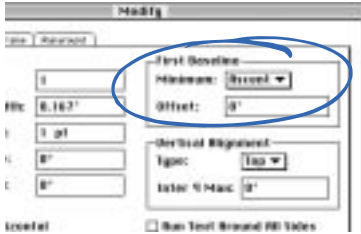
The **Flip Horizontal** and **Flip Vertical** check boxes let you create a mirror image of all the text in an active text box. The direction in which text is typed is also flipped. These check boxes work just like the **Flip Horizontal** and **Flip Vertical** commands in the **Style** menu.



Text Inset, Text Angle, and Text Skew fields



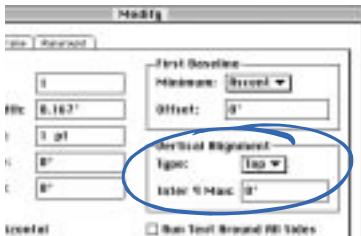
Flip Horizontal and Flip Vertical check boxes



First Baseline area



Minimum pop-up menu



Vertical Alignment area

First Baseline (area)

Item → Modify → Text tab

The **Minimum** and **Offset** controls in the **First Baseline** area let you position the first baseline of text in an active text box.

The **Minimum** pop-up menu gives you three options to specify the minimum distance between the first line of text and the top of each column.

- **Cap Height** places the height of a capital letter in the first line's largest font against the **Text Inset**.
- **Cap + Ascent** places the extra space needed for accent marks (above uppercase letters) in the first line's largest font against the **Text Inset**.
- **Ascent** places the ascent value (specified by the font designer) of the first line's largest font against the **Text Inset**. The result may resemble one of the previous two settings or may place the line somewhere in between, depending on the font design. **Ascent** is the default.

The **Offset** field lets you control the space between the first baseline and the top edge of a text box using an absolute value that you specify. Regardless of the value, the first baseline will never be placed closer to the **Text Inset** than the **Minimum**. The default is zero.

Range	Measurement system	Smallest increment
First baseline to top of box	various (" , pt , cm , etc.)	.001

Vertical Alignment (area)

Item → Modify → Text tab

Selections in the **Vertical Alignment** area control positioning of all the text relative to the **First Baseline** and the bottom **Text Inset**.

- **Top** places the first line of text on the **First Baseline**, and distributes all the text underneath by the leading value. This is the default.

- **Centered** centers the text top-to-bottom between the **First Baseline's** ascent and the bottom of the text box, distributing lines according to the leading value.
- **Bottom** aligns the bottom of the descenders of the last line of text with the bottom text inset, distributing the lines above according to the leading value.
- **Justified** places the first line of text on the **First Baseline**, the last line near the bottom text inset, and evenly distributing all lines in between, overriding the leading value.

The **Inter ¶ Max** field is only available when **Justified** is selected in the **Type** drop-down list and is used to specify the maximum amount of space QuarkXPress can insert between vertically justified paragraphs. If the paragraphs are spaced as far apart as the **Inter ¶ Max** field allows and text still does not extend from the top of the box to the bottom, QuarkXPress will override the leading values and insert an equal amount of additional space between lines.

Run Text Around All Sides (check box)

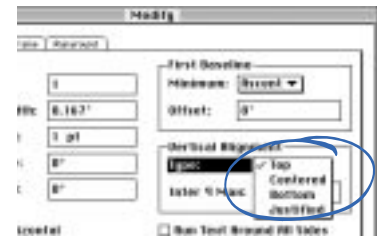
Item → Modify → Text tab

Run Text Around All Sides lets you surround objects with text on all sides using only one column (when readability is not crucial). Check **Run Text Around All Sides** to cause lines of text that have been interrupted by an overlapping item or items to continue from the left side of items over to the right side without starting a new line.

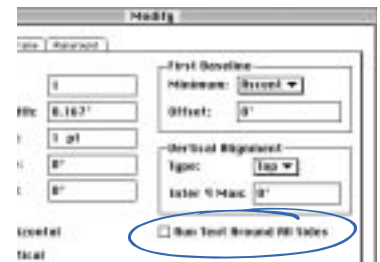
Picture (dialog box tab)

Item → Modify → Picture tab

The **Modify** dialog box **Picture** tab is available whenever one or more picture boxes are selected. The controls in the **Picture** tab let you specify how a picture is positioned within its box, and how it is angled, scaled, and colored.



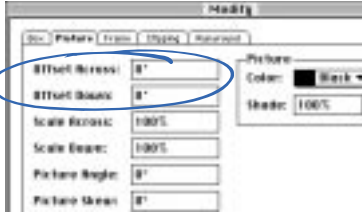
Type pop-up menu



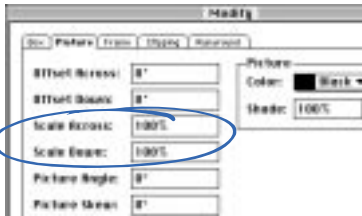
Run Text Around All Sides check box



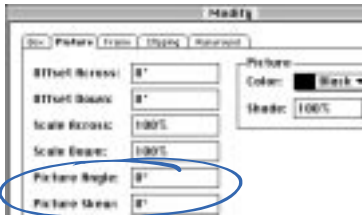
Picture tab



Offset Across and Offset Down fields



Scale Across and Scale Down fields



Picture Angle and Picture Skew fields

Offset Across, Offset Down (fields)

Item → Modify → Picture tab

The **Offset Across** and **Offset Down** fields in the **Picture** tab let you specify the position of a picture relative to its box. You can enter negative or positive values for either field. The default for both is zero.

- **Offset Across** specifies the distance between the left edge of the rectangular bounding box and the left edge of the picture.
- **Offset Down** specifies the distance between the top edge of the rectangular bounding box and the top edge of the picture.

Range	Measurement system	Smallest increment
– picture size to + box size	various (" , pt, cm, etc.)	.001

Scale Across, Scale Down (fields)

Item → Modify → Picture tab

The **Scale Across** and **Scale Down** fields let you specify proportionate or disproportionate sizing for a picture within a picture box. **Scale Across** scales pictures horizontally; **Scale Down** scales a picture vertically. If you want to maintain existing proportions, enter equivalent values.

Range	Measurement system	Smallest increment
0 to 1,000%	percent	.1

Picture Angle, Picture Skew (fields)

Item → Modify → Picture tab

The **Picture Angle** and **Picture Skew** fields let you rotate and skew a picture independent of the active picture box that contains it.

- **Picture Angle** specifies the rotation of a picture around its center.

Range	Measurement system	Smallest increment
±360°	degrees	.001

- **Picture Skew** tilts a picture's sides to create a slanted visual effect.

Range	Measurement system	Smallest increment
±75°	degrees	.001

Flip Horizontal, Flip Vertical (check boxes)

Item → Modify → Picture tab

The **Flip Horizontal** and **Flip Vertical** check boxes let you create a mirror image of the picture in an active picture box. These check boxes work just like the **Flip Horizontal** and **Flip Vertical** commands in the **Style** menu.

Suppress Picture Printout (check box)

Item → Modify → Picture tab

Checking **Suppress Picture Printout** in the **Picture** tab prevents the picture in an active picture box from printing with the rest of the page. Any visible attributes of the box itself (frame, background color, or blend) will print normally.

Picture (area)

The **Picture** area lets you specify a color and shade for most grayscale or black-and-white pictures using the **Color** pop-up menu and **Shade** field. For a list of picture file formats compatible with this feature, see “Modifiable Picture File Formats” in the “Style Menu for Pictures” section.

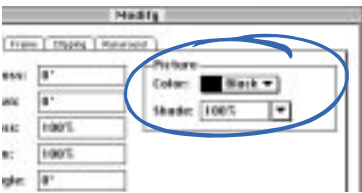
- The **Color** pop-up menu lets you choose a color to be used in place of black in the grayscale or black-and-white picture within an active picture



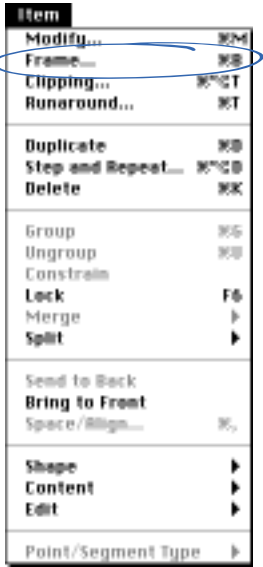
Flip Horizontal and Flip Vertical fields



Suppress Picture Printout check box



Picture area



Frame command



Frame tab

box. You can choose from the list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

- The **Shade** field in the **Picture** tab lets you enter the maximum screen tint percentage for the selected **Color** of the grayscale or black-and-white picture. You can also choose a percentage from the field's pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Frame (command)

Item menu

The **Frame** command (⌘-B) is available for active boxes. The command displays the **Frame** tab of the **Modify** dialog box, which lets you choose from a variety of line styles and bitmap frame designs to apply to box borders.

Frame (dialog box tab)

Item → *Frame*

The **Modify** dialog box **Frame** tab lets you specify width, style, color, and shade for your frame. The dialog box includes a **Preview** area that shows a rectangular representation of the specified frame.



A frame applied to a box always resides *inside* the box borders.

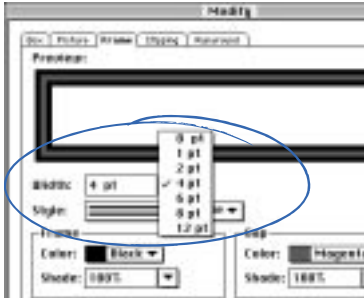
However, you can use the **Framing** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) to specify whether QuarkXPress automatically outsets these borders when a frame is applied (choose **Outside**) or whether QuarkXPress keeps the current box size, forcing the frame to overlap or reflow the contents (choose **Inside**).

Width (field)

Item → Frame

The **Width** field and pop-up menu lets you choose a standard thickness for the frame of active boxes — from 0 to 12 pt — or enter a custom value. The default is zero, which applies no frame.

Range	Measurement system	Smallest increment
determined by box size	various (" , pt, cm, etc.)	.001

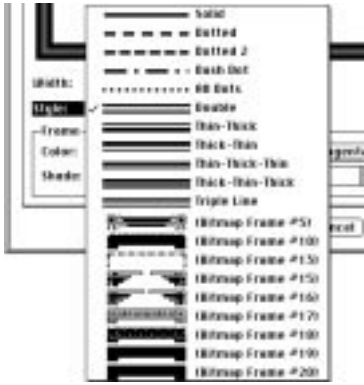


Width field and pop-up menu

Style (pop-up menu)

Item → Frame

The **Style** pop-up menu lets you choose a frame style (such as **Solid** or **Dotted**) from the list of default and custom line styles. You can customize these line styles using the **Dashes & Stripes** dialog box (**Edit** menu). If the active box is a standard rectangle shape with no corner radius, you can also choose among several bitmap frames.



Style pop-up menu for rectangular box

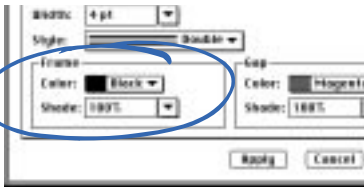
Frame (area)

Item → Frame

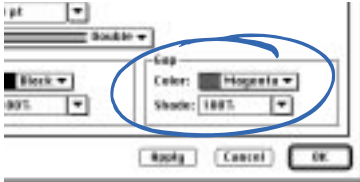
The **Frame** area lets you specify colors and screen tints for frames using the **Color** pop-up menu and **Shade** field.

- The **Color** pop-up menu lets you choose a frame color from the list of colors defined in the **Colors** dialog box (**Edit** → **Colors**).
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's pop-up menu. **Shade** is not available when **White** is chosen in the **Color** pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1



Frame area



Gap area



Clipping command

Gap (area)

Item → Frame

The **Gap** area lets you specify **Color** and **Shade** for the breaks, gaps, or holes in frames when a style other than **Solid** is chosen in the **Style** pop-up menu.

- The **Color** pop-up menu lets you choose a color for the gap area of the frame from the list of colors defined in the **Colors** dialog box (**Edit** → **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the gap transparent.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's pop-up menu. **Shade** is not available when **None** or **White** is chosen in the **Color** pop-up menu.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Clipping (command)

Item menu

The **Clipping** command (⌘-Option-T) is available whenever a picture box containing a picture is selected. The command displays the **Clipping** tab of the **Modify** dialog box, which lets you create or modify a QuarkXPress clipping path.

A clipping path tells QuarkXPress which areas of a picture should be visible and which areas should be rendered transparent. This is especially useful when you are attempting to isolate the picture's subject from the surrounding background contained in the original picture file.

Clipping (dialog box tab)

Item → Clipping

The **Modify** dialog box **Clipping** tab lets you create or make simple modifications to a QuarkXPress clipping path. You can base this clipping path on a path or alpha channel embedded in the original picture, or on the white areas of the image. Changes made to a picture's position, scale, angle, rotation, or skew will cause its associated clipping path to update automatically. You can further edit clipping paths by checking **Clipping Path** in the **Item** → **Edit** submenu and manually reshaping.

!!! A *Guide to QuarkXPress* uses the term *clipping path* to refer to a QuarkXPress clipping path, which is based on the high-resolution image but created and stored with the QuarkXPress document. Clipping paths created in painting or illustration programs are referred to as *embedded paths*. You may choose to keep a QuarkXPress clipping path identical to an embedded path, but changes made in QuarkXPress are stored exclusively in the document as a specification for an individual picture box. Each picture box in a QuarkXPress document may contain different clipping specifications for the same imported picture.

Preview (area)

Item → Clipping

The **Preview** area displays a small-scale representation of how the picture in the active box will look in the actual document. On color monitors, the picture box border is colored blue by default, and the clipping path is colored green. On grayscale monitors, the picture box border is shaded darker than the clipping path. Colors can be changed via the **Margin** and **Ruler** buttons in the **Display** tab of the **Application Preferences** dialog box (Edit → Preferences → Application).



Clipping tab



Preview area



Rescan and Crop to Box buttons



Information area

Rescan (button)

Item → Clipping

Clicking **Rescan** rebuilds the clipping path and its **Preview** using whatever specifications are currently entered in the pop-up menus, fields, or check boxes of the **Clipping** tab. If a high-resolution picture file can be found, QuarkXPress accesses it when you click **Rescan**.



Clicking **Rescan** undoes **Crop to Box**.

Crop to Box (button)

Item → Clipping

The **Crop to Box** button cuts portions of a clipping path that fall outside the current box borders. Picture areas outside the clipping path are rendered transparent.

Information (area)

Item → Clipping

The **Information** area displays the number of alpha channels and embedded paths in your picture file. The number of Bézier points used in the current QuarkXPress clipping path is also displayed.

Type (pop-up menu)

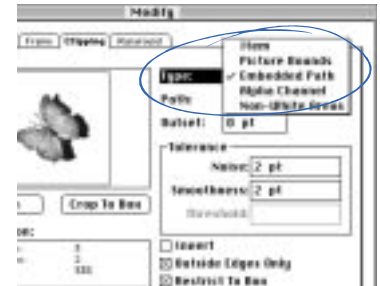
Item → Clipping

The **Type** pop-up menu lets you choose the original source used to create a QuarkXPress clipping path. You can choose **Item**, **Picture Bounds**, **Embedded Path**, **Alpha Channel**, or **Non-White Areas**.

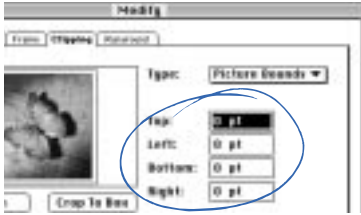
- When **Item** is chosen, there is no clipping path. The picture box borders alone dictate which parts of a picture are visible.
- **Picture Bounds** creates a new clipping path based on the rectangular “canvas area” of the imported picture file. This includes any white

background saved with your original picture file. When **Picture Bounds** is chosen, the **Top**, **Left**, **Bottom**, and **Right** fields are available for changing the size of the clipping path. These fields are replaced by other controls if you select a different clipping path **Type**.

- **Embedded Path** creates a new clipping path based on a picture-embedded clipping path drawn in Adobe Photoshop. When **Embedded Path** is chosen, the **Path**, **Outset**, and **Tolerance** controls become available for customizing the QuarkXPress clipping path.
- **Alpha Channel** creates a new clipping path based on an alpha channel built into a TIFF image by a photo-editing application. (An alpha channel is an invisible grayscale picture used to edit the real picture to which it is attached.) Because alpha channels are used most often to *mask* or “black out” portions of the real picture, it is the highlight and midtone areas of the alpha channel that fall inside the QuarkXPress clipping path; the black or near-black areas fall outside. When **Alpha Channel** is chosen, the **Alpha**, **Outset**, and **Tolerance** controls are available for customizing the QuarkXPress clipping path. The **Threshold** field in the **Tolerance** area determines the amount an alpha channel area may deviate from black before it falls inside the initial clipping path. A **Tolerance** of 10% specifies that darkness values of 91% to 100% in the alpha channel will fall outside the initial path, while anything lighter (0–90%) will fall inside. (The values in the picture itself may be entirely different, because an alpha channel possesses its own identity.)
- **Non-White Areas** creates a new clipping path based on the picture subject itself. When **Non-White Areas** is chosen, the **Outset** and **Tolerance** controls are available for customizing the QuarkXPress clipping path. The **Threshold** field in the **Tolerance** area determines the amount a picture area may deviate from white before it is included inside the initial clipping path. The default **Tolerance** of 10% specifies that darkness values of zero to 10% will initially fall outside the path, while anything darker (11%–100%) will be included in the initial clipping path. When you



Type pop-up menu



Top, Left, Bottom, and Right fields (Picture Bounds type)



Path pop-up menu (Embedded Path type)

choose **Non-White Areas** for a color picture, areas are clipped according to how they would appear if converted to grayscale.



If you make edits to a clipping path using point-by-point Bézier editing, the **Type** pop-up menu displays “User-Edited Path” the next time you open the **Modify** dialog box. This mode lets you adjust the outset, etc., of your edited path without destroying its basic shape. If you select a new **Type** when “User-Edited Path” is displayed, you must click **Cancel** to restore the user-edited path. If you select a new **Type** and click **OK**, Bézier edits are lost.

Top, Left, Bottom, Right (fields)

Item → Clipping

Available when **Picture Bounds** is chosen, the **Top**, **Left**, **Bottom**, and **Right** fields let you specify the distance between the rectangular picture edges and a rectangular clipping path’s edges. Negative values place the clipping path edges within the picture bounds.

Range	Measurement system	Smallest increment
±288 pt	various (" , pt, cm, etc.)	.001

Path, Alpha (pop-up menus)

Item → Clipping

When **Embedded Path** is chosen in the **Type** pop-up menu, the **Path** pop-up menu lets you choose which path to use from the picture file. When **Alpha Channel** is chosen in the **Type** pop-up menu, the **Path** pop-up menu is replaced by the **Alpha** pop-up menu. The **Alpha** pop-up menu lets you choose which alpha channel to use.

Outset (field)

Item → Clipping

When you have a non-rectangular clipping path, the **Outset** field specifies the exact distance in points that you want the current clipping path to grow or shrink. A positive value makes the clipping path grow to include more of the picture; a negative value makes the clipping path shrink to include less.

Range	Measurement system	Smallest increment
±288 pt	various (" , pt, cm, etc.)	.001

Tolerance (area)

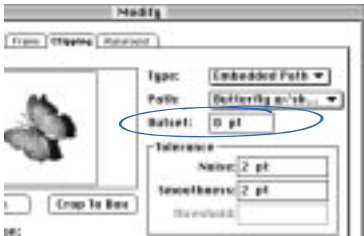
Item → Clipping

When **Embedded Path**, **Alpha Channel**, or **Non-White Areas** is chosen in the **Type** pop-up menu, the **Tolerance** area is available. The **Noise**, **Smoothness**, and **Threshold** values in the **Tolerance** area let you “clean up” your picture-based clipping path.

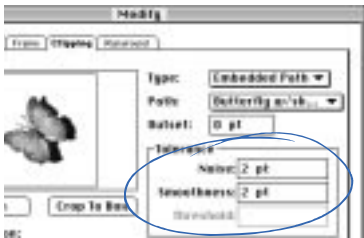
- The **Noise** field specifies the smallest allowable closed path. Any closed path or artifact smaller than the noise value will be deleted. For example, if you are generating a clipping path for a picture of the moon and stars and you find that each star has a tiny path drawn around it, you could choose to specify a **Noise** value large enough to exclude these small paths but small enough to include the path around the moon.

Range	Measurement system	Smallest increment
±288 pt	various (" , pt, cm, etc.)	.001

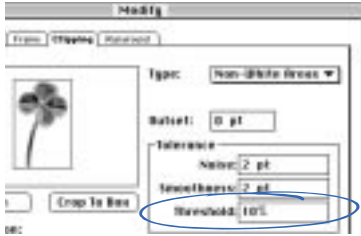
- The **Smoothness** field allows you to specify clipping path accuracy. A lower value creates a more complex path with a greater number of points because it moves the path closer to each exact pixel. A higher number creates a path that is less likely to produce a *limitcheck error* on



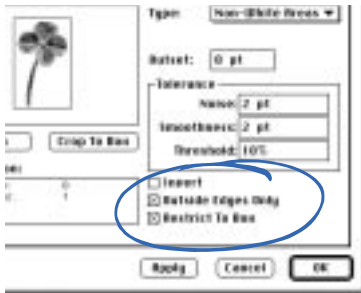
Outset field



Tolerance area



Threshold field



Invert, Outside Edges Only, and Restrict to Box check boxes

output, but with less accuracy. This is similar to the Flatness setting in many image editing applications.



If your clipping path has too many points to output the document, QuarkXPress attempts to decrease the path complexity by automatically raising the Smoothness setting during printing.

- The **Threshold** field is available when **Alpha Channel** or **Non-White Areas** is chosen in the **Type** pop-up menu. When **Alpha Channel** is chosen, the **Threshold** value determines the amount that an alpha channel area may deviate from black before it falls inside the initial clipping path. Values in the actual picture are not considered when **Alpha Channel** is chosen. When **Non-White Areas** is chosen, the **Threshold** value determines the amount that an actual picture area may deviate from white before it gets included within the path. Areas in color pictures are clipped according to how they would appear if converted to grayscale. The initial results of the **Threshold** setting are further affected by the other settings in the **Clipping** tab.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Invert (check box)

Item → Clipping

When **Embedded Path**, **Alpha Channel**, or **Non-White Areas** is chosen in the **Type** pop-up menu, the **Invert** check box is available. **Invert** swaps the interior of your clipped path with the exterior.

Outside Edges Only (check box)

Item → Clipping

The **Outside Edges Only** check box determines whether QuarkXPress will allow “paths within paths.” For example, if checked, QuarkXPress might create two paths for an apple and a donut (one path for each) but

it will not clip out the hole within the donut. Only the outside paths are kept. In order for paths to be drawn within the larger paths, uncheck **Outside Edges Only**.

Restrict to Box (check box)

Item $\rightarrow$ *Clipping*

In prior versions of QuarkXPress, any portion of your image residing outside the picture box was not displayed. The **Restrict To Box** check box in the **Clipping** tab removes this constraint. If **Restrict To Box** is unchecked in the **Clipping** tab, unclipped portions of the image that fall outside the picture box will be visible in the document.

Runaround (command)

Item menu

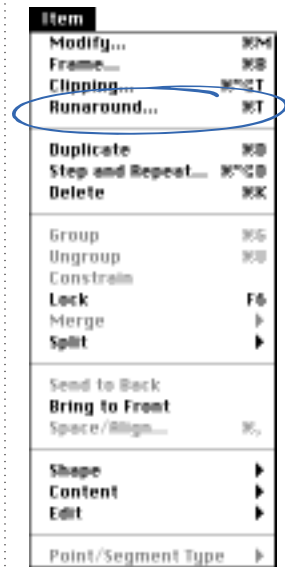
The **Runaround** command (⌘-T) is available whenever a non-anchored item is selected. The command displays the **Runaround** tab of the **Modify** dialog box, which lets you create or modify a QuarkXPress runaround path for a picture, or change the runaround outset for any other item.

Runaround is a term used to describe how text in a text box flows around items that are placed in front of it. An edit to an item's runaround changes the way text in a text box behaves when the edited item is placed in front of text. Runaround specifications can be created for an item, or for the picture in a picture box. A picture-based runaround path tells QuarkXPress which picture areas repel text positioned behind it, and which picture areas allow text to flow behind unimpeded.

Runaround (dialog box tab), *picture box selected*

Item $\rightarrow$ Runaround

When a picture box is selected, the **Modify** dialog box **Runaround** tab works like the **Clipping** tab, but with a few exceptions:



Runaround command



Runaround tab for picture boxes



Runaround tab for picture boxes

- Paths created in the **Runaround** tab are called *runaround paths*. These paths force text in text boxes stacked behind the picture box to abut and flow around the “included” areas of the path. The areas outside the runaround path allow the text to flow unimpeded in back. A run-around path does not determine which areas of a picture are visible.
- On color monitors, the runaround path is displayed in the **Preview** area by default as a magenta path. Hypothetical text is shown as a series of horizontal gray bars.
- The **None** option is available in the **Type** pop-up menu when the **Runaround** tab is used. Although selecting **Item** in the **Type** pop-up menu of the **Clipping** tab turns clipping off, you must choose **None** in the **Type** pop-up menu to turn runaround off. Selecting **Item** in the **Runaround** tab causes the active picture box to repel text according to a runaround outset measured from the picture box borders. This outset is specified using the **Top**, **Left**, **Bottom**, and **Right** fields when a rectangular box is active, and by the **Outset** field when a nonrectangular box is active. **Item** runaround does not produce an editable Bézier runaround path.
- The **Same As Clipping** option is available in the **Type** pop-up menu when the **Runaround** tab is displayed. Choose this option if you want text to run around the QuarkXPress clipping path you have specified in the **Clipping** tab. Although you may specify a unique **Outset** and **Smoothness** when **Same As Clipping** is chosen, any Bézier edits to the runaround area must be made to the clipping path.
- To edit an applied runaround path using Béziers, **Runaround** must be checked instead of **Clipping Path** in the **Item** → **Edit** submenu — except when **Same As Clipping** is chosen in the **Type** pop-up menu.
- The **Restrict To Box** check box does not affect picture visibility as it does in the **Clipping** tab. When **Restrict To Box** is checked in the

Runaround tab, text ignores any portion of the runaround path that falls outside the picture box borders. This achieves the same result as clicking **Crop to Box** in the **Runaround** tab, but the runaround path itself is not redrawn.

- The default in the **Type** pop-up menu of the **Runaround** tab is **Item** with a 1-point outset all around.

See “Clipping (dialog box tab)” earlier in this section for detailed descriptions of the controls in the **Runaround** tab for picture boxes.

Runaround (dialog box tab), text box or contentless box selected

Item → Runaround

When the active item is a text box (or a box to which **Item → Content → None** has been applied), the **Runaround** tab lets you choose **None** or **Item** in the **Type** pop-up menu. If you choose **None**, text from other text boxes stacked behind will be allowed to flow unimpeded behind the active text box. If you choose **Item**, you can specify a runaround outset as measured from the text box borders. This outset is specified using the **Top**, **Left**, **Bottom**, and **Right** fields when a rectangular box is active, and by the **Outset** field when a non-rectangular box is active. These fields accept positive or negative values. Negative values place the runaround area within the text box borders. **Item** runaround does not produce an editable Bézier runaround path.

Range	Measurement system	Smallest increment
±288 pt	various (" , pt, cm, etc.)	.001

Runaround (dialog box tab), line or text path selected

Item → Runaround

When a line or text path is selected, the **Runaround** tab lets you choose **None**, **Item**, or **Manual** in the **Type** pop-up menu. If you choose **None**



Runaround tab for text boxes and contentless boxes



Runaround tab for lines and text paths



Duplicate command

as the runaround type, text from other text boxes stacked behind will flow unimpeded behind the active item. **Item** runaround does not produce an editable Bézier runaround path. Choose **Manual** to create a new, editable runaround path for the active line or text path. The runaround path can be edited by choosing **Item** → **Edit** → **Runaround** while the item is active.

If you choose **Item** or **Manual**, you can specify a runaround **Outset** as measured from the active line. This field accepts positive values only.

Range	Measurement system	Smallest increment
0 to 288 pt	various (" , pt, cm, etc.)	.001

Duplicate (command)

Item menu

The **Duplicate** command (⌘-D) automatically places a copy of active items in front of all other items. The placement of the copy is determined by the offset values specified in the **Step and Repeat** dialog box (**Item** → **Step and Repeat**). The default horizontal and vertical offset value is .25".

When you duplicate boxes, their contents are duplicated as well. Duplicating a linked text box duplicates the active box, the text contained by the active box, plus any succeeding text in the text chain. An overflow symbol ☐ is displayed in the duplicated text box to represent the additional text.

 **Duplicate** cannot place a copy outside an original item's constraining box or the pasteboard.

Step and Repeat (command)

Item menu

The **Step and Repeat** command (⌘-Option-D) displays the **Step and Repeat** dialog box, which lets you create multiple copies of active items and specify where QuarkXPress places the copies.

When you step and repeat boxes, their contents are duplicated as well. Duplicating a linked text box duplicates the active box, the text contained by the active box, plus any succeeding text in the text chain. An overflow symbol  is displayed in the duplicated text box to represent the additional text.

 **Step and Repeat** cannot place a copy outside an original item's constraining box or the pasteboard.

Step and Repeat (dialog box)

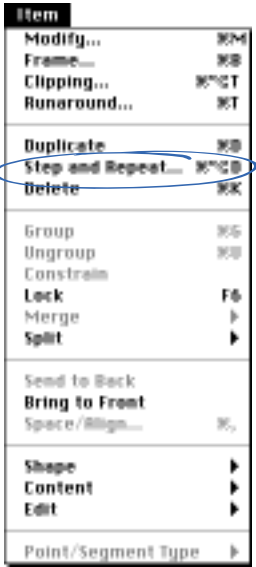
Item menu

The **Step and Repeat** dialog box lets you enter values in the **Repeat Count**, **Horizontal Offset**, and **Vertical Offset** fields to place duplicates of active items.

- The **Repeat Count** field lets you specify the number of duplicates you want made of the original item.

Range	Measurement system	Smallest increment
1 to 99	integers	1

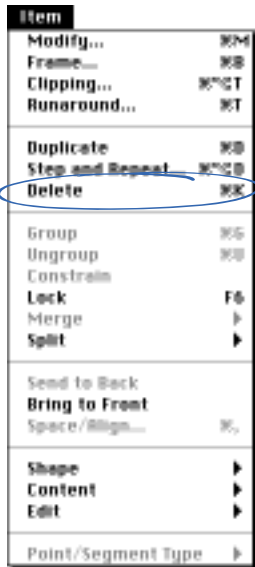
- The **Horizontal Offset** and **Vertical Offset** fields let you specify where copies are placed relative to the original. A positive horizontal value places copies to the right of the original; a negative horizontal value places copies to the left of the original. A positive vertical value places copies below the original; a negative vertical value places copies above the original. The values entered in the **Step and Repeat** dialog box



Step and Repeat command



Step and Repeat dialog box



Delete command

become the default **Step and Repeat** offsets, as well as the offsets used by **Duplicate**, until you close the program.

Range	Measurement system	Smallest increment
±24"	various (" , pt, cm, etc.)	.001

Delete (command)

Item menu

The **Delete** command (⌘-K) removes active items. When a box is active, **Delete** removes contents along with the box.

When you delete a text box that is part of a linked chain, the other links are maintained around the deleted box, and the text is reflowed through the other text boxes of the chain.

!!! To delete one or more active points in a Bézier item without deleting the entire item, make sure the Item tool  is selected, and use the Delete key instead of the **Delete** command.

Group (command)

Item menu

The **Group** command (⌘-G) combines two or more active items so that they can be selected and moved as a single item. An active group is contained within a bounding box, indicated by a dotted line when the group is active. A group is made active by clicking one of its items with the **Item** tool  or multiple-selecting more than one of its items with the **Content** tool . The bounding box is not displayed if all items in a group are within a rectangular text or picture box.

You can perform many of the same basic operations on a group that you can on a single item; for example, **Cut**, **Copy**, **Duplicate**, **Lock**, etc. You cannot resize a group. A group can contain other groups.



When the Content tool  is selected, you can move and resize individual items within a group. You move items by pressing the **⌘** key while dragging the mouse.

Ungroup (command)

Item menu

The **Ungroup** command (**⌘-U**) dissociates grouped items. **Ungroup** is available when a group is active. A group is made active by clicking one of its items with the **Item** tool  or by multiple-selecting more than one of its items with the **Content** tool .

When an active group contains other groups, choosing **Ungroup** ungroups only the most recently established group.

Constrain/Unconstrain (command)

Item menu

The **Constrain** command changes an active group to a constrained group. Items in a constrained group are contained within a *constraining box*. Items within a constraining box are referred to as *constrained items*; these items cannot be moved or resized beyond their constraining box. **Constrain** is available when the back item of an active group has box borders that encompass all the other items in the group.

You can perform most of the same operations on a constrained group that you can on a group. When the Content tool  is selected, you can move and resize individual items within a constrained group. You can move individual items by pressing the **⌘** key while dragging the mouse. You cannot reduce the size of a constraining box to where it can no longer contain its constrained items. You cannot move or resize constrained items beyond their constraining box.



Group, Ungroup, and Constrain commands

Item	
Modify...	⌘M
Frame...	⌘B
Clipping...	⌘⌥T
Runaround...	⌘T
Duplicate	⌘D
Step and Repeat...	⌘⌥G
Delete	⌘K
Group	⌘G
Ungroup	⌘U
Constrain	
Lock	⌘L
Merge	▶
Split	▶
Send to Back	
Bring to Front	
Space/Align...	⌘A
Shape	▶
Content	▶
Edit	▶
Point/Segment Type	▶

Lock command

Unconstrain is available and replaces **Constrain** when a constrained group is active. Choosing **Unconstrain** removes the constraining relationship among grouped items.

Lock/Unlock (command)

Item menu

The **Lock** command (F6) prevents you from moving, resizing, reshaping, or rotating items with the mouse. **Lock** is available when unlocked items are active. You can still move and modify locked items using the **Modify** dialog box (**Item** → **Modify**) or the **Measurements** palette.

When you move a pointer over an active, locked item's resize handles, Bézier points, Bézier segments, or picture contents, the pointer changes to the Padlock pointer . The Padlock pointer is also displayed when you move the Mover pointer  or the Rotation pointer  over any active locked item. **Unlock** is available and replaces **Lock** when locked items are active.

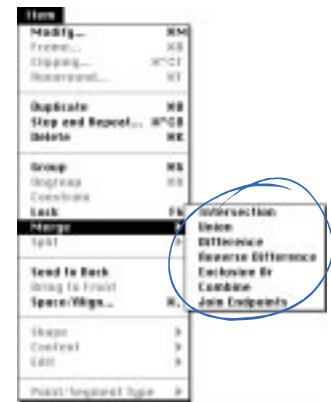
Merge (submenu)

Item menu

The **Merge** submenu is available when more than one item is selected. The commands in the **Merge** submenu allow you to create complex geometric Bézier shapes more efficiently than drawing them. Except for **Join Endpoints**, all the commands produce a single Bézier box with one set of contents. This box replaces the items originally selected. The shape of the new box is synthesized in various ways from the original item shapes.

The original items selected may include lines mixed with boxes. Some of the **Merge** commands require overlap among selected objects. The only contents or attributes preserved (text, pictures, background colors, etc.) are those of the back item in the stack.

- **Intersection** locates any areas that overlap the item in back, retains these areas, and cuts out the rest.
- **Union** combines all the item shapes into one shape, retaining all overlapped areas and non-overlapped areas. Items need not overlap for this command to be effective. Non-overlapping shapes remain separated in space after being merged but behave collectively as one item.
- **Difference** removes all the item shapes except for the item shape at the back of the stack. If this shape is overlapped, the overlapped area is cut out. **Difference** is useful for punching holes in an existing item shape, or for deleting or cropping parts of a Bézier illustration.
- **Reverse Difference** retains a union of all the item shapes except for the item shape at the back of the stack, which is cut out. If the item in back is overlapped, the overlapping area is cut out from the item shapes in front.
- **Exclusive Or** retains all the item shapes but cuts out any areas that overlap. If you edit the points surrounding the cut-out area, you will notice that there are two corner points at every location where two lines originally crossed.
- **Combine** is similar to **Exclusive Or**, with one difference: If you edit the points around the cut-out area, you will notice that no points were added where two lines cross.
- **Join Endpoints** is unique among **Merge** commands because it creates a Bézier line instead of a Bézier box. **Join Endpoints** is available only when exactly two lines or text paths are active. An endpoint from one active line must overlap an endpoint from the other active line. (Endpoints can also be joined if the distance between them is equal to or less than the **Snap Distance** specified in the **General** tab of the **Document Preferences** dialog box.) Midpoints cannot be joined. **Join Endpoints** creates a single Bézier corner point to replace the two overlapping endpoints. A single Bézier line or text path results.



Merge submenu



Split submenu

!!! **Join Endpoints** works best when the two endpoints are perfectly overlapped. This is easily accomplished by snapping both points to a horizontal and vertical guide pair. If the overlapping points are not perfectly equal in position, QuarkXPress interpolates between their positions.

Split (submenu) Item menu

The **Split** submenu is available only when the active item is a single box that contains more than one closed path or consists of a closed path that crosses over itself like a “figure eight.” The commands in the **Split** submenu let you break apart paths (in a multiple-shape box) into two or more boxes. Both of the commands in the **Split** submenu produce multiple Bézier boxes. The new boxes replace the box that was originally selected. The contents or attributes of the original box (text, pictures, background colors, etc.) are reproduced for all the resulting boxes.

- **Outside Paths** splits a box that consists of two or more closed paths separated in space, but does not split closed paths contained within these paths. For example, if you choose **Outside Paths** when a box shaped like a donut near an apple is active, two boxes result — one for the donut and one for the apple. No box is created for the hole in the donut. **Outside Paths** also works on paths that cross over themselves. A “figure eight” for example, is split into two boxes.
- **All Paths** splits all closed paths in the active item, including paths contained within other paths. **All Paths** splits a box shaped like two donuts into four boxes — two boxes representing the outsides of the donuts, and two boxes representing the holes in the donuts. **All Paths** also works on paths that cross over themselves. A “figure eight,” for example, is split into two boxes.

Send to Back/Send Backward (command)

Item menu

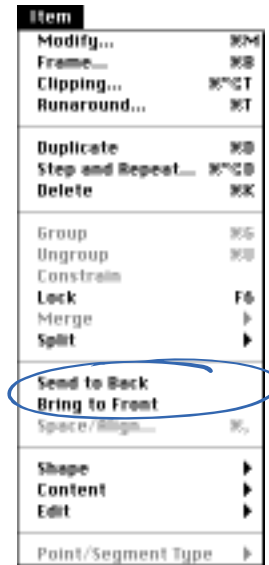
The **Send to Back** command reorders the *stacking* of items by placing active items at the back of the stack. **Send to Back** is available when active items are not at the back of the stack.

When you press the Option key while displaying the **Item** menu, **Send to Back** is replaced by **Send Backward**. **Send Backward** places the active items one level back in the *stacking order*. The active item is moved behind the item that was positioned behind it. **Send Backward** is available when active items are not at the bottom of the stack. The stacking order of items affects the following:

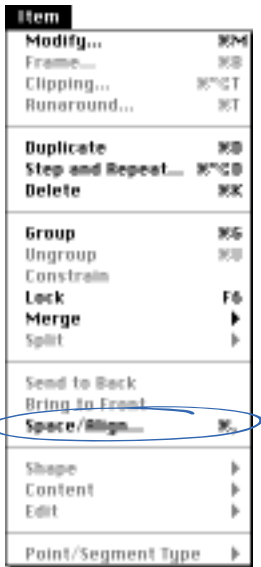
- Stacking is initially determined by the order in which items are created. The most recently created item is placed in front of previous items.
- Boxes with background shades applied to them always obscure text, pictures, and items that are behind them. To make a box's background transparent so that items behind it are visible, apply a box background color of *None* (**Item** → **Modify** → **Box** tab). The picture or text contents of a box with a background of *None* may be opaque, but the box background itself will be transparent.
- Items stacked in front of a box containing text will cause text to reflow if the the overlapping items have a runaround type other than **None**.
- A constraining box must remain behind boxes it constrains. If you choose **Send to Back** for a constrained item, it will be placed immediately in front of its constraining box and behind all other constrained items.



To activate an item that is completely hidden by another item, press ⌘-Option-Shift and click at the location of the hidden item. When there are many layers of items, repeated mouse clicks at the point where items overlap will successively activate items from the top of the stack down to the bottom.



Send to Back and Bring to Front commands



Space/Align command



Space/Align dialog box

Bring to Front/Bring Forward (command)

Item menu

The **Bring to Front** command reorders the *stacking* of items by placing active items at the top of the stack. **Bring to Front** is available when active items are not at the top of the stack.

When you press the Option key while displaying the **Item** menu, **Bring to Front** is replaced by **Bring Forward**. **Bring Forward** brings the active item one level forward in the *stacking order*. The active item is moved in front of the item that was positioned on top of it. **Bring Forward** is available when active items are not at the top of the stack. **Bring to Front** and **Bring Forward** are not available when a constraining box is selected independently of its group. For more information on stacking order, see “Send to Back/Send Backward (command)” earlier in this section.

Space/Align (command)

Item menu

The **Space/Align** command (⌘-,) displays the **Space/Align** dialog box, which lets you control the amount of horizontal and/or vertical space between multiple-selected items. **Space/Align** is available when two or more items are active.

Space/Align (dialog box)

Item → Space/Align

The **Space/Align** dialog box consists of the **Horizontal** and **Vertical** areas. To enable the controls in either area, check **Horizontal** or **Vertical**. You can specify horizontal spacing and alignment alone, vertical spacing and alignment alone, or a combination of the two.

Horizontal (area)

Item → Space/Align

The **Horizontal** check box lets you control horizontal spacing and alignment among the active items. Checking **Horizontal** enables the **Space**, **Distribute Evenly**, and **Between** controls in the **Horizontal** area.

The horizontal space between active items can be controlled three ways: You can specify an absolute amount of space between items; you can specify a percentage of the space currently between items; or you can distribute space evenly between items. You specify from which parts of items (centers or edges) QuarkXPress measures the space by choosing an option from the **Between** pop-up menu.

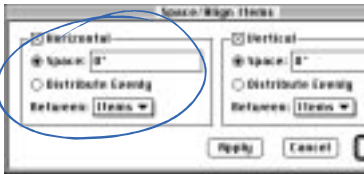
Space (radio button)

Item → Space/Align → Horizontal checked

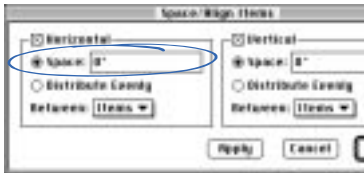
When you specify **Space** and enter a value in the **Space** field in the **Horizontal** area, QuarkXPress spaces items relative to the left active item, which does not move. The left item is defined as the item whose left bounding box edge (or line portion including line width and text on a path) extends closest to the left side of the pasteboard. If two or more items have the same left edge position, QuarkXPress spaces active items with respect to the item closest to the top of the pasteboard.

- To specify an absolute amount of horizontal space between active items, enter a value from 0 to 10" in the **Space** field.

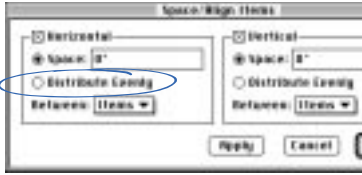
Range	Measurement system	Smallest increment
0 to 10"	various (" , pt, cm, etc.)	.001



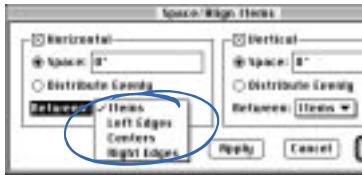
Horizontal area



Space radio button and field



Distribute Evenly radio button



Between pop-up menu

- To position active items according to a percentage of their current horizontal spacing relative to one another, enter a value from 0 to 1,000%. For example, for active items horizontally spaced 2" apart from center to center, a value of 50% reduces space between centers to 1".

Range	Measurement system	Smallest increment
0 to 1,000%	percent	.1

Distribute Evenly (radio button)

Item → Space/Align → Horizontal checked

To place an equal amount of horizontal space between active items, specify **Distribute Evenly**. **Distribute Evenly** is available when three or more items are active. When you specify **Distribute Evenly**, the left and right items do not move. Only items between move. Values entered in the **Space** field are ignored when you specify **Distribute Evenly**.

Between (pop-up menu)

Item → Space/Align → Horizontal checked

The **Between** pop-up menu displays four methods for horizontally aligning active items: **Items**, **Left Edges**, **Centers**, and **Right Edges**. The method you choose from the **Between** pop-up menu determines how QuarkXPress implements the value or percentage you enter in the **Space** field, or how horizontal space is distributed evenly.

When horizontally spacing/aligning a rectangular box, QuarkXPress measures from the sides of the box. When spacing/aligning a group or an item that is not rectangular, such as an oval or a Bézier box, QuarkXPress measures from the group's or the item's bounding box. When spacing/aligning a line, QuarkXPress considers all parts of the line, including its width and text on a path.

- Choosing **Items** places the amount of space or percentage entered in the **Space** field between the right edge of one active item and the left edge of the item to the right of it, and so on.
- Choosing **Left Edges** places the amount of space or percentage entered in the **Space** field between the left edges of active items.
- Choosing **Centers** places the amount of space or percentage entered in the **Space** field between the centers of active items.
- Choosing **Right Edges** places the amount of space or percentage entered in the **Space** field between the right edges of active items.

Vertical (area)

Item → Space/Align

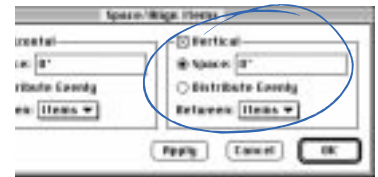
The **Vertical** check box lets you control vertical spacing and alignment among the active items. Checking **Vertical** enables the **Space**, **Distribute Evenly**, and **Between** controls in the **Vertical** area.

The vertical space between active items can be controlled in three ways: You can specify an absolute amount of space between items; you can specify a percentage of the space currently between items; or you can distribute space evenly between items. You specify from which parts of items (centers or edges) QuarkXPress measures the space by choosing an option from the **Between** pop-up menu.

Space (radio button)

Item → Space/Align → Vertical checked

When you specify **Space** and enter a value in the **Space** field in the **Vertical** area, QuarkXPress spaces items relative to the upper active item, which does not move. The upper item is defined as the item whose top bounding box edge (or line portion including line width and text on a path) extends closest to the top of the pasteboard. If two or more items



Vertical area



Space radio button and field



Distribute Evenly radio button



Between pop-up menu

have the same top edge position, then QuarkXPress spaces active items with respect to the left item.

- To specify an absolute amount of vertical space between active items, enter a value from 0 to 10" in the **Space** field.

Range	Measurement system	Smallest increment
0 to 10"	various (" , pt, cm, etc.)	.001

- To position active items according to a percentage of their current vertical spacing relative to one another, enter a value from 0 to 1,000% in the **Space** field. For example, for active items vertically spaced 2" from center to center, a value of 50% reduces space between centers to 1".

Range	Measurement system	Smallest increment
0 to 1,000%	percent	.1

Distribute Evenly (radio button)

Item → Space/Align → Vertical checked

To place an equal amount of vertical space between active items, specify **Distribute Evenly**. **Distribute Evenly** is available when three or more items are active. When you specify **Distribute Evenly**, the upper and lower items do not move. Values you enter in the **Space** field are ignored when you specify **Distribute Evenly**.

Between (pop-up menu)

Item → Space/Align → Vertical checked

The **Between** pop-up menu displays four methods for vertically aligning active items: **Items**, **Top Edges**, **Centers**, and **Bottom Edges**. The method you choose from the **Between** pop-up menu determines how QuarkXPress implements the value or percentage you enter in the **Space** field, or how space is distributed evenly.

When vertically spacing/aligning a rectangular box, QuarkXPress measures from the top and bottom of the box. When spacing/aligning a group or an item that is not rectangular, such as an oval or a Bézier box, QuarkXPress measures from the bounding box. When spacing/aligning a line, QuarkXPress considers all parts of the line, including its width and text on a path.

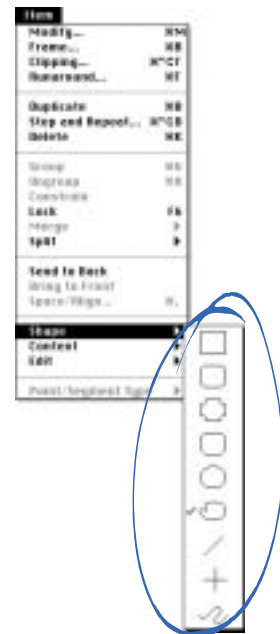
- Choosing **Items** places the amount of space or percentage entered in the **Space** field between the bottom edge of one active item and the top edge of the item beneath it, and so on.
- Choosing **Top Edges** places the amount of space or percentage entered in the **Space** field between the top edges of active items.
- Choosing **Centers** places the amount of space or percentage entered in the **Space** field between the centers of active items.
- Choosing **Bottom Edges** places the amount of space or percentage entered in the **Space** field between the bottom edges of active items.

Shape (submenu)

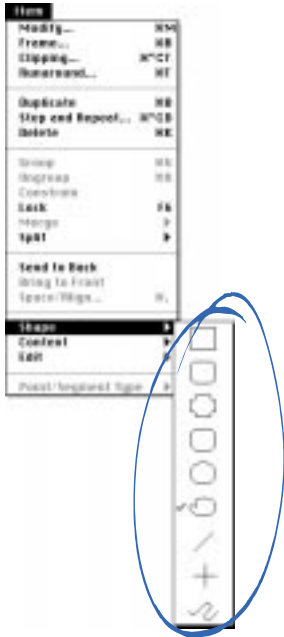
Item menu

The **Shape** submenu lets you change the “shape type” of an active item. For example, you can change a circle into a square or vice versa. You can also change the type of item: Lines can be changed into boxes or boxes into lines. Two of the options in the **Shape** submenu (☺ and ☹) are arbitrary shapes that allow free-form Bézier editing. The **Shape** submenu is not available for multiple-selected items.

- □ Changes the active item into a rectangular box that is not editable using Béziers.
- □ Changes the active item into a rounded-corner box that is not editable using Béziers.



Shape submenu



Shape submenu

-  Changes the active item into a concave-corner box that is not editable using Béziers.
-  Changes the active item into an beveled-corner box that is not editable using Béziers.
-  Changes the active item into an elliptical box that is not editable using Béziers.
-  Does not change the shape visibly, but does allow interactive Bézier editing whenever **Item** → **Edit** → **Shape** is checked. If you choose the Bézier box  option when a line is active, QuarkXPress traces around the actual *line width* (along with any arrowhead and dash pattern applied to the line) to convert the line into an elongated Bézier box. However, if the line is a Bézier line, it may be preferable to make this transformation by simply joining or connecting the endpoints of the line without tracing around its width. To join or connect the endpoints of a Bézier line to form a Bézier box, press the Option key while choosing the Bézier box  option. If the endpoints sit on top (or almost on top) of each other, they are joined into one point. Otherwise, a new line segment is added that connects the two endpoints.
-  Changes the active item into a straight line (of any angle) that is not editable using Béziers.
-  Changes the active item into a straight line that is only horizontal or vertical, and not editable using Béziers.
-  Changes the active item shape into a Bézier line based on the original box or line shape, and allows interactive Bézier editing whenever **Item** → **Edit** → **Shape** is checked. If the original shape is a multiple-path box, only one of the paths in the box will be retained when you convert to a line.

 A Bézier line  in QuarkXPress is a single “open” path. If you want an item to include “closed” paths or multiple paths, you must work with Bézier box  items.

Content (submenu)

Item menu

The **Content** submenu lets you change the “content type” of an active item. For example, you can change a text box into a picture box or an ordinary line into a text path, or vice versa. An item can contain only one type of content, so changes made using the **Content** submenu delete the current contents of the active item. The **Content** submenu is not available for multiple-selected items.

- Choose **Picture** if you want the active box to contain a picture. **Picture** is not available when the active item is a line or text path.
- Choose **Text** if you want the active box or line to contain text.
- Choose **None** if you want the active box to contain neither picture nor text. However, this type of box can contain color, shade, a blend, etc.



Content submenu

Edit (submenu)

Item menu

The **Edit** submenu is available when the active item is a Bézier item or an item that contains an editable clipping path or runaround path. The options in the **Edit** submenu let you choose which aspect of the active item you have access to. The **Edit** submenu is not available for multiple-selected items.

- When none of the items in the **Edit** submenu are checked, only the bounding box of the active item is accessible. You can resize or move it, but you cannot reshape it.
- When **Shape** is checked (Shift-F4), the bounding box of the item is inaccessible. Instead, you have access to the individual Bézier points that define the item's shape. **Shape** is available only for active Bézier items. To change a non-Bézier box into a Bézier box, choose **Item** →



Edit submenu



Edit submenu



Point/Segment Type submenu

Shape → . To change a non-Bézier line or text path into a Bézier line or text path, choose **Item** → **Shape** → .

!!! When **Shape** is checked, you can still move a Bézier line without reshaping it. To do so, first select all the points in the active line by pressing **⌘-Shift-A** or by double-clicking any of the Bézier points in the line. With all the points selected, drag any point to move the entire line. Make sure that the Point pointer is displayed before you drag, or you may accidentally reshape the line by moving a segment or curve handle. The line snaps to guides according to the point used to drag it.

- **Runaround** is available when a picture-based runaround path — or a manual runaround path for a text path — has been created for the active item using the **Runaround** tab of the **Modify** dialog box (**Item** menu). When **Runaround** is checked (Option-F4), the runaround path displays (the default color is magenta), and can be edited using Béziers.
- **Clipping Path** is available when a picture-based clipping path has been created for an active picture box using the **Clipping** tab of the **Modify** dialog box. When **Clipping Path** is checked (Option-Shift-F4), the clipping path displays (the default color is green), and can be edited using Béziers.

Point/Segment Type (submenu)

Item menu

The **Point/Segment Type** submenu lets you convert active Bézier points and segments. The top half of the **Point/Segment Type** submenu lists point types (**Corner Point**, **Smooth Point**, and **Symmetrical Point**). The bottom half of the submenu lists segment types (**Straight Segment** and **Curved Segment**). To gain access to Bézier points and segments, one of the options in the **Item** → **Edit** submenu must be checked.

A Bézier point is made active by clicking it. You can multiple-select Bézier points by Shift-clicking each one. You can select all Bézier points in an active item by pressing ⌘-Shift-A or by triple-clicking any of the Bézier points in the item. (Double-clicking a point suffices if the item contains only one path.) When multiple points are selected, the Point commands in the **Point/Segment Type** submenu act on all selected points, and the Segment commands in the submenu affect all segments between adjacent selected points.

Whenever two adjacent points are active, the segment between them is active. You can select an individual segment and its two associated points by clicking the segment or by clicking both points on either end of it. When all points in an item are active (⌘-Shift-A), all segments are active as well.

Corner Point (command)

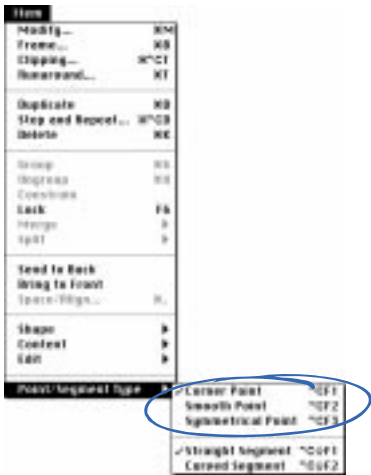
Item → Point/Segment Type

The **Corner Point** command (Option-F1) changes active Bézier points into corner points. A corner point is a Bézier point that connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. In the case of curved lines, the corner point's curve handles can be manipulated independently of one another, usually to form a sharp transition between the two segments.

Smooth Point (command)

Item → Point/Segment Type

The **Smooth Point** command (Option-F2) changes active points into smooth points. A smooth point is a Bézier point that connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point but can be distanced independently, which lets you create an asymmetrical curve.



Point conversion commands



Segment conversion commands

Symmetrical Point (command)

Item → Point/Segment Type

The **Symmetrical Point** command (Option-F3) changes active points into symmetrical points. A symmetrical point is a Bézier point that connects two curved lines to form a continuous curve. The result is similar to a smooth point, but the curve handles always rest on a straight line through the point and are always equidistant from the point.

Straight Segment (command)

Item → Point/Segment Type

The **Straight Segment** command (Option-Shift-F1) changes active segments into straight segments. A straight segment is a Bézier segment that cannot be curved. A point attached to a straight segment displays no curve handle for the straight segment. When you drag a straight segment, its associated points move with it. Straight segments are created by default when you click (without dragging) to create points in a new Bézier item.

Curved Segment (command)

Item → Point/Segment Type

The **Curved Segment** command (Option-Shift-F2) changes active segments into curved segments. A curved segment may look straight if its associated curve handles are positioned in a certain way, but it is distinct from a straight segment in the way it behaves.

Points attached to a curved segment display a curve handle for the curved segment. When you drag a curved segment, its associated points remain in place while the segment itself bends, bringing the curve handles along with it. Depending on the type of points attached to the segment (**Corner**, **Smooth**, or **Symmetrical**), the adjoining segments may also bend. Curved segments are created by default when you drag the mouse to create points in a new Bézier item.



Segment conversion commands



A curved segment in QuarkXPress bends in a different manner depending on which part of it you drag. This lets you shape the segment like a piece of wire, by pushing or pulling on the parts that require adjustment. You do not need to drag curve handles directly.

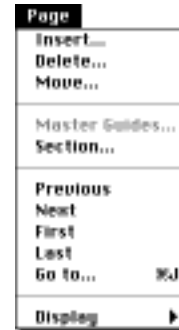
Page Menu

The QuarkXPress **Page** menu gives you options for adding, deleting, arranging, and sectioning pages in a document and for navigating through a document.

Sections

The **Page** menu is divided into four sections:

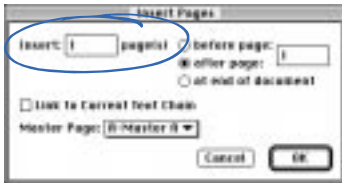
- The first section lets you insert, delete, and move pages within an open document. **Insert** is available when a document contains fewer than 2,000 pages. **Delete** and **Move** are available when a document contains two or more pages.
- The second section lets you modify the placement of page guides on master pages and change the numbering system for a document or a range of pages in a document. **Master Guides** is available when a master page is displayed in the document window. **Section** is available when a page is displayed.
- The third section lets you navigate through a document. The availability of specific commands depends on the number of pages in the document and the page that is currently displayed.
- The fourth section lets you view master pages or document pages. The **Display** command is available when a document is active.



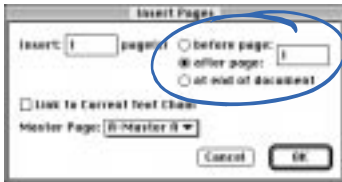
Page menu



Insert command



Insert Pages dialog box and Insert page(s) field



Before page, after page, and at end of document buttons

Insert (command)

Page menu

The **Insert** command displays the **Insert Pages** dialog box, which lets you add pages to a document.



You can also access the **Insert Pages** dialog box while inserting a page using the **Document Layout** palette (**View** menu). The dialog box will display if you press the Option key while dragging a master page icon into position in the document page area of the palette.

Insert Pages (dialog box)

Page → Insert

The **Insert Pages** dialog box lets you specify how many pages to add, where to add them, which master page to base them on, and whether the text boxes should be linked to current document pages. When you insert pages, QuarkXPress automatically updates page numbers up to the start of the next section if you used the automatic page number characters (⌘-2, ⌘-3, or ⌘-4).

- **Insert page(s) field:** Enter a value between 1 and 100 to specify the number of pages to add. A document can contain up to 2,000 pages.
- **Before page, after page, and at end of document** radio buttons: Click a button to specify where to add the new pages. If you click **before page** or **after page**, enter the number of the page that the new pages will precede or follow. The current page number is displayed by default.



If you designated a prefix and page number style in the **Section** dialog box (**Page** → **Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”

Link to Current Text Chain (check box)

Page → Insert

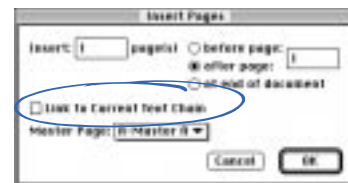
The **Link to Current Text Chain** check box lets you link automatic text boxes on inserted pages to the active text chain in the document. No matter where you add the pages, the text boxes on the new pages are linked to the end of the active text chain.

- The **Link to Current Text Chain** check box is available if the master page chosen from the **Master Page** pop-up menu contains an automatic text box (as indicated by the Intact Chain icon  in the upper left corner of the master page) and an automatic text box is active on a document page.
- The **Link to Current Text Chain** check box is unavailable when there is not an automatic text box active on a document page, or when the Broken Chain icon  is displayed in the upper left corner of the chosen master page.

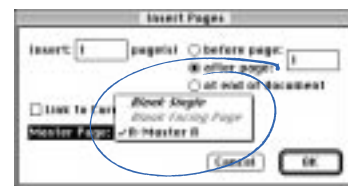
Master Page (pop-up menu)

Page → Insert

The **Master Page** pop-up menu lets you choose which master page to base the inserted pages on. The pop-up menu lists all the master pages established for the active document, including **Blank Single** page and **Blank Facing Page** master pages. **Blank Facing Page** is unavailable for nonfacing-page documents.



Link to Current Text Chain check box



Master Page pop-up menu



Delete command



Delete Pages dialog box

Delete (command)

Page menu

The **Delete** command displays the **Delete Pages** dialog box, which lets you remove a page or a range of pages from the active document.

Delete Pages (dialog box)

Page → Delete

The **Delete Pages** dialog box lets you specify a page or range of pages to delete. When you delete pages, QuarkXPress automatically updates page numbers up to the start of the next section. You can specify page numbers in three ways:

- Document page number based on automatic page number characters:
Enter a document page number the same way it displays on the document page. For example, if the page is numbered “2.1,” you must enter “2.1.”
- Absolute page number representing the page’s sequential order in the document: Enter a plus sign before the page number. For example, the third page in a document is always page “+3” even if the document page number is “iii.”
- To the end of a document: Enter a page number as described above for the beginning of the range and then type “end” in the **thru** field. All the pages from the beginning of the range to the end of the document will be deleted.

When you delete pages, you can expect these results:

- When there are links between text boxes on deleted pages and text boxes on remaining pages, QuarkXPress does not delete text; the last page containing a text box will display an overflow symbol ☒. If an entire text chain is contained within the deleted pages, the text is deleted.
- Pictures and other items that are not anchored to text are deleted.

- If **Auto Page Insertion** is enabled (**Edit** → **Preferences** → **Document** → **General** tab) and the text boxes on remaining pages cannot contain the text from the deleted pages, QuarkXPress automatically re-inserts the number of pages necessary to display all the text.
- Automatically inserted pages are based on the master page of the page preceding them. For example, if you specify auto page insertion **At End of Document**, newly inserted pages are based on the master page of the last page in the document. QuarkXPress inserts pages automatically only if the master page chosen contains the automatic text chain (as indicated by the Intact Chain icon  in the upper left corner of the master page).
- If you do not want the program to insert pages automatically, disable **Auto Page Insertion**.

Move (command)

Page menu

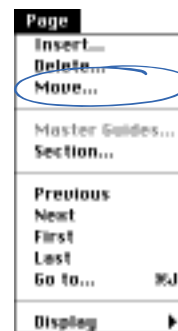
The **Move** command displays the **Move Pages** dialog box, which lets you rearrange pages within your document.

Move Pages (dialog box)

Page → Move

The **Move Pages** dialog box lets you rearrange pages in a document. When you move pages, QuarkXPress automatically updates page numbers if you used the automatic page number characters (⌘-2, ⌘-3, or ⌘-4). However, QuarkXPress does not change links between text boxes.

- **Move page(s)** fields: Enter page number(s) for the page(s) to be moved.
- **Before page, after page, and to end of document** buttons: Click a radio button to specify a new location for the moved pages.



Move command



Move Pages dialog box and Move Page(s) fields



Before page, after page, and to end of document radio buttons



Master Guides command



Master Guides dialog box



If you designated a prefix and page number style in the **Section** dialog box (**Page** → **Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”

Master Guides (command)

Page menu

The **Master Guides** command is available when a master page is displayed in the document window. The **Master Guides** command displays the **Master Guides** dialog box, which lets you change the position of page guides from the positions originally established in the **New Document** dialog box (**File** → **New** → **Document**). Page guides are nonprinting lines you can use to position boxes and other items in QuarkXPress documents. The page guides also control the size, placement, and number of columns of automatic text boxes on master pages.

Master Guides (dialog box)

Page → *Master Guides*

The **Master Guides** dialog box lets you change the positions of page guides for columns and margins on the master page that is displayed. Any changes you make to page guides in the **Master Guides** dialog box, including changes that affect any automatic text boxes, are applied to all document pages based on the master page that is displayed.

Column Guides (area)

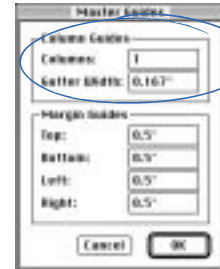
Page → Master Guides

The **Column Guides** area lets you change the number of column guides and the amount of space between them for the automatic text box on the master page that is displayed.

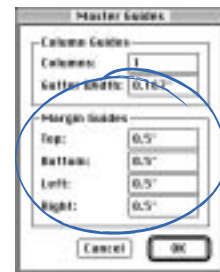
- **Columns** field: Enter a value between 1 and 30 to specify the number of columns on the page.
- **Gutter Width** field: Enter a value from 0.042" to 4" to specify the amount of space between columns.
- The **Gutter Width** and the number of **Columns** specified must fit within the area defined by the values in the **Margin Guides** fields.



When you modify the column guides, QuarkXPress divides any automatic text boxes into the specified number of columns and adjusts the gutter width as necessary (if you have not moved or resized the box).



Column Guides area

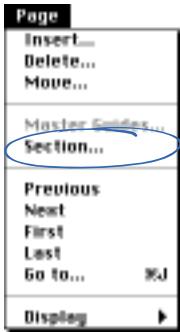


Margin Guides area

Margin Guides (area)

Page → Master Guides

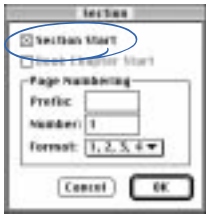
The **Margin Guides** area lets you enter new values for the margin guides for the master page displayed in the document window, and for document pages based on that master page. You can enter values in any supported measurement system in the **Top**, **Bottom**, **Left**, and **Right** fields. If a facing-page master page is displayed in the document window, the **Left** and **Right** margin fields are replaced by **Inside** and **Outside**.



Section command



Section dialog box



Section Start check box

Section (command)

Page menu

A section is a group of sequentially numbered pages within a document. The **Section** command displays the **Section** dialog box, which lets you divide a document into individually numbered sections.

The page number shown in the lower left corner of the document window reflects any sectioning and page number format modifications. An asterisk (*) displayed on a document page icon in the **Document Layout** palette (**View** menu) indicates the start of a new section.



You can also access the **Section** dialog box from the **Document Layout** palette (**View** menu). The dialog box will display if you select a page icon and click the page number indicator in the lower left corner of the palette.

Section (dialog box)

Page → Section

The **Section** dialog box lets you designate the current page as the start of a section and specify a prefix for the page numbers, the first page number of the section, and the format of the page numbers.

Section Start (check box)

Page → Section

Checking **Section Start** lets you define the current page as the first page of a section. The “current page” is defined as the page whose number is displayed in the lower left corner of the document window. Make sure this number is correct before you start a new section.

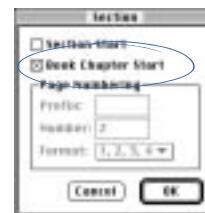


If you access the **Section** dialog box by clicking the page number indicator in the lower left corner of the **Document Layout** palette, the “current page” is designated with outlined characters in the palette.

Book Chapter Start (check box)

Page → Section

The **Book Chapter Start** check box applies to documents that are chapters in an open book (**File** → **New** → **Book**). A **Book Chapter Start** tells a chapter to start its page numbering after the last page of the previous chapter. To override a book chapter start and create a section, check **Section Start**. The **Book Chapter Start** check box is only available when a chapter is open independently of its book.

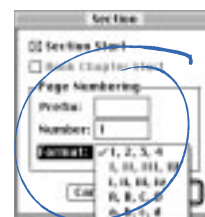


Book Chapter Start check box

Page Numbering (area)

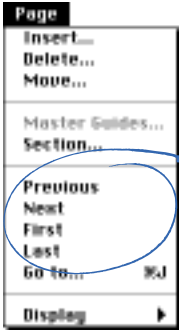
Page → Section

The **Page Numbering** area lets you specify the numbering and style for pages in a section. Any automatic page number characters (⌘-2, ⌘-3, or ⌘-4) will reflect the specified section numbering format. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”



Page Numbering area

- **Prefix** field: Enter up to four characters to precede page numbers in a section. For example, you might precede the page number of an appendix with the prefix “app-.”
- **Number** field: Enter the number you want to assign to the first page of a new section. You must enter Arabic numerals (1, 2, 3, etc.) in the **Number** field, regardless of the **Format** of the section page numbers. For example, if you are using lowercase Roman numerals for the front matter in a book and want the section to start with *v*, enter 5 in the **Number** field.
- **Format** pop-up menu: Choose a style for page numbers in a section. Options include numeric **1, 2, 3, 4**, uppercase Roman **I, II, III, IV**, lowercase Roman **i, ii, iii, iv**, uppercase alphabetic **A, B, C, D**, and lowercase alphabetic **a, b, c, d**.



Previous, Next, First, and Last commands



Go to command



Go to Page dialog box



If you designated a prefix and page number style in the **Section** dialog box (**Page** → **Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”

Previous, Next, First, Last (commands)

Page menu

The **Previous**, **Next**, **First**, and **Last** commands let you “turn the pages” of your document to display the specified page. **Previous** and **Next** are relative to the page currently displayed. **First** and **Last** display the absolute first and last pages of the document.

Go to (command)

Page menu

The **Go to** command displays the **Go to Page** dialog box, which lets you jump to any page in a document.

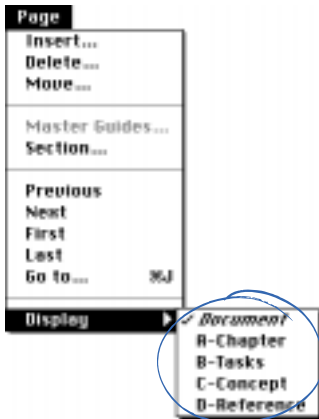
Go to Page (dialog box)

Page → *Go to*

The **Go to Page** dialog box lets you enter the number of the page you want to display. If two pages in a document have the same section and/or page number, including prefix, QuarkXPress displays the first occurrence of that page number. You can also jump to another page using the **Go-to-Page** pop-up menu in the lower left corner of the document window (click the arrow  near the page field in the lower left corner of the document window).



If you designated a prefix and page number style in the **Section** dialog box (**Page** → **Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.” To jump to the last page in a document, enter the word “end.”



Display submenu

Display (submenu)

Page menu

The **Display** submenu lets you choose a master page to display in the document window. A master page serves as the basis for document-page formatting. You create master pages using the **Document Layout** palette (**View** menu). The submenu lists all the master pages for the document, and an entry that lets you return to the page previously displayed in the *Document*.

View Menu

The QuarkXPress **View** menu gives you options for viewing documents, working with rulers and guides, and opening and closing palettes.

Sections

The **View** menu is divided into four sections:

- The first section lets you change the size at which you view the document on-screen. The commands in this section are available when a document is open.
- The second section lets you organize documents on-screen and switch between open document windows. The **Windows** submenu is available when a document is open.
- The third section lets you use various layout tools such as rulers and guides. With the exception of **Snap to Guides** and **Preview**, when you select a command in this section, it changes from **Show** to **Hide** or vice versa. The commands in this section are available when a document is open.
- The fourth section lets you open and close palettes. When you choose a command from this section, it changes from **Show** to **Hide** or vice versa. The commands in the fourth section are always available.

View	
Fit in Window	⌘0
50%	
75%	
Actual Size	⌘1
200%	
Thumbnails	⇧⌘6
Windows ▸	
Hide Guides	F7
Hide Baseline Grid	⇧⌘F7
✓ Snap to Guides	⇧⌘F7
Hide Rulers	⌘R
Show Invisibles	⌘I
Preview	⇧⌘F7
Hide Tools	F8
Show Measurements	F9
Hide Document Layout	F10
Show Style Sheets	F11
Show Colors	F12
Show Trap Information	⇧⌘F12
Show Lists	⇧⌘F11

View menu



Fit in Window command



50%, 75%, Actual Size, 200%, and Thumbnails commands

Fit in Window (command)

View menu

The **Fit in Window** command automatically scales the view to fit (and center) an entire page in the document window. To fit the largest spread and its pasteboard in the document window, press the Option key while you choose **View → Fit in Window**.

50%, 75%, Actual Size, 200% (commands)

View menu

The **50%**, **75%**, **Actual Size**, and **200%** commands scale the document view to the chosen size. To specify a custom view size, enter a value between 10% and 800% in the **View Percent** field in the lower left corner of the document window. You can also access the **View Percent** field by pressing Control-V.



When an item is active, changing the view percentage centers the active item in the document window if (1) the item is on a page and any part of that page is displayed in the document window or (2) the active item is on the pasteboard and any part of the spread containing the active item is displayed in the document window.

Thumbnails (command)

View menu

The **Thumbnails** command displays small representations of document pages that you can rearrange and copy between documents. See “Copying Items and Pages between Documents” in Chapter 10, “Document Layout.” To change a document to **Thumbnails** view, you can also enter a “t” in the **View Percent** field in the lower left corner of the document window.

Windows (submenu)

View menu

The **Windows** submenu lets you control the way open windows are displayed on-screen. The first section of the submenu lets you specify how open documents are displayed:

- **Stack Documents:** Layers multiple open documents so just a portion of each document's menu bar is displayed.
- **Tile Documents:** Resizes document windows so equal portions of all open documents are displayed on-screen. The active document is always displayed in the upper left or top of the main monitor; the most recently created or opened documents are displayed from left to right and top to bottom. If **Tile to Multiple Monitors** is checked in the **Display** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**), you can use more than one monitor for tiling documents.

You can change all documents to the same view when stacking or tiling by pressing a modifier key while you choose **View** → **Windows** → **Stack Documents** or **Tile Documents**. (On the Mac OS, you must press the modifier key before you click the menu bar to select **View**.)

Stack or Tile to document view	Keyboard command
Actual Size	Control
Fit in Window	⌘
Thumbnails	Option

The second section of the submenu lists all open documents and lets you choose which one to display. You can also display an open Clipboard.



Pressing the Shift key while clicking the active window's title bar also displays the **Windows** submenu. You can use the keyboard commands listed above while Shift-clicking a document's title bar.



Windows submenu



Show/Hide Guides and Show/Hide Baseline Grid commands



Snap to Guides command

Show Guides, Hide Guides (command)

View menu

The **Show Guides** command displays nonprinting lines used to position items on pages. Guides include margin guides, the outlines of boxes, the “X” pattern in empty picture boxes, and ruler guides. The **Hide Guides** command hides guides so you can see how your finished document looks. By default, **Guides** are showing.



Guides display **In Front** of or **Behind** items on document pages depending on the **Guides** setting in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Show Baseline Grid, Hide Baseline Grid (command)

View menu

A baseline grid is a horizontal grid that can be used to ensure that lines of text align horizontally across columns and text boxes. The **Show Baseline Grid** command displays the nonprinting grid. The **Hide Baseline Grid** command hides the grid so you can more easily view text. By default, the **Baseline Grid** is hidden.



Specify the spacing for a baseline grid in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To make selected paragraphs conform to a baseline grid, check **Lock to Baseline Grid** in the **Paragraph Attributes** dialog box (**Style** → **Formats**).

Snap to Guides (command)

View menu

The **Snap to Guides** command lets you quickly align items with guides. When **Snap to Guides** is checked and you drag an item near a guide, the item aligns automatically with the guide. If you’re creating a new item, the tool’s pointer will snap to the nearest guide. By default, **Snap to Guides** is checked.



Specify the distance at which an item aligns automatically with a guide in the **Snap Distance** field in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Show Rulers, Hide Rulers (command)

View menu

The **Show Rulers** command displays rulers, which are used to position items and guides, along the top and left edges of the document window. See “Using Rulers and Guides” in Chapter 5, “Layout Tools.” The **Hide Rulers** command hides the rulers so you can see more of the document window. By default, **Rulers** are showing.



In the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**), use the **Horizontal Measure** and **Vertical Measure** pop-up menus to specify the measurement system displayed on the rulers and use the **Item Coordinates** pop-up menu to specify whether the horizontal ruler spans a **Page** or **Spread**.



Show/Hide Rulers command



Show/Hide Invisibles command

Show Invisibles, Hide Invisibles (command)

View menu

The **Show Invisibles** command displays editable, nonprinting characters such as spaces, tabs, and paragraph returns in text. The **Hide Invisibles** command hides the characters so you can more easily view text. By default, **Invisibles** are hidden. Invisible characters are displayed as follows:

Invisible character	Keyboard key	Displays as
Word space	Space bar	.
New paragraph	Return	¶
New line	Shift-Return	↵
New column	Enter	↓
New box	Shift-Enter	⇓
Tab	Tab	→
Indent here	⌘-\	\\



Preview/Exit Preview command



Show/Hide Tools and Show/Hide Measurements commands

Preview, Exit Preview (command)

View menu

The **Preview** command resizes the document window to fill the screen; maximizes the document view; and hides guides, grids, rulers, invisibles, and palettes. The scroll bars, **View Percent** field, and **Page Number** field remain visible so you can move around the preview. The **Exit Preview** command returns the document to its previous state.

Show Tools, Hide Tools (command)

View menu

The **Show Tools** command displays the **Tool** palette, which provides tools for creating and modifying items. See Chapter 1, “Tools.” The **Hide Tools** command closes the **Tool** palette.

Show Measurements, Hide Measurements (command)

View menu

The **Show Measurements** command displays the **Measurements** palette, which lets you edit many item and content specifications. The controls available in the **Measurements** palette vary according to the active items. See “Measurements Palette” in Chapter 2, “Palettes.” The **Hide Measurements** command closes the **Measurements** palette.

Show Document Layout, Hide Document Layout (command)

View menu

The **Show Document Layout** command displays the **Document Layout** palette, which lets you manipulate document and master pages. See “Document Layout Palette” in Chapter 2, “Palettes.” The **Hide Document Layout** command closes the **Document Layout** palette.

Show Style Sheets, Hide Style Sheets (command)

View menu

The **Show Style Sheets** command displays the **Style Sheets** palette, which lets you apply character-based and paragraph-based style sheets. See “Style Sheets Palette” in Chapter 2, “Palettes.” The **Hide Style Sheets** command closes the **Style Sheets** palette.

Show Colors, Hide Colors (command)

View menu

The **Show Colors** command displays the **Colors** palette, which lets you apply colors to text, pictures in specific file formats, and items. See “Colors Palette” in Chapter 2, “Palettes.” The **Hide Colors** command closes the **Colors** palette.

Show Trap Information, Hide Trap Information (command)

View menu

The **Show Trap Information** command displays the **Trap Information** palette, which lets you specify trapping relationships for adjacent colors on an object by object basis. See “Trap Information Palette” in Chapter 2, “Palettes.” The **Hide Trap Information** command closes the **Trap Information** palette.



Show/Hide Document Layout and Show/Hide Style Sheets commands



Show/Hide Colors and Show/Hide Trap Information commands

View	
Fit to Window	⌘W
50%	
75%	
Actual Size	⌘I
200%	
Thumbnails	⇧⌘T
Show/Hide	
▶	
Hide Guides	F7
Hide Baseline Grid	⇧⌘F7
✓ Snap to Guides	⇧⌘F7
Hide Rules	⌘R
Show Rulers/Sliders	⌘I
Preview	⇧⌘F7
Show/Hide	
Hide Texts	F8
Show Measurements	F9
Hide Document Layout	F10
Show High Sheets	F11
Show Colors	F12
Show/Hide Annotations	⇧⌘F12
Show Lists	⇧⌘F11

Show/Hide Lists command

Show Lists, Hide Lists (command)

View menu

The **Show Lists** command displays the **Lists** palette, which lets you generate and update style-sheet based lists for documents and books. See “Lists Palette” in Chapter 2, “Palettes.” The **Hide Lists** command closes the **List** palette.

Utilities Menu

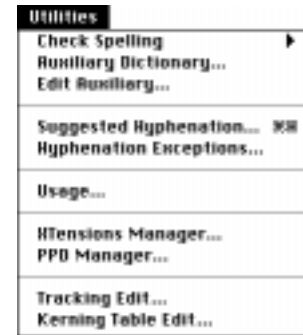
The QuarkXPress **Utilities** menu lets you check spelling and hyphenation, confirm the fonts and pictures used in a document, control which XTensions and PPDs are used, and customize automatic kerning and tracking controls.

The **Utilities** menu also displays entries for many XTensions.

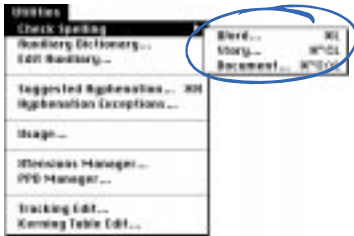
Sections

The **Utilities** menu is divided into five sections:

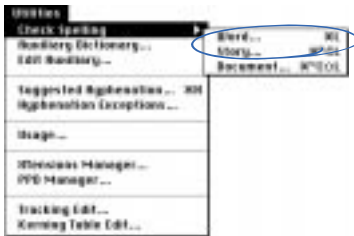
- The first section lets you check spelling or create and edit custom spelling dictionaries. **Check Spelling** is available when a document is open and the Content tool  is selected. **Auxiliary Dictionary** is always available; **Edit Auxiliary** is available when an auxiliary dictionary is open.
- The second section lets you obtain suggested hyphenation for words and create a list of hyphenation exceptions. **Suggested Hyphenation** is available when the Content tool  is selected and a text box is active. **Hyphenation Exceptions** is always available.
- The third section lets you list and replace all the fonts used in a document, and list and update all pictures used in a document. **Usage** is available when a document is open.
- The fourth section lets you create and choose sets of XTensions and PPDs to use with QuarkXPress. **XTensions Manager** and **PPD Manager** are always available.
- The last section lets you edit tracking and kerning information for fonts. The **Tracking Edit** and **Kerning Table Edit** commands are available when the Kern/Track Editor XTensions software is loaded.



Utilities menu



Check Spelling submenu



Word command



Check Word dialog box

Check Spelling (submenu)

Utilities menu

The **Check Spelling** submenu lets you choose whether to check a word, a story, a document, or master pages. (When a master page is displayed, the **Document** command changes to **Masters**.) The text is compared to the *XPress Dictionary* and any open auxiliary dictionary.



For **Check Spelling** to work, the *XPress Dictionary* file must be in your QuarkXPress folder when you launch QuarkXPress.

Word (command)

Utilities → Check Spelling

The **Word** command (⌘-L) displays the **Check Word** dialog box, which lets you check the spelling of a selected word. To select a word, highlight it, place the Text Insertion bar ¶ in it, or place the Text Insertion bar ¶ immediately next to it. If more than one word is highlighted, the **Word** command checks the first word in the highlighted range.

Check Word (dialog box)

Utilities → Check Spelling → Word

The **Check Word** dialog box displays the word you are checking (the **Suspect Word**) and lets you choose from a list of alternative spellings or enter a different spelling.

- A scroll list displays words similar to the suspect word. If the suspect word matches a word in the *XPress Dictionary* or any open auxiliary dictionary, the matching word is highlighted in the list. If the suspect word is not similar to any word in the open dictionaries, QuarkXPress displays the message, “No similar words found.”
- The **Add** button (⌘-A) lets you add the suspect word to the open auxiliary dictionary. **Add** is available when an auxiliary dictionary is open for the active document.

- To replace the suspect word with a word from the scroll list, select it and click **Replace** (or double-click a word in the scroll list). To specify a different spelling, enter a replacement in the **Replace with** field.

Story (command)

Utilities → Check Spelling

The **Story** command (⌘-Option-L) displays the **Word Count** dialog box, which initiates the spell check of the text chain containing highlighted text or the Text Insertion bar ¶.

Word Count (dialog box)

Utilities → Check Spelling → Story

The **Word Count** dialog box displays information about the words in the active story. If any suspect words are found, clicking **OK** displays the **Check Story** dialog box. (If no suspect words are found, clicking **OK** in the **Word Count** dialog box returns you to the document.)

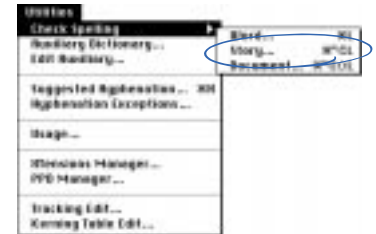
- **Total** displays a count of all words in the story.
- **Unique** displays the total number of different words in the story.
- **Suspect** displays the number of unique words that QuarkXPress cannot find in either the *XPress Dictionary* or the open auxiliary dictionary.

Check Story (dialog box)

Utilities → Check Spelling → Story

If there are suspect words in the story, clicking **OK** in the **Word Count** dialog box displays the **Check Story** dialog box. The **Check Story** dialog box displays suspect words, lets you look up alternative spellings, and lets you specify replacement spellings.

- The **Suspect Word** field displays each unique word that QuarkXPress cannot find in either the *XPress Dictionary* or the open auxiliary



Story command



Word Count dialog box



Check Story dialog box



Check Story dialog box

dictionary. QuarkXPress displays suspect words in the order they occur in the story; the first instance of a suspect word is highlighted in the document window. Clicking the **Suspect Word** places it in the **Replace with** field so you can edit it.

- The **Instances** field displays the number of times each suspect words occurs in the story. QuarkXPress treats all instances of a suspect word the same way. If you replace a suspect word, all instances are replaced. If you skip a suspect word, all instances are left alone.
- The **Lookup** button (⌘-L) lets you display a list of words similar to the current suspect word. If the suspect word is not similar to any word in the open dictionaries, QuarkXPress displays the message, “No similar words found.”
- The **Skip** button (⌘-S) lets you leave all instances of the suspect word unchanged.
- The **Add** button (⌘-A) lets you add the suspect word to the open auxiliary dictionary. Pressing Option-Shift while you click **Done** adds all suspect words found to the open auxiliary dictionary. **Add** is available when an auxiliary dictionary is open for the active document.
- The **Done** button (⌘-period) lets you stop the spell check in progress and return to the document.
- The **Replace** button lets you substitute a different spelling for all instances of the suspect word. To specify a different spelling, click a word in the scroll list or enter a new word in the **Replace with** field. When you specify a replacement word, QuarkXPress replaces capitalization patterns in found words as follows:

Instance of Suspect Word is	Replacement word will be
all lowercase	all lowercase
ALL UPPERCASE	ALL UPPERCASE
Capitalized (first character)	Capitalized (first character)
Other Capitalization Pattern	Same Case as Text in Replace with

Document/Masters (commands)

Utilities → Check Spelling → Document/Masters

The **Document** command (⌘-Option-Shift-L) lets you check the spelling of all the text in a document. When a master page is displayed, the **Document** command changes to **Masters**. The **Masters** command lets you check the spelling of all the text on all the master pages. When you check the spelling of document pages, master pages are not included and vice versa.

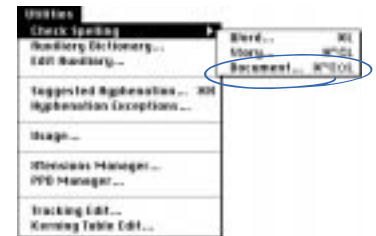
The **Document/Masters** command displays the **Word Count** dialog box. If there are suspect words in the document or on the master pages, clicking OK in the **Word Count** dialog box displays the **Check Document** or **Check Masters** dialog box. The controls in the **Check Document** and **Check Masters** dialog box work the same as the **Check Story** dialog box.

Auxiliary Dictionary (command)

Utilities menu

An auxiliary dictionary is a custom spelling dictionary that you create to contain words specific to your work. The open auxiliary dictionary is used together with the *XPress Dictionary* when you use any of the **Check Spelling** commands.

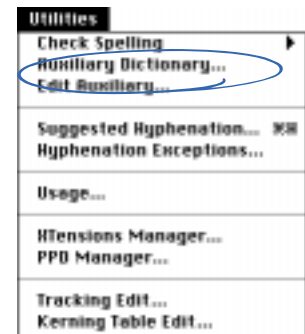
When no documents are open, the **Auxiliary Dictionary** command displays the **Default Auxiliary Dictionary** directory dialog box, which lets you create or open an auxiliary dictionary for all subsequently created documents. When a document is open, the **Auxiliary Dictionary** command displays the **Auxiliary Dictionary** directory dialog box, which lets you create, open, or close an auxiliary dictionary for the active document.



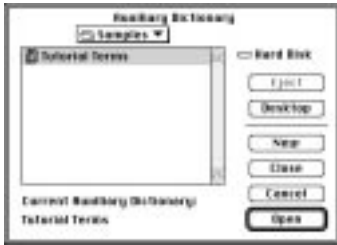
Document/Masters command



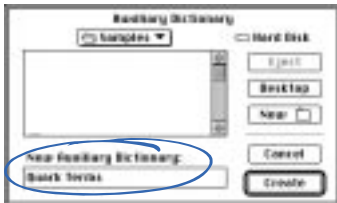
Check Document dialog box



Auxiliary Dictionary command



Auxiliary Dictionary dialog box



New Auxiliary Dictionary field

Auxiliary Dictionary (dialog box)

Utilities → *Auxiliary Dictionary*

The **Auxiliary Dictionary** directory dialog box lets you create or open an auxiliary dictionary for the active document or for all new documents (when no documents are open).

- The **Current Auxiliary Dictionary** field displays the name of the currently chosen auxiliary dictionary. Opening or creating a new auxiliary dictionary changes the **Current Auxiliary Dictionary**.
- The **New** button displays the **Auxiliary Dictionary** directory dialog box, which lets you create a new auxiliary dictionary. Enter a name for the auxiliary dictionary in the **New Auxiliary Dictionary** field, choose a location, and click **Create**.

New auxiliary dictionaries are empty. To add words to an auxiliary dictionary, use the **Edit Auxiliary** command (*Utilities* menu) or use the **Add** feature in the **Check Story/Document/Masters** dialog boxes (*Utilities* → **Check Spelling**).

- The **Close** button lets you close the default **Current Auxiliary Dictionary** so it is no longer associated with the active document or with all new documents.
- The **Open** button lets you open an existing auxiliary dictionary that is highlighted in the scroll list. Only one auxiliary dictionary can be open for use with a document at a time.



Auxiliary dictionaries are saved as separate files on your hard drive. The path to the auxiliary dictionary is saved with the document. If you move an open auxiliary dictionary to another folder or disk, QuarkXPress will be unable to find it. To check the spelling of a document associated with a missing auxiliary dictionary, choose

Utilities → **Auxiliary Dictionary**, then locate and open the auxiliary dictionary. If you cannot locate the auxiliary dictionary, click **Close**.

Edit Auxiliary (command)

Utilities menu

The **Edit Auxiliary** command displays the **Edit Auxiliary Dictionary** dialog box, which lets you modify the contents of the open auxiliary dictionary.

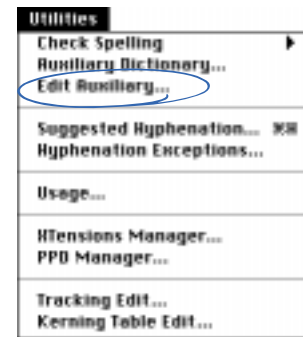
Edit Auxiliary Dictionary (dialog box)

Utilities → *Edit Auxiliary*

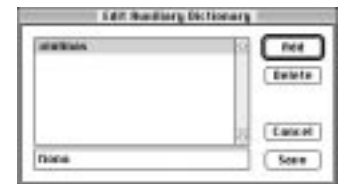
The **Edit Auxiliary Dictionary** dialog box lets you add words to or delete words from the auxiliary dictionary.

- The scroll list displays all the words in the auxiliary dictionary.
- The blank field lets you enter words to add to the auxiliary dictionary; you cannot enter spaces or punctuation.
- The **Add** button lets you add the word in the field to the auxiliary dictionary. You must enter every variation of a word (for example, the singular and plural forms) separately.
- The **Delete** button lets you delete the highlighted word from the auxiliary dictionary.
- To edit the spelling of a word, delete it and add the correct spelling.
- The **Save** button saves changes made to the auxiliary dictionary.

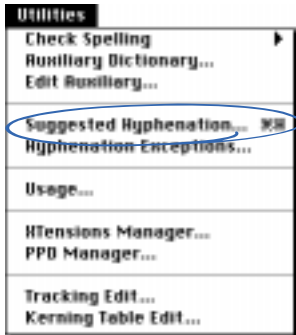
!!! You can also add words to an auxiliary dictionary by clicking **Add** in the **Check Word**, **Check Story**, or **Check Document/Masters** dialog boxes (**Utilities** → **Check Spelling**).



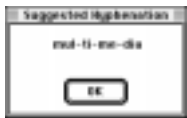
Edit Auxiliary command



Edit Auxiliary Dictionary dialog box



Suggested Hyphenation command



Suggested Hyphenation dialog box

Suggested Hyphenation (command)

Utilities menu

If you need to add hyphens to words to change line breaks, QuarkXPress can provide “suggested hyphenation” to help you break words properly. The **Suggested Hyphenation** command (⌘-H) displays the **Suggested Hyphenation** dialog box, which lets you view syllable breaks for the selected word. To select a word, highlight it, place the Text Insertion bar ¶ in it, or place the Text Insertion bar ¶ immediately next to the word. If more than one word is highlighted, the **Suggested Hyphenation** command displays syllable breaks for the first word in the highlighted range.

Suggested Hyphenation (dialog box)

Utilities menu

The **Suggested Hyphenation** dialog box displays syllable breaks for the selected word based on the following:

- First, QuarkXPress checks the paragraph’s H&J specification to see if the word should be hyphenated at all. For example, if the H&J **Minimum Before** value is 3, the word “bicycle” would not be broken after “bi” in the **Suggested Hyphenation** dialog box.
- Second, QuarkXPress checks your list of hyphenation exceptions. If the word is in your list, then that hyphenation is displayed.
- Next, QuarkXPress checks its internal dictionary containing preferred hyphenation for thousands of words. If the word is in this dictionary, then that hyphenation is displayed. The internal dictionary is checked only when **Expanded** is chosen from the **Hyphenation Method** pop-up menu in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).
- If the word is not in your hyphenation exceptions list or in the internal dictionary, QuarkXPress uses an algorithm to hyphenate words. If the algorithm results in undesirable hyphenations, add those words to your list of hyphenation exceptions (**Utilities** → **Hyphenation Exceptions**).



The **Suggested Hyphenation** feature does not alter the selected word. If you decide to add hyphens to a word, try adding discretionary hyphens (§-hyphen), which are used only when line endings force a word to break.

Hyphenation Exceptions (command)

Utilities menu

If you want certain words to hyphenate only in certain ways, you can enter the words and your preferred syllable breaks in a list of “hyphenation exceptions.” The **Hyphenation Exceptions** command displays the **Hyphenation Exceptions** dialog box, which lets you enter preferred hyphenation for specific words. QuarkXPress checks your list of hyphenation exceptions when paragraphs are hyphenated automatically and when it displays the **Suggested Hyphenation** dialog box (**Utilities** menu).



For information about how hyphenation exceptions are stored in the *XPress Preferences* file, see “Saving XPress Preferences” in Chapter 4, “Customizing QuarkXPress.”

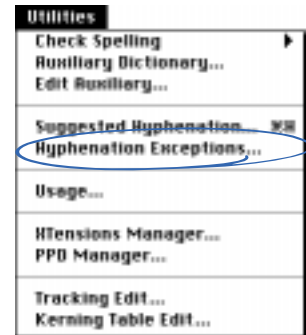
Hyphenation Exceptions (dialog box)

Utilities → Hyphenation Exceptions

The **Hyphenation Exceptions** dialog box lets you enter words and specify their hyphenation, change the hyphenation of words, and delete words from the list.

- The scroll list displays all the words in the hyphenation exceptions.
- The field lets you enter words with hyphens at specific points. You cannot enter spaces or other punctuation.

For example, enter “pro-cess-ing” to allow hyphenation between the three syllables, enter “pro-cessing” to allow hyphenation only after “pro,” and enter “processing” to prevent automatic hyphenation.



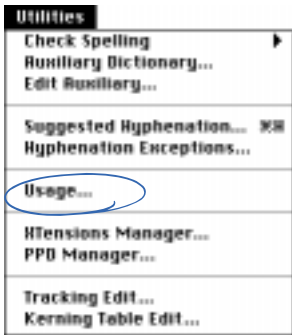
Hyphenation Exceptions command



Hyphenation Exceptions dialog box



Hyphenation Exceptions dialog box



Usage command



Usage dialog box, Fonts tab

- The **Add** button lets you add the word in the field to the hyphenation exceptions. You must enter every variation of a word (for example, the singular and plural forms) separately.
- When you select a word in the scroll list, the **Add** button changes to **Replace**, which lets you enter different hyphenation for the word.
- The **Delete** button lets you remove the selected word from the list of hyphenation exceptions.

Usage (command)

Utilities menu

The **Usage** command displays the **Usage** dialog box, which includes a **Fonts** tab and a **Pictures** tab. The controls in the **Usage** dialog box let you find and verify the fonts and pictures used in a document.

Fonts (dialog box tab)

Utilities → Usage → Fonts tab

The **Fonts** tab of the **Usage** dialog box lists all the fonts used in a document and lets you replace a font with another font. When you replace the fonts used on document pages, master pages are not included and vice versa.

- The **Name** column lists the menu names of all the fonts used on document pages or master pages (whichever is displayed in the document window).
- Before you replace a font you can view the font in the document. The **Show First** button displays the first use of the selected font. If the document has subsequent uses of the font, **Show First** changes to **Show Next**. Pressing the Option key changes **Show Next** back to **Show First**.
- The **Replace** button displays the **Replace Font** dialog box, which lets you choose a font to replace all uses of the selected font. (You can also double-click a font name to display the **Replace Font** dialog box.) The

Replacement Font pop-up menu lets you select from all the fonts available to your system. To ensure that a font is not used in a document, check the fonts on both the document pages and the master pages.

- Checking **More Information** displays additional information from the font's header file, including the font's file name and type (Type 1, TrueType, etc.).

Pictures (dialog box tab)

Utilities → Usage → Pictures tab

The **Pictures** tab of the **Usage** dialog box lists all the pictures on document pages, master pages, and the pasteboard. You can determine the status of pictures, view them, locate their disk files for printing, and control whether they print or not.

!!! For documents created in versions of QuarkXPress prior to version 3.0, the **Pictures** tab lists only high resolution pictures (TIFF, RIFF, and EPS).

Print (column)

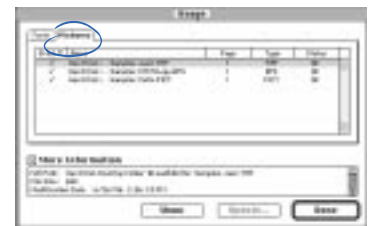
Utilities → Usage → Pictures tab

QuarkXPress lets you prevent an active picture from printing by checking **Suppress Picture Printout** in the **Picture** tab of the **Modify** dialog box (**Item** menu). You can also prevent a picture and its frame from printing by checking **Suppress Printout** in the **Box** tab of the **Modify** dialog box (**Item** menu). The **Print** column and pop-up menu in the **Pictures** tab of the **Usage** dialog box let you change which pictures will print.

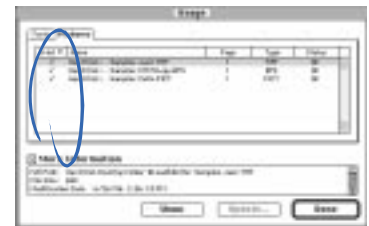
- A check mark indicates that the picture and its frame will print normally (neither **Suppress Picture Printout** or **Suppress Printout** is checked).



Usage dialog box, Fonts tab



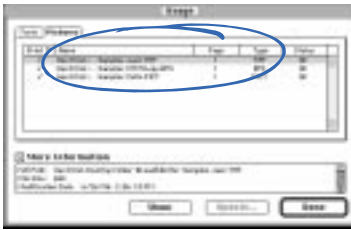
Usage dialog box, Pictures tab



Print column



Print column



Name, Page, Type columns

- No check mark indicates that the picture, or the frame and picture, will not print (either **Suppress Picture Printout** or **Suppress Printout** is checked).
- To suppress a picture that is set to print, click in the **Print** column to remove the check mark. This will check **Suppress Picture Printout** for the picture (preventing the picture from printing). You can also click the **Print** pop-up menu and choose **No**.
- To print a picture that is suppressed, click in the **Print** column to add a check mark. This will uncheck either **Suppress Picture Printout** or **Suppress Printout** and print the picture and its frame normally. You can also click the **Print** pop-up menu and choose **Yes**.



You can multiple-select pictures and change their print status all at once. To select a range of pictures, click the first picture and press the Shift key while you click the last picture in the range. To select non-continuous pictures, press the ⌘ key while you click the pictures.

Name, Page, Type (columns)

Utilities → Usage → Pictures tab

The **Name**, **Page**, and **Type** columns help identify picture files.

- The **Name** column displays the name of the picture file and the path from the picture file to the document (when the picture was first imported or its last updated location). If you paste a picture into a picture box rather than importing it through the **Get Picture** dialog box (**Edit** menu), the **Name** is listed as **No Disk File**.
- The **Page** column displays the page number the picture is on. A dagger † indicates that the picture lies entirely on the pasteboard next to the listed page.
- The **Type** column displays the file format of the picture.

Status (column)*Utilities → Usage → Pictures tab*

To print high-resolution pictures, QuarkXPress needs access to the actual picture files. The **Status** column indicates whether QuarkXPress can find the picture file and whether the picture file has been modified since it was imported. The statuses include:

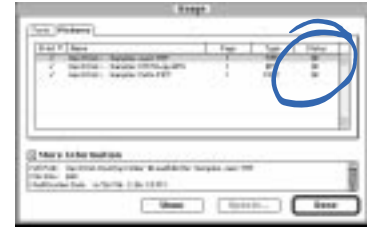
- **OK:** The picture file has not been moved or edited.
- **Modified:** The picture file has been edited in another application since it was imported into QuarkXPress, but it has not been moved.
- **Missing:** The picture file has been renamed or moved.
- **Wrong Type:** The file type has changed, but the picture file has not been updated. Or, a necessary picture import filter is not loaded (for example, the JPEG Import filter).
- **In Use:** The picture file is open in another application.
- **No Access:** The current user does not have privileges to open the file.
- **Can't Open:** The computer has too many files open.

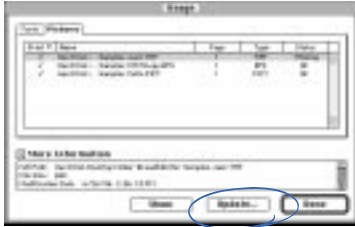


When you print a document that has picture files listed as modified or missing, QuarkXPress prompts you to update them. If you do not update a missing picture file, QuarkXPress prints the low resolution picture preview rather than the original picture file. If you do not update a modified picture file, QuarkXPress still prints the original picture file, but it may not match the preview displayed in the document.

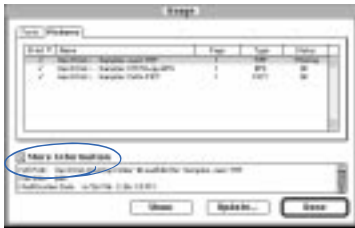
Show (button)*Utilities → Usage → Pictures tab*

The **Show** button displays the highlighted picture to help you determine whether to update it.

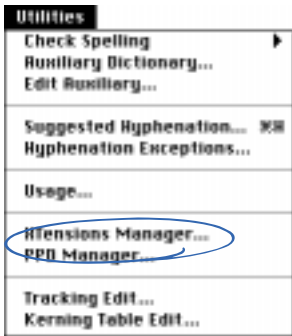
*Status column**Show button*



Update button



More Information check box



XTensions Manager command

Update (button)

Utilities → Usage → Pictures tab

The **Update** button lets you update modified pictures and locate missing pictures. If a selected picture is modified, the **Update** button reimports the picture with a new picture preview. If a selected picture is missing, the **Update** button displays the **Find** directory dialog box, which lets you locate and open the missing picture file.



When you update a picture, and other missing picture files are found in the same location, an alert gives you the option to update those pictures as well.

More Information (check box)

Utilities → Usage → Pictures tab

Checking **More Information** displays the picture's full path, file size, modification date, dimensions, resolution, and colors.

XTensions Manager (command)

Utilities menu

The **XTensions Manager** command displays the **XTensions Manager** dialog box, which lets you control which XTensions are loaded when you launch QuarkXPress. XTensions that are enabled are stored in your XTensions folder within your QuarkXPress folder. When you disable an XTension, the **XTensions Manager** moves it to the XTensions (Disabled) folder.

You can display the **XTensions Manager** dialog box by pressing the Space bar while QuarkXPress is launching. You can also set a preference to show the **XTensions Manager** dialog box at startup in the **XTensions** tab of the **Application Preferences** dialog box (**Edit → Preferences → Application**).

XTensions Manager (dialog box)*Utilities → XTensions Manager*

The **XTensions Manager** dialog box lists all the XTensions available to QuarkXPress; lets you save, import, and export sets of specific XTensions; and lets you specify which XTensions should load.

Set (pop-up menu)*Utilities → XTensions Manager*

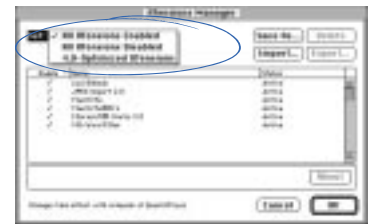
A set is a group of specific XTensions that will load together. For example, you might make sets of third-party XTensions that are required only for specific documents or for certain clients. The **Set** pop-up menu lets you choose a set of XTensions to load:

- All XTensions Enabled loads all your XTensions.
- All XTensions Disabled does not load any XTensions.
- 4.0 Optimized XTensions loads all XTensions that are written specifically for QuarkXPress 4.0.
- The pop-up menu also lets you choose from the XTensions sets you created using the **Save As** button.

Save As, Delete, Import, Export (buttons)*Utilities → XTensions Manager*

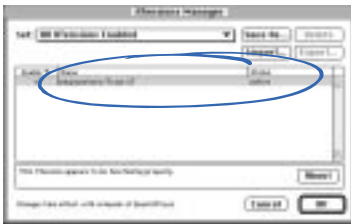
The **Save As**, **Delete**, **Import**, and **Export** buttons let you create and manipulate your XTensions sets.

- The **Save As** button lets you create a new set from the XTensions that are currently checked in the **Enable** column. The **Save As** button displays the **Save Set** dialog box, which lets you name and save the new XTensions set. XTensions sets are saved in the *XPress Preferences* file.
- The **Delete** button deletes the set displayed in the **Set** pop-up menu.

*XTensions Manager dialog box**Set pop-up menu**Save As, Delete, Import, Export buttons*



Enable column



Name, Status columns

- The **Import** button displays the **Import XTensions Set** directory dialog box, which lets you import a set from another user.
- The **Export** button displays the **Export XTensions Set** directory dialog box, which lets you export the set displayed in the **Set** pop-up menu.



When you create an XTensions set, you create a file that describes which XTensions should load. The XTensions set does not include actual XTensions.

Enable (column)

Utilities → XTensions Manager

The **Enable** column and pop-up menu let you change which XTensions will load. Changes take effect the next time you launch QuarkXPress.

- A check mark indicates that the XTensions software will load. No check mark indicates that the XTensions software will not load.
- To change the status of specific XTensions software, click in the **Enable** column to add or remove a check mark. You can also click the **Enable** pop-up menu and choose **Yes** or **No**.



You can multiple-select XTensions and change their status all at once. To select a range of XTensions, click the first one and press the Shift key while you click the last one in the range. To select noncontinuous XTensions, press the ⌘ key while you click them.

Name, Status (columns)

Utilities → XTensions Manager

The **Name** column lists all the XTensions in your XTensions folder or your XTensions (Disabled) folder within your QuarkXPress folder. The **Status** column lists whether the XTensions software is **Active** (currently loaded) or **Not Active** (disabled). If QuarkXPress could not load the XTension, the **Status** is **Error**.

PPD Manager (command)*Utilities menu*

PostScript Printer Description files (PPDs) are supplied by printer manufacturers to provide access to additional features of PostScript printers. PPDs are accessed through the **Printer Description** pop-up menu in the **Setup** tab of the **Print** dialog box (**File** menu). Depending on how many PPDs are available to your system, the list in the **Printer Description** pop-up menu can be fairly long. The **PPD Manager** command displays the **PPD Manager** dialog box, which lets you control which PPDs are displayed in the **Printer Description** pop-up menu.

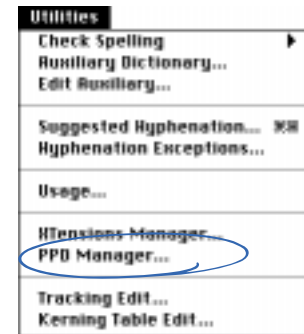
PPD Manager (dialog box)*Utilities → PPD Manager*

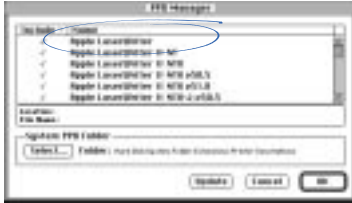
The **PPD Manager** dialog box lists all the PPDs available to QuarkXPress and lets you specify which PPDs are listed in the **Printer Description** pop-up menu in the **Setup** tab of the **Print** dialog box (**File** menu).

Include (column)*Utilities → PPD Manager*

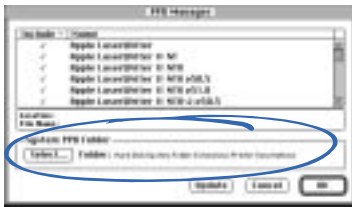
The **Include** column and pop-up menu indicate whether a PPD will be listed in the **Printer Description** pop-up menu and let you change the selected PPD's status.

- A check mark indicates that the PPD will display in the **Printer Description** pop-up menu. No check mark indicates that the PPD will not display in the **Printer Description** pop-up menu.
- To change the status of a PPD, click in the **Include** column to add or remove a check mark. You can also click the **Include** pop-up menu and choose **Yes** or **No**.

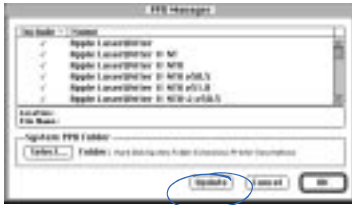
*PPD Manager command**PPD Manager dialog box**Include column*



Name column



System PPD Folder area and Select button



Update button

!!! You can multiple-select PPDs and change their status all at once. To select a range of PPDs, click the first one and press the Shift key while you click the last one in the range. To select noncontinuous PPDs, press the ⌘ key while you click them.

Name (column)

Utilities → PPD Manager

The **Name** column lists all the PPDs in the selected **System PPD Folder**. If you have a PPD folder within your QuarkXPress folder, the **Name** column displays the PPDs in that folder as well.

System PPD Folder (area), Select (button)

Utilities → PPD Manager

The **System PPD Folder** area lets you specify the System Folder that contains the PPDs you want to access. By default, QuarkXPress accesses the Printer Descriptions folder inside the Extensions folder within your System Folder. However, you can change this to any other folder available to your computer. The **Select** button displays the **System PPD Folder** directory dialog box, which lets you locate another folder.

Update (button)

Utilities → PPD Manager

If you add a PPD to your system, the **Update** button lets you update the list of PPDs in the **Name** column without relaunching QuarkXPress.

Tracking Edit (command)

Utilities menu

When the Kern/Track Editor XTensions software is loaded, you can create custom tracking tables for spacing characters in specific fonts. The custom tracking tables are applied to text when **Auto Kern Above** is checked and text is above the point size specified in the field (**Edit** → **Preferences** → **Document** → **Character** tab).

Any manual tracking applied to text (**Style** → **Track**) is added to the tracking specifications made via the Kern/Track Editor. The **Tracking Edit** command displays the **Tracking Edit** dialog box, which lets you choose a font and edit its tracking table.



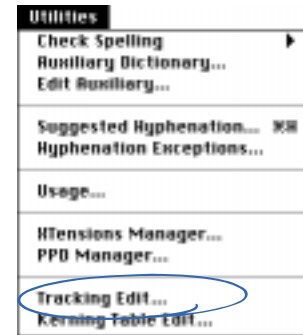
For information about how custom tracking tables are stored in the *XPress Preferences* file, see “Saving XPress Preferences” in Chapter 4, “Customizing QuarkXPress.”

Tracking Edit (dialog box)

Utilities → Tracking Edit

The **Tracking Edit** dialog box displays all the fonts installed and available on your system. Most typefaces are made up of four style variations, or fonts: plain, bold, italic, and bold-italic. Each font has its own tracking table; you must edit each table separately to modify an entire typeface. To customize a font's tracking table, choose it.

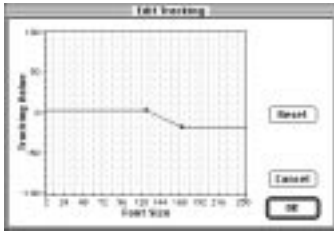
- **Edit:** Opens the **Edit Tracking** dialog box for the chosen font. You can also double-click a font to open the **Edit Tracking** dialog box.
- **Save:** Saves all the changes made in the **Tracking Edit** dialog box.



Tracking Edit command



Tracking Edit dialog box



Edit Tracking dialog box

Edit Tracking (dialog box)

Utilities → Tracking Edit → Edit button

The **Edit Tracking** dialog box lets you specify custom tracking values from $-100/200$ to $100/200$ em space for font sizes from 2 to 250 points. The controls in the dialog box work as follows:

- A horizontal line at a **Tracking Value** of zero means that tracking values have not been modified for the chosen font.
- To modify the tracking curve, click anywhere on the curve to create a handle. You can place up to four handles on the curve. To remove a handle, press the Option key while you click the handle.
- As you drag a handle, tracking and size information for that point on the curve is displayed in the upper right corner of the dialog box.
- Tracking values for font sizes that fall between handles are determined by the intersection of the font size and the tracking curve. Font sizes larger than 250 points are tracked at the same value as 250 points.
- **Reset:** Erases changes made in previous editing sessions and sets tracking values to zero for all font sizes.



If you generally track a font when you use it, you may want to edit its tracking table. For example, if you always use 24 point Futura Extra Bold tracked to -10 for headlines, you can place a point on the tracking table at the intersection of 24 point and the tracking value of -10 . You need to edit the tracking table for each version of a font (Futura, Futura Book, Futura Extra Bold, Futura Extra Bold Oblique, etc.)

Kerning Table Edit (command)

Utilities menu

A kerning table is a set of character pairs with an associated kerning value for each pair. When creating a font, a designer specifies a kerning value (a measurement that determines how close character pairs are placed to each other) for each of the pairs in the kerning table. Most PostScript fonts have a built-in kerning table.

QuarkXPress uses the information contained in a font's kerning table when it performs automatic kerning. Automatic kerning is specified using the **Auto Kern Above** controls in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). Any manual kerning applied to text (**Style** → **Kern**) is added to the kerning specifications made via the Kern/Track Editor.

When the Kern/Track Editor XTensions software is loaded, you can create custom kerning tables for fonts. The **Kerning Table Edit** command displays the **Kerning Table Edit** dialog box, which lets you choose a font so you can edit its kerning table.

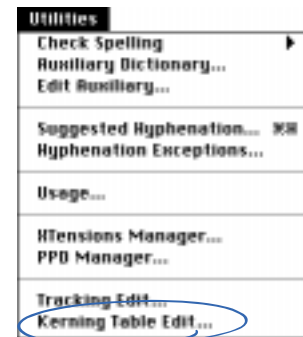


For information about how custom kerning tables are stored in the *XPress Preferences* file, see “Saving XPress Preferences” in Chapter 4, “Customizing QuarkXPress.”

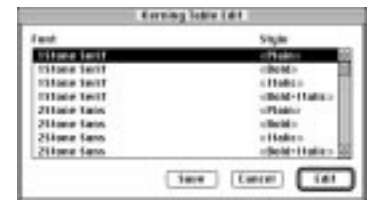
Kerning Table Edit (dialog box)

Utilities → Kerning Table Edit

The **Kerning Table Edit** dialog box displays all the fonts installed and available on your system. Most typefaces comprise four style variations, or fonts: plain, bold, italic, and bold-italic. Each font has its own kerning table; you must edit each table separately to modify an entire typeface. You can also use **Kerning Table Edit** to create kerning tables for fonts that contain no kerning information. To customize a font's kerning table, choose it.



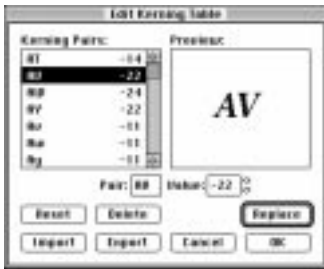
Kerning Table Edit command



Kerning Table Edit dialog box



Kerning Table Edit dialog box



Edit Kerning Table dialog box

- **Edit:** Opens the **Edit Kerning Table** dialog box for the selected font. You can also double-click a font to open the dialog box.
- **Save:** Saves all the changes made in the **Edit Kerning Table** dialog box.

Edit Kerning Table (dialog box)

Utilities → Kerning Table Edit → Edit button

The **Edit Kerning Table** dialog box displays the current kerning pairs for the chosen font and lets you add, modify, and delete kerning pairs. You can specify custom kerning values from $-100/200$ to $100/200$ em space for any kerning pair. Kerning values are measured in increments of $1/200$ em space, so entering a kerning value of -20 for a character pair reduces the normal, unkered character space by $1/10$ ($20/200$) em space.

The controls in the dialog box work as follows:

- **Kerning Pairs:** Choose from the list of existing kerning pairs to edit one.
- **Preview:** The **Preview** area displays the highlighted kerning pair with its current values. You should make final decisions about kerning by looking at high-resolution output rather than the **Preview** or text on a page.
- **Pair:** Enter a new kerning pair in the field. If you select a pair in the **Kerning Values** list, it is automatically displayed in the **Pair** field.
- **Value:** Enter a value in the field or click the arrows to specify the kerning for a new pair or to edit the kerning for an existing pair. The **Preview** area updates to display the kerning pair with the new value.
- The **Add/Replace** button lets you create a kerning pair from the information in the **Pair** and **Value** fields. The new/edited kerning pair is listed in the **Kerning Pairs** list.
- The **Delete** button lets you remove a kerning pair from the **Kerning Pairs** list. After you click **Delete**, the deleted pair is removed from the list but is displayed in the **Pair** and **Value** fields.

- The **Reset** button lets you revert an edited kerning table to the values originally built into the font, even if you have saved edits to the table during a previous editing session. Reset is available when you have made changes to a font's kerning values.
- You can export kerning tables as ASCII text files, then import those kerning tables for use with another font. You can also import kerning tables created or edited in a text editor. The **Import** button displays a directory dialog box, which lets you locate a kerning table to use with the current font. The **Export** button generates an ASCII text file from the current kerning table and lets you name and save that kerning table.



Edit Kerning Table dialog box

A G U I D E T O Q U A R K X P R E S S

Using QuarkXPress ■

4.

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Customizing QuarkXPress

4.

Because everyone's work environment has different demands, and every individual has personal preferences, QuarkXPress provides a variety of options for customizing the way it works. If you invest the time to set up QuarkXPress to suit your needs, you will be more comfortable working with the application and save hours of time producing your documents.

You can set program defaults and preferences, modify the *XPress Preferences* file, add features with XTensions, and automate manual processes with Apple Events scripts.

Setting Defaults

QuarkXPress uses a variety of default settings as the basis for all new documents. These default settings include style sheets, colors, H&Js, lists, dashes and stripes, and the default auxiliary dictionary. You can modify the default settings by changing them when no documents are open. If you change any of these default settings when a document is open, the change is saved only with the document. To modify the application default settings:

- 1 Make sure no documents are open; then choose an option from the **Edit** menu to modify the default settings: **Style Sheets**, **Colors**, **H&Js**, **Lists**, or **Dashes & Stripes**. For specific information about the controls in any of the dialog boxes mentioned, see the “Edit Menu” and the “Utilities Menu” sections in Chapter 3, “Menus and Dialog Boxes.”
- **Style Sheets:** Edit the ¶ Normal paragraph style sheet and the A Normal character style sheet (the default style sheets for all new text boxes). Create new style sheets to include with all new documents.
- **Colors:** Create colors to include with all new documents and delete colors that will not be used (for example, you may want to delete Red, Green, and Blue). You cannot edit or delete Cyan, Magenta, Yellow, or Black. You can edit, but not delete, Registration. You can edit the default trapping for colors as well.
- **H&Js:** Edit the Standard H&J specification to specify default automatic hyphenation rules and word and character spacing values. The Normal style sheet uses the Standard H&J specification by default. Create new H&Js to include with all new documents.



Tips

Settings retained by QuarkXPress

Each time you create a new document, all the settings in the **New Document** dialog box (**File** → **New** → **Document**) become the new default settings. Any palettes that are open when you quit QuarkXPress, including library palettes, will be open the next time you launch QuarkXPress.

**Tips**

Saving defaults and preferences

To provide maximum flexibility, QuarkXPress saves various defaults and preferences in different ways. Default settings such as style sheets are saved in the *XPress Preferences* file. See “Saving XPress Preferences” in this chapter.

- **Lists:** Lists are generated from text that uses the paragraph style sheets you specify. Create new lists to include with all new documents.
 - **Dashes & Stripes:** Edit the default line and frame patterns and create new patterns to include with all new documents. You cannot edit or delete the Solid line.
- 2 To choose a default auxiliary dictionary for all new documents, choose **Utilities** → **Auxiliary Dictionary**. Use the directory dialog box to locate an auxiliary dictionary and click **Open**. Or, click **New** to create a default auxiliary dictionary.
 - 3 When you are finished modifying default settings, create a new document. All your modifications are reflected in the new document. You can still modify these settings in individual documents.

Setting Preferences

QuarkXPress uses a variety of default preferences as the basis for all new documents. For example, you can specify the measurement system displayed on horizontal and vertical rulers. You can modify the default preferences by changing them when no documents are open. Default preferences can be modified in the **Application Preferences** and **Document Preferences** dialog boxes (**Edit** → **Preferences**).

Modifying Application Preferences

The controls in the **Application Preferences** dialog box affect the way QuarkXPress works with all documents — for example, how it displays and saves documents. These settings are saved with the application and are never saved with documents. To modify **Application Preferences**:

- 1 Choose **Edit** → **Preferences** → **Application** to display the **Application Preferences** dialog box.
- 2 Click the tabs at the top of the dialog box to display different types of preferences. For specific information about the controls in any of the tabs, see the “Edit Menu” section in Chapter 3, “Menus and Dialog Boxes.”
 - The **Display** tab provides options for how guides, documents, picture previews, etc., display on-screen.
 - The **Interactive** tab lets you control scrolling and several text handling options.
 - The **Save** tab provides features for automatically saving documents, saving revisions of documents, saving libraries, and saving the document position.
 - The **XTensions** tab lets you control whether the **XTensions Manager** dialog box displays when you launch QuarkXPress.



Tips

Saving defaults and preferences

To provide maximum flexibility, QuarkXPress saves various defaults and preferences in different ways.

Application Preferences and default **Document Preferences** are saved in the *XPress Preferences* file. See “Saving XPress Preferences” in this chapter.

- 3 Click **OK** to close the **Application Preferences** dialog box and save your changes. The changes take effect immediately.

Modifying Document Preferences

The controls in the **Document Preferences** dialog box affect the way certain QuarkXPress features work with documents — for example, whether pages are inserted automatically when text overflows and how colors trap. If you modify settings in the **Document Preferences** dialog box when no documents are open, the settings become application defaults and affect all new documents. However, if you modify **Document Preferences** when a document is open, the settings are applied to and saved only with the active document. To modify default **Document Preferences**:

- 1 Make sure no documents are open.
- 2 Choose **Edit → Preferences → Document** to display the **Document Preferences** dialog box.
- 3 Click the tabs at the top of the dialog box to display different sets of preferences. For specific information about the controls in any of the tabs, see the “Edit Menu” section in Chapter 3, “Menus and Dialog Boxes.”
 - The **General** tab lets you specify page layout defaults, including the measurement system, whether and where pages are automatically inserted when text overflows, the position of frames and guides, and the way master page items, pictures, and greeking work.
 - The **Paragraph** tab lets you specify the defaults for paragraph-based typography features like leading, baseline grid, and hyphenation method.
 - The **Character** tab lets you specify the defaults for character-based typography features like ligatures, automatic kerning, and the size and position of superscript, subscript, small caps, and superior characters.

- The **Tool** tab lets you specify the default settings for the Zoom tool  and each item creation tool. For example, you can specify the minimum and maximum view for the Zoom tool, and you can specify the default background color for boxes and the default style for lines. You can also reset the tools to the original default settings.
 - The **Trapping** tab lets you specify the values QuarkXPress uses when trapping automatically. By specifying trapping relationships between colors, you can avoid the white areas that can occur when printing plates are misaligned or when paper shifts or stretches on a commercial printing press.
- 4 When you are finished modifying default preferences, create a new document. All your modifications are reflected in the new document. You can modify **Document Preferences** for individual documents by choosing **Edit → Preferences → Document** when a document is open.

**Tips**

Modifying preferences for tools

You can double-click any tool in the **Tool** palette to display the **Tool** tab of the **Document Preferences** dialog box. You can select multiple tools and edit their preferences simultaneously. Press the Shift key while you click to select a continuous range of tools in the **Document Preferences** dialog box; press the  key while you click to select a noncontinuous range. You can modify any attributes common to all the selected tools.

Creating Kerning and Tracking Tables, Hyphenation Exceptions, and Bitmap Frames

You can modify default settings for kerning table information, tracking table information, hyphenation exceptions, and Frame Editor (bitmap) frames. If you change any of these default settings when a document is open, the change is saved only with the document or with the document and in the *XPress Preferences* file. See “Saving XPress Preferences” and “Understanding Nonmatching Preferences” in this chapter. To modify kerning tables, tracking tables, hyphenation exceptions, and Frame Editor (bitmap) frames:

- 1** If you are planning to edit kerning tables or tracking tables, make sure the Kern/Track Editor XTensions software is running. (See “Using XTensions” in this chapter.)
- 2** Make sure no documents are open.
- 3** Edit any of the following defaults:
 - To edit the default kerning tables, choose **Utilities → Kerning Table Edit**. Use the **Kerning Table Edit** dialog box to modify kerning pairs for individual fonts.
 - To edit the default tracking tables, choose **Utilities → Tracking Edit**. Use the **Tracking Edit** dialog box to modify the tracking tables for individual fonts.
 - To create or modify the default list of hyphenation exceptions, choose **Utilities → Hyphenation Exceptions**.

- To create default bitmap frame styles, use the Frame Editor application provided with QuarkXPress. The frame styles will be listed in the **Frame** tab of the **Modify** dialog box (**Item** menu) when a rectangular box is active. (The **Dashes & Stripes** feature in the **Edit** menu creates vector frames, not bitmap frames.)

- 4 When you are finished modifying defaults, create a new document. All your modifications are reflected in the new document.



For specific information about the controls in the **Kerning Table Edit** dialog box, the **Tracking Edit** dialog box, or the **Hyphenation Exceptions** dialog box, see the “Utilities Menu” section in Chapter 3, “Menus and Dialog Boxes.” For information about the Frame Editor application, see the Frame Editor ReadMe file in your QuarkXPress folder.



Tips

Backing up *XPress Preferences*

Creating kerning and tracking tables can be time-consuming. You could lose your kerning and tracking tables if the *XPress Preferences* file becomes corrupt. Make backup copies of your *XPress Preferences* file routinely so you never lose your settings.

Using Frame Editor

Before you use the Frame Editor application, quit QuarkXPress. Frame Editor needs to access the *XPress Preferences* file, and it cannot do so while QuarkXPress is using it. When you finish using Frame Editor, quit the application and launch QuarkXPress.

Saving XPress Preferences

QuarkXPress is a powerful program that offers many options for controlling document display and text flow. Naturally, different people set these options different ways. Because of this, the *XPress Preferences* file lets each user or organization easily store and use favorite settings. The *XPress Preferences* file, located in the QuarkXPress application folder, includes default sets of style sheets, colors, H&Js, lists, dashes and stripes, and print styles; default auxiliary dictionary path information; **Application Preferences** settings; **Document Preferences** settings; kerning tables; tracking tables; hyphenation exceptions; Frame Editor (bitmap) frames; **XTensions Manager** settings; and **PPD Manager** settings. These different types of settings, defaults, and preferences are saved in the *XPress Preferences* file in different ways.

Changes to XPress Preferences

Changes to *XPress Preferences* are handled in the following ways:

- If you make changes to **Application Preferences** (**Edit** → **Preferences** → **Application**) with or without documents open, the changes are saved in the *XPress Preferences* file and affect all documents immediately.
- If you make changes to **XTensions Manager** (**Utilities** menu) settings with or without documents open, the changes are saved in the *XPress Preferences* file and affect all documents *after you relaunch* QuarkXPress.
- If you make changes to **PPD Manager** (**Utilities** menu) settings with or without documents open, the changes are saved in the *XPress Preferences* file and affect all documents immediately.

- If you make changes to **Document Preferences** (**Edit** → **Preferences** → **Document**) with a document open, the changes are saved only with the active document.
- If you choose a different auxiliary dictionary with a document open, the change is saved only with the active document.
- If you make changes to the kerning table information, tracking table information, hyphenation exceptions, and Frame Editor (bitmap) frames in a new document, these changes are saved with the active document and in the *XPress Preferences* file.
- If the **Nonmatching Preferences** dialog box displays when opening a document and you click **Use XPress Preferences**, changes you make to the kerning table information, tracking table information, hyphenation exceptions, and Frame Editor (bitmap) frames will be stored both in that document and in the *XPress Preferences* file.

Nonmatching Preferences dialog box

QuarkXPress displays the **Nonmatching Preferences** dialog box when you open a document that was last saved with kerning table information, tracking table information, hyphenation exceptions, or Frame Editor (bitmap) frames that are different from the settings contained in the current *XPress Preferences* file. You have the option to use the settings in the document or those in *XPress Preferences*.



Tips

Previewing new preferences

If you click **Use XPress Preferences** in the **Nonmatching Preferences** dialog box, look over the document and see what has happened to it. If the reflow or changes are undesirable, choose **File** → **Revert to Saved**. The **Nonmatching Preferences** dialog box will be displayed again and you can click **Keep Document Settings**.



The **Nonmatching Preferences** dialog box is displayed when you open a document with kerning table information, tracking table information, hyphenation exceptions, or Frame Editor (bitmap) frames that are different from the settings in the current XPress Preferences file.

Clicking Use XPress Preferences

If you click **Use XPress Preferences**, the preference information that had been saved with the document is ignored, and Frame Editor (bitmap) frames may not be displayed. Also text may reflow because of different automatic kerning or tracking information, or different hyphenation exceptions. Changes you make to these settings while the document is active are stored both in the document and in *XPress Preferences*.

The advantage of **Use XPress Preferences** is that the document will be based on the same kerning table information, tracking table information, hyphenation exceptions, and Frame Editor (bitmap) frame information as your other documents.

Clicking Keep Document Settings

If you click **Keep Document Settings**, all Frame Editor (bitmap) frames will display as they were the last time the document was saved, and text will not reflow. Automatic kerning, tracking, or hyphenation exception changes made while the document is active will be stored only with the document. **Keep Document Settings** is useful if you want to open and print a document without running the risk of text reflow.

Using XTensions

XTensions are software modules that enhance the features of QuarkXPress. Examples of XTensions included with QuarkXPress are the filters used to import and export text in the formats of many word processing applications, Cool Blends, and the Kern/Track Editor. In addition to the XTensions that come with QuarkXPress, third-party software developers have created many XTensions to meet specialized publishing needs.

Specifying which XTensions to use

The **XTensions Manager** dialog box (**Utilities** menu) lets you control which XTensions are loaded with QuarkXPress. XTensions consume RAM (memory), so you should run only the ones you need. To specify which XTensions to use:

- 1 Choose **Utilities** → **XTensions Manager**. The dialog box lists all the XTensions in the XTensions folder and the XTensions (Disabled) folder within your QuarkXPress folder.



Use the **XTensions Manager** dialog box (**Utilities** menu) to specify which XTensions should load and to create sets of XTensions.



Tips

XTensions running by default

When you install QuarkXPress, all included XTensions are enabled by default. To conserve RAM, you should carefully review the XTensions that are running and disable any that you will not be using. For example, you may be able to disable some of the word processing filters.

Managing XTensions at launch

Pressing the Space bar while launching QuarkXPress displays the **XTensions Manager** dialog box so you can specify which XTensions will load. The **XTensions** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**) lets you control the default display of the **XTensions Manager** dialog box at launch.



Tips

Saving groups of XTensions

If you have various clients or documents that require different XTensions, you can create a different XTensions set for each.

- 2 To specify which XTensions load, you can choose a default set, temporarily change the status of individual XTensions, or create a new set.
 - To choose a default set, use the **Set** pop-up menu. Choose **All XTensions Enabled** to let QuarkXPress load all your XTensions. Choose **4.0 Optimized** to let QuarkXPress load only XTensions that were created specifically for QuarkXPress 4.0 and later.
 - To change the status of individual XTensions, click in the **Enable** column or choose **Yes** or **No** from the **Enable** pop-up menu. To edit the status of multiple XTensions: Press the Shift key while you click to select a continuous range of XTensions; press the ⌘ key while you click to select a noncontinuous range.
 - To create a new set of XTensions based on those currently enabled, click the **Save As** button and enter a name in the **Enter name for current set** field. The new set will display in the **Set** pop-up menu for future use.
- 3 Click **OK**; relaunch QuarkXPress to have the changes take effect.

Import/Export filters

QuarkXPress provides import/export filters that let you transfer files between QuarkXPress and many popular word processing applications. You can also save and import ASCII files, including those with XPress Tags information. Supported text file formats include: MacWrite, MacWrite Pro, MS-Word, MS-Works, WordPerfect, WriteNow, and XPress Tags. QuarkXPress also includes import filters for special picture file formats, including: JPEG, PCX, and PhotoCD.

Import/export filters are actually XTensions and are controlled by the **XTensions Manager** dialog box (**Utilities** menu). To import text or pictures in any of these formats, or to export text in any of these formats, the appropriate import/export filters must be loaded.

QuarkXTensions

QuarkXPress includes several XTensions that add core features to the application, including: Cool Blends, Index XTension, and the Kern/Track Editor.

Third-party XTensions

Hundreds of third-party software developers are currently producing a wide range of XTensions that let QuarkXPress meet specialized publishing needs. Custom XTensions are also available for advertising agencies, graphic designers, newspaper publishers, magazine publishers, database publishers, and output providers.

**Tips**

Saving print settings

If you click either the **Print** or **Capture Settings** button in the **Print** dialog box, the current print settings are saved with the document when you save (**File** → **Save**) the document.

Managing Print Styles and PPDs

QuarkXPress lets you customize printing features by saving output settings as print styles and controlling which PostScript Printer Description files (PPDs) load with QuarkXPress. The print styles and PPD information are stored in the *XPress Preferences* file.

Creating and editing print styles

Print styles are predefined output setups you can choose from the **Print Style** pop-up menu in the **Print** dialog box (**File** → **Print**). Print styles are not document-specific; they are global preferences that can be saved, exported, imported, and used with any QuarkXPress document. To create or edit a print style:

- 1 Choose **Edit** → **Print Styles**.



Use the **Print Styles** dialog box (**Edit** menu) to create and edit print styles for use with all your documents. Use the **Export** button to share print styles with other users.

- 2 Edit the **Default** print style to reflect the print settings you use the most. Create new print styles to include with all new documents.
- 3 Click **Save**.

Specifying which PPDs to use

PostScript Printer Description files (PPDs) let you choose device-specific features for a particular PostScript printer, like an alternate paper size and optimized screen values. Printer manufacturers provide PPDs for their printers. If you do not have a PPD for your device, you can use one of the three default PPDs: Generic B&W, Generic Color, and Generic Imagesetter.

PPDs are accessed through the **Printer Description** pop-up menu in the **Page Setup** dialog box (**File** menu). You can control which PPDs display in the **Printer Description** pop-up menu using the **PPD Manager** dialog box (**Utilities** menu). To specify which PPDs are available:

1 Choose **Utilities** → **PPD Manager**.



Use the **PPD Manager** dialog box (**Utilities** menu) to specify which PPDs are available.

- 2 Click the **Select** button in the **System PPD Folder** area to specify the folder that contains the PPDs you want to access. By default, QuarkXPress accesses the Printer Descriptions folder in the Extensions folder within your System Folder.
- 3 To specify which PPDs are accessible, click in the **Include** column or choose **Yes** or **No** from the **Include** pop-up menu. To edit the status of multiple PPDs: Press the Shift key while you click to select a continuous range of PPDs; press the ⌘ key while you click to select a noncontinuous range.
- 4 Click **OK**; changes take effect immediately.



Tips

The effect of PPDs on launch time

Each time you launch QuarkXPress, the application looks at all the PPDs available to see if any have been added, deleted, or changed. If you have many PPDs, QuarkXPress may take longer to launch.

To speed launch time, remove PPDs that you do not need. Look in the Printer Descriptions folder (System Folder → Extensions folder) and the PPD folder (if you have one) in your QuarkXPress folder. Place any unnecessary PPDs in a different folder.

**Tips**

Apple Events scripting documentation

For information about writing scripts for QuarkXPress, see the documents in the Apple Events Scripting folder on the QuarkXPress CD-ROM.

Scripting software

AppleScript ships with most versions of Mac OS. UserLand Frontier is available from many online services.

Using Apple Events Scripts

Apple Events scripts are small programs that let you automate repetitive tasks, customize QuarkXPress, and link QuarkXPress to other applications. Publishers use scripts for everything from simple text formatting to complex database publishing. Writing scripts requires some programming knowledge and dedication to learning a scripting language. Once scripts are written, anyone can use them to enhance their productivity in QuarkXPress.

Writing scripts

Scripts written for QuarkXPress are based on the Apple Events Object Model, a common language that lets Mac OS applications talk to each other. Objects are the elements of an application (for example, a picture box); each object has specific capabilities. Events are verbs that tell objects what to do. Depending on the capabilities of the object, it can perform different events.

To write scripts, you combine objects with events. Essentially you are giving orders to specific objects. The syntax is defined by the scripting language you use: AppleScript or UserTalk (in UserLand Frontier). See the information about writing scripts for QuarkXPress in the Apple Events Scripting folder on the QuarkXPress CD-ROM.

Using scripts

Consult your Mac OS or scripting software documentation for information about the system extensions that must be running for you to use scripts. The various methods for accessing and running scripts depend on how the script was created. For example, you can create a drag-and-drop application that will run when you drop QuarkXPress files on it. Or, you can use XTensions to add a menu or palette to QuarkXPress that provides access to your scripts.

Understanding Nonmatching Preferences

When you open a document in QuarkXPress, you will sometimes see the **Nonmatching Preferences** dialog box displayed. If you are unfamiliar with this dialog box, it can be threatening. Understanding the two choices in the dialog box (**Use XPress Preferences** and **Keep Document Settings**) will help you decide which option to choose.

The Nonmatching Preferences dialog box

Let's say you've just brought a document over to a friend's computer so you can print it to their laser printer. But when your friend opens your document, an alert is displayed: "Some settings saved with this document are different from those in the 'XPress Preferences' file." Below this are two buttons: **Use XPress Preferences** and **Keep Document Settings**. What do you do?

When you see the **Nonmatching Preferences** dialog box, it means your document's preferences are different from the preferences stored in the *XPress Preferences* file that is currently installed. Since all the preferences in question are stored with the document, you can avoid any reflow problems by clicking **Keep Document Settings** — but are you sure this is what you want to do? Before you can answer that question, you need to know a little more about what's in the *XPress Preferences* file and how it works.



Tips

Previewing new preferences

If you click **Use XPress Preferences** in the **Nonmatching Preferences** dialog box, look over the document and see what has happened to it. If the reflow or changes are undesirable, choose **File** → **Revert to Saved**. The **Nonmatching Preferences** dialog box will be displayed again and you can click **Keep Document Settings**.

What's in the XPress Preferences file?

Let's take a look at what the *XPress Preferences* file contains. (We have divided the list into three groups according to how they are saved.)

Group A

- Kerning tables (**Utilities** → **Kerning Table Edit**)
- Tracking tables (**Utilities** → **Tracking Edit**)
- Hyphenation Exceptions (**Utilities** → **Hyphenation Exceptions**)
- Bitmap frames (created with the Frame Editor application)

Group B

- Default style sheets, colors, dashes and frames, lists, and H&Js (**Edit** menu)
- Settings in the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**)
- Path information for the default auxiliary dictionary (**Utilities** → **Auxiliary Dictionary**)

Group C

- Print styles (**Edit** → **Print Styles**)
- Settings in the **XTensions Manager** and **PPD Manager** dialog boxes (**Utilities** menu)
- Settings in the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**)

Group A: Choose your buttons with care

If the **Nonmatching Preferences** dialog box displays when you open a document, it means that one or more of the document's group A settings are different from those in the current *XPress Preferences* file. This means that your document could look different depending whether or not you

choose to use the document's settings. For example, frames could fail to display, or a sentence that should end on page three could end on page four instead because of differences in kerning or tracking.

So which button do you click? If you want the document to look exactly the same on your friend's computer as it did on your computer, click the **Keep Document Settings** button. (This is always the appropriate choice for opening documents at a service bureau.)

However, if you click the **Keep Document Settings** button, the **Nonmatching Preferences** alert will continue to display every time your friend opens this document on his or her machine. If another user is going to be keeping the file from now on, this could get to be a bit annoying. If you click **Use XPress Preferences** and resave the document, the **Nonmatching Preferences** alert will no longer appear when the document is opened on the other user's computer because you will have replaced the document's preferences with those in the current *XPress Preferences* file. However, you should only click **Use XPress Preferences** if:

- The document's kerning, tracking, hyphenation, and Frame Editor (bitmap) frames need to be consistent with other documents produced on this computer, or;
- The document's kerning, tracking, hyphenation are relatively unimportant and the document does not use any Frame Editor (bitmap) frames.

If you click **Use XPress Preferences**, before you save the document make sure to look through it to see how it's changed. Look for the overflow symbol ☒ in text boxes, for undesirable line breaks, for missing Frame Editor frames, and for any other changes.

Group B: No alert, no problem

If your settings for group B (style sheets, colors, H&Js, etc.) are different from those in another user's *XPress Preferences* file, the **Nonmatching Preferences** dialog box will not be displayed. The document's settings will be used automatically, and any changes you make to those settings will apply to that document only.

Group C: Don't worry about it

Like group B, differences among group C settings (print styles, PPD information, etc.) will not cause the **Nonmatching Preferences** dialog box to display. The information does not affect individual documents and is not saved with documents.

Where are preference changes saved?

- Any changes you make to the settings in group A or B while no documents are open are stored in the *XPress Preferences* file, and are used for all subsequently created documents.
- Any changes you make to the settings in group B while a document is open are saved with that document only.
- Any changes you make to settings in group C are always stored in the *XPress Preferences* file, whether or not a document is open.
- If the **Nonmatching Preferences** dialog box displays when you open a document, and you click **Use XPress Preferences**, subsequent changes you make to settings in group A are saved to both the document and the *XPress Preferences* file. (The document's original group A settings are discarded when you click **Use XPress Preferences**.)
- If the **Nonmatching Preferences** dialog box displays when you open a document, and you click **Keep Document Settings**, subsequent changes you make to settings in group A are saved only with the document.

I

Layout Tools

5.

QuarkXPress lets you position boxes, lines, and groups by clicking and dragging the mouse. This method of laying out a page is intuitive because it resembles the traditional methods of placing page elements. However, this technique is only as accurate as your monitor's resolution and your dexterity with the mouse.

To make the click and drag method of page layout more precise, QuarkXPress provides a number of on-screen layout tools. QuarkXPress also provides a variety of controls that help you arrange documents on-screen and navigate through documents.

Arranging Documents

The **Windows** submenu (**View** menu) lets you control the way open documents are displayed on-screen. You can stack documents, tile documents, and stack or tile documents all open documents to a specific view size. The lower portion of the **Windows** submenu provides access to all open windows, including the Clipboard.

Stacking or tiling documents

To display open documents stacked to the right and down, choose **View → Windows → Stack Documents**. To reduce the size of each window and distribute them evenly on your screen(s), choose **View → Windows → Tile Documents**.

!!! If you have more than one monitor, you can tile the documents on all monitors by checking **Tile to Multiple Monitors** in the **Display** tab of the **Application Preferences** dialog box (**Edit → Preferences → Application**).

Stacking or tiling while changing document views

To change all documents to the same view when stacking or tiling, press these modifier keys while you choose **View → Windows → Stack Documents** or **Tile Documents**. (On the Mac OS, you must press the modifier key before you click the menu bar to select **View**.)

Stack or Tile to document view	Keyboard command
Actual Size	Control
Fit in Window	⌘
Thumbnails	Option



Tips

Shortcut to the **Windows** submenu

Press the Shift key while clicking a document's title bar to display the **Windows** submenu (**View** menu). You can combine the Shift key with other modifier keys to change document views while stacking or tiling. (See the chart at left.)

Tile to thumbnails

To drag thumbnails of pages between documents, the document windows must be resized so each is showing and each document must be in **Thumbnails** view. You can accomplish this quickly by pressing the Option key while you choose **View → Windows → Tile Documents**. You can also press Option-Shift while you click a document's title bar and choose **Tile Documents**.

**Tips**

Using the Page Grabber Hand 

When any tool is selected, you can press the Option key to access the Page Grabber Hand . The Page Grabber Hand  lets you scroll a page in any direction by dragging the mouse.

Navigating Documents

QuarkXPress provides several ways to navigate through a document: **Page** menu commands, the **Page Number** field, **Document Layout** palette icons, **Go-to-Page** icons, and scroll bars. After experimenting with the various options, you will find a method that works best for you.

Using Page menu commands

The **Page** menu commands let you “turn” the pages of a document, jump to specific pages, and display master pages.

- To turn the pages of a document, choose **Previous**, **First**, **Next**, or **Last** from the **Page** menu.
- To display a specific document page, choose **Page → Go to (⌘-J)**. Enter the number of the page you want to display in the **Go to Page** field and click **OK**.



If your document is divided into sections, precede the page number you enter with the prefix characters you specified for the section in the **Prefix** field of the **Section** dialog box (**Page → Section**). You can also specify absolute page numbers in the **Go to Page** dialog box. An absolute page number indicates the page’s actual position in a document, regardless of any sectioning or special numbering. To specify an absolute page number, precede the number you enter in the **Go to Page** dialog box with a plus (+) sign.

- To display a master page, choose **Page → Display**. From the **Display** submenu, choose the master page you want to display. To display a document page when a master page is currently displayed, choose **Document** from the **Display** submenu.

Using the Page Number field

The **Page Number** field in the lower left corner of the document window is editable. To display a specific page, highlight the number and enter a new number.



*Highlight the **Page Number** field in the lower left corner of the document window and enter a new page number.*

Using the Document Layout palette

The **Document Layout** palette lets you display document pages and master pages by clicking icons. To display the **Document Layout** palette, choose **View → Show Document Layout (F10)**. To display a master page, double-click its icon (in the middle of the palette). To display a document page, double-click its icon (in the lower portion of the palette).



*Double-click icons in the **Document Layout** palette (**View** menu) to display a document page or a master page.*



Tips

Keyboard shortcuts

Most extended keyboards provide keys for quick document navigation:

- To display the top of the first page of a document, press Home
- To scroll up one screen, press Page Up
- To scroll to the top of the current page, press Shift-Page Up
- To scroll down one screen, press Page Down
- To scroll down to the top of the next page, press Shift-Page Down
- To display the bottom of the last page of the document, press End
- To display the top of the last page of the document, press Shift-End.



Tips

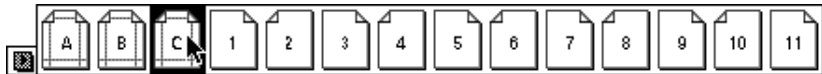
Live scrolling

You can set a preference to “live scroll” when you drag a scroll box. During a live scroll, the document window is updated automatically and displays the document as you drag the scroll box. To use live scroll all the time, check **Live Scroll** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**).

To toggle **Live Scroll**, press the Option key before you click the scroll bar and while you drag it. If **Live Scroll** is checked, the Option key will disable it. If **Live Scroll** is unchecked, the Option key will enable it.

Using go-to-page icons

In addition to the **Document Layout** palette, QuarkXPress provides a pop-up menu of page icons in the lower left corner of the document window. Click the arrow  next to the **Page Number** field to display the go-to-page pop-up menu. Drag to select master pages (on the left) and document pages (on the right).



Click the arrow  in the lower left corner of the document window to display icons for document pages and master pages.

Scrolling through a document

You can navigate through a document using the scroll boxes and the scroll arrows on the right edge and bottom of the document window.

- To use a scroll box, click and drag it to display a different page. As you drag the scroll box, the **Page Number** field in the lower left corner of the document window updates.
- To use the scroll arrows, click an arrow to scroll incrementally in that direction (up, down, right, or left). Click an arrow while you press the mouse button to scroll the page in continuous increments in the direction of the arrow.

Changing Document Views

QuarkXPress lets you reduce or enlarge the document view from 10% to 800% of its actual size in .1% increments. You can switch between predefined page views using menu commands and keyboard commands, you can enter a custom view percentage, and you can enlarge specific areas using the Zoom tool .

Choosing a predefined page view

To specify a predefined page view, choose an option from the **View** menu: **Fit in Window** (⌘-0), **50%**, **75%**, **Actual Size** (⌘-1), **200%**, and **Thumbnails** (Shift-F6).

Entering a custom view percentage

To specify a document view other than one listed in the **View** menu, highlight the **View Percent** field (Control-V) in the lower left corner of the document window. Enter a value and press Enter or Return.

Using the Zoom tool

To enlarge the document view in preset intervals, select the Zoom tool  and click on the document. To reduce the document view in preset intervals, press the Option key while you click the Zoom tool . To specify the portion of the document you want to zoom in on or out from, use the Zoom tool  to drag a marquee around the area you want to view.



You can customize the zoom increment and the maximum and minimum reduction and enlargement values obtainable with the Zoom tool  by specifying values in the **Tool** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).



Tips

Dragging thumbnails

When **Thumbnails** (**View** menu) is selected, you can reposition pages by dragging them to a different location in the document. You can also drag pages to another open document that is also displaying pages in **Thumbnails** view.

Shortcut to the Zoom tool 

You can temporarily select the Zoom tool  by pressing the Control key. Combine the Option key with the Control key to zoom out.

**Tips**

Storing items on the pasteboard

You may find it convenient to store items on the pasteboard until you are ready to place them on a document page. If you are storing a variety of items, consider using a library.

Using the Pasteboard

The pasteboard is the nonprinting area that surrounds individual pages and spreads. The pasteboard can function both as a work area and as a temporary storage area. You can create items and groups on the pasteboard, then drag them from the pasteboard onto a document page. You can also use the pasteboard to “bleed” an item off a page.

Using the pasteboard as a work area

You construct and modify items and groups on the pasteboard just as you would a document page. You can drag items from a pasteboard to any other document page or pasteboard. The pasteboard works as follows:

- To create items on the pasteboard, scroll left or right so that a page’s pasteboard area is displayed. Create, position, and group items on the pasteboard just as you would on a document page.
- To move an item from the pasteboard to a document page or another pasteboard, select the Item tool , click the item, and drag it into position.
- You can move an item so that it is partially off the left or right edge of the pasteboard. When you do so, the portion that you move off the edge is not visible. It is not possible to move an item completely off the pasteboard.
- When you drag out a horizontal ruler guide and release the  pointer over the pasteboard, the guide is displayed across the pasteboard and all the pages in a spread. If you release the  pointer when it is positioned over a document page, the guide is displayed only on that page.

Using the pasteboard for bleeds

Bleed is the term used to describe items that are printed to the edge of a finished page. With QuarkXPress, you can create a bleed item by extending it from a document page onto the pasteboard. Once a page with bleed elements is reproduced on press, a commercial printer can trim the document to its finished page size.



You can specify the size of the pasteboard by entering a percentage value in the **Pasteboard Width** field in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**). By default, the area of the pasteboard to the left and to the right of a page or spread is equal to the document's page width, and there is ½" of pasteboard above and below pages and spreads. When the width of the widest horizontal spread in a document approaches 48", the width of the pasteboard areas to the right and to the left of the spread is reduced to stay within the 48" document width limit.

**Tips**

Snapping items to guides

The **Snap to Guides** feature helps you quickly align items with ruler guides and page guides. When **Snap to Guides** is checked (**View** menu), an item or Item Creation pointer **+** snaps to a guide when you drag it within the snap distance. The **Snap Distance** is specified in pixels in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Using Rulers and Guides

The rulers and guides in QuarkXPress give you precise control for document layout. You can control the measurement system displayed on rulers and you can customize the color of guides. QuarkXPress provides margin guides and column guides for aligning text and it lets you create all the ruler guides you need for aligning items. To ensure that items are placed properly, you can “snap” items to guides.

Displaying rulers and guides

Use the **View** menu commands to display rulers and guides. To display rulers, choose **View** → **Show Rulers** (⌘-R). To display guides, choose **View** → **Show Guides** (F7).

**Notes on preferences for guides**

By default, margin guides and column guides are displayed as blue lines on color monitors and as dotted gray lines on black-and-white monitors. Ruler guides are displayed as green lines on color monitors and as dotted gray lines on black-and-white monitors. You can specify different colors for margin and ruler guides and the baseline grid in the **Display** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**).

You can display page guides either **Behind** or **In Front** of all items, depending on the setting you choose from the **Guides** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Specifying the measurement system for rulers

To specify ruler measurement units, choose options from the **Horizontal Measure** and **Vertical Measure** pop-up menus in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**).

The **Vertical Measure** and **Horizontal Measure** you select are used by QuarkXPress in all fields that indicate position values. For example, if you choose **Inches** from the **Vertical Measure** pop-up menu and **Picas** from the **Horizontal Measure** pop-up menu, the value in the **Origin Down** field in the item specifications dialog boxes is displayed in inches; the value in the **Origin Across** field is displayed in picas.

Specifying Column Guides and Margin Guides

QuarkXPress automatically places column guides and margin guides in all new documents. You specify their position in the **Column Guides** and **Margin Guides** fields in the **New Document** dialog box (**File → New → Document**). When a master page is displayed in the document window, you can use the **Master Guides** dialog box (**Page → Master Guides**) to change the placement of column guides and margin guides.

If you check **Automatic Text Box** in the **New Document** dialog box (**File → New → Document**), the values you specify in the **Margin Guides** area define the size and placement of the automatic text box. The values you specify in the **Column Guides** area define the columns for the automatic text box. If you do not check **Automatic Text Box** when you open a new document, column guides are displayed, but the values are not applied to any text box.

Specifying the ruler origin

The ruler origin is the location where the top ruler and the left ruler intersect; it is the 0 point on both the left and top rulers. To move the ruler origin, click where the rulers intersect in the ruler origin area in the upper left corner of the document window and drag the intersection



Tips

Changing margin and column guides

Margin guides and column guides information is stored as part of a master page. To reposition margin guides and page guides in an existing document, display the master page that contains the guides you want to reposition, then choose **Master Guides (Page menu)**; the **Master Guides** dialog box is displayed. Edit the values in the **Margin Guides** and **Column Guides** area of the **Master Guides** dialog box to reposition margin and column guides on the master page and on all document pages based on that master page.

**Tips**

Creating guides for larger views

To specify that a guide display only at or above the current view percentage, press the Shift key while you create the guide. For example, if you press the Shift key and create a guide while the document is in 400% view, that guide will display only at views between 400% and 800%.

point to the location you want. The ruler origin will be positioned where you release the mouse button. To reset the ruler origin, click the ruler origin area.



If **Page** is selected in the **Item Coordinates** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**), you can position the ruler origin on a document page. If **Spread** is selected, you can position the ruler origin anywhere on a spread.

Specifying Item Coordinates for the ruler

The **Item Coordinates** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**) lets you specify whether the top ruler is continuous across multiple pages in a spread or repeats from 0 for each page. Choose **Spread** to display a single, continuous ruler across the top of pages in a spread. Choose **Page** to repeat the horizontal ruler from 0 for each page in the spread.

Positioning ruler guides

Ruler guides are guides that you create by dragging them off the horizontal and vertical rulers (**View → Show Rulers**). You can create ruler guides on master pages and on individual document pages.

- To pull out horizontal ruler guides, click on the top ruler; when the $\pm$ pointer is displayed, drag the ruler guide into position on the page. To pull out a vertical ruler guide, click on the left ruler and drag the ruler guide onto the page when the $\pm$ pointer is displayed. If the **Measurements** palette is displayed when you drag a ruler guide, the guide's position is indicated in the X field (for vertical ruler guides) or the Y field (for horizontal ruler guides).
- If, as you drag out a horizontal ruler guide, you release the mouse button when the ruler guide is positioned over the pasteboard, the ruler guide

will extend across the pasteboard and all the pages in the spread. If you release the mouse button when the horizontal ruler guide is positioned over a document page, the ruler guide is displayed only on that page.

- To reposition a ruler guide, click it, then drag it to a different location when either the  or the  pointer is displayed. You must have the Item tool  selected to click and drag a guide when the pointer is over an item and you have chosen **In Front** from the **Guides** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). To click a guide when the pointer is over an item and the Content tool  is selected, press the  key while you click the ruler guide and drag.
- To remove a ruler guide, click on it, then drag it off the page. To remove ruler guides from a spread's pasteboard, scroll the document so that a portion of the pasteboard is displayed; press the Option key while you click an area of the ruler that is adjacent to the pasteboard. To remove ruler guides from a document page, scroll the document so that a portion of the page is displayed; press the Option key while you click an area of the ruler that is adjacent to the document page. Click the horizontal ruler to delete horizontal ruler guides; click the vertical ruler to delete vertical ruler guides.



Tips

Temporary greeking while scrolling

The QuarkXPress **Speed Scroll** feature greys pictures and displays two-color blends in a single color while you are scrolling. It redraws them when you stop scrolling.

To improve speed while scrolling, check **Speed Scroll** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**).

Specifying Greeking

In QuarkXPress, “greeking” is the process of replacing text and pictures with gray bars and boxes to improve screen redraw speed. Greeking can also help you concentrate on layout without being distracted by specific words and images.

Greeking text

When text is greeked, lines of text are replaced with gray bars. To specify greeking, choose **Edit** → **Preferences** → **Document** and click the **General** tab (⌘-Y). Check **Greek Below** and enter a value from 2 to 720 points in the field (characters below that point size will be greeked). Text greeking does not affect the way characters print.

Greeking pictures

When pictures are greeked, imported pictures are replaced with a gray pattern. To specify greeking, choose **Edit** → **Preferences** → **Document** and click the **General** tab (⌘-Y). Check **Greek Pictures**. Greeking does not affect the way pictures print. When **Greek Pictures** is checked, you can view a picture by activating its picture box.



Greeked pictures display as gray boxes; greeked text displays as gray bars.

6.

Basics

<i>Saving Documents</i>	6.6
<i>Saving Documents Automatically</i>	6.8
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<i>Saving Documents as Templates</i>	6.12

6.

Document Basics

QuarkXPress lets you create new documents from scratch, build documents based on preconfigured templates, and work with previously saved documents. Documents can be saved on a local hard drive, to a connected server, or to a removable media storage device for transportation.

Creating New Documents

You can create a new document any time, as long as you have fewer than 25 files open. When you create a new document, you can specify its page size and margin positions, and you can choose whether the document will consist of single pages or of spreads with left- and right-facing pages. You also have the option of creating columns and text boxes automatically on your document pages. To create a new document:

- 1 Choose **File** → **New** → **Document** (⌘-N).



Choose **File** → **New** → **Document** to define page information and create a new document.

- 2 To specify a standard page size, choose an option from the **Size** pop-up menu. To create a custom-sized page, enter dimensions in the **Width** and **Height** fields.
- 3 Choose either vertical or horizontal page orientation by clicking an **Orientation** icon.
- 4 To specify the position of the margin guides (nonprinting lines used to position items on a page), enter values in the fields in the **Margin Guides** area.



Tip

Tabbing through fields

When specifying values in a dialog box, use the Tab key to move from the active field to the next field, or press Shift-Tab to move to the previous field.

**Tip****Default master page**

A master page is a nonprinting page used to automatically format other document pages. Every QuarkXPress document contains a master page by default. The default master page formatting is based on settings in the **New Document** dialog box.

- 5** Check **Facing Pages** to specify that the document contains both left-facing and right-facing pages.
- 6** To specify the number of columns on document pages and the spacing between them, enter values in the **Columns** and **Gutter Width** fields.
- 7** Check **Automatic Text Box** to place an automatic text box on the first page of the document and on the default master page. Click **OK**.

**Notes on new documents**

The size of the automatic text box is determined by the values entered in the **Margin Guides** area. If more than one column has been specified in the **Columns** field, the automatic text box will be divided into linked columns automatically.

If you do not check **Automatic Text Box**, QuarkXPress still draws guides on document pages that reflect the values in the **Margin Guides** and **Columns** areas.

QuarkXPress remembers the values you enter in the **New Document** dialog box, and uses them as defaults the next time you create a new document.

**Tip****Templates**

If you are planning to create other documents with the same specifications (master pages, style sheets, etc.) as the current document, you might want to save a stripped down version of the document as a template. To do this, click **Template** in the **Save as** dialog box. See “Saving Documents as Templates” later in this chapter.

Experimenting

To experiment with new ideas for the design or text in a document, first save the document. Try out your new ideas; then, if you do not like them, choose **File → Revert to Saved**. If you find you like the ideas, but you want to retain your original document too, choose **File → Save as** and save the document with a different name.

Saving Documents

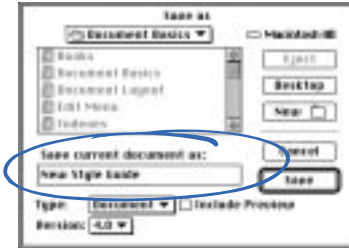
The **Save** command records changes to your documents each time you choose **File → Save** (⌘-S). When you choose **Revert to Saved** (File menu), QuarkXPress discards the changes made since the last time you saved. The **Save as** command lets you name and save a new document or create a copy of an existing document. To use **Save as**:

- 1 Choose **File → Save as** (⌘-Option-S).



Use the **Save as** dialog box to save new documents and to save active documents under a new name without replacing the original document file.

- 2 Use the controls in the directory dialog box to specify a location for the new document file.
- 3 Enter a name for the document in the **Save current document as** field.



Use the **Save current document as** field to enter a name for the new document file.

- 4 Choose a QuarkXPress file format version from the **Version** pop-up menu.
- 5 Check **Include Preview** to create a thumbnail preview of the document for display in the **Open** dialog box; then click **Save**.



QuarkXPress can open documents saved in version 2.1 or later. Earlier versions of QuarkXPress are unable to open documents saved in the current version of QuarkXPress. Items based on features exclusive to the current version will be stripped from documents saved in a 3.3 format.

**Tip**

Revert to Saved and Auto Save

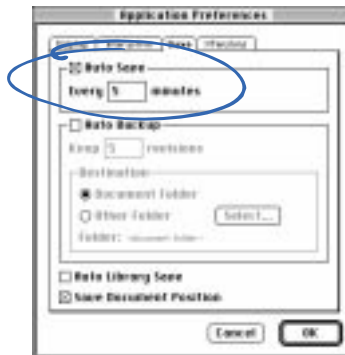
Revert to Saved reverts to the last manually saved version of a document regardless of your **Auto Save** setting. If you want to revert to the last auto-saved version of a document, press the Option key while you choose **File → Revert to Saved**.

Saving Documents Automatically

The **Auto Save** feature protects your work from power and system failures. When **Auto Save** is on, QuarkXPress automatically records changes made to all documents and saves them to your document folder. Auto Saves are performed at user-defined intervals (during idle time if possible). QuarkXPress does not overwrite the original files until you choose **File → Save**.

Using Auto Save

- 1 Choose **Edit → Preferences → Application** (⌘-Option-Shift-Y); then click the **Save** tab.
- 2 Check **Auto Save**.



Use the **Auto Save** feature to protect your work from power and system failures.

- 3 Enter an interval in the **minutes** field. Click **OK**. Auto saves will be performed (during idle time if possible) at the specified interval.



Auto Save only works with saved documents. If you have an unnamed document that was never saved, it is not backed up by **Auto Save**.

Recovering an Auto Saved document

To recover an auto saved document after a system or power failure, choose **File → Open** and locate the document. Two files will be displayed in the directory dialog box: the original document and the auto-saved version, which will have “Auto Save” appended to the file name. Open the original document; it will be combined with the auto-saved version as it is opened. When you open the document, an alert will display. Click **OK** to continue.



*The **Auto Save** alert lets you know that you are opening an auto saved version of a document.*

The auto-saved document retains changes made until the last auto save occurred. Depending on your auto save interval, you may have lost a few minutes of work. At this point, you can save the document with its auto saved changes (**File → Save**). Or you can reject the auto-saved changes and return to the last manually saved version of the document (**File → Revert to Saved**).



Tip

Using **Auto Save** and **Auto Backup** together

It is a good idea to use either **Auto Save** or **Auto Backup**. However, if you are using **Auto Save** and **Auto Backup** together, it might be a little overkill. Rather than saving all the time, let **Auto Save** protect your work. When you want a revision of a document, then save manually by choosing **File → Save** or **⌘-S**.

For example, you might want to open a document in the morning, work on it for several hours, then save it. You might work on the document again in the afternoon, then save it and close it. You have created two auto backup versions of the document that day reflecting two different work sessions. So your **Destination** folder contains three copies of the document: the original and two revisions. Choosing to do this with many documents can take up a lot of hard drive space.

**Tip**

Auto Backup Destination folder

Revisions created by **Auto Backup** have a revision number appended to the document name. Because revisions are stored by default in the same folder as the document, and the auto backup files have similar names, locating the original document can be confusing.

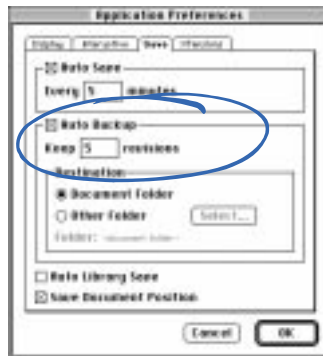
To prevent this confusion, choose a different **Destination** folder when you enable **Auto Backup**. You might want to create a new folder, called “Backups,” to store all your auto backup files.

Saving Revisions of Documents

The **Auto Backup** feature lets you save up to 100 revisions of QuarkXPress documents. When **Auto Backup** is on, each time you choose **File → Save**, the previous version of the active document is sent to a user-defined **Destination** folder or the default document folder. A number between 1 and 100 is added to the name of the original file for each new backup; the most recent backup has the highest number. When the number of backup files exceeds the number of revisions you specify, the oldest revision is deleted. Revisions may be retrieved from the specified **Destination** folder or the default document folder.

Using Auto Backup

- 1 Choose **Edit → Preferences → Application** (⌘-Option-Shift-Y); then click the **Save** tab.
- 2 Check **Auto Backup**.



Use the **Auto Backup** feature to save up to 100 revisions of documents.

- 3 Enter the number of document revisions you want to retain in the **Keep revisions** field.
- 4 Click the **Document Folder** button to save revisions to the folder that contains the original files.
- 5 Click the **Other Folder** button; then click **Select** to display the **Backup Folder** directory dialog box.
- 6 Use the controls in the directory dialog box to select a folder in which to store revisions, or click the **New** button to create and name a new destination folder.
- 7 Click **Select** to designate the highlighted or new folder as the backup folder and return to the **Application Preferences** dialog box; then click **OK**.



Each backup revision of a document you keep is a full copy of the document in a specific state. Specifying a large number of revisions may consume hard disk space rapidly.

Recovering an Auto Backup document

To recover an auto backup document, locate and open the file in the **Destination** folder using **File → Open**. To avoid confusion with the original file, rename the file as soon as you open it.

Tips

Creating a document based on a template

To create a document based on a template, choose **File → Open** and choose the template. Then save your file as a regular document.

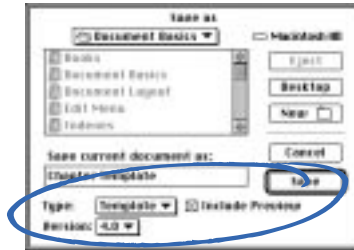
Saving Documents as Templates

A template is a preformatted document that is protected from overwriting. You should create templates for any publications that will use the same format repeatedly. Templates should include all essential style sheets, colors, H&Js, master pages, etc. that will be used in documents. However, you should delete all nonessential items, including text and graphics.

Saving a document as a template

You can save any open document as a template using the **Save as** command (File menu).

- 1 Choose **File → Save as** (⌘-Option-S).



Save a document as a template by choosing **File → Save as**; then choose **Template** from the **Type** pop-up menu. When you are saving a template, **Include Preview** is checked automatically so you can identify the template visually.

- 2 Enter a name for the template in the **Save current document as** field.
- 3 Choose **Template** from the **Type** pop-up menu. The **Include Preview** check box will be checked automatically. Then click **Save**.

Modifying templates

You can modify a template by saving it again with the **Save as** command (**File** menu).

- 1 Open an existing template.
- 2 Choose **File** → **Save as** (⌘-Option-S).
- 3 Choose **Template** from the **Type** pop-up menu.



*Save changes to templates by saving the changes as the same name, and click **Replace**.*

- 4 Enter the same name as the existing template in the **Save current document as** field.
- 5 Choose the same location in which to save the template.
- 6 Click **Save**. An alert is displayed; click **Replace** to confirm that you want to replace the existing file.



Tips

Opening templates

When you open a template, QuarkXPress always creates a new copy of the document. The default name is "Document" with a number appended to it according to how many new documents you have opened (for example, "Document 1"). You do not have to worry about overwriting the original template.

Even if you open a template over a network, a new copy is temporarily saved to your hard drive.

Box Basics



Creating Boxes 7.3

Resizing Boxes 7.8

Reshaping Boxes 7.10

Moving Boxes 7.18

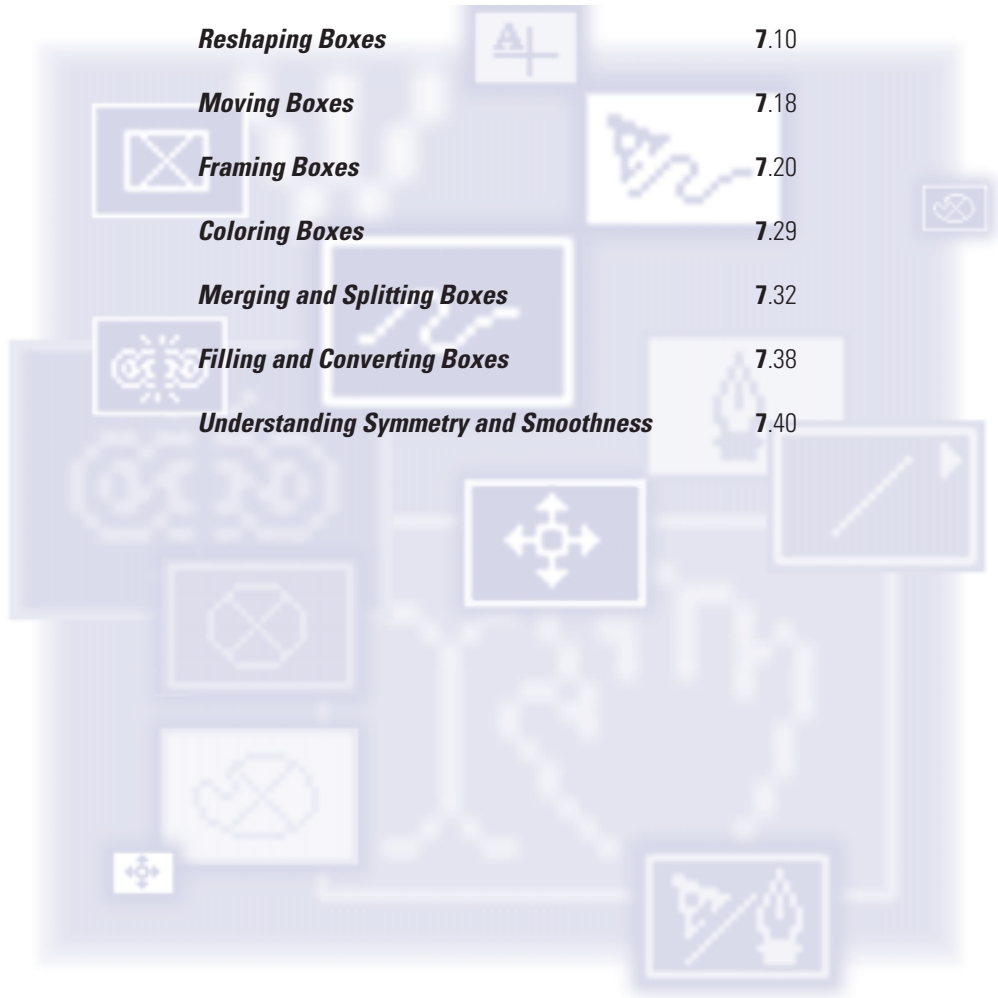
Framing Boxes 7.20

Coloring Boxes 7.29

Merging and Splitting Boxes 7.32

Filling and Converting Boxes 7.38

Understanding Symmetry and Smoothness 7.40



Box Basics

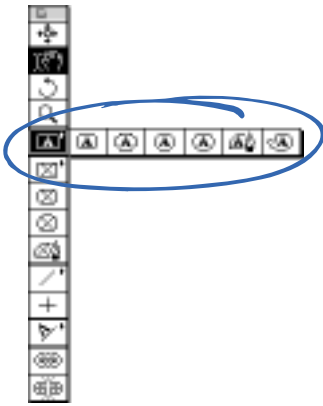


Page layout designers are like architects — both must masterfully construct a grid for their blueprints. And as architects must have their paper and tools before they can work, page layout designers also need their medium: QuarkXPress. And in the **Tool** palette, they'll find the fundamentals of design construction — the box tools.

Boxes are items that can contain either text or pictures. They are crucial to navigating page layout territory because their boundaries give text and pictures a specific shape, size, and placement on a page. Once a box is on a page, you can perform a variety of traditional manipulations, as well as advanced operations using the Bézier box creation and reshaping capabilities, and the **Merge** and **Split** features. These options, along with the traditional box tools, let you create the perfect blueprint, the perfect parameters for your text and pictures.

Creating Boxes

QuarkXPress uses two different types of boxes: text boxes and picture boxes. You can enter and import text into active text boxes, and import or paste pictures into active picture boxes. Create either type of box to contain color, shades, blends, and frames.



Accessing the text box pop-out tools available in the **Tool** palette.

Tips

Creating square boxes

To constrain a rectangle box to a square, select either of the Rectangle Box tools   and press the Shift key while you drag.

Creating circle boxes

To constrain an oval box to a circle, select either of the Oval Box tools   and press the Shift key while you drag.

Keeping a box tool selected

If you want to create multiple boxes using the same tool, press Option when selecting a box tool to keep it selected.

Creating boxes

Select a box tool from the Tool palette, move the Crosshair pointer + to any position on the page; then click and drag, or click and create points, to draw the box. You create boxes using the following tools:

- The Rectangle Box tools   create rectangular and square boxes.
- The Rounded-corner Box tools   create rectangular boxes with rounded-corners.
- The Concave-corner Box tools   create rectangular boxes with concave-corners.
- The Beveled-corner Box tools   create rectangular boxes with beveled-corners.
- The Oval Box tools   create oval and circular boxes.



Creating rectangle, rounded-corner, concave-corner, beveled-corner, and oval text boxes.

- The Bézier Box tools   create boxes with both curved and straight line segments.
- The Freehand Box tools   create freehand boxes with curved line segments.



Creating Bézier and freehand text boxes.

Creating Bézier boxes

In previous versions of QuarkXPress, you could draw irregularly-shaped boxes with straight line segments using the Polygon Picture Box tool . In this version of QuarkXPress, we have taken the polygon tool to a higher level by adding curved line segment capability. The polygon tool is now called the Bézier box tool and is available for either text  or picture  boxes. The Bézier box tools let you draw multisided Bézier boxes that can have both straight and curved line segments. The Freehand Box tools  let you draw sketch-like shapes. The design potential is limitless.



*Create unusual boxes with both straight and curved line segments using a Bézier box tool (left).
Use a freehand box tool to create boxes that have a fluid, drawing pad look (right).*

- The Bézier Box tools   create boxes with both curved and straight line segments. To draw a Bézier box:

- 1 Select one of the Bézier box tools from the **Tool** palette. Move the Crosshair pointer  to any position on the page and click to establish the first point.



Click to establish the first point of a Bézier box.

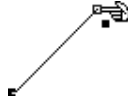
**Tips****Point**

A point connects line segments and defines where line segments start and end. Points attached to curved line segments have curve handles to reshape the curves.

Curve handles

Curve handles extend from either side of a point and control a curve's shape.

- 2** To make a straight line segment, click wherever you want the next point positioned. Do not click and drag the mouse.



Create a straight line segment by clicking once to establish the first point; then click at another position to establish the second point.

- 3** To make a curved line segment, click and drag wherever you want the next point positioned. A point with two curve handles will display. You control the curve's size and shape as you drag a curve handle.



Create a curved line segment by clicking or clicking and dragging to establish the first point; then click and drag at another position to establish the next point, and a curved line segment.

- 4** Continue creating points by clicking or clicking and dragging.
- 5** Close the box using one of three methods: You can double-click any time after creating the second point, move the Crosshair pointer + on top of the first point to display the Close Box pointer □ and click, or select a tool from the **Tool** palette.



Close a Bézier box by positioning the Crosshair pointer + on top of the first point. Click when the Close Box pointer $\square$ displays.

!!! To constrain a point (in relation to the previously created point) to 45° angles, press Shift while clicking. To constrain a curve handle to 45° angles, press Shift anytime while dragging a curve handle.

- The Freehand Box tools Ⓐ ⊗ create freehand boxes with curved line segments. To draw a freehand Bézier box:

Select one of the freehand box tools from the **Tool** palette. Move the Crosshair pointer + to any position on the page; then click and drag in a continuous motion until you have drawn a freehand shape. Either close the shape manually by connecting the Bézier line to its starting point, or release the mouse and QuarkXPress will automatically close the shape.



Create a freehand Bézier box by clicking and dragging in a continuous motion. This Bézier box, shown during creation (left), after completion (center), and with an imported picture (right), was created with the Freehand Picture Box tool ⊗ .

**Tips****Resizing handles**

Bounding boxes have eight resizing handles.

Scaling box contents as you resize

To scale box contents as you resize, press **⌘** while dragging a resizing handle. The contents will also stretch, condense, enlarge, or shrink, depending on how you resize the box.

Resizing boxes proportionally

To resize boxes proportionally, press **Option-Shift** while dragging a resizing handle. Press **⌘-Option-Shift** to resize a box *and* scale the contents proportionally.

Resizing Boxes

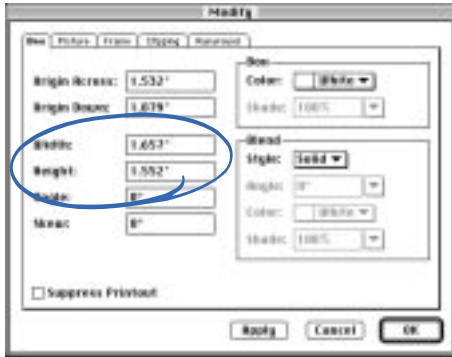
You can resize any box by modifying the size of its bounding box. A bounding box is a non-printing, rectangular box that encloses every box when **Item** → **Edit** → **Shape** is unchecked. Bounding boxes are most apparent when they enclose a non-rectangular box shape. You can use the Resizing pointer  to manually resize boxes, or you can enter precise values in the width and height fields of either the **Modify** dialog box (**Item** menu), or the **Measurements** palette. You can resize active boxes using any of the three following methods:

- **Tool palette:** Select the Item tool  or the Content tool  and move the Arrow pointer  over an active box's resizing handle to display the Resizing pointer ; click and drag the handle to a new location to reduce or enlarge the box.



Resize a circular picture box by enlarging its bounding box.

- **Item menu:** Choose **Item** → **Modify** (⌘-M); then click the **Box** tab. Enter values in the **Width** and **Height** fields to precisely change the size of a box; then click **OK**.



Using the **Width** and **Height** fields in the **Box** tab of the **Modify** dialog box (**Item** menu), you can enter numerical values to precisely resize a box.

- **Measurements palette:** Enter values in the **W** and **H** fields to change the width and height, then press **Return**.



Resize a box using the **Measurements** palette by entering width and height values in the **W** and **H** fields.



Tips

Accessing the **Modify** dialog box

When the **Item** tool (⌘) is selected, double-click a box to quickly display the **Modify** dialog box.

Accessing the **Measurements** palette

You can quickly display the **Measurements** palette by pressing ⌘-Option-M, or by pressing F9.

**Tips****Converting boxes**

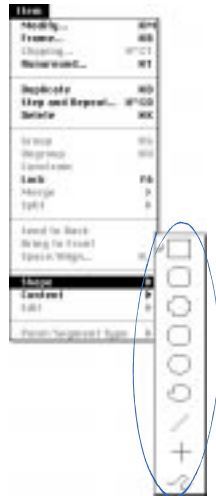
If you convert a text box containing text into a line, it will become a text path. If you convert a picture box containing a picture into a line, you will lose the contents.

Reshaping Boxes

You can reshape any box by using the shape options in the **Shape** submenu (**Item** menu). You can reshape any rectangular, rounded-corner, concave-corner, or beveled-corner box by manipulating the corner radius. And, you can reshape Bézier boxes by repositioning points, curve handles, and line segments. QuarkXPress points, curve handles, and line segments are described in detail later in this section.

Reshaping boxes using the Shape submenu

The **Shape** submenu (**Item** menu) contains six box shapes and three line shapes that you can apply to boxes. To change the shape of an active box, choose **Item** → **Shape** to display the submenu; then choose a shape from the submenu. The active box is reshaped automatically.

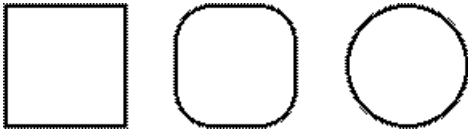


Change the shape of an active box by choosing from options in the **Shape** submenu (**Item** menu).

Reshaping boxes using the Corner Radius field

The **Corner Radius** ⤵ field lets you specify the roundness of corners on any rectangular, rounded-corner, concave-corner, or beveled-corner box. You can alter the corner radius of an active box using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Box** tab. Enter a value in the **Corner Radius** field to specify the radius of the arcs that form the corners on a box.



Manipulate boxes using the **Corner Radius** field (**Item** → **Modify** → **Box** tab). The left text box has a Corner Radius of 0", the center text box has a Corner Radius of .25", and the right text box has a Corner Radius of 2".

- **Measurements** palette: (*picture boxes only*) To specify a corner radius for a picture box, enter a value in the ⤵ field, then press Return.



Specify the roundness of a corner for any rectangular, rounded-corner, concave-corner, or beveled-corner picture box using the ⤵ field in the **Measurements** palette.



You cannot specify a corner radius for oval, freehand, or Bézier boxes.



Corner points



Smooth point



Symmetrical point



Curve handles



Line segments

Reshaping Bézier boxes

QuarkXPress lets you reshape Bézier boxes by manipulating points, curve handles, and line segments. The definitions on this page introduce key Bézier concepts, and are followed by instructions on reshaping.

Definitions

Point. A point connects line segments and defines where line segments start and end. Points connecting curved line segments have curve handles that control the shape of the curves. QuarkXPress offers three types of points: corner, smooth, and symmetrical.

Corner point. A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments.

Smooth point. A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point but can be distanced independently.

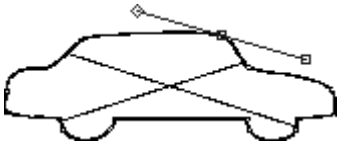
Symmetrical point. A symmetrical point connects two curved lines to form a continuous curve. The result is similar to a smooth point, but the curve handles always rest on a straight line through the point and are always equidistant from the point.

Curve handles. Curve handles extend from either side of a point and control a curve's shape.

Line segments. Line segments are straight or curved line sections positioned between two points.

When **Shape (Item → Edit)** is checked and the Arrow pointer  is positioned over an active Bézier box, various pointers display indicating whether you can select a point , the curve handles  , or a line segment . Click and drag using the pointers to reshape the Bézier box.

You can also manipulate Bézier boxes using the pointers together with options in the **Item** menu and **Measurements** palette, by using keyboard commands and modifier keys, or by adding and deleting points.



Reshape Bézier boxes by manipulating points, curve handles, and line segments. This Bézier box, created with the Bézier Picture Box tool , displays a point between its two curve handles. The curve handles are visible only when a point is active.



A bounding box may display immediately after drawing a Bézier box, depending on whether the **Shape** option is checked. Checking **Shape (Item → Edit)** gives you access to the points, curve handles, and line segments within the bounding box. If shape is unchecked, you can quickly access a Bézier box's shape by pressing Shift-F4.



Tips

Making sharp corners from rounded curves quickly

To make a sharp corner from a round curve, select a point on the curve and Option-click one of the curve handles. To access the retracted curve handle, move the Arrow pointer  over the point. When a Curve Handle pointer  appears, click and drag the curve handle so that it is again visible.



Retract a curve handle to create a transition in line segments.

Reshape a Bézier box while you are drawing it

You can reshape a Bézier box while you are drawing it by pressing  while repositioning the points, curve handles, or line segments; and then resuming box creation.

• Reshaping Bézier boxes with pointers:



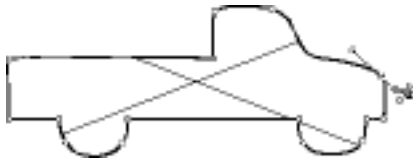
The Point pointer  lets you manipulate corner, smooth, and symmetrical points. To reposition a point, click and drag.



The Curve Handle pointers   let you manipulate both curve handles. Click a point when the Point pointer  displays. If the point has accessible curve handles, the curve handles will display. To manipulate the shape of a curve, click and drag a curve handle.



The Line Segment pointer  lets you manipulate both straight and curved line segments. To manipulate the shape and position of a line segment, click and drag.



Use a Curve Handle pointer  to reshape a curve.

- Reshaping Bézier boxes with the **Item** menu:

Points. Select a point; choose **Item → Point/Segment Type** to display the submenu; then check either **Corner Point**, **Smooth Point**, or **Symmetrical Point**, depending on how you want to manipulate the active point.

Line segments. Select a line segment; choose **Item → Point/Segment Type** to display the submenu; then check either **Straight Segment** or **Curved Segment** to make the line segment straight or curved.



Use the **Point/Segment Type** submenu (**Item** menu) to choose either a **Corner**, **Smooth**, or **Symmetrical** point.

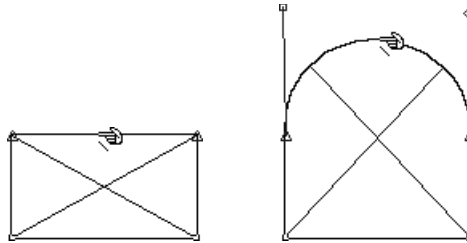


Tips

Line segments affect curve handles

The type of point or line segment will automatically determine the type of curve handles available for manipulation. You cannot directly manipulate the curve handles through the **Item** menu, but you can indirectly affect them depending on what type of point and line segment is currently selected.

For example, if you initially created two corner points (and thus a straight line segment), you cannot access curve handles. However, if you select the line segment and choose **Curved Segment** from the **Point/Segment Type** submenu (**Item** menu) or click the curved line segment icon in the **Measurements** palette, the act of converting the line segment will make the curve handles accessible.



Use the **Point/Segment Type** submenu (**Item** menu) to convert a straight line segment into a curved line segment (as shown), or vice versa.



Changing a straight line segment to a curved line segment will make the curve handles accessible.

• Reshaping Bézier boxes with the **Measurements** palette:

Points. Select a point with the Point pointer ; then click either , , or  to convert the point to a symmetrical, smooth, or corner point. Enter values in the **XP** and **YP** fields to reposition an active point.

Curve handles. Select a point with the Point pointer ; if the point displays curve handles, enter values in the  fields to reposition the angle of either curve handle, or enter values in the  and  fields to resize either curve handle (enter zero to retract the curve handle).

Line segments. Select a line segment with the Line Segment pointer ; then click either  or  to convert the line segment to a straight or curved line segment.



Use the **Measurements** palette to convert point and line segment type.

- Reshaping Bézier boxes with keyboard commands:

Change in point or line segment	Command
Corner point	Option-F1
Smooth point	Option-F2
Symmetrical point	Option-F3
Straight line segment	Option-Shift-F1
Curved line segment	Option-Shift-F2

- Reshaping Bézier boxes with modifier keys:

Change in point or curve handles	Command
Add point	Option-click on line segment
Delete point	Option-click on point
Smooth to corner point (vice versa)	Control-drag on curve handle
Snap point to 45° guides	Shift-drag on point
Snap curve handles to 45° guides	Shift-drag on curve handle
Retract one curve handle	Option-click on curve handle
Retract curve handles	Control-click on point
Expose curve handles	Control-drag on point

Adding and deleting points

To add a point, move the pointer over a line segment. When the Line Segment pointer  displays, Option-click to create a new point.

To delete a point, move the pointer over the point you want to delete. When the Point pointer  displays, Option-click to delete it.



Add and delete points to alter picture boxes, like the ones shown above. The car on the left is the original. Several points were deleted and repositioned to make the car into a pickup truck (center). Several points were added and repositioned to make the car into a covered truck (right).



Tips

Editing points and curve handles on a non-Bézier box

To edit points on an active non-Bézier box, first use the **Shape** submenu (**Item** → **Shape** → ) to convert the non-Bézier box to a Bézier box. The non-Bézier box will retain its original shape, but it will be converted into an editable Bézier box.

If you activate a Bézier box with an irregular shape and choose another shape from the **Shape** submenu, the new box or line will approximate the size of the Bézier shape's bounding box.

**Tips**

Moving boxes while viewing contents

If you click and then pause slightly before you drag a box with the Item tool , you can view the box contents (and not just its outline). This can be helpful when you need to reposition an item according to its contents. The delay time is determined in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** → **Preferences** → **Application**).

Rotating and skewing boxes

To rotate a box, use the Rotation tool , the item rotation field  in the **Measurements** palette, or the **Box Angle** field in the **Modify** dialog box (**Item** menu). To skew a box, enter a value in the **Box Skew** field of the **Modify** dialog box (**Item** menu). See “Rotating and Skewing Items” in Chapter 9, “Manipulating Items.”

Moving Boxes

You can move boxes within the same page, across page boundaries, or onto the pasteboard. You can also drag boxes to other open QuarkXPress documents or libraries. It’s advisable to move small boxes with **Item** → **Edit** → **Shape** unchecked so their shape is not accidentally altered. You can use the **Measurements** palette to view box position coordinates as you move boxes.

Moving boxes

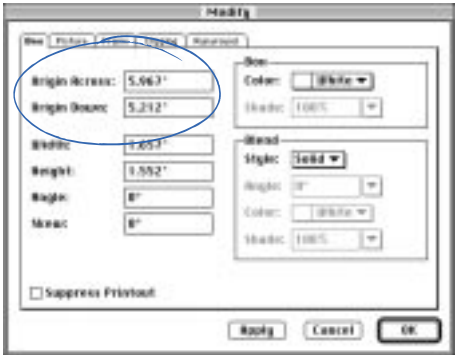
You can move active boxes by dragging them with the Item tool , or you can enter precise values in the **Modify** dialog box (**Item** → **Modify** → **Box** tab) or the **Measurements** palette. You can move active boxes using:

- **Tool palette:** With the Item tool  selected, drag a box to a new location.



Move boxes using the Item tool .

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Box** tab. To move a box horizontally, enter a value in the **Origin Across** field. To move a box vertically, enter a value in the **Origin Down** field. Click **OK**.



Enter values in the **Origin Across** and **Origin Down** fields (**Item** → **Modify** → **Box** tab) to move a box.

- **Measurements** palette: To move a box horizontally, enter a value in the **X** field. To move a box vertically, enter a value in the **Y** field, and press **Return**.



Move boxes by entering values in the **Measurements** palette **X** and **Y** coordinate fields.

- **Keyboard commands:**

Automatic moving features	Command
Nudge boxes in 1-point increments	arrow keys
Nudge boxes in .1-point increments	Option-arrow keys

!!! If the Content tool  is selected when using the arrow keys, the box contents will move, instead of the box.



Tips

Moving boxes to other open documents

To move a box to another open QuarkXPress document, either select the box with the **Item** tool  and drag it into another document, or copy and paste it.

Origins

Origin Across is the position of the upper left corner of the bounding box relative to the zero point on the horizontal ruler. **Origin Down** is the position of the upper left corner of the bounding box relative to the zero point on the vertical ruler.

Snapping Bézier boxes by their points

You can snap a Bézier box to a guide according to a particular point you drag, *without* reshaping the item. First, double-click a point to activate all the points (and curve handles) on the Bézier box; then drag any point to the guide. (If the box contains multiple, untouching shapes, triple-click to select all of the points.)

**Tips**

Printing mathematically defined and bitmap frames

Mathematically defined frames print clearly at any size and on all types of printers. Bitmap frames may resize or print poorly, depending on the size of the bitmap. If a bitmap frame is selected in the frame **Style** list (**Item** → **Frame**), an optimal width for that frame is outlined in the **Width** field. You can enter any width for bitmap frames, but they might look better when printed at the outlined size. You can only apply bitmap frames to rectangular boxes.

Framing options

The **Style** list (**Item** → **Frame**) displays frames provided with QuarkXPress, frames created using the **Dashes & Stripes** dialog box (**Edit** menu), and frames created by the Frame Editor application.

Framing Boxes

QuarkXPress frames are decorative borders that can be placed around text or picture boxes of any shape. Choose from predefined styles, or create new mathematically defined frames using the **Edit** → **Dashes & Stripes** feature. You can also create your own bitmap frames using the Frame Editor application.

Framing boxes

You can apply a frame to an active box using the **Frame** tab (**Item** menu). To apply a frame to an active box:

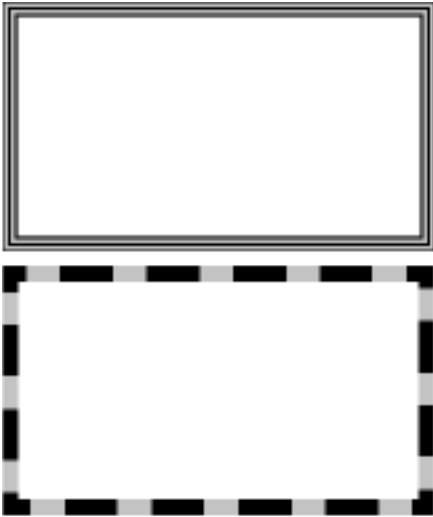
- 1 Choose **Item** → **Frame** (⌘-B).



Choose **Item** → **Frame**; or choose **Item** → **Modify** (⌘-M), then click the **Frame** tab.

- 2 Enter a value in the **Width** field or choose a width from the pop-up menu.
- 3 Choose a frame style from the **Style** pop-up menu.

- 4 In the **Frame** area, choose a color from the **Color** pop-up menu; choose a shade from the **Shade** pop-up menu.
- 5 If you have chosen a frame style with multiple stripes or dashes, you can choose a **Gap** color from the **Color** pop-up menu; choose a **Gap** shade from the **Shade** pop-up menu, then click OK.



Selecting a color and shade from the **Gap** area (**Item** → **Frame**) will color and shade the space between a frame's multiple stripes or dashes.



Tips

Coloring frames using the **Colors** palette

Choose **View** → **Show Colors** or press F12. To color a frame, click the frame icon  and choose one of the colors listed. To shade a frame, click the arrow  next to the current shade value and choose a percent from the list, or enter a new value in the shade field.



Tips

Creating custom line styles

Any dash or stripe pattern you create can be applied to lines.

Editing frames

You can edit any dash or stripe style in the **Dashes & Stripes** dialog box (**Edit** menu) by choosing it from the scroll list and choosing **Edit**. The **Edit** dialog box is the same dialog box that you see when you create a custom dash or stripe.

Frame Editor

You can create your own bitmap frames using the Frame Editor application. For more information about Frame Editor, see the online documentation.

Creating custom frame styles

You can create custom frame styles and apply them to text and picture boxes of any shape. When you create a frame style with a document open, it is added to the document's style list. When you create a frame style when no documents are open, it is added to the application's style list. You can access and apply your frame style via the **Frame** tab (**Item** menu). You can create two types of styles: dashes (dotted/broken-line patterns) and stripes (lined patterns).

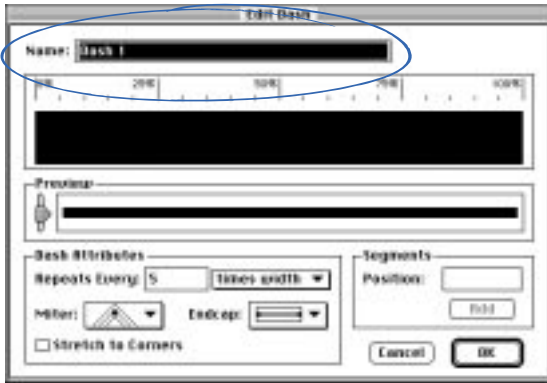
Creating custom dashed frame styles

- 1 Choose **Edit** → **Dashes & Stripes**.
- 2 Click the **New** button to display the pop-up menu, then choose **Dash**.



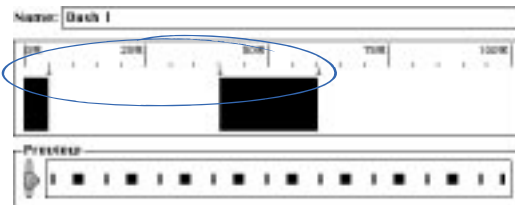
Choose **Edit** → **Dashes & Stripes** to access the **New** pop-up menu. Select **Dash** to create a dash pattern.

- 3 Enter a dash name in the **Name** field.



Name a new dash by entering a name in the **Name** field (**Edit** → **Dashes & Stripes** → **New** → **Dash**).

- 4 Click anywhere in the ruler area. Every time you click, an arrow ↑ is created. The arrow indicates where a dash will start or stop. If you create several arrows, and space them apart at different distances, you will create a dashed style that has dashes of varying sizes. To make a dash longer or shorter, drag an arrow. To delete a dash, drag its arrows off the ruler, or drag the dash segment up or down.

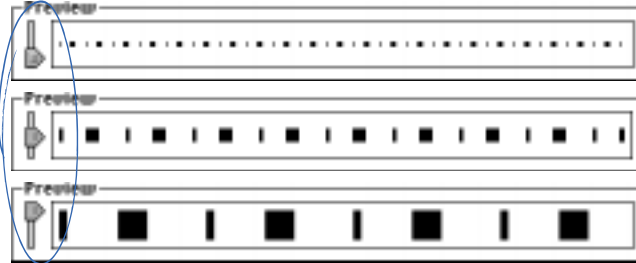


Click and place arrows to create dashes. Three arrows were placed to create this custom dash style (**Edit** → **Dashes & Stripes** → **New** → **Dash**).

**Tips****Repeats Every** pop-up menu

You can choose between a proportional and absolute dash pattern using the **Repeats Every** pop-up menu (**Edit → Dashes & Stripes → New → Dash**). Proportional segments (**times width**) change depending on the width of the frame, while absolute segments (**Points**) remain the same width regardless of the width of the frame.

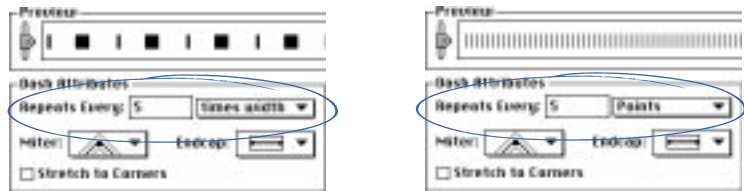
- 5 View the **Preview** area to see what your custom dash will look like. Drag the slider to see the dash at different widths.



Drag the slider in the **Preview** area to view the pattern at different sizes (**Edit → Dashes & Stripes → New → Dash**).

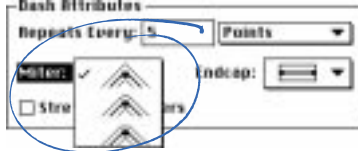
- 6 Use the **Dash Attributes** area to:

- Determine whether the dash pattern is proportional to the width of the frame, or whether it is absolute no matter what the width of the frame. Enter a number in the **Repeats Every** field when **times width** is chosen in the pop-up menu to create a proportional dash pattern. Enter a number in the **Repeats Every** field when **Points** is chosen in the pop-up menu to create an absolute dash pattern that uses points as the measuring system.



Notice the difference between proportional (left) and absolute (right) in the **Preview** area (**Edit → Dashes & Stripes → New → Dash**). Use the slider in the **Preview** area to see the difference between the proportional and absolute patterns.

- Choose an option from the **Miter** pop-up menu to determine how corners look. You can choose from sharp-corner, rounded-corner, or beveled-corner.



Choose from sharp-corner, rounded-corner, or beveled-corner in the **Miter** pop-up menu (left) (**Edit** → **Dashes & Stripes** → **New** → **Dash**) to determine how corners appear.

- Choose an option from the **Endcap** pop-up menu to determine dash shape. You can choose from butt cap, round cap, or projecting square cap.



To apply a lean, blocky shape to your dash, choose butt cap from the **Endcap** pop-up menu (**Edit** → **Dashes & Stripes** → **New** → **Dash**).



To apply a full, rounded shape to your dash, choose round cap from the **Endcap** pop-up menu (**Edit** → **Dashes & Stripes** → **New** → **Dash**).



To apply a full, blocky shape to your dash, choose projecting square cap from the **Endcap** pop-up menu (**Edit** → **Dashes & Stripes** → **New** → **Dash**).

Tips

Options from the **Miter** pop-up menu mostly affect lines

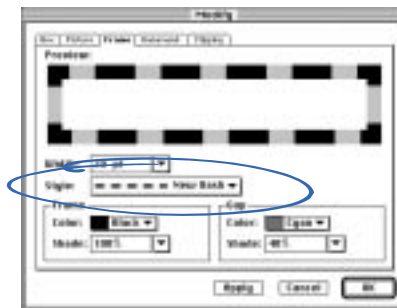
When you choose an option from the **Miter** pop-up menu, and then apply the dash or stripe pattern to a *line*, the mitering will affect corner areas on multiple-segment lines. If you apply the dash or stripe pattern to a *frame*, the mitering will only affect the inside edges of the frame on a Bézier box. Otherwise, **Miter** has no effect on frames.

- Check **Stretch to Corners** to make the dash pattern stretch evenly along a frame so that the corner areas look symmetrical.



When **Stretch to Corners** is unchecked, the dash pattern is uneven at the corner areas (left). Checking **Stretch to Corners** (**Edit** → **Dashes & Stripes** → **New** → **Dash**) makes the dash pattern align evenly at all corner areas (right).

- 7 Enter a value in the **Position** field to precisely position a new arrow. You can also view the **Position** field for feedback in arrow placement. Click **Add** to add an arrow.
- 8 Click **OK** to close the **Edit Dash** dialog box; then click **Save** to save your custom dash.
- 9 Apply your new dash via the **Style** pop-up menu in the **Frame** tab of the **Modify** dialog box (**Item** → **Frame**).



Apply custom dashes using the **Style** pop-up menu in the **Modify** dialog box (**Item** → **Frame**).

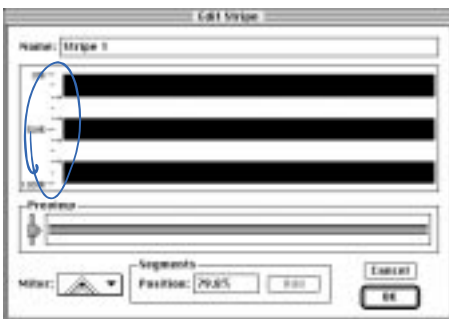
Creating custom striped frame styles

- 1 Choose **Edit** → **Dashes & Stripes**.
- 2 Click the **New** button to display the pop-up menu; then choose **Stripe**.



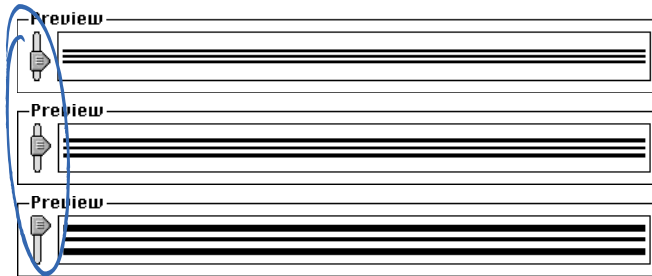
Choose **Edit** → **Dashes & Stripes** to access the **New** pop-up menu. Select **Stripe** to create a pattern with a continuous stripe or series of continuous stripes.

- 3 Enter a stripe name in the **Name** field.
- 4 Click anywhere in the ruler area. Every time you click, an arrow → is created. The arrow indicates where a stripe will start or stop. If you create several arrows, and space them apart at different distances, you will create a multistriped style that has stripes of varying sizes. To make a stripe larger or smaller, drag an arrow. To delete a stripe, drag its arrows off the ruler or drag the stripe segment to the left or right.



Click and place arrows to create stripes. Four arrows were placed to create this custom stripe pattern (**Edit** → **Dashes & Stripes** → **New** → **Stripe**).

- 5 View the **Preview** area to see what your custom stripe will look like. Drag the slider to view the stripe at different widths.



Drag the slider in the **Preview** area to view the pattern at different sizes.

- 6 Choose an option from the **Miter** pop-up menu to determine how corners look. You can choose from sharp-corner, rounded-corner, or beveled-corner.
- 7 Enter a value in the **Position** field to precisely position a new arrow. You can also view the **Position** field for feedback in arrow placement. Click **Add** to add an arrow.
- 8 Click **OK** to close the **Edit Stripe** dialog box; then click **Save** to save your custom stripe.
- 9 Apply your new stripe via the **Style** pop-up menu in the **Frame** tab of the **Modify** dialog box (**Item** → **Frame**).

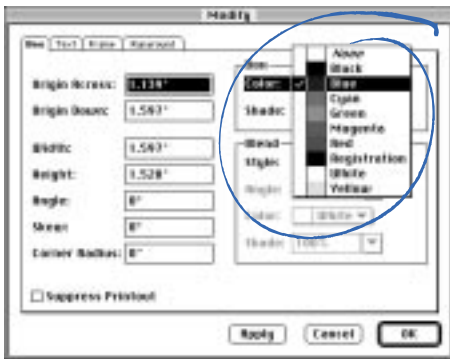


Rulers are displayed differently depending on whether a dash or a stripe is being edited. If you've chosen to edit a dash, the ruler is displayed along the top. If you've chosen to edit a stripe, the ruler is displayed along the side.

Coloring Boxes

Once you have created a text or picture box, you can add a background color, shade, or blends. You can apply colors, shades, and blends to an active box using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Box** tab. Choose a color from the **Color** pop-up menu. Choose a percentage from the **Shade** pop-up menu or enter a value in the field.



Choose an option from the **Color** pop-up menu (**Item** → **Modify**) to color a box.

To determine a blend pattern, choose a style other than **Solid** from the **Style** pop-up menu. Choose an angle from the **Angle** pop-up menu or enter a value in the field to specify the angle the two colors blend. Choose a color from the **Color** pop-up menu to determine the second blend color. Choose a percentage from the **Shade** pop-up menu or enter a value in the field; then click **OK**.



Tips

Applying color to multiple boxes

You can apply colors, shades, and blends to grouped or multiple-selected boxes by activating the boxes and choosing a color using either the **Box** tab of the **Modify** dialog box (**Item** menu) or the **Colors** palette (**View** menu).



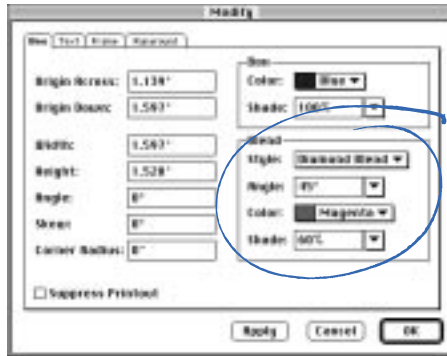
Tips

Using the Cool Blends XTensions software

The Cool Blends XTensions software, included with QuarkXPress, provides additional blend styles: **Mid-Linear Blend**, **Rectangular Blend**, **Diamond Blend**, **Circular Blend**, and **Full Circular Blend**. Use the **XTensions Manager** dialog box (**Utilities** menu) to load Cool Blends.

Accurate Blends check box

The **Accurate Blends** check box (**Edit** → **Preferences** → **Document** → **General** tab) lets you control the display of two-color blends on monitors displaying 256 colors. To display blends without banding and with the most accurate colors possible, check **Accurate Blends**. For faster blend display, uncheck **Accurate Blends**.



Choose a **Style**, **Angle**, **Color**, and **Shade** from the **Blend** area (**Item** → **Modify** → **Box** tab) to specify a blend for a box background.



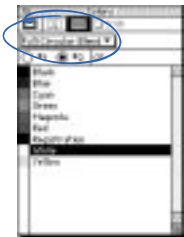
Use the **Style** pop-up menu in the **Blend** area (**Item** → **Modify**) to choose from **Linear Blend**, **Mid-Linear Blend**, and **Rectangular Blend** styles.



Use the **Style** pop-up menu in the **Blend** area (**Item** → **Modify**) to choose from **Diamond Blend**, **Circular Blend**, and **Full Circular Blend** styles.

- **Colors palette:** Choose **View** → **Show Colors** and click the background icon . Click one of the colors listed, then choose a shade by clicking the arrow  next to the current shade value and choosing a percentage from the pop-up menu, or by entering a new value in the shade field.

To choose a blend style, click the #1 button and choose the first color. Click the #2 button and choose the second color. Specify a blend angle by entering a value in the angle field. Choose a shade by clicking the arrow  next to the current shade value and choosing a percentage from the pop-up menu, or by entering a value in the shade field. Then press Return.



*Click the #2 button to choose a second blend color from the **Colors** palette (**View** menu).*



Box backgrounds behave differently depending on the contents and the type of background. If a text box is selected with the Content tool , only the #1 color is displayed. If a picture box contains a grayscale TIFF, the background color will also color the picture's background. If a picture box contains a blend, the color will only blend the box's background — not the picture's background.



Tips

Drag and drop colors

You can drag and drop colors from the **Colors** palette by clicking one of the color swatches in the color list and dragging the color swatch over a box. As soon as the color swatch is positioned over a box, the box will fill with the new color. Drop the swatch to apply the color.

Accessing the **Colors** palette

You can quickly access the **Colors** palette by pressing F12.

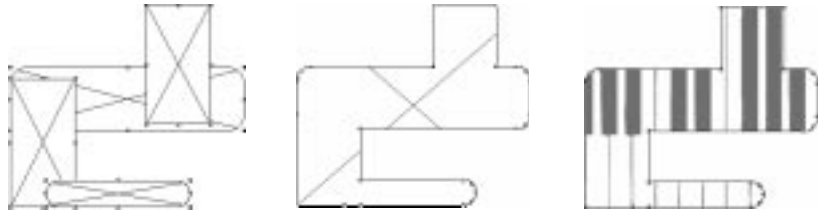
 Tips

Selecting multiple items

Two or more items — boxes, lines or text paths — need to be selected to apply the **Merge** commands in the **Item** menu.

Merging and Splitting Boxes

Options in the **Merge** and **Split** submenus (**Item** menu) let you create complex geometric Bézier boxes with many design capabilities. A box created from one of the **Merge** commands combines multiple-selected boxes into one box shape with a single set of contents. **Merge** works when two or more boxes (or items) are overlapping each other, and in some cases, with non-overlapping boxes (or items). Boxes created using the **Split** commands either splits a merged box into separate boxes, splits a complex box that contains paths within paths into separate boxes, or splits a box that contains a border that crosses over itself (such as a figure eight).



You can merge boxes (left) using the **Union** command (center) (**Item** → **Merge** → **Union**). You can then import a picture into the merged box (right).

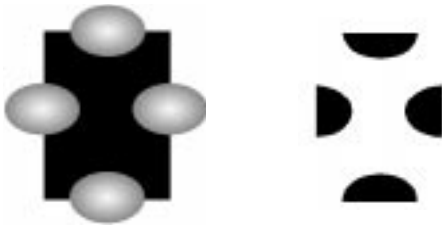
Merging boxes

Multiple select the boxes you want to merge with the Item tool  or the Content tool . Choose **Item** → **Merge** to display the submenu. Choose options from the submenu to combine the selected boxes in various ways. All these commands also apply to other multiple-selected items such as lines and text paths (but text paths will lose their content). You can merge items using:



Use the **Merge** submenu (**Item** menu) to choose from six options that let you manipulate multiple-selected boxes.

- **Intersection** keeps any areas where items overlap the back item, and removes the rest.



Applying **Intersection** (**Item** → **Merge** → **Intersection**) to stacked items keeps overlapping shapes, and deletes non-overlapping shapes (right).



Tips

Merged item contents

When two or more kinds of boxes or items overlap and any of the **Merge** commands are applied, the style and contents of the back item are kept. The contents of all other items are lost.

Undoing a **Merge** command

If you want to undo a merge combination, choose **Edit** → **Undo** (⌘-Z).

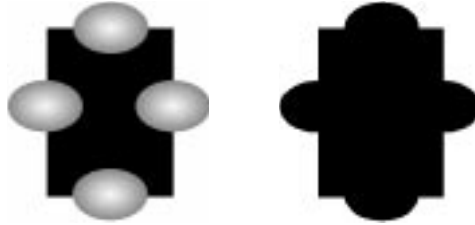


Tips

Using **Merge** with grouped items

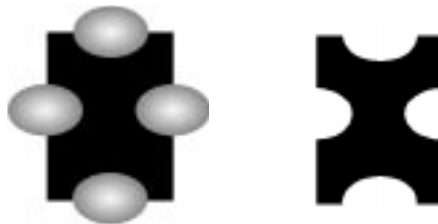
Grouped items can be merged using the commands in the **Merge** sub-menu (**Item** menu).

- **Union** combines all of the items into one box, keeping all overlapped areas as well as non-overlapped areas.



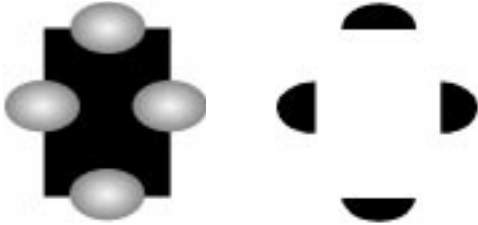
Applying **Union** (**Item** → **Merge** → **Union**) merges all overlapping items into one box (right).

- **Difference** deletes the front items. Any overlapping areas will be cut out.



Applying **Difference** (**Item** → **Merge** → **Difference**) to overlapping items keeps the back item, and deletes the front items.

- **Reverse Difference** deletes the back item. Any overlapping areas will be cut out.



Applying **Reverse Difference** (**Item** → **Merge** → **Reverse Difference**) to overlapping items keeps the front items, and deletes the back item. Any overlapping areas are cut out.

- **Exclusive Or** leaves all of the shapes intact but cuts out any areas where there is overlap. If you want to edit the points surrounding the cut-out area, you will notice that there are now two points at every location where two lines originally crossed.



Use **Exclusive Or** (**Item** → **Merge** → **Exclusive Or**) to access and manipulate points at any overlapping intersections.

**Tips**

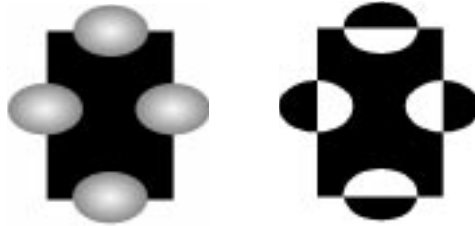
Filling split boxes with different contents

Using the **Outside Paths** command, you can create individual boxes from merged, non-overlapping items (for example a box created from the **Text to Box** command). You can alter the content, specify various fills, import different pictures, etc. into the newly created, individual boxes.

Undoing a **Split** command

If you want to undo a split operation, choose **Edit → Undo** (⌘-Z).

- **Combine** is similar to **Exclusive Or**, with one difference: If you want to manipulate the points surrounding the cut-out area, you will notice that no points are added where two lines intersect.

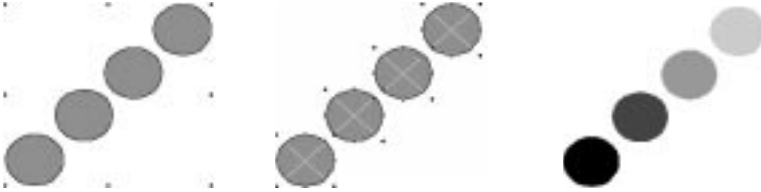


Applying **Combine** (**Item → Merge → Combine**) to overlapping items keeps all of the shapes intact, but any overlapping areas are cut out (right).

Splitting boxes

You can use the **Split** commands to split merged boxes that contain non-overlapping shapes, to split boxes that contain shapes within shapes, or to split boxes that contain a border that crosses over itself (such as a figure eight). Select the box you want to split with the Item tool  or the Content tool  and choose **Item → Split** to display the submenu. You can split boxes using:

- **Outside Paths** works with a merged box that contains several, non-overlapping shapes. **Outside Paths** keeps all of the outside path information and divides non-overlapping outside paths into separate boxes.



Applying **Outside Paths (Item → Split)** to a merged box that contains non-overlapping shapes (left) will create individual items (center). Each item can then be manipulated independently (right).

- **All Paths** creates separate boxes out of every shape within a complex box.



Applying **All Paths (Item → Split)** to a complex item (left) will create boxes everywhere (center). Each box can then be manipulated separately (right).

- **Outside Paths/All Paths** can be used when you have a box that contains a border that crosses over itself (such as a figure eight).



Applying **Outside Paths** or **All Paths (Item → Split)** to an item that overlaps itself (left) results in a separation of the overlapping junctions (right).

Tips

Selecting boxes with various tools

Selecting a box with the Content tool  lets you manipulate its contents. Selecting a box with the Item tool  or the Content tool  lets you resize the box.

Specifying columns for text boxes

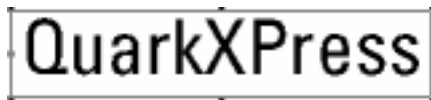
See “Working with Columns” in Chapter 10, “Document Layout.”

Filling and Converting Boxes

You can enter and import text into text boxes, and import or paste pictures into picture boxes. You can also convert any existing box into another type of box so that it can hold new contents. For example, you can change a text box into a picture box, and vice versa. A box can also be changed to have a content of **None**, which is useful if you want your box to only contain color or a frame.

Filling boxes

- **Text:** To enter text, select a text box with the Content tool . The Text Insertion bar  will appear and you can begin typing. To import text, use the **Get Text** command (**File** menu). See “Importing and Exporting Text” in Chapter 11, “Text Basics.”
- **Picture:** To import a picture, select a picture box with the Content tool  or the Item tool  and use the **Get Picture** command (**File** menu). See “Importing Pictures” in Chapter 14, “Pictures.”



Filling a text box with text (left), and a picture box with an imported picture (right).

Converting box contents

To convert an active box, choose **Picture**, **Text**, or **None** from the **Content** submenu (**Item** menu).



Choose an option from the **Item** → **Content** submenu to convert the content of a selected box.

!!! When you convert box type, an alert displays if any contents will be lost.

Converting a text box to a text path and vice versa

To convert an active text box to a text path, choose a line shape from the **Item** → **Shape** submenu. The first line shape automatically converts the text box into a diagonal text path, the second line shape creates an orthogonal text path, and the third line shape wraps the text around the outside of the original text box.



Converting a text box to a text path.



Tips

Creating boxes with a content of **None**

When you choose **None** from the **Content** submenu (**Item** menu), the box can be framed, or it can be filled with a background color, shade, or blend, but you cannot add text or a picture to it.

Understanding Symmetry and Smoothness

To draw a Bézier box as quickly as possible, it's easiest to use one of the Freehand Box tools ☒ Ⓐ. Unfortunately, freehand tools won't help someone who's hoping to draw or trace something as smooth and symmetrical as the waves shown in Figure 1. So how is it done?



Figure 1: Drawing a smooth, symmetrical design like this can teach you a lot.

Working with boxes

If you've used other illustration programs, you may be accustomed to drawing with *open paths*. An open path in QuarkXPress is called a *line*. If an open path contains text, QuarkXPress refers to it as a *text path*.

A *closed* path in QuarkXPress is called a *box*. (Runaround paths and clipping paths are also closed, but they don't concern us here.) Although QuarkXPress allows you to create Bézier art using lines or boxes, you may find that working with Bézier boxes provides a greater advantage to the QuarkXPress artist. If you work with boxes, more options exist for color and for special operations like merging and splitting. Plus, boxes are generally more intuitive and easier to grab and move. Besides, when you're done drawing, you can always change an active Bézier box into a Bézier line by choosing **Item** → **Shape** → .

Minimal points for maximum smoothness

If you can't smoothly create your design by combining ovals and rectangles using the **Merge** commands (**Item** menu), what else can you do? To begin, you'll have to start drawing point-by-point using one of the Bézier

Box tools  . The following are a few tips that will make this process more efficient:

- 1 Away from the computer, sketch the shape you want to create with a pencil and paper.
- 2 In your sketch, pencil in a point wherever there's a *corner*. Corners are sharp transitions. For example, the tips of the waves shown in Figure 1 are corners, as are the points shown below in Figure 2.



Figure 2: All corners should include points.

- 3 Look for straight lines in your drawing. Sketch a point at both ends of every straight line.

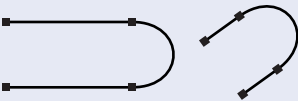


Figure 3: A straight line should include a point at each end.

- 4 Find places where the curve “shifts direction,” no matter how subtly, and sketch a point at the middle of the “S” shape. Although it’s possible to make a Bézier “S” shape without a point in the middle of the “S,” you have more control if you include the point.



Figure 4: Find places where the curve “shifts direction” the way an “S” shifts direction in mid-stroke. Then, sketch a point where that shift occurs — even if that shift is subtle.

Tips

Shift-dragging curve handles

Pressing the Shift key while dragging a curve handle has a similar effect to Shift-dragging a point. The curve handle (and possibly its partner, depending on the type of point) is constrained to invisible guides that radiate from the point at 45-degree increments. This can be useful when creating symmetrical designs.

- 5 If you were to line up all the remaining segments on the ground as a series of arches, would any of these arches appear so “bulbous” that one side of the arch would seem to bend inwards toward the other side at the base? Such arches, like those in Row B of Figure 5, require an additional point for sufficient control. Sketch points as needed.

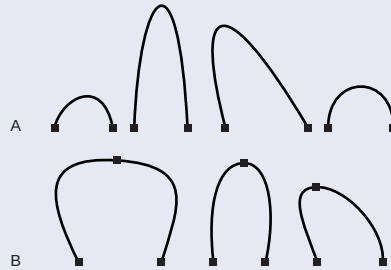


Figure 5: For smoothness, the arches in row A of this illustration should consist of one segment only. The legs of the arches in row B bend inward at the base; they require an additional point for sufficient control.

- 6 Repeat step 4 if necessary, then use one of the Bézier Box tools   to begin plotting your sketched points using QuarkXPress. Approximate the position of each point as you go. Click to create corner points; click-and-drag the mouse slightly to create smooth points. Do so while pressing the Shift key to create a point that lies at 45-degree increments from the previous point.

Although entering points in a freestyle manner will produce poorly curved segments at first, you can easily go back and bend the segments after the shape is completed. Complete the finished box by double-clicking to create the last point.

- 7 Make sure **Item** → **Edit** → **Shape** is checked.

- 8 Drag different parts of each segment to bend them — just as you would a piece of wire. (Straight segments need to be changed to curved segments before you can bend them. Click the  button in the **Measurements** palette to change active straight segments to curved.) For added control, use the curve handles to bend the segments.

The finished shape — almost

Using the eight steps just described, you should have no problem drawing a shape as smooth as the one repeated in the wave design. Boxes drawn using this procedure may require a little adjustment, but after you get the basic idea, you'll be able to draw equally smooth shapes without preplanning or pencil sketching. You can then learn to incorporate the  key and the different  key combinations listed in “Reshaping Boxes” earlier in “Box Basics” to manipulate points as you go along — eliminating much of the work required for adjustment.

Figure 6 shows what the repeating shape in the wave design looks like with all its points selected. Five corner points and two smooth points were used to draw the shape.



Figure 6: The repeating shape used to create the design in Figure 1 is shown with all points selected. The left and right sides of the base are designed as complementary so that a seamless transition is created when the shape is tiled.

Preparing a shape to be tiled

Now that you have some smoothness in your drawing, how do you incorporate symmetry? Basically, symmetry is a simple matter of relying

on the **Duplicate** command, the **Merge** commands, some flipping, and frequent snapping to guides. But if the repeating shape in your design must flow seamlessly into its duplicate, you'll have to make sure this shape can be "tiled" before you do anything else.

The wave shape in Figure 6 was prepared for tiling by snapping the bottom four corner points to a pair of horizontal guides.

In addition, two of the curve handles were made complimentary so that a smooth curve would occur at the point where the tiled shapes are to meet. As you can see in Figure 6, the curve handle on the lower left is angled exactly 180 degrees opposite the curve handle on the lower right. Curve handles with an angle difference of 180 degrees combine to create a smooth curve when the shape is tiled.

Duplicating

After applying color and other attributes to your shape, duplicate it in the desired quantity using the **Duplicate** command (⌘-D) or the **Step and Repeat** command (⌘-Option-D). This provides a collection of similar shapes that can be combined to create a single, symmetrical box.

Flipping

If you want a duplicated shape to mirror the original, you can flip it by performing the following steps:

- 1 Make sure **Item** → **Edit** → **Shape** is unchecked for the active item, so that its rectangular bounding box displays.
- 2 Highlight the **W** field (if you want a horizontal flip) or the **H** field (if you want a vertical flip) in the **Measurements** palette and copy the value to the Clipboard (⌘-C).
- 3 Drag the left-middle or right-middle resize handle (if you want a horizontal flip), or drag the top-middle or bottom-middle resize handle (if you want a vertical flip) until the item is reduced to the surface

area of a straight line, and keep dragging. Lift the mouse button after the bounding box has been dragged “through itself.”

- 3 Highlight the appropriate measurement field (W or H) in the **Measurements** palette and paste (⌘-V) the value you just copied. The Bézier box is flipped. If you also want the box’s contents flipped, you can use the **Flip** commands (**Style** menu) to do so at the end of the process.



Figure 7: A Bézier box can be flipped by dragging its bounding box through itself.

Aligning and merging

If you want all the duplicated boxes to behave as one continuous box with one set of contents and no white space in between, you must align and merge them.

If you’ve already performed an accurate step and repeat with no flipping, you may be able to multiple-select the boxes and perform a **Union** command (**Item** → **Merge** → **Union**) immediately. If not, you can use the **Space/Align** command to align your boxes.



Figure 8: These two shapes were “tiled” using the **Space/Align** command.

Or, if your boxes are too oddly shaped for the **Space/Align** command to be effective, you can use the following procedure to align boxes at a specific Bézier point:



Tips

Quickly deleting parts of a Bézier box

If you want to delete part of a Bézier box, try using the **Difference** command in the **Merge** submenu (**Item** menu). If two partially overlapped boxes are selected, **Difference** removes the front box and cuts out the overlapping area from the back box. For example, if you want a half-circle, draw a rectangle over the top of an existing circle so that it overlaps the circle halfway; then select both boxes and choose **Item** → **Merge** → **Difference**. A half-circle results.

- 1 Make sure **Snap to Guides** is checked in the **View** menu, and drag out a horizontal and vertical guide from the rulers of the document window to create a crossed guide pair.
- 2 Determine which Bézier point will serve as the juncture for aligning the boxes.
- 3 Press ⌘-Shift-A or triple-click a point in the active box to activate all its points. (Double-clicking a point will suffice if the box contains only one path.)
- 4 Determine which point will serve as the juncture, and drag it to the crossed guide pair. All the points are selected, so the entire box now moves without reshaping. This style of box movement lets you snap a box to guides according to any point you drag.



Figure 9: Dragging a point with all points selected lets you snap to guides according to any point you drag.

- 5 Repeat Step 4 for the duplicated item(s).
- 6 Marquee or Shift-click to select any boxes that you want to merge into one box. Then, choose **Item** → **Merge** → **Union** to merge all of them into one continuous Bézier box. Repeating this procedure several times allows you to create smooth, symmetrical boxes.

Radial symmetry

You can create radial symmetry (like the kind shown in Figure 10) using all the same procedures described so far.

The only additional technique you'll need to know when creating radial symmetry is *field math*. Field math is the application's ability to accept math operators (such as +, -, /, and *) into the fields of dialog boxes and palettes.



Figure 10: This design was created by using field math (+22.5°) in the box angle field $\angle$ for each box as it was duplicated from the previous one. The boxes were then snapped to a crossed guide pair using the technique shown in Figure 9.

When the design in Figure 10 was created, "+22.5" was entered after the existing value in the box angle $\angle$ field in the **Measurements** palette as each box was duplicated from the previous one. The 22.5 value was determined by dividing 360 by the total amount of duplicate shapes ($360 \div 16 = 22.5$).

Line Basics



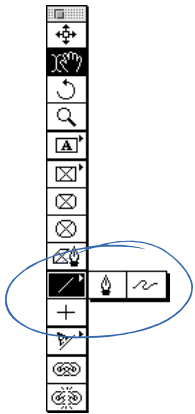
Lines. Curved and straight. They are decidedly simple elements, but they appear everywhere. Look around your world — from an office window, from an airplane, from a train — lines abound in nature and in human-made objects. They are fundamental concepts of design.

In page layout, lines are used as graphic enhancers, attention grabbers, eye leaders, mood creators, and boundary providers. Imagine a poster with swirly, eye-catching spirals of varying sizes, or an advertisement containing a single elegant contour. Lines add the spice to page layout.

This chapter is about creating and manipulating lines. Once a line is on a page, you can perform a variety of traditional manipulations, as well as advanced operations using the Bézier line creation and reshaping capabilities.

Creating Lines

QuarkXPress provides four line creation tools that let you draw straight, curved, and combination lines. You can create single-segment straight lines, or you can use a Bézier line tool to create single or multiple-segment straight or curved lines.



Viewing the four line tools, including the pop-out tools, available in the **Tool** palette.

**Tips**

Constraining lines to 0°, 45°, or 90° angles

You can constrain a line created with the Line tool  to 0°, 45°, or 90° by pressing the Shift key while you draw the line.

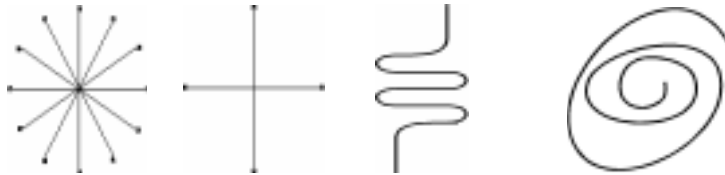
Keeping a line tool selected

If you want to create multiple lines using the same tool, press Option when selecting a line tool to keep it selected.

Creating lines

Select a line tool from the **Tool** palette, move the Crosshair pointer  to any position on the page; then click and drag, or click and create points, to draw a line. You create lines using the following tools:

- The Line tool  creates straight lines at any angle.
- The Orthogonal Line tool  creates straight horizontal or vertical lines.
- The Bézier Line tool  creates lines with curved and straight line segments.
- The Freehand Line tool  creates freehand lines with curved line segments.



Create straight lines using the Line tool  and the Orthogonal Line tool ; create curved lines using the Bézier Line tool  and the Freehand Line tool .

Creating Bézier lines

The Bézier Line tool  lets you draw Bézier lines that can have multiple straight and curved line segments. The Bézier Freehand Line tool  lets you draw sketch-like shapes that contain multiple curved line segments.

**Using the Bézier Line tool **

- 1 Select the Bézier Line tool  from the **Tool** palette. Move the Crosshair pointer  to any position on the page; click to establish the first point.



Click to establish the first point of a Bézier line.

- 2 To make a straight line segment, click wherever you want the next point positioned. Do not click and drag the mouse.



Create a straight line segment by clicking once to establish the first point; then click at another position to establish the second point.

- 3 To make a curved line segment, click and drag wherever you want the next point positioned. A point with two curve handles will display. You control the curve's size and shape as you drag a curve handle.



Create a curved line segment by clicking or clicking and dragging to establish the first point; then click and drag at another position to establish the next point, and a curved line segment.

- 4 Continue creating points by clicking or clicking and dragging.
- 5 You can end the line using one of two methods: You can double-click any time after creating the first point, or select a tool from the **Tool** palette.



Viewing a completed Bézier line consisting of both curved and straight line segments.



Tips

Point

A point connects line segments and defines where line segments start and end. Points attached to curved segments have curve handles.

Curve handles

Curve handles extend from either side of a point and control a curve's shape.



To constrain a point (in relation to the previously created point) to 45° angles, press Shift before clicking. To constrain a curve handle to 45° angles, press Shift anytime while dragging a curve handle.

Using the Freehand Line tool ~

Select the Freehand Line tool from the **Tool** palette. Move the Crosshair pointer + to any position on the page; then click and drag in a continuous motion until you have drawn a freehand line. Release the mouse when you are finished drawing the line.



Create freehand lines by clicking and dragging in a continuous motion.

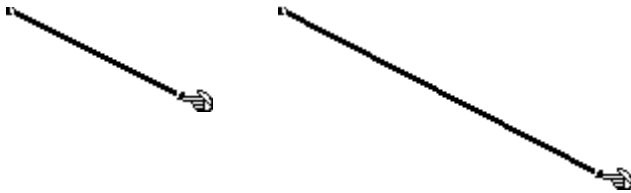
Resizing Lines

You can change the length of straight lines created with either the Line \ or Orthogonal + Line tools, and you can scale lines created with either the Bézier Ⓢ or Freehand ~ Line tools by resizing their bounding boxes.

Resizing straight lines created with the Line \ and Orthogonal + Line tools

You can resize active straight lines using:

- **Tool palette:** Select the Item tool ⌘ or the Content tool ⌘ and move the Arrow pointer ↱ over a resizing handle to display the Resizing pointer ⇨; click and drag the handle to a new location to reduce or enlarge the line.



Resize straight lines by dragging a resizing handle.



Tips

Constraining a line to its original angle

If you've created a line with the Line tool \, you can lengthen or shorten it *and* constrain it to its original angle by pressing Option-Shift while dragging a resizing handle.

Constraining lines to 0°, 45°, or 90° angles

You can constrain a line created with the Line tool \ to 0°, 45°, or 90° by pressing the Shift key while you resize.

Tips

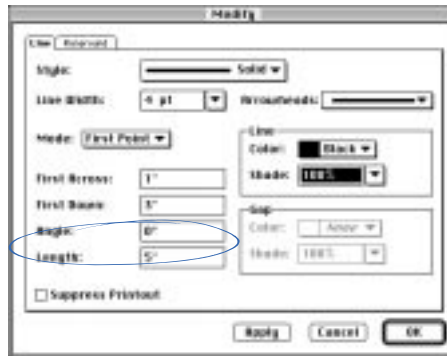
Accessing the **Modify** dialog box

When the **Item** tool  is selected, double-click a line to quickly display the **Modify** dialog box.

Accessing the **Measurements** palette

You can quickly display the **Measurements** palette by pressing **⌘-Option-M**, or by pressing **F9**.

- **Item** menu: Choose **Item** → **Modify** (⌘-M). Click the **Mode** pop-up menu to display the four mode options (see “Line modes for straight lines” later in this chapter). Choose **First Point**, **Midpoint**, or **Last Point** to display a **Length** field. Enter values in the **Length** field to precisely change the length of a line, then click **OK**.



Use the **Length** field (**Item** → **Modify** → **Line** tab) to precisely resize lines.

- **Measurements** palette: Choose either **First Point**, **Midpoint**, or **Last Point** from the pop-up menu to display the **L** field. Enter a value in the length field to precisely change the length of a line, then press **Return**.



Resize a line using the **L** field in the **Measurements** palette.



If the **Endpoints Mode** is active in either the **Modify** dialog box or the **Measurements** palette, choose another **Mode** to display the **Length** field.

Resizing Bézier lines

You can scale any Bézier line by modifying the size of its bounding box. A bounding box is a non-printing, rectangular box that encloses every

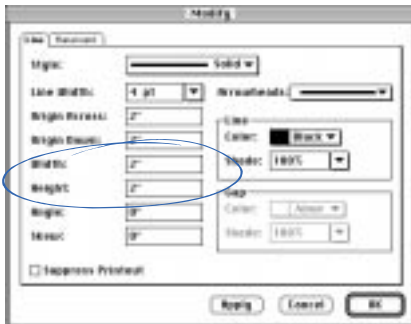
curved line when **Item** → **Edit** → **Shape** is unchecked. You can resize active Bézier lines in bounding boxes using:

- **Tool palette:** Select the Item tool  or the Content tool  and move the Arrow pointer  over a resizing handle to display the Resizing pointer ; click and drag the resizing handle to a new location to reduce or enlarge the line.



You can scale a Bézier line by enlarging its bounding box.

- **Item menu:** Choose **Item** → **Modify** (⌘-M). Enter values in the **Width** and **Height** fields to precisely change the size of a Bézier line's bounding box. Click OK.



*Using the **Width** and **Height** fields (**Item** → **Modify** → **Line** tab), you can enter numerical values to precisely resize a Bézier line's bounding box.*

- **Measurements palette:** Enter values in the **W** and **H** fields to precisely change the width and height of a Bézier line's bounding box, then press Return.

Tips

Resizing handles



Bounding boxes have eight resizing handles. Four of the handles on this particular bounding box look like small white squares because they are positioned on the black line.

Resizing lines proportionally

To resize lines proportionally, press Option-Shift while dragging a bounding box's resizing handle.

Tips

Converting a line into a Bézier box

When you convert a line into a Bézier box by choosing **Item → Shape →** , QuarkXPress traces the actual line width, along with any arrowhead, tailfeather, dash or multiple-line pattern, to produce the Bézier box.

However, there is another way to convert a line into a box — by simply joining the line's endpoints. Press Option and then choose **Item → Shape →** . If the endpoints are on top of each other, they will be joined into one point. If they are not on top of each other, a new line segment will be added that connects the two endpoints.

Converting a straight line into a Bézier line

To convert a straight line into a Bézier line, use the **Shape** submenu (**Item → Shape →** ). The line will retain its original shape, but it will be converted into an editable Bézier line.

Reshaping Lines

You can reshape any line using the shapes offered in the **Shape** submenu (**Item** menu). You can reshape Bézier lines by repositioning points, curve handles, and line segments. Bézier attributes are described in detail on the next page.

Reshaping lines using the Shape submenu

The **Shape** submenu (**Item** menu) contains three line shapes and six box shapes that you can apply to lines.

To change the shape of an active line, choose **Item → Shape** to display the submenu. Choose a shape from the submenu and the line will reshape automatically.



Change the shape of an active line by choosing from options in the **Shape** submenu (**Item** menu).

Reshaping Bézier lines

QuarkXPress lets you reshape Bézier lines by manipulating points, curve handles, and line segments. The definitions on this page introduce key Bézier concepts, and are followed by instructions on reshaping.

Definitions

Point. A point connects line segments and defines where line segments start and end. Points attached to curved segments have curve handles. QuarkXPress offers three types of points: corner, smooth, and symmetrical.

Corner point. A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments.

Smooth point. A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point but can be distanced independently.

Symmetrical point. A symmetrical point connects two curved lines to form a continuous curve. The result is similar to a smooth point, but the curve handles always rest on a straight line through the point and are always equidistant from the point.

Curve handles. Curve handles extend from either side of a point and control a curve's shape.

Line segments. Line segments are straight or curved line sections positioned between two points.



Corner points



Smooth point



Symmetrical point



Curve handles



Line segments

Tips

Accessing a Bézier line

A bounding box may display immediately after drawing a Bézier line, depending on whether the **Shape** option is checked. Checking **Shape (Item → Edit)** gives you access to the points, curve handles, and line segments within the bounding box. If shape is unchecked, you can quickly access a Bézier line's shape by pressing Shift-F4.

Connecting line segments

You can connect line segments by positioning two endpoints from two different line segments on top of each other. Choose **Item → Merge → Join Endpoints**.

Reshaping Bézier lines with pointers

When **Shape (Item → Edit)** is checked and the Arrow pointer  is positioned over an active Bézier line, various pointers display indicating whether you can select a point , the curve handles  , or a line segment . Click and drag using the pointers to reshape a Bézier line.



The Point pointer  lets you manipulate corner, smooth, and symmetrical points. To reposition a point, click and drag.



The Curve Handle pointers   let you manipulate both curve handles. Click a point when the Point pointer  appears. If the point has accessible curve handles, the curve handles will display. To manipulate the shape of a curve, click and drag a curve handle.



The Line Segment pointer  lets you manipulate both straight and curved line segments. To manipulate the shape and position of a line segment, click and drag.



Use the Point pointer  to reshape an active line.

Reshaping Bézier lines with commands

You can also manipulate Bézier lines using the pointers together with options in the **Item** menu and the **Measurements** palette, by using keyboard commands and modifier keys, or by adding and deleting points.

- Reshaping Bézier lines with the **Item** menu:

Points: Select a point; choose **Item** → **Point/Segment Type** to display the submenu; then check either **Corner Point**, **Smooth Point**, or **Symmetrical Point**, depending on how you want to manipulate the active point.

Line segments: Select a line segment; choose **Item** → **Point/Segment Type** to display the submenu; then check either **Straight Segment** or **Curved Segment** to make the line segment straight or curved.



Use the **Point/Segment Type** submenu (**Item** menu) to choose either a **Corner**, **Smooth**, or **Symmetrical Point**.



Tips

Reshape a Bézier line while you are drawing it

You can reshape a Bézier line while you are drawing it by pressing ⌘ while repositioning the points, curve handles, or line segments. Then resume line creation.

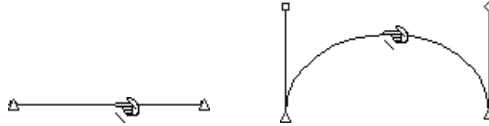


Tips

Segment type and curve handles

The type of point or line segment automatically determines the type of curve handles available for manipulation. You cannot directly manipulate the curve handles through the **Item** menu, but you can indirectly affect them depending on what type of point and line segment is currently chosen.

For example, if you initially created two corner points (and thus a straight line segment), you cannot access the curve handles. However, if you select the line segment and choose **Curved Segment** from the **Point/Segment Type** submenu (**Item** menu) or click the curved line segment  in the **Measurements** palette, the act of converting the line segment will make the curve handles accessible.



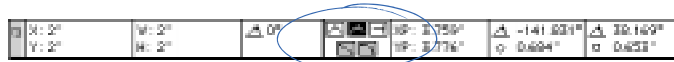
Use the **Point/Segment Type** submenu (**Item** menu) to convert a straight line segment into a curved line segment (as shown), or vice versa.

• Reshaping Bézier lines with the **Measurements** palette:

Points: Select a point with the Point pointer ; then click either , , or  to convert the point to a symmetrical, smooth, or corner point. Enter values in the **XP** and **YP** fields to reposition an active point.

Curve handles: Select a point with the Point pointer ; if the point displays curve handles, enter values in the  fields to reposition the angle of either curve handle, or enter values in the  and  fields to resize either curve handle (enter zero to retract the curve handle).

Line segments: Select a line segment with the Line Segment pointer ; then click either  or  to convert the line segment to straight or curved.



Use the **Measurements** palette to convert point type.

• Reshaping Bézier lines with keyboard commands:

Change in point/line segment	Command
Corner point	Option-F1
Smooth point	Option-F2
Symmetrical point	Option-F3
Straight line segment	Option-Shift-F1
Curved line segment	Option-Shift-F2

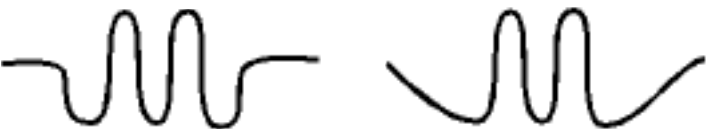
- Reshaping Bézier lines with modifier keys:

Change in point/curve handles	Command
Add point	Option-click on line segment
Delete point	Option-click on point
Smooth to corner point (vice versa)	Control-drag on curve handle
Snap point to 45° guides	Shift-drag on point
Snap curve handles to 45° guides	Shift-drag on curve handle
Retract one curve handle	Option-click on curve handle
Retract curve handles	Control-click on point
Expose curve handles	Control-drag on point

Adding and deleting points

To add a point, move the pointer over a line segment. When the Line Segment pointer  displays, Option-click to create a new point.

To delete a point, move the pointer over the point you want to delete. When the Point pointer  displays, Option-click to delete it.



Use the Point Deletion pointer  to remove points and reshape lines.



Tips

Making sharp corners from curves quickly

To make a sharp corner from a curve, select a point on the curve and Option-click one of the curve handles.



Retract a curve handle to create a transition in line segments.

Merging lines with other items

You can merge lines with other items by multiple-selecting the items and combining them using the **Merge** commands in the **Item** menu. See “Merging and Splitting Boxes” in Chapter 7, “Box Basics.”

**Tips**

Moving lines to other documents

To move a line to another open QuarkXPress document, either select the line with the Item tool  and drag it into another document, or copy and paste it.

Moving Lines

You can move lines within the same page, across page boundaries, or onto the pasteboard. You can also drag lines to other open QuarkXPress documents or libraries. The method for moving lines differs depending on whether you are moving a straight line or a Bézier line.

Moving straight lines created with the Line \ and Orthogonal + Line tools

You can move active straight lines by dragging them with the Item tool , or you can enter precise values in the **Modify** dialog box (**Item** → **Modify**) or the **Measurements** palette. You can move active lines using:

- **Tool palette:** Select the Item tool  or the Content tool  and drag a line to a new location.



Move straight lines using the Item tool .

- **Item** menu: Choose **Item** → **Modify** (⌘-M). Choose a **Mode** from the pop-up menu, then enter values in the **X** and **Y** fields (modes are described below). Depending on the **Mode** selected, the fields will vary. Click **OK**.
- **Measurements** palette: Choose a **Mode** from the pop-up menu, then enter values in the **X** and **Y** fields. Depending on the **Mode** selected, the fields will vary. Press **Return**.



Reposition active lines by entering values in the **X** and **Y** coordinate fields in the **Measurements** palette. The fields vary depending on the **Mode** selected.

- Keyboard commands:

Automatic moving features	Commands
Nudge lines in 1-point increments	arrow keys
Nudge lines in .1-point increments	Option-arrow keys

Line modes for straight lines

Before moving straight lines by entering values into fields, it is important to understand how QuarkXPress describes line modes. There are four types of line modes: **Endpoints**, **First Point**, **Midpoint**, and **Last Point**. Depending on the **Mode** you choose in either the **Line** tab (**Item** → **Modify**) or the **Measurements** palette, line length and position will be described differently.



Tips

Anchoring lines in text

You can anchor lines in text, just as you can anchor boxes. See “Anchoring Boxes and Lines in Text” in Chapter 13, “Graphics in Typography.”

Rules above and below text

To make a straight line that flows above or below specified text, see “Specifying Anchored Rules” in Chapter 13, “Graphics in Typography.”

**Tips**

Angle coordinates and line length

When a straight line is in **First Point, Midpoint, or Last Point** mode, you know the precise coordinates of that point, plus the angle and length of the line.

First point and last point

“First point” refers to the endpoint you originally drew *from*; “last point” refers to the endpoint created when you lifted your mouse to complete the line.

- **Endpoints:** The X1 field indicates the horizontal position of the first endpoint; the Y1 field indicates the vertical position of the first endpoint. The X2 field indicates the horizontal position of the last endpoint; the Y2 field indicates the vertical position of the last endpoint.

Endpoints



- **First Point:** The X1 field indicates the horizontal position of the first endpoint; the Y1 field indicates the vertical position of the first endpoint.

First Point



- **Midpoint:** The XC field indicates the horizontal position of the midpoint of the line; the YC field indicates the vertical position of the midpoint of the line.

Midpoint



- **Last Point:** The X2 field indicates the horizontal position of the last endpoint; the Y2 field indicates the vertical position of the last endpoint.

Last Point



Moving Bézier lines

It is generally advisable to move a Bézier line when it is displaying its bounding box (so you don't accidentally reshape the line). Choose **Item** → **Edit**; then uncheck **Shape** to display the bounding box. You can move an active Bézier line using:

- **Tool palette:** With the Item tool  selected, drag the line to a new location.



Use the Item tool  to move curved lines in bounding boxes.

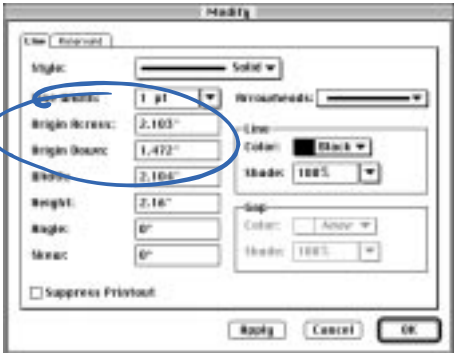


Tips

Bézier line origin

Origin Across is the position of the upper left corner of the bounding box relative to the zero point on the horizontal ruler. **Origin Down** is the position of the upper left corner of the bounding box relative to the zero point on the vertical ruler.

- **Item** menu: Choose **Item** → **Modify** (⌘-M). To reposition a line horizontally, enter a value in the **Origin Across** field. To reposition a line vertically, enter a value in the **Origin Down** field. Click **OK**.



Enter values in the **Origin Across** and **Origin Down** fields (**Item** → **Modify** → **Line** tab) to move a line.

- **Measurements** palette: To reposition a line horizontally, enter a value in the **X** field. To reposition a line vertically, enter a value in the **Y** field; then press **Return**.



Move lines by entering values in the **X** and **Y** coordinate fields in the **Measurements** palette.

Automatic moving features	Command
Nudge lines in 1-point increments	arrows
Nudge lines in .1-point increments	Option-arrows

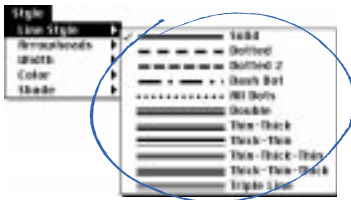
Applying Line Styles

You can apply styles to lines by choosing from a variety of line styles, arrowheads, widths, colors, and shades. These options are available in the **Style** menu, the **Modify** dialog box (**Item** menu), and the **Measurements** palette.

Choosing a line style

QuarkXPress offers eleven preset line style options. You can apply line styles to active lines using:

- **Style** menu: Choose **Style** → **Line Style** to display the **Line Style** submenu. Choose an option from the submenu.



*Choose an option from the **Style** → **Line Style** submenu to apply a style to a selected line.*

- **Item** menu: Choose **Item** → **Modify** (⌘-M). Choose an option from the **Style** pop-up menu, and click **OK**.
- **Measurements** palette: Click the style pop-up menu and choose a line style from the list.

Choosing an arrowhead

QuarkXPress lets you choose from a selection of six line end styles including arrowheads, tail feathers, or lines with neither. You can apply an arrowhead to an active line using:



Tips

Creating custom lines

Using the **Dashes & Stripes** dialog box (**Edit** menu), you can create an assortment of custom line styles. The line styles you create can be applied to existing lines via the **Line Style** submenu (**Style** menu), the **Line** tab of the **Modify** dialog box (**Item** menu), or the style pop-up menu in the **Measurements** palette. See “Framing Boxes” in Chapter 7, “Box Basics.”

Editing lines

You can edit any existing or custom dash or stripe style — except the **Solid** style — in the **Dashes & Stripes** dialog box (**Edit** menu). Select the style by choosing it from the scroll list and then clicking **Edit**. The **Edit** dialog box is the same dialog box that you use when you create a custom dash or stripe.

 Tips

Specifying line tool preferences

You can preset the preferences for lines you draw by either double-clicking a line tool in the **Tool** palette or using the controls in the **Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Tool** tab). You can preset **Style**, **Arrowheads**, **Width**, **Color**, **Shade**, and **Runaround** status of lines you create; you can also opt to **Suppress Printout** of lines.

- **Style** menu: Choose **Style** → **Arrowheads** to display the **Arrowheads** submenu. Choose an option from the submenu.
- **Item** menu: Choose **Item** → **Modify** (⌘-M). Choose an option from the **Arrowheads** pop-up menu, and click **OK**.
- **Measurements** palette: Click the arrowheads pop-up menu and choose an arrowhead style from the list.

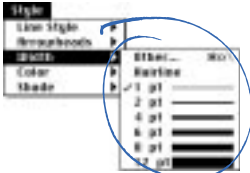


Select an option from the arrowheads pop-up menu in the **Measurements** palette, and its attributes will automatically affect the active line.

Choosing a width

You can specify the thickness of an active line using:

- **Style menu:** Choose **Style** → **Width** to display the **Width** submenu. Choose a width from the submenu, or choose **Other** to display the **Line Width** field in the **Modify** dialog box. Enter a value in the **Line Width** field, and click **OK**.



Choose **Style** → **Width** to display the **Width** submenu.

- **Item menu:** Choose **Item** → **Modify** (⌘-M). Choose an option from the **Line Width** pop-up menu, or enter a value in the field. Click **OK**.
- **Measurements palette:** Either click the **W** arrow  to choose a width from the pop-up menu, or enter a value in the **W** field; then press Return.



Choose a width from the **W** pop-up menu in the **Measurements** palette, and it will automatically affect the active line.



Tips

Printing hairlines

The printed width of a hairline rule is .25 point wide on an imagesetter. Laser printers print a wider hairline.



Tips

Increasing/decreasing line width

When you increase or decrease the width of an active line using the pre-set keyboard equivalent commands ⌘-Shift-< and ⌘-Shift->, the width changes to the next larger or smaller increment in the following range: 0 (hairline), 1, 2, 4, 6, 8, and 12 points.

- Keyboard commands:

Change in width	Command
Increase 1 point	⌘-Option-Shift->
Decrease 1 point	⌘-Option-Shift-<
Increase preset increments	⌘-Shift->
Decrease preset increments	⌘-Shift-<



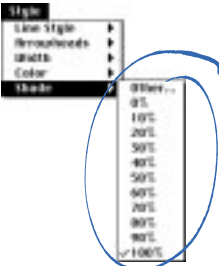
Line widths displayed in the **Width** submenu are measured in points.

Choosing a color, shade, and a gap color and shade

QuarkXPress lists all the colors defined for a document — default colors, colors created in the **Colors** dialog box (**Edit** menu), and spot colors imported with EPS picture files. You can apply a color and shade to an active line using:

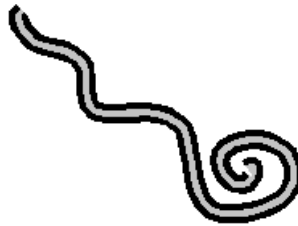
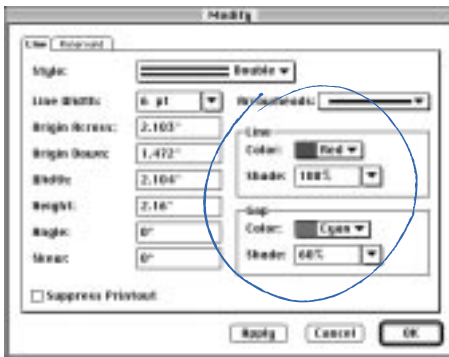
- **Style** menu: Choose **Style** → **Color** to display the **Color** submenu. Choose a color from the submenu.

Choose **Style** → **Shade** to display the **Shade** submenu. Choose a percentage from the submenu, or choose **Other** to display the **Shade** field in the **Modify** dialog box. Enter a value in the **Shade** field, and click **OK**.



Choose **Style** → **Shade** to display the **Shade** submenu.

- **Item** menu: Choose **Item** → **Modify** (⌘-M). Choose a color from the **Color** pop-up menu, choose a shade from the **Shade** pop-up menu, or enter a value in the **Shade** field. If you have chosen a line style with multiple dashes or stripes, you can choose a **Gap** color from the **Color** pop-up menu; choose a **Gap** shade from the **Shade** pop-up menu, or enter a value in the **Shade** field. Click **OK**.



*Choose a color for a dash or stripe line style to make the **Gap** area available. Choose a color and shade in the **Gap** area to fill in a line's gaps (**Item** → **Modify** → **Line** tab).*

- **Colors palette:** Choose **View** → **Show Colors** (F12) to display the **Colors** palette, then click one of the colors listed. Click the arrow  next to the current shade value to display a list of percent values; choose a percentage from the list. You can also highlight the current shade value in the field, enter a new value, and press Return.



Choose **View** → **Show Colors** to display the **Colors** palette.



You can add colors to the color list via the **Colors** command (**Edit** menu).

9

Manipulating Items

Selecting Items 9.3

Moving, Reshaping, and Resizing Items 9.4

Cutting, Copying, and Pasting Items 9.5

Clearing and Deleting Items 9.7

Undoing and Redoing 9.8

Locking and Unlocking Items 9.9

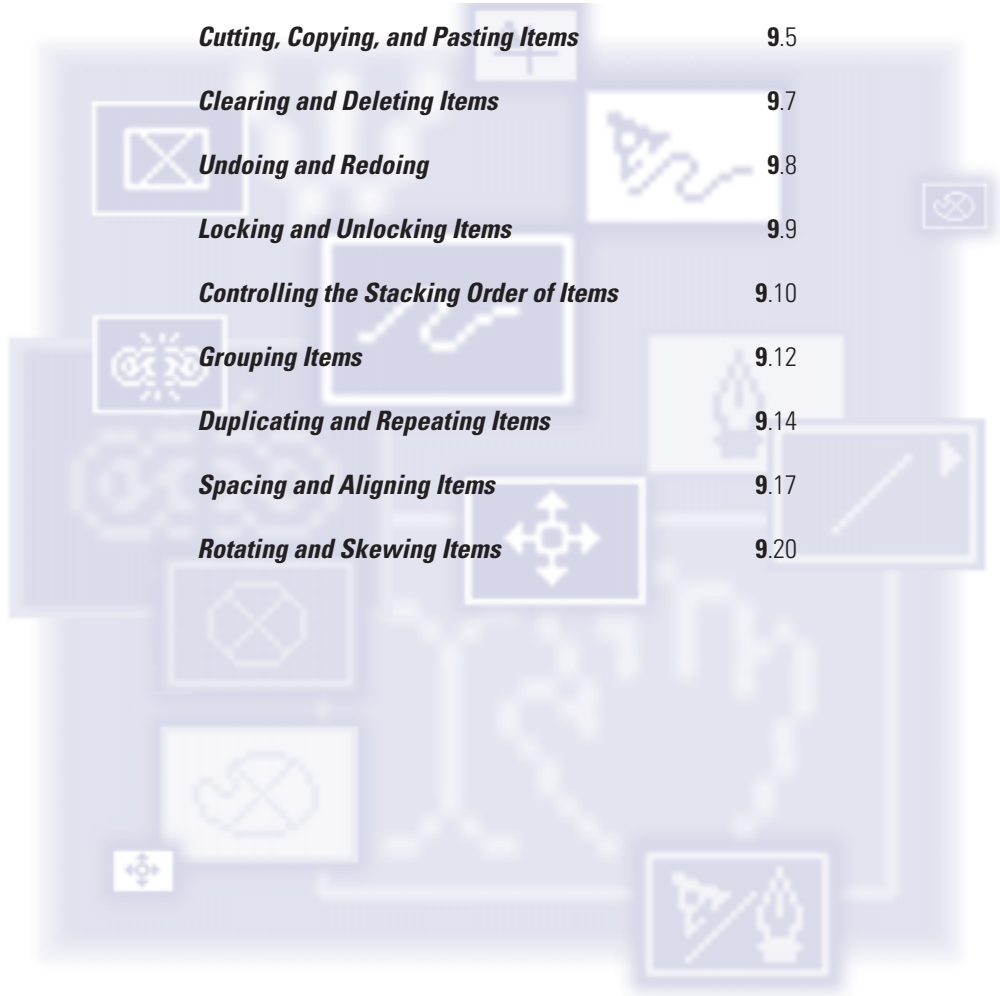
Controlling the Stacking Order of Items 9.10

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9 Manipulating Items

Items are the graphic building blocks of page layout. Items include boxes, lines, text paths, and any combination of grouped or multiple-selected items.

This chapter covers the fundamentals of item manipulation. All items can be acted upon similarly: They can be cut and then pasted in new locations, locked so they cannot move, duplicated once or many times, stacked to create unusual visual effects, etc.

For details on how to manipulate specific aspects of boxes, lines, or text paths, please refer to their individual chapters.

Selecting Items

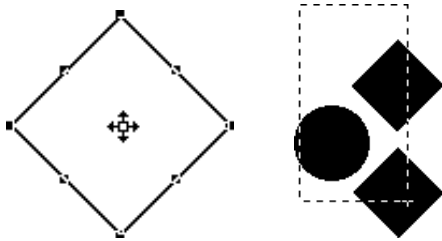
There are three kinds of items in QuarkXPress: boxes, lines, and text paths. Items can be combined into groups, and they can be multiple-selected. To manipulate items in QuarkXPress, they must be selected. Once selected, active items display darkened outlines and handles for reshaping.

Selecting items

Select either the Item tool  or the Content tool  and move the Arrow pointer  over an item. Click once to select a single item, Shift-click individual items to select more than one item at a time, or marquee an area to encompass any items you want selected.

Deselecting items

To deselect an active item, click outside it. When the Item tool  is selected, you can press the Tab key to deselect any active items.



Use the Item tool  or the Content tool  to select an individual item, such as a box (left), or to marquee-select multiple items (right). Active items display darkened outlines and handles for reshaping.



Tips

Selecting items with the Item tool  versus the Content tool 

In general, select items with the Item tool  to manipulate item edges, and select items with the Content tool  to manipulate item contents. You can Shift-click or marquee an area to select multiple items using the Content tool  or the Item tool . For the most part, you will want to have the Item tool  selected when you are manipulating items.

Using **Select All**

When the Item tool  is selected and you choose **Edit** → **Select All** (-A), all the items on the current page or spread (and the pasteboard area next to the current page or spread) are selected.

**Tips**

Moving, reshaping, and resizing items

For more detailed information on moving, reshaping, and resizing boxes, see Chapter 7, “Box Basics.”

For more detailed information on moving, reshaping and resizing lines and text paths, see Chapter 8, “Line Basics.”

Bézier items

For more information on Bézier items, see the creating and reshaping sections in Chapter 7, “Box Basics,” and Chapter 8, “Line Basics.”

Moving, Reshaping, and Resizing Items

You can move, reshape, and resize items using the fields in the **Modify** dialog box (**Item** → **Modify**), the fields in the **Measurements** palette, and manually using the Item tool

Moving items

You can move items by entering values in the **Origin Across** and **Origin Down** fields in the **Modify** dialog box (**Item** menu), by entering values in the **X** and **Y** fields in the **Measurements** palette, and by manually moving items using the Item tool . If you are manually moving a Bézier item, you may want to first uncheck **Shape** (**Item** → **Edit**) to display its bounding box. Moving a Bézier item in its bounding box avoids accidental reshaping.

Reshaping items

You can reshape items by choosing options from the **Shape** submenu (**Item** menu), and in the case of Bézier items, by manipulating points, curve handles, and straight and curved line segments. To reshape Bézier items, make sure **Shape** is checked (**Item** → **Edit**).

Resizing items

You can resize items by entering values in the **Width** and **Height** fields in the **Modify** dialog box (**Item** menu), by entering values in the **W** and **H** fields in the **Measurements** palette, and by manually resizing width and height using the Item tool . If you are manually resizing a Bézier item, you may want to first display its bounding box by unchecking **Shape** (**Item** → **Edit**). Resizing a Bézier item in its bounding box avoids accidental reshaping.

Cutting, Copying, and Pasting Items

When the Item tool  is selected, the **Cut**, **Copy**, and **Paste** commands (**Edit** menu) are available for active boxes, lines, and text paths.

Cutting items

Choose **Edit** → **Cut** (⌘-X) to remove active items from the document. When items are cut, both the item and its contents are temporarily saved to the Clipboard.

Copying items

Choose **Edit** → **Copy** (⌘-C) to save a copy of active items to the Clipboard. When items are copied, both the item and its contents are temporarily saved to the Clipboard.



Use the **Edit** menu to cut, copy, and paste items. These commands are applicable to active single, multiple-selected, and grouped items.



Tips

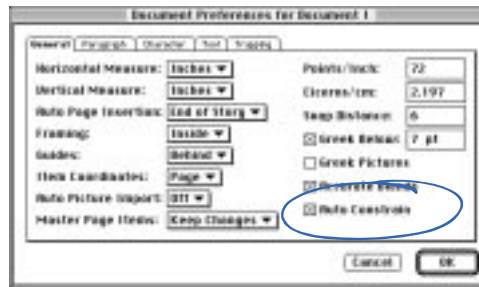
Showing the Clipboard

Choose **Edit** → **Show Clipboard** to view the clipboard and its contents. The Clipboard window displays text, pictures, and items that you **Cut** or **Copy**. The **Paste** command places the current contents of the Clipboard in the document.

!!! If you **Cut** or **Copy** a text box that is part of a linked chain, the linked text will be included on the Clipboard along with the text box.

Pasting items

Choose **Edit** → **Paste** (⌘-V) to place a copy of the items contained on the Clipboard in the center of the document window.



Check **Auto Constrain** in the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **General** tab), to paste items in the center of an active box.

!!! If **Auto Constrain** is checked (**Edit** → **Preferences** → **Document** → **General** tab) and a box is active, **Paste** places pasted items in the center of the active box; QuarkXPress displays an alert if you attempt to paste items into a box that is too small.

Clearing and Deleting Items

You can remove items from your document completely by using the **Clear** and **Delete** commands. With the Item tool  selected, you can remove active items using:

- **Edit** menu: Choose **Edit** → **Clear** to remove active items (along with their contents) from the document.
- **Item** menu: Choose **Item** → **Delete** (⌘-K) to remove active items (along with their contents) from the document.
- Keyboard commands: Press Clear or Delete to remove active items (along with their contents) from the document.



Cleared and deleted items are not copied to the Clipboard. When the Content tool  is selected, the **Clear** command removes the contents from active items.



Tips

Clearing and deleting a text box in a text chain

If you **Delete** or **Clear** a text box that is part of a linked text chain, text in the box is not deleted. The text either reflows into subsequent boxes or generates an overflow symbol at the end of the chain, depending upon the status of **Auto Page Insertion** (**Edit** → **Preferences** → **Document** → **General** tab).

Deleting points on a Bézier item

When the Item tool  is selected, and points on a Bézier item are active, you can use the Delete key to delete just those points rather than the whole item.



Tips

Resetting values in dialog boxes

You can use the keyboard command for **Undo** (⌘-Z) to reset the values in most dialog boxes to the values originally displayed when you opened the dialog box.

Undoing and Redoing

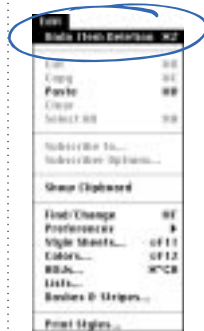
Undo (Edit menu) reverses the last action performed on an item. For example, if you accidentally cut a picture box, the **Undo** command will bring the picture box back into the document from the Clipboard. **Redo** (Edit menu) lets you reimplement something you had undone. You can **Undo** or **Redo** an action with either the Item tool  or the Content tool  selected.

Undoing actions

Choose **Edit** → **Undo** (⌘-Z) to reverse the last action performed. The menu entry identifies the specific action that can be undone. For example, **Undo Item Deletion** is available after you have used the **Cut** command. **Can't Undo** displays in gray when **Undo** is unavailable.

Redoing actions

Choose **Edit** → **Redo** (⌘-Z) after you **Undo** an action, to reimplement the action.



Use the **Edit** menu to undo or redo a previously performed action.

Locking and Unlocking Items

You can lock boxes, lines, and text paths so that they cannot move from their position on the page or pasteboard. And just as easily, you can unlock them. This feature is helpful when you do not want an item to be moved or resized.

Locking items

Choose **Item** → **Lock** to lock active items so they cannot be moved or resized with the Item tool . You can still reposition and resize locked items by entering new values in the **Modify** dialog box (**Item** menu) or the **Measurements** palette.

Unlocking items

Choose **Item** → **Unlock** if you no longer want active items to be locked.

 The Padlock pointer  displays when the Item tool  is positioned over an active, locked item.



*Lock active items by choosing **Item** → **Lock**. When a locked item is selected with the Item tool , the Padlock pointer  displays (right), indicating that the item cannot be manually repositioned or resized. Locked items can only be manipulated by entering values in the **Modify** dialog box (**Item** menu) or in the **Measurements** palette.*



Tips

Box contents, text path contents, and lines

You can move and scale pictures within a locked picture box by entering values in the **Modify** dialog box (**Item** menu) or the **Measurements** palette. You can edit text inside a locked text box or on a locked text path using the Content tool . You can also modify the style, size, and endcaps of a locked line or text path using the **Modify** dialog box (**Item** menu) or the **Measurements** palette.

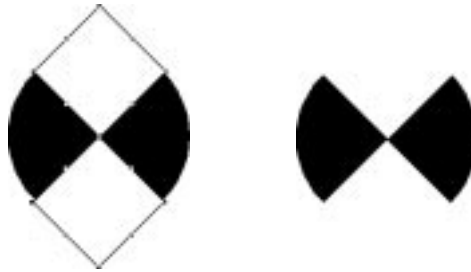
Tips

Activating hidden items

To activate an item that is hidden behind other items, select the Item tool  or the Content tool  and press **⌘-Option-Shift** while you click repeatedly at the point where multiple items overlap. **⌘-Option-Shift**-clicking successively activates items from the front of the stacking order to the back.

Controlling the Stacking Order of Items

When two or more items overlap, each is either positioned in front of or behind the other item. The term “stacking order” refers to the front-to-back relationship among the various items on a page. Stacking order can affect text flow and determine the way in which items are displayed and printed relative to each other. Each item you create occupies its own level in the stacking order. Every new item you create becomes the front item. In some instances, you may want to change the position of an item in the stacking order to create special design effects. You can use the **Send to Back** and **Bring to Front** commands (**Item** menu) to create drop shadows, masks, custom text flow, irregular shapes, and geometric patterns.



*Use stacking order to create visual illusions. The two white square boxes placed in front of the black circle create a cut-out appearance when guides are turned off (**View** → **Hide Guides**). You can also use the **Difference** command (**Item** → **Merge**) to create the same effect (and a single box) by deleting the top items (the white squares), and cutting their shape out of the black circle.*

Stacking items

The **Item** menu includes two commands that let you control item stacking order. If you press Option before and while displaying the **Item** menu, the menu changes to give you two additional commands.

- Choose **Item** → **Send to Back** to move an item to the back of the stacking order.
- Choose **Item** → **Bring to Front** to move an item to the front of the stacking order.
- Press Option and choose **Item** → **Send Backward** to move an item one level backward in the stacking order.
- Press Option and choose **Item** → **Bring Forward** to move an item one level forward in the stacking order.



*Sending the front, white box one level back by pressing Option and using the **Item** → **Send Backward** command (left), results in a unique geometric pattern (right).*



Tips

Text runaround

An item that is in front of a text box will cause the text to run around it, unless its **Runaround** is set to **None** (**Item** menu). See “Running Text Around Items” in Chapter 13, “Graphics in Typography.”

Groups

When you move a group using any of the stacking order commands, each item in the group keeps its front-to-back relationship with every other item in the group.



Tips

Grouping groups

You can group groups, and multiple-select a group (or groups) along with individual boxes, lines, and text paths to create a larger group.

Moving items within a group

To move an item within a group, press **⌘** and select the item with the Content tool **⌘**.

Grouping Items

QuarkXPress lets you combine multiple items on a page or spread into a single group. Grouping items is useful when you want to select or move a group of items simultaneously. You can move, cut, copy, duplicate, and perform a number of other functions to a group. For example, you can group all the items that make up a publication masthead; once grouped, you can modify or move the entire group as you would a single box, line, or text path. After you create a group, you can still edit, resize, and reposition individual items while maintaining the group relationship. You can also place a copy of a group into an open QuarkXPress library for use in other documents.

Grouping items

Grouping of items is available when two or more items (lines, boxes, text paths, or other groups) are active. With the Item tool **⌘** selected, either Shift-click or marquee to select multiple items. Choose **Item → Group** (**⌘-G**) to place multiple-selected items into a single group.



*Group items using the **Group** command (**Item** menu). A dashed border displays around a group.*

Ungrouping items

Choose **Item** → **Ungroup** (⌘-U) to break the group relationship and let individual items be active and independent.

Constraining grouped items

Constraining grouped items is available when an active group includes a box that completely contains and is behind all other group items. With the Item tool  selected, choose **Item** → **Constrain** to prevent items in the group from being resized or moved beyond the edges of the constraining box.



*Constrain grouped items by grouping a series of items, including a large box in the back, and then choosing **Item** → **Constrain**. The smaller items cannot be resized or moved beyond the constraining box boundaries.*

Unconstraining grouped items

Choose **Item** → **Unconstrain** to remove the constraining relationship from the group and let individual items become free from the constraining box. Unconstraining a group does not ungroup it.



If you prefer to work with constrained groups, check **Auto Constrain** (**Edit** → **Preferences** → **Document** → **General** tab). **Auto Constrain** automatically makes all the boxes you draw constraining boxes, and all items within them constrained items. If you check **Auto Constrain** when no documents are open, it will become the default setting for all subsequently created documents.



Tips

Modifying groups

With the Item tool  selected, you can move, cut, copy, paste, duplicate, rotate, and color a group.

Modifying items within a group

With the Content tool  selected, you can manipulate individual items as you would any ungrouped item.

Modify dialog box

If an active group contains the same kind of items (for example, all picture boxes), the **Modify** dialog box will include a tab (or tabs) that refer specifically to those items. If an active group contains a variety items, the **Modify** dialog box displays only a **Group** tab.

Using **Constrain**

When manipulating items within a constrained group, you can work very quickly (with little attention to precision), because items will always align to the edges of the constraining box.



Tips

Linked text boxes

You can duplicate and repeat linked text boxes.

Stacking order

Copies of the items created via the **Duplicate** command are placed in front of the original. When you use **Step and Repeat**, each successive copy is placed in front of the preceding copy.

Constrained items

When you duplicate and repeat items within a constraining box, the horizontal and/or vertical offset values may specify placement of a copy outside of the constraining box. QuarkXPress will display an alert informing you that the duplicate cannot be made using the offsets specified.

Duplicating and Repeating Items

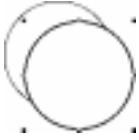
QuarkXPress lets you make single or multiple copies of boxes, lines, and text paths. Create a single copy of a selected item using the **Duplicate** command (**Item** menu). Create multiple copies of an item and specify the distance between them using the **Step and Repeat** command (**Item** menu). **Step and Repeat** is useful for laying out charts and other design elements that contain a number of evenly spaced copies of an item. The **Step and Repeat** dialog box contains a **Horizontal Offset** field and a **Vertical Offset** field. The values you enter in these fields are default values displayed in the dialog box the next time you choose **Step and Repeat**, and are also applied when you choose the **Duplicate** command.

Duplicating items

With the Item tool  or Content tool  selected, choose **Item** → **Duplicate** (⌘-D) to create a copy of the item (and any contents). Duplicates will be positioned according to the current **Horizontal Offset** and **Vertical Offset** values in the **Step and Repeat** dialog box (**Item** menu).



The preset default offset value for the **Duplicate** command is .25" for both **Horizontal Offset** and **Vertical Offset**. You can change the default **Duplicate** offsets by specifying new values in the **Horizontal Offset** and **Vertical Offset** fields in the **Step and Repeat** dialog box (**Item** menu).

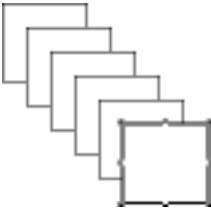


Choose **Item → Duplicate** to place an exact copy of an active item (and any contents) on the current spread. The copy is offset from the original according to the values in the **Horizontal Offset** and **Vertical Offset** fields in the **Step and Repeat** dialog box (**Item** menu).

Duplicating items multiple times

Use **Step and Repeat** to duplicate an active item multiple times, and in any position you specify. Select the item you want to duplicate with the Item tool  and:

- 1 Choose **Item → Step and Repeat** (⌘-Option-D).
- 2 Enter a value in the **Repeat Count** field to specify the number of copies you want.



Use the **Step and Repeat** dialog box (**Item → Step and Repeat**) to specify a number of copies. After duplicating an item multiple times, the last duplicate becomes the active item.

- 3 Enter a value in the **Horizontal Offset** field to specify the duplicate's distance to the left or right of the active item. A negative value places copies to the left of the original; a positive value places copies to the right of it.



Tips

Step and Repeat offsets

Step and Repeat offsets are measured from the origin of the preceding box. For example, if you step and repeat copies of a text box, the position of the first copy is measured from the origin of the original text box (that is, the upper left corner of a nonrotated text box); the position of the second copy is measured from the origin of the preceding copy; the position of the third copy is measured from the origin of the second copy, etc.

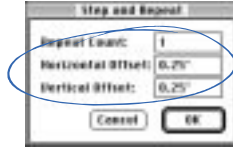


Tips

Bounding box

When duplicating irregularly shaped items, QuarkXPress uses the bounding box guides to determine where to position the copies.

- 4 Enter a value in the **Vertical Offset** field to specify the duplicate's distance above or below the active item. A negative value places copies above the original; a positive value places copies below it. Click **OK**.



Use the **Horizontal Offset** and **Vertical Offset** fields (**Item** → **Step and Repeat**) to determine the position of each copy relative to the preceding copy.

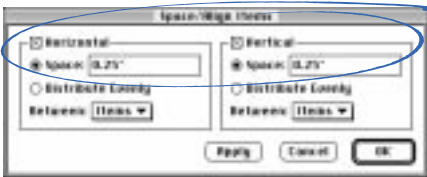


You cannot enter values in the **Step and Repeat** dialog box that would place an item outside the current page's pasteboard. You must either reduce the number of duplicates in the **Repeat Count** field, or modify the **Horizontal Offset** or **Vertical Offset** values.

Spacing and Aligning Items

You can control the position of multiple-selected items relative to one another using the **Space/Align Items** dialog box (**Item** → **Space/Align**). Items can be aligned, spaced apart, and evenly distributed in a horizontal direction, vertical direction, or a combination of both. To space and align items, select two or more items with the Item tool  and:

- 1 Choose **Item** → **Space/Align** (⌘-),).
- 2 Check **Horizontal** and/or **Vertical** to specify spacing attributes. Enter values in the **Space** fields to specify the amount of horizontal and/or vertical space you want between active items. Values can be entered as precise distances, or as percentages.



Use the **Space/Align Items** dialog box (**Item** → **Space/Align**) to provide options for spacing multiple items horizontally and vertically.



Tips

How QuarkXPress spaces items

QuarkXPress spaces items relative to the upper active item, which does not move. The upper item is determined by the location of the item's top edges. If two or more items have the same top edges, then QuarkXPress spaces active items from the left item.

Bounding box

When spacing and aligning irregularly shaped items, QuarkXPress uses the bounding box guides to determine where to position the items.



Tips

Spacing and aligning overlapping items

When items overlap and **Items** is selected from the **Between** pop-up menu (**Item** → **Space/Align**), you can enter a percentage value in the **Space** field to move the items in a negative direction. For example, if you have two items overlapping one another by an inch, and then specify 50% in the **Space** field, the items will move $-\frac{1}{2}$ inch.

- 3 Check **Horizontal** and click **Distribute Evenly** to distribute the *horizontal* space evenly between the left item and the right item. Check **Vertical** and click **Distribute Evenly** to distribute the *vertical* space evenly between the top item and the bottom item.

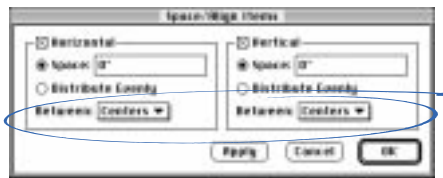


The **Distribute Evenly** buttons are available only when three or more items are active.



Check **Horizontal** and click **Distribute Evenly** to distribute the horizontal space evenly between the left item and the right item (**Item** → **Space/Align**).

- 4 Choose an option from the **Between** pop-up menu to specify the way items are spaced and aligned in relation to each other.
 - **Horizontal:** Choose **Items** to distribute space between items, choose **Left Edges** to space and align items by their left edges, choose **Centers** to space and align items by their horizontal centers, or choose **Right Edges** to space and align items by their right edges.
 - **Vertical:** Choose **Items** to distribute space between items, choose **Top Edges** to space and align items by their top edges, choose **Centers** to space and align items by their vertical centers, or choose **Bottom Edges** to space and align items by their bottom edges.



Choose **Centers** from the **Between** pop-up menu to space and align items by their centers (**Item** → **Space/Align**). Enter a value of zero in both the **Horizontal** and **Vertical Space** fields to give an effect like the one shown above (right).

- 5 Click **Apply** to preview your changes; then click **OK**.



Tips

Viewing box and text path contents as you rotate

To view the contents of a box or text path as you rotate, select the Rotation tool , click the box or text path, then pause momentarily before you drag. If you drag immediately, you will only see the box or text path outline only.

Multiple-selected items

Multiple-selected items behave like a group when you rotate them.

Rotating and Skewing Items

Rotating an item sets it at a different angle, while skewing an item applies a slanted look to it. You can rotate all items by using either the Rotation tool  or by entering precise values in either the **Modify** dialog box (**Item** menu) or the **Measurements** palette. You can skew items in bounding boxes (which includes all boxes and any Bézier items).

Rotating items

When you use the Rotation tool , you can manually establish a point of rotation. When you rotate an item by entering a value in either the **Modify** dialog box (**Item** menu) or the **Measurements** palette, the item's center point is the anchored rotation point. You can rotate an active item using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M). Enter a value in the **Angle** field, and click **OK**.
- **Measurements** palette: Enter a value in the **∠** field, and press **Return**.
- **Tool** palette: Select the Rotation tool  and move the Rotation pointer  over the item. Click to establish a rotation point; then drag in a circular motion to rotate the item. The Arrowhead pointer  and the item's position will display as you drag.



Manually rotate items using the Rotation tool . The Rotation pointer  specifies the point around which the item rotates.



Notes on rotation

To rotate a straight line, choose either **First Point**, **Midpoint**, or **Last Point** from the **Mode** pop-up menu (**Modify** dialog box or **Measurements** palette) to display the **Angle** field. To rotate a Bézier line, display its bounding box by unchecking **Shape** (**Item** → **Edit**). See Chapter 8, “Line Basics,” for more information on line modes.

You cannot rotate an anchored box, nor can you rotate a box so any part of it ends up outside the pasteboard area.

Skewing items

To skew or slant active items within bounding boxes, choose **Item** → **Modify** (⌘-M); then click the **Box** tab. Enter a value in the **Skew** field. Positive values slant items to the right; negative values slant them to the left. Click **OK**.



*Enter a value in the **Skew** field of the **Modify** dialog box (**Item** → **Modify** → **Box** tab) to skew active items within bounding boxes.*



You cannot skew straight lines, multiple-selected items, or groups. You can only skew items in bounding boxes (which includes all boxes and any Bézier items).



Tips

Rotating picture boxes containing large pictures

You may find that rotating picture boxes containing large pictures takes longer than you expect. If so, quit and increase the amount of memory allocated to QuarkXPress.

10.

Document Layout

<i>Creating Master Pages</i>	10.3
<i>Formatting and Applying Master Pages</i>	10.9
<i>Creating Multipage Spreads</i>	10.12
<i>Numbering Pages and Sectioning Documents</i>	10.15
<i>Inserting, Deleting, and Moving Pages</i>	10.17
<i>Working with Text Chains</i>	10.21
<i>Creating “Continued” References</i>	10.26
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<i>Changing Page Size and Facing-Pages Status</i>	10.30
<i>Copying Items and Pages Between Documents</i>	10.32

10.

Document Layout

Understanding document layout is crucial to producing documents efficiently. Start by understanding key components of document layout, including master page construction and modification, templates, spreads, page numbering, columns, and other automated features that help you create an effective layout.

With the document layout controls in QuarkXPress, it is easy to ensure that your document has a professional and desirable look every time.

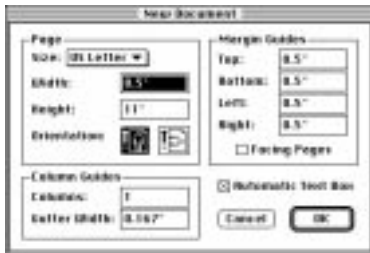
Creating Master Pages

With QuarkXPress, you can create and apply master pages for documents and templates. A master page is a nonprinting page used to format document pages automatically. When you insert a document page, it contains all the items on the master page upon which it is based. Master pages typically contain items such as headers, footers, page numbers, and other design elements that are common to a number of document pages. You can modify and delete master page items on document pages.

Creating the default master page

When you create a new document, QuarkXPress automatically creates a master page for it. The original format of the master page and document is determined by the settings you enter in the **New Document** dialog box (**File** → **New** → **Document**). To create the default master page and a new document:

- 1 Choose **File** → **New** → **Document** (⌘-N).



Specify the format of the default master page and the first page of the document in the **New Document** dialog box (**File** → **New** → **Document**).

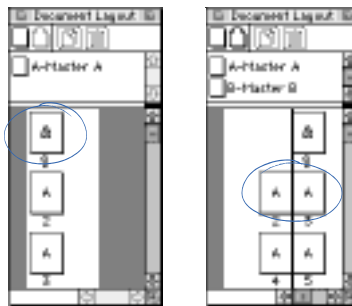


Tips

Saving master pages with a template

If you are creating master pages that will be used in more than one publication, save the document containing the master pages as a template. Templates may also include the colors, style sheets, H&Js, etc., that will be used with the publication.

- 2 To specify the page size for the document and all its master pages, click a page size, or enter values in the **Width** and **Height** fields.
- 3 To specify either portrait  or landscape  orientation, click an **Orientation** icon. Portrait orientation is the default.
- 4 To specify nonprinting guides for positioning items, enter values in the **Margin Guides** fields.
- 5 To divide a document along a spine, check **Facing Pages**. When **Facing Pages** is checked, the **Left** and **Right** fields for **Margin Guides** change to **Inside** and **Outside**.
- 6 To create dividers for columns within the **Margin Guides** boundaries, enter values in the **Columns** and **Gutter Width** fields.
- 7 To create an automatic text chain (which is positioned and divided according to the values in the **Margin Guides** and **Column Guides** areas), check **Automatic Text Box** so that text flows automatically from page to page.
- 8 Click OK.



The **Document Layout** palette (**View** → **Show Document Layout**) displays a nonfacing page layout vertically (left), and a vertical spine between pages in a facing-page document (right). To create a facing-page document, check **Facing Pages** in the **New Document** dialog box.

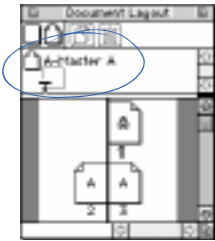
Creating new master pages

The **Document Layout** palette (**View** → **Show Document Layout**) lets you create a virtually unlimited number of master pages. The icons along the top of the palette let you create, duplicate, and delete master and document pages in the lower two sections. To create a new master page:

- 1 Click either the blank single-page  or blank facing-page  icon along the top row of the **Document Layout** palette.

The blank facing-page icon  is available only if you checked **Facing Pages** in the **New Document** dialog box (**File** → **New** → **Document**).

- 2 Drag the pointer into the master page area (the center section of the palette) until it changes to the  pointer and release.



*Drag blank page icons from the top row of the **Document Layout** palette (**View** → **Show Document Layout**) into the master page area in the center to create new master pages.*

- 3 To create a copy of an existing master page, select the master page you want to copy and click the copy page icon .

**Tips****Naming master pages**

A master page name in the **Document Layout** palette can display up to three characters before the hyphen. If you name a master page without a hyphen, QuarkXPress automatically inserts one for you. The full name can contain up to 64 characters.

Naming master pages

When you create a new master page, QuarkXPress automatically gives it a name (for example, A-Master A or B-Master B). To change the name of a master page, click its name in the **Document Layout** palette and enter a new name.

A master page name is divided into two parts, separated by a hyphen. The first part is restricted to the three characters that also appear within the document page icons in the **Document Layout** palette. The second part lets you give a master page an identifiable name. For example, you might name one “A-Cover Page.”

Deleting a master page

To delete a master page, click its icon in the **Document Layout** palette; then click the delete page icon . If the master page is in use, an alert will display. You cannot undo a master page deletion unless you revert to the most recently saved version of the document.

When you delete a master page, QuarkXPress automatically deletes unmodified master items on document pages that were based on the deleted master page. *If the master page contains an automatic text box, and you have not modified the text box on the document pages, you will lose all your text.*

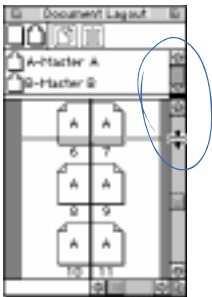
Master page items that are modified (resized, moved, etc.) are retained or deleted according to the setting in the **Master Page Items** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** ➤ **Preferences** ➤ **Document**). When you choose **Keep Changes**, modified master page items on document pages are not deleted. When you choose **Delete Changes**, both modified and unmodified master page items are deleted.

Displaying master pages

You can view a master page from the **Document Layout** palette, the **Page** menu, the go-to-page pop-up menu on the document window, or by using keyboard commands.

- **Document Layout palette:** Choose **View → Show Document Layout** (F10). Double click the icon of the master page you want to view. When you double-click a master page icon, that page is displayed. To return to a document page, double-click its icon in the **Document Layout** palette.

If a master page icon is not visible in the **Document Layout** palette, scroll through the master page area or drag the palette divider that separates the master page and document page areas.



*Click on the black bar at right and drag the palette divider down to create more room in the master page area of the **Document Layout** palette (**View → Show Document Layout**).*

- **Page menu:** Choose **Page → Display**. From the **Display** submenu, choose the master page you want to view. To return to the document page, choose **Page → Display → Document**.
- **Extended keyboard:** Press Shift-F10 to display master pages. Option-F10 displays the next master page, and Option-Shift-F10 displays the previous master page in the list.



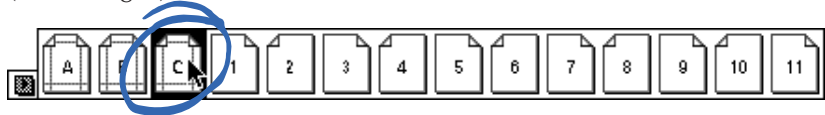
Tips

Viewing facing-page master pages

If you have facing pages selected, and the document view is **Fit in Window**, you might only see the left or right side of the master pages. Press the Option key while you choose **View → Fit in Window** to view the whole spread.

You should also be aware that a facing-page master page really consists of two pages; a left page and a right page.

- Go-to-page pop-up menu: Click the page pop-up arrow in the lower left corner of the document window to display the go-to-page pop-up menu. Drag to choose master pages (on the left) and document pages (on the right).



Click the page pop-up arrow in the lower left corner of the document window to display page icons for a document; choose a master page to view from the pop-up menu.

Arranging master pages

You can rearrange master pages to place more commonly used master pages at the top of the **Document Layout** palette. To rearrange the order in which master page icons are displayed:

- 1 Click the master page icon and drag it up or down within the master page area of the **Document Layout** palette.
- 2 Release the mouse button when the down pointer $\blacktriangledown$ is displayed in the position you want the master page.



*Drag master pages up and down to rearrange them in the **Document Layout** palette (**View** → **Show Document Layout**).*

Formatting and Applying Master Pages

You design master pages the same way you design document pages. Once all the contents of a master page are established, you can add pages to a document based on those master pages. You can also change the format of a document page by changing the master page that is applied to it.

Formatting a master page

A master item is any item included on a master page. Adding master items to a master page is performed the same way as adding items to a document page. To add master items to a master page:

- 1 Display a master page (**Page → Display**).
- 2 Create master items (or retrieve the items from a library) that you want to appear on document pages. Text can be added to any box, except the automatic text box on a master page.
- 3 Return to a document page. The master item formatting will be applied to all the document pages based on that master page.

Inserting new document pages based on existing master pages

To insert a new document page based on an existing master page using the **Document Layout** palette:

- 1 Click and drag a master page icon from the master page area into the document page area.
- 2 Release the mouse button when the pointer (⌘ ⇧ ⌘) is displayed in the position for the new page.



Tips

Commonly included master items

Master items that are commonly included in master pages are headers, footers, sidebars, page numbers, and EPS pictures (corporate logos, artwork, etc.) that appear throughout the document.

Locking items

Lock master items (**Item → Lock**) to prevent them from being moved on document pages.

**Tips**

Changing from facing to nonfacing pages (and vice versa)

You can use the **Document Setup** dialog box (**File** menu) to change a nonfacing page document to a facing page document (and vice versa). To change from a nonfacing-page document to a facing-page document, choose **File** → **Document Setup** and check **Facing Pages**. Then use the  icon in the **Document Layout** palette to create facing-page master pages.

To change from a facing-page to a single-page document, first change any facing-page master pages to single-page master pages by dragging the  icon on top of them (all formatting on associated document pages will be lost). Then choose **File** → **Document Setup** and uncheck **Facing Pages**.

Applying a different master page to a document page

To apply a different master page to an existing document page, drag a master page icon on top of a document page icon to format a single page. If you highlighted multiple pages, press the Option key while clicking a master page icon.

- To select one page, click it.
- To select a range of continuous pages, click to highlight the first page, then press the Shift key while clicking the last page in the range.
- To select a range of noncontinuous pages, press the ⌘ key while clicking each page.

Keeping or deleting changes to master items on document pages

When you apply a new or modified master page to a document page, you can control how the document pages are updated using the **Master Page Items** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

- To keep master item changes: Choose **Keep Changes** from the **Master Page Items** pop-up menu. When you choose this, master page items modified on document pages are not deleted. However, the new master page items, including text and picture boxes, may overlay the modified items on the document page. For example, if you modified the size of a corporate logo on a document page, and reapplied the master page that page was based on, you would end up with two logos on that page.
- To delete changes: Choose **Delete Changes** from the **Master Page Items** pop-up menu. When you choose this, both modified and unmodified master page items are deleted and replaced by the new master page items.

Modifying Master Guides

To modify the margin guides and/or column guides for a master page:

- 1 Display a master page in the document window by choosing one from the **Display** submenu (**Page → Display**).
- 2 Choose **Page → Master Guides**.



Adjust **Margin Guides** or **Column Guides** using the **Master Guides** dialog box (**Page → Master Guides**) when a master page is displayed.

- 3 To modify the column guides, enter new values in the **Columns** and **Gutter Width** fields.
- 4 To reposition margin guides, enter new values in the **Top**, **Bottom**, **Left**, and **Right** fields in the **Margin Guides** area.
- 5 Click **OK** to close the **Master Guides** dialog box.
- 6 Choose **Page → Display → Document** to return to the document.



When **Facing Pages** is checked in the **New Document** dialog box, the **Left** and **Right** fields in the **Margin Guides** area change to **Inside** and **Outside**. The inside margin is along the document's spine; the outside margin is along the outside edges of the left- and right-facing pages. If the automatic text box touches the margin guides, the automatic text box will be resized when you change the **Master Guides**.



Tips

Creating ruler guides on master pages
Master pages have master guides by default. You can also create ruler guides on master pages to assist with positioning page elements consistently. See "Using Rulers and Guides" in Chapter 5, "Layout Tools."

**Tips****Using pointers**

While dragging page icons in the **Document Layout** palette, icons will display when the addition of the pages will affect the position of existing pages: Force Down ⇩, Force Left ⇐, and Force Right ⇒.

When page position won't be affected, three page icons can display. If the document is not a facing-page document the □ will display. In a facing-page document, the left page icon □, and the right page icon □ will display depending on which side of the spine the pages are placed.

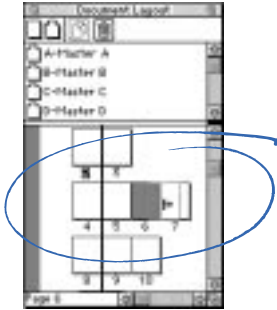
Creating Multipage Spreads

The traditional graphic arts or publishing term *spread* refers to facing pages in a publication such as a book or magazine. Spreads are usually designed so that the layouts of facing pages complement each other. In QuarkXPress, the term spread refers to any two or more continuous pages arranged horizontally in a document. When you insert pages in a facing-page document, QuarkXPress automatically arranges them in complementary left-facing and right-facing page spreads. Publications like brochures commonly have layouts based on multiple pages arranged side-by-side.

Creating multipage spreads in nonfacing-page documents

To create a multipage, nonfacing-page spread:

- 1** Choose **View → Show Document Layout (F10)**. Using the **Document Layout** palette, you can arrange pages side-by-side in horizontal rows. You can also arrange single pages one above the other in the palette, or you can create a document that contains both single pages and multipage spreads.
- 2** Click the blank single-page icon or a master page icon and drag the pointer where you want to insert a page. The single-sided pointer □ is displayed if the new page will not affect the position of existing pages. If existing pages are affected, the pointer changes to one of two icons (⇐, or ⇩) indicating where the existing pages will be forced to move.



Create multipage, facing-page documents by dragging blank page or master page icons into the lower portion of the **Document Layout** palette (**View → Show Document Layout**). The Force Right pointer  shows that the new page will be placed between pages 6 and 7.

- 3 Release the mouse when the page is positioned correctly.

Creating multipage spreads in facing-page documents

When you create a new document and check **Facing Pages** in the **New Document** dialog box (**File → New → Document**), QuarkXPress arranges automatically inserted pages on alternate sides of the spine. The **Document Layout** palette displays a center vertical line between facing pages that indicates the document's spine.

To create a facing-page spread with two or more pages on the same side of the spine for layouts such as foldout sections:

- 1 Choose **View → Show Document Layout** (F10).
- 2 To create a facing-page spread, click a blank page or master page icon in the top area of the **Document Layout** palette.
- 3 Drag the pointer to where you want to insert a page. The pointer changes to one of six icons (, , , , , or ) depending on the page's placement.

Tips

Creating spreads in **Thumbnails** view

You can also arrange existing document pages into multipage spreads in Thumbnails view. Choose **View** → **Thumbnails**, or press Control-V, to access the **View Percent** field and enter a “t.” Drag the thumbnails to create multipage spreads.

Spread size

The number of pages you can insert in a spread is limited to the 48" document width. The **Document Layout** palette will prevent you from exceeding the limit.

If the ⌘, ⇧, or ⇩ pointer is displayed when you insert a page, other pages will be shuffled (repositioned, reformatted, and renumbered) to maintain the proper left/right facing-page layout.



Create multipage facing-page spreads by dragging blank page or master page icons into the lower portion of the **Document Layout** palette (**View** → **Show Document Layout**).

- 4 Release the mouse button when the page is positioned correctly.



If you have created a spread, QuarkXPress will attempt to copy the spread when pages are inserted. For example, if pages 3–5 are positioned as a spread and you insert six pages after page 5, QuarkXPress will position the new pages as two three-page spreads of pages 6–8 and 9–11.

Shuffling pages

When you insert, delete, or move pages in a facing-page document and the Force Left ⌘, Force Right ⇧, or Force Down ⇩ pointer is displayed, QuarkXPress will reposition and reformat pages, if necessary, to maintain the proper left/right layout. For example, inserting a single page can move the pages thereafter from left-facing to right-facing, and vice versa, throughout the document. This is called shuffling.

Shuffling begins from the point where pages are inserted, deleted, or moved, and continues through the document until one of three conditions occurs: (1) two or more pages are on the same side of the spine; (2) a single page is in a facing-page spread; or (3) a section start is encountered.

Numbering Pages and Sectioning Documents

QuarkXPress helps you perform page-numbering tasks automatically. You can also create individually numbered sections within a document, and you can specify the way pages in each section are numbered.

Using automatic page numbering

With QuarkXPress, page numbers can be automatically inserted on document pages by typing a control character on a master page. To insert an automatic page number:

- 1 Display a master page in the document window by choosing one from the **Display** submenu (**Page** → **Display**); then create a text box where you want a page number to appear. Remember, the auto text box on a master page cannot contain text.
- 2 Press ⌘-3. This creates a page number place holder <#>. Page numbers will automatically be inserted in this place on document pages based on that master page.
- 3 Highlight the place holder <#> and specify a font size, type style, color, etc.

Creating a document section

A document section is a group of sequentially numbered pages. For example, an appendix could be a section in a document. To specify a document page as the beginning of a section:

- 1 Make sure the desired document page is displayed. The page number area in the lower left corner of the document window indicates the current page.

In the **Document Layout** palette, the number of the current page appears in outline format.



Tips

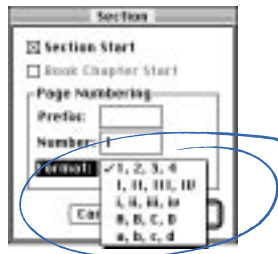
Automatic page numbering

If you use automatic page numbering in a facing-page layout, QuarkXPress will correctly number your left and right pages as even and odd pages, respectively.

Shortcut to the **Section** dialog box

Select a page in the **Document Layout** palette; then click the page number area in the bottom left corner to display the **Section** dialog box.

- 2 Choose **Page → Section**.
- 3 Check **Section Start**; the controls in the **Page Numbering** area become active. The current page becomes the first page of the new section.
- 4 To specify the characters used as a prefix for automatic page numbers, enter up to four characters in the **Prefix** field. For example, you might precede the page numbering in a document's Appendix with **App-**.
- 5 To specify the beginning number for the section, enter a number in the **Number** field.
- 6 To specify the format used for automatic page numbers in the section, select one of the options from the **Format** pop-up menu: Arabic numerals **1, 2, 3, 4**; uppercase Roman numerals **I, II, III, IV**; lowercase Roman numerals **i, ii, iii, iv**; uppercase alphabetic **A, B, C, D**; or lowercase alphabetic **a, b, c, d** characters.



Specify the beginning of a document section and the numbering format in the **Section** dialog box (**Page → Section**).

- 7 Click **OK** to create the section and format automatic page numbers as specified.

Inserting, Deleting, and Moving Pages

QuarkXPress lets you insert, delete, and move document pages by using commands in the **Page** menu or by dragging page icons in the **Document Layout** palette. You can also move pages in **Thumbnails** view.

Inserting document pages

To insert new document pages:

- 1 Choose **Page → Insert**.



*Specify the format and placement of inserted pages using the **Insert Pages** dialog box (**Page → Insert**).*

- 2 To specify the number of pages to add, enter a value in the **Insert page(s)** field.
- 3 To specify where to place inserted pages, click **before page** or **after page** and enter a page number in the field. Or, click **at end of document**.
- 4 Click **Link to Current Text Chain**. **Link to Current Text Chain** is available only when a text box on the page that precedes the inserted page is active, and you select a master page with an automatic text box.
- 5 Choose a master page from the **Master Page** pop-up menu to apply its formatting to the inserted pages. See “Inserting pages for text overflow” in “Working with Text Chains” later in this chapter.
- 6 Click **OK** to insert the pages.



Tips

Master pages and master items

If you add, modify, or delete a master page item on a master page, the changes you make are automatically applied to document pages based on that master page. However, if you edit items on document pages that were placed by a master page, those items will not be updated. For example, you might place a header on a master page, then edit the header text on each document page. If you then change the header text on the master page, the change will not be reflected on associated document pages.

Inserting pages

The maximum number of pages you can insert at one time is 100.

Tips

Deleting linked pages

When QuarkXPress deletes pages that contain text boxes with links to pages that are not being deleted, it will reflow the text from the deleted boxes through the remaining linked boxes.

Remaining pages renumbered

When you delete pages, remaining pages are automatically renumbered within each section.

Deleting a “blank” page

If a blank page will not delete, it probably is linked to the previous page. Delete all spaces or paragraph returns that appear on the blank page and try to delete the blank page again.

Deleting document pages

To delete document pages:

- 1 Choose **Page → Delete**.



Delete a page or a range of pages using the **Delete Pages** dialog box (**Page → Delete**).

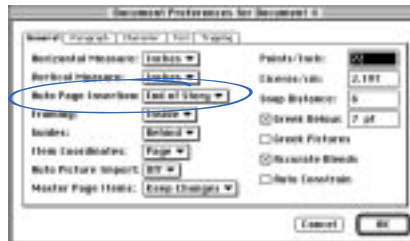
- 2 To delete a single page, enter the page number in the first field.

To delete a range of pages, enter the first page number in the **Delete page(s)** field. Enter the number of the last page in the range in the **thru** field.

- 3 Click **OK** to delete the pages.



If **Auto Page Insertion** is enabled in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**) when you delete pages, QuarkXPress automatically replaces the deleted pages as needed to contain overflow text. The layout of the inserted pages is based on the master page applied to the preceding page in the document.



Specify how pages are automatically inserted using the **Auto Page Insertion** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**).

Moving document pages

When you move pages, QuarkXPress rennumbers them. For example, if you move page 3 to a position before pages 1 and 2, the original page 3 becomes the new page 1, while the original pages 1 and 2 become pages 2 and 3, respectively. QuarkXPress does not change links between text boxes, so a story that previously began on page 1 now begins on page 2.

Moving pages using a dialog box

To move document pages using the **Move Pages** dialog box:

- 1 Choose **Page → Move**.



Move a page or a range of pages using the **Move Pages** dialog box (**Page → Move**).

- 2 To move a single document page, enter the document page number in the **Move page(s)** field.

To move a range of pages, enter the first number in the **Move page(s)** field. Enter the number of the last page in the range in the **thru** field.

- 3 To specify where to place moved pages, click **before page** or **after page** and enter a page number in the field, or click **to end of document**.

- 4 Click **OK**.

Moving document pages in Thumbnails view

To move document pages by dragging reduced *thumbnail* representations of those pages:

- 1 Choose **View → Thumbnails** (Shift-F6); the document window shows a thumbnail view of document pages.



Tips

Specifying page numbers

In fields that require you to enter page numbers (for example the **Insert Pages**, **Delete Pages**, and **Move Pages** dialog boxes), you must enter the complete page number, including any prefix, or an absolute page number.

An absolute page number reflects a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in a dialog box, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter "+1."

Tips

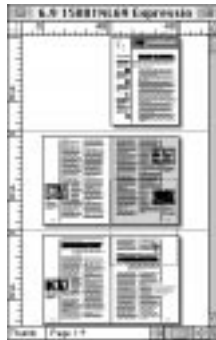
Shortcut to **Thumbnails** view

You can change to **Thumbnails** view by pressing Control-V to access the View Percent field, entering “thumb” or “t,” and pressing Return.

Editing pages in **Thumbnails** views

Although you cannot edit pages in **Thumbnails** view, you can edit pages in views as low as 10%.

- 2 Click page icons to select them. To move a range of pages, press the Shift key while clicking the first and last thumbnail page you want to move. To move noncontinuous pages, press the ⌘ key while clicking to select individual pages.
- 3 Drag the thumbnails to new locations. When you drag a thumbnail page to a different location, the pointer indicates where the page will be inserted and the way in which adjoining pages will be affected.
 - A page icon pointer (□, □, or □) indicates that inserting the page at that location will not affect existing document pages. The Force Left pointer ◀ indicates that the existing pages in the spread will be forced to the left. The Force Right pointer ▶ indicates that existing pages in the spread will be forced to the right.
 - To move a thumbnail page between two spreads, drag the thumbnail and release the mouse button when the Force Down ▼ pointer is displayed. Spreads that follow the inserted pages are forced down.
- 4 When you are finished moving pages, return the document to a percentage view.



Move a page or range of pages in **Thumbnails** view (**View** → **Thumbnails**).

Working with Text Chains

You can control the flow of text through a document by linking text boxes. When you link two or more text boxes, you create a text chain. In QuarkXPress, text contained in a single text chain is called a *story*. When you add or edit the text in one of the boxes in the chain, the story reflows through the rest of the chain.

You can establish two types of text chains in a document: a single automatic text chain, as well as any number of manual text chains. Manual text chains are often used in magazines, newspapers, or newsletters, where a story jumps among pages. Text in an automatic text chain flows through automatic text boxes, which you can specify when you create a new document or edit a master page. Automatic text chains are useful for documents that contain a single, long story — such as a book.

Creating automatic text boxes for a new document

When you create a new document and check **Automatic Text Box**, QuarkXPress creates an automatic text box for the master page and first document page. Automatic text boxes ensure that you can begin typing immediately in a new document and that text will automatically flow into subsequent document pages. The presence of an automatic text box is indicated by an Intact Chain Icon  in the upper left corner of a master page. To establish automatic text flow when creating a document:



Tips

Working with stories

You can use the **Spell Check** and **Find/Change** features with a specific story or with an entire document.

Multiple-selecting linked boxes

To cut, copy, or paste all the boxes containing a story, select all the boxes at once. To multiple-select text boxes, press the Shift key while clicking on the boxes with the Item tool .

**Tips****Manually linking text boxes**

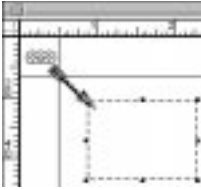
To manually link a text box to the last text box in an automatic chain, select the Linking tool  and click within the last text box in the automatic text chain; it becomes marquee'd. Click within the box you want to add to the automatic text chain.

- 1** Choose **File → New → Document** (⌘-N).
- 2** Check **Automatic Text Box**. The size and position of this box is determined by the values in the **Margin Guides** field.
- 3** Enter **Margin Guide** values to specify the size and position of the automatic text box.
- 4** Enter values in the **Column Guides** area to specify the number of text **Columns** and their **Gutter Width** (space between columns). These settings will be applied to the document's first page, as well as the master page and the pages based on it.
- 5** Click **OK**.

Creating automatic text boxes on master pages

Automatic text boxes ensure that text will automatically flow into subsequent document pages. If the document doesn't have an automatic text box, you can create one without having to create a new document. To create an automatic text box on a master page that doesn't have one:

- 1** Display a master page in the document window by choosing one from the **Display** submenu (**Page → Display**).
- 2** Create a text box that will be the automatic text box.
- 3** Select the Linking tool .
- 4** Click the Broken Chain Icon  in the upper left corner of the master page; a marquee (moving dotted line) is displayed around the icon.



Creating an automatic text box on a master page.

- 5 Click the text box; a Linking Arrow indicates that automatic text flow has been established and the text box becomes marquee.

Inserting pages for text overflow

The **Auto Page Insertion** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **General** tab) lets you determine whether pages are automatically inserted, and where they will be placed when you enter or import more text than a text box can display.

Text overflow causes pages to be automatically inserted only if: (1) **Auto Page Insertion** is enabled; (2) the master page has an automatic text chain (as indicated by the Intact Chain Icon ⓘ in the upper left corner of the master page); (3) the overflow is from the text box defined on the master page as the automatic text chain box or from a chain of at least two text boxes. To enable **Auto Page Insertion**:

- 1 Choose **Edit** → **Preferences** → **Document** (⌘-Y).
- 2 Choose an option from the **Auto Page Insertion** pop-up menu.
 - Choose **End of Story** to automatically place inserted pages right after the linked text box that overflows.
 - Choose **End of Section** to automatically place inserted pages after the last page of the section.

**Tips**

Format for inserted pages

When QuarkXPress automatically inserts pages, the layout of the inserted pages is based on the master page applied to the preceding page in the document.

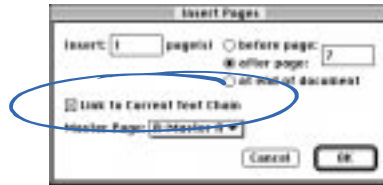
- Choose **End of Document** to automatically place inserted pages after the last page of the document.
- Choose **Off** to disable **Auto Page Insertion**.

3 Click OK.

Linking pages to automatic text chains

When you insert pages in a document, you choose whether they will link with the current text chain. To do so:

- 1** Display the page to add pages after. The page number area in the lower left corner of the document window indicates the current page.
- 2** Select its automatic text box.
- 3** Choose **Page → Insert**.



Check **Link to Current Text Chain** in the **Insert Pages** dialog box (**Page → Insert**) to flow text into new document pages.

- 4** Check **Link to Current Text Chain**. **Link to Current Text Chain** is available only when a text box on the page that precedes the inserted page is active, and you choose a master page with an automatic text box.
- 5** Choose a master page with an automatic text box from the **Master Page** pop-up menu.
- 6** Click OK.

Establishing manual text chains

To link text boxes and create a manual text chain:

- 1 Select the Linking tool  to add one text box to a chain.
- 2 Click the text box you want to begin the text chain; it becomes marquee'd.



Link boxes together using the Linking  tool. The Linking Arrow indicates the box on top is linked to the text box below.

- 3 Click the text box you want to be second in the chain. After you do this, the second text box is linked and the Linking tool automatically deselects.

Breaking text box links

To break links between text boxes:

- 1 Select the Unlinking tool .
- 2 Click a text box that is part of a text chain to display the arrow(s) that indicate links.
- 3 Click the Unlinking pointer  on an arrow's head or tailfeathers.



To remove a text box from a text chain of three or more text boxes, and reroute the links around it, select the Unlinking tool  and press the Shift key while clicking the box.



Tips

Text overflow

If text overflows from a manual text chain of two or more boxes, and **Auto Page Insertion** is enabled (**Edit** → **Preferences** → **General** → **Document** tab), QuarkXPress inserts pages to contain the overflow text.

Linking multiple boxes

If you press the Option key when you select the Linking tool , you can continue adding as many text boxes as you want to a chain. When you have finished adding boxes to a text chain, deselect the Linking tool  by selecting another tool.



Tips

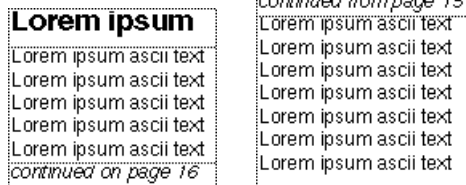
Editing the text in a story

When “continued on” and “continued from” references are contained in separate text boxes (grouped within other linked text boxes), editing the text in a story won’t cause the “continued” references to reflow.

Creating “Continued” References

In newspapers and magazines, you often see “continued on” and “continued from” references where a story jumps from one page to another. These are called *jump lines*. QuarkXPress can automatically place the correct page number with the “continued on” and “continued from” text in jump lines. When creating a “continued” reference, you need at least two text boxes for each section of the story. One box will contain the story, and the other box will contain the reference text. The reference text can be formatted in any fashion, and can have any wording.

- 1 Select or create two or more linked text boxes.
- 2 Create smaller text boxes to contain “continued on page” and “continued from page” references. Enter the wording you prefer and apply styles to the text.
- 3 Select the Item tool ; place these boxes within the original text boxes where the references should go. For example, place the “continued on page” at the bottom of the first text box and “continued from page” at the top of the next text box.



Create “continued on page” and “continued from page” references that update automatically using a combination of grouped text boxes and keyboard commands.

- 4 Multiple-select the text box containing the beginning of the story and the text box containing the “continued on page” reference. To do this, select the Item tool  or the Content tool  and press the Shift key while clicking the boxes.
- 5 Choose **Item → Group** (⌘-G). This groups both boxes so they remain together when moved to a different location in the document.
- 6 Repeat steps four and five to group the text box containing the remainder of the story and the text box containing the “continued from page” reference.
- 7 After the “continued on page” reference, enter the Next Box Page Number character by pressing ⌘-4. The Next Box Page Number character displays the page number for the next linked box.
- 8 After the “continued from page” reference, enter the Previous Box Page Number character by pressing ⌘-2. The Previous Box Page Number character displays the page number for the previous linked box.
- 9 Move the grouped text boxes to separate pages; the page numbers in the “continued” references will automatically update.



If a text box that contains the Previous Box Page Number character or the Next Box Page Number character does not contain the necessary links to other text boxes, <None> is displayed instead of the page number. However, if a Previous Box Page Number or Next Box Page Number character is not linked to another text box, but overlaps a text box that is linked to other boxes, page number references are determined by that box’s links.



Tips

Multiple “continued” references

If a story jumps to different pages more than once, you can create a chain of “continued” references. For example, if your story starts on page 1, is continued to page 17, and ends on page 18, you’ll need two “continued on” and “continued from” references. To create the additional “continued” references, follow the same steps used to create the initial references.

**Tips****Guides vs. columns**

In the **Column Guides** area of the **New Document** dialog box (**File** menu) you specify the number of columns on your page. If you check **Automatic Text Box**, the box will be divided into the specified columns. If you do not check **Automatic Text Box**, the page will only show the column guides. The default color for the column guides is blue.

Working with Columns

Columns are vertical divisions of a text box in QuarkXPress. You can place columns in a new or existing document. You can also adjust the size of columns and the width between them (the *gutter width*). Columns are used to divide text boxes for easier reading, as in a magazine or newspaper article.

Creating columns for new documents

When you create a new document and specify the number of columns, that specification applies to both the default master page and the document pages based on that master page. To specify the number of columns on the default master page and the first page of a new document:

- 1** Choose **File** → **New** → **Document** (⌘-N).
- 2** Enter a value in the **Columns** field.
- 3** Enter a value in the **Gutter Width** field to specify the space between columns.
- 4** Check **Automatic Text Box** to create an automatic text box with the specified number of columns on the document page.
- 5** Click **OK**.

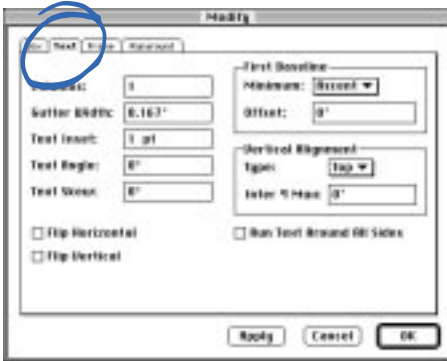
Editing columns in existing documents

You can make global changes to **Column Guides** in existing documents by editing the **Master Guides** for any master page. If you change the columns for an automatic text box that contains text, the text is reflowed automatically. See “Modifying Master Guides” in the “Formatting and Applying Master Pages” section earlier in this chapter.

Dividing a text box into columns

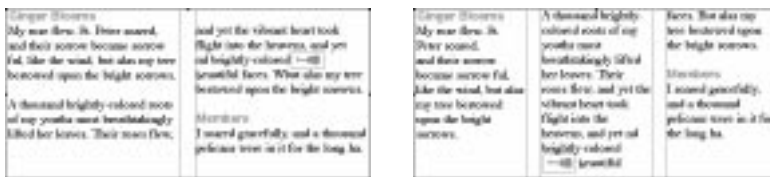
You can change the number of columns in any text box at any time.

- 1 Select the text box to modify.
- 2 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.



Modify the columns in a text box using the **Text** tab in the **Modify** dialog box (**Item** → **Modify** → **Text** tab).

- 3 Enter a new value in the **Columns** field.
- 4 To modify the amount of space between columns, enter a value in the **Gutter Width** field.
- 5 Click **OK**. Any text in the box will reflow automatically into the new columns.



Changing the number of columns in a text box causes the text to reflow automatically.



Tips

Next Column and Next Box characters

To force text to flow into the next column, enter the Next Column character ↵ by pressing the Enter key on the keypad. To force text to flow into the next text box, skipping any columns in between, enter the Next Box ↵ character by pressing Shift-Enter on the keypad.

Dividing a master page text box into columns

You can also divide any selected text box on a master page into columns using the **Text** tab of the **Modify** dialog box (**Item** menu) or the **Cols** field on the **Measurements** palette.

**Tips**

Starting with a new template

If you resize the pages in a long document, it may be time consuming to reposition all the page items manually. You may want to start with a new template and paste the existing text and pictures into it.

Changing Page Size and Facing-Pages Status

When you create a document, you define the document's size, the position of its margin guides and column guides, whether it is a facing-page document, and whether the program places an automatic text box on the first page and on the original master page. These are document attributes. You can use the **Document Setup** dialog box (**File** menu) to change a document's page size and whether it has facing pages. But after you change these document attributes, you may need to reposition items.

Using Document Setup

To change document attributes:

- 1 Choose **File** → **Document Setup** (⌘-Option-Shift-P). (The **Document Setup** command is not available when a master page is displayed in the document window.)



Adjust a document's page size and whether it has facing pages using the **Document Setup** dialog box (**File** menu).

- 2 To change a document's page size, click a different predefined page size from the **Page Size** area, or enter values in the **Width** and/or **Height** fields.
- 3 To specify either portrait  or landscape  orientation, click an **Orientation** icon. Portrait orientation is the default.
- 4 To change a nonfacing-page document to a facing-page document, check **Facing Pages**. To change a facing-page document to a nonfacing-page document, uncheck **Facing Pages**.
- 5 Click OK.



If **Facing Pages** is checked but unavailable in the **Document Setup** dialog box, the document contains facing-page master pages. To change from a facing-page to a single-page document, first change any facing-page master pages to single-page master pages by dragging the  icon on top of them in the **Document Layout** palette (all formatting on associated document pages will be lost). Then choose **File → Document Setup** and uncheck **Facing Pages**.

Repositioning page items

When you change a document's page size, items retain their position relative to the upper left corner of the page. If you decrease the page size to the point where an item no longer fits entirely within a document page, the item will extend onto the pasteboard. You may need to reposition some page items after resizing a document. You cannot reduce a document's page size to the point that items won't fit on the pasteboard.

**Tips**

Storing items in libraries

Copying items between documents is useful when you occasionally need to reuse an item. However, if you need to use an item often, it may be more convenient to store it in a library. See Chapter 17, “Libraries.”

Copying Items and Pages Between Documents

In QuarkXPress, you can copy items and entire pages between documents by dragging them. This is useful if you have similar information in two different documents. To copy items between documents, you simply position two document windows on-screen and drag items from one to the other. To copy pages between documents, you must be in **Thumbnails** view. The document you are dragging pages *from* is referred to as the “source document”; the document you are dragging pages *to* is referred to as the “target document.”

Copying items between documents

You can drag any selected items between documents — as long as they fit within the target document’s page size and pasteboard.

- 1** Arrange the documents on-screen so part of each document is showing. The documents can be displayed in any view except **Thumbnails**.
- 2** Display the pages containing the items and the pages the items will be moved to.
- 3** Select the items to be moved from the source document. Select the Item tool  and click an item. Or, select the Item tool  or the Content tool  and press the Shift key while clicking multiple items.
- 4** Drag the items from the source document to the target document. Position the items in the target document. The items should now appear in both documents.

Dragging thumbnails

To drag pages between documents, both documents must be open. The target document must have the same page size, or a larger page size, than the source document. If the pages you want to drag are facing-pages, the target document must be a facing-page document. If the source document is a nonfacing-page document, the target document should be a nonfacing-page document. To drag thumbnails between documents:

- 1 Press the Option key while choosing **View → Windows → Tile Documents**. This automatically arranges the documents on-screen and displays them in **Thumbnails** views.
- 2 Select any tool and click the pages you want to move in the source document. To move a range of pages, click the first page then press the Shift key while you click the last page you want to move. To move noncontinuous pages, press the ⌘ key while clicking to select individual pages.
- 3 Drag the thumbnails to the target document. When you drag a thumbnail page to a different location, the pointer indicates where the page will be inserted and the way in which adjoining pages will be affected.
 - A page icon pointer (□, ▢, or ▣) indicates that inserting the page at that location will not affect existing document pages. The Force Left pointer ⇦ indicates that the existing pages in the spread will be forced to the left. The Force Right pointer ⇨ indicates that existing pages in the spread will be forced to the right.
 - To move a thumbnail page between two spreads, drag the thumbnail and release the mouse button when the Force Down ⇩ pointer is displayed. Spreads that follow the inserted pages are forced down.



Tips

Accessing the **Windows** submenu

You can also access the **Windows** submenu by pressing the Shift key while clicking the document title bar. To tile documents in **Thumbnails** view, press the Option and Shift keys while you click the document title bar and choose **Tile Documents**.

Dragging in **Thumbnails** view

Dragging thumbnails is also helpful for recovering pages of damaged documents.

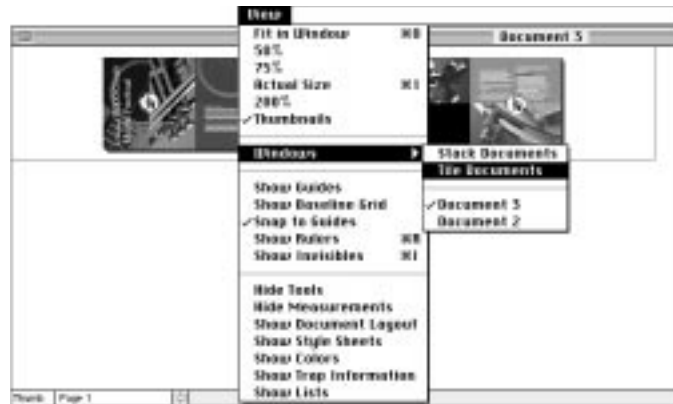
Dragging linked text boxes

If you drag a page that has linked text boxes, all the text of the story will be added to the new document. The overflow symbol ⋮ will display to show that this has occurred.

 Tips

Editing in **Thumbnails** view

In **Thumbnails** view, you can rearrange pages and drag pages between documents, but you can't edit items on document pages. If you need to edit thumbnail-sized pages, change the view percent to a small size such as 10 or 20 percent.



Press the Option key while choosing **View** → **Windows** → **Tile Documents** to quickly display documents in **Thumbnails** view and arrange them on-screen.

- 4 When you're finished moving pages, return the document to a percentage view. You cannot edit pages in **Thumbnails** view.
- 5 If you dragged thumbnails to recover pages in a damaged document, delete the blank page that was the original page 1 of the target document (**Page** → **Delete**). This page is no longer needed.



When you drag-copy pages between documents in **Thumbnails** view, subsequent pages in the target document are repositioned and renumbered accordingly.

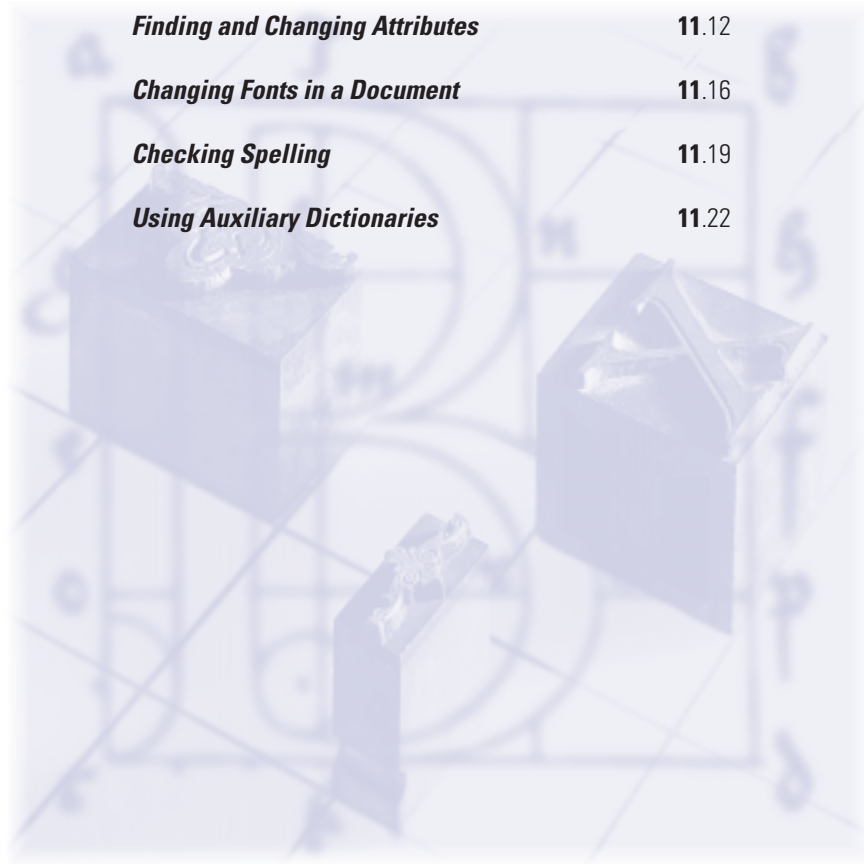
The effect on document defaults and preferences

When you drag items and pages between documents, certain defaults and preferences are affected as follows:

- Any style sheets, colors, dashes and stripes, lists, or H&Js used in any items in the source document are added to the target document.

If any of the source document's specifications have the same name as a specification in the target document, the target document specification is used. (For example, if a color has the same name but is defined differently, the item will change color from the source document to the target document.)

- If the *XPress Preferences* used in the source document are different from those used in the target document, text reflow may occur and any Frame Editor (bitmap) frames may not display.
- When you drag pages between documents, any master pages used on pages in the source document are added to the target document. If any of the source document's master pages have the same name as a master page in the target document, the new master pages are automatically renamed.



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<i>Changing Fonts in a Document</i>	11.16
<i>Checking Spelling</i>	11.19
<i>Using Auxiliary Dictionaries</i>	11.22



Text Basics

QuarkXPress provides complete word processing capabilities that let you create and edit text for your publications without having to use a stand-alone word processing program. You can also import text from most popular word processors.

In addition to the standard text formatting and editing features, QuarkXPress includes such features as search-and-replace, spell checking, custom spelling dictionaries, and a font usage utility for making document-wide changes to text.

Editing Text

With the word processing capabilities built into QuarkXPress, you can create text for your publications without using another program. Or, if you prefer to generate text using a word processing program, you can import the text into a QuarkXPress document. Regardless of which way you create text, you can use QuarkXPress to edit all the text in your publications quickly and efficiently.

Using tools

In QuarkXPress, you enter and import text into active text boxes. Characters are entered at the text insertion point , indicated by the blinking Text Insertion bar . If a range of text is highlighted, characters you enter or import replace the selected range. You can use the Text Insertion bar  three different ways:

- To enter text into a text box, select the Content tool . Click the text box to activate it. The blinking Text Insertion bar  indicates where text you enter or import is placed.
- To move the text insertion point , click the mouse when the I-beam pointer  is at the desired location. You can establish a new text insertion point  only within text or at the beginning or end of a paragraph.
- To highlight text using the mouse, click the I-beam pointer  at the desired location, then drag to highlight the text you want. Release the mouse button.



Tips

The Text Insertion bar .

Editing text requires moving the Text Insertion bar  within a text box. You can either move the I-beam pointer  and click to place the Text Insertion bar  where you want it, or you can use keyboard commands.

Using the Content tool .

When the Content tool  is selected, the Arrow pointer  changes to the I-beam pointer  when positioned over an active text box.

Highlighting text

To cut, copy, replace, or delete text, you must first highlight it. You can highlight text with the mouse (see the “Tips” section on the following page) or by using keyboard commands. To delete a highlighted range of text, press the Delete key.

**Tips****Using the Clipboard**

When you **Cut** or **Copy** text, it is stored on the Clipboard until you replace it by cutting or copying another text range or item, or until you shut down your computer.

Highlighting text with the mouse

You can highlight text using multiple mouse clicks. A double-click highlights the word with the I-beam pointer ; a triple-click highlights the line with the I-beam pointer; four clicks highlights the entire paragraph with the I-beam pointer ; five clicks highlights the entire story.

Copying, cutting and pasting

Copying or cutting text, and pasting it, is useful when moving text around in a document. To copy, cut, or paste:

- 1** Select the Content tool . Highlight the text you want, then choose **Edit** → **Copy** (⌘-C) or **Cut** (⌘-X). The text will be placed on the Clipboard.
- 2** To paste text from the Clipboard into your document, select the Content tool. Place the Text Insertion bar  where you want the pasted text to begin. Choose **Edit** → **Paste** (⌘-V).

Editing with Drag and Drop Text

Drag and Drop Text lets you highlight text and move it with the mouse. You can drag and drop text only within a text chain, not between unlinked text boxes. To **Drag and Drop Text**:

- 1** Choose **Edit** → **Preferences** → **Application**; then click the **Interactive** tab. Check the **Drag and Drop Text** check box. Click **OK**.
- 2** Highlight the text you want to move or copy.
- 3** To move highlighted text, click within the highlighted range, drag the pointer to a new location, and release the mouse to drop the text into place.
- 4** To copy and move highlighted text, press the Shift key while clicking within the highlighted range, drag the pointer to a new location, and release the mouse to drop the copied text.



Drag and Drop Text can be enabled temporarily, even with the preference unchecked. To copy and move highlighted text, press the ⌘-Control-Shift while you drag and drop.

Function	Keyboard command
Select All the text in a story	⌘-A
Copy	⌘-C
Paste	⌘-V
Cut	⌘-X
Previous character	←
Next character	→
Previous line	↑
Next line	↓
Previous word	⌘-←
Next word	⌘-→
Top of paragraph	⌘-↑
Top of next paragraph	⌘-↓
Beginning of line	⌘-Option-←
End of line	⌘-Option-→
Beginning of story	⌘-Option-↑
End of story	⌘-Option-↓
Select previous word	⌘-Shift-←
Select next word	⌘-Shift-→
Select to top of paragraph	⌘-Shift-↑
Select to top of next paragraph	⌘-Shift-↓
Select to beginning of line	⌘-Option-Shift-←
Select to end of line	⌘-Option-Shift-→
Select to beginning of story	⌘-Option-Shift-↑
Select to end of story	⌘-Option-Shift-↓



Tips

Dragging multiple words

Double-click, then drag to highlight additional words one at a time; triple-click then drag to highlight additional lines one at a time, etc.

Deleting text

Press the Delete key to delete the character before the text insertion point ¶. Press Shift-Delete to delete the character following the text insertion point ¶.

When you import text using **Get Text**, the imported text is placed starting at the text insertion point ¶ or replaces a highlighted range.

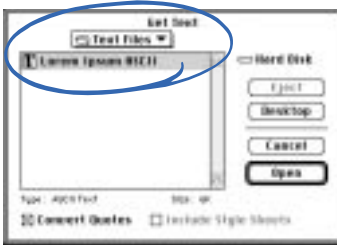
Importing and Exporting Text

QuarkXPress lets you import and export text in a variety of file formats: ASCII text, ASCII text with XPress Tags formatting codes, and formats for many popular word processing programs. QuarkXPress includes import/export filters for the XPress Tags format and for the leading third-party word processors, like Microsoft Word and WordPerfect. See “XPress Tags” in Chapter 24, “Appendices.” To use the import/export filters, place them in the same folder as your other XTensions, and enable them with the **XTensions Manager** dialog box (**Utilities** menu). See “Using XTensions” in Chapter 4, “Customizing QuarkXPress.”

Importing text

You can import text in many different formats. If you are importing text from a word processor or in XPress Tags format, make sure the appropriate import/export filter is running. To import text:

- 1** Select the Content tool .
- 2** Click the Text Insertion bar  in a text box at the point where you want text to be inserted. If you want imported text to replace a range of text, highlight the range to be replaced.
- 3** Choose **File → Get Text** (-E).



Use the **Get Text** directory dialog box (**File** menu) to import text files.

- 4 Use the controls in the directory dialog box to locate the text file you want to import. The **Get Text** dialog box lists ASCII files and files from word processors for which an import/export filter is running.
- 5 Select the text file in the scroll list. When you select a file, the **Type** and **Size** fields indicate its format and size.
- 6 Check **Convert Quotes** to convert double hyphens to em dashes, and foot or inch marks to typesetter's quotation marks, when the text is imported. Foot and inch marks are converted to the quotation marks format you have specified in the **Quotes** pop-up menu (**Edit** → **Preferences** → **Application** → **Interactive** tab).
- 7 Check **Include Style Sheets** to import style sheets from a Microsoft Word or WordPerfect file to the document's list of style sheets. To convert XPress Tags code contained in imported ASCII text to actual text formatting, also check **Include Style Sheets**.
- 8 Click **Open**.



If all the imported text does not fit in the text box, the overflow symbol ☐ is displayed, or pages are inserted automatically to contain the text. Pages are inserted if you import text into an automatic text box and **Auto Page Insertion** is enabled (**Edit** → **Preferences** → **Document** → **General** tab).



Tips

Using XPress Tags

ASCII text does not contain formatting information. However, the XPress Tags coding system in QuarkXPress makes it possible to include character and paragraph attribute information in ASCII text. You can use any word processing program that can output ASCII text files to generate text with XPress Tags code. Then, when you import the ASCII text, QuarkXPress translates the embedded XPress Tags code and displays formatted text. See "XPress Tags" in Chapter 24, "Appendices."

Formatting imported ASCII text

You can quickly format imported ASCII text by specifying character and paragraph attributes at the text insertion point ¶ before you import the text file.



Tips

Entering straight quotes

If you are using straight quotes to represent English foot and inch marks, you may need to replace the curly typesetter's quotation marks with straight quotation marks. Enter Control-Shift-" for an inch mark and Control-' for a foot mark.

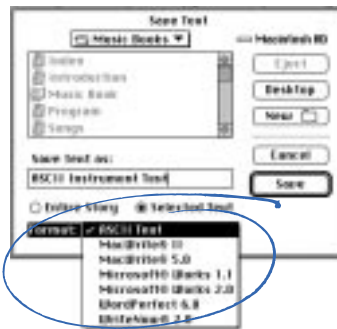
Using filters

Use the **XTensions Manager** dialog box (**Utilities** menu) to load word processing filters. See "Using XTensions" in Chapter 4, "Customizing QuarkXPress."

Exporting text

You can save text created with QuarkXPress in file formats that can be opened by word processing programs and other applications. Make sure you have the appropriate export filter running. To export text:

- 1 To save all the text contained in a text box or a chain of linked boxes, activate the text box (or any of the text boxes in a chain). To save only some of the text in a story, highlight the range of text you want to save.
- 2 Choose **File** → **Save Text** (⌘-Option-E). If you chose **Save Text** when a range of text was highlighted, **Selected Text** is active. If you did not highlight text, **Entire Story** is active.



Choose **File** → **Save Text** to save selected text or an entire story for exporting, and choose a format for the saved text in the **Format** pop-up menu.

- 3 Choose a file format from the **Format** pop-up menu. The menu only lists ASCII Text and other file formats for which an import/export filter is running.
- 4 Enter a name for the export file in the **Save text as** field.
- 5 Use the dialog box controls to specify a location for the export file. Click **Save**.



Quark, Inc. has made every attempt to see that QuarkXPress works with the aforementioned products; however, because of periodic updating by other manufacturers, we cannot warrant compatibility. Please read the QuarkXPress Software License and Warranty Agreement.

Finding and Changing Text

QuarkXPress lets you find and change text and character attributes within a single story, on every document page, or on every master page using the **Find/Change** (⌘-F) palette.

Using Find/Change

You can use **Find/Change** (Edit menu) to search for characters, words, or phrases, and to replace the text with other characters, words, or phrases. For example, if you notice that a name is consistently misspelled throughout a lengthy document, you can use **Find/Change** to locate and correct all instances of the misspelled name in a single operation.

- 1 To find and change text only in an active text box or text chain, place the Text Insertion bar ¶ at the start of the story (or at the location in the story where you want the search to begin).

To find and change text throughout an entire document, display a document page with no text boxes active.

To find and change text on every master page, display a master page with no text boxes active.

- 2 Choose **Edit → Find/Change** (⌘-F) to specify search criteria and to begin a search.
- 3 Enter the text you want to search for in the **Find What** field. You can enter up to 80 characters in this field.



Tips

Searching a document

If **Document** is checked in the **Find/Change** palette, QuarkXPress begins a document search on the first page of a document and continues to the last page. The program searches text boxes on a page according to their stacking order from front to back.

Searching a story

If **Document** is unchecked in the **Find/Change** palette and a text box is active, QuarkXPress begins a story search at the text insertion point ¶. To search the entire story, use the keyboard command ⌘-Option-↑ to move the text insertion point ¶ to the beginning of the story before finding and changing text. (Or press the Option key to change the **Find Next** button to **Find First**.)



Tips

Using **Find First**

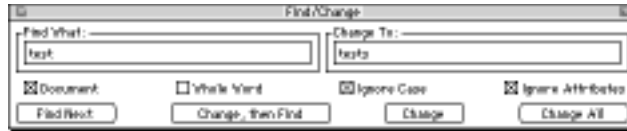
If you press the Option key, the **Find Next** button changes to **Find First**. If you then click **Find First**, QuarkXPress finds the first instance of the **Find What** text in the story or document.

Using the zoom box

Click the zoom box in the upper right corner of the **Find/Change** palette to reduce its size and display more of the document. This gives you a better view of the document while you search for and replace text. Click the zoom box again to expand the palette.

Changing found items

Unless you click **Change All**, you can manually edit items found with **Find/Change** at any time. When working in the **Find/Change** palette, simply click the document to make it active. After you make the edit, click **Find Next** to continue the search from the text insertion point .



Choose **Edit** → **Find Change** (⌘-F) to search and replace text and characters.

- 4 Enter the text to replace found text in the **Change To** field. You can enter up to 80 characters in this field. Leave the **Change To** field blank to delete occurrences of the **Find What** text.
- 5 Check **Document** to find and change text throughout an entire document; uncheck **Document** to find and change text only in an active text box or text chain.

Check **Masters** when a master page is displayed to search for and replace text on all master pages.
- 6 Check **Whole Word** when you want the **Find What** text you enter to match only when it occurs as an individual word. When **Whole Word** is not checked, QuarkXPress searches for all occurrences of the **Find What** text, even if the characters are part of other words.
- 7 Check **Ignore Case** to search for all uppercase and lowercase variations of the **Find What** text. Uncheck **Ignore Case** to only find exact uppercase and lowercase matches.
- 8 Check **Ignore Attributes** to ignore text attributes. To find and change text attributes, uncheck **Ignore Attributes**. See “Finding and Changing Attributes” later in this chapter.
- 9 Click **Find Next** to begin finding text matching the criteria you enter; the first occurrence of the **Find What** text following the text insertion point  is highlighted.

- 10** Click **Change**, then **Find** to replace the highlighted occurrence with the text in the **Change To** field and then find the next occurrence of the **Find What** text.
- Click **Change** to replace the highlighted occurrence with the text in the **Change To** field. Click **Find Next** again to find the next occurrence of the **Find What** text.
 - Click **Change All** to replace the highlighted occurrence and all subsequent occurrences of the **Find What** text with the text in the **Change To** field. It will display the number of instances changed. Click **OK**.

Using Find/Change for nonprinting characters

You can use **Find/Change** to search for and replace many invisible, nonprinting characters, such as Tab, Return, and Enter characters, by pressing the ⌘ key while pressing those keys. Nonprinting characters are displayed in the **Find What** and **Change To** fields as follows:

To search for	Enter	Displays in the field as
Wild Card (Find only)	⌘-?	\?
Tab	⌘-Tab	\t
New Paragraph	⌘-Return	\p
New Line	⌘-Shift-Return	\n
New Column	⌘-Enter	\c
New Box	⌘-Shift-Enter	\b
Previous Box Page #	⌘-2	\2
Current Box Page #	⌘-3	\3
Next Box Page #	⌘-4	\4
Punctuation Space	⌘-. (period)	\.
Flex Space	⌘-Shift-f	\f
Backslash	⌘-\	\\
Wildcard	⌘-Shift-?	\?



Tips

Using a wild card character

To search for a word when unsure of its spelling, you can specify a wild-card character in the **Find What** field by entering ⌘-Shift-?. The character displays as \? in the **Find What** field. For example, the **Find What** entry `Analy\?e` would find both `Analyze` and `Analyse`. You cannot enter the wild card character in the **Change To** field.

Searching master pages

QuarkXPress does not search master pages during a document search. To find and change text or character attributes on master pages, you must first display a master page (**Page → Display**), and check **Masters** in the **Find/Change** palette.

**Tips****Changing attributes****Unchecking Ignore Attributes**

allows multiple options. For example, you could use **Find/Change** to convert occurrences of the word “bike” in 18-point Helvetica Bold to “Bicycle” in 24-point Futura Extra Bold. To do so, use the fields in the expanded **Find/Change** palette to define what QuarkXPress should search for and with what text and/or character attributes you want to replace the **Find What** text.

Finding and Changing Attributes

QuarkXPress lets you find and change text and character attributes (font, font size, and type style) within a single story, on every document page, or on every master page.

Finding and changing attributes

When you uncheck **Ignore Attributes**, the **Find/Change** palette (**Edit** → **Find/Change**) expands to give you additional search-and-replace criteria. With the expanded palette, you can use **Find/Change** to change text, font, font size, and type style, all at the same time. Or you can change any combination of text and/or character attributes.

- 1 To search for and replace text and/or character attributes only in an active text box or text chain, activate the text box and place the Text Insertion bar ¶ at the top of the story (or at the location in the story where you want the search to begin).

To search for and replace text and/or character attributes throughout an entire document, make sure that a document page is displayed and that no text boxes are active.

To search for and replace text and/or character attributes on every master page, make sure that a master page is displayed in the document window and that no text boxes are active.

- 2 Choose **Edit** → **Find/Change** (⌘-F) to specify search criteria and to begin a search. For information about **Find What**, **Change To**, **Document**, **Masters**, **Whole Word**, and **Ignore Case** controls in the **Find/Change** palette, see the preceding section “Finding and Changing Text.”

- 3 Uncheck **Ignore Attributes** to display the **Find/Change** character attribute criteria; the palette expands to display the **Text**, **Style Sheet**, **Font**, **Size**, and **Type Style** fields.



Use **Find/Change** to change character attributes in a document.

- 4 Check **Text** to specify that QuarkXPress use text as a **Find What** criterion. Enter the text (up to 80 characters) you want to search for in the **Text** field. If you do not check **Text**, the program does not consider text in the search, and the **Text** field is dimmed.
- Check **Style Sheet**, **Font**, and **Size** to specify that QuarkXPress use these attributes as **Find What** criteria. Choose the specific paragraph or character style sheet, font, and size. If you do not check a selection, the program does not consider it in the search, and the selection is dimmed.
 - Check **Type Style** to specify that QuarkXPress use type style as a **Find What** criterion. Specify the attributes you want to include in the search. If you do not check **Type Style**, the program does not consider type style in the search, and the **Type Style** area is dimmed.

The **Type Style** buttons in the **Find What** area have three states: unchecked, grayed, and checked. Leave unchecked if that attribute must be absent to cause a match; click once on a button to make it gray if it does not matter if the attribute is present; click twice on a button if that attribute must be present to cause a match.



Tips

Searching a document

If **Document** is checked in the **Find/Change** palette, QuarkXPress begins a document search on the first page of a document and continues to the last page. The program searches text boxes on a page according to their stacking order from front to back.

**Tips**

Font pop-up menu contents

The **Font** pop-up menu in the **Find What** area lists only those fonts used in the document. The **Font** pop-up menu in the **Change To** area lists all fonts available to your System.

Mutually exclusive type styles

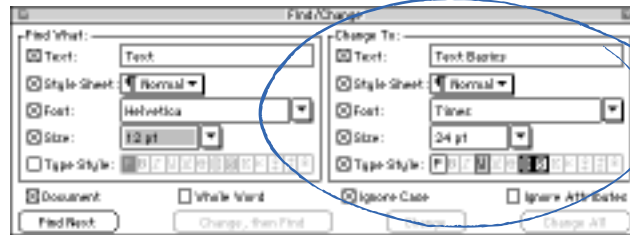
The following type styles work in pairs: **Underline** and **Word Underline**, **Small Caps** and **All Caps**, and **Superscript** and **Subscript**. Checking one unchecks the other. For example, the same text cannot be both superscript and subscript.

Specifying **Plain** type style

Clicking the **Plain** button in either the **Find What** or **Change To** sides of the **Find/Change** palette unchecks all other type styles.

- 5 Check **Text** in the **Change To** area to replace **Find What** text with different text. Enter the replacement text (up to 80 characters) in the **Text** field. If you do not check **Text**, the program does not replace **Find What** text with new text, and the **Text** field is dimmed.

To delete all instances of the text, check **Text** but do not enter anything in the field.



Use the **Change To** field to change found attributes.

- Check **Style Sheet**, **Font**, and **Size** in the **Change To** area to replace these attributes with new attributes. Choose a specific paragraph or character style sheet, font, and size from the pop-up menus. If you do not check a selection, the program does not replace the **Find What** selection with a new selection, and the selection is dimmed.
- Check **Type Style** in the **Change To** area to replace the **Find What** type style with a different type style. Click the attributes you want to include as replacement type styles. If you do not check **Type Style**, the program does not replace the **Find What** type style with a new one, and the **Type Style** area is dimmed.

The **Change To Type Style** buttons have three states: unchecked, grayed, and checked. Leave a box unchecked if you want to strip that attribute from **Find What** text; click once on a button to make it gray if you want to leave a style unchanged in **Find What** text; and click twice on a button if you want to apply that style to **Find What** text.

- 6 QuarkXPress replaces occurrences of text and/or attributes that meet **Find What** criteria with the text and/or attributes you specify as **Change To** criteria when you click **Change**, **then Find**, **Change**, or **Change All** during a search.
- 7 Click **Find Next** to begin searching for and replacing text and/or character attributes using the criteria you enter. The first occurrence of the **Find What** text following the insertion point is highlighted.
- 8 Click **Change, then Find** to replace the highlighted occurrence with the text/attributes in the **Change To** field and then find the next occurrence of the **Find What** text/attributes.
 - Click **Change** to replace the highlighted occurrence with the text/attributes in the **Change To** field. Click **Find Next** again to find the next occurrence of the **Find What** text/attributes.
 - Click **Change All** to replace the highlighted occurrence and all subsequent occurrences of the **Find What** text/attributes with the **Change To** text/attributes. It will display the number of instances replaced. Click **OK**.

**Tips**

Interrupting a search

You can manually edit occurrences found with **Find/Change** at any time. Click the document to activate it and edit the text as necessary.

After you make a change, choose **Find/Change** again and click **Find Next** to continue the search from the text insertion point ¶.

Using the zoom box

Click the zoom box in the upper right corner of the **Find/Change** palette to reduce its size and expose more of the document. This gives you a better view of the document while you search and replace text. Clicking the zoom box again expands the palette.

**Tips****Printing fonts**

Whenever a font used in a document is not available on the printer when printing, a low resolution version of the font is generated from its screen information and will be used to represent the characters. With the **Fonts** tab of the **Usage** dialog box, you can list the fonts used in a document so that you can make sure the necessary PostScript fonts are available to print the document correctly.

Changing Fonts in a Document

Because documents often contain many fonts, and knowing which fonts are specified is important when you print, QuarkXPress includes features that let you list and change all the fonts used in a document. The **Collect For Output** (**File** menu) report lists the font usage information which is useful when you take your document to a service provider for printing.

The **Fonts** tab in the **Usage** dialog box (**Utilities** menu) lists all the *screen fonts* and style variations present on document pages or master pages. It also lets you find and change all occurrences of a font. When you use this feature, the document scrolls to show you the highlighted selection; you can apply another font to the highlighted text, for all occurrences of the font.

Changing fonts

To display the fonts used in a document and selectively make document-wide font changes:

- 1 Choose **Utilities** → **Usage**; and click the **Fonts** tab.

To display the fonts used on a master page and selectively make font changes, choose **Utilities** → **Usage** → **Fonts** tab when viewing a master page.



Use the **Fonts** tab of the **Usage** dialog box (**Utilities** menu) to replace fonts.

- 2 Choose a font from the scroll list to find it within the document or master pages. All fonts, including the font specified at the insertion point of an empty text box, are listed in the **Fonts** tab.

To select multiple fonts, press the ⌘ key while you click the font names. To select a continuous range of fonts, click the first font name and press the Shift key while you click the last font name in the range.

- 3 Check **More Information** to display the font characteristics of the highlighted font. This information includes the font's PostScript name, file name, type, and version.
- 4 Click **Show First** to display the first instance of the font in the document or master page. Click **Show Next** to display continuing instances of the font.
- 5 Click **Replace** to replace the specified font with another font. Choose a font from the **Replacement Font** pop-up menu. Click **OK**.



Choose a replacement font from the **Replace Font** dialog box to change fonts within a document.



Tips

Finding fonts

If a font is listed in the **Font** scroll list in the **Fonts** tab of the **Usage** dialog box as <Name of Font> preceded by a negative number, the system you are using does not have that font installed. When this occurs, you can install the necessary font and reopen the document, or you can use the **Usage** feature to locate occurrences of the font and apply a different font.

Fonts in pictures

QuarkXPress requires PostScript printer fonts to print high resolution output of text contained in Encapsulated PostScript (EPS) pictures. However, **Usage** does not list fonts contained in imported EPS pictures; if you are not sure what fonts are used in an EPS picture, open the picture in its original application to check font usage.

**Tips****Missing fonts**

If you open a document that contains characters for which your system does not have a screen font with the same name or I.D. number, an alert is displayed. QuarkXPress uses the default system font to display the characters of the missing font. You can replace the missing font at the time of the alert.

- 6** An alert displays: If you want to replace all instances of the font with the replacement font, click **OK**. The font will be replaced throughout the document or master pages, depending on which is specified.
- 7** Repeat steps 2–6 to replace other fonts within the document or master page. Click **Done** when you finish making modifications.

**Notes on fonts**

If a font is listed as <unknown> in the **Fonts** scroll list in the **Fonts** tab of the **Usage** dialog box (**Utilities** → **Usage** → **Font** tab), QuarkXPress is unable to identify that font. When you import text created with a word processing program, for example, depending on the filter used, QuarkXPress uses font I.D. numbers to identify the fonts.

If the font I.D. number of the font specified in the word processing document is the same as the I.D. number of a font installed on your computer's system, QuarkXPress will apply the font installed on your computer to all occurrences of the text with that font I.D. number. If the font I.D. number of the font specified in the word processing document is not associated with a font installed on your computer, QuarkXPress will use the default system font to display the characters of the missing font. You can use the **Usage** feature to locate occurrences of an <unknown> font and replace it with the font you want to use.

Checking Spelling

QuarkXPress lets you check the spelling of a single word, of an active story, of an entire document, or of the text on master pages.

Checking spelling

To check spelling, a copy of the *XPress Dictionary* file (included with your QuarkXPress program) must be available in the same folder as the QuarkXPress program. When you open an auxiliary dictionary for use with a document, QuarkXPress uses the words it contains in addition to the words in the *XPress Dictionary* when it checks spelling. See “Using Auxiliary Dictionaries” later in this chapter for information about creating and using auxiliary dictionaries.

With QuarkXPress, you can check the spelling of a word, a story, or a document.

1 To check the spelling of a:

- **Word:** Highlight the word or place the Text Insertion bar ¶ within or immediately next to the word. Choose **Utilities → Check Spelling → Word** (⌘-L). Choose the correct word and click **Replace**. When you are finished, click **Done**.
- **Story:** Activate a text box. Choose **Utilities → Check Spelling → Story** (⌘-Option-L).
- **Document:** Choose **Utilities → Check Spelling → Document** (⌘-Option-Shift-L).



Tips

Spell checking a master page

You can spell check master pages by displaying a master page and using the commands **Utilities → Check Spelling → Masters**.

Checking a word

If a range of text is highlighted when you select **Check Word**, the spelling of the first word of the highlighted range is checked.



Tips

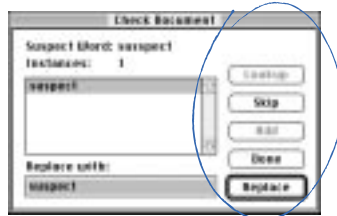
Explaining **Word Count**

The **Word Count** dialog box displays three fields: **Total**, **Unique**, and **Suspect**. **Total** is the total number of words checked; **Unique** is the number of different words identified; **Suspect** is the number of words not included in the *XPress Dictionary* or in an open auxiliary dictionary.



Choose **Word** to display the **Check Word** dialog box (left); choose **Story** or **Document** to first display the **Word Count** dialog box (**Utilities** → **Check Spelling**).

- Click **OK** in the **Word Count** dialog box to view the suspect words and selectively replace them with words from a dictionary or words that you enter from the **Check Story** or **Check Document** dialog boxes.



Look up, skip, add, or replace words in the **Check Story** or **Check Document** dialog box.

- Click **Lookup** to check the *XPress Dictionary* and an open auxiliary dictionary for words similar to the current suspect word. The **Suspect Word** field displays the suspect words one at a time, in the order in which they were found. QuarkXPress displays similar words in the scroll list.
- Click **Skip** to proceed to the next suspect word without changing the spelling of the current one.
- Click **Add** to add the current suspect word to the open auxiliary dictionary. The **Add** button is active when an auxiliary dictionary is open for use with the document.

- 6 Click the correctly spelled word in the scroll list to replace the suspect word with the one displayed, then click **Replace**.
- 7 Enter the correctly spelled word in the **Replace with** field to replace the suspect word with one not displayed in the scroll list, then click **Replace**. QuarkXPress replaces the current suspect word with the word you enter, then displays the next suspect word in the **Suspect Word** field. When all the suspect words have been displayed, QuarkXPress closes the dialog box.

Start spell check	Keyboard command
Check Word	⌘-L
Check Story	⌘-Option-L
Check Document	⌘-Option-Shift-L

Check Spelling dialog box button	Keyboard command
Lookup	⌘-L
Skip	⌘-S
Add	⌘-A

- 8 Click **Done** to stop the spell checking process and keep changes already made.



Tips

Unknown words

If QuarkXPress is unable to locate any similar words in either the *XPress Dictionary* or an open auxiliary dictionary when you click **Lookup**, the message “No similar words found” is displayed. Words in other languages and proper names often bring up this message.

**Tips****Using auxiliary dictionaries**

You can create as many auxiliary dictionaries as you want, but you can use only one at a time with a given document. Any number of documents can use a single auxiliary dictionary.

Default auxiliary dictionaries

If you create a new auxiliary dictionary when no document is open, the naming field will be labeled, **New Default Aux Dictionary**.

If you open an auxiliary dictionary when no document is open, the dictionary you open becomes the default auxiliary dictionary for all subsequently created documents.

Multiple dictionaries

Only one auxiliary dictionary at a time can be open for use with a document. However, the same dictionary can be used with any number of documents.

Using Auxiliary Dictionaries

Some documents contain specialized words that are not in the *XPress Dictionary* file. However, you can create your own auxiliary dictionaries that contain specialized words. Auxiliary dictionaries augment the *XPress Dictionary* and make spell checking faster because fewer suspect words are identified. When you open an auxiliary dictionary for use with an active document, QuarkXPress uses the words in the auxiliary dictionary in addition to the 120,000 words contained in the *XPress Dictionary* file. You can make copies of auxiliary dictionaries and exchange them with other QuarkXPress users.

Creating, opening, and closing auxiliary dictionaries

To create, open, or close an auxiliary dictionary:

1 Choose **Utilities** → **Auxiliary Dictionary**;

- **New:** Click **New**. Enter a name for the dictionary you create in the **New Auxiliary Dictionary** field. Use the dialog box controls to select the volume and folder in which you want to save the auxiliary dictionary. Click **Create**.
- **Open:** Use the controls in the directory dialog box to locate the dictionary you want to open. Select the dictionary and click **Open**.
- **Close:** Click **Close** to close an auxiliary dictionary. When no dictionary is open for use, the **Current Auxiliary Dictionary** field displays <None> and **Close** is not available.



Create auxiliary dictionaries for unique words (**Utilities** → **Auxiliary Dictionary** → **New**).

Adding words to auxiliary dictionaries

Edit Auxiliary is available when an auxiliary dictionary is open for use with the active document or when a default auxiliary dictionary is open. To add words to an open auxiliary dictionary:

- 1 Choose **Utilities** → **Edit Auxiliary**.
- 2 Enter the new words you want in the field below the scroll list; click **Add** after each word you enter to add it to the dictionary.
- 3 Click **Save** when you have finished adding words.



To add words to an open auxiliary dictionary while you are checking the spelling of a document (**Utilities** → **Check Spelling**), click **Add** in the **Check Word**, **Check Story**, or **Check Document** dialog box. Pressing Option-Shift while you click **Done** adds all suspect words found to the open auxiliary dictionary. **Add** is available when an auxiliary dictionary is open for use with the active document.



Tips

Associating dictionaries

If an auxiliary dictionary is open for use with a document, it remains associated with that document (even if you save the document to another disk) until you click **Close** in the **Auxiliary Dictionary** dialog box or until you open a different auxiliary dictionary.

Missing auxiliary dictionaries

Auxiliary dictionaries are saved as separate files on your hard drive. The path to the auxiliary dictionary is saved with the document. If you move an open auxiliary dictionary to another folder or disk, QuarkXPress will be unable to find it. To check the spelling of a document associated with a missing auxiliary dictionary, choose **Utilities** → **Auxiliary Dictionary**, then locate and open the auxiliary dictionary. If you cannot locate the auxiliary dictionary, click **Close**.

12.

Typography

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<i>Applying Character Attributes</i>	12.5
<i>Specifying Kerning and Tracking</i>	12.13
<i>Applying Paragraph Attributes</i>	12.18
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<i>Setting Tabs</i>	12.25
<i>Controlling Widow and Orphan Lines</i>	12.28
<i>Controlling Hyphenation and Justification</i>	12.30
<i>Working with Style Sheets</i>	12.39
<i>Positioning Text in Text Boxes</i>	12.48

12.

Typography

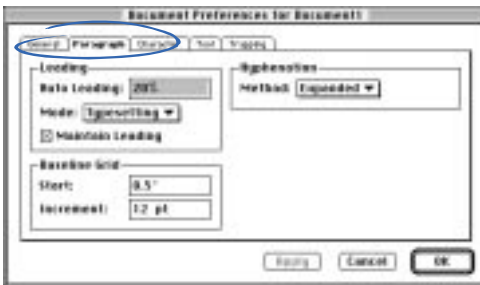
Typography is an art form. To a typographer, the appearance of type is as important as the meaning of text. Carefully considering typefaces, type styles, leading, and spacing helps produce publications that appeal to the eye as well as the mind.

QuarkXPress gives you all the typographic options you need to create publications that communicate effectively, attractively, and memorably.

Confirming Typographic Preferences

Typographic preferences affect the way the text flows in a document. If you change these preferences later in the publishing process, you may face text reflow. So plan ahead. When you create a new document, confirm that the typographic preferences meet your needs before you start working with text. Some of these preferences include customizable type styles, leading control, ligature control, and baseline grid settings. The preferences that affect typography are in the **Character** and **Paragraph** tabs of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). For detailed information about the controls in these tabs, see the “Edit Menu” in Chapter 3, “Menus and Dialog Boxes.” To confirm typographic preferences:

- 1 Choose **Edit** → **Preferences** → **Document**; then click the **Paragraph** tab (⌘-Option-Y). Confirm the settings; then click the **Character** tab.



Confirm the information in the **Paragraph** and **Character** tabs of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) before you start formatting text.



Tips

Setting default preferences

If you use the same preferences frequently (for example, if you always check **Ligatures**), specify typographic preferences when no documents are open (**Edit** → **Preferences** → **Document** → **Paragraph** and **Character** tabs). The new setting will apply to all new documents.

- 2 Check and change any of the settings to suit your document, and catch your reader's attention. In particular, check the different tabs to confirm that these document preferences meet your needs.
 - **Leading (Paragraph tab):** If you are using auto leading, be sure to confirm the value in the **Auto Leading** field. Unless you are trying to match the line spacing of a document that originated in a word processing application, choose **Typesetting** for the **Leading** mode. To keep line spacing consistent when lines of text touch the bottom of obstructing items, like a picture box, check **Maintain Leading**.
 - **Baseline Grid (Paragraph tab):** If you are planning to lock paragraphs to a baseline grid to ensure that lines align from column to column, check the settings in the **Baseline Grid** area. The value in the **Start** field specifies the distance from the top of a page to the first line in the grid. The value in the **Increment** field determines the space between lines in the grid.
 - **Superscript, Subscript, Small Caps, and Superior (Character tab):** You can customize these type styles on a document-wide basis. Note that Superscript and Subscript characters may cause uneven line spacing in paragraphs that use auto leading.
 - **Ligatures (Character tab):** If you want to use the ligatures for “fi” and “fl” that are contained in many Mac OS fonts, check **Ligatures**. You can specify a tracking or kerning value above which characters are not combined into ligatures in the **Break Above** field. For example, in a widely spaced headline you might not want a ligature. To prevent instances of “ffi” and “ffl” (as in office and ruffle) from being combined into ligatures, check **Not “ffi” or “ffl.”**
- 3 After confirming all the preferences, click OK.

Applying Character Attributes

QuarkXPress gives you precise control over type, letting you apply styles to text on a character-by-character basis. Each character can have almost any combination of the styles available, including font, size, type style, and color. Styles for text, referred to as character attributes, are applied to highlighted text — or at the text insertion point ¶, to affect text entered thereafter.

Choosing a font

QuarkXPress has access to all the fonts currently installed and available on your system. You can apply a font choice to highlighted text or to the text insertion point ¶ using any of the following options:

Style menu

Choose **Style** → **Font** and choose a font from the submenu.

Measurements palette

Click the arrow ▾ next to the current font name and choose a font from the list. You can also highlight the current font name in the field, enter the first few characters of the font name until it is recognized, and press Return.



Choose a font for selected text from the right side of the **Measurements** palette.

Keyboard commands

You can change fonts quickly while you are typing by pressing ⌘-Option-Shift-M to jump directly to the font field in the **Measurements** palette. Enter the first few characters of the font name until it is recognized, press Return, then continue typing. To choose the next font in the pop-up menu, press Option-F9. For the previous font, press Option-Shift-F9.



Tips

Style sheets

You can group character and paragraph attributes as a style sheet. Using style sheets helps streamline production and maintain consistent formatting. See “Working with Style Sheets” later in this chapter.

Symbols and Dingbats

You can enter one Symbol or Zapf Dingbats character using keyboard commands rather than switching fonts. For one Symbol character, press ⌘-Shift-Q, then the character. For one Zapf Dingbats character, press ⌘-Shift-Z, then the character.



Tips

Resizing text visually

You can resize all the text in a box by pressing modifier keys while dragging a text box handle.

- Press the **⌘** key to resize the box, point size, auto leading, and text scaling in proportion to the box dimensions.
- Press the **⌘**-Option-Shift keys to resize the box, point size, auto leading, and text scaling in proportion to the original box dimensions.

You cannot use modifier keys to resize text when resizing a linked text box.

Choosing a size

QuarkXPress lets you use font sizes from 2 to 720 points. You can apply a font size to highlighted text or at the text insertion point ¶ using any of the following options:

Style menu

Choose **Style** → **Size** and choose a point size from the submenu. Or, choose **Other** (⌘-Shift-\) and enter a value in the **Size** field. Click **OK**.

Measurements palette

Click the arrow  next to the current font size to display a list of point sizes; choose a size from the list. You can also highlight the current font size in the field, enter a new point size, and press Return.



Choose a size for selected text from the right side of the **Measurements** palette.

Keyboard commands

QuarkXPress increases or decreases font sizes according to the following preset range: 7, 9, 10, 12, 14, 18, 24, 36, 48, 60, 72, 96, 120, 144, 168, and 192 points.

Change in font size	Command
Increase 1 pt	⌘-Option-Shift->
Decrease 1 pt	⌘-Option-Shift-<
Increase in preset range	⌘-Shift->
Decrease in preset range	⌘-Shift-<

Choosing type styles

Type styles can be applied in almost any combination, such as this **Bold Italic Underline**. You can apply type styles to highlighted text or at the text insertion point ¶ using any of the following options:

Style menu

Choose **Style** → **Type Style** and choose a type style from the submenu. To apply additional styles, reselect the **Type Style** submenu and make additional choices.

Character Attributes dialog box

Choose **Style** → **Character** (⌘-Shift-D) and click check boxes in the **Type Style** area to specify styles.

Measurements palette and keyboard commands

Click one or more type style icons on the **Measurements** palette or press the appropriate keyboard commands.

Type Style	Icon	Command
Plain		⌘-Shift-P
Bold		⌘-Shift-B
Italic		⌘-Shift-I
Underline		⌘-Shift-U
Word Underline		⌘-Shift-W
Strike Thru		⌘-Shift-/
Outline		⌘-Shift-O
Shadow		⌘-Shift-S
All Caps		⌘-Shift-K
Small Caps		⌘-Shift-H
Superscript		⌘-Shift- +
Subscript		⌘-Shift- -
Superior		⌘-Shift-V



Some type styles are mutually exclusive and cannot be combined: **Underline** and **Word Underline**, **Small Caps** and **All Caps**, and **Superscript** and **Subscript**.

**Tips**

Removing styles from selected text

To remove a type style from highlighted text, choose the **Type Style** submenu option again, click the **Measurements** palette icon again, or press the keyboard command again. To remove all styles from selected text, choose Plain. You can also uncheck style options in the **Type Style** area in the **Character Attributes** dialog box (**Style** → **Character**).

Customizing type styles

You can customize the **Superscript**, **Subscript**, **Small Caps**, and **Superior** type styles for a document via the **Character** tab in the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Character** tab). For example, you can make **Small Caps** characters taller or specify that **Subscript** characters drop lower.



Tips

Reverse type

To create reverse type, use light text in a text box with a dark background. You can also position reverse type within an anchored rule. See “Specifying Anchored Rules” in Chapter 13, “Graphics in Typography.”

Choosing a color and shade

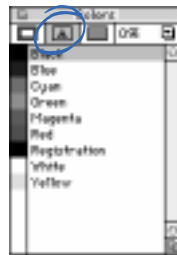
QuarkXPress lists all the colors defined for a document — default colors, colors created in the **Colors** dialog box (**Edit** menu), and spot colors imported with EPS picture files. You can apply a color and shade to highlighted text or at the text insertion point ¶ using any of the following options:

Style menu

Choose **Style** → **Color** and choose a color from the submenu. Choose **Style** → **Shade** and choose a percentage value from the submenu. Or, choose **Style** → **Shade** → **Other** and enter a value in the **Shade** field of the **Character Attributes** dialog box. Click **OK**.

Colors palette

Choose **View** → **Show Colors** (F12). Click the text icon , then click one of the colors listed. Click the Shade pop-up arrow  next to the current shade percentage to display a list of values; choose a percentage from the list. You can also highlight the current shade value in the field, enter a new value, and press Return.



*The text icon  and the shade percentage pop-up menu at the top of the **Colors** palette let you choose a color and shade for selected text.*

Applying horizontal or vertical scale

QuarkXPress lets you condense or expand characters so they are narrower or wider, and taller or shorter than specified in the original font. You can apply horizontal/vertical scaling to highlighted text or at the text insertion point  using any of the following options:

Style menu

Choose **Style** → **Horizontal/Vertical Scale**. Choose **Horizontal** or **Vertical** from the pop-up menu and enter a value in the **Scale** field. Click **OK**.

Keyboard commands

The keyboard commands work for both horizontal or vertical scale. If a range of text is highlighted that has both horizontal and vertical scale applied, the keyboard commands will increase or decrease the text accordingly.

Change in scale	Command
Condense 5%	⌘-[
Expand 5%	⌘-]
Condense 1%	⌘-Option-[
Expand 1%	⌘-Option-]



This example shows 30-point type scaled 150% vertically (at left), normal (middle), and 150% horizontally (at right).



You cannot apply horizontal and vertical scaling values simultaneously. When you apply a vertical scale to horizontally scaled text, the text reverts to a horizontal scale of 100%. When you apply a horizontal scale to vertically scaled text, the text reverts to a vertical scale of 100%.



Tips

The effect of scaling on font design

Overscaling characters can have an undesirable effect on the font design. You may want to print samples of scaled text to ensure that none of the strokes are too thick or too thin.

Changing text baselines

QuarkXPress lets you place characters above or below their baseline without affecting paragraph spacing. A positive value raises the text; a negative value lowers the text. You can apply baseline shift to highlighted text or at the text insertion point ¶ using any of the following options:

Style menu

Choose **Style** → **Baseline Shift** and enter a value in the **Baseline Shift** field. Click **OK**.

Keyboard commands

Keyboard commands let you shift characters up or down one point.

Shift characters	Command
Down 1 pt	⌘-Option-Shift- -
Up 1 pt	⌘-Option-Shift- +



This example shows 24-point type, the Q has a baseline shift value of -5, the X a value of 5.

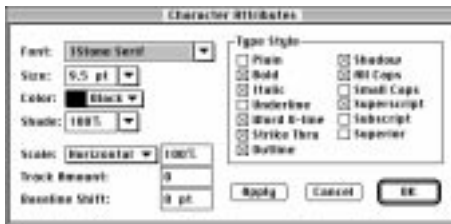


When you change the size of characters that have a baseline shift applied, the baseline shift value is automatically increased or decreased proportionally.

Applying multiple character attributes

You can view and edit all character attributes at one time using the **Character Attributes** dialog box. This dialog box combines many **Style** menu commands and indicates the style of highlighted text or new text entered at the text insertion point ¶. To quickly specify multiple character attributes:

- 1 Choose **Style → Character** (⌘-Shift-D).



*Apply multiple character attributes in one step with the **Character Attributes** dialog box (**Style** menu).*

- 2 Choose a font from the **Font** pop-up menu. You can also highlight the current font name in the field and enter the first few characters of the new font name until it is recognized.
- 3 Choose a point size from the **Size** pop-up menu. You can also highlight the current font size in the field and enter a new point size.
- 4 Choose a color from the **Color** pop-up menu.
- 5 Choose a color percentage from the **Shade** pop-up menu. You can also highlight the current shade and enter a new percentage value.
- 6 Choose **Horizontal** or **Vertical** from the **Scale** pop-up menu and enter a percentage value in the **Scale** field.
- 7 Enter a value in the **Track Amount** field.

**Tips**

Blank fields with character attributes

If you enter a value in a blank field in the **Character Attributes** dialog box, that value will be applied to all the highlighted text. If you check or uncheck a gray check box, that style setting will be applied to or removed from all highlighted text.

If no text is highlighted, the **Track Amount** field is replaced by the **Kern Amount** field. However, only the current character pair, between which the Text Insertion bar ¶ is placed, can be kerned. The **Kern Amount** field is unavailable if the Text Insertion bar ¶ is at the beginning of a paragraph. See “Specifying Kerning and Tracking” later in this chapter.

8 Enter a value in the **Baseline Shift** field.

9 Use the check boxes in the **Type Style** area to apply and remove type styles. To remove all type styles, check **Plain**.

10 When you are finished specifying character attributes, click **OK**.



Blank fields and gray check boxes in the **Character Attributes** dialog box indicate that multiple styles are applied to highlighted text. For example, if the **Font** field is blank, then more than one font is applied to the highlighted text.

Specifying Kerning and Tracking

Kerning is the adjustment of space between character pairs. Because of their shapes, certain character pairs look better when kerned. QuarkXPress can perform kerning automatically, and you can also use manual kerning controls to specify additional kerning between characters. Tracking lets you adjust the space between highlighted characters and words for copyfitting and special typographic effects.

Kerning text

Kerning lets you adjust the amount of space between two characters. Kerning values are expressed as $\frac{1}{200}$ of an em space. The em space used for kerning increments is determined by the **Standard Em Space** setting in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). Check **Standard Em Space** for an em space that is equivalent to the point size of the text (for example, 24-point text has a 24-point em space). Uncheck **Standard Em Space** to use the QuarkXPress defined em space, which is the width of two zeros in a given font. A standard em space is generally smaller than a QuarkXPress em space.



This example shows the effect of -20 ($-\frac{20}{200}$ em) kerning between the V and the a on the left, no kerning in the middle, and $+20$ ($+\frac{20}{200}$ em) kerning on the right.

Because kerning is expressed as a fraction of an em space relative to the font and size of the characters, rather than as an absolute value, kerning



Tips

Accurate kerning

For detailed kerning work, increase your view scale to **400%** or **800%**. Then, check the kerning at **Actual Size** within the context of the entire layout. Be sure to confirm the kerning on printed output as well.



Tips

Manual and Automatic kerning

When **Auto Kern Above** is checked in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**), auto kerning is applied in addition to manual kerning if the point size is larger than the value specified. Manual kerning is always applied whether the check box is or is not checked.

adjustments that you apply to a character pair will remain proportional if you later change the font size of the kerned characters.

A positive kerning value increases the amount of space between characters; a negative value decreases it. When text is highlighted, **Kern** is replaced by **Track** in the **Style** menu. **Kern** is not available when the Text Insertion bar ¶ immediately precedes the first character in a paragraph. Place the Text Insertion bar ¶ between the two characters you want to kern, then use any of the following options to apply kerning.

Style menu

Choose **Style** → **Kern** and enter a value in the **Kern Amount** field. Click **OK**.

Measurements palette

Select the kerning field, enter a new value, and press Return. Or, click the kerning icons ⇄ to increase or decrease kerning in 1/20-em increments. Press the Option key and click the icons to kern in 1/200-em increments.



Click the kerning icons ⇄ on the **Measurements** palette to adjust kerning when the Text Insertion bar ¶ is between two characters.

Keyboard commands

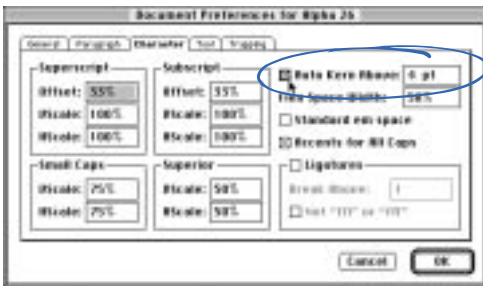
Keyboard commands let you increase and decrease kerning values in 1/20-em and 1/200-em increments.

Change in kerning	Command
Decrease 1/20-em	⌘-Shift-{
Increase 1/20-em	⌘-Shift-}
Decrease 1/200-em	⌘-Option-Shift-{
Increase 1/200-em	⌘-Option-Shift-}

Kerning automatically

You can specify that QuarkXPress automatically kern text above a specific point size using the kerning tables built into most fonts and any kerning tables you have edited with the Kern/Track Editor. To specify automatic kerning for the active document:

- 1 Choose **Edit** → **Preferences** → **Document** (⌘-Y); then click the **Character** tab.



Specify automatic kerning using the **Auto Kern Above** check box and field in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

- 2 Check **Auto Kern Above**.
- 3 To specify the point size above which text will be automatically kerned, enter a value in the field.
- 4 Click **OK**.

Editing kerning tables

When QuarkXPress performs automatic kerning, the program uses kerning information that is built into the font. This information is stored in the font's kerning table. A kerning table contains a number of character pairs — *Ta*, for example — and an associated kerning value for each pair



Tips

Automatic kerning

Why use the **Auto Kern Above** feature? Because it does a lot of detailed kerning work for you. And, it does it according to the font designer's specifications. In general, use automatic kerning and set **Auto Kern Above** to 2 or 4 points so all text is automatically kerned.

**Tips****Using tracking for copyfitting**

Tracking is commonly used for copyfitting — for example, negative tracking is often used to pull up an orphan. However, too much tracking can interfere with design and readability. When you are using tracking for copyfitting, consider these guidelines:

- Track whole paragraphs rather than one line or one word.
- Establish guidelines for tracking, for example from +3 to -3.
- Make sure vertically adjacent paragraphs have similar tracking applied.

These are general rules; appropriate tracking values depend on the design, font, column width, etc.

in the table. When QuarkXPress displays characters on-screen and prints them, it uses the font's kerning table information.

Editing a font's kerning table reduces the need for extensive manual kerning. To edit a font's kerning table, use the Kern/Track Editor XTensions software included with QuarkXPress. For information about kerning controls available through the Kern/Track Editor XTensions software, see the "Utilities Menu" section in Chapter 3, "Menus and Dialog Boxes."

Tracking text

Tracking lets you adjust the space between highlighted characters and words for copyfitting and special typographic effects. Tracking values are expressed as $\frac{1}{200}$ of an em space. The em space used for tracking increments is determined by the **Standard Em Space** setting in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). Check **Standard Em Space** for an em space that is equivalent to the point size of the text (for example, 24-point text has a 24-point em space). Uncheck **Standard Em Space** to use the QuarkXPress defined em space, which is the width of two zeros in a given font. A standard em space is generally smaller than a QuarkXPress em space.



This example shows 36-point type tracked +20 ($\frac{20}{200}$ em) left, and -20 ($-\frac{20}{200}$ em) right.

A positive tracking value increases the space to the right of each character; a negative value decreases it. When no text is highlighted, **Track** is replaced by **Kern** in the **Style** menu. Highlight the text you want to track, then use any of the following options to apply tracking:

Style menu

Choose **Style** → **Track** and enter a value in the **Track Amount** field. Click **OK**.

Measurements palette and Keyboard commands

Select the tracking field, enter a new value, and press Return. Or, click the tracking icons ⇄ to increase or decrease tracking in 1/20-em increments. Press the Option key and click the icons to track in 1/200-em increments.



Click the tracking icons ⇄ on the **Measurements** palette to adjust the tracking of highlighted text.

Keyboard commands

Keyboard commands let you increase and decrease tracking values in 1/20-em and 1/200-em increments.

Change in tracking	Command
Decrease 1/20-em	⌘-Shift-{
Increase 1/20-em	⌘-Shift-}
Decrease 1/200-em	⌘-Option-Shift-{
Increase 1/200-em	⌘-Option-Shift-}

Editing tracking tables

If you are applying tracking to most of your text, you can save time by editing the font's tracking tables. To edit a font's tracking table, use the Kern/Track Editor included with QuarkXPress. For information about tracking controls available through the Kern/Track Editor, see the "Utilities Menu" in Chapter 3, "Menus and Dialog Boxes."

**Tips****Style sheets**

You can specify paragraph formats when creating style sheets. This lets you quickly apply a number of formats at one time. When you modify the paragraph attributes of a style sheet, all the paragraphs to which that style sheet has been applied are automatically updated to reflect the modifications.

Copying paragraph formats

You can copy paragraph formats from one paragraph to other paragraphs in the same box or text chain. To copy paragraph formats, select the paragraph or range of paragraphs that you want to change, then press the Option and Shift keys while clicking anywhere in the paragraph whose formats you want to copy.

Rules as paragraph attributes

Using rules in text is covered in “Specifying Anchored Rules” in Chapter 13, “Graphics in Typography.”

Applying Paragraph Attributes

QuarkXPress gives you precise control over the spacing of text by specifying paragraph attributes like the alignment, indents, leading, and tabs.

Paragraph attributes are applied to the selected paragraph (the paragraph containing the Text Insertion bar ¶) or to a range of highlighted paragraphs via the **Paragraph Attributes** dialog box (**Style → Formats**). Some paragraph attributes are also available on the **Measurements** palette. To apply attributes to selected paragraphs:

- 1** Choose **Style → Formats** (⌘-Shift-F).
- 2** Change any of the settings in the **Formats** and **Tabs** tabs. For information about specific controls in the **Paragraph Attributes** dialog box, see the “Style Menu for Text” in Chapter 3, “Menus and Dialog Boxes” and the remainder of this chapter.
 - You can enter values in fields using any QuarkXPress supported measurement system. When you enter a value without specifying a measurement system, QuarkXPress uses the default measurement system selected from the **Horizontal Measure** or **Vertical Measure** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**). Leading is always displayed in points.
 - A blank field in the **Paragraph Attributes** dialog box or the **Measurements** palette indicates that more than one value is specified for the selected paragraphs.
- 3** If you want to see the effect of the changes, click **Apply**. If you press the Option key when you click **Apply**, your changes are continuously updated as you make them.
- 4** Click **OK**.

Specifying Alignment and Indents

QuarkXPress lets you specify how paragraphs are spaced horizontally in a column or text box using alignment and indent controls. Alignment and indents are both measured from the **Text Inset** specified in the **Text** tab of the **Modify** dialog box (**Item** menu). The **Text Inset** value affects the four sides of a text box; it does not affect the inner columns of a text box.

Alignments

QuarkXPress includes five paragraph alignments: **Left**, **Centered**, **Right**, **Justified**, and **Forced**.

- **Left**: Aligns selected paragraphs with the left indent, or flush left.
- **Centered**: Aligns selected paragraphs between left and right indents.
- **Right**: Aligns selected paragraphs with the right indent, or flush right.
- **Justified**: Aligns selected paragraphs with both the left and right indents. Space is added or removed between characters and/or words to extend from the left indent to the right indent, except for the last line.
- **Forced**: Aligns all lines between left and right indents, like **Justified**, but includes the last line.

Specifying alignment

You can specify the alignment of selected paragraphs using any of the following options:



Tips

Justifying a single word on a line

To specify that a single word alone on a line in a justified paragraph extends from the left indent to the right indent, check **Single Word Justify** (**Edit** → **H&Js** → **Edit**) for the H&J that is applied to that paragraph.

Justifying the last line of text

The last line of a justified paragraph is justified when text falls within the paragraph's **Flush Zone** (**Edit** → **H&Js** → **Edit**). To justify all lines in a paragraph, no matter how short the last line may be, choose **Forced**.



Tips

Creating a hanging indent

To create a hanging indent, specify a positive **Left Indent** and a negative **First Line** indent or drag the indent icons on the column ruler. Use the **Apply** button in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style → Formats**) to experiment with the hanging indent.

Using the Indent Here character

In addition to setting up hanging indents as a paragraph attribute, you can enter a special character that forces the indenting of all lines of text from that point to the next paragraph return. Press **⌘-]** to enter a special Indent Here character.

Style menu

Choose **Style → Alignment** and choose an alignment from the submenu. Or, choose **Style → Formats** (**⌘-Shift-F**). Choose an option from the **Alignment** pop-up menu. Click **OK**.

Measurements palette and keyboard commands

Click an alignment icon on the **Measurements** palette or press the appropriate keyboard command.

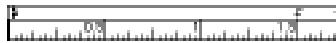
Alignment	Icon	Command
Left		⌘-Shift-L
Centered		⌘-Shift-C
Right		⌘-Shift-R
Justified		⌘-Shift-J
Forced		⌘-Option-Shift-J

Specifying indents

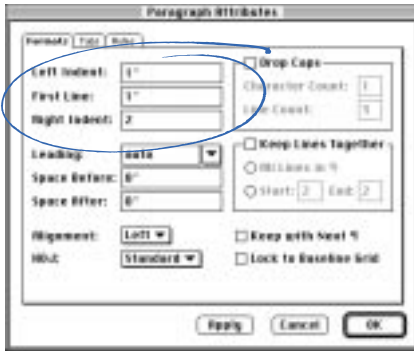
You can indent paragraphs from the left and right edges of a box or column, and specify a unique indent for the first line of a paragraph. To specify indents for selected paragraphs:

- 1 Choose **Style → Formats** (**⌘-Shift-F**).

A ruler displays above the column containing the first selected paragraph. The ruler contains triangular icons for specifying paragraph indents. Drag the icons to change the indents: left **↵**, first line **↵**, and right **↵**. When a paragraph in a rotated or skewed text box is selected, the ruler only displays within the dialog box.



Choosing **Style → Formats** will display a ruler above the column containing the first selected paragraph.



Enter values in the **Left Indent**, **First Line**, and **Right Indent** fields in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**) to specify indents.

- 2 To specify how far a paragraph is indented from the left edge of a box or column, enter a value in the **Left Indent** field.
- 3 To specify how far the first line of a paragraph is indented from the **Left Indent** value, enter a value in the **First Line** field.

First Line indent is relative to the **Left Indent** applied to a paragraph. For example, if you specify a **Left Indent** of .5", and a **First Line** indent of .5", the first line will begin 1" from the left edge of the text box.

- 4 To specify how far a paragraph is indented from the right edge of a box or column, enter a value in the **Right Indent** field. Click **OK**.

**Tips**

Leading method preference

The **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) contains a pop-up menu that lets you set leading in **Typesetting** mode or **Word Processing** mode. In **Typesetting** mode, leading is measured from baseline to baseline. In **Word Processing** mode, leading is measured from the ascent of a line to the ascent of the next line. **Typesetting** mode is the default (and is the preferred method of measuring leading). **Word Processing** mode is included to provide compatibility with the leading methods of some word processing programs.

Specifying Leading and Paragraph Spacing

QuarkXPress gives you precise control over the space between lines in paragraphs and the space between paragraphs. Leading is a measure of line spacing — the distance between text baselines in paragraphs. When you specify a leading value, it is applied to all lines in selected paragraphs. Space before/after controls let you specify the amount of space before and after selected paragraphs. Leading and space before/space after can both be specified in style sheets.

Methods for specifying leading

QuarkXPress lets you specify leading by three methods: absolute leading, incremental auto leading, and percentage-based auto leading. Default auto leading may be either incremental or percentage-based.

Absolute leading

Absolute leading sets the distance between baselines of text to a specific value, regardless of the size of characters on the lines. For example, if you specify an absolute leading value of 16 points for a paragraph, all baselines will be spaced 16 points apart. When specifying absolute leading, use a value that is the total vertical distance you want between text baselines.

Incremental auto leading

Incremental auto leading combines a base amount of auto leading with an absolute value specified in the **Leading** field (**Style** menu). Incremental leading values must be preceded by a plus (+) or minus (–) sign.

Default auto leading

Entering the word “auto” or a “0” in the **Leading** field (**Style** menu) tells QuarkXPress to use the value in the **Auto Leading** field of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Paragraph** tab) to decide whether percentage-based or incremental auto leading occurs. The default — percentage-based — takes the base amount of auto leading and adds to it a fixed percentage of the largest font size on the upper line to determine the total amount of leading between an auto-led line and the line above it. The default value for percentage-based auto leading is 20%.

!!! If fonts or font sizes are mixed and matched, an auto-led paragraph may have a different amount of space between each line. Auto leading starts with a base amount of leading, which QuarkXPress determines by looking at the user-specified font size, then calculating the ascent and descent values built into the fonts used in each line.

Specifying leading

You can specify the leading of selected paragraphs using any of the following options:

Style menu

Choose **Style** → **Leading** (⌘-Shift-E). Enter an absolute leading value, an incremental leading value (preceded by a plus or minus sign), or the word “auto” in the **Leading** field. Click **OK**.

Measurements palette

Select the leading field, enter an absolute leading value, an incremental leading value (preceded by a plus or minus sign), or the word “auto” in the leading field. Or, click the leading icons ⌘ to increase or decrease leading in 1 point increments.



Specify leading for selected paragraphs in the leading field of the **Measurements** palette.



Tips

Specifying leading values

The default measurement unit for leading is points, however you can specify leading values using any of the measurement systems

QuarkXPress supports. The value entered is always converted to points for display.



Tips

Set solid

The typesetting term set solid refers to lines of text that have no additional space between lines. For example, 10-point type with 10-point leading is set solid. When you apply a leading value of +0, lines of text are set solid no matter what fonts or font sizes they contain.

Keyboard commands

Press the appropriate keyboard command.

Leading change	Command
Decrease 1-point	⌘-Shift-;
Decrease .1-point	⌘-Shift-Option-;
Increase 1-point	⌘-Shift-'
Increase .1-point	⌘-Shift-Option-'



When you use the leading icons or keyboard commands to adjust auto-ledged paragraphs, QuarkXPress first converts the auto leading value to the closest absolute value (based on the largest font size in the paragraph). QuarkXPress then adds or subtracts the amount you specify via the leading icons or keyboard commands. For example, a paragraph of 10-point text with 20% auto leading applied is converted to 12 points of absolute leading. Then, pressing ⌘-Shift-; reduces the absolute leading to 11 points.

Specifying space before and after paragraphs

QuarkXPress lets you specify an absolute amount of space to place before and after a paragraph. The alternative, adding space by entering paragraph returns, can result in inconsistent line spacing.

To specify the amount of space between selected paragraphs, choose **Style → Formats** (⌘-Shift-F). Enter values in the **Space Before** and/or **Space After** fields. The sum of the values in the **Space Before** and **Space After** fields determines the total space between paragraphs. Click **OK**.



The **Space Before** feature does not place space before the first paragraph in a column or text box. To control the space at the top of a column or text box, use the controls in the **First Baseline** area of the **Text** tab in the **Modify** dialog box (**Item** menu).

Setting Tabs

Tabs let you position text consistently. Use tabs when you want to create columnar tables, or to move text more than a single word space. QuarkXPress has six kinds of tab stops: **Left** ⌘, **Center** ⌘, **Right** ⌘, **Decimal** ⌘, **Comma** ⌘, and **Align On** ⌘. Tabs are paragraph attributes, and can be specified in style sheets. If you do not set custom tabs, QuarkXPress sets default left-aligned tabs every half-inch.

Setting tab stops

You can precisely control how text aligns on a tab stop. Most tabs used in text have left alignment, but you may use centered or right alignment in tables. When creating tables or columns, aligning text on characters is useful for keeping text and numbers aligned properly. You can align tabs on a decimal point, comma, or any character. To set tabs for selected paragraph(s):

1 Choose **Style → Tabs** (⌘-Shift-T).

A ruler displays above the column containing the first selected paragraph. The ruler is useful for previewing and modifying tabs in the selected paragraphs.

Because of document or screen size restrictions, both ends of the tab ruler may not be visible. To view either end of the ruler, drag a tab stop indicator to the left or the right end; the ruler and page will scroll to display the hidden portion. When a paragraph in a rotated or skewed text box is selected, the ruler only displays within the **Tabs** tab of the **Paragraph Attributes** dialog box.



Tips

Viewing tabs in text

To view tab characters on-screen, choose **View → Show Invisibles**. Tabs are displayed as → arrows.

Creating right-indent tabs

Press Option-Tab to create a right-indent tab, which lets you align characters flush with the right indent. A right-indent tab overrides all other tabs for the paragraph. This tab is useful, for example, when you want to place an end of story icon.



Tips

Specifying incremental tabs

You can create a series of tabs that are a specific distance apart from each other by using math operators in the **Position** field. Place the first tab, click **Set**, then add the distance to it in the **Position** field. For example, if you have a tab at p9, you can create another tab 9 picas away by selecting the tab at p9 and clicking **Set**. Then enter "+p9" after the "p9" in the **Position** field . Click **Set** again. You can add (+), subtract (-), multiply (*), and divide (/) values in any QuarkXPress fields.



Day	Date	Item	Amount	Units
Mon	11/5	Corn	12.5	150,000
Tue	11/6	Bread	11.6	250,000
Wed	11/7	Rice	55.2	125,000
Thu	11/8	Meat	13.5	175,000
Fri	11/9	Cat	21.3	165,000

Specify tabs (left) using the icons and fields in the **Tabs** tab of the **Paragraph Attributes** dialog box (**Style → Formats**). A ruler displays above the column containing the first selected paragraph (right).

- 2 Click a tab icon to specify the tab alignment, then drag it into position on the tab ruler.
 - **Left** aligns text flush left on the tab stop.
 - **Center** aligns text centrally on that tab stop.
 - **Right** aligns text flush right on the tab stop.
 - **Decimal** aligns text on a decimal point (period).
 - **Comma** aligns text on a first comma.
 - **Align On** aligns text on any character you specify. When you select this tab, the **Align On** field is displayed. Highlight the existing entry, and enter the character to align on.

You can also click the tab icon, enter a value in the **Position** field, and click **Set**. When you click **Set**, it deselects the current tab selection in the ruler.

- 3** To insert fill characters (characters that alternate to fill the space between text and tab stops, as in a table of contents), enter up to two characters or spaces in the **Fill Character** field. Click **OK**.



If you choose **Decimal** or **Comma** alignment, the tab will align on one of those characters, or on the first non-numeric character following a numeral. This lets you correctly align columns containing numbers in parentheses.

Modifying and deleting tabs

As your text and design change, you may need to modify and delete tabs. To modify tabs in selected paragraphs:

- 1** Choose **Style → Tabs** (⌘-Shift-T).
- 2** Click a tab icon (↵, ↶, ↷, ↸, ↹, ↺) on the ruler to select it. Information about the tab is displayed in the fields.
 - To modify a tab's alignment, click another tab icon in the dialog box. If you click **Align On**, enter a character in the **Align On** field.
 - To modify a tab's position, drag it on the ruler or enter a new value in the **Position** field.
 - To modify a tab's fill character, highlight the **Fill Character** field and enter up to two new characters.
 - To delete a tab, drag it off the ruler.
 - To delete all tabs, click **Clear All**, or press the Option key while clicking on the tab ruler.
- 3** Click **OK**.



When you delete tabs, existing tabs in the document revert to the default spacing of .5" apart.



Tips

Specifying tabs in style sheets

If you repeatedly use the same set of specifications to align tabular material in a document, you may want to create a style sheet with the appropriate character attributes, paragraph attributes, tab settings, and rules. This will save you the work of reconstructing similarly formatted material.

Editing tabs in the Normal paragraph style sheet

The Normal paragraph style sheet is automatically applied when you start typing in a new text box. By default, tab spaces are .5" apart. You can edit the Normal style sheet for a specific document, or you can edit it when no documents are open so the changes apply to all new documents.

**Tips**

Specifying **Keep with Next ¶** and **Keep Lines Together** in style sheets

Generally, you will specify **Keep with Next ¶** for your headline and subhead style sheets. If you have two-line headlines and subheads, you may want to specify **Keep Lines Together**, with **All Lines in ¶** checked. Then, you will probably specify **Keep Lines Together** (usually with **Start** and **End** parameters) for your body text style sheets.

Controlling Widow and Orphan Lines

QuarkXPress lets you control two kinds of typographically undesirable lines known as widows and orphans. Traditionally, a widow is defined as the last line of a paragraph that falls at the top of a column. An orphan is the first line of a paragraph that falls at the bottom of a column.

Using the **Keep Lines Together** feature, you can choose not to break paragraphs so that if all the lines in a paragraph do not fit in a column or on a page, the whole paragraph will flow to the top of the next column or page. Or you can specify the number of lines that must be left at the bottom of a column or box, and at the top of the following column or box, when a paragraph is broken. Using the **Keep with Next ¶** feature, you can keep a paragraph together with the paragraph that follows it. This lets you keep a subhead together with the paragraph that follows it, and keeps other lines of text that logically go together from being separated.

Keeping paragraphs together

The **Keep with Next ¶** feature forces a one-line paragraph to flow with the paragraph that follows it. If the paragraph is longer than one line, the last line will flow with the next paragraph (unless you also specify **Keep Lines Together** for the paragraph). This prevents a subhead from remaining at the bottom of a column when its associated paragraph flows to the top of the next column. To specify **Keep with Next ¶**:

- 1 Select the paragraph that you want to stay with the next paragraph.
- 2 Choose **Style → Formats** (⌘-Shift-F).
- 3 Check **Keep with Next ¶**. Click **OK**.



You can select multiple paragraphs and specify **Keep with Next ¶**, if they are all one line paragraphs, or used with **Keep Lines Together**. However, if you try to keep more paragraphs together than will fit in a column, you will end up with text overflow.

Keeping lines together

The **Keep Lines Together** feature specifies whether lines in paragraphs flow together or are separated when they reach the bottoms of columns. This can prevent the first line of a paragraph from remaining at the bottom of a column or the last line from flowing to the top of a column. To specify **Keep Lines Together** for selected paragraphs:

- 1 Choose **Style → Formats** (⌘-Shift-F).
- 2 Check **Keep Lines Together**, and click one of the following options:
 - Click **All Lines in ¶** to keep all the lines of a paragraph in the same column or box, rather than breaking at the bottom. The paragraph is treated as an indivisible unit.
 - Click **Start** and enter a value in the **Start** field to specify the number of lines to keep together at the bottom of a column or box when a paragraph must be broken. Enter a value in the **End** field to specify the number of lines to keep together at the top of a column or box when a paragraph must be broken.

The default value of 2 for both **Start** and **End** prevents single lines from occurring at either the bottom or top of a column, thus avoiding widows and orphans.

- 3 Click **OK**.



Tips

Obstructing boxes

If you apply either **Keep Lines Together** or **Keep with Next ¶** to paragraphs and the column that contains the paragraphs is obstructed by an item that divides the column or text box into two parts, QuarkXPress flows the lines of text around the obstruction so that **Keep Lines Together** and/or **Keep with Next ¶** specifications are maintained.

Text overflow

A single paragraph that is too large to fit in a single column or box will result in text overflow, and the **Text Overflow** icon  displays at the bottom of the text box.

**Tips****Editing default H&Js**

If you create or edit H&Js with no documents open, the changes affect all new documents. If you create or edit H&Js with a document open, the changes affect the active document. If you make the same changes to the Standard H&J often, you may want to edit it with no documents open.

Adjusting word and character spacing

QuarkXPress lets you adjust word and character spacing in a number of ways. H&J specifications, local kerning and tracking, kerning tables, and customized tracking tables can combine to affect overall word and character spacing.

Controlling Hyphenation and Justification

QuarkXPress lets you group hyphenation rules and justification settings as a single specification that you can apply to paragraphs. You can create a number of H&J specifications for a single document. Because H&J is a paragraph attribute, you can apply one set of hyphenation rules and justification settings to some paragraphs, and apply different settings to other paragraphs with different needs. You can edit an H&J specification after it has been applied to paragraphs. When you edit an H&J specification, paragraphs to which it is applied are reflowed according to the modified hyphenation rules and justification settings.

QuarkXPress also lets you control hyphenation by creating lists of hyphenation exceptions. Using the **Hyphenation Exceptions** feature, you can specify that words are not hyphenated or that they hyphenate between certain syllables.

Creating H&Js

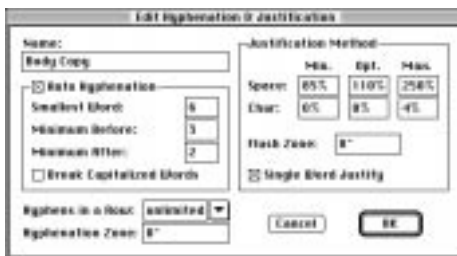
QuarkXPress provides a default H&J called Standard. Standard is the default H&J specified for the Normal paragraph style sheet and for all newly created paragraph style sheets. To create additional H&Js:

- 1 Choose **Edit** → **H&Js** (⌘-Option-H).



Create new H&J specifications from the **H&Js** dialog box (**Edit** menu).

- 2 Click **New**.



Specify H&J variables from the **Edit Hyphenation & Justification** dialog box.

- 3 Enter a descriptive name for the H&J in the **Name** field. For example, you might name the H&J “body copy.”
- 4 Check **Auto Hyphenation** to have QuarkXPress automatically hyphenate paragraphs to the specifications set in this area.
 - **Smallest Word:** Enter a value from 3 to 20 to specify the minimum number of characters a word must contain to be hyphenated.



Tips

Adding discretionary hyphens

In addition to hyphenating text automatically, you can control line breaks and text flow by inserting manual, or discretionary hyphens (⌘-hyphen). Discretionary hyphens are inserted only when words are broken at the ends of lines.

Discretionary hyphens in a row

As true with words in general, the **Hyphens in a Row** and **Hyphenation Zone** values specified for a paragraph's H&J also affect the way QuarkXPress hyphenates words in which you have entered discretionary hyphens. If hyphenating a word at a discretionary hyphenation point would violate one of these rules, the word will not hyphenate.

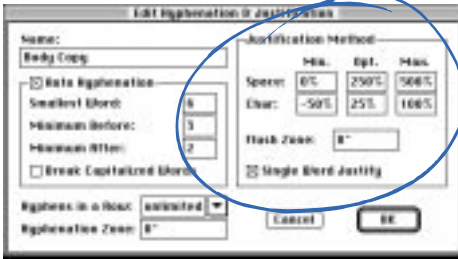
**Tips**

Preventing a word from hyphenating

You can prevent a word from being hyphenated by entering a discretionary hyphen (⌘-hyphen) immediately before it or by entering the word in your **Hyphenation Exceptions** (**Utilities** menu).

- **Minimum Before:** Enter a value from 1 to 6 to specify the smallest number of characters that must precede an automatic hyphen.
 - **Minimum After:** Enter a value from 2 to 8 to specify the smallest number of characters that must follow an automatic hyphen.
 - **Break Capitalized Words:** Check this to enable hyphenation for words that start with an uppercase character (for example, proper nouns and the first words of sentences).
- 5 Enter a value in the **Hyphens in a Row** field to specify the maximum number of consecutive lines that can end in manually or automatically hyphenated words. If you do not want to limit the number of consecutive lines that end with a hyphen, choose **Unlimited** from the pop-up menu or enter a “0” in the field.
 - 6 Enter a value in the **Hyphenation Zone** field to specify the area within which hyphenation (automatic or manual) can occur. The **Hyphenation Zone** is measured from the right indent to the end of a line of text. **Hyphenation Zone** values apply only to nonjustified paragraphs.
 - When you specify a **Hyphenation Zone** greater than 0", QuarkXPress hyphenates a word only when: (1) the previous word ends before the **Hyphenation Zone** and (2) an acceptable hyphenation point falls within the **Hyphenation Zone**. **Hyphenation Zone** values apply only to nonjustified text.
 - A **Hyphenation Zone** value of 0" means that there is no **Hyphenation Zone**. In this case, QuarkXPress either hyphenates a word according to the other hyphenation criteria or wraps it to the next line if it will not fit completely on the line.
 - 7 Enter values in the **Justification Method** area to specify how words and characters are spaced. The values in the **Min.** and **Max.** fields apply to paragraphs with **Justified** or **Forced** alignment

(**Style** → **Alignment**). The values in the **Opt.** fields apply to all paragraphs, regardless of their alignment.



Specify the justification method for H&Js in the **Justification Method** area.

- **Min. Space:** Enter a value in the **Minimum Space** field to specify the *minimum* amount of space between words in justified paragraphs.
- **Opt. Space:** Enter a value in the **Optimum Space** field to specify the *optimum* amount of space between words in justified and non-justified paragraphs.
- **Max. Space:** Enter a value in the **Maximum Space** field to specify the *maximum* amount of space between words in justified paragraphs.
- **Min. Char:** Enter a value in the **Minimum Character** field to specify the *minimum* amount of space between characters in justified paragraphs.
- **Opt. Char:** Enter a value in the **Optimum Character** field to specify the *optimum* amount of space between characters in justified and nonjustified paragraphs.
- **Max. Char:** Enter a value in the **Maximum Character** field to specify the *maximum* amount of space between characters in justified paragraphs.



Tips

Understanding value fields

The values in the **Minimum**, **Optimum**, and **Maximum Space** fields in the **Justification Method** area are expressed as a percentage of the normal space width in a font. The width of spaces in justified text will vary according to these values.

The values in the **Minimum**, **Optimum**, and **Maximum Character** fields are expressed as a percentage of the width of an en space that can be added or removed between characters. The intercharacter spacing of characters other than spaces within justified text will be adjusted to these values.

The definition of an em space varies in QuarkXPress depending on whether you check **Standard Em Space** in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

**Tips**

Justifying last lines

Use **Forced** alignment (**Style** → **Alignment**) to justify the last line of a paragraph even if it does not fall within the **Flush Zone** specified for the paragraph's H&J. The last line must have a paragraph return after it for this to work. Forced alignment also overrides the **Single Word Justify** setting.

8 Enter a value in the **Flush Zone** field to specify the area within which the last word in the last line of a justified paragraph must fall in order to be justified. If you enter 1", the last line of a paragraph to which the H&J specification is applied must extend to within 1" of the right indent to be justified.

9 Check **Single Word Justify** to specify that a single word on a line in a justified paragraph extend from the left indent to the right indent. If **Single Word Justify** is unchecked, a single word on a line will be left-aligned.

10 Click **OK**; then click **Save** in the **H&Js** dialog box.



When you find a word that does not hyphenate the way you prefer, you may want to add it to your list of hyphenation exceptions (**Utilities** → **Hyphenation Exceptions**) discussed later in this chapter.

Applying H&Js

Each paragraph in QuarkXPress has an H&J associated with it, because each paragraph style sheet specifies an H&J. Usually you will specify an H&J that is appropriate to the information in the paragraph — for example, the H&J applied to body text may hyphenate text automatically while the H&J applied to headlines may prevent hyphenation.

To change the H&J applied to selected paragraphs, choose **Style** → **Formats** (⌘-Shift-F). Choose an option from the **H&J** pop-up menu and click **OK**.

Editing, duplicating, and deleting H&Js

The **H&Js** dialog box (**Edit** menu) lets you edit, duplicate, and delete a document's H&Js. Select an H&J in the scroll list and click one of these buttons:

- **Edit** opens the H&J so you can modify it.
- **Duplicate** creates a copy of the H&J that you can rename and modify.
- **Delete** removes the H&J from the list and lets you choose a replacement H&J for all instances of the deleted H&J.

After you modify the H&Js used in a document, the text will reflow accordingly.

Appending H&Js

Using the **Append** feature, you can import H&J settings from other documents rather than recreating them.

- 1 Choose **Edit** → **H&Js** (⌘-Option-H).
- 2 Click **Append**.
- 3 Locate and select the document to append H&Js from; click **Open**.
- 4 The **Available** column lists all the H&Js in the source document. Select the H&Js you want to import into the active document and double-click them, or click the arrow icon ➡ to move them to the **Include** column. Or, click **Include All**.

To select one H&J, click it. To select continuous H&Js, press the Shift key while you click them. To select noncontinuous H&Js, press the ⌘ key while you click them.



Tips

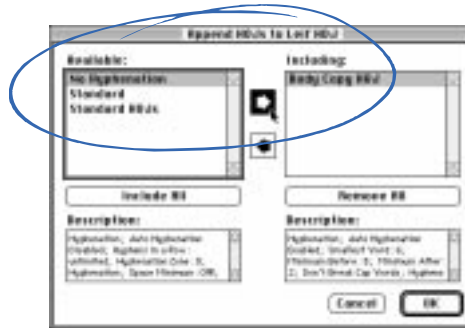
Appending multiple attributes

If you want to import style sheets, colors, dashes and stripes styles, and lists along with H&Js, choose

File → Append. The **Append** dialog box lets you selectively import items such as style sheets and colors from another document.

H&J attributes

The **Description** scroll list in the **Append H&Js** dialog box lists all the attributes applied to the highlighted H&J, so you can determine which H&J to append.



Select H&Js in the **Available** column to append to the active document.

5 Click **OK**; then click **Save** to close the H&Js dialog box.



If an H&J from the source document has the same name as an H&J in the target document, but is defined differently, the **Conflict** dialog box displays. See the next section for information about resolving H&J name conflicts.

Resolving H&J conflicts

The **Conflict** dialog box provides options for handling imported H&Js that have the same name, but different specifications, as existing H&Js. The **Existing** and **New** scroll lists display descriptions of the H&Js to help you make decisions on how to handle the conflict.



Use the buttons in the **Conflict** dialog box to resolve name conflicts when appending H&Js.

- **Rename:** Click **Rename** to display a dialog box that lets you rename the H&J. Enter a new name for the H&J and click **OK**.
- **Auto-Rename:** Click **Auto-Rename** to have QuarkXPress place an asterisk in front of the appended H&J's name.
- **Use New:** Click **Use New** to have the appended H&J overwrite the existing H&J.
- **Use Existing:** Click **Use Existing** to cancel the append of the H&J with the same name; the existing H&J remains unchanged in the document.

If you want all H&Js with conflicting names to be handled the same way, check **Repeat For All Conflicts**. For example, if you want to rename all conflicting H&Js, check **Repeat for All Conflicts**, then click **Rename**. This check box is for the current document only.

Specifying Hyphenation Exceptions

If you prefer certain words hyphenate in certain ways, you can specify that hyphenation in a list of “hyphenation exceptions.” You can even specify that certain words do not hyphenate at all. To create a list of hyphenation exceptions for the active document:



Tips

Displaying syllable breaks

To display suggested syllable breaks for a word, place the Text Insertion bar  within or to the right of the word and choose **Utilities** →

Suggested Hyphenation. The **Suggested Hyphenation** dialog box displays hyphenation for the word based on the H&J specified for the paragraph, your list of hyphenation exceptions, the QuarkXPress hyphenation dictionary, and the QuarkXPress hyphenation algorithm.

 Tips

Hyphenating compound words

To specify that a compound word be hyphenated only at the hyphen, you can add both words to the list of hyphenation exceptions without hyphens. For example, if you want to prevent “context-sensitive” from breaking in the middle of the word “context” rather than after the hyphen, add both “context” and “sensitive” to your hyphenation exceptions with no hyphens.

Another method to prevent the hyphenation of a compound word is to add a discretionary hyphen (§§-hyphen) immediately before the words. The compound word will then only break at the hyphen.

1 Choose Utilities → Hyphenation Exceptions.



Create a list of hyphenation exceptions by entering words and hyphens in the **Hyphenation Exceptions** dialog box (**Utilities** menu).

2 Enter a word in the field with hyphens to represent the preferred hyphenation. You cannot enter spaces or other punctuation.

For example, enter “mul-ti-me-dia” to allow hyphenation between any of those syllables, enter “multi-media” to allow hyphenation between “multi” and “media,” and enter “multimedia” to prevent automatic hyphenation.

3 Click **Add**.

4 Enter any variations of the word, with hyphens, that you want to hyphenate the same way. For example, enter “pro-cess” and “pro-cesses” to specify that the singular and plural forms hyphenate the same way.

5 When you are finished adding words and variations of words, click **Save**.

 For information about how hyphenation exceptions are stored in the *XPress Preferences* file, see “Saving XPress Preferences” in Chapter 4, “Customizing QuarkXPress.”

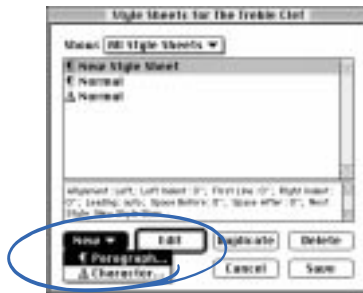
Working with Style Sheets

A style sheet is a group of paragraph and/or character attributes that can be applied to selected paragraphs and characters in one step. Use style sheets to change unformatted text into headlines, subheads, captions, body copy, etc. Using style sheets to apply a number of character and paragraph attributes at one time reduces typesetting and layout time and helps maintain typographic consistency.

Creating paragraph style sheets

A paragraph style sheet controls all paragraph attributes and character attributes of the selected paragraph. Paragraph style sheets get their character attributes from their associated character style sheet. To create a new paragraph style sheet:

- 1 Choose **Edit → Style Sheets** (Shift-F11). The **Style Sheet** scroll list displays the style sheets currently defined for the document (or the default list of style sheets if no documents are open).



Create a new paragraph style sheet from the **Style Sheets** dialog box.



Tips

Creating style sheets

When you create a new style sheet with no documents open, that style sheet becomes part of the default style sheet list and is included in all subsequently created documents.

When you create a style sheet with a document open, that style sheet is included only in the active document's style sheet list.



Tips

Customizing the **Show** pop-up menu.

The **Show** pop-up menu lets you display the type of style sheets shown in the scroll list. You can choose to show all style sheets, all paragraph style sheets, all character style sheets, all style sheets in use, and all unused style sheets.

2 Click the **New** button and choose **Paragraph**.

- **Name:** Enter a name in this field, or QuarkXPress will use a default “New Style Sheet” name.
- **Keyboard Equivalent:** To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of the ⌘, Option, Shift, or Control keys, along with a function or keypad key.

If you define a keyboard equivalent for a style sheet with a key sequence that also defines a QuarkXPress command, the style sheet command will override the QuarkXPress command when the Content tool  is selected and a text box is active.

- **Based on:** To base the attributes of a new style sheet on an existing one, click the **Based on** pop-up menu and choose a style sheet from the list.



If you use the **Based on** pop-up menu in the **Edit Paragraph Style Sheet** dialog box to base a style sheet on an existing one, changes you make to the original style sheet are automatically applied to those based on it.

- **Next Style:** To select a transition from one style sheet to another after typing a carriage return, choose a style sheet from the **Next Style** pop-up menu. The default keeps the same style sheet applied.

Applying a style sheet with a **Next Style** defined does not apply the **Next Style** to subsequent paragraphs that are already typed. The **Next Style** applies only to text typed after pressing Return.

- **Style:** Choose a **Character** style sheet to associate with the **Paragraph** style sheet. See “Creating character style sheets” later in this chapter.

- 3 Choose any of the next three tabs: **Formats**, **Tabs**, or **Rules** to specify those attributes or properties for your style sheet.



Specify a style sheet's paragraph attributes from the **Edit Paragraph Style Sheet** dialog box

- **Formats:** Click the **Formats** tab to specify the style sheet's paragraph formats. See “Applying Paragraph Attributes” in this chapter for specific information about the controls in this dialog box.
 - **Tabs:** Click **Tabs** to specify the style sheet's tab stops. See “Setting Tabs” in this chapter for specific information about the controls in this dialog box.
 - **Rules:** Click **Rules** to specify lines that flow with text. See “Specifying Anchored Rules” in Chapter 13, “Graphics in Typography.”
- 4 Click **OK** to return to the **Style Sheets** dialog box; then click **Save** to save the style sheet for the document. After you save a style sheet, it is listed in the **Paragraph Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.



Tips

Basing a style sheet on text

To create a new paragraph style sheet based on formatted text, first highlight or place the Text Insertion bar  within a paragraph that contains the format attributes that you want in your style sheet. Choose **Edit → Style Sheets** to display the **Style Sheets** dialog box. Select **New → Paragraph** and type a name in the **Name** field. Click **Save**. Then apply the new style sheet to the paragraph.

**Tips**

Opening the **Style Sheets** dialog box

You can open the **Style Sheets** dialog box by pressing ⌘-Option while you click a style sheet name in the **Style Sheets** palette.

If you press ⌘ while you click a style sheet name, a pop-up menu displays. If you choose edit, duplicate, or new, it opens the **Edit Paragraph Style Sheet** dialog box for the highlighted style sheet. If you choose delete, an alert dialog box will display if that style sheet is applied in the document. Choose a replacement style sheet from the dialog box's pop-up menu.

Creating character style sheets

Each paragraph style sheet contains a character style sheet, which defines the default character attributes (font, type style, etc.) for the paragraph style sheet. Character style sheets can also be created independent of paragraph style sheets to apply local formatting to text. For example, on this page the numbers are formatted to use the font Univers 55, bold, and purple, while the rest of the text is another style. The three step process of applying all the attributes to the numbers is condensed to one step with a character style sheet. To create a new character style sheet:

- 1 Choose **Edit → Style Sheets** (Shift-F11). The **Style Sheets** scroll list displays the style sheets currently defined for the document (or the default list of style sheets if no documents are open).
- 2 Click the **New** button and choose **Character**. The **Edit Character Style Sheet** dialog box displays the character attributes at the position of the Text Insertion bar ¶, or the attributes of the first character of highlighted text. If no text is selected, it displays the attributes of the default style sheet.
 - **Name:** Enter a name in this field, or QuarkXPress will use the default “New Style Sheet” name.
 - **Keyboard Equivalent:** To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of the ⌘, Option, Shift, or Control keys, along with a function or keypad key.
 - **Based on:** To base the attributes of a new style sheet on an existing one, click the **Based on** pop-up menu and choose a style sheet from the list.
 - **Character Attributes:** Choose character attributes from the lower section of the **Edit Character Style Sheet** dialog box. See “Applying Character Attributes” earlier in this chapter.



Create character style sheets in the **Edit Character Style Sheet** dialog box (**Edit** → **Style Sheets**).

- Click **OK** to return to the **Style Sheets** dialog box; then click **Save** to save the style sheet for the document. After you save a style sheet, it is listed in the **Character Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.

Associating character style sheets with paragraph style sheets

Associate a character style sheet to a paragraph style sheet to specify the default character attributes for the paragraph. To associate a character style sheet with a paragraph style sheet:

- Choose **Edit** → **Style Sheets** (Shift-F11) and make a choice in the **Show** pop-up menu.
- Select a paragraph style sheet from the **Style Sheets** scroll list and click **Edit**.
- Select a character style sheet from the **Style** pop-up menu to associate with the paragraph style sheet.



Tips

Copying text with style sheets

When you copy and paste text from one QuarkXPress document to another, any paragraph or character style sheets associated with the text are added to the document into which you paste it. If the style sheet names match existing names in the “to” document, the text will maintain the “from” document’s attributes, and a plus sign (+) may display next to the style sheet name in the **Style Sheets** palette.

Selecting multiple paragraphs

If you select multiple paragraphs with multiple character and paragraph style sheets applied, the **Style Sheets** palette will gray the paragraph and character icons beside style sheet names applied to the text.



Tips

Appending keyboard commands

If you append a style sheet whose keyboard equivalent is already used by a style sheet in the active document, the appended style sheet will not have a keyboard equivalent. You can assign a new one via the **Edit Style Sheet** dialog box.

The plus (+) sign

When local paragraph or character attributes exist in selected text, a plus sign appears next to the style sheet name in the **Style Sheets** palette. To remove local attributes, select *No Style* and reselect the style sheet, or Option-click the style sheet name.

- 4 Click **OK**, and then click **Save** in the **Style Sheets** dialog box. All text will be updated and may reflow for paragraph style sheets with the newly associated character style sheet.

Applying paragraph style sheets

You can apply paragraph style sheets to any selected paragraphs. A selected paragraph is a paragraph that contains the Text Insertion bar ¶ or contains highlighted text. You can apply a paragraph style sheet three ways:

- **Style Sheet** submenu: Choose **Style → Paragraph Style Sheet**. Select a style sheet from the submenu. The paragraph style sheet will be applied to the paragraph.
- **Style Sheets** palette: Choose **View → Show Style Sheets** (F11). Click the paragraph style sheet name in the **Style Sheets** palette.
- Keyboard command: Enter the keyboard command displayed next to the style sheet name in the **Style Sheets** palette. Keyboard equivalents are assigned in the **Edit Paragraph Style Sheet** dialog box.



*Apply paragraph (upper) and character (lower) style sheets with the **Style Sheets** palette.*

Applying character style sheets

You can apply a character style sheet to any highlighted text or at the text insertion point ¶. You can apply a character style sheet three ways:

- **Style Sheet** submenu: Choose **Style → Character Style Sheet**. Select a character style sheet from the submenu. The character style sheet will be applied to the text.

- **Style Sheets** palette: Choose **View → Show Style Sheets** (F11). Click the character style sheet name in the **Style Sheets** palette.
- Keyboard command: Enter the keyboard command displayed next to the style sheet name in the **Style Sheets** palette. Keyboard equivalents are assigned in the **Edit Character Style Sheet** dialog box.

Editing, duplicating, and deleting style sheets

The **Style Sheets** dialog box (**Edit** menu) lets you edit, duplicate, and delete a document's paragraph and character style sheets. Select a paragraph or character style sheet in the scroll list and click one of these buttons:

- **Edit** opens the style sheet so you can modify it.
- **Duplicate** creates a copy of the style sheet that you can rename and modify.
- **Delete** removes the style sheet from the list and lets you choose a replacement style sheet for all instances of the deleted style sheet, if it is used in the current document.

After you modify the style sheets used in a document, the text will update accordingly.

Appending style sheets

Using the **Append** feature, you can import paragraph and character style sheets from other documents rather than recreating them.

- 1 Choose **Edit → Style Sheets** (Shift-F11).
- 2 Click **Append**.
- 3 Locate and select the document to append style sheets from; click **Open**.
- 4 The **Available** column of the **Append Style Sheets** dialog box lists all the character and paragraph style sheets from the source document.



Tips

Applying *No Style*

When you apply a style sheet to a paragraph that has *No Style* applied to it, local paragraph and character attributes are replaced by those specified in the style sheet you apply.

If you want to remove local formatting as you apply a new style sheet, press **Option** as you click the style sheet name in the **Style Sheets** palette.



Tips

Appending paragraph style sheets

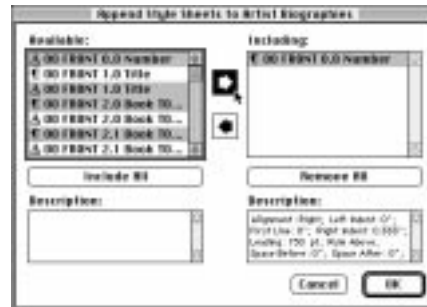
You can also access the **Append** dialog box from the **File** menu (**File** → **Append**).

Deleting style sheets

To delete unused style sheets in your document, you can choose **Edit** → **Style Sheets** and choose All Unused Style Sheets from the **Show** pop-up menu. Then you can select the style sheets in the scroll list and click **Delete**.

Select the style sheets you want to import into the active document and double-click them or click the arrow button ➡ to move them to the **Including** column. Or, click **Include All**. The **Description** scroll lists display all attributes associated with highlighted style sheets.

To select one style sheet, click it. To select continuous style sheets, press the Shift key while you click them. To select noncontinuous style sheets, press the ⌘ key while you click them.



Select paragraph and character style sheets in the **Available** column to append to the active document. Press the ⌘ key to select noncontinuous style sheets.

- 5 Click **OK**. An alert warns you that appended style sheets and lists will include all embedded style sheets, H&Js, colors, and dashes and stripes, and ask you if it is ok to append. Click **OK**, then click **Save** to close the **Style Sheets** dialog box.

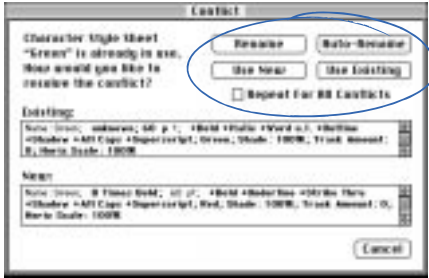


If a style sheet from the source document has the same name as a style sheet in the target document, but is defined differently, the **Conflict** dialog box displays. See the next section for information about resolving style sheet name conflicts.

Resolving style sheet conflicts

The **Conflict** dialog box provides options for handling imported style sheets that have the same name, but different specifications, as existing

style sheets. The **Existing** and **New** scroll lists display descriptions of the style sheets to help you make decisions on how to handle the conflict.



Use the buttons in the **Conflict** dialog box to resolve name conflicts when appending style sheets.

- **Rename:** Click **Rename** to display a dialog box that lets you rename the style sheet. Enter a new name for the style sheet and click **OK**.
- **Auto-Rename:** Click **Auto-Rename** to have QuarkXPress place an asterisk in front of the appended style sheet's name.
- **Use New:** Click **Use New** to have the appended style sheet overwrite the existing style sheet.
- **Use Existing:** Click **Use Existing** to cancel the append of the style sheet with the same name; the existing style sheet remains unchanged in the document.

If you want all style sheets with conflicting names to be handled the same way, check **Repeat For All Conflicts**. For example, if you want to rename all conflicting style sheets, check **Repeat for All Conflicts**, then click **Rename**. This check box is for the current document only.



Tips

Using XPress Tag codes

You can define style sheets in ASCII text using XPress Tag codes. When you import an ASCII text file with a style sheet defined by XPress Tag codes, QuarkXPress imports the style sheets, including the attributes and formats specified by XPress Tag codes, to the document. See “XPress Tags” in Chapter 24, “Appendices” for more information.

**Tips**

Specifying baseline grid

To specify the default baseline grid for all documents, specify the amount when no documents are open. Specify this in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

Positioning Text in Text Boxes

A text baseline is the line on which most characters sit. In QuarkXPress, you can lock text baselines to an invisible, underlying horizontal grid (shown with **View** → **Show Baseline Grid**). Locking paragraphs to the baseline grid lets you align baselines from column to column and from box to box, across a page and across spreads. You can also align text vertically within text boxes, specify the space between vertically justified paragraphs, and choose the distance that the characters are inset from the inside edge of a text box.

Specifying the Baseline Grid

To define a document's underlying baseline grid:

- 1** Choose **Edit** → **Preferences** → **Document**; then click the **Paragraph** tab (⌘-Option-Y).
- 2** Enter a value between 0" and 13.889" in the **Start** field of the **Baseline Grid** area to specify how far down from the top of the page you want to place the first line of the grid.
- 3** Enter a value in the **Increment** field to specify the vertical distance between the grid lines.
- 4** Click **OK**.

Locking Paragraphs to the Baseline Grid

To lock selected paragraphs to the grid you defined in the **Paragraph** tab of the **Document Preferences** dialog box:

1 Choose **Style → Formats** (⌘-Shift-F).

2 Check **Lock to Baseline Grid**.

- Lines in paragraphs that are locked to the baseline grid are spaced in multiples of the grid's **Increment** value in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**).
- To lock paragraphs to the grid without disrupting the line spacing in your document, you should specify a grid **Increment** value equal to (or a multiple of) the leading of the paragraphs you plan to lock to the grid. For example, if your body copy is set on 12 points of leading, enter an **Increment** value of 12 pt.

3 Click **OK**.



If a paragraph's leading is greater than the baseline grid **Increment** value specified in the **Paragraph** tab of the **Document Preferences** dialog box, each line of text will lock to the next available grid increment. For example, on a 12-point grid, lines in paragraphs with 13 points of leading will lock to every other grid line, resulting in 24 points of space between baselines.

Working with the First Baseline

You can specify where the first baseline of text is positioned, in relation to the top inside edge of the text box, by using controls in the **Text** tab of the **Modify** dialog box (**Item → Modify**).

The **First Baseline** area lets you specify the minimum distance between the **Text Inset** at the top edge of a text box and the first text baseline. The **Minimum** pop-up menu provides three options for specifying this distance. You can specify that the first line be positioned based on the tallest character's cap height, on the tallest character's cap height plus the vertical space needed for an accent mark, or on the tallest character's ascent.



Tips

Adjusting Increment values

You can modify the baseline grid **Start** and **Increment** values in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**) at any time, to move the lines of text in locked paragraphs up or down.



Tips

Baselines in style sheets

You can include **Lock to Baseline Grid** as a paragraph style sheet format.

Applying Justified Vertical Alignment

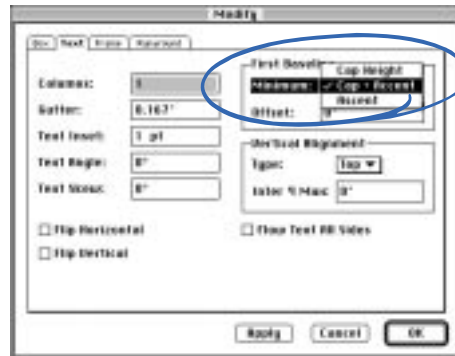
When you apply the **Justified Vertical Alignment** using the **Text** tab of the **Modify** dialog box (**Item** → **Modify**) to a text box that contains paragraphs that are locked to the baseline grid, only the first and last lines in the box are aligned with the grid; the remaining lines are spaced evenly between them.

When positioning the first line of text in a box, QuarkXPress uses whichever is larger — the **Offset** distance (as measured from the top inside edge of a text box) or the **Minimum** pop-up menu setting you choose (as measured from the box's **Text Inset**).

Specifying the First Baseline for text boxes

To specify the first baseline position for an active text box:

- 1 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.



Specify the **First Baseline** from the **Text** tab of the **Modify** dialog box (**Item** → **Modify**).

- 2 To specify the distance between the first text baseline in the box and the top inside edge of the box, enter a value in the **Offset** field.
- 3 To specify the minimum distance between the first text baseline in an active text box and the Text Inset at the top edge of a text box, choose an option from the **Minimum** pop-up menu.
 - **Cap Height** is equal to the height of a zero (0) in the font of the largest character on the first line of text.

- **Cap + Accent** is equal to the height of a zero (0) in the font of the largest character on the first line of text plus the extra vertical space needed for an accent mark over an uppercase character in that font.
 - **Ascent** is equal to the height of the ascenders (as specified by the font designer) in the font of the largest character on the first line of text.
- 4 To preview your changes before making them permanent, press the **Apply** button; then click **OK**.



When you choose **Centered** for **Vertical Alignment**, lines of text are centered between the **First Baseline** position and the bottom of the text box. When you choose **Bottom**, the top baseline cannot be closer to the top of the box than the **First Baseline** position you specify. When you choose **Justified**, the first line of text is positioned at the **First Baseline**, the last line is positioned at the bottom of the box, and the remaining lines are justified between them.

Aligning text vertically

QuarkXPress gives you four options for positioning lines of text vertically within text boxes: **Top**, **Centered**, **Bottom**, and **Justified**. To align text vertically in an active text box with one of these four options:

- 1 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.



Tips

Specifying baseline values for multicolumned boxes

In multicolumn text boxes, the first line of text in each column is positioned according to the **First Baseline** values specified for the text box.



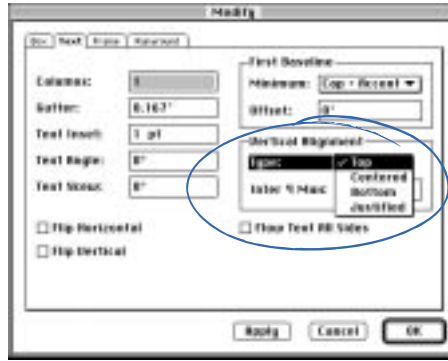
Tips

Lock to Baseline Grid

If **Lock to Baseline Grid** in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**), is applied to the first paragraph in a text box to which you apply a **First Baseline** value, QuarkXPress positions the first text baseline on the closest grid increment following the first baseline position you specify.

Obstructing items

If an item is obstructing the placement of the first text baseline specified by the **Offset** value you enter, QuarkXPress places the first baseline below the obstructing item using the **Minimum First Baseline** setting.



Specify vertical alignment for text in the **Text** tab of the **Modify** dialog box.

- 2 To specify the alignment you want, choose one of the four alignment options from the **Type** pop-up menu in the **Vertical Alignment** area: **Top**, **Centered**, **Bottom**, or **Justified**.

- **Top:** In text boxes specified as top-aligned, lines of text are positioned in the box with the top of the first line positioned as specified in the **First Baseline** area. The box is filled from top to bottom as text is entered.

"Adeo sanctum est vetus
omne poema."

"Adeo sanctum est vetus
omne poema."

Choose **Top** (left), the preset **Vertical Alignment**, so that text fills a text box from the top down as it is entered. Choose **Bottom** (right) to fill a text box from the bottom up as text is entered.

- **Centered:** In text boxes specified as center-aligned, lines of text are centered between the **First Baseline's** ascent and the bottom of the text box. The box is filled from the center as text is entered.

- **Bottom:** In text boxes specified as bottom-aligned, lines of text are positioned with the last line flush with the bottom of the box. The box is filled from bottom to top as text is entered.
- **Justified:** In text boxes specified as justified, lines of text are positioned in the box with the first line positioned as specified in the **First Baseline** area, the last line flush with text inset at the bottom of the box, and the remaining lines justified between. When vertically justifying text, you can specify the maximum vertical distance that QuarkXPress will place between paragraphs.



Choose **Centered** (left) to fill a box from the center so that lines are centered vertically. Choose **Justified** to fill the box evenly between the top line, as specified by the **First Baseline** position, and the bottom line, which is flush against the text inset at the bottom of the box.

3 Click OK.



The **Centered**, **Bottom**, and **Justified** alignment options are only intended for rectangular text areas, and can be disrupted by obstructing items.

Specifying Inter ¶ Max value

The **Inter ¶ Max** field lets you specify the amount of space QuarkXPress can insert between vertically justified paragraphs. This field is available only when **Justified** is selected in the **Type** pop-up menu. To specify this for selected paragraphs:

- 1 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.
- 2 Select **Justified** from the **Type** pop-up menu.



Tips

Aligning box to box

You specify vertical alignment on a box-by-box (not story) basis. A story can flow through many linked text boxes; text is positioned according to the vertical alignment specified for individual boxes.

Using multicolumned boxes

When you specify a vertical alignment for a multicolumn text box, lines of text in all columns are spaced according to the specified vertical alignment. Each column is aligned separately, so lines will not be taken from a tight aligning column to help justify a loose column (one with a lot of space between lines or paragraphs).

Using multiple boxes

If you multiple-select various text boxes, you can specify a vertical alignment for all the boxes at once.

**Tips****Using Bottom with Lock to Baseline Grid**

When the **Bottom** vertical alignment is applied to a box, and **Lock to Baseline Grid** is applied to paragraphs within it, lines of text are positioned so that the last line of text in the box is locked to the grid increment closest to the bottom of the box.

Using Justified with Lock to Baseline Grid

Paragraphs in text boxes to which the **Justified** vertical alignment is applied are separated by at least the amount of space specified in the **Space Before** and **Space After** fields in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style → Formats**).

When text in a box to which the **Justified** vertical alignment has been applied is locked to the baseline grid, only the top and bottom lines of text in the box are locked to the grid. All other lines are spaced evenly between the top and bottom lines.

3 To specify the maximum amount of space QuarkXPress can insert between vertically justified paragraphs, enter a value in the **Inter ¶ Max** field.

- If vertically justified paragraphs are spaced as far apart as the **Inter ¶ Max** field allows and text still does not extend from the top of the box to the bottom, Quark XPress will override the leading values and insert an equal amount of additional space between lines.
- QuarkXPress can insert additional space between paragraphs up to the **Inter ¶ Max** value when vertically justifying text. If the **Inter ¶ Max** value is not sufficient to vertically justify the lines in a column of text, QuarkXPress distributes the remaining space evenly between the lines of text, including the space between the last line of one paragraph and the first line of the paragraph below it.
- If you enter 0 (zero) in the **Inter ¶ Max** field, QuarkXPress distributes space evenly between lines and paragraphs when vertically justifying lines of text.

4 Click OK.

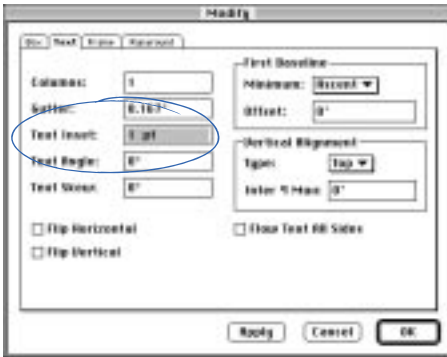


The **Inter ¶ Max** value is a measurement of the amount of space that can be inserted between paragraphs to justify the box. If this space is not large enough to justify, then (and only then) should you add space between all lines (including between paragraphs).

Specifying text inset

Text inset lets you specify the distance that characters are *inset* from the inside edge of a text box. To specify the text inset for an active text box:

- 1 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.



Specify the **Text Inset** from the **Text** tab of the **Modify** dialog box.

- 2 Enter a number in the **Text Inset** field.
- 3 Click **OK**.



Tips

Using **Centered** with **Lock to Baseline Grid**

When the **Centered** vertical alignment is applied to a box, and **Lock to Baseline Grid** is applied to paragraphs within it, lines of text are positioned so the lines are locked to the grid increments, which is the first grid position above the specified baseline. The grid location may actually be closer to center.

13.

Graphics in Typography

Converting Text to Boxes 13.3

Running Text Around Items 13.5

Creating Text Paths 13.16

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Specifying Anchored Rules 13.24

Anchoring Boxes and Lines in Text 13.27



13.

Graphics in Typography

Often times, text and graphics intertwine: Body text wraps around and through graphics, a headline curves on an invisible path, cover text contains pictures. In cases like these, the distinction between graphics and typography blurs.

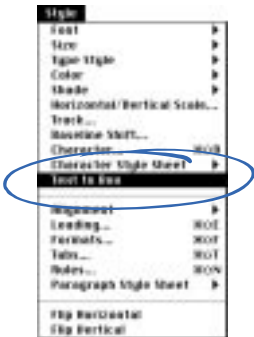
This chapter covers some of the most basic graphic text effects like drop caps, to complex effects like text runaround. It also focuses on graphic enhancers like text paths and text-shaped picture boxes.

Converting Text to Boxes

You can convert a character or group of characters into a Bézier picture box using the **Text to Box** command (**Style** menu). Converting text to a Bézier picture box lets you apply color blends and import pictures into a text-shaped Bézier picture box. Once the Bézier box is created, it can be manipulated like any other Bézier item.

Converting text to boxes

To convert text to a Bézier picture box, highlight an individual character or a range of text with the Content tool  and choose **Style → Text to Box**. The highlighted text is duplicated, then converted to a single Bézier picture box.



Use the **Text to Box** command (**Style** menu) when a single character or range of text is highlighted to create a text-shaped Bézier picture box.



The **Text to Box** command can convert Type 1 fonts with Adobe Type Manager (ATM) installed and TrueType fonts into a Bézier picture box, but it cannot convert bitmap fonts.



Tips

Anchoring converted boxes

By default, the **Text to Box** command creates an unanchored Bézier picture box. To create an anchored Bézier picture box, press Option before choosing **Style → Text to Box**.

Font size

Text to Box conversion looks best with larger display type, 36 pt and bigger, but it works with smaller text too.

Font attributes

Text to Box conversion results in a Bézier outline of the highlighted text. However, not all font *attributes* are included in the outline. For example, if you have shadowed or underlined text, the outline will not include those attributes. The only attributes an outline will include are bold and italics.



Tips

Converting box contents

If you want to fill your Bézier picture box with text, or simply with color, choose **Item → Content**; then choose either **Text** or **None**. To convert it back into a picture box again, choose **Picture** from the **Content** submenu. Any contents will be lost in the conversion.

Converting a range of text into individual Bézier boxes

To create individual Bézier boxes out of each letter from a converted range of highlighted text, choose **Item → Split → Outside Paths**. To create individual Bézier boxes from each *shape* within a single, complex text box, choose **Item → Split → All Paths**. See “Merging and Splitting Boxes” in Chapter 7, “Box Basics.”



Create an unanchored Bézier picture box in the shape of the text using the **Text to Box** command (**Style** menu). The box can be filled with color, blends, pictures, or text. You can also manipulate and reshape the picture box like any Bézier item.



Import a picture into a text-shaped Bézier picture box.



See Chapter 7, “Box Basics,” for information on moving or reshaping Bézier boxes, as well as coloring, framing, or resizing boxes.

Running Text Around Items

The QuarkXPress text runaround feature lets you control the way text runs behind, around, or within items and pictures. You can specify text to run around the actual item, or you can create custom runaround paths and then manually modify them.



Create custom runaround paths, like the one above, using QuarkXPress runaround options. To run text around all sides of an item, first select the text box and check **Run Text Around All Sides** in the **Text** tab (**Item** → **Modify**).

Running text around all sides of an item

Text runaround defaults to running around three sides of an item. To force text to run around all sides of an item:

- 1 Select a text box with either the Content tool  or the Item tool .
- 2 Choose **Item** → **Modify** (⌘-M); then click the **Text** tab.
- 3 Check **Run Text Around All Sides** to run the text around all sides of an obstructing item. Click OK.



Tips

Text box attribute

Whether text runs around three sides or all sides of an item is determined by the text box, and not by the items that obstruct the text. This is the only runaround control in QuarkXPress that acts on the text box itself. All other QuarkXPress runaround controls act on the item(s) placed in front of the text box.

Text below an item or picture

When a line of text falls immediately below an obstruction in a column or box, you can specify that the baseline of a line of text is placed according to its applied leading value by checking **Maintain Leading** (**Edit** → **Preferences** → **Document** → **Paragraph** tab). When **Maintain Leading** is unchecked, the ascent of the line will abut the bottom of the item or any applied **Outset**.



Tips

Runaround availability

The **Runaround** tab (**Item** menu) is not available for groups, multiple-selected items, or anchored items.



Uncheck **Run Text Around All Sides** (**Item** → **Modify** → **Text** tab) and text only runs around three sides of an item (left). When checked, text runs around all sides of an item (right).

Running text around lines and text paths

To specify text runaround for lines and text paths in front of a text box, first select the line or text path; then choose **Item** → **Runaround** (⌘-T). Choose an option from the **Type** pop-up menu:

- Choose **None** to run text behind an active line or text path.
- Choose **Item** to run text around an active line or text path. If you have an active text path, the text will only run around the *path*, not the text on the path. Modifying any aspect of the line or text path will automatically update the runaround area.
- Choose **Manual** to run text around an active line or text path. Choosing **Manual** makes the **Runaround** path available for editing. You can move or rotate the line or text path, but if you modify other aspects of the line or text path, the runaround will not update (like it does when **Item** is chosen). You must manually update the runaround path. See “Editing runaround paths” later in this chapter.



Choose **Item** → **Runaround**; then choose **Item** from the **Type** pop-up menu to run text around an active text path. The text runs around the path, not the text on the path (left). To run text around the text on a path, select **Manual** from the **Type** pop-up menu, and then edit the path (right).



You can specify a runaround **Outset** when either **Item** or **Manual** is chosen from the **Type** pop-up menu. Positive values result in runaround that is further from the original setting, negative values decrease the amount of item displayed.

Running text around text boxes

To specify text runaround for text boxes in front of another text box, first select the front text box; then choose **Item** → **Runaround** (⌘-T). Choose an option from the **Type** pop-up menu:

- Choose **None** to run text behind an active text box.
- Choose **Item** to run text around an active text box. If the text box is rectangular, enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to outset or inset the runaround area. If the text box is not rectangular, a single **Outset** field is provided. Modifying any aspect of the text box will automatically update the runaround area.

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Choose **None** from the **Type** submenu (**Item** → **Runaround**) to run text behind a text box (left), or **Item** to run text around a text box (right).



Tips

Running text around contentless boxes

If you have specified a content of **None** for a box (**Item** → **Content**), and want to specify a runaround, treat the box as you would a text box.

Default runaround tool preferences

To specify default runaround specifications for an item creation tool, choose **Edit** → **Preferences** → **Document** → **Tool** tab. Select a specific tool, click **Modify**, and set its defaults for **Runaround**.



Tips

Runaround path

A runaround path forces text to abut and run around the “included” areas of a path. A runaround path does not determine what areas of a picture are visible.

Runaround paths and clipping paths

Runaround paths tell QuarkXPress where to wrap text, and clipping paths tell QuarkXPress which parts of your picture are visible. You are not limited to using the same settings for runaround and clipping paths. You can even use different clipping paths or alpha channels for your clipping and runaround settings. See “Creating and Editing Clipping Paths” in Chapter 14, “Pictures.”

Running text around picture boxes

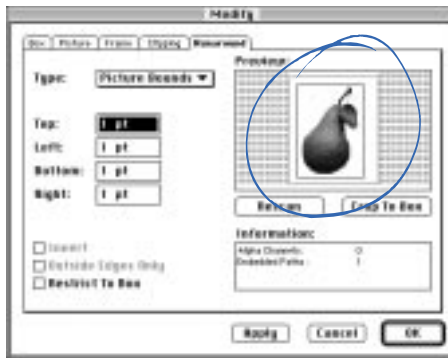
To specify text runaround for picture boxes in front of a text box, first select the picture box; then choose **Item** → **Runaround** (⌘-T). Choose an option from the **Type** pop-up menu:

- Choose **None** to run text behind an active picture box.
- Choose **Item** to run text around the picture box. If the picture box is rectangular, enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to outset or inset the runaround area. If the picture box is not rectangular, a single **Outset** field is provided. Modifying any aspect of the picture box will automatically update the runaround area.



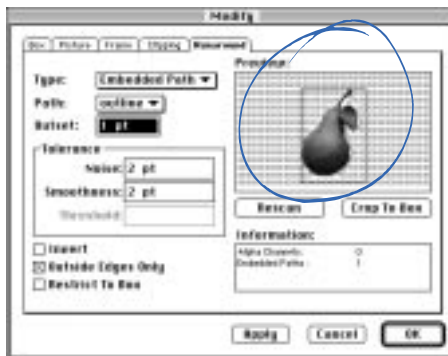
Choose **Item** → **Runaround**; then choose **Item** from the **Type** pop-up menu to run text around the picture box.

- Choose **Picture Bounds** to run text around the rectangular “canvas area” of the imported picture file. This includes any white background areas saved with your original picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to determine the outset or inset of the text from the picture’s boundaries. Negative values result in an inset, positive values in an outset.



View the **Preview** area (**Item** → **Runaround**) to see how text runs around the picture bounds (the larger outline, left). The picture's frame is showing in the picture at right, but the larger white space surrounding the picture is the "canvas-area" of the picture bounds.

- Choose **Embedded Path** to run text around a path that has been embedded in an image. Choose an embedded path from the **Path** pop-up menu if the picture file contains more than one embedded path.



View an embedded path in the **Preview** area by choosing **Embedded Path** from the **Type** pop-up menu (left). Embedded paths often outline the picture's subject, which causes text to run flush around the subject (right).



Tips

Magenta runaround path and blue item outline

The magenta path in the **Preview** area (**Item** → **Runaround**) represents the runaround path, and the blue outline represents the item. To change these default colors, choose **Edit** → **Preferences** → **Application**; then click the **Display** tab. Double-click either the **Grid** color or the **Margin** color to change the runaround path or item outline colors, respectively.

Embedded paths and alpha channels

Image editing applications are capable of embedding paths and alpha channels in an image. If a picture storing this information is imported into QuarkXPress, you can access the path and channel information using the **Runaround** tab in the **Modify** dialog box (**Item** menu). QuarkXPress can scan the paths and channels and create a QuarkXPress text runaround path based on the information.



Tips

Alpha channel masks

Alpha channels are saved in image editing applications. They are selections (not paths) that are created as 8-bit masks. An alpha channel masks or hides unwanted portions of an image, and the mask is used to define the text runaround area.

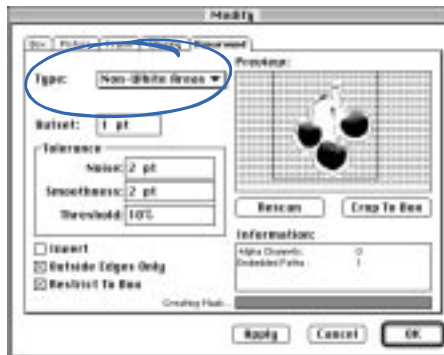
The best images for **Non-White Areas** runaround paths

Non-White Areas works best when the unwanted parts of the image are much lighter than the image itself (or vice versa). If you are using a gray-scale or color image that has a similar tonal value throughout the picture, QuarkXPress will have a difficult time reading the subject's outline, and will not be able to create a very accurate runaround path.

Information area

The **Information** area in the **Runaround** tab contains statistics on the number of **Alpha Channels** and **Embedded Paths** included with the original picture file.

- Choose **Alpha Channel** to run text around an alpha channel that has been embedded in an image. Choose an alpha channel from the **Alpha** pop-up menu if the picture file contains more than one embedded alpha channel.
- Choose **Non-White Areas** to create a runaround path based on the picture's subject. Depending on the value in the **Threshold** field, the runaround path will outline a dark figure within a larger white or near-white background (or vice versa).



Run text around a dark image that contains a light background by choosing **Type** → **Non-White Areas** (**Item** → **Runaround**).

- Choose **Same As Clipping** to set the text runaround path to the clipping path selected in the **Clipping** tab (**Item** menu).

Fine tuning the runaround path

When **Embedded Path**, **Alpha Channel**, **Non-White Areas**, or **Same As Clipping** are chosen in the **Type** pop-up menu (**Item** → **Runaround**), various fields become available that let you manipulate the runaround path. Enter values in the fields to modify the path.

- 1 Enter values in the **Outset** field to change the size of the runaround path. Positive values result in a runaround path that is further from the original setting, negative values decrease the amount of image included in the runaround path.



Enter values in the **Outset** field to outset or inset the runaround path (**Item** → **Runaround**). For example, a 0 pt outset results in text running flush around the subject (left), while a 10 pt outset results in a larger runaround path.

- 2 Enter values in the **Noise** field to identify which paths should be deleted and which paths should be included when creating the runaround path (see the accompanying tip). The **Noise** field specifies the smallest allowable closed path. Any closed path smaller than the noise value will be deleted. Noise values are useful for cleaning up runaround paths and making them easier to output.
- 3 Enter values in the **Smoothness** field to specify runaround path accuracy. A lower value creates a more complex path with a greater number of points. A higher value creates a less accurate path. This is similar to the flatness setting in many image editing applications.



Tips

Noise values and the concept of multiple paths

A runaround path is capable of containing many *paths*. For example, if you have a picture of two donuts and a scattering of crumbs (and your **Runaround** tab settings are set to render this scenario), a QuarkXPress runaround path could show two magenta paths around the two donuts, two magenta paths around the donut holes, and a plethora of tiny magenta paths around the crumbs. All of these paths are considered to be *one* runaround path. To delete the tiny crumb paths, enter a value in the **Noise** field that corresponds to their diameters (like 5 pt), and any path in the graphic that is less than 5 pt will be removed.



Tips

How **Threshold** excludes pixels

The **Threshold** value determines how to define white. All pixels defined as “white” are excluded. For example, if the **Threshold** value is 20%, and a pixel’s gray value is below or at 20%, the pixel will be considered “white” and excluded from the runaround path.

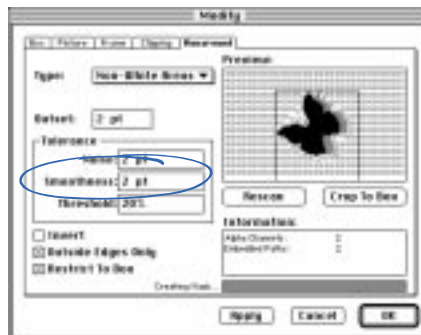
Applying modifications

To update any changes in the **Preview** area, click **Apply**, highlight a new field, or press the Tab key. Pressing the Tab key also moves you through the fields.



View the runaround path in the **Preview** area (**Item** → **Runaround**) to see what the **Smoothness** tolerance looks like at different values. At 2 pt (left), many points are used to describe the runaround path; at 8 pt (center), fewer points are used, but the shape is still described relatively accurately; at 15 pt (right), the shape loses its smoothness altogether. However, the text runs almost exactly the same around the “smooth” path as it does the “rough” path. Text runaround can be completed much faster using the “rough” path because it is less complex.

- 4 Enter values in the **Threshold** field to specify how QuarkXPress determines dark pixels from light pixels. **Threshold** uses the picture to generate a runaround path. When **Non-White Areas** is chosen, any pixel shaded below the **Threshold** value is excluded from the runaround area, and any pixel above it is included. The reverse is true for alpha channels.



Enter values in the **Threshold** field (**Item** → **Runaround**) to determine where the runaround path will affect text.



Threshold is only available for **Non-White Areas** and **Alpha Channel**. (You can alter the **Threshold** when an alpha channel is selected because alpha channels can be grayscale. They have gray pixels and non-white areas that can be interpreted by a threshold tolerance.)

Creating special effects

Various options in the **Runaround** tab (**Item** menu) let you specify whether text runs inside, outside, or through a picture, whether text runs around a picture box (even when an image is jutting out from its box), and whether text runaround is cropped to the box. To create special effects:

- 1 Check **Invert** to make the outer regions of the runaround path part of the interior and the inner regions part of the exterior. Uncheck **Invert** to return the path to its previous state.



Checking **Invert** (**Item** → **Runaround**) allows text to run into an area that it used to run around.



Tips

The **Rescan** button

Click **Rescan** (**Item** → **Runaround**) to rebuild the runaround path from scratch based on the **Runaround** dialog box settings. Clicking **Rescan** undoes **Crop to Box**.

Creating a “see-through” effect



To create a “see-through” effect, you can send an item to the back via the **Send to Back** command (**Item** menu), and then set the text box background color to **None**.

**Tips**

Choosing outside edges or all edges

The **Outside Edges Only** check box determines whether QuarkXPress allows holes within a path. For example, if checked, QuarkXPress will create one path for a picture of a donut (one for the outside edges of the donut). Text runs around the entire donut. Uncheck **Outside Edges Only** and the donut hole path becomes visible too. Text can run around the donut *and* in the hole.

- 2** Check **Outside Edges Only** to make QuarkXPress select only the outer edges of the runaround path. Uncheck **Outside Edges Only** to include paths which define holes.



Check **Outside Edges Only** (Item → Runaround) when you want to use only the outer edges of the runaround path (left). Create unusual text flow by unchecking **Outside Edges Only** (right).

- 3** Check **Restrict to Box** to restrain the text runaround to the picture box. Uncheck **Restrict to Box** to make the text run around portions of the magenta runaround path that fall outside the box.
- 4** Click **Crop to Box** to saw off portions of a runaround path that fall outside the current box borders.



Crop the runaround path to the box by clicking **Crop to Box** (Item → Runaround) (right).

- 5** Click **Apply** (⌘-A) to preview your changes; then click OK.

Editing runaround paths

If a runaround path requires further adjustment, you can check **Runaround** (**Item** → **Edit**) to access and manipulate the runaround path. For visual distinction and ease in editing, the runaround path appears as a magenta outline.

Select the picture box and choose **Item** → **Edit**. Check **Runaround** to access and manipulate the runaround path's points, curve handles, and line segments. Edit the path as you would any Bézier object.



Choose **Item** → **Edit** and check **Runaround** to access the runaround path.



Runaround path editing is available when **Picture Bounds**, **Embedded Paths**, **Alpha Channels**, and **Non-White Areas** are chosen in the **Type** pop-up menu (**Item** → **Runaround**).



Tips

Editing runaround paths

For more information on editing Bézier shapes, as well as Bézier terminology, see “Reshaping Boxes” in Chapter 7, “Box Basics.”

Saving time when editing

You can disable screen redraw and save time when editing a runaround path by pressing the Space bar when editing. Release the Space bar to redraw the screen and reflow text.

Editing the low-resolution preview

A QuarkXPress runaround path generated using the **Runaround** tab (**Item** menu) is based on the high-resolution picture file. Manually editing the runaround path requires the user to work using the low-resolution preview as the only guide, so accuracy is not as foolproof.



Tips

Constraining text paths to 0°, 45°, or 90° angles

You can constrain a text path created with the Line Text-Path tool  to 0°, 45°, or 90° angles by pressing the Shift key while you draw or resize the text path.

Creating Text Paths

You can create text paths by using one of the four text-path tools. After you have created a text path, you can manipulate the way text rides the path, the attributes of the text (font, color, size, etc.), and the shape and style attributes of the path.

Creating text paths

Select a text-path creation tool from the **Tool** palette and move the Crosshair pointer  to any position on the page; then click and drag, or click and create points, to draw the text path. Create text paths using the following tools:

- The Line Text-Path tool  creates straight text paths at any angle.

Creating a straight text path

Create straight text paths at any angle using the Line Text-Path tool .

- The Orthogonal Text-Path tool  creates straight horizontal or vertical text paths.

Creating an orthogonal text path

Create straight text paths at right angles using the Orthogonal Text-Path tool .

- The Bézier Text-Path tool  creates text paths with curved and straight line segments. Click to establish straight line segments; click and drag to establish curved line segments. To end the text path, double-click while creating the last point, or select a tool from the **Tool** palette.

Creating a Bézier text path

Use the Bézier Text-Path tool  to manually plot points while creating the path.

- The Freehand Text-Path tool  creates freehand text paths with curved line segments. Click and drag in a continuous motion to draw a freehand path. Release the mouse when you are finished drawing the path.

Creating a freehand text path

Create freehand text paths by clicking and dragging in a continuous motion.

 Text paths, as items, are treated exactly the same as lines. You can create, resize, reshape, move, and apply line styles (preset or custom) to text paths just as you would to lines. See Chapter 8, “Line Basics.”

Tips

Presetting text-path tool preferences

You can preset the preferences for text-path creation tools by either double-clicking a tool in the **Tool** palette, or using the controls in the **Tool** tab (**Edit** → **Preferences** → **Document**). You can preset **Style**, **Arrowheads**, **Width**, **Color**, **Shade**, and **Runaround** attributes of the text paths you create.



Tips

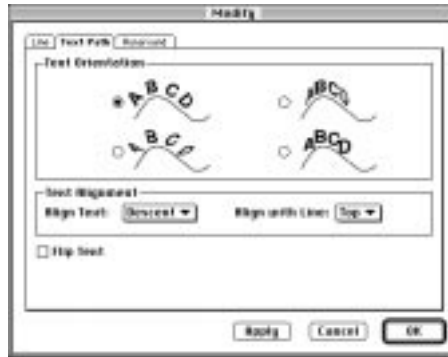
Flipping text paths

You can flip a text path horizontally by choosing **Style → Flip Text**, by checking **Flip Text** in the **Text Path** tab (**Item → Modify**), or by clicking  in the **Measurements** palette. The **Flip Text** command does not produce a true flip, but instead, places the text on the opposite side of the path, upside down. This is especially useful for circular text paths.

Controlling text orientation and position

To control the way text rides the path, select the text path with either the Item tool  or the Content tool  and:

- 1 Choose **Item → Modify** (⌘-M); then click the **Text Path** tab.



Choose **Item → Modify**; then click the **Text Path** tab to control the way text is oriented on its path.

- 2 Click a button in the **Text Orientation** area to choose how the text should ride the path:

- The upper-left button is the default. Characters are rotated, but not skewed, to sit at the angle determined by the path.

Text Orientation

Rotate text on its path by choosing the upper-left button.

- The upper-right button produces a 3-D effect. Characters are rotated and skewed, and sometimes flipped, to produce the effect.

Text Orientation

Create a ribbon-like effect by choosing the upper-right button.

- The lower-right button produces a stair-step appearance. Characters are neither rotated nor skewed.

Text Orientation

Create a stair-step effect by choosing the lower-right button.

- The lower-left button produces a warped appearance. Characters are skewed but not rotated.

Text Orientation

Create this effect by choosing the lower-left button.

- 3 Choose an option from the **Align Text** pop-up menu to determine which part of a font is used to position characters on the path. (The following examples of font orientation are positioned on **Top** of the path as determined by the **Align with Line** pop-up menu. See the next page for more information about **Align with Line**.)

- **Ascent** uses the font's ascenders as the place where the text intersects the path.

ABC f xg

*Choose **Ascent** from the **Align Text** pop-up menu (**Item** → **Modify** → **Text Path** tab) to place a font's ascenders on the path.*

- **Center** uses the center of the font's x-height as the place where the text intersects the path.



Tips

Selecting a text path with the Content tool  versus the Item tool 

When you select a text path with the Content tool , the

Measurements palette displays text information; when you select a text path with the Item tool , the **Measurements** palette displays line information.

Anatomy of a font



*Using the **Align Text** pop-up menu, you can specify to align different parts of a font on a text path:*

1. Ascender
2. Baseline
3. Descender
4. Cap height
5. X-height



Tips

Applying styles to text

You can apply styles to text on paths the same way you apply styles to regular text. Choose from different fonts, sizes, colors, shades, etc. See “Applying Character Attributes” in Chapter 12, “Typography.”

ABC f x g

Choose **Center** from the **Align Text** pop-up menu (**Item** → **Modify** → **Text Path** tab) to place a font’s center on the path.

- **Baseline** uses the font’s baseline as the place where the text intersects the path.

ABC f x g

Choose **Baseline** from the **Align Text** pop-up menu (**Item** → **Modify** → **Text Path**) to place a font’s baseline on the path.

- **Descent** uses the font’s descenders as the place where the text intersects the path.

ABC f x g

Choose **Descent** from the **Align Text** pop-up menu (**Item** → **Modify** → **Text Path**) to place a font’s descenders on the path.

- 4 Choose an option from the **Align with Line** pop-up menu to determine path orientation. Choose from **Top**, **Center**, or **Bottom**.

ABC ABC ABC

Choose **Top** to position the font on top of the path (left), **Center** to position the font in the middle of the path (center), and **Bottom** to position the font on the bottom of the path (right).



Depending on the line width of the path, **Top**, **Center**, and **Bottom** path orientation may make quite a visual difference.

- 5 Click **Apply** (⌘-A) to preview your changes; then click **OK**.

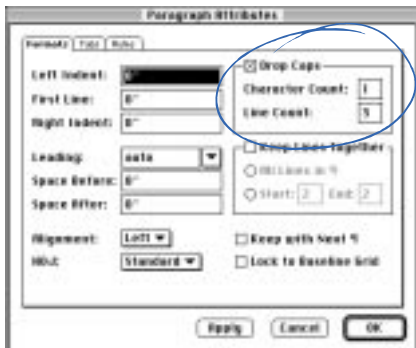
Creating Initial Caps

The first letter in this sentence is an initial cap — the first letter of a paragraph that is enlarged and embellished to draw readers into a paragraph. You can specify automatic drop caps, create your own initial cap effects, and use imported graphics as initial caps.

Specifying automatic drop caps

Drop caps are initial caps that hang two or more lines below the first line of a paragraph (like this one). The QuarkXPress automatic drop caps feature enlarges the drop cap characters and runs the paragraph around the drop caps automatically. The typeface and styles match the rest of the paragraph. To specify drop caps for a selected paragraph:

- 1 Choose **Style → Formats** (⌘-Shift-F).



Use the **Drop Caps** area in the **Paragraph Attributes** dialog box to specify automatic drop caps (**Style → Formats**).

- 2 Check **Drop Caps**.



Tips

Hanging drop caps

To hang dropped characters to the left of a paragraph, enter the Indent Here character by pressing ⌘-\ after the last drop cap.

*L*orem ipsum "dolor" sit "amet," con-
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Enter an Indent Here character (⌘-\)
after a drop cap to hang a dropped
character to the left of a paragraph.



Tips

Formatting drop caps

To embellish automatic drop caps, highlight the characters in the paragraph and apply local styles as usual. You can reposition automatic drop caps vertically using baseline shift and horizontally using kerning.

Raised initial caps may affect leading

To prevent uneven line spacing between paragraphs with raised initial caps, use absolute leading rather than relative leading. See “Specifying Leading and Paragraph Spacing” in Chapter 12, “Typography.”

- 3** To specify how many characters drop, enter a value from 1 to 8 in the **Character Count** field.
- 4** To specify the number of lines the characters are dropped, enter a value from 2 to 16 in the **Line Count** field.
- 5** Click **Apply** (⌘-A) to preview your changes; then click **OK**.



Notes about drop caps

Drop caps are measured by percent rather than by points. When you highlight a drop cap, the default size is 100%.

The baseline of an automatic drop cap is aligned with the baseline of the line specified in the **Line Count** field. If a drop cap character has a descender (a stroke that extends below the baseline), the character may obstruct lines of text below it.

Creating raised initial caps

Raised initial caps rise above the first line of a paragraph (like this one). They are created by locally formatting characters at the beginning of a paragraph using the full range of QuarkXPress styles including fonts, type styles, and colors. To create raised initial caps:

- 1** Highlight the characters you want to raise.
- 2** To resize the characters, choose **Style** → **Size**; choose a font size from the submenu, or choose **Other** and enter a font size in the field; then click **OK**.
- 3** To format the characters, use the **Style** menu commands such as **Font**, **Type Style**, and **Color**.

- 4 To edit the space between the raised initial cap and the following character, place the Text Insertion bar ¶ between the characters and choose **Style → Kern**. Enter an amount, and click **OK**.

Creating initial caps using anchored boxes

Using anchored text boxes lets you modify the attributes of the anchored box as well as the initial cap characters. The initial cap in this paragraph is an anchored text box with a linear background blend. Anchored picture boxes let you import graphics as initial caps. For step-by-step anchoring instructions, see “Anchoring Boxes and Lines in Text” later in this chapter.



Tips

Anchoring **Text to Box** boxes

You can create a raised initial cap using a character that has been converted into an anchored Bézier picture box. Just highlight the character and press **Option** before choosing **Style → Text to Box**.

Formatting anchored boxes

You can embellish anchored boxes that contain initial caps using frames, blends, and shaded backgrounds. You can also resize anchored boxes to make them fit smoothly with the other characters.



Tips

Creating reverse type with rules

You can use a rule above or rule below to create reverse type that flows with text. Color the text a light color or white, then create a rule above or below with a negative absolute offset. Click **Apply** to check the placement of the rule.

Specifying Anchored Rules

Rules are frequently used above or below text to set off paragraphs, to indicate related information, or just to add a graphic flair to page design. The rule placed below this section's title is a 1-point line specified to run the length of the text. QuarkXPress lets you specify rules as a paragraph attribute, which means you can place a rule above and/or below selected paragraphs. With a range of paragraphs selected, the rules you specify are placed between each paragraph in the range. When you apply rules above and/or below text, they become part of the paragraph, so text reflow makes the rules move with the text and keep their position.

Specifying rules above and/or below paragraphs

The **Rules** tab of the **Paragraph Attributes** dialog box (**Style → Rules**) lets you specify the position, size, and style of paragraph rules. To specify paragraph rules for selected paragraphs:

- 1 Choose **Style → Rules** (⌘-Shift-N).
- 2 Check **Rule Above** to specify a rule above the first line of selected paragraphs. Check **Rule Below** to specify a rule below the last line of selected paragraphs.



Check **Rule Above** or **Rule Below** in the **Paragraph Attributes** dialog box (**Style** → **Rules**) to specify horizontal rules that flow above or below selected paragraphs.

- 3 Choose an option from the **Length** pop-up menu to specify the initial length of the rule.
 - **Indents** specifies a rule that extends from the paragraph's **Left Indent** to its **Right Indent**, as specified in the **Formats** tab (**Style** menu).
 - **Text** specifies a rule that is the same length as the first line of text in the paragraph (rule above) or the last line of text in the paragraph (rule below).
- 4 Enter values in the **From Left** and **From Right** fields to indent the rule further. **From Left** values move a rule's left endpoint. A positive number will move the endpoint right; a negative number will move it left. **From Right** values move a rule's right endpoint. A positive number will move the endpoint left; a negative number will move it right.



Tips

Style sheets

Specify paragraph rules as a style sheet attribute to ensure consistent formatting among paragraphs.

Printing hairline rules

The printed width of a hairline rule is .25 point wide on an imagesetter. Laser printers print a wider hairline.



Tips

Space Before and/or Space After

If you apply a rule to paragraphs which have a **Space Before** and/or **Space After** value applied (**Style → Formats**), paragraphs are spaced by at least the value entered in the **Offset** field of the **Paragraph Attributes** dialog box (**Style → Rules**). If the value in the **Offset** field is less than the combined values in the **Space Before** and **Space After** fields, the space between paragraphs is increased to equal the combined space values.

Rules between columns

When a rule with a percentage **Offset** value is between two paragraphs separated by the end of a column, the rule is not placed. You can prevent two paragraphs from separating at the end of a column by checking **Keep Lines Together** in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style → Formats**).

5 Enter an absolute value or a percentage in the **Offset** field to specify the amount of space between a rule and the paragraph to which it is attached.

- For a **Rule Above**, an absolute **Offset** value places space between the bottom of the rule and the baseline of the first line of the paragraph. A percentage **Offset** value is measured up from the top of the ascenders in the paragraph's first line of text, to the bottom of the rule.
- For a **Rule Below**, an absolute **Offset** value places space between the top of the rule and the baseline of the last line of the paragraph. A percentage **Offset** value is measured down from the bottom of the descenders in the paragraph's last line of text, to the top of the rule.

6 Choose an option from the **Style** pop-up menu to specify a line style for the rule.

7 Choose an option from the **Width** pop-up menu, or enter a value in the field to specify a width.

8 Choose an option from the **Color** pop-up menu to specify a color.

9 Choose an option from the **Shade** pop-up menu, or enter a value in the field to specify a shade.

10 Click **Apply** (⌘-A) to preview your changes; then click **OK**.

Removing rules

To remove rules from selected paragraphs, choose **Style → Rules**. Uncheck either **Rule Above** and/or **Rule Below**, and click **OK**.

Anchoring Boxes and Lines in Text

QuarkXPress lets you paste boxes and lines of any shape in text, which makes them act like characters and flow with text. This is especially helpful when text reflows, because anchored items reflow like other characters in the text. If items are not anchored and text reflows, they become displaced, and can end up overlapping text.

A as in  Apple

Anchor boxes in text so they act like characters and flow with text.

Anchoring boxes and lines in text

When you anchor an item, it behaves like a character flowing in text. To anchor an item:

- 1 Select the Item tool , then select the item you want to anchor.
- 2 Choose **Edit → Cut** (⌘-X) or **Copy** (⌘-C) to temporarily place the item on the Clipboard.
- 3 Select the Content tool  and place the Text Insertion bar  where you want to anchor the item.
- 4 Choose **Edit → Paste** (⌘-V) to anchor the item at the text insertion point.
- 5 Adjust the leading of the paragraph containing the anchored item as necessary to accommodate the anchored item (**Style → Leading**).



Tips

Anchored items and auto leading

In paragraphs with auto leading, lines of text are spaced according to the largest character on each line. An anchored item that is larger than the characters in a line may cause inconsistent line spacing in the paragraph.

Anchored box content

You can import a picture into a picture box, import or create text in a text box, or change the content of the box by choosing an option from the **Content** submenu (**Item** menu). Modify the anchored box and its content as necessary.

Anchoring **Text to Box** boxes

Using the **Style → Text to Box** command, you can create a complex, text-shaped Bézier picture box from highlighted text. To anchor the box into a paragraph, press Option before choosing **Style → Text to Box**.

Tips

Entering an Indent Here character

To “hang” an anchored item to the left of indented text, enter an Indent Here character by pressing **⌘-** after the anchored item. Lines of text are indented from the position of the Indent Here character.



Adjust the leading in paragraphs with anchored boxes so the boxes do not overlap the text.



You cannot anchor a box or line within another anchored text box, nor can you anchor text paths.

Creating a drop or raised cap effect

To control how anchored items are positioned in surrounding text, select an anchored item with either the Content tool **⌘-7** or the Item tool **⌘-3** and:

- **Item** menu: Choose **Item** → **Modify** → **Box** tab. In the **Align with Text** area, click **Ascent** for a drop cap or **Baseline** for a raised cap. Enter a value in the **Offset** field to raise or lower the anchored item, then click **OK**.

P as in  Pear P as in  Pear

Specify whether anchored boxes align with either the ascent (left) or the baseline (right) of a text line.

- **Measurements** palette: Click  to align the anchored item with the ascent of the text line. Click  to align the item with the baseline.





Click the  or  icons to quickly align anchored items with either the ascent or baseline of a text line.

Resizing and reshaping anchored boxes and lines

Anchored items can be resized and reshaped like any other item. See Chapter 7, “Box Basics” and Chapter 8, “Line Basics,” for specific information on resizing and reshaping items.



Resize anchored boxes using the Resizing pointer . Anchored boxes display three resizing handles, instead of eight, but are resized using the same principles.

Cutting, copying, pasting, and deleting anchored boxes and lines

To cut or copy an anchored item, highlight the item as you would any text character and choose **Edit** → **Cut** (⌘-X) or **Edit** → **Copy** (⌘-C). To paste the anchored item elsewhere, place the Text Insertion bar  in a different location and choose **Edit** → **Paste** (⌘-V). To delete an anchored item, highlight it, or insert the Text Insertion bar  after it, and press Delete.

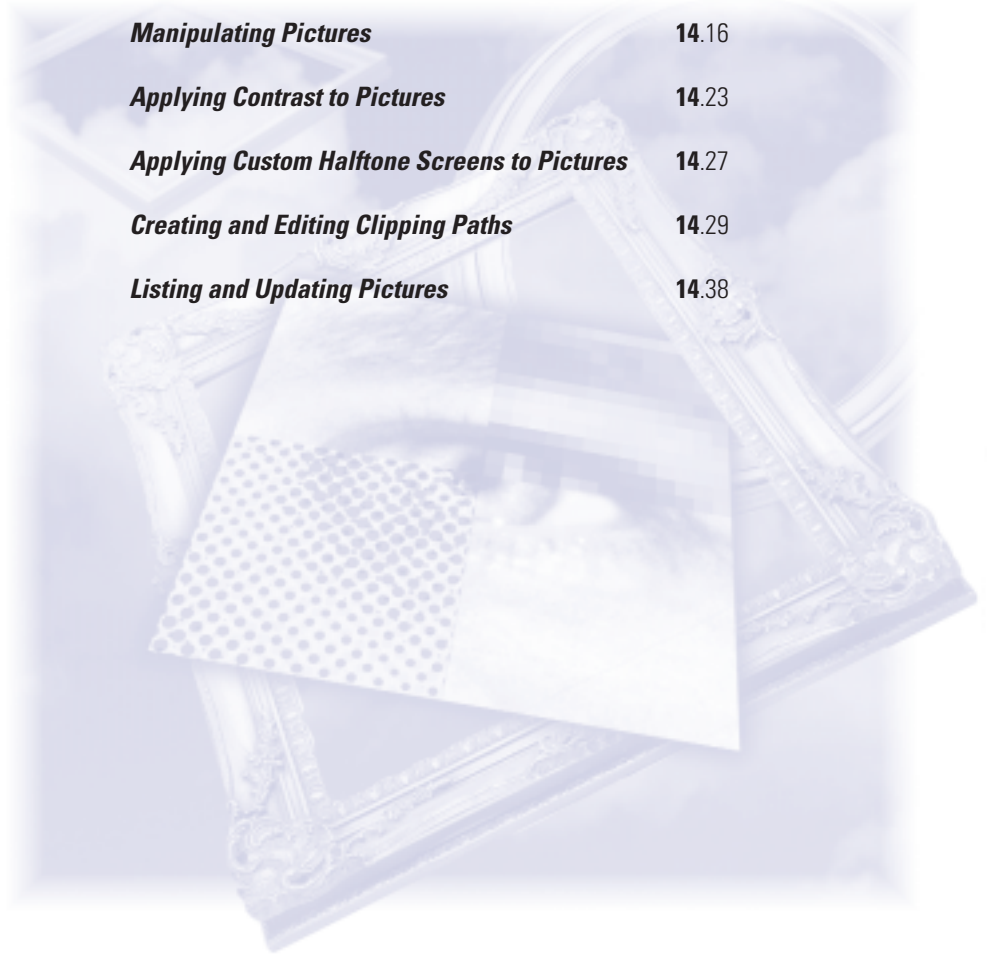
!!! If you paste an item when the Item tool  is selected, the item will not be anchored to text; it will just be pasted normally on the page.

Unanchoring anchored boxes and lines

To unanchor an item, select it with the Item tool  and choose **Item** → **Duplicate** to create an unanchored copy of the item. Then delete the anchored item from the text by highlighting it with the Content tool  and pressing Delete.

Pictures 14.

<i>Understanding Picture File Formats</i>	14.3
<i>Importing Pictures</i>	14.9
<i>Exporting Pictures</i>	14.13
<i>Manipulating Pictures</i>	14.16
<i>Applying Contrast to Pictures</i>	14.23
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I Pictures

14.

Art is often an integral part of a document's design. Pictures — photographs, illustrations, charts, etc. — add life to pages and convey information that words alone cannot.

You can import pictures created with paint, draw, illustration, and scanning programs into a QuarkXPress picture box. Once a picture has been imported, you can modify it by altering its position, enlarging or reducing its size, changing its color, or skewing it to give it a slanted look. You can even remove its background using QuarkXPress clipping paths.

Understanding Picture File Formats

Pictures are created in many ways: They are scanned, created with digital cameras, captured from video, read from CDs — even created from scratch in certain applications. Once created, they can be stored on a disk in literally dozens of different formats.

QuarkXPress lets you import pictures in a variety of file formats. But because there are so many different ways to create and store graphic data, QuarkXPress can only manipulate files stored in certain formats. Understanding which picture file formats are modifiable in QuarkXPress will help make your picture manipulation a smooth experience.

Understanding bitmap and object-oriented pictures

There are two fundamental types of graphic files: bitmap and object-oriented. Bitmap graphics are made of pixels. Object-oriented graphics use X and Y coordinates to describe lines, curves, type, shading, and rotation angle. Both types of graphic files can be saved in a variety of formats.



Often, you can visually tell the difference between bitmap graphics (left), and object-oriented graphics (right) because bitmap graphics can look blocky or pixelated while object-oriented graphics always look smooth.



Tips

Acquiring scanned pictures

There are several ways to obtain scanned pictures: Pay a service bureau to scan pictures for you, use Kodak PhotoCD images, or scan them yourself.

Bitmap and object-oriented graphics

Bitmap graphics are a grid of grayscale or color pixels that make up an image, whereas object-oriented graphic files contain a mathematical description of how to draw an image.



Tips

Problems with bitmap images

Problems can occur when enlarging a bitmap picture because its apparent resolution decreases, making it look blocky or pixelated.

Resizing bitmap images for print

Bitmap images print best if they are kept at their original size (100%) or if they are reduced. When a bitmap picture is saved at a low dpi, it can look blocky even at 100%.

Dimension as it relates to resolution

Dimension is interdependent with resolution. In other words, if you change a picture's dimensions, you change its resolution too. For example, consider a 72 dpi picture that's 1" x 1". If you scale that picture to 200% in QuarkXPress, its effective resolution drops to 36 dpi, because the pixels are enlarged.

Bitmap images

Bitmap graphics are made up of individual pixels, tiny little dots that line up to form a grid that is blended by the eye into a single image. All scanned images are bitmap pictures.

Bitmap pictures can be stored in a number of different color modes, with different bit depths. Color mode describes the way colors are represented in a file; bit depth is the number of bits used to represent each pixel. The simplest color mode is "1-bit" (also known as "line art" or "black-and-white"). In this mode, 1-bit is used to describe each pixel. If a bit is on, the pixel is black; if the bit is off, the pixel is white.

In more complex color modes, several bits are used to describe each pixel. For example, in grayscale mode, eight bits are used to describe each pixel (bit depth = 8). This means that each pixel can be represented as a number between 0 and 255 (in binary 00000000–11111111). When a grayscale graphic is displayed, the range of numbers between 0 and 255 is translated into a range of grays from 100% black to 0 black (white). Thus, each pixel in such an image can be one of 256 different shades of gray.

Dimension describes the physical size of a picture (for example, 3" x 5"). The dimensions of a picture file are determined by the program that creates it, and are stored in the picture file.

Resolution is the number of pixels (dots) per inch in a picture.



This 8-bit picture, enlarged to 200%, has a dimension of 0.75" x 1.129" and a resolution of 36 dpi.

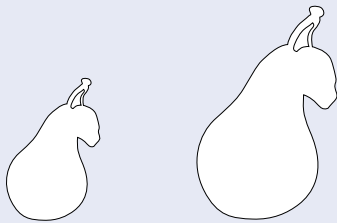
Pixel depth describes how much information each pixel contains. The simplest bitmap images are 1-bit black-and-white images, like ink sketches. These 1-bit images are flat, without depth. More complex images like photographs have depth because they contain multiple-bit pixels that can describe many levels of gray or color. Pixel depth helps determine a picture's tone, color, and detail.



1-bit images are flat (left), while multiple-bit images show contours using many levels of gray (right).

Object-oriented images

Object-oriented images contain information that describes how to draw the position and attributes of geometric objects. The functionality of these images is that you can shrink them, enlarge them, stretch them, and torque them without worrying about how they will look — because object-oriented images look smooth, no matter what size they are printed at.



Object-oriented images look smooth no matter what size they are printed at. This object-oriented image has been scaled from 100% (left) to 150% (right) without any difference in appearance.



Some object-oriented images also contain bitmap graphics.



Tips

Pixel depth

An 8-bit grayscale image can contain information up to 256 levels of gray, which allows accurate tone reproduction and quality detail given a high-quality output device. A 24-bit RGB image is composed of three 8-bit grayscale channels (one each for red, green, and blue). Each pixel in a 24-bit RGB image can be one of over 16 million colors.

Vector file format

Object-oriented graphics are also referred to as vector file format because they use vector (distance and direction) information to describe a shape.

Raster file format

Bitmap, grayscale, and color files (which this chapter refers to using the generic term “bitmap”) are also referred to as raster file format.



Tips

Text saved in graphic format

Text saved in graphic format, such as a logo saved as an Encapsulated PostScript (EPS) file, must be imported as a picture. You cannot use QuarkXPress to edit or modify such text.

Lossy compression

Lossy compression is a method in which there is some loss of data and possibly some degradation of quality. Lossy compression often produces smaller file sizes and faster rendering than lossless compressions.

Understanding file types

File type refers to how picture information is formatted. Is it formatted as an EPS (Encapsulated PostScript) object-oriented file? A TIFF (Tagged Image File Format) bitmap file? Dozens of graphic formats exist, and each offers variations on how bitmap and/or object-oriented images are saved and can be manipulated. The following is a list of common file formats, including their main features:

- **DCS 2.0 (Desktop Color Separations).** An EPS graphic saved as a single file that can include up to six plates (cyan, magenta, yellow, black, and two spot colors), and a master image. Prints faster than a standard EPS. Master image is used for composite printing. Can contain bitmap and object-oriented information. Supports bitmap, grayscale, RGB, spot, and CMYK color models. *DCS 1.0 — also known as “five-file format” — contains five separate files: cyan, magenta, yellow, and black plate files, as well as a master file.*
- **EPS (Encapsulated PostScript).** Can contain bitmap and object-oriented information. Supports bitmap, grayscale, RGB, CMYK, spot, and indexed color models. Allows creation of embedded paths. Allows inclusion of low resolution previews for screen display and non-PostScript printing. Allows inclusion of OPI comments. If saved in ASCII format, can be opened and “read” in a text editor.
- **JPEG (developed by Joint Photographic Experts Group).** Lossy compression format; allows extreme compression. Popular format for graphic files transmitted over the Internet due to extreme compression and ability to support 24-bit color. Contains bitmap information only. Can require QuickTime system extension for decoding images. Supports grayscale, RGB, and CMYK color models.

- *PhotoCD*. Proprietary Kodak Format, designed for storage on CD-ROMs. Can contain bitmap information only. Supports grayscale, RGB, and Lab color models.
- *PICT*. Based on the original QuickDraw drawing routines, native to Mac OS. Contains bitmap and object-oriented information. Bit depth limited to 1-bit per pixel, but each pixel can be one of eight colors (using QuickDraw commands).
- *TIFF (Tagged Image File Format)*. Allows lossless compression if source application supports it. Can also allow JPEG compression. Contains bitmap information only. Supports bitmap, grayscale, RGB, CMYK, and indexed color models. Allows inclusion of embedded paths and alpha channels. Allows inclusion of OPI comments.

**Tips**

Windows Metafile

When a Windows Metafile picture is imported into QuarkXPress, it is transformed into a PICT picture.

Picture files without previews

Some EPS files don't have a preview, in which case a grayed out area will fill the picture box, instead of an image. The note, "PostScript Picture," and the file's name will appear in the center of the gray box. The picture will still print to a PostScript output device. If you want to, you can go back to the original application, and save the picture with a preview.

Modifiable picture file formats

Most picture manipulation occurs in the **Style** menu, when a picture is selected. The availability of the commands in the **Style** menu for pictures varies depending on the file format of the selected picture.

Picture type	Color	Shade	Negative	Contrast	Halftone
EPS/DCS	no	no	no	no	no
JPEG					
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
OS/2 bitmap					
1-bit	yes	yes	no	no	yes
Color	*	*	yes	yes	no
PAINT	yes	yes	no	no	yes
PhotoCD	no	no	yes	yes	no
PICT					
1-bit bitmap	yes	yes	no	no	yes
Grayscale bitmap	yes	yes	yes	yes	yes
Color bitmap	*	*	yes	yes	no
Object-oriented	no	no	no	no	no
Scitex CT					
Grayscale	*	*	yes	yes	no
Color	*	*	yes	yes	no
TIFF					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
Windows bitmap (BMP)/PCX					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no

*Adjustable through the **Picture Contrast Specifications** dialog box (**Style** → **Contrast**).

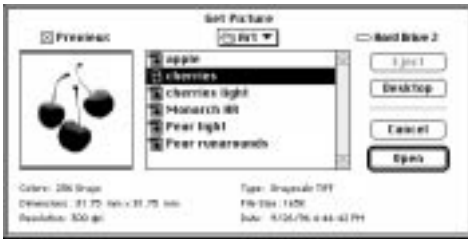
Importing Pictures

In QuarkXPress, you can import a picture into an active picture box by using the **Get Picture** feature (**File** menu), or by pasting a picture from the Clipboard. You can also use the **Subscribe To** feature (**Edit** menu) to subscribe to editions and automatically update pictures.

Importing pictures

Begin by drawing a picture box with one of the picture box creation tools. An empty picture box displays an “X” in its center when **Guides** (**View** menu) are showing. To import a picture into an active picture box:

- 1 Choose **File** → **Get Picture** (⌘-E).



Choose **File** → **Get Picture** to select a picture for import.

- 2 Use the controls in the directory dialog box to locate and select the picture you want to import.
- 3 Check **Preview** to display the picture before it is imported.
- 4 To import the selected picture, click **Open** (or double-click the picture's name in the scroll list).



You can import a picture into a box that already contains a picture; the existing picture will be replaced by the one you import.



Tips

Low-resolution preview images

QuarkXPress does not include high-resolution information with the pictures you import into a document (except for PICT pictures). You see and manipulate a low-resolution picture preview. The program maintains a link to picture files and retrieves the high-resolution information it needs when printing. If you have manipulated the low-resolution preview picture, the high-resolution picture will print with your modifications. However, the high-resolution file remains untouched.

Import indicator

When you are importing a picture, the page number in the lower-left corner of the active document window changes to a percentage that reflects the portion of the file that has been imported.

File filters

To import JPEG, PhotoCDs, or PCX pictures, make sure you have the appropriate XTensions™ software installed.



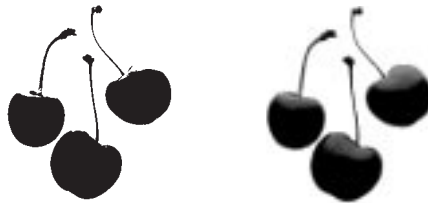
Tips

A picture's position upon import

When you import a picture, the image is imported at full size, with the origin (upper left corner) in the upper left corner of the picture box's bounding box. You may need to resize or reposition a picture after you import it to make it fit properly within its box. If a picture box appears empty after you import a picture, you can press ⌘-Option-Shift-F to proportionally fit the picture to the box. See "Resizing Pictures" later in this chapter.

Converting color and grayscale images upon import

To import a TIFF grayscale picture as line art, press ⌘ while clicking **Open** in the **Get Picture** dialog box. To import a TIFF line art picture as a grayscale image, press Option while clicking **Open** in the **Get Picture** dialog box. To import a TIFF color picture as a grayscale image, press ⌘ while clicking **Open** in the **Get Picture** dialog box.



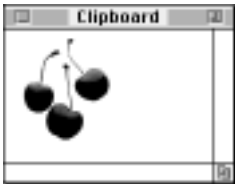
*Import a grayscale picture as line art (left) or a color picture as grayscale (right) by pressing ⌘ before clicking **Open** in the **Get Picture** dialog box (**File** menu).*



When QuarkXPress converts a color image to grayscale, it uses each pixel's RGB or CMYK values to determine the pixel's luminance, then converts that luminance value to a gray value. When QuarkXPress converts a grayscale image to 1-bit (line art), a 50 percent threshold is used; shades of gray below the threshold are converted to white, and shades of gray above the threshold are converted to black.

Pasting pictures

Mac OS has a storage area called the Clipboard that lets you temporarily store cut and copied information, including pictures. You can paste pictures into your QuarkXPress document by selecting a picture box with the Content tool  and choosing **Edit** → **Paste** (⌘-V). The picture from the Clipboard will be pasted into the picture box.



Choose **Edit** → **Show Clipboard** to view the Clipboard and its contents.



To save time on screen redraw, you can “greek” pictures in your document by checking **Greek Pictures** (**Edit** → **Preferences** → **Document** → **General** tab). All of your picture boxes will display as grayed out (except when selected), which will save time as you move throughout your document.



Tips

TIFF image resolution

QuarkXPress automatically displays a low-resolution 72 dpi preview of each imported TIFF, RIFF, or Scitex CT file. This is done to keep file size down and screen redraw rate up. Usually, the screen redraw rate is fast enough to facilitate productivity. But sometimes, if an image is too large, reducing the resolution of its screen preview can help. Simply press the Shift key before you click **Open** in the **Get Picture** dialog box to create a 36 dpi preview of the imported file. This does not affect the original high-resolution picture.

**Tips**

When to use the Subscribe feature

In most cases, you'll want to use the **Picture Usage** dialog box (**Utilities** menu) or the **Auto Picture Import** check box (**Edit** → **Preferences** → **Document** → **General** tab) to automatically update picture previews in your document (see "Listing and Updating Pictures" later in this chapter). The Subscribe feature can be useful, however, if the source application is one that normally saves documents such as tables or graphs in a non-graphic file format.

Printing editions

Editions are like other picture files in that links are created from the QuarkXPress document to the edition file. If you output your documents at a service bureau, you will want to include the edition file along with the original picture files.

Publish and Subscribe

Publish and Subscribe is a Mac OS feature that allows you to publish a picture edition in one application, and subscribe to it in another, such as QuarkXPress. Whenever you update the original picture in its creator application, QuarkXPress can automatically update the edition preview within your document.

The published file is called an edition. Editions can either be PICT or EPS files, depending on how they are originally saved in the creator application.

Publishing

You can create an edition file by choosing **Create Publisher** from the **Edit** menu in most Macintosh applications. Edition files are the picture files created by an application that supports Publisher functions.

Subscribing

Choose **Subscribe to** (**Edit** menu) to select an edition file; then click the **Subscribe** button to import the edition. Once you have subscribed to an edition file, you can choose **Edit** → **Subscriber Options**, or double-click the edition with the Content tool , to display the **Subscriber Options** dialog box.

- Click **Automatically** in the **Get Editions** area to automatically update the edition every time the original file is altered.
- Click **Manually** if you do not want the edition to be updated automatically; choose **Get Edition Now** to update the edition immediately.
- Click **Cancel Publisher** to break the link between the edition file and the picture box.
- Click **Open Publisher** to launch the application that created the edition.

You can then manipulate the original, and update the preview of the edition in your document. Click **OK**.

Exporting Pictures

QuarkXPress lets you save individual document pages — including all the text and graphics — as EPS files. These EPS files can be imported into other QuarkXPress documents or other applications.

Saving a page as an EPS file

- 1 Choose **File** → **Save Page as EPS** (⌘-Option-Shift-S). The fields in the lower half of the dialog box specify how to save the page.



Use the **Save Page as EPS** dialog box (**File** menu) to save a QuarkXPress page as an EPS file. You can then import your QuarkXPress page as a picture into a QuarkXPress document or other applications.

- 2 Enter a page number in the **Page** field to specify the page you want to save as an EPS file.
- 3 Enter a percentage value in the **Scale** field to specify the dimensions of your EPS image.



Tips

Uses for EPS pages

You can use pages saved as EPS files when you need to scale a QuarkXPress page up or down for an ad or other publication.

Specifying page numbers

When you enter a page number in the **Page** field, you must enter the complete page number, including any prefix, or an absolute page number.

An absolute page number reflects a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in the **Page** field, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter "+1."

Tips

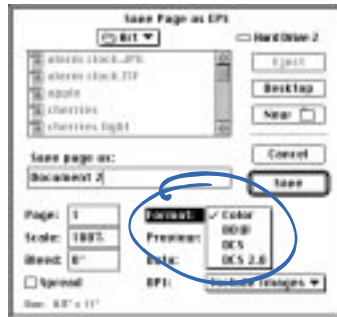
Binary, ASCII, and Clean 8-bit formats

Binary image data is half the size of ASCII image data, but binary image data sometimes has problems printing over a parallel port. Clean 8-bit format is a combination of the ASCII and binary formats, and is much safer for printing through a parallel port. Saving your data as **Clean 8-bit** creates a file that is smaller than a file containing ASCII image data, but is safer than a file containing binary image data.

Trapping information

The only trapping information that QuarkXPress honors in regard to EPS files is the information specified in the overprint settings. This includes pages saved as EPS files.

- 4 Enter a value in the **Bleed** field to “expand” the EPS file’s boundaries. For example, you may have a picture box that is .25" larger than a page on all sides of the page. Normally, when **Save Page as EPS** is selected, the picture box will be clipped to the exact size of the page. However, if .25" is entered as the **Bleed** value before saving, the entire picture box will be captured in the resulting EPS.
- 5 Check **Spread** to generate an EPS of the entire spread on which the specified page is located.
- 6 Choose a format from the **Format** pop-up menu. You can choose from four options: **Color**, **B&W**, **DCS**, and **DCS 2.0**.

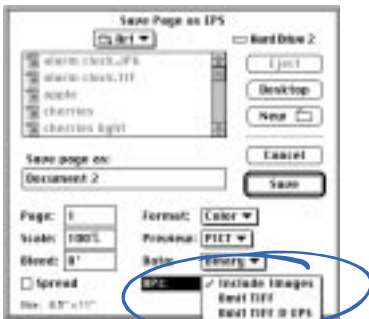


Use the **Format** pop-up menu (**File** → **Save Page as EPS**) to choose a format for your EPS image.

- 7 Choose an option from the **Preview** pop-up menu to create a preview. You can choose from three options: **PICT**, **TIFF**, and **None**.
- 8 If your page contains bitmap (raster) image data, choose an option from the **Data** pop-up menu to control how the data is included in the EPS. Choose from **Binary**, **ASCII**, or **Clean 8-bit**.

9 The OPI method lets you separate the high-resolution versions of color and grayscale bitmap images after the page is saved as an EPS file (if you have an OPI server and a compatible imagesetter). Click the **OPI** pop-up menu if the page contains bitmap image data in TIFF or EPS file format. Choose between **Include Images**, **Omit TIFF**, and **Omit TIFF & EPS**.

- Select **Include Images** to include all imported TIFF and EPS images in the saved EPS file.
- Select **Omit TIFF** to replace all TIFF images with OPI comments that can be read by an OPI server.
- Select **Omit TIFF & EPS** to replace all TIFF and EPS images with OPI comments that can be read by an OPI server.



Choose an option from the **OPI** pop-up menu (**File** → **Save Page as EPS**) to specify whether or not to include certain images in your QuarkXPress EPS page.

10 Once you have specified all of the information for your EPS file, name the file, and click **Save**.

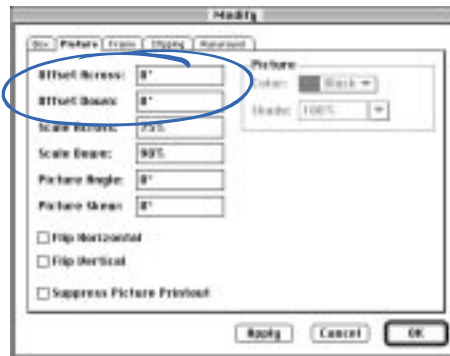
Manipulating Pictures

Once you have imported a picture into a picture box, there are many ways to manipulate it. You can move, resize, scale, skew, color, and flip your picture.

Moving pictures

Move pictures inside their picture boxes using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Picture** tab. Enter values in the **Offset Across** field to move the picture left or right, and the **Offset Down** field to move the picture up or down. Click **OK**.



Use the **Offset Across** and **Offset Down** fields (**Item** → **Modify** → **Picture** tab) to specify a picture's position within a picture box, relative to the box's origin.

- **Tool palette:** With the Content tool  selected, click the picture and move it around inside the picture box.

- **Measurements** palette: Enter values in the **X+** field to move the picture left or right, and the **Y+** field to move the picture up or down.

You can also click the ⬅ and ➡ arrows in the **Measurements** palette to move the picture in 1-point increments. Press the Option key while using the ⬅ and ➡ arrows to move the picture in .1-point increments.



*Enter values in the **X+** and **Y+** fields or click the ⬅ and ➡ arrows in the **Measurements** palette to move a picture inside its picture box.*

- Keyboard commands:

Automatic moving features	Command
Center pictures	⌘-Shift-M
Nudge pictures in 1-point increments	arrow keys
Nudge pictures in .1-point increments	Option-arrow keys

!!! If the Item tool ⌘ is selected either when using the ⬅ and ➡ arrows in either the **Measurements** palette or the arrow keys on the keyboard, the picture *box* will move instead of the picture itself.

Tips

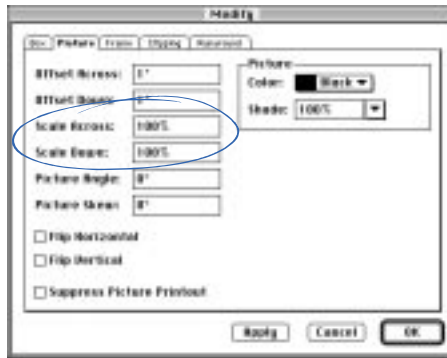
Resizing a picture and its box simultaneously

Press **⌘** while manually resizing a picture box to resize the picture and the box simultaneously. Press **⌘-Option-Shift** to resize the picture and the picture box proportionally.

Resizing pictures

You can scale pictures to make them larger or smaller using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Picture** tab. Enter values in the **Scale Across** and **Scale Down** fields to resize the picture. Click **OK**.



Use the **Scale Across** and **Scale Down** fields (**Item** → **Modify** → **Picture** tab) to enlarge or reduce the size of a picture.

- **Measurements** palette: Enter values in the **X%** and **Y%** fields to resize the picture, and press Return.



Enter values in the **X%** and **Y%** fields in the **Measurements** palette to scale a picture.

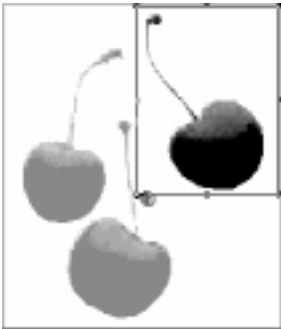
• Keyboard commands:

Auto picture resize	Command
Fit to picture box	⌘-Shift-F
Fit to picture box proportionately	⌘-Option-Shift-F
Decrease size by 5%	⌘-Option-Shift-<
Increase size by 5%	⌘-Option-Shift->

!!! If you have rotated or skewed a picture before using the keyboard commands, the pictures may not seem to automatically resize correctly.

Cropping pictures

If you only want a portion of your image to appear, you can crop it by adjusting the size of the picture box. See “Resizing Boxes” in Chapter 7, “Box Basics.”



Crop pictures by resizing the picture box to show only the desired portion of a picture.



Tips

High-resolution pictures

If you’ve scanned a high-resolution image at a particular size and resolution, and you want to keep it looking its best at output, import it at 100%, and keep it at 100% (plus or minus 5%). Otherwise, your output may not look like what you wanted. This can also be a timesaver at output.

Cropping pictures

For increased speed at output, use QuarkXPress to experiment with cropping pictures, and then crop the picture in an image editing application.



Tips

Using the Rotation tool 

Select the Rotation tool  from the **Tool** palette to manually rotate both the picture box *and* the image.

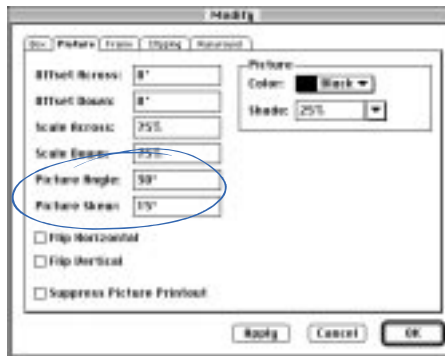
Rotating picture boxes without rotating the contents

When you rotate a picture box in QuarkXPress, the image rotates too. To straighten the picture, rotate the picture back by the same degree amount. For example, if you rotate a picture box by 30°, enter a value of -30° in either the **Measurements** palette or the **Picture Angle** field in the **Picture** tab (**Item** → **Modify**).

Rotating and skewing pictures

You can manipulate pictures by adjusting their rotation and skew. Rotating a picture sets it at a different angle, while skewing a picture applies a slanted look to it. You can rotate or skew a picture using:

- **Item** menu: Choose **Item** → **Modify** (⌘-M); then click the **Picture** tab. To rotate a picture, enter a value in the **Picture Angle** field. To skew a picture, enter a value in the **Picture Skew** field. Click **OK**.



Use the **Picture Angle** and **Picture Skew** fields (**Item** → **Modify** → **Picture** tab) to specify a picture's rotation and skew within a picture box.

- **Measurements** palette: Enter values in the  or  fields to rotate or skew a picture, and press Return.



Use the  and  fields in the **Measurements** palette to rotate or skew a picture.

Coloring and shading pictures

You can apply color and shade values to the shadows and middle tones of black-and-white, grayscale, and color pictures. You can color and shade pictures using:



*Apply color to the shadows and middle tones of a picture by choosing an option from the **Colors** submenu (**Style** menu), the **Colors** pop-up menu (**Item** → **Modify** → **Picture** tab), or from the picture icon  color list in the **Colors** palette.*

- **Style** menu: Choose **Style** → **Color** and choose a color from the submenu. Choose **Style** → **Shade** and choose a percentage from the submenu, or choose **Other** and enter a value in the **Shade** field. Click **OK**.
- **Item** menu: Choose **Item** → **Modify**; then click the **Picture** tab. Choose a color from the **Colors** pop-up menu. Choose a shade from the **Shade** pop-up menu, and click **OK**.
- **Colors** palette: Choose **View** → **Show Colors** (F12). Click the picture icon , then click one of the colors listed. Click the arrow  next to the current shade value to display a list of percentage values; choose a percentage from the list. You can also highlight the current shade value in the field, enter a new value, and press **Return**.



Tips

Choosing colors

You can choose and apply colors contained in a document's color list, which includes the program's preset default colors, as well as colors you import, or colors you create using the **Edit Color** dialog box (**Edit** → **Colors**).



Tips

Drag and drop colors

When the picture icon  is selected in the **Colors** palette, you can drag and drop colors from the palette by clicking one of the color swatches in the color list and dragging the color swatch over a picture box. As soon as the color swatch is positioned over a box, the picture will fill with the new color. Drop the swatch to apply the color.

Flipping pictures

For increased speed at output, use QuarkXPress to experiment with flipping pictures, and then flip the picture in an image editing application.



Click the picture icon  in the **Colors** palette to choose a color and shade for a selected picture.

Flipping pictures

You can flip the contents of a picture box from left to right, and from top to bottom using:

- **Style menu:** Choose **Style** → **Flip Horizontal** to flip the contents of a picture box from left to right. Choose **Style** → **Flip Vertical** to flip the contents of a picture box from top to bottom.



You can flip a picture (left) from left to right by choosing **Style** → **Flip Horizontal** (center), and from top to bottom by choosing **Style** → **Flip Vertical** (right).

- **Measurements palette:** Click the horizontal flip icon  to flip a picture from left to right. Click the vertical flip icon  to flip the picture from top to bottom.



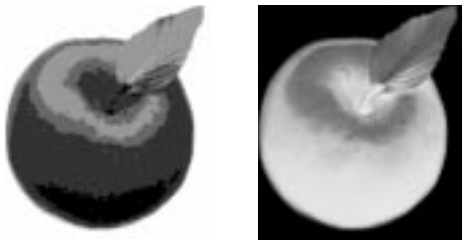
Flip pictures by clicking the flip icons in the **Measurements** palette.

Applying Contrast to Pictures

Contrast manipulation lets you change the way a picture displays on screen and in print. In particular, contrast describes tone reproduction — the relationship between the highlights, middle tones, and shadows of a picture. You can create your own contrast using the **Picture Contrast Specifications** dialog box.



Alter a normal picture (left), by choosing **Style → Contrast**. Click the **High Contrast** tool  in the **Picture Contrast Specifications** dialog box to make the picture look like line art (right).



Manipulate pictures by clicking the **Posterized Contrast** tool  (left), or the **Negative** check box (right), in the **Picture Contrast Specifications** dialog box (**Style → Contrast**).



Contrast controls are not available for 1-bit images.



Tips

Troubleshooting color contrast

If you can't adjust a color picture's contrast, check your **Application Preferences** (**Edit → Preferences → Application → Display** tab). **Color TIFFs** should be set to **8-bit** when a picture is imported, otherwise the contrast controls will be inaccessible for that picture. To solve this problem, simply set **Color TIFFs** to **8-bit** and reimport the picture.

Original picture file

Contrast modifications affect only the way QuarkXPress displays and prints an imported picture; the original picture file is unaffected by contrast modifications made in QuarkXPress.

Tips

Importing high-resolution 1-bit TIFFs

If you're importing a high-resolution 1-bit (line art) TIFF, and the preview looks like a big black blob, you can reimport the picture as a grayscale image by pressing Option while you're importing the picture. The preview will look much better and you can adjust the contrast and/or apply a custom halftone screen. However, output may look different, so make sure you test it.

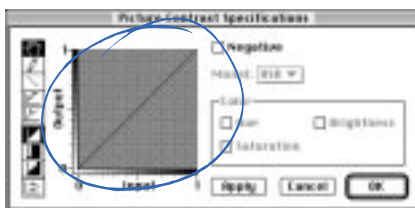
TIFF line art pictures

Contrast controls are not available for 1-bit TIFF pictures; however, you can shade 1-bit TIFF pictures by selecting a shade value from the **Shade** submenu (**Style** menu) or by entering a value in the **Shade** field (**Item** → **Modify** → **Picture** tab).

Applying contrast to pictures

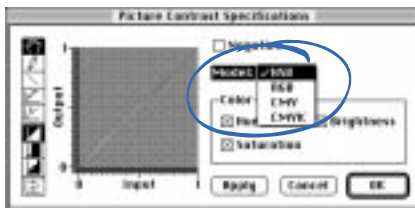
In QuarkXPress, a picture's contrast is displayed as a line on a graph in the **Picture Contrast Specifications** dialog box (**Style** → **Contrast**). This line is referred to as a *curve*. The graph represents a picture's contrast by plotting input (original contrast) vs. output (displayed contrast). The curve represents the picture's *modified* tone curve. Any change to this curve affects the image's tone. To modify a picture's contrast:

- 1 Choose **Style** → **Contrast** (⌘-Shift-C).



The **Picture Contrast Specifications** dialog box (**Style** → **Contrast**) displays a 45° line from 0 to 1 when a grayscale picture is set at its normal contrast.

- 2 If you have a color picture selected, choose the **HSB**, **RGB**, **CMY**, or **CMYK** color model from the **Model** pop-up menu to determine which color components you want to manipulate.



Choose **HSB**, **RGB**, **CMY**, or **CMYK** from the **Model** pop-up menu when a color picture is selected. Once a model is chosen, you can manipulate its components (**Style** → **Contrast**).

- 3 The color components for the selected model will become available in the **Color** area. For example, if you choose the **CMYK** model, **Cyan**, **Magenta**, **Yellow**, and **Black** check boxes display in the **Color** area. To modify one or more color components, check them in the **Color** area.



Ghost an RGB image by choosing **Style** → **Contrast**. Switch the **Model** to **RGB** and adjust the curves; then click **Apply** and make additional changes until you have achieved the effect you want.

- 4 Use any of the nine contrast modification tools to modify the selected curve or curves in various ways. If the picture is grayscale, one curve is available for manipulation. If the picture is in color, you can manipulate from one to four selected curves at a time.

- ☞ The Hand tool lets you move entire curves on the contrast graph. When you move a curve against one of the graph's edges and release the mouse, it flattens out. Constrain a curve's movements to horizontal or vertical by pressing Shift while dragging the curve.
- ✎ The Pencil tool lets you redraw or make freehand adjustments to curves. Constrain modifications to 0°, 45°, or 90° by pressing Shift while using the Pencil tool.
- ↘ The Line tool lets you make linear adjustments to curves. Constrain modifications to 0°, 45°, or 90° by pressing Shift while using the Line tool.
- ☞ The Posterizer tool places handles at the 10% increment marks on the horizontal axis. Increase or decrease the input-to-output relationship in tonal range increments of 10% by dragging the handles up or down.



Tips

Manipulating multiple curves

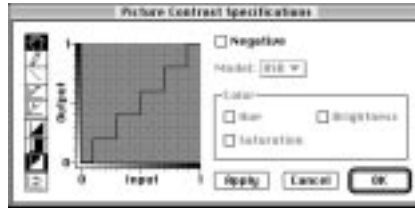
When a color picture is selected, you can choose to manipulate from one to four curves at a time. For example, if **CMYK** is chosen from the **Model** pop-up menu, you can manipulate any combination of the **Cyan**, **Magenta**, **Yellow**, and **Black** curves, simply by checking the channels you want to manipulate.

Tips

Color separation of pictures saved in RGB mode

Process color separation of color pictures saved in RGB mode is possible using the CMS XTensions software included with QuarkXPress.

- ✓ The Spike tool places handles at the 10% increments marked on the horizontal axis. Drag the handles up and down to create spikes.
- ▣ The Normal Contrast tool resets curves to the unmodified contrast position (a 45° line).
- ▣ The High Contrast tool applies a high contrast shape to curves, making the picture look like line art.
- ▣ The Posterized Contrast tool applies a posterized shape to curves.



Use the Hand tool  to adjust the selected contrast curve to where you want it (**Style** → **Contrast**).

- ▣ The Inversion tool flips selected curves horizontally. Clicking the Inversion tool produces a negative of curves *currently* selected on the graph. The Inversion tool does not necessarily create a true negative of the overall current picture contrast. It simply inverts any changes you have made to curves.
- 5 Check **Negative** to create a negative of the picture's current contrast. If you have made changes to contrast curves using the **Picture Contrast Specifications** dialog box, these changes are made before **Negative** is applied. Checking **Negative** has the same effect as choosing **Negative** from the **Style** menu.
 - 6 Click **Apply** (⌘-A) to preview your changes. Press Option and click **Apply** (⌘-Option-A) to continually apply changes from curves to the image; then click **OK**.
- !!! You can undo the most recent change to contrast curves by pressing ⌘-Z.

Applying Custom Halftone Screens to Pictures

The **Style** menu offers the **Picture Halftone Specifications** dialog box for grayscale pictures, which can be used to create some interesting artistic effects. A halftone is a reproduction of a continuous tone photograph traditionally created by photographing the picture through a crossline or contact screen that contains a grid pattern. Gradations of tone are simulated using dots or other shapes of varying sizes. The dialog box controls let you specify a screen's frequency in lines per inch, angle, and pattern.



Display the **Picture Halftone Specifications** dialog box (**Style** → **Halftone**) to create a custom halftone screen. The above grayscale picture has a **Frequency** of 25 lpi, an **Angle** of 90°, and a **Function** (pattern) set to **Ellipse**.

Applying custom halftone screen to pictures

To create a custom halftone screen, select an eligible grayscale picture and:

- 1 Choose **Style** → **Halftone** (⌘-Shift-H).
- 2 Choose an option from the **Frequency** pop-up menu or enter a value in the field to specify how many lines of the selected screen pattern are printed per inch.



Tips

Function, screen angle, and screen frequency

To reproduce an image, a halftone screen pattern is repeated at a constant angle and frequency. The screen angle defines the direction at which rows of the screen pattern are placed. The screen frequency determines how many rows of the selected screen pattern are printed per inch.

Line frequency

Specifying line frequency depends on a number of factors, including the resolution of the printer and the type of paper you plan to use. In general, the higher the resolution of your output device and the glossier the paper stock you use, the finer your halftone screen (more lines per inch) can be.



Tips

Halftones

Converting a grayscale image into a halftone simulates shades of gray by distributing black pixels in a specific pattern to represent shades of gray.

- 3 Choose an option from the **Angle** pop-up menu or enter a value in the field to specify the angle at which lines of the screen pattern are placed.



Specify screen **Frequency**, **Angle**, and **Function** using the **Picture Halftone Specifications** dialog box (**Style** → **Halftone**).

- 4 Choose an option from the **Function** pop-up menu to specify the screen pattern. Click **OK**.



Notes about halftoning

You will not see halftoning displayed on your monitor. To see the effects of your custom halftone screen, print the picture.

Default halftone screen frequency, angle, and function are determined by the values entered in the **Output** tab of the **Print** dialog box (**File** → **Print**). Any halftone modifications made to individual pictures will override the default settings in this tab.

Creating and Editing Clipping Paths

Clipping paths tell QuarkXPress which parts of a picture should be displayed, and which parts should be treated as transparent. This is especially useful when you are attempting to isolate the picture's subject from its surrounding background in the original picture file. QuarkXPress can create clipping paths from scratch, or it can use embedded path and alpha channel information to create clipping paths.



A clipping path determines a portion of an image that will be visible, and a portion that will be ignored. The image at left shows the picture with all of its image data. The image at right shows how a clipping path can be used to make irrelevant image data transparent.



Tips

Clipping path

A clipping path is any closed Bézier shape that defines a region (or regions) that should be treated as visible, and a region (or regions) that should be treated as invisible.

Clipping paths and runaround paths

Clipping paths tell QuarkXPress which parts of a picture should be considered visible, and runaround paths tell QuarkXPress where to wrap text. You are not limited to using the same settings for your runaround and clipping paths. You can even use different clipping paths or alpha channels for your clipping and runaround settings. See “Running Text Around Items” in Chapter 13, “Graphics in Typography.”



Tips

Green clipping path and blue picture box outline

The green path in the **Preview** area (**Item** → **Clipping**) corresponds to the clipping path, and the blue outline corresponds to the picture box. To change these default colors, choose **Edit** → **Preferences** → **Application**; then click the **Display** tab. Double-click either the **Ruler** color or the **Margin** color to change the clipping path or picture box outline colors, respectively.

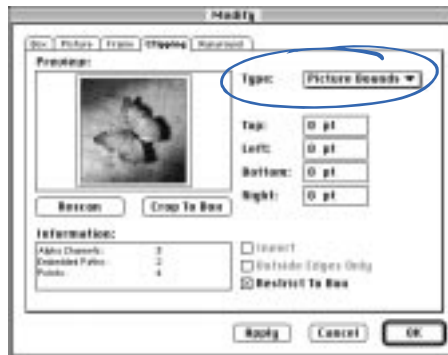
Information area

The **Information** area in the **Clipping** tab contains statistics on the number of **Alpha Channels** and **Embedded Paths** included in the original picture file, as well as the number of **Points** that make up the QuarkXPress clipping path.

Creating clipping paths

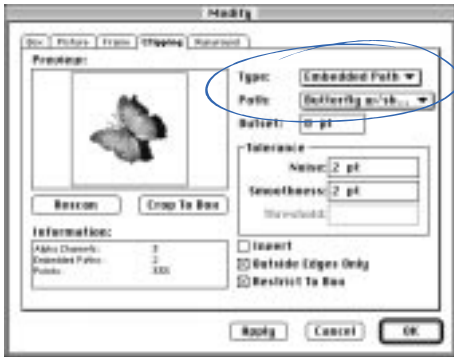
Choose **Item** → **Clipping** (⌘-Option-T); then choose an option from the **Type** pop-up menu:

- Choose **Item** to crop an image to the picture box. **Item** does not create a clipping path, it simply crops the picture to its picture box.
- Choose **Picture Bounds** to clip a picture around the rectangular “canvas area” of the imported picture file. This includes any white background areas saved with the original picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to determine the outset or inset of the clipping path from the picture’s boundaries. Positive values outset the clipping path, negative values inset the clipping path.



Choose **Picture Bounds** from the **Type** pop-up menu (**Item** → **Clipping**) to use the picture’s “canvas area” for a clipping path.

- Choose **Embedded Path** to clip a picture around a path already embedded in the picture file. Choose a path from the **Path** pop-up menu if the picture file contains more than one embedded path.



Choose **Embedded Path** from the **Type** pop-up menu (**Item** → **Clipping**), then choose a particular path from the **Path** pop-up menu. QuarkXPress will read the embedded path information and generate a clipping path.

- Choose **Alpha Channel** to clip a picture around an alpha channel already embedded in a picture file. Choose an alpha channel from the **Alpha** pop-up menu if the picture file contains more than one embedded alpha channel.

!!! Alpha channels are saved in image editing applications. They are selections (not paths) that are created as 8-bit masks. (A mask is a black-and-white or grayscale image used to indicate which parts of another graphic are visible and which parts are transparent.) QuarkXPress can use embedded alpha channel information to define a clipping path.



Tips

Embedded paths and alpha channels

Image editing applications are capable of embedding paths and alpha channels in an image. If a picture storing this information is imported into QuarkXPress, you can access the path and channel information using the **Clipping** tab in the **Modify** dialog box (**Item** menu). QuarkXPress can scan the paths and channels and create QuarkXPress clipping paths based on the information.

File formats that include embedded path and alpha channel information

TIFFs can have embedded paths and alpha channels. EPS, BMP, JPEG, PCX, PICT, and Scitex CT can only have embedded paths. QuarkXPress can read embedded paths saved in any Adobe Photoshop image readable by QuarkXPress.



Tips

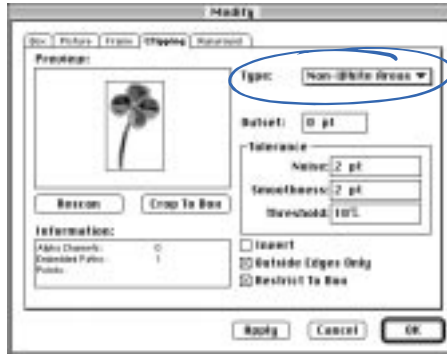
The best images for **Non-White Areas** clipping paths

Non-White Areas works best when the unwanted parts of the image are much lighter than the subject itself (or vice versa). If you are using a grayscale or color image that has a similar tonal value throughout the picture, QuarkXPress will have a difficult time reading the subject's outline, and won't be able to create a very accurate clipping path.

Clipping paths and high-resolution picture files

Clipping paths created by QuarkXPress are not built into the picture file like the ones you create in image-editing applications. Rather, they are based on the high-resolution picture file, but are stored with your QuarkXPress document.

- Choose **Non-White Areas** to create a QuarkXPress clipping path based on the picture's subject. Depending on the image and the value in the **Threshold** field, the clipping path will outline a non-white figure within a larger white or near-white image (or vice versa).

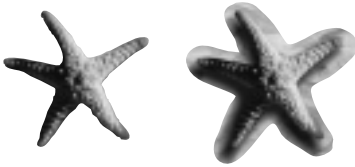


Choose **Non-White Areas** from the **Type** pop-up menu (**Item** → **Clipping**), to create a clipping path that outlines the picture's subject and ignores the background.

Fine tuning the clipping path

When **Embedded Path**, **Alpha Channel**, or **Non-White Areas** is chosen in the **Type** pop-up menu, various fields become available that let you manipulate the clipping path. Enter values in the fields to modify the path.

- 1 Enter values in the **Outset** field to change the size of the clipping path. Positive values move the clipping path further from the original setting, negative values decrease the amount of image included in the clipping path.



Enter values in the **Outset** field (**Item → Clipping**) to describe the distance that the clipping path is outset or inset from the clipped image. At 0 pt (left), the clipping path is not inset or outset. At 10 pt (right), the clipping path is outset by 10 pixels.

- 2 Enter values in the **Noise** field to identify and delete paths around stray pixels when creating the clipping path. For example, if you set the **Noise** value to 5 pt, any paths in the graphic that are less than 5 pt will be removed. This is useful for removing unwanted pixels (specifically by deleting small paths around the pixels) in the background of an image.



The image at left shows a main subject, plus some small extraneous path areas. Those small path areas can be ignored by entering a higher value in the **Noise** field (**Item → Clipping**) (right).

- 3 Enter values in the **Smoothness** field to specify clipping path accuracy. A lower value creates a more complex, smooth path with a greater number of points — because it moves the path closer to the subject. A higher value creates a less accurate path. This is similar to the flatness setting in many image editing applications.



Tips

Noise values and the concept of multiple paths

A clipping path is capable of containing many *paths*. For example, if you have a picture of two donuts and a scattering of crumbs (and your **Clipping** tab settings are set to render this scenario), a QuarkXPress clipping path could show two green paths around the two donuts, two green paths around the donut holes, and a plethora of tiny green paths around the crumbs. All of these paths are considered to be *one* clipping path. To delete the tiny crumb paths, enter a value in the **Noise** field that corresponds to their diameters (like 5 pt), and any path in the graphic that is less than 5 pt in diameter will be removed.



Tips

Low smoothness values

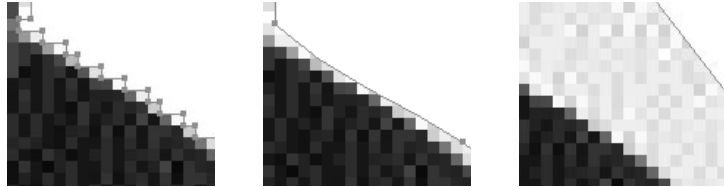
When you enter a low value, like 0, in the **Smoothness** field, a very accurate but computationally complex path will be generated. Because of its complexity and the number of points involved, it may use a lot of memory and cause problems during output.

How **Threshold** excludes pixels

The **Threshold** value determines how to define white. All pixels defined as “white” are excluded. For example, if the **Threshold** value is 20%, and a pixel’s gray value is below or at 20%, the pixel will be considered “white” and excluded from the clipping path.

Coloring a picture box background

When you color a picture box, the clipping path is positioned in front of the colored box. You can create interesting effects by checking **Invert** in the **Clipping** tab — the clipped image will be filled with the background color.



Use the **Smoothness** value (**Item → Clipping**) to determine how smooth or rough an outline is. At 0 pt (left), many points describe the outline; at 2 pt (center), fewer points are used, but the shape is still described relatively accurately; at 20 pt (right), the path loses its cohesiveness altogether.



The **Points** field in the **Information** area keeps track of how many points make up the QuarkXPress clipping path.

- 4 Enter values in the **Threshold** field to specify how QuarkXPress determines dark pixels from light pixels. When **Non-White Areas** is chosen, any pixel shaded below the **Threshold** value is excluded from the clipping area, and any pixel above it is included. The reverse is true for alpha channels.



Enter values in the **Threshold** field (**Item → Clipping**) to define where to place the clipping path. At 0 (left), nothing is defined as white, so everything is included in the clipping path. At 10% (center), everything lighter than 10% gray is defined as white, and is ignored (the rest is included in the clipping path). At 75% (right), everything lighter than 75% gray is defined as white, which means that only the very dark areas are included in the clipping path.



Threshold is only available for **Non-White Areas** and **Alpha Channel**. (You can alter the **Threshold** when an alpha channel is selected because alpha channels can be grayscale. They have gray pixels that can be interpreted by a threshold tolerance.)

Creating special effects

Various options in the **Clipping** tab let you specify whether a picture is clipped using its outside edges only, or all of its edges. You can also invert a clipping path so that the background area shows and the subject is cut out. To create special effects:

- 1 Check **Invert** to make the visible regions transparent and the transparent regions visible.



Use **Invert** to display previously transparent areas and exclude previously visible areas.

- 2 Check **Outside Edges Only** to select only the outer edges of the clipping path. Uncheck **Outside Edges Only** to include paths which define holes.



Check **Outside Edges Only** (**Item** → **Clipping**) and QuarkXPress only generates the outer path edges, like the outline of the butterfly (left). Uncheck **Outside Edges Only** and all of the inner path information, like the butterfly's wing pattern (right), is generated.

- 3 Check **Restrict to Picture Box** to crop the picture to the edges of the picture box. Uncheck **Restrict to Picture Box** to allow the image to extend beyond the picture box boundaries.



Tips

Outside edges of the clipping path

The **Outside Edges Only** check box determines whether or not QuarkXPress allows holes within a path. For example, if checked, QuarkXPress will create one path for a picture of a donut (one for the outside path edges of the donut). Uncheck **Outside Edges Only** and the donut *hole* path becomes visible too.

Applying modifications

To update any changes in the **Pre-view** area in the **Clipping** tab (**Item** menu), click **Apply**, highlight a new field, or press the Tab key. Pressing the tab key will also move you through the fields.



Tips

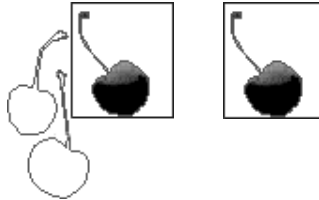
Clicking **Rescan**

Click **Rescan** to rebuild the clipping path from scratch based on the **Clipping** dialog box settings. Clicking **Rescan** undoes **Crop to Box**.



Check **Restrict to Picture Box (Item→ Clipping)** to use the picture box as the outer cropping boundary (left). Uncheck **Restrict to Picture Box** to use the clipping path as the cropping boundaries (right).

- 4 Click **Crop to Box** to saw off portions of the clipping path that fall outside the current box borders.



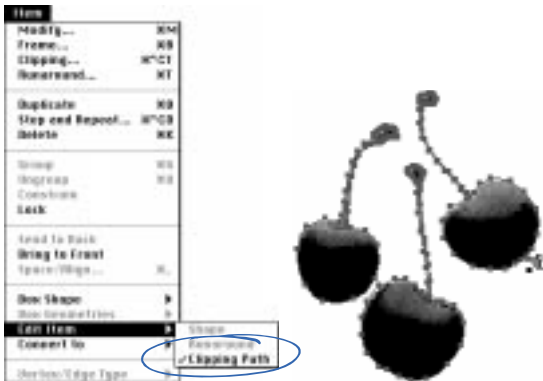
Position an unwanted portion of an image outside the picture box (left), then click **Crop to Box** to delete it (right). When you move the image, the cropped part is gone. Regenerate the path by clicking **Rescan**.

- 5 Click **Apply** (⌘-A) to preview your changes; then click **OK**.

Editing clipping paths

If the clipping path requires further adjustment, you can access and manipulate it manually. The clipping path appears as a green outline.

Select the picture and choose **Item** → **Edit**. Then check **Clipping Path** to access and manipulate the clipping path's points, curve handles, and line segments. Edit the path the same way you would any Bézier object.



Choose **Item** → **Edit** and check **Clipping Path** to access the clipping path's Bézier outline.



Setting **Smoothness** to 0 points in the **Clipping** tab (**Item** menu) may not give you the path you require (left). You can manually manipulate the points, curve handles, and line segments to achieve your desired effect (right) by selecting the picture and choosing **Item** → **Edit**; then check **Clipping Path**.



Tips

Editing clipping paths

For more information on editing Bézier boxes, and specific Bézier terminology, see “Reshaping Boxes” in Chapter 7, “Box Basics.”

When clipping path editing is unavailable

When **Item** is chosen in the **Type** pop-up menu (**Item** → **Clipping**), you cannot edit a clipping path using Béziers.

Editing the low-resolution preview

A QuarkXPress clipping path generated using the **Clipping** tab (**Item** menu) is based on the high-resolution picture file. Manually editing the clipping path requires the user to work with the low-resolution preview as the only guide, so accuracy is not as foolproof.



Tips

Re-establishing broken picture links

If you move or change the name of a picture file after the picture has been imported, you will break the link between the QuarkXPress document and the picture. You can use the **Usage** dialog box to reestablish the link.

Broken links at print time

If QuarkXPress cannot find your pictures when you are ready to print, you will be asked to update their status.

Listing and Updating Pictures

The **Usage** feature (**Utilities** menu) lets you keep track of all of your imported pictures. The **Usage** dialog box lists the pictures in a document, shows their status, and then lets you update pictures whose files have been modified, moved, or renamed.

Verifying status and updating pictures

QuarkXPress does not include high-resolution information with the pictures (except for PICT images) you import into a document. Instead, the program maintains a link to picture files and retrieves the high-resolution information it needs when printing. To check on the status and update pictures in your document:

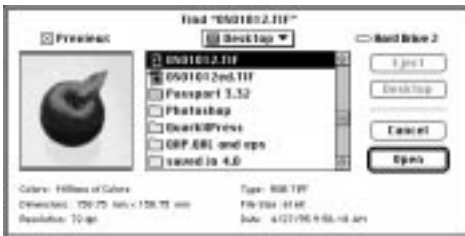
- 1 Choose **Utilities** → **Usage**; then click the **Pictures** tab. A list displays the imported pictures in the document, as well as their status.



Use the **Usage** dialog box (**Utilities** menu) to keep track of the pictures in an active document, and to find or update any missing picture files.

- **Print** indicates whether or not the picture will print. If a picture is checked in the **Print** column, it will print.

- **Name** includes the file name, and indicates a brief path to the picture file.
 - **Page** indicates the page the picture appears on in the active document. If a dagger † precedes a page number, the picture is located on the pasteboard near the indicated page.
 - **Type** indicates the type of file format.
 - **Status** indicates the state of the picture. **OK** indicates that QuarkXPress knows the location of the picture file and that it has not been modified. **Missing** indicates that QuarkXPress cannot find the picture file or that its file name is different. **Modified** indicates that the picture file's *Last Modified* date and time (as listed in the Finder) is different from when you imported it.
- 2 Check **More Information** to display the full path to the picture file, as well as the file's size.
 - 3 To locate a missing picture file, highlight it and click **Update**; the **Find** dialog box lets you preview picture files, so you can locate and choose the appropriate picture file. If QuarkXPress finds other **Missing** files in the same folder, an alert dialog box lets you update all of them simultaneously. Click **Open** to re-establish the link.



Click **Update** (**Utilities** → **Usage**) to access the **Find** dialog box. You can locate a missing picture and reestablish its link.



Tips

Auto Picture Import

You can use **Auto Picture Import** to check high resolution pictures when you open a document. The program checks for changes in a high resolution data file's name, modification date, and location. The **Auto Picture Import** pop-up menu (**Edit** → **Preferences** → **Document** → **General** tab) has three options: **Off**, **On**, and **On (verify)**. **Off** disables auto picture import. **On** automatically reimports modified pictures when you open the document. **On (verify)** lets you control which pictures are updated.

Using Update

When you use **Update** in the **Usage** dialog box (**Utilities** → **Usage**) the picture's offset, rotation, and other modifications are remembered. If you reimport using the **Get Picture** dialog box, any modifications are lost.



Tips

Preventing individual picture boxes and pictures from printing

To prevent a picture box from printing, select the box; choose **Item → Modify → Box** tab; then check **Suppress Printout**. To prevent only the picture in the box from printing, check **Suppress Picture Printout** in the **Picture** tab.

- 4 To update a modified picture file, click **Update**; every instance of the modified picture used in the document will be updated.
- 5 Click **Show Me** to locate and view a picture in your document.
- 6 Check **Print** if you want to print a picture, uncheck **Print** if you want to suppress printing.
- 7 Click **Done** to close the dialog box.



If you modify a picture file (using another program) after you import it, you should update the image using the **Usage** dialog box. If you choose not to update a modified picture, QuarkXPress prints the picture using the modified file, even though it displays the original preview in the document.

Color 15.

Specifying Spot Versus Process Colors 15.3

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Color

15.

Color is the design element that brings your documents to life. QuarkXPress lets you create custom colors, choose colors from any one of a number of standardized color matching systems, and edit colors using the **Edit Color** dialog box (**Edit → Colors**). You can apply color and shade to text, items, and box attributes using the **Colors** palette (**View → Show Colors**). You can also apply colors to text using style sheets and the **Color** submenu (**Style → Color**).

Whether you prefer to use menu commands or palettes, QuarkXPress lets you easily give your documents the eye-catching vitality that only color can provide.

Specifying Spot Versus Process Colors

Although some print devices can output QuarkXPress documents in full color, the practical use of such output in most publishing environments is limited to color proofing. Usually, color you specify in a QuarkXPress document is output in the form of color separation plates and reproduced on-press using color inks.

QuarkXPress separation plates

You can specify two types of color in a QuarkXPress document: spot color and process color. When you print a document page that contains spot colors, QuarkXPress outputs all characters, pictures, and items of a given spot color on the same spot color separation plate. When a document contains items to which you have applied a process color, QuarkXPress separates the color into the appropriate number of process color components, and prints a process color separation plate of each color component for every page in your document. If, for example, your document pages contain items to which a single spot color has been applied as well as items to which you have applied four color-process colors, QuarkXPress will print five separation plates for each page that contains the colors: the cyan, magenta, yellow, and black process separation plates, plus another plate that contains page elements to which the spot color is applied.

Press plates

To reproduce color on-press, commercial printers create a press plate from each of the QuarkXPress spot color and process color separation plates. Color ink is used to transfer the image from the press plate to the paper. For example, cyan ink is used to print the page image contained on the cyan press plate; magenta ink is used to print the page image contained on the magenta plate, and so on. A *five-color job* requires five press plates, each overprinting a different ink color to create the final full-color page.

**Tips**

PANTONE colors that do not separate

Some PANTONE colors cannot be separated as process colors; if you select a PANTONE color that cannot be process separated, the **Separation** check box in the **Document** tab (**File** → **Print** → **Document** tab) will be dimmed and unavailable.

Specifying Matching System Colors

Selecting colors from a color matching system can be helpful when communicating with a commercial printer about the colors in your document. QuarkXPress lets you select colors from the following color models: PANTONE® Hexachrome™, the PANTONE MATCHING SYSTEM, the TRUMATCH color system, the FOCOLTONE color system, DIC, and TOYO. The **Edit Color** dialog box (**Edit** → **Colors** → **New**) lets you display and select colors from any of these color matching systems.

TRUMATCH and FOCOLTONE

The TRUMATCH and FOCOLTONE color systems were designed to achieve predictable four-color results when they are output using the standard set of SWOP (Specifications for Web-Offset Publications) process inks. Because the colors are predefined, you can be assured that the final printed color will closely match the color as printed in the corresponding color swatchbook (subject to variations in paper color, ink purity, and other variables). Swatchbooks for these matching systems are available in coated and uncoated paper editions.

PANTONE

The PANTONE MATCHING SYSTEM was designed to specify spot colors. The PANTONE MATCHING SYSTEM prints each color on its own plate when you print separations. Because inks in PANTONE colors are standardized, cataloged, and premixed, you are assured of accurate color for your final output. If you wish to specify PANTONE colors for process-color separation, the PANTONE ProSim color model allows you to simulate many PANTONE spot colors using four-color process separations

(CMYK) and view the PANTONE process simulation on your color monitor. Use the PANTONE Color Formula Guide for accurate PANTONE-identified solid color standards for coated and uncoated paper stock.

The PANTONE Process Color System is designed to reproduce colors using four standard PANTONE process inks. This matching system allows you to choose from over 3,000 color combinations, which are arranged chromatically. Use the PANTONE Process Color System Guide for accurate PANTONE-identified color standards for coated paper stock.

The PANTONE Hexachrome Color System is designed to reproduce colors using six unique PANTONE process inks. This matching system allows you to choose from over 2,000 ultra high fidelity colors, which are arranged chromatically. Use the PANTONE Hexachrome Color Selectors for accurate PANTONE Hexachrome-identified color standards for coated and uncoated paper stock.

DIC and Toyo

DIC and TOYO are spot color matching systems used primarily in Japan.

Specifying a matching system color

After choosing a color matching system, you can specify a color choice as either a spot color or a process color in the **Edit Color** dialog box (**Edit** → **Colors** → **New**).

**Tips**

Adding application default colors

When you use standard colors in almost every document you create, you can ensure that those colors are always available using one of the following methods: (1) When no documents are open, create and add them to your application default color list using the **Edit → Colors** command and clicking **New**; (2) Import all colors from the color list of another document using the **Append** button in the **Default Colors** dialog box (**Edit → Colors → Append**); (3) When you want more control over which colors are imported, use the **Append** command (**File → Append → Colors** tab); doing so lets you see a description of every color in the selected document, and choose which of the listed colors you want to import.

Creating and Editing Colors

For creating and editing colors in your documents, QuarkXPress lets you choose the color model that is right for you: HSB (hue-saturation-brightness), RGB (red-green-blue), CMYK (cyan-magenta-yellow-black), and PANTONE Hexachrome (cyan-magenta-yellow-black-orange-green). You can also choose from one of the following standard color matching systems: the PANTONE MATCHING SYSTEM, the TRUMATCH color system, the FOCOLTONE color system, DIC, and TOYO.

The Colors palette

When you open a new document, its **Colors** palette (**View → Show Colors**) contains all of the colors in the program's **Default Colors** dialog box (**Edit → Colors**). Like other open palettes, the **Colors** palette is always displayed in front of all open documents. To change default colors, use the **Default Colors** dialog box when no documents are open. To create or delete colors, edit existing colors, and append colors to a selected document, use the **Colors** dialog box (**Edit → Colors**). See "Applying Color, Shade, and Blends" later in this chapter.



The **Colors** palette (**View** → **Show Colors**) lets you apply color to any item.

When you create or edit a color, you can specify it as either a spot color or a process color. QuarkXPress prints items to which you apply a spot color as an individual spot color separation plate; items to which you apply a process color are printed on each of the process color separation plates. See “Printing Color Separations” in Chapter 21, “Output.”

Working with colors

Whether you are working with colors for the application default colors list, or for a document’s colors list, you do so using the **Colors** dialog box (**Edit** → **Colors**).

The **Colors** dialog box contains two scroll lists: the top displays a list of colors according to the choice you make in the **Show** pop-up menu, and the bottom displays the composition of the highlighted color. When no documents are open, the scroll list displays all default colors. When a document is active, the scroll list only displays colors for the active document.



Colors created when no documents are open are default colors that are included with all subsequently created documents; colors created when a document is open are specific to that document only.



Tips

Converting custom colors

When creating custom colors always convert them to the color model that your commercial printer will use to produce your document. For example, if your document will be a four color process print job, and you used the **RGB** color model to create several colors, use the QuarkXPress color editing feature to change them. In this case you would uncheck **Spot Color**, and change the color model to **CMYK**. You could also match the **RGB** colors as closely as possible to colors from any of the standardized process color matching systems, and then add the new process colors to your colors list.

**Tips**

Creating or changing default colors

To create or change default colors, open the **Default Colors** dialog box by choosing **Edit → Colors** with no documents open.

To edit colors:

- 1 To work with colors with a document open, choose **Edit → Colors** to display the **Colors** dialog box.



The **Colors** dialog box (**Edit → Colors**) lets you create, edit, duplicate, delete, append, and specify trapping for colors in an open document.

To work with default colors when no documents are open, choose **Edit → Colors** to display the **Default Colors** dialog box.



The **Default Colors** dialog box (**Edit → Colors**) lets you create, edit, duplicate, delete, and append default colors. This dialog box appears when you do not have a document open.

The **Default Colors** dialog box includes the following default colors.

- **Red, Green, and Blue:** You can edit these colors or delete them from the default color list.
- **Cyan, Magenta, Yellow, Black, and White:** You cannot edit or delete these colors.
- **Registration:** You can edit Registration, but you cannot delete it.



You should apply Registration color to lines when creating your own registration or crop marks. Text, pictures, or items to which registration color has been applied will print on all separation plates.

- 2 To determine which colors are displayed in the **Colors** dialog box, make a selection from the **Show** pop-up menu.
 - Choose **All Colors** to display all the colors available to the document. When no document is open, only colors that are defaults for all documents are displayed.
 - Choose **Spot Colors** to display only spot colors, which appear on their own, separate separation plate.
 - Choose **Process Colors** to display only process colors, including High Fidelity (HiFi) color.
 - Choose **Multi-Ink Colors** to display only those colors that you have built from other process and spot colors using the **Multi-Ink Color** option in the **Model** pop-up menu of the **Edit Color** dialog box.
 - Choose **Colors In Use** to display only those colors that are applied somewhere in the active document.
 - Choose **Colors Not Used** to display only those colors that are unused in the active document.

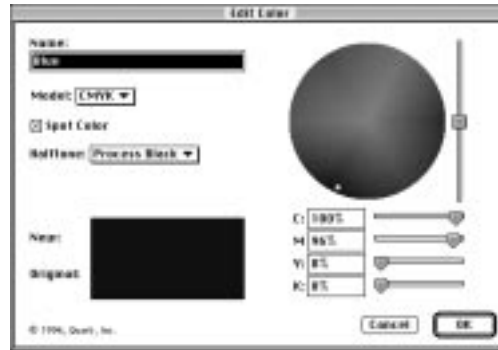


Tips

Too many color models?

QuarkXPress lets you choose from many different standardized color matching systems to create your colors. If there are some matching systems you never use, remove those unneeded files from the Color folder within your QuarkXPress folder. Keep the unused matching systems in another folder.

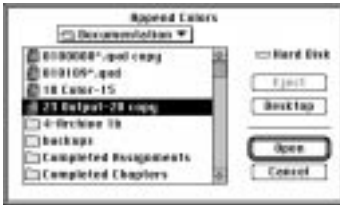
- 3** To create and name a new color, click **New** to display the **Edit Color** dialog box (**Edit** → **Colors** → **New**). You can create up to 1,000 default and/or document-specific colors.



The **Edit Color** dialog box (**Edit** → **Colors** → **New**) contains controls that let you add, create, and edit colors.

- 4** To modify a color highlighted in the **Colors** scroll list, click **Edit** to display the **Edit Color** dialog box. You can also double-click a color name to display the **Edit Color** dialog box. You can change the **Name**, **Model**, and **Spot Color** specification for any color, and select the **Halftone** screen. You can also use the color wheel to adjust the values for HSB, RGB, LAB, and CMYK colors.
- 5** To create a copy of a color highlighted in the **Colors** scroll list, click **Duplicate**. QuarkXPress automatically opens the **Edit Color** dialog box so that you can rename and edit the copied color.
- 6** To remove the highlighted color(s) from the active document, click **Delete**. While you cannot delete some of the default colors, you can delete **Red**, **Green**, and **Blue** from the **Colors** scroll list. If you try to delete a color that was used in the active document, an alert lets you choose a replacement color.

- 7 To import colors from another QuarkXPress document, click **Append** to display the **Append Colors** directory dialog box. Use this directory dialog box to choose a QuarkXPress document from which to append colors, then click **Open**.



The **Append Colors** dialog box (**Edit** → **Colors** → **Append**) lets you choose a QuarkXPress document from which to append colors.

- 8 To edit trapping specifications for a color highlighted in the **Colors** scroll list, click **Edit Trap** to display the **Trap Specifications** dialog box. See Chapter 16, “Trapping.”
- 9 Click **OK** to close the **Edit Colors** dialog box.
- 10 Click **Save** to save changes made to any colors in the **Edit Color** dialog box. When you click **Save**, QuarkXPress updates colors in the selected document to match the new color specifications and closes the **Colors** dialog box.

Creating a new color

QuarkXPress lets you choose from several color models and from a number of color matching systems when you create new colors for a selected document. If you have colors you use frequently, you can create new colors for the default color list in your QuarkXPress application when no documents are open. To create a new color for an active document:

- 1 With a document open, choose **Edit** → **Colors** to display the **Colors** dialog box; then click **New**.



Tips

HSB, RGB, LAB, and CMYK

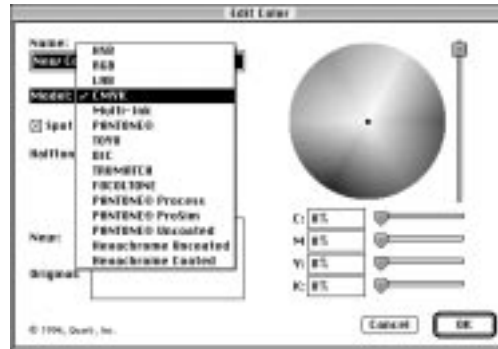
HSB is a color model used by artists, because it resembles the manner in which they mix colors. **Hue** describes color pigment; **Saturation** measures the amount of color pigment; and **Brightness** measures the amount of black in a color.

RGB, an additive color system, is most often used with slide recorders or color video monitors. red, green, and blue light is mixed to represent colors on a video screen.

LAB, or **CIELAB**, is a color space designed to be independent of differing interpretations imposed by monitor or printer manufacturers. The **LAB** model used in QuarkXPress uses the “D50 illuminant” to be consistent with most usage.

CMYK is a subtractive color model used by professional printers to reproduce colors by combining **cyan**, **magenta**, **yellow**, and **black** inks on a press.

- 2 To name your new color, enter a name in the **Name** field.
- 3 To specify the color model for your new color, choose an option from the **Model** pop-up menu.



The **Model** pop-up menu lets you choose from several color models and from a number of color matching systems to create and edit colors.

If you choose **HSB**, **RGB**, **LAB**, or **CMYK** you can use the color wheel to pick a color, or you can enter values in the numeric color component fields to specify a color.

- To create a custom color using percentages of red, green, and blue, choose **RGB** from the **Model** pop-up menu. Create the color by entering percentage values in the **Red**, **Green**, and **Blue** fields, by using the sliders, or by clicking and dragging to select a color from the color wheel. Release the mouse button when the color you want is displayed in the **New/Original** area.
- To create a color using **Hue**, **Saturation**, and **Brightness**, choose **HSB** from the **Model** pop-up menu. Enter a degree value in the **H** field, and percentage values in the **S** and **B** fields, use the sliders, or click and drag to select a color from the color wheel. Release the mouse button when the color you want is displayed in the **New/Original** area.

- To create a color using **LAB**, choose **LAB** from the **Model** pop-up menu. The LAB color model, also referred to as “LAB color space,” is a standard three-dimensional model for representing colors. Colors are specified by a luminance coordinate (**L**) and two chrominance coordinates (**A** for green-red), and (**B** for blue-yellow). In the **LAB** color space, equal distances represent color differences of roughly equal visual magnitudes. Enter a percentage value in the **L** field, and numerical values ranging from –120 to 120 in the **A** and **B** fields, use the sliders, or click and drag to select a color from the color wheel. Release the mouse button when the color you want is displayed in the **New/Original** area.
- To create a color based on screen percentages of existing process and/or spot colors, choose **Multi-Ink** from the **Model** pop-up menu. Click a color to display it in the **New/Original** area.
- To create a four-color process color, choose **CMYK** from the **Model** pop-up menu. Create the color by entering percentage values in the **C**, **M**, **Y**, and **K** fields, use the sliders, or click and drag to select a color from the color wheel. Release the mouse button when the color you want is displayed in the **New/Original** area.



Before using the **Multi-Ink** color model, consult with your commercial printer to ensure that the colors you plan to create can be reproduced on-press.



Tips

The **New/Original** area

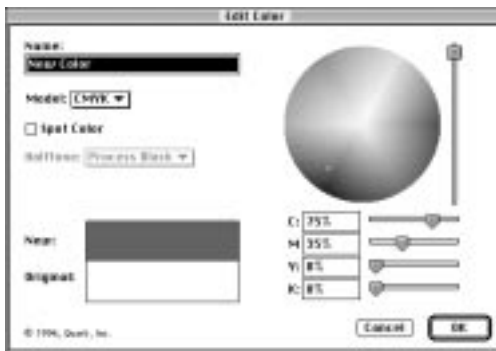
The **New/Original** area displays colors picked from the color wheel, colors specified by the numeric fields and scroll bars, and colors chosen from a standardized color matching system color selector. The upper half of this field displays a new color or, when you are editing, the edited versions of an existing color. The lower half is for comparison; it displays the original color when you are editing an existing color. For example, when you are trying to match an **HSB** or **RGB** color to swatches from a standardized color matching system, compare the existing color in the lower half of the **New/Original** area to the new selection in the upper half to get the closest match possible.



Tips

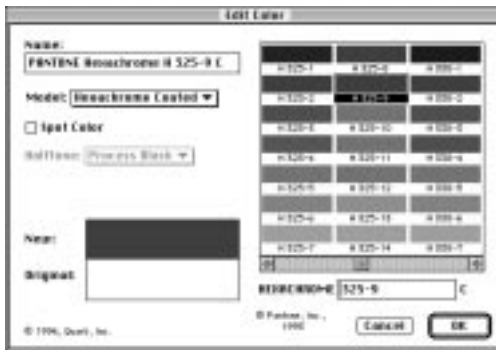
Global color changes

When you are globally changing all items and text from one color to another, remember to save your work before you do so. That way, if you accidentally change everything to the wrong color, you can simply choose **File → Revert to Saved** to undo the error without losing any of your other work.



The **Edit Color** dialog box (**Edit → Colors → New**) contains controls that let you create and edit process separation colors.

If you choose a color matching system model, the appropriate color matching system selector is displayed in the **Edit Color** dialog box.



The **Edit Color** dialog box (**Edit → Colors → New**) also lets you select colors from many standardized color matching systems.

- To select a color from a color matching system and add it to your color list, choose one of the standardized color matching systems from the **Model** pop-up menu. Select a color either by entering its number in the **Number** field, or by scrolling to the color and clicking the color swatch in the color selector window. The color name is entered in the **Name** field for you automatically.
 - 4 To adjust the brightness (the amount of black) of a color when using the **HSB**, **RGB**, **LAB**, or **CMYK** color models, use the vertical slider to the right of the color wheel. Dragging the slider up increases brightness; dragging it down decreases brightness.
 - 5 To specify the color you create as a spot color, regardless of the model you use to create it, check the **Spot Color** check box. Uncheck this box to specify it as a process color.
 - 6 To specify the halftoning that will be used when you print a separation plate that contains a screen for a spot color, choose an option from the **Halftone** pop-up menu. Choose **Process Black** to specify a screen angle of 45°. Choose **Process Yellow** to specify a screen angle of 90°. Choose **Process Magenta** to specify a screen angle of 75°. Choose **Process Cyan** to specify a screen angle of 105°. By specifying one of the halftone options, all of the halftoning components for each plate (frequency, angle, and function) are adopted.
-  The halftone values you specify in the **Halftone** pop-up menu may be overridden by values built into an imagesetter or PostScript printer description file. You can also override them manually in the **Output** tab of the **Print** dialog box (**Edit** → **Print** → **Output** tab) by choosing **Custom** from the **Halftone** pop-up menu then using the **Frequency**, **Angle**, and **Function** pop-up menus to specify custom halftoning.

- 7 For color comparisons, view the **New/Original** area. The **New/Original** area displays colors as you create and edit them. The **New** field displays a new color or an edited version of the chosen color. The **Original** field is used for comparison; it displays the original color when you are editing an existing color.
- 8 To add the color you create to the colors list, click **OK** in the **Edit Color** dialog box; the **Colors** dialog box is again displayed. Click **Save** in the **Colors** dialog box to add the color to the list.

Editing, duplicating, and deleting colors

Colors you have created can be edited easily in QuarkXPress. You can use the **Edit Color** dialog box to edit, duplicate, or delete a color, or to globally change all items of one color to another color. To edit, duplicate, or delete a color from an active document, or to append colors from another QuarkXPress document:

- 1 Choose **Edit → Colors**; the **Colors** dialog box is displayed. You can edit the program's default colors by choosing **Colors** when no document is open.
- 2 To edit a color contained in a color list, highlight the color you want to edit from the **Colors** scroll list, then click **Edit**; the **Edit Color** dialog box is displayed.

The **Original** area displays the chosen color. Refer to the **New** area for comparison as you make modifications to the chosen color using the color wheel, the numeric color definition fields, or a color matching system selector.

- To change the color model, choose another color model from the **Model** pop-up menu. For example, highlight a PANTONE color and click **Edit**; then, change the model to TOYO. Scroll through the TOYO colors to find one that most closely resembles the

PANTONE color. Compare the colors as they display in the **Original** and **New** areas of the dialog box. Select the closest match; then click **OK**.

- To print process separation plates for a color, regardless of the color model upon which it is based, uncheck **Spot Color**.
- 3 To duplicate a color, highlight the color you want to copy from the **Colors** scroll list, then click **Duplicate**; the **Edit Color** dialog box is displayed and a copy of the original color is shown in both the **New** and **Original** areas. QuarkXPress automatically enters “(name of the duplicated color) Copy” in the **Name** field.
 - 4 To delete a color from a color list, highlight the color you want to remove, then click **Delete**. When you delete a color, its name is removed from the scroll list. If you delete a color that is applied to characters, pictures, or items, you will be prompted to replace the color (see next page).
 - 5 To append the colors contained in another QuarkXPress document, click **Append**; the **Append Colors** dialog box is displayed. Use the controls in the dialog box to locate and select the document whose colors you want to append and click **Open**.

When you click **Append** in the **Colors** dialog box, an alert is displayed when the source document has a color with the same name as one in the target document.

If you want to leave the existing color in the target document unchanged, click **Use Existing Color**. QuarkXPress ignores the color in the source document and does not append it to the target document.

If you want to append the color with the same name, click **Rename New Color**. QuarkXPress appends the color and places an asterisk after it. You can then edit the name of the appended color in the **Edit Colors** dialog box. The color in the target document remains unchanged.

- 6 To save the changes you make to a color list, click **Save**.

To globally change all items of one color to another color, either edit the color you want to change to the desired color, replace the color, or:

- 1 Choose **Edit → Colors** to display the **Colors** dialog box.
- 2 Click **New** to display the **Edit Color** dialog box; then, create the color you want to use and click **OK**.
- 3 Highlight the name of a color that you want to delete; then click **Delete**. An alert displays asking if you want to delete the color and replace it with another color wherever it was used in the document.



This alert lets you globally change all items and text of one color to another color.

- 4 Choose the new color for the items and text from the **Replace with** pop-up menu.
- 5 Click **OK** to apply the new color to the items and text and close the alert dialog box. When you return to the document, all of the items and text to which the deleted color was applied will display in the color you chose in the **Replace with** pop-up menu.

Applying Color, Shade, and Blends

You can apply color and shade to boxes, frames, pictures, text, and lines in a variety of ways to suit your working style in QuarkXPress. To apply colors and shades to boxes, frames, and pictures, you can use the **Box** and **Frame** tabs of the **Modify** dialog box (**Item** → **Modify**) or the **Colors** palette (**View** → **Show Colors**). If you want to create many boxes with the same color and shade, you can set **Tool Preferences** so the color and shade are added automatically to every box you draw with the tool (**Edit** → **Preferences** → **Document** → **Tools** tab).

Using the Modify dialog box to apply colors

To apply colors using the **Modify** dialog box:

- 1 Select a box; then choose the **Box** tab (**Item** → **Modify** → **Box** tab).
- 2 Choose a color from the **Color** pop-up menu in the **Box** area.
- 3 To specify a shade for the chosen color, choose a value from the **Shade** pop-up menu or enter a value from 0 to 100% in .1% increments in the **Shade** field.
- 4 To specify a frame and frame color for an active box, choose the **Frame** tab (**Item** → **Modify** → **Frame** tab).



Tips

General tips

You can apply color to the dark areas of black-and-white bitmap and grayscale pictures by choosing **Color** (**Style** → **Colors**) when a picture box containing a picture in one of these formats is active.



Tips

Choosing **None**

You can make a box transparent by choosing a background color of **None** from the **Color** pop-up menu in the **Box** tab (**Item** → **Modify** → **Box** tab), or by selecting **None** in the **Colors** palette. When a box is transparent, you can see items beneath it. Applying a color of **None** to a box background has no effect on the way in which text runs around it.

Choosing **White**

You should only use **None** when something behind the box must show through. If nothing behind a box must show through, use a background color of **White**.

Gap color

Gap color is an additional color you can apply between stripes or dashes when using certain line styles.



The **Frame** tab (**Item** → **Modify** → **Frame** tab) lets you specify attributes for box frames.

- To specify a line width for the frame, choose a value from the **Width** pop-up menu, or enter a value between 0 and 504 points in .001 pt increments in the **Width** field.
- To specify a frame style, choose a style from the **Style** pop-up menu. If you chose a style that allows a **Gap** color (as shown above), additional fields will become available in the **Gap** area.
- To specify a frame color, choose a color from the **Color** pop-up menu in the **Frame** area.
- To specify a shade for the frame color, choose a value from the **Shade** pop-up menu or enter a value from 0 to 100% in .1% increments in the **Shade** field.
- To specify a gap color, choose a color from the **Color** pop-up menu in the **Gap** area.
- To specify a shade for the gap color, choose a value from the **Shade** pop-up menu or enter a value from 0 to 100% in .1% increments in the **Shade** field.

- 5 To specify a second color for an active box and a blend of the two colors, choose the **Box** tab (**Item** → **Modify** → **Box** tab) then:



The fields in the **Box** and **Blend** areas of the **Box** tab let you specify background colors, shades, and blends.

- To specify a blend style, choose a style from the **Style** pop-up menu in the **Blend** area. When you do so, additional fields for specifying a blend become available.
 - To specify an angle for the blend, select a value from the **Angle** pop-up menu, or enter a custom value from 0° to 360° in the **Angle** field.
 - To specify a second color for the blend, choose a color from the **Color** pop-up menu.
 - To specify a shade for the second color, choose a value from the **Shade** pop-up menu or enter a value from 0 to 100% in .1% increments in the **Shade** field.
- 6 Click **OK** to view the frame and blend for the active box.



Tips

Blends and background fills

You can also specify blends and background screen tints using the **Colors** palette (**View** → **Show Colors**). Click the box icon; then, choose a solid fill or blend from the pop-up menu. Add colors by clicking a color name, or by dragging and dropping a color swatch on a selected item.

You can use whichever method for specifying background colors and blends you find most convenient.

The **Apply** button

Click the **Apply** button in the **Modify** dialog box to apply attributes to a selected item and to preview them without closing the **Modify** dialog box.



Tips

Accurate blends

The **Accurate Blends** check box in the **General** tab (**Edit** → **Preferences** → **Document** → **General** tab) lets you control the display of two-color blends. To display blends with minimal banding and with the most accurate colors possible, but somewhat slowly, check **Accurate Blends**. For faster display of blends, uncheck **Accurate Blends**. The preset default is checked.

Applying blends to groups of boxes

You can apply background blends to groups that consist of boxes only.

Trapping multiple items and blends

Items, text, and pictures placed in front of a blend will trap to the **Indeterminate** color if their relationship happens to cause conflicting trap values. See Chapter 16, “Trapping.”

Using the Colors palette to apply colors

The Colors palette lets you specify a background color, frame color, and a blend of two colors as the background for a box. To use the **Colors** palette to add color, shade, and blends to boxes:

- 1 Select a box; then choose **View** → **Show Colors** (F12) to display the Colors palette if the palette is not already displayed.



The **Colors** palette lets you add background and frame colors, and blends to boxes.

- 2 Click the background icon  at the top of the palette; then click the color you want to apply.

You can specify a shade for the highlighted color either by choosing a value from the **Shade** pop-up menu at the top right corner of the palette, or by entering a value from 0 to 100% in .1% increments in the **Shade** field of the **Colors** palette.

To apply a color to box frames using the **Colors** palette:

- 1 Activate a box with a frame; then choose **View** → **Show Colors** (F12) to display the **Colors** palette if the palette is not already displayed.
- 2 Click the frame icon  at the top of the palette; then click the color you want to apply.

You can specify a shade for the selected color either by choosing a value from the **Shade** pop-up menu at the top right corner of the palette, or by entering a value from 0 to 100% in .1% increments in the **Shade** field of the **Colors** palette.

Using the Colors palette to create blends

A blend in QuarkXPress is a transition from one color to another, and the **Linear** blend is the default pattern. The Cool Blends™ XTensions software provides many more blend patterns and lets you specify the two blend colors, their shades, the pattern in which they blend, and the angle at which they blend relative to the box. A blend can contain any two colors available in a document. To create a blend of two colors in an active box using the **Colors** palette:

- 1 Activate a box; then choose **View → Show Colors** (F12) to display the **Colors** palette if the palette is not already displayed.
- 2 To apply color to the background of the active box, click the background icon  in the **Colors** palette. When this icon is highlighted, the fill-type pop-up menu is displayed in the palette. This menu lets you specify whether you want to apply a **Solid** color, or a **Linear Blend** of two colors to the background of the active box.
- 3 To create a blend, choose a blend option from the fill-type pop-up menu. Choosing these options activates the controls that let you specify the two colors for the blend and the angle at which they blend relative to the box.
- 4 To specify the first color in the blend, click the #1 button, choose a color from the list, specify the shade you want in the field in the upper right of the palette (by choosing a value from the pop-up menu or entering a value from 0 to 100% in increments as fine as .1%).
- 5 To specify the second color in the blend, click the #2 button, choose a color from the list, and specify a shade if you wish.



Tips

Working with colors and blends

Any background color and shade specified for a box in the **Box** tab (**Item → Modify → Box** tab) will be reported as the #1 color in a blend in the **Colors** palette. Similarly, the #1 color specified for a box background using the **Colors** palette will be reported as the background color in the box specifications dialog boxes.

You can create a gradation of a single color by using white as one of the two colors or by specifying a 0 shade of any color as the second color.

Shortcut to the **Colors** dialog box

To open the **Colors** dialog box (**Edit → Colors**) from the **Colors** palette, press the  key while you click a color name.

- 6 To specify the angle at which the two colors blend, enter a value in the angle field from -360° to 360° in increments as fine as $.001^{\circ}$.

Specifying color in Tool Preferences

QuarkXPress lets you apply color and shade to picture and text boxes automatically as you draw them. To automatically add color and shade as you draw a box:

- 1 Double-click any of the box tools in the **Tools** palette to display the **Tool** tab in the **Preferences** dialog box. The **Tool** tab, and the box tool you double-clicked will be selected for you automatically in the **Tools** scroll list. You can also edit the tool preferences by choosing **Edit** → **Preferences** → **Document** → **Tool** tab.



*The **Tool** tab lets you specify default preferences for any tool.*

- 2 Click **Modify** to display the **Box** tab.
- 3 Choose a box color from the **Color** pop-up menu.
- 4 Choose a shade percentage from the pop-up menu, or enter a custom shade percentage in the **Shade** field.
- 5 Click **OK** to close the **Box** tab and return to the **Tool** tab.

- 6 Click **OK** to close the **Tool Preferences** dialog box and return to the document. Every box you draw with the modified tool will automatically apply your **Color** and **Shade** specifications to the box.

Applying color and shade to text

You can apply color and shade to text four ways: (1) You can apply color and shade using the **Style → Color** and **Style → Shade** commands. (2) You can use the **Colors** palette (**View → Show Colors**). (3) You can use the **Character Styles Sheet** command (**Style → Character Style Sheet**) to apply color and shade to highlighted text using character style sheets you have created. (4) You can use the **Character Attributes** dialog box. To use menu commands to add color and shade to text:

- 1 Highlight some text in an active document; then choose **Style → Color** and choose the color you want to apply from the **Color** submenu.
- 2 Choose **Style → Shade** and choose the shade percentage you want to apply to the colored text from the **Shade** submenu; or select **Other** to display the **Character Attributes** dialog box, and enter a custom shade percentage in the **Shade** field.

To use the **Colors** palette to add color and shade to text:

- 1 Highlight some text in an active document; then choose **View → Show Colors** (F12) to display the **Colors** palette.
- 2 Click **A** at the top of the palette; then click the color you want to apply. You can specify a shade for the selected color either by choosing a value from the **Shade** pop-up menu or by entering a value from 0 to 100% in .1% increments in the **Shade** field of the **Colors** palette.



Tips

Applying color to groups

You can apply a color and shade to grouped or multiple-selected text boxes, picture boxes, and lines in one step: activate the items then double-click them to open the **Box** tab (**Item → Modify → Box** tab).

Creating reverse type

You can create reverse type by applying a light color or shade value to characters and specifying a relatively dark background color and shade for the text box.

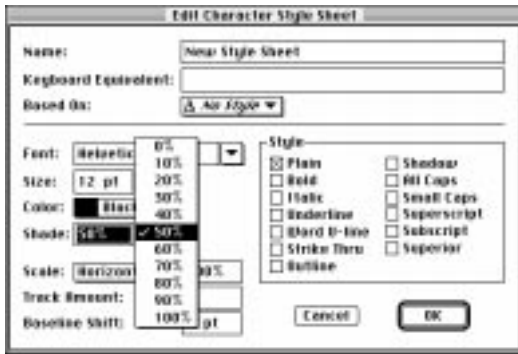
To use character style sheets to add adding color and shade to text:

- 1 To create a character style sheet, choose **Edit → Style Sheets** to display the **Style Sheets** dialog box.



The **New** button pop-up menu lets you create new **Character** style sheets.

- 2 Click **New** and choose **Character** from the **New** button pop-up menu to display the **Edit Character Style Sheet** dialog box.
- 3 Enter a name for the new style sheet in the **Name** field.
- 4 Choose a text color from the **Color** pop-up menu.
- 5 Choose a shade percentage from the **Shade** pop-up menu, or enter a custom shade percentage from 0 to 100% in the **Shade** field.

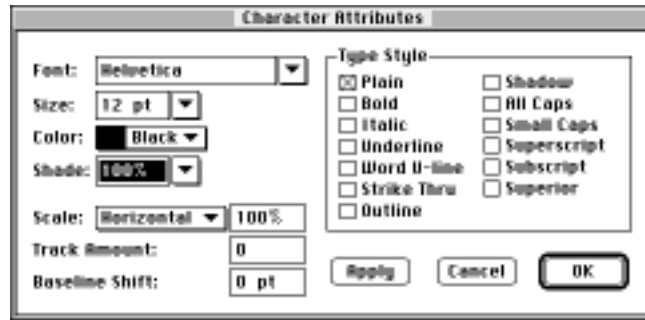


The **Shade** pop-up menu lets you specify shades you can apply to text using character style sheets.

- 6 Click **OK** to return to the **Style Sheets** dialog box.
- 7 Click **Save** to save your style sheet and return to the document.
- 8 Highlight some text in an active document; then apply the style sheet by choosing it from the **Character Style Sheet** submenu (**Style** → **Character Style Sheet** → <Style Sheet Name>).

To use the **Character Attributes** dialog box to add color and shade:

- 1 Select some text in an active document; then choose **Style** → **Shade** → **Other** to display the **Character Attributes** dialog box.



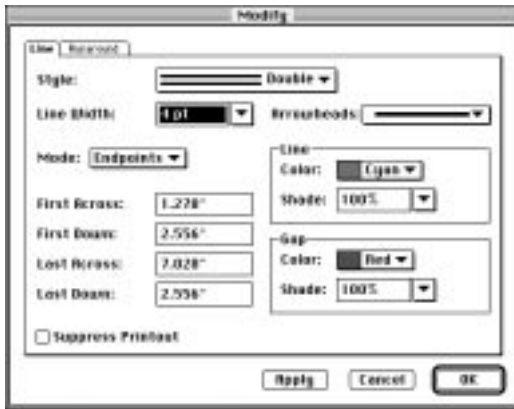
The *Character Attributes (Style → Shade → Other)* dialog box.

- 2 Choose a color from the **Color** pop-up menu.
- 3 Choose a shade percentage from the **Shade** pop-up menu, or enter a custom screen tint percentage, from 0 to 100% in the **Shade** field; then click **OK**.

Applying color and shade to lines

Three methods are available to apply color and shade to lines: (1) You can use the **Line** tab (**Item → Modify → Line** tab). (2) You can use the **Colors** palette (**View → Show Colors**). (3) You can apply color and shade using the **Style → Color** and **Style → Shade** commands. To use the **Line** tab to add color and shade to a line:

- 1 Select a line; then click the **Line** tab (**Item → Modify → Line** tab).



The **Line** tab (**Item** → **Modify** → **Line**) lets you specify attributes for a line.

- To specify a line style, choose a style from the **Style** pop-up menu. If you chose a style that allows a **Gap** color (as shown above), additional fields will become available in the **Gap** area.
- To specify a line width, choose a value from the **Line Width** pop-up menu, or enter a value between 0 and 504 points in .001 pt increments in the **Line Width** field.
- To specify a line color, choose a color from the **Color** pop-up menu in the **Line** area.
- To specify a shade for the line color, choose a value from the **Shade** pop-up menu or enter a value from 0 to 100% in .1% increments in the **Shade** field.
- To specify a gap color, choose a color from the **Color** pop-up menu in the **Gap** area. A **Gap** color is an additional color you can apply to certain line or frame styles.

- To specify a shade for the gap color, choose a value from the **Shade** pop-up menu in the **Gap** area or enter a value from 0 to 100% in .1% increments in the **Shade** field.

To use the **Colors** palette to add color and shade to a line:

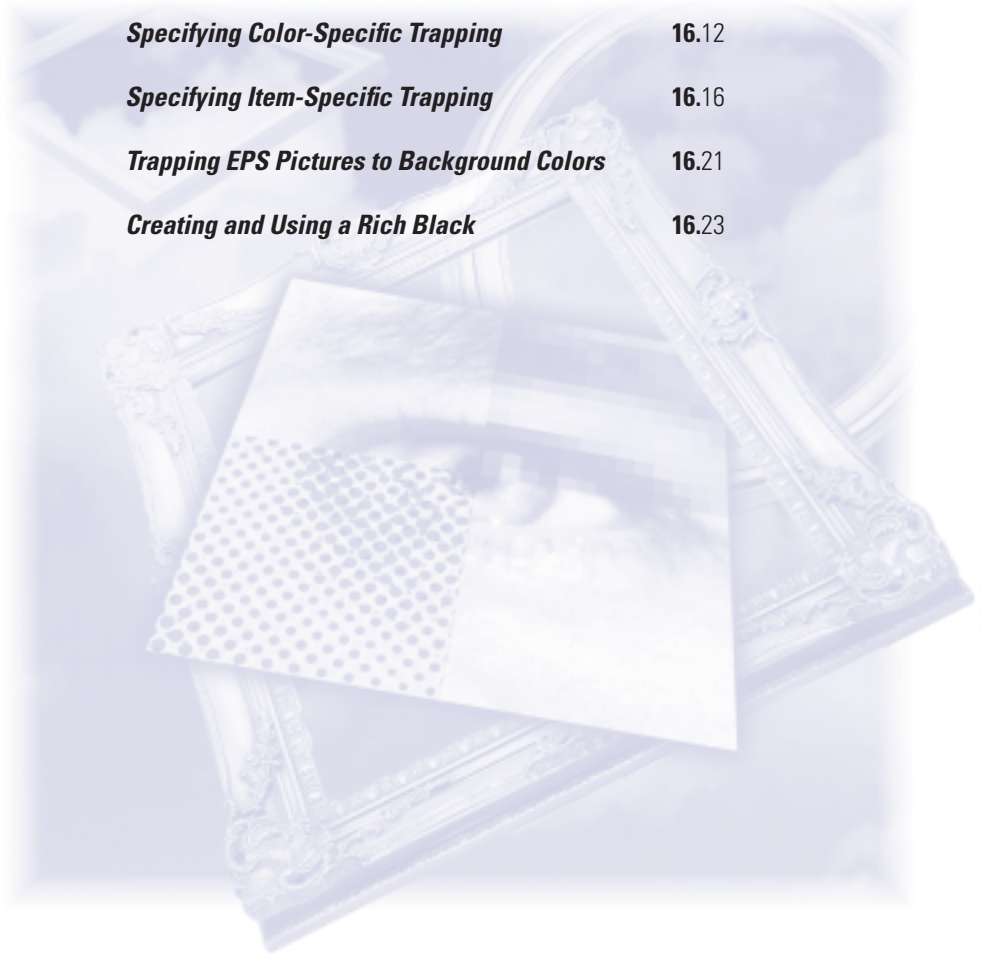
- 1 Select a line, click \ at the top of the palette, and then click the color you want to apply.
- 2 You can specify a shade for the selected color either by choosing a value from the **Shade** pop-up menu or by entering a value from 0 to 100% in .1% increments in the **Shade** field of the **Colors** palette.

To use menu bar commands to add color and shade to a line:

- 1 Select a line; then choose **Style → Color** and choose the color you want to apply from the **Color** submenu.
- 2 Choose **Style → Shade** and choose the shade percentage you want to apply from the **Shade** submenu. You can choose **Other** to display the **Shade** dialog box; then enter a custom shade percentage in the **Shade** field.

Trapping 16.

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<i>Specifying Default Trapping</i>	16.6
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16.

Trapping

When a multicolored job is printed, it is not uncommon for inks to print out of register causing small color shifts or gaps to appear between adjacent areas of color. When spot colors print out of register, small gaps appear allowing paper to show through in areas where adjacent colors should fit together. On a process color job, you will see a color shift (an area of discoloration), or a visible gap. These color shifts or gaps, commonly referred to as “leaks” or “peeks,” are caused by misregistration (either on press or in stripping), a lack of proper trapping, or the movement of paper on press.

Trapping compensates for the misregistration of color by expanding lighter areas of color to slightly overlap darker ones. QuarkXPress lets you create traps automatically by specifying default program and document-specific trapping preferences. You can further customize your traps by specifying trapping values for individual colors and items.

Understanding Trapping

The trapping values you specify should be determined by the press, paper, sheet size, and line screen (lpi) that will be used to produce your job. Each of these variables can affect how well colors “fit” together on a printed piece. For example, some presses require smaller traps with very small color overlap to achieve an acceptable color fit, while others require larger traps with larger color overlaps. Before you output your final layout to film, you should consult with your service bureau and printer to determine proper trapping values. For best results, use the trapping method and values your service bureau and printer recommend.

Specifying trapping in QuarkXPress

You specify trapping in QuarkXPress in terms of the way an *object color* traps against a *background color*. Object color is the color applied to any item (like text or a box) that is in front of another color. Background color is the color applied to any item (like text or a box) that is behind an object color. When an object color and a background color meet on a printed page, the direction of the trap is determined by the relative *luminance* (lightness or brightness) of the colors.

An object color can be trapped to a background color in four ways:

- **Spread.** When a lighter object color is spread, items to which the color is applied are slightly enlarged so that they trap (overlap) a darker background color.
- **Choke.** When a darker object color is choked, the erase (knockout) area on a lighter background color is slightly reduced (choked).

- *Overprint.* An object color can be specified to print over a background color. The overlapping area of the object and background colors is not erased.
- *Knockout.* An object color can be specified to print and knockout any background color, so it (the background color) will not print. The overlapping area is erased by the size of the item the object color has been applied to.

Determining trapping values in QuarkXPress

There are three stages at which trapping values can be determined in QuarkXPress: default, color-specific, and item-specific.

- *Default trapping.* The default method QuarkXPress uses to automatically trap colors of varying hues and shades, based on the relative luminance of object and background colors. Use the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab) to enter default trapping preferences for QuarkXPress and for individual QuarkXPress documents (document-specific trapping).
- *Color-specific trapping.* Trapping specified for any object color relative to any background color. By specifying **Overprint**, **Knockout**, **Auto Amount** (+) for spreads, **Auto Amount** (–) for chokes, or **Custom** trap values in the the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**), you can control the trapping relationships for every color in your **Colors** palette (F12). This is used to override the default algorithm value on a color-by-color basis.
- *Item-specific trapping.* Trapping specified for any item using the **Trap Information** palette (**View** → **Show Trap Information**) (Option-F12).



Document-specific preferences override default preferences, color-specific preferences override all default preferences, and item-specific preferences override all trapping preferences.

Trapping Guidelines

The principles of trapping are simple: You want lighter colors to slightly overlap adjacent darker colors to prevent gaps where they should fit together smoothly. An object color should spread into a darker background color, and be choked by a lighter background color. When specifying traps in QuarkXPress, consult your service bureau and printer to ensure that your trapping specifications are appropriate for your print job.

Suggestions for predictable trapping

Here are a few suggestions to help you obtain predictable results before your job goes to press:

- Use black or other dark colors for very small or very narrow items like small font sizes and narrow rules, and specify them to overprint anything behind them. By overprinting, you avoid situations where small, light colored items create knockout areas in dark backgrounds. These small knockouts are difficult to trap and fill with color. By overprinting you can eliminate difficult traps and simplify your print job.
- If you are unsure about trapping specifications, arrange with your service bureau to specify or perform trapping for you.
- Carefully review all prepress proofs supplied by your printer that are made from your separation film.
- Consult with your service bureau and printer to determine if there are any potential trapping problems.

**Tips**

Specifying default trapping preferences

Choose **Edit** → **Preferences** → **Document** → **Trapping** tab without a document open to specify default trapping preferences. These preferences will apply to every document you create.

Choose **Edit** → **Preferences** → **Document** → **Trapping** tab with a document open (or after creating a new one) to specify document-specific trapping preferences. These preferences will override all default trapping preferences, and will apply to the current document only.

Specifying Default Trapping

QuarkXPress lets you specify the default trapping method, as well as the specific default trapping values.

Default trapping methods

You can choose from three default trapping methods: **Absolute**, **Proportional**, and **Knockout All**.

- **Absolute** trapping uses the values in the **Auto Amount** and **Indeterminate** fields in the **Trapping** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) to make traps.
- **Proportional** trapping compares the luminance of the object color and background color to determine how different they are, and applies trapping accordingly. **Proportional** trapping uses the value in the **Auto Amount** field of the **Trapping** tab multiplied by the difference between the luminance of the object color and background color to calculate a trapping value.
- **Knockout All** turns trapping off, printing objects with a 0 trap amount.
- **Knockout All** is particularly useful when printing your layout as a color composite, a prepress PostScript file for final output using high-end prepress systems, or when printing proofs of your layout to a laser printer.

You can enter default trapping preferences for QuarkXPress and for individual QuarkXPress documents (document-specific trapping). To specify default trapping preferences (preferences that will apply to every document you create) make sure that no documents are open and:

- 1 Choose **Edit → Preferences → Document**; then click the **Trapping** tab.



Specify preferences in the **Trapping** tab (**Edit → Preferences → Document → Trapping** tab), to assign default or document-specific trapping settings.

- 2 Choose **Absolute**, **Proportional**, or **Knockout All** from the **Trapping Method** pop-up menu.

- Choose **Absolute** to trap using the values in the **Auto Amount** and **Indeterminate** fields according to the object and background colors involved.

If the object color is darker, the object is choked by the background by the **Auto Amount** value.

If the object color is lighter, the object is spread into the background by the **Auto Amount** value.

- Choose **Proportional** to trap using the value in the **Auto Amount** field multiplied by the difference between the luminance (lightness or brightness) of the object color and background color. **Proportional** trapping compares the luminance of the object color and background color to determine how different they are, and applies trapping accordingly.
- Choose **Knockout All** to turn trapping off, printing objects with a 0 trap amount.



Tips

Specifying default trapping preferences

Notice that the title bar on the **Default Document Preferences** dialog box differs from the example on this page when you specify trapping preferences with a document open.

Trapping to an indeterminate background

If a background color is indeterminate (that is, if it contains multiple colors with conflicting trapping relationships or is an imported picture), QuarkXPress traps the object color according to the value in the **Indeterminate** field of the **Trapping** tab (**Edit → Preferences → Document → Trapping** tab).



Tips

Proportional trapping

The formula used for **Proportional** trapping is: **Auto Amount** × (object luminance – background luminance). If the object color is darker, the object color is choked by the resulting amount of the formula. If the object color is lighter, the object color is spread by the resulting amount of the formula.

Choosing **Knockout All**

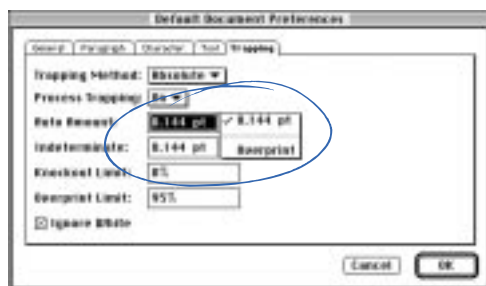
Choose **Knockout All** in the **Trapping Method** pop-up menu when you do not want QuarkXPress to perform trapping on your layout.

3 Choose **On** or **Off** from the **Process Trapping** pop-up menu.

- When **Process Trapping** is **On**, QuarkXPress traps each process separation plate individually when a page contains overlapping process colors. When you print color separations, QuarkXPress compares the darkness of each process component of an object color to the darkness of the corresponding process component of the background color, then traps accordingly. For example, the shade of cyan in an object color is compared to the shade of cyan in the background color; similar comparisons are made for the other plates that will be output.
- When abutting process colors have an **Absolute** trapping relationship, and **Process Trapping** is **On**, QuarkXPress divides the **Auto Amount** trapping value in half, and applies the resulting value to the darker component of the color on each plate. Dividing the value among plates creates a smoother trap while providing the same area of overlap.
- When abutting process colors have a **Proportional** trapping relationship, and **Process Trapping** is **On**, QuarkXPress multiplies the **Auto Amount** value specified in the **Trapping** tab by the difference in darkness between the component of the color on each plate.

4 Enter a trapping value in the **Auto Amount** field or select **Overprint** from the pop-up menu.

- Enter a value in the **Auto Amount** field to control the amount of trapping that QuarkXPress applies to object and background colors that have an **Auto Amount** specified in the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**), and items with an **Auto Amount** (+) or (–) specified in the **Trap Information** palette (**View** → **Show Trap Information**) (Option-F12).



Specifying an **Auto Amount** in the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab).

- Choose **Overprint** to cause object and background colors with an **Auto Amount** specified in the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**), and items with an **Auto Amount** (+) or (–) specified in the **Trap Information** palette (**View** → **Show Trap Information**) to overprint.

5 Enter a trapping value in the **Indeterminate** field or select **Overprint** from the pop-up menu.

- Enter a value in the **Indeterminate** field to control the amount of trapping that QuarkXPress applies to object colors that are in front of indeterminate backgrounds (multiple colors with conflicting trapping relationships).



Tips

Process trapping

For more precise color separations and trapping, make sure **Process Trapping** is **On** in the **Trapping** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).



Tips

The hierarchy of trapping preferences

Document-specific trapping preferences override QuarkXPress default trapping preferences.

Color-specific trapping preferences (**Edit** → **Color** → **Edit Trap**) override all document-specific and default trapping preferences.

Item-specific trapping preferences (**View** → **Show Trap Information**) override all trapping preferences.

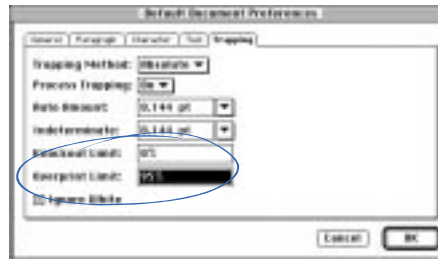
- Choose **Overprint** to cause an object color to overprint an indeterminate background.

See “Item-Specific Trapping” in this chapter.

6 Enter a value in the **Knockout Limit** field.

- This value (expressed as a percentage of darkness of the object color compared to the background color) lets you control the point at which an object color will knock out a background color.

7 Enter a value in the **Overprint Limit** field.



Enter a value in the **Overprint Limit** field (**Edit** → **Preferences** → **Document** → **Trapping** tab) to specify the shade percentage limit below which a color specified to overprint will start using the default algorithm.

- The value you enter here affects a black object color that is set to **Default**, and any object color set to **Overprint** in the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**). For example, if you enter 95% in this field, a 90% shaded object color set to **Overprint** a background color will not overprint but will instead trap according to the **Auto Amount** value specified. See “Creating and Using a Rich Black” later in this chapter.

8 Check **Ignore White** to specify that an object color in front of multiple background colors (including white) does not take white into account when trapping.

- When **Ignore White** is unchecked, all items overprint a white background. If an object color is in front of both a white background and a background color against which the object color is specified to spread, the object color will trap using the **Indeterminate** trap value.
- If an object color is in front of both a white background and two or more background colors to which the object color is specified to choke, the object color will choke (trap) using the the smallest choke value.

9 Click **OK** to save your default trapping preferences.



To specify document-specific trapping preferences, make sure that a document is open (or create a new one) and choose **Edit → Preferences → Document**; then click the **Trapping** tab. The preferences you specify will apply to the current document only.

Tips

Specifying color-specific trapping

Choose **Edit → Color → Edit Trap** without a document open to specify color-specific trapping for colors in the program's **Default Colors** list. These preferences will override all default trapping preferences and will apply to every document you create.

Choose **Edit → Color → Edit Trap** with a document open (or after creating a new one) to specify color-specific trapping for colors in a document's **Colors** list. These preferences will override all default trapping preferences, and will apply to the current document only.

Specifying Color-Specific Trapping

By using the **Trap Specifications** dialog box (**Edit → Colors → Edit Trap**) you can specify trapping values for any object color relative to any background color. By specifying **Overprint**, **Knockout**, **Auto Amount (+)** for spreads, **Auto Amount (-)** for chokes, or **Custom** trap values you can control the trapping relationships for every color in your **Colors** palette.

Color-specific trapping values you specify will directly affect color relationships and will override all default trapping preferences.

Entering color-specific trapping values

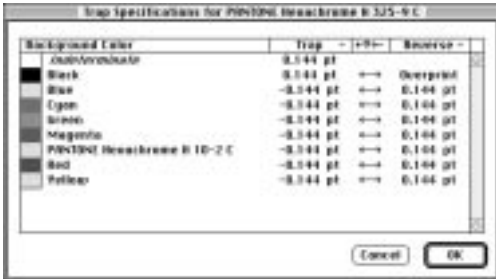
You can enter color-specific trapping values for QuarkXPress and for individual documents. To specify color-specific trapping for colors in the program's **Default Colors** list, make sure no documents are open and:

- 1 Choose **Edit → Colors** (Shift-F12).



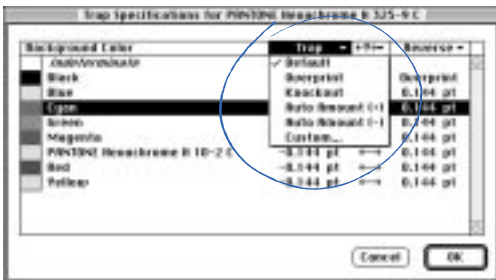
Use the **Default Colors** dialog box (**Edit → Colors**) to choose an object color.

- Choose the object color in the **Default Colors** list that you want to specify color-specific trapping for; then click **Edit Trap**.



Use the **Trap Specifications** dialog box (**Edit** → **Colors** → **Edit Trap**) to specify how a selected object color traps against any background color.

- Choose a color from the **Background Color** scroll list in the **Trap Specifications** dialog box. The **Background Color** column displays all available background colors. These are all of the colors in your **Default Colors** list (including **Indeterminate**) except for the object color you selected (excluding “white” and “registration”).
- Choose a trapping type from the **Trap** pop-up menu.



Choose a trapping type from the **Trap** pop-up menu (**Edit** → **Colors** → **Edit Trap**) to change the trapping preferences for any background color relative to the selected object color.



Tips

Default trapping values in the trap specifications dialog box

The values displayed in the various columns of the **Trap Specifications** dialog box reflect the default relationship between the selected object color and all background colors.

These default values are determined by the preferences specified in the **Trapping** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

**Tips**

Process trapping information

For text up to 24 points and small items (dimensions up to 10 points), QuarkXPress attempts to preserve the items' shape during process trapping by not performing automatic spreads or chokes when the items' shape would be compromised.

The **Trap** column displays the current default trapping values for the object color named in the dialog box title relative to every background color.

- The **Default** option works much like the **Auto Amount** (+/–) settings, but when **Default** is chosen, a QuarkXPress algorithm determines which colors choke, which colors spread, and which colors overprint or knock out. The amount of a choke or spread is based on the **Auto Amount** value in the **Trapping** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document** → **Trapping** tab). However, when **Default** is chosen, black always overprints.
- Choose **Overprint** if you want the named object color to overprint the background color in all instances where the shade of the object color is above the percentage entered in the **Overprint Limit** field of the **Trapping** tab.
- Choose **Knockout** if you want the named object color to knockout the background color.
- Choose **Auto Amount** (+) to assign the default spread value (the value specified in the **Auto Amount** field of the **Trapping** tab) to the named object color.
- Choose **Auto Amount** (–) to assign the default choke value (the negative of the value specified in the **Auto Amount** field of the **Trapping** tab) to the named object color.
- Choose **Custom** to specify a custom choke or spread value for the named object color. When you choose **Custom**, enter a value in the displayed dialog box.

- 5 Select a trap relationship from the **Dependent/Independent Trap** pop-up menu.

The **Dependent/Independent** column displays the current trapping relationship between the named object color and the background colors and their reverse relationship. The standard setting is **Dependent Traps** which applies a symmetrical setting.

- Choose **Dependent Traps** if you want QuarkXPress to calculate a reverse trap value automatically based on current column changes.
 - Choose **Independent Traps** to specify a custom reverse trap value.
- 6 Select a trapping type from the **Reverse** pop-up menu.

The **Reverse** column displays the reverse of the current trapping values for every background color relative to the named object color. The value displayed for a given background color is the trap that will be applied when that color is an object color and the named object color is a background color. These values are determined by the reverse algorithm applied to the trap values under the **Trap** column, if dependent is selected.

The **Reverse** value is calculated automatically when you choose **Dependent Traps**. If you change the **Reverse** value when **Dependent Traps** is chosen, the corresponding opposite trap is calculated automatically. Choose trapping types and enter values as necessary to customize reverse trapping relationships.

- 7 Click **OK**, then click **Save** in the **Default Colors** dialog box to save your color-specific trapping preferences.



To specify color-specific trapping for colors in a document's **Colors** list, make sure that a document is open (or create a new one) and choose **Edit → Colors**. The values you specify will apply to the current document only.



Tips

Specifying color-specific trapping to create custom traps

In general, it is not necessary to specify color-specific trapping. QuarkXPress produces precise, high-quality trapping in most cases. When you create custom traps by specifying color-specific trapping you should always be aware of how your changes will affect the program and your layout as it moves through the print production process.

**Tips****Item-specific trapping**

QuarkXPress will apply the trapping values you specify to QuarkXPress items only, not to imported pictures. You must specify trapping for imported pictures in the application you used to create them.

The **Trap Information** palette

Use the **Trap Information** palette (**View → Show Trap Information**) to specify trapping for text, pictures, frames, lines, and box backgrounds. You can also use the palette to apply default and color-specific trapping values or to enter custom values from -36 points to $+36$ points.

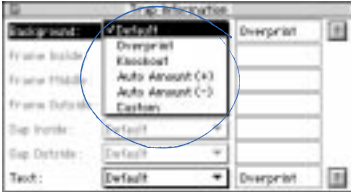
Specifying Item-Specific Trapping

Generally, QuarkXPress correctly traps items automatically, but there may be situations where an item in your layout requires a trap different from that produced by values specified in either the **Trapping** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**) or the **Trap Specifications** dialog box (**Edit → Color → Edit Trap**). In these situations, use the **Trap Information** palette (**View → Show Trap Information**) to specify trapping values to control how QuarkXPress traps a selected item. Values you specify in the **Trap Information** palette override all other trapping preferences, except **Knockout All**.

Trapping boxes

You can specify trapping for any QuarkXPress box, its contents (except for imported pictures), its frames, and its background. The fields that are available in the **Trap Information** palette will differ depending on the type of box you are trapping and its contents. The following example features a text box containing text and a background color with no frame:

- 1 Select a text box containing text and a background color, then choose **View → Show Trap Information** (Option-F12).



Specify values in the **Trap Information** palette (**View → Show Trap Information**) to control how QuarkXPress traps an active item. Notice the pop-up menus are the same as those in the **Trap Specifications** dialog box (**Edit → Colors → Edit Trap**).

- 2 Choose a trapping type from the pop-up menu for each field displayed.

- Choose **Default** for the **Background** and **Text** fields to use the trapping values specified in the **Trap Specifications** dialog box (**Edit → Colors → Edit Trap**) for the item's current object color against the item's current background color. If you select either of the **Auto Amount** trapping types, the resulting trapping value is determined by the values specified in the **Trapping** tab (**Edit → Preferences → Document → Trapping** tab).
- Choose **Overprint** to overprint an active item. Choosing **Overprint** overrides the **Overprint Limit** value entered in the **Trapping** tab enabling you to overprint regardless of the shade of the object and background colors involved.
- Choose **Knockout** if you want an active item to knockout its background.
- Choose either **Auto Amount (+)** or **Auto Amount (-)** to apply the value entered in the **Auto Amount** field of the **Trapping** tab.

If you choose **Auto Amount (+)**, the value displayed to the right of the pop-up menu is positive (a spread). If you choose **Auto**



Tips

Trapping text

Text is always trapped to the background color of the text box that contains it. If text contained in a box with a background color of **None** is positioned over another box containing one background color, the text will trap to that background color.

Tips

Trapping QuarkXPress items to a multicolored background

If an item, or text in a text box, with a background color of **None**, is positioned over a multicolored background, one of the following conditions can occur: (1) if all the background colors have positive trapping values, the item or text will spread by the lowest of the values; (2) if all the background colors have negative trapping values, the item or text will choke by the value closest to 0 (the lowest of all possible negative values); (3) if the background colors have conflicting positive and negative trapping values, the item will trap according to the value in the Indeterminate field of the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab).

Amount (–), the value displayed to the right of the pop-up menu is negative (a choke).



Choosing **Auto Amount** (+) from the **Text** field pop-up menu in the **Trap Information** palette (**View** → **Show Trap Information**).

- Choose **Custom** to specify a custom choke or spread value for the active item. You can enter a value in the field to the right of the pop-up menu.



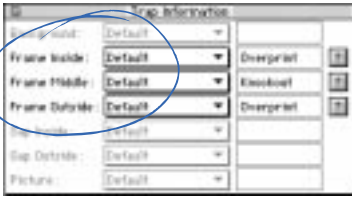
Choosing **Overprint** in the **Trap Information** dialog box causes an item to overprint regardless of the object and background colors involved. This functionality differs from **Overprint** in the **Trap Specifications** dialog box where the shade of the object color and the value entered in the **Overprint Limit** field of the **Trapping** tab combine to determine whether or not an item overprints.

Trapping frames and lines

The **Frame** tab and the **Line** tab of the **Modify** dialog box (**Item** → **Modify**) enable you to create custom frames and lines using a wide range of styles, patterns and colors. A frame that you create for a box always traps to the background color(s) specified for the box, to the color(s) used to color the frame, and to any background colors behind the box. A line that you create always traps to the color(s) used to color it, and to any background colors underneath the line. Although QuarkXPress cannot apply trapping to imported pictures, you can apply trapping to any frame or line to create the trapping effect you need.

To specify trapping for a frame:

- 1 Select or create a box; apply a frame with a multiline style that contains **Frame** and **Gap** colors, and a background color; then choose **View → Show Trap Information** (Option-F12).



Use the **Trap Information** palette (**View → Show Trap Information**) to specify trapping for the **Inside**, **Middle**, and **Outside** of a frame created with a multiline style.

- 2 Choose a trapping type from the pop-up menu to specify trapping values for the **Frame Inside**, **Frame Middle** and **Frame Outside** fields.
 - **Frame Inside:** Trapping applied between the innermost color of a frame and the box contents (background color or picture).
 - **Frame Middle:** Trapping applied to colors within a frame.
 - **Frame Outside:** Trapping applied between the outermost color of a frame and colors underneath it.

The trapping types contained in the pop-up menus are the same as those described in “Trapping boxes” earlier in this section.



Tips

Trapping QuarkXPress items to background pictures

Lines, boxes, and text can be set to knock out, overprint, or trap to background pictures using the **Trap Information** palette (**View → Show Trap Information**).

To specify trapping for a line:

- 1 Select or create a line; apply a multiline style that contains **Line** and **Gap** colors; then choose **View → Show Trap Information** (Option-F12).



Use the **Trap Information** palette (**View → Show Trap Information**) to specify trapping for the **Line**, **Line Middle**, and **Gap** of a line created with a multiline style.

- 2 Choose a trapping type from the pop-up menu to specify trapping values for the **Line**, **Line Middle**, and **Gap** fields.
 - The **Line** field: Trapping applied to the **Line** color specified for a line in relation to an adjacent background color.
 - The **Line Middle** field: Trapping applied to colors within a line.
 - The **Gap** field: Trapping applied to the **Gap** color specified for a line in relation to an adjacent background color. The **Gap** field is only available with dashed lines or multi-lines without two arrowheads.

The trapping types contained in the pop-up menus are the same as those described in “Trapping boxes” earlier in this section.

Trapping EPS Pictures to Background Colors

You can trap Encapsulated PostScript (EPS) pictures created in other applications to a background color created in QuarkXPress. Elements of EPS pictures can knockout or overprint QuarkXPress background colors, depending on how you specify the elements in your illustration application. Overprinted stroke elements are used to create traps in EPS pictures. The color of the stroke should be the same color as the object being stroked. When a stroke element in an EPS picture is specified to overprint, half the width of the stroke can be used to trap the picture to a QuarkXPress background color.

Trapping EPS pictures with strokes

To trap an EPS picture with strokes to a background color created in QuarkXPress, first create an EPS picture with strokes around its edges. Set the strokes to overprint. Make sure to create strokes that are twice the width of the trapping value you are using in QuarkXPress. For example, if you are using a .144 point default trap in QuarkXPress, specify strokes that are .288 points wide; then:

- 1 Create a picture box and fill it with a background color.
- 2 Import an EPS picture saved with strokes around its edges using the **Get Picture** dialog box (**File** → **Get Picture**).



Tips

Stroke traps in EPS pictures

To trap an EPS picture, QuarkXPress uses the overprint settings saved with the picture. When you create a stroke, whether it is to be used for a spread or a choke, set the stroke to overprint. When you create the EPS picture, do not set fills to overprint. If you set a fill to overprint, the fill element will not knock out the background color.

Scaling imported EPS pictures

When you scale an EPS picture in QuarkXPress, the stroke is also scaled. Scaling a picture with a .288 point stroke from 100% to 50%, for example, results in a trap that is 0.144 points wide. Doubling the size of that EPS picture results in a trap that is .576 points wide. Either of these amounts is likely to be unacceptable. Instead of scaling an EPS picture in QuarkXPress, scale the picture in the application you used to create it.

3 Choose **File** → **Print** (⌘-P).



Use the **Print** dialog box (**File** → **Print**) to print color separations.

4 Check the **Separations** box.

5 Click **Print** to print test separations on your laser printer. Notice that half the width of the strokes you created will overprint the QuarkXPress background color to create a trap.

6 Choose **File** → **Save** to save your document.



The commands you use to create overprinted strokes for traps will vary between illustration applications. See the documentation for the application you use for instructions on how to create strokes and overprints.

Creating and Using a Rich Black

Printers and graphic designers often use *rich black* to create a deeper, darker black to achieve an even, very dark coloration for large areas of ink coverage. A standard rich black is composed of 100% process black laid over a screened percentage of a process color build. Because it is composed of more than one process ink, misregistration of rich black on press is likely.

Trapping rich blacks in QuarkXPress

For this reason, QuarkXPress handles trapping differently for rich black. If an object color spreads into a rich black background, all process colors except process black will spread according to the value specified in the **Auto Amount** field of the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab). If the rich black object color is being choked by a background color, then all process colors except for process black will choke. This special trapping process is used to keep the background process colors from showing through in the event of misregistration.

Experimenting with rich blacks

To create a sample rich black:

- 1 Choose **Edit** → **Colors** (Shift-F12); then click **New**.
- 2 Type **Sample Rich Black** in the **Name** field.
- 3 Choose **CMYK** from the **Model** pop-up menu.
- 4 Uncheck the **Spot Color** check box.



Tips

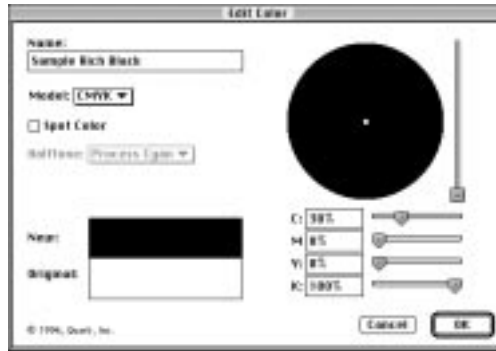
Rich black composition

QuarkXPress applies a rich black trap only when the percentage of process black in a rich black is greater than or equal to the percentage entered in the **Overprint Limit** field of the **Trapping** tab (**Edit** → **Preferences** → **Document** → **Trapping** tab).

Applying a rich black trap

QuarkXPress applies a rich black trap when a 100% shade is applied to rich black color. You apply shade using the **Shade** pop-up menu in the **Colors** palette, the **Shade** menu (**Style** → **Shade**), or the **Box** or **Picture** tabs of the **Modify** dialog box (**Item** → **Modify**). See Chapter 15, "Color."

- 5** Enter 30% in the **Cyan (C)** field and 100% in the **Black (K)** field.



Creating a **Sample Rich Black** in the **Edit Color** dialog box (**Edit** → **Colors** → **New**).

Rich Black Tone	Composition
Cool	C: 30%, K: 100%
Neutral	C: 30%, M: 20%, Y: 20%, K: 100%
Warm	M: 30%, K: 100%

- 6** Click **OK**; then click **Save**.



You can create several types of rich black. Be aware that the more process colors you use to build a rich black, the higher the likelihood of misregistration on press.

To see an exaggerated demonstration of rich black trapping, and print proof separations on a laser printer:

- 1 Create a text box and enter some text in 48 point type. Select the text and color it 100% Cyan by choosing **Style → Color → Cyan**.
- 2 Choose **Item → Modify** and choose **Sample Rich Black** from the **Colors** pop-up menu to fill the box with 100% **Sample Rich Black**.
- 3 To easily see the results of a rich black trap when printing to a laser printer, enter 5 pt in the **Auto Amount** field of the **Trapping** tab (**Edit → Preferences → Document**).
- 4 Choose **File → Print (⌘-P)**.



Use the **Print** dialog box (**File → Print**) to print test separations.

- 5 Check the **Separations** box.
- 6 Click **Print** to print test separations on your laser printer.

!!! Your result should be a knockout on the rich black plate, plus one cyan plate that clearly shows an exaggerated spread of the cyan text.



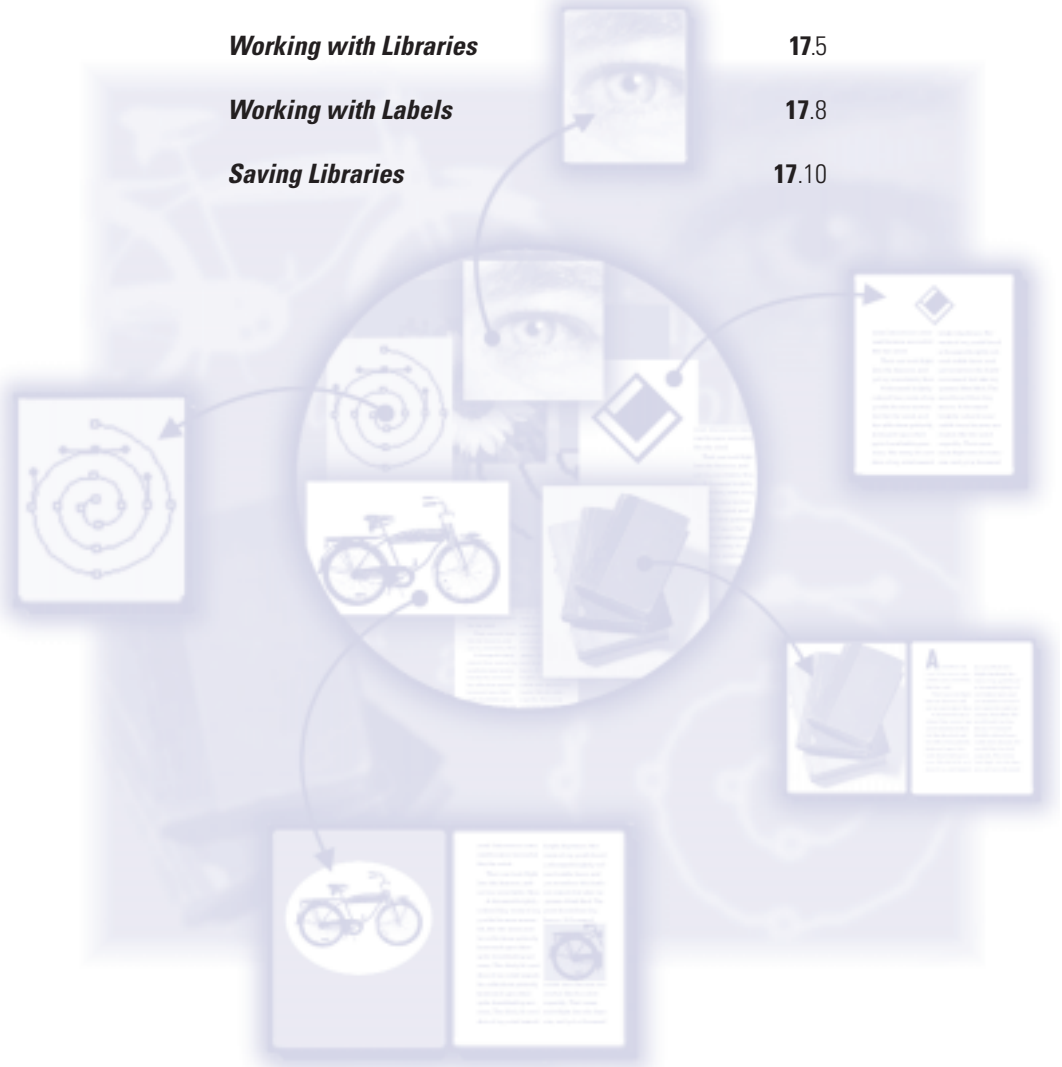
Tips

Changing the **Auto Amount** value

The brief exercise on this page is designed to let you easily see the results of a rich black trap when printing to a laser printer. After completing this exercise, be sure to reset the value in the **Auto Amount** field of the **Trapping** tab (**Edit → Preferences → Document → Trapping** tab) to the default trapping value of .144 point.

Libraries 17.

<i>Creating New Libraries</i>	17.3
<i>Opening Libraries</i>	17.4
<i>Working with Libraries</i>	17.5
<i>Working with Labels</i>	17.8
<i>Saving Libraries</i>	17.10



Libraries

17.

Libraries are QuarkXPress files that provide easy access to frequently-used items. You can store any item or group of items in a library, including text boxes, text paths, picture boxes, lines, and groups. Libraries are displayed as palettes that contain thumbnail displays of items.

You build a library by copying selected items from a document or another library into an open library. You retrieve library items by dragging them out and placing them on document pages.

Creating New Libraries

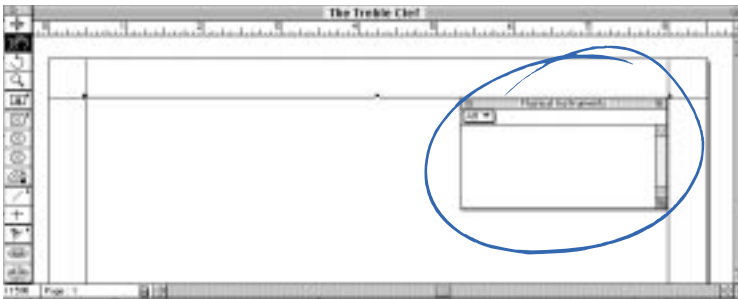
You can create a new library any time, as long as you have fewer than 25 files open. To create a new library:

- 1 Choose **File → New → Library** (⌘-Option-N).



Specify a name and location for a new library in the **New Library** dialog box (**File → New**).

- 2 Use the controls in the directory dialog box to specify a location for the new library file.
- 3 Enter a name for the library in the **Library Name** field.
- 4 Click **Create**. The new library is displayed as a palette in front of all open documents.



New library palettes are displayed in the upper right corner of the screen.



Tips

Library palettes remain open

When you create a new library, it stays open until you close it. When you launch QuarkXPress, any library palettes that were previously open are reopened automatically and placed in their previous positions.

Tips

Libraries are palettes

You manipulate a library palette like all other palettes: Click and drag the title bar to move it and click the close box to close it.

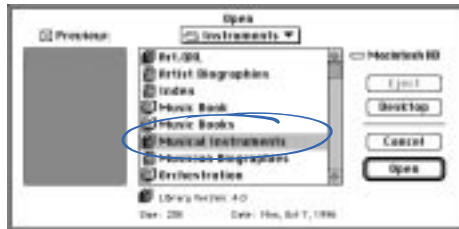
Library compatibility

QuarkXPress libraries can also be opened by QuarkXPress Passport, but not vice versa.

Opening Libraries

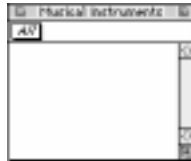
QuarkXPress lets you open any combination of 25 documents, templates, or libraries at one time. Libraries stay open until you close them — they're even reopened automatically when you quit and relaunch QuarkXPress. To open a library:

- 1 Choose **File** → **Open** (⌘-O).



Use the **Open** directory dialog box (**File** menu) to locate and open QuarkXPress libraries.

- 2 Use the controls in the directory dialog box to locate the library  you want to open.
- 3 Select the library from the scroll list.
- 4 Click **Open**.



Library palettes remember their position on-screen and open in their previous position. Click and drag the title bar to move the palette.

Working with Libraries

Libraries are convenient for storing frequently-used page items such as logos, publication mastheads, legal text, and photographs. You can store up to 2,000 entries in an individual library. A library entry can be a text box, text path, picture box, line, multiple-selected items, or a group. To move entries in and out of libraries, you simply drag them or cut/copy and paste them.

Adding library entries

When you add entries to a library, copies of the items are placed in the library and displayed as thumbnails. The original items are not removed from the document. To add entries to an open library:

- 1 Select the Item tool .
- 2 Select the item(s) or group to place in the library. To select multiple items, press the Shift key while clicking them. (You can also multiple-select items when the Content tool  is selected.)
- 3 Drag the item(s) or group over the library and release the mouse button when the Library pointer  appears. The library entry is placed between the arrow icons ▶ ◀.



Drag selected items from a document into a library; release the mouse button when the Library pointer  appears.



Tips

Placing contents in libraries

To store text or pictures (contents) in a library, drag its bounding box into a library. You cannot drag highlighted text or a selected picture into a library without its box.

Libraries vs. templates

Before you store all your frequently used page elements in a library, consider whether the items would be more useful as part of a template. For example, you may want to store a nameplate for a newsletter in a template rather than dragging it in from a library for each issue. If you feature different columnists in each issue of your newsletter, you may want to store the columnists' photographs in a library rather than in a template.

**Tips**

Good candidates for libraries

Libraries are good for storing items that may be needed at any time in a layout. For example, corporate logos, legal information, commonly used pictures and verbiage, chart formats, and clip art are all good candidates for library entries. Items with hard-to-remember formatting can also be saved in a library.

Retrieving library entries

To put a library entry into a document, select any tool and click the library entry. Drag the entry into the document. A copy of the library entry is placed in the document.



Drag entries from libraries into documents with any tool selected.

The effect on document defaults and preferences

When you drag a library entry into a document, the following defaults and preferences are affected:

- Any style sheets, colors, dashes and frames, lists, or H&Js used in the library entry are automatically added to the document.

However, if any of the library entry's specifications have the same name as a specification in the document, the document specification is used. (For example, if a color has the same name but is defined differently, the item will change color from the library to the document.) Likewise, if a new library entry has a specification with the same name as an existing library entry, the existing library entry's specification is used. (In this situation, if a color has the same name but is defined differently, the item will change when it is dragged *into* the library.)

- If the *XPress Preferences* used in the library are different from those used in the document, text reflow may occur and any Frame Editor (bitmap) frames may not display.

- When you place an item that includes a high resolution picture into a library, QuarkXPress saves the path to the picture file's volume and folder with the library entry. If the picture file is on an available disk, QuarkXPress can find it.

Manipulating library entries

You can rearrange the order of entries within a library, move entries from one library to another, replace library entries, and delete library entries.

- To rearrange an entry within a library, click it and drag it to a new position. The arrow icons ▶ ◀ indicate the entry's new position.



Drag entries up or down to rearrange them; the arrow icons ▶ ◀ indicate the placement of entries.

- To move an entry from one library into another, click it and drag it to the other open library. Delete the entry from the first library.
- To replace an entry in a library, select the replacement items in a document; then choose **Edit → Copy** (⌘-C). Click the entry in the library to select it and choose **Edit → Paste** (⌘-V). An alert asks you to confirm the deletion.
- To remove an entry from a library, click it and choose **Edit → Clear** or press the **Delete** key. An alert asks you to confirm the deletion.



Tips

Moving pictures

If you move high resolution pictures from the original location, you will have to update the path to the picture in a directory dialog box, or by using the **Usage** command (**Utilities** menu).

Using **Edit** menu commands

In addition to manipulating library entries with the mouse, you can use **Cut**, **Copy**, **Paste**, and **Clear** in the **Edit** menu. For example, you can cut an item from a document, then click in a library palette and paste it.

Navigating within a library

Use the library palette's scroll bar to scroll vertically through library entries. Drag the resize box in the lower right corner of a library palette to resize it. You can expand a library palette by clicking its zoom box. Click the zoom box again to return to the previous display.

Tips

Categorizing library items

Although you can put up to 2,000 items in a single library, it's not necessarily a good idea to do so. Even if you use labels, it may be difficult to locate the items you need. You may want to create separate libraries for separate publications or topics.

Working with Labels

QuarkXPress lets you manage your library entries by applying labels to them. You can apply the same label to multiple entries and you can selectively display library entries according to their labels. For example, if you have a library full of different corporate logos, you can label each entry with the appropriate company name.

Labeling library entries

Once you label one library entry, you can reuse that label for other entries. Or, you can give each of your library entries a unique name. To label library entries:

- 1 Double-click a library entry to display the **Library Entry** dialog box.



Double-click a library entry to display the **Library Entry** dialog box. Enter a new label or choose one from the pop-up menu.

- 2 Type a descriptive name in the **Label** field or choose one from the **Label** list. To rename a library entry, type in a new label or choose a different label from the list.
- 3 Click **OK**; the label now appears in the **Label** pop-up menu.

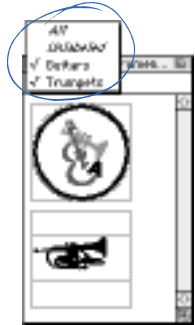


When you copy an entry from one library to another, its label is copied as well.

Displaying library entries by label

To display entries by label, click the pop-up menu in the upper left corner of a library palette. Choose labels to display associated entries.

- The pop-up menu lists **All**, **Unlabeled**, as well as any labels you created and applied to entries.
- You can choose more than one label to display multiple categories of entries; each selected label is shown checked in the pop-up menu.
- If you choose more than one label, **Mixed Labels** is displayed in the pop-up menu.
- To view all library entries, regardless of label, choose **All**.
- To view entries to which no label has been applied, choose **Unlabeled**. You can choose **Unlabeled** in addition to other labels.
- To hide entries to which a label is applied, choose the label again.



Choose labels from the pop-up menu in the upper left corner of a library palette to indicate which library entries to display.



Tips

Displaying **All** labels

If you have **All** checked in the pop-up menu of a library palette, and then you uncheck **All**, all the other labels are automatically checked.

**Tips**

Quitting QuarkXPress

When you quit QuarkXPress, any open libraries are automatically closed and saved.

Saving Libraries

When you click the close box on a library palette, QuarkXPress automatically saves changes made to the library. If you prefer, you can use the **Auto Library Save** feature to save each change on the fly. To enable **Auto Library Save**:

- 1 Choose **Edit** → **Preferences** → **Application** (⌘-Option-Shift-Y); then click the **Save** tab.



Check **Auto Library Save** in the **Save** panel of the **Application Preferences** dialog box (**Edit** menu) to automatically save changes to libraries.

- 2 Check **Auto Library Save**.
- 3 Click **OK**.

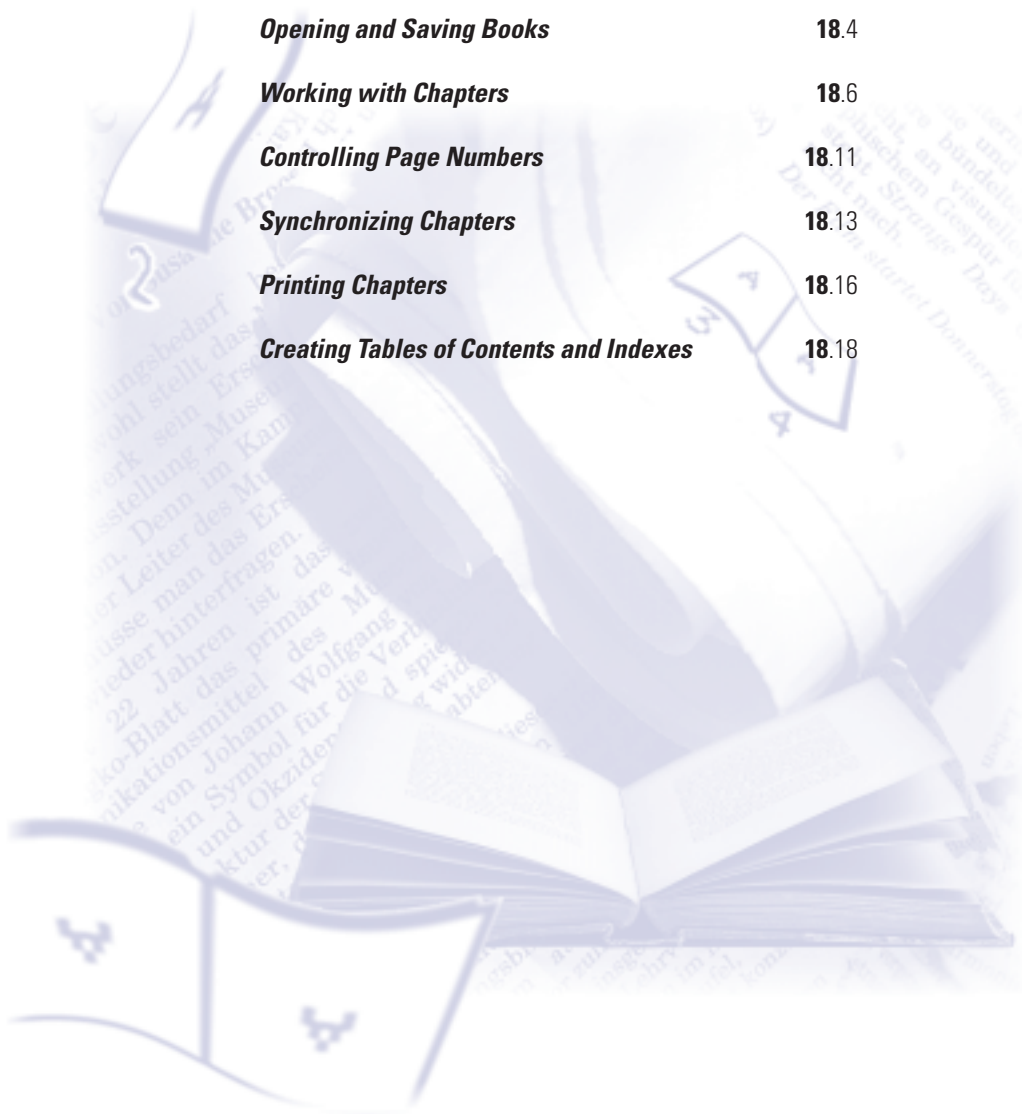


The one disadvantage to using **Auto Library Save** is that it can make working with libraries slightly slower. If you're adding 100 items to a library, QuarkXPress pauses to save each item. To protect libraries from a system failure when you're not using **Auto Library Save**, be sure to close your libraries periodically to save them.

18.

Books

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<i>Opening and Saving Books</i>	18.4
<i>Working with Chapters</i>	18.6
<i>Controlling Page Numbers</i>	18.11
<i>Synchronizing Chapters</i>	18.13
<i>Printing Chapters</i>	18.16
<i>Creating Tables of Contents and Indexes</i>	18.18



Books

18.

Books are QuarkXPress files that help you manage multiple-document publications. Books are displayed as palettes that contain links to individual documents, called *chapters*. Once chapters are added to a book, you can open, close, and track chapters through a book palette.

QuarkXPress lets you synchronize styles used in the chapters of a book, print chapters from a book palette, and automatically update page numbers across chapters.

Creating New Books

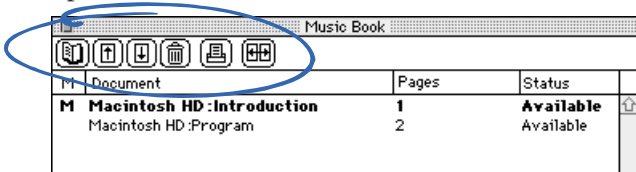
In QuarkXPress, a book is a collection of documents. You can create a new book to organize chapters or sections at any time. To create a new book:

- 1 Choose **File → New → Book**.



Specify a name and location for a new book in the **New Book** directory dialog box.

- 2 Use the controls in the directory dialog box to specify a location for the new book file.
- 3 Enter a name for the book in the **Book Name** field.
- 4 Click **Create**. The new book is displayed as a palette in front of all open documents.



Add , reorder , delete , print , and synchronize styles in chapters with icons on the book palette.



Tips

Storing and sharing files

If you store book files in a shared location, multiple users can open books and edit chapters. Before creating a new book, you may want to establish this location and set up sharing for the appropriate users (through the Mac OS Sharing Setup and Users & Groups control panels). You can even store the necessary templates, libraries, graphics, and fonts in the same location as the book. If you need more control over who has access to certain chapters, you can place chapters in different folders with restricted sharing.

**Tips**

Books are palettes

You manipulate a book palette like all other palettes: Click and drag the title bar to move the palette and click the close box to close it.

Book palettes remain open

When you create a new book, it stays open until you close it. When you relaunch QuarkXPress, an open book palette is reopened automatically and placed in its previous position.

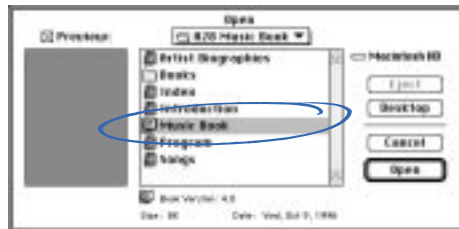
Opening and Saving Books

QuarkXPress lets you open up to 25 books at one time. Books can be opened by more than one user at the same time so members of a work-group can access different chapters. Books stay open until you close them — they are even reopened automatically when you quit and relaunch QuarkXPress. Changes made to books are saved when you close the book palette or quit QuarkXPress.

Opening books

Opening a book displays the book's palette, which lets you open and edit individual chapters. To open a book:

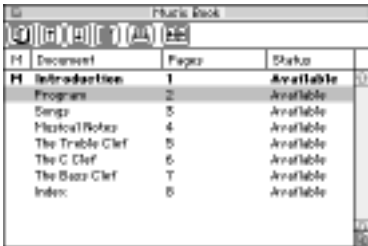
- 1 If you are opening a book that is stored on a shared file server, mount the server.
- 2 Choose **File → Open** (⌘-O).



Choose **File → Open** to locate and open QuarkXPress books.

- 3 Use the controls in the directory dialog box to locate the book  you want to open.

- 4 Choose the book from the scroll list. Click **Open**.



Book palettes remember their position on-screen and open in their previous position.

Saving books

Changes to books (such as adding or reordering chapters) are saved automatically when you close books, or when you quit QuarkXPress. When you open and edit chapters from books, the chapter documents need to be saved the same way as any stand-alone QuarkXPress documents, by using **Save** or **Save as** commands (**File** menu).



You cannot use the **Undo** command (**Edit** menu) or the **Revert to Saved** command (**File** menu) to reverse changes made to books.



Tips

All open books updated

As members of a workgroup make changes to a book – for example, opening or reordering chapters in a book – all open copies of the book update to reflect the changes.

Pre-formatting with templates

When creating the initial QuarkXPress documents that will become chapters, customize the appropriate templates for the book. For example, you may have different templates for the table of contents, the introduction, the main chapters, and the index. Create correctly formatted documents from these templates before you add them to a book.

Preparing to add chapters

Before you start adding chapters, check that the documents have descriptive names and decide on the order the chapters will appear in the book. Although you can rename the documents and reorder the chapters at any time, it will save you time to organize your chapters beforehand.

Tips

Initial page numbering

The order in which you add chapters determines the default page numbering for a book. You can change the page numbering at any time. See “Controlling Page Numbers” later in this chapter.

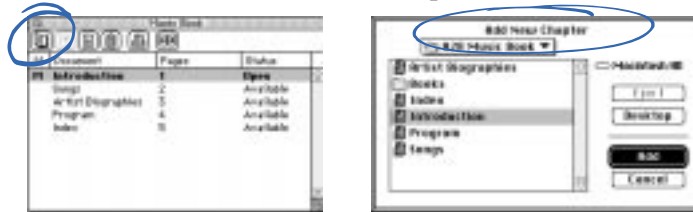
Working with Chapters

Books are made up of links to individual QuarkXPress documents called chapters. To create chapters, you add documents to open books. Chapters are usually opened through a book palette rather than the **Open** command (**File** menu). You can rearrange the chapters within a book and you can remove chapters from a book. If the chapters in a book are stored on another server, mount the server before you start working with the chapters.

Adding chapters to books

You can add up to 1,000 chapters to a book. To add chapters to an open book:

- 1 Click the add icon  on the book palette.



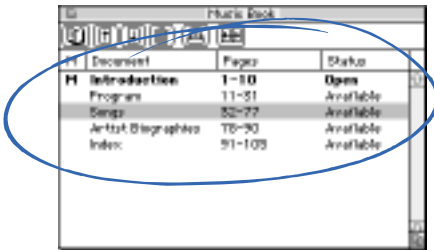
Clicking the add icon  on a book palette displays the **Add New Chapter** dialog box, which lets you assign chapters to a book.

- 2 Use the controls in the directory dialog box to locate the first document to add to the book. When you add the first chapter to a book, it becomes the master chapter by default. The master chapter defines the style sheets, colors, H&Js, lists, and dashes and stripes that will be used throughout the book. For more information on specifying or changing a master chapter, see “Synchronizing Chapters” later in this chapter.

3 Choose the document from the scroll list and click **Add**. If the document was created in an old version of QuarkXPress, an alert asks you about updating the document; click **OK**. The document is updated and resaved as a QuarkXPress book chapter.

4 Repeat steps 1–3 to add additional chapters to the book.

As you add chapters, they are listed in the book palette. If a chapter is highlighted in the book palette when you click add , the next chapter is added immediately before that chapter. If no chapter is highlighted, the next chapter is added to the end of the list.



Display the name, page range, and status of each chapter with the book palette.

Chapter status

Once you have chapters in a book, you and other users can begin to open, close, and track chapters using the book palette. The **Status** column on the book palette shows the current state of each chapter:

- **Available** indicates that you can open the chapter.
- **Open** indicates that you already have the chapter open on your machine.
- **[User name]** indicates that another user has the chapter open. The user name reflects the name assigned to the user's computer in the Mac OS Sharing Setup control panel.



Tips

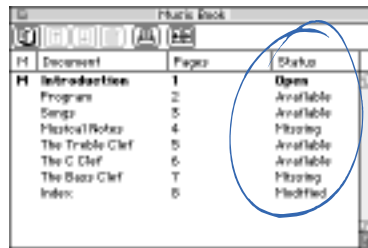
Adding chapters to multiple books

A chapter can belong to only one book. If you also want to use a chapter in another book, use **Save as** (**File** menu) to create a copy of the document. Add the copy of the document to the other book.

- **Modified** indicates that the chapter has been opened and edited independently of the book. To update the status to **Available**, reopen the chapter through the book palette, and then close the chapter.
- **Missing** indicates that the chapter's file has been moved since it was added to the book. Double-click the chapter name to display a directory dialog box; then locate the file.

Opening chapters in books

Although multiple users can open the same book, only one user at a time can open a chapter. To open a chapter, the **Status** column must show that the chapter is **Available**. Double-click the name of an available chapter to open it.



*Double-clicking a chapter name opens a chapter (as long as the **Status** column shows that the chapter is **Available**).*

Opening chapters independently of books

If you need to work on a computer that is not part of the network where the book resides (for example, to edit a chapter at home), you can work on a copy of a chapter independently of a book. Copy the chapter from its location on the network to a hard drive or disk. Open the chapter as you would any other document (**File** → **Open**) and edit it. When you are

finished with the chapter, copy it back to its original location on the network; it will show up in the **Book** palette as **Modified**.



To ensure that other users do not edit the original chapter while you are editing a copy, you can place the original chapter file in another folder so its status is **Missing**.

Closing chapters in books

You close chapters of a book as you would close any other document: Choose **File** → **Close** (⌘-W), or click the chapter's close box. When you close a chapter, the **Pages** and **Status** columns are updated in all open copies of the book.

Reordering chapters in books

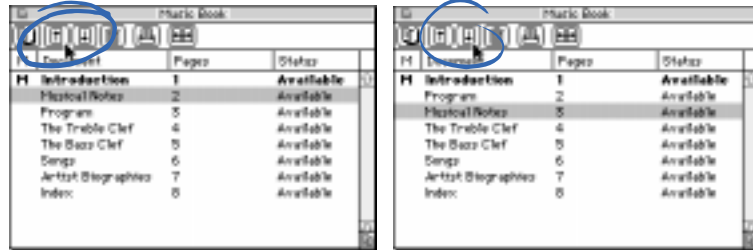
You can reorder chapters in a book at any time, regardless of their status. When you reorder chapters, automatic page numbers are updated. Click the chapter name to highlight it; then click the arrow icons ⇅ on the **Book** palette. The highlighted chapter will move up or down one row.



Tips

Using page numbers

For chapter pages to accurately reflect the page numbering of the book, page numbers should be placed with the automatic page number character (§-3). If you manually enter a page number on each page, QuarkXPress has no way of distinguishing those page numbers from any other characters on the page. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”



Click a chapter name to highlight it and click the arrow icons (↑↓) on the book palette to move it up or down.

Removing chapters from books

You can remove a chapter from a book at any time. Click the chapter name to highlight it; then click the delete icon (🗑️). The chapter name is removed from the **Book** palette and the links to the chapter are broken. The chapter becomes a standard QuarkXPress document.

Controlling Page Numbers

If your chapters have sections (**Page → Section**) when you add them to a book, the sections and page numbers are maintained. For example, each chapter in a book might be a new section. If your chapters do not have sections, QuarkXPress assigns continuous page numbers to the chapters in a book. For example, if the first chapter in a book is 10 pages long, the second chapter starts on page 11. You can add and remove sections to change the page numbering of a book. If a document page has an automatic page number character (§-3) on it, that page will display the appropriate page number. See “Numbering Pages and Sectioning Documents” in Chapter 10, “Document Layout.”

Working with sectioned chapters

If a chapter contains a section start, the section page numbering remains in effect throughout the book until QuarkXPress encounters a new section start. For example, if the first chapter in a book is a section with a page number prefix of “A.”, all the pages in following chapters will have the “A.” prefix until QuarkXPress encounters a new section. In this example, the second chapter might be a new section with a “B.” prefix.

You can add, change, and delete sections in book chapters at any time (**Page → Section**). If you remove all the sections from all the chapters in a book, the book will revert to continuous page numbering.



Tips

Managing books

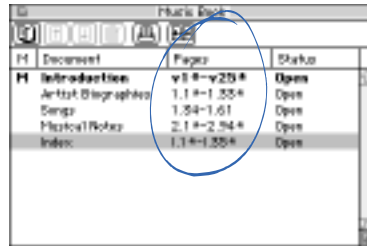
Any user who opens a book can add, reorder, and delete chapters. They can also add sections to chapters to override the continuous page numbering or synchronize chapters. You may want to assign these tasks to one user (like the editor) and ask other users to simply open and close chapters through the palette.



Tips

Deleting unused styles

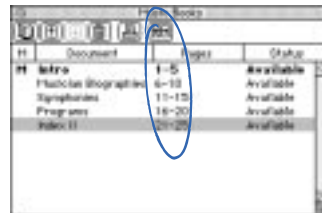
Before you synchronize chapters in a book, you may want to delete any style sheets, colors, dashes & stripes, lists, and H&Js that you do not intend to use in the book. To identify styles that are unused, choose the “not used” option from the **Show** pop-up menu in each of the edit dialog boxes. For example, choose **Edit** → **Colors**, then choose **Colors Not Used** from the **Show** pop-up menu. Delete any unnecessary colors.



The **Pages** column in the **Book** palette indicates sections with an asterisk. The introduction is a section that uses roman numerals for its page numbering. The second chapter in the list starts a section that continues into the third chapter. The fourth and fifth chapters each start a new section.

Working with nonsectioned chapters

If chapters do not have sections, QuarkXPress creates a “book chapter start” for the first page of each chapter. A book chapter start tells a chapter to start its page numbering after the last page of the previous chapter. To override a book chapter start and create a section, open the chapter and choose **Page** → **Section**. Check **Section Start**; this unchecks **Book Chapter Start**. When you add pages to a chapter, reorder chapters, or remove chapters, subsequent pages and chapters will be numbered according to this **Section Start**.



When nonsectioned chapters are added to a book, each chapter will have a book chapter start. Pages are numbered sequentially throughout the book and updated if chapters are reordered.

Synchronizing Chapters

To ensure that all the style sheets, colors, H&Js, lists, and dashes and stripes used in book chapters are the same, you can synchronize these styles to match a master chapter. By default, the first chapter in the book is the master chapter, but you can change the master chapter at any time. When you synchronize chapters, all the styles in each chapter are compared to the master chapter and modified as necessary. After you synchronize chapters, each chapter in the book will have consistently-defined style sheets, colors, H&Js, lists, and dashes and stripes.

Specifying the master chapter

By default, the first chapter you add to a book is the master chapter. The master chapter is indicated by an **M** to the left of the chapter name. To change the master chapter, click to highlight the new master chapter. Then click the blank area to the left of the chapter name; the master chapter icon **M** moves to the new chapter.



Tips

Making global changes to books

You can use the [synchronize](#) feature to make global changes to any of the styles in a book. For example, if you decide to change a spot color used throughout a book, change the color's definition in the master chapter; then click the [Synchronize](#) button .

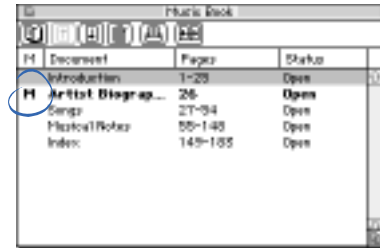


Tips

Specifying page numbers to print

In fields that require you to enter page numbers (for example, the **Print** dialog box), you must enter the complete page number, including any prefix, or an absolute page number.

An absolute page number is a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in a dialog box, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter "+1."



*The master chapter, which serves as a basis for all the styles used in a book, is indicated by an **M** to the left of the chapter name. To change the master chapter, click in the blank area to the left of another highlighted chapter name.*

Synchronizing styles

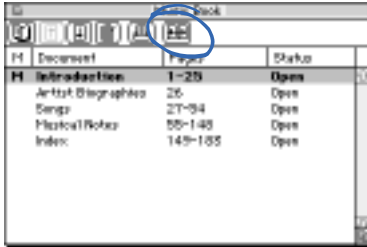
Before you synchronize the styles in a book, first make sure the style sheets, colors, H&Js, lists, and dashes and stripes in the current master chapter are defined correctly. Then, make sure all the chapters in the book are **Available**. If a chapter is unavailable, its styles will not be synchronized. Click the synchronize icon  on the book palette. An alert asks you to confirm the operation; click **OK**.

Each chapter in the book is opened, compared to the master chapter, modified as necessary, and saved. When you synchronize chapters, they are modified as follows:

- Styles with the same name are compared; chapter styles are edited as necessary to match styles in the master chapter.
- Styles in the master chapter that are missing from other chapters are added to those chapters.
- Styles in other chapters that are not defined in the master chapter remain untouched.



If you make changes that affect the styles in a book, you need to synchronize the chapters again.



Click the synchronize icon  on the book palette to ensure that all style sheets, colors, dashes and stripes, lists, and H&Js match the current master chapter (shown with an **M**).

**Tips**

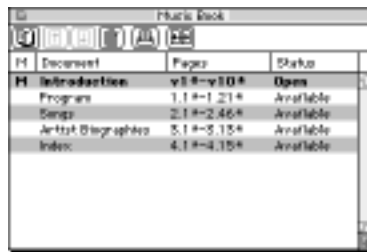
Creating print styles for books

If you print all your chapters with the same specifications, you may want to create a print style (**Edit → Print Styles**). You can export print styles and send them to other users who are working on the book.

Printing Chapters

Book palettes provide a quick method for printing multiple chapters with the same settings. You can print a whole book or selected chapters from the **Book** dialog box. To print chapters in an open book:

- 1 Make sure the chapters you want to print are **Available**, or **Open**. You cannot print chapters that are **Modified**, **Missing**, or currently in use by other users.
- 2 To print the entire book, make sure no chapters are highlighted. To choose one chapter, click it. To select continuous chapters, press the Shift key while you click them. To select noncontinuous chapters, press the ⌘-key while you click them.



Select noncontinuous chapters for printing by ⌘-clicking them.

- 3 Click the print icon  on the **Book** palette to display the **Print** dialog box.
- 4 To print all the pages in all the selected chapters, choose **All** from the **Pages** pop-up menu. To print a range of pages from the selected chapters, choose **Selected** from the **Pages** pop-up menu and enter the page numbers in the field.

- 5 Specify other print settings as usual, or choose an option from the **Print Style** pop-up menu. All the pages or chapters will print with these settings.
 - 6 Click **OK**. QuarkXPress will open all the chapters, print them, and then close each chapter. If a chapter is missing or modified, or in use by someone else, then the book will not print.
-  All chapters must be available for your book to print. If QuarkXPress encounters a chapter that is unavailable, you will be alerted that the chapter cannot be found. Click **OK**; then locate the chapter or specify a page range for printing that includes only chapters that are **Available**.



Tips

Specifying page numbers

In fields that require you to enter page numbers, you must enter the complete page number, including any prefix, or an absolute page number.

An absolute page number reflects a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in a dialog box, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter "+1."

Creating Tables of Contents and Indexes

QuarkXPress lets you generate a table of contents and an index for an entire book. These functions are accomplished through the lists and indexing features rather than through the book palette. However, all the chapters in a book must be **Available** to generate a complete list or index.

Lists

In QuarkXPress, a list is a compilation of text that is styled with specific paragraph style sheets. For example, you can take all the text in your “Chapter Name” style sheet and all the text in your “Section Head” style sheet and compile a table of contents with two levels. Lists are not limited to tables of contents — for example, you can create a list of illustrations from the style sheets used on captions. Generating lists involves the **Lists** dialog box (**Edit** menu) and the **Lists** palette (**View** menu). See Chapter 19, “Lists.”

Indexes

The indexing features are available when the Index XTensions software is loaded. Creating an index involves using the **Index** palette (**View** menu) to tag text as an index entry. You specify punctuation for the index in the **Index Preferences** dialog box (**Edit** menu). When a book is complete, you generate the index using the **Build Index** dialog box (**Utilities** menu). See Chapter 20, “Indexes.”

19.

Lists

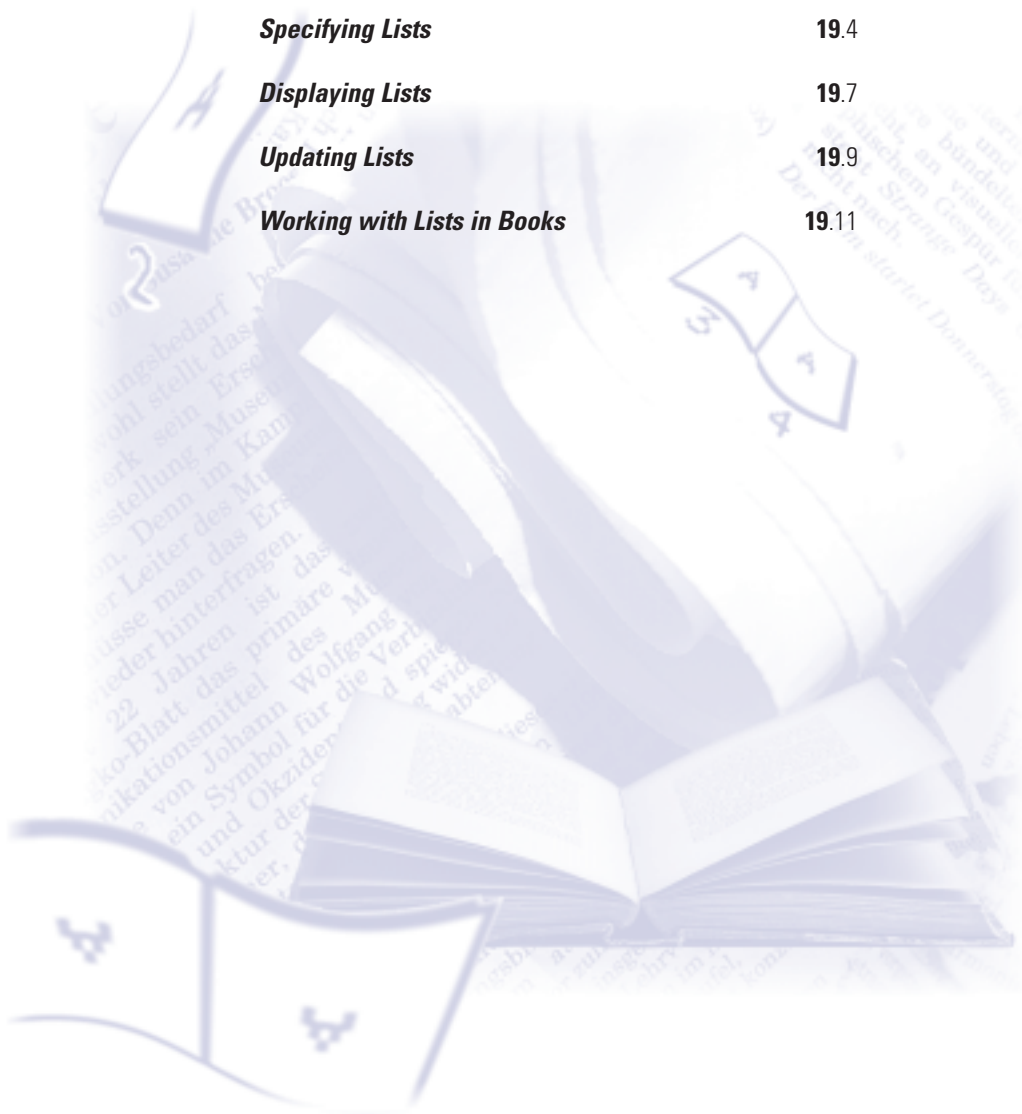
Preparing Style Sheets for Lists 19.3

Specifying Lists 19.4

Displaying Lists 19.7

Updating Lists 19.9

Working with Lists in Books 19.11



I

Lists

19.

The lists feature adds a new dimension to style sheets by letting you generate lists of specific paragraph style occurrences. You can use the lists feature to create a table of contents, and lists of figures or pictures according to the paragraph style sheets available in the document. You can create any number of lists in a document and use them to generate as many lists as you like.

You can also use the lists feature within a book composed of separate chapters. For example, you can create a list specification that includes the paragraph style sheets for chapter names, section names, and the page numbers they occur on. After doing so, you can automatically generate a table of contents using the **Lists** palette for every document in your book. The table of contents list will include all instances of the chapter name and section name style sheets, as well as the pages on which the paragraph style sheets are applied.

Preparing Style Sheets for Lists

Before you create a list, you need to create style sheets for your document. Begin by creating paragraph styles for several heading levels and for commonly occurring styles such as “Body Text” or “Bullet Text.” Then create another style to format the table of contents after it has been generated by a list. See “Working with Style Sheets” in Chapter 12, “Typography.”

Including style sheets in a list

The first step in creating a list is to decide what paragraph style sheets you want to include in the list. If you want to create a table of contents, include headline and chapter title styles in your list, since a table of contents generally lists chapter titles or general subjects and their respective page numbers. You probably won’t want to include the style for basic text or other commonly occurring styles, because they would make your table of contents, or any other list QuarkXPress generates, very impractical.

Specifying levels for a list

You will also need to decide how the different levels in the paragraph style sheets will be defined before generating a list. You may want chapter headings to be at the first level and subjects within a chapter to be at the second level. For example, if you are writing a manual about QuarkXPress, and a chapter in the manual is titled “File Menu,” you may want the chapter heading “File Menu” to be the first level on your list. The “New,” “Open,” “Close,” and “Save” items (subheadings in the “File Menu” chapter) could be at the second level. By making decisions such as these beforehand the process of generating a list will be much easier.



Tips

Contributors list

If your book or document is a monthly publication, you can create an index of contributors by tagging the style sheets for bylines and illustration credits. Unless you want to indicate the pages of articles and graphics by the writers and artists, choose **Text Only** from the **Numbering** pop-up menu.



Available style sheets

The **Available Styles** scroll list in the **Edit List** dialog box (**Edit → Lists → New**) contains all the styles in the current document.

Specifying Lists

Once you have created the style sheets for your document and have decided which ones will be included in your list, you are ready to start creating your list.

1 Choose **Edit → Lists**.



Start creating a new list from the **Lists** dialog box (**Edit → Lists**).

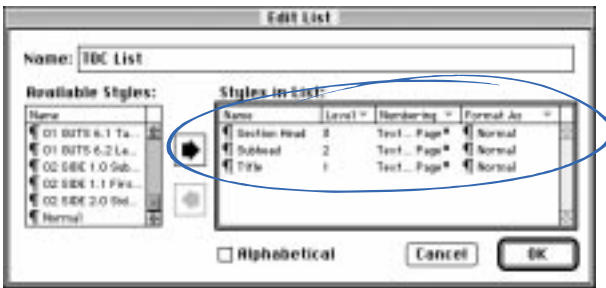
2 Click **New**.

3 Enter a name in the **Name** field.



Specify a list name and choose the styles used in a list with the **Edit List** dialog box (**Edit → Lists → New**).

- 4 Choose style sheets from the **Available Styles** list and click the **Add** arrow to add them to the **Styles in List** scroll list. Continue adding styles until you have added all of the styles you want in your list. You can also double-click any style name to add it to the **Styles in List** scroll list.
- 5 Choose a level from one to eight in the **Level** pop-up menu to set each style sheet's position in the list hierarchy. Every level after the first is indented in the **Lists** palette (**View** ➔ **Show Lists**).
- 6 Choose an option from the **Numbering** pop-up menu to specify a page numbering style for each style in your list. The numbering style you choose determines where page numbers will appear in relation to the list item.



Specify list attributes, such as numbering and hierarchy, in the **Edit List** dialog box (**Edit** ➔ **Lists** ➔ **New**).

- Choose **Text only** for an item to appear without a page number.
- Choose **Text...Page #** for an item to appear followed by a page number.
- Choose **Page #...Text** for an item to appear preceded by a page number.



Tips

Removing a style from the **Styles in List** scroll list

Select a style and click the **Remove** arrow to remove it from the **Styles in List** scroll list.

Selecting multiple styles in the **Edit List** dialog box

To select multiple styles at once in either the **Available Styles** or **Styles in List** scroll lists, click a style then press the Shift key while you click the last style you want to select. Press the ⌘ key while you click to select multiple non-contiguous styles.

Important list parameters

You can have a maximum of 32 style sheets in a list. The text for a paragraph in a list is limited to 256 characters.

- 7 Choose a style sheet from the **Format As** pop-up menu to specify how each paragraph style will be formatted when you generate a list.

The **Format As** option lets you define how a particular style sheet is formatted in a list. You can use the **Format As** pop-up menu to assign a different style to any style sheet. For example, a headline style sheet might use 24 point bold type in your document, but you probably do not want it to display at that size in your table of contents. In this case, define another style with smaller type to represent the original style when you generate a list.

- 8 Check the **Alphabetical** check box if you want your list to be generated in alphabetical rather than document order.
- 9 Click **OK** to return to the **Lists** dialog box; then click **Save**.



The **Lists** dialog box (**Edit** → **Lists**) displays a newly created list.

Displaying Lists

Once you define your paragraph style sheets and create a list based on them, you can generate a list by using the **Lists** palette (**View → Show Lists**). The list QuarkXPress generates is displayed in the palette, and you can flow the list to any active text box. If you have multiple lists associated with a document, you can choose which list to display from a pop-up menu.

Generating a list in the Lists palette

- 1 Choose **View → Show Lists** to display the **Lists** palette.
- 2 Choose **Current Document** from the **Show List For** pop-up menu.
- 3 Choose the desired list from the **List Name** pop-up menu. The text of the list is displayed in the palette. Choosing another list displays the contents of that list in the palette.



Generating a list in the **Lists** palette (**View → Show Lists**).

- 4 Click **Update** to update the list display if necessary.



Double-click any row in the **Lists** palette to automatically scroll the document to display that paragraph.



Tips

The **Find** field

Type a word in the **Find** field of the **Lists** palette (**View → Show Lists**), to quickly find it in a row of list elements.



Tips

The **Build** button

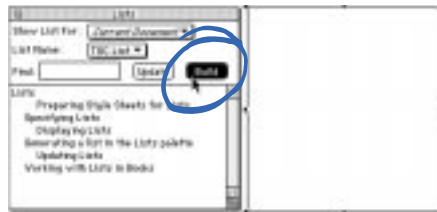
The **Build** button in the **Lists** palette is not available unless a text box is active.

Page numbers in generated lists

After building a list in a text box page numbers can become inaccurate in two ways: (1) a list is flowed into a box with text that is linked across pages causing paragraphs going in the list to move to a new page, or (2) paragraph location is changed in the source document after a list has been flowed into a box.

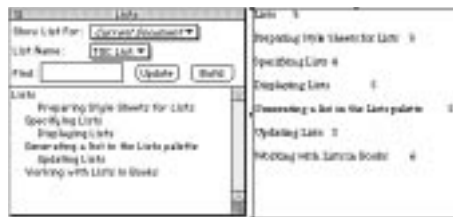
Flowing a list into a text box

- 1 Choose **View → Show Lists** to display the **Lists** palette.
- 2 Create or activate a text box.
- 3 Click **Build** to copy the list to the text box. The **Format As** style sheets for the list are applied automatically.



Clicking the **Build** button in the **Lists** palette (**View → Show Lists**) after creating a new text box.

Use the **Build** button to automatically generate a list from text contained in the **Lists** palette. When you click the **Build** button, text is automatically flowed into any active text box.



Flowing a list into a new text box using the **Lists** palette (**Edit → Lists**).



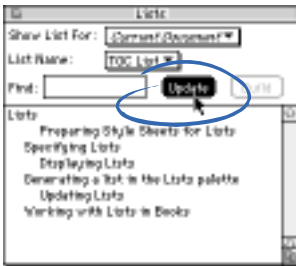
If you edit text in a document from which a list was generated, changes are not automatically reflected in the built list. You have to rebuild the list to reflect text changes.

Updating Lists

The **Lists** palette (**View** → **Show Lists**) is not automatically updated as you work on your document. When you make changes to text, you need to update the list to be sure it is current. Clicking the **Update** button in the **Lists** palette scans the document for list items, and rebuilds a list in the **Lists** palette.

Updating a list in a document

- 1 To display a list for an open document, choose **Current Document** in the **Show List For** pop-up menu in the **Lists** palette (**View** → **Show Lists**).
- 2 Click **Update** to update and display the list in the **Lists** palette.



Updating a list in the **Lists** palette.



If you delete a paragraph style sheet used in a list and replace it with **No Style**, paragraphs with **No Style** applied are not included when you generate a list. If you delete a paragraph style sheet and replace it with another style sheet, the text affected is only included in the list if its replacement style sheet is included in the list.

Replacing a list

When you build a list, QuarkXPress searches the document to determine if a list with the same name as the one you are building already exists in the document. If one is not found, a copy of the new list is built and placed in the selected text box. If a list with the same name is found in the document an alert displays.

Click **Insert** to build another list at the insertion point, or click **Replace** to delete the contents of the selected text box and build a new list. Clicking **Replace** is very useful when you have changed your document and you need to build a new list to reflect the changes.

Working with Lists in Books

You can maintain lists throughout a book composed of several chapters. Once you define the “master chapter” that includes the lists you want to use throughout the book, you can synchronize the chapters and update the lists in the **Lists** palette (**View** → **Show Lists**). Once your list is compiled and merged, you can copy the text to an active text box. See Chapter 18, “Books.”

Specifying and updating lists for a book

To specify a list for a book, you begin by creating a list for a document. Then you designate the document as the master chapter for the book. To display the most accurate list for a book, all chapters must be “Available” in the **Book** palette. If QuarkXPress encounters a chapter that is unavailable, you are alerted that chapters are open or missing, and are asked to locate the chapter.

When you click **Update** to update a list for the open book, QuarkXPress opens and scans all chapters in the book for text belonging in the list and displays it in the **Lists** palette. To update a list for a book:

- 1** Choose **View** → **Show Lists** to display the **Lists** palette.
- 2** To display the list for this book, choose the open book from the **Show List For** pop-up menu.
- 3** Click **Update** to rescan all chapters in the book and build a new list. When the process is complete, the list for the book will be displayed in the **Lists** palette.

20.

Indexes

<i>Installing the Index XTensions Software</i>	20.3
<i>Using the Index Palette</i>	20.4
<i>Specifying the Index Marker Color</i>	20.9
<i>Creating Index Entries</i>	20.10
<i>Creating Cross-References</i>	20.14
<i>Editing and Deleting Index Entries</i>	20.17
<i>Building Indexes</i>	20.19
<i>Editing Final Indexes</i>	20.22
<i>Nested Index Quick Reference</i>	20.24
<i>Run-in Index Quick Reference</i>	20.25

I 20.

Indexes

In QuarkXPress, indexing is accomplished by tagging words in documents as First Level, Second Level, Third Level, or Fourth Level index entries. You can create cross-references and choose whether index entries cover a word, a number of paragraphs, a text selection, or all the text until the next occurrence of a specific style sheet. When it is time to build the index, you specify a format (nested or run-in), punctuation, a master page, and style sheets for the various levels. QuarkXPress then creates and styles the index for you.

The indexing process cannot be fully automated. There is no way around it — a person has to decide what goes into a meaningful, useful index. What software can do is automate the process of typing, formatting, and updating page numbers in an index.

Installing the Index XTensions Software

Indexing features are added to QuarkXPress through the Index XTensions software. To create or edit index entries and build an index, the Index XTensions software must be loaded. You can open documents containing index markers with or without the Index XTensions software loaded. To load the Index XTensions software:

- 1 Make sure the Index XTensions software is in the XTensions folder or the XTensions (Disabled) folder within your QuarkXPress folder.
- 2 Choose **Utilities → XTensions Manager**.



*Enable the Index XTensions software by highlighting it and choosing **Yes** from the **Enable** pop-up menu in the **XTensions Manager** dialog box (**Utilities** menu).*

- 3 Choose a set from the **Set** pop-up menu that includes the Index XTensions software. Or, highlight Index in the **XTensions Manager** scroll list and choose **Yes** from the **Enable** pop-up menu.
- 4 Click **OK** to close the **XTensions Manager** dialog box.
- 5 Close all open documents and quit QuarkXPress. Launch QuarkXPress to load and run the Index XTensions software.



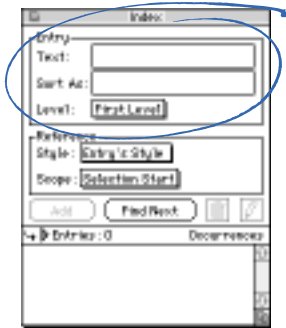
Tips

Using the Index XTensions Software

Since indexing is usually performed by a professional indexer or an editor, you may want to save RAM and enable the Index XTensions software only during the indexing process. If index markers exist in a document, it is best to use the Index XTensions software while editing the document.



Index palette



Entry area, Text field, and Sort As field

Using the Index Palette

The **Index** palette (**View** → **Show Index**) lets you add words to four different levels of an index, determine the scope of index references, create cross-references, and edit or delete index entries. When the **Index** palette is open, index markers are displayed around index entries in a document. Index markers appear as colored brackets. This section describes the various components of the Index palette.

Entry (area)

An index entry is an individual item listed in an index. The **Entry** area lets you enter text for an index entry, determine how to sort an entry alphabetically, and determine a level for an index entry.

Text (field)

The **Text** field lets you specify index entries by typing in the field, highlighting text in the document, or selecting an existing entry in the entries list. You can enter up to 255 characters in the **Text** field. When you highlight text in a document, the first 255 characters are automatically entered in the **Text** field. For example, if you double-click the word “QuarkXPress” in a document, it is automatically entered in the **Text** field.

Sort As (field)

The **Sort As** field lets you override the alphabetical sorting of an entry in the **Text** field. (Entering a variant spelling in the **Sort As** field does not affect the spelling of the index entry, only the way it is sorted in the index.) For example, if the entry in the **Text** field is “20th Century,” you may want it sorted as “Twentieth Century.” To do this, you type

“Twentieth Century” in the **Sort As** field. You can enter up to 255 characters in the **Sort As** field.

Level (pop-up menu)

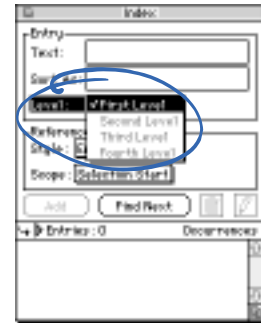
The **Level** pop-up menu lets you specify the hierarchy of entries in an index. You can have two levels in a run-in index and up to four levels in a nested index. When you choose **First Level**, the index entry is entered alphabetically in the **Entry** list. When you choose **Second Level**, **Third Level**, or **Fourth Level**, you must specify which entry the added entry will fall under. To specify the location, click in the left column beside the entry.

Reference (area)

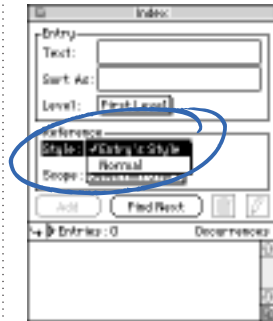
The **Reference** area lets you specify the character style for an index entry’s references (usually page numbers), specify the scope an index entry covers, and create cross-references.

Style (pop-up menu)

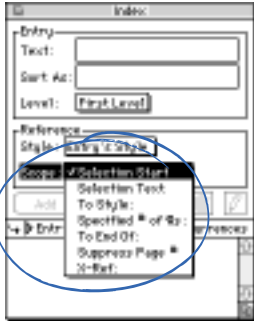
The **Style** pop-up menu lets you apply a character style sheet to the page numbers listed for a specific index entry. The style sheet also applies to the text you enter for a cross-reference. You can use different styles to indicate index entries that provide more information or certain types of information. For example, you might apply a bold style to a page number that provides a definition of a topic.



Level pop-up menu



Reference area and Style pop-up menu



Scope pop-up menu

Scope (pop-up menu)

The **Scope** pop-up menu lets you specify the range of text an index entry covers and create cross-references. The options work as follows:

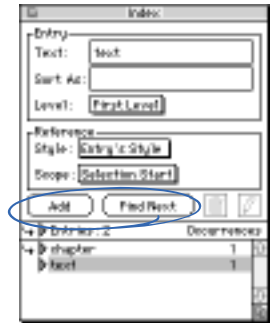
- **Selection Start:** Lists the number of the page that contains the index marker's open bracket.
- **Selection Text:** Lists the page numbers from the index marker's open bracket to its close bracket.
- **To Style:** Lists the page numbers from the index marker's open bracket to the occurrence of a specified paragraph style sheet after the close bracket. An adjacent pop-up menu displays to let you choose from the document's list of paragraph style sheets, or you can choose *Next*. *Next* covers all text until a new paragraph style sheet occurs, following the close bracket.
- **Specified # of ¶s:** Lists the page numbers from the index marker's open bracket through a succeeding number of paragraphs beyond the close bracket. A field displays to let you enter the number of paragraphs to include.
- **To End Of:** Lists the page numbers from the index marker's open bracket to either the end of the current story or the end of the document. You can choose **Story** or **Document** from a pop-up menu.
- **Suppress Page #:** Does not list the page number for an index entry. For example, some of your first level index entries may not have page numbers because they're broken down into second level entries with page numbers.
- **X-Ref:** Refers the reader to a cross-referenced entry in the index rather than, or in addition to, a page number. You can choose **See**, **See also**, or **See herein** from a pop-up menu, then enter text in the field or click an entry in the list to automatically fill in the field.

Add (button)

The **Add** button lets you add an index entry or reference to the **Entries** list according to the current settings in the **Entry** and **Reference** areas and the location of the arrow ↵ in the **Entries** list.

Find Next (button)

The **Find Next** button lets you jump from the position of the Text Insertion bar ¶ to the next occurrence of an indexed word (the next index marker) in a story. If a range of text is selected, then the **Find Next** button will find the next indexed word following the highlighted text.



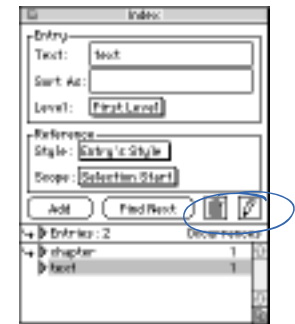
Add and Find Next buttons

Delete (button)

The **Delete** button 🗑️ lets you delete an index entry from the **Entries** list. When you delete an entry, all its references, all the entries nested under it, and all its cross-references are deleted. An alert asks you to confirm this action.

Edit (button)

The **Edit** button ✎ lets you edit index entries or index references. When you select an entry from the list, the **Entry** area lets you change **Text**, **Sort As**, and **Level** information. When you select a page number or cross-reference for an entry, the **Reference** area lets you change the **Style** and **Scope** information.



Delete and Edit buttons



You can also double-click an entry to edit it. When you are finished editing, double-click another entry or click the **Edit** button ✎ again.



Entries list

Entries

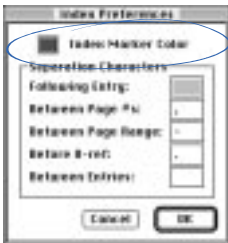
The **Entries** list displays first level entries with second level, third level, and fourth level entries indented underneath. The entries and icons in the list let you do the following:

- **Arrow ⇨:** Click next to an entry to specify a location for a second level, third level, or fourth level index entry.
- **Triangle ▶:** Click to display page numbers and cross-references for an index entry.
- **Entries:** Click index entries to select them for editing or deleting.
- **Page Numbers:** Click to select the page numbers for editing or deleting. Double-click to enter a temporary edit mode and display the reference's starting location in a document. When you are in edit mode, a single click jumps you to the references' starting location in a document.
- **Cross-References:** Click to select a cross-reference for editing or deleting. Double-click to enter a temporary edit mode and display the references' starting location in a document. When you are in edit mode, a single click jumps you to the references' starting location in a document.
- The **Occurrences** column shows the number of times each index entry is indexed in a document.

Specifying the Index Marker Color

When you add a word to an index, QuarkXPress tags it with brackets or a box called **Index Markers**: `[QuarkXPress]` or `□QuarkXPress□`. Index markers are displayed in a document when the **Index** palette is open (**View** → **Show Index**). You can customize the color of index markers using the **Index Preferences** dialog box.

- 1 Choose **Edit** → **Preferences** → **Index**.



Click the **Index Marker Color** button in the **Index Preferences** dialog box to specify a color for Index Markers (**Edit** → **Preferences** → **Index**).

- 2 Click the **Index Marker Color** button to display a color picker.
- 3 Use the sliders, arrows, fields, and/or color wheel to specify a color for the **Index Markers**.
- 4 Click **OK** to close the color picker; then click **OK** to close the **Index Preferences** dialog box.



Tips

Index marker types

When you index a range of text, it is marked with brackets `[QuarkXPress]`.

When you place the Text Insertion bar  in text and enter an index entry, the location is marked with a box `□QuarkXPress□`.



Tips

Nested vs. run-in index

Before you start adding words to the index, you need to decide whether you are creating a *nested* index or a *run-in* index. A nested index has up to four levels of information with entries separated by paragraph returns and different style sheets. A run-in index has two levels of information with second level entries immediately following first level entries in the same paragraph. See “Nested Index Quick Reference” and “Run-in Index Quick Reference” later in this chapter.

Creating Index Entries

QuarkXPress lets you create four levels of index entries in a nested index and two levels of index entries in a run-in index. Use the **Index** palette (View → Show Index) to add entries to an index.

Creating a First Level index entry

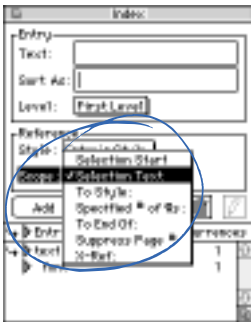
A **First Level** index entry is a primary topic sorted alphabetically in an index.

- 1 Place the Text Insertion bar ¶ or highlight a range of text to establish the beginning of the text you want to index.
- 2 Enter text for the **First Level** entry in the **Text** field of the **Index** palette. You can either highlight text in the document or type in the field.



The first step in creating an index entry is to place the Text Insertion bar ¶ in the text and enter a topic in the **Text** field of the **Index** palette.

- 3 To override the alphabetical indexing of the entry, enter text in the **Sort As** field. For example, if the entry is “20th Century,” you might want it sorted as “Twentieth Century.” This does not affect the spelling of the index entry.
- 4 Choose **First Level** from the **Level** pop-up menu.
- 5 To override the default character formatting applied to a page number or cross-reference, choose another character style sheet from the **Style** pop-up menu. The default formatting is the character style of entry text.
- 6 Choose an option from the **Scope** pop-up menu to specify the range of text the index entry covers. See “Using the Index Palette” earlier in this chapter.



Choose an option from the **Scope** pop-up menu to specify the range of text an index entry covers.

- 7 Click **Add** on the **Index** palette; the **First Level** index entry is listed alphabetically in the **Entries** list. The indexed text is marked with brackets or a box in the document.

Tips

Indexing the same word multiple times

If you highlight a word and add it to an index, then try to add the highlighted word to the index again under a different level, you get an error message. To index a word more than once, place the Text Insertion bar  in the word, then type the entry in the **Text** field. The second index entry displays a box plus brackets  for the index marker.

**Tips**

Suppressing page numbers

Use **Suppress Page #** for the **Scope** when an index entry will be used as a heading for more levels of information.



Click **Add** to add the **First Level** index entry to the **Entries** list and mark it in the document.

Creating a Second, Third, or Fourth Level index entry

In a nested index, **Second Level**, **Third Level**, and **Fourth Level** entries are positioned under **First Level** entries in the new paragraph. In a run-in index, **Second Level** entries follow **First Level** entries in the same paragraph.

- 1** Place the Text Insertion bar ¶ to establish the beginning of the range of text you want to index.
- 2** Use the **Text**, **Sort As**, **Style**, and **Scope** controls as you would to create a **First Level** index entry.
- 3** Specify a location for the entry within a higher level entry by clicking next to an entry in the left column of the **Entries** list.



Second, Third, and Fourth Level entries are indented if the paragraph style sheet used in the built index has a left indent value.



Click next to an entry to specify a location for a **Second Level**, **Third Level**, or **Fourth Level** index entry.

- 4 Choose **Second Level**, **Third Level**, or **Fourth Level** from the **Level** pop-up menu.

The arrow ↩ location determines which **Level** options are available. The **Second Level** option is available when the arrow ↩ is next to a **First** or **Second Level** entry, the **Third Level** option is available when the arrow ↩ is next to a **First**, **Second**, or **Third Level** entry, and the **Fourth Level** option is available when the arrow ↩ is next to a **First**, **Second**, **Third**, or **Fourth Level** entry.

- 5 Click **Add** on the **Index** palette. The new index entry is alphabetized and indented under the appropriate entry.

**Tips**

Style sheets for cross-references

When you build an index, cross-references immediately follow page number references. They are formatted with the same style sheets as the entries they follow.

If you specify a **Style** for a cross-reference, the text you enter in the **X-Ref** field will have that style sheet applied; the style sheet will not be applied to the “See,” “See also,” or “See herein” part of the cross-reference sentence.

Punctuation for cross-references

The punctuation preceding cross-references is specified in the **Before X-Ref** field of the **Index Preferences** dialog box (**Edit → Preferences → Index**).

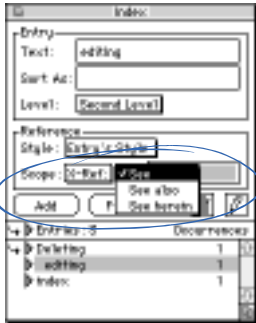
If you want punctuation following a cross-reference, enter it after the cross-reference text you enter in the **Index** palette.

Creating Cross-References

In addition to listing page numbers for index entries, you can also refer readers to other topics. For example, in a chapter on Typography, you might list “See also Fonts.” To do this, you create cross-references. You can create a cross-reference to an existing entry in the index, or you can add a new entry specifically for the cross-reference. Use the **Index** palette (**View → Show Index**) to create cross-references.

Creating a cross-reference for an existing index entry

- 1** Place the Text Insertion bar  anywhere in text (it doesn’t matter where you place it because page numbers will not be listed for this entry).
- 2** Select an entry in the **Entries** list. The entry is automatically placed in the **Text** field.
- 3** Choose **X-Ref** from the **Scope** pop-up menu. Choose the type of cross-reference you want from the pop-up menu: **See**, **See also**, or **See herein**.



To create a cross-reference, choose **X-Ref** from the **Scope** pop-up menu, then choose **See**, **See also**, or **See herein**.

- 4 Specify the index entry being cross-referenced by entering text in the field or clicking an existing entry in the list.



To see the cross-reference text in the **Entries** list along with the page number references, click the triangle ▶ next to the entry.

Creating a cross-reference for a new index entry

- 1 Place the Text Insertion bar  anywhere in text (it doesn't matter where you place it because page numbers will not be listed for this reference).
- 2 Enter text for the entry in the **Text** field of the **Index** palette.
- 3 Use the **Sort As** and **Level** controls as you would to create any other index entry.
- 4 Choose **X-Ref** from the **Scope** pop-up menu. Choose the type of cross-reference you want from the pop-up menu: **See**, **See also**, or **See herein**.
- 5 Specify the index entry being cross-referenced by entering text in the field or selecting an existing entry in the list.

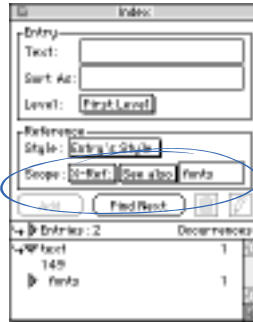


Tips

Shortcut to edit mode

To edit an index entry, you can double-click it rather than clicking the **Edit** button . Selecting another entry in the list ends this temporary edit mode.

- 6 Click **Add** on the **Index** palette. Click the triangle ▶ next to the entry to see the cross-reference text.



Cross-references are listed under index entries. When a cross-reference is selected, the type (**See**, **See also**, **See herein**) is shown next to the **Scope** pop-up menu.

Editing and Deleting Index Entries

When you delete text that includes index markers from a document, the references are also removed from the index. But when you edit text within index markers, the index entry does not change. You can edit and delete entries using the **Index** palette (**View** → **Show Index**).

Editing an index entry

You can select an index entry and edit its **Text** or **Sort As** information. Or, you can select a cross-reference or page number reference and edit its **Style** or **Scope** information.

- 1 Select an entry or reference in the **Entries** list. (To see the references, click the triangle ▶ next to an entry.)



To edit a selected index entry or reference, select it and click the **Edit** button .

- 2 Click the **Edit** button  on the **Index** palette, or double-click the entry. While you are in edit mode the **Edit** button displays reversed.

- 3 Make any changes to the selected entry or reference. You can also select and edit other entries and references.
- 4 Click the **Edit** button  again to end the edit mode.

Deleting an index entry

To delete an index entry and remove its index markers from the text:

- 1 Select an entry or reference in the **Entries** list. (To see the references, click the triangle  next to an entry.)
- 2 Click the **Delete** button  on the **Index** palette. An alert asks you to confirm the deletion.

Building Indexes

When you build an index, QuarkXPress compiles the list, formats it according to your specifications, and flows it into pages based on the master page you choose. Index preferences are document specific when set with a file open.

Specifying the punctuation used in an index

The **Index Preferences** dialog box lets you specify the punctuation that is automatically inserted when you build an index.

- 1 Choose **Edit → Preferences → Index**.



*Specify the punctuation used when you build an index in the **Separation Characters** area in the **Index Preferences** dialog box (**Edit** menu).*

- 2 Enter index punctuation, including any surrounding spaces, in the **Separation Characters** fields.
 - **Following Entry** specifies the punctuation immediately following each entry in an index (usually a colon). For example, the index line “QuarkXPress: xii, 16–17, 19” uses a colon and a space after the index entry “QuarkXPress.”



Tips

Quick reference for index formats

See the “[Nested Index Quick Reference](#)” and the “[Run-in Index Quick Reference](#)” sections later in this chapter to see the **Separation Characters** specified in the **Index Preferences** dialog box (**Edit → Preferences → Index**) in use and the style sheets specified in the **Build Index** dialog box in use.

When a cross-reference immediately follows an index entry, the **Before X-ref** characters are used rather than the **Following Entry** characters.

- **Between Page #s** specifies the words or punctuation used to separate a list of page numbers (usually a comma or semicolon). For example, the index line “QuarkXPress: xii, 16–17, 19” uses a comma and a space between page numbers.
- **Between Page Range** specifies the words or punctuation used to indicate a range of pages (usually an en dash or the word “ to ” with a space on either side). For example, the index line “QuarkXPress: xii, 16–17, 19” uses an en dash between a range of pages.
- **Before X-ref** specifies the words or punctuation used before a cross-reference (usually a period, semicolon, or space). For example, the index line “QuarkXPress: xii, 16–17, 19. See also Page Layout” uses a period and a space before the cross-reference.
- **Between Entries** specifies the words or punctuation used between entry levels in a run-in index (usually a semicolon or period). A run-in index lists the entries and subentries of an index entry in a paragraph rather than with nested tabs. For example, this index entry for QuarkXPress “QuarkXPress: xii, 16–17, 19; Printing from: 62–64; Typesetting in: 32, 34” uses a semicolon between entries.

In a nested index, the **Between Entries** characters are used as the ending punctuation for each paragraph.

3 Click OK.

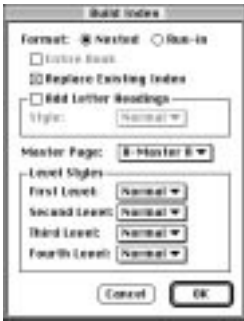


The completed index consists of formatted text, not of dynamic links to indexed text. If you continue to edit text or the **Entries** list, you need to rebuild the index.

Building an index

Use the **Build Index** dialog box to create an index from the contents of the **Index** palette.

1 Choose **Utilities** → **Build Index**.



Specify the format for the index in the **Build Index** dialog box (**Utilities** menu).

- 2** Click **Nested** or **Run-in** for the **Format**.
- 3** Check **Entire Book** to index the entire book the document is a part of. If the document is not included in a book, the option is gray. If it is unchecked, it only indexes the current document.
- 4** Check **Replace Existing Index** to overwrite the existing index.
- 5** To add headings to each alphabetic section in the index, check **Add Letter Headings** and choose a style sheet from the pop-up menu.
- 6** Choose a **Master Page** for the index (only master pages with automatic text boxes are listed). QuarkXPress automatically adds the necessary pages to the end of the document to contain the index. If you specify a facing-page master page, a right-facing page is added first.
- 7** Choose style sheets for each level of the index from the **Level Styles** pop-up menus. If you clicked **Run-in** for the **Format**, only the **First Level** pop-up menu is available (because all the levels are flowed into the same paragraph).
- 8** Click **OK** to close the **Build Index** dialog box and create the index.



Tips

Style sheets and master pages

Before building the index, you should create a master page with an automatic text box for your index. Then, create paragraph style sheets for the section heads and all the levels used in your index. Normally, the levels are distinguished by varying indents.

Index format

If your index is organized with more than two levels of information, you should create a **Nested** index. If you decide to create a **Run-in** index, all levels of information for any entry will be listed in the same paragraph with no hierarchy.

Comparing two indexes

If you need to compare two versions of an index, for example to confirm local formatting, uncheck **Replace Existing Index** in the **Build Index** dialog box (**Utilities** menu).

Editing Final Indexes

After you build an index, you need to look it over closely. Check to be sure the index is thorough, the cross-references are appropriate, and the levels are logical. See if you like the punctuation and formatting. It is unlikely that you will be absolutely happy with the first index you build. You can solve some issues by editing and rebuilding the index, while other issues will require local formatting of the index text.

Nonprinting text in an index

If the text marked in brackets will not show on the printed output because it is on the pasteboard, obscured by another item, or overflowing its box, then a dagger character † displays next to the entry in the index instead of a page number.

To search for the dagger character †, enter Option-T in the **Find what** field of the **Find/Change** dialog box (**Edit** menu), and then see if you can solve the problem in the document or simply remove the daggers from the built index.

Editing then rebuilding the index

To solve issues with the punctuation, the index entries, or the organization of the index, go back to the **Index** palette, the **Index Preferences** dialog box (**Edit** → **Preferences** → **Index**), or the **Build Index** dialog box (**Utilities** menu). Make the necessary changes then rebuild the index.

Updating the index

If you edit an indexed document after you build the index, you should build the index again. Because QuarkXPress will not update the index text automatically, you should build your final index only when you are fairly certain the document is final.

Applying local formatting to the index

When you have an index you are happy with — and are almost certain the publication will not change — you can often still improve your index with local formatting. For example, if you only have one entry each under the headings W, X, Y, and Z, you might combine them into a heading W–Z. Or, you might want to use the **Find/Change** dialog box (**Edit** menu) to apply type styles to certain words. But remember that the changes will not be reflected in future versions of the index if you decide to delete or change entries at this stage.

**Tips**

Quick Reference guides

The Quick Reference guides on these two pages show where elements of a built index are specified in the Index XTensions software. For example, if you know you want a colon following each index entry, but you're not sure how to specify it, consult these examples.

Nested Index Quick Reference

Examples of how to specify the punctuation or style of a nested index.

F*Add Letter Headings**Build Index*

Fonts: 1–7 See also *Typography*

Multiple Master: 4, 5

Before X-Ref

PostScript Type 1: 4

Index Preferences

Service bureaus: 7

Size: 15

Keyboard commands: 15

Following Entry

Preset range: 15

Index Preferences

Styles: 16

All Caps: 17

Between Page #s

Bold: 17

Index Preferences

Color: 20

Customizing: 18

Horizontal Scale: 19

Between Page Range

Offset: 19

Index Preferences

Vertical Scale: 19, 21

Italic: 17

Keyboard commands:

Character style sheet

Outline: 17

Reference area, Index

Plain: 17

palette

Run-in Index Quick Reference

Examples of how to specify the punctuation or style of a run-in index:

I	Add Letter Headings Build Index
Images: 73; Bitmapped: 73, 74; Synthetic images: 77; Halftones: 73, 80. See also Grayscale: 82; Angle: 82; Cells: 81; Dots: 80; Gray levels: 83; Screen frequency: 81; PICT: 75; PNTG (Paint-type): 74; TIFF: 75, 79	Following Entry Index Preferences Between Entries Index Preferences

Output 21.

<i>New Printing Features in QuarkXPress</i>	21.3
<i>Specifying Printing: The Print Dialog Box Tabs</i>	21.4
<i>Specifying Print Dialog Box Settings</i>	21.17
<i>Creating and Using Print Styles</i>	21.19
<i>Printing Color Separations</i>	21.21
<i>Specifying Setup for Imagesetters</i>	21.22
<i>Updating Picture Paths</i>	21.24
<i>Printing Odd-Sized Documents</i>	21.25
<i>Preparing Documents for Service Bureaus</i>	21.29
<i>Understanding DPI vs. LPI</i>	21.30



Output 21.

You can print a QuarkXPress document to a wide range of output devices. Whether you want to print proof copies for review on a laser printer, or you need final film output on a high resolution image-setter, this chapter covers everything from the most basic information about printing your QuarkXPress documents, to the more complex issues involved with printing color separations.

New Printing Features in QuarkXPress

In previous versions of QuarkXPress, the **Page Setup** and **Print** dialog boxes were two separate, but closely related entities; now they have been incorporated into the various tabs of the **Print** dialog box (**File → Print**). Several important print options that previously were only available in the **Page Setup** dialog box, such as **Halftone Screen** and **Resolution**, can now be easily accessed through the **Output** tab. The **Page Setup** dialog box has been incorporated into the **Setup** tab. In addition, QuarkXPress now offers a PPD Manager and a print preview.

PPDs

QuarkXPress now uses industry-standard **PostScript Printer Description** (PPD) files to optimize printing to a wide-range of print devices, and no longer supports PDFs (Printer Description Files). Use the **Printer Description** pop-up menu (**File → Print → Setup** tab) to choose a PPD and to activate the print options associated with a specific print device.

PPD Manager

The **PPD Manager** dialog box (**Utilities → PPD Manager**) lists all the PPDs available in your system and lets you select which PPDs appear in the **Printer Description** pop-up menu (**File → Print → Setup** tab).

Preview tab

The **Preview** tab (**File → Print → Preview** tab) shows how a page of your document fits the selected output media (paper, film, etc.), and some useful statistics, but does not provide a document preview containing all the items in your document.



Tips

Turning trapping off

In previous version of QuarkXPress, trapping calculations were performed only if the QuarkXPress PDF (Printer Description File) called for it.

QuarkXPress now includes trapping information whenever you print a document to a color PostScript device — even when printing proofs on a laser printer. To prevent lengthy processing time when printing a document that does not require trapping, choose **Knockout All** from the **Trapping Method** pop-up menu in the **Trapping** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**).

Specifying Printing: The Print Dialog Box Tabs

In many electronic publishing environments, you can print using a wide variety of output devices, from laser printers and dye sublimation printers, to imagesetters and film plotters. With so many different types of printers, there are also many different printer drivers, PostScript Printer Description (PPD) files, and printer setup options.

Before you can specify how you want your document to print, you must first select a printer driver and an output device. If you are new to the Mac OS, we recommend that you consult the documentation resources provided with your computer for complete information about using the Mac OS Chooser, and selecting print drivers and printers.

Specifying the Document tab

The area in the middle of the **Print** dialog box consists of five tabs: **Document**, **Setup**, **Output**, **Options**, and **Preview**. Each tab contains a unique set of print-related options. The **Document** tab (**File** → **Print** → **Document** tab) is the first of five tabs in the **Print** dialog box.

1 Choose **File** → **Print** → **Document** tab (⌘-P).

- To print color separations, check **Separations**. A plate will be printed for each spot color or process ink used on the printed pages of your document.
- To print document pages in a spread (pages that you arrange in a horizontal row in the **Document Layout** palette [**View** → **Show Document Layout**]) contiguously when printing, check **Spreads**.

- [illegible]





Tips

Imagesetter paper width

Enter the correct value when specifying paper width for an imagesetter. Values entered into the **Paper Offset** and **Paper Width** fields should not be greater than the media width defined for the imagesetter.

Imagesetter paper height

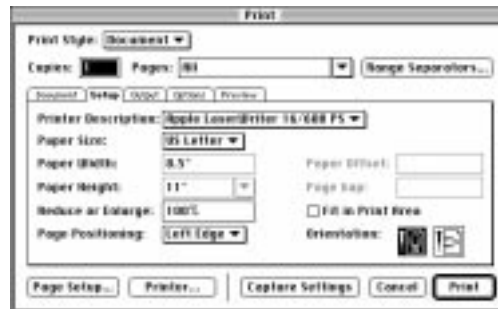
This setting is useful when outputting to a drum-based imagesetter. Values entered into the **Paper Height** field should not be greater than the maximum media height the imagesetter can support.

When outputting to a continuous-feed or non-drum imagesetter, use the **Automatic** setting in the **Paper Height** field.

- To print a large document in tiles (sections), choose a tiling option from the **Tiling** pop-up menu. When you specify tiling, QuarkXPress prints each document page in two or more overlapping tiles. The **Tiling** pop-up menu of the **Document** tab lets you choose **Manual** tiling or **Automatic** tiling. When you choose **Manual**, you control the way in which a page is tiled by positioning the ruler origin. When you select **Automatic**, QuarkXPress determines how many tiles are needed to print each document page, based on the document size, the printer's media (paper) size, whether or not **Absolute Overlap** is checked, and the value you enter in the **Overlap** field (the default overlap is 3"). QuarkXPress prints tickmarks and location information on each tile to aid you in reassembling them. Do not check **Absolute Overlap** if you want your document centered on the final assembled tiles.
- To specify a bleed amount for a document, enter a value in the **Bleed** field. The bleed value is the distance that an item could extend beyond the edge of a page.

Specifying the Setup tab

- 1 Choose **File** → **Print** → **Setup** tab (⌘-Option-P).



The **Setup** tab (**File** → **Print** → **Setup** tab) displays the PPD and several default settings for the selected PostScript printer, and lets you control some aspects of printing.

- To specify the appropriate PostScript Printer Description (PPD) file for the PostScript printer you want to use, choose a PPD from the **Printer Description** pop-up menu.

When you do this, the **Paper Size**, **Paper Width**, and **Paper Height** fields will automatically be filled with default information supplied by the PPD. If you choose a PPD for an imagesetter, the **Paper Offset** and **Page Gap** fields will also be available. If you do not have the right PPD, choose a similar built-in, generic PPD.



PPDs are created by printer manufacturers and are usually supplied with PostScript printers. Contact the appropriate printer manufacturer for more information.

- To choose the media size used by your printer, select a media size from the **Paper Size** pop-up menu.
- To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** pop-up menu and enter values in the **Paper Width** and **Paper Height** fields.
- To make your document print smaller or larger, enter a percentage value in the **Reduce or Enlarge** field. The default is 100%.
- To position your document on the selected output media, choose an entry from the **Page Positioning** pop-up menu. The default **Page Positioning** is **Left Edge**, which positions the top left of the document page on the top left of the selected media. **Right Edge** positions the top right of the document page on the top right of the selected media. **Center** centers the page horizontally and vertically in the imageable area of the selected output media. **Center Horizontal** centers the page left-to-right in the imageable area. **Center Vertical** centers the page top-to-bottom in the imageable area.



Tips

Managing PPDs

You can customize the list of PPDs available in the **Printer Description** pop-up menu using the **PPD Manager** dialog box (**Utilities** menu). See “Managing Print Styles and PPDs” in Chapter 4, “Customizing QuarkXPress.”

**Tips**

How much shall I let it bleed?

When you want items to bleed off the edge of a printed and trimmed page, it takes a little planning to ensure a clean bleed. There can be many variations in the amount of bleed needed for perfect binding or saddle-stitch binding, as well as variations in cleanness of cuts from various types of paper cutters. Consult with your commercial printer to determine the appropriate bleed amount for your document.

The **Separations** check box

To turn color separations on/off, use the **Separations** check box in the **Document** tab (**File** → **Print** → **Document** tab).

- Check the **Fit in Print Area** check box to reduce or enlarge the size of a page in your document to fit the imageable area of the currently selected media.
- Click an **Orientation** icon to specify whether to print in portrait (vertical) or landscape (horizontal) mode. **Portrait** orientation is the default. However, if your document page is wider than the paper size selected, landscape orientation is selected automatically.

Specifying the Output tab (color separations off)

After the printer is selected, and the general **Page Setup** specifications are complete, it is time to finish telling the printer how to output the document in the **Print** dialog box (⌘-P).

The **Output** tab in the **Print** dialog box lets you specify color, resolution, and halftone screen and angle settings. To specify **Output** tab settings for printing with color separations off:

- 1 Choose **File** → **Print** → **Output** tab.



The **Output** tab (**File** → **Print** → **Output** tab) setup for black and white printing.

- From the **Print Colors** pop-up menu, choose **Black & White**, **Grayscale**, or **Composite Color**. **Black & White** prints black and

white (no shades of gray) to a black and white printer. **Grayscale** prints colors as shades of gray to a black and white printer. **Composite Color** prints colors to a color printer. The options available in the **Print Colors** pop-up menu are determined by the PPD selected in the **Printer Description** pop-up menu (**File** → **Print** → **Setup** tab).

- Choose **Conventional** or **Printer** from the **Halftoning** pop-up menu. **Conventional** uses QuarkXPress calculated halftone screen values. **Printer** uses halftone screen values effective on the selected printer; in this case, QuarkXPress does not send halftoning information.
- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** pop-up menu.
- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** pop-up menu.
- The scroll list at the bottom of the **Output** tab lists **Process Black** as the only color used to print your document. If a color PPD is selected, the appropriate color plates display in the scroll list.

Specifying the Output tab (color separations on)

The **Output** tab in the **Print** dialog box lets you specify color, resolution, and halftone screen and angle settings. To specify **Output** tab settings for printing with color separations on:

- 1 Choose **File** → **Print** → **Document** tab; then check **Separations**.
- 2 Click the **Output** tab.



Tips

Decoding the **Plates** scroll list

A check mark next to a color name in the **Plates** scroll list tells you which plates will print when you have checked **Separations** in the **Document** tab (**File** → **Print**). A plate will not print for an unchecked color name. The other columns indicate the screen value, line frequency, and spot function assigned to a plate. A dash in a column indicates that the column entry is not editable.



The **Output** tab (**File** → **Print** → **Output** tab) setup for color separations.

- From the **Plates** pop-up menu, choose **Process & Spot** or **Convert to Process**. **Process & Spot** prints all process and spot color plates. **Convert to Process** converts all colors in your document to process colors (at print time only) and prints process plates.
- Choose **Conventional** (the only option available when **Separations** is checked in the **Document** tab) from the **Halftoning** pop-up menu. **Conventional** uses QuarkXPress calculated halftone screen values.
- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** pop-up menu.
- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** pop-up menu.

- The scroll list at the bottom of the **Output** tab lists the color **Plates** used in the document, as well as the default **Halftone**, **Frequency**, **Angle**, and **Function** settings. You can change these specifications, for example, when default screen values for certain plates will result in *moirés* (undesirable patterns that can result when two or more halftone screens are improperly superimposed when printing), or when you want alternate dot shapes in printed screens.
- Generally, the default settings in the **Plates** scroll list give you correct printing results. However, there may be special instances where the default settings result in *moirés*, so you will need to use custom specifications. For example, the default screen values for spot colors can be set to the value of **Process Cyan**, **Process Magenta**, **Process Yellow**, or **Process Black** using the **Halftoning** pop-up menu in the **Edit Colors** dialog box (**Edit** → **Colors** → **New**). If you have a blend consisting of two spot colors, you may get *moirés* if both colors are assigned the same screen values.

3 Set up custom separation specifications:

- A check mark in the **Print** column indicates a plate will be printed: The default setting is checked. Uncheck any check mark in the **Print** column to cancel printing for an individual color separation plate, or select **No** in the **Print** pop-up menu.
- The **Plate** column lists all spot colors and process inks used in the document when **Separations** is checked (**File** → **Print** → **Document** tab).
- The **Halftone** pop-up menu lets you assign a different process color screen angle, frequency, and function to a spot color, or specify **Custom** halftoning. The default screen values for spot colors are specified in the **Halftoning** pop-up menu in the **Edit Colors** dialog box (**Edit** → **Colors** → **New**). **Frequency**, **Angle**, and **Function** for process colors can be edited in the appropriate corresponding columns in the scroll list.



Tips

Choosing halftone dots

The **Function** pop-up menu in the **Output** tab (**File** → **Print**) lists five dot types: **Dot**, **Line**, **Ellipse**, **Square**, and **Tri-Dot**. The default setting is **Dot**, but there may be instances in which you need to use another dot type. If you will be setting up the document to print to file (see **Prepress File** bullet item in “Specifying the **Options** tab” later in this chapter), it is important to know if any special dot settings are needed. Let your professional printer be your guide. Depending on their output hardware, or presses, they may have a preference for dot types.

**Tips**

Spot color blends without moirés

To avoid moirés with two-color spot color blends, assign different screen values to the blend colors.

You can choose **Default**, **C**, **M**, **Y**, or **K** to use a preset screen angle, frequency and function; or **Custom**, to specify a screen angle, frequency and function to a spot color plate. Choosing **C**, **M**, **Y**, or **K** produces the current angle, frequency, and dot function for the corresponding process color, and it is not editable. When **Custom** is chosen, the **Frequency**, **Angle**, and **Function** pop-up menus are available for entering custom specifications.

Color	Default screen angle
Cyan	105.000°
Magenta	75.000°
Yellow	90.000°
Black	45.000°
Spot Colors	45.000° (if Process Black is selected)

- The **Frequency** column lists the line screen frequency value. This is the lines per inch (lpi) that will be applied to each of the color plates. When there is a number in the **Frequency** column (for example, for process colors, or when you have chosen **Custom** in the **Halftone** column), the **Frequency** pop-up menu becomes available.

Choose **Other** from the **Frequency** pop-up menu to display the **Frequency** dialog box. Enter a lines per inch (lpi) value in the **Frequency** field; then click **OK**.



The **Frequency** dialog box lets you enter a custom line screen frequency value expressed in lines per inch (lpi).

- The **Angle** column lists the screen angle for each color plate. Choose **Other** from the **Angle** pop-up menu to display the **Angle** dialog box. You can enter a screen angle value in the **Angle** field.

- The **Function** column pop-up menu lists the available dot shape types: **Default**, **Dot**, **Line**, **Ellipse**, **Square**, and **Tri-Dot**. Choose an alternate dot shape type, or keep the default setting.

Specifying the Options tab

The **Print** dialog box **Options** tab lets you specify settings useful for reporting PostScript errors, making PostScript dumps, printing negatives, and printing pictures. Settings in the bottom half of the dialog box let you control the way pictures are printed.

- 1 Choose **File** → **Print** → **Options** tab.



The **Options** tab (**File** → **Print** → **Options** tab) lets you specify settings for printing pictures.

- To receive printed PostScript error reporting from QuarkXPress, check **Quark PostScript Error Handler**. The **Quark PostScript Error Handler** utility provides, in addition to PostScript error handling, information about where on a page the PostScript error occurs. If a PostScript error occurs during the printing of a QuarkXPress item (text box, picture box, line, or item created with an XTension), the utility will print the page containing the QuarkXPress items handled successfully up to the point of the error. The utility will then print an error report containing: (1) The bounding box of the item in which the error occurred. This box is identified by a black border and a



Tips

Troubleshooting PostScript errors

The **Quark PostScript Error Handler** lets you know why and where a PostScript error occurred. To enable the error handler, check **Quark PostScript Error Handler** in the **Options** tab (**File** → **Print**). You can also enable the **Quark PostScript Error Handler** in your print styles (**Edit** → **Print Styles**).

Right-reading, emulsion down

For right-reading emulsion-down negative film output, choose **File** → **Print** → **Options** tab. Choose **Horizontal** or **Vertical** from the **Page Flip** pop-up menu; then, check **Negative Print**. This produces output where type reads correctly (from left to right) when the emulsion of the film is facing down.

50% black background. (2) A message at the top left of the page specifying the type of item causing the error. Lay the error report on top of the printed page to isolate the offending item. The bounding box on the error report indicates the location of the object causing the error.

Quark PostScript Error Handler is designed for PostScript printing. It will not affect QuickDraw printing. **Quark PostScript Error Handler** will append its report to any other PostScript error reporting utilities you may be using.

- To print to a PostScript file instead of to a printer, check **Prepress File**. **Prepress File** produces a multipage output that does not include printer driver PostScript code or embedded fonts. Such prepress files are suitable for use with proprietary prepress systems for operations like color correction, separations, or impositions.
- Make a selection from the **Page Flip** pop-up menu. The **Page Flip** pop-up menu lets you choose from four options: **None**, **Horizontal** — to reverse the printing of page images from left to right; **Vertical** — to print page images upside down; and **Horizontal & Vertical** — to print page images from left to right, upside down.
- To print negative page images, check **Negative Print**. When **Negative Print** is checked, flipping a page horizontally or vertically will produce right-reading, emulsion down film output, a common standard for commercial printers in the United States.

2 Set up specifications for printing pictures in the **Pictures** area of the **Options** tab:



The **Pictures** area of the **Options** tab lets you specify how pictures will be printed.

- To specify how pictures are printed, choose **Normal**, **Low Resolution**, or **Rough** in the **Output** pop-up menu. **Normal** is the default, and provides high resolution output of placed pictures using the data from the pictures' source files. **Low Resolution** prints placed pictures at screen preview resolution. **Rough** suppresses printout of placed pictures.
- From the **Data** pop-up menu, choose **ASCII**, **Binary**, or **Clean 8-bit**. Though documents print more quickly in **Binary** format, **ASCII** is more portable because it is a standard format readable by a wider range of printers and print spoolers. **Clean 8-bit** combines **ASCII** and **Binary** in a very versatile and portable file format.
- To control whether TIFF and EPS pictures are output or OPI (Open Prepress Interface) comments are substituted during output, choose an option from the **OPI** pop-up menu.

Use the default setting, **Include Images**, when you are not using an OPI server. **Include Images** does not embed OPI comments for EPS pictures, and if a high resolution file cannot be found for printing, the screen preview is substituted.

Choose **Omit TIFF** when you are outputting to an OPI prepress system that replaces TIFF pictures only. (Most OPI systems use this method.) **Omit TIFF** replaces TIFF pictures with OPI comments in the file. EPS pictures are included; OPI comments for the EPS pictures are not included.

Choose **Omit TIFF & EPS** when you are outputting to an OPI prepress system that replaces both TIFF and EPS pictures. **Omit TIFF & EPS** replaces both TIFF *and* EPS pictures with OPI comments in the file. (Consult documentation provided by the OPI system manufacturer for more information.)

- Check **Overprint EPS Black** to force all black elements in imported EPS pictures to overprint (regardless of their overprint settings).



Tips

Printing pictures faster

If you need to print a document to proof the text only, choose **Low Resolution** or **Rough** from the **Output** pop-up menu in the **Options** tab (**File** → **Print**). When you do this, you get the added advantage of faster processing and printing times.

- If you want QuarkXPress to print TIFFs at the full printer resolution, Check **Full Resolution TIFF Output**. When you print a TIFF with **Full Resolution TIFF Output** selected, QuarkXPress will send the TIFF information to the printer based on the resolution (dpi) of the printing device. If **Full Resolution TIFF Output** is not selected, a non-line art TIFF will be downsampled based on the frequency (lpi) setting for the session (line art TIFFs are sent at full printer resolution).

Viewing the Preview tab

The **Print** dialog box **Preview** tab lets you view the effect of the settings you made for a print job before you output it. The page icon on the right shows you the document page in relationship to its placement on the paper as it comes from the printer. Statistical information about the document page also displays.

- 1 Choose **File** → **Print** → **Preview** tab to see how your document is positioned on the selected print media before it is printed.



The **Preview** tab (**File** → **Print** → **Preview** tab) lets you view placement of the page on the selected print media before you output it.

Specifying Print Dialog Box Settings

The **Print** dialog box (**File** → **Print**) is divided into two specific areas: The fields, pop-up menus, and buttons at the top and bottom of the dialog box that are the static components of the **Print** dialog box. And the area in the middle of the **Print** dialog box consisting of five tabs: **Document**, **Setup**, **Output**, **Options**, and **Preview**. Each tab contains a unique set of print-related options.

Specifying settings in the Print dialog box

- 1 Choose **File** → **Print** (⌘-P).



The **Print** dialog box lets you control many of the characteristics of your output.

- To use a predefined print setup, choose a print style from the **Print Style** pop-up menu. A print style is a printing “style sheet” that you create and save using the **Print Styles** dialog box (**Edit** → **Print Styles**). Refer to “Creating and Using Print Styles” later in this chapter for more information about creating, saving, and using print styles.



Tips

Editing range separators

Commas and hyphens are the default separators for indicating discontinuous and continuous ranges in the **Pages** field of the **Print** dialog box (**File** → **Print**). If you specified commas or hyphens as part of page numbers for your document in the **Section** dialog box (**Page** menu), you will need to change the default separators. For example, if your page numbers are “A-1, A-2,” then you will not be able to specify a range in the **Pages** field using a hyphen. To edit the separators, click the **Range Separators** button and enter new characters in the **Edit Range Separator** dialog box.

- To specify the number of copies you want to print, enter a value in the **Copies** field.
- To specify the document pages you want to print, enter values and separators in the **Pages** field (the default is **All**). The **Pages** field lets you specify ranges of pages, discontinuous pages, and a combination of ranges and discontinuous pages for printing.

Use commas and hyphens to define a continuous or non-continuous range of pages. For example, if you have a 20 page document and you want to print pages 3 through 9, 12 through 15, and page 19, then enter 3-9, 12-15, 19 in the **Pages** field.

- Click the **Page Setup** button to open the **Page Setup** dialog box, an element of the Mac OS. Consult the documentation supplied with your computer for more information.
- Click the **Printer** button to open the **Print** dialog box, an element of the Mac OS. Consult the documentation supplied with your computer for more information.



The **Page Setup** and **Printer** buttons in the **Print** dialog box should only be used if a driver-specific setting needs to be made. For example, your printer supports resolution enhancement; to turn this setting on/off, use the **Printer** button, then click **Options**.

- Click the **Capture Settings** button to save the current print settings and close the **Print** dialog box without printing the document.

Creating and Using Print Styles

Creating a **Print Style** (**Edit** → **Print Styles**) lets you save a printing setup from the **Document**, **Setup**, **Output**, and **Options** tabs. Print styles can be imported and exported, and can be used as often as you wish with current versions of QuarkXPress. To create a **Print Style**:

- 1 Choose **Edit** → **Print Styles**; then click **New**.



The **Print Styles** dialog box (**Edit** → **Print Styles**).

- 2 Enter a name for your style in the **Name** field.



The **Edit Print Style** dialog box (**Edit** → **Print Styles** → **New**).



Tips

Print styles

Print styles enhance productivity and ensure consistent output by automatically specifying output settings in the **Print** dialog box (**File** → **Print**).

3 Specify settings in the **Document**, **Setup**, **Output** and **Options** tabs.

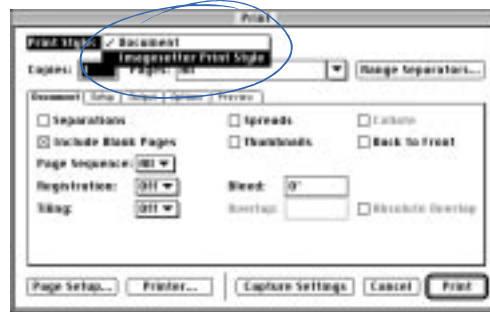
If you need help specifying settings in these tabs, see the appropriate sections earlier in this chapter for complete tab descriptions and specification instructions.

4 Click **OK** when you are finished specifying settings; then click **Save** in the **Print Styles** dialog box to save your new print style.

Using Print Styles

To select a **Print Style** to print your document:

- 1** Choose **File** → **Print** to open the **Print** dialog box.
- 2** Choose an option from the **Print Style** pop-up menu; “Document” is the default. To add print styles to the pop-up menu, use the **Edit Print Styles** dialog box (**Edit** → **Print Styles**).



*Choosing a print style from the **Print Style** pop-up menu automates print job preparation.*

The **Default** print style is applied to every new document. The first time you print a document, the **Document** print style is the selected print style. The **Document** print style in the **Print Style** pop-up menu associates the current print settings with the document and not any particular print style. You can customize the **Default** print style to suit your specific printing needs using the **Edit Print Styles** dialog box.

Printing Color Separations

Pages within your document that contain color can be output as color separations, so plates can be made for use on a printing press. To print color separations:

- 1 Choose **File → Print** (⌘-P).



*The **Document** tab (**Edit** → **Print** → **Document** tab) lets you specify printing for color separations.*

- 2 Check **Separations** in the **Document** tab.
- 3 Click the **Output** tab. The scroll list at the bottom of the tab lists the process inks and spot colors used in the document. You can choose to print all the plates or to check or uncheck plates in the **Print** column to print only the plates you choose. See “Specifying the Output tab (color separations on)” earlier in this chapter.
- 4 Click **Print**.

Specifying Setup for Imagesetters

Imagesetters are PostScript output devices that require special setup. While most laser printers use sheet paper, most imagesetters use either RC paper or film from a roll. The **Setup** tab (**File** → **Print** → **Setup** tab) displays specific controls for an imagesetter, made available by information contained in a PostScript Printer Description (PPD) file. To specify setup for an imagesetter:

- 1 Choose **File** → **Print**; then click the **Setup** tab (⌘-Option-P).

Choose an imagesetter PPD from the **Printer Descriptions** pop-up menu. The **Paper Size** field changes automatically to **Custom**.



When you choose a PPD for an imagesetter, a full range of setup specifications are available.

- 2 Enter a value in the **Paper Width** field that matches the maximum width the imagesetter can support.

Automatic is entered automatically in the **Paper Height** field because the length necessary for the page is determined by the height or width (depending on whether the document is in portrait or landscape mode) of the page.

The **Paper Height** setting is useful when outputting to a drum-based imagesetter. Values entered into the **Paper Height** field should not be greater than the maximum media height the imagesetter can support.

When outputting to a continuous-feed or non-drum imagesetter, use the **Automatic** setting in the **Paper Height** field.

- 3 Choose an entry from the **Page Positioning** pop-up menu to position your document on the selected output media. The default **Page Positioning** is **Left Edge**, which positions the top left of the document page on the top left of the selected media. **Right Edge** positions the top right of the document page on the top right of the selected media. **Center** centers the page horizontally and vertically in the imageable area of the selected output media. **Center Horizontal** centers the page left-to-right in the imageable area. **Center Vertical** centers the page top-to-bottom in the imageable area.
- 4 Enter a value in the **Paper Offset** field to specify the distance the left edge of the page will be offset (or inset) from the left edge of the roll media. For example, if you want a document page that is 6.0" wide to print centered on a 12.0" wide roll of RC paper, specify 3.0" in the **Paper Offset** field.
- 5 Enter a value in the **Page Gap** field to specify the amount of white space between pages of the document as they print on the roll.
- 6 Check the **Fit in Print Area** box to reduce or enlarge the size of a page in your document to fit the output media used by the printer.
- 7 Click an **Orientation** icon to specify whether to print in portrait (vertical) or landscape (horizontal) mode. **Portrait** orientation is the default: However, if your document page is wider than the paper size selected, landscape orientation is automatically selected.
- 8 Click **Print**.

**Tips****OPI systems**

Open Prepress Interface (OPI) systems substitute high resolution images and pre-separate full color scanned images. If you are using such an output system, you can for example, import a low resolution RGB TIFF into a document, and specify that QuarkXPress automatically enter OPI comments so that the low resolution pictures are swapped for high resolution pictures when printing. OPI systems have different swapping capabilities. Consult OPI documentation for setup information, or ask your OPI service.

Picture paths

If you keep your pictures in the same folder as your QuarkXPress document, you will not have to maintain picture paths. QuarkXPress can always “find” pictures that are in the same folder as the document, whether or not the picture was in that folder at the time it was imported.

Updating Picture Paths

QuarkXPress uses two types of information for imported pictures; low resolution and high resolution. Low resolution information is used to display picture previews. When you print, high resolution information contained in the original picture files is accessed using paths to the pictures. A path to a picture is established when you import an EPS or TIFF picture into a QuarkXPress document. QuarkXPress keeps information about each picture’s path as well as when the picture was created.

If a picture is moved or changed after it is imported, QuarkXPress alerts you when you execute the **Print** command or the **Collect for Output** command (**File** menu). See “Listing and Updating Pictures” in Chapter 14, “Pictures.”

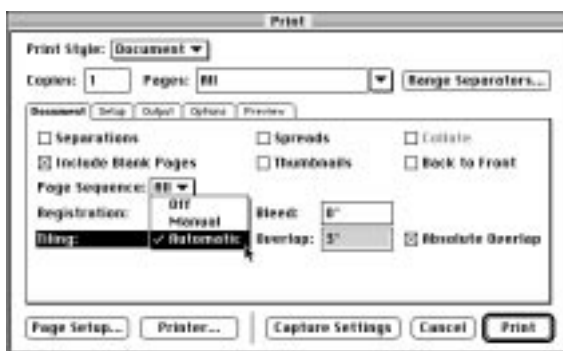
Printing Odd-Sized Documents

Printing odd-sized pages can require special printing specifications. When document pages are smaller than the print media or paper, you might want to center the page. When a document's page size exceeds the largest sheet size your printer can feed, you might need to divide your output into tiles that can be assembled by pasting up paper mechanicals, or by stripping film.

Using Tiling to print an oversized document

When document pages are larger than the paper or media in your printer, you will need to use **Tiling** to output the entire page, which can be assembled as hard copy later. To tile a document:

- 1 Choose **File** → **Print** (⌘-P).



The **Document** tab (**File** → **Print** → **Document** tab) lets you specify **Tiling** for printing oversized documents.

2 Choose a selection from the **Tiling** pop-up menu. To print a large document in tiles (sections), choose a tiling option from the **Tiling** pop-up menu. When you specify automatic tiling, QuarkXPress prints each document page in two or more overlapping tiles. The **Tiling** pop-up menu of the **Document** tab (**File** → **Print** → **Document** tab) lets you to choose **Manual** tiling or **Automatic** tiling. When you choose **Manual**, you control the way in which a page is tiled by positioning the ruler origin. When you choose **Automatic**, QuarkXPress determines how many tiles are needed to print each document page, based on the document size, the printer's media (paper) size, whether or not **Absolute Overlap** is checked, and the value you enter in the **Overlap** field (the default overlap is 3"). QuarkXPress prints tickmarks and location information on each tile to aid you in reassembling them. Do not check **Absolute Overlap** if you want your document centered on the final assembled tiles.

3 Click **Print**.

Using reduction features to print an oversized document

When simply reducing the size of the page to fit the paper size you have available is acceptable:

- 1 Choose **File** → **Print**; then click the **Setup** tab (⌘-Option-P).

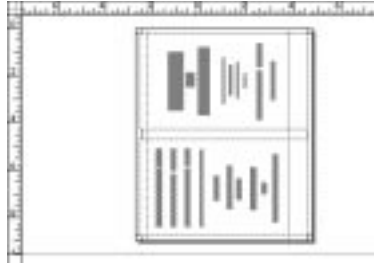


Fit in Print Area sizes the page to fit the available print area.

- 2 Check **Fit in Print Area**.
- 3 Click **Print** to print your document.

Printing small documents

When producing small pages, like a two-sided handbill or business card, a commercial printer may prefer to set your job up in a way that multiple jobs can be run at the same time. Since larger sheets of paper feed through a press more efficiently, small page jobs are usually printed together for more accuracy on press. For example, the front and back of a 4.5" × 7.5" handbill would be printed two-up on 8.5" × 11" paper; then, the paper is turned, or turned and flipped (tumbled), and printed on the other side.



*Odd-sized documents like this handbill need special **Print** dialog box specifications to force them to print centered top-to-bottom or left-to-right on a larger sheet of output paper.*

In the bindery, the handbill is trimmed to its finished size. In order to trim the piece efficiently, the printer needs to receive the handbill 2-up, and centered top-to-bottom and left-to-right on 8.5" × 11" paper. You can do this, even when the page coordinates are oriented to the upper left. To print this document so that output is centered:

- 1** Choose **File** → **Print**; then click the **Setup** tab (⌘-Option-P).
- 2** Choose **Center** from the **Page Positioning** pop-up menu to center the page horizontally (left-to-right) and vertically (top-to-bottom) on the output paper.
 - **Left Edge** is the default; the top left edge of document pages are aligned with the upper left edge of the output page.
 - **Right Edge** aligns the upper right edges of document pages with the upper right edges of the output pages.
 - **Center Horizontal** centers the document pages left-to-right in the print area.
 - **Center Vertical** centers the document pages top-to-bottom in the print area.
- 3** Click **Print** to print your document.

Preparing Documents for Service Bureaus

QuarkXPress makes it easy to prepare a document for output at a service bureau. The **Collect for Output** command (**File** menu) copies the document and all imported picture files into one folder — and it produces a report describing the fonts, XTensions, picture placements, trapping, etc., used in the document. To use **Collect for Output**:

- 1 Choose **File** → **Save** to save the document; then choose **File** → **Collect for Output**.



The **Collect for Output** dialog box (**File** → **Collect for Output**) lets you create a folder containing your document, pictures, and output report.

- 2 Enter a name for the report in the **Report Name** field.
- 3 Use the controls in the directory dialog box to create a new folder and specify a location.
- 4 Click **Collect**. If the **Missing/Modified** pictures dialog box is displayed, and you want to include your picture files, update **Modified** pictures and locate **Missing** pictures. When you are finished, click **OK**.
- 5 Open the **Output Request Template** in your QuarkXPress folder. Import the report file into the template; be sure to check **Include Style Sheets** in the **Get Text** dialog box (**File** menu). Save the output request file; then, give a copy to the service bureau with the document and picture files.



Tips

Checking the output report

You may want to inspect a **Collect for Output** report before you actually collect the files. That way, if you find any errors (for example, the separation plates are incorrect), you can fix the original document. To do this, check **Report Only** in the **Collect for Output** dialog box (**File** menu).

Working with a service bureau

If a service bureau is producing final output film, ask if you should: (1) Set up your laser printer to print using an imagesetter PPD; (2) If the job includes color separations, print proofs of the separations; (3) Provide a proof copy of your document along with the electronic version and any associated picture files; (4) Provide a **Collect for Output Report** file. Providing these items to service bureau output technicians can help you avoid costly errors and reruns.

Understanding DPI vs. LPI

In electronic publishing, there are two types of dots — machine dots and halftone dots. Machine dots are the tiny dots made by a laser printer or imagesetter; they are the basis for all printed material generated digitally. If you are a QuarkXPress user generating layouts without getting heavily involved in prepress, you may be laboring under a common misconception. The misconception: lpi (lines per inch) and dpi (dots per inch) settings affect the same dots, but in different ways. The reality: lpi and dpi settings affect different dots, but in the same way. Let's elaborate.

As soon as the first computer printers came into being, the term “dots” became standard. In the publishing industry, however, the word had already been in existence for decades — long before anyone had seen a computer. Now that the computer and publishing industries have merged with applications like QuarkXPress, some confusion has resulted. In electronic publishing, “dot” has two totally distinct meanings. Service bureaus and anyone involved in the printing side of computer-aided publishing are already aware of this distinction. Many users, however, remain in the dark.

Machine dots and halftone dots

There are two types of dots: machine dots and halftone dots. Machine dots are the tiny dots made by a laser printer or imagesetter that combine to form everything you see in the output. Halftone dots are composed of machine dots (see Figure 1 on page 21.33). Halftone dots are present only when process-color or grayscale printing is involved, or when a color is screened (in QuarkXPress, any shade specified as less than 100% is screened).

As most QuarkXPress users are aware, halftoning is the traditional way a picture — such as a photograph or painting — is reproduced in mass quantities by a commercial printer, whether the source is a computer or not. The halftone process is used for color pictures and black-and-white pictures that include levels of gray. To reproduce differences in tones, the image is transformed into variable-sized dots by projecting light through a negative and a transparent “line screen.” QuarkXPress and any Raster Image Processor (RIP) will do this automatically. For a black-and-white picture, a 20% black area would ultimately be composed of dots that are half the size of the dots in a 40% black area. This technique tricks your eyes into seeing gray.

Illusion of color

For a process color picture, halftone dots are cyan, magenta, yellow, or black, and they vary in size. Placed side by side, sometimes overlapping, these four colors create the illusion of more complex colors and shades. In QuarkXPress, the size and number of these halftone dots are determined by your lpi setting (halftone screen frequency). The higher your lpi setting, the smaller and more plentiful these dots are.

The small dots within the large dots shown in Figure 1 on page 21.33 are called “machine dots,” or “recorder elements.” The higher the resolution of your printer or imagesetter, the smaller and more plentiful machine dots are.

When you look through a magnifying loupe at imagesetter output of a process color, you are looking at halftone dots. Some devices let you specify the shape of a halftone dot as round, linear, elliptical, or square. Traditional halftoning uses square or round halftone dots, but true consistency in the shape of halftone dots is rare. To accommodate the varying dot sizes that produce each shade percentage, the shape of the dot is often compromised.

Adjusting the dpi or lpi value

Unlike halftone dots, machine dots are invisible at high resolutions — even through a loupe. A machine dot's shape (square) cannot be controlled as a halftone dot's shape can, and a machine dot's size is a lot more consistent. You may not need to worry about machine dots for every job — as long as you know *when* to worry. Whenever you change the “dpi” resolution for the output of an image (for example, if you switch from a 1200-dpi imagesetter to a 2400-dpi device), you are not changing the size and quantity of the halftone dots — only that of the smaller machine dots. Conversely, when you designate an lpi setting, you are not affecting the size and quantity of machine dots at all — only that of the halftone dots.

Even though lpi deals with halftone dots and dpi deals with machine dots, in both cases a higher value yields dots that are smaller and more plentiful. But despite their distinct applications, you cannot liberally change lpi and dpi settings without maintaining their proper relationship.

If you increase your screen frequency (lpi) without increasing your imagesetter resolution (dpi), there may not be enough “dots per cell” to allow for the output of an adequate number of shades. In a perfect world, there should be about 256 levels of gray, or 256 possible ways of creating a halftone dot from machine dots. Having more than 256 levels of gray may be pointless, because this is approximately the highest number of levels the eye can differentiate; it is also the maximum number that PostScript can generate.

In QuarkXPress, you can set the lpi using the **Frequency** field in the **Output** tab (**File** → **Print** → **Output** tab). To specify dpi, you will usually need to switch a dial on the imagesetter. But if you want to output line art and raster images at a lower dpi resolution, you can use the **Resolution** field in the **Output** tab (**File** → **Print** → **Output** tab) with **Full Resolution TIFF Output** unchecked in the **Options** tab

(File → Print → Options tab). When **Full Resolution TIFF Output** is unchecked, the **Resolution** field applies only to line art. When **Full Resolution TIFF Output** is checked, the **Resolution** field applies to all raster images.

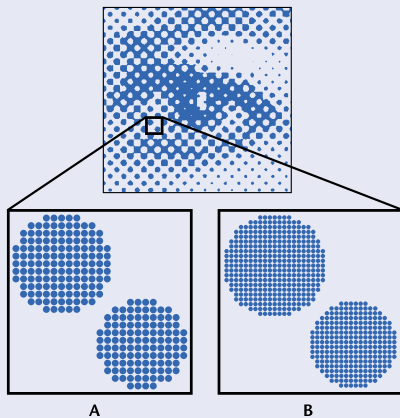


Figure 1 The image of the eye, above, is composed of halftone dots. The halftone dots are composed of machine dots, which are shown in two different resolutions (dpi) in box A and box B.

Proper relationships

The following formulas are designed to yield 256 levels of gray, and they will aid you in determining the proper relationship between your dpi and lpi values.

- When you know the imagesetter resolution but are not sure who the lithographer is, insert the dpi resolution of your electronic output device into the following formula to get the maximum lpi screen. (This maximum does not consider limitations of the offset press you choose, which may lower the number.)

$\text{dpi output} / 15.97 = \text{maximum lpi screen}$

- When you know the maximum number of lines per inch the printing press will produce, and you want to avoid additional charges for printing film with a resolution beyond that level, use this modified version of the formula:

$\text{lpi screen} \times 15.97 = \text{minimum dpi output}$

- When you have already committed to specific dpi and lpi resolutions but would like to know how close you are to 256 levels of gray, use the following formula (if you have fewer than 256 levels, you may notice some banding in your blends):

$(\text{dpi}/\text{lpi})^2 + 1 = \text{number of levels of gray}$

Scan dots

Now to throw a wrench into the works: There is also a little thing called a “scan dot,” and its frequency is specified in dots per inch, just like a machine dot. Whenever you digitize an image using a scanner, you have to specify a dpi resolution. This “dpi” resolution does not relate to the formulas above. However, once again, you have to understand the proper relationship. This is a simple matter: If the lpi screen at which the scanned image will run at press time is greater than 133 lpi, your scan resolution should be 1.5 times the lpi screen. If the lpi screen at which the scanned image will run at press time is less than or equal to 133 lpi, your scan resolution should be 2.0 times the lpi screen. Scanning at higher resolutions is a waste, because the halftone dots won’t be small enough to capture the extra detail, unless you are using “stochastic screening” — the latest in printing technology.

Stochastic screening

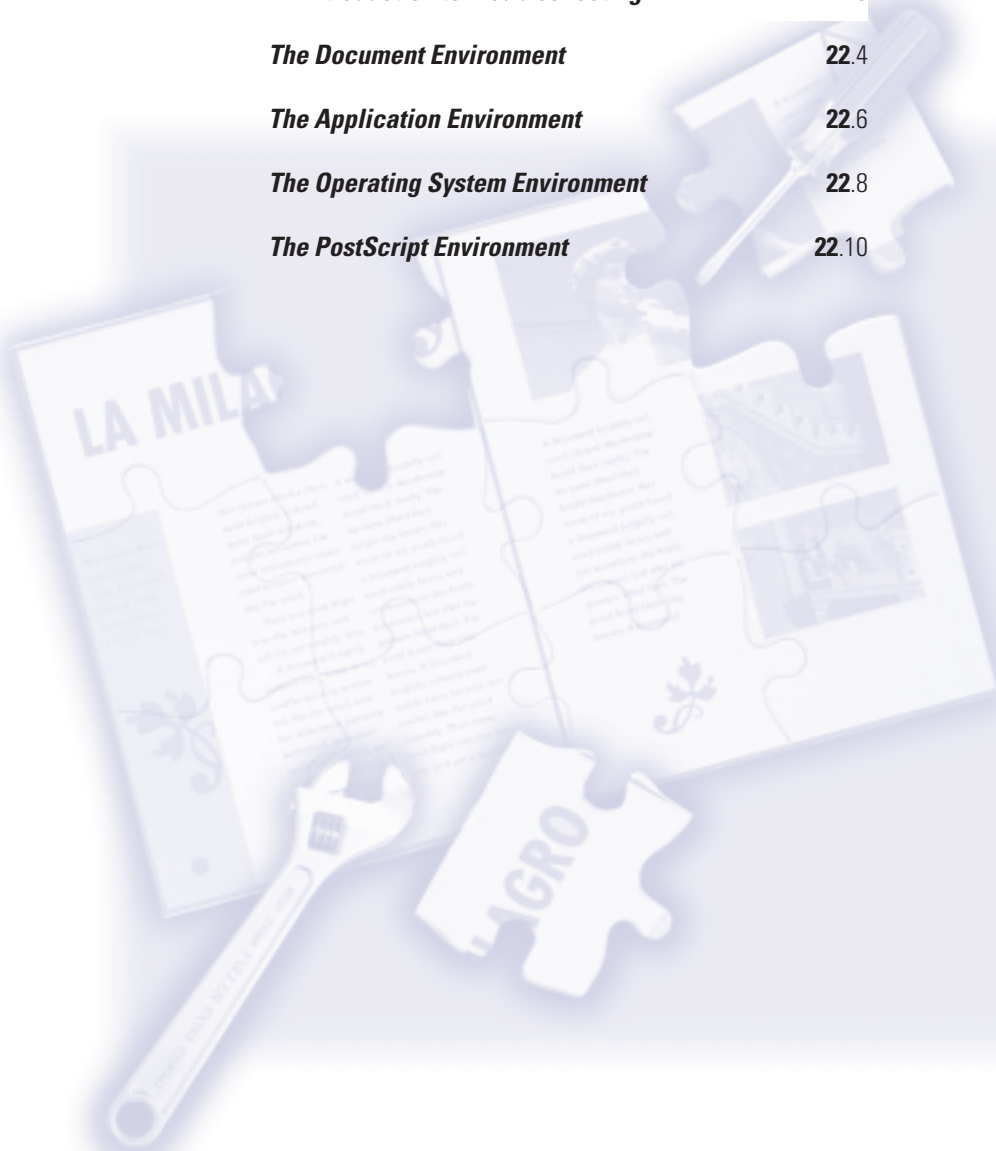
The best stochastic screening methods are being marketed as “screenless” printing, because they ignore the halftone-dot concept altogether. By scattering “microdots” — sometimes no bigger than the size of one machine dot — and carefully dictating the amount of space between them, a RIP can achieve 256 or more gray levels without ever varying the dot size. Good color stochastic screening rivals continuous-tone output even when magnified through a loupe.

What’s more, stochastic screening eliminates moiré and rosette patterns, allows scans to retain much greater detail, and permits a wider variety of colors. Color plates can be bumped-in without regard to screen angle, and misregistration causes no color shift. Except for the RIP software, the technology can be used with existing equipment (including presses). But because it is newer, it may be out of financial reach for some businesses.

22

Technical Notes

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22

Technical Notes

The combination of fonts, graphics, printers, printer drivers, operating systems, and software can create some mysterious situations in any publishing environment. For example, as you work in QuarkXPress, you may be faced with a situation in which you can't print a certain page. Solving the problem depends on your ability to isolate the cause — whether it's a corrupt graphic, font, etc.

These technical notes, developed in collaboration with Quark's technical support department, explain the basic concepts of troubleshooting in a publishing environment and provide some possible solutions.

An Introduction to Troubleshooting

Troubleshooting is a logical, step-by-step process used to determine the cause of a problem. The process has four basic steps: defining the problem, reproducing the problem, changing the variables, and testing to determine the cause.

Defining the problem

Defining the problem is a simple matter of saying to yourself, “This, *specifically*, is what I’m having trouble with.” Simple enough, right? From there, you can go to the next step.

Reproducing the problem

To investigate the problem, you’ll need to discover the series of steps that cause it to occur *repeatedly*. Repetition is the key — if the same series of steps does not yield the same results every time, you can’t go on to the next part of the troubleshooting process.

Changing the variables

Troubleshooting works primarily by a process of elimination. By changing a single variable and performing the test again, you’ll learn what effect, if any, the variable has on the test.

Testing to determine the cause

A good test narrows the search by discriminating among a variety of potential causes. On the Mac OS, most software problems originate from one of three basic environments: the document environment, the application environment, and the operating system environment. Problems can also be generated during output. Specific PostScript problems are discussed at the end of this chapter.

Understanding all of these environments helps you design tests that eliminate a number of potential causes.



Tips

Troubleshooting variables

This chapter introduces important variables involved in troubleshooting basic computer problems. It is by no means a complete description of all of the variables involved, and may not address the specific problem you’re having. If you need additional assistance, Quark offers online information via the World Wide Web at www.quark.com, on America Online at Keyword Quark, and on CompuServe at Go Quark. Quark also offers fee-based technical support at (303) 894-8899.

The Document Environment

To determine if your problem is document-based, test the problem in multiple documents. If the problem only occurs in a single document, then the cause is document-based.

Determining whether your problem is document-based

Imagine that while working with a QuarkXPress library item, you notice that every time you drag a purple-colored box from the library onto a document page, the box becomes orange.

The next step is to determine: Does the problem happens in all documents or just this one? So you create a new document and drag the box onto the page, but it does not change color. With one simple test you've determined that this is a *document-based* problem.

Troubleshooting document-based problems

Once you've narrowed a problem down to a specific document, you must still determine what is causing it. The two most common types of document-specific problems are misunderstood features and corruption.

Misunderstood features

QuarkXPress is a complex program with many features, and it takes a while to learn how they all work. Because of its complexity, some features may seem to exhibit strange behavior. Most likely a combination of circumstances are producing the behavior. For example, if you drag a library item defined as purple into a document that contains a different definition of purple, the color of the item will change to match the document's version of purple (which may make the item orange, like in the above example). This is how the feature is designed to work, but the color change may be confusing if you don't know that.

Corruption

Document corruption, or file damage, can cause all sorts of strange document-specific behavior, and may eventually cause a document to be unopenable (as evidenced by a “Bad File Format” alert message). Corruption can be caused by a number of things:

- *System interruption while saving a document* often causes Bad File Format errors. File corruption most often occurs when documents are saved improperly.
- *Power surges* can cause a file to be saved improperly.
- *Running under low memory conditions* can cause system interruption. If the interruption occurs during a save, document corruption can occur.
- *Network problems* can result if the network goes down or “times out” while you’re saving a document to a remote volume. The document may become corrupted.

How do you avoid file corruption? As always, prevention is the best cure. Keep regular backups, run a clean system, and allocate adequate memory to QuarkXPress.



If a document begins to exhibit strange behavior, you may want to try a thumbnail drag to repair it. See “Copying Items and Pages Between Documents” in Chapter 10, “Document Layout.”



Tips

Reimporting graphic previews

If QuarkXPress experiences a system failure while trying to open a document, it may be a result of attempting to render a damaged picture, font, or item. If this is the case, the failure will occur immediately after the document window displays, as objects are drawing on the page.

Reimporting the graphic previews often fixes this problem. Press the ⌘ key while you click **Open** in the **Open** dialog box and all the graphics will be reimported. The origin, plus any scaling and rotation of the graphics, is preserved, but the previews are recreated.

The Application Environment

If the problem is straightforward, test it in another application to help determine the cause. If you get the same results, the problem is likely occurring in the operating system. If the problem occurs only in one application, the problem is application-based. Application-based problems usually stem from problems with XTensions, the *XPress Preferences* file, or fonts.



If a problem involves a feature unique to QuarkXPress, you may not be able to devise a similar test in another application. In such cases it may be simpler to test other variables first.

Determining whether your problem is application-based

Suppose you add the font Futura to your Fonts folder, but when you launch QuarkXPress, it does not show up in any of the font lists. The problem is easy to duplicate in other applications: Simply launch another application and check for Futura. If Futura is missing, the problem lies in the operating system environment. If only QuarkXPress fails to load Futura, you've determined that this is an *application-based* problem.

Troubleshooting XTensions

Since XTensions modify the way QuarkXPress operates, they should be examined as variables. To disable QuarkXPress XTensions, open the **XTensions Manager** (**Utilities** menu) and select **All XTensions Disabled** from the **Set** pop-up menu. Then quit and relaunch QuarkXPress. If the problem ceases, XTensions are likely the source.

If you have a large number of XTensions, locating the problem XTension can be difficult. You could load each XTensions software one at a time and retest the problem, but this would require quitting and relaunching QuarkXPress for every test. A faster method to find out exactly which

XTension is causing the problem is called a *binary search* (see sidebar). Once you've located the problem XTension, place it and QuarkXPress together in an empty folder and rerun the test. If the problem recurs, the XTension is definitely causing the problem. Remove the XTension from your XTensions folder.

Troubleshooting XPress Preferences

QuarkXPress stores user modifiable settings in the *XPress Preferences* file. To test the *XPress Preferences* file for problems, quit QuarkXPress, drag the *XPress Preferences* file to the desktop, and relaunch the application. QuarkXPress will create a new preferences file. If your problem no longer occurs, put QuarkXPress and the old preferences file together in an empty folder. Rerun the test. If the problem recurs, the preferences are the culprit. Throw away the corrupt *XPress Preferences* file and revert to your backup copy.



When you throw your *XPress Preferences* file away, you will lose all of your customized features: custom frames, bitmap frames, any settings made with the Kern/Track Editor, etc. For a full discussion on information kept in an *XPress Preferences* file, see “Setting Preferences” in Chapter 4, “Customizing QuarkXPress.”

Troubleshooting fonts

QuarkXPress reads many font attributes (like leading values and kerning tables) that other applications do not read. But if a font has damaged or garbled data in one of these areas, QuarkXPress may not launch. To determine if a damaged font is causing the problem, close all open applications and drag the Fonts folder from inside the System Folder to the desktop and launch QuarkXPress. If it launches, the failure was the result of a damaged font.

To pinpoint the damaged font, you can either conduct a binary search (see sidebar), or you can try printing with the **PostScript Error Handler** enabled. See “Troubleshooting PostScript fonts” later in this chapter.



If you are using a font management utility, fonts may not be kept in the System Folder. Consult the font management utility documentation for more information on how to test for problem fonts.



Tips

Using the binary search method

A binary search is conducted by testing half the variables at a time. First you test half, and then half of that half, and so on, until you've narrowed down the search to a single variable.

For example, say you have 100 eggs. 99 are filled with 1 oz of sand, and 1 is filled with .5 oz of gold. How do you locate the gold egg? To use the binary method, simply split the pile of eggs in half and weigh each half. The half filled with sand will equal exactly 50 oz. The half with the gold egg will be 49.5 oz. Continue halving the pile of eggs that numerically indicates the gold egg. In no time at all, you'll have your gold egg.

The Operating System Environment

If the same problem occurs in several applications, or the variables in the application environment have no effect on the problem, test to see if the operating system is causing the problem. First, disable control panels and system extensions to see if they are the culprit. If the problem persists, try to reproduce the problem by starting up from a start-up disk or system CD-ROM.

Troubleshooting system extensions and control panels

Any extensions and control panels in the Extensions folder, the Control Panels folder, or loose in the System Folder are loaded into memory when the computer starts up. Problems can be caused by damaged extensions, old extensions, extension conflicts, etc.

Starting with extensions and control panels off

Press Shift while restarting your computer until the message, “Welcome to Macintosh, Extensions off,” displays. This prevents system extensions and control panels from loading. It also prevents items in the Startup Items folder from executing. If you can no longer reproduce a problem after a Shift-Restart, then an extension, or a conflict between several extensions, is causing the problem.

Troubleshooting extensions

To identify which extension is causing the problem, conduct a binary search (see sidebar, page 22.7). You can disable extensions by using the Extensions Manager, or by dragging extensions to the desktop.

Troubleshooting system software

Computers ship with an emergency start-up disk or system CD-ROM that comes with your computer's system software. The emergency disk contains the minimal system software your computer needs to start up.

When your computer starts up from an emergency disk, it's using an entirely different copy of the operating system. You can use this alternate system to test your regular system. If the problem can't be reproduced while using an emergency disk, your installed system software is causing the problem. Before you reinstall your system software, you may want to call Quark Technical Support.

**Tips**

Emergency start-up disk

An emergency start-up disk contains a small System Folder, complete with a Finder, System file, and a system enabler if your computer requires it.

**Tips****PostScript**

PostScript is a page description language used to communicate information from a computer to a printer or monitor. It describes fonts, items, and pictures, as well as the layout of pages.

The PostScript Environment

You've just finished the project. You've put in the long hours and are finally ready to print it. Just one problem: When you send the job to your laser printer, you get the error message, "A PostScript error occurred. The document is OK but cannot be printed." Don't worry — QuarkXPress can easily locate the problem element.

What is a PostScript error?

A PostScript error is a message from the output device that indicates the document cannot be printed in its current state. A PostScript error has two parts: the error and the offending command. (For example "stackunderflow; offending command: exch.") In general, knowing the specific error and offending command isn't necessary to troubleshoot the problem, with one exception: The PostScript error "VMerror" indicates that the document is too memory intensive for the printer to handle. If you are getting a "VMerror," see "Troubleshooting 'VMerrors'" later in this chapter.



Sometimes the PostScript error flashes briefly on screen, and then is replaced by error code "-8133." This error is sometimes referred to as the generic PostScript error.

Determining the cause of a PostScript error

A PostScript error is generally caused by a specific document element such as a picture, font, or item. The QuarkXPress PostScript Error Handler can automatically show you the element generating the error.

To enable the PostScript error handler, choose **File → Print**; then click the **Options** tab. Check **Quark PostScript Error Handler**. This check box lets your document print normally. If it encounters a problem, the document will stop printing immediately before the error-generating element, *but one more page will print*. This page will display a bounding box encompassing the grayed-out problem element. The top of the page will identify whether the error came from a picture box, a text box, a line, etc.



If you have a complex item that contains more than one element (such as a Bézier picture box that consists of a box, a frame, a background color, a picture, and a clipping path), you'll need to experiment a bit to pinpoint the exact difficulty.

Troubleshooting pictures

To find out if a selected picture is causing the PostScript error, you can suppress that picture's printout. If the page prints successfully, the picture you suppressed is most likely damaged and causing the PostScript error. Suppress picture printout using:

- **Item** menu: Select a picture and choose **Item → Modify**; then click the **Picture** tab. Check **Suppress Picture Printout** and click **OK**.
- **Utilities** menu: Choose **Utilities → Usage**; then click the **Pictures** tab. To suppress picture printout, click the check mark in the **Print** column next to the picture's name to remove it. Then click **OK**.

Repairing a damaged picture file

The best option for repairing a damaged picture file is usually to open the picture in its original application and resave it. Consult the documentation for the application that created the picture for information on resaving pictures.



Tips

Suppressing all graphics

If you want to suppress all of the graphics in your document, choose **File → Print**; then click the **Options** tab. Choose **Rough** from the **Output** pop-up menu and click **Print**.

Common PostScript errors

Some PostScript errors indicate a specific problem with a picture. Knowing the specific error can direct you to the appropriate solution. Common errors that appear on-screen and their corresponding solutions are listed below.

- *“limitcheck; offending command: clip”* This error is usually caused by an Encapsulated PostScript (EPS) picture file with an embedded clipping path. Open the EPS in the program that created it and simplify or increase the flatness of the path. If you have created a QuarkXPress clipping path using the controls in the **Clipping** tab (**Item** menu), you will also want to increase the **Smoothness** of the clipping path and/or manually reduce its number of points.
- *“limitcheck; offending command: stroke or fill”* This error is usually caused by a complex EPS. Open the EPS in its source application and simplify it. Several programs allow you to increase the flatness value of the EPS or split long paths.
- *“limitcheck; offending command: image or colorimage”* This error is generally caused by a Tagged Image File Format (TIFF) picture file. Decrease the lpi (lines per inch) using the **Frequency** pop-up menu (**File** → **Print** → **Output** tab) or decrease the TIFF’s dpi (dots per inch) in either its source application or using the **Resolution** pop-up menu. Also make sure you uncheck **Full Resolution TIFFs** (**File** → **Print** → **Output** tab).

Troubleshooting PostScript fonts

A PostScript error can be the result of a damaged or improperly made font. If you’re printing a document that contains damaged fonts and the **Quark PostScript Error Handler** is checked in the **Print** dialog box, the text will cease printing immediately before the problem font. Once you determine the problem font, you may need to reinstall it.

Troubleshooting page items

Often, PostScript item errors occur because of Bézier items; specifically, Bézier items with too many points.

If your PostScript error occurred on a Bézier item (including clipping paths), check to see if it's a complex Bézier item — one with a large number of points. Complex paths can cause the PostScript error “limitcheck; offending command: clip.” to occur. If you're receiving this error, you can manually reduce the number of points that make up the item (or if it's a clipping path, you can try to reduce the path's complexity by increasing its **Smoothness** in the **Clipping** tab). If that doesn't work, delete the item and redraw it using fewer points.

If the document does not contain any Bézier items (or simplifying them doesn't get rid of the error), use a thumbnail drag to drag the error-causing page to a new document and print the page again. (See “Copying Items and Pages Between Documents” in Chapter 10, “Document Layout.”) Dragging a page to a new document causes all the items to be recreated, which may make it print without error.

If you suspect that the problem is a faulty frame or box, you can choose **Item → Modify**; then click the **Box** tab. Check **Suppress Printout** and click **OK**. If the page prints, the box you suppressed is most likely damaged and causing the PostScript error.

Troubleshooting “VMerrors”

Every PostScript output device has a built-in computer that translates PostScript to the actual printed page. The processor in a printer relies on its own internal Random Access Memory (RAM) to complete the translation. Different PostScript printers have different amounts of installed RAM. If the printer does not have enough RAM to image the page, a “VMerror” occurs. Generally, the only solution to a “VMerror” is to simplify the page, reduce the size of media (paper or film), or send the document to an output device with more memory.

There are settings in the **Print** dialog box (**File** menu) that affect how much memory a print job uses. The settings are provided by the printer driver selected in the Chooser. (The following troubleshooting method assumes you are using a LaserWriter driver, version 8.0 or later.)

- *Paper.* The size of paper you use affects how much memory the job needs. The larger the paper, the more memory needed. This is especially true when printing to color composite printers. If you can print to a smaller size paper, it may eliminate a VMerror.
- *Unlimited Downloadable Fonts (UDF).* Checking **Unlimited Downloadable Fonts** sends one font at a time, which can reduce the amount of memory the printer needs. Choose **File → Print**; then click the **Page Setup** button. Use the **Options** feature to access and check **Unlimited Downloadable Fonts**.



Warning: Printing with **Unlimited Downloadable Fonts** checked can take significantly longer and may cause font substitution in EPS pictures. If you experience font substitution in EPS pictures, uncheck this box.

- *Larger Print Area.* Unchecking **Larger Print Area** increases a page’s non-printing margins, which can reduce the amount of memory the printer needs. Choose **File → Print**; then click the **Page Setup** button. Use the **Options** feature to access and uncheck **Larger Print Area**.

23.

QuarkXPress Passport Edition

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23.

QuarkXPress

Passport Edition

If you purchased QuarkXPress Passport™, the international version of QuarkXPress, use this chapter to learn about the special multilingual features QuarkXPress Passport offers.

Creating documents for international publishing and marketing often involves the use of different languages in the same document, language-specific spell checking, and the ability to hyphenate different languages correctly. QuarkXPress Passport provides multilingual support for hyphenating, spell checking, and the program language used in menus and dialog boxes.

QuarkXPress Passport Terms

In QuarkXPress Passport, specific terms are used to describe various functions, controls, commands, and concepts. The following terms will help you become more familiar with the power and ease of use of QuarkXPress Passport.

Installed Language

Installed Language refers to any language available in QuarkXPress Passport. You make a language available by placing the associated language dictionary/language file (like Diccionario/Español) in the QuarkXPress Passport folder before launching the application.

Paragraph Language

Paragraph Language refers to a language setting applied to specific paragraphs using the **Formats** tab of the **Paragraph Attributes** dialog box (**Style → Formats**) or using a paragraph attribute defined in a style sheet.

Program Language

Program Language refers to the language used in QuarkXPress Passport menus and dialog boxes. You can change the program language at any time using the **Program Language** dialog box (**Edit → Program Language**).

System Language

System Language refers to the language of the Mac OS software. QuarkXPress Passport will run under the system of any supported language.

**Tips****Unused languages**

You might want to create a folder in your QuarkXPress Passport folder called “Unused Languages” for temporary storage of language files. This allows easy access for installing and removing languages.

Setting the default language

You can preset the default paragraph language for a specific document or for all new documents by changing the language of the Normal paragraph style. If a document is open when Normal is changed, the change will be document specific. If no documents are open, it will be a global change for all new documents.

Managing Language Files

With QuarkXPress Passport, you can choose which languages you want to use in your documents. Any language installed can be used to hyphenate and spell check documents.

Installing a language

You can install a language in your QuarkXPress Passport folder in one of two ways:

- When first installing QuarkXPress Passport, select the languages that you want installed. Only selected languages are installed.
- Insert the QuarkXPress Passport CD-ROM and copy the dictionary/language files for the selected languages into your QuarkXPress Passport folder.

Removing a language

If you no longer want to use a language, remove that language from your QuarkXPress Passport folder. Drag the dictionary/language files and associated help files out of the QuarkXPress Passport folder or into a subfolder within your QuarkXPress Passport folder.

Specifying the Program Language

When using QuarkXPress Passport, you can specify which language is displayed in menus, dialog boxes, and palettes. This lets you work in the language you're most familiar with. You can choose the **Program Language** from any of the installed languages. To specify the program language, choose **Edit → Program Language** and choose a language from the list. Your menus, dialog boxes, and palettes will change to the chosen language.



Change the language of the interface from the **Program Language** submenu (**Edit** menu).



Words and menus will display in the chosen language (French in this example).



Tips

Changing program languages

The program language has no effect on the hyphenation or spell checking of individual paragraphs. Changing the program language does not change the language of the paragraph you are editing, or interrupt your work flow. It only changes the language of the menus and dialog boxes. The program language selected when you quit QuarkXPress Passport is used automatically the next time you launch the application.

Choosing program languages

If none of the language files are in the QuarkXPress Passport folder, the **Program Language** menu option will not display, and English will be the language used.



Tips

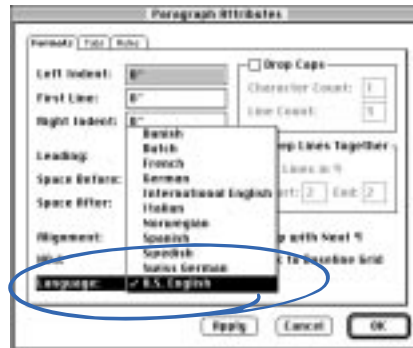
Keyboard commands

QuarkXPress Passport keyboard commands remain in effect no matter which program language is displayed. For example, ⌘-O will always open a document. The language of the keyboard commands is based on the keyboard setting in the Mac OS Keyboard control panel when QuarkXPress Passport is launched.

Assigning Languages to Paragraphs

The paragraph language attribute determines which hyphenation rules are used and which dictionary is used for spell checking. When automatic hyphenation is enabled for a range of paragraphs that have different paragraph languages assigned to them, each paragraph is hyphenated using the appropriate hyphenation rules and hyphenation exceptions for that language. When you check the spelling of a story or document that contains paragraphs with different languages, each paragraph is checked using the assigned paragraph language dictionary. To specify the paragraph language for selected paragraphs:

- 1 Choose **Style → Formats** (⌘-Shift-F).



Specify a language for selected paragraphs from the **Language** pop-up menu in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style → Formats**).

- 2 Choose a language for hyphenating and spell checking selected paragraphs from the **Language** pop-up menu. Click **OK**.

Checking Spelling

Checking for spelling errors in documents with multiple languages is not an easy task. However, with the multiple language dictionaries of QuarkXPress Passport, translators can confirm their spelling with greater accuracy.

Spell checking multilingual documents

For correct spell checking in multilingual documents, you have to assign a paragraph language to the text. See “Assigning Languages to Paragraphs” earlier in this chapter. When QuarkXPress Passport runs a spell check, it checks which paragraph language is applied, and then accesses the corresponding dictionary. To spell check an active multilingual selection:

- 1 Choose **Utilities** → **Check Spelling**; then choose **Word** (⌘-L), **Story** (⌘-Option-L), or **Document** (⌘-Option-Shift-L) from the submenu.
- 2 The **Word Count** dialog box displays. Click **OK**. If any words are incorrect, the **Check Story** or **Check Document** dialog box displays.



Use the **Check Spelling** command (**Utilities** menu) to spell check multilingual documents.



Tips

Translating text in QuarkXPress Passport

If you are translating a QuarkXPress document, QuarkXPress Passport lets you enter the translated version into the source document while maintaining the formatting, layout, and graphics present in the source document. QuarkXPress Passport provides correct hyphenation and spell checking of text in all installed languages.

**Tips**

Spell checking and style sheets

When you're creating a multilingual document, create a paragraph style sheet with the appropriate paragraph language for each language in the document. Apply each paragraph style sheet to the appropriate paragraphs. The text will hyphenate in the language specified in the paragraph style sheet, and the spell checker will use the correct language dictionary automatically.

- 3 Select and correct words as they display using the controls in the dialog box. See “Checking Spelling” in Chapter 11, “Text Basics.” When you are finished, click **Done**.

Creating auxiliary dictionaries

An auxiliary dictionary is a custom spelling dictionary that contains words specific to your work. Auxiliary dictionaries are not language-specific; they can contain words in as many languages as you want.

You can create auxiliary dictionaries for specific documents, or create a default auxiliary dictionary that will be used with each new document (**Utilities** → **Auxiliary Dictionary**). See “Using Auxiliary Dictionaries” in Chapter 11, “Text Basics.”

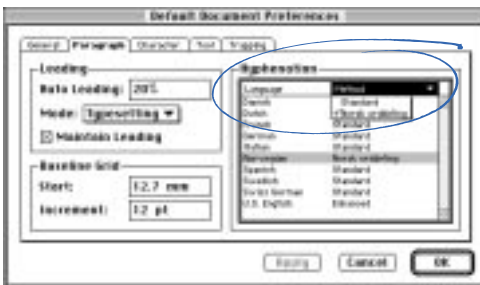
Hyphenation Methods

QuarkXPress Passport will hyphenate your documents according to the method you choose in the **Hyphenation Method** preferences (**Edit** → **Preferences** → **Paragraph** tab). Methods will vary depending on the language, and the preferences chosen for that language. When you set the paragraph language for a paragraph, it will hyphenate according to the settings in this dialog box.

Setting document preferences for hyphenation

Hyphenation standards vary from language to language. QuarkXPress Passport is programmed to use the rules for the applied language to hyphenate correctly. To choose a **Hyphenation Method** for a language:

- 1 Choose **Edit** → **Preferences** → **Document**; then click the **Paragraph** tab (⌘-Option-Y).



Specify hyphenation methods for the languages used in a document in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit Menu**).



Tips

Hyphenation for languages

Some languages, particularly those in the supplements, have hyphenation XTensions. When a hyphenation XTension is installed, its name will appear in the **Hyphenation Method** menu for the appropriate language. Languages with alternate XTensions include Finnish, Norwegian, Portuguese, and Swedish.

Installing hyphenation XTensions

Use the **XTensions Manager** dialog box (**Utilities** menu) to install any available hyphenation XTensions for the languages you are using with QuarkXPress Passport.



Tips

Using suggested hyphenation

The **Suggested Hyphenation** dialog box (**Utilities** menu) displays the recommended hyphenation for a word based on the hyphenation method specified for the paragraph and the hyphenation exceptions for the paragraph's language.

- 2 In the **Hyphenation** area, click to select a language in the **Language** column. Choose a hyphenation method for that language from the **Method** pop-up menu.

The methods available depend on the language selected. Other options may become available if language-specific hyphenation XTensions are running.

- 3 Click **OK**. For more information on setting preferences, see “Controlling Hyphenation and Justification” in Chapter 12, “Typography.”

Specifying hyphenation exceptions

With QuarkXPress Passport, you can create language-specific lists of hyphenation exceptions. The **Hyphenation Exceptions** dialog box (**Utilities** menu) has a **Language** pop-up menu that lets you specify which language a hyphenation exception applies to. When a paragraph is automatically hyphenated, QuarkXPress Passport checks the list of hyphenation exceptions for the appropriate paragraph language. See “Controlling Hyphenation and Justification” in Chapter 12, “Typography.”

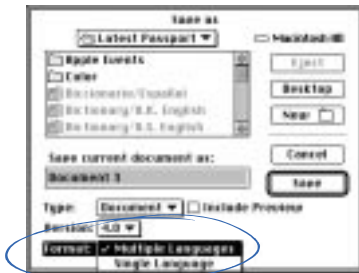


Use the **Language** pop-up menu in the QuarkXPress Passport **Hyphenation Exceptions** dialog box (**Utilities** menu) to specify the language for a hyphenation exception.

Saving Documents with Multiple Languages

QuarkXPress Passport lets you save documents in either single-language or multiple-language format. The beauty of QuarkXPress Passport is that you can save and open any QuarkXPress document in any supported language, given the operating system constraints. You can open either single-language or multiple-language documents. However, you cannot open a multiple-language QuarkXPress Passport document in a single-language version of QuarkXPress. To save a document with QuarkXPress Passport:

- 1 Choose **File** → **Save as** (⌘-Option-S).



Save a new document or save a copy of the active document with a new name using the **Save as** dialog box (**File** menu).

- 2 Use the directory dialog box controls to specify a location for the new document file.
- 3 Enter a name for the document in the **Save current document as** field.
- 4 Choose a QuarkXPress file format version from the **Version** pop-up menu. QuarkXPress 4.x can open documents saved in either the version 3.3x or 4.x formats. Earlier versions of QuarkXPress are



Tips

Saving as a single language

If you save a QuarkXPress Passport document in **Single Language** format, **Version 3.3**, the document can be opened with any single language version of QuarkXPress. For example, if you save a French document in **Single Language** format, **Version 3.3**, you can open the document with the French QuarkXPress 3.3 or later.



Tips

Saving in a multiple language format

Documents saved in a multiple language format can only be opened with QuarkXPress Passport.

Saving in single language format

If you change the language applied to paragraphs to save a multiple language document as a single language document, the text will hyphenate according to different rules and may reflow.

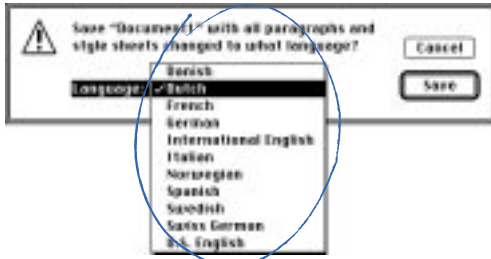
unable to open documents saved in version 4.x formats. Items based on features exclusive to version 4.0 and later will be stripped from documents saved in 3.3x format

- 5 Check **Include Preview** to create a thumbnail preview of the document for display in the **Open** dialog box.
- 6 Choose **Multiple Languages** from the **Format** pop-up menu to save a document in a multiple language format. A multiple language format means more than one paragraph language can be applied in the document.

Choose **Single Language** from the **Format** pop-up menu to save a document in a single language format, which can be opened by single-language versions of QuarkXPress or by QuarkXPress Passport.

- 7 If you choose **Single Language** and more than one language is applied to document paragraphs or specified in paragraph style sheets, an alert is displayed listing the two most frequently applied languages.

To change the applied languages and convert the document to a single language format, click **Change Languages**. An alert is displayed asking which paragraph language to apply to all paragraphs and style sheets. Choose a language from the **Language** pop-up menu and click **Save** to save the document in the single language format. The language chosen from the **Language** pop-up menu will be applied to all document paragraphs and paragraph style sheets.



*Choose a single language from the **Language** pop-up menu to change the language format for all languages in a document saved as a single language file.*

8 Click **Save** or press the Return key to save the document.



With QuarkXPress, you can open a QuarkXPress Passport document saved in a single language format. However, if the document is not opened with the same language the document was saved in, it will not hyphenate properly. For instance, if you save a QuarkXPress Passport document in a single language French format, and open it with German QuarkXPress, the document will not have any automatic hyphenation applied, and the text could reflow.



Tips

Using libraries

QuarkXPress Passport can use libraries created with single language versions of QuarkXPress. However, libraries created with QuarkXPress Passport cannot be used with single language versions.

24.

Appendices

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24.

Appendices

Error Messages

An alert warns you of a potential problem and sometimes offers a solution. While you are working, you will encounter Mac OS and QuarkXPress alerts. This appendix provides a list of common alerts organized numerically. If the text of the alert is not self-explanatory, we offer an explanation and solution. The alerts are organized numerically. If you decide to contact Quark Technical Support about an alert message, please record the number of the alert to expedite assistance.

Mac OS Error Messages

The following error messages are generated by the Mac OS; consult the documentation resources provided with your computer for explanation and solutions.

- 1** Unknown error.
- 2** Directory is full.
- 3** Disk is full.
- 4** Can't find required volume or folder.
- 5** I/O error trying to read or write to disk.
- 6** Unexpected end-of-file encountered.
- 7** File structure damaged.
- 8** Can't open any more files.
- 9** File not found.
- 10** Disk is write protected.

- 11** File is locked.
- 12** Disk is locked.
- 13** File is already open.
- 14** Duplicate file name.
- 15** File is already opened for writing.
- 16** Volume is not on-line.
- 17** File is locked.
- 18** File or volume access denied.
- 19** Bad directory.
- 20** Can't write to disk.
- 21** Out of memory.
- 22** Resource not found.
- 23** Printer resource file not found.
- 24** Printer not found.
- 25** AppleTalk not active.
- 26** PostScript error detected.
- 27** Can't find required volume or folder.
- 28** Access denied.
- 29** Apple event: Data could not be coerced to requested type.
- 30** Apple event: Descriptor record not found.
- 31** Apple event: Incorrect data.
- 32** Apple event: Wrong descriptor Type.

33 Apple event: Event wasn't handled by any handler.

34 Apple event: Incorrect range.

35 Apple event: Accessor not found.

36 Apple event: No such logical construct.

37 Apple event: Bad test key.

38 Apple event: No such object.

QuarkXPress Error Messages

The following error messages are generated by QuarkXPress. Many are self-explanatory, but others may require explanation.

- 1** This version of QuarkXPress is no longer valid. Contact Quark for assistance.
- 2** QuarkXPress has been damaged. Please contact Quark for assistance.
- 3** QuarkXPress has been altered. Your system may have infected the program with a virus.

Why did I get this alert? The program detected that it has been changed. A virus can generate this dialog box.

What should I do? Run a virus detection program on your system, then reinstall QuarkXPress.

- 4** This version of QuarkXPress cannot be run with this System language.
- 5** Hardware key not found. Please Shut Down your Macintosh, install the hardware key and run QuarkXPress again.

- 6** A copy of QuarkXPress with serial #___ is already running on a machine named “___”.

Why did I get this alert? You tried to open QuarkXPress while another copy of the program was running on the network.

What should I do? QuarkXPress owners without a site license agreement can use only one copy of the program at a time. Contact Quark for information about obtaining a site license if you want to run multiple copies of the program simultaneously.

- 7** Too many copies of QuarkXPress with serial #___ are already running.

- 8** You are not authorized to use this program.

- 10** QuarkXPress requires System version 7.0 or greater.

- 11** The ___ driver must be version ___ or greater.

Why did I get this alert? You tried using an old version of a printing driver.

What should I do? Install a version of the printing driver that is at least as recent as the version indicated in the alert.

- 12** Cannot access the file “XPress Preferences”.

Why did I get this alert? (1) You tried to run both the Frame Editor application and QuarkXPress at the same time. Only one program at a time can use the *XPress Preferences* file. (2) You tried running QuarkXPress on a machine without enough memory. (3) The disk containing the *XPress Preferences* file is full, damaged, or locked.

What should I do? (1) Do not attempt to run both Frame Editor and QuarkXPress simultaneously. (2) Install additional memory or allocate more memory to QuarkXPress. (3) Check the disk containing the *XPress Preferences* file.

- 13** Fatal error accessing QuarkXPress temporary file (#___).

What should I do? Click **OK** to close QuarkXPress without saving changes to the active document and return to the Finder. Delete the *XPress Temp* file.

- 14** You cannot subscribe to this picture.

- 15** Insufficient disk space to perform this operation. Try saving your document first.

Why did I get this alert? You tried to perform an operation that requires more hard disk space than is available.

What should I do? Save the document and try to perform the operation again. If you still generate the alert, you need to create space on your hard disk to perform the operation.

- 16** Insufficient disk space to save your changes.

Why did I get this alert? You tried to save a document that requires more space than is available on the disk to which you are trying to save.

What should I do? Try saving the document elsewhere or create space on your disk.

- 17** This document cannot be opened by this version of QuarkXPress.

Why did I get this alert? You tried to open a document that is not compatible with the version of QuarkXPress running. The document was probably last saved from a newer version of QuarkXPress, or the document was last saved as a multilingual document in QuarkXPress Passport Edition.

What should I do? Try to open the document with the version of QuarkXPress in which the document was last saved.

18 ____ uses fonts not installed in your System (font id # ____).

Why did I get this alert? You tried to open a document that uses fonts that are not installed.

What should I do? You can use the **Usage** dialog box (**Utilities** → **Usage** → **Fonts** tab) to replace the missing fonts with fonts that are installed, or you can quit the program, install the missing fonts, then reopen the document.

19 ____ uses fonts not installed in your System (possibly “ ____”).

20 This document was built with other versions of some fonts. It will be reflowed using this system’s fonts.

Why did I get this alert? (1) You opened a document that was last saved with a different version of some fonts than those in the current System. (2) The document contains a damaged font (this is often the case if the message appears when you change views).

What should I do? (1) Depending on the differences between the System’s fonts and those in use when the document was last saved, reflow may occur when you are working on the document. Save the document to use the fonts in the current System. To ensure that reflow doesn’t occur, quit the program without saving changes, install the fonts that were in use when the document was last saved, then reopen the document. (2) Reinstall the damaged font; if this does not solve the problem contact the font vendor.

21 This is an old document. It must be reflowed to ensure compatibility with this version of QuarkXPress.

Why did I get this alert? You tried to open a document that was created in QuarkXPress 2.0 or earlier.

What should I do? You can open and save the document using the current version of QuarkXPress. If you do, you will not be able to open it in earlier versions. Save the document with a different name to preserve the original version.

- 22** Hyphenation exceptions, kerning tables, or tracking information in “XPress Preferences” have changed. Document may be reflowed.

Why did I get this alert? (1) You are opening a document that was created in a version of QuarkXPress prior to 3.1 (these prior versions of the software did not save the *XPress Preferences* with the document). The document has different specifications than the current *XPress Preferences* file. (2) You are opening a library with different specifications than the current *XPress Preferences* file. Since libraries cannot trigger the Nonmatching Preferences alert, you get this alert.

What should I do? (1 and 2) You can save the document or library with the current version of the *XPress Preferences* file. If you want to use the original version, you can quit the program, place the original version of the *XPress Preferences* file in the QuarkXPress program folder or the System Folder, remove the current version, and then reopen the document or library.

- 23** A document cannot be longer than 2,000 pages.

- 24** You cannot delete all pages in a document.

- 25** Improper number or measurement.

Why did I get this alert? (1) You tried to enter a value that is significantly out of range for the current measurement system (for example, you entered 500 while inches were specified). (2) You tried to enter invalid characters in a field (for example, you entered a measurement system abbreviation incorrectly).

What should I do? (1 and 2) You can press ⌘-Z to revert the value, enter a different value, or enter a different measurement system.

- 26** Number must be between ____ and ____.

- 27** Value must be between ____ and ____.

- 28** Value must be at least ____.

29 You cannot move a page to a document with a smaller page size.

30 You cannot move a page with an applied facing page master to a single-sided document.

Why did I get this alert? You tried to copy a page based on a facing-page master into a nonfacing page document. The facing-page master that would be brought along with the copied page cannot exist in a single-sided document.

What should I do? You can make the target document (the one into which you are trying to move the page) a facing-page document by checking **Facing Pages** in the **Document Setup** dialog box (**File** → **Document Setup**). You can also delete the facing-page master page upon which the page you want to copy is based.

31 This would exceed the maximum spread width of 48 inches.

32 This page size would cause items on page ____ to be positioned off the pasteboard.

33 This page size would cause items on master page ____ to be positioned off the pasteboard.

34 The item is too big to fit in this document.

35 The document is too small to hold the items on the Clipboard.

36 The active box is too small to hold the items on the Clipboard.

37 The items currently on the Clipboard cannot be anchored in text.

Why did I get this alert? You tried to anchor a group or text path to text.

What should I do? Make sure you are trying to anchor a single text box, picture box, or line.

- 38** The item cannot be positioned off the pasteboard.
- 39** The item must remain totally within its constraining box.
- 40** The automatic text box on a master page cannot contain text.
- 41** Margin guides cannot overlap.
- 42** These columns are too narrow.

Why did I get this alert? (1) The combination of page size and margins in the **New Document** dialog box (**File** → **New** → **Document**) would result in columns that are less than one point wide. (2) The margins and column guides specified in the **Master Guides** dialog box (**Page** → **Master Guides**) would result in columns that are less than one point wide. (3) The combination of text box width, number of columns, and gutter width specified in the **Measurements** palette or the **Text** tab of the **Modify** dialog box (**Item** → **Modify**) would result in columns that are less than one point wide.

What should I do? Make sure the columns are specified to be at least one point wide.

- 43** This box is too narrow.

Why did I get this alert? The combination of the box width, the number of columns, and the text inset create a text box with a text area less than one point.

What should I do? Use the controls in the **Box** and **Text** tabs of the **Modify** dialog box (**Item** → **Modify**) to adjust the text area so it is at least one point wide.

44 This box must completely contain its constrained items.

Why did I get this alert? If you constrain a group (**Item → Constrain**), the largest box becomes the container box. The container box must completely contain the items within it. If you get this alert, you tried to make the containing box smaller than its items or you tried to make an item larger than the containing box.

What should I do? Do not attempt to make the containing box smaller than its items or an item larger than the containing box. Or, uncheck **Constrain (Item → Constrain)** for the group.

45 A text box in this group or selection has links that cannot be duplicated.

Why did I get this alert? You tried to copy a group or selection that includes some (but not all) of the boxes in a text chain.

What should I do? Add all the boxes in the text chain to the group or selection, or unlink the boxes.

46 An anchored box cannot contain an anchored box.

47 You cannot link to an anchored text box.

48 You cannot link a text box containing text to another text box or chain containing text.

Why did I get this alert? A text box can be part of only one text chain.

What should I do? You can **Cut (Edit menu)** the text from the second box, link the boxes, then **Paste (Edit menu)** the text back in.

49 You cannot link text boxes across master pages or onto the pasteboard.

Why did I get this alert? (1) You have links that connect a text box on a left-facing master page with a text box on a right-facing master page. Text must flow from a right-facing page to a left-facing page. (2) You have links that connect a text box on a master page with a text box that is completely on the pasteboard.

What should I do? (1) Break the links between the text boxes or move all linked boxes onto one page. (2) Break the links between the text boxes or move the linked boxes onto a master page.

- 50** You cannot group items across master pages or onto the pasteboard.

Why did I get this alert? (1) You tried to create a group that contains items on both pages of a facing-page master page. (2) You tried to create a group that contains items both on a master page and completely on the pasteboard.

What should I do? (1 and 2) Ungroup the items or move all grouped items onto one master page.

- 51** A page prefix cannot contain more than four characters.

- 52** The specified page range cannot be moved there.

Why did I get this alert? (1) You tried to move a page next to itself. (2) You tried to move a range of pages within or next to one of the pages in the range. For example, you tried to move pages 3–5 after page 4.

What should I do? (1) Make sure you do not attempt to place a page next to itself. (2) Make sure you do not attempt to move a range of pages within or next to a page in the range.

- 53** You cannot make that many duplicates using these offsets.

Why did I get this alert? You tried to duplicate items using the **Step and Repeat** dialog box (**Item** → **Step and Repeat**) using values that would place copied items outside their constraining box or off the current page's pasteboard.

What should I do? Reduce the number in the **Repeat Count** field, change the offset values so that all copies remain within the current page's pasteboard, or move the original.

54 You cannot make the duplicate using current offsets.

Why did I get this alert? You tried to duplicate an item using offset values that would place the copy outside the original's constraining box or off the current page's pasteboard.

What should I do? Choose **Step and Repeat (Item menu)**. Specify a **Repeat Count** of 1 and specify offsets that will place the duplicate copy within the constraining box or the pasteboard. The **Offset** values become the default values for the **Duplicate** command (**Item menu**).

55 Cannot find the auxiliary dictionary.

Why did I get this alert? You tried to spell check a document that is associated with a missing auxiliary dictionary. The dictionary has either been moved or deleted.

What should I do? Use the **Auxiliary Dictionary** command (**Utilities menu**) to locate and reopen the auxiliary dictionary or click **Close** to disassociate the dictionary from the document.

56 The auxiliary dictionary is damaged.

Why did I get this alert? The auxiliary dictionary that is open for a document on which you tried to run a spelling check has been corrupted.

What should I do? Import the auxiliary dictionary into a document as a text file, then delete the corrupted auxiliary dictionary. Create a new (and therefore empty) auxiliary dictionary. Use either the **Story** or **Document** commands from the **Check Spelling** submenu (**Utilities menu**) to check the spelling of the text file and to add the words to the new dictionary.

57 The auxiliary dictionary is too large to edit.

Why did I get this alert? You tried to edit an auxiliary dictionary (**Utilities** → **Edit Auxiliary**) that is too large to edit via the **Edit Auxiliary** dialog box.

What should I do? You cannot edit an auxiliary dictionary that is too large. However, you can still add words to the dictionary via the **Keep** button in the **Check Word**, **Check Story**, or **Check Document/Masters** dialog boxes (**Utilities** → **Check Spelling**).

58 The auxiliary dictionary is full.

Why did I get this alert? You added all the words possible using the **Edit Auxiliary** dialog box (**Utilities** → **Edit Auxiliary**).

What should I do? You can add more words by clicking the **Keep** button in the **Check Word**, **Check Story**, or **Check Document/Masters** dialog boxes (**Utilities** → **Check Spelling**).

59 You cannot enter the wild card character in the “Change to” field.

60 The minimum view scale cannot exceed the maximum.

61 This font does not exist.

Why did I get this alert? You entered the name of a font that is not available on your System. This is often the result of a typographic error in entering the font name.

What should I do? Enter a valid font name or close the program, install the font, then reopen the document.

62 This page does not exist.

Why did I get this alert? You specified a page number in a field for a page that does not exist.

What should I do? Make sure you have specified a valid page number, including any prefix, or use the absolute page sequence number. (Precede the absolute page number with a plus + sign.)

63 Invalid page range.

Why did I get this alert? You entered an invalid page range in the **Delete Pages** dialog box (**Page → Delete**) or the **Move Pages** dialog box (**Page → Move**).

What should I do? Make sure you entered a valid page range. The pages must exist and you must enter the number of the first page in the left field and the number of the last page in the right field.

64 Cannot open the printer.

Why did I get this alert? (1) There is not enough memory available to open the printer. (2) Too many files are open. (3) There is no printer connected.

What should I do? (1) Close applications and windows that you are not using. (2) Use the **XTensions Manager** dialog box (**Utilities** menu) to close unused XTensions, then relaunch QuarkXPress. (3) Connect to a printer by selecting one in the Chooser (⌘ → Chooser).

65 The frame is too large for this box, or the box is too small.

Why did I get this alert? You tried to place a frame on the inside of a box that is too large for the box.

What should I do? Make the box bigger; specify a smaller frame width; or place the frame on the outside of the box by choosing **Outside** from the **Framing** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit → Preferences → Document**).

66 The frame thickness would put this item off the pasteboard.

Why did I get this alert? You tried to place a frame on a box that would place part of the frame outside the document's pasteboard.

What should I do? Specify a smaller frame width; place the frame on the inside of the box by choosing **Inside** from the **Framing** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**); or reposition the box in relation to the edge of the pasteboard to allow space for the new frame.

67 The frame thickness would put this item outside its constraining box.

Why did I get this alert? You tried to place a frame on a constrained box that would place part of the constrained box outside its constraining box.

What should I do? Specify a smaller frame width; place the frame on the inside of the box by choosing **Inside** from the **Framing** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**); reposition the constrained box within the constraining box to allow space for the frame; or enlarge the constraining box.

68 You can print only to a LaserWriter with the QuarkXPress demo version.

69 Cannot read a TIFF file with this format (#____,____).

Why did I get this alert? You tried to import a TIFF file in a format that QuarkXPress cannot read.

What should I do? Try opening the TIFF file in another application and save it in a format that QuarkXPress can read. You can also rescan the original image and save it in a format that QuarkXPress can read, then import the picture.

70 Bad file format.

Why did I get this alert? (1) You used the **Get Picture** command (**File** menu) to import a picture file that QuarkXPress can't read. (2) You used the **Open** command (**File** menu) to open a document that is corrupted. (3) You tried to use one of the **Check Spelling** (**Utilities** menu) commands and the XPress Dictionary file is corrupt.

What should I do? (1) Use a file format that QuarkXPress can import. (2) You cannot open a corrupt document. (3) Replace the corrupt XPress Dictionary file from the QuarkXPress CD-ROM.

71 This color name is already in use. Please use a different name.

72 The maximum number of colors has been reached. Not all colors could be appended.

73 This style sheet name is already in use. Please use a different name.

74 The maximum number of style sheets has been reached. Not all style sheets could be appended.

75 This keyboard equivalent is already used by another style sheet. Please use a different equivalent.

76 This H&J name is already in use. Please use a different name.

77 The maximum number of H&Js has been reached. Not all H&Js could be appended.

78 Line must be at least — long.

81 This shape contains too many points.

82 This shape contains too few points.

83 Signature contains an invalid page name.

Why did I get this alert? You are using XTensions software that lets you print signatures; the XTensions software triggered the alert.

What should I do? Consult the documentation resources provided with the XTensions software.

84 You cannot run QuarkXPress on a locked volume.

Why did I get this alert? You tried to open QuarkXPress from a volume that is locked or to which your access privileges are restricted.

What should I do? Unlock the disk, update your privileges, or move QuarkXPress to another disk.

85 Thumbnails view is not available for master pages.

86 This version of QuarkXPress cannot be used with this keyboard.

Why did I get this alert? The keyboard on your computer was designed for a language other than the language supported by this version of QuarkXPress.

What should I do? Turn off your computer and install a different keyboard; check to make sure all keyboard control panel settings are correct; or run a different version of QuarkXPress with this keyboard.

87 This version of “XPress Preferences” is incompatible with this version of QuarkXPress.

Why did I get this alert? The *XPress Preferences* file in your QuarkXPress folder was created with a more recent version of QuarkXPress.

What should I do? Remove the *XPress Preferences* file from your QuarkXPress folder. You can either place your original *XPress Preferences* file in the QuarkXPress folder, or allow QuarkXPress to create a new file the next time you launch the application.

- 88** This document was created with a QuarkXTension that is no longer available. It may be reflowed.

Why did I get this alert? Text flow in this document may be dependent on XTensions software that was loaded when the document was created. That XTensions software is not currently loaded.

What should I do? Use the **XTensions Manager** dialog box (**Utilities** → **XTensions Manager**) to enable the XTensions software, or determine why it is not loading.

- 89** This document was created with a different type of computer. It cannot be read by QuarkXPress on this computer.

Why did I get this alert? Library files created in QuarkXPress for Windows cannot be opened in QuarkXPress for Mac OS.

- 90** This document was created by a more recent version of QuarkXPress. Text will be reflowed according to this version.

Why did I get this alert? Text flow in this document was established by a newer version of QuarkXPress. The newer text flow method is not available in this version.

What should I do? Upgrading your version of QuarkXPress will provide you with newer text flow methods.

- 91** This document contains paragraphs or style sheets that require ____ hyphenation.

Why did I get this alert? The document contains paragraphs or style sheets that were hyphenated according to a Language File not present in your QuarkXPress folder.

What should I do? Be sure the Language File for the particular language is present in your QuarkXPress folder. If you move the dictionary to the QuarkXPress folder, you need to quit and relaunch QuarkXPress.

- 92** Version ____ of “____” hyphenation is not available. A different version will be used.

Why did I get this alert? The Language File used to hyphenate paragraphs within this document is a different version than the Language File in your QuarkXPress folder.

What should I do? Remove the appropriate Language File from your QuarkXPress folder and replace it with the desired version. If you have a newer Language File, you may want to reflow the document.

- 93** Document requires the QuarkXTension for “____” hyphenation. Standard hyphenation will be used.

Why did I get this alert? Hyphenation in this document is dependent on a QuarkXTension that was present when the document was created.

What should I do? Use the **XTensions Manager** dialog box (**Utilities** → **XTensions Manager**) to enable the XTensions software, or determine why it is not loading.

- 94** “____” not found.

Why did I get this alert? You tried to spell check the document, and the specified auxiliary dictionary could not be found.

What should I do? Choose **Utilities** → **Auxiliary Dictionary** to locate the specified **Auxiliary Dictionary**. If you do not want to use an auxiliary dictionary, click the **Close** button.

- 95** The maximum number of documents and libraries are already open.

- 102** This document cannot be opened because the “___” QuarkXTension is not present.

Why did I get this alert? The document was created or modified using this XTensions software. You cannot open the document without this XTensions software.

What should I do? Use the **XTensions Manager** dialog box (**Utilities** → **XTensions Manager**) to enable the XTensions software, or determine why it is not loading.

- 103** This document does not contain any ___.

Why did I get this alert? You attempted to append items that do not exist in the selected document — for example, you tried to append dashes and stripes or lists from a 3.32 document.

What should I do? Use the **Append** dialog box (**File** menu) to view the contents of selected documents and selectively append items.

- 104** You can only print from QuarkXPress demo version using LaserWriter driver version 7.0 or greater.

Why did I get this alert? You probably installed an evaluation copy of an XTension that temporarily converted QuarkXPress to a demo version. When you attempted to print, QuarkXPress required a more up-to-date LaserWriter driver than the one specified.

What should I do? While you are attempting to print from the demo version, specify LaserWriter driver version 7.0 or greater. When you are finished evaluating the XTension, remove or disable it.

- 105** This page size would cause grouped or linked text items on master page “___” to be positioned off the page.

Why did I get this alert? You entered a page size smaller than the current page. Items exist on those page(s) that are too large to fit the smaller pasteboard, or they are positioned so that they will not be placed on the smaller pasteboard.

What should I do? Reposition or resize the items so they will fit on the smaller pasteboard.

106 Documents from older versions of QuarkXPress may reflow.

Why did I get this alert? Documents created in older versions of QuarkXPress may flow text differently.

What should I do? Examine the document before saving any changes. If you are satisfied with the text flow, proceed. Otherwise, open the document in the version of QuarkXPress with which it was created.

112 The user registration information has been damaged and cannot be read.

Why did I get this alert? You have tried to access the user registration information, and it is missing or damaged.

What should I do? Reinstall QuarkXPress, entering the proper user registration information when prompted.

113 Unable to initialize this disk.

114 This disk is not blank.

Why did I get this alert? The User Registration Disk already contains information. QuarkXPress will only write User Registration Information to a blank disk.

What should I do? Make sure that the disk is completely empty by placing all items in the trash and choosing **Special → Empty Trash** in the Finder. If you initialize the disk, be sure to name it User Registration Disk.

115 Unable to access network.

116 Field can contain a maximum of ____ characters.

117 Picture could not be translated properly.

119 A total of ____ pictures could not be translated properly.

Why did I get this alert? You tried to convert a picture file from Windows to a picture file for Mac OS. The picture file could not be translated.

What should I do? Reimport the picture file or use a different picture file format.

120 The XTension ____ has been damaged and will be disabled.

Why did I get this alert? This XTensions software is damaged and will not load. It will be placed in the XTensions (Disabled) folder of your QuarkXPress folder.

What should I do? Reinstall the XTensions software.

121 Too many copies of ____ with serial number ____ are already running.

Why did I get this alert? You have exceeded the number of copies of QuarkXPress with this serial number allowed by your user license.

What should I do? Contact Quark to purchase additional copies of QuarkXPress.

122 The script systems required to run this version of QuarkXPress are not available.

Why did I get this alert? This version of QuarkXPress requires certain language script systems.

What should I do? Install the appropriate system software or system language components and run QuarkXPress again.

123 This script system cannot be used with this version of QuarkXPress.

Why did I get this alert? This version of QuarkXPress requires a different language script system than is currently installed.

What should I do? Install the appropriate system software or system language components and run QuarkXPress again.

124 Path name can not exceed 255 characters.

126 The backup hardware key has expired.

128 This document was created without the QuarkXTensions software for “___” hyphenation, but it is now present.

Why did I get this alert? A currently loaded XTensions software is providing new hyphenation methods for this document.

What should I do? If you do not want the new hyphenation applied to this document, disable the XTensions software (**Utilities → XTensions Manager**) while working on this document.

129 Document requires the QuarkXTensions software for “___” hyphenation.

Why did I get this alert? Hyphenation for this document was established with the specified XTensions software loaded. This XTensions software is required to maintain the same hyphenation.

What should I do? Use the **XTensions Manager** dialog box (**Utilities → XTensions Manager**) to enable the XTensions software, or determine why it is not loading.

130 The suffix .autosave is reserved for the built-in auto save feature. Please choose another name.

138 The disk file for the book “___” could not be accessed. The file may be in use by somebody else.

139 The maximum ___ books are already open.

140 This book cannot be opened. Maybe it is locked or on a locked volume.

141 This book cannot be opened because the data in the file is damaged.

142 The disk file for the Book “___” cannot be found.

143 Chapter “___” already exists in this Book. All chapter names must be unique.

144 The chapter “___” cannot be opened.

145 No more chapters can be added to this Book.

146 This document has a Section Prefix that conflicts with a Page Range Separator.

Why did I get this alert? When printing a range of pages, range separators and section starts must be different characters.

What should I do? Change your print range separators by clicking the **Range Separators** button in the **File** → **Print** dialog box.

147 Declared range separators are the same character.

Why did I get this alert? **Range Separators** for **Continuous** and **Noncontinuous** pages must be different characters.

What should I do? Enter a unique character in either field.

148 This page range is invalid.

149 Invalid character “___”.

150 Please specify a name.

151 This ___ name is already in use. Please use a different name.

152 The maximum number of ___ has been reached. Not all ___ could be appended.

153 You cannot use this box merge command with items that have 100% overlap.

Why did I get this alert? The selected **Merge** command requires less than 100% overlap of the selected objects.

What should I do? Choose a different **Merge** command, or reposition the items so that there is less than 100% overlap.

154 You can only convert one line of text to a box at a time.

Why did I get this alert? You have selected more than one line of text to convert to a box.

What should I do? Perform separate **Text to Box** operations for each line of text, or place all of the desired text on one line before choosing **Style → Text to Box**.

155 All the text to be converted to a box must be in the same text box.

Why did I get this alert? You have selected text that is linked between two or more text boxes.

What should I do? The selected text must be contained in one box before choosing **Style → Text to Box**. Resize the text boxes so that the selected text is contained in one box, or select the text in each box individually before choosing **Style → Text to Box**.

156 Cannot turn the selected text into a box because of the font(s) used.

Why did I get this alert? Only TrueType or Type 1 PostScript fonts can be converted to boxes.

157 Cannot turn the selected text into a box because ATM is not running, or the font(s) used.

Why did I get this alert? The **Text to Box** feature (when using Type 1 PostScript fonts) requires Adobe Type Manager. Only TrueType or Type 1 PostScript fonts can be converted to boxes.

What should I do? Make sure the ATM control panel is installed properly and enabled.

158 Cannot turn the selected text into a box.

Why did I get this alert? The selected text includes a hidden-text code (possibly deposited by XTensions software) that cannot be converted to an outline.

What should I do? Recreate the text in a new box.

159 Cannot turn the selected text into a box because the text has no outlines.

Why did I get this alert? You selected text that contains no outlines. A row of spaces or tabs, for example, will prompt this message.

What should I do? Select characters that contain outlines before choosing **Style → Text to Box**.

160 This document does not have anything to append.

161 These print styles cannot be imported because they were exported by a more recent version of QuarkXPress.

Why did I get this alert? The selected document was created or edited by a newer version of QuarkXPress. Some print style features may not be supported in your current version.

What should I do? Upgrading QuarkXPress will provide current print style features.

162 Endpoints are not close enough to join these lines.

163 This document may not display or print correctly because the “___” QuarkXTension is not present.

164 Printing cannot take place unless all printed chapters are available.

XPress Tags

The industry-standard ASCII file exchange format makes it possible to share text among different computer systems and programs. QuarkXPress can import and save text in the ASCII file format, which lets you exchange text with many different programs. The ASCII format does not support character or paragraph attributes. However, the XPress Tags filter included with QuarkXPress lets you import and export character and paragraph attribute information with ASCII text. When entering text in another program, you can include XPress Tag codes that specify attributes and formats. When you import an ASCII file with embedded XPress Tag codes into QuarkXPress, the program translates the codes and converts them to actual character and paragraphs attributes.

Generating tagged text in another application

To include XPress Tags information in a text file you generate in another application, precede the text with the codes you want. The complete list of XPress Tag codes follows in this section. Save the text you generate in the ASCII file format.

Generating tagged text in QuarkXPress

To include character and paragraph attribute information as embedded XPress Tag codes automatically when you save QuarkXPress text as a text file, choose **XPress Tags** from the **Format** pop-up menu in the **Save Text** dialog box (**File** → **Save Text**). The XPress Tags filter must be loaded for **XPress Tags** to be available in the **Format** pop-up menu.

Importing tagged text

To import an ASCII text file that contains embedded XPress Tag codes into a QuarkXPress document, choose **Get Text** (File menu). To convert XPress Tag codes into actual character attributes and paragraph formats, check **Include Style Sheets** in the **Get Text** dialog box. If the XPress Tags filter is not running, the **Include Style Sheets** check box is unavailable.

XPress Tags filter number

All files formatted for the XPress Tags filter must have a version tag as the first thing in the file (for example, <V1.5>). The version for QuarkXPress 3.1 is 1.5; the version for QuarkXPress 3.2 through 3.3 is 1.7.

Entering XPress Tags

When entering XPress Tags codes, follow these rules:

- An XPress Tag code must begin with a less than character (<) and end with a greater than character (>). For example, the XPress Tag code for bold text is .
- To combine codes, begin with the less than character, then enter the codes you want to specify and complete the code with a greater than character. For example, the code for bold italic text is <BI>.
- If you do not check **Include Style Sheets** in the **Get Text** dialog box before importing tagged text, QuarkXPress does not convert XPress Tag codes to actual character attributes and paragraph formats. Instead, the program imports the codes as text characters. The imported text takes on the attributes at the text insertion point when you import the text.

- XPress Tag codes for character attributes must be placed immediately preceding the characters to which you want to apply the attributes. When you apply a character attribute using an XPress Tag code, the attribute remains in effect until you disable it or until you apply a different style sheet. You can cancel an attribute by respecifying its code following the last character to which you want it applied (or for type styles, you can enter the code for plain text, <P>).
- XPress Tag codes for paragraph attributes must be placed at the beginning of a paragraph. Formats specified by XPress Tag codes remain applied until you specify other values at the beginning of a subsequent paragraph or until you apply a different style sheet.
- To specify tab alignment, (**Left**, **Center**, **Right**, or **Decimal**), enter 0 for **Left**, 1 for **Center**, 2 for **Right**, and 3 for **Decimal**. For example, the codes to specify a right tab stop 72 points from the left indent with a dot leader would look like this: <*t(72,2,".")>.

The other two alignment options are **Comma** (which aligns text on a comma) and **Align On** (which aligns text on any single printing character). To specify **Comma** alignment, enter a comma in quotation marks ",". To specify **Align On** alignment, enter any single printing character in quotation marks. For example, "/" would specify alignment on the / character.

- For XPress Tag code commands that let you specify more than one value (for example, paragraph attributes), you can enter a \$ in place of an actual value. When QuarkXPress encounters a \$ code, the program substitutes the value specified in the currently applied style sheet. (If no style sheet is currently applied, the value of the Normal style sheet is used.) For example, you may want a paragraph to contain all the formats specified in the applied style sheet, but you want to apply 18 points of leading instead of the value specified in the style sheet. The code for this would be: <*p(\$,\$,\$,18,\$,\$,\$>

- To apply the Normal style sheet (whose attributes are defined in the QuarkXPress document) to paragraphs, begin the paragraph with the code: @\$:
- To specify that a specific style sheet be applied to paragraphs, begin the paragraph with the code: @StyleName:
- To specify that *No Style* be applied to paragraphs, begin the first paragraph you want to disassociate from any style sheet with the @: code.
- When you are defining a style sheet for a document, you have the option of basing that style sheet on another, existing style sheet. The code for this is: @stylesheetname=[s"based on name"]definition of style sheet.
- You can define a style sheet's character and paragraph attributes using XPress Tag codes. To define a style sheet using XPress Tag codes, begin the paragraph with the code: @StyleName=paragraph attribute and character attribute codes

For example, @01 GUTS 2.0 Body Text=[S"", "01 GUTS 2.0 Body Text"]<*L*h"Standard H&Js"*kn0*kt(2,2)*ra0*rb0*d0*p(0,0,0,12,0,10,g,"U.S. English")*t(6,0,"1 ",15,0,"1 "): Ps100t0h100z9.5k0b0c"Black"f"StoneSerif">

- When you apply a style sheet to a paragraph using XPress Tags, the style sheet remains applied to subsequent paragraphs until another style sheet is applied or until *No Style* is applied using the @: code.
- If you import text tagged with style sheet names that the document already contains, QuarkXPress automatically applies the character and paragraph attributes specified in their style sheets.
- The following characters cannot be used in style sheet names:
", : , = , @

- Names you specify as XPress Tag codes must be preceded and terminated by an inch mark " character. For example, if you want to specify the font Palatino, use the code: <f"Palatino">
- When specifying a font using XPress Tag codes, you can enter a partial font name within the code (for example, you can enter helv to specify the font Helvetica). When QuarkXPress applies a font to imported text per the XPress Tag code you specify, the application will apply the first font in the **Font** submenu whose name matches the characters you specified in the XPress Tag code.
- Colors and H&Js must be defined within the QuarkXPress document before you import tagged text that specifies them.
- If you specify a color name using an XPress Tag code and QuarkXPress cannot locate it in the document's color list, it is replaced with the color Black.
- If you specify an H&J as an XPress Tag and QuarkXPress cannot locate it in the document's list of H&Js, the Standard H&J specification is substituted.
- The maximum length for the names of style sheets, colors, and H&Js is 63 characters.

- To enter an XPress Tag code sequence on multiple lines, enter a colon (:), followed by a Return. You cannot split an individual code with a colon and Return; you must split code sequences between individual codes.
- You can apply attributes to characters within a paragraph to which you have applied a style sheet. These attributes remain applied until you cancel them or until you apply a different style sheet.

Character and paragraph attributes

When you specify type styles using XPress Tag codes, <P> always sets the type style to Plain. When you specify any other type style (for example, for Bold), that style is applied if it isn't already specified and removed if it has been specified. For example, the first time you specify , the Bold type style is applied to the text that follows. If you enter again, the Bold type style is not applied to the text that follows. If you enter <\$>, the type style is set to the one specified in the current style sheet. If a style sheet is not currently applied, the Normal style sheet is used.

Character attributes	Code
Plain	<P>
Bold	
Italic	<I>
Outline	<O>
Shadow	<S>
Underline	<U>
Word Underline	<W>
Strike Thru	</>
All Caps	<K>
Small Caps	<H>
Superscript	<+>
Subscript	<-> (hyphen)
Superior	<V>
Type style of current style sheet	<\$>
Change font*	<f"font name">
Change font size*	<z###.##> in points
Change color*	<c"color name"> or <cC, cM, cY, cK, and cW>
Change shade*	<s###> in percentage of shade
Horizontal scale*	<h###> in percentage of scale
Kern the next two characters*	<k###.##> in 1/200 em space
Track*	<t###.##> in 1/200 em space
Set baseline shift*	<b###.##> in points
Vertical scale*	<y###> in percentage of scale

*When any of these commands are followed by a \$ (for example, <f\$>), the attributes are set to the values specified in the current character style sheet. If a character style sheet is not currently applied, the Normal style sheet is used. (A # character in this list indicates a numeric value.)

Paragraph attributes	Code
Left-align paragraph	<*L>
Center-align paragraph	<*C>
Right-align paragraph	<*R>
Justify paragraph	<*J>
Force Justify paragraph	<*F>
Set tab stops*	<*t(##.##,##,"1 or 2 characters")> Values in parentheses represent Position (in points), Alignment, and Fill Characters. For no fill characters, enter a 1 followed by two spaces. For 1 fill character, enter a 1 followed by the repeat character (enter the character twice). For two fill characters, enter a 2 followed by the alternating characters. Alignment options are 0 for Left, 1 for Center, 2 for Right, 3 for Decimal, a comma (,) for Comma, and any printing character for Align On. All the tabs for a paragraph are included, separated by commas, within the parenthesis. For example, <*t(24,0,"2*-" ,48,1,"1++",72,2,"1 ",96,4,"1 ",120,5,"2..." ,144,"\" , "1 ") :>
Set paragraph attributes*	<*p(##.##,##.##,##.##,##.##,##.## ,G or g)> Values in parentheses represent Left Indent, First Line Indent, Right Indent, Leading, Space Before, Space After, Lock to Baseline Grid. G = lock to baseline grid; g = do not lock to baseline grid. For example, <*p(18,0,18,12,9,9,g)>.
H&J	<*h"specification name">

Paragraph attributes (cont'd) Code

Paragraph Rule Above**

```
<*ra(##,#,"color name",#,,##,##,## or
##%)>
```

Values in parentheses represent Width, Style,"color name", Shade, From Left, From Right, Offset. Enter rule widths and indents in points. Line style is the number of the line style counting from top to bottom in the Style pop-up menu in the Rules tab of the Paragraph Attributes dialog box. Shade is a percent. You can enter "T" in front of the left indent value to base rule length on the first line of text. You can specify rule offset in points or as a percentage (#%). For example,

```
<*ra(4,1,"black",100,18,18,50%)>
```

Paragraph Rule Below**

```
<*rb(##,#,"color name",#,,##,##,## or
##%)>
```

Values in parentheses represent Width, Style,"color name", Shade, From Left, From Right, Offset. Enter rule widths and indents in points. Line style is the number of the line style counting from top to bottom in the Style pop-up menu in the Rules tab of the Paragraph Attributes dialog box. Shade is a percent. You can enter "T" in front of the left indent value to base rule length on the length of the last line of text. You can specify rule offset in points or as a percentage (#%). For example,

```
<*rb(8,1,"blue",50,36,36,20%)>
```

Drop Cap**

```
<*d(character count,line count)>
```

Paragraph attributes (cont'd)	Code
Keep with Next ¶**	<*kn1> or <*kn0> 1 = keep with next; 0 = don't keep
Keep Together**	<*kt(A)> or <*kt(#, #)> A = All; #, # = Start line number, End line number

*If a \$ replaces any or all format codes (for example, <*t\$>), the current paragraph style sheet values are used. All numeric values in these two commands are measured in points.

**Any or all of the format codes can be replaced by a \$ to use the current style sheet's definition, or by a 0 to specify no rule (for example, <*ra\$> and <*ra0>).

Paragraph style sheets

You can override a character or paragraph attribute applied via a style sheet at any time. If you do so, you can then use a \$ to revert to the style sheet-assigned value. If no user-defined style sheet is applied, the value contained in the Normal style sheet is used.

Style sheet definitions	Code
Apply the Normal style sheet	@\$:paragraph text
Apply <i>No Style</i>	@:paragraph text
Define a style sheet	@Stylesheetname=definition (Hard Return) For example, @Bodytext=<*J*p(7.2,0,7.2,11 ,0,3.6,g)*t(148,2,"")*d(1,2) z9f"Stone Sans" c"black"s100h100P>
Base a style sheet on another	@Stylesheetname=[s"based-on name"] definition
Apply a defined style sheet	@Stylesheetname:paragraph text
Style definition	@Stylename [s] <definition> @Stylename [s" ", " Next stylename"] <definition> @Stylename [s"Based on stylename"] <definition> @Stylename [s"based on stylename", "next stylename"] <definition>

Special characters	Code
New Line (Soft Return)	<\n>
Discretionary Return	<\d>
Hyphen*	<\->
Indent Here	<\i>
Right Indent Tab	<\t>
Standard Space*	<\s>
Figure Space*	<\f>
Punctuation Space*	<\p>
1/4-em Space*	<\q>
Discretionary Hyphen	<\h>
Previous Text Box Number Character	<\2>
Current Text Box Number Character	<\3>
Next Page Text Box Number Character	<\4>
New Column	<\c>
New Box	<\b>
Decimal ASCII code for a character**	<\#decimal value> For example, <\#183> for a bullet mark

*Placing a ! before any of these commands in this group makes the space or hyphen nonbreaking (for example, <!\h>).

**The # symbol is part of the code. Placing a ! before the command makes the character nonbreaking. (Please refer to your Mac OS documentation for a complete list of these ASCII codes.)

Special characters

One of the following three extended character set indicators is automatically placed at the top of an XPress Tags file you create using the **Save Text** command (**File** menu).

Character set	Indicator
Mac OS	<e0>
Windows DTP	<e1>
ISO Latin 1	<e2>

To use as text certain characters that XPress Tags would otherwise consider as part of specific codes, use these special characters.

Command characters as text characters	Code
@	<\\@>
<	<\\<>
\	<\\>

Crossplatform Issues

QuarkXPress for Mac OS and QuarkXPress for Windows can read each other's files, so you can easily transfer documents between the two platforms. There are a few issues you need to be aware of if you will be transferring files between platforms.

Files

- The *XPress Preferences* file cannot be transferred between QuarkXPress for Mac OS and QuarkXPress for Windows. Books cannot be opened over a network on both platforms at the same time.
- When you open a QuarkXPress for Windows document in QuarkXPress for Mac OS, it becomes a new unsaved document. Choosing **File** → **Save** displays the **Save as** dialog box. If you want to overwrite the existing document, give the new document the same name as the existing one.
- QuarkXPress for Windows documents will not have a preview when opened in QuarkXPress for Mac OS.
- The **Format** pop-up menu in the **Save as** dialog box (**File** menu) lets you save documents in 3.3 format so they can be opened in QuarkXPress 3.3 and 3.31. If you are planning to open the files in QuarkXPress for Windows version 3.3 or 3.31 (running on Windows 3.11), limit the file name to eight characters and use the appropriate file name extension: .QXD for documents and .QXT for templates.

Characters and fonts

- Character sets may differ between platforms. You should avoid using characters on the Mac OS (for example, ligatures) that do not exist in Windows 95/NT. Consult your Windows documentation for a list of supported characters.
- Be sure to use fonts that are available on both platforms.
- Some fonts may differ in metrics (character spacing and sizes) between their Mac OS and Windows 95/NT versions. These differences may cause reflow (usually reflow occurs in text runarounds). If you are concerned with maintaining line, column, and page breaks, we suggest that you obtain a printed copy of the original document for comparison with the translated version. You may then use the typographic features of QuarkXPress to correct line, page, and column breaks.

Graphics

- Some PICT files generated on Mac OS may not display or print correctly on Windows 95/NT. If the PICT is a preview for a TIFF or EPS picture, reimport the picture once you have opened the file on Windows 95/NT.
- Some WMF pictures may display or print differently on Mac OS than they did on Windows 95/NT. You may want to save pictures in a different format before transferring the document.
- Subscribe links established on Mac OS will *not* be maintained when a document using them is opened on Windows 95/NT. Conversely, OLE links established on Windows 95/NT will not be maintained when a document using them is opened on Mac OS.
- Paths between picture files and QuarkXPress documents established using **Get Picture** (File menu) *will* be maintained. When you transfer QuarkXPress documents from Mac OS to Windows 95/NT, the picture files will be listed as missing on Windows 95/NT. To output the document from Windows 95/NT, you need to update the picture paths. If

you output from only one platform, you may not want to update the paths each time you transfer documents between platforms.

- If you are saving a page as an EPS file for output from QuarkXPress for Windows 95/NT, choose **ASCII** or **Clean 8-bit** rather than **Binary** from the **Data** pop-up menu in the **Save Page as EPS** dialog box (**File** menu).
- The TIFF and EPS picture file formats usually give the best cross-platform results.

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Glossary

Absolute leading

Spaces lines of text by a rigid amount, usually measured in points. (See also **Auto Leading**, **Incremental Leading**, and **Leading**.)

Absolute page number

A page's actual position relative to the first page of a document, regardless of the way the document is numbered or sectioned. The user can indicate absolute page numbers in the **Go to Page** and **Print** dialog boxes by preceding the numeral with a plus (+) character.

Active

QuarkXPress items can be either *active* or *inactive*.

Active boxes, text paths, and lines have black outlines plus handles for resizing or reshaping. An active group is displayed with a dotted-line border; the items in the group are displayed with black outlines.

Different menus and choices are available depending on the active item. (See also **Multiple-selected items**.)

Active paragraph

(See **Select**.)

Agates

A new measurement system in the **Horizontal** and **Vertical Measure** pop-up menus in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). Commonly used for measuring vertical column length in classified ads.

Alert

A message or dialog box displayed to indicate a problem. For example, if

you try to perform an operation that cannot be undone, you will usually be warned with an alert.

Alignment

QuarkXPress has five paragraph alignments (**Style** → **Alignment**): **Left**, **Centered**, **Right**, **Justified**, and **Forced**. (See also **Space/Align**, **Justification**, **Vertical alignment**, and **Forced**.)

Align On tab

A tab alignment option in the **Tabs** dialog box (**Style** → **Tabs**) that lets you align on any printed character.

All Caps

A type style that makes all the characters uppercase.

Anchor

QuarkXPress lets you paste a picture box or text box within text so that the box acts like a character and flows with the text.

You can also anchor a rule to the top and/or bottom of a paragraph via the **Rules** command (**Style** menu).

Append

To copy a set of specifications (for example, style sheets, colors, or H&J specifications) from a document and add it to the set found in the active document.

Ascender

The portion of a lowercase letter that rises above its main body, as in the upright stem on the letters *b*, *d*, *f*, *h*, *k*, and *t*.

Ascent

The value specified by the font designer to indicate the amount of space needed to accommodate a font above

its baseline. Used by QuarkXPress for auto and incremental leading, scaling drop caps, aligning anchored boxes, and for positioning the first line of text in a text box.

ASCII

An acronym for American Standard Code for Information Interchange. ASCII is an industry-standard, text-only file format.

QuarkXPress can import and save text in the ASCII format.

Aspect ratio

Refers to the ratio of width to height.

Attribute

(See **Character attribute**.)

Auto leading

Spacing between lines of text that occurs automatically according to the fonts, font styles, font sizes, and anchored items used. The value you enter in the **Auto Leading** field in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) is added to all paragraphs in a document for which "auto" leading has been specified.

Auto Page Insertion

The **Auto Page Insertion** pop-up menu in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**) determines whether new pages are inserted and where they are placed when an automatic text chain overflows.

Automatic hyphenation

A QuarkXPress feature that divides words at syllable junctures by placing a hyphen at the end of a line of text and carrying the rest of the word to the next line.

Automatic hyphenation can be used to alleviate large gaps between words in paragraphs with justified alignment or to create smoother margins with ragged alignments.

Automatic page number characters

QuarkXPress has three automatic page number characters: The *Previous Box Page Number character* ⌘-2, when entered in a text box, displays the number of the page containing the previous box in a text chain; the *Current Box Page Number character* ⌘-3 displays the current page number; and the *Next Box Page Number character* ⌘-4 displays the number of the page containing the next box in the text chain. (See also *Continued from line* and *Continued on line*.)

Automatic text box

The user-specified text box on a master page and its corresponding document pages into which text flows when a new page is automatically inserted.

Automatic text chain

The text chain that is defined by the *automatic text box* on a master page.

When text overflow occurs in the last box in an automatic text chain, a new page is automatically inserted to receive the overflow if Auto Page Insertion is turned on in the **General** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

A document can contain only one automatic text chain, but many manual text chains.

Auxiliary Dictionary

A user-defined dictionary used to check spelling in QuarkXPress documents that contain specialized vocabulary.

Background

The space within the box border which sits behind the content of the box.

Background color

The color applied to the background of a box.

Baseline grid

A grid that underlies QuarkXPress documents and is usually invisible.

When all paragraphs on a page are locked to the baseline grid, lines of text align from column to column and from box to box.

You define the baseline grid via the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). You display the baseline grid by choosing **Show Baseline Grid** (**View** → **Show Baseline Grid**).

Baselines

The imaginary lines upon which type or anchored items appear to sit in a text box.

Baseline Shift

A character attribute command (**Style** menu) that lets you raise or lower text or an anchored box relative to its normal baseline position.

Beveled-corner box

A box that has inclined (beveled) corners.

Bézier box tools

Tools that draw text boxes or picture boxes with curved and straight line segments.

Bézier curve

Named after Pierre Bézier, this mathematically defined line or shape uses two

handles (called *points* in QuarkXPress) and two curve handles for each of its segments. Points represent the points at which a Bézier line segment begins and ends. The position of a Bézier line segment's curve handles in relation to its points dictates its curvature. (See also **Curve handles**, **Corner point**, **Smooth point**, and **Symmetrical point**.)

Bézier polygon box

A polygonal box that includes Bézier curves. (See **Bézier curve**.)

Bitmap graphic

A graphic image (picture) formed by a pattern of pixels. Also called a *raster graphic*.

Bitmapped font

A font in which each character consists of a pattern of pixels, in contrast to a *scalable* font in which each character is described mathematically.

If a corresponding printer font can't be located when printing a document, the font will either be replaced with a different font, or a lower-quality bitmapped recreation will print. (See also **Printer font**, **Scalable font**, and **Screen font**.)

Bleed

A page element that extends to the trimmed edge of the finished page.

Blend

In QuarkXPress, a box background with a gradual transition between two colors.

You can specify background blends using the **Colors** palette (**View** → **Show Colors**).

Body copy

Refers to the main portion of the text in a publication. Body copy usually falls within a range from 8 to 14 points.

Bold

The heavier style of a typeface, used for heads, subheads, or for emphasis in body copy.

Book

A QuarkXPress file that opens as a palette and allows you to group multiple QuarkXPress documents like “chapters” in a large-scale publication. Global specifications such as style sheets, colors, and H&Js are determined by a master chapter in the book.

Border

(See **Frame**.)

Bounding box

A rectangular box that fully encloses an item so that it can be moved or resized.

Box

In QuarkXPress, the term “box” refers to a container. Boxes can be any shape and fall into two categories in QuarkXPress: picture boxes and text boxes.

Box skew

Specifying a skew angle slants the image, text, or item at that angle.

Callout

Explanatory text associated with a picture or illustration.

Cap

An abbreviation for capital, or uppercase letter. It is used in the terms *cap height*, *drop caps*, *initial caps*, *hanging caps*, and *raised caps*.

Cap height

In QuarkXPress, the measured height of a 0 (zero) for a given font at a specific size. It is used to approximate the distance from the baseline to the top of an uppercase letter.

Case

Refers to alphabetic characters. A letter can be uppercase (that is, a capital letter) or lowercase.

QuarkXPress **Type Style** options (**Style** menu) let you specify **All Caps** (uppercase letters) and **Small Caps** (reduced uppercase letters).

Center-aligned

1 Lines of text in a center-aligned paragraph are centered between the paragraph’s indents; both the left and right edges of the text are ragged.

2 Lines of text in a text box with **Centered** chosen as the **Vertical Alignment** are centered from top to bottom.

Change to

The text and style used to replace text found in a search using **Find/Change** (**Edit** menu).

Character

A character is a letter, numeral, space, punctuation mark, or symbol.

Character attribute

A specification applied to a character. QuarkXPress character attributes are: **Font**, **Size**, **Style**, **Color**, **Shade**, **Horizontal** and **Vertical Scale**, **Kern**, **Track**, and **Baseline Shift**.

Character space

The amount of space between characters, based on values determined by the font designer.

You can modify the spacing values by the **Kern** and **Track** commands and the justification controls.

Check box

A squarish control in a dialog box which you click to enable or disable a function.

Choke

A QuarkXPress color-trapping option in which the “knocked-out” area of the background color is slightly reduced, causing foreground items to slightly overlap it. (See also **Knockout**, **Spread**, and **Trapping**.)

Choose

You *choose* a menu entry by clicking its menu title, pressing the mouse button while dragging the Arrow pointer  over the entry, and then releasing the mouse button.

Cicero

A unit of measurement in the Didot system, commonly used in Europe.

A cicero is slightly larger than a pica and is equal to approximately 4.55 millimeters.

Clear

An **Edit** menu command that removes items without copying them to the Clipboard.

When the Content tool  is selected, choosing **Clear** removes the picture or highlighted text in a box. When the Item tool  is selected, choosing **Clear** removes the active box, line, or text path.

Clipboard

The place in the computer’s memory where the last item you cut or copied is temporarily stored.

Clipping path

A Bézier outline that tells an application such as QuarkXPress which areas of a picture should be considered transparent. If you use a photo-editing application to create a clipping path, the clipping path is embedded into the picture file. If you create a clipping path in QuarkXPress, the clipping path is stored only in the QuarkXPress file.

CMYK

An acronym for Cyan, Magenta, Yellow, and Black; the standard ink colors used in four-color printing.

Color model

Method of defining or modifying color. Color models available in QuarkXPress are HSB, RGB, CMYK, FOCOLTONE, PANTONE (and PANTONE Process, PANTONE Hexachrome Coated, PANTONE Hexachrome Uncoated, PANTONE ProSim, and PANTONE Uncoated), TRUMATCH, TOYO, and DIC.

In the PANTONE color model, for example, you specify document colors using on-screen swatches or PANTONE numbers that correspond to printed colors in a PANTONE swatchbook. (See also FOCOLTONE colors, PANTONE colors, TRUMATCH colors, TOYO colors, and DIC colors.)

Color separations

Used in the color printing process. QuarkXPress lets you print separations of *spot colors* and *process colors*.

CMYK process separations consist of four separation plates for each page: cyan, magenta, yellow, and black.

QuarkXPress also prints one plate for each spot color used on a page. (See also **Spot color** and **Process color**.)

Colors palette

A movable palette that lets you apply colors to text, pictures, frames, lines, and box backgrounds, and to create background blends.

Column

A vertical division of a text box in QuarkXPress.

Combine

A command in the **Merge** submenu (**Item** → **Merge**) that retains all the selected item shapes but cuts out any areas that overlap. Where two lines cross, no corner points are added. One box results from several items selected.

Comp

A “comprehensive” or detailed dummy showing how the finished piece will look.

Condensed type

Characters with proportionately less width and/or height than normal.

You can create condensed type in QuarkXPress via the **Horizontal/Vertical Scale** command (**Style** menu).

Constrain

Choosing **Constrain** prevents grouped items from being resized or reshaped beyond the borders of the back box in the group.

The **Constrain** command can be applied only to a group whose back box's border completely encompasses the other items in the group.

Content change

You can make two kinds of modifications to QuarkXPress elements: *item* changes and *content* changes.

Modifications to lines, boxes, and text paths are examples of item changes. Modifications to text and pictures (that is, the elements *contained* by QuarkXPress items) are examples of content changes.

Continued from line

A line that shows the page number of the previous linked text box. (See **Automatic page number characters**.)

Continued on line

A line that shows the page number of the next linked text box. (See **Automatic page number characters**.)

Contrast

Describes the relationship between a picture's *highlights* (light areas), *middle tones*, and *shadows* (dark areas).

Controls

A generic term that refers to the buttons, check boxes, fields, menus, scroll lists, etc., in dialog boxes and palettes.

Copyfitting

1 Determining how much text will fit a given space.

2 Forcing text to fit a space by editing copy or adjusting the kerning, leading, tracking, or character attributes.

Corner point

A point that connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. In the case of curved lines, the corner point's curve handles can be manipulated independently of one another, usually to form a sharp transition

between the two segments. (See also **Point**, **Curve handles**, **Smooth point**, and **Symmetrical point**.)

Crop

To trim the edges of a picture or page to make it fit or remove unwanted portions.

Crop marks

Short vertical and horizontal lines printed outside the page's final trim size. They indicate where to cut.

Crop marks are also called *cutmarks* or *trim marks*.

Crosshair pointer

When you select a tool to create a line or a box, the Arrow pointer  changes to the Crosshair pointer  when it is over the page or pasteboard.

Current Box Page Number character

When you enter the Current Box Page Number character -3 on a document page, the current page's number is displayed.

Pages based on a master page that contains the Current Box Page Number character display the appropriate page number. (See also **Next Box Page Number character** and **Previous Box Page Number character**.)

Curve handles

Handles that extend from either side of a point and control a curve's shape. (See also **Point**, **Corner point**, **Smooth point**, and **Symmetrical point**.)

Cut

When the Item tool  is selected, choosing **Cut** (**Edit** menu) removes the active items to the Clipboard.

When the Content tool  is selected, choosing **Cut** removes an active item's contents to the Clipboard.

Dashes

(See **Em dash** and **En dash**.)

Dashes & Stripes

User-created design styles that can be applied to lines, text paths, or box frames. *Dashes* are broken line styles, and *stripes* are line styles made of stacked bars with white or colored space between the bars.

Deactivate

You deactivate active items by clicking outside them. (See also **Activate**.)

Decimal tab

A tab alignment option in the **Tabs** dialog box (**Style** → **Tabs**) that lets you align decimal numbers, like dollar amounts, by their decimal points.

Default

A predetermined setting. For example, preferences are defaults that can be changed by the user.

(See **Preset defaults**, **Program defaults**, and **User-specified defaults**.)

Default colors

Colors that are included with all newly created QuarkXPress documents.

Delete

An **Item** menu command that removes active items (and their contents) without copying them to the Clipboard.

Descender

The portion of lowercase letters that falls below the baseline. The letters *g*, *j*, *p*, *q*, and *y* have descenders.

Descent

The value specified by the font designer to indicate the amount of space needed to accommodate a font below its baseline. Used by QuarkXPress for auto leading and scaling drop caps.

Deselect

(See **Deactivate**.)

Dialog box

A box displayed on-screen in response to a command that needs additional specifications.

DIC colors

A spot-color ink matching system from Dainippon Ink and Chemicals, Inc.

Didot

A European measurement system. Ciceros are a unit of measurement in the Didot system.

Difference

A command in the **Merge** submenu (**Item** → **Merge**) that removes all the selected item shapes except for the shape at the very back of the stack. If this shape is overlapped, the overlapped area gets cut out. One box results from several items selected.

Directory dialog box

A navigational dialog box for opening, saving, or accessing files.

Discretionary Hyphen character

A manually inserted character (, hyphen) that indicates where a word can be broken to fit text on the line.

A discretionary hyphen is visible and prints only if QuarkXPress hyphenates the word at that point.

Discretionary New Line character

Like a Discretionary Hyphen character, a Discretionary New Line character is a manually inserted character (§-Return) that indicates where a word can be broken to fit text on the line; but no hyphen is inserted.

A Discretionary New Line character is not visible on-screen and is used only if QuarkXPress breaks the word there.

Dither

Dithering is the simulation of additional colors or shades by varying the values of adjacent pixels.

Document Layout palette

A movable palette that lets you create new master pages or delete master pages; display, insert, delete, and move document pages; create multipage spreads; and apply a new master page format to document pages.

Document window

The on-screen window that displays the document name, title bar, zoom and close boxes, scroll bars, view percent field, go-to-page icons, etc.

Dongle

A hardware device usually inserted between the mouse and keyboard which is required in order for specific software to be used.

Dot leader

A period used as a tab fill character, often used in numerical tables and tables of contents.

Dots per inch

A general method of measuring resolution when referring to printers and

monitors (dpi). However, it should never be used to describe the resolution of halftone dots (lpi).

Double-click

Two mouse-clicks in rapid succession without moving the mouse. Double-clicking generally opens a file or a dialog box.

Downloadable font

A font that is not resident in the printer's memory. A downloadable font must be sent to the printer to print a document containing the font. Also called a *soft font*.

Dpi

The resolution of a device or image in dots per inch.

Drag

To move the mouse while pressing the mouse button. Dragging is used for actions like creating items, moving items, and highlighting text.

Drop cap

A large decorative initial capital letter that extends below the top line of a paragraph it begins.

Drop-shadow box

A box to which color and/or shade has been applied, then offset and placed behind a text or picture box to create a shadow effect.

Drop-shadow characters

Characters to which color and/or shade has been applied, then offset behind identical characters to create a shadow effect.

Dropped-out type

(See **Reversed type**.)

Ellipsis

Three points (...) used to indicate an omission of words. Typing Option-; enters an ellipsis as a single character.

Elliptical box

An oval or circular box.

Em dash

A dash the width of two zeros (00) (Shift-Option-hyphen).

Em space

In traditional typesetting, an em space is a square with the dimensions of the given point size. A 12-point em is a square that measures 12 × 12 points. To create an em space in QuarkXPress, you enter two en spaces (Option-space).

By default, QuarkXPress defines an em space as the width of two zeros (00) in a given font. If you check **Standard Em Space** in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**), then QuarkXPress defines an em space by the point size of the text (for example, 24-point text has a 24 × 24-point em space).

Emulsion

The light-sensitive coating on film or paper.

En dash

A dash that is wider than a hyphen and half the width of an em dash (Option-hyphen).

En space

A space that is half the width of an em space (Option-space). (See **Em space**.)

End-of-line character

(See **New line character**.)

EPS

An acronym for Encapsulated PostScript, a graphics format used for mathematically-defined illustrations.

Exclusive Or

A command in the **Merge** submenu (**Item** → **Merge**) that keeps all the selected item shapes but cuts out any areas that overlap. Where two lines cross, corner points are added. One box results from several items selected.

Export

To use the **Save Text** command (**File** menu) to save QuarkXPress text for other applications or formats.

Facing pages

Alternating left and right pages as in books and magazines. Each *spread* consists of two facing pages.

Facing-page documents measure inside and outside margins, rather than left and right margins.

Field

An area in a dialog box or palette, into which you can enter a value.

Figure space

A figure space is the width of a zero in a given font.

Fill character

A user-specified character that can be automatically inserted from the point where a tab is entered, to the next tab stop.

Any one or two printable characters can be used as a fill character. (See also **Dot leader**.)

Filter

(See **Import/export filter**.)

Find what text

The text or style which QuarkXPress searches for when **Find/Change** (**Edit** menu) is used.

Finished page area

The portion of an electronic page that represents the final size after printing and trimming. *Crop marks* on the unfinished page indicate where the finished page area begins, but the crop marks themselves are not part of this area. (See **Crop marks**.)

First Line indent

The user-specified distance between where the **First Line** of a paragraph begins as opposed to the remaining lines of that paragraph. Specified in the **Paragraph Attributes** dialog box (**Style** → **Formats**).

Flex Space Width

A user-modifiable percentage of a standard en space, specified in the **Character** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**).

To enter a breaking flexible-space character in text, press Option-Shift-Space; to enter a nonbreaking flexible space character, press ⌘-Option-Shift-Space.

Flip

To change so that the result is a mirror image of the original. In QuarkXPress, you can flip the contents of a text box or picture box either horizontally (**Style** → **Flip Horizontal**) or vertically (**Style** → **Flip Vertical**).

Flush left

(See **Left-aligned**.)

Flush right

(See **Right-aligned**.)

FOCOLTONE colors

FOCOLTONE is a process color matching system for specifying predictable process colors. All of the colors in the FOCOLTONE color system can be created by printing the specified cyan, magenta, yellow, and black percentages under standard printing conditions.

Fold marks

Dashed lines within the margins of the page that indicate where the finished document should be folded.

Font

A set of letters, numbers, punctuation marks, and symbols that share a unified design. The design is called a *typeface*. A group of related typefaces is called a *type family*.

Footer

Text that prints on the bottom of each page of a section or document. A footer can include a page number, document or chapter title, etc.

Forced (Justification)

Justification in which the last line of the paragraph is forced to stretch all the way to the right margin no matter how great the distance.

Format

(See **Paragraph format**.)

Four-color process

The printing process that uses the four basic printing colors — cyan, magenta, yellow, and black.

FPO

Abbreviation of “For Position Only.” Used to label placeholder graphics and dummy text in lieu of the final.

Frame

A decorative border placed around a text box or a picture box. In QuarkXPress, frames are applied via the **Frame** command (**Item** menu). You can choose from predefined styles or you can create custom frames. (See **Dashes & Stripes**).

Frame Editor

A separate QuarkXPress application that lets you create custom bitmap frames.

Freehand

A method of drawing boxes, lines, and text paths by simply dragging the mouse along the envisioned path. QuarkXPress automatically decides where the Bézier points and curve handles are positioned.

Graphic

(See **Picture**.)

Grayscale

Shades of gray ranging from black to white. In printing, *grayscale* uses only a black halftone plate.

Greeking

In QuarkXPress, greeking refers to text or pictures that are displayed onscreen as gray patterns to speed screen update.

Grid

(See **Baseline grid**.)

Group

In QuarkXPress, a collection of items that can be moved as a single item (**Item** → **Group**).

Guides

(See **Page guides**.)

Gutter

The blank space between adjacent columns or facing pages.

H&J

The **H&J** command (**Edit** menu) lets you specify hyphenation and justification to control the way words are hyphenated in both justified and nonjustified paragraphs, and how space is added or subtracted between characters and words in paragraphs.

Hairline

A very thin rule or line. A hairline's width depends on the output device's resolution. QuarkXPress prints the line at .125 point to a 300 dpi PostScript printer, but .25 point to a QuickDraw printer.

Halftone

A reproduction of a continuous-tone photograph by simulating gradations of tone using dots (or other shapes) of varying sizes.

Halftone screen

Traditionally, continuous-tone artwork (such as a photograph) is reproduced by photographing the original through a crossline or contact screen.

The resulting halftone image is composed of many dots, ellipses, squares, or lines of various sizes that can be reproduced on a printing press.

Handles

Small shapes, usually square, displayed on the edges of boxes, text paths, and lines. Used to resize or reshape these items.

Hanging cap

A large initial capital letter that extends to the left of the paragraph's left margin.

Hanging indent

A paragraph in which the first line extends further to the left than the other lines. Created by specifying a **Left Indent** and a negative **First Line** indent value in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**) or by using an **Indent Here** character.

Header

Text that prints on the top of each page of a section or document. A header can include a page number, the date, the title, etc.

High-resolution printer

(See **ImageSetter**.)

Highlight

To activate or select. For example, in QuarkXPress, highlighted text is displayed against a gray or color background. You highlight text by clicking and dragging the mouse, by using multiple mouse clicks, or by choosing **Select All** (**Edit** menu) when a text box or path is active.

Horizontal/Vertical Scale

A **Style** menu command that lets you condense and expand character width or height by a percentage value.

HSB

An acronym for Hue, Saturation, and Brightness. A color model used mostly by artists or slide producers. *Hue* describes the color pigment; *Saturation* is a measure of how much of the color pigment is present; and *Brightness* is a measure of the amount of black present in a color.

Hyphenation

The division of a word at the end of a line of text.

Hyphenation Exceptions

The user-specified **Hyphenation Exceptions** (Utilities menu) that override the QuarkXPress hyphenation rules.

Hyphenation Zone

The user-specified distance from the **Right Indent** where QuarkXPress begins hyphenating words.

To be hyphenated, a word must have a syllable juncture within the hyphenation zone.

Imagesetter

An output device with a resolution above 1,200 dots per inch used to prepare high-quality output on film or paper.

Import

To bring a picture or text file into an active QuarkXPress box using the **Get Picture** or **Get Text** commands, respectively (File menu).

Import/export filter

A special translation file that lets QuarkXPress share text with other programs.

Imposition

Positioning pages in a press form so they will be in the correct numerical sequence after folding.

Incremental leading

The base amount of auto leading plus (or minus) a user-specified value. (See also **Auto Leading** and **Leading**.)

Indent

The distance from a paragraph's edge to the left and/or right sides of the text column or box it occupies (measured from the text inset).

Indent Here character

A manually inserted character (⌘-\) that causes all subsequent lines in the paragraph to be left-indented at that location.

Indeterminate color

A QuarkXPress term for a background that has multiple colors (such as a color picture). When a background contains multiple colors, QuarkXPress will trap an object color in front based on the trap value specified for the Indeterminate color.

Index Entries palette

A movable palette that lets you tag words in a document as index entries.

Initial caps

The first letters of paragraphs that are embellished as drop caps, hanging caps, or raised caps.

Insertion point

(See **Text Insertion point**.)

Interactive text resizing

Resizing of text that occurs by use of the mouse rather than typing numbers in a field. You can interactively resize text in QuarkXPress by ⌘-dragging a resize handle on a text box. (⌘-Shift-dragging resizes the text proportionately.)

Intercharacter space

(See **Character space**.)

Intersection

A command in the **Merge** submenu (**Item** → **Merge**) that retains any areas

that overlap the shape in back, but cuts out the rest. One box results from several items selected.

Invisible characters

Characters that can be displayed on-screen but do not print. The Tab, Return, and Space characters are examples.

Italic

A type style that uses slanted characters for emphasis.

Item

There are four kinds of items in QuarkXPress: lines, text boxes, text paths, and picture boxes.

Items can be combined into groups; a group can be manipulated as a single item.

Item change

You can make two kinds of modifications to QuarkXPress items: *item* changes and *content* changes. Resizing, repositioning, and rotation of items are examples of item changes.

Jump lines

Page number references that guide a reader through a multi-page story. (See also *Continued on line* and *Continued from line*.)

Justification

1 To horizontally distribute a line of text by expanding or condensing the space between characters and words. The text fills the width of a column so that it has uniform (flush) left and right edges. (See also **Alignment** and **Forced**.)

2 To vertically distribute lines of text within a text box, adding space between paragraphs and/or lines. The lines of

text are spaced to fill the column from top to bottom. (See also **Center-aligned** and **Vertical alignment**.)

Kerning

The adjustment of space between adjacent characters. QuarkXPress supports automatic kerning (based on a font's built-in kerning table), and manual kerning (which lets you adjust the space at the text insertion point).

Kerning pair

Any two characters kerned by a certain amount when they appear adjacent to each other in text. Kerning pairs for a given font can be created or edited using the Kerning Table Edit command (**Utilities** menu).

Kerning table

Kerning information built into most fonts and applied to text during automatic kerning.

QuarkXPress also lets you customize a font's kerning table values using the **Kerning Table Edit** command (**Utilities** menu). This will not alter the font file itself. Kerning table edits are stored with the document (or globally within the *XPress Preferences* file if no document is open when the edits are made).

Kerning value

The space between two characters, calculated in em units.

Keyboard command

A key or combination of keys that you press to perform a particular function without using the mouse.

Kilobyte

Equal to 1,024 bytes. Kilobyte is often abbreviated as "K."

Knockout

The opposite of overprinting, with no choke and no spread. An object in the foreground cuts its shape out — straight through — from the printing plates that make up the background. Trapping values are non-applicable to a knockout. (See also **Trapping**.)

Laser printer

An electrostatic printer for moderate-resolution output.

Leader

A line of dots, dashes, or other characters used to fill spaces between tabs.

Leading

The space between lines of text, usually measured from baseline to baseline. In traditional typesetting, thin strips of lead were used to hold type in place and adjust the space between lines.

(See also **Absolute leading**, **Auto Leading**, **Incremental leading**, and **Percentage-based auto leading**.)

Leaks

Gaps where misregistration between adjoining colors leave paper or discoloration showing on the printed job.

Left-aligned

A left-aligned paragraph has a straight left edge and a ragged (uneven) right edge, like the text on this page. Also called *ragged right*.

Left indent

The distance from the the left edge of a column or text box (plus the text inset) to the text in the paragraph(s).

Left-justified

(See **Left-aligned**.)

Letter space

(See **Character space**.)

Library

A QuarkXPress file that can be opened as a movable palette that contains a collection of QuarkXPress items.

You can move items from document pages into an open library, from an open library onto document pages, and between open libraries.

Ligature

A single typographic character that combines multiple characters. For example, the ligature for *f* and *i* is *fi*; the ligature for *f* and *l* is *fl*. QuarkXPress can be configured to automatically use a font's ligatures.

Line

In QuarkXPress, a line is an item drawn with any of four Line tools and used mostly for decorative purposes. (See also **Rule**.)

Line art

Pictures or illustrations that can be printed without halftones.

Line segment

(See **Segment**.)

Link

The way QuarkXPress joins text boxes so that text automatically flows from one box to another.

List

In QuarkXPress, a list is a group of one or more paragraph style sheets chosen by the user in the **Edit List** dialog box (**Edit** → **Lists** → **New**) for the purpose of copying and assembling all the text of those styles into one location. For instance, a book publisher could specify a “chapter name” style sheet and a “section name” style sheet as a new list, then use that list (via the **Lists** palette) to automatically build a table of contents.

Lists palette

A movable palette (**View** → **Show Lists**) that lets you use lists (groups of paragraph style sheets) to automatically build style-sheet-based tables for document and book production.

Lock

The **Lock/Unlock** command (**Item** menu) lets you fix an item to a page so that it cannot be moved or resized with the Item tool .

Lpi

Lines per inch. Refers to the resolution of a halftone screen in printing. (Should be distinguished from “dpi,” which refers to the resolution of a device or picture.)

Luminosity

A term used to define the relative lightness or brightness of a color.

Margin

The space surrounding the written or printed area on a page.

Margin guides

Nonprinting guidelines that indicate the specified margin and define the edges of an automatic text box.

Mask

In traditional graphic arts production environments, *mask* describes any material used to block off portions of a printed page, protecting that area from changes or from printing inks.

Master items

Items on document pages that are automatically placed by the associated master page. Master items can be moved and modified like other page items.

Master page

A nonprinting page used to automatically format document pages.

A master page can contain master items like headers, footers, page numbers, and other elements that are repeated on multiple pages.

Measurement system

QuarkXPress lets you choose among various measurement systems for displaying rulers and dialog box values: Inches, Inches Decimal, Picas, Points, Millimeters, Centimeters, Ciceros, and Agates.

Measurements palette

A movable palette that lets you modify item and content information.

The fields and controls in the **Measurements** palette vary depending on the active item.

Mechanical

A mechanical, or *paste-up*, is the original document from which printing plates are made.

A mechanical includes all the design elements (text, pictures, lines, etc.) in position and ready to be photographed for reproduction.

Menu

A list of commands displayed when you press the mouse button while the pointer is over a menu title in the menu bar.

Menu bar

The horizontal strip displayed at the top of the screen that contains menu titles.

Menu title

The word in the menu bar that designates one menu. Clicking a menu title displays its associated menu entries.

Merge

A submenu in the **Item** menu available when multiple items are selected. The **Merge** commands (**Intersection**, **Union**, **Difference**, **Reverse Difference**, **Exclusive Or**, and **Combine**) result in one box synthesized in various ways from the two or more items originally selected.

Moiré pattern

An undesirable grid-like pattern that can result when two or more screens are superimposed at improper conflicting angles when printing.

Multiple-selected items

With the Item tool  or Content tool  selected, you can activate more than one item at a time by pressing the Shift key while clicking on the items or by dragging out an enclosing box called a *marquee*.

New line character

A manually inserted character (Shift-Return) that forces a new line of text without ending a paragraph.

Next Box Page Number character

Used for a *Continued* on line. When entered in a text box in a multipage

linked text chain, the ⌘-4 character displays the page number of the next linked text box. (See also **Current Box Page Number character**, and **Previous Box Page Number character**.)

No Style

When applied, *No Style* (**Style → Character Style Sheets or Style → Paragraph Style Sheets**) detaches any associated style sheet without altering any of the text's character or paragraph attributes. After applying *No Style*, any local character formatting will be overridden if a new style sheet is applied.

Nonbreaking space

A special character placed between two words that prevents the words from being separated by a line break. You can enter a nonbreaking space in QuarkXPress by pressing ⌘-space.

None

1 An option in the **Runaround** tab of the **Modify** dialog box (**Item → Modify**) that causes text behind the active item to flow normally (no runaround).

2 A QuarkXPress **Color** choice that produces a transparent effect, as in a gap or background.

Nonprinting characters

(See **Invisible characters**.)

Normal style sheet

Automatically applied to text in newly created text boxes and text paths; its attributes determine the default text formatting.

Nudge

Moving active items in 1-point increments by pressing any arrow key ←, →, ↑, ↓ with the **Item** tool  selected.

With the **Content** tool  selected, you can use the arrow keys to nudge the contents within an active picture box, or to move multiple selected items. To move active items in .1-point increments, press the **Option** key and an arrow key simultaneously.

Numbering format

A section's numeric, Roman, or alphabetic page numbering system (for example, 1, 2, 3; i, ii, iii; or a, b, c). (See **Section**.)

Object color

The color of an item in front of a background color.

You can spread an object color against its background color or you can choke the background color against the object color so that, when printed, white areas do not occur between the colors. (See also **Choke**, **Knockout**, **Spread**, and **Trapping**.)

Offset lithography

A printing process using printing plates and ink to reproduce multiple copies of a publication.

Origin

(See **Ruler origin**.)

Orphan

A single line of a paragraph left at the bottom of a column.

Outline

A type style with a white body and black borders.

Outside margin

(See **Facing pages**.)

Overflow

An overflow occurs when a single unlinked text box or the last box in a text chain is not large enough to contain all the text entered into it.

When this occurs, the overflow symbol  is displayed in the lower right corner of the box.

Page guides

Nonprinting lines used to position items on a page. Margin guides and ruler guides are examples. New page guides can be created by dragging out from a ruler while **Show Guides** is checked in the **View** menu.

Page Number characters

(See **Current Box Page Number character**, **Next Box Page Number character**, and **Previous Box Page Number character**.)

Page size

A document's **Width** and **Height** as specified in the **New Document** dialog box (**File → New → Document**) or in the **Document Setup** dialog box (**File → Document Setup**).

Palette

A movable control window always displayed in front of open documents.

Panel

A portion of a printed page, usually defined by folds.

PANTONE colors

Premixed ink colors that are often specified by graphic designers for spot color in multicolor print jobs.

QuarkXPress lets you specify PANTONE colors that correspond to printed swatchbooks, and you can specify most PANTONE colors as either a *spot color* or a *process color*.

Paragraph attribute

A specification applied to a paragraph. QuarkXPress paragraph attributes are: **Left Indent**, **First Line indent**, **Right Indent**, **Leading**, **Space Before**, **Space After**, **Lock to Baseline Grid**, **Drop Caps**, **Keep with Next ¶**, **Keep Lines Together**, **Alignment**, **H&J**, **Rules**, and **Tabs**.

Pasteboard

The nonprinting area that surrounds a QuarkXPress page or multipage spread.

Paste-up

(See **Mechanical**.)

Percentage-based auto leading

Automatically spaces lines of text by the sum of the base amount of auto leading plus a user-specified percentage of that amount. (See also **Auto Leading** and **Leading**.)

Pica

A common unit of typographic measurement. There are 6 picas in an inch; 12 points in a pica. (See also **Point**.)

Picture

In QuarkXPress, any graphic image that can be pasted or imported into a picture box.

Picture box

Created with any of the Picture Box creation tools; these boxes hold imported or pasted pictures.

Point

1 A common unit of typographic measurement. A point is approximately $\frac{1}{72}$ of an inch. (See also **Pica**.)

2 In QuarkXPress Bézier terminology, points connect line segments and define where line segments start and end. Bézier points attached to curved segments have curve handles to reshape the curves. QuarkXPress offers three types of points: **Corner**, **Smooth**, and **Symmetrical**. (See also **Curve handles**, **Corner point**, **Smooth point**, and **Symmetrical point**.)

Polygon picture box

A closed shape with three or more straight-edged sides.

PostScript

A page description language developed by Adobe Systems, Inc., that describes fonts, graphics, and page layout.

PPD

Abbreviation for PostScript Printer Description file. A PPD informs desktop publishing applications such as QuarkXPress about the capabilities of a particular output device.

Ppi

The resolution of an image in pixels per inch.

Preferences

The **Preferences** (Edit menu) commands display dialog boxes that let you modify default values and enable or disable various QuarkXPress features.

Preset defaults

The preprogrammed specification settings in QuarkXPress. They remain in

use until changed by the user. (See also **Program defaults** and **User-specified defaults**.)

Previous Box Page number character

Used for a *Continued from* line. When entered in a text box in a multipage linked text chain, the ¶-2 character displays the page number of the previous linked text box. (See also **Current Box Page Number character** and **Next Box Page Number character**.)

Printer driver

A system file that translates information between a computer and a printer.

Printer font

A font that is resident in the printer or downloaded to the printer during printing.

Macintosh Type 1 fonts have two components: a screen font for placement in application font menus and for displaying type on-screen, and an outline font for displaying type on-screen through Adobe Type Manager (ATM) and for high-quality printing.

Process color

Color specified in percentages of cyan, magenta, yellow, and black. When superimposed during the four-color printing process, their separate plates recreate a full-color look. (See **Spot Color**.)

Process color separation

Breaking down color pages into the four process separation colors (cyan, magenta, yellow, and black) before four-color printing.

Program defaults

The specification settings QuarkXPress uses. You can change most defaults;

once you do, the revised settings become the new defaults. (See also **Preset defaults** and **User-specified defaults**.)

Proof

An intermediate stage in the document production process when pages are checked for errors and corrected.

Pull quote

A sentence or phrase, taken from the body of a story and used to attract the reader's attention, break up gray areas, or add length to a story.

Punctuation space

A punctuation space is the width of a period in a given font.

Quark

A subatomic particle proposed as the fundamental building block of all matter. (Origin of the word is unknown; possibly from James Joyce's *Finnegans Wake*.)

Ragged right

A left-aligned paragraph with a ragged (uneven) right edge.

Raised cap

A large decorative initial capital letter that sits on the baseline of the first line of a paragraph and rises above the other characters.

Raster graphic

(See **Bitmap graphic**.)

RAM

An acronym for Random Access Memory, the portion of the computer's memory that temporarily stores information while the computer is on.

Reflow

The repositioning of characters or line breaks. Text editing, modifications to

tracking and kerning tables, or to the QuarkXPress hyphenation exception list can cause reflow.

Registration color

A default color that you can apply to crop marks or other items to make them print on all color separation plates.

Registration mark (📏)

Reference symbols on camera-ready art, used to align overlaying plates.

QuarkXPress can automatically print registration marks.

Resident font

A font stored in a printer's memory.

Resolution

Refers to the degree of detail. Resolution for devices and for images is usually measured in dots per inch (dpi).

Reverse Difference

A command in the **Merge** submenu (**Item** → **Merge**) that retains all the shapes except for the shape at the very back of the stack, which it cuts out. If the shape in back is overlapped, the overlapping portion gets cut out from the shapes in front. One box results from several items selected.

Reverse type

White or light type set against a dark background.

Reverse type is sometimes referred to as *dropped-out* type.

RGB

An acronym for Red, Green, and Blue. RGB is a color model based on the additive color theory, used for computer monitors and color video output systems.

Rich black

A black that incorporates other colors, such as cyan and magenta, to gain visual impact by printing darker.

Right-aligned

A right-aligned paragraph has a straight right edge and a ragged (uneven) left edge. Also called *ragged left*.

Right Indent

The distance from the right edge of a column or text box (plus the text inset) to the text in the paragraph(s).

Right Indent Tab character

A tab character created by pressing Option-Tab that places a tab stop flush with the right indent.

Right justified

(See **Right-aligned**.)

Right-reading, emulsion-side-down

Film printed so that the type reads correctly (left to right) when the film's emulsion side is facing down.

Rough

Choosing **Rough** from the **Output** pop-up menu in the **Print** dialog box (**File** → **Print**) prevents pictures from printing, saving time when producing drafts. Print quality and formatting are not affected by **Rough**.

Rough also refers to preliminary versions of a publication that are used for proofing.

Rule

An anchored horizontal line placed above or below a paragraph via the **Rules** command (**Style** menu).

Ruler guides

Nonprinting lines used to align boxes and other items on a page.

Ruler origin

The movable zero point of the horizontal and vertical rulers.

Rulers

The horizontal and vertical rulers displayed along the edges of the document when **Show Rulers** is chosen (**View** menu).

Runaround

The QuarkXPress **Runaround** command (**Item** menu) lets you control the way text flows around items and pictures placed in front of the text. Also called *text wrap*.

Scalable font

A mathematically described font that prints without jagged edges at all sizes. Type 1 and TrueType are common scalable font technologies. (See also **Bitmapped font**, **Printer font** and **Screen font**.)

Scaling

The enlargement or reduction of characters and pictures.

Screen font

A bitmap representation of a Macintosh Type 1 font that is used to display characters on-screen (when Adobe Type Manager is not performing this job) and that makes the font accessible through an application's font menu.

Scroll bars

Shaded bands at the right and bottom of a document that let you move your view horizontally and vertically. A scroll bar includes a scroll box and scroll arrows at both ends.

Some dialog boxes and palettes also contain scroll bars to access list items.

Section

A group of sequentially numbered pages. A document can contain many sections with varying page-numbering formats. (See also **Numbering format**.)

Sectioning

Dividing a document into groups of pages for organizational and numbering purposes.

Segment

A straight or curved line section between two points.

Select

To make active. For example, you select a paragraph by placing the Text Insertion bar ¶ within it or by highlighting any of its text.

Service bureau

A company that provides output or prepress work (imagesetting, color separation, color correction, and printing, for example) to electronic publishers.

Set solid

Lines of text are described as *set solid* when the font size equals leading value, as in 10-point type with 10 points of leading.

Shadow

A type style with a built in shadow effect.

Shape

The structure of a box, line, or text path. The **Shape** submenu in the **Item** menu lets you choose between several types of shapes for a selected item. The polygon box shape ☐ and the polygon line shape ~ can be chosen when the user wishes to create a shape of their own invention using Bézier technology.

Shuffling

When QuarkXPress automatically repositions, rennumbers, and reformats pages to maintain the proper left/right facing-page layout as you insert, delete, or move pages.

Sidebar

A selected subtopic or story that is often set apart using a shaded or framed box.

Skew

Slant. (See **Box skew**.)

Small Caps

A type style with reduced-size capital letters substituted for lowercase letters.

Smooth point

A Bézier point that connects two curved lines to form a continuous curve. The curve handles revolve together so that they always rest on a straight line through the point, but they can be distanced independently. (See also **Point**, **Curve handles**, **Corner point**, and **Symmetrical point**.)

Smoothing

The adjustment of a bitmap image by rounding the jagged pixel edges.

Soft font

(See **Downloadable font**.)

Source document

The document from which you copy items or pages when copying between QuarkXPress documents. The document to which you copy items or pages is the *target document*. (See also **Target document**.)

Space/Align

The **Item** menu command to evenly distribute multiple-selected items.

Space Before/Space After

These fields in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**) control the spacing above and below paragraphs.

Split

A submenu in the **Item** menu available when a single box of complex shape is selected. The box must include contours that overlap or lines that cross. The **Split** commands (**Outside Paths**, and **All Paths**) result in various boxes extracted from the original box selected.

Spot color

A spot color is one that is *not* built using process color printing plates (cyan, magenta, yellow, and black). Instead, the color is printed using an ink made exclusively for that color. When printing separations in QuarkXPress, each spot color on a page is printed onto its own separation plate.

Spread

1 In QuarkXPress, two or more adjoining pages.

2 A QuarkXPress color trapping option where a color object is slightly enlarged when printed to overlap the edge of the “knocked-out” area of the background. (See also **Choke**, **Knockout**, and **Trapping**.)

Stacking order

The position of an item (such as a box, text path, or line) relative to other items in front of or behind it.

Standard H&J specification

The default H&J specification applied to all new paragraphs.

Story

In QuarkXPress, a single set of linked text boxes.

Strike Thru

A type style with a horizontal line through the characters, usually to indicate a desired or anticipated deletion.

Style sheets

QuarkXPress has paragraph style sheets and character style sheets. A paragraph style sheet is a saved set of paragraph formats with an embedded character style sheet. A character style sheet is a saved set of character attributes.

Style Sheets palette

A movable palette displayed in front of all open documents.

The top half of the **Style Sheets** palette (**View** menu) lets you apply paragraph style sheets to selected paragraphs; the lower half lets you apply character style sheets to highlighted text. A plus sign (+) next to a style sheet name indicates that local formatting exists at the location of the Text Insertion bar ¶ or in highlighted text.

Submenu

A subordinate menu that is displayed when you highlight a menu command that is followed by the ► icon.

Subscript

A type style with a reduced size that is lowered below its baseline.

Superior

A type style with a reduced size, whose top is aligned with the cap height of the adjacent text.

Superscript

A type style with a reduced size that is raised above its baseline.

Symmetrical point

A Bézier point that connects two curved lines to form a continuous curve. The curve handles move together so that they always rest on a straight line through the point and are always equidistant from the point. The result is similar to a **Smooth** point, but the curve handles cannot be distanced from the point independently. (See also **Point**, **Curve handles**, **Corner point**, and **Smooth point**.)

Tab

1 A character entered with the Tab key, which places subsequent text on the line according to the next tab stop.

2 A panel in a tabbed dialog box.

Tab stop

Positioned by the user, a tab stop determines where subsequent text on a line will appear when you enter a Tab character with the Tab key. Tabs are most often used to align columns of numbers or tables of words.

Tabbed dialog box

A dialog box that consists of two or more “panels.” Each tab contains a separate control set which can be displayed by clicking its name at the top.

Target document

The document to which you copy items or pages when copying between QuarkXPress documents. (See also **Source document**.)

Template

A preformatted write-protected document used as a basis for creating new documents that will share common elements.

Text box

Created with one of the Text Box creation tools; these boxes hold entered or imported text.

Text chain

A set of linked text boxes and/or text paths through which text can flow. Sometimes called a *story*.

Text file

Contains only textual information without any character formatting or page layout attributes applied.

Text Insertion bar

The blinking bar  displayed in an active text box to indicate the Text Insertion point.

Text Insertion point

The point in a text box where newly entered or imported text is placed, indicated by the blinking Text Insertion bar .

Text Inset

The user-specified distance between the edge of a text box and the text within.

Text path

A straight or curved line that contains text; created with one of the Text-Path tools.

Text reflow

(See **Reflow**.)

Text to box

A command in the **Style** menu that is available whenever text is selected. It creates a polygonal Bézier box based on the curves of the selected characters.

Text wrap

(See **Runaround**.)

Thumbnail

A reduced view that lets you move pages within and between documents.

Tick mark

A mark that uses two line segments that meet at a right angle to indicate the way adjoining tiles align after printing an oversized page.

TIFF

Acronym for Tagged Image File Format. TIFF pictures can be black-and-white line art, grayscale, or color.

Tiling

Outputting an oversized document page in sections. The tiles are then assembled manually.

Tool palette

A movable palette with the tools to create items and perform operations.

TOYO colors

Premixed ink colors that can be specified for spot color in multicolor print jobs.

QuarkXPress lets you specify TOYO colors, popular in Japan, that correspond to a printed swatchbook.

Tracking

The adjustment of white space between selected characters and words. By specifying positive or negative tracking values, you can adjust overall character spacing for selected text.

Tracking Edit

The **Tracking Edit** dialog box (**Utilities** menu) lets you control the tracking values for a particular font.

Trap Information palette

A movable palette that lets you specify trapping on an object-by-object basis.

Trapping

A slight overlapping that prevents gaps from appearing along the edges of an object because of misalignment or movement on-press.

Trapping values are specified on a color-by-color or object-by-object basis. (See also **Choke** and **Spread**.)

Trim

Cutting press sheets to the finished page size.

True negative

A negative created from a picture's original, unmodified contrast.

TRUMATCH colors

A color matching system for specifying predictable four-color (CMYK) reproduction of more than 2,000 process colors.

Two-fold

A publication or brochure design with six panels, three on each side, defined by two folds.

Type family

A group of related typefaces. For example, the Futura type family includes Futura, Futura Book, Futura Condensed, and Futura Extra Bold.

Type Style

This character attribute command lets you apply any of 13 styles to highlighted text: **Plain**, **Bold**, **Italic**, **Underline**, **Word Underline**, **Strike Thru**, **Outline**, **Shadow**, **All Caps**, **Small Caps**, **Superscript**, **Subscript**, and **Superior**.

Typeface

A set of fonts that share a unified design. For example, the Futura typeface includes Futura, Futura Bold, Futura Italic, and Futura Bold Italic.

Typesetter's quotation marks

The curly quotation marks (“,”’, and ’) preferred by traditional typesetters.

Underline

A type style with a line underneath characters, including spaces.

Ungroup

(See **Group**.)

Union

A command in the **Merge** submenu (**Item** → **Merge**) that combines all the selected item shapes into one shape, retaining all overlapped areas and non-overlapped areas. One box results from several items selected.

User-specified defaults

Program defaults that have been specified by the user. (See also **Preset defaults** and **Program defaults**.)

Vertical alignment

Controls the vertical placement of text in a box: **Top**, **Centered**, **Bottom**, and **Justified**.

Vertical centering

The positioning of text equidistant from the top and bottom of a text box.

Vertical justification

(See **Vertical alignment**.)

White space

Page areas without text or pictures, often for graphic design effect.

Widow

The last line of a paragraph left alone at the top of a column.

Word space

The amount of space between words. (See also **H&J**, **Kerning**, and **Tracking**.)

Word Underline

A type style with a line underneath all characters except spaces.

WYSIWYG

An acronym for “What You See Is What You Get.” It refers to a screen display that accurately reflects the look of the final, printed page.

x-height

The height of a lowercase *x* for a given font, as measured from the baseline. The x-height is also the height of most lowercase letters in a font (not including ascenders and descenders).

XPress Preferences

A file located in the QuarkXPress folder, which contains program default settings for style sheets, colors, H&J specifications, hyphenation exceptions, dashes and stripes, print styles, and **Preferences** (**Application** and **Document**).

XPress Tags

An option for saving text files with complete QuarkXPress character-formatting information. This format is used only by QuarkXPress.

XTensions software

Add-on software that extends the capabilities of QuarkXPress. XTensions can add tools and menu commands to QuarkXPress for specialized needs. Some XTensions are marketed to the general public, and others are developed exclusively for private use.

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