Learning
Quark**XPress**

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Introduction

Welcome to QuarkXPress – the industry leader in page layout software. If you've read a national magazine or newspaper, chances are you've seen the results Quark can produce. While word processing software is primarily concerned with text input and formatting, QuarkXPress incorporates both image and text controls offering the editor or designer more flexibility in utilizing elements on the page.

QuarkXPress is generally considered intermediate- to advanced-level software, but you can quickly learn the basics and begin producing your own documents. The purpose of this manual is to explain the Quark environment and provide the user with a solid foundation of skills that will allow for immediate use of the software and for further self-exploration of its advanced features.

As you use QuarkXPress and this manual, note:

> • Quark utilizes a box-based environment. Almost anything added to a page must be placed in either a text or picture box.

> • Menus, control palettes and dialog boxes are often context-sensitive meaning that available options will vary depending on what element is selected in the document. For example, the modify dialog box offers one set of features when a text box is selected but a different set if a picture box is selected.

> • It is important to note the difference between the item and content tools. The item tool is used primarily to move items on the page. The content tool is used to alter contents of a box. If you are unable to complete a task, chances are you have selected the wrong tool.

Keep these simple guidelines in mind and QuarkXpress won't be difficult to master. If you need additional help beyond this manual, see the online help feature included with the software, the QuarkXPress tutorials included with the typical installation, or the print manuals provided by the company.

Now you're ready to conquer QuarkXPress. Good luck in your publishing endeavors!
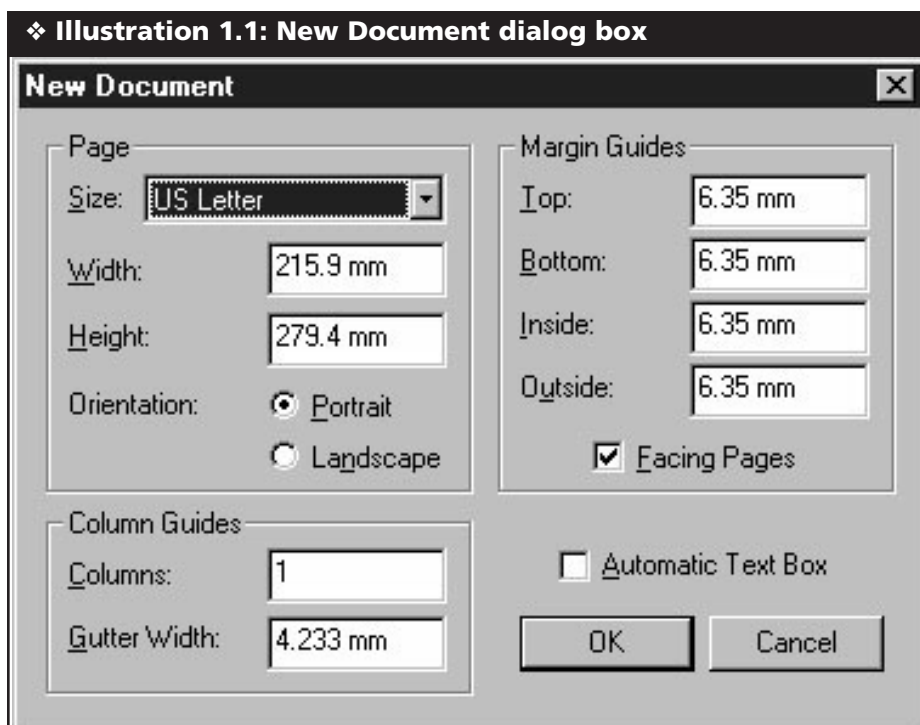
Document Management

❖ Opening QuarkXPress

To open the program, select `PROGRAMS` from the `START` menu at the lower left hand corner of the screen. From the `PROGRAMS` menu, select the `QUARKXPRESS` folder. A "FOR PROMOTIONAL USE ONLY" or "FOR EDUCATIONAL USE ONLY" message will generally appear on the screen. You have opened QuarkXPress.

❖ Creating a new document

To create a new document, go to the `FILE` menu and select `NEW`, then `DOCUMENT`. This will bring up a New Document dialog box (*see illustration 1.1*) that will allow you to customize many different aspects of your document.

Keyboard Shortcut
Open a new file by pressing CTRL + N.

❖ Illustration 1.1: New Document dialog box

New Document

Page
Size: US Letter
Width: 215.9 mm
Height: 279.4 mm
Orientation: ⦿ Portrait   ◯ Landscape

Margin Guides
Top: 6.35 mm
Bottom: 6.35 mm
Inside: 6.35 mm
Outside: 6.35 mm
☑ Facing Pages

Column Guides
Columns: 1
Gutter Width: 4.233 mm

☐ Automatic Text Box

OK   Cancel

These features include:

- Page size
- Column guides
- Margin guides

While it is best to adjust these settings before you begin, you can access most features from this box later if you need to make changes.

See page 8 of this manual for more information on adjusting margin settings after the file has been created.

You'll notice that most measurements appear in millimeters by default. You can change the document preferences to reflect the unit of measurement with which you are most comfortable.

See page 7 of this manual for more information on adjusting units of measurement.

Regardless of what unit of measurement is currently selected, you can always input whatever units you desire. For example, even though the document is currently set to millimeters, you can input inches in any measurement field and the software will adjust the element accordingly. You must, however, use the proper symbol or abbreviation for the measurement you desire (*see table 1.1*).

❖ Table 1.1 Measurement abbreviations and symbols

unit of measurement	symbol or abbreviation	example
inches	"	2"
millimeters	mm	10mm
picas	p	3.5p or 3p6
points	pt	36pt

Checking the Facing Pages box will ensure that your document has left- and right-hand pages like a book or magazine. This may be useful if you want to set up master pages that have a folio line indicating title and page number where the page number is always located on the outside edge.

Once you have made your selection from among these options, select OK.

❖ Opening an existing document

To open an existing document:

1. Open QuarkXPress.

2. Select OPEN from the FILE menu.

3. Select the QuarkXPress document you wish to open.

Once selected, the document will automatically open with the custom settings attached to that document.

4. Select OPEN.

As is the case for most file types, you can also open the document by double clicking on the document icon even if QuarkXPress is not open.

❖ Saving a document

To save a QuarkXPress document:

1. Select SAVE AS from the FILE menu.

2. Select the location where you would like to save your document.

3. Select SAVE.

Keyboard**Shortcut**
To open a document, press CTRL+O.

Keyboard**Shortcut**
To open the Save As dialog box, press CTRL+ALT+S.

To save a document once it has been named for the first time, press CTRL+S.

> **Make sure the computer is saving your document with the file extension .qxd so that both Windows and Macintosh computers will recognize the file as a QuarkXPress document.**

❖ Changing the document view

Once you have opened your QuarkXPress document or created a new one, you will notice that there are many different choices available for what you see on your screen and where you see it. Here is a guide to some of the major options regarding the document view:

Changing the main page viewing size:

 One of your major choices is how much you want to see of the main page. To change this, select your preferred percentage from the VIEW menu or type the percentage directly into the percentage box in the bottom left-hand corner of your document window (*see illustration 1.2*).

Changing which page is being viewed:

❖ Illustration 1.2: Percentage & page controls
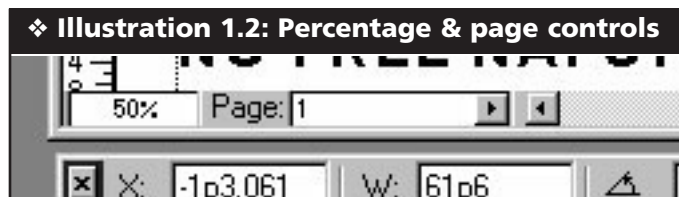
To view a specific page in a multipage document, use the page navigation control by clicking on the arrow next to the page number window at the bottom of the screen. A row of page icons will appear (*see illustration 1.3*). This will give you the option of viewing any of the pages in your document. Hold the mouse button down and drag over until the desired page is highlighted. Release the mouse button and you will jump to the chosen page.

Viewing the pasteboard:

❖ Illustration 1.3: Page navigation icons
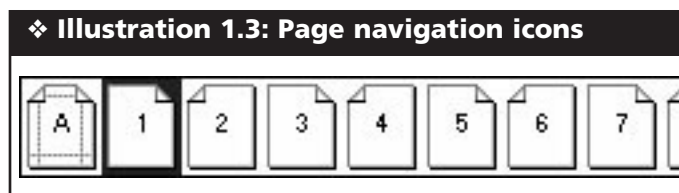
The area surrounding the page in your document window is your "pasteboard". The pasteboard can be used to store various text and picture boxes, much like you would use a real desktop. To see the document page and the entire pasteboard surrounding it, select FIT IN WINDOW from the VIEW menu.

To view the palettes

Although this mode will be useful for layout purposes, the view may be such that you will not be able to read any text on the screen. To check specific items while in this mode, it may be helpful to use the magnification tool on your tool palette.

You can also choose which palettes are visible and which are hidden. These adjustments are all made through the VIEW menu. To adjust your view of the palettes, select the palette you wish to view from the VIEW menu. If the menu option is SHOW PALETTE, that means that the palette is not currently visible on the screen. If the menu option is HIDE PALETTE, then that palette is currently visible on the screen.

Though it is a matter of choice how many palettes you wish to display

You can position palettes anywhere on your screen by clicking on a visible palette and dragging it to your preferred location.

on your screen, it is helpful to have at least the tool and measurement palettes visible at all times (*see Appendix:QuarkXPress Cheat Sheets*).

The tool, measurement, and document layout palettes are the three most frequently used palettes. Their uses are discussed in other sections of this manual. The remaining primary palettes are style sheet, colors, trap information, and lists. You can access information about all of the palettes by selecting HELP TOPICS from the HELP menu, then searching under the INDEX tab.

Keyboard**Shortcut**
To fit the entire page into the document window, press CTRL+0.

Keyboard**Shortcut**
To see an element at is actual size, CTRL+1.

Keyboard**Shortcut**
You can toggle quickly between showing and hiding a palette with the function keys:

tool: F8

measurement: F9

document layout: F4

colors: F12

❖ Changing default settings

After working with your document, you may choose to alter the settings that appeared in the New Document dialog box when you first created your document.

To change the page size:

Under the FILE menu, select DOCUMENT SETUP. This will enable you to both change the page size and decide (if you are working with multiple pages) if you want your pages to face one another like a book or newspaper (by checking the Facing Pages box) or stand alone (by leaving the Facing Pages box unchecked).

Changing the document measurement units:

As previously mentioned, a variety of measurement systems are available for use in measurements fields and on the document rulers. If you do not want to work in the default measurement setting (probably millimeters), you can change the units.

This eliminates the need to enter a unit symbol or abbreviation in measurement fields. Unless you enter a specific symbol or abbreviation, the software will assume you are using the document setting. We have included a conversion chart to help you to move comfortably between these systems (*see table 1.2*).

❖ Table 1.2 Measurement abbreviations and symbols			
inches	picas	points	millimeters
1" =	6p =	72pt =	25.4mm

To change the default measurement system being used:

1. Go to the EDIT menu and select PREFERENCES then DOCUMENT.

Th Document PReferences dialog box will appear. This box will enable you to customize various aspects of your document.

2. Select the desired units by clicking the arrows beside HORIZONTAL MEASUREMENT.

Keyboard**Shortcut**
To access the Document Preferences dialog box, press CTRL+Y.

2. Select the desired units by clicking the arrows beside HORIZONTAL MEASUREMENT.

3. Click OK.

When the dialog box closes, you will notice that the units of measurement have changed on the rulers if they are visible.

To change margin guides and column guides:

Under the PAGE menu, select MASTER GUIDES. Adjust your margin guides and your column guides. Note that to be able to choose MASTER GUIDES, you must be viewing a master page. To do this, use the page navigation control and select page A (Note that all master pages are lettered: A, B, C, etc.). Now you can customize this page through the master guide options.

Ensuring your page follows master page changes:

To convert a page in your document to your revised master page format (if it does not convert by default), do the following:

1. Go to the VIEW menu and choose SHOW DOCUMENT.

The document layout palette is described in more detail in the **Using mulitple pages section** in this chapter. You can also see the Appendix: QuarkXPress Cheat Sheets for a description of the document layout palette.

2. Click on the desired master page (A, B, C, etc.) and hold down the mouse button.

When the master page icon is highlighted, it's changes are ready to be applied to another page.

3. Drag the master page icon down to the document page you wish to change until it is highlighted.

4. Release the mouse button.

Your changes from the master page will be applied to the document page.

KeyboardShortcut
To hide or show the page rulers, press CTRL+R.

❖ Printing a document

To ensure a professional appearance for your document, QuarkXPress offers a variety of printing options. To access these options, go to the FILE menu and select PRINT. Select the options most suited to the project you intend to print.

Note the QuarkXPress-specific controls in the lower half of the print dialog box. The controls are organized under five tabs: DOCUMENT, SETUP, OUTPUT, OPTIONS, and PREVIEW.

Pay careful attention to ensure that you have the proper local or network printer selected. Also be sure to check on the SETUP tab to ensure the correct printer driver is being used. See your instructor or network engineer for assistance if you are unsure what settings to use.

❖ Using multiple pages

If you will be working on a multiple-page document, you will have to create each new page you need. Unlike most word processing programs, Quark will not automatically start a new page for you when you need it.

Adding a page:

To add a page using the menus:

1. Go to the PAGE menu and select INSERT.

2. Enter the number of new pages desired in the insert pages field.

3. Select the appropriate radio button indicating where the pages should be added.

You have three options: before a certain page, after a certain page or at the end of the document.

4. If you have a text chain already established with the linking tool, you can select the option to automatically connect the new pages to that chain as well.

> **To use this option, you must have selected the automatic text box feature when creating the file.**

5. Select the master page upon which these new pages should be based.

> You can select any of the master pages you have created or a blank page.

6. Select OK.

To add pages using the document layout palette:

1. Go to the VIEW menu and select SHOW Document Layout if it is not already visible.

2. Click on either of the blank page icons in the first row at the upper left of the palette or on one of the master page icons (example A-Master A) in the second row and hold the mouse button down.

> The page icon chosen will highlight.

3. Drag this page icon down to the third row of the palette to place the new page in the desired location.

> When you are placing the page icon in the third window of the document layout palette, you will have to decide if you want your document in a spread or single-page format. To create your new pages as spreads, place the page icon next to the icon of the existing page. To create your new pages as single pages, place the page icon below the icon of the existing page. You can create as many pages as you need in this manner.

> **If you have more than one type of master page available, be sure to select the page icon from the type of master page you want to use for your new page.**

Content Management

❖ Adding text and graphics:

Almost all of the content in a QuarkXPress document is contained in boxes. Photos and graphics are contained in picture boxes and text is contained in text boxes. ***You do not work directly on a page – all work is done within these boxes.*** A simple way to create and manage these boxes is to use the tool palette.

Using the tool palette:

The tool palette gives you access to some of the most commonly used features of QuarkXPress (*see illustration 2.1*). It consists of a vertical row of icons. The palette appears on the left side of the work area by default when you open the program.

❖ **Illustration 2.1: Tool Palette**

Icons with a black triangle in the lower right corner of the button allow access to multiple functions. You can see the various tools types available by clicking and holding on any icon on the tool palette that has the black triangle.

Here's a brief description of function of each tool on the tool palette (from the top down):

Item tool: Allows for selecting, moving and managing picture or text boxes. This is the tool you must use for moving and shaping boxes or items.

Content tool: Allows for selecting, editing, and formatting of graphics or text within their boxes. This is the tool you must use to manage and edit anything within boxes.

Rotation tool: Allows for free hand rotation of picture or text boxes.

Zoom tool: Allows you to magnify the view of your document. Holding the ALT key while using this tool will "zoom" out.

Rectangular Text box: Allows you to create rectangular text boxes of various sizes. The small black arrow indicates that other variations of this tool are available.

Rectangular picture box tool: Allows you to create rectangular picture boxes of various sizes. The small black arrow indicates that other variations of this tool are available.

Rounded-corner picture box tool: Allows you to create rounded-corner picture boxes of various sizes.

Oval picture box tool: Allows you to create oval picture boxes of various sizes.

Bezier picture box tool: Allows you to create custom-shaped picture boxes using Bezier lines.

Line tool : Allows you to draw lines. The small black arrow indicates that other variations of this tool are available (free hand and Bezier).

Orthogonal line tool: Allows you to create straight lines that are perfectly horizontal or vertical.

Line text-path tool: This is the one exception to the box-based environment. Allows you to create line-based paths that text will follow. The small black arrow indicates that other variations of this tool are available (orthogonal, Bezier and free hand).

Linking tool: Allows you to link the content of text boxes – effectively creating continuous text in more then one box.

Unlinking tool: Allows you to sever any previously-created links.

One of the most important distinctions to make when learning QuarkXPress is the difference between the Item and the Content tools. Use the Item tool to move, shape, create, or delete whole items or boxes. Use the Content tool if you want to manage, format or edit the content inside of these items or boxes.

❖ Creating, moving and sizing boxes

Boxes are the basic units in QuarkXPress. Picture boxes hold images or graphics and Text boxes hold text. Mastery of these boxes is critical when working with your documents. Once created, boxes may be moved and shaped using the item tool. Content within these boxes can be edited and managed using the content tool. Here are some tips and techniques for managing these boxes:

Creating a simple text or picture box:

1. Select the appropriate text or picture box shape from the tool palette.

2. With the box tool selected, click and drag a box to the desired size and shape.

If you are not concerned with the exact measurements of a box, you can manually resize it using the handlebars that appear when you click on the box with the item or content tool.

Moving or resizing a box:

Both the measurement palette (*see illustration 2.2*) and the modify dialog box allow you to change the width (W) and height (H) of boxes as well as their vertical or horizontal position (expressed in X and Y coordinates). Other available options include a tool that allows you to create multiple columns of text, a tool to modify the angle of pictures or text, and a tool that enables you to skew (slant) your text.

❖ Illustration 2.2: Measurement palette

Moving or resizing a box with the Measurement palette:

To resize a box:

1. Select the desired box.

2. Type in the desired height (H) or width (W) in the measurement fields on the Measurement palette (*see illustration 2.3*).
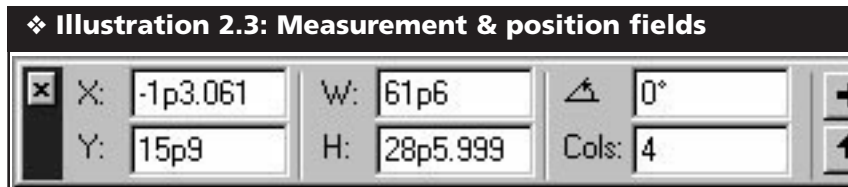
❖ **Illustration 2.3: Measurement & position fields**

☒	X:	-1p3.061	W:	61p6	⊿	0°	→
	Y:	15p9	H:	28p5.999	Cols:	4	↑

3. Press the ENTER key or click anywhere outside of the measurement palette to apply the change.

To move a box:

1. Select the desired box.

2. Type in the desired X and Y coordinates in the position fields on the Measurement palette.

3. Press the ENTER key or click anywhere outside of the measurement palette to apply the change.

Moving or resizing a box with the modify dialog box:

Item sizes and positions can also be changed using the Modify dialog box (*see illustration 2.4*). To use the Modify dialog box:

❖ **Illustration 2.4: Modify dialog box (box tab)**

| Box | Text | Frame | Runaround |

Origin Across: `-1p3.061`

Origin Down: `15p9`

Width: `61p6`

Height: `28p5.999`

Angle: `0°`

Skew: `0°`

Corner Radius: `0p`

☐ Suppress Printout

Box
Color: `White`
Shade: `100%`

Blend
Style: `Solid`
Angle: `0°`
Color: `White`
Shade: `100%`

OK   Cancel   Apply
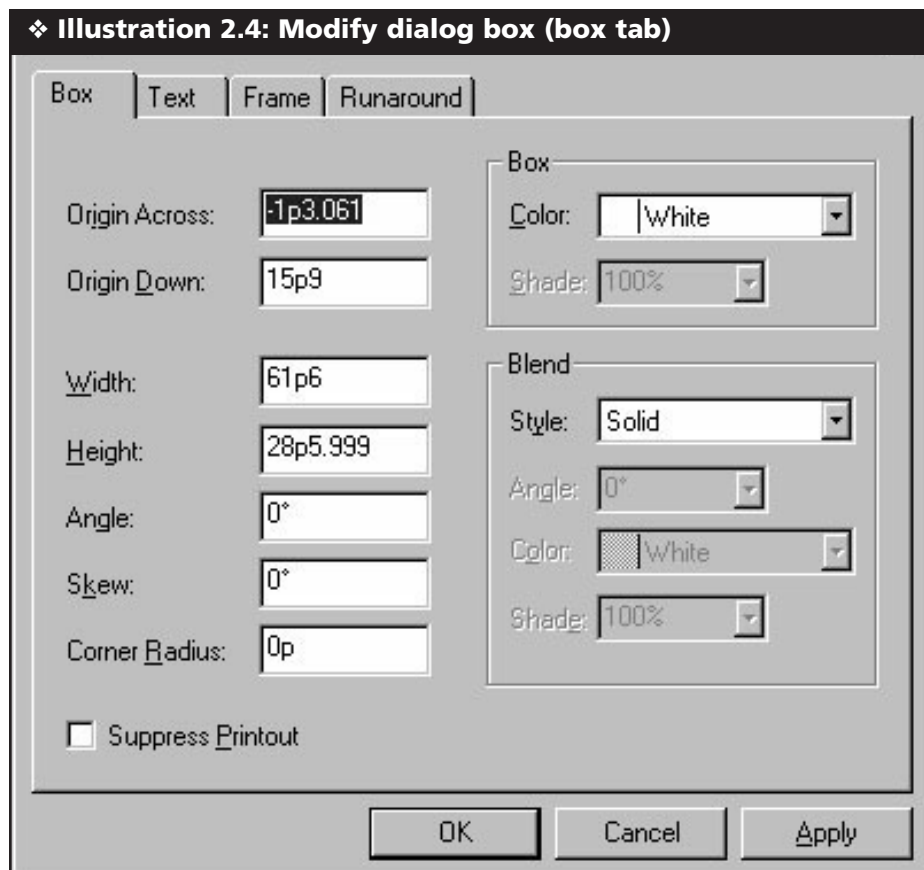
1. Select the box you want to modify or resize.

2. Go to the ITEM menu and select MODIFY.

The item modify dialog box will appear. Remember that this dialog box is context sensitive meaning that available options will change depending on what element is selected.

3. Select the BOX tab.

You are now ready to resize or move a box.

4. To resize the box, type the desired height or width into the appropriate space.

5. To move the box, type the desired origin across or origin down (how far from the left and top edges you want the box to be placed) into the appropriate space.

6. Once you have made all desired changes in the modify dialog box, select APPLY.

Rotating text and picture boxes:

Rotate text and pictures boxes using the freehand rotation tool, the measurement palette or the modify dialog box.

To utilize free hand rotation:

1. Select the rotation tool from the tool palette.

2. Click on the item you wish to rotate and hold down the mouse button.

3. Move the cursor up or down in an arc to control the direction you want the box to be rotated.

4. Release the mouse button to allow the rotation to occur.

To use the measurement palette rotational control:

1. Select the text or picture box you wish to alter.

2. Enter the desired angle of rotation you wish to achieve in degrees in the rotation field designated by an angle and and an arced arrow (*see illustration 2.5*).

Keyboard**Shortcut**
To access the item modify dialog box, press CTRL+M.

❖ Illustration 2.5: Rotation field

△ |0°| → |⌃⌄| |12 pt| |≣| |≡| |≣| |Times New|

Cols: |4| |≣| |≣| |P| |**B**| |*I*| |U|
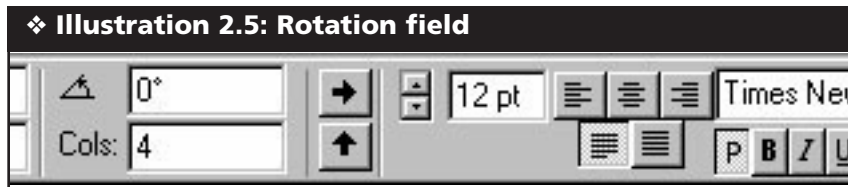
3. Press Enter or click anywhere outside the measurement palette to initiate the change.

Using the modify dialog box:

1. Select the text or picture box you wish to alter.

2. Go to the ITEM menu and select MODIFY.

3. Click on the BOX tab.

4. Define (in degrees of radius) the desired angle in the angle field.

5. Select OK.

❖ Importing text files:

You can compose text in QuarkXPress, but Quark also allows you to compose text in a word processing program like MS Word or Corel WordPerfect and import that text into your QuarkXPress document.

Importing text with the Get Text command:

1. Click in the desired text box with the content tool.

> You should see the box become active (indicated by the handlebars) and a flashing cursor will appear.

Be aware that Quark will sometimes change the format of your text when you import it. The imported text will begin at the cursor or will replace any text that you have highlighted.

2. Go to the FILE menu and select GET TEXT.

> The Get Text dialog box will appear.

KeyboardShortcut
To import text once you have clicked in the text box, press CTRL+E.

3. Select the text file you would like to place in your box.

4. Click OPEN.

> **QuarkXPress will not import all file types. If you attempt to import a text file and it is garbled, you must either download the appropriate import filter from *www.quark.com* or you will need to cut and paste the text using the Windows clipboard to make it usable in QuarkXPress.**

Importing text using the Windows clipboard:

If the traditional QuarkXPress text import did not work, you can still get text into the appropriate text box. It just requires a few more steps:

1. Minimize QuarkXPress.

2. Load the appropriate file in your word processor.

3. Go to the EDIT menu and choose SELECT ALL to select the entire body of text in the file.

4. Go to the EDIT menu and select COPY to copy the selection to the Windows clipboard.

5. Minimize your word processor.

6. Maximize the QuarkXPress document window.

7. Using the content tool, click in the text box where you want the text to be placed.

8. Go to the EDIT menu and select PASTE to paste the text from the Windows clipboard.

> Note that special formatting such as font size, style (bold, italic, etc.) will likely be lost. You can reformat the text using the file menus, the measurement palette or style sheets.

KeyboardShortcut**
These Windows shortcuts may be helpful:

Select all: CTRL+A

Copy: CTRL+C

Paste: CTRL+V

❖ Importing graphics files

QuarkXPress handles graphics within the document differently than traditional word processing programs. In a program like MS Word graphics are embedded directly into the text. In Quark, graphics are handled as a separate file. Because of this, a separate box is required for each image.

Importing graphics using the Get Picture Command:

1. Click in the desired picture box with the content tool.

> You should see the box become active (indicated by the handlebars).

2. Go to the FILE menu and select GET PICTURE.

> The Get Picture dialog box will appear.

3. Select the image file you would like to place in your box.

> QuarkXPress will import the following types of graphic files: BMP, EPS, GIF, JPEG, Mac PICT, PCX, Photo CD, Scitex CT, TIFF, and WMF.

4. Click OPEN.

KeyboardShortcut
To import an image once you have clicked in the picture box, press CTRL+E.

> **QuarkXPress allows only one graphic per box. If you try to import a graphic into a box that already has a graphic, the newly imported graphic will replace the older graphic.**

❖ Special features of QuarkXPress boxes

QuarkXPress boxes are highly configurable. Understanding how to manipulate your picture and text boxes can greatly improve the appearance of your final document.

Understanding layers:

In QuarkXPress all of the picture and text boxes are stacked in layers.

Each layer has a position or placement relative to the rest. This feature is useful when positioning pictures relative to text or when you want the text to around a picture box. The relative position of a selected box may be changed (moved backward or forward) either by selecting the appropriate option from the ITEM menu using the SEND TO BACK or SEND TO FRONT commands.

Altering the text runaround:

Text runaround settings (*see illustration 2.6*) define how text flows around a picture or another text box.

❖ **Illustration 2.6: Modify dialog box (runaround tab)**
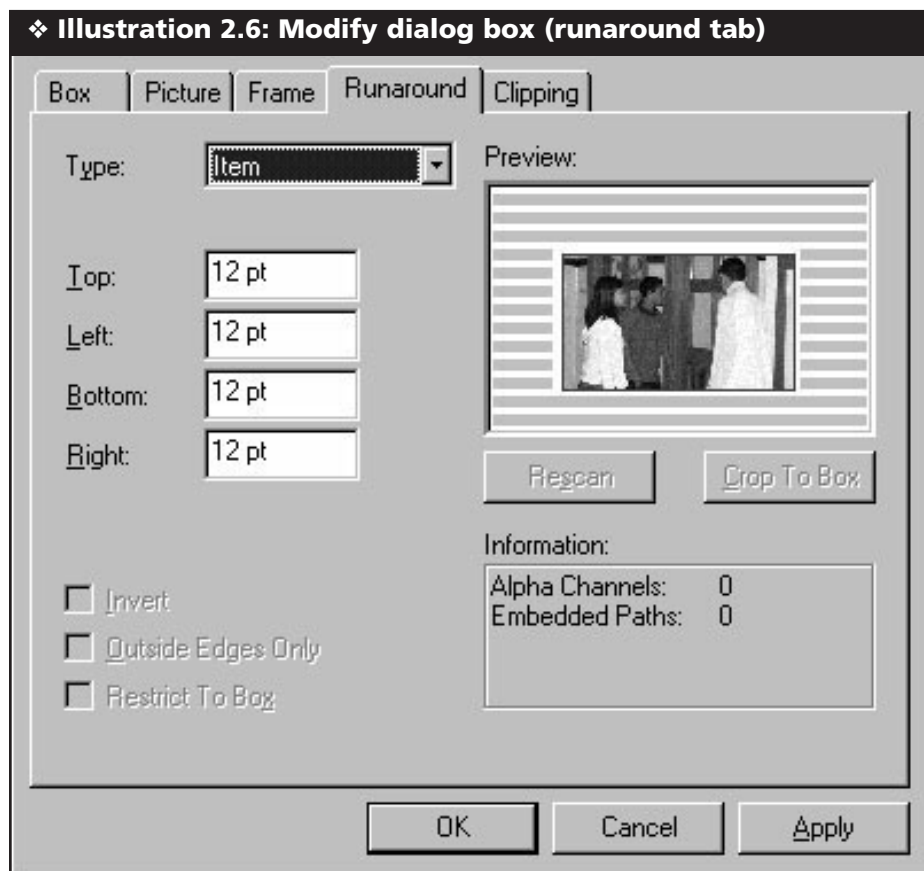
To change these settings:

1. Select the box text will flow around.

2. Go to the ITEM menu and select RUNAROUND.

3. In the TYPE field, make a selection.

> There are only two options for runaround in text boxes. The runaround for a selected text box may either be set to:

Item: This forces other text to run around the selected box.

None: This allows text from other boxes to run behind the selected box.

If you have a picture box selected, you have more options. Some the most common are:

Item: This allows text to flow around the item borders.

None: This allows text to flow behind the picture box.

Auto image: This allows text to flow around the actual image inside the picture box.

Non-white areas: This allows text to flow around all non white areas but through the white areas.

4. Enter a measurement in the TOP, BOTTOM, LEFT and RIGHT measurement fields. This value controls how much space is placed between the text and the item it is running around.

5. Select OK.

Text Management

❖ Formatting text

Text may be formatted in QuarkXPress in many of the same ways that are available using familiar word processors. The two easiest methods are using the measurement palette (*see illustration 3.1*) or the STYLE menu.

❖ Illustration 3.1: Text style controls

Some of the text options you can adjust through these two methods are:

- Type face
- Size
- Style (bold, italics, underline, etc.)
- Leading
- Justification/Horizontal alignment
- Kerning

When adjusting these options, be sure the text you wish to change is highlighted. As with other word processing programs, multiple aspects of selected text may be changed at the same time. In addition to the basic options listed above, you will note on the menus that Quark allows for other, more sophisticated forms of text control.

❖ Linking and unlinking text boxes

While text boxes in QuarkXPress will hold an unlimited amount of text, the amount that can be displayed is limited by the size of the box. When a text box is full, you will see a square red icon with an X inside it at the end of your last line of text (*see illustration 3.2*). This means that there is more text, but this box cannot display it. To display the rest of the text, create a new text box and link the two together.

❖ **Illustration 3.2: Text overflow symbol**

The first time and second time a student
ards.

ey are also subject to being searched with

s, have had items confiscated from these

en confiscated from the pockets of granb ⊠
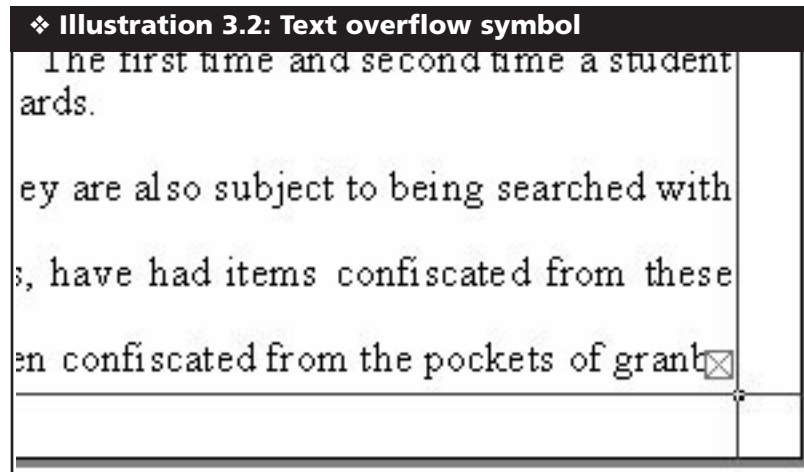
Linking text boxes:

1. Create a new text box by selecting the rectangle text box tool and drawing a new box the size and shape desired.

2. Select the linking tool.

3. Click anywhere in the box where the text originates.

> A flashing marquee will appear which looks like a dashed line rotating around the box. Any other links in the document will become visible as well. You will see gray arrows indicating the direction of the links.

4. Click on the box where the text should continue. An arrow will appear to indicate you have successfully linked the boxes.

> Your boxes are now linked. Any text that had been missing in the first box should now appear in the new, linked box.

> **Creating a link to a box which is already linked elsewhere can sever those previous connections and destroy your document flow. Be sure to link text boxes with care.**

Unlinking text boxes:

Occasionally, you will need to break a link in a text chain you have

created. To unlink boxes:

1. Select the unlinking tool

The links in your document will become visible as gray arrows (*see illustration 3.3*).

❖ Illustration 3.3: View with linking or unlinking tool selected
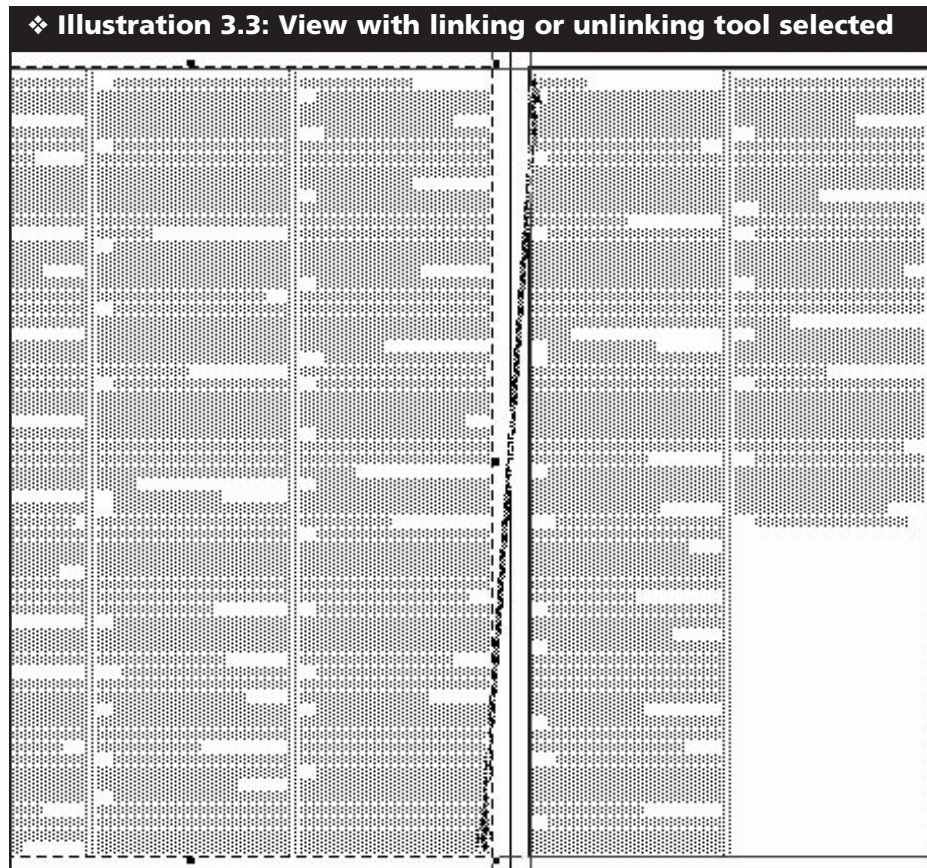
2. Click on either the head or the tail of the arrow representing the link you wish to sever.

The link is now broken and any text after it will disappear. A text overflow symbol will appear in the last text box of the linked chain.

❖ Creating multiple columns

QuarkXPress makes it easy to set up and format multiple columns of text within a text box. This may be accomplished either through the measurement pallet or the modify dialog box.

Creating multiple columns using the measurement palette:

    1. Select the text box you wish to alter.

    2. Enter the number of columns you wish to create in the columns field (Cols:) of the measurement palette (*see illustration 3.4*).

❖ **Illustration 3.4: Column field**

    3. Press the ENTER key on the keyboard or click anywhere outside of the measurement palette to initiate the change.

Creating multiple columns using the modify dialog box:

    1. Select the text box you wish to alter.

    2. Go to the ITEM menu and select MODIFY to open the modify dialog box.

    3. Select the TEXT tab (*see illustration 3.5*).

    4. Enter the desired number of columns in the column field.

    5. Enter the measurement desired for the gutter.

        Gutter widths are the amount of white space between columns. You can use this same tab in the Modify dialog box to shrink or enlarge the gutters at any time.

    6. Select OK.

❖ **Illustration 3.5: Modify dialog box (text tab)**
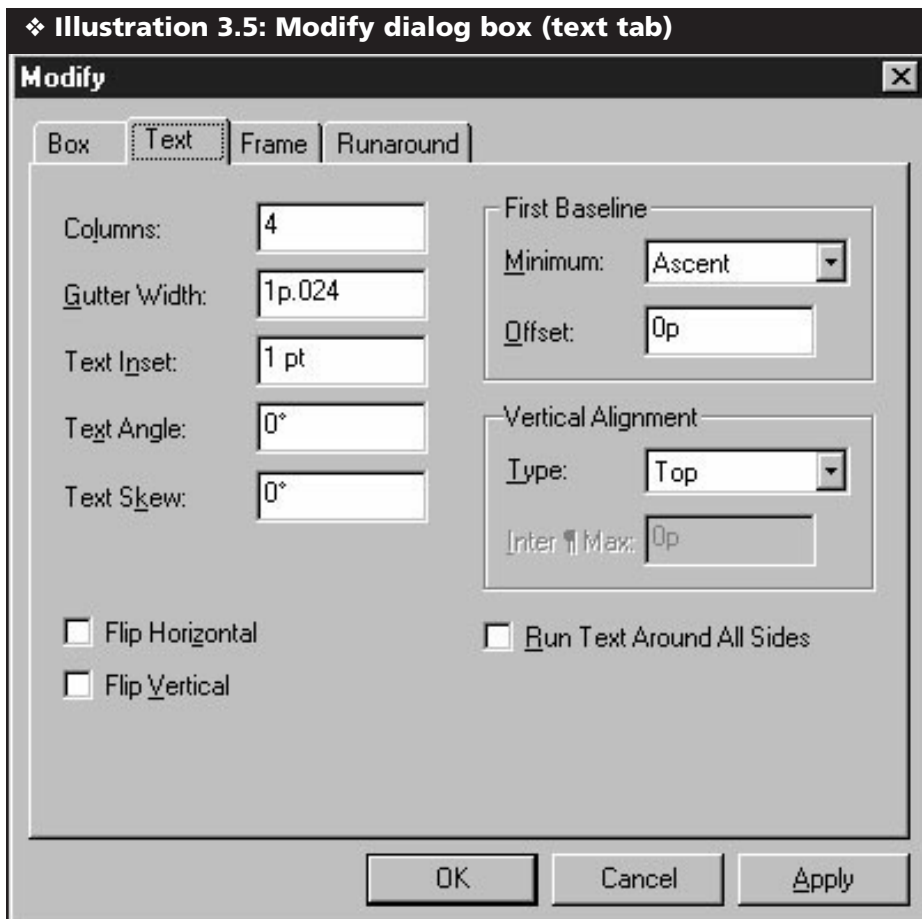
❖ Controlling text placement within a box

In addition to formatting the style of text, you can also control it's placement and alignment within a box.

Changing the text inset:

Text inset is the white space between the edges of the text box and the edges of the text. The default setting is 1 pt. To change the inset value:

> **1.** Select the text box you wish to alter.
>
> 2. Go to the ITEM menu and select MODIFY to open the modify dialog box.
>
> **3.** Select the TEXT tab.
>
> **4.** Enter the desired measurement in the text inset field.

5. Select OK.

Adjusting vertical text alignment:

In addition to the familiar horizontal alignment definitions, QuarkXPress allows you to define the vertical alignment of text within a text box. To define the vertical alignment:

1. Select the text box you wish to alter.

2. Go to the ITEM menu and select MODIFY to open the modify dialog box.

3. Select the TEXT tab.

4. Select your preferred vertical alignment.

> Your choices are top, bottom, centered and justified.

5. Select OK.

Controlling text rotation:

Rotate text within a box using the modify dialog box:

1. Select the text box you wish to alter.

2. Go to the ITEM menu and select MODIFY to open the modify dialog box.

3. Select the TEXT tab.

4. Enter the desired angle in degrees of radius in the text angle field.

5. Select OK.

Graphics Management

❖ Formatting graphics

QuarkXPress allows for precise control over the format and placement of graphics and images within picture boxes. Several of the most commonly used controls are discussed here.

Defining the position of a image within a picture box:

Using the content tool:

1. Select the content tool.

2. Click on the image and drag it to the desired position.

> As long as you hold down the mouse button, the image will move within the box according to the movement of your cursor.

3. Release the mouse button.

Using the measurement palette:

1. Select the picture box you wish to define.

2. Enter the desired measurement offset desired in the offset fields (X+ and Y+) (*see illustration 4.1*).

> These measurements are designated as changes along the X (horizontal) axis and the Y (vertical) axis.

❖ Illustration 4.1: X & Y offset fields	
X+: -2p.871	△ 0°
Y+: -6p10.512	▱ 0°

3. Press the Enter key or click outside of the measurement palette to initiate the change.

❖ Resizing an image:

Using the measurement palette:

To resize an image with the measurement palette:

1. Select the picture box you wish to define.

2. Enter the desired percentage change in the size fields (X% and Y%) (*see illustration 4.2*).

❖ **Illustration 4.2: X & Y offset fields**

→	X%: 65%	X+: -2p.871	△ 0°
↑	Y%: 65%	Y+: -6p10.512	∠ 0°
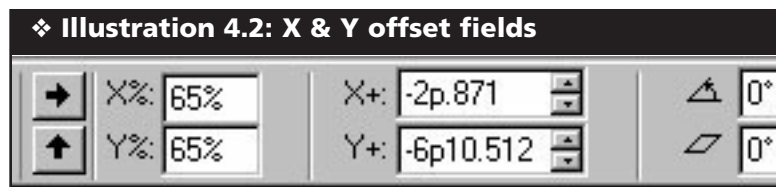
It is not recommended that you enlarge more than 120% as the image quality will begin to degrade when printed.

If you do not change the sizing by the same magnitude your image will be distorted. It may appear squashed or thin and and stretched.

3. Press the Enter key or click outside of the measurement palette to initiate the change.

Using the modify dialog box:

1. Select the image you wish to alter.

2. Go to the ITEM menu and select MODIFY to open the modify dialog box.

3. Select the PICTURE tab (*see illustration 4.3*).

4. Enter the desired percentage change in the SCALE ACROSS and SCALE DOWN fields.

5. Select OK.

❖ Illustration 4.3: Modify dialog box (picture tab)

| Box | Picture | Frame | Runaround | Clipping |

Offset Across: -2p.871

Offset Down: -6p10.512

Scale Across: 65%

Scale Down: 65%

Picture Angle: 0°

Picture Skew: 0°

▢ Flip Horizontal

▢ Flip Vertical

▢ Suppress Picture Printout

Picture

Color: ■ Black

Shade: 100%

OK   Cancel   Apply
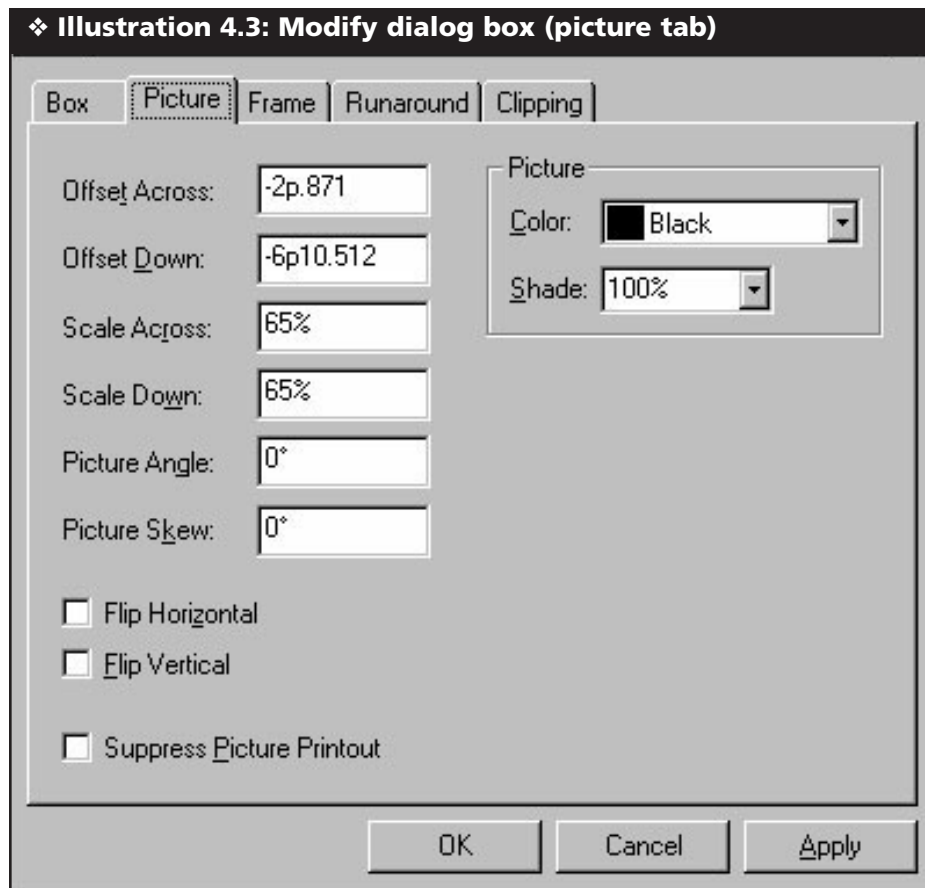
❖ Rotating images within picture boxes

Rotating images within picture boxes can be accomplished using the measurement palette or the modify dialog box.

Using the measurement palette:

1. Select the image you wish to alter.

2. Enter the desired angle of rotation within the box in degrees of radius in the picture rotation field designated by the angle and arced arrow located on the **far right** of the measurement palette (*see illustration 4.4*).

❖ Illustration 4.4: Image rotation field

| 65% | X+: -2p.871 | △ 0° |
| 65% | Y+: -6p10.512 | ▱ 0° |
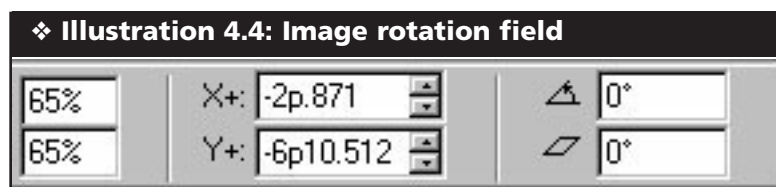
> **Be sure that you are using the image rotation field (far right on the palette) and NOT the picture box rotation field (far left of the palette). The symbols representing them are exactly the same.**

3. Press the ENTER key, or click outside the measurement palette to initiate the rotation.

Using the modify dialog box:

1. Select the image you wish to alter.

2. Go to the ITEM menu and select MODIFY to open the modify dialog box.

3. Select the PICTURE tab.

4. Enter the desired angle in degrees of radius in the picture angle field.

5. Select OK.

Appendix:
Quark**XPress**
Cheat**Sheets**

Quark**XPress** Cheat**Sheets**

Tool Palette

- item tool
- content tool
- rotation tool
- zoom tool
- square text box tool*
- square picture box tool*
- rounded corner picture box tool
- oval picture box tool
- bezier picture box tool
- line tool*
- orthogonal line tool
- freehand line text tool*
- linking tool
- Unlinking tool

Click on this button, continue to hold down the mouse key and drag to the right to change tools — other options are available. Notice the tiny arrow heads pointing to the right that indicate the ability to shift tools.

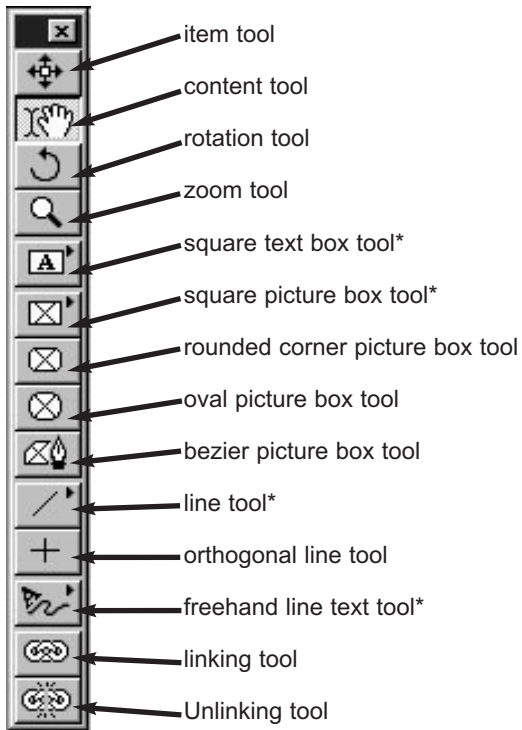## Document Layout Palette

Document Layout

- duplicate page
- delete page
- blank single page
- blank facing page
- master page
- A-Master A
- document page**
- 16 Pages
- total number of pages in document
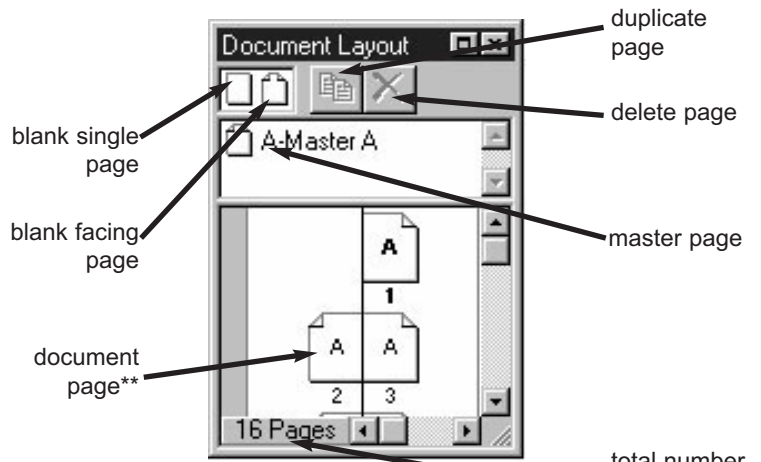
Notice the fold indicating a facing page. Also notice the A in the middle of the icon designating that the page is based on Master Page A. The page number is listed below the icon.

special notes:

The document view can be quickly changed by manually entering a different numerical value in the percent view field.

50%   Page: 1
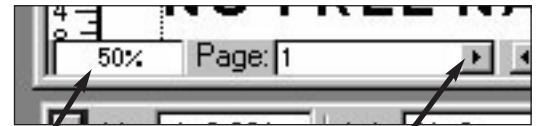
You can jump to any page by clicking the arrow beside the page indicator.

Measurement Palettes

Palette w/text box selected

| X: -1p3.061 | W: 61p6 | △ 0° | → | 12 pt | Times New Roman | 10 pt |
| Y: 15p9 | H: 28p5.999 | Cols: 4 | ↑ | | P B I U W ⊕ ⓪ S K K | |

- element position indicator
- box dimensions
- box rotation
- text column control
- flip horizontal or vertical
- leading & kerning controls (Only leading control is currently displayed. Kerning control will appear as a box below this one.)
- text alignment controls
- font characteristics controls
- picture box corner radius
- image size controls
- image rotation
- box skew control

Palette w/picture box selected

| X: 14p5.108 | W: 30p1.475 | △ 0° | → | X%: 65% | X+: -2p.871 | △ 0° |
| Y: 16p3.663 | H: 17p7.552 | ⌐ 0p | ↑ | Y%: 65% | Y+: -6p10.512 | ⊘ 0° |

Quark**XPress** Cheat**Sheets**

Modify Dialog Box

Modify

| Box | Text | Frame | Runaround |

Origin Across: `-1p3.061`

Origin Down: `15p9`

Width: `61p6`

Height: `28p5.999`

Angle: `0°`

Skew: `0°`

Corner Radius: `0p`

☐ Suppress Printout

Box
Color: `White`
Shade: `100%`

Blend
Style: `Solid`
Angle: `0°`
Color: `White`
Shade: `100%`

OK   Cancel   Apply
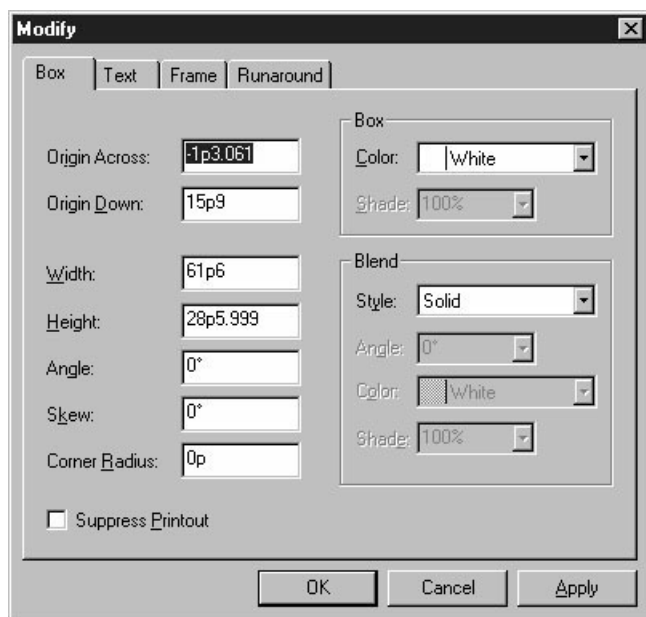
Like the measurement palette, the ITEM MODIFY dialog box is __*context*__ __*sensitive*__ *meaning the controllable options will vary depending on what element you have selected.*

Notice the tabs across the top of the dialog box: ***Box***, ***Text***, ***Frame*** *and* ***Runaround***. *Had a picture box been selected when this screen shot was captured, the choices would have been different.*

This is an important tool because it offers so many controls in one dialog box.

For the keyboard shortcut to call up the MODIFY dialog box, hold down the control key and press the M key (CTRL-M).

Keyboard Shortcuts

Control Menus & Palettes

Hide/Show tool palette F8
Hide/Show measurement palette F9
Hide/Show document layout palette F10

ITEM MODIFY dialog box... CTRL-M
Frame controls .... CTRL-B
Runaround controls .... CTRL-T

Import dialog box (Get Text/Picture) .... CTRL-E

Group items .... CTRL-G
Ungroup items .... CTRL-U

Document Management

Open document .... CTRL-O
Save document .... CTRL-S
Print document.. CTRL-P

VIEW: fit in window CTRL-0
VIEW: actual size.. CTRL-1

NOTE: Typical Windows shortcuts for select all (CTRL-A), copy (CTRL-C), cut (CTRL-X) and paste (CTRL-V) also work when using this software.

Glossary

Bezier Lines – A Bezier line links two points. Bezier lines can be used to draw shapes with point-by-point control while offering the ability to curve the connecting lines.

Column Guides – The lines that denote the vertical divisions in text boxes.

Document Layout Palette – The palette (accessed in the view menu) that controls movement to and placement of pages. These settings include: Master page layout, multi-page spreads, and document page movement.

Gutters – The white space between columns or adjacent pages.

Justification – To horizontally or vertically distribute text evenly over a set amount of space. Justified text will have uniform edges.

Kerning – To change the amount of space between text characters.

Leading – To change the amount of white space between lines of text.

Linking Boxes – To join boxes so that the text contents automatically flow from one box to the next.

Margin Guides – Guidelines that indicate the margin spacing.

Master Page – A page that is used to automatically format other pages within your document. You may create multiple master pages.

Measurement Palette – The palette (accessed in the view menu) that controls style and placement of picture and text items.

Palette – A control window that can be displayed in front of documents.

Pasteboard – The nonprinting area that surrounds a page. The pasteboard can be used to store text and picture boxes and can be used as a virtual desktop.

Picture Boxes – These must be created with one of the picture box tools from the tool palette if you wish to use graphics in your document.

Text Boxes – These must be created with one of the text box tools from the tool palette if you wish to use text in your document.

Text Inset – The white space between the edge of a text box and the text itself.

Text Runaround – The way that text flows around graphics placed in front of the it.

Tool Palette – The palette (accessed in the view menu) that controls the creation of text boxes, picture boxes, lines and links. It also includes tools that allow you to move boxes and change their contents as well as magnify the document view.