



A GUIDE TO QUARKXPRESS 4.1

QuarkXPress[™]
The choice for publishing software worldwide.

© 1986–1999 by Quark Technology Partnership. All rights reserved.

The information in this document may not be modified, distributed, or disseminated in paper or electronic form without prior written consent of Quark Technology Partnership or its licensee, Quark, Inc.

Quark, QuarkXPress, QuarkXPress Passport, QuarkXTensions, and XTensions are trademarks of Quark, Inc. and all applicable affiliated companies, Reg. U.S. Pat. & Tm. Off. and in many other countries. The Quark logo is a trademark of Quark, Inc. and all applicable affiliated companies.

Adobe and Acrobat are trademarks of Adobe Systems Incorporated.

All other trademarks are the properties of their respective owners.

 **Table of Contents**

| | |
|---------------------------------|----|
| Introduction | 4 |
| Enhancements to QuarkXPress 4.1 | 5 |
| Custom Bleeds 1.2 | 8 |
| DejaVu 1.3 | 11 |
| Guide Manager 1.2 | 15 |
| MS Word 6–8 Filter 1.2 | 18 |
| PDF Filter 1.3 | 22 |
| Quark HTML Text Export 1.2 | 38 |
| QuarkLink 1.2 | 43 |
| Scissors 1.2 | 51 |
| Super Step and Repeat 1.2 | 53 |
| Contacting Quark | 57 |

 **Introduction**

“A Guide to QuarkXPress™ 4.1” provides information on new releases or major updates of QuarkXTensions™ software provided with QuarkXPress 4.1, as well as details about functionality additions to QuarkXPress and QuarkXPress Passport™. For information on problems resolved in QuarkXPress 4.1, please see the document titled “4.1 ReadMe” (Mac OS) or “ReadMe” (Windows).

 The QuarkXTensions software included with this release of QuarkXPress are the most recent versions available. Because some software may have been slightly modified after the documentation was completed, some version numbers listed in the documentation may not correspond exactly with the actual QuarkXTensions version numbers.

Enhancements to QuarkXPress 4.1

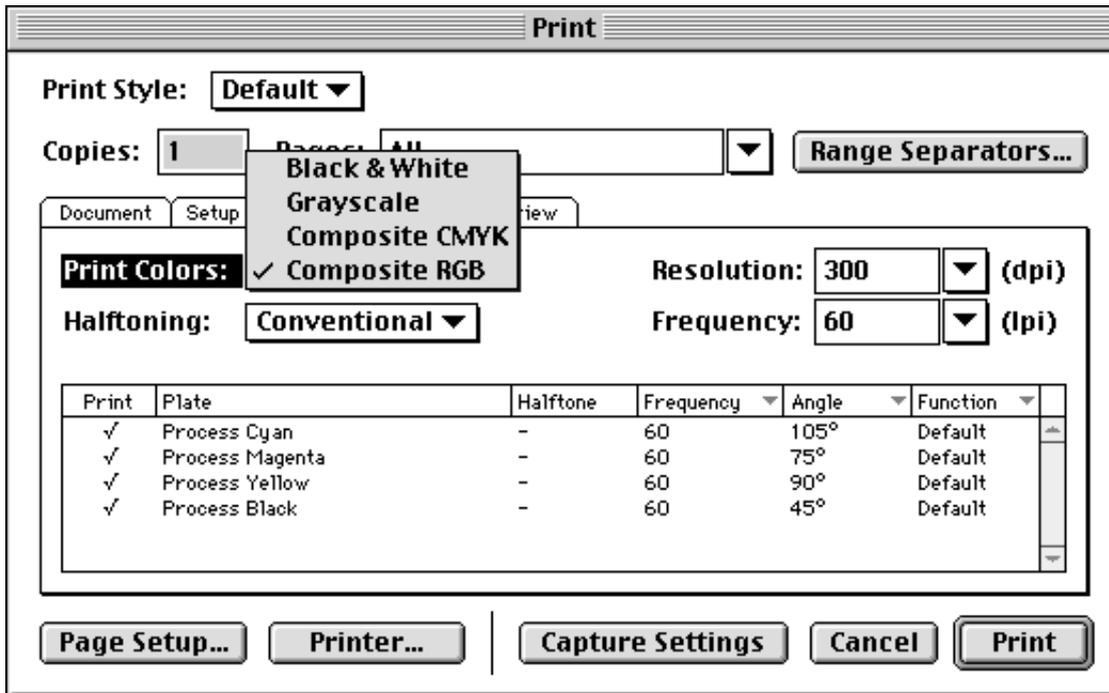
QuarkXPress 4.1 and QuarkXPress Passport 4.1 include several functionality enhancements, including modifications to the **Print** dialog box and the **Application Preferences**.

Printing RGB

QuarkXPress can now print composite RGB to color printers. To print composite RGB to a color printer:

- 1 On Mac OS, confirm that a color printer has been chosen in the **Chooser** (**Apple** menu).
- 2 Choose **File** → **Print**.
- 3 On Windows, confirm that a color printer has been chosen in the **Printer** pop-up menu.
- 4 Make sure **Separations** is unchecked in the **Document** tab.
- 5 If you are using a PostScript printer, click the **Setup** tab, and then choose a PPD for a color printer from the **Printer Description** pop-up menu.
- 6 Click the **Output** tab, and then choose **Composite RGB** from the **Print Colors** pop-up menu.

!!! You can also choose **Composite CMYK** from the **Print Colors** pop-up menu. This menu option is equivalent to the **Composite Color** menu option that was available in previous versions of QuarkXPress.



Choose **Composite RGB** from the **Print Colors** pop-up menu in the **Print** dialog box **Output** tab.

!!! If Quark CMS QuarkXTensions software is running and you have chosen a composite CMYK profile in the **Color Management Preferences** dialog box (**Edit** menu), **Composite RGB** will be unavailable in the **Print Colors** pop-up menu.

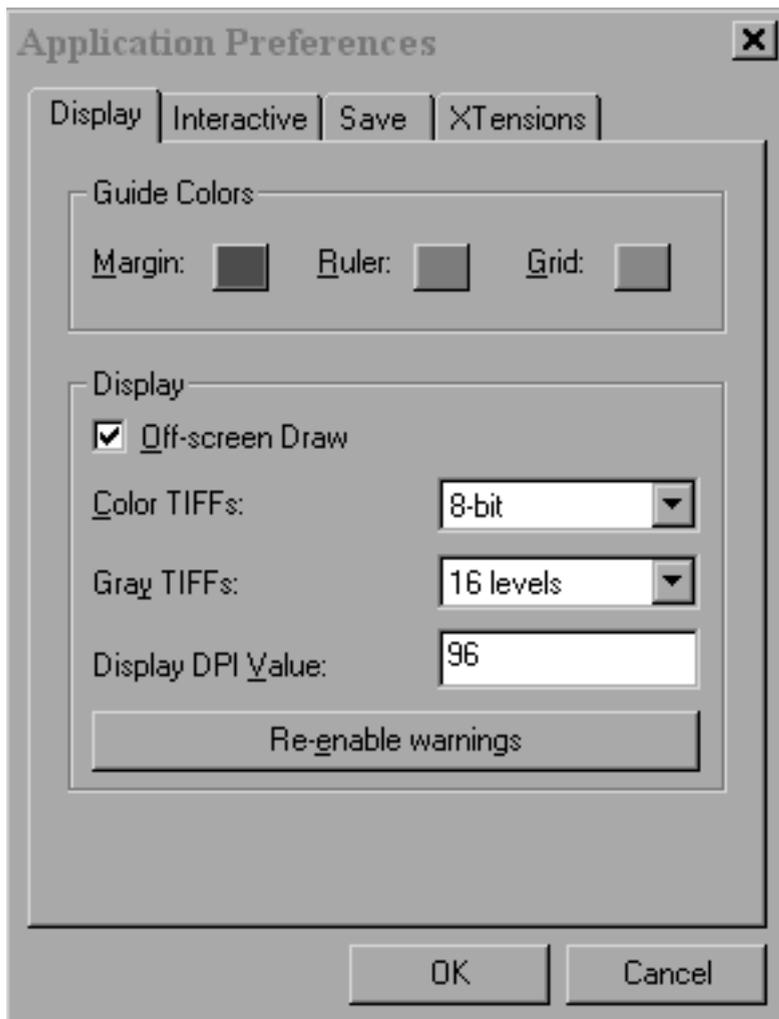
7 Check all tabs in the **Print** dialog box to confirm all other settings for final output of the document.

8 Click **Print**.

Re-enable warnings button

The **Re-enable warnings** button has been added to the **Application Preferences** dialog box **Display** tab. Some QuarkXPress dialog boxes have a **Don't show this warning again** checkbox, to allow you to avoid their repeated display. However, at some point you may want to allow such dialog boxes to display again.

To allow these dialog boxes to display again, choose **Edit** → **Preferences** → **Application** → **Display** tab, click the **Re-enable warnings** button, and then click **OK**. All dialog boxes will display, and you will again have the opportunity to choose the **Don't show this warning again** checkbox in applicable dialog boxes.



The **Application Preferences** dialog box **Display** tab

If you inadvertently click the **Re-enable warnings** button, click **Cancel** and no change will be applied.

Custom Bleeds 1.2

Custom Bleeds is QuarkXTensions software for QuarkXPress and QuarkXPress Passport that enables you to specify a bleed value for each side of a document when printing or saving a page as an EPS file. Custom Bleeds also allows you to output bleeds from QuarkXPress 4.x in the same manner as QuarkXPress 3.x.

Minimum System Requirements

For Mac OS and Windows

QuarkXPress 4.03 or QuarkXPress Passport 4.03

Installing Custom Bleeds

For Mac OS

To install Custom Bleeds, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “Custom Bleeds” file from the “Freebies” folder into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of Custom Bleeds.

For Windows

Custom Bleeds is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

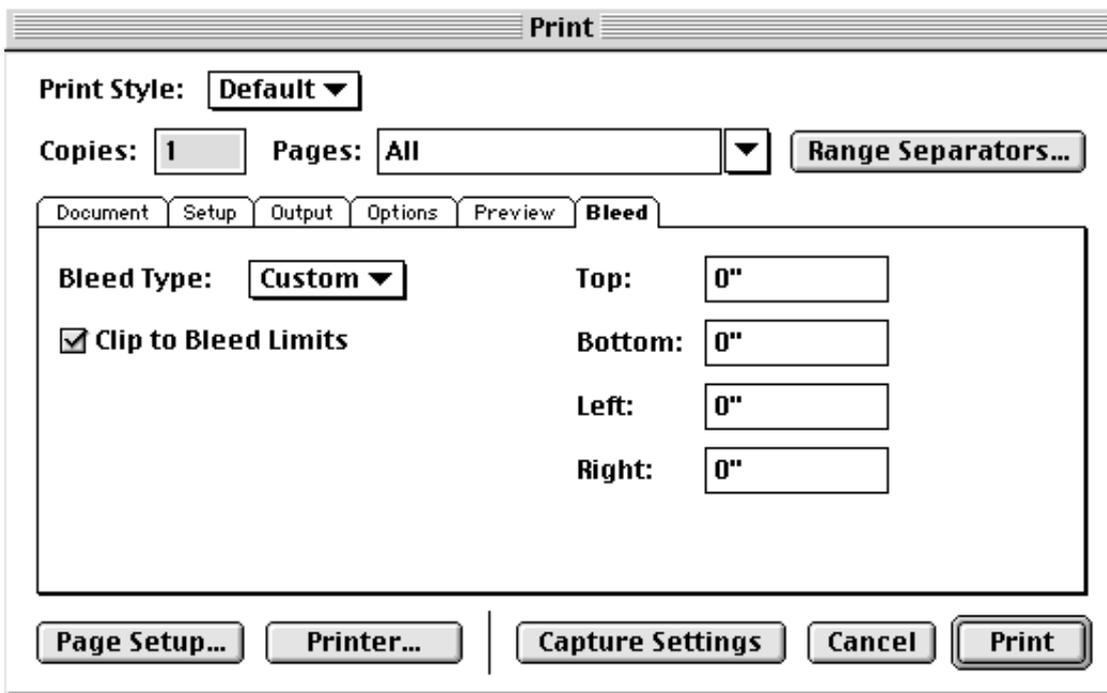
- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.
- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5 Launch QuarkXPress or QuarkXPress Passport to access the features of Custom Bleeds.

Using Custom Bleeds

This QuarkXTensions software adds a tab called **Bleed** to the **Print** (File menu) and **Save Page as EPS** (File menu) dialog boxes. When Custom Bleeds is loaded, the **Bleed** field in both the **Print** dialog box **Document** tab and the **Save Page as EPS** dialog box is unavailable. All bleed information must be entered in the **Bleed** tab.

The Print dialog box

In the **Print** dialog box **Bleed** tab, choosing **Custom** from the **Bleed Type** pop-up menu allows you to specify a different bleed limit for each page edge. Choose **Clip to Bleed Limits** if you want to print items only up to the bleed limits; do not choose **Clip to Bleed Limits** if you want to print all items, even if this area extends beyond the bleed limit.



The **Print** dialog box **Bleed** tab

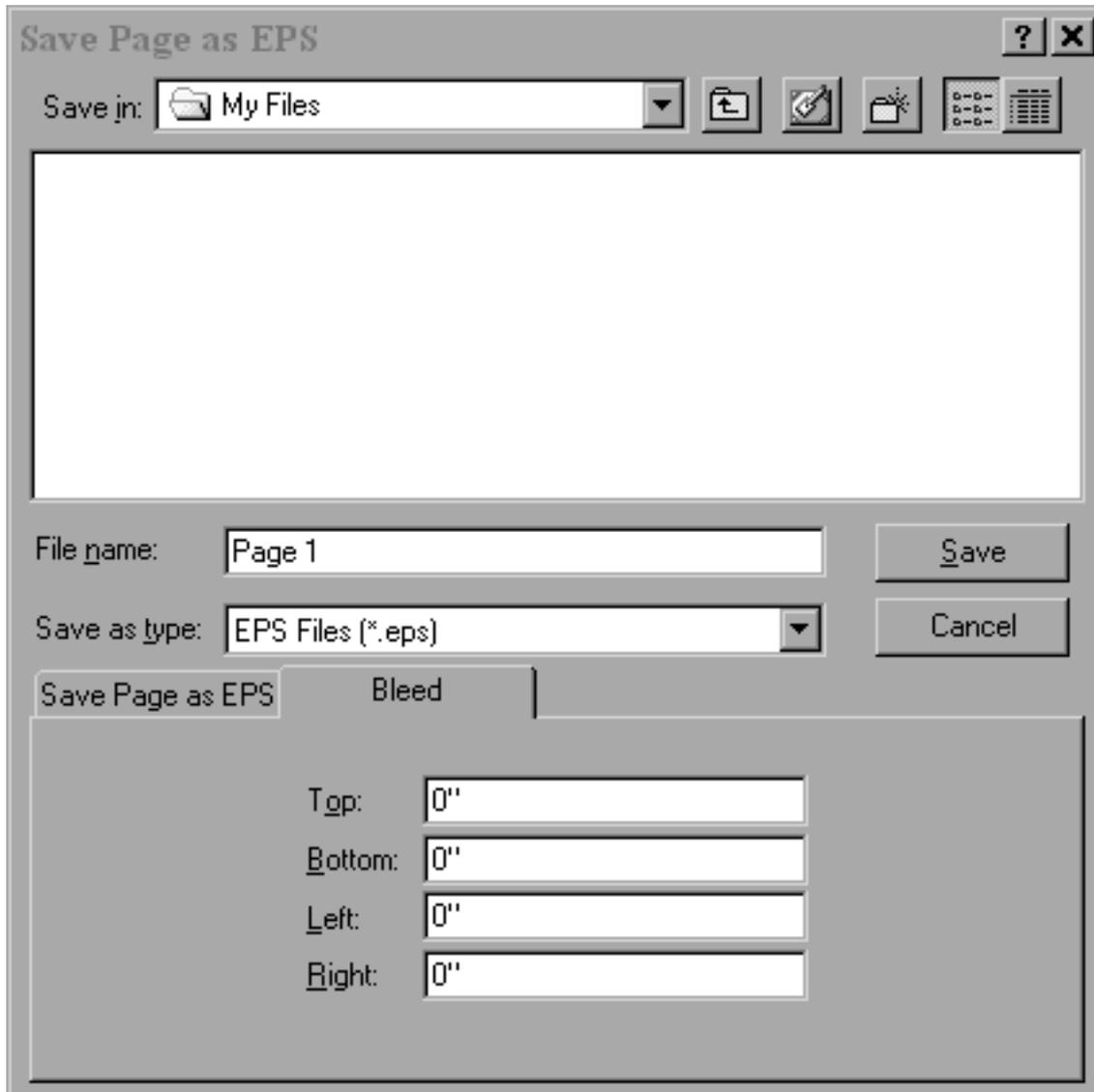
 QuarkXPress remembers the bleed limits for each page edge, so the next time you print, confirm that you want to retain the same bleed settings.

In the **Print** dialog box **Bleed** tab, when you choose **Page Items** from the **Bleed Type** pop-up menu, only items that touch the page area will print, and **Clip to Bleed Limits** is not available. The bleed limit is determined by the output device's imageable area. This is the same output as in QuarkXPress 3.x.

The Save Page As EPS dialog box

In the **Save Page as EPS** dialog box **Bleed Type** tab, as in the **Print** dialog box, you can set a different bleed limit for each page edge.

 QuarkXPress lets you save your document as an EPS one page at a time, so you can set different bleed limits for each page you save. QuarkXPress also remembers the bleed limits for each page edge, so the next time you save a document page as EPS, confirm that you want to retain the same bleed limits.



The **Save Page as EPS** dialog box **Bleed** tab

DejaVu 1.3

DejaVu is QuarkXTensions software for QuarkXPress 4.0 that allows you to access text, pictures, and documents with increased speed and ease. DejaVu does this by providing you with a list of recently opened documents as a hierarchical menu from the **File** → **Open** submenu, or at the bottom of the **File** menu. In addition, DejaVu allows you to designate default folders for getting text or pictures, and opening or saving documents.

Minimum System Requirements

For Mac OS and Windows

QuarkXPress 4.0 or QuarkXPress Passport 4.0

Installing DejaVu

For Mac OS

To install DejaVu, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “DejaVu” file from the “Freebies” folder into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of DejaVu.

!!! The first time QuarkXPress is run after DejaVu is installed, the QuarkXTensions software creates a preferences file (Dejavu.prf). For Mac OS, this file is created in the “Preferences” folder, located inside the “System Folder.”

For Windows

DejaVu is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.

- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
 - 5 Launch QuarkXPress or QuarkXPress Passport to access the features of DejaVu.
- !!! The first time QuarkXPress is run after DejaVu is installed, the QuarkXTensions software creates a preferences file (Dejavu.prf). For Windows, this file is created in the “XTension” folder, located within the QuarkXPress or QuarkXPress Passport application folder.

Using DejaVu

File List

The **File List** feature lets you select the QuarkXPress document you want to edit from a list of recently opened documents. This allows you direct access to QuarkXPress documents without choosing **File** → **Open**. **File List** is enabled at the time of application startup, and uses default settings that display three file names in alphabetical order at the bottom of the **File** menu. You can choose to display as few as three (or as many as 10) recently edited documents. You have the option to display the **File List** at the bottom of the **File** menu or as a hierarchical menu triggered by the **File** → **Open** command. In addition, you can configure the **File List** feature to display complete path names.

To change the **File List** settings:

- 1 Choose **Edit** → **Preferences** → **Application** to display the **Application Preferences** dialog box.
 - 2 Select the **File List** tab to display the current **File List** settings and make the desired changes.
 - 3 Click **OK**.
- !!! The DejaVu's **File List** feature accommodates long file names, but it will truncate (with ellipses) those that exceed the width of the menu. Lengthy path names are subject to the same truncation effect.

Default Folders

The **Default Folders** feature lets you designate default folders for the following **File** menu commands: **Open**, **Get Text**, **Get Picture**, **Save**, and **Save as**. **Default Folders** is disabled at the time of application startup. Once you have enabled a default path for a **File** menu command, QuarkXPress executes that command with the path information you have provided. For example, if you enable a default path for the **Get Text** command, QuarkXPress automatically enters that path at the **Look in:** field of the **Get Text** dialog box. This feature is useful in situations where you must negotiate the same long and complex path every time you use a specific **File** menu command.

To enable a default path:

- 1 Choose **Edit** → **Preferences** → **Default Path Preferences** to display the **Default Path Preferences** dialog box.
- 2 Check the **Use default path** check box for each **File** menu command that you want to assign to a default folder. Checking **Use default path** activates the corresponding **Browse** button for that command.
- 3 Browse for the default folder. Select one that is appropriate for that command and click **OK**. In the **Default Path Preferences** dialog box, the default path for that folder will appear in the text window for the command you selected.
- 4 Click **OK** in the **Default Path Preferences** dialog box to save your **Default Folders** settings.

To disable a default path:

- 1 Choose **Edit** → **Preferences** → **Default Path Preferences** to display the **Default Path Preferences** dialog box.
- 2 Uncheck the **Use default path** check box corresponding to the **File** menu command to deselect a default folder. Note that the path information remains in the text window, but that the option has been deactivated. Should you choose to use the same default folder in the future, check **Use default path** to enable the default path again.

Problems Resolved in This Version

- Values entered in the default **File List** setting are now correctly retained.
- A display problem in the **Default Path Preferences** dialog box has been fixed.
- The **Get Text** and **Save as** path preferences are now correctly retained when you re-launch QuarkXPress.

Limitations

DejaVu QuarkXTensions software does not list books in the **File List**.

Known Problems

When you change the default **File List** setting, you may see duplicates of recently opened documents when you access them using either **File List** or **File → Open**.

Guide Manager 1.2

Guide Manager is QuarkXTensions software that gives you greater control over the placement of guides in QuarkXPress documents and spreads. Guide Manager enables you to create, lock, or remove a guide grid.

Minimum System Requirements

For Mac OS and Windows

QuarkXPress 4.0 or QuarkXPress Passport 4.0

Installing Guide Manager

For Mac OS

To install Guide Manager, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “Guide Manager” file from the “Freebies” folder into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of Guide Manager.

For Windows

Guide Manager is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.
- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5 Launch QuarkXPress or QuarkXPress Passport to access the features of Guide Manager.

Using Guide Manager

With a document open, select **Utilities** → **Guide Manager** to display the **Guide Manager** dialog box. By selecting the appropriate tab, you may **Add Guides** or **Remove** or **Lock Guides**.

To Add Guides:

Specify the placement, spacing, number of guides and their boundaries in the following fields, and click **Add Guides**:

- **Direction** specifies the orientation of the guides. Choose from **Horizontal**, **Vertical**, or **Both**.
- **Locked Guides**, if checked, specifies that the new guides will be locked in place.
- **Where** specifies the page(s) or spread(s) on which the new guides should appear. Choose from **Current Page**, **Current Spread**, **All Pages**, or **All Spreads**.

 When applying guides using the **Current Spread** or **All Spreads** setting from the **Where** pop-up menu, the guides are positioned relative to the edge of the pasteboard.

- **Spacing**, if checked, allows you to specify (in the **Horizontal** and **Vertical** fields) the corresponding measurement intervals at which the new guide lines should appear.
- **Number of Guides**, if checked, allows you to specify (in the **Horizontal** and **Vertical** fields) the corresponding number of guide lines to add.
- **Origin/Boundaries** specifies the area on the page or spread where the new guides should be placed. Select from one of the following boundary types, and enter the corresponding boundary measurements:

Inset specifies that the left, top, right, and bottom guides of the new guide grid should be inset from the edges of the page or spread.

Absolute Position specifies that the left, top, right, and bottom fields of the new guide grid should be positioned at an absolute distance from the top left corner of the page or spread.

Entire Page/Spread specifies that the new guide grid should start from the top left corner of the page or spread.

 When **Spacing** is checked, values may be entered only in the **Top** and **Left** fields for the **Inset** and **Absolute Position** boundary types.

- **Use Margin**, if checked, specifies that the new guide grid should be added inside the margin guide lines.

To Remove Guides:

Specify the page(s) or spread(s) from which the guides should be removed, the direction of the guides to be removed, and their locked or unlocked status in the following fields, and click **Remove Guides**.

- **Where** specifies the page(s) or spread(s) on which the guides should be removed. Choose from **Current Page**, **Current Spread**, **All Pages**, **All Spreads**, or **All Pages and Spreads**.
- **Direction** specifies the orientation of the guide lines to be removed. Choose from **Horizontal**, **Vertical**, or **Both**.
- **Locked** specifies which guides will be removed. Choose from **Locked**, **Unlocked**, or **Both**.

To Lock Guides:

Specify the page(s) or spread(s) on which the guides should be locked or unlocked and the direction of the guide lines to be locked or unlocked in the following fields. Click **Lock Guides** to lock, or **Unlock Guides** to unlock the specified guide lines.

- **Where** specifies the page(s) or spread(s) on which the guides should be locked or unlocked. Choose from **Current Page**, **Current Spread**, **All Pages**, **All Spreads**, or **All Pages and Spreads**.
- **Direction** specifies the orientation of the guide lines to be locked or unlocked. Choose from **Horizontal**, **Vertical**, or **Both**.

Problems Resolved in This Version

- Guides are now placed relative to new margin settings after the position of a document's margins are changed.
- (QuarkXPress Passport for Mac OS only) When you load Guide Manager 1.2 and CPSI Fixer 1.2 into the QuarkXPress XTension folder, the **Utilities** menu now displays correctly, and the application no longer crashes when you use the Czech, Finnish, Greek, Hungarian, Polish, or Portuguese languages.

Limitations

Guides cannot be added to master pages.

MS Word 6–8 Filter 1.2

The MS Word 6–8 filter replaces both the MS Word 6–7 filter, which was distributed with recent copies of QuarkXPress 4.0, and the MS Word 8 Filter, which has been available as beta software on the Quark™ Web site. The MS Word 6–8 filter allows documents to be imported from, or saved in, Microsoft Word 6.0, 7.0 (called Word95 on Windows), and 8.0 (called Word98 on Mac OS, and Word97 on Windows) format.

Minimum System Requirements

For Mac OS

- QuarkXPress 4.1 or QuarkXPress Passport 4.1
- Microsoft OLE Extension files and Type Libraries files

For Windows

QuarkXPress 4.1 or QuarkXPress Passport 4.1

Installing the MS Word 6–8 Filter

On Mac OS:

The MS Word 6–8 Filter is automatically installed by the QuarkXPress or QuarkXPress Passport 4.1 Updater, Upgrader, or Installer. If you need to reinstall the MS Word 6–8 Filter at a later time, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “MS Word 6–8 Filter” file into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of the MS Word 6–8 Filter.

!!! The MS Word 6–8 Filter replaces both the MS Word 6–7 Filter and the MS Word 8 Filter. When you launch QuarkXPress with all three filters in your “XTension” folder, only the MS Word 6-8 Filter will load, and you will receive an error message from the XTensions Manager stating that the other two filters did not load. You can remove the MS Word 6–7 Filter and the MS Word 8 Filter from your “XTension” folder to avoid this error message.



If you have a Power Macintosh, verify that the “Microsoft OLE Automation,” “Microsoft OLE Extension,” and the “Microsoft OLE Library” system extension files are in the “Extensions” folder, within the “System Folder.” If you have a 68K Macintosh, verify that the “Microsoft OLE Extension” file is in the “Extensions” folder, within the “System Folder.” For all Macintosh computers, also verify that the “Standard OLE Types” file is in the “Type Libraries” folder, which is located in the “Extensions” folder within the “System Folder.”



The Microsoft OLE files listed above are required for the MS Word 6–8 Filter to work correctly. These files are included on the QuarkXPress Installer or Upgrader CD-ROM. You can also find them on the Quark Web site (<http://www.quark.com>) by visiting the QuarkXPress or QuarkXPress Passport updater download area. If you have been using the MS Word 6–7 or MS Word 8 filters successfully, you already have these files installed correctly.

On Windows:

The MS Word 6–8 Filter is installed automatically by the QuarkXPress or QuarkXPress Passport 4.1 Updater, Upgrader, or Installer.



The MS Word 6–8 Filter replaces both the MS Word 6–7 Filter and the MS Word 8 Filter. When you launch QuarkXPress with all three filters in your “XTension” folder, only the MS Word 6–8 Filter will load, and you will receive an error message from the XTensions Manager stating that the other two filters did not load. You can remove the MS Word 6–7 Filter and the MS Word 8 Filter from your “XTension” folder to avoid this error message.

Using the MS Word 6–8 Filter

Importing text from Microsoft Word files

Import text from Microsoft Word documents as you would from any other text file. Click in a text box with the Content tool and choose **File → Get Text**. Microsoft Word 6.0 through 8.0 files will be available for import.



On Windows, to make sure Microsoft Word documents are available for import, choose **All Text Files** from the **Files of Type** pop-up menu.

Saving text in Microsoft Word file format

To save text in Microsoft Word file format, follow these steps.

- 1 Click in the text box or story you want to export with the Content tool  and choose **File → Save Text**.
- 2 Choose either **Microsoft Word 6.0/95** or **Microsoft Word 8.0** from the **Format** (Mac OS) or **Save as type** (Windows) pop-up menu.

3 Enter a file name and click **Save**.

Problems Resolved in this Version

- Smart (or “curly”) quotation marks and apostrophes now import into QuarkXPress correctly.
- Special characters, such as characters with diacritical marks, now import into QuarkXPress correctly.
- Certain character and paragraph styles that formerly either caused a crash or imported incorrectly now import into QuarkXPress correctly.
- Type formatted with character spacing position options is now recognized. Other character spacing options are ignored.
- Importing certain Microsoft Word templates into QuarkXPress no longer causes a crash.
- Text is no longer lost when importing files that include annotations into QuarkXPress.
- The Euro symbol now imports into QuarkXPress correctly.

Limitations

This release of the MS Word 6–8 Filter recognizes most of the common formatting functions within Microsoft Word documents. However, the following Microsoft Word formats are not supported:

- Automatically numbered or bulleted lists created in Microsoft Word
- Fast-saved files

 Turn off Fast Save or use the Save As command in Microsoft Word.

- Default tabs (tabs will be reset to 0.5 inch)
- Embedded objects
- Equations
- Hidden text
- Tables
- Password-protected files
- Style sheets that have not been applied



Unlike Microsoft Word’s “Default Paragraph Font” character style sheet, QuarkXPress does not have a character style sheet that applies the default paragraph’s character attributes. Rather, Microsoft Word’s “Default Paragraph Font” is imported with the following default attributes:

Font: Times New Roman (Windows) or Times (Mac OS)

Size: 10 pt.

Color: Black

Shade: 100%

All character style sheets based on “Default Paragraph Font” will start out with these defaults before any overrides defined by the individual styles are applied.

Known Problems

(Mac OS only) Microsoft Word98 for Mac OS cannot open files saved by QuarkXPress in MS Word 8 format. Word97 for Windows, however, can open the file. This file can be saved by Word97 for Windows and then opened in Word98 for Mac OS.

PDF Filter 1.3

PDF Filter 1.3 for QuarkXPress and QuarkXPress Passport is QuarkXTensions software that allows you to save a page or range of pages from a QuarkXPress document as a Portable Document Format (PDF) file. The filter saves the pages in PostScript format and employs the Adobe® Acrobat® Distiller to create the PDF file. The filter also allows you to import a page of a PDF file into a QuarkXPress picture box.

Minimum System Requirements

For Mac OS and Windows

- QuarkXPress 4.04 or later or QuarkXPress Passport 4.04 or later
- Adobe Acrobat Distiller 3.0
- PostScript print driver

Installing the PDF Filter

For Mac OS

To install the PDF Filter, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “PDF Filter” file into the “XTension” folder within the QuarkXPress or QuarkXPress Passport application folder.
- 3 You may need to increase the memory allocation to QuarkXPress or QuarkXPress Passport to 2000K above the default setting. In Mac OS 8.1 or earlier, highlight the QuarkXPress or QuarkXPress Passport application icon and choose **File** → **Get Info** or press ⌘+I; in Mac OS 8.5 or later, highlight the QuarkXPress or QuarkXPress Passport application icon and choose **File** → **Get Info** → **Memory** or press ⌘+I and choose **Memory** from the **Show** pop-up menu. Next, increase the amount in the **Preferred Size** field by 2000K and close the **Info** dialog box.
- 4 Launch QuarkXPress or QuarkXPress Passport to access the features of the PDF Filter.
- 5 The first time you launch QuarkXPress or QuarkXPress Passport after installing the PDF Filter, the **PDF Filter End User License Agreement** dialog box displays on-screen so that you can accept or decline the agreement. If you decline, QuarkXPress or QuarkXPress Passport continues to launch, but the PDF Filter does not load. The **PDF Filter End User License Agreement** dialog box displays every time you launch QuarkXPress or QuarkXPress Passport while the PDF Filter is installed, until you accept the terms of the agreement.

Acceptance of the agreement applies to all imported PDF files; once you have accepted it, the **PDF Filter End User License Agreement** dialog box will not display again.

6 Confirm that Acrobat Distiller PPD is in the list of PPDs shown in the PPD Manager (**Utilities** → **PPD Manager**). This PPD is available on the Adobe Acrobat CD-ROM, and must be installed either in the PPD folder (if you have one) within your QuarkXPress or QuarkXPress Passport application folder, or in the “System Folder” on your computer’s hard drive.

!!! Adobe Acrobat Distiller must be installed to create a PDF file. For information about obtaining Acrobat Distiller, visit the Adobe Web site at <http://www.adobe.com>.

For Windows

The PDF Filter is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1** Exit QuarkXPress or QuarkXPress Passport.
- 2** Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3** Browse for your copy of QuarkXPress or QuarkXPress Passport.
- 4** Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5** Launch QuarkXPress or QuarkXPress Passport to access the features of the PDF Filter.

!!! The PDF Filter will not load on Windows NT versions earlier than 4.0.

6 The first time you launch QuarkXPress or QuarkXPress Passport after installing the PDF Filter, the **PDF Filter End User License Agreement** dialog box displays on-screen so you can accept or decline the agreement. If you decline, QuarkXPress or QuarkXPress Passport continues to launch, but the PDF Filter does not load. The **PDF Filter End User License Agreement** dialog box displays every time you launch QuarkXPress or QuarkXPress Passport while the PDF Filter is installed, until you accept the terms of the agreement. Acceptance of the agreement applies to all imported PDF files; once you have accepted it, the **PDF Filter End User License Agreement** dialog box will not display again.

7 Confirm that Acrobat Distiller PPD is in the list of PPDs shown in the PPD Manager (**Utilities** → **PPD Manager**). This PPD is available on the Adobe Acrobat CD-ROM, and must be installed either in the PPD folder (if you have one) within your QuarkXPress or QuarkXPress Passport application folder, or in the “System” folder on your computer’s hard drive.

8 For the PDF Filter to export correctly, you must map a PostScript printer to print to file. To do this, add a PostScript printer (**Start** → **Settings** → **Printers** → **Add Printer**). Then set the properties of the printer to print to file (**Start** → **Settings** → **Printer (select printer)** → **Properties** → **Details** → **Print to the following port** → **FILE**).

!!! Adobe Acrobat Distiller must be installed in order to create a PDF file. For information about obtaining Acrobat Distiller, visit the Adobe Web site at <http://www.adobe.com>.

Using the PDF Filter

Importing a PDF file

To import a PDF file as a graphic element:

1 While in a QuarkXPress or QuarkXPress Passport document, select a picture box.

2 Choose **File** → **Get Picture**.

3 Navigate to the PDF you want to import. If the PDF contains multiple pages, you will need to select a single page using the **PDF Page** field at the bottom of the **Get Picture** dialog box.

 To display the preview of a different page of a PDF in the **Get Picture** dialog box, check the **Preview** check box. Then enter the page number in the **PDF Page** field. On Mac OS, press Tab to exit the **PDF Page** field.

!!! The ability to import a PDF file into QuarkXPress is not supported on 68K Macintosh systems.

4 Click **Open**.

 The preview for the PDF page imported into a QuarkXPress picture box will display at the color depth specified in the **Color TIFFs** pop-up menu in the **Application Preferences** dialog box **Display** tab (**Edit** menu) when the PDF page is imported. If you are importing a PDF into a QuarkXPress picture box, choose **16-bit** or **32-bit** (Mac OS) or **24-bit** (Windows) in the **Color TIFFs** pop-up menu to import a preview with a higher color depth.



(QuarkXPress 4.1 and later only) To find out which page of a PDF file was imported into a QuarkXPress document, choose **Utilities** → **Usage** → **Pictures** tab and then click the **More Information** area.

Exporting as PDF

To export one or more document pages as a PDF file:

- 1** Confirm the settings in the **PDF Export Preferences** dialog box (**Edit** menu). For detailed information about this dialog box, see the “Setting PDF Filter preferences” section of this document.
- 2** Confirm the settings in the **PDF** tab of the **Application Preferences** dialog box (**Edit** menu). For detailed information about the preferences in this tab, see the “Setting PDF Filter Preferences” section of this document.
- 3** Choose **Utilities** → **Export as PDF** to display the **Export as PDF** dialog box.
- 4** Enter a name for the PDF file or use the default file name.
- 5** Enter the page numbers or page ranges to export in the **Pages** field.
- 6** To export one spread per page, check the **Spreads** check box.
- 7** Click **Preferences** to change or confirm settings in the **PDF Export Preferences** dialog box, if you haven't done so already. Modify settings as necessary, then click **OK**.
- 8** To avoid Courier substitution for fonts, make sure your print driver is set to include or send necessary fonts when saving to a PostScript file. For information about how to check this setting, see the documentation for your print driver.
- 9** Click **Save**.

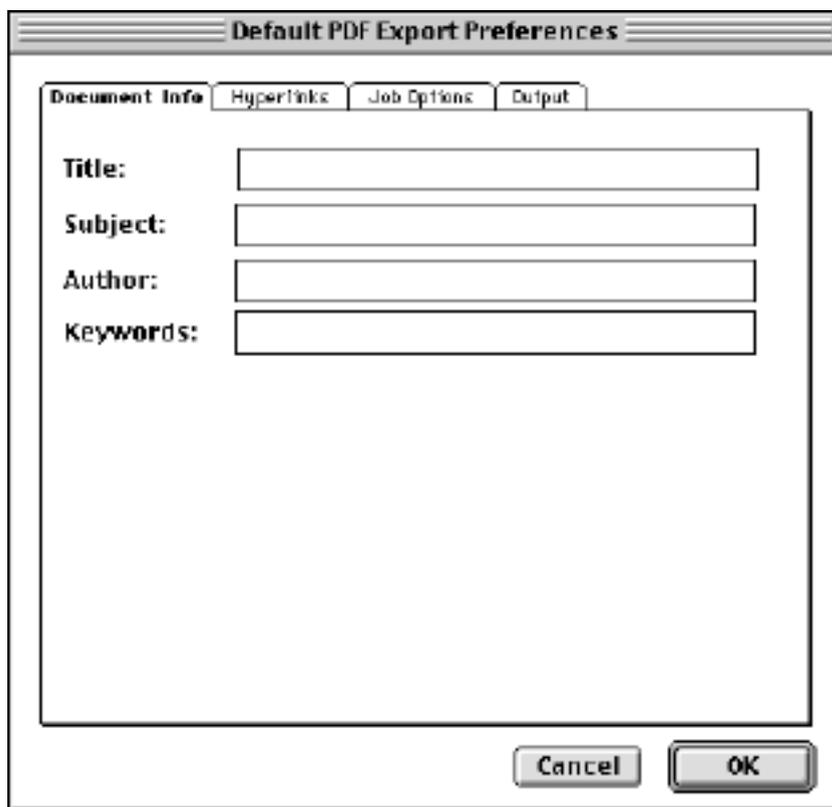
Setting PDF Filter Preferences

The **PDF Export Preferences** dialog box lets you specify preferences for exported PDF files. If you specify these preferences while a document is open, the new settings apply only to the active document. If you specify preferences in the **Default PDF Export Preferences** dialog box when no documents are open, the new settings apply to all new documents.

Setting document information preferences

You can set preferences for general information about exported PDF files in the **Document Info** tab of the **PDF Export Preferences** dialog box.

- 1 Choose **Edit** → **Preferences** → **PDF Export** to display the **PDF Export Preferences** dialog box **Document Info** tab.



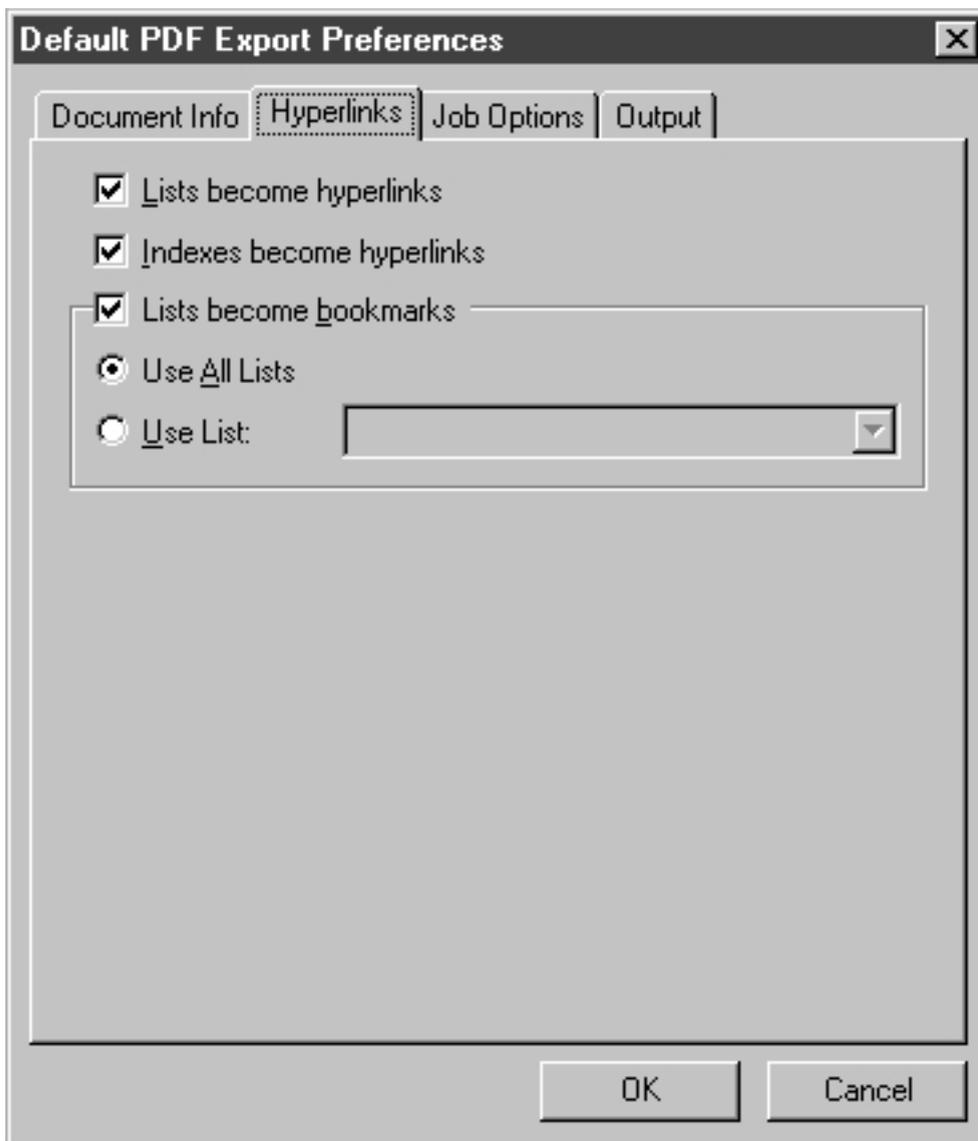
Use the **Document Info** tab of the **PDF Export Preferences** dialog box to enter general information about PDF files.

- 2 Enter the appropriate information for the PDF file in each field of the **Document Info** tab.
- 3 Click **OK**.

Setting preferences for hyperlinks

The PDF Filter lets you set preferences to create hyperlinks for QuarkXPress lists and indexes when you export the document. You can adjust the default hyperlink preferences for PDF export in the **Hyperlinks** tab of the **PDF Export Preferences** dialog box.

- 1 Choose **Edit** → **Preferences** → **PDF Export** to display the **PDF Export Preferences** dialog box and then click the **Hyperlinks** tab.



Use the **Hyperlinks** tab of the **PDF Export Preferences** dialog box to create hyperlinks for QuarkXPress lists and indexes.

2 To change QuarkXPress lists to hyperlinks, check **Lists become hyperlinks**.

3 To change QuarkXPress indexes to hyperlinks, check **Indexes become hyperlinks**.

!!! You must have the Index 1.1 QuarkXTensions software in order to have index links. This version of the Index 1.1 QuarkXTensions software is available with QuarkXPress 4.04 and QuarkXPress Passport 4.04. Updater software for QuarkXPress 4.04 and QuarkXPress Passport 4.04 can be downloaded from the Quark Web site at <http://www.quark.com>.

4 To change QuarkXPress lists to PDF bookmarks, check **Lists become bookmarks**. Clicking a bookmark in the resulting PDF file will take the reader directly to the list item's text in the main body of the PDF.

- Choose **Use All Lists** to change all QuarkXPress lists in the document to PDF bookmarks.
- Choose **Use List** to change only one QuarkXPress list in the document to PDF bookmarks. Then use the menu to the right of **Use List** to choose the list that will change to bookmarks.

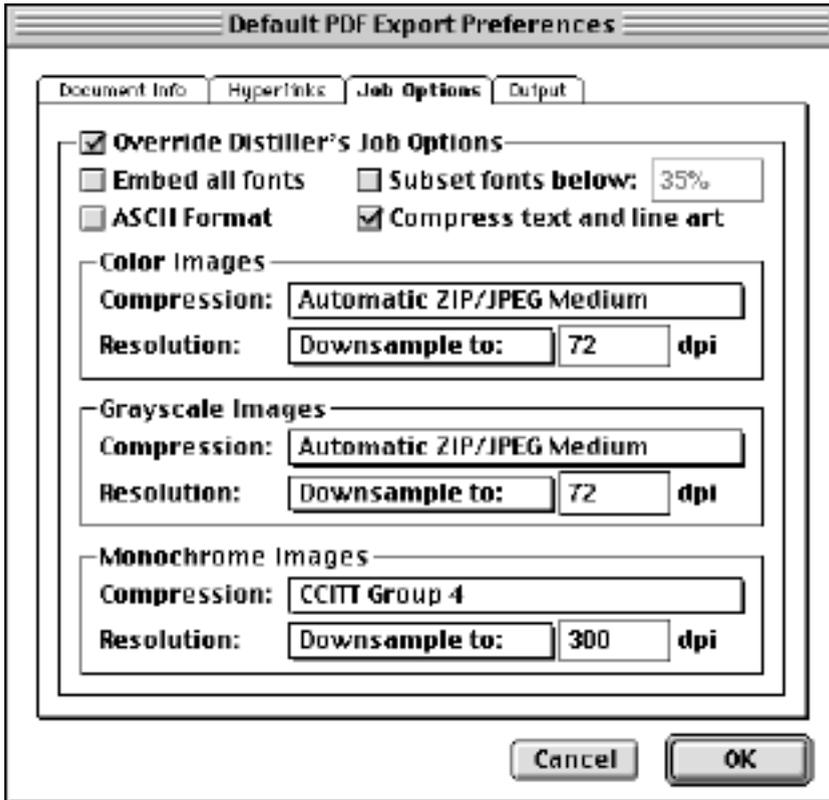
!!! For the PDF Filter to convert lists to hyperlinks or bookmarks, the lists must be created and built using the QuarkXPress List feature before exporting to PDF (**Edit** and **View** menus).

5 Click **OK**.

Overriding Acrobat Distiller's default options

When you export a file to PDF format, Acrobat Distiller uses its own settings for compression and font embedding options. To override the standard Acrobat Distiller settings for these functions:

- 1 Choose **Edit** → **Preferences** → **PDF Export** to display the **PDF Export Preferences** dialog box and then click the **Job Options** tab.



Use the **Job Options** tab of the **PDF Export Preferences** dialog box to specify compression and font embedding options.

- 2 Check **Override Distiller's Job Options**.
- 3 To embed all TrueType and Type 1 fonts in the PDF file, check **Embed all fonts**.
- 4 To embed only the font characters that are used in the document, check **Subset fonts below** and enter the character threshold percentage in the edit field to the right. The character threshold is the point beyond which Acrobat Distiller embeds the entire font. For example, the default character threshold is 35%. If less than 35% of the characters in a font are used in the PDF file, Acrobat Distiller will subset those characters; however, if more than 35% of the characters are used in the file, Acrobat Distiller will embed the entire font.

- 5** To export the PDF file as ASCII instead of binary format, check **ASCII Format**.
- 6** To compress the document's text and line art using ZIP compression, check **Compress text and line art**.
- 7** Use the **Color Images**, **Grayscale Images**, and **Monochrome Images** areas to choose compression settings for color, grayscale, and black and white images.

- In the **Color Images** area, choose the item in the **Compression** pop-up menu that suits the way you want Acrobat Distiller to compress color bitmap images. If you choose an automatic compression option, Acrobat Distiller applies the compression method that best suits each individual image. If you choose a manual compression option, you determine whether ZIP or JPEG compression will be applied to color bitmap images. When choosing a JPEG compression option, choose the amount of compression Acrobat Distiller should apply (High, Medium High, Medium, Medium Low, or Low).
- In the **Grayscale Images** area, choose the item in the **Compression** pop-up menu that suits the way you want Acrobat Distiller to compress grayscale bitmap images. If you choose an automatic compression option, Acrobat Distiller applies the compression method that best suits each individual image. If you choose a manual compression option, you determine whether ZIP or JPEG compression will be applied to grayscale bitmap images. When choosing a JPEG compression option, choose the amount of compression Distiller should apply (High, Medium High, Medium, Medium Low, or Low).
- In the **Monochrome Images** area, choose **None**, **CCITT Group 3**, **CCITT Group 4**, **ZIP**, or **Run Length** in the **Compression** pop-up menu to specify the type of compression Acrobat Distiller should apply to monochrome (black and white) images.
- Use the **Resolution** pop-up menu in each area to choose whether to maintain the resolution of the images, or to downsample or subsample them to reduce file size. If you choose **Downsample to**, Acrobat Distiller determines the average pixel color in an area and replaces the area with a larger single pixel containing the average color. If you choose **Subsample to**, Acrobat Distiller selects the center pixel in an area and enlarges it to replace the area with a single pixel.
- If you choose **Downsample to** or **Subsample to**, enter the final resolution of the image in the **dpi** field in each area.

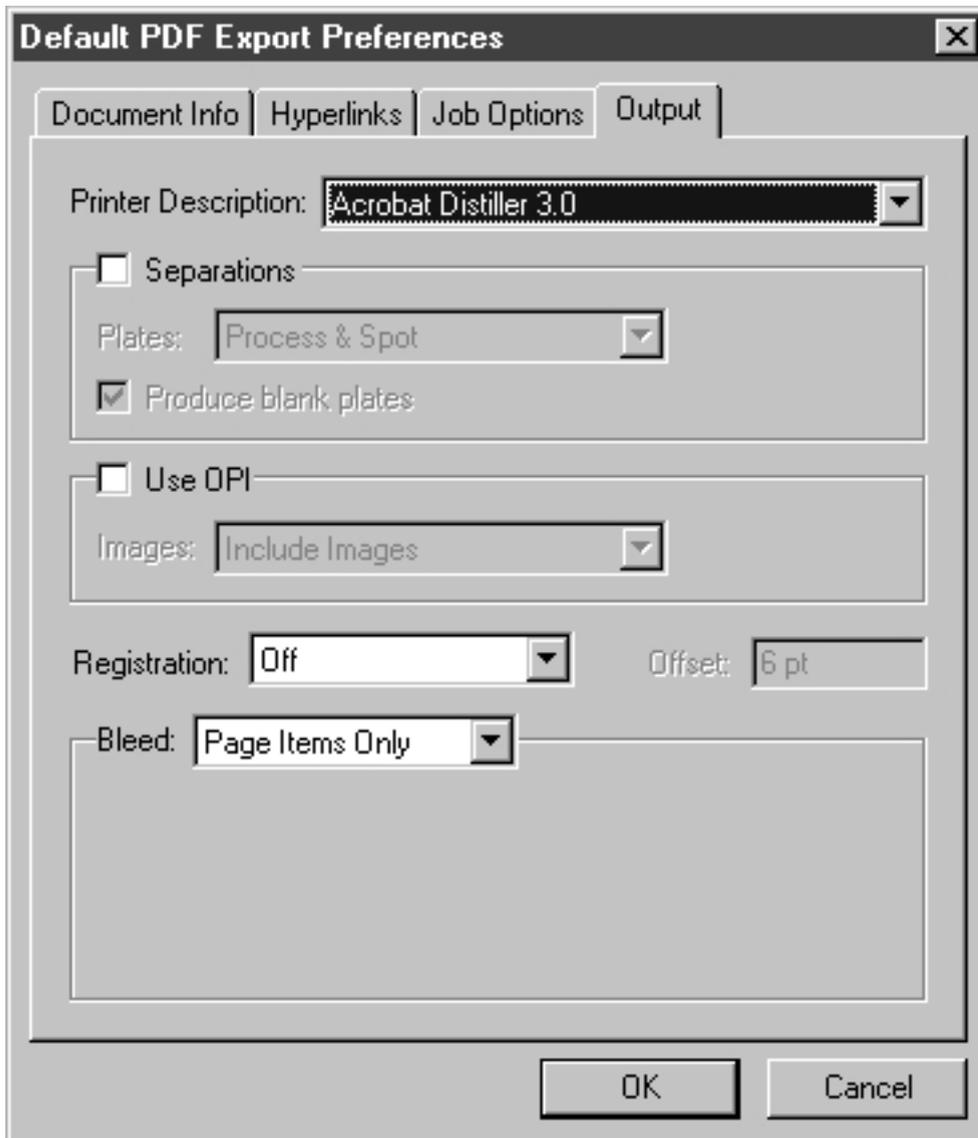
- 8** Click **OK**.

 For detailed information about the controls in the **Job Options** tab, see the documentation for Acrobat Distiller on the Adobe Acrobat CD-ROM.

Setting preferences for printing the PDF file

Use the **Output** tab of the **PDF Export Preferences** dialog box to specify settings for PDF files that will later be printed to output devices:

- 1 Choose **Edit** → **Preferences** → **PDF Export** to display the **PDF Export Preferences** dialog box and then click the **Output** tab.



Use the **Output** tab of the **PDF Export Preferences** dialog box to specify settings for PDF files that will be printed to output devices.

- 2 Choose the appropriate PPD in the **Printer Description** pop-up menu.
 To create device-independent PDF files, choose an Acrobat Distiller PPD. To create PDF files with device-specific information (for example, device halftoning), choose the appropriate PPD for that device.

3 To create separations for exported PDF files, check **Separations** and then use the **Separations** area to specify separation settings.

- From the **Plates** pop-up menu, choose **Process & Spot** or **Convert to Process**. **Process & Spot** produces all process and spot color plates. **Convert to Process** converts all colors in the file to process colors and produces process plates.
- To produce plates for all document colors, regardless of whether the colors are applied to items, check **Produce blank plates**.

4 To include Open Prepress Interface (OPI) comments in exported PDF files, check **Use OPI**, and then choose an option from the **Images** pop-up menu.

- Use the default setting, **Include Images**, when you are not using an OPI server. **Include Images** does not embed OPI comments for EPS pictures, and if a high resolution file cannot be found for printing, the screen preview is substituted.
- Choose **Omit TIFF** when you are outputting to an OPI prepress system that replaces TIFF pictures only (Most OPI systems use this method.) **Omit TIFF** replaces TIFF pictures with OPI comments in the file. EPS pictures are included; OPI comments for the EPS pictures are not included.
- Choose **Omit TIFF & EPS** when you are outputting to an OPI prepress system that replaces both TIFF and EPS pictures. **Omit TIFF & EPS** replaces both TIFF *and* EPS pictures with OPI comments in the file.

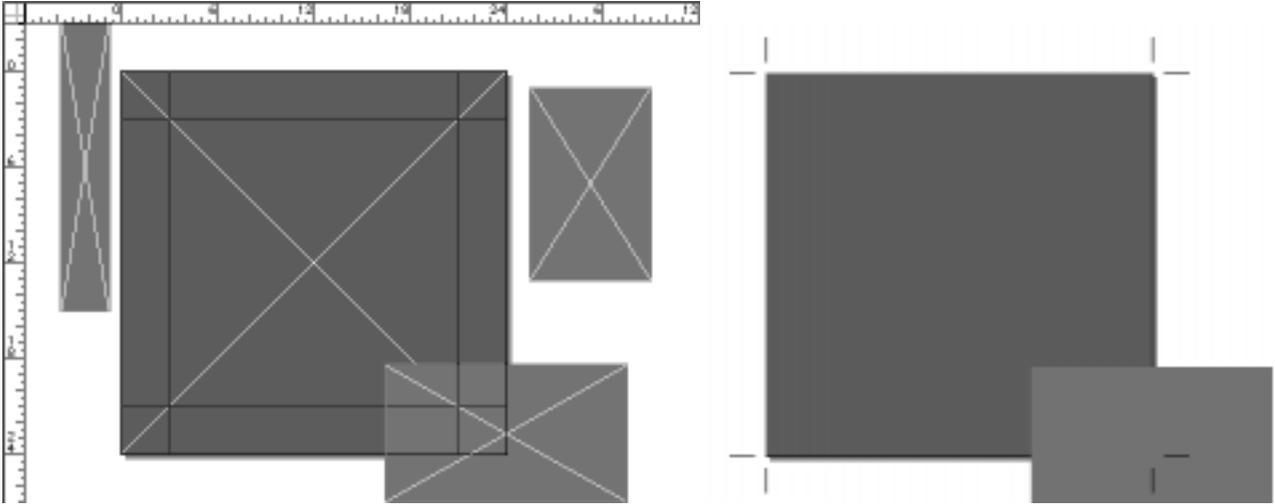
 OPI is a technology that lets you import a low-resolution version of a picture, called a proxy file, into a QuarkXPress document during the layout and proofing stage. By using a particular set of PostScript comments, QuarkXPress and the PDF Filter can then create a PDF file that tells a prepress system or OPI server to automatically exchange the proxy file with a high-resolution version of the picture when outputting the PDF file to film. For detailed information about OPI, consult the Adobe OPI documentation or your OPI software documentation, or consult with your service bureau.

 To use OPI technology, final output of the PDF file must be made to a prepress system or server that can interpret OPI comments and that has access to the high-resolution versions of pictures targeted for OPI.

5 To specify that crop marks and registration marks should print on every page of exported PDF files, choose **Centered** or **Off Center** from the **Registration** pop-up menu. To specify the distance between the edge of the page and the beginning of the crop marks, enter a value in the **Offset** field.

6 Choose the type of bleed for exported PDF files in the **Bleed** area.

- To create bleeds by extending items from the document pages onto the pasteboard, choose **Page Items Only** in the **Bleed** pop-up menu. Any item that extends off the document page will bleed in its entirety, within the limits of the printing device's imageable area.



Choose **Page Items Only** to create a bleed by extending items from the document page onto the pasteboard. An item that extends off the document page (left) prints in its entirety (right), while pasteboard items that do not extend from the page do not print.

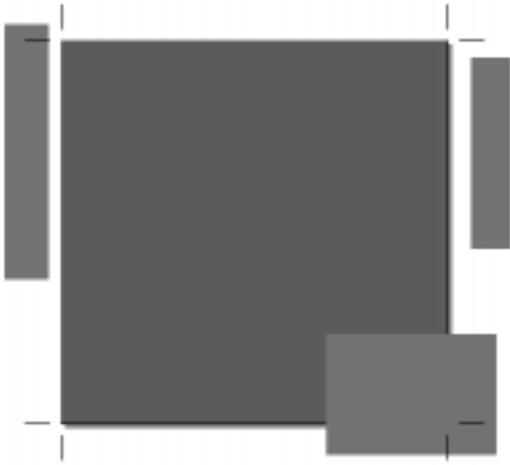
- To automatically create a bleed by defining how far the bleed extends from the document page edges, choose **Symmetric** or **Asymmetric** in the **Bleed** pop-up menu.

A symmetric bleed extends the same distance from each page edge. If you choose **Symmetric**, enter a value in the **Amount** field to specify the bleed amount from the page edge.



A symmetric bleed of 2 picas.

An asymmetric bleed defines different bleed amounts for each edge of the page. If you choose **Asymmetric**, specify the bleed values for the appropriate page edges in the **Top**, **Bottom**, **Left**, and **Right** fields. Automatic bleed settings apply to every page in the document.



An asymmetric bleed set to 1 pica **Top**, 2 picas **Bottom**, 3 picas 5 points **Left**, and 4 picas **Right**.

!!! When you are working in a facing pages document, the **Left** and **Right** fields for an asymmetric bleed become the **Inside** and **Outside** fields. The **Inside** bleed affects the side nearest to the document's spine, and the **Outside** bleed affects the side of the page farthest from the spine.

!!! When creating a symmetric or asymmetric bleed, QuarkXPress uses the bleed values to clip items.

For example, if the bleed is set to 2 picas, any item on the pasteboard that is within 2 picas of the page edges will print, but any portion of the item that extends beyond 2 picas will be clipped by the bleed rectangle.

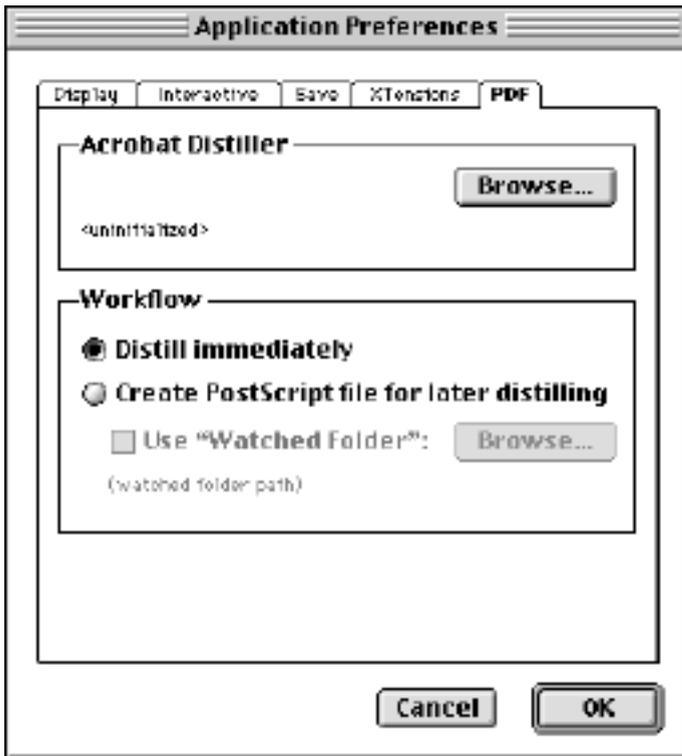
If **Clip to bleed limits** is unchecked, QuarkXPress prints all document page items and pasteboard items that are at least partially within the bleed rectangle. These items will not be clipped, unless they extend beyond the limits of the printing device's imageable area. Pasteboard items that are not in the bleed rectangle will not print.

7 Click OK.

Setting Preferences for Distilling the File

The **PDF** tab of the **Application Preferences** dialog box (**Edit** menu) lets you set preferences for the action Acrobat Distiller will take when you export a QuarkXPress document as a PDF file.

- 1 Choose **Edit** → **Preferences** → **Application** to display the **Application Preferences** dialog box and then click the **PDF** tab.



Use the **PDF** tab of the **Application Preferences** dialog box to set preferences for the action Acrobat Distiller will take when you export a QuarkXPress document.

- 2 If the **Acrobat Distiller** area does not display the correct path to the Acrobat Distiller application on your computer, click **Browse** and use the controls in the **Locate Acrobat Distiller** dialog box to choose the application.

- 3 The **Workflow** area settings control whether Acrobat Distiller will distill the PDF file after QuarkXPress exports it.

- Choose **Distill immediately** to automatically launch Acrobat Distiller after export and create a PDF from the exported PostScript file.

!!! Choosing **Distill immediately** will cause Acrobat Distiller to launch if it is not already running, and to distill the PostScript file. After the PostScript file has been distilled, it is deleted from the computer and Acrobat Distiller quits. Acrobat Distiller does not quit if it was already running at the time of the export.

- Choose **Create PostScript file for later distilling** to stop the PDF export process after the PostScript file is created.
- The Use **“Watched Folder”** check box is enabled when you choose **Create PostScript file for later distilling**. Check the Use **“Watched Folder”** check box to set a default folder to which the PostScript file will be saved. Then click **Browse** and use the controls in the dialog box to choose the folder to which the PostScript file will be saved. If this folder has been set up as a watched folder in Acrobat Distiller, Acrobat Distiller monitors the folder for changes. When it detects a PostScript file that was not present the last time it checked the watched folder, Acrobat Distiller automatically creates a PDF file from the PostScript file.

 If you choose **Create PostScript file for later distilling** but do not check **Use “Watched Folder”**, the PostScript file will be saved to the location you specify in the **Export as PDF** dialog box.

 Click **OK**.

Problems Resolved in This Version

- Bleed functionality is now working correctly.
- The PDF Filter can now output separations for an imported PDF file.
- (Windows only) QuarkXPress no longer causes an invalid page fault if you choose **File** → **Get Picture** while both the PDF Filter and Quark CMS XTensions software are running.

Compatibility Issues

- The PDF Filter does not currently import PDF files created in Acrobat Distiller 4.0.
- If the majority of items on a QuarkXPress page are flipped or rotated to the same degree, Acrobat Distiller rotates that entire page when creating the PDF file. You can rotate individual pages back to the correct orientation after the PDF file has been created. To do this, open the PDF file in Adobe Acrobat, then choose **Document → Rotate Pages** and enter appropriate information in the **Rotate Pages** dialog box. For detailed information about rotating pages, see the documentation on your Adobe Acrobat CD-ROM.

Known Problems

Additional fixes may have been made at the last minute. For the most current information about known problems, visit the Quark Web site at <http://www.quark.com/quarkxpress>.

- When a PDF file is selected in the **Get Picture** dialog box, QuarkXPress may display incorrect information in the **Color Depth**, **Resolution**, and **Type** fields at the bottom of the dialog box.
- A runaround or clipping path applied to an imported PDF page (**Item → Modify**) displays correctly, but prints as if no runaround or clipping is applied.
- A PostScript error may occur when outputting separations for an imported PDF file that contains spot colors.
- (Mac OS 8.6 only) When attempting to export a PDF file using a LaserWriter 7.1.2 or 7.2 driver, QuarkXPress may display the message “Out of Memory [-108].” The workaround is to choose **File → Page Setup**, click the **Page Setup** button, click the **Options** button, and then choose **Unlimited Downloadable Fonts**.
- (Windows only) When attempting to import a PDF file containing security permissions or password protection, QuarkXPress should display an alert message stating that the PDF file cannot be imported, and the **Get Picture** dialog box should remain open to allow you to make a new PDF selection. Instead, the **Get Picture** dialog box closes and then QuarkXPress displays the alert dialog box.
- (Windows NT only) In QuarkXPress and QuarkXPress Passport versions prior to 4.1, imported pictures in a document will not print when the PDF Filter and PhotoCD Import QuarkXTensions software are both loaded.

Quark HTML Text Export 1.2

Quark HTML Text Export for QuarkXPress and QuarkXPress Passport is QuarkXTensions software that allows you to export a story or selected range of text as HTML formatted text. You can also specify different font sizes in your QuarkXPress documents to export with different HTML attributes. In addition, you can specify whether you want the fonts and colors used in your QuarkXPress documents to be used in your exported HTML page.

Minimum System Requirements

For Mac OS and Windows

QuarkXPress 4.03 or QuarkXPress Passport 4.03

 It is recommended that you have a Web browser that supports HTML 3.2 or later, such as Microsoft Internet Explorer 3.0 or later, or Netscape Navigator 3.0 or later.

Installing Quark HTML Text Export

For Mac OS

To install Quark HTML Text Export, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “Quark HTML Text Export” file from the “Freebies” folder into the “XTension” folder within the QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of Quark HTML Text Export.

For Windows

Quark HTML Text Export is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.

- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5 Launch QuarkXPress or QuarkXPress Passport to access the features of Quark HTML Text Export.

Using Quark HTML Export

To save a story or selected range of text in HTML format:

- 1 Select the story or range of text that you want to export.
- 2 Choose **Save Text** (**File** menu).
- 3 Choose **HTML** from the **Format** menu (Mac OS) or **Save as Type** menu (Windows).
- 4 Enter a file name, and then click **Save**.
- 5 View the HTML formatted text using your Web browser to confirm it has exported as you expected.

Quark HTML Text Export supports the following text attributes:

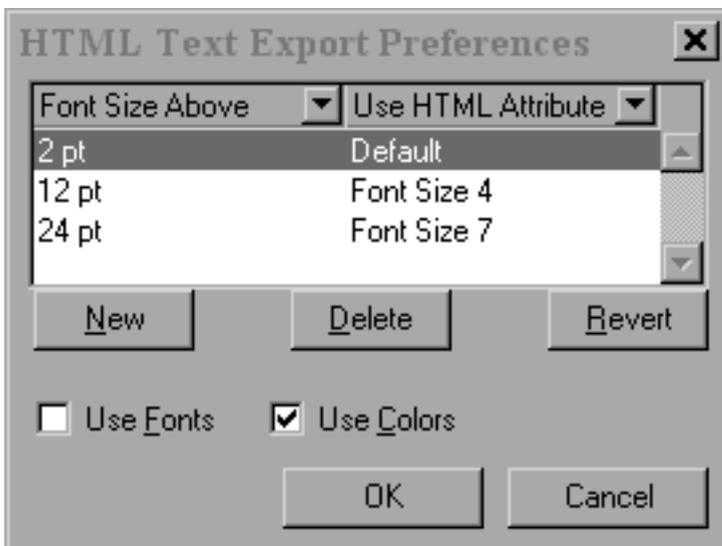
- Bold
- Font (Typeface) changes
- Italic
- Strike Thru
- Superscript
- Subscript
- Text Alignment (centered, left, or right)
- Text Color
- Underline

Setting HTML Export Preferences

The **HTML Text Export Preferences** dialog box lets you specify preferences for the way QuarkXPress exports text in HTML format. If you specify these preferences while a document is open, the new settings apply only to the active document. If you specify preferences when no documents are open, the settings apply to all new documents.

Choose **Edit** → **Preferences** → **HTML Text Export** to display the **HTML Text Export Preferences** dialog box.

The dialog box consists of two columns. The **Font Size Above** column allows you to specify different QuarkXPress font size ranges. The **Use HTML Attribute** column allows you to assign specific HTML font attributes to text that falls within the corresponding font size range in the **Font Size Above** column.



The **HTML Text Export Preferences** dialog box

Think of the **Font Size Above** column as a series of ranges; if text in your QuarkXPress document falls within a specific range, then it will be assigned the corresponding HTML attributes when exported to HTML. For example, in the default preference settings, any text in your QuarkXPress document that is between 2 pts and 12 pts in size will be assigned the **Default** HTML attribute. **Default** means that no specific font size will be assigned to the text, so that it can be viewed in a Web browser using the browser's default settings. Any text that is between 12 pts and 23 pts in size will be assigned the **Font Size 4** HTML attribute.

You can change any attribute assignment by selecting the relationship in the list and then choosing an attribute from either the **Font Size Above** or **Use HTML Attribute** pop-up menu.

You can further customize the preferences as follows:

- Click **New** to create new font size and HTML attribute relationships. Clicking **New** will create a default relationship of “7 pt” for **Font Size Above** and “Default” for **Use HTML Attribute**.
- Click **Delete** to delete relationships from the list.
- Click **Revert** to change the list back to its original default settings.
- Check **Use Fonts** to specify that the exported HTML text should use the same typefaces used in your QuarkXPress document. If you do not check **Use Fonts**, exported text will be displayed in the Web browser’s default font.
- Check **Use Colors** to specify that the exported HTML text should use the same typeface colors used in your QuarkXPress document. If you do not check **Use Colors**, exported text will be displayed in the Web browser’s default font color.

Limitations

Because of HTML 3.2 limitations, text exported to HTML will not display exactly as it did in a QuarkXPress document. You will need to experiment with Quark HTML Text Export to determine how to best format text for your HTML needs.

Quark HTML Text Export only exports text and can only export one story at a time to an HTML page. In order to export a document that contains several stories, you will need to export each story as a separate Web page.

The following limitations should be kept in mind when exporting text to HTML:

- Anchored picture or text boxes are ignored.
- Picture boxes are ignored.
- Linked text boxes that overlap or that are side by side will reflow the text based on the creation order of the text boxes.
- Word spacing or letter spacing applied to text will not be honored.
- Tabs and indents will not be honored.
- Rules above and below paragraphs will be ignored, which can cause the space between lines of text to change.
- Leading applied to text will be ignored, which can cause the space between lines of text to change.

Many of these limitations can lead to text reflow; remember that text exported to HTML will not preserve the layout of your QuarkXPress document.

In addition, Quark HTML Text Export does not support the following text attributes:

- All Caps
- Drop Caps
- First Indent
- Kerning
- Leading
- Left Indent
- Outline
- Right Indent
- Rule Above or Below
- Runaround
- Shadow
- Small Caps
- Tabs
- Tracking
- Word Underline

Known Problems

- When the HTML source code is viewed, the code contains a non-displaying character symbol. However, this symbol does not display when the page is opened in a Web browser.
- Exporting ordinal characters or a soft hyphen from the ISO-Latin-1 character set as HTML will not display in Netscape Navigator 4.0 or Internet Explorer 4.0 and later.

 **QuarkLink 1.2**

QuarkLink QuarkXTensions software adds functionality to QuarkXPress and QuarkXPress Passport that lets you communicate directly with Quark, Inc. and XTensions™ software developers over the Internet. QuarkLink allows you to receive information from Quark that is customized for your interests and your version of QuarkXPress, including timely information about customer service and technical support.

Minimum System Requirements*For Mac OS*

- QuarkXPress 4.1 or QuarkXPress Passport 4.1
- Internet Config application
- A Web browser that supports HTML 3.2 or above, such as Microsoft Internet Explorer 3.0 or greater or Netscape Navigator 3.0 or greater
- Access to the Internet

For Windows

- QuarkXPress 4.1 or QuarkXPress Passport 4.1
- A Web browser that supports HTML 3.2 or above, such as Microsoft Internet Explorer 3.0 or greater or Netscape Navigator 3.0 or greater
- Access to the Internet

Installing QuarkLink*For Mac OS*

QuarkLink is installed automatically by the QuarkXPress or QuarkXPress Passport 4.1 Updater, Upgrader, or Installer. If you need to reinstall QuarkLink at a later time, follow these steps.

- 1** Quit QuarkXPress or QuarkXPress Passport.
- 2** Copy the “QuarkLink” file into the “XTension” folder within the QuarkXPress or QuarkXPress Passport application folder.
- 3** Launch QuarkXPress or QuarkXPress Passport to access the features of QuarkLink.

4 On Mac OS, QuarkLink requires the Internet Config application to be installed on your computer. If you already connect to the Internet, you probably have the necessary software.

If you do not have it installed already, you can find Internet Config on installers for Mac OS 8.0 and later. You can also download Internet Config from the Internet from many ftp sites, such as Apple's, at the following URL:

ftp://mirror.apple.com/mirrors/Info-Mac.Archive/_Communication/_Internet/internet-config-14.hqx

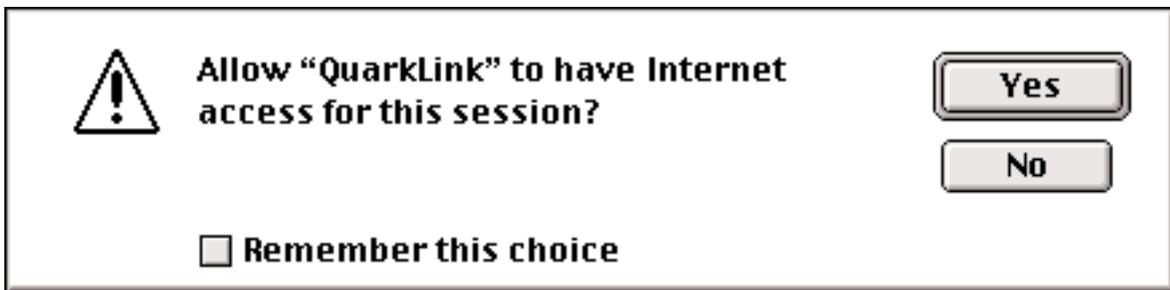
For Windows

QuarkLink is installed automatically by the QuarkXPress or QuarkXPress Passport 4.1 Updater, Upgrader, or Installer.

Using QuarkLink

Getting Started

The first time you launch QuarkXPress with QuarkLink loaded, the following dialog box displays:



If you click **Yes**, QuarkLink will be active and attempt to download QuarkLink submenu items. Choose **Utilities** → **QuarkLink** to see what submenu options are available. If you click **Yes** but QuarkLink is unable to establish an Internet connection, then no submenu items will display. Similarly, if you click **No**, then no submenu items will display under **Utilities** → **QuarkLink**.

!!! QuarkLink accesses the Internet to download the QuarkLink submenu, content for the Headlines palette, and Interest List items for the QuarkLink preferences (Edit & Preferences & Application & QuarkLink tab). Information about your QuarkXPress environment is uploaded only when you choose QuarkLink submenu items that either take you to the Quark Web site or send e-mail to Quark; this information may include your QuarkXPress serial number, and version and language data about your XTensions software, printer driver, and operating system. This allows us to provide you with a customized response, which might include checking the status of any pending orders, providing alerts about possible XTensions software conflicts,

or notifying you about updated versions of XTensions software you have loaded. It also makes getting technical support easier, since your environment information can automatically be included in e-mail sent through QuarkLink.

If you always want to allow QuarkLink to have Internet access, you can check **Remember this choice**. The QuarkLink Preference settings determine how often QuarkLink accesses the Internet in the future.

 If you click **Remember this choice**, the dialog box will not display when you launch QuarkXPress in the future. You can show the dialog box again by choosing **Re-enable Warnings** in the **Application Preferences** dialog box **Display** tab (**Edit** menu).

QuarkLink menu items load dynamically when QuarkLink accesses the Internet, so the menu options may change. Often, you will see items that will take you to a variety of resources on the Quark Web site, or let you send e-mail to Quark Technical Support or Customer Service. Choose **Utilities** → **QuarkLink** → **QuarkNews** to visit the QuarkNews web page, where you will find information customized for you.

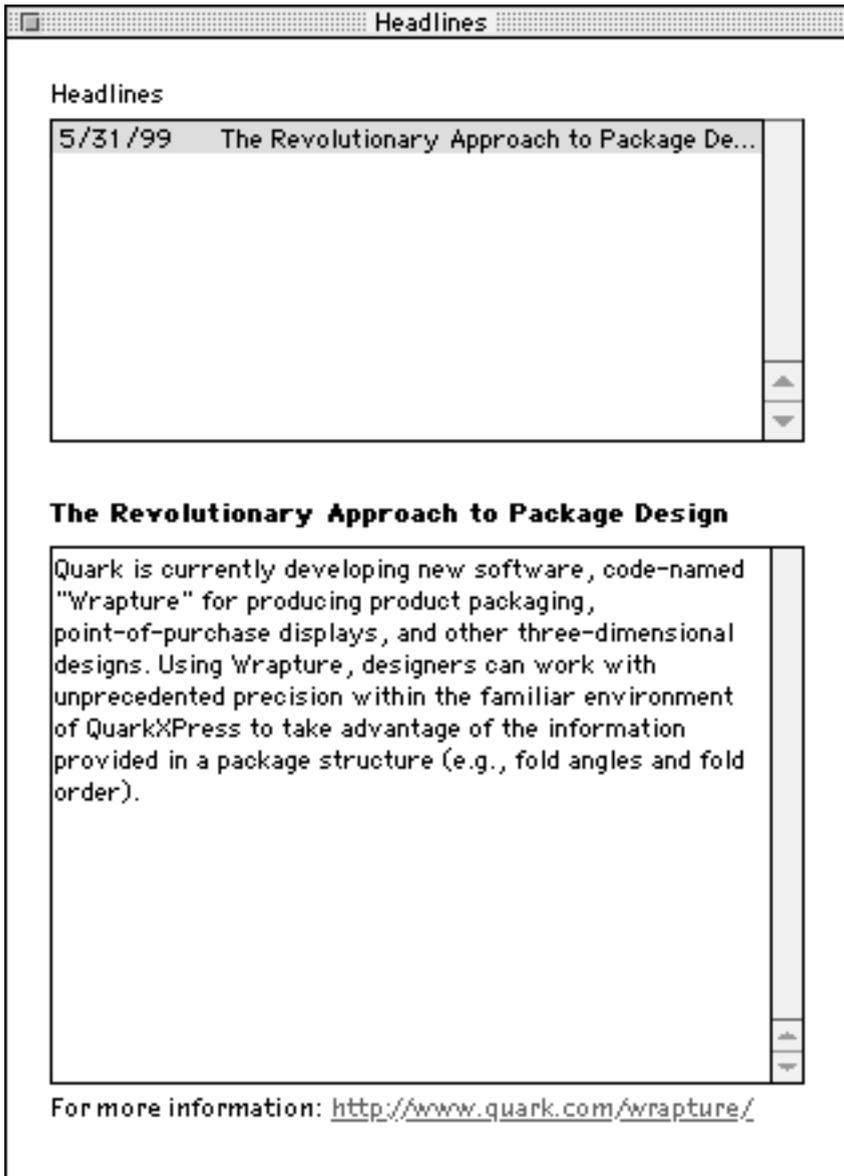


The common submenu items that display when you choose **Utilities** → **QuarkLink**

 When you send e-mail to Technical Support, QuarkLink automatically appends information about your copy of QuarkXPress to make sure Technical Support has enough basic information to start troubleshooting problems you encounter. If necessary, you can edit or remove this information.

The Headlines palette

QuarkLink introduces a new palette to QuarkXPress: the **Headlines** palette. When your scheduled download occurs (**Edit** → **Preferences** → **Application** → **QuarkLink**) or when you choose **View** → **Show Headlines**, the **Headlines** palette will display news headlines corresponding to your list of interest areas.

The **Headlines** palette

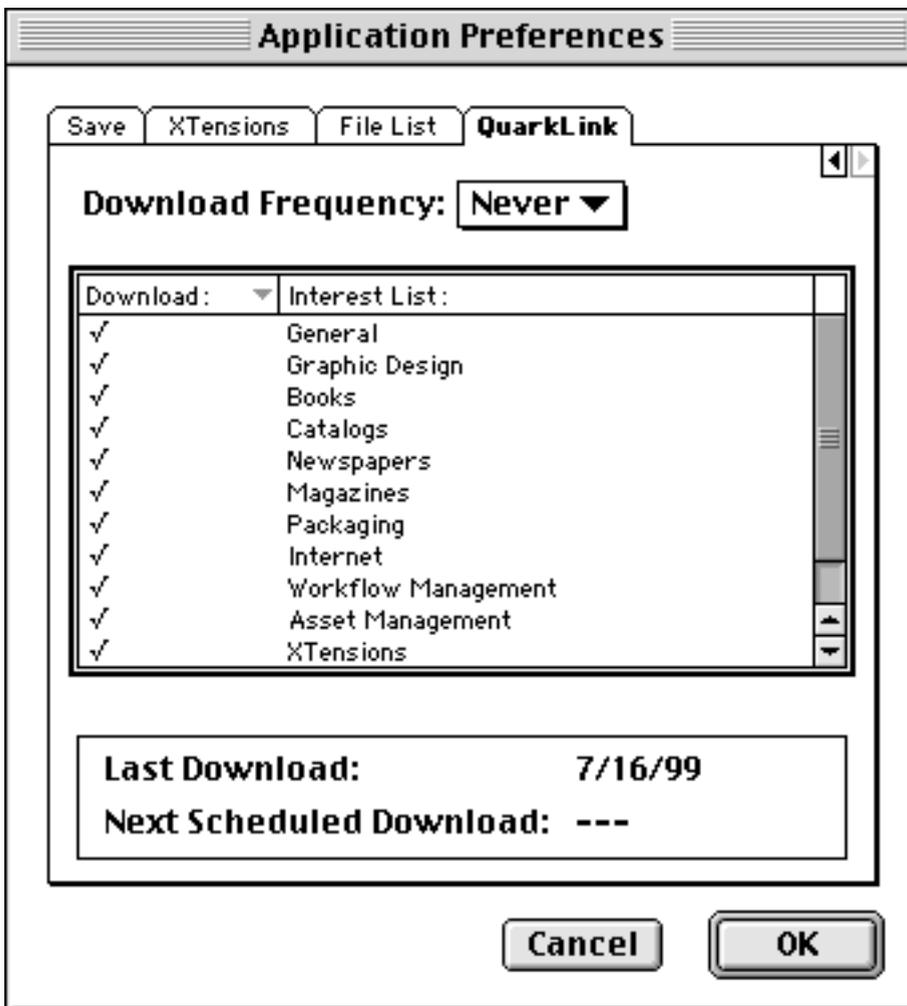
Click a headline to display a description of the related story. To view the story in full, click the World Wide Web link that displays at the bottom of the palette; the Web page will open in your default Web browser.

Setting Preferences

QuarkLink Preferences

The settings in the **Application Preferences** dialog box **QuarkLink** tab (**Edit** menu) determine when QuarkLink accesses the Internet and what it downloads. The **Download Frequency** pop-up menu identifies how often you want QuarkLink to download information related to your **Headlines** palette:

- Choose **Never** if you do not want QuarkLink to download information from the Internet.
- Choose **Monthly**, **Weekly**, or **Daily** to set a regular interval for QuarkLink to download information from the Internet. The **Next Scheduled Download** field updates to reflect your choice.
- Choose **At Launch** if you want QuarkLink to download information from the Internet every time you launch QuarkXPress.



The **Application Preferences** dialog box **QuarkLink** tab

For each item in the **Interest List**, determine if you want QuarkLink to download related topics to the **Headlines** palette. Choose **Yes** or **No** from the **Download** pop-up menu, or click in the **Download** column to place a check mark next to each of your interests.



When QuarkLink downloads the submenu items for the **Utilities** → **QuarkLink** menu, it also may download new **Interest List** topics for you to select.

Internet Preferences for Mac OS

For QuarkLink to access the Internet successfully, you must configure your Internet connection settings. On Mac OS, the necessary information will be automatically set, based on your Internet control panel or Internet Config application settings.

If you already connect to the Internet, then you probably won't have to enter any additional information for QuarkLink to successfully download information from the Internet. If you have never connected to the Internet before, your Internet Service Provider (ISP) or network administrator should be able to provide Internet preference information for you.



If you have Mac OS 8.5, you will use the Internet control panel to enter settings; if you have Mac OS 8.1 or earlier, you will use the Internet Config application to enter settings.

The information you are mostly likely to set in the Internet control panel or Internet Config includes your e-mail address, the default Web browser you would like to use to view Web pages linked through QuarkLink, and your SMTP address (the server through which you send email).



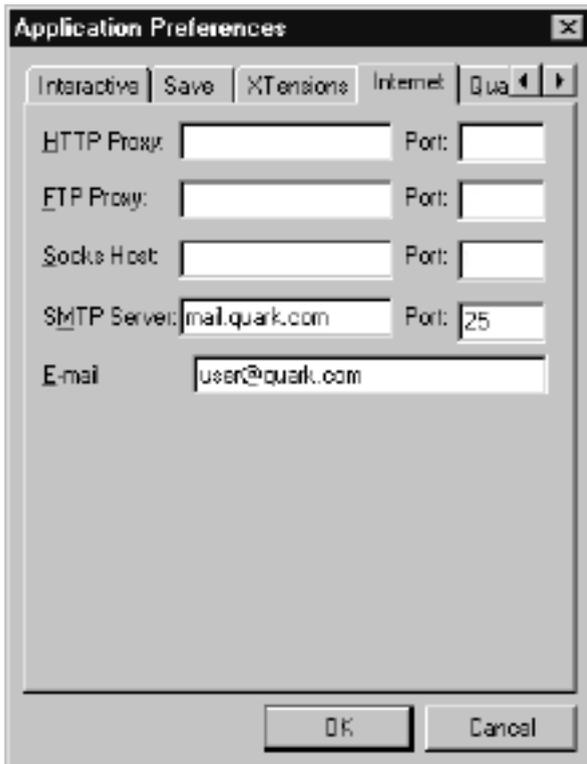
The default SMTP port used by QuarkLink is Port 25. (The SMTP server is the server through which you send e-mail). If you need to specify a different SMTP Port setting, select the **E-mail** tab of the Internet control panel or launch Internet Config and click the **E-mail** button to display the **E-mail** dialog box. Append your port setting to the setting in the **Outgoing (SMTP) Mail Server** or **SMTP Host** field after a colon, as follows:

`sample.quark.com:80`

where 80 would be the port number you are instructed to use. In most cases, you will not need to enter a value in this field.

Internet Preferences for Windows

For QuarkLink to access the Internet successfully, enter information in the **Application Preferences** dialog box **Internet** tab (**Edit** menu). Depending on how you connect to the Internet, you may not need to enter information for each field.



The **Application Preferences** dialog box **Internet** tab

- Enter a URL in the **HTTP Proxy** field if you connect to the Internet through a proxy server.
- Enter an FTP address in the **FTP Proxy** field if you connect to FTP servers through an FTP proxy.
- Enter a URL in the **Socks Host** field if you connect to the Internet through a Socks server.
- In the **SMTP Server** field, enter the name of the server on which you send e-mail.
- Enter your e-mail address in the **E-mail field**, so Quark knows how to reply to any e-mail you send with QuarkLink.
- Enter a number in a **Port** field if you need to specify specific port numbers for any of these services.



The default Port setting for the SMTP Server is 25, as most servers use this port number.



Your Internet Service Provider (ISP) or network administrator should be able to provide Internet preference information for you.

Scissors 1.2

Scissors QuarkXTensions software adds the Scissors tool to the QuarkXPress **Tool** palette, allowing you to “cut” text boxes, picture boxes, lines, and text paths.

Minimum System Requirements

For Mac OS and Windows

QuarkXPress 4.1 or QuarkXPress Passport 4.1

Installing Scissors

For Mac OS

To install the Scissors tool, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “Scissors” file from the “Freebies” folder into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of the Scissors tool.

For Windows

The Scissors tool is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.
- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5 Launch QuarkXPress or QuarkXPress Passport to access the features of the Scissors tool.

Using the Scissors tool

When the Scissors QuarkXTensions software is loaded, the Scissors tool  displays in the QuarkXPress **Tool** palette. Items are “cut” by adding Bézier or endpoints. To use the Scissors tool, follow these steps.

1 | Select the Scissors tool . To create multiple cuts, Option+Click (Mac OS) or Alt+Click (Windows) the Scissors tool.

2 | Click on the boundary area of the item that you want to cut (for example,  on the edge of a box or on a line). The Scissors icon  displays when the cursor is over a valid line or box boundary. Once you have made the cut, new points appear; points added to a box are like Bézier points and points added to lines are endpoints.

- When a picture box is cut, it is converted to a Bézier line. As a result, the contents of the box are not retained after the cut is made.
- When a text box is cut, it is converted to a text path. The text retains local formatting and style sheets that are applied. The segment adjacent to the cut clockwise becomes the active portion of the line, so text will flow clockwise, starting at that segment.
- When a text path is cut, it is converted into two linked text paths. The text retains local formatting and style sheets that are applied.

3 | Select the Item tool  or Content tool  and drag the point to the  desired location. Unless you Option-Clicked (Mac OS) or Alt-Clicked (Windows) the Scissors tool, the Item or Content tool (depending on which was most recently selected) should automatically be selected after you make the cut.

Limitations

The following items cannot be cut with the Scissors tool:

- Grouped items.
- Items with multiple paths (such as two boxes that have been combined). However, you can split (**Item** → **Split**) items that have been combined, and then cut them.

Known Problems

The Undo feature (+Z on Mac OS, Ctrl+Z on Windows) does not work with the Scissors tool. As a precaution, you may want to choose **File** → **Save** before cutting items, and then choose **File** → **Revert to Saved** if you need to undo a cut.

Super Step and Repeat 1.2

Super Step and Repeat QuarkXTensions software for QuarkXPress or QuarkXPress Passport contains item duplication features that give you a sophisticated alternative to the QuarkXPress Step and Repeat feature. In addition to including the QuarkXPress Step and Repeat functions, Super Step and Repeat lets you transform duplicate items by scaling, rotating, and skewing them as you create them.

Minimum system requirements

For Mac OS and Windows

QuarkXPress 4.0 or QuarkXPress Passport 4.0

Installing Super Step and Repeat

For Mac OS

To install Super Step and Repeat, follow these steps.

- 1 Quit QuarkXPress or QuarkXPress Passport.
- 2 Copy the “Super Step and Repeat” file from the “Freebies” folder into the “XTension” folder within your QuarkXPress or QuarkXPress Passport application folder.
- 3 Launch QuarkXPress or QuarkXPress Passport to access the features of Super Step and Repeat.

For Windows

Super Step and Repeat is installed automatically by the “Install.exe” program located in the “Freebies” folder. To run the Freebies installer, follow these steps.

- 1 Exit QuarkXPress or QuarkXPress Passport.
- 2 Launch “Install.exe” in the “Freebies” folder. Click **Continue** and then click **Customize**.
- 3 Browse for your copy of QuarkXPress or QuarkXPress Passport.
- 4 Make sure a check mark is placed next to the name of each QuarkXTensions module you want to install. Double-click each file name to add or remove a check mark. Click **OK** and then click **Continue**.
- 5 Launch QuarkXPress or QuarkXPress Passport to access the features of Super Step and Repeat.

Using Super Step and Repeat

Super Step and Repeat lets you quickly and easily duplicate items, while rotating, scaling or skewing them. To use Super Step and Repeat:

- 1 Select a picture box, text box, text path, or line.
- 2 Choose **Item** → **Super Step and Repeat** to display the **Super Step and Repeat** dialog box.
- 3 Specify the number and placement of duplicated items:

- Enter a number from 1 to 100 in the **Repeat Count** field to specify how many times you want the item to be duplicated.
- Enter a value in the **Horizontal Offset** field to specify where copies are placed relative to the original item. A negative value places copies to the left of the original; a positive value places copies to the right of it.
- Enter a value in the **Vertical Offset** field to specify where copies are placed relative to the original item. A negative value places copies above the original; a positive value places copies below it.

!!! Values in the **Super Step and Repeat** dialog box must place all duplicate items inside the current page's pasteboard. If QuarkXPress displays a message explaining that the values you entered would place an item outside the page's pasteboard, you must either reduce the number of duplicates in the **Repeat Count** field, or modify the **Horizontal Offset** or **Vertical Offset** values.

- 4 Specify the transformation of duplicated items:

- To rotate each duplicated item, specify the rotation value for each duplicate item in degrees in the **Angle** field. For example, if you enter 10° the first duplicated item will be rotated 10° from the original item; the second duplicated item will be rotated 20° from the original item, and so on. The rotation is counterclockwise from the original item.
- Enter a point value in the **End Frame/Line Width** or **End Line Width** field to specify the thickness of the frame for the final duplicated picture box or text box, or the thickness of the line for the final duplicated text path or line. Each intermediate item contains an incrementally thicker frame or line between the original and the final item. For example, if the original box frame is 1 pt and you specify a **Repeat Count** of 4 and an **End Frame/Line Width** of 5 pt, Super Step and Repeat produces four new boxes, with frames scaled at 2 pt, 3 pt, 4 pt, and 5 pt.

- If you are duplicating a box or line, enter a value from 1% to 100% in the **End Box Shade** or **End Line Shade** field to specify the background color shade in the final duplicated box or the line color shade of the final duplicated text path or line. Each intermediate box background or line is shaded in even increments between the original and the final duplicated item. No perceptible change will occur in white boxes or lines.
- If you are duplicating a box that has a blended background, the **End Box Shade 2** field is enabled. Enter a value from 1% to 100% in the **End Box Shade 2** field to specify the second background shade for the blend in the final duplicated box. Each intermediate box background is shaded in even increments between the original and the final box.
- If you are duplicating a text path or line that uses a line style with multiple dashes or stripes, the **End Gap Shade** field is enabled. Enter a value from 1% to 100% in the **End Gap Shade** field to specify the gap color shade in the final duplicated line. Each intermediate line gap is shaded in even increments between the original and the final line.
- Enter a value from 1% to 1000% in the **End Item Scale** or **End Line Scale** field to specify the scale of the final duplicated picture box, text box, text path, or line. Each intermediate item is scaled in even increments between the original and the final item.



If you are scaling a box with a frame, the frame will not automatically scale according to settings in the **End Item Scale** field. You can use settings in the **End Frame/Line Width** field to scale the frame.

- If you are duplicating a box, enter a value in degrees in the **End Item Skew** field to specify the skew or slant of the final duplicated box. Each intermediate box is skewed in even increments between the original and the final box. The picture or text contents of each box will be skewed by the same amount.
- Check **Scale Contents** to have the contents of a picture box, text box or text path scaled to fit duplicated boxes.
- Choose an item from the **Rotate & Scale Relative To** pop-up menu to specify the point around which rotation or scaling will take place for the item.



Selected Point is available as a choice in the **Rotate & Scale Relative To** pop-up menu only when a point on a Bézier object is selected.

5 Click **OK**.

Known problems

- Super Step and Repeat always places a frame inside the box, regardless of what you have specified in the **Framing** pop-up menu in the **Document Preferences** dialog box **General** tab (**Edit** menu).
- When the frame for a duplicated box is scaled to be too large to fit inside the box, an erroneous message displays.

 **Contacting Quark****In the Americas**

If you are under a technical support plan, or wish to purchase a technical support plan, contact Quark Technical Support at 303.894.8899 between the hours of 7:00 a.m. and 6:00 p.m. Mountain Time. For additional information on technical support, see the Technical Support file on your QuarkXPress CD-ROM.

For e-mail support of QuarkXPress, send a message to MacTech@quark.com or WinTech@quark.com. For product information and technical support resources, visit the Quark Web site at <http://www.quark.com>.

Outside the Americas

If you are under a technical support plan, contact your local Quark office or Quark Full Service Distributor.

For a list of Quark Offices and Quark Full Service Distributors, see the Technical Support file on your QuarkXPress CD-ROM.

For an up-to-date list of Quark Offices and Quark Full Service Distributors, click the “Contact Quark” link on the Quark Web site at <http://www.quark.co.uk>.

For product information, visit the Quark Web site at <http://www.quark.co.uk>.

For e-mail support of QuarkXPress, send a message to technical@quark.co.uk, or to MacTech@quark.com, or WinTech@quark.com.