

QuarkEd[™]

for QuarkXPress[™]

QuarkEd for QuarkXPress
Module 1: QuarkXPress Fundamentals

The choice for publishing software worldwide

Acknowledgments

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This manual was authored entirely with QuarkXPress and Quark Publishing System™ (QPS™). QuarkXPress authoring documents were converted to Portable Document Format (PDF) documents using Adobe® Acrobat® Reader.

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Module 1: QuarkXPress Fundamentals

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Introduction

Using these Materials

The QuarkEd for QuarkXPress lessons contain a minimum of text so you can concentrate on *doing* rather than on *reading*. However, enough information is included so that after you complete the lessons, you can try out the exercises on your own using the text and the accompanying CD-ROM.

Each lesson starts with a new file that includes all the necessary elements from the previous lessons, so if you delete or change elements in one lesson, you won't miss anything in another lesson.

 **Getting Started**

QuarkEd for QuarkXPress has two parts: the instruction documents containing the lessons and the sample electronic files necessary to complete the lessons. The files for both parts are on the QuarkEd CD-ROM.

About the modules

If you're new to QuarkXPress, start with *Module 1: QuarkXPress Fundamentals*. This module contains four lessons that give you an opportunity to work with text, pictures, and other QuarkXPress elements as you complete a simple document and prepare it for printing. When you finish these lessons, you'll have covered all the information you need to create your own QuarkXPress project.

If you've used QuarkXPress before, skim through Module 1 to make sure you're familiar with the information, then proceed to *Module 2: QuarkXPress Essentials*. This module contains eight lessons that teach you how to construct documents, work with color, format text with style sheets, fine-tune typography, combine type and graphics, prepare documents for high-resolution printing, and other topics. The lessons in this book will help you work more efficiently and productively in QuarkXPress.

If you are already proficient in QuarkXPress — or have completed Modules 1 and 2 — you may want to explore *Module 3: Advanced Techniques*. This module contains six lessons that teach you how to use QuarkXPress as an illustration tool, how to increase your productivity in QuarkXPress, and how to publish long documents using the books, lists (table of contents), and indexing features.

About the lessons

The modules are divided into individual lessons, which build on information learned in previous lessons. However, you do not need to complete all the lessons. You may choose the lessons relevant to you and skip others.

Each lesson is divided into two sections: "The Steps" and "The Details." "The Steps" section presents a series of tasks that make up the hands-on portion of a lesson. Tasks don't contain a lot of text, but provide the information you need to complete a lesson and serve as a "how-to guide" after class. Each section of steps ends with a "Checkpoint" page that suggests various ways to check your skills, and presents additional ideas for further exploration.

"The Details" contain the reference section of a lesson. Included is in-depth information related to topics covered in "The Steps." This is a great place to start when you want to learn more about a particular topic or feature.

Other reference books

Another source of information is the documentation that comes with the QuarkXPress software. The documentation includes a complete user guide, *A Guide to QuarkXPress*; a tutorial, *A Preview to QuarkXPress*; and various other booklets and electronic files.



Printing modules and lessons: The QuarkEd for QuarkXPress instruction documents are in the form of Adobe Acrobat files on the CD-ROM. Once you've determined which modules and lessons are appropriate, you can print those portions from the Acrobat Reader.

Conventions

What's ahead

Each lesson begins with a brief overview of what you'll learn. When applicable, a finished version of the lesson file is included so you can open it to see where you're heading.

Lessons and tasks

Lessons are made up of individual tasks that cover a concept, procedure, or feature. Individual tasks are made up of a series of numbered steps that are divided into two parts — the *what you'll do* part includes minimal details in bold type face; the *how you'll do it* part lists specific details and tools you'll need to complete the step (in plain type face). *What you'll do* appears on the first line of a numbered step; how you'll do it appears on subsequent lines.

For example:

- 1 **Copy the picture box on page 1:** Using the Item tool , click to select the picture box containing the "Color Pastels.tif" picture file.

Choose **Edit** → **Copy**.

Menu paths

Menu paths are indicated by arrows →. For example, the following instruction asks you to open the **Print** dialog box by choosing the **Print** command from the **File** menu:

Choose **File** → **Print** to open the **Print** dialog box.

Information you enter

Information you need to type appears in a typewriter type font. For example:

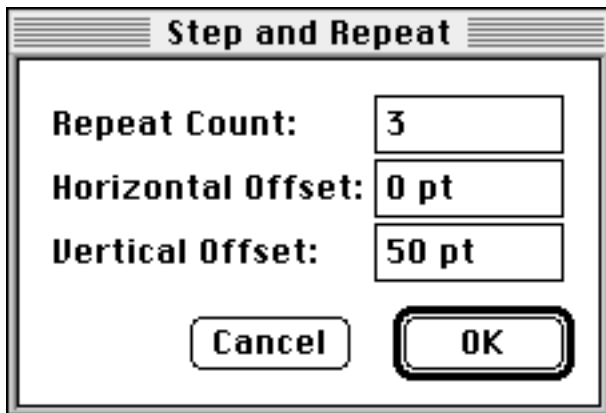
Using the Content tool , click to select the text box; then type `color`.

Screen captures and tables

Screen captures are often used to provide visual examples or avoid unnecessary explanatory text. Tables sometimes accompany or replace screen captures so you can quickly check settings as you perform a task.

In the following example, you have a screen capture for a visual reference, along with a table showing the exact settings you need to make:

Choose **Item** → **Step and Repeat** to open the **Step and Repeat** dialog box:



The **Step and Repeat** dialog box lets you specify the number of copies QuarkXPress makes of an active item, and how far the copies are offset horizontally and vertically from the original and each other.

Enter these settings, then click **OK**:

Field	Setting
Repeat Count	3
Horizontal Offset	0 pt
Vertical Offset	50 pt


Tips, keyboard commands, and notes

The sidebar contains tips relating to a task, as well as keyboard commands used on that particular page.

Tips

Tips include information that's helpful or useful, but may not directly affect your performance of a task. Tips often provide background information or suggest an easier or more efficient way to accomplish a particular function.

For example:

 **Moving the Tool palette:** By default, the **Tool** palette appears to the left of the document window, but it can be moved by dragging the shaded bar at the top of the palette.

Keyboard commands

Keyboard commands list a key or combination of keys that you can press to perform a particular function without using your mouse. The keyboard commands immediately follow each task's instructions.

For example:

**Keyboard Commands for Mac OS:**

Print⌘+P

**Keyboard Commands for Windows:**

PrintCTRL+P

When keyboard commands appear in text, they are listed with Mac OS commands first, followed by Windows commands and separated by a slash.

For example:

To make the document window update as you scroll, press Option/ALT while dragging the scroll box.

The following symbols are commonly used to represent particular keys on Mac OS:

- Command key: ⌘
- Option key: ⌥
- Shift key: ⇧
- Control key: ⌃

Notes

Notes appear in the main body of text because they contain information that can have a direct impact on your understanding of a task or its outcome.

For example:



If you import a picture into a box that already contains a picture, the existing picture will be replaced by the new one.



Saving while performing lessons: Each lesson in QuarkEd directs you to create or to open a file, then name and save it. Steps in the lessons do not instruct you to save thereafter — you should save as often as you normally would while working on a computer. This means save often.

 **Setting Up**

Before starting QuarkEd, be sure QuarkXPress, the appropriate fonts, and the necessary lesson files are on your machine.

QuarkXPress software

There are a few things to check inside your QuarkXPress program folder before getting started.

First, locate the file called XPress Preferences. The XPress Preferences file stores default settings that dictate how various QuarkXPress features work — and therefore may affect steps in the QuarkEd lessons. If you're working with a new copy of QuarkXPress, the preferences will contain the Quark-specified defaults and you will not need to worry about it. If this is a working copy of QuarkXPress used in a publishing environment, the XPress Preferences may contain hours worth of modifications. If you suspect that is the case, place the file in a separate folder for the duration of the lessons. When you launch QuarkXPress, it will create a new “factory” preferences that you can use to complete the lessons.


The second thing to check is the “XTension” folder within your QuarkXPress folder. XTensions™ software expands the capabilities of QuarkXPress by adding features, menu commands, tools, etc. Make sure the following files are in the XTension folder: Cool Blends™, JPEG Import, LZW Import, XPress Tags Filter. Check the “XTension Disabled” folder for any missing files.


Fonts

To simplify font issues, the Mac OS sample documents contain only Helvetica and Times fonts; the Windows sample documents contain Arial and Times New Roman fonts.

Lesson files

The lesson files are in folders labeled “Module 1,” “Module 2,” and “Module 3.” Drag the appropriate module’s folders to your hard drive. If space is limited, copy one module at a time, or copy only the files for the lessons within each module that you intend to complete. Each module’s folder contains a “Student Files” folder for you to store files in while you’re working. You can delete these files when you finish a module.

 **Launching QuarkXPress:** It might be helpful to create an alias or shortcut for QuarkXPress so you can use a desktop icon to easily launch the program.

 **Working with a demonstration version:** If you do not own QuarkXPress, the QuarkEd CD-ROM provides a demonstration version of the software that you can use to complete the lessons. However, you cannot save files with the demonstration version, so you should skip over those steps in the lessons.

1

The Concepts

The Steps

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1

The Concepts

What's Ahead

QuarkXPress is electronic publishing software. You can use it to create any kind of publication, from black-and-white business cards to multicolor magazines. To use QuarkXPress effectively, you need to understand some basic concepts.

This lesson will introduce you to concepts and interface features that are fundamental to QuarkXPress. To see the finished document, open “Color Final.qxt” in the “Lesson 1” folder inside the “Module 1” folder.

Opening an Existing Document

In this task you'll open a partially completed page from an article about color. Later you'll examine important concepts and interface conventions as you complete the page.



Keyboard Commands for Mac OS:

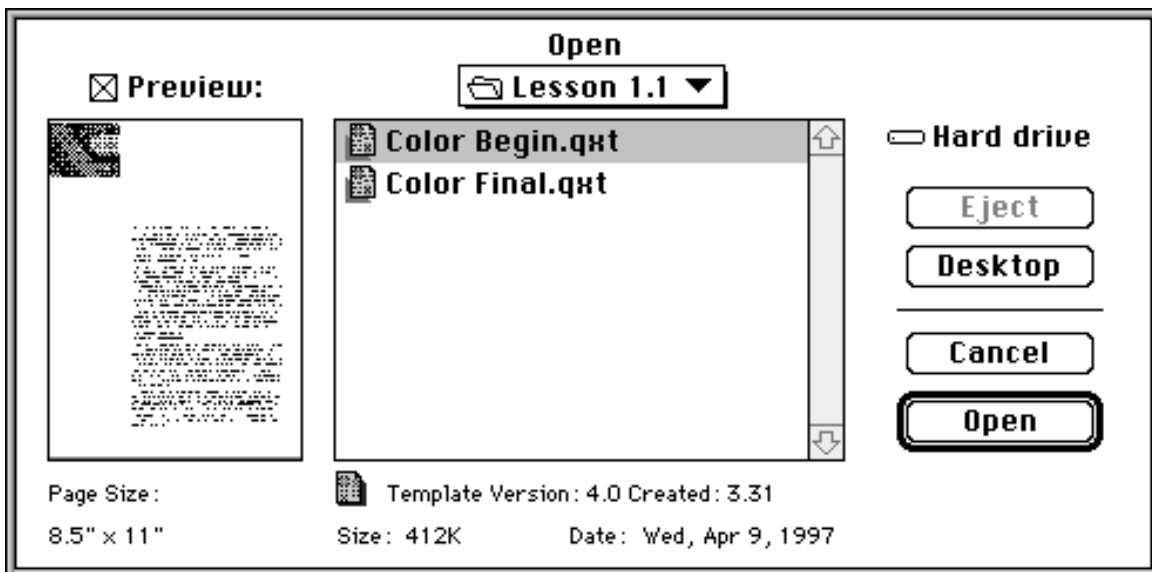
Open⌘+O
 Fit in Window⌘+0 (zero)
 Save⌘+S
 Save as⌘+⇧+S



Keyboard Commands for Windows:

OpenCTRL+O
 Fit in WindowCTRL+0 (zero)
 SaveCTRL+S
 Save asCTRL+ALT+S

- 1 **Launch QuarkXPress:** If QuarkXPress isn't running, locate the QuarkXPress icon and double-click it.
- 2 **Display the Open dialog box:** Choose File → Open.

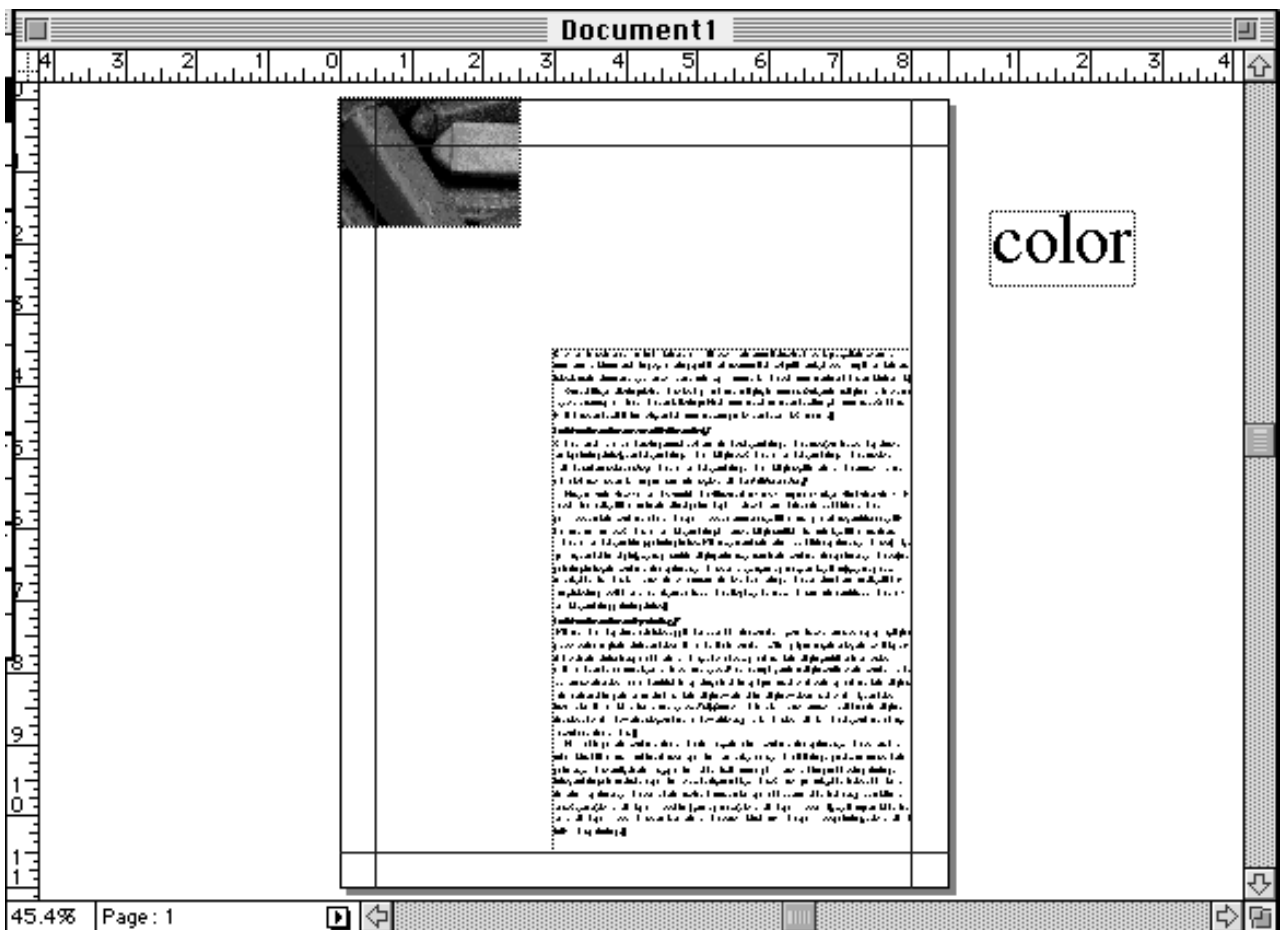


The **Open** dialog box shows the QuarkXPress version that created a document and the document type.

3 Open the “Color Begin.qxt” file: Open the “Module 1” folder, then open the “Lesson 1” folder. Select the “Color Begin.qxt” template and click **Open**.

!!! If the **Nonmatching Preferences** dialog box displays, click **Keep Document Settings**. If the **Missing Fonts** dialog box displays, click **Continue**. A new document based on the template appears in the document window.

4 Change the document view: If you can’t see the entire document page and the pasteboard surrounding it, choose **View → Fit in Window**. The document page is centered in the document window.





The pasteboard surrounding each page or spread can be used to store QuarkXPress elements. Items on the pasteboard, such as the dotted rectangle containing the word “color,” won’t print unless they overlap a document page.


5 Save the document in the Student Files folder: Choose **File → Save as** to display the **Save as** dialog box. Locate and open the “Student Files” folder inside the “Module 1” folder.

Enter a descriptive name for the file such as “My Color Doc.qxd.” (Use the three-character extension “.qxd” in the name.)

Verify that the **Type** is **Document(s)** and the **Version** is **4.0**, then click **Save**.

 **Opening templates:** When you open a template, QuarkXPress creates a new copy of the original document for you to work on. This lets you make changes to the copy without affecting the original. (Therefore, all QuarkEd lesson files are saved as templates.) If you want to apply changes to a template, simply use the same name and replace the existing file.

 **Fitting a spread in the document window:** You can fit an entire spread and the pasteboard in the document window by pressing Option/ALT while choosing **Fit in Window**.

 **Naming files:** Adding the “.qxd” extension to file names ensures that both Mac OS and Windows will recognize the files as QuarkXPress documents. (Windows adds extensions to file names automatically, but you can also enter them manually as you would on Mac OS.) The “.qxt” extension identifies files as QuarkXPress templates.

Examining the Tool Palette

Often, you can use menu commands, keyboard commands, or palettes to perform the same task. Palettes are movable windows that contain related controls or tools. Two of the most frequently used QuarkXPress palettes are the **Measurements** palette and the **Tool** palette. In this task you'll examine the **Tool** palette.



Keyboard Commands for Mac OS:

Show/Hide ToolsF8
 Application Preferences⌘+⌥+⇧+Y



Keyboard Commands for Windows:

Show/Hide ToolsF8
 Application PreferencesCTRL+ALT+SHIFT+Y

- 1 **Display the Tool palette:** If the **Tool** palette isn't open, choose **View → Show Tools**.

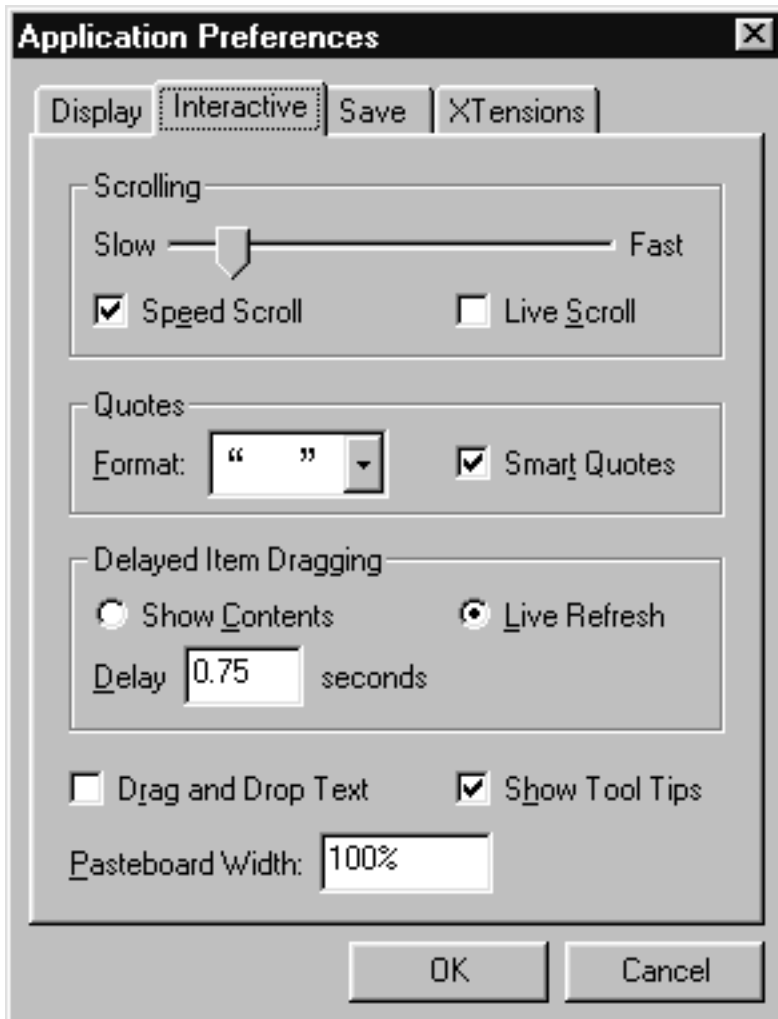


Tools create and edit elements such as text boxes, picture boxes, lines, text paths, text, and pictures. When you click a tool to select it, its icon is highlighted.

- 2 Open the Application Preferences dialog box and enable Tool Tips:
Choose Edit → Preferences → Application.

Click the **Interactive** tab.

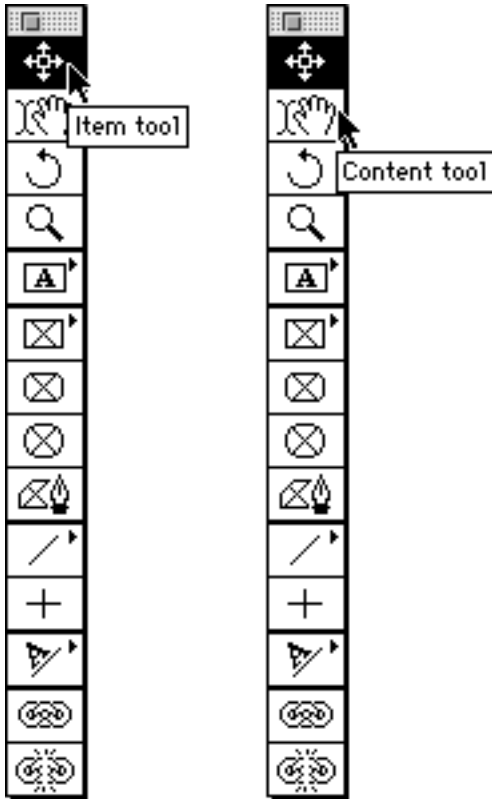
In the lower right of the tab, locate the **Show Tool Tips** box and make sure it's checked. Click OK.



The **Interactive** tab lets you control many of the ways you interact with QuarkXPress.

- 3** **Display tool names:** Move the pointer over a tool in the **Tool** palette to display its name. There may be a slight delay before the tool name appears.


Place the cursor over other tools to display their names. You'll learn what each tool does as you use it.




When the pointer is placed over a tool, its name displays whether or not the tool is selected.

- 4** **Look at the “pop-out” tools:** Click and hold one of the tools with a small arrow in its upper right corner (for example, the Rectangle Text Box tool ).

Notice the additional tools. “The Details” section of this lesson explains how you can customize the **Tool** palette by adding hidden tools or removing some of the existing ones.

 **Moving the Tool palette:** By default, the **Tool** palette appears to the left of the document window, but it can be moved by dragging the shaded bar at the top of the palette.

 **Turning off Tool Tips:** Once you become familiar with QuarkXPress, the **Tool Tips** may get in your way. To turn the feature off, simply uncheck **Show Tool Tips** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu).

Creating Guides

Guides are nonprinting lines used to position items on a page. You specify margin guides when you create a new document. For positioning page elements, you can drag ruler guides onto a document page from the rulers. In this task you'll create horizontal and vertical ruler guides.



Keyboard Commands for Mac OS:

Show/Hide Rulers ⌘+R
 Show/Hide Guides F7






Keyboard Commands for Windows:

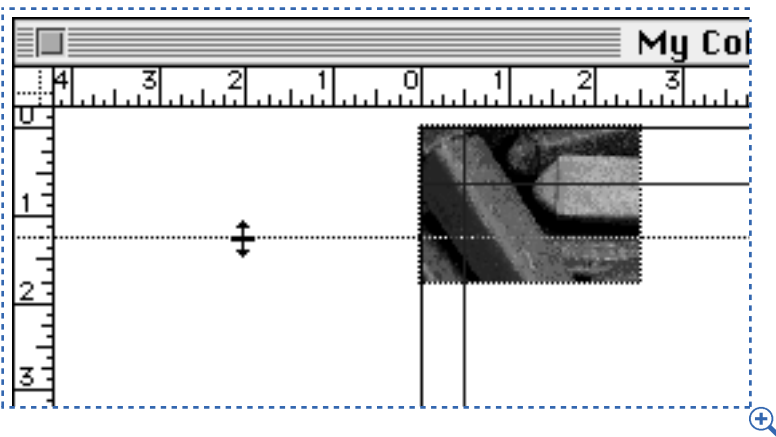
Show/Hide Rulers CTRL+R
 Show/Hide Guides F7

1 **Display Rulers and Guides:** If rulers aren't showing choose **View → Show Rulers**. Rulers appear at the top and left of the document window.

If guides aren't showing choose **View → Show Guides**. Margin Guides appear around the edges of the document page.


2 **Create a horizontal guide:** Click the Item tool  in the **Tool** palette. Move the Arrow pointer  over the ruler at the top of the document window.

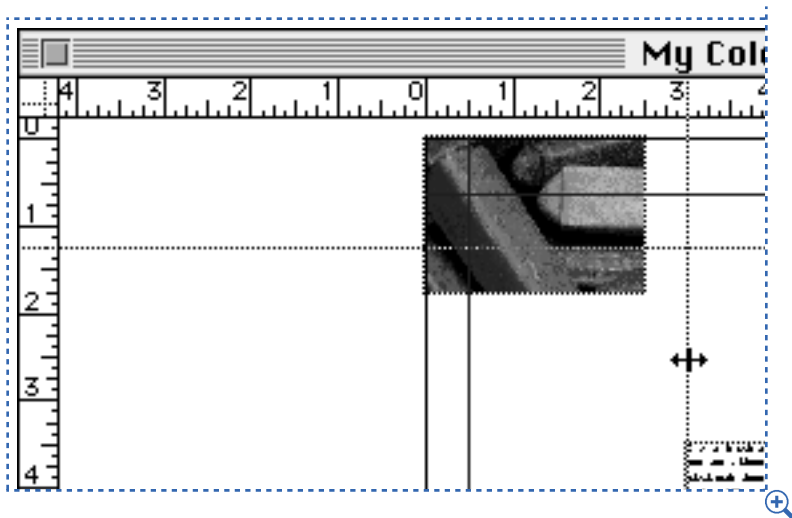
Click the ruler to display the  pointer and drag approximately 1.25" down the document page (use the left ruler as a reference). When you release the mouse button, a horizontal guide displays.




Nonprinting guides can be pulled from the rulers at the top and left of the document page when the **Show Guides** command (**View** menu) is enabled.


- 4** **Create a vertical guide:** Move the Arrow pointer  over the ruler at the left of the document window.

Click the ruler to display the  pointer and drag approximately 3" across the document page (use the top ruler as a reference). When you release the mouse button, a vertical guide displays.



Ruler guides appear as green lines by default, but you can assign other colors to them in the **Display** tab in the **Application Preferences** dialog box.

 **Identifying guides:** By default, on color monitors, margin guides are displayed as blue lines and ruler guides are displayed as green lines. QuarkXPress automatically places margin guides in all new documents. You specify their position in the **Margin Guides** fields in the **New Document** dialog box. Ruler guides are guides that you create by dragging them off the horizontal and vertical rulers.

 **Displaying ruler guides:** You can control whether ruler guides display **In Front** or **Behind** QuarkXPress elements using the **Guides** menu in the **General** tab of the **Document Preferences** dialog box.

Navigating through QuarkXPress

The QuarkXPress document window functions like windows in most other Mac OS and Windows applications. You move and resize document windows as you would any other program's windows. In this task you'll learn to navigate *within* a QuarkXPress window — within a page and from page to page.



Keyboard Commands for Mac OS:

Page Grabber Hand ⌘
 Go to Page ⌘+J

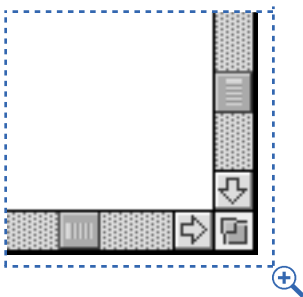


Keyboard Commands for Windows:

Page Grabber Hand ALT
 Go to Page CTRL+J

1 Use the scroll bars to move the page around: Click the arrows on the bottom and right sides of the document window, then try dragging the box inside the scroll bars.

This moves the page around. In documents with multiple pages, the scroll bars let you navigate to other pages as well.




The arrows and boxes in the scroll bars allow you to move around within a page or document.

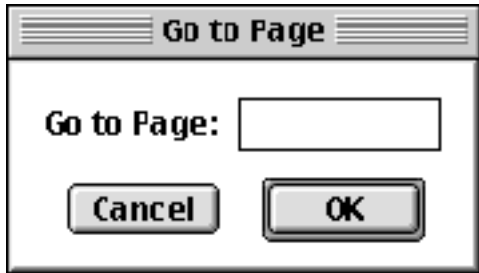
2 Use the Page Grabber Hand to move around within the page: Press Option/ALT to display the Page Grabber Hand . Move the mouse around to move the page.

3 Locate the Go to Page dialog box: Choose Page → Go to. You can enter page numbers in this dialog box to quickly jump to another page.


Since this document has only one page, click **Cancel**.

- 4** | **Locate the go-to-page pop-up menu:** In the lower left corner of the document window, locate the small triangle  (next to the far left scroll arrow).


Click the arrow to display icons for the master pages and document pages. Selecting a page icon displays that page in the document window.



The go-to-page pop-out menu provides a quick, visual method for switching pages in a document.

-  | **Switching pages in a document:** The **Document Layout** palette (View menu) displays an icon for each master page and document page in a document. Double-clicking an icon displays that page in the document window. As you become more familiar with QuarkXPress, you'll discover favorite keyboard commands that allow you to navigate between pages as well.

Working with Items



The distinction between “items” and “contents” is fundamental to QuarkXPress. “Items” are text boxes, text paths, picture boxes, and lines. Text and picture-related items support contents. “Contents” are text and pictures. Before you can add text to a document, you must create a text box or a text path to contain it. Before you can add pictures, you must create a picture box. To manipulate items, you’ll usually need to select the Item tool . In this task you’ll move and resize an existing text box.

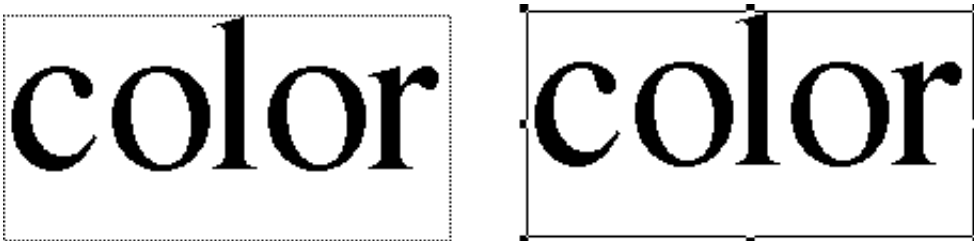
 **Keyboard Commands for Mac OS:**

Snap to Guides+F7

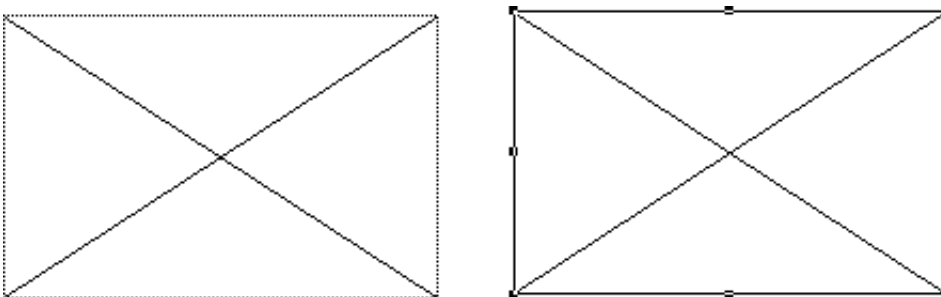
 **Keyboard Commands for Windows:**

Snap to GuidesSHIFT+F7


- 1** | **Select the Item Tool **: If necessary, click the Item tool  in the **Tool palette**.
- 2** | **Select a text box**: Click the text box on the pasteboard containing the word “color.” When you click the text box, it becomes active — the border becomes solid, and resizing handles appear at each corner and on each side.

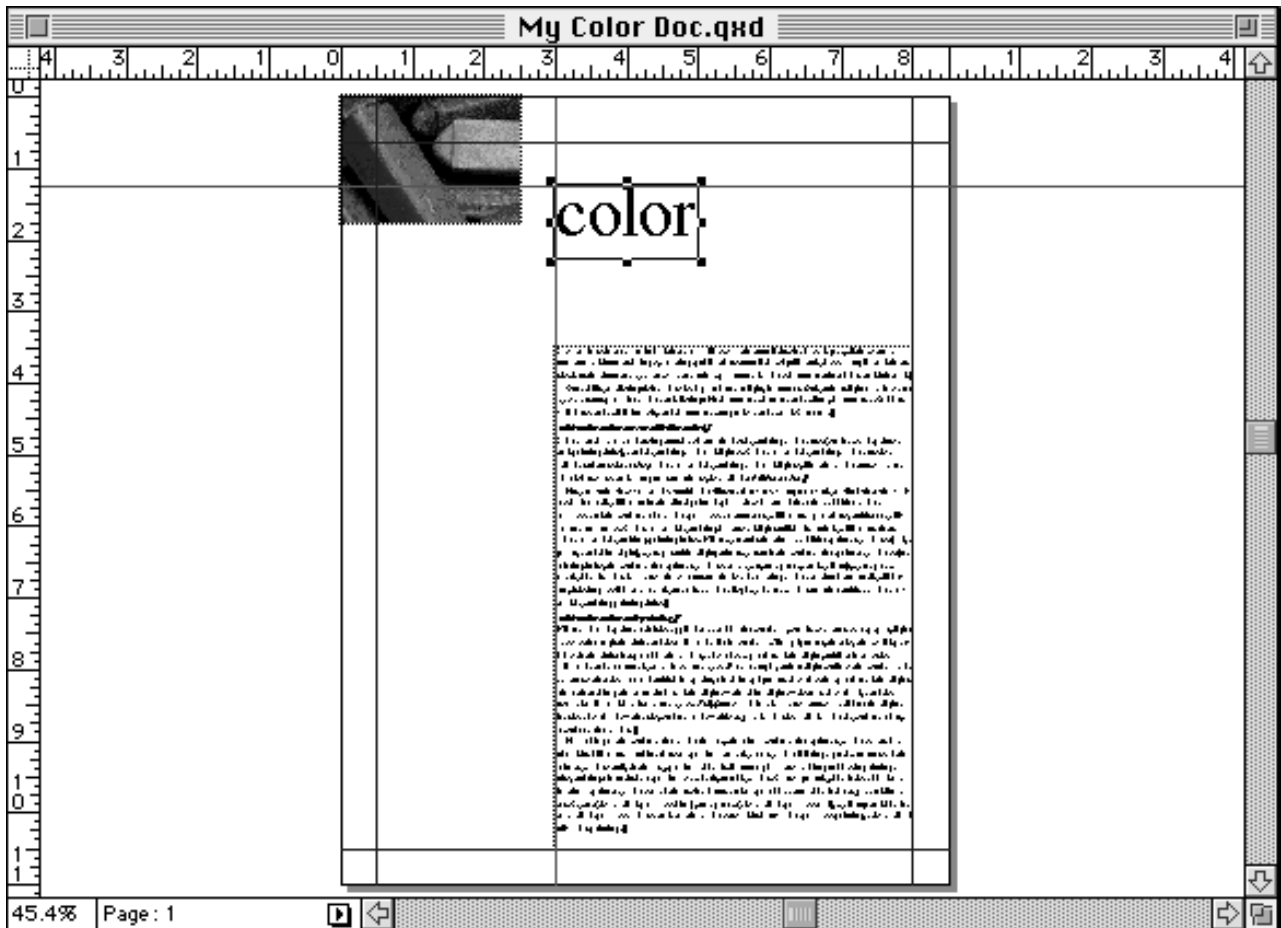


A dotted outline depicts inactive boxes when guides are enabled (left). Active boxes display solid borders and resizing handles (right).





For comparison with the text boxes above, this example shows an inactive picture box (left) and an active picture box (right).

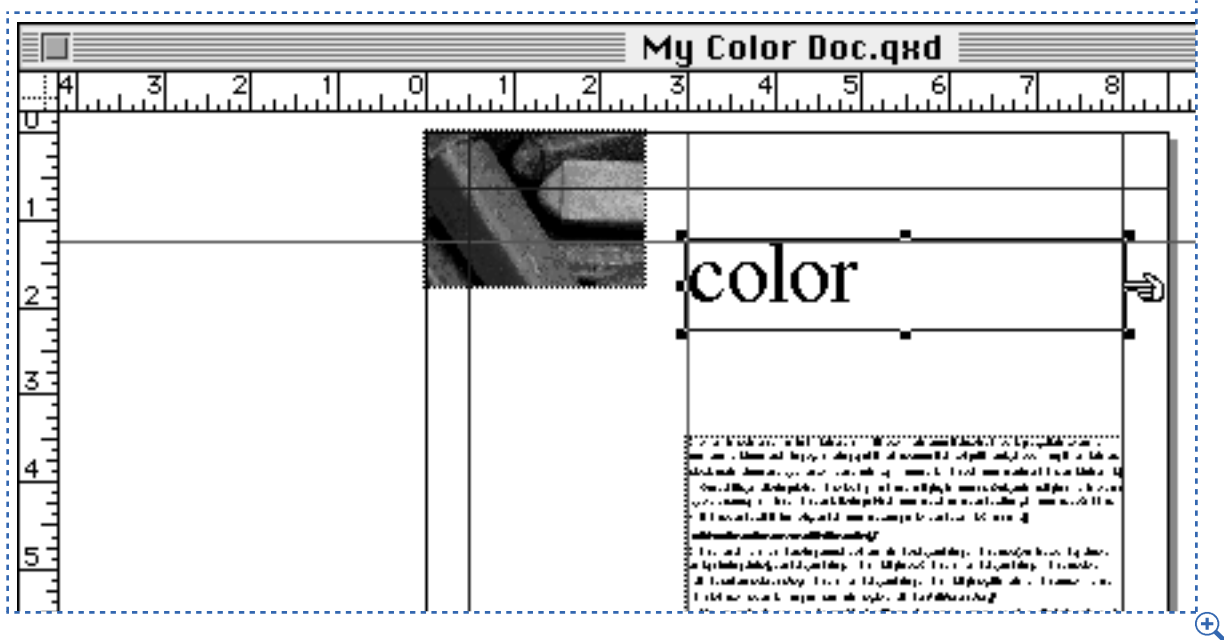
- 3 **Enable the Snap to Guides feature:** Choose the **View** menu and make sure a checkmark appears beside **Snap to Guides**. Because this command “toggles” on and off, don’t highlight it if it is already checked.
- 4 **Move the “color” text box to the document page:** Using the Item tool  to drag the text box, align its upper left corner with the guides you created earlier. As you drag the text box into position, it “snaps” to the guides.




The “color” text box is positioned on the document page.







- 5** **Resize the text box:** Move the Item tool  over the resizing handle on the right side of the text box to display the Resizing pointer .


Drag the resizing handle to the right margin guide. As you drag the handle, the text box gets wider and its right side snaps to the margin guide.




The text box is extended to the right margin guide.

-  **Distinguishing text boxes from picture boxes:** When Guides are showing, an empty picture box can be distinguished from an empty text box by the “X” pattern in the picture box.

-  **Switching between the Item and Content tool:** To toggle between the Item  and Content  tools press Shift+F8. When the Content tool  is selected, you can select the Item tool  temporarily by pressing /CTRL.

-  **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 and you drag an item within the snap distance, the item seems to “jump” to the guide. The **Snap Distance** is specified in pixels in the **General** tab of the **Document Preferences** dialog box.

Modifying Items

The **Modify** dialog box lets you change several specifications for an active item in a single dialog box. Like many menus, windows, and palettes in QuarkXPress, the **Modify** dialog box is context-sensitive so its tabs vary depending on the active item. In this task you'll resize a text box using the **Modify** dialog box instead of the Item tool .



Keyboard Commands for Mac OS:

Actual Size⌘+1
 Modify⌘+M

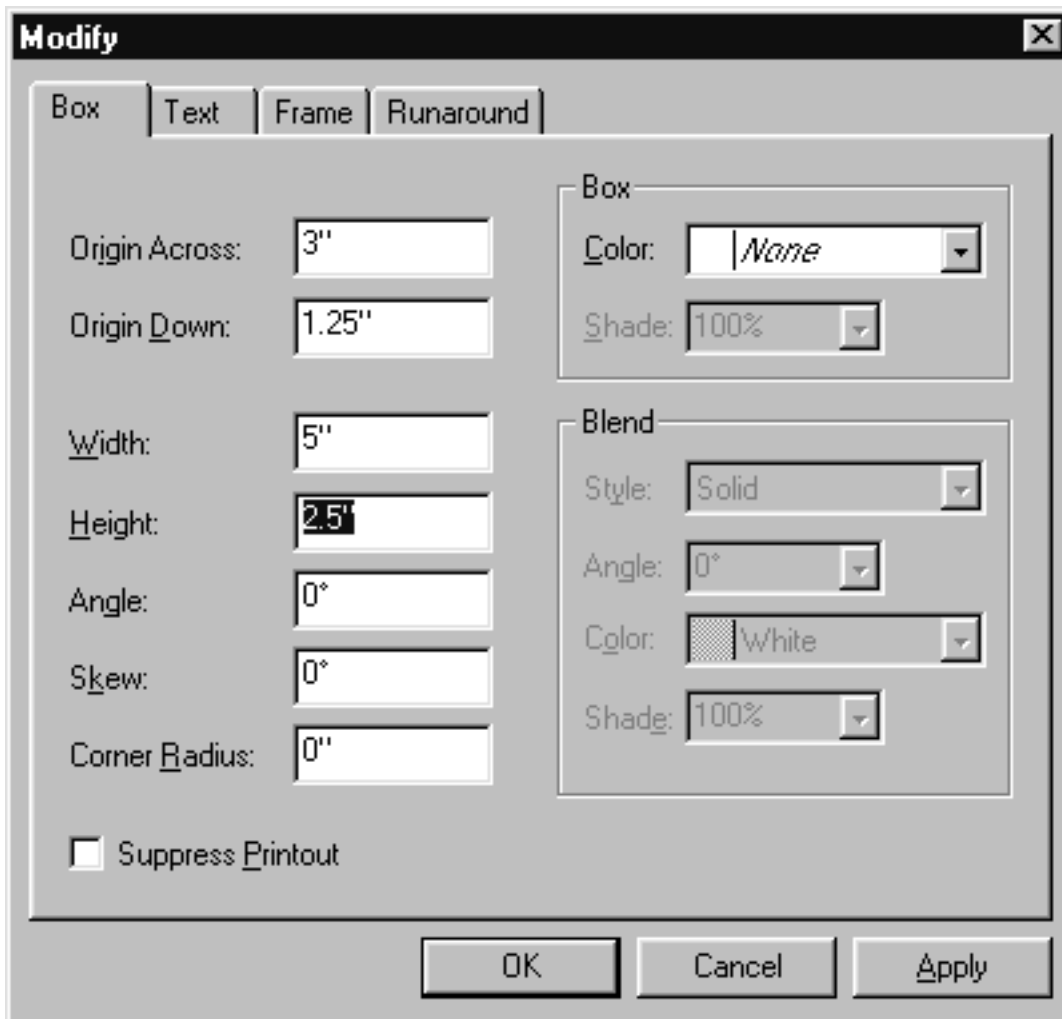


Keyboard Commands for Windows:

Actual SizeCTRL+1
 ModifyCTRL+M

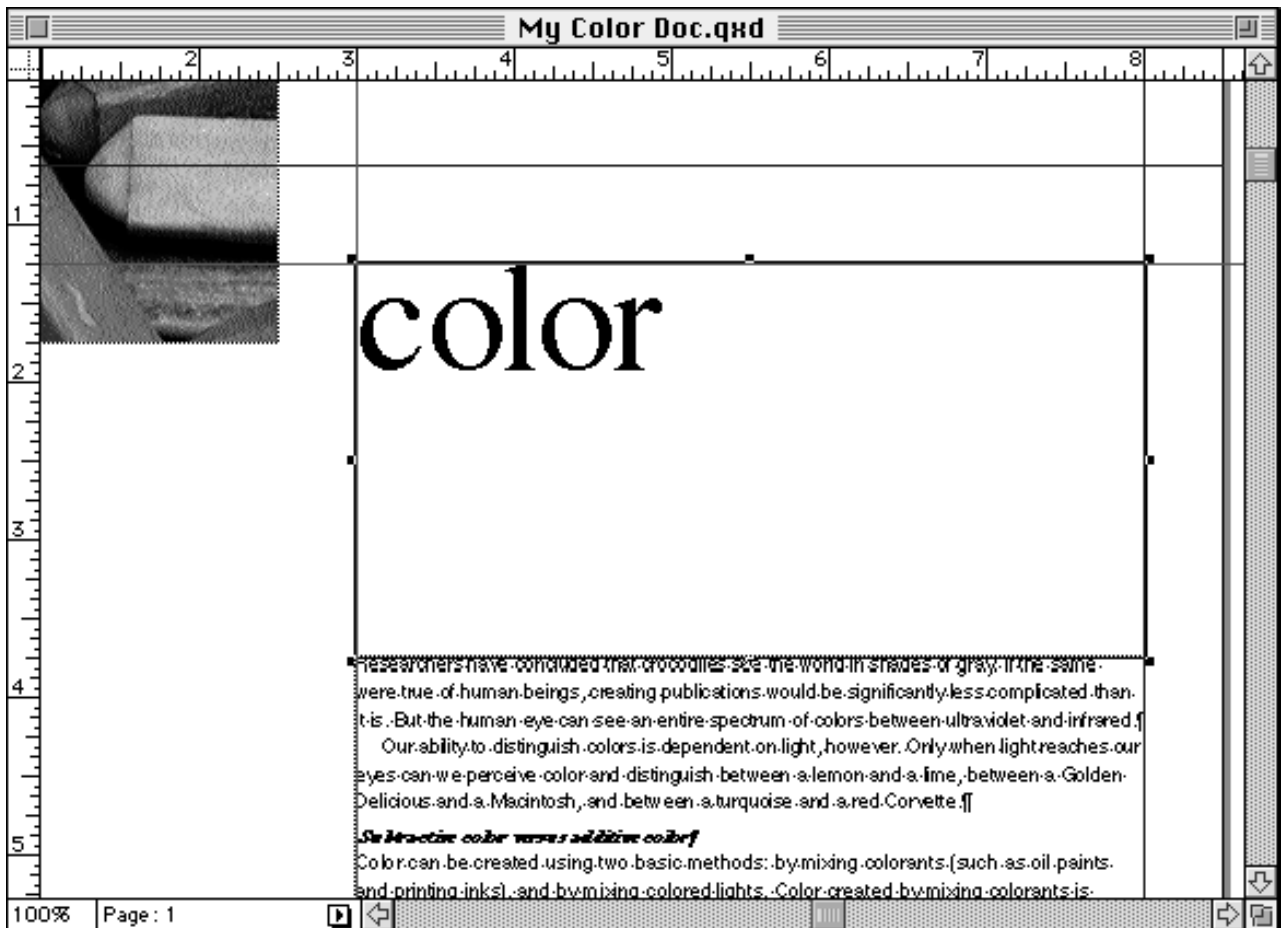
1 | Display the document at actual size: Choose **View** → **Actual Size**.

- 2** Open the **Modify** dialog box: If necessary, click to activate the text box, then choose **Item** → **Modify**.





Tabs in the **Modify** dialog box vary depending on the type of item that is active.

- 3** Change the height of the text box: Enter 2.5 in the **Height** field of the **Box** tab, then click OK.





The height of the text box increases to 2.5".

 **Navigating through fields:** To highlight the next field in a palette or dialog box press the Tab key. To highlight the previous field, press Shift+Tab.

 **Navigating through tabs:** To display the next tab in a dialog box on Mac OS, press ⌘+Tab. To highlight the previous tab in a dialog box, press ⌘+Shift+Tab. To display the next tab in a dialog box on Windows, press CTRL+TAB. To highlight the previous tab in a dialog box, press CTRL+SHIFT+TAB.

Working with Contents

To manipulate contents, select the Content tool . In this task you'll use the Content tool  to highlight text, then you'll modify the text using commands in the **Style** menu.



Keyboard Commands for Mac OS:

Centered Alignment ⌘+⇧+C




Other Size (font) ⌘+⇧+\



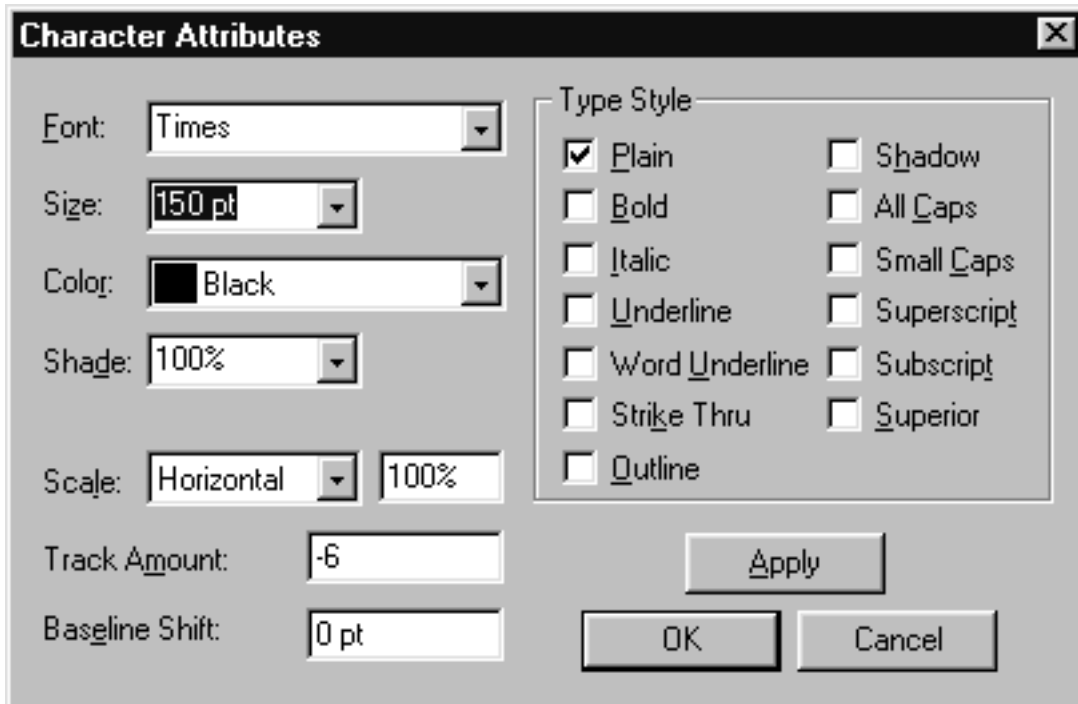
Keyboard Commands for Windows:

Centered Alignment CTRL+SHIFT+C

Other Size (font) CTRL+SHIFT+\

- 1** | **Select the Content tool .** Click the Content tool  in the **Tool** palette.
- 2** | **Change the text alignment:** Click and drag the Content tool  over the word “color” to highlight it, then choose **Style** → **Alignment** → **Centered**.

- 3** **Change the font size:** Make sure the text is still highlighted, then choose **Style** → **Size** → **Other**. The **Character Attributes** dialog box opens with the **Size** field highlighted.



From the **Style** menu you can choose preset font sizes in the **Size** submenu, or choose **Other** to set font sizes manually in the **Character Attributes** dialog box.

Enter 150 in the **Size** field.

Click **OK**.

Using the Measurements Palette

The **Measurements** palette lets you modify many item and content attributes. Generally, the left side of the palette lets you modify items and the right side lets you modify contents. In this task you'll use the **Measurements** palette to resize a picture box and modify the picture it contains.



Keyboard Commands for Mac OS:

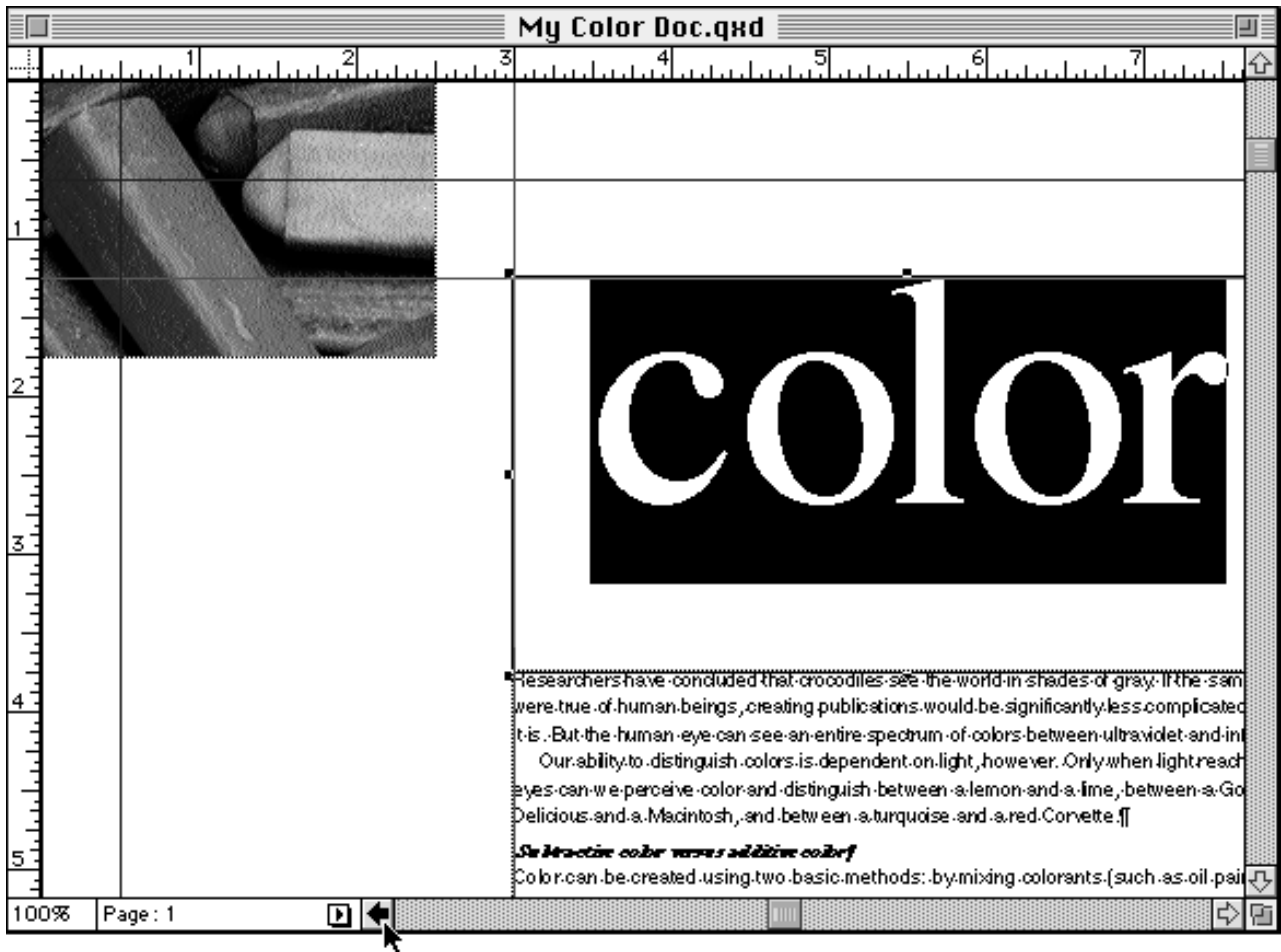
Show/Hide Measurements	.F9
Show/Hide Guides	.F7
Fit in Window	.⌘+0 (zero)
Close	.⌘+W





Keyboard Commands for Windows:

Show/Hide Measurements	.F9
Show/Hide Guides	.F7
Fit in Window	.CTRL+0 (zero)
Close	.CTRL+F4



- 1** Scroll to see the existing picture box containing an image of artists' pastels: If necessary, click the horizontal scroll arrows to scroll across the page or the vertical scroll arrows to scroll up or down the page.



The existing picture box is shown in the upper left corner of the document window.

- 2** Select the picture box: Using either the Item tool  or Content tool , click the picture box.
- 3** If necessary, display the Measurements palette: Choose View → Show Measurements.

Using the shaded bar at the left of the Measurements palette, drag it to a convenient location such as the bottom of the screen.

4 **Resize the picture box:** Using either the Item tool  or Content tool , click and drag the pointer over the value in the **H** field of the **Measurements** palette to highlight it.

Enter 3.75, then press Return/ENTER↵.



The **H** field reflects the height of the picture box.

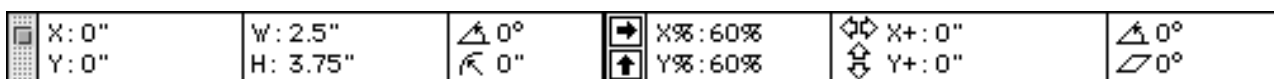
5 **Resize the picture:** Click and drag the pointer over the value in the **X%** field (100%) on the right side of the **Measurements** palette to highlight it.

Enter 60 to scale the picture horizontally.

Press Tab to highlight the value in the **Y%** field (100%) on the right side of the **Measurements** palette.

Enter 60 to scale the picture vertically.

Press Return/ENTER↵.




The **X%** and **Y%** fields reflect the scale of the picture.

6 **Hide the document's guides:** Choose **View** → **Hide Guides**.

7 **Change the document view and deselect the picture box:** Choose **View** → **Fit in Window**, then click the pasteboard to see the results of your changes.

8 **Close and save the document:** Choose **File** → **Close**. If you haven't recently saved your document, a dialog box asks you to save it. Click **Yes**.

 **Sizing and positioning items using the Measurements palette:** Items may be precisely sized or positioned by highlighting fields in the **Measurements** palette, then entering desired values. To highlight a field, click and drag the pointer over it or double-click the field.

 **Checkpoint**

Confirm your new skills — then try them out. If you have any questions, ask your instructor or consult “The Details” section of this lesson.

How are you doing?

Make sure you can:

- Open an existing document
- Save a document
- Create and use guides
- Determine which tools are text-related and which are picture-related
- Determine which tools or menus you would use to manipulate items or contents
- Manipulate items and contents using the **Measurements** palette

On your own

Experiment with new documents or open some of the other lesson files.

Try the following:

- Create a few more vertical and horizontal guides by dragging them off the rulers.
- Move guides or drag them off the page — notice what happens in the **Measurements** palette as you move guides.
- Try turning **Snap to Guides** (**View** menu) on and off, then move items toward guides — notice the difference **Snap to Guides** makes.
- Select a text box that contains a lot of text and change the font size or the alignment.



The lesson files are all templates, which means you can open copies of them without affecting the original files.

Documents

QuarkXPress lets you create documents from scratch, build documents based on existing templates, and work with previously saved documents. Documents can consist of single pages or spreads with left- and right-facing pages.




Opening files

QuarkXPress allows you to have up to 25 documents, templates, or libraries open at one time. Using the current version of QuarkXPress, you can open documents saved in version 2.1 or later. To open a file, use the **Open** command in the **File** menu.

- If your document contains preference settings that are different from those in your *XPress Preferences* file, the **Nonmatching Preferences** dialog box opens. To use settings saved with the document, click **Keep Document Settings**. To update the document to the *XPress Preferences* on your machine, click **Use XPress Preferences**. Updating settings could cause text to reflow.
- If your document contains fonts not installed on your system, the **Missing Fonts** dialog box displays. If you click **Continue**, QuarkXPress automatically displays system fonts for the missing fonts. The fonts specified in the document don't change. To display a list of missing fonts, click **List Fonts**; then you can choose other fonts to permanently replace them.

The pasteboard


The pasteboard is a nonprinting area that surrounds individual pages and spreads. The pasteboard can be used as a work area, a temporary storage area, or to “bleed” items off a page. The pasteboard works as follows:

- Scroll left or right to view the pasteboard. Create, position, or 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; then drag it into position.
- When you create a horizontal ruler guide and release the  pointer over the pasteboard, the guide displays across the pasteboard and all the pages in a spread. If you release the  pointer over a document page, the guide displays only on the page.
- **Bleed** is the term used to describe items that are printed to the edge of a finished page. To create a bleed item, extend the item from a document page onto the pasteboard. Once a document with bleed elements is reproduced on press, a commercial printer can trim it to its finished page size.

Saving documents

The **Save** command records changes to your documents. When you choose **Revert to Saved**, 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**:

- Choose **Save as** (**File** menu). Use the controls in the dialog box to specify a location for the new document file, then enter a name for the document in the **Save current document as** field.
- Choose a QuarkXPress file format version from the **Version** menu. Earlier versions of QuarkXPress are unable to open documents saved in the current version. Items based on features exclusive to the current version will be modified or stripped from documents saved in the 3.3 format.
- On Mac OS, check **Include Preview** to create a thumbnail preview of the document for display in the **Open** dialog box; then click **Save**.

 **Customizing the pasteboard width:** To adjust the width of the pasteboard, click the **Interactive** tab of the **Application Preferences** dialog box, then enter a value in the **Pasteboard Width** field. **Pasteboard Width** is measured as a percentage of the document width. You can specify a value from 0% to 100%. At least .5" of pasteboard will always surround document pages and the pasteboard width cannot exceed 48". The default width value is 100%.

Tool Palette

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

- 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.
- To select a tool, click it. Press \mathbb{A} +Tab/CTRL+ALT+TAB to select the tool below the current tool; press \mathbb{A} +Shift+Tab/CTRL+ALT+SHIFT+TAB to select the tool above the current tool.
- To specify default settings for magnification and item creation through the **Tools** tab of the **Document Preferences** dialog box, choose **Edit** → **Preferences** → **Document**. You can also access the **Tools** tab by double-clicking an item creation tool or the Zoom tool \mathcal{Q} . Tool preferences apply to the active document; if no documents are open, tool preferences become application defaults.






Keyboard Commands for Mac OS:



Show/Hide ToolsF8
Show/Hide individual tool	⏏+click
Select next tool \mathbb{A} +Tab
Select previous tool \mathbb{A} + \uparrow +Tab
Keep tool selected \mathcal{Q} +click
Page Grabber Hand \mathcal{P} * \mathcal{P}
Zoom in pointer \mathcal{Q}	⏏
Zoom out pointer \mathcal{Q} \mathcal{Q} +⏏

*The Page Grabber Hand \mathcal{P} is not accessible when the Zoom tool \mathcal{Q} is selected or when Caps Lock is enabled.




Keyboard Commands for Windows:

Show/Hide ToolsF8
Show/Hide individual toolCTRL+click
Select next toolCTRL+ALT+TAB
Select previous toolCTRL+ALT+SHIFT+TAB
Keep tool selectedALT+click
Page Grabber Hand  *ALT
Zoom in pointer CTRL+SPACE
Zoom out pointer ALT+CTRL+SPACE

*The Page Grabber Hand  is not accessible when the Zoom tool  is selected.

Default Tool palette


The basic function of each tool in the **Tool** palette is described below:







 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.

 Rectangle 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.

 Orthogonal Line tool creates perfectly horizontal or vertical straight lines.





 Line Text-Path tool creates a straight line of any angle, that supports text; provides access to other text-path tools.

 Linking tool establishes text chains among text boxes or text paths.

 Unlinking tool breaks links among text boxes or text paths.




 Page Grabber Hand (not displayed in palette) scrolls a page in any direction. To use, press Option/ALT — except when the Zoom tool  is selected, and on Mac OS when Caps Lock is enabled.

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.

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 a triangular arrow on the tool icon.



- To display pop-out tools, click and hold a tool that has an arrow on its icon.
- To select a pop-out tool and replace a tool on the main palette, click the tool on the main palette and drag to the pop-out tool.
- To add a pop-out tool to the main palette, press Control/CTRL while you select the tool from a pop-out.
- To hide a tool, press Control/CTRL while you click that tool. At least one tool from each pop-out must remain on the main 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.

Item and Content Tools

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.

Features specific to the Item tool

When the Item tool is selected you can:





- 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/BACKSPACE 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 you can:




- Cut, copy, paste, or clear highlighted text or cut, copy, paste, or clear pictures in active picture boxes. The boxes themselves are unaffected.
- 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 import or edit text. You cannot place the Text Insertion bar  below existing paragraphs. To highlight text, drag the I-beam pointer  over it.


You can edit highlighted text using the **Style** menu, the **Measurements** palette, keyboard commands, or the **Text** tab of the **Modify** dialog box (Item menu).

Text Insertion bar

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

You can enter text at the text insertion point by typing or choosing **Get Text** (**File** menu). You can delete text preceding this point by pressing Delete/BACKSPACE. 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 that contains a picture, the Picture Mover pointer  displays. To move the picture, drag the Picture Mover pointer in any direction, or use the arrow keys on the keyboard.



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

Features common to the Item tool and the Content tool



You can use either the Item tool  or the Content tool  to:

- Select and manipulate boxes, lines, and text paths.
- 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.

Marquee 







With either the Item or Content tool selected, you can access a standard Marquee pointer  to select multiple items. Begin by pressing the mouse button outside any item boundaries, then drag the Marquee over multiple items. To add or remove an item, press the Shift () key while you click the item.

Resizing pointer 

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






Mac OS

Resize item and scale contents	Command
Scale	 +drag
Scale and constrain to square bounding box	 +  +drag
Scale and maintain proportions	 +  +  +drag


Windows

Resize item and scale contents	Command
Scale	CTRL+drag
Scale and constrain to square bounding box	CTRL+SHIFT+drag
Scale and maintain proportions	CTRL+ALT+SHIFT+drag

Mover pointer 

When the Item tool is placed over items, or Bézier items whose bounding box is displayed, the Mover pointer  displays. To move active items, drag them using the Mover pointer . You can also press the Shift () key while selecting and dragging an item to constrain its movement horizontally or vertically. To access the Mover pointer  when the Content tool is selected, press /CTRL.








When you drag an item, only its outline displays. To see the item and its contents, select **Show Contents** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu), press the mouse button until the item flashes, then begin dragging. To see item layering and text reflow as you move an item, select **Live Refresh** in the **Interactive** tab, press the mouse button until the multi-directional arrow pointer  displays, then begin dragging.

Rulers and Guides

Rulers and guides give you precise control for document layout. To ensure that items are placed properly, you can “snap” items to guides. To display rulers, choose **View** → **Show Rulers**. To display guides, choose **View** → **Show Guides**. You can choose to display page guides either **Behind** or **In Front** of items using the **Guides** menu in the **General** tab of the **Document Preferences** dialog box (**Edit** menu).

Ruler guides

Ruler guides are guides that you create by dragging them off the horizontal and vertical rulers.

- 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 you release the mouse button when the  pointer 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 pointer 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 using either the  or the  pointer. You must have the **Item** tool  selected to click and drag a guide when the pointer is over an item. To reposition a guide when the pointer is over an item and the **Content** tool  is selected, press **⌘/CTRL** while you click the guide and drag.
- To remove a ruler guide, click it and 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; then press **Option/ALT** while you click the ruler adjacent to the pasteboard. To remove ruler guides from a document page, scroll the document so that a portion of the page is displayed; then press **Option/ALT** while you click the ruler adjacent to the document page. Press **Option/ALT** and click the horizontal ruler to delete horizontal ruler guides; or click the vertical ruler to delete vertical ruler guides.




Specifying preferences for rulers: Menus in the **General** tab of the **Document Preferences** dialog box let you set preferences for rulers. You can specify ruler measurement units using the **Horizontal Measure** and **Vertical Measure** menus. The **Item Coordinates** menu lets you specify whether or not the top ruler is continuous across multiple pages in a spread. 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. For example, if you have a two page spread of letter size pages, the ruler will start at 0" and end at 8½" for each page.

Menus and Dialog Boxes

There are seven basic menus available in QuarkXPress: **File**, **Edit**, **Style**, **Item**, **Page**, **View**, and **Utilities**, plus the Window menu on Windows. The menu bar can also display menus for help, and QuarkXTensions™ such as QuarkImmedia™ and QuarkDispatch™. Each menu contains groups of related commands separated by lines. Many menu entries can be activated by keyboard shortcuts.

Context-sensitive menus

Menus are context-sensitive so menus or menu items can change according to the active item, the current situation, or the tool selected.

- All 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 in the **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, the **Save Text** command in the **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.

Checkmark

A checkmark ✓ in a menu indicates one of the following:

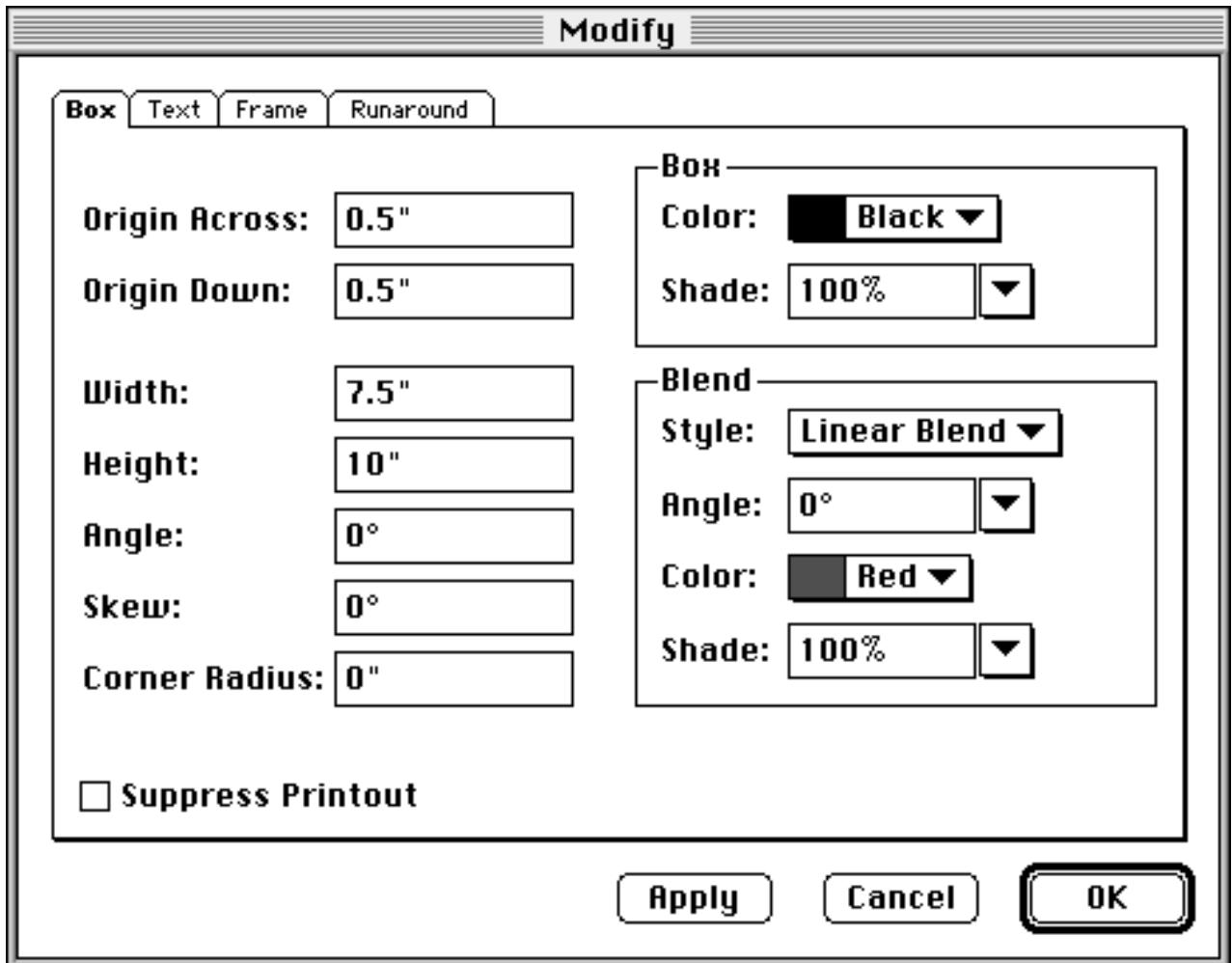
- A function has been performed. For example, a checkmark is displayed next to **Flip Vertical** in the **Style** menu when the contents of a box are flipped vertically.
- A feature is turned on. For example, a checkmark next to **Snap to Guides** in the **View** menu means items in your document will snap to the guides.
- A format from a list has been applied. For example, a checkmark is displayed in the **Font** submenu next to the font applied to selected text. When multiple formats have been applied to a selection, checkmarks are displayed next to formats common to the entire selection only.

Dialog boxes

Dialog boxes contain related commands that let you specify exactly what you want to happen. The context-sensitive controls in QuarkXPress dialog boxes consist of tabs, areas, fields, menus, check boxes, and buttons.

Tabs and areas

Many dialog boxes provide multiple functions through tabs. By clicking a tab, you can display different sets of controls. Related commands within a dialog box or tab are grouped into an “area,” surrounded by a border.



The **Blend** area of the **Box** tab in the **Modify** dialog box lets you specify a custom blend for a box.

Lists

Some dialog boxes include lists of elements you can select or edit. For example, the **Colors** dialog box (**Edit** menu) displays a list of colors.

Fields

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. When working with fields, you can enter measurements in any of the QuarkXPress supported measurement systems using the following abbreviations:



Measurement System	Abbreviation
inches or inches decimal	"
picas	p
points	pt
millimeters	mm
centimeters	cm
ciceros	c
agates	ag

You can perform math in fields using these operators:

Function	Operator
addition	+
subtraction	-
multiplication	*
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.

Menus (pop-up/drop-down)

These are small menus within a dialog box or palette (usually called “pop-up menus” on Mac OS and “drop-down lists” on Windows). A menu like this  contains a list of options. A 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.




Check boxes

A check box lets you turn options on and off .

Buttons (radio/option)

A button like this lets you select from mutually exclusive options.

Buttons

A button like this  performs an action. If the button has a heavy border , you can press Return/ENTER↵ rather than clicking the button with the mouse. A button may also include a 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.



In certain dialog boxes such as **Paragraph Attributes** (**Style** menu) and **Character Attributes** (**Style** menu), you can press Option/ALT the first time you click **Apply** to continually preview changes as you make them.



Using modifier keys with menus: The function of a menu command may change slightly when you press a modifier key as you select the menu. On Mac OS for example, if you press Option while you choose the **Item** menu, the **Send to Back** command changes to **Send Backward**.



Selecting elements from a list: 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 elements. 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 ⌘/CTRL while clicking each element.



Specifying units of measure: You only need to specify an abbreviation for units of measure when you are not using the default measurement system. The default measurement system is specified in the **Horizontal Measure** and **Vertical Measure** menus in the **General** tab of the **Document Preferences** dialog box (**Edit** menu).



Performing math in fields: When performing calculations in fields, QuarkXPress performs multiplication and division first, followed by subtraction and addition, from left to right. You cannot use parentheses when performing math in fields.

Measurements Palette

The **Measurements** palette lets you quickly edit several commonly used item specifications. 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. 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 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.

Measurements palette for text boxes



Item information

When a text box is selected, the left side of the **Measurements** palette lets you view and edit the text box item information.

- 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 \triangle field indicates the text box's angle of rotation.
- The Cols field indicates the number of columns in the text box.

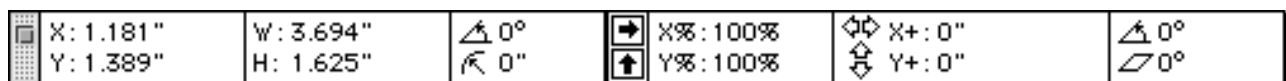
Content information

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

- The H button lets you flip the contents of the text box along a horizontal axis.
- The V button lets you flip the contents of the text box along a vertical axis.
- The K field indicates paragraph leading. Enter a value in the field or click the arrows to adjust leading.

- The ⌘ field indicates kerning when the Text Insertion bar ¶ 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.
- The ⌵ , ⌴ , ⌶ , ⌷ , ⌸ buttons indicate left, centered, right, justified, and forced justified alignment of selected paragraphs.
- The **Font** menu ▾ indicates the selected font. To change the font, choose a font from the menu or enter the name of the font in the field.
- The **Size** menu ▾ indicates the size of the selected font. To change the font size, choose a size from the menu or enter a value in the field.
- The ⌘ , ⌤ , ⌥ , ⌦ , ⌧ , ⌨ , 〈 , 〉 , ⌫ , ⌬ , ⌭ , ⌮ , ⌯ , ⌰ , ⌱ , and ⌲ 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.

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.

- 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 \leftrightarrow and \updownarrow fields indicate the horizontal and vertical offsets of the contents of the picture box from the picture box's origin (upper left corner).
- The \triangle field indicates the angle of rotation of the contents of the picture box.
- The \sloppy field indicates the skew (slant) of the contents of the picture box.

Measurements palette for lines

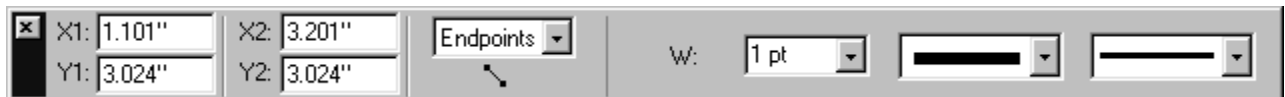
When lines are active, fields displayed on the left side of the **Measurements** palette vary according to the line description method selected in the **Mode** menu. Line description methods let you choose whether to describe the selected line by its **Endpoints**; its **First Point**, length, and angle; its **Last Point**, length, and angle; or by its **Midpoint**, length, and angle.

Fields on the right side of the **Measurements** palette indicate the following line information:

- The **W** field indicates the width of a selected line.
- The left menu indicates the line's style.
- The right menu indicates the line's arrowheads.

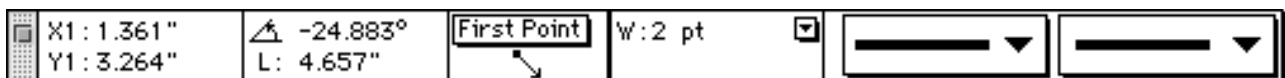
Fields on the left side of the palette vary (according to **Mode**) as follows:

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.

First Point



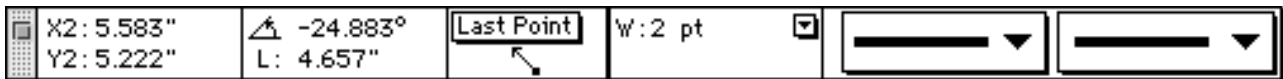
- The X1 and Y1 fields indicate the horizontal and vertical coordinates of the first point created for the line.
- The \triangle field indicates the line's angle of rotation.
- The **L** field indicates the line's length.

Midpoint



- The XC and YC fields indicate the horizontal and vertical coordinates of the midpoint (middle) of the line.
- The \triangle field indicates the line's angle of rotation.
- The L field indicates the line's length.

Last Point



- The X2 and Y2 fields indicate the horizontal and vertical coordinates of the last point created for the line.
- The \triangle field indicates the line's angle of rotation.
- The L field indicates the line's length.

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, dimensions, 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 W and H fields indicate the width and height of the bounding box containing the group of items.
- The \triangle 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







 X: 1.447"	W: 3.516"	 0°	  	XP: 3.347"	 -28.218°	 151.783°
Y: 1.812"	H: 2.909"		 	YP: 4.708"	 0.323"	 0.323"

When a point, line segment, or curve handle on a Bézier shape is selected, the **Measurements** palette lets you edit the origin, dimensions, 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.








- 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 \angle 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 \angle 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 \angle 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.

 **Accessing fields in the Measurements palette:** To access fields in the **Measurements** palette, click them. To access the first field in the palette, press \mathbb{A} +Option+M (Mac OS) or CTRL+ALT+M (Windows). Press Tab to highlight the next field, or press Shift+Tab to highlight the previous field. Click the document, or press Return/ENTER↵ to apply changes made in the **Measurements** palette. On Mac OS, press \mathbb{A} +period (.) to exit the palette without applying changes. On Windows, press ESC to exit the palette without applying changes.



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



Using the Measurements palette with 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. When the Content tool  is selected, the **Measurements** palette displays the same content controls for anchored picture boxes as those for nonanchored picture boxes. The X, Y, , and  fields are not available for anchored picture boxes.

2

Text Fundamentals

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2

Text Fundamentals

What's Ahead

You can write text directly in QuarkXPress using its built-in word processing capabilities. Or, if you prefer using a word processing program, you can import text into a QuarkXPress document. Regardless of where the text originates, you can use QuarkXPress to edit all the text in your publications.

You'll start this lesson by creating a new document into which you'll import existing text, then you'll add text directly. You'll also make formatting changes to the text you import and create. To see the finished document, open "Color Text Final.qxt" in the "Lesson 2" folder inside the "Module 1" folder.

■ Creating a New Document

Using QuarkXPress, you can create almost any type of black-and-white or full-color document ranging from 1" × 1" to 48" × 48". In this task you'll create a new US letter-sized document for the "Color" article.



Keyboard Commands for Mac OS:

New Document⌘+N
 Fit in Window⌘+0 (zero)
 Save⌘+S

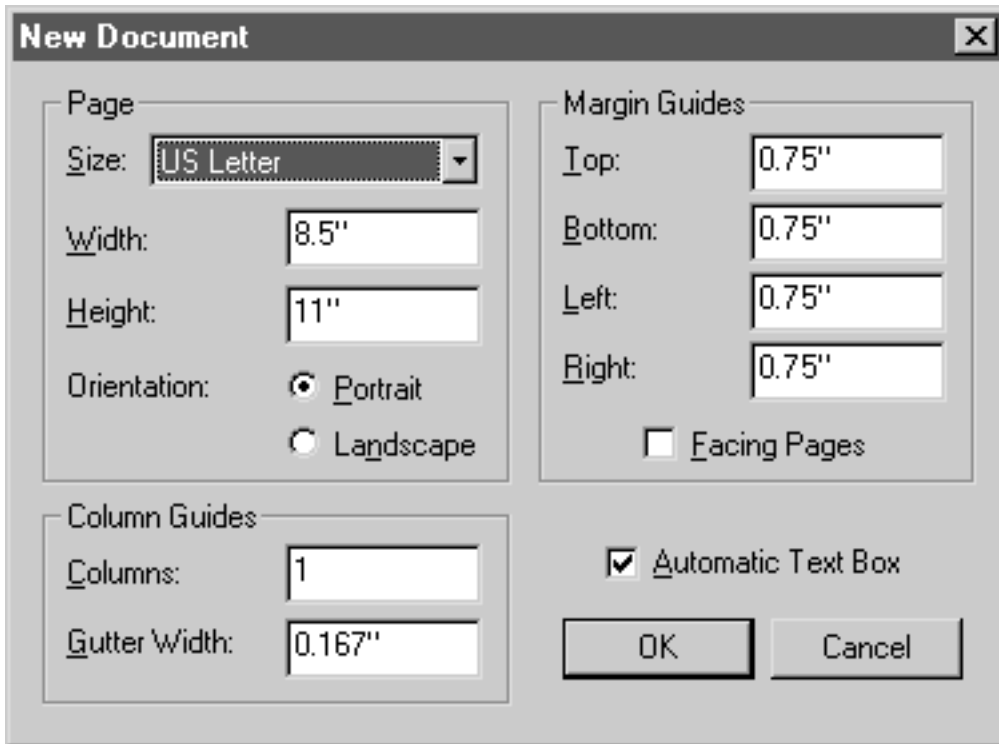


Keyboard Commands for Windows:

New DocumentCTRL+N
 Fit in WindowCTRL+0 (zero)
 SaveCTRL+S

1 | **If necessary, launch QuarkXPress:** If QuarkXPress isn't running, locate the QuarkXPress icon and double-click it.

- 2** Open the New Document dialog box: Choose **File** → **New** → **Document**.



The **New Document** dialog box lets you define page specifications and create new documents.

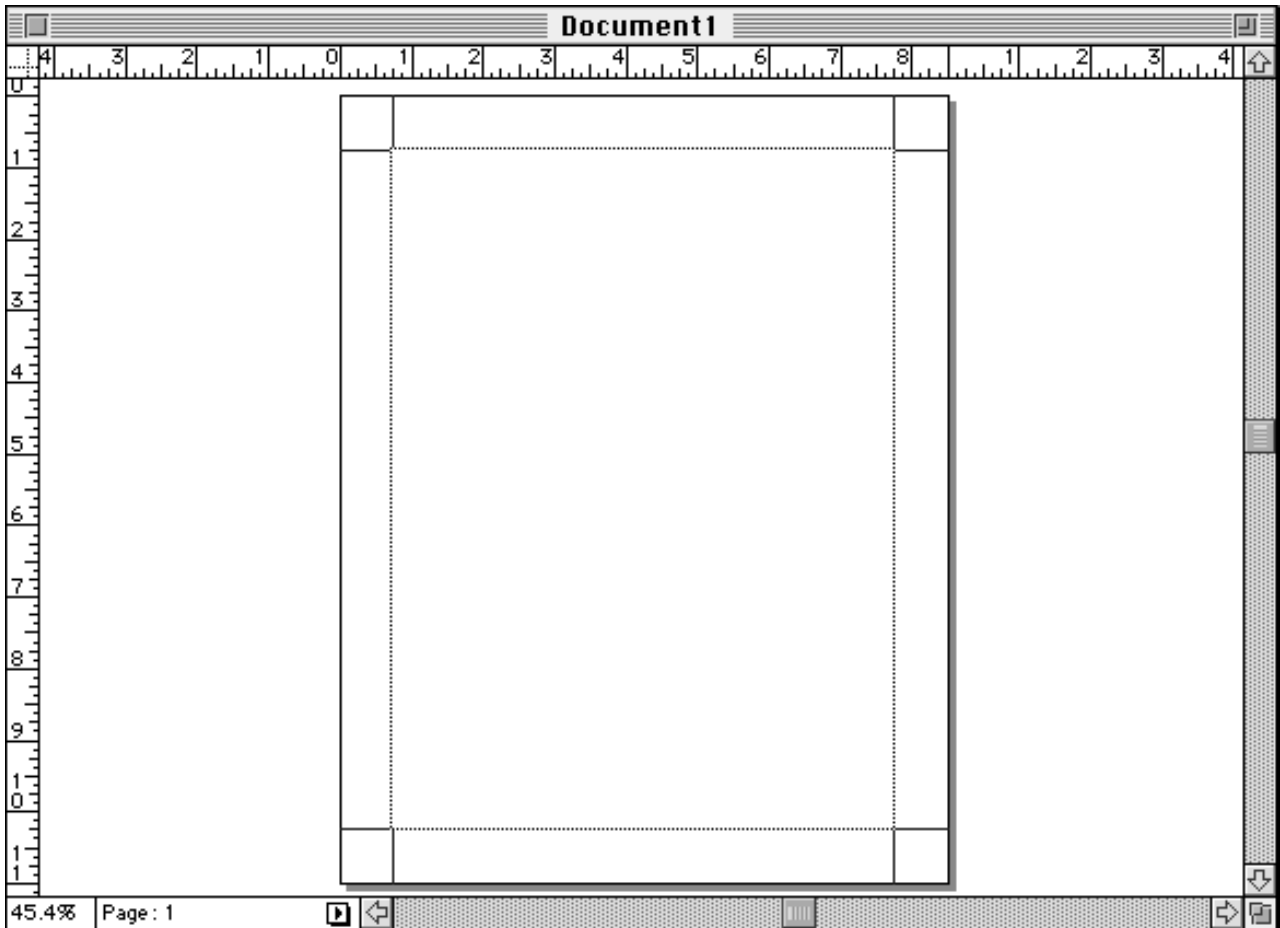
- 3** Select the size and orientation of the page: In the **Page** area, choose **US Letter** from the **Size** menu and select vertical (portrait) **Orientation**.
- 4** Specify a single-column text box: Make sure you have these settings in the **Column Guides** area:

Field	Value
Columns	1
Gutter Width	0.167"

- 5** Specify page margins: Make sure you have these settings in the **Margin Guides** area:

Field	Value
Top	0.75"
Bottom	0.75"
Left	0.75"
Right	0.75"

- 6 Specify single pages instead of left and right-facing pages: Uncheck Facing Pages if it's checked.
- 7 Create an automatic text box: Make sure Automatic Text Box is checked, then click OK.
- 8 Change the document view: Choose View → Fit in Window.



A dotted rectangle in the center of the page indicates the automatic text box.

- 9 Save the document in the Student Files folder: Choose File → Save as to display the Save as dialog box, then select the Student Files folder.

Enter a descriptive name like “My Color Text Doc.qxd.” (Use the three-character extension “.qxd” in the name.)

Verify that the **Type** is **Document** and the **Version** is **4.0**. To create a preview of the file (Mac OS), check **Include Preview**, then click **Save**.



Setting up new documents: The values you enter in the **New Document** dialog box are used as defaults the next time you create a new document.



Default master page: Every QuarkXPress document contains a master page by default. A master page is a nonprinting page used to automatically format document pages. The default master page formatting is based on settings in the **New Document** dialog box.



Automatic text boxes: When you check **Automatic Text Box**, QuarkXPress places an automatic text box on the first page and the default master page of a document. The size of the automatic text box is determined by the values in the **Margin Guides** area. If you specify more than one column in the **Columns** field, the automatic text box is divided into linked columns. If you don't check **Automatic Text Box**, QuarkXPress still draws guides on document pages based on the values in the **Margin Guides** and **Column Guides** areas, but doesn't place a text box on the pages.

Importing Text

You enter text or import text files into active (selected) text boxes. Characters are entered at the text insertion point indicated by the blinking ¶ icon. QuarkXPress includes XTensions filters for the XPress Tags format and for leading third-party word processing programs so you can import and export text in a variety of file formats. In this task you'll import a text file that was saved in the XPress Tags format, then you'll change its attributes.




Keyboard Commands for Mac OS:

Get Text	⌘+E
Select All	⌘+A
Actual Size	⌘+1
Bold	⌘+⇧+B
Italic	⌘+⇧+I

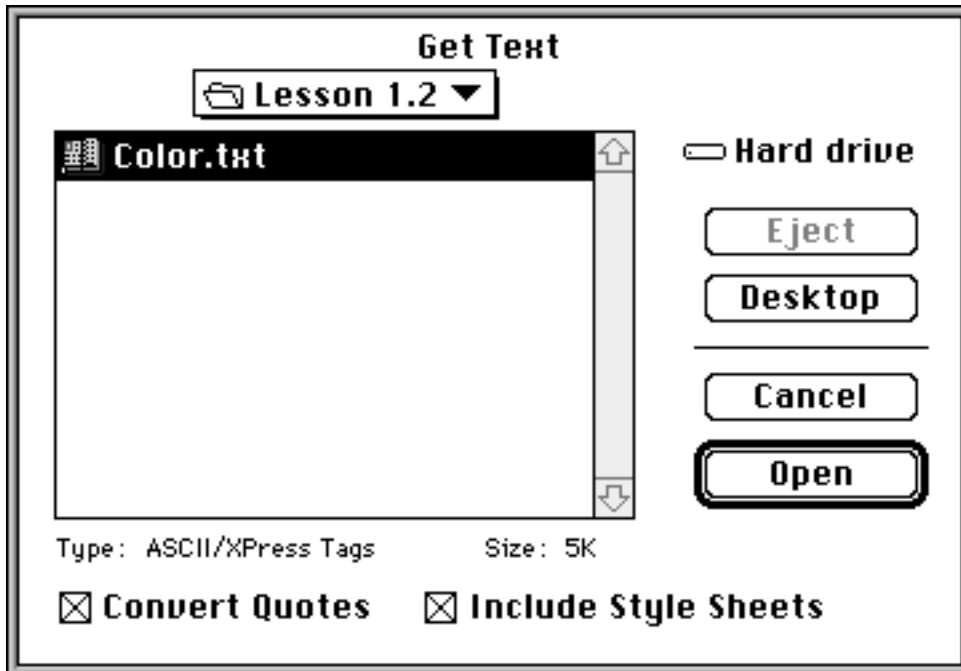


Keyboard Commands for Windows:

Get Text	.CTRL+E
Select All	.CTRL+A
Actual Size	.CTRL+1
Bold	.CTRL+SHIFT+B
Italic	.CTRL+SHIFT+I

1 **Select the automatic text box:** Using the Content tool , click the text box in the center of the page. The text insertion point ¶ appears in the upper left corner of the text box.

- 2** Open the Get Text dialog box: Choose File → Get Text.



The **Get Text** dialog box lists ASCII files and word processing files for which an import/export filter is running. It also lists a selected file's format and size.

- 3** **Import a text file:** Open the "Module 1" folder, then open the "Lesson 2" folder. Select the "Color.txt" file.

Check **Convert Quotes** to convert double hyphens (--) to em dashes (—), and foot or inch marks (' ") to typesetter's curly quotation marks (" ").

Check **Include Style Sheets** to convert XPress Tags code in the imported ASCII text to actual text formatting.

Click **Open**. Text is imported into the text box and a second page is added to the document.

- 4** **Select the entire range of text:** Scroll up to see page 1. Make sure the text box is still active. Choose **Edit** → **Select All**.

- 5** **Change the font and point size of the text:** Choose **Style** → **Font** → **Helvetica** or **Arial**. Choose **Style** → **Size** → **9 pt**. The text reflows to fit on page 1.

6 Display the document at actual size: Choose **View** → **Actual Size**.

7 Change the attributes of a subhead: If necessary, scroll up to highlight just the subhead “Creating color: Subtractive color versus additive color.”

Using the **Measurements** palette, enter **Times** or **Times New Roman** in the **Font** field, or choose **Times** or **Times New Roman** from the **Font** menu ▾.



Times has been chosen in the **Font** field.

Enter 10 in the **Size** field or choose 10 pt from the **Size** menu ▾.



The 10 point size has been chosen in the **Size** field.

Click the **Bold** button **[B]** and the **Italic** button **[I]**, then press Return/ENTER↵.

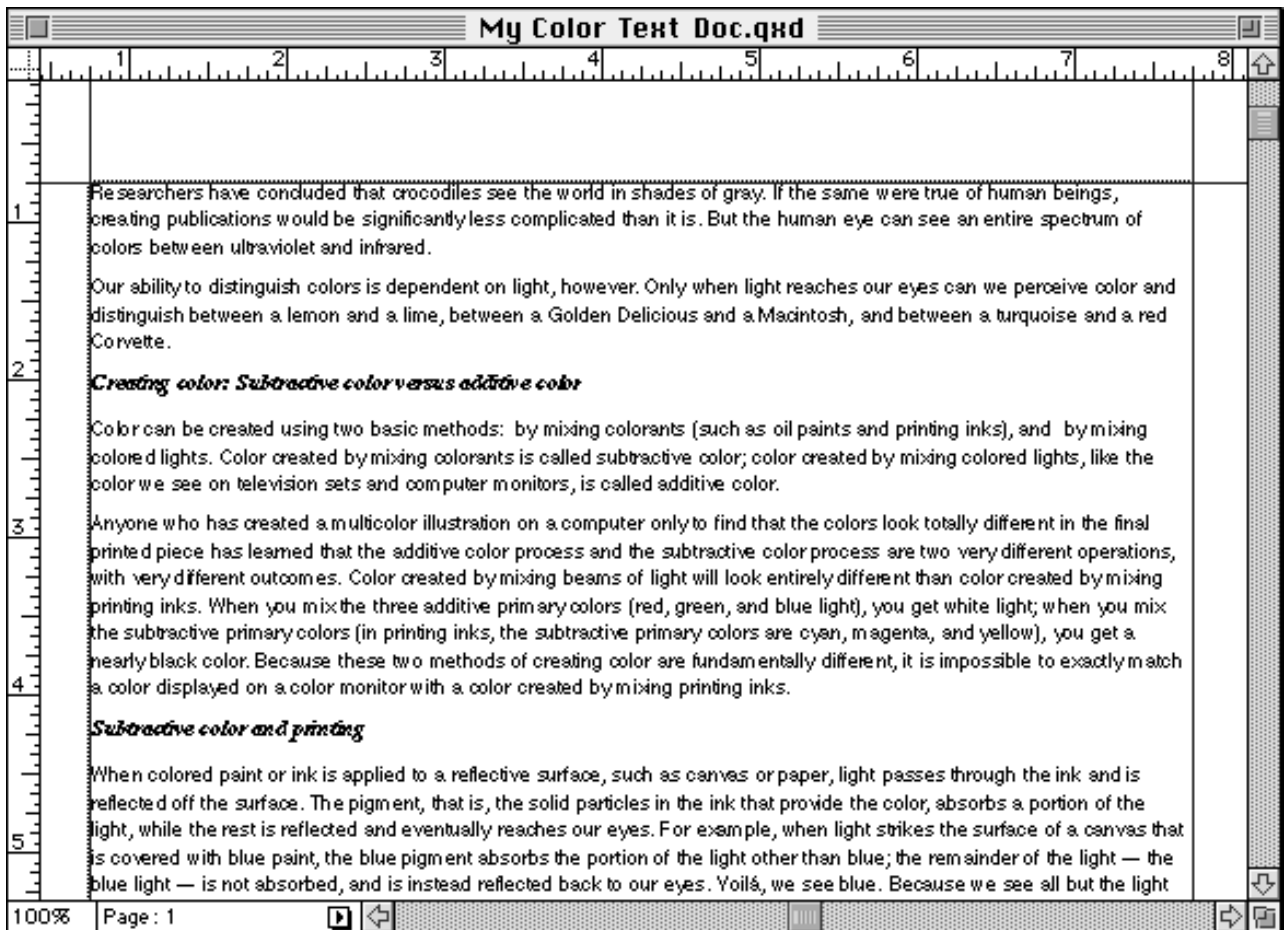


The **Bold** button **[B]** and the **Italic** button **[I]** are highlighted.

- 8** Change the attributes of remaining subheads: If necessary, scroll down to highlight the subhead “Subtractive color and printing.”

Using the **Measurements** palette, change the font to Times (or Times New Roman), the point size to 10, and the style to bold and italic, then press Return/ENTER↵. Scroll down and highlight the subhead “Additive color and color video monitors.”

Using the **Measurements** palette, change the font to Times (or Times New Roman), the point size to 10, and the style to bold and italic, then press Return/ENTER↵.



The body text in the document has been formatted with Helvetica 9 point and the subheads are Times bold italic 10 point.



XPress Tags: XPress Tags is a file format for saving text files with QuarkXPress character-formatting information.




Importing text: If imported text doesn't fit in an automatic text box and **Auto Page Insertion** is enabled (**General** tab, **Document Preferences** dialog box), pages are automatically added to a document. If the text box is not an automatic text box or **Auto Page Insertion** is not enabled, the overflow symbol ☐ displays.



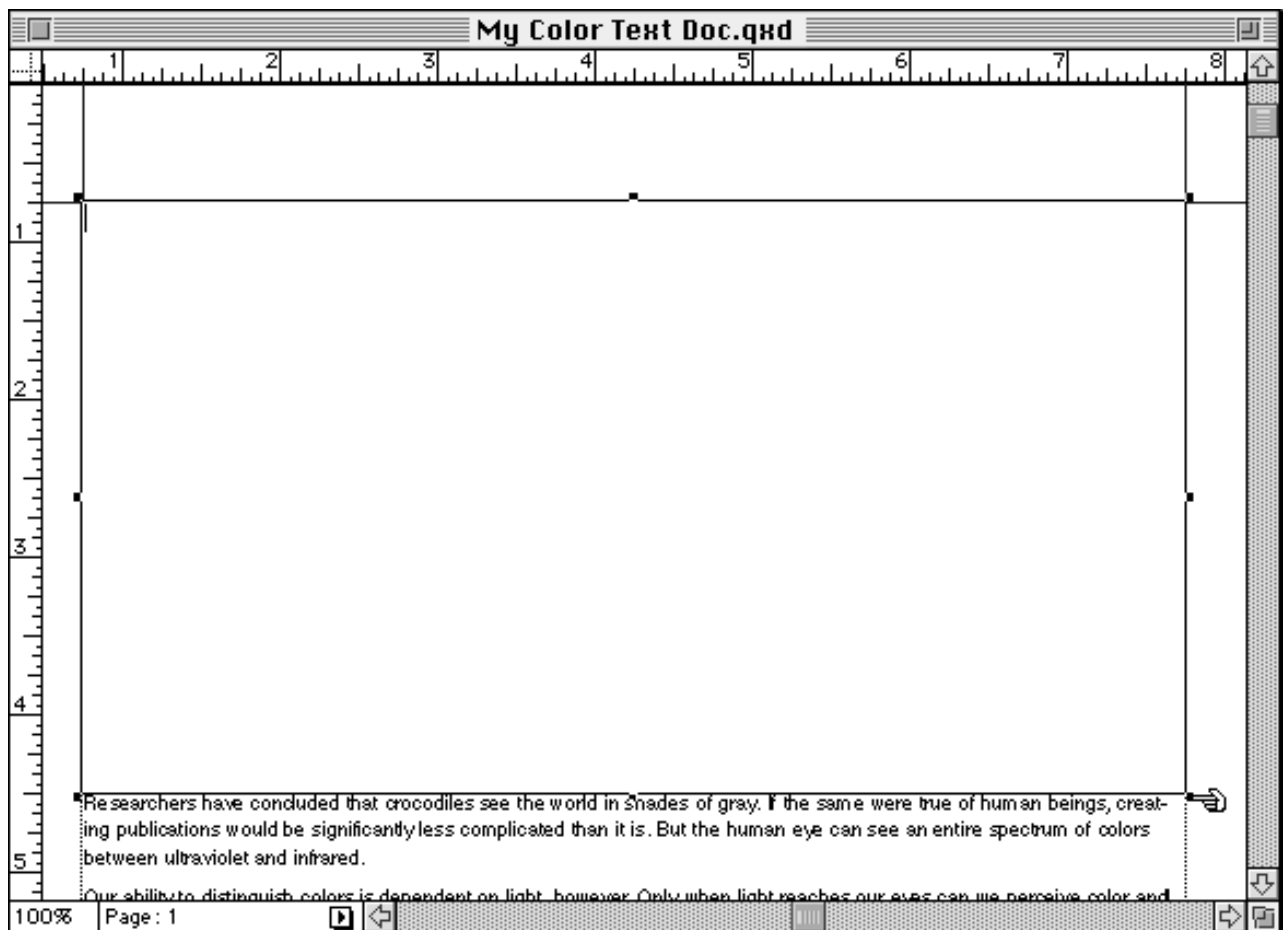
Changing font size using keyboard commands: On Mac OS, you can increase the font size of selected text to the next larger preset size by pressing ⌘+Shift+>. To increase the size in 1-point increments, press ⌘+Option+Shift+>. To decrease the font size to the next smaller preset size, press ⌘+Shift+<. To decrease the font size of selected text in 1-point increments, press ⌘+Option+Shift+<. On Windows, you can increase the font size of selected text to the next larger preset size by pressing CTRL+SHIFT+>. To increase in 1-point increments, press CTRL+ALT+SHIFT+>. To decrease the font size to the next smaller preset size, press CTRL+SHIFT+<. To decrease in 1-point increments, press CTRL+ALT+SHIFT+<.

Creating Text Boxes

Boxes are items that can contain colors, blends, text, or pictures. They are the framework on which QuarkXPress documents are built because their boundaries give colors, blends, text, and pictures a specific shape, size, and placement on a page. In this task you'll create a text box.

- 1** **Deselect the automatic text box:** Scroll to the top of page 1. Click outside the boundaries of the existing text box.
- 2** **Create a text box:** Click the Rectangle Text Box tool  to select it. In the upper left corner of page 1, click and drag diagonally to make a text box approximately 7" wide and 3.75" high. (Don't worry about exact size or placement now, you'll set those specifications next.)




The existing text reflows, or "runs around" the new text box.




A rectangular text box appears on the page and the existing text reflows below it.

Enter these settings in the **Measurements** palette to precisely size and position the text box:

Field	Setting
X (horizontal position of upper left corner of box)	0.75"
Y (vertical position of upper left corner of box)	0.75"
W (width of box)	7"
H (height of box)	3.75"

 **Resizing and positioning text boxes:** You can resize an active text box manually using the Resizing pointer  and position it manually using the Item tool . To specify the location of the upper left corner of a text box numerically, enter values in the **X** and **Y** fields of the **Measurements** palette, or in the **Origin Across** and **Origin Down** fields in the **Box** tab of the **Modify** dialog box (**Item** menu). To specify dimensions for a text box numerically, enter values in the **W** and **H** fields of the **Measurements** palette, or in the **Width** and **Height** fields in the **Box** tab of the **Modify** dialog box (**Item** menu).

Entering and Formatting Text




To enter text in a text box, the text box must be active and the Content tool  must be selected. In this task you'll enter text and format it.


Keyboard Commands for Mac OS:

Modify⌘+M

Keyboard Commands for Windows:

ModifyCTRL+M

- 1 **Select the Content tool **: If it isn't selected, click the Content tool .
- 2 **Select a text box**: If it isn't active, click the text box you created in the previous task. The text insertion point  appears in the upper left corner of the text box.
- 3 **Enter text in the box**: Type `color` in all lowercase characters.
- 4 **Change the font and point size of the text**: Double-click to highlight the word "color."

Using the **Measurements** palette, enter `Times` or `Times New Roman` in the **Font** field or choose the font from the **Font** menu .



`Times` has been entered in the **Fonts** field.

Enter `150` in the **Size** field, then press `Return/ENTER↵`.



A `150` point size has been entered in the **Size** field.

- 5 **Change the horizontal text alignment**: Make sure the word "color" is still highlighted.

Click the centered alignment button  in the **Measurements** palette.

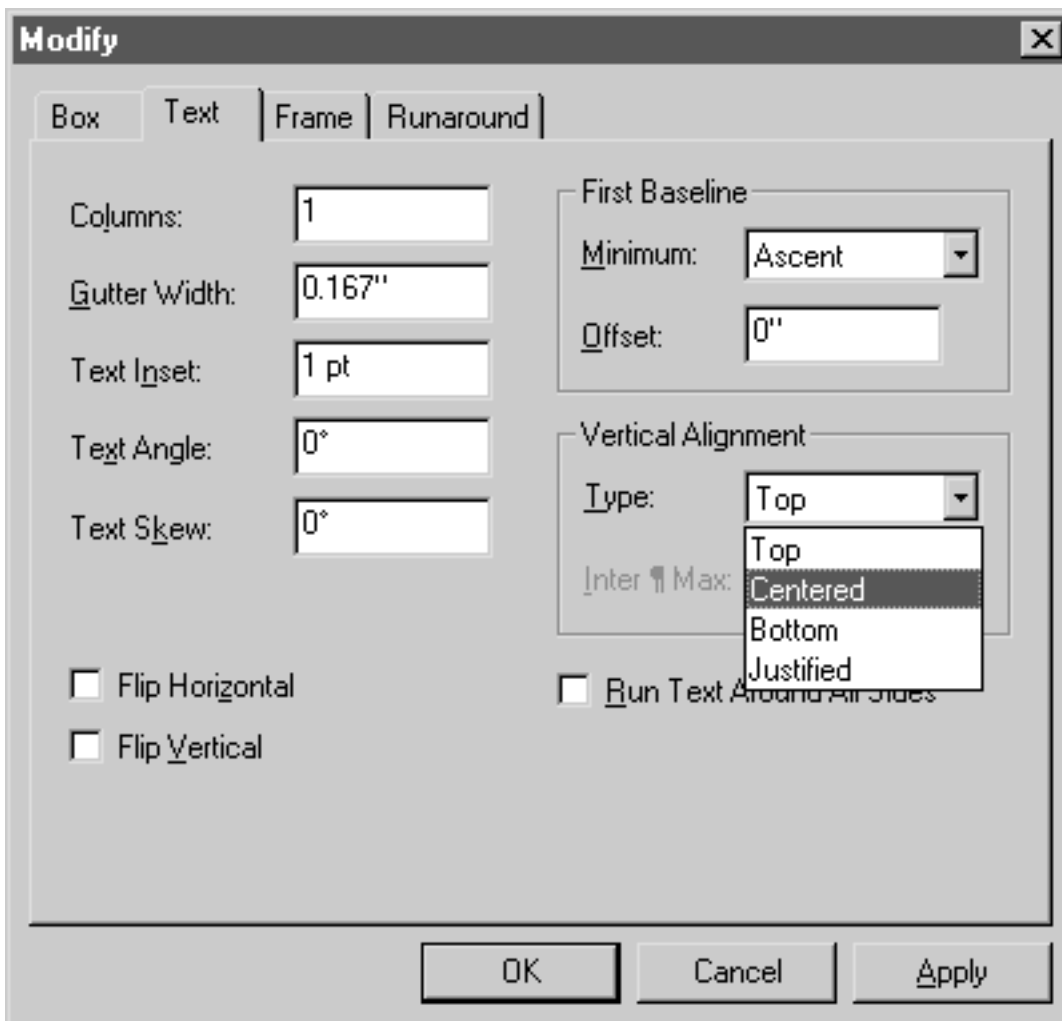


The alignment buttons in the **Measurements** palette let you specify left, centered, right, justified, and forced justified alignment for selected paragraphs.

- 6** **Change the vertical text alignment:** Make sure the text box is still active. Choose **Item** → **Modify** to open the **Modify** dialog box.

Click the **Text** tab.

Choose **Type** → **Centered** from the **Vertical Alignment** area, then click **OK**.



The **Text** tab of the **Modify** dialog box is available when text boxes are active. The controls in the **Text** tab let you specify a number of text box settings, including **Vertical Alignment**.





Highlighting the font field of the Measurements palette: To quickly highlight the font field of the **Measurements** palette on Mac OS, press ⌘+Option+Shift+M; on Windows, press CTRL+ALT+SHIFT+M.



Using the Apply button: Many dialog boxes in QuarkXPress include an **Apply** button so you can preview your changes before closing the dialog box. In certain dialog boxes such as the **Paragraph Attributes** dialog box (**Style** menu) and the **Character Attributes** dialog box (**Style** menu), you can press Option/ALT the first time you click **Apply**, to continually preview changes as you make them.

Copying and Pasting Items

Copying, cutting, or pasting items or contents is useful when moving them within a document, or from one document to another. To copy, cut, or paste items (boxes, lines) you must select the Item tool . To copy, cut, or paste contents (pictures, text) you must select the Content tool . In this task you'll copy a text box from the first page of a document and paste it on the second page.





Keyboard Commands for Mac OS:


Copy⌘+C
Paste⌘+V

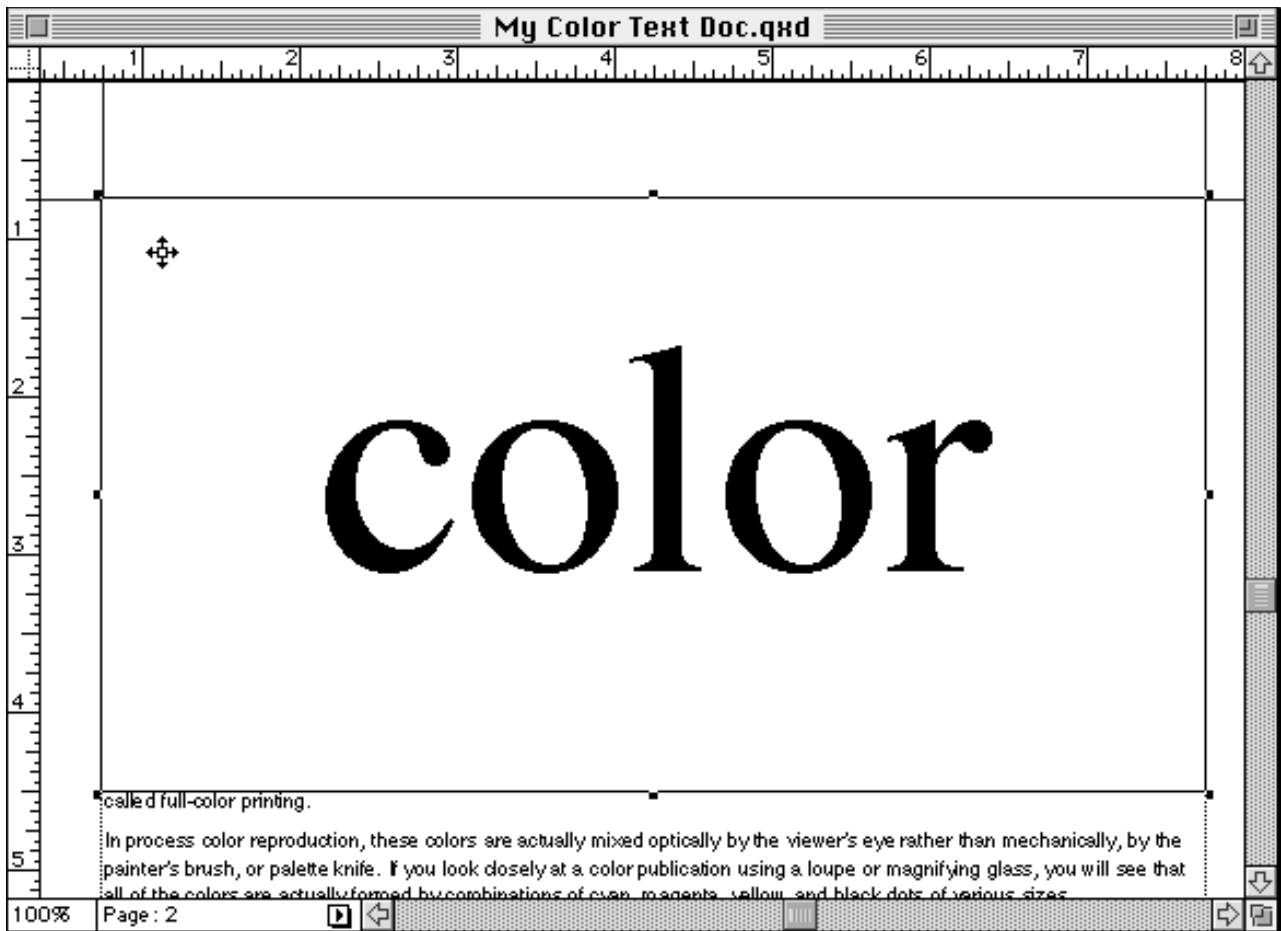


Keyboard Commands for Windows:

CopyCTRL+C
PasteCTRL+V

- 1 **Select the Item tool :** If it isn't selected, click the Item tool .
- 2 **Copy the text box:** Make sure the text box containing the word "color" is still active. Choose **Edit** → **Copy**.
- 3 **Paste the text box on the second page of the document:** Scroll to page 2 or choose **Page** → **Next**. Choose **Edit** → **Paste**.

- 4** Move the text box into position on the page: Using the Item tool  to drag the text box, align its upper left corner with the **Margin Guides** in the upper left corner of the page. The existing text reflows below the new text box.



The text box aligns with the guides and the existing text reflows below it.

■ Applying Character Attributes

You can change character attributes such as the font, size, and type style of highlighted text using **Style** menu commands, the **Measurements** palette, or the **Character Attributes** dialog box. In this task you'll apply character attributes to text using the **Character Attributes** dialog box.




Keyboard Commands for Mac OS:

Character Attributes⌘+⇧+D
 Save⌘+S
 Close⌘+W

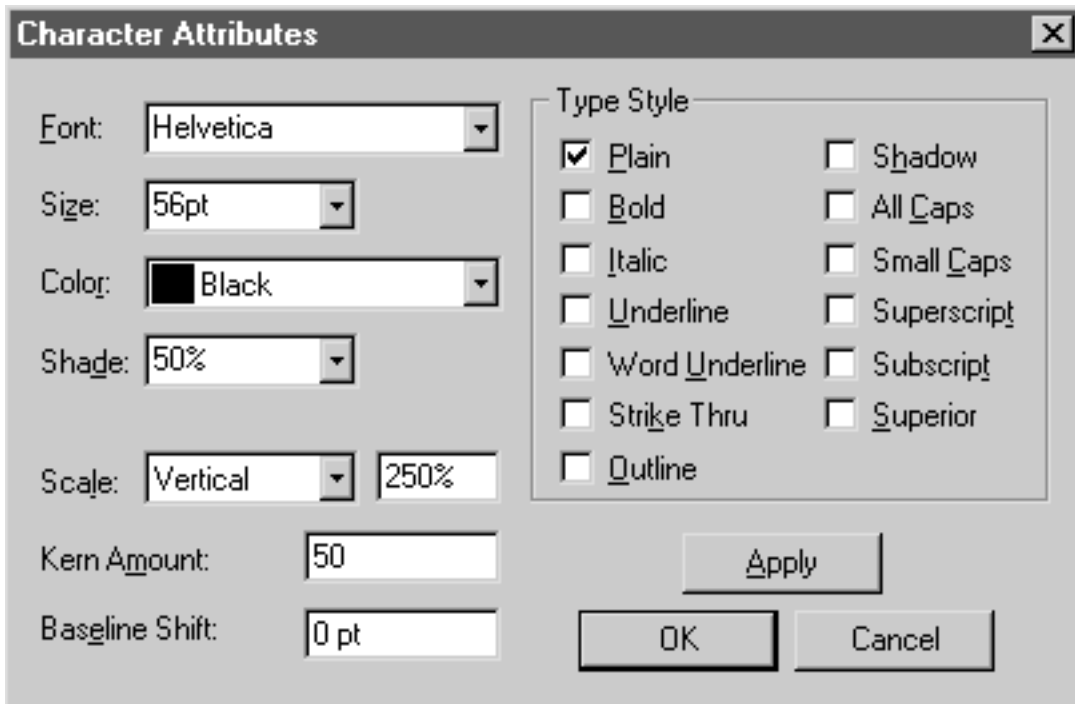


Keyboard Commands for Windows:

Character AttributesCTRL+SHIFT+D
 SaveCTRL+S
 CloseCTRL+F4

1 | **Select the text:** Using the Content tool , double-click to highlight the word “color” in the text box you pasted on page 2.

- 2** Open the **Character Attributes** dialog box: Choose **Style** → **Character**.



The **Character Attributes** dialog box lets you edit all the **Style** menu character attributes at one time.

- 3** Change the attributes of the text: Enter **Helvetica** or **Arial** in the **Font** field or choose the font from the **Font** menu ▾.

Enter **56** in the **Size** field.

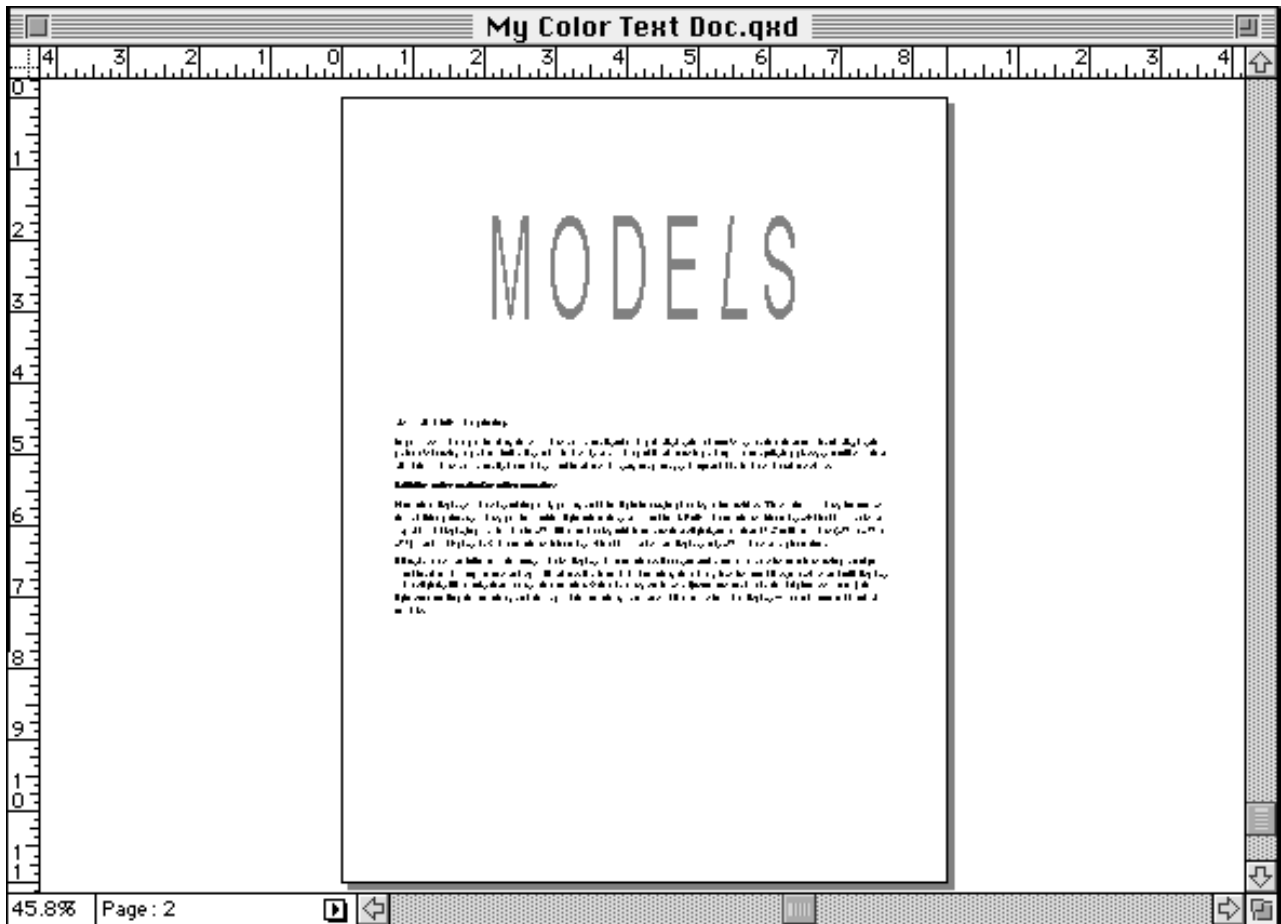
Enter **50** in the **Shade** field or choose **50%** from the **Shade** menu ▾.

Choose **Vertical** from the **Scale** menu and enter **250** in the **Scale** field to increase the height of the text characters.

Enter **50** in the **Track Amount** field to increase the space between text characters. Click **OK**.


- 4** Change the text: Make sure the text is still highlighted. Enter **MODELS** in all caps.

- 5** **Modify a single character:** Highlight the letter “L.” Click the Italic button  on the Measurements palette.



The second page of your document should look something like this.

- 6** **Close and save the document:** Choose **File** → **Close**. If you haven't recently saved your document, a dialog box asks you to save it. Click **Yes**.


 **Using character style sheets:** You can apply a number of character attributes to text quickly and easily using character style sheets. A character style sheet is a saved set of character attributes — for example, a specific font, color, and size in bold and italic — that can be applied to a single text character or a range of characters in a single step. To create a character style sheet, choose **Edit** → **Style Sheets** → **New** → **Character**.

 **Checkpoint**

Confirm your new skills — then try them out. If you have any questions, ask your instructor or consult “The Details” section of this lesson.

How are you doing?

Make sure you can:


- Create a new document with an **Automatic Text Box**
- Create text boxes using the Rectangle Text Box tool 
- Import text and enter text using the keyboard
- Format text
- Copy and paste items
- Apply text attributes

On your own

Experiment with new documents or open some of the other lesson files.



Try the following:

- Create a few more text boxes.
- Import text or enter your own text.
- Change the attributes of some text using the **Measurements** palette or the **Character Attributes** dialog box.
- Copy a text box and paste it in a new location — paste one text box on top of another and see how the text reflows.


 The lesson files are all templates, which means you can open copies of them without affecting the original files.

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-facing and right-facing pages. You also have the option of creating columns and text boxes automatically on your document pages.

- 1 To create a new document, choose **File** → **New** → **Document**.
- 2 To specify a standard page size, choose an option from the **Size** menu.
To create a custom-sized page, enter dimensions in the **Width** and **Height** fields.
- 3 Choose either vertical or horizontal page orientation. On Mac OS, do this by clicking one of the **Orientation** icons  . On Windows, click the **Portrait** or **Landscape** button.
- 4 To specify the position of the margin guides, enter values in the fields in the **Margin Guides** area.
- 5 To specify that the document contains both left-facing and right-facing pages check **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 To place an automatic text box on the first page of the document and on the default master page, check **Automatic Text Box**.

The size of an automatic text box is determined by the values entered in the **Margin Guides** area. If more than one column is specified in the **Columns** field, the automatic text box is divided into linked columns automatically. If you don't check **Automatic Text Box**, QuarkXPress still draws guides on document pages that reflect the values in the **Margin Guides** and **Column Guides** areas.

- 8 Click **OK** to create a new document based on your specifications.
-  QuarkXPress remembers the values in the **New Document** dialog box and uses them as defaults the next time you create a new document.

Text

With the word processing capabilities built into QuarkXPress, you can create text for your publications without using another program. Or, QuarkXPress lets you import and export ASCII text and ASCII text with XPress Tags formatting codes. QuarkXPress also includes import/export filters for the leading third-party word processors like Microsoft Word and WordPerfect. To use the import/export filters, place them in your **XTension** folder and enable them with the **XTensions Manager** dialog box (**Utilities** menu).



Keyboard Commands for Mac OS:

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	⌘+⌘+←
End of line	⌘+⌘+→
Beginning of story	⌘+⌘+↑
End of story	⌘+⌘+↓
Select previous word	⌘+⇧+←
Select next word	⌘+⇧+→
Select to top of paragraph	⌘+⇧+↑
Select to top of next paragraph	⌘+⇧+↓
Select to line beginning	⌘+⌘+⇧+←
Select to end of line	⌘+⌘+⇧+→
Select to story beginning	⌘+⌘+⇧+↑
Select to end of story	⌘+⌘+⇧+↓





Keyboard Commands for Windows:

Select All the text in a storyCTRL+A
CopyCTRL+C
PasteCTRL+V
CutCTRL+X
Previous character←
Next character→
Previous line↑
Next line↓
Previous wordCTRL+←
Next wordCTRL+→
Top of paragraphCTRL+↑
Top of next paragraphCTRL+↓
Beginning of lineCTRL+ALT+← or HOME
End of lineCTRL+ALT+→ or END
Beginning of storyCTRL+ALT+↑ or CTRL+HOME
End of storyCTRL+ALT+↓ or CTRL+END
Select previous wordCTRL+SHIFT+←
Select next wordCTRL+SHIFT+→
Select to top of paragraphCTRL+SHIFT+↑
Select to top of next paragraphCTRL+SHIFT+↓
Select to line beginningCTRL+ALT+SHIFT+←
Select to end of lineCTRL+ALT+SHIFT+→
Select to story beginningCTRL+ALT+SHIFT+↑
Select to end of storyCTRL+ALT+SHIFT+↓

Entering Text










In QuarkXPress you enter and import text into active text boxes or text paths.

- To enter text into a text box or text path, select the Content tool . Click the text box or text path to activate it. The blinking text insertion point ¶ indicates where text is entered.
- To move the text insertion point ¶, click the mouse when the Text Insertion bar ¶ is at the desired location. You can establish a new text insertion point ¶ only within text or at the end of the last paragraph in the text box.

- To highlight a range of text using the mouse, click the Text Insertion bar  at the desired location, then drag over the text and release the mouse.




Importing text

If you are importing text from a word processor or in XPress Tags format, make sure the appropriate import filter is running. To import text:

- 1  Select the Content tool .
- 2  Click the Text Insertion bar  in a text box or text path at the point where you want text to be inserted. To replace a range of text with imported text, highlight the range you want to replace.
- 3  Choose **File** → **Get Text** to open the **Get Text** dialog box. Use the controls in the dialog box to locate the file you want to import.
- 4  Select the file in the scroll list. When you select a file, the **Type** and **Size** fields indicate its format and size.
- 5  Check **Convert Quotes** to convert double hyphens (--) to em dashes (—) and foot or inch marks to typesetter's quotation marks. Foot and inch marks (' ') are converted to the format specified in the **Quotes** menu of the **Interactive** tab (**Application Preferences** dialog box).
- 6  Check **Include Style Sheets** to import style sheets from Microsoft Word or WordPerfect files, or to convert XPress Tags code to text formatting.
- 7  Click **Open**.

Exporting text




Using QuarkXPress, you can save text in file formats that can be opened by word processing programs and other applications. To export text:

- 1  Make sure you have the appropriate export filter running.
- 2  To save all the text contained in a text box or a chain of linked boxes, activate the text box (or any text box in the chain). To save only some of the text, highlight the range of text you want to save.
- 3  Choose **File** → **Save Text** to open the **Save Text** dialog box. If you highlighted a range of text, **Selected Text** is active. If no text is highlighted, **Entire Story** is active.

- 4 Choose a file format from the **Format** menu. The menu only lists ASCII Text (plus RTF format on Windows) and file formats for which an import/export filter is running.
- 5 Enter a name for the export file in the **Save text as** field.
- 6 Use the controls to specify a location for the export file.
- 7 Click **Save**.



Copying, cutting and pasting text

Copying or cutting text, and pasting it, is useful when editing your document. To copy, or cut, and paste:

- Select the Content tool . Highlight the appropriate text, then choose **Edit** → **Copy** or **Edit** → **Cut**. The text will be placed on the Clipboard.
- To paste text from the Clipboard into your document, select the Content tool . Place the text insertion point  where you want the pasted text to begin. Choose **Edit** → **Paste**.

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**:

- Open the **Application Preferences** dialog box (**Edit** menu); then click the **Interactive** tab. Check **Drag and Drop Text**, then click **OK**.
- Highlight the text you want to move or copy.
- To *move* highlighted text, click within the highlighted range of text, drag the  pointer to a new location, then release the mouse to drop the text into place.
- To *copy and move* highlighted text, press the Shift (⇧) key while clicking within the highlighted range, drag the  pointer to a new location, then release the mouse to drop the copied text.


Boxes


QuarkXPress uses three different types of boxes — text boxes, picture boxes, and “contentless” boxes. You can enter, import, and paste text into active text boxes, and import or paste pictures into active picture boxes. Contentless boxes do not support text or pictures, but like text boxes and picture boxes, they can contain colors, shades, blends, and frames.

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 with Bézier box tools) to draw the box. To keep an item creation tool selected, press Option/ALT when selecting the tool.

Moving boxes







You can move active boxes by dragging them with the Item tool . You can also enter precise values in the **Box** tab of the **Modify** dialog box (**Item** menu) or the **Measurements** palette. You can view box position coordinates in the **Measurements** palette as you move 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. To move boxes you can:

- Select the Item tool , then drag a box to a new location.
- Open the **Modify** dialog box (**Item** menu); 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 a value in the **X** field of the **Measurements** palette to move a box horizontally. To move a box vertically enter a value in the **Y** field. Press Return/ENTER↵.
- Use the following keyboard commands:


Automatic moving features	Command
Nudge boxes in 1-point increments	arrow keys
Nudge boxes in .1-point increments	Option/ALT and arrow keys

 When using the arrow keys, if the Content tool  is selected and a picture box is active, the box contents (picture) will move instead of the box. If a text box is active, the cursor will move.







Creating circle or square boxes: To constrain an oval box to a circle, select either of the Oval Box tools   and press the Shift () key while you drag. To constrain a rectangle box to a square, select either of the Rectangle Box tools   and press the Shift () key while you drag.











Viewing contents while moving boxes: If you click and pause slightly before you drag a box with the Item tool , you can view its 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** menu).

Cut, Copy, and Paste





The **Cut**, **Copy**, and **Paste** commands let you edit items or contents, depending on whether the Item tool  or the Content tool  is selected.

- When the Item tool  is selected, the **Cut** command removes active items (boxes, lines, text paths, etc.) 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.
- When the Item tool  is selected, the **Copy** command 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.
- The ability to paste depends on the selected tool, the contents of the Clipboard, and the active item in the document. The **Paste** command places the Clipboard's contents into a document or into an item as shown in the table below:

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.

Cutting and copying items when the Content tool is active:

On Mac OS, you can cut an item when the Content tool  is active by pressing **⌘+X**. To copy an item when the Content tool  is active, press **⌘+C**. On Windows, you can cut an item when the Content tool  is active by pressing **CTRL+X**. To copy an item when the Content tool  is active, press **CTRL+C**.

3

Picture Fundamentals

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3

Picture Fundamentals

What's Ahead

Whether you use photographs, illustrations, or charts, you can add interest and provide information that words alone can't provide by importing pictures into your QuarkXPress documents. (QuarkXPress uses the generic term "picture" for any imported graphic.) You can change the color of a picture, enlarge or reduce its size, alter its angle or position, and change its contrast. You can even remove portions of a picture's background using QuarkXPress clipping paths.

In this lesson you'll create picture boxes, import pictures, and modify them. To see the finished document, open "Color Pictures Final.qxt" in the "Lesson 3" folder inside the "Module 1" folder.

Creating Picture Boxes

Before you can add a picture to your document, you must create a picture box to contain it. In this task you'll create a picture box in an existing QuarkXPress document.



Keyboard Commands for Mac OS:

Open⌘+O
 Fit in Window⌘+0 (zero)
 Save as⌘+⇧+S



Keyboard Commands for Windows:

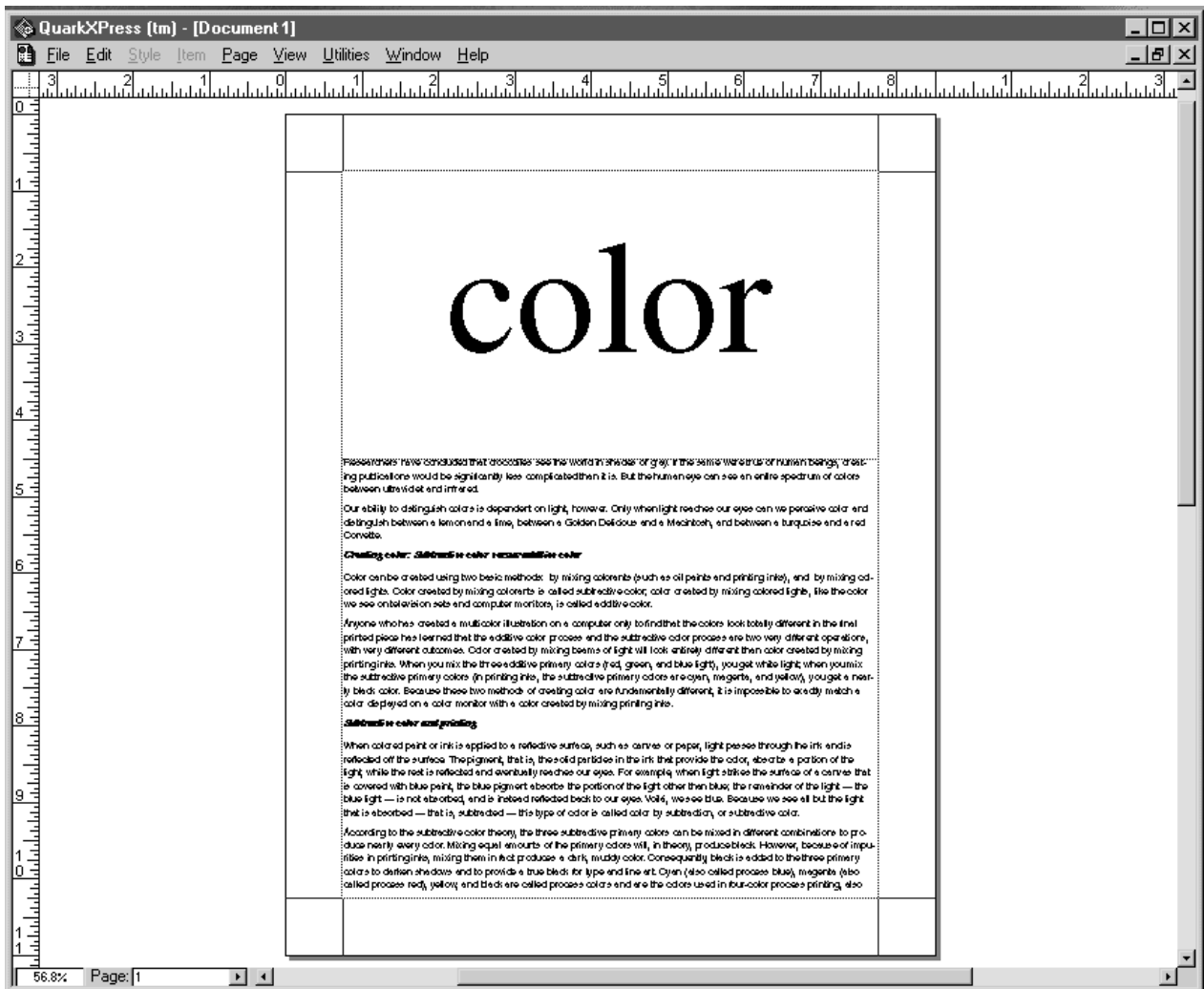
OpenCTRL+O
 Fit in WindowCTRL+0 (zero)
 Save asCTRL+ALT+S

1 | **If necessary, launch QuarkXPress:** If QuarkXPress isn't running, locate the QuarkXPress icon and double-click it.

2 | **Open an existing document:** Choose **File** → **Open** to display the **Open** dialog box.

Open the "Module 1" folder, then open the "Lesson 3" folder. Select the "Color Pictures.qxt" template and click **Open**.

3 Change the document view: Choose View → Fit in Window.




The first page of the existing document appears in the document window.

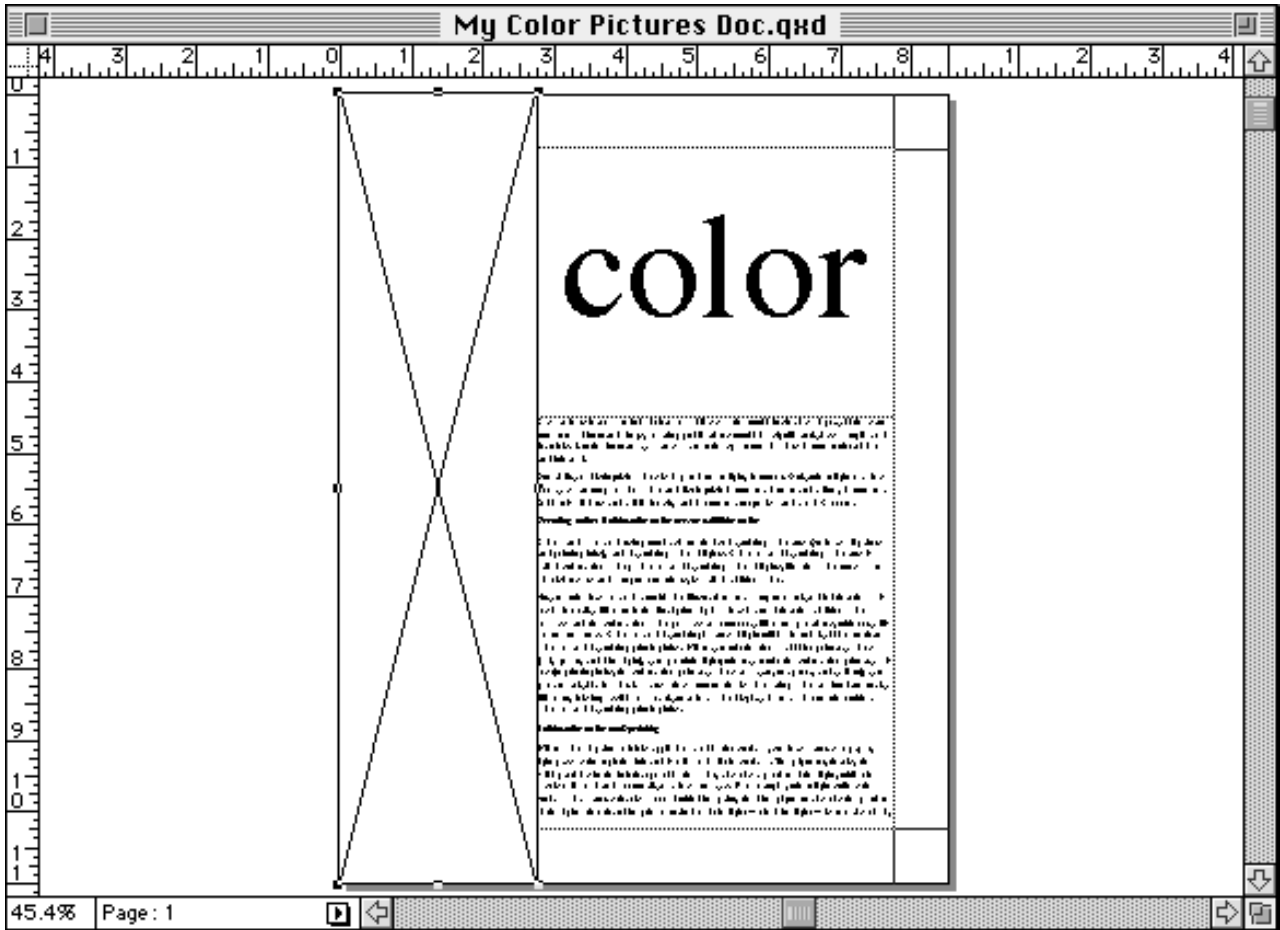
4 Save the document in the Student Files folder: Choose File → Save as to display the Save as dialog box; then select the Student Files folder.

Enter a descriptive name like “My Color Pictures Doc.qxd.” (Use the three-character extension “.qxd” in the name.)

Verify that the **Type** is **Document** and the **Version** is **4.0**. To create a preview of the file (Mac OS), check **Include Preview**, then click **Save**.

- 5 Create a picture box:** Select the Rectangle Picture Box tool . Beginning at the upper left corner of the page, drag to make a picture box approximately 2.75" wide and 11" high. (Don't worry about exact size or placement now, you'll set those specifications next.)




The existing text reflows, or “runs around” the picture box.



By default, text runs around items placed in front of it. This is also called “text wrap.”

Enter these settings in the **Measurements** palette, then press Return/ENTER↵ to precisely size and position the picture box:

Field	Setting
X (horizontal position of upper left corner of box)	0"
Y (vertical position of upper left corner of box)	0"
W (width of box)	2.75"
H (height of box)	11"

 **Resizing and positioning picture boxes:** You can resize an active picture box manually using the Resizing pointer  and position it manually using the Item tool . To specify the location of the upper left corner of a picture box numerically, you can enter values in the **X** and **Y** fields of the **Measurements** palette, or in the **Origin Across** and **Origin Down** fields in the **Box** tab of the **Modify** dialog box (**Item** menu). To specify dimensions for a picture box numerically, enter values in the **W** and **H** fields of the **Measurements** palette, or in the **Width** and **Height** fields in the **Box** tab of the **Modify** dialog box (**Item** menu).

Running Text Around Items

The **Runaround** command lets you control whether text runs behind, around, or within items “stacked” in front of it. You can also create custom runaround paths and manually modify them. In this task you’ll specify runaround for the picture box you created in the previous task.

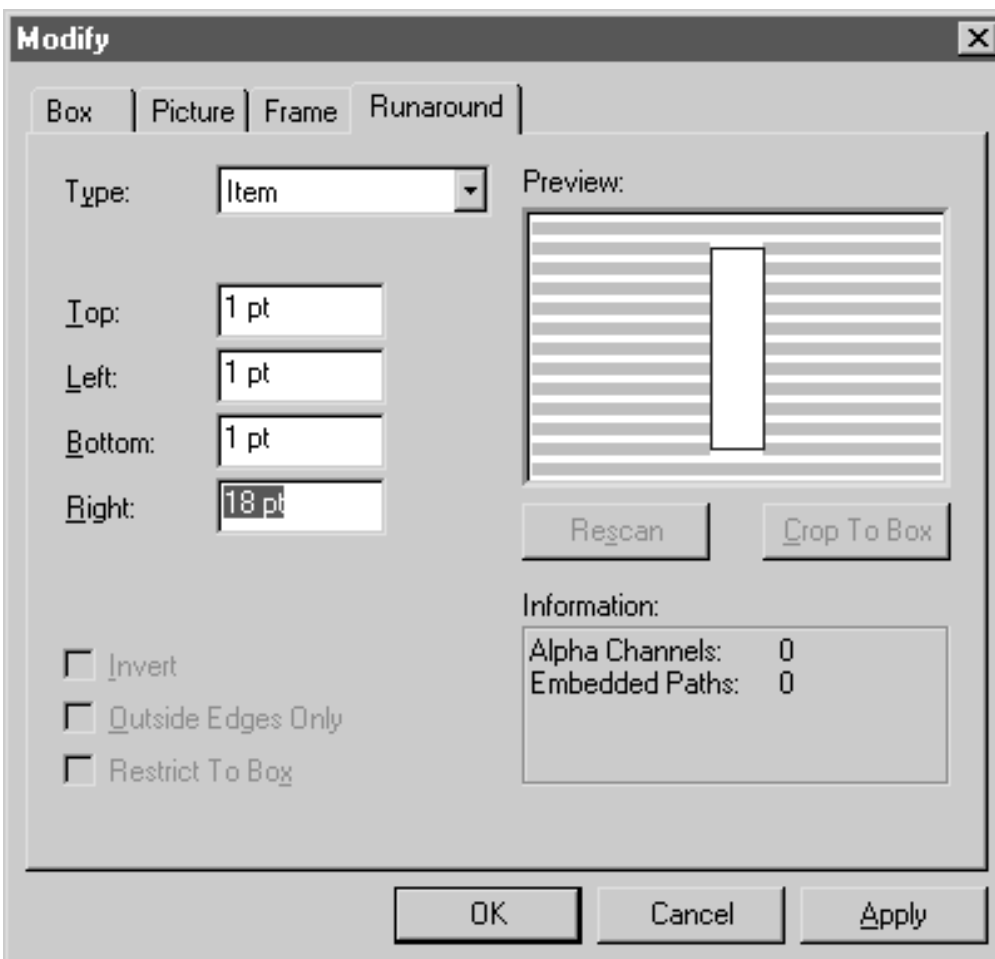
Keyboard Commands for Mac OS:

Runaround⌘+T

Keyboard Commands for Windows:

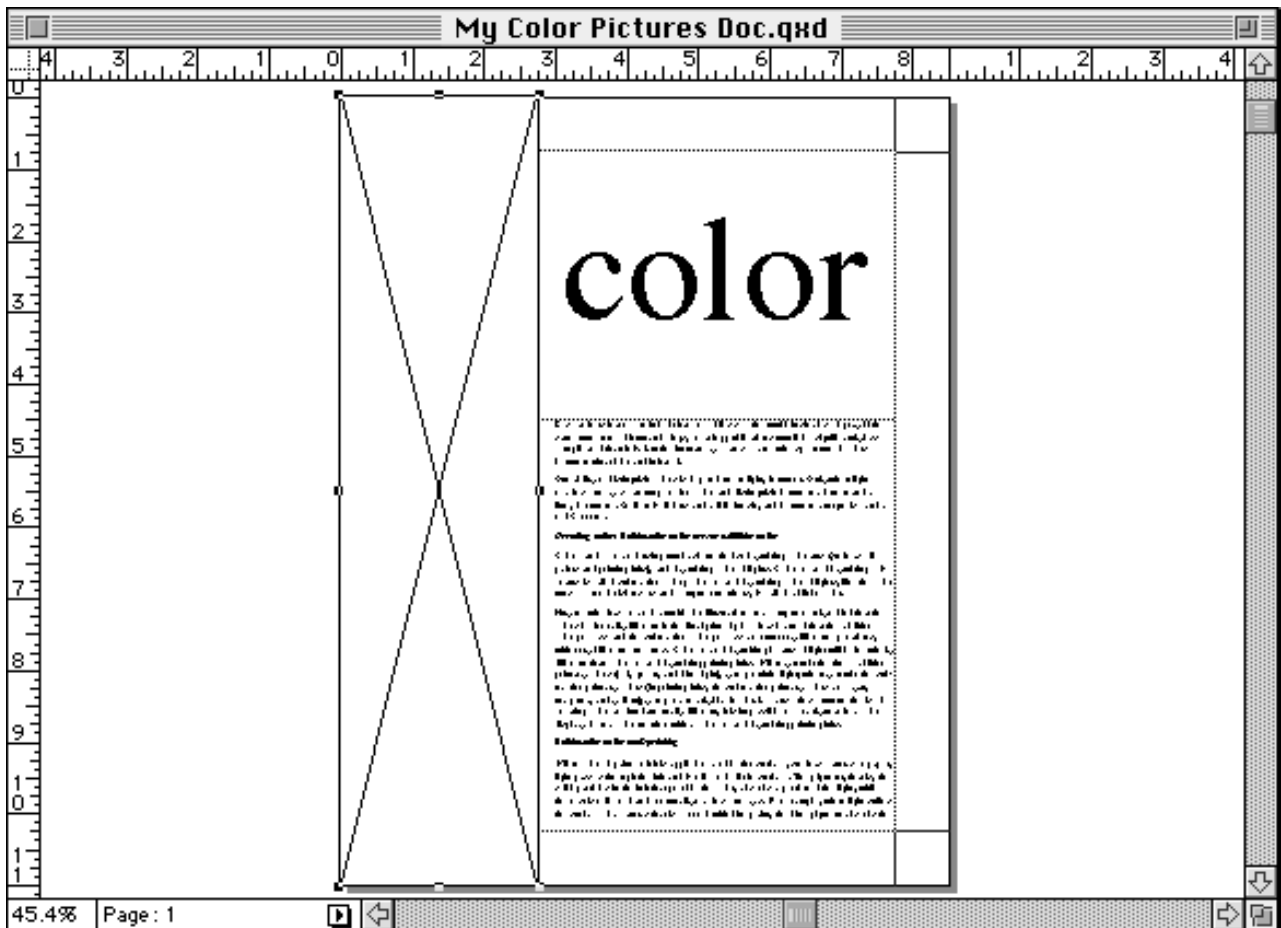
RunaroundCTRL+T

- 1 **Display the Runaround tab of the Modify dialog box:** Make sure the picture box you created is still active. Choose **Item** → **Runaround**.




Controls in the **Runaround** tab vary depending on the type of item that is active.

- 2** Specify a **Runaround** value: Enter 18 in the **Right** field; then click **OK** to place the text 18 points to the right of the picture box.



The text reflects the new **Runaround** setting.

 **Stacking order and runarounds:** Stacking order refers to an item's position relative to items in front or behind it. The default stacking order is from back to front, in the order that items are created. You can change the stacking order of items using the **Send to Back** or **Bring to Front** commands (**Item** menu). Runaround refers to the way in which text flows with respect to items stacked in front of it. You can control text flow using the **Runaround** tab of the **Modify** dialog box (**Item** menu), or the **Run Text Around All Sides** check box in the **Text** tab of the **Modify** dialog box. The **Runaround** tab is not available for groups, multiple-selected items, or anchored items.

Importing Pictures

QuarkXPress lets you import pictures created with paint, draw, illustration, and scanning programs in a variety of file formats such as TIFF, JPEG, or EPS. In this task you'll import a TIFF file into an active picture box.

Keyboard Commands for Mac OS:

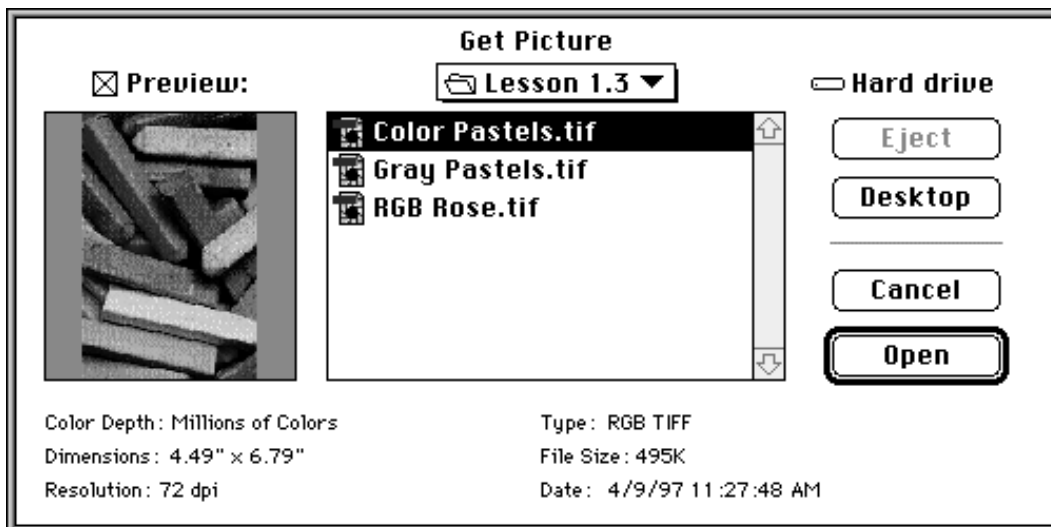
Get Picture⌘+E
 Center Picture⌘+⇧+M
 Fit in Box⌘+⇧+F
 Fit in Box (w/aspect ratio)⌘+⌥+⇧+F

Keyboard Commands for Windows:

Get PictureCTRL+E
 Center PictureCTRL+SHIFT+M
 Fit in BoxCTRL+SHIFT+F
 Fit in Box (w/aspect ratio)CTRL+ALT+SHIFT+F

1 Open the **Get Picture** dialog box: Choose **File** → **Get Picture**. (**Get Picture** replaces **Get Text** in the **File** menu when a picture box is active.)

!!! To import a TIFF picture with LZW compression or a JPEG picture, make sure the LZW import and/or JPEG import XTensions are active.



The **Get Picture** dialog box lists the **Color Depth**, **Dimensions**, **Resolution**, **Type** of file, **File Size**, and **Date** of creation for a selected picture. It can also include a graphic preview of the file.

- 2** **Import a picture:** Select the “Color Pastels.tif” file in the “Lesson 3” folder, then click **Open**.
- 3** **Resize the picture:** Drag the pointer to highlight the 100% value in the X% field on the right side of the **Measurements** palette. Enter 175 to scale the picture horizontally.

Press Tab to highlight the 100% value in the Y% field on the right side of the **Measurements** palette. Enter 175 to scale the picture vertically.

Press Return/ENTER↵.



The **X%** and **Y%** fields reflect the scale of the picture.

Resizing pictures: To manually resize a picture and its picture box without retaining the picture’s aspect ratio, press ⌘/CTRL and drag a resizing handle. To resize a picture and its picture box, retaining the aspect ratio of both, press ⌘+Option+Shift (Mac OS) or CTRL+ALT+SHIFT (Windows) and drag a resizing handle. You can also resize a picture using the **Scale Across** and **Scale Down** fields in the **Picture** tab of the **Modify** dialog box (**Item** menu), or the **X%** and **Y%** fields of the **Measurements** palette.

Creating Visual Effects with Pictures

There are a variety of ways you can use picture files to create visual effects in QuarkXPress. For example, you can rotate pictures, change the way text flows around them, or partially overlap two versions of the same picture. In this task you will superimpose a grayscale version of the artists' pastels file over the original picture to create a special effect.



Keyboard Commands for Mac OS:

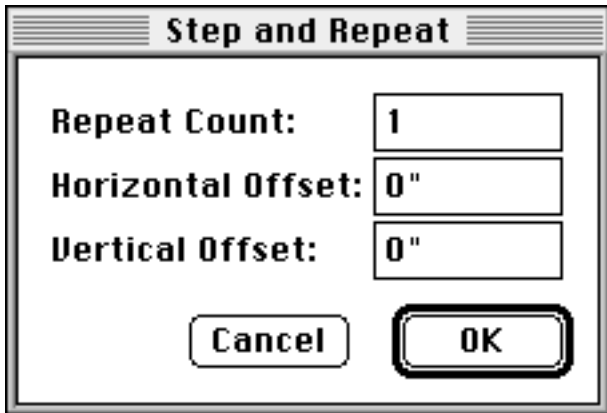
Step and Repeat⌘+⇧+D
 Get Picture⌘+E



Keyboard Commands for Windows:

Step and RepeatCTRL+ALT+D
 Get PictureCTRL+E

- 1 Duplicate a picture box:** Make sure the picture box is still active. Choose **Item → Step and Repeat** to open the **Step and Repeat** dialog box.



The **Step and Repeat** dialog box lets you specify the number of copies QuarkXPress makes of an active item, and how far the copies are offset horizontally and vertically from the original and each other.

Enter 1 in the **Repeat Count** field to create a single copy of the picture and the picture box.

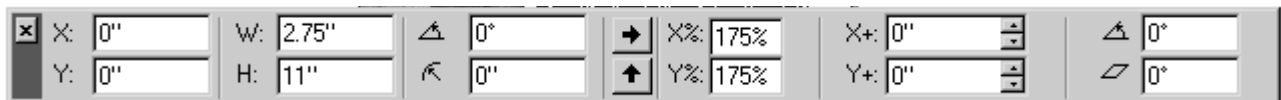
Enter 0 in the **Horizontal Offset** and **Vertical Offset** fields to place the duplicate picture box directly on top of the original, then click **OK**.

2 **Import a picture:** Choose **File** → **Get Picture**. Select the “Gray Pastels.tif” file, then click **Open**. The “Color Pastels.tif” file is replaced by the new picture file.




3 **Resize the picture:** Highlight the **100%** value in the **X%** field on the right side of the **Measurements** palette. Enter **175** to scale the picture horizontally.

Press **Tab** to highlight the **100%** value in the **Y%** field of the palette. Enter **175** to scale the picture vertically.

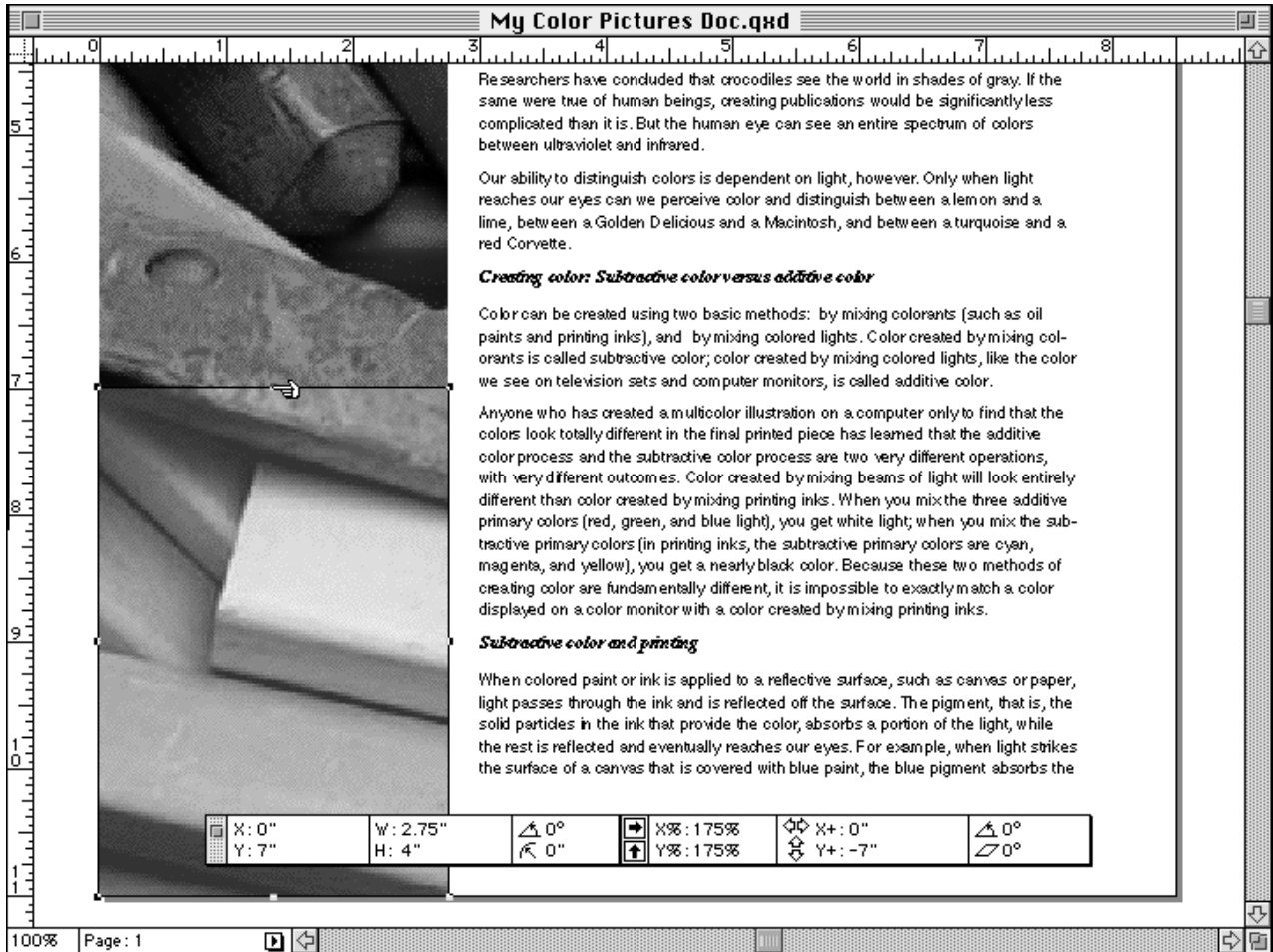
Press **Return/ENTER**.



The **X%** and **Y%** fields reflect the scale of the picture.

- 4** **Resize the picture box:** To display the Resizing pointer , move the Item tool  or the Content tool  over the resizing handle at the top of the picture box.

Using the value in the Y field of the Measurements palette as a reference, drag the resizing handle down to approximately 7".










The duplicate picture box has been resized, revealing the color picture behind.



Duplicate versus Step and Repeat: The **Duplicate** command (**Item** menu) automatically creates a single copy of an active item and positions it according to the offset values in the **Step and Repeat** dialog box. The preset default horizontal and vertical offset values are .25". The **Step and Repeat** command (**Item** menu) opens the **Step and Repeat** dialog box which lets you create multiple copies of active items and specify where they are placed. When you duplicate or step and repeat boxes, their contents are duplicated as well.



Switching between the Item tool  and the Content tool : To toggle between the Item tool  and the Content tool , press Shift+F8. To temporarily access the Item tool  while the Content tool  is selected, press /CTRL.



Speeding up screen redraw: When you scroll or switch pages, QuarkXPress has to redraw all the elements on the page. Depending on the document and the speed of your machine, screen redraw can be slow and frustrating. To save time on screen redraw, you can “greek” pictures by checking **Greek Pictures** in the **General** tab of the **Document Preferences** dialog box (**Edit** menu). Picture boxes display as gray (except when selected), making it faster to move throughout your document.

Applying Styles to Pictures

Using the **Style** menu, you can convert a picture to a negative, change its color, shade, contrast, horizontal flip and vertical flip, and control the way in which an electronic halftone is created. In this task you'll adjust a picture's shade and contrast.



Keyboard Commands for Mac OS:

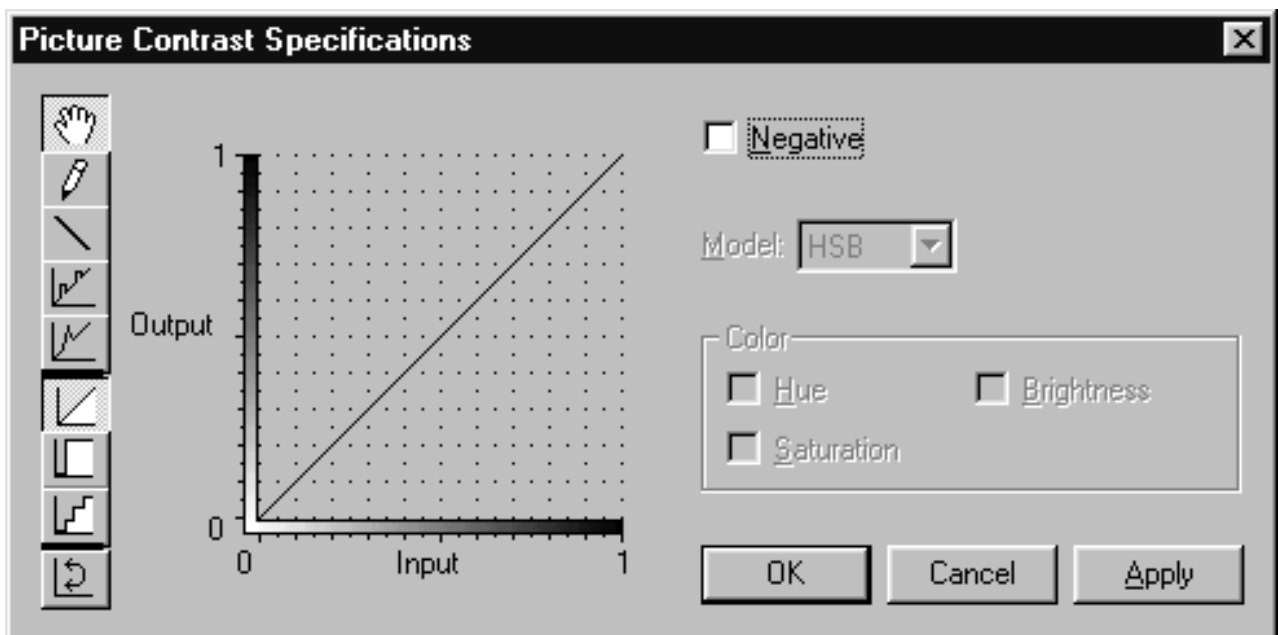
Picture Contrast⌘+⇧+C




Keyboard Commands for Windows:

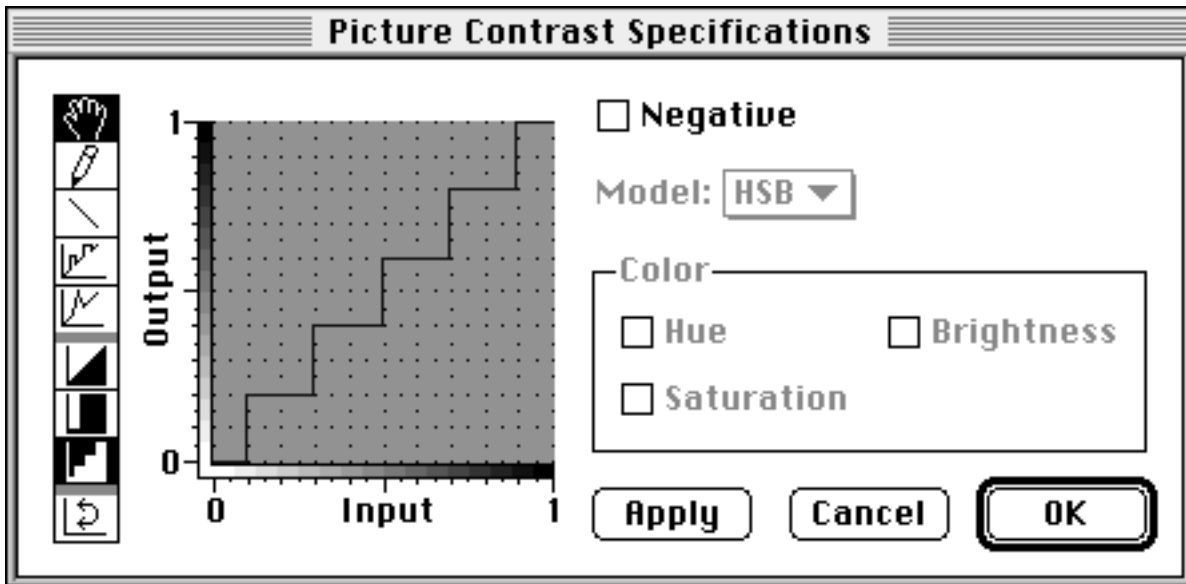
Picture ContrastCTRL+SHIFT+O


- 1** **Change the contrast of a picture:** Make sure the picture box containing "Gray Pastels.tif" is active. Choose **Style** → **Contrast**.




The **Picture Contrast Specifications** dialog box lets you modify the contrast of color or grayscale TIFF pictures, or color bitmap pictures. Available controls vary depending on the picture type.

Click the Posterized Contrast tool , then click **OK**. The picture's display is converted to just six shades of gray based on its original shades.





The Posterized Contrast tool  lets you display and print grayscale pictures in black, white, and four shades of gray (20%, 40%, 60%, and 80%). You can also display and print each of the color components of a color picture in full color, white, or one of four shades (20%, 40%, 60%, and 80%), depending on the component's original shade.

2 Reduce the tonal saturation of the picture: Choose **Style** → **Shade** → 90%.

 **Modifications to a picture file:** Contrast modifications made in QuarkXPress affect only the way QuarkXPress displays and prints an imported picture; the original picture file is unaffected.

Copying a Picture Box and Replacing its Contents

Copying and pasting is a useful way to duplicate items or contents and move them from one document page (or document) to another. To copy or paste items you must select the Item tool . To copy or paste contents you must select the Content tool . In this task you'll copy a picture box from the first page of a document, paste it on the second page, and import a new picture into the box.





Keyboard Commands for Mac OS:

Copy	⌘+C
Paste	⌘+V
Get Picture	⌘+E
Runaround	⌘+T
Close	⌘+W



Keyboard Commands for Windows:

Copy	.CTRL+C
Paste	.CTRL+V
Get Picture	.CTRL+E
Runaround	.CTRL+T
Close	.CTRL+F4

- Select the Item tool .** If it isn't selected, click the Item tool .
- Copy a picture box:** Select the picture box containing the "Color Pastels.tif" picture file. Choose **Edit** → **Copy**.
- Paste the picture box on the second page of the document:** Scroll to page 2 or choose **Page** → **Next**. Choose **Edit** → **Paste**.
- Position the picture box on the page:** Enter these settings in the **Measurements** palette, then press Return/ENTER↵ to precisely position the picture box:

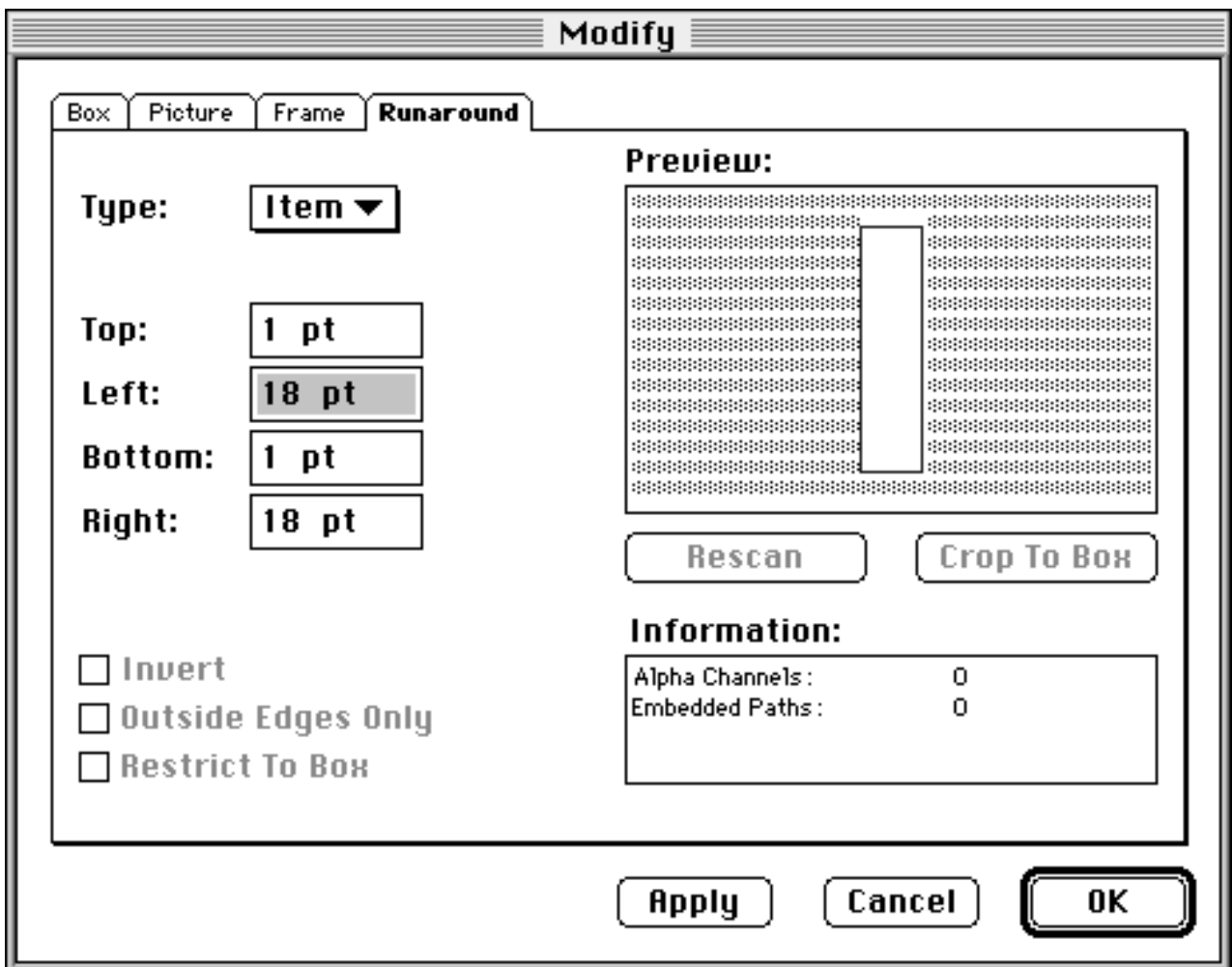
Field	Setting
X (horizontal position of upper left corner of box)	5.75"
Y (vertical position of upper left corner of box)	0"

- Import a picture:** Choose **File** → **Get Picture**. Select the "RGB Rose.tif" file, then click **Open**.

6 **Reposition the picture within the picture box:** Enter these settings in the **Measurements** palette, then press Return/ENTER↵ to precisely position the picture within the box:

Field	Setting
X+ (horizontal position of upper left corner of picture)	-2"
Y+ (vertical position of upper left corner of picture)	-1"





7 **Specify Runaround for the picture box:** Make sure the picture box is still active. Choose **Item** → **Runaround** to open the **Modify** dialog box with the **Runaround** tab displayed.



The **Top**, **Left**, **Bottom**, and **Right** fields in the **Runaround** tab let you specify runaround for each side of a box independently. (The 18 pt setting in the **Right** field was copied along with the original picture box.)

Enter 18 in the Left field, then click **OK** to reflow the text 18 points to the left of the picture box.

8 **Close and save the document:** Choose **File** → **Close**. If you haven't recently saved your document, a dialog box asks you to save it. Click **Yes**.

 **Repositioning pictures within their boxes:** To reposition a picture within an active picture box, select the Content tool , then move the Arrow pointer  over the box. The arrow changes to the Picture Mover pointer . Click and drag the picture. You can also reposition a picture inside its box by entering values in the **Offset Across** and **Offset Down** fields in the **Picture** tab of the **Modify** dialog box (**Item** menu).

 **Checkpoint**

Confirm your new skills — then try them out. If you have any questions, ask your instructor or consult “The Details” section of this lesson.

How are you doing?

Make sure you can:


- Create a new picture box
- Set text runaround
- Import pictures
- Duplicate picture boxes and superimpose pictures
- Apply styles to pictures
- Reposition a picture within its picture box

On your own

Experiment with new documents or open some of the other lesson files.

Try the following:

- Create a few more picture boxes.
- Change the sizes of picture boxes and pictures manually using the **Measurements** palette or the **Modify** dialog box.
- Copy a picture box and paste it in a new location — paste a picture box on top of a text box and see how the text reflows, then change the runaround settings.
- Copy a picture from one picture box and paste it into another.



 The lesson files are all templates, which means you can open copies of them without affecting the original files.

Runaround

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 manually modify them.

Running text around all sides of an item

Text runaround defaults to running around three sides of an item. To cause text to run around all sides of an item, you must select the text box containing the text (rather than the item stacked in front of it). 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 **Modify (Item menu)**; then click the **Text** tab.
- 3 Check **Run Text Around All Sides**. Click **OK**.

Running text around picture boxes

To specify text runaround for a picture box in front of a text box, select the picture box, then choose **Runaround (Item menu)**. Choose an option from the **Type** 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 **Auto Image** to create clipping and runaround paths for a picture simultaneously. A clipping path based on “non-white areas” is generated from the high-resolution picture file; text wraps around the path automatically. The clipping and runaround paths are uneditable so the **Clipping** tab controls in the **Modify** dialog box (**Item menu**) and the **Clipping Path** and **Runaround** options of the **Edit** submenu (**Item menu**) are unavailable.
- Choose **Embedded Path** to run text around a path embedded in an image. If the picture file contains more than one embedded path, choose a path from the **Path** menu.

- Choose **Alpha Channel** to run text around an alpha channel embedded in an image. If the picture file contains more than one embedded alpha channel, choose an alpha channel from the **Alpha** menu.
- Choose **Non-White Areas** to create a runaround path based on a picture's subject. Using the **Threshold** value to distinguish dark pixels from light pixels, QuarkXPress creates a runaround path that outlines a dark figure within a white or near-white background (or vice versa).
- Choose **Same As Clipping** to set the text runaround path to use the clipping path selected in the **Clipping** tab of the **Modify** dialog box (**Item** menu).
- Choose **Picture Bounds** to run text around the rectangular "canvas area" of an imported picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to specify the outset or inset of the text from the picture's boundaries. Negative values result in an inset, positive values in an outset.

Running text around text boxes


To specify runaround for a text box in front of another text box, select the front text box; then choose **Runaround** (**Item** menu). Choose an option from the **Type** 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 isn't rectangular, a single **Outset** field is provided. Modifying any aspect of the text box will automatically update the runaround area.


Running text around lines and text paths


To specify text runaround for lines and text paths in front of a text box, select the line or text path; then choose **Runaround** (**Item** menu). Choose an option from the **Type** 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. (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 such as its width, the runaround will not update (like it does when **Item** is chosen). You must manually update the runaround path.

 You can specify a runaround **Outset** when either **Item** or **Manual** is chosen from the **Type** menu. Positive values result in runaround that extends outward from the original setting, negative values decrease the amount of item displayed.

 **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** and **Clipping** commands (**Item** menu). QuarkXPress can scan the paths and channels and create QuarkXPress runaround and clipping paths based on the information.

 **Clipping paths and high-resolution picture files:** Clipping paths created by QuarkXPress are not built into the picture file like those created in image-editing applications. They are based on the high-resolution picture file, but are stored in your QuarkXPress document.

 **The best images for generating Non-White Areas paths: Non-White Areas** works best when the unwanted parts of an image are much lighter than the subject itself (or vice versa). If your grayscale or color image 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 path.

 **File formats that include embedded path and alpha channel information:** TIFFs can have embedded paths and alpha channels. EPS, JPEG, and Scitex CT picture files can only have embedded paths. QuarkXPress can read embedded paths saved in any Adobe Photoshop image readable by QuarkXPress.

Picture File Formats

Pictures are created in many ways: They are scanned, created with digital cameras, captured from video, read from CD-ROMs — even created from scratch in certain applications. Pictures can be stored in dozens of different formats. QuarkXPress lets you import pictures in a variety of file formats. However, because there are so many different ways to create and store graphic data, QuarkXPress can only manipulate files stored in certain file formats. Some common file formats, including their main features are:

- **DCS 2.0 (Desktop Color Separations).** An EPS graphic saved as a single file. Includes up to six plates (cyan, magenta, yellow, black, and two spot colors), and a master image for composite printing. Prints faster than a standard EPS. 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, inclusion of low resolution previews for screen display and non-PostScript printing, and inclusion of OPI comments. In ASCII format, can be opened and “read” in a text editor.
- **GIF (Graphics Interchange Format).** Windows file format originally developed by CompuServe to transfer graphic files between computer systems. Popular for the Internet World Wide Web. Supports bitmap information up to 256 colors.
- **JPEG (developed by Joint Photographic Experts Group).** A lossy compression format 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 compression. Popular for transmission over the Internet due to extreme compression and support for 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 for storage on CD-ROMs. Contains bitmap information only. Supports grayscale, RGB, and Lab color models.
- **PICT.** Native to Mac OS. Based on original QuickDraw drawing routines. Contains bitmap and object-oriented information.
- **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, and CMYK color models. Allows inclusion of embedded paths, alpha channels, and OPI comments.
- **WMF (Windows Metafile).** Windows file format. Can contain both bitmap and object-oriented information. Supports bitmap, grayscale, and RGB color models.

- **BMP (Windows bitmap).** Windows file format. Contains bitmap information only. Supports bitmap, grayscale, and RGB color models.

Modifiable picture file formats

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
GIF	*	*	yes	yes	no
JPEG (*.jpg)					
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
OS/2 bitmap (*.bmp)					
1-bit	yes	yes	no	no	yes
Color	*	*	yes	yes	no
PAINT	yes	yes	no	no	yes
PhotoCD	no	no	yes	yes	no
Mac PICT (*.pct)					
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 (*.tif)					
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
WMF	no	no	no	no	no

*Adjustable through the **Picture Contrast Specifications** dialog box which can be opened by choosing **Contrast (Style menu)**.



File filters: To import JPEG, PhotoCD, or PCX pictures, make sure you have the appropriate XTensions software installed.



Windows Metafile: When a QuarkXPress for Windows document with an imported Windows Metafile (WMF) picture is opened using QuarkXPress for Mac OS, the picture is transformed into a PICT.

Pictures

In QuarkXPress, you can import a picture into an active picture box using the **Get Picture** feature (**File** menu), or by pasting a picture into an active picture box from the Clipboard.



Keyboard Commands for Mac OS:

Center pictures within boxes⌘+⇧+M
Nudge pictures in 1-point incrementsarrow keys
Nudge pictures in .1-point increments⌘+arrow keys
Fit to picture box⌘+⇧+F
Fit to picture box proportionately⌘+⌘+⇧+F
Decrease size by 5%⌘+⌘+⇧+<
Increase size by 5%⌘+⌘+⇧+>



Keyboard Commands for Windows:

Center pictures within boxesCTRL+SHIFT+M
Nudge pictures in 1-point incrementsarrow keys
Nudge pictures in .1-point incrementsALT+arrow keys
Fit to picture boxCTRL+SHIFT+F
Fit to picture box proportionatelyCTRL+ALT+SHIFT+F
Decrease size by 5%CTRL+ALT+SHIFT+<
Increase size by 5%CTRL+ALT+SHIFT+>

Importing pictures


Begin by drawing (or selecting) a picture box. To import a picture into an active picture box:

- 1 Choose **File** → **Get Picture**.
- 2 Use the controls in the dialog box to locate and select a picture.
- 3 Check **Preview** to display a thumbnail of the picture before importing it.

4 To import the selected picture, click **Open** (or double-click the picture's name in the scroll list).

!!! If you import a picture into a box that already contains a picture, the existing picture will be replaced by the new one you import.

Pasting pictures

There's a storage area in computer memory called the Clipboard that lets you temporarily store copied and cut information, including pictures. You can paste pictures from the Clipboard into a QuarkXPress document by selecting a picture box with the Content tool  and choosing **Paste** (**Edit Menu**).


Although it's convenient to copy and paste pictures, this practice should be used with caution when pasting pictures from other applications into QuarkXPress documents. For example, in order to edit a pasted image you must copy it, paste it into an image-editing program, make changes, copy it again, then paste it back into your picture box. Another disadvantage is your file size can increase dramatically because your document contains the entire picture file rather than a low-resolution preview. Perhaps the most important point to consider is that color pictures pasted into QuarkXPress documents from other applications cannot be separated.





Manipulating Pictures




Once you've 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 within their picture boxes using:

- **Item menu:** Choose **Modify**; 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**.
- **Tool palette:** With the Content tool  selected, click the picture and drag 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/ALT key while using the  and  arrows to move the picture in .1-point increments.

!!! If the Item tool  is selected either when using the  and  arrows in the **Measurements** palette or the arrow keys on the keyboard, the picture box will move instead of the picture itself.

Resizing pictures

You can scale pictures to make them larger or smaller using:

- **Item** menu: Choose **Modify**; then click the **Picture** tab. Enter values in the **Scale Across** and **Scale Down** fields to resize the picture. Click **OK**.
- **Measurements** palette: Enter values in the **X%** and **Y%** fields to resize the picture, then press Return/ENTER↵.



 If you 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.


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 **Modify**; 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**.
- **Measurements** palette: Enter values in the  or  fields to rotate or skew a picture, and press Return/ENTER↵.



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 using:

- **Style** menu: Choose **Color**, then choose a color from the submenu. Choose **Shade** and choose a percentage from the submenu, or choose **Other** and enter a value in the **Shade** field. Click **OK**.
- **Item** menu: Choose **Modify**, then click the **Picture** tab. Choose a color from the **Colors** menu. Choose a shade from the **Shade** menu, and click **OK**.
- **Colors** palette: Choose **Show Colors** (**View** menu). 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/ENTER↵.

Flipping pictures

You can flip the contents of a picture box from left to right, and from top to bottom, using:

- **Style** menu: Choose **Flip Horizontal** to flip the contents of a picture box from left to right. Choose **Flip Vertical** to flip the contents of a picture box from top to bottom.
- **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.

Applying contrast to pictures

Contrast manipulation lets you change the way a picture displays on screen and in print. Contrast describes the relationship between the highlights, middle tones, and shadows of a picture. In QuarkXPress, a picture's contrast is displayed as a line on a graph in the **Picture Contrast Specifications** dialog box (**Style** menu). 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:

- Choose **Contrast** (**Style** menu).
- If you have a color picture selected, choose an **HSB**, **RGB**, **CMY**, or **CMYK** color model from the **Model** menu to determine which color components you can manipulate.
- 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. Check one or more color components to modify them.
- 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 color, you can select and manipulate from one to four curves at a time.
- 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.
- Click **Apply** to preview your changes. Press Option/ALT and click **Apply** to continually apply subsequent changes to the image as you modify curves; then click **OK** to accept changes.



You can undo the most recent change to contrast curves by pressing **⌘+Z** (Mac OS) or **CTRL+Z** (Windows).



Low-resolution preview images: When you import TIFF, RIFF, or Scitex CT files, QuarkXPress creates a link to the high resolution picture file and displays a low-resolution (72 dpi) preview of the image to keep file size down and screen redraw rate up. Usually, the redraw rate is fast enough to facilitate productivity, but if an image is very large, it may be helpful to reduce the resolution of its screen preview even further. Press the Shift (⇧) key before you click **Open** in the **Get Picture** dialog box to create a 36 dpi preview. If you manipulate a preview picture, the high-resolution picture prints with your modifications. However, the original file remains untouched.

4

Printing a Draft

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4

Printing a Draft

What's Ahead

QuarkXPress supports a wide variety of print devices from 300 dots per inch (dpi) laser printers to 2,540 dpi imagesetters. Although QuarkXPress is used extensively to produce publications such as magazines, annual reports, advertising layouts, and brochures requiring high-resolution output, it is also frequently used to print to laser printers for proofing purposes, or even for final output.

In this lesson you'll prepare to print a simple document containing text and pictures to a laser printer.

Selecting a Printer

Before specifying how you want a document to print, you must select a printer driver and an output device. Because there are so many different scenarios, workflows, and types of printers, there are also many different printer drivers, PostScript Printer Description (PPD) files, and printer setup options.

A typical procedure for choosing a printer driver using a standard Mac OS or Windows setup, is outlined below. If you're new to the platform you're using, it might be helpful to consult the documentation provided with your computer for complete information about using the platform, and selecting print drivers and printers.



Keyboard Commands for Mac OS:

Open⌘+O
 Save as⌘+⇧+S

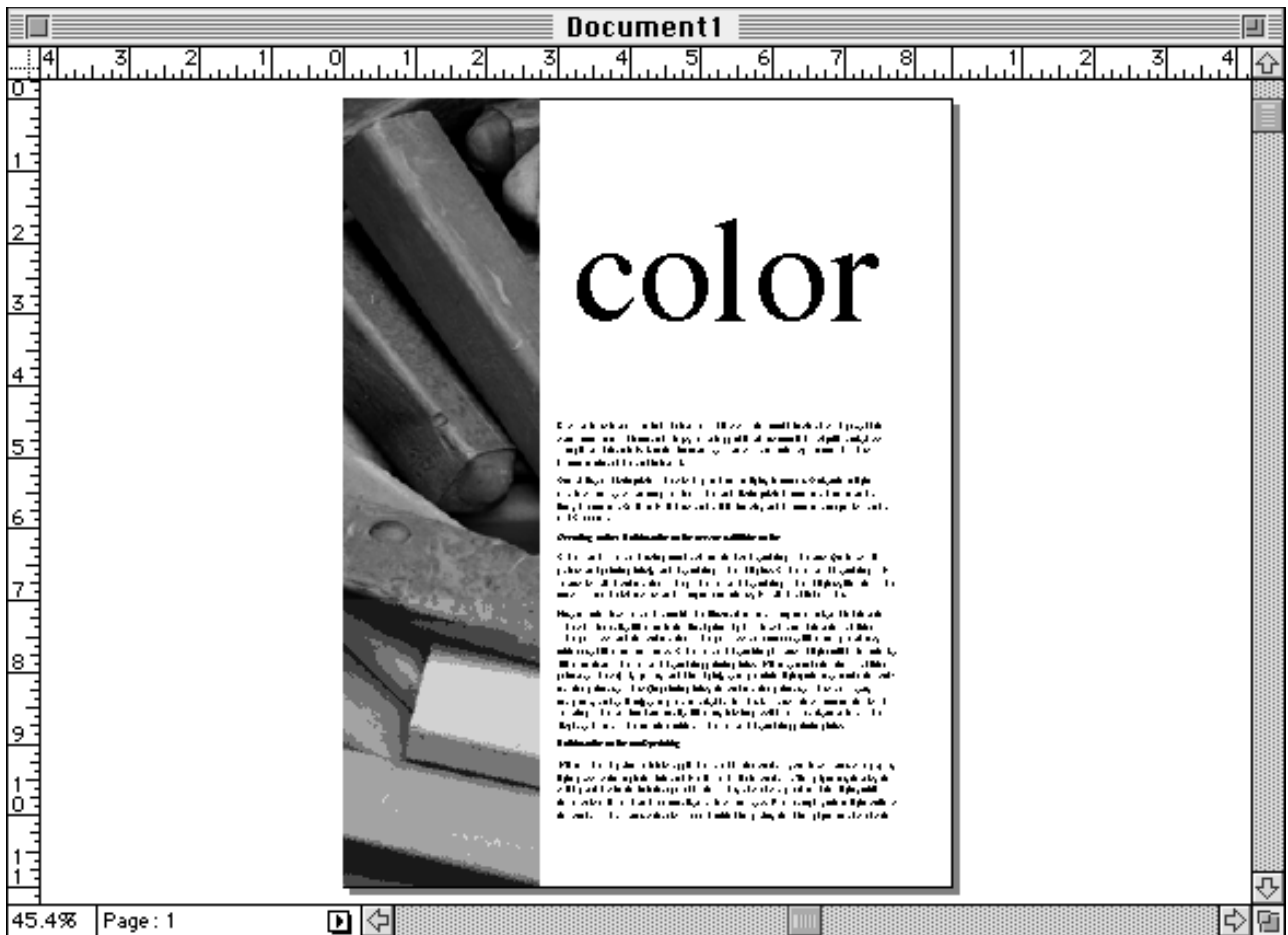


Keyboard Commands for Windows:

OpenCTRL+O
 Save asCTRL+ALT+S

1 If necessary, launch QuarkXPress: Locate the QuarkXPress icon and double-click it.

- 2** Open an existing document: Choose **File** → **Open**. Open the “Module 1” folder, then open the “Lesson 4” folder. Select the “Color Print.qxt” template and click **Open**.



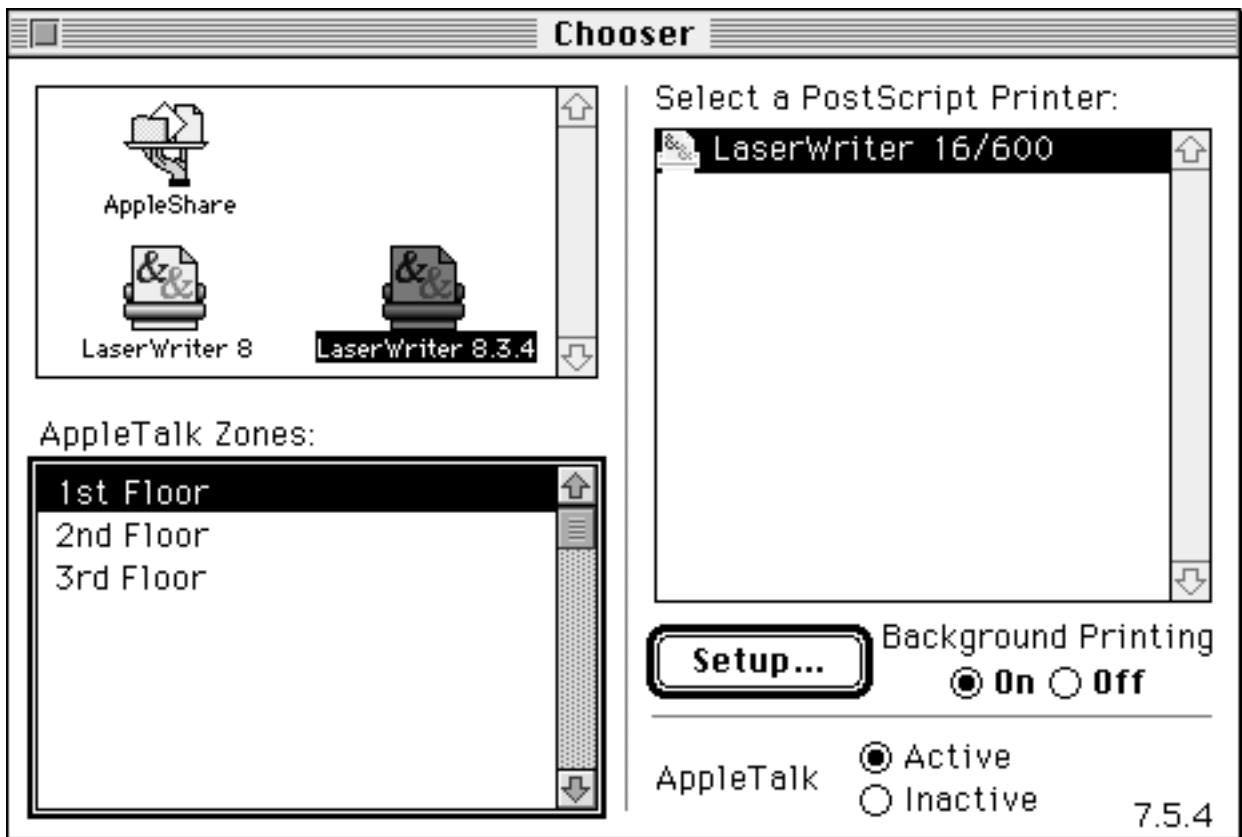
The first page of the existing document appears in the document window.

- 3** Save the document in the Student Files folder: Choose **File** → **Save as**; then select the Student Files folder. Enter a descriptive name like “My Color Print Doc.qxd.” (Use the three-character extension “.qxd” in the name.)

Verify that the **Type** is **Document** and the **Version** is **4.0**. To create a preview of the file (Mac OS), check **Include Preview**, then click **Save**.

Mac OS instructions for selecting a printer

- 1 **Display the Chooser:** From the  (Apple) menu, select **Chooser**. The Chooser opens.



The **Chooser** lets you specify a printer driver, a network zone, a printer, whether to setup a printer manually or automatically, whether your document is printed in the background, and whether or not the network is active.

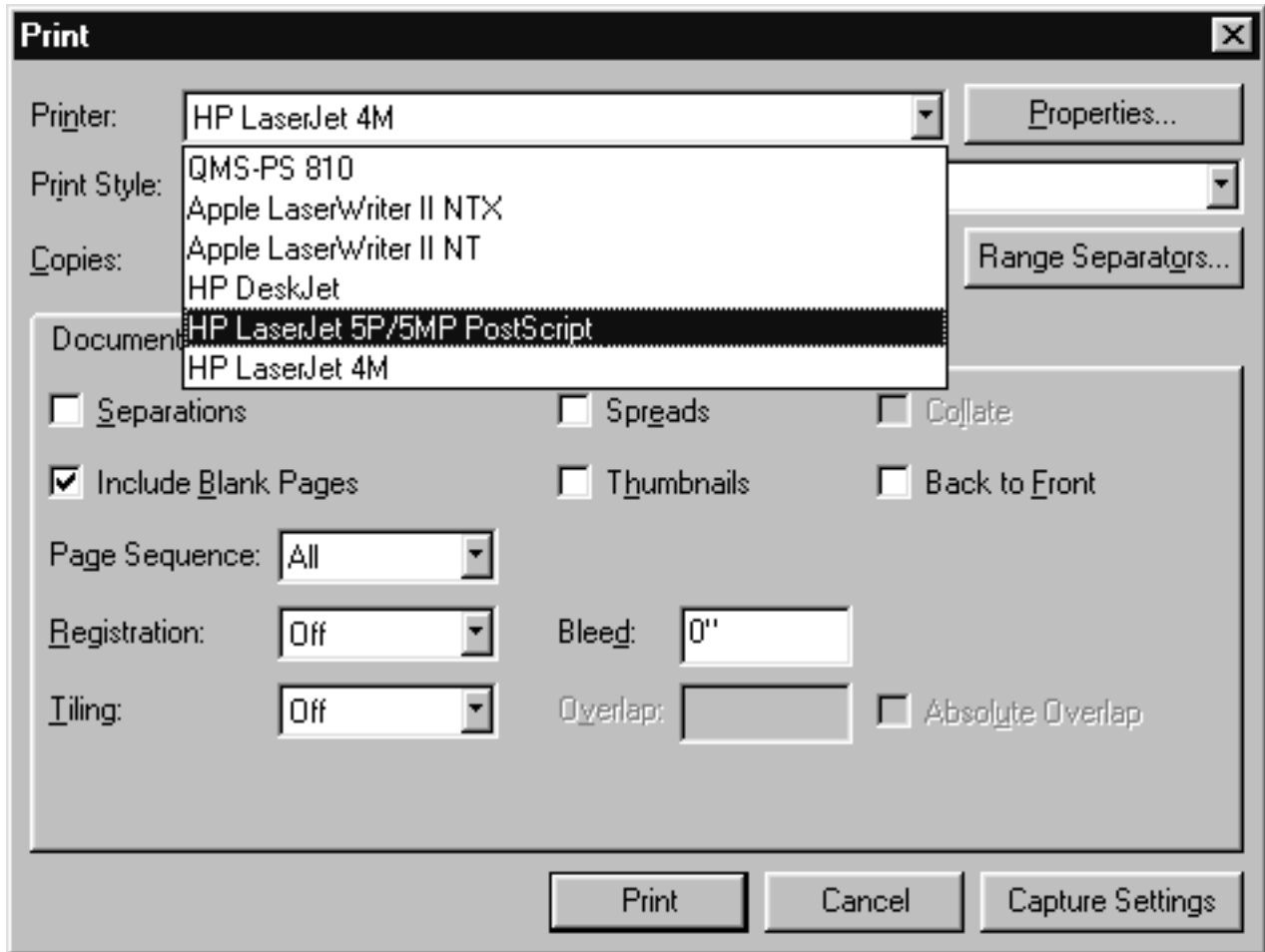
- 2 **If necessary, choose a network zone:** If you're connected to a network, select the appropriate network zone (for example, 1st Floor) from the **AppleTalk Zones** scroll list. (If your computer isn't connected to a network, the **AppleTalk Zones** scroll list is unavailable.)
- 3 **Select a printer driver:** In the upper left corner, click a printer device icon (for example, LaserWriter 8.3.4) from the scroll list of **Chooser** devices.
- 4 **Specify a printer:** Select a printer (for example, LaserWriter 16/600) from the **Select a Postscript Printer** scroll list.

Click the close box to close the **Chooser**. The printer driver and printer you specified become the defaults.

!!! If the **Change Page Setup** dialog box displays, click **OK**.

Windows instructions for selecting a printer

- 1 **Display the Print dialog box:** Choose **File** → **Print**. The **Print** dialog box opens.





The **Printer** menu in the **Print** dialog box lets you choose from a list of printers whose printer drivers are installed on your system.

2 | **Specify a printer:** Choose a printer (for example, HP LaserJet 5P/5MP PostScript) from the **Printer** menu.

!!! | If the appropriate printer isn't displayed in the **Printer** menu, have your instructor assist you or consult the documentation resources provided with your computer. (You can install printer drivers in the Printers Control Panel or connect to additional printers through Network Neighborhood.)

3 | **Save your new settings:** Click **Capture Settings** to save the printer selection and close the **Print** dialog box.

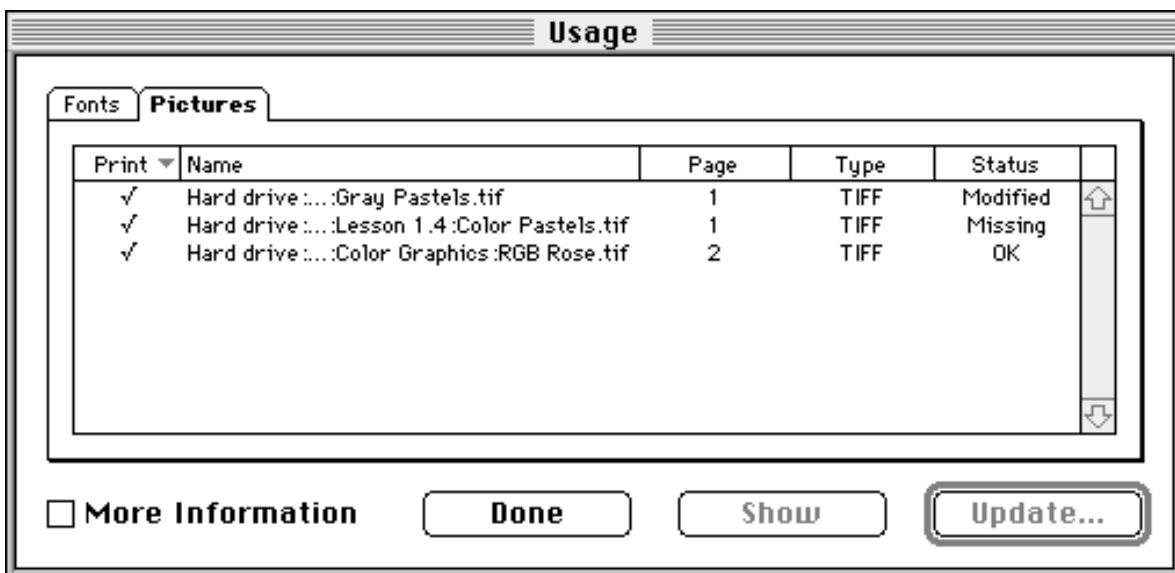
 | **PostScript Printer Description files:** A PostScript Printer Description (PPD) file contains information about the capabilities of a particular printer used by desktop publishing applications such as QuarkXPress. For example, a PPD might contain information about the halftone screen frequency of an output device or about the size or type of output media it supports.

 | **Using Capture Settings:** **Capture Settings** lets you save the settings (except **Copies** and **Pages**) you've specified in the **Print** dialog box and close it without printing the document.

Updating Missing or Modified Pictures

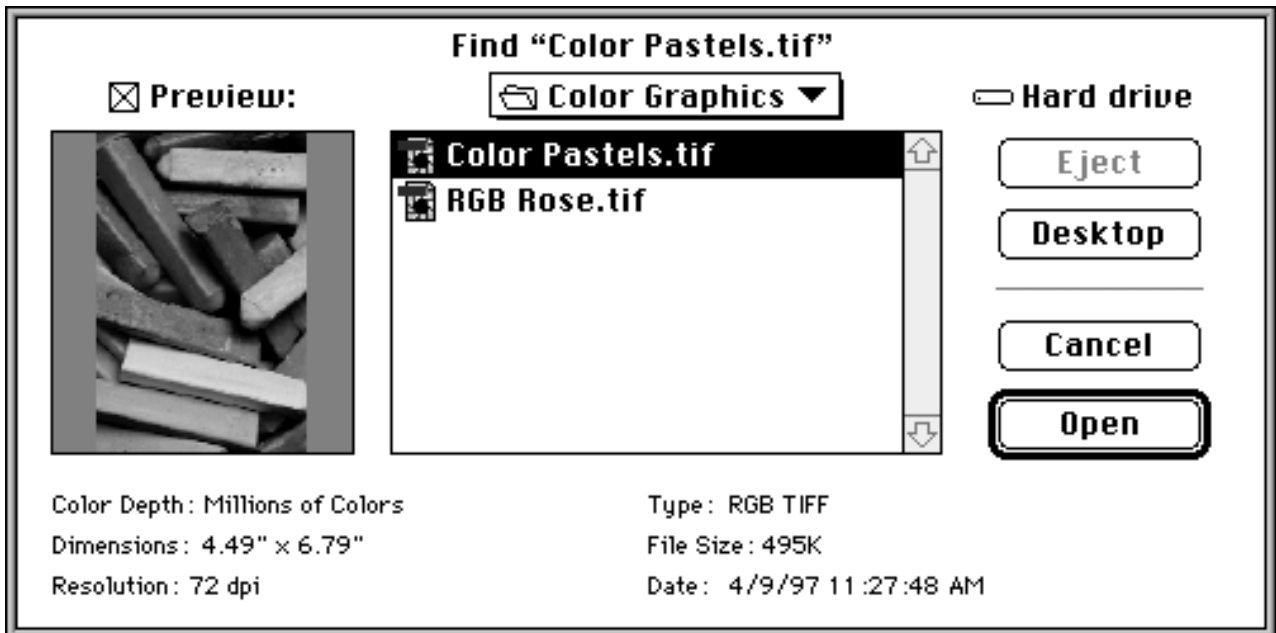
When you import a picture, QuarkXPress displays a low-resolution preview of the picture in the document and maintains a link to the high-resolution picture file. When printing, the program retrieves the high-resolution information from the original picture files. If you move, rename, or modify pictures (using another program) after importing them, you should update the files prior to printing. In this task you'll update two pictures in your document.

- 1 **Display the Usage dialog box:** Choose **Utilities** → **Usage**. The Usage dialog box opens. Click the **Pictures** tab.



The **Pictures** tab in the **Usage** dialog box lets you verify the status of picture files and update missing or modified files.

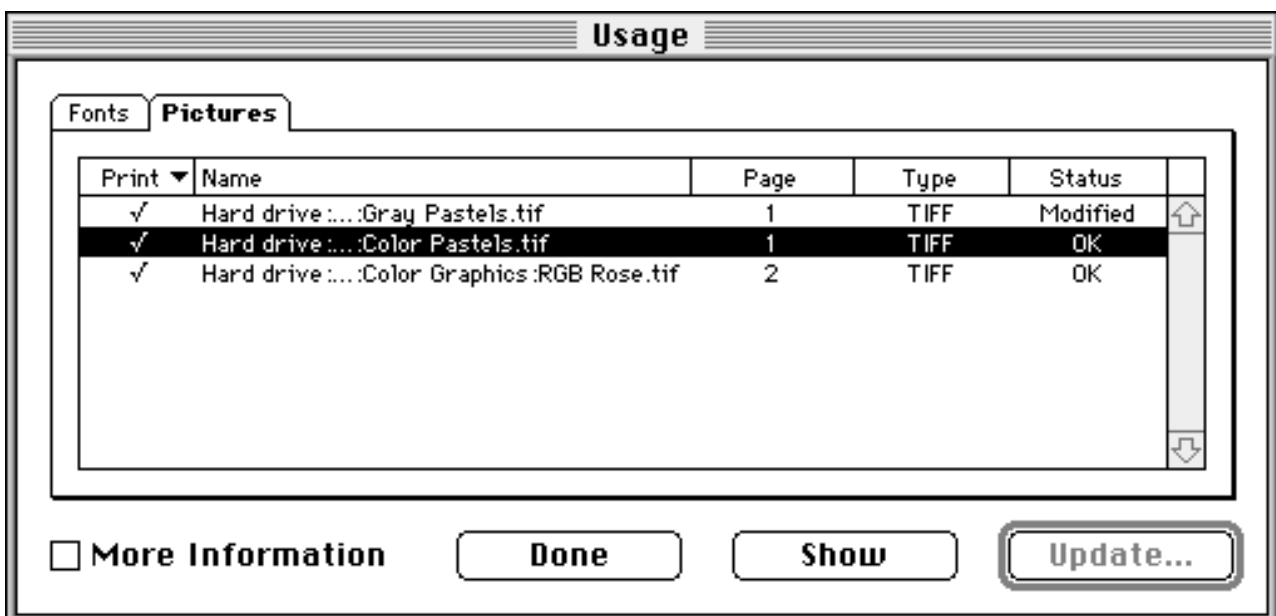
- 2** Update a missing picture file: Click “Color Pastels.tif” in the scroll list.
 Notice the file is listed as **Missing** in the **Status** column. Click **Update**.
 The **Find** dialog box opens.



The **Find** dialog box lets you navigate to missing picture files.

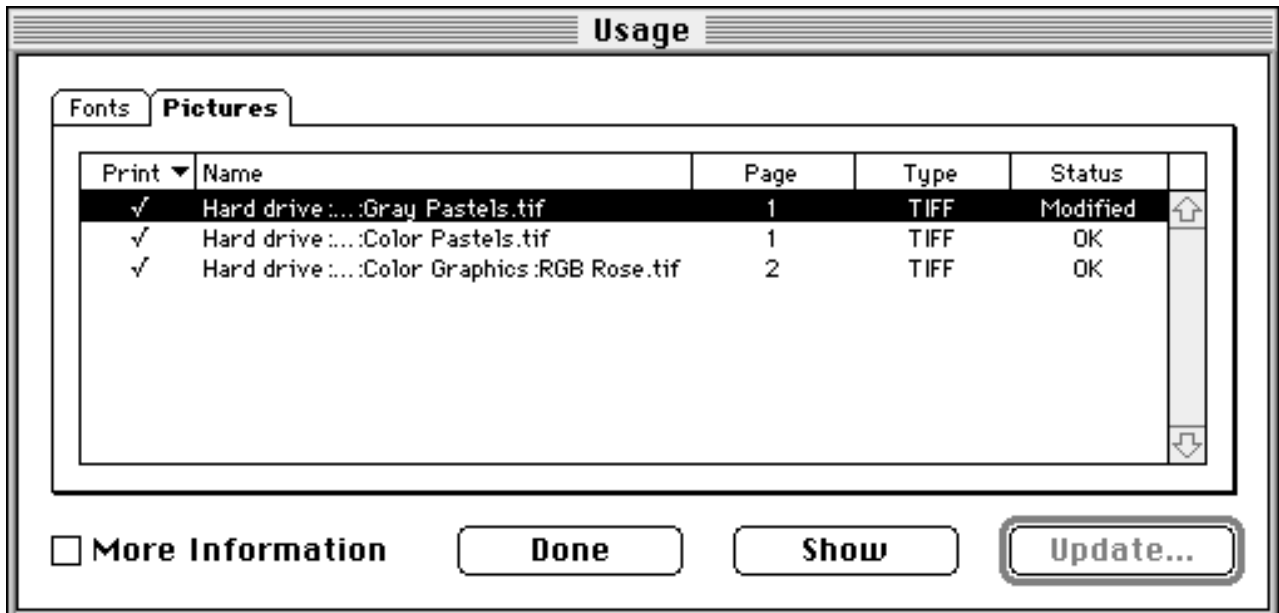
Navigate to the “Color Graphics” folder, then select the “Color Pastels.tif” file in the scroll list.

Click **Open**. The link to the file is re-established and the **Status** changes to **OK**.



The link to the “Color Pastels.tif” file has been updated.

- 3** Update a modified picture file: Click “Gray Pastels.tif” in the scroll list.
Notice the file is listed as **Modified** in the **Status** column.



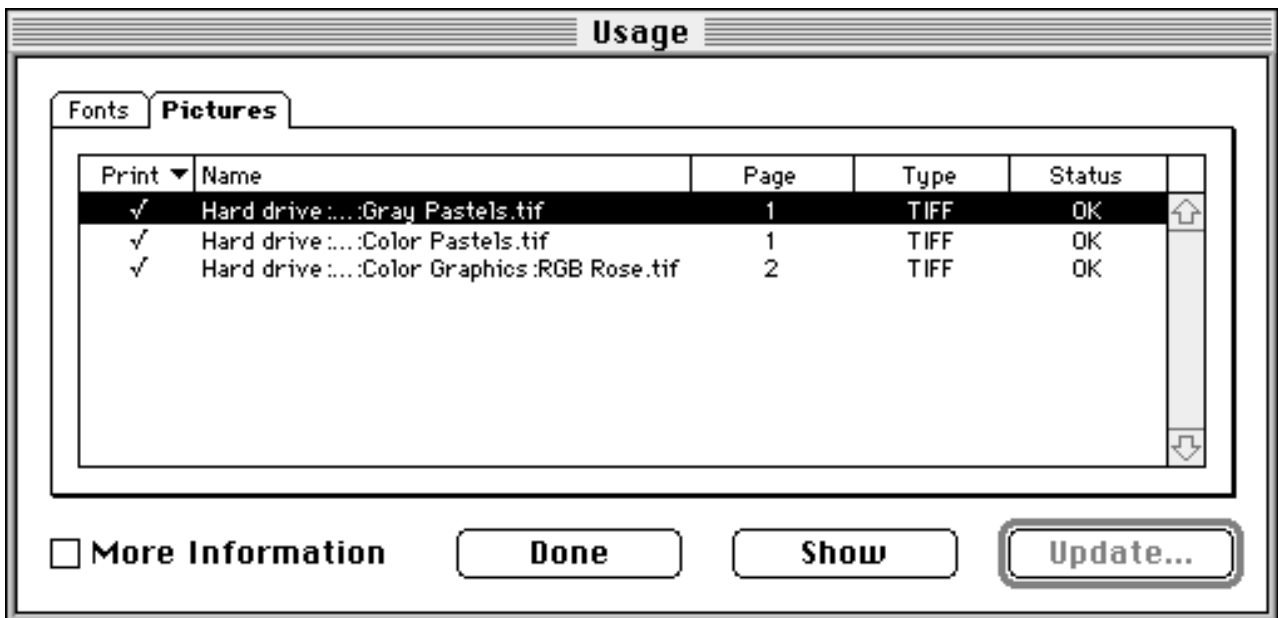
The “Gray Pastels.tif” file has been modified since it was imported.

Click **Update**. A dialog box asks if you want to update the link.




Modified picture files can be updated by clicking **OK** in this dialog box.


Click **OK**. Notice that the link to the file is updated so the **Status** column now indicates the file is **OK**.



The link to the “Gray Pastels.tif” file has been updated.

Click **Done** to close the Usage dialog box.

 **Low-resolution preview images:** When you import a TIFF, RIFF, or Scitex CT file, QuarkXPress creates a link to the high-resolution picture file and displays a low-resolution (72 dpi on Mac OS, 96 dpi on Windows) preview of the image to keep file size down and screen redraw rate up. If you manipulate a preview picture, the high-resolution picture prints with your modifications, but the original file remains untouched.

 **Picture paths:** If you keep your pictures in the same folder as your QuarkXPress document, you won’t 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.

■ Specifying Printing Options

QuarkXPress provides numerous printing options that give you a great deal of control over the printing process. In this task you'll select options for printing a grayscale composite representation of your document.



Keyboard Commands for Mac OS:

Print⌘+P

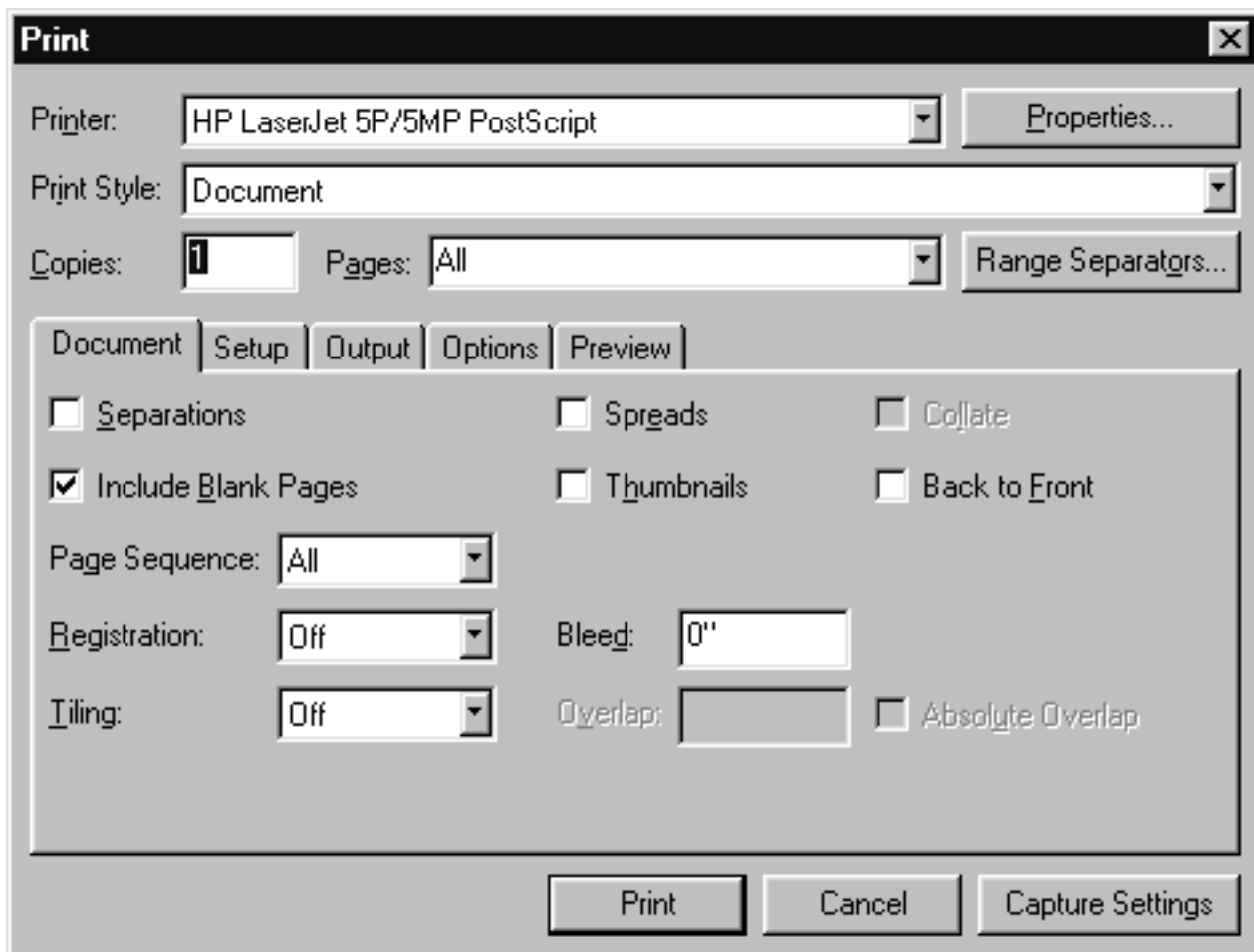


Keyboard Commands for Windows:

PrintCTRL+P

1 Display the Print dialog box: Choose File → Print.

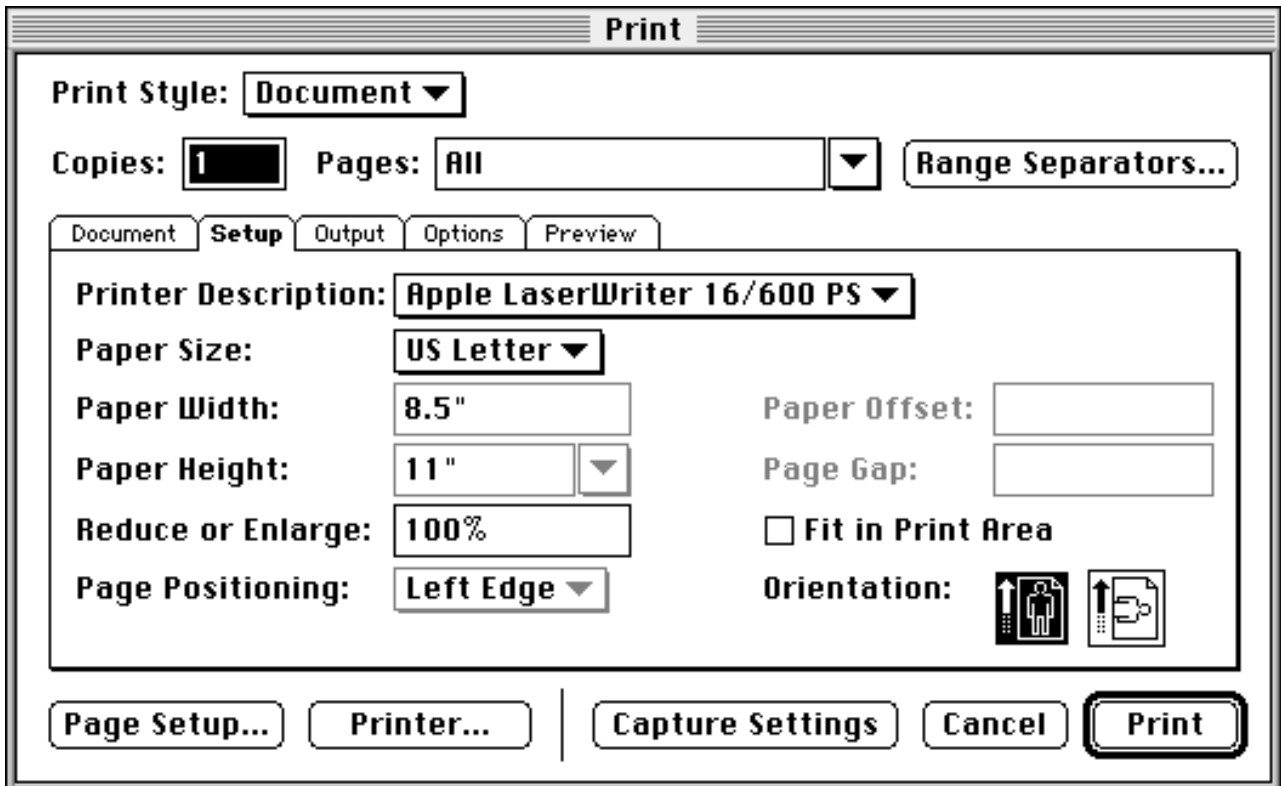
2 Specify printing options in the **Document** tab: Click the **Document** tab. To print a composite of your document, make sure **Separations** is unchecked. To omit crop marks and registration marks from your output, make sure **Registration** is **Off**.



The **Document** tab of the **Print** dialog box lets you specify a variety of print options.

- 3** Specify printing options in the **Setup** tab: Click the **Setup** tab, then choose the printer you selected at the beginning of this lesson from the **Printer Description** menu.

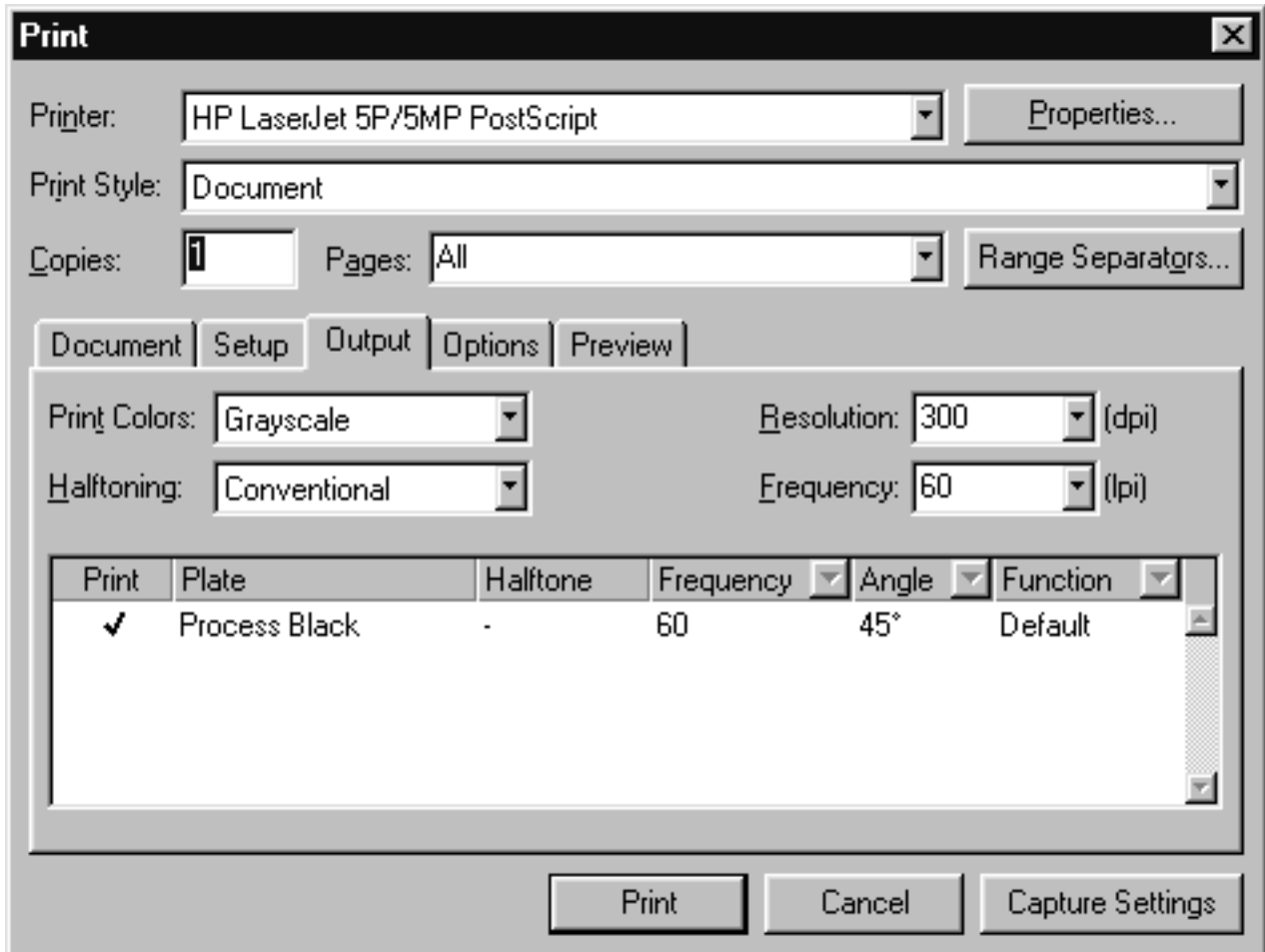
Make sure the value in the **Reduce or Enlarge** field is **100%** to print your document full-size.



The **Setup** tab of the **Print** dialog box displays settings for the selected printer.

- 4** Specify printing options in the **Output** tab: Click the **Output** tab, and make sure **Print Colors** is set to **Grayscale** to print the color pictures in your document as shades of gray.

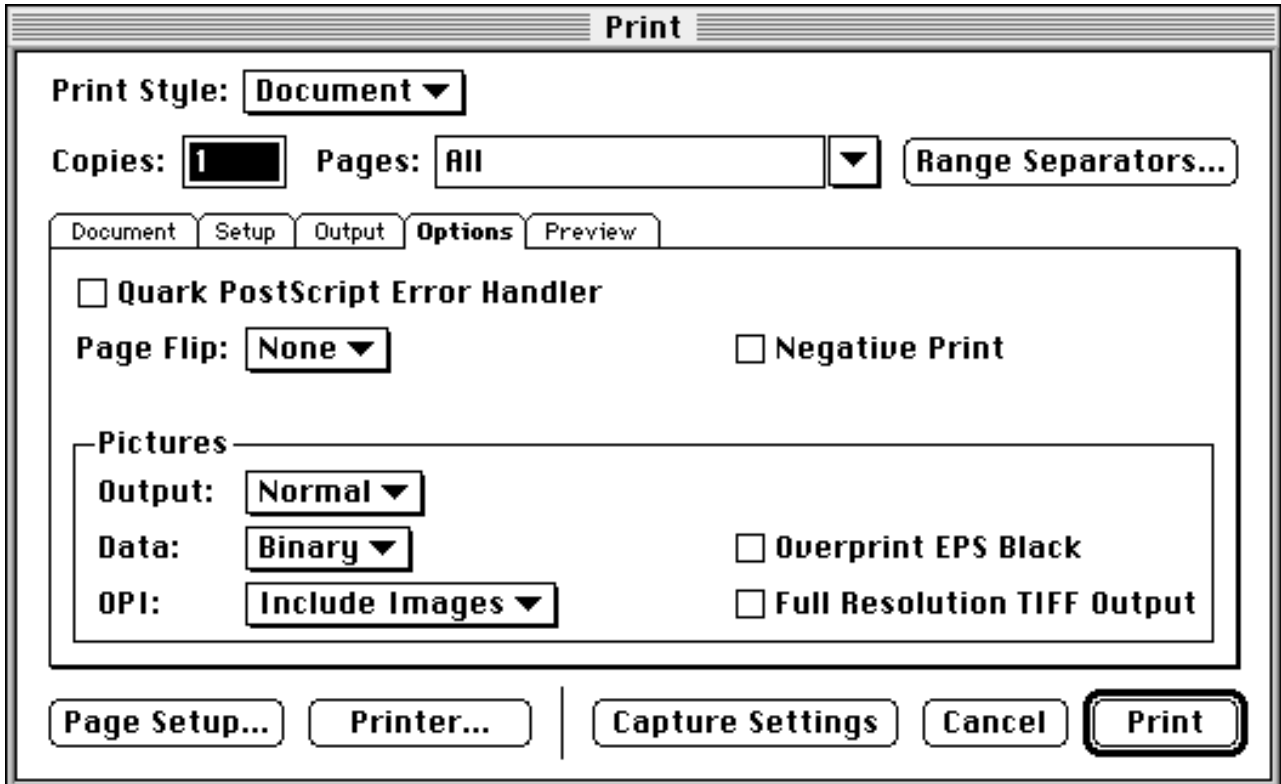
Make sure **Halftoning** is set to **Conventional** to have QuarkXPress calculate halftone screen values.



The **Output** tab of the **Print** dialog box lets you specify color, resolution, and halftone screen and angle settings.

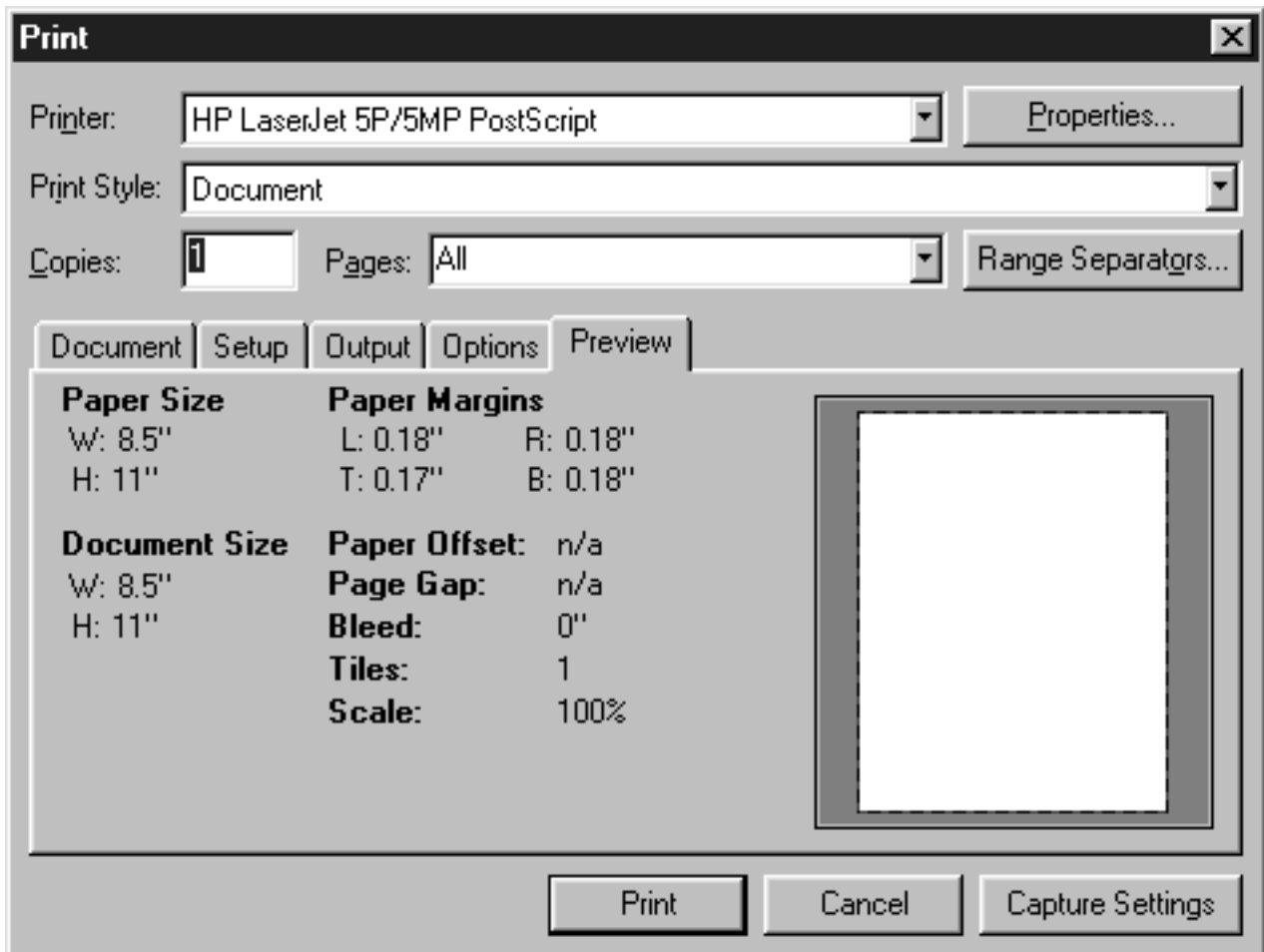
- 5** Specify printing options in the Options tab: Click the **Options** tab, and make sure **Quark PostScript Error Handler** is unchecked to disable PostScript error reporting.

In the **Pictures** area, make sure **Output** is set to **Normal** to provide high-resolution output of imported picture files.



The **Options** tab of the **Print** dialog box lets you specify settings for reporting PostScript errors, printing negatives, and printing pictures.

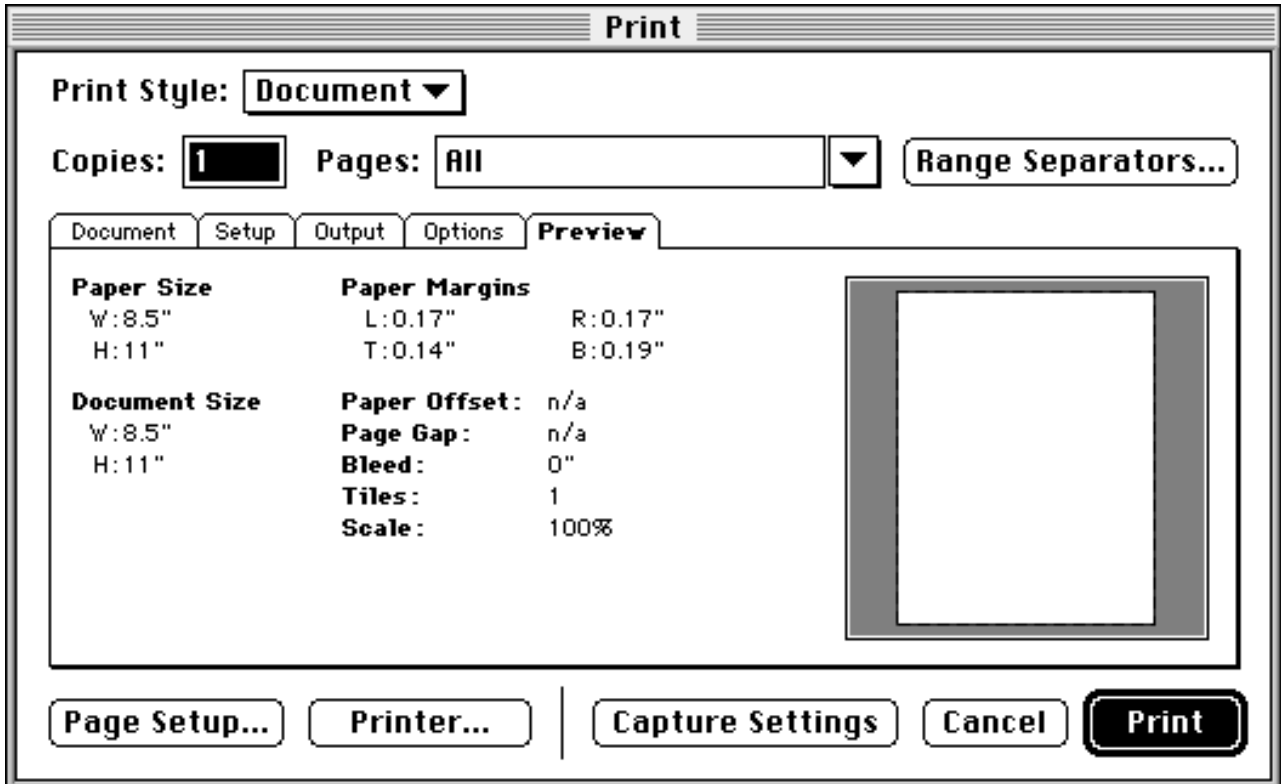
- 6** Check printing specifications in the **Preview** tab: Click the **Preview** tab, then notice the blue outline on the page icon at the right of the **Preview** tab. This outline indicates how the placement of the document page relates to the paper as it comes from the printer.




The **Preview** tab of the **Print** dialog box lets you view the effect of your settings before you print your document.


- 7** **Print the document:** At the top of the **Print** dialog box, make sure the value in the **Copies** field is **1**, and **All** is displayed in the **Pages** field.

Click **Print**. (If you're not printing at this time, you can click **Capture Settings** to save your print specifications with the document.)



Click **Print** to print your document according to the options you have specified in each tab of the **Print** dialog box.

 **Managing PPDs:** You can use the **PPD Manager** dialog box (**Utilities** menu) to customize the list of PPDs available from the **Printer Description** menu in the **Setup** tab of the **Print** dialog box (**File** menu).

 **Printing to a non-Postscript device:** When you print to a non-PostScript device, you don't have the ability to print separations, scale your document, or specify a number of other options in the **Print** dialog box.



Troubleshooting PostScript errors: If a PostScript error occurs during printing, the **Quark PostScript Error Handler** can help you determine why and where the error occurred. When it is enabled, the built-in error handler prints documents up to the point of the error and provides a report that can be useful in further pinpointing the problem. To enable the error handler, check **Quark PostScript Error Handler** in the **Options** tab of the **Print** dialog box (**File** menu). You can also enable the error handler through **Print Styles** (**Edit** menu).



Printing quick drafts for text proofing: If you need to print a document just to proof the text, choose **Low Resolution** or **Rough** from the **Output** menu in the **Options** tab of the **Print** dialog box (**File** menu). **Low Resolution** prints imported pictures at screen preview resolution; **Rough** suppresses printing of imported pictures. Both options result in faster processing and printing times.



Using Capture Settings: **Capture Settings** lets you save the settings (except **Copies** and **Pages**) you've specified in the **Print** dialog box and close it without printing the document.

 **Checkpoint**

Confirm your new skills — then try them out. If you have any questions, ask your instructor or consult “The Details” section of this lesson.

How are you doing?

Make sure you can:


- Select a print device
- Update picture files
- Specify printing options

On your own

Experiment with new documents or open some of the other lesson files.

Try the following:

- Choose a different printer if one is available.
- Move a picture file to a new folder, then update its path in your document.
- Open the **Print** dialog box and examine additional options in the tabs. Choose options you’re curious about, and if possible, print your document to see the effect of the options.

 The lesson files are all templates, which means you can open copies of them without affecting the original files.

Usage Dialog Box

QuarkXPress doesn't include high-resolution information with imported high-resolution pictures (such as TIFF files). Instead, it includes low-resolution previews and maintains links to original picture files. High-resolution information is retrieved when printing. To check or update the status of imported pictures, use the **Pictures** tab of the **Usage** dialog box (**Utilities** menu).

Verifying status

The **Usage** dialog box displays a list of imported pictures in an active document, as well as their status:

- **Print** indicates whether or not a picture will print. If a check appears in the **Print** column, the file will print; click the checkmark to suppress printing.
- **Name** indicates the file name and includes a brief path to the picture file.
- **Page** indicates the document page where the picture appears. If a dagger † precedes the page number, the picture is on the pasteboard near the page.
- **Type** indicates the type of file format, such as TIFF or EPS.
- **Status** indicates the state of the picture. **OK** indicates that QuarkXPress can locate the picture file and it has not been modified. **Missing** indicates that the picture file has changed location or its file name is different. **Modified** indicates that the picture file's *Last Modified* (date and time) is different from when it was imported.
- Check **More Information** to display the full path to a picture file, its file size, modification date, dimensions, resolution, and colors.

Updating pictures

You can use the **Usage** dialog box to update the link to picture files:

- To locate a missing picture file, highlight the file name and click **Update**; the **Find** dialog box lets you preview picture files, so you can locate the appropriate picture file. If other **Missing** files are in the same folder, a dialog box lets you update all of them simultaneously. Click **Open** to re-establish the link.
- To update a modified picture file, click **Update**; every instance of the modified picture in the document will be updated.
- Click **Show Me** to locate and view a picture in your document.
- Check **Print** to make a picture print, uncheck **Print** to suppress printing.
- Click **Done** to close the dialog box.



Updating pictures maintains attributes: When you use **Update** in the **Usage** dialog box (**Utilities** menu) to update a picture file, the picture's offset, rotation, and other modifications are remembered. If you reimport a picture using the **Get Picture** dialog box (**File** menu), any modifications are lost.



Updating pictures automatically: 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** menu in the **Document Preferences** dialog box (**Edit** menu) has three options: **Off**, **On**, and **On (verify)**. **Off** disables auto picture import. **On** automatically reimports modified pictures when you open a document. **On (verify)** lets you control which pictures are updated. When the **Auto Picture Import** feature updates a file, modifications are remembered.

Print Dialog Box

The **Print** dialog box (**File** menu) provides options for specifying the number of copies to print, the pages to print, etc. at the top of the dialog box. The majority of the QuarkXPress-specific controls reside in the lower half of the **Print** dialog box and are consolidated into five tabs: **Document**, **Setup**, **Output**, **Options**, and **Preview**. Each tab contains a unique set of options.

Document tab


The **Document** tab is the first tab in the **Print** dialog box. You can use its options as follows:

- To print color separations, check **Separations**. A plate will print for each spot color or process ink used in your document.
- To print document pages in a spread (two or more adjoining pages), check **Spreads**.
- To print multiple collated copies of a document, check **Collate**. The document is sent to the printer as though you were executing more than one **Print** command, so it takes longer to print than multiple copies uncollated.
- To print pages that are blank, check **Include Blank Pages**.
- To print multiple pages of a document as reduced-sized thumbnails on one sheet of paper, check **Thumbnails**.
- To print document pages in reverse order, check **Back to Front**. The last page in the document will print first.
- To specify a page sequence, choose **All**, **Odd**, or **Even** from the **Page Sequence** menu. **All** (the default setting) prints the entire document. **Odd** forces only odd-numbered pages to print. Choosing **Even** forces only even-numbered pages to print.
- To specify that crop marks and registration marks print on every page, choose **Centered** or **Off Center** from the **Registration** menu.
- To print a document in tiles (sections), choose an option from the **Tiling** menu. Each document page is printed in two or more overlapping tiles. You can choose **Manual** tiling or **Automatic** tiling. **Manual** lets you control page tiling by positioning the ruler origin. When you select **Automatic**, QuarkXPress determines how many tiles are needed to print the document based on document size, the printer's media (paper) size, whether or not **Absolute Overlap** is checked, and the value entered 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 determines how far an item can extend beyond the page.

Setup tab

The **Setup** tab lets you specify printer type, plus paper and page options:

- To specify a PostScript Printer Description (PPD) file for the PostScript printer you're printing to, choose a PPD from the **Printer Description** menu. Default information supplied by the PPD is automatically entered in the **Paper Size**, **Paper Width**, and **Paper Height** fields. If you choose an imagesetter PPD, the **Paper Offset** and **Page Gap** fields are available. If the PPD you want isn't present, choose a similar, generic PPD.

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

- To choose the media size used by your printer, use the **Paper Size** menu.
- To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** 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 media, choose an option from the **Page Positioning** menu. The default option is **Left Edge**, which positions the top left of the document page on the top left of the media. **Right Edge** positions the top right of the document page on the top right of the media. **Center** centers the page horizontally and vertically in the imageable area of the 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.
- Check **Fit in Print Area** to reduce or enlarge a page to fit the imageable area of the media.
- Click an **Orientation** option to print in **Portrait** (vertical) or **Landscape** (horizontal) mode. **Portrait** is the default.

Output tab (color separations off)

The **Output** tab lets you specify color, resolution, and halftone screen and angle settings. To specify **Output** tab settings for printing with color separations off:

- From the **Print Colors** 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** menu are determined by the PPD selected in the **Printer Description** menu (**Setup** tab).

- You can choose from two options in the **Halftoning** menu. The **Conventional** option displays halftone screen values as calculated by QuarkXPress. **Printer** uses the printer's halftone screen values.
- The printer's default resolution is entered automatically in the **Resolution** field. To specify another resolution, enter a dots per inch (dpi) value, or choose an option from the **Resolution** menu.
- The default line frequency for a printer is entered automatically in the **Frequency** field. To specify another line frequency, enter a lines per inch (lpi) value, or choose an option from the **Frequency** 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 tab (color separations on)

To specify **Output** tab settings for printing with color separations on:

- From the **Plates** 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.
- **Conventional** is the only option available from the **Halftoning** menu when **Separations** is checked in the **Document** tab. **Conventional** displays halftone screen values as calculated by QuarkXPress.
- The printer's default resolution is entered automatically in the **Resolution** field. To specify another resolution, enter a dots per inch (dpi) value, or choose an option from the **Resolution** menu.
- The default line frequency for a printer is entered automatically in the **Frequency** field. To specify another line frequency, enter a lines per inch (lpi) value, or choose an option from the **Frequency** menu.
- The scroll list at the bottom of the **Output** tab lists the color plates used in a document, as well as the default **Halftone**, **Frequency**, **Angle**, and **Function** settings. You can change these specifications when default screen values will result in *moirés* (undesirable patterns that can result if two or more halftone screens are improperly superimposed when printing), or when you want alternate dot shapes in printed screens.
- The **Print** column displays checks for all plates by default, indicating all plates will print: To cancel printing for an individual plate uncheck it, or select **No** in the **Print** menu.
- When **Separations** is checked (**Document** tab), the **Plate** column lists all spot colors and process inks used in the document.

- The **Halftone** menu lets you assign a process color screen angle, frequency, and function to a spot color. The default screen values for spot colors are specified in the **Halftoning** menu in the **Edit Colors** dialog box (**Edit** menu). **Frequency**, **Angle**, and **Function** for process colors can be edited in the appropriate columns in the scroll list.
- 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. Choose **Other** from the **Frequency** menu to display the **Frequency** dialog box. You can 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** menu to display the **Angle** dialog box. You can enter a screen angle value in the **Angle** field.
- The **Function** column 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 tab

The **Options** tab lets you specify settings for reporting PostScript errors, printing negatives, and printing pictures.


- To obtain printed PostScript error information, check **Quark PostScript Error Handler**. If an error occurs while printing a QuarkXPress item, the page containing the item will print up to the point of the error. The error report contains: (1) The bounding box of the item in which the error occurred, 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. You can lay the error report on top of the printed page to isolate the offending item. **Quark PostScript Error Handler** is designed for PostScript printing; it will append its report to any other PostScript error reporting utilities you may be using. It will not affect QuickDraw printing (Mac OS) or non-PostScript printing in general (whether Mac OS or Windows).
- The **Page Flip** menu lets you choose from four options: **None**, **Horizontal** (reverses the printing of page images from left to right); **Vertical** (prints page images upside down); and **Horizontal & Vertical** (prints 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 produces right-reading, emulsion-down film output, a common standard for commercial printers in the United States.
- To specify how pictures are printed, choose an option from the **Output** menu. **Normal** (the default) provides high-resolution output using data from the

pictures' source files; **Low Resolution** prints pictures at screen preview resolution. **Rough** suppresses printout of pictures.

- From the **Data** menu, choose **ASCII**, **Binary**, or **Clean 8-bit**. Though **Binary** files print more quickly, **ASCII** files are more portable because it's a standard format readable by a wider range of printers and print spoolers. **Clean 8-bit** combines **ASCII** and **Binary** in a versatile, portable file format.
- To specify whether TIFF and EPS pictures are output or OPI (Open Prepress Interface) comments are substituted, choose an option from the **OPI** menu: Use the default setting, **Include Images**, when you're not using an OPI server. **Include Images** doesn't embed OPI comments for EPS pictures; if a high-resolution file can't be found, the screen preview is substituted. Choose **Omit TIFF** when you're 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. EPS pictures are included; OPI comments for the EPS pictures aren't included. Choose **Omit TIFF & EPS** when you're 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. (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.
- To print TIFFs at the full printer resolution, check **Full Resolution TIFF Output**. QuarkXPress sends the TIFF information to the printer based on the resolution (dpi) of the printing device. If **Full Resolution TIFF Output** isn't 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).

Preview tab

The **Preview** tab lets you view the effect of settings before you output a print job. The page icon shows the document page in relationship to its placement on the output media. Statistical information about the page also displays.

 **Preventing a picture from printing:** When printing a draft, you may need to print some pictures, but not all. You can prevent a picture (and its box) from printing by checking **Suppress Printout** in the **Box** tab of the **Modify** dialog box (**Item** menu). To suppress the picture printout, but print its box, check **Suppress Picture Printout** in the **Picture** tab.