



QX-TOOLS™

User Guide

Version 4.0 for Macintosh® and Windows®

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Introducing QX-Tools

Welcome to Extensis™ QX-Tools™! QX-Tools 4.0 is a collection of seven creativity and productivity tools that enable you to work faster, more easily, and more efficiently in QuarkXPress® version 4.0.3 and later.

Building on the widespread popularity of QX-Tools 2.0, QX-Tools 4.0 responds primarily to user requests by refocusing and enhancing existing tools and adding two important new components: QX-VectorEdit and QX-ItemStyles. These new tools, added to the rich environment already created by the existing tools, will revolutionize the way you work with images and boxes inside QuarkXPress. QX-VectorEdit allows you to convert Postscript EPS, PDF, PRN, and PS files into QuarkXPress objects, giving you the freedom to edit, correct, trap, and shift colors. QX-ItemStyles lets you create style sheets for item attributes as easily as you do character and paragraph attributes.

In response to customer requests, QX-Tools 4.0 places all of its features in a new "Extensis" menu, collecting them all together in one, easy-to-find location. To conserve screen real estate, and reduce "palette-clutter", QX-Tools features dockable palettes identical to those found in other major graphic applications.

System and Software Requirements

To install and use Extensis QX-Tools, you will need the following:

Macintosh:

- Power Macintosh® and compatibles
- Mac OS® System 7.5.5 or later
- QuarkXPress 4.0.3 or later

Windows:

- Pentium or faster PC
- Microsoft® Windows 95® or Windows NT® 4.0 or later
- QuarkXPress 4.0.3 or later

Tip

The current updater for QuarkXPress 4.0.x is included in the QX-Tools folder on the Extensis CD, or download it directly from the Quark Web site: <http://www.quark.com>

Installation

Instructions for installation can be found on the CD-ROM that came with your product.

Technical Support

For questions regarding Extensis QX-Tools, please first refer to this manual, which describes the features and basic operations. We invite you to visit our QX-Tools page on the Extensis website (www.extensis.com) for frequently asked questions and troubleshooting tips.

Tip

We can also be reached by:

Fax: (503) 274-0530

E-mail: support@extensis.com

Internet:

<http://www.extensis.com/support>

If you have a question which is not addressed in this manual or on the Extensis website, Technical Support is available by phone at (503) 274-7030 Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific time. When calling for technical support, please be at your computer and have the following information available: your Extensis QX-Tools registration number, your computer configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

What is QX-Tools?

QX-Tools 4.0 is a set of seven XTensions that enhance QuarkXPress, making everyday tasks easier, and adding capabilities not found in QuarkXPress.

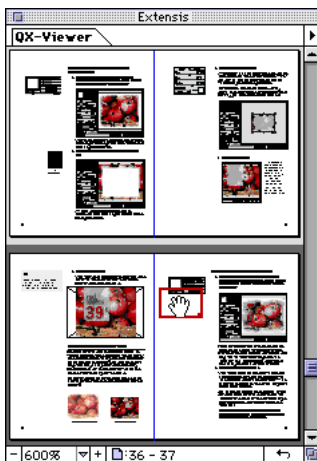
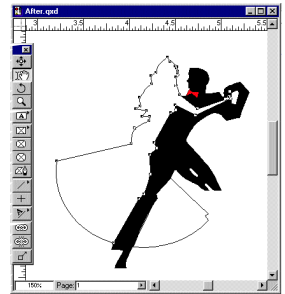
The QX-Tools include:

- **QX-VectorEdit**—Allows you to convert Postscript EPS, PDF, PRN, and PS files to native QuarkXPress objects for editing inside your document.



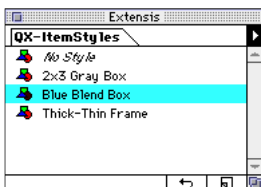
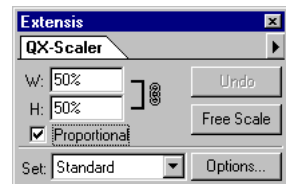
Existing images no longer need to be static objects in QuarkXPress.

After conversion by QX-VectorEdit you can correct, modify, reposition, reformat, color, and enhance them right in your document—something that was never possible before! (Page 15.)

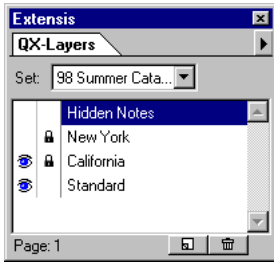


- **QX-Viewer**—Displays a miniature representation of your document page or spread, allowing you to easily move from page to page and pinpoint specific picture boxes or text. Click anywhere on the Viewer thumbnail to instantly move to that location in the document at the current magnification. Easily change magnification—even specify your favorite magnifications and access them quickly from a handy pop-up menu. Moving around your document has never been easier! (Page 49.)

- **QX-Scaler**—Enhances the basic group scaling found in QuarkXPress 4.0. Allows you to undo a scaled group of objects and their contents. Provides a way to select which attributes are scaled, and which are left alone—very useful if you want to scale a picture, but not the frame surrounding it. (Page 34.)

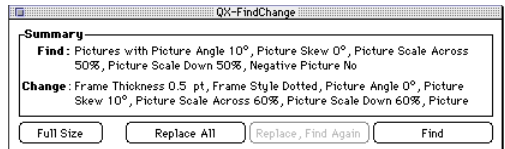


- **QX-ItemStyles**—Extends QuarkXPress Paragraph and Character Style Sheet capability to include other items like Text Boxes, Picture Boxes, Frames, and Lines. All conventional QuarkXPress Style Sheet functionality is maintained, such as basing new styles on existing styles, and importing and exporting styles. (Page 20.)

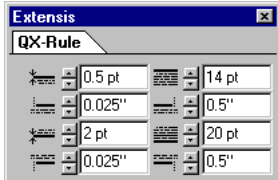


- **QX-Layers**—Adds layers to QuarkXPress, just like those found in other major graphic arts applications. Layers make it easy to create multiple versions of a document, quickly compare different designs by showing and hiding various elements, or change stacking order for objects. (Page 42.)

- **QX-FindChange**—Extends search and replace to include attributes for every type of object in QuarkXPress, including Text Boxes, Picture Boxes, No Content Boxes, Lines, and Text on Path. (Page 55.)



- **QX-FineTune**—Allows you to apply Paragraph, Character, Object, and Rule attributes available in QuarkXPress quickly and interactively. Lets you work with attributes from floating palettes rather than dialog boxes, and see the results of your changes as you make them. (Page 65.)



All QX-Tools XTensions share a consistent interface—including dockable palettes—and were designed and tested to work smoothly with QuarkXPress versions 4.0.3 and later.

If you have questions, comments, suggestions, or we can help you in any way, please contact us at our Web site, <http://www.extensis.com>, or at the location listed on the inside front cover of this User Guide. Contact information for technical support is given on page 6.

What's New in Version 4.0?

Some of the features available in earlier versions of QX-Tools have been incorporated into QuarkXPress itself. Therefore, XTensions like QX-Styles, QX-CopyStyle (*see QX-ItemStyles, below*), QX-Manager, and QX-Print are no longer included in the QX-Tools set of XTensions.

New to QX-Tools in version 4.0 are:

- **QX-VectorEdit**—Imports and converts vector documents and files into QuarkXPress objects, allowing you to use QuarkXPress native tools to manipulate and reformat them.
- **QX-ItemStyles**—Extends QuarkXPress Style Sheets to include over 50 object attributes. Editing a style instantly updates all affected objects, ensuring design consistency and fast global changes.

Enhancements include:

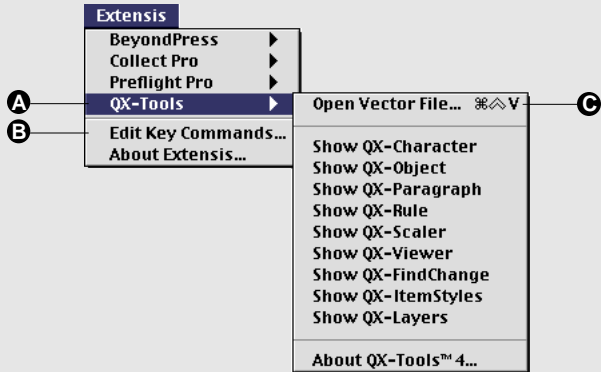
- Dockable palettes.
- Easy access to tools via the Extensis menu in the QuarkXPress menubar.
- QX-Scaler remembers original scale percentage and allows you to undo group scaling.
- QX-Layers more closely conforms to the functionality of other leading graphic applications layering functions.
- QX-Viewer allows you to view multiple page thumbnails, and lets you scroll through document pages.
- QX-FindChange adds “Use Selection” button for quick access to current object settings, and adds >, <, , , and functions for increased search flexibility.
- QX-FineTune supports new QuarkXPress 4.0 controls, and now allows you to set and adjust different paragraph and text sections at the same time.

Attributes common to the QX-Tools XTensions include easy access from the Extensis menu in the menubar, dockable palettes, and editable key commands. Key commands allow you to show and hide palettes as you need them. Palettes stay docked even when hidden, so you can use the key command assigned to any palette in the group to instantly show or hide the entire group.

Extensis Menu / QX-Tools Menu

The QX-Tools menu (as well as menus for other Extensis products), is available from the Extensis Menu in the menubar. This menu provides access to all seven QX-Tools functions and palettes.

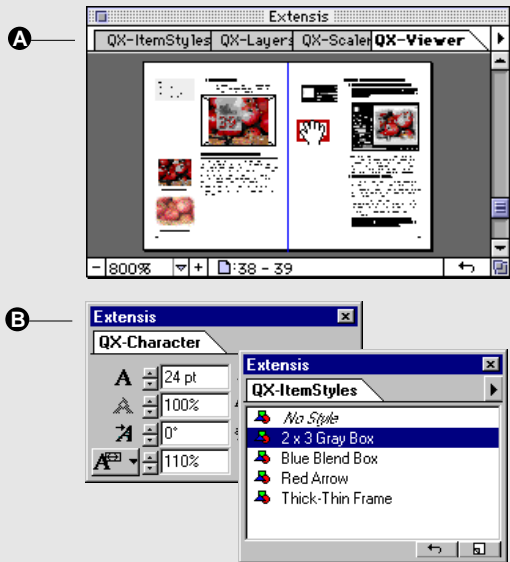
- A** QX-Tools: Use this menu to Show or Hide any of the QX-Tools palettes.
- B** Edit Key Commands: Allows you to access and/or change the keyboard shortcuts for all Extensis programs. See page 14.
- C** Open Vector File: Allows you to import a PostScript file and have it automatically converted to an editable image. See page 16.

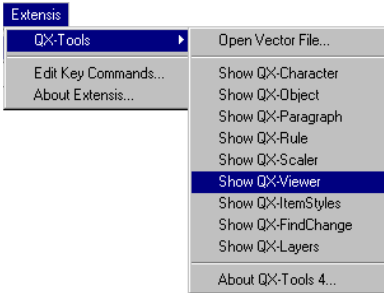


QX-Tools Dockable Palettes

The QX-Tools are available on dockable palettes. Dock and undock as often as you like to keep your workspace organized the way you like it.

- A** Docked palettes: Dock as many or as few palettes as you like by simply dragging a palette by its tab and dropping it over another palette. You can show and hide palettes with key commands that you assign. And docked palettes stay docked even when you hide them, so you can show and hide a number of palettes with a single key command.
- B** Undocked palette: Undock a palette by dragging it by its tab and dropping in on the desktop.





To show or hide a palette, or to activate a QX-Tool:

- Select the desired Tool's name from the Extensis > QX-Tools menu, or click the desired Tool's tab on a QX-Tools palette.

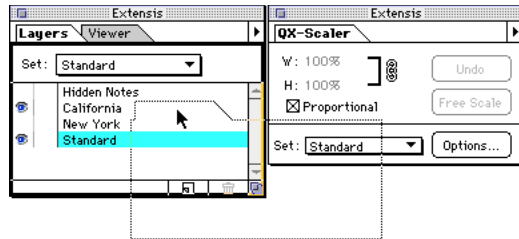
The selected palette will appear on the desktop. If the palette is docked on another palette, it will be moved to the front of the palette.

— or —

- Press the assigned key command for the desired Tool.

To dock a palette:

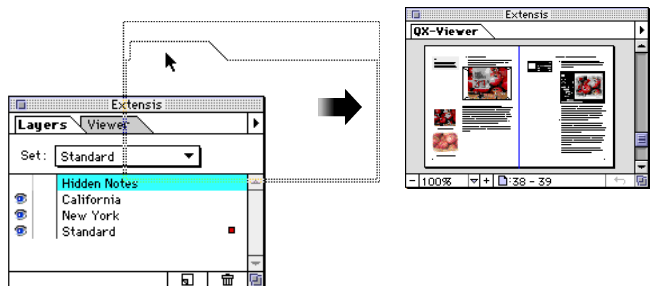
1. Click on the palette tab of the Tool you wish to dock, then drag it over the destination palette. When the destination palette becomes outlined, drop the palette.



The newly docked palette will assume the right-most position on the palette.

To undock a palette:

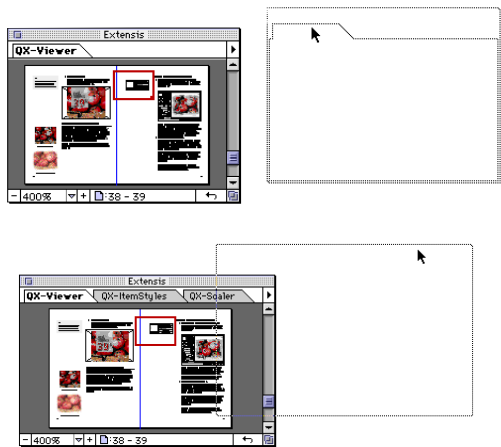
1. Click on the palette tab of the Tool you wish to move, then drag it away from the grouped palette. When the grouped palette loses its outline, drop the Tool you are undocking.



The undocked Tool will create its own palette on the desktop.

To move a palette without docking it:

- 1. Click in the Title bar or palette tab of an individual palette, or in the Title bar only of a docked group, then drag and drop at the new location.**



You can move palettes anywhere you like, even stacking them on top of one another, as long as none of the palettes is outlined in black. Outlining indicates that a palette is ready to receive the palette being moved.

Palette Pop-up Menu

Four of the QX-Tools—QX-ItemStyles, QX-Scaler, QX-Layers, and QX-Viewer have pop-up menus right on the palette to provide easy access to options associated with the selected Tool.

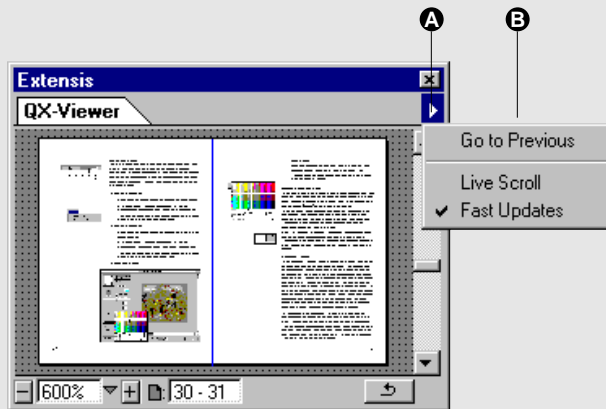
See the section of this manual associated with each QX-Tool for more information on the options available.

Palette Pop-up Menus

Palette pop-up menus give you easy access to options associated with the selected QX-Tool (QX-ItemStyles, QX-Layers, QX-Scaler or QX-Viewer).

Note: Some of the options on a pop-up menu can be accessed on the palette itself (see individual QX-Tools XTensions), but if you forget how to perform a function, it's always just a click away on the pop-up menu.

- A** Pop-up menu icon: Click and hold to access the pop-up menu.
- B** Pop-up menu: See individual XTensions for menu selections.



Edit Key Commands

Tip

By assigning the same keystroke to multiple QX-Tools you can show them all at once if they are hidden.

With Extensis Key Commands you can assign your own keyboard shortcuts for any or all of the QX-Tools. Use keyboard shortcuts to open a file for Vector Edit, to open QX-FindChange, or to show or hide palettes. When palettes are docked, using the key command assigned to any palette will show or hide the palette for the entire group. QX-Tools key commands override any functions assigned to the same keys in QuarkXPress.

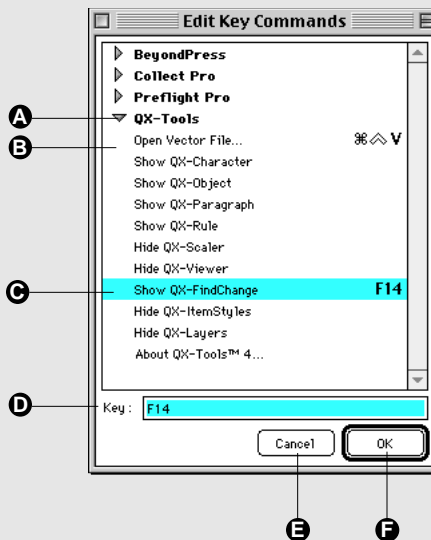
To create or change a QX-Tool key command:

1. Select “Edit Key Commands” from the Extensis menu.
2. Select the QX-Tool for which you will be creating or changing key commands.
3. Press the desired keys.
4. Repeat steps 2 and 3 for all the Tools you wish to assign key commands to.
5. Click “OK” to close the dialog and implement the key commands.

QX-Tools Key Commands

Extensis Key Commands allow you to assign your own keyboard shortcuts for any or all of the QX-Tools. Key commands allow you to access QX-Tools functions quickly, and toggle the palettes on and off. QX-Tools key commands override any functions assigned to the same keys in QuarkXPress.

- A QX-Tools Key Commands: Click here to expand or collapse the QX-Tools XTension list.
- B QX-Tools List: Select a QX-Tool to assign a key command to it.
- C Selected Tool: Select the Tool you wish to assign a key command to.
- D Key: Press the key(s) you want to assign to the selected Tool.
- E Cancel: Click to close the dialog without making changes to any Tool.
- F OK: Click here to close the dialog box and assign the key commands as indicated.



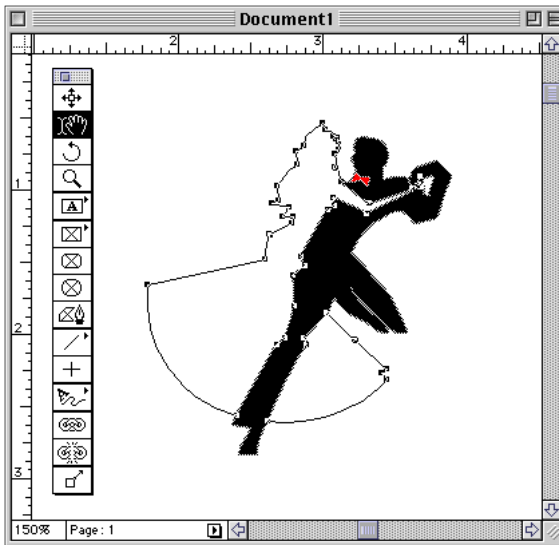
QX-VectorEdit

QX-VectorEdit is a simple yet powerful tool that converts existing PostScript files for editing right inside QuarkXPress.

QuarkXPress version 4.x has added vector editing—the ability to create Beziér boxes and lines—inside your QuarkXPress document. QX-VectorEdit adds the ability to use those new tools in QuarkXPress to not only create, but to correct, modify, and enhance existing data right in your document!



With QX-VectorEdit you can use existing PostScript, PDF, or EPS files (.eps, .pdf, .prn, or .ps), or use spreadsheets, tables, artwork, and logos created in any application and saved as EPS or PostScript files. Either way, you simply locate the file to be converted using the “Open Vector File...” command in the Extensis > QX-Tools menu, and allow QX-VectorEdit to convert the file to QuarkXPress native objects. That’s all there is to it.



QX-VectorEdit will open the converted image in a new document. You can then create a layout around the converted objects, or take pieces of the converted image you need, copy them to an existing layout, and discard the rest. You can use QuarkXPress tools to work with the objects just like you would in any dedicated illustration application—but with the added functionality of QuarkXPress layout and formatting tools. You can change fonts, sizing, color, placement, orientation, and more. Anything you can do with a newly created Beziér image in

QuarkXPress you can do with the images converted by QX-VectorEdit.

The following are just a few of the many applications that can create PostScript EPS, PDF, PRN, or PS files for conversion using QX-VectorEdit: Illustrator, FreeHand, Photoshop, Microsoft Excel, Microsoft Word, CorelDraw, ClarisWorks, and more.

Getting Started with QX-Vector Edit

To quickly put QX-VectorEdit to work for you:

- Select “Open Vector File...” from the Extensis > QX-Tools menu.
- Locate the file to be converted.
- When the image has been converted, you can work with the converted objects in the new document created by QX-VectorEdit, or copy the objects to an existing QuarkXPress document and discard the conversion document.

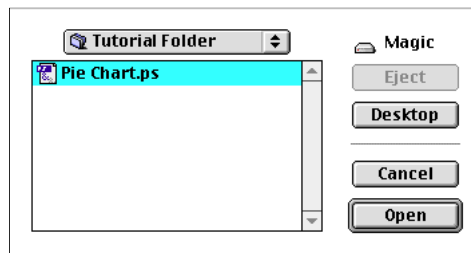
Using QX-VectorEdit

To convert a document to QuarkXPress (Beziér) objects:

Note: QX-VectorEdit converts only EPS, PostScript, and PDF files to QuarkXPress objects. To convert other types of data, first save the image as PostScript or EPS. See page 18.

1. Select “Open Vector File” from the Extensis > QX-Tools menu, or press the key command for QX-VectorEdit.

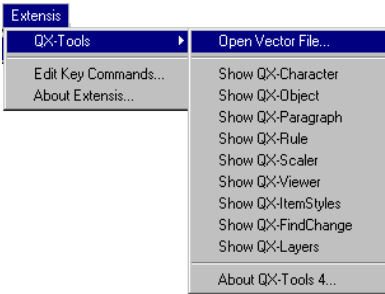
The open file dialog is displayed.



2. Locate the EPS, PostScript, or PDF file that you wish to convert.
3. If the document is a multi-page document, enter the page number(s) to be converted.

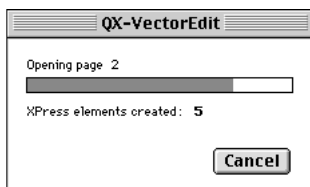
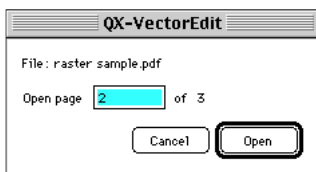
QX-VectorEdit will begin converting the file and keep you posted on its progress with a progress bar.

Note: If the image contains embedded bitmapped images, the raster data will be converted to TIFF files. See page 19.



Tip

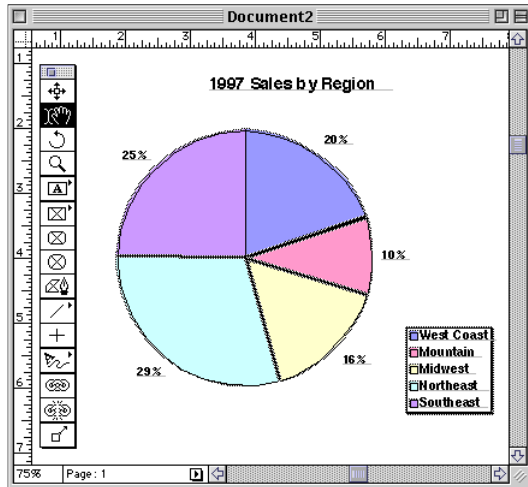
For help with conversion issues, refer to Troubleshooting, page 75.



Tip

For detailed information about QX-VectorEdit technical issues, refer to the Troubleshooting section of this User Guide (page 75) and to the QX-Tools page of the Extensis Web site: <http://www.extensis.com>

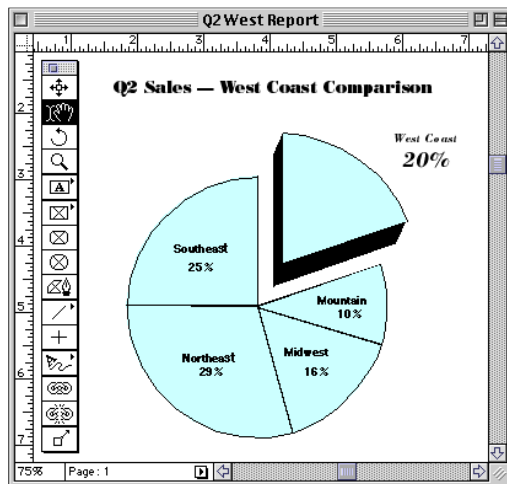
The converted file will be opened in a new document.



3. Edit the objects using standard QuarkXPress tools.

The image will have been converted to QuarkXPress objects which you can move, edit, reformat, color, etc.

4. Copy the desired objects to an existing file, or create a layout for the objects in the converted document.



Tip

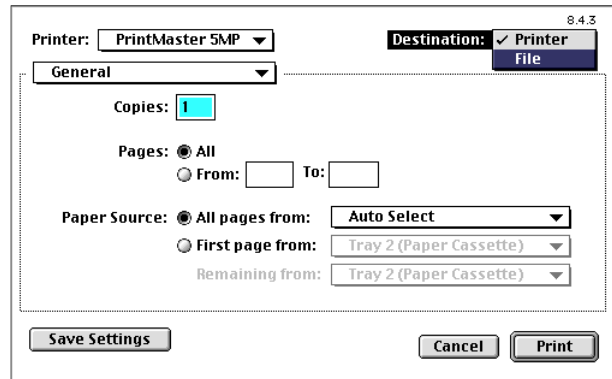
If the document you want to save as a PostScript file is quite large, you may want to create a smaller document containing only the section(s) you will be working with in QuarkXPress before you save as PostScript.

Creating PostScript Files

Note: The following provides a typical example of how to produce PostScript files from documents. Your application, system, and printer drivers may be different.

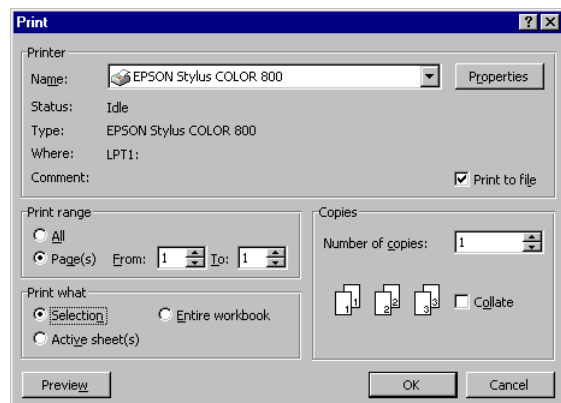
To create an EPS or PostScript file from non-PostScript data:

1. **Open the document containing the data to be converted (Microsoft Excel, Microsoft Word, etc.).**
2. **Macintosh: Select Print, then select Destination “File,” then click “Save.” Enter a name and location for the file, then click “OK.”**



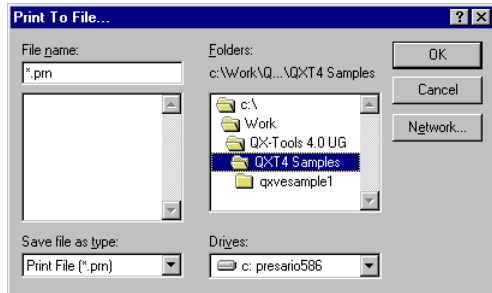
This saves the document as a “.ps” file.

2. **Windows: Select Print, then select “Print to File.”**



This opens the Print To File dialog.

Enter a name for the file, and verify that “Print File (*.prn)” is selected in the “Save file as type” field, then click “OK.”

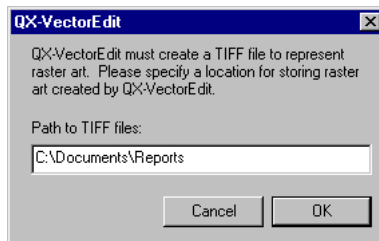
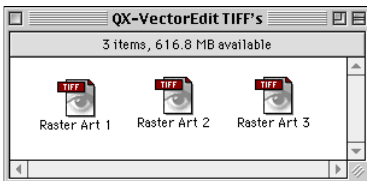


This saves the document as a “.prn” file.

3. The “.ps” (Macintosh) or “.prn” (Windows) file can now be opened using QX-VectorEdit (*see page 16*).

Embedded Raster Data

If the file that you are converting using QX-VectorEdit includes embedded raster images, those images will be saved as TIFF files and automatically linked to the document. The raster images will be placed in a folder named “QX-VectorEdit TIFFs” in a location that you specify. If the file contains more than one raster image, each image will be converted to a separate TIFF file named “Raster Art 1,” “Raster Art 2,” etc.



QX-ItemStyles

Tip

QX-ItemStyles are created and applied just like QuarkXPress Paragraph and Character Style Sheets, except that QX-ItemStyles apply to items (objects) like lines and boxes, rather than text (paragraphs and characters).

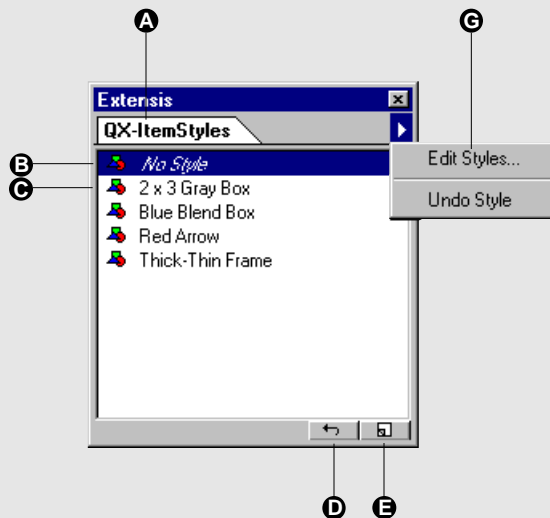
QX-ItemStyles extends QuarkXPress's Paragraph and Character Style Sheet capability to items, allowing you to pick up attributes from one item and apply them to another item, or even to groups of items. QX-ItemStyles works with picture boxes, text boxes, none boxes, and lines. You can create Item Styles based on the attributes of a selected item, and you can import Item Styles from other documents, just as you do other QuarkXPress Style Sheets.

Use QX-ItemStyles to quickly apply such attributes as frame width, box skew, box color, background, size, alignment, and more. You can apply QX-ItemStyles based on multiple style settings, and undo the last applied style.

Many of the item attributes in the QuarkXPress "Modify" dialog tabs are available as attribute Settings in the six QX-ItemStyles Categories: Box Color, Frame, Line, Object, Picture Box, Text Box.

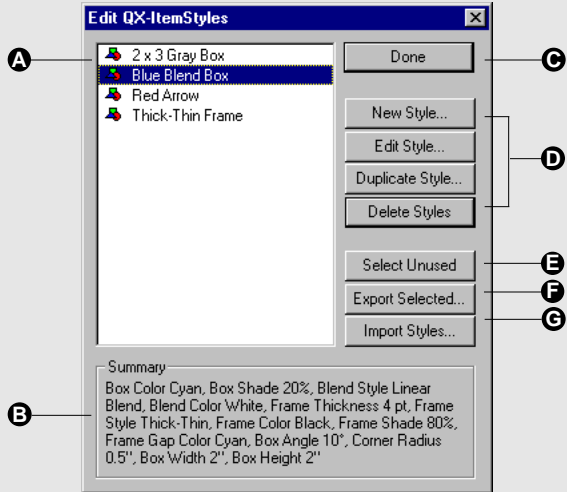
QX-ItemStyles palette

- A QX-ItemStyles tab
- B No Style: Click here to mark the item with "No Style." All applied attributes are retained.
- C Styles List: Select an item, then click a style from the list to apply those Style attributes to the selected item. Multiple styles can be applied.
- D Undo Style: Click here to undo the style change.
- E New Style: Click here to open the Styles Setup dialog. If an object is selected when this option is selected, the object attributes can be made available for the new style by clicking the "Use Selection" button.
- G QX-ItemStyles pop-up menu: Select "Edit Styles..." to create, modify, export, or import ItemStyles, or to change the name of a style. Select "Undo Style" to revert to the last applied ItemStyle.



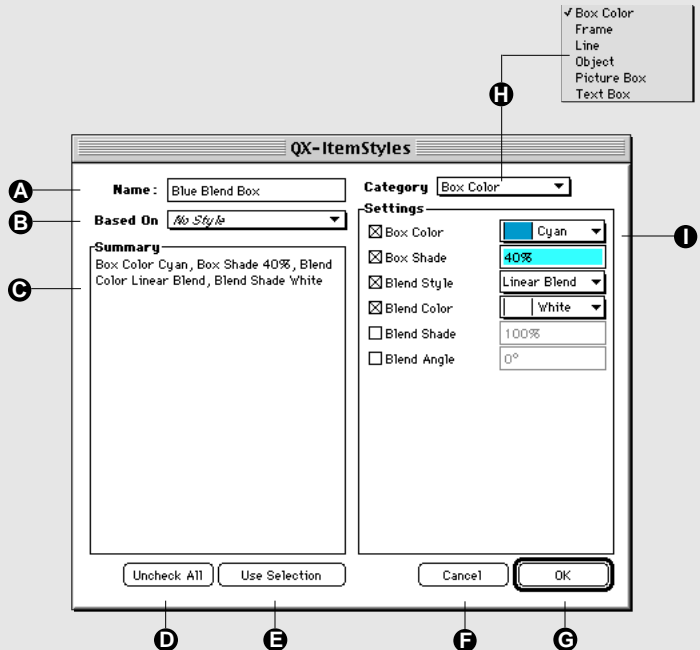
QX-ItemStyles Edit dialog

- A Styles List
- B Summary: Lists the attributes enabled in the currently selected style.
- C Done: Click here when you are finished setting up ItemStyles.
- D Edit buttons: Options “New Style” “Edit Style” and “Duplicate Style” perform the indicated function and open the Setup dialog. “Delete Style” deletes the selected style(s).
- E Select Unused: Highlights all the styles not applied to any item. Provides a quick way to select all unused styles for deletion.
- F Export Selected: Highlight desired styles for export (select multiple styles using the standard multiple selection key commands). The selected styles will be exported to a file that can be imported into another document.
- G Import Styles: Allows you to import ItemStyles from an Export file (see F).



QX-ItemStyles Setup dialog

- A Name: Enter or change the ItemStyle name.
- B Based On: Select existing style to base new Style on.
- C Summary: Lists the attributes enabled for the style.
- D Uncheck All: Click to disable all attributes for the selected style.
- E Use Selection: Click here to populate all Category Settings with values from the item selected when the dialog was opened.
- F Cancel: Click here to close the dialog without making any changes to the style or Settings.
- G OK: Click here to assign all enabled Category attributes to the style.
- H Category pop-up menu: Select Categories from the pop-up, then enable the desired Settings (I).
- I Settings: Lists the attributes for the Category selected in the Category pop-up (H). Click to enable the attribute, then select or enter the desired value.



Getting Started with QX-ItemStyles

To quickly put QX-ItemStyles to work for you:

- Create a picture box, text box, or line, adding all the attributes you want. Make your box or line simple or complex. Select from the attributes available in the QuarkXPress “Modify” dialog, including height and width, frame/line thickness, color, background, shading, etc.
- Select your item, then open the QX-ItemStyles palette. Click the “New Style” icon. In the Setup dialog, give the Item Style a name, then click the “Use Selection” button.
- From the Category pop-up and associated attribute settings, enable the attributes that you wish to apply to your new Style. Click “OK,” then click “Done.”
- Create a new box or line, select it, then from the QX-ItemStyles palette, select your new Style to apply it. Your box or line instantly takes on the new attributes!

Tip


You can create “global” Item-Styles by creating them with no document open. To limit Item-Styles to a document, create them while the desired document is open.

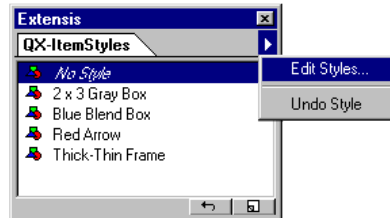
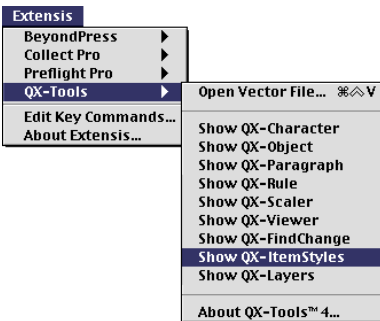
Using QX-ItemStyles

To create a QX-ItemStyle from an existing item:

1. Create an item (picture box, text box, or line) and select it. Make it look the way you want, with the attributes you want to have available in a QX-ItemStyle.
2. Select “Show QX-ItemStyles” from the Extensis > QX-Tools menu, or click the QX-ItemStyles tab on a QX-Tools palette, or press the assigned key command.

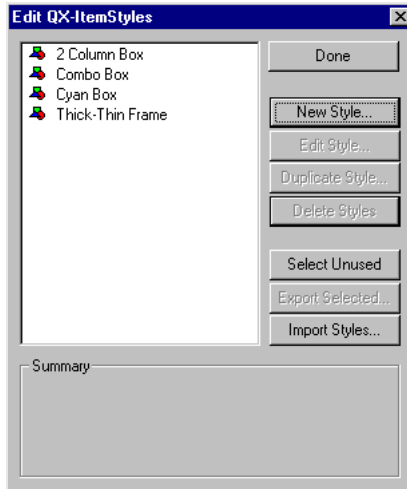
The QX-ItemStyles palette appears.

3. Click the “New Style”  button on the palette, or select “Edit Styles...” from the pop-up menu.



If you clicked “Edit Styles...” the Edit dialog will be displayed.

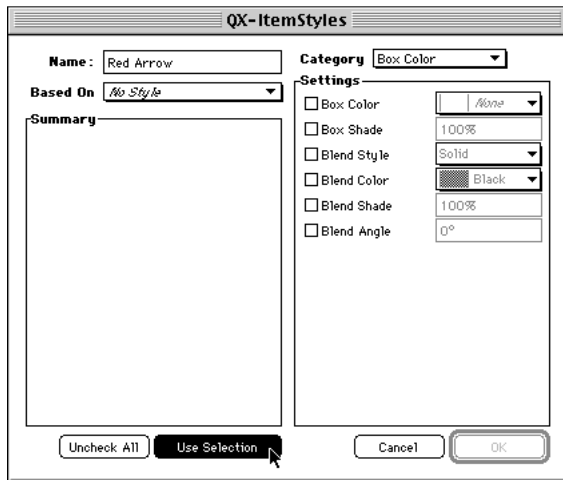
3a. If the Edit dialog is displayed, click “New Style.”



The QX-ItemStyles setup dialog will be displayed.

4. Enter a Name for the new Style.

5. Click the “Use Selection” button.



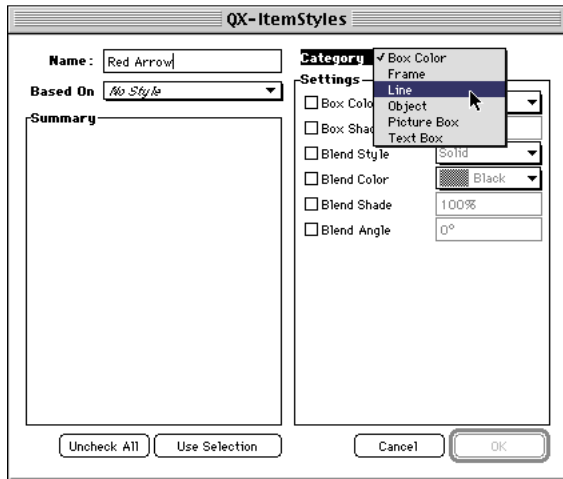
The attributes of the selected item will be added to the settings for each category. Settings appear dimmed until they are “enabled” using the checkboxes to the left of each setting. This allows you to use some of the attributes of the selected item for your new Style, without using all of the attributes.

Tip

Text on path items have many of the same attributes as lines and objects. Experiment with the QX-ItemStyle “Line” and “Object” categories to see which attributes are applicable to your Text on Path objects.

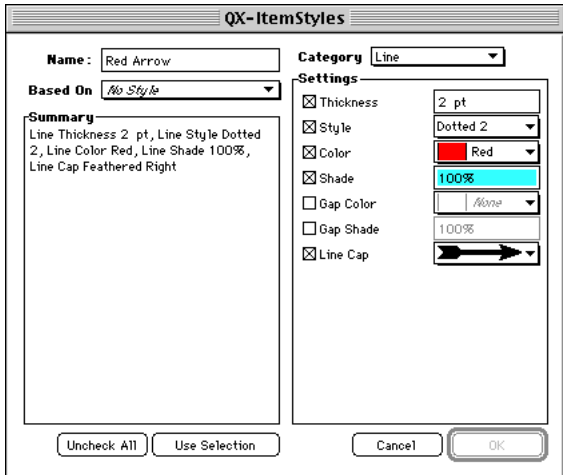
Note: If the attributes in the currently selected category do not apply to the selection, you will not see the attribute data as it is added to the style.

6. From the Category pop-up, select the first category of attributes that you wish to include in the new Style. Categories are: Box Color, Frame, Line, Object, Picture Box, and Text Box.



The settings for those attributes will be displayed.

7. Enable the attributes you wish to apply to the new Style by clicking the appropriate checkboxes.



8. Continue to select categories from the Category pop-up and enable the desired settings.

You could also change attribute values, or add additional attributes that you may have forgotten to add to your selected item.

9. When you have finished setting attributes, click “OK.”

The Edit dialog will be displayed.


10. When you have finished working with ItemStyles, click “Done.”

This saves the indicated attribute settings to the new ItemStyle, as well as changes to other ItemStyles that you made during the edit session.

To create a QX-ItemStyle not based on an Item:

1. Select “Show QX-ItemStyles” from the Extensis > QX-Tools menu, or click the QX-ItemStyles tab on a QX-Tools palette, or press the assigned key command.

The QX-ItemStyles palette appears.

2. Click the “New Style”  button on the palette, or select “Edit Styles...” from the pop-up menu.

2a. If you selected “Edit Styles,” click the “New Style” button on the Edit dialog.

The QX-ItemStyles setup dialog will be displayed.

3. Enter a Name for the new Style.

4. From the Category pop-up, select the first Category of attributes that you wish to include in the new Style. Categories are: Box Color, Frame, Line, Object, Picture Box, and Text Box.

The settings for those attributes will be displayed.

5. Enable the attributes you wish to apply to the new Style by clicking the appropriate checkboxes.

6. Continue to select categories from the Category pop-up and enable the desired settings.

7. When you have finished selecting the desired attributes, click “OK.”

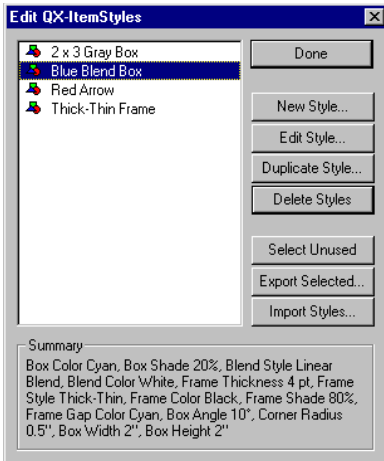
8. When you have finished working with ItemStyles, click “Done.”

Tip

The only difference between creating new ItemStyles not based on a selected item and creating ItemStyles that *are* based on a selected item (as described on *page 22*) is that you do not click the “Use Selected” button in the QX-ItemStyles dialog. The required steps are repeated here for your convenience.

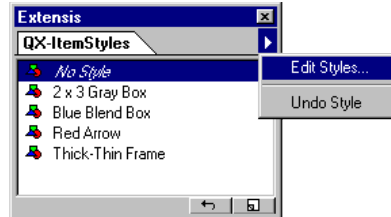
Tip

To edit an existing style, press **Command** (Macintosh) or **Control** (Windows) as you select (click on) a style in the QX-Item-Styles list.



To Edit or Duplicate a QX-ItemStyle, or to Rename an ItemStyle:

1. From the QX-ItemStyles palette, select “Edit Styles...” from the pop-up menu.



The Edit QX-ItemStyles dialog will be displayed.

2. Select the ItemStyle you wish to edit or duplicate, then click “Edit Style...” or “Duplicate Style...”

The QX-ItemStyles dialog will be displayed.

3. Change the ItemStyle name if desired.
4. To enable, disable, or change attribute settings, continue with steps 6 through 10 starting on *page 24*. Otherwise, click “Done.”

To Delete a QX-ItemStyle:

1. From the QX-ItemStyles palette, select “Edit Style...” from the pop-up menu.

The Edit Styles dialog will be displayed.

2. Select the ItemStyle(s) you wish to delete, then click “Delete Styles.”

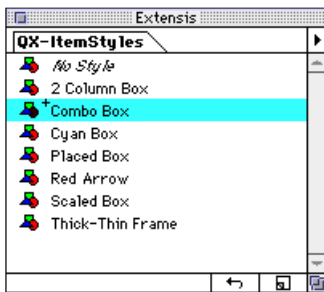
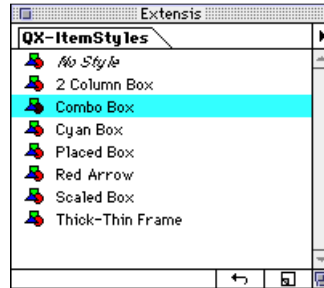
The QX-ItemStyles Setup dialog will be displayed.



3. You will be asked to confirm the deletion.
4. To enable, disable, or change attribute settings, continue with steps 6 through 10 starting on *page 24*. Otherwise, click “Done.”

To apply a QX-ItemStyle:

1. Create an item (picture box, text box, or line).
2. Select “Show QX-ItemStyles” from the Extensis > QX-Tools menu, or click the ItemStyles tab on a QX-Tools palette, or press the assigned key command.
The QX-ItemStyles palette appears.
3. Click the Style you wish to apply to the selected item.



The item will immediately take on the attributes of the selected ItemStyle.

You can select styles from the list and apply them to the item one at a time. Where the attribute settings in two styles differ, the settings in the last-applied style will prevail.

A plus sign “+” will appear to the left of the style name if any of the attributes of the style were not applied to the selected item, or if an item is changed after the style is applied. An attribute may fail to be applied because the attribute is not appropriate for the selected item (such as enabled line attributes, which do not apply to boxes).

Tip

To quickly add an existing ItemStyle to another document, copy and paste an item with that style applied to it into the document. Delete the copied item from the target document if you won't be needing it.

You can also place ItemStyLED items in a QuarkXPress Library, then drag them to another document to add those styles to the new document. Delete these items from the target document if you won't be needing them.

Exporting and Importing QX-ItemStyles: You can export ItemStyles to a file and then import them into other documents. To do so, select “Edit Styles...” from the QX-ItemStyles palette pop-up menu. From the list, select the ItemStyles you wish to export (you can use the standard system key commands to highlight and select multiple items). Click “Export Selected,” then indicate a name and location for the ItemStyles file. To import the ItemStyles, open the desired document, then select “Edit Styles...” from the QX-ItemStyles palette pop-up menu. Click the “Import Styles...” button and locate the ItemStyles file. Click “Open.” The imported ItemStyles will be added to the styles list. If you share ItemStyles between Macintosh and Windows, be sure the export file name includes the extension “.ITM”

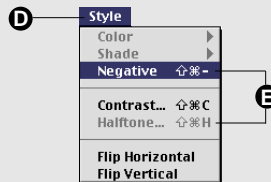
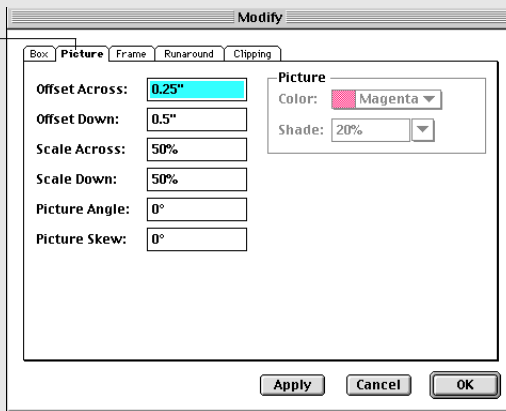
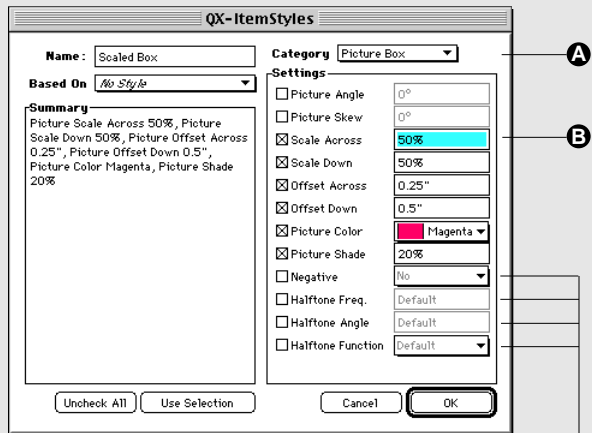
QX-ItemStyle Attribute Settings—Picture Box Category

The Picture Box category allows you to create picture box style sheets. Attributes in this category are the same attributes as found in the QuarkXPress “Modify: Picture” dialog and the QuarkXPress “Style” menu (when an item is selected).

- A Picture Box Category
- B Picture Box Attribute Settings
- C QuarkXPress Modify:Picture tab: QuarkXPress attributes available as style sheet attributes in the Picture Box category.
- D QuarkXPress Style Menu
- E Negative and Halftone:QuarkXPress attributes available as style sheet attributes in the Picture Box category.

Note: The QuarkXPress Modify: Picture attributes “Flip Horizontal/Vertical” and “Suppress Picture Printout” are available in QX-ItemStyles from the “Object” Category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



QX-ItemStyle Attribute Settings—Text Box Category

The Text Box category allows you to create text box style sheets. Attributes in this category are the same attributes as found in the QuarkXPress "Modify: Text" dialog.

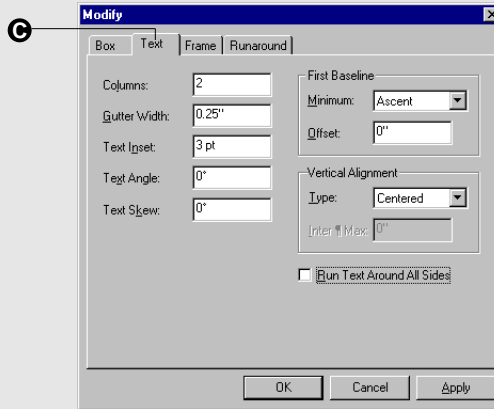
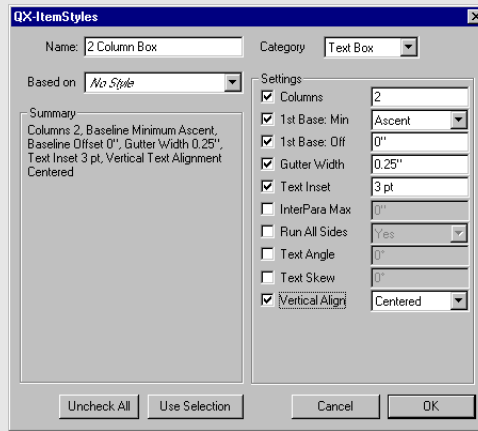
A Text Box Category

B Text Box Attribute Settings

C QuarkXPress Modify: Text tab:
QuarkXPress attributes available as style sheet attributes in the Text Box category.

Note: The QuarkXPress Modify: Text attributes "Flip Horizontal/Vertical" are available from the QX-ItemStyles "Object" category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



QX-ItemStyle Attribute Settings—Box Color Category

The Box Color category allows you to create box color style sheets. Attributes in this category include many of the attributes found in the QuarkXPress “Modify: Box” dialog.

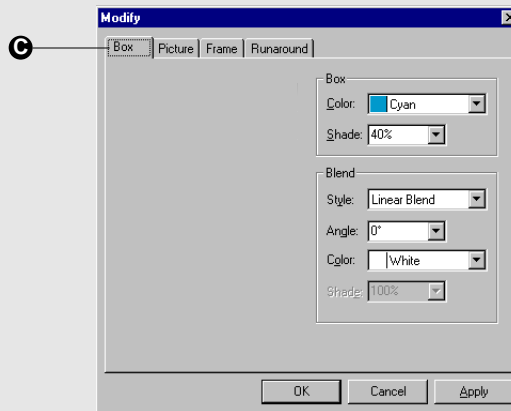
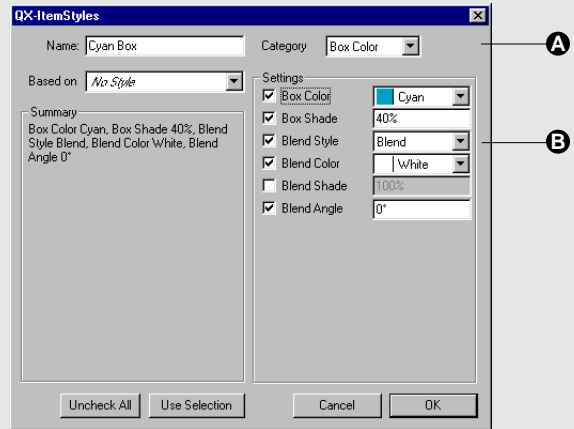
A Box Color Category

B Box Color Attribute Settings

C QuarkXPress Modify:Box tab:
QuarkXPress attributes available as style sheet attributes in the Box Color category.

Note: The QuarkXPress Modify:Box attributes “Origin Across/Down,” “Suppress Print,” and box size attributes (Width, Height, Angle, Skew, and Corner Radius) are available for style sheets from the “Object” category (page 31).

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



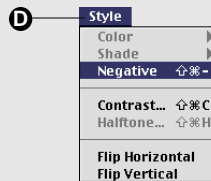
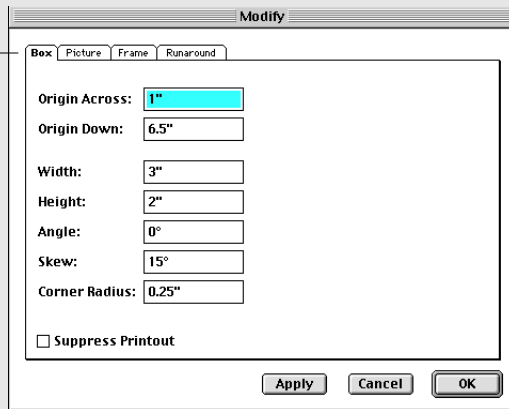
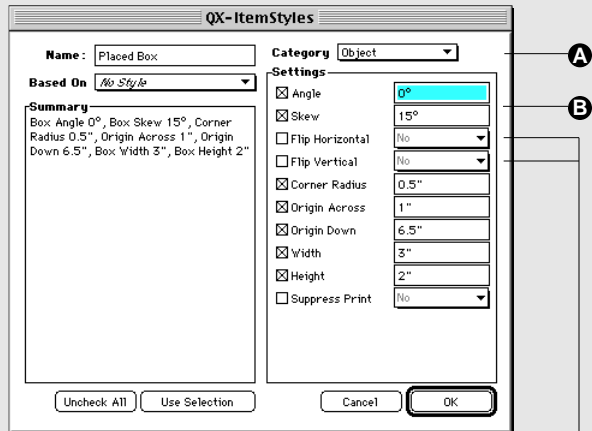
QX-ItemStyle Attribute Settings—Object Category

The Object category allows you to create object style sheets. Attributes in this category include many of the attributes found in the QuarkXPress "Modify: Box" dialog.

- A Object Category
- B Object Attribute Settings
- C QuarkXPress Modify:Box tab: QuarkXPress attributes available as style sheet attributes in the Object category.
- D QuarkXPress Style Menu
- E Flip Horizontal/Vertical:QuarkXPress attributes available as style sheet attributes in the Object category.

Note: The QuarkXPress Modify: Box color attributes "Color/Shade," and blend attributes (Style, Angle, Color, and Shade) are available for style sheets from the "Box Color" Category (page 30).

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



QX-ItemStyle Attribute Settings—Frame Category

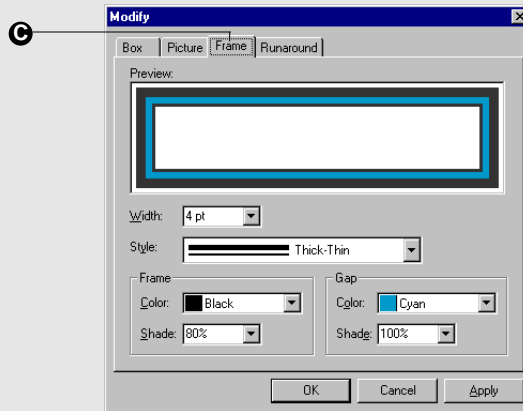
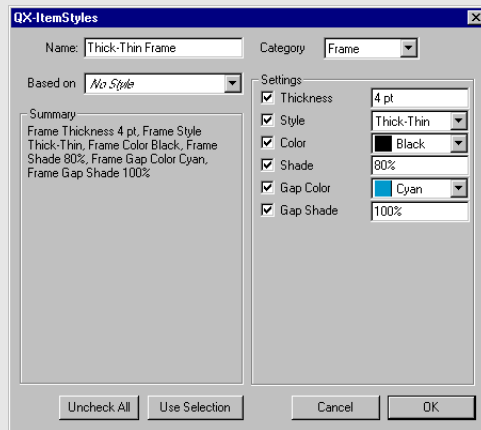
The Frame category allows you to create picture box, text box, and none box style sheets. Attributes in this category are the same attributes as found in the QuarkXPress “Modify: Frame” dialog

A Frame Category

B Frame Attribute Settings

C QuarkXPress Modify:Frame tab: QuarkXPress attributes available as style sheet attributes in the Frame category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



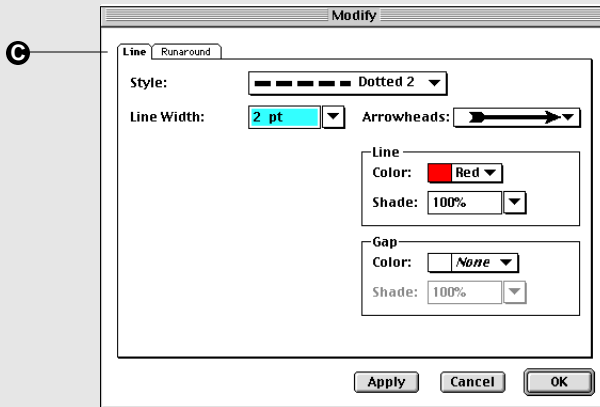
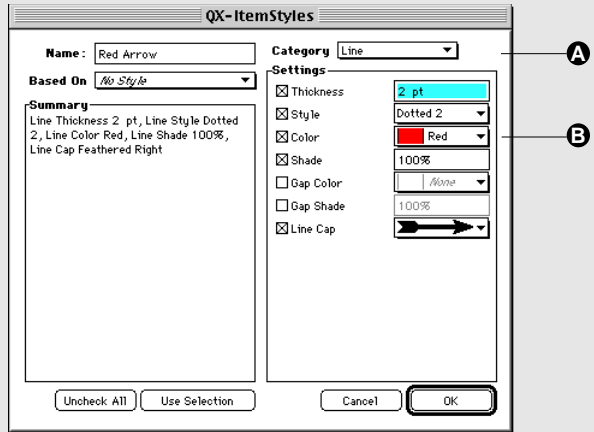
QX-ItemStyle Attribute Settings—Line Category

The Line category allows you to create style sheets for lines, including lines with arrowheads. Attributes in this category are the same attributes as found in the QuarkXPress “Modify: Line” dialog.

- A Line Category
- B Line Attribute Settings
- C QuarkXPress Modify:Line tab: QuarkXPress attributes available as style sheet attributes in the Line category.

Note: The QuarkXPress Modify:Line attribute “Mode” and “Arrowheads” are combined in the QX-ItemStyles Line attribute “Line Cap.”

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.

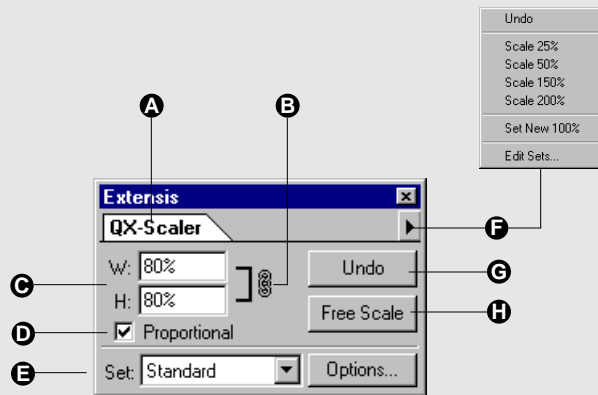


QX-Scaler

QX-Scaler adds tremendous functionality and flexibility to the basic scaling features of QuarkXPress. In addition to providing easy access to QuarkXPress standard scaling features, QX-Scaler allows you to: Undo the last scale command; control which attributes of an object are scaled—such as scaling the contents, but not the frame width of selected pictures; create sets of scale attributes for repetitive scaling in different types of jobs; and to “remember” an item’s size before scaling. You can even scale an item or item group, then assign a new “original” or baseline size to the scaled image.

QX-Scaler palette

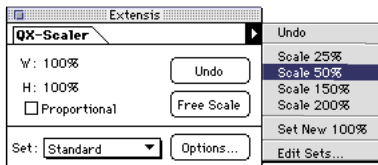
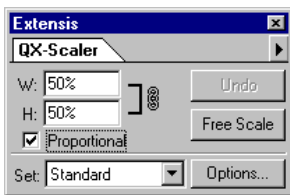
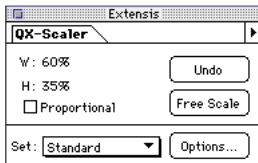
- A** QX-Scaler palette
- B** Link icon: Provides a quick visual indication that proportional scaling has been selected in the “Proportional” checkbox. See **(D)**.
- C** Width and Height scale values: Selected items will be scaled to the values entered in the Width and Height fields. Also displays scaled size of selected items. Items are scaled to a percentage of the item’s size. You can enter absolute values in inches, points, picas, or millimeters; these values are converted to and displayed as percentages.
- D** Proportional checkbox: Click to select or deselect Proportional scaling. When this box is checked, values change proportionally to each other; entering a value in either the Width or Height box automatically enters the same value in the remaining box. See **(B)**.
- E** Sets/Options: Allows you to create and select Sets of scale attributes. Clicking the Options button displays the scaling attributes list. See page 37.
- F** Scaler Options pop-up menu: Provides easy access to common scale percentages. Also allows you to Undo a scale operation and to set a new baseline size.
- G** Undo: Click here to Undo the last scale operation.
- H** Free Scale: Click here to enable click-and-drag interactive scaling. Free Scale overrides the “Proportional” checkbox.



Getting Started with QX-Scaler

Tip

To restore an item to its original size, enter 100% in the Height and Width fields.



To quickly Scale selected items:

1. Select the item or group to be scaled.
2. Select “Show Scaler” from the Extensis > QX-Tools menu, or click the Scaler tab on a QX-Tools palette, or press the assigned key command.

On the QX-Scaler palette, verify that the “Standard Set” is selected in the Set pop-up. This set allows you to scale all attributes to the indicated size.

3. Enter the desired scaling amount in the Width and Height boxes.

The H: and W: fields allow you to scale items vertically or horizontally by any percentage or unit. Percentages lower than 100% reduce the item; percentages greater than 100% enlarge the item.

— or —

To scale proportionately (scale Width and Height the same amount) click “Proportional,” then enter a value into either the Width or Height box.

When Proportional is selected, values you enter in either the Width or Height box are automatically entered in the remaining box.

— or —

Select a value from the QX-Scaler pop-up menu.

Pop-up menu values scale proportionately regardless of the setting of the Proportional checkbox.

4. Press Return or Enter.

The selected items are resized according the specified percentages or units.

If you are unhappy with the results of the scale, simply click the Undo button to undo the last scale.

Note: When Undoing a QX-Scaler operation, the keyboard shortcuts Command+Z (Macintosh) and Control+Z (Windows) will not work. You must use the Undo button on the QX-Scaler palette, or select Undo from the palette pop-up menu. You must also select Undo before deselecting the item or group, otherwise QX-Scaler has no way of knowing which items to undo.

Free Scale

Free Scale allows you to resize an item or group of items by dragging them to a new size using the box handles.

To Free Scale items:

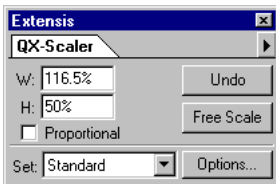
1. Select the item or group of items you want to scale.
2. Click the Free Scale button on the Scaler palette, or use the Free Scale button on the QuarkXPress tool palette.
3. Drag the handles of the selected item or group to the desired size.

Free Scale



Tip

To constrain the scale (Free Scale proportionately), press the **Shift** key while dragging.



The resulting size (scale percentage width and height) will be displayed in the W: and H: fields on the QX-Scaler palette.

If you are unhappy with the result of the scale, click the Undo button on the QX-Scaler palette, or select Undo from the Scale pop-up.

Note: When you release the mouse after free scaling with QX-Scaler, the last QuarkXPress tool used will automatically be selected. If you want to perform another Free Scale, click the Free Scale button again.

Selective Scaling

Through the QX-Scaler Set Options dialog, you can turn on or off a number of different item attributes, allowing you to control exactly what parts of an item are scaled and which are not. All enabled attributes are assigned to the “Standard” Set unless you create and select a new Set. Creating additional sets of scaling options will allow you to more easily scale recurring objects of the same type.

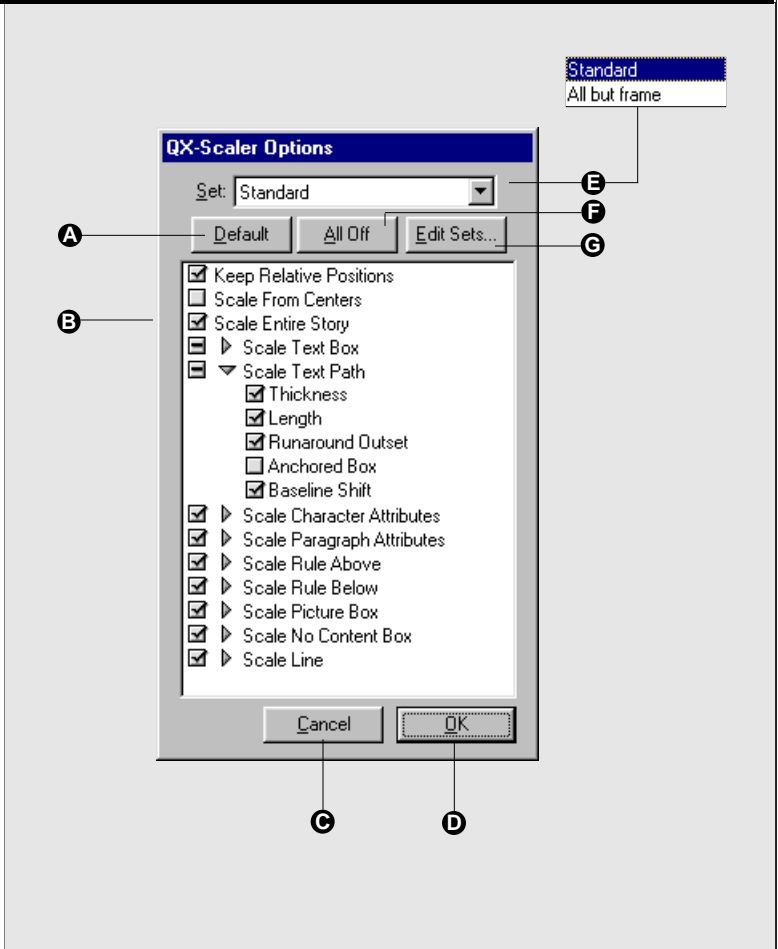
The following categories have attributes that can be selectively scaled: Picture Boxes, Text Boxes, No Content Boxes, Lines, Rules, and text, including by story and Text On Path .

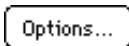
QX-Scaler Set Options

Use the item attributes in the Set Options dialog to determine which attributes will be scaled and which will not.

Enabled attributes are applied to the Set displayed in the Set pop-up menu at the top of the dialog box (E). Attributes belong to the “Standard” Set unless another Set is created and selected.

- A** Default: Click here to restore all attributes to the default condition. “Default” enables the attributes that are scaled with standard QuarkXPress scaling.
- B** Options list: Enable just the attributes you wish to scale. Enabled attributes are applied to the Set displayed in the Set pop-up menu at the top of the dialog box. See page 41.
- C** Cancel: Click to close the Options dialog without saving changes made to any of the attribute Sets.
- D** OK: Click to close the dialog and save changes made to all Sets.
- E** Set pop-up menu: Sets created in the Edit Sets dialog (page 41) appear on this list. To configure a Set, select it from this menu, then enable scale attributes from the list. Click the Edit Sets... button (G) to create, rename, and delete Sets.
- F** All Off: Disables (deselects) all attributes at once; easily enable just a few attributes without having to manually uncheck the remaining attributes.
- G** Edit Sets: Click to create, rename, or delete sets. See page 41.





To use Selective Scaling:

1. **Select the item(s) you want to scale.**
2. **On the QX-Scaler palette, click “Options.”**
The Options dialog will be displayed.
3. **Enable only the attributes that you want to have scaled when you scale the item(s). Or alternately, disable the attributes that you do not want to be scaled.**

A checkmark means the attribute will be scaled; no check means the attribute will not be scaled.

To quickly disable all attributes, click “All Off.”

To configure the attributes for “normal” QuarkXPress scaling, click “Default.”

4. **When you have finished configuring options, click “OK.”**
The attribute settings (which attributes are enabled and disabled) are saved to the Set name displayed in the “Set:” pop-up menu. This will be the Standard set if you have not created and selected a different set.
5. **Scale the item(s) using QX-Scaler (*see pages 35 and 36*).**

Selective Scaling Options List

Category	Attribute	Description (when enabled)
	Keep Relative Positions	Retains the position of objects in relation to each other.
	Scale From Centers	Object centers remain centered when scaled.
	Scale Entire Story	Scales all text linked to the selected text (scales all text in the chain).
Text Box	Size	Scales the width and height of text boxes.
	Insets	Scales the spacing between the text and the sides of the box or column.
	Gutter	Scales the spacing between columns.
	1st Baseline	Scales the first baseline, which is the first line of text in each column.
	Inter-Para Max	Scales the maximum space between paragraphs of justified text.
	Frame Thickness	Scales the thickness of the frame (width of the box border).
	Runaround Outset	Scales the flow space of text around the box.
	Anchored Box	Scales anchored boxes, such as inline graphics.
	Baseline Shift	Scales the baseline shift value of text.
	Corner Radius	Scales the corner radius value (curvature).
Text Path	Thickness	Scales the thickness of the line.
	Length	Scales the length of the line.
	Runaround Outset	Scales the flow space of text around the text.
	Anchored Box	Scales anchored boxes, such as inline graphics.
	Baseline Shift	Scales the baseline shift value of text.
Character	Font Size	Scales the point size of text.
	Font Scale	Scales text horizontally or vertically while maintaining relative proportions.
Paragraph	First Line	Scales the first line indent value in paragraph attribute dialog.
	Left Indent	Scales the left indent value in paragraph attribute dialog.
	Right Indent	Scales the right indent value in paragraph attribute dialog.
	Leading	Scales the space between lines of text.
	Space Before	Scales the space between the selected and preceding paragraph.
	Space After	Scales the space between the selected and following paragraph.
	Tabs	Scales the space between set tab stops.

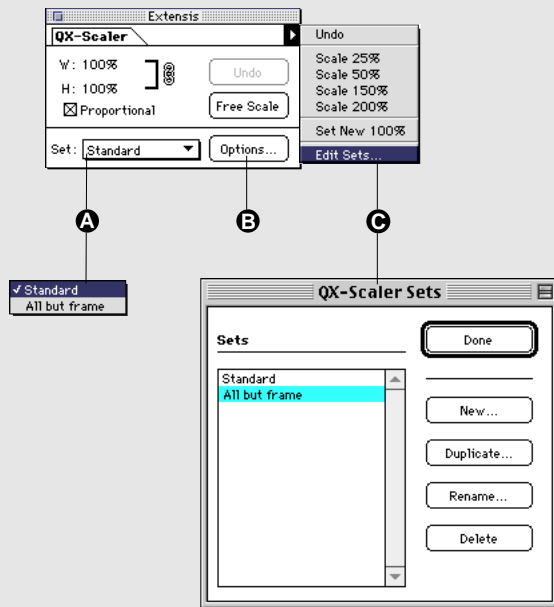
Selective Scaling Options List (continued)

Category	Attribute	Description (when enabled)
Rule Above	From Left	Scales the space between the left indent and the start of the rule.
	From Right	Scales the space between the right indent and the start of the rule.
	Offset	Scales the space between the bottom of the rule and first line of paragraph.
	Thickness	Scales the thickness (width) of the rule.
Rule Below	From Left	Scales the space between the left indent and the start of the rule.
	From Right	Scales the space between the right indent and the start of the rule.
	Offset	Scales the space between the top of the rule and last line of paragraph.
	Thickness	Scales the thickness (width) of the rule.
Picture Box	Size	Scales the picture box itself, not the contents of the box.
	Contents	Scales the picture inside the box, without scaling the box.
	Frame Thickness	Scales the thickness, or width, of the frame.
	Runaround Outset	Scales the flow of text around the box.
	Corner Radius	Scales the curvature value of the box.
No Content Box	Size	Scales the box without scaling the other box properties.
	Frame Thickness	Scales the thickness of the frame (width of the box border).
	Runaround Outset	Scales the flow of text around the box.
	Corner Radius	Scales the curvature value of the box.
Line	Thickness	Scales the thickness of lines.
	Length	Scales the length of lines.
	Runaround Outset	Scales the flow of text around lines.

QX-Scaler Sets

Create, delete, and rename sets in the Edit Sets dialog (C). Assign attributes to be scaled in the Options dialog (B). To use a Set, select it from the Set pop-up menu (A)—only those attributes enabled in the Set will be scaled.

- A Set pop-up menu: Displays the available Sets of scale attributes. Only the attributes enabled in the selected set will be scaled when the Scaling is invoked.
- B Set Options: Displays the attribute list for the Set selected in the Set pop-up menu (A). The attribute list provides access to all the item attributes that can be scaled either individually or in combination. *See page 40.*
- C Edit Sets dialog: Allows you select, create, rename, and delete Sets. Determine which attributes in the Set will be scaled by enabling them in the Set Options dialog (B).



To Create, Duplicate, or Rename a Set:

1. From the palette pop-up menu, select “Edit Sets...”
2. From the Edit Sets dialog, click “New,” “Duplicate,” or “Rename.”
3. Name the Set, then click “Done.”

The new Set or name will now be available from the Sets pop-up menu. New sets are configured with the “Default” Options setup until you reconfigure them.

To configure a Set:

1. On the QX-Scaler palette, click “Options.”
2. From the Sets pop-up menu, select the Set you want to configure.
3. Enable only the attributes that you want to have scaled when you use the Set. Or alternately, disable the attributes that you do not want to be scaled.
4. When you have finished configuring the Set, click “OK.”

To use a Set: Select it from the Sets pop-up menu on the QX-Scaler palette, then scale using QX-Scaler (*see page 35*).

QX-Layers

Tip

If you've used layers in a graphics application like Illustrator or FreeHand, you'll find that working with QX-Layers is very familiar.

QX-Layers increases the flexibility of QuarkXPress item stacking by giving you complete control over layering, including the ability to show and hide all the items on a layer at will.

This feature can be utilized any time you want to control the stacking of items, but is especially useful when creating regional documents—such as sales brochures with different pricing for different areas or groups: and for version tracking—where you can keep previous version information in the same document with the new information.

QX-Layers palette

A Layers tab

B Sets Pop-up: Select Layer Sets. Newly created layers are automatically added to the currently selected set.

C Layer List: Displays all layers in the selected set. Highlighted name indicates currently active layer [see **(K)**]. Double-click a layer name to edit it.

D Show/Hide: Click to show or hide individual layers. Eye icon indicates items on this layer are visible; no eye icon indicates items on this layer are currently hidden from view.

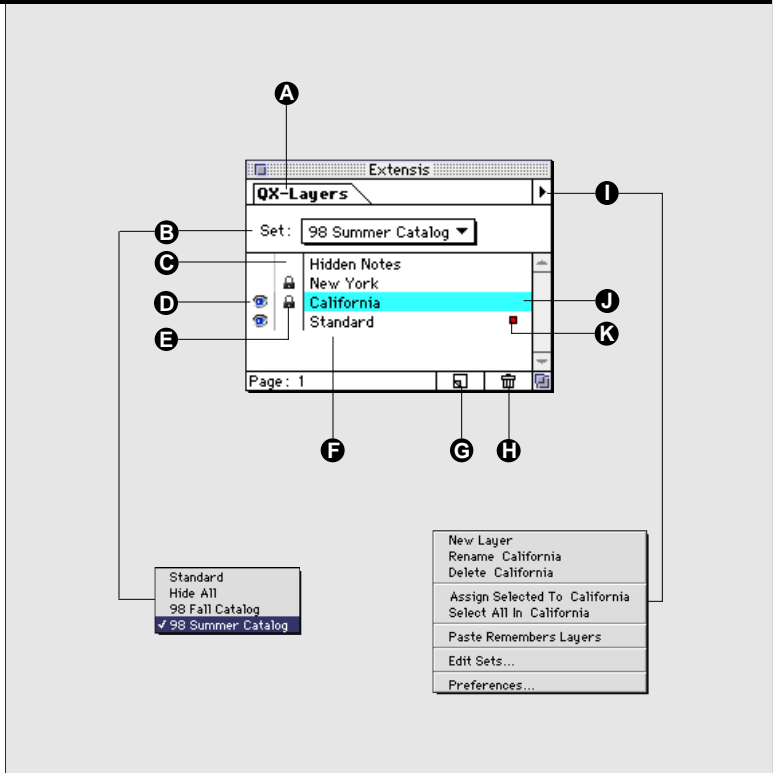
E Lock: Click to lock the layer. Lock icon indicates layer order cannot be changed and items on layer cannot be moved using the Item tool. Same as locking all the items on the layer individually in QuarkXPress.

F Standard Layer: The Standard layer contains all items in the document not assigned to any other layer. All newly created items are assigned to the Standard layer, unless another layer is activated (highlighted).

G New Layer Button: Click here to create a new layer.

H Trash: Click here to delete the selected layer. You will be prompted to choose whether to delete just the layer, or the layer and all items on it.

I Layer Options Pop-up: Perform layers related actions, such as: New Layer, Rename Layer, Delete Layer, Assign Selected Items to Layer, Select All in Layer, Paste Remembers Layers, Edit Sets, and Preferences.



J Active Layer: Highlighting indicates which layer is currently active. New items created in QuarkXPress are automatically assigned to the active layer.

K Currently Selected: Indicates which layer currently selected items are assigned to. If no items are selected, the red box will not appear. After items are selected, you can move them to another layer by dragging the red box to the destination layer.

Tip

To minimize confusion, we will use the term “Layers” when referring to QX-Tools Layers, and use Quark’s terminology “stacking order” when referring to QuarkXPress item layering.

QX-Layers and QuarkXPress Stacking Order

As you know from working with QuarkXPress, when you draw a new item, whether it be a text box, picture box, or line, it is automatically placed in front of all the other items on the page. This concept of different relative positions for items in the document is referred to in QuarkXPress as “stacking order.” You know that to change the stacking order of an item you must activate (select) it, then choose any of the stacking commands: Move Forward/Back; Send To Back/Bring to Front. You also know that you can apply the stacking order commands to multiple items (grouped or ungrouped), allowing you to move items together up and down the stacking order.

However, using just the basic stacking order commands in QuarkXPress, you have limited control over the stacking of items on the page. You can’t “see” which items occupy the same stacking order other than by looking at the results on the document page. And when you copy/paste or duplicate an item, it takes on the stacking order of the original—which may not be appropriate to your design. You may have to re-order the stacking of new items to keep them from overprinting other items. QX-Layers solves all this by expanding on the basic stacking ability of QuarkXPress. QX-Layers gives you the option of creating “layers” for items in your documents, so that you can more easily manage the order in which they appear.

Using the layering tools in QX-Layers you can easily see which items occupy the same layer, and you can name each layer to help you determine at a glance what type of items are placed on it. You can drag layers up or down a list to reorder the stacking, and then see the results interactively. You can even hide layers as you would in a graphics program, allowing some items to show through, and some to be completely hidden.

With QX-Layers, whatever you see on the page is what will print, so you can use the basic foundation of a single document for a number of different tasks—no need to duplicate documents and try to manage changes across multiple documents. You can lock layers so that they cannot be inadvertently moved or resized.


And creating layers doesn’t affect the way you move and rearrange items on your page—you can move items around as unrestrictedly as you do when you are not using layers.

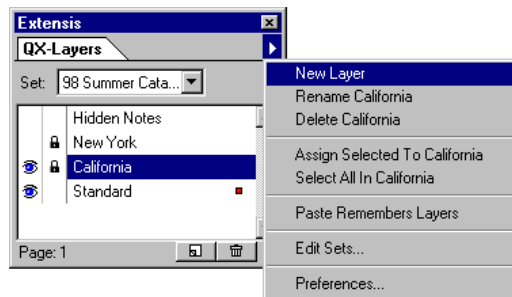
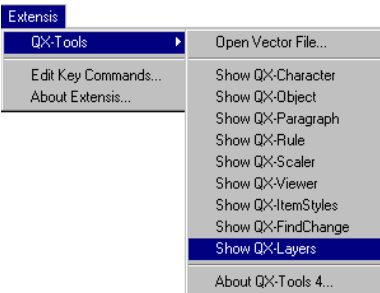
Here are some possible ways to use Layers:

- For a project with multiple price points, create just one document with product information, then add a layer for each different price point or group of points. Turn on and off the different pricing layers before printing to show just the information you want to show.
- When a document contains a number of picture boxes with callouts, put all the callouts on one layer, and place that layer at the top of the list. This ensures that callouts will always print on top of other items in the document.
- Use QX-Layers with Extensis BeyondPress to create a single document for both print and Web. Create your print layout, then make Web modifications on another layer. When you're done, let BeyondPress output the Web pages.

Creating, Deleting and Modifying Layers

To create a new Layer:

1. Select “Show Layers” from the Extensis > QX-Tools menu, or click the Layers tab on a QX-Tools palette.
2. Click the New Layer  button on the QX-Layers palette, or select “New Layer” from the palette pop-up menu.

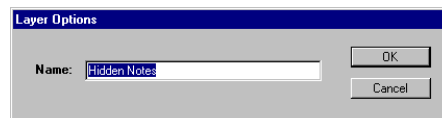


Tip

The “Standard” layer is the default layer. Items not assigned to any other layer are automatically assigned to the Standard layer. Since all items must be accounted for in the stacking order, this layer cannot be deleted. Aside from these distinctions, however, the Standard layer functions just like any other layer.

New layers will be added and given the name “Layer 2,” “Layer 3,” etc. The new layer will appear in the palette list with an eye icon to the left of the layer name, indicating that any items on this layer are currently visible.

4. If you wish to name the new layer, double-click its name, or select **Rename** from the palette pop-up menu. Enter a new name for the layer, then click “OK.”



Tip

To keep from having newly created items accidentally assigned to the wrong layer when you are not actively working with the Layers palette, make a habit of leaving the Layers palette with the Standard layer selected (highlighted).

To delete a Layer:

1. From the Layers palette, select the layer to be deleted.
2. Click the Trash button on the Layers palette, or select “Delete Layer” from the Layers Options pop-up.

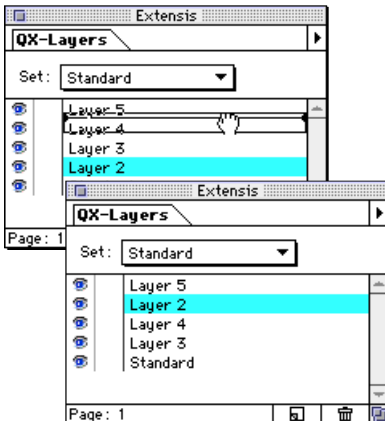
If there are items assigned to the layer that you are deleting, you will be presented with a dialog box asking you to choose whether to delete the layer and all items assigned to the layer, or to delete just the layer.

- 2a. Click “Layers Only” to delete the layer and keep the items. The items will automatically be reassigned to the “Standard” layer.



— or —

- 2a. Click “Layers & Art” to delete the layer and all items on it. Be careful—*this action cannot be undone!*



To reorder Layers:

1. Select a layer and drag it to a new position in the layer list.

The first layer on the list contains the top-most items in the stacking order; the last layer contains the bottom-most items.



Tip

Hidden and Locked layers cannot be modified. Be sure to unlock layers and make them visible before attempting to work on them.

To select all the items in a Layer:

1. Select a layer from the palette list.

The layer is highlighted.

2. Select the “Select All in Layer” option from the Layers Options pop-up.

All items assigned to the selected layer are selected.

To add selected items to a Layer:

1. Select one or more items in the document.
2. Select a layer from the Layers palette list.
3. Click the “Assign Selected to Layer” option from the Layers Options pop-up.

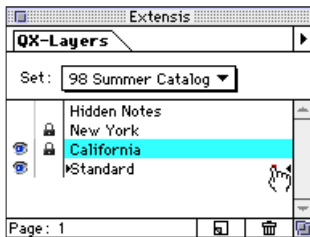
The selected items are added to the layer.

To move selected items from one layer to another:

1. Select one or more items in the document.
2. Observe which layer displays the little red box.
3. Drag the red box to the destination layer.

The selected items are moved to the destination layer.

Note: You can move the red box (representing selected items) from one layer to another without activating either layer, but the layers must be visible and unlocked.



To merge Layers:

1. Select the layer from the palette Layers list that contains the items you want to move to another layer.
2. Choose “Select All in Layer” from the Layers pop-up.
All items assigned to the selected layer are selected.
3. Select the destination layer.
4. Choose “Assign Selected to Layer” from the pop-up.
All items on the originating layer will be moved to the selected layer.
5. If you no longer need the original (empty) layer you can delete it by selecting the layer, then choosing “Delete Layer” from the pop-up.

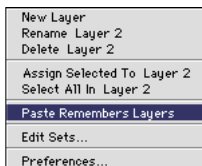
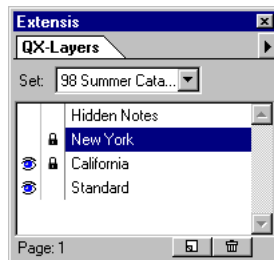
Tip

To toggle all layers except the target layer on or off, press **Option** (Macintosh) or **Alt** (Windows) while clicking the eye icon.



Tip

To toggle all the locks on or off except the target layer, press **Option** (Macintosh) or **Alt** (Windows) while clicking the lock icon.



Showing and Hiding Layers

The Eye icon in the far left column of the Layers list indicates whether the items on a layer are visible or hidden.

To Show or Hide layers:



Click in the Eye column (the right-most column on the palette) next to the layer name.

An eye icon indicates that the items on the layer are currently visible. No eye icon indicates that the items on the layer are currently hidden from view.

Note: Hidden layers will remain hidden if the document is opened in QuarkXPress without QX-Layers installed.

Locking Layers in Place

You can “lock” layers to ensure that the layer order is not accidentally changed, either by moving the layers up and down the Layer list, or by selecting an item and using the QuarkXPress stacking order commands (Move Forward/Backward; Send To Back/Bring to Front). Locking also ensures that items cannot be repositioned on the page.

To Lock or Unlock layers:

Note: Locking a layer has the same effect as selecting all the items on a layer then selecting “lock” from the QuarkXPress Item menu.



Click in the Lock column to the left of the layer name that you wish to lock.

A Lock icon indicates that the layer is locked. No lock icon indicates that the layer is unlocked, therefore the items can be re-ordered and re-located.

Paste Remembers Layers

When "Paste Remembers Layers" is enabled, copying an item that has been assigned to a Layer and pasting it in another document has this effect:

- If the layer associated with that object does not exist in the target document, the layer is created and the object stays assigned to the layer.
- If a layer with the same name exists in the target document, the pasted object is assigned to that layer.

Layer Sets

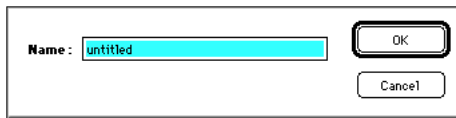
The Layer Sets option allows you to create different sets, or groups, of layers so you can hide and show multiple layers more easily.

To create a Set:

1. Choose Edit Sets from the pop-up menu.

The Edit Sets dialog box appears. From this dialog box you can create, edit, duplicate or delete sets.

2. Click “New,” then name the new Set, then click “OK.”



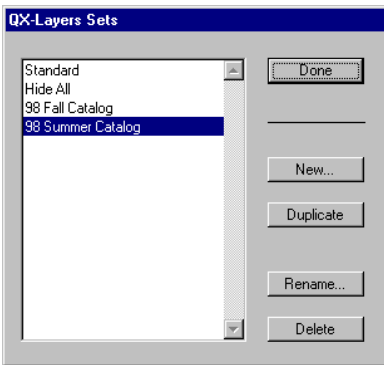
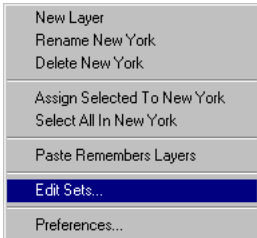
Once the new set is named, it is displayed in the Set pop-up menu.

3. Enter the parameters for the set, then click “Done.”

Show or hide layers, lock layers, etc.

Note: When a set is created, it automatically becomes the currently active set.

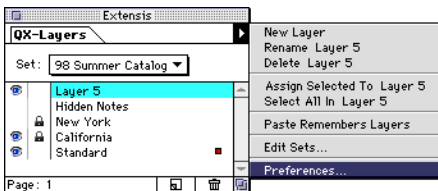
4. Switch back and forth between the new set and other sets to see the difference, adjusting layers and items as necessary to achieve the effect you want.



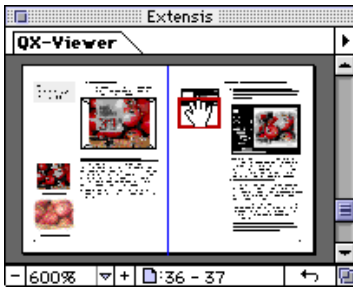
QX-Layers Preferences

The following options are available from the Preferences menu item on the Layers Options pop-up:

- **Boxes on different layers cannot be grouped**—If you select this option, you cannot group items in separate layers.
- **Keep items in layer**—If you select this option, all items moved to the front or sent to the back using QuarkXPress stacking order will be moved within the current layer. If you do not select this preference, items will be able to move between layers when Bring to Front or Send to Back is selected.



QX-Viewer



Tip

You can customize the magnification pop-up by adding viewing sizes that you use frequently. This allows you to move quickly between your favorite magnifications with a single click.

The QX-Viewer palette displays a resizable thumbnail representation of your document's pages and spreads. You can use the Viewer window to see your entire spread—even when you're zoomed in at 800%—or to look at one page or spread while working on another.

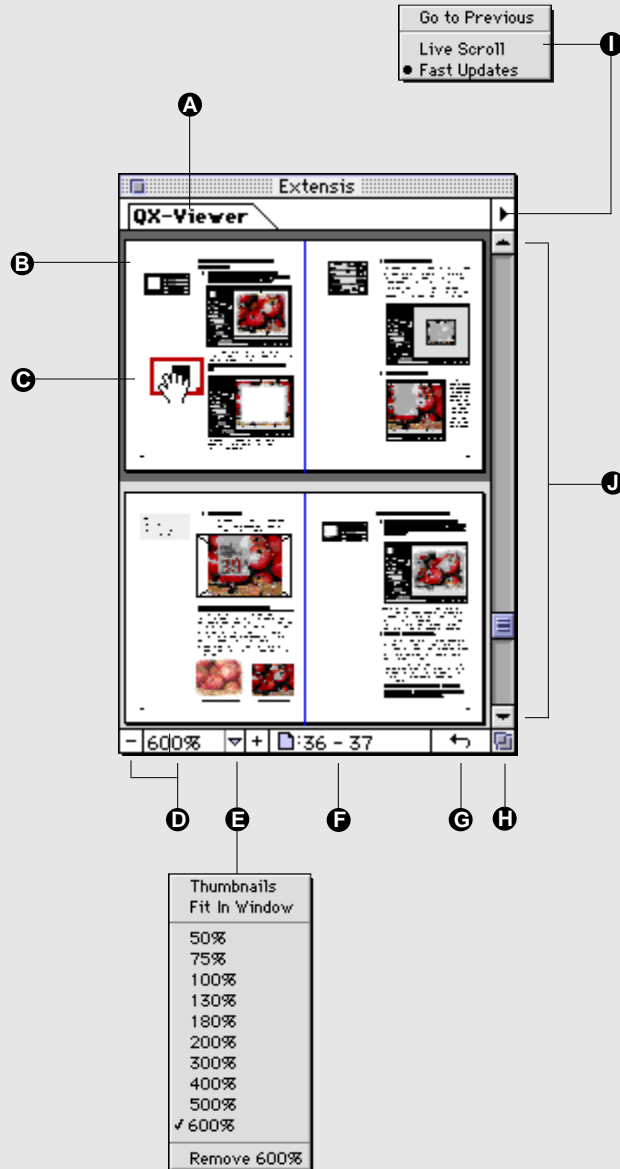
With QX-Viewer, once you've zoomed in to an area, you no longer need to zoom back out to see the whole spread, locate your new target, and then zoom back in. Instead, when you're ready to zoom in on a different section, simply drag the Viewer's red View Box over the area you wish to see and the document view will change to the new location, at the correct magnification.

QX-Viewer also simplifies the way you move through pages. You can move easily through your spreads using the View Box, or zip through the spreads with the Viewer's scroll bar slider and/or scroll arrows. When the number of the page or spread you wish to see appears in the page field, simply stop scrolling. QX-Viewer will then display the appropriate thumbnail. Thumbnails that have been displayed will be remembered by QX-Viewer and you will be able to see them as you scroll through the document using the Viewer. And when you want to return to the last spread the View Box was on, simply click the "Go to Previous" button.

The red View Box shows you just how much of the spread you are viewing at the specified magnification. You can move to a new magnification by entering it in the zoom value field, by selecting a magnification from the magnification pop-up menu, or you can click the "+" and "-" buttons to zoom in and out in increments of 50%.


QX-Viewer palette

- A** QX-Viewer tab
- B** Page/Spread Thumbnail: Displays a thumbnail of the selected page, spread, or multiple spread.
- C** View Box: Drag the red View Box to the area you wish to view; move the hand up and down the palette to select a new spread. The portion of the page that is viewable at the indicated magnification will be outlined in red. The thumbnail of the page or spread currently being displayed in the document window is displayed against a dark gray background; all other pages are displayed against a light gray background.
- D** Zoom Controls: Enter a new magnification value, or click the “+” and “-” buttons to move in increments of 50%. Or drag the magnification grow box in the lower right corner of the View Box. See *page 53*.
- E** Magnification pop-up: Select a standard magnification. Add or delete magnifications (*see page 53*).
- F** Page Indicator/Selector: Displays the current page or spread. Page numbers shown will be the document page number as set in the Section dialog, if this differs from the absolute page number as shown on the QuarkXPress Document Layout palette. Enter a page number in the selection field to go to that page or spread.
- G** Go to Previous Button: Click here to go to the last spread or page that the View Box was on.
- H** Grow Box: Click and drag to enlarge or reduce Viewer window.
- I** Viewer Options Pop-up: Allows you to access additional Viewer options.
 Go to Previous: Sets Viewer to the last page the View Box was on.
 Live Scroll: Enables updating the document view as you scroll the Viewer. You can toggle this feature on and off from the keyboard—*see page 54*.
 Fast Updates: Controls amount of time Viewer waits to update thumbnail after changes occur on the page.
- J** Scroll Controls: Drag the slider or click the up/down arrows to move through the document thumbnails. Click a thumbnail to bring the desired area into view in the document window.



Getting Started with QX-Viewer

To quickly put QX-Viewer to work for you:

- Open the QX-Viewer palette, then click and hold in the Viewer window until you see the red View Box and Hand cursor. Drag the hand over the area you wish to view, then press Return or Enter. The area you have selected will be displayed in the document window at the current magnification. Click the “previous” button  to go back and forth between the current area and the previously selected area.

Using QX-Viewer

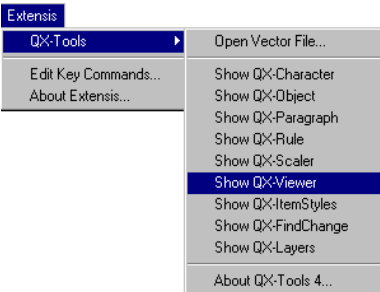
To open the QX-Viewer palette:

1. Select “Show QX-Viewer” from the Extensis > QX-Tools menu, or click the Viewer tab on a QX-Tools palette, or press the assigned key command.

The QX-Viewer palette appears. A small preview of the current spread is displayed in the palette window. The area of the spread currently being displayed in the document window is outlined by a red View Box.

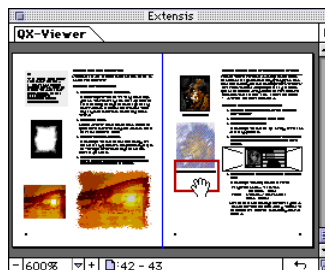
To use the Viewer:

1. With the Viewer palette active, drag the View Box over the area you wish to view.

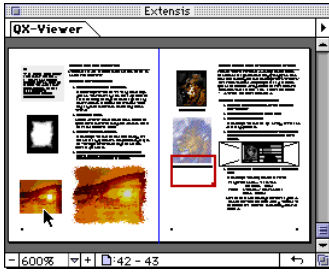


Tip

To view multiple spreads, enlarge the QX-Viewer window using the grow box in the lower right corner of the palette.



The area directly under the View Box will be centered in the document window. As you zoom in and out, this area will remain centered in the document window.



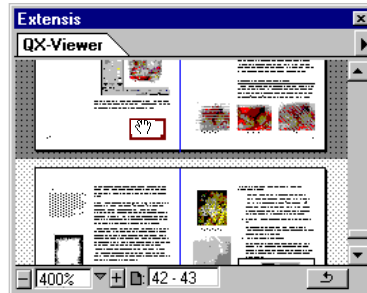
2. To view a different area on the same spread, click the arrow cursor on the area that you want to view. Or drag the View Box to the new location.

With the arrow cursor you can pinpoint a different location to view while the View Box continues to outline the area you are currently viewing in the document window. Click on the new area to change the view—the area under the tip of the arrow will be centered in the document window at the magnification indicated in the zoom field.

3. To move to a different spread, drag the Viewer's scrollbar slider until you see the page number of the spread you wish to view displayed in the Page field. Click the thumbnail, or press Return or Enter to change the document view to the selected location. Use the scroll arrows to “fine tune” the Viewer window.

— or —

Drag the View Box up and down to scroll through the spreads.

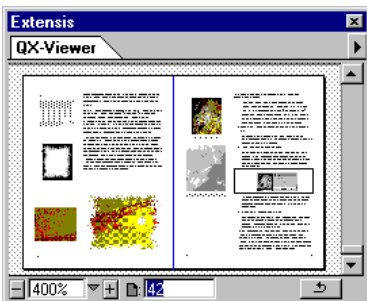


The page numbers in the Page number field under the Viewer window change to reflect the pages as they scroll through the Viewer. Simply stop when you see the page(s) you're interested in. When you stop scrolling, the thumbnail of the spread will be drawn. Thereafter QX-Viewer will remember the thumbnail and you will be able to see it as you scroll through the pages using the Viewer.


— or —

Enter the desired page number in the Page Number field. For spreads, enter either of the page numbers.

The page numbers in the Page Number field reflect the Section page numbers, as set in the QuarkXPress Page: Section dialog box. If you enter an invalid page number, the Viewer will revert to the current page or spread.



To Go to Previous page or spread:

- Click the “Go to Previous”  button, or select “Go to Previous” from the QX-Viewer pop-up menu.

Goes to the last page the View Box was on.

To resize the QX-Viewer palette:

- Click and drag from the grow box in the bottom-right corner of the QX-Viewer palette.


To change document Magnification:

- Click and drag from the grow box in the bottom-right corner of the View Box.

— or —

- Select the desired zoom percentage from the view size pop-up menu.

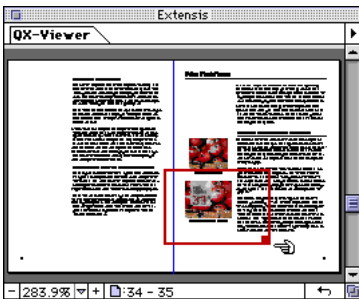
— or —

- Enter a value in the zoom field. 

— or —

- Click the “+” and “-” buttons to zoom in 50% increments.

Enter or select views from 10% to 600% (up to 800% Macintosh).



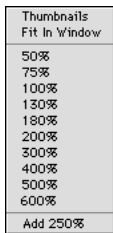
Customizing the Magnification Pop-up menu

Using the magnification pop-up menu you can add or remove customize zoom percentages as you work.

To Add a frequently used Zoom percentage:

1. Using any of the methods above, set the magnification to the percentage that you want added to the list.
2. From the magnification pop-up menu, select “Add nn%” where “nn” represents current magnification.

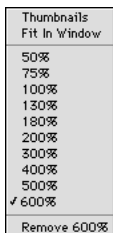
Your selection will be added to the list.



To Remove a Zoom percentage from the pop-up menu:

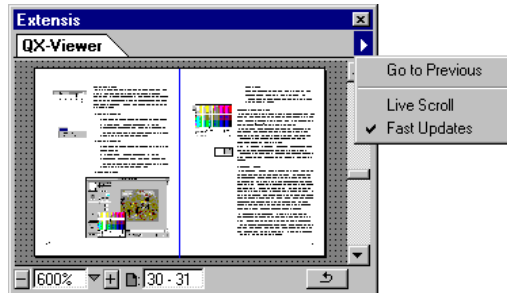
1. From the magnification pop-up menu, select the magnification that you want to remove.
2. Select “Remove nn%” where “nn” represents current magnification.

Your selection will be removed from the list.



QX-Viewer Options

The following options are available from the Viewer Options pop-up menu:



Tip

To quickly toggle Live Scroll on or off (depending on the menu selection), press the **Option** (Macintosh) or **Alt** (Windows) key as you drag the View Box around and/or click in the Viewer window.

- **Live Scroll**—Updates the document view as you move around in the Viewer. To enable Live Scroll, select it from the Viewer palette pop-up menu.
- **Fast Updates**—Controls the amount of time the Viewer waits before trying to update the thumbnail with changes made to the page. (Keeps the Viewer from interrupting your work to update its thumbnails.) To enable Fast Updates, select it from the Viewer palette pop-up menu.

QX-FindChange

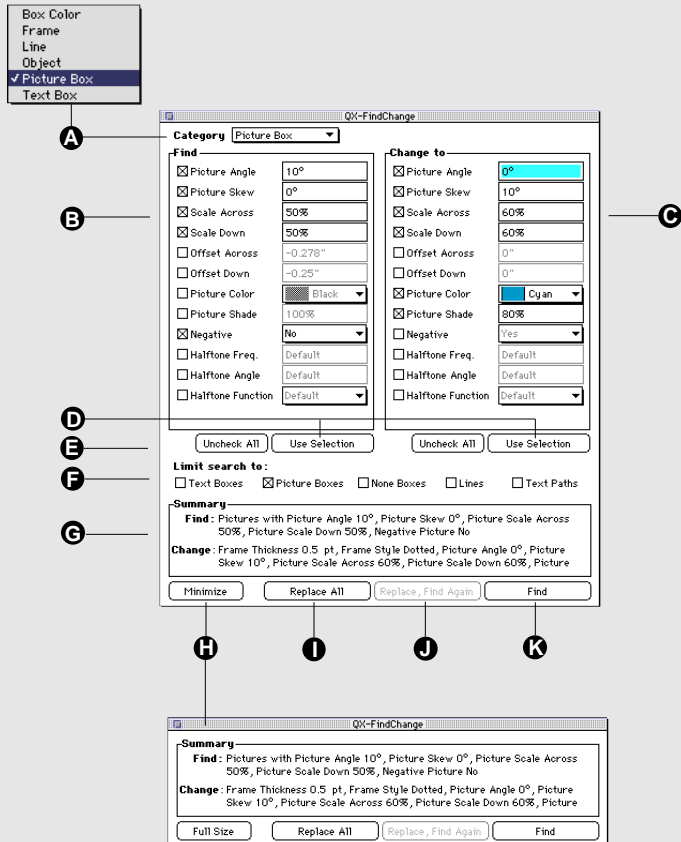
Tip

To base your Find or Change criteria on an existing item, select the item, then click the “Use Selection” button under the Find or Change to column.

QX-FindChange powerfully extends QuarkXPress search and replace to include nearly every type of QuarkXPress item imaginable, including text boxes, picture boxes, no content boxes, lines, colors, paragraphs, frames—even text on path parameters. QX-FindChange ensures that you will never again need to go page by page through your document laboriously locating and fixing inconsistent lines, boxes, and other item attributes. And using QX-FindChange is easy—if you’ve ever searched for text, you already know how to use FindChange to search for items.

QX-FindChange dialog

- A** QX-FindChange Category pop-up menu: Choose between six categories of attributes to search for. Categories are: Box Color, Frame, Line, Object, Picture Box, and Text Box.
- B** Find: Enter the parameters to be searched for.
- C** Change to: Enter the parameters to be applied to the found object.
- D** Use Selection: Click here to fill the fields with the attributes of the currently selected item.
- E** Uncheck All: Click to uncheck all entries in all categories. Allows you to start a new search without manually deselecting parameters from a prior search.
- F** Limit search to: Allows you to limit the search to any combination of Text Boxes, Picture Boxes, None Boxes, Lines, and Text Paths.
- G** Summary window: Displays a compact summary of the parameters to be searched for and/or replaced.
- H** Minimize/Full Size: Click here to expand or collapse the QX-FindChange window. Allows you to see more of the document page when searching item by item.
- I** Replace All: Replaces all occurrences of the Find parameters with the Change parameters without pausing to confirm the changes.
- J** Replace, Find Again: Click to replace the found selection with the Change parameters, then find the next occurrence.
- K** Find: Click to initiate the Find/Change operation. Press **Option** (Macintosh) or **Alt** (Windows) to Find First.



Getting Started with QX-FindChange

Tip

QX-FindChange works just like QuarkXPress Find and Find/Change: you enable and set attributes you want to use as Find criteria, and do the same for the attributes you want to Change.

Tip

You can find and replace items using ranges (>, <, =, , ,).

You can enter ranges using multiple keys (for example, ">=") according to the following:

- <> is same as
- >= is same as
- <= is same as

To quickly put QX-FindChange to work for you:

- If you do not want to use an existing item for either the “Find” or “Change to” parameters, simply open QX-FindChange from the Extensis > QX-Tools menu, select a category of attributes to find (choices are Box Color, Frame, Line, Object, Picture Box, and Text Box), then enable and configure the individual attributes that you want to search for and the attributes you want to have replaced. Select the type of item you wish to search for (choices are Text Boxes, Picture Boxes, None Boxes, Lines, and Text Paths), then click “Find” or “Find and Replace.”

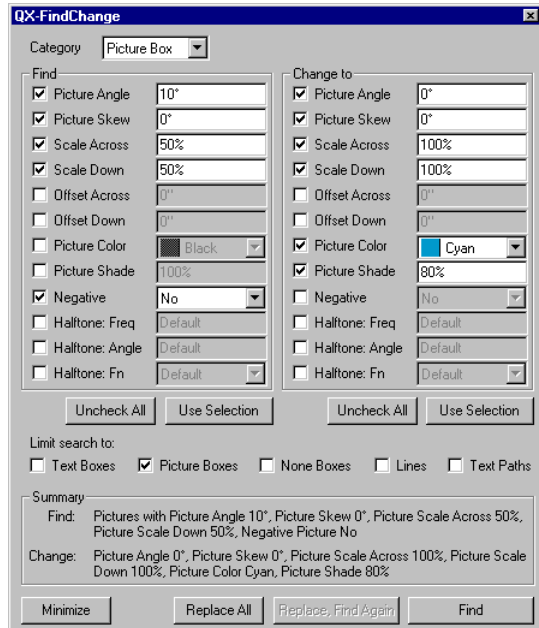
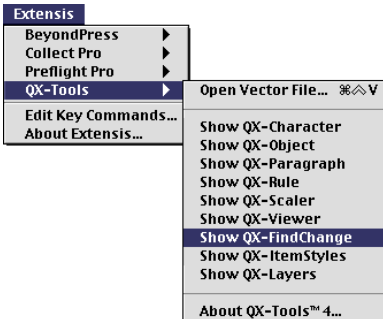
— *or* —

- If you do want to perform the search using attributes from an existing item (picture box, text box, none box, line, or text path), select the item. Your box or line can be simple or complex. Open QX-FindChange from the Extensis > QX-Tools menu. Click “Use Selection” under the Find column.
- If you also want to use an existing item to set the parameters to be changed, return to your document and select the item. Return to QX-FindChange and click “Use Selection” under the Change to column.
- From the Category pop-up, select the category of attributes that you want to have enabled for the Find and/or Change.
- Enable and configure the attributes you want to search for and the attributes you want to have replaced. If the desired attributes belong to more than one category, select each category in turn and enable and set the appropriate attributes.
- From the “Limit search to:” options, select the type of item(s) you want to search for.
- When you have finished enabling and setting the Find and Change to parameters, click “Find” or “Find and Replace” to locate and/or change the items matching the search criteria.

Using QX-FindChange

To search and/or replace using QX-FindChange:

1. Open QX-FindChange by selecting “Show QX-FindChange” from the Extensis > QX-Tools menu, or press the assigned key command.
2. From the Category pop-up menu, select the Category corresponding to the attribute(s) you want to find and/or change.



Tip

Click “Uncheck All” to quickly disable all the Find and/or Change to attributes in all categories at once.

3. Using the Find attribute fields, enable the desired options and enter values for the attributes to be searched for.
4. If you will also be replacing attributes, use the Change to attribute fields and enter the desired options and values for the attributes you want to use as replacements.
5. From the “Limit search to:” options, select the type of item(s) you want to search for (choices are Text Boxes, Picture Boxes, None Boxes, Lines, and Text Paths).

Some attribute categories apply to more than one type of item. For example, when searching for colored boxes you could search for all Text Boxes and Picture Boxes and None Boxes with the same color, shade, blend, etc.

Tip

To search from the beginning, press **Option** (Macintosh) or **Alt** (Windows). The “Find” key will change to “Find First.”

Note: The Option/Alt modifier keys also allow you to delete items (see Tip below). While pressing the modifier key, select the function you want by clicking the appropriate button.

Tip

To Delete found items, press **Option** (Macintosh) or **Alt** (Windows). The “Replace All” button will change to “Delete All” and the “Replace/Find Again” button will change to “Delete/Find Again.”

5. Click “Find” to initiate the search.

Your document will be searched from the cursor and stop on the first item matching the specified attributes.

Found items will appear selected in the upper-left corner of the document window. You can minimize the QX-Find-Change window and/or move it out of the way to see more of the item or page.

6. Depending on your needs and what was found, click “Replace All,” “Replace, Find Again” or “Find.”

7. Click the Close Box in the upper-left corner to exit the QX-FindChange dialog box and return to your document.

To search and/or replace using attributes from an existing item:

1. Select the item you wish to use for the search or replace criteria.
2. Open QX-FindChange by selecting “Show QX-FindChange” from the Extensis > QX-Tools menu, or press the assigned key command.
3. Click the “Use Selection” button under the Find or Change to column, depending on your needs.

The attribute fields in all categories will be filled with the attributes of the currently selected item.

4. If you wish to use attributes from another item for the other (Find or Change) criteria, return to your document and select the new item. Return to QX-FindChange and click the appropriate “Use Selection” button.
5. Continue with steps 2 through 7 on page 57.

The attributes filled in during steps 3 and 4 will not be enabled until you select the appropriate categories and enable the attributes associated with them.

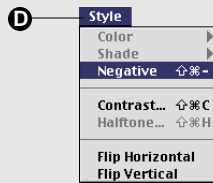
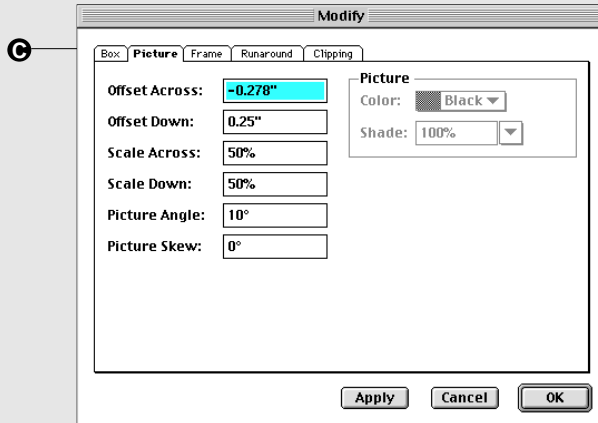
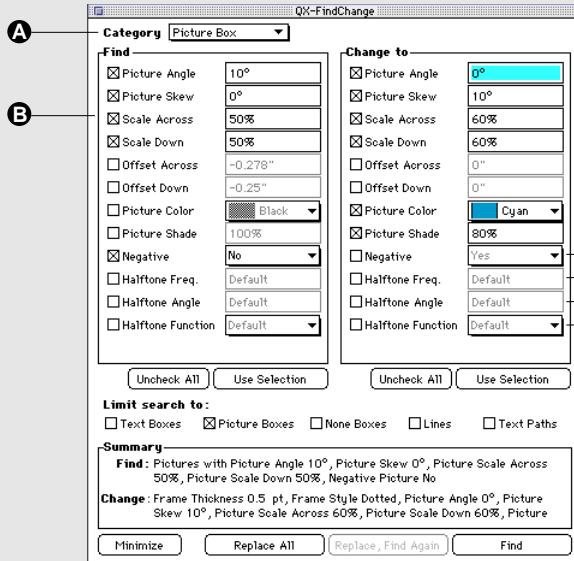
QX-FindChange—Picture Box Attributes

The Picture Box category allows you to find and replace objects based on attributes from the QuarkXPress “Modify: Picture” dialog and the QuarkXPress “Style” menu.

- A Picture Box Category
- B Picture Box Find and Change To Attributes
- C QuarkXPress Modify:Picture tab: QuarkXPress attributes available as Find and/or Change to criteria in the Picture Box category.
- D QuarkXPress Style Menu
- E Negative and Halftone:QuarkXPress attributes available as Find and/or Change to criteria in the Picture Box category.

Note: The QuarkXPress Modify: Picture attributes “Flip Horizontal/Vertical” and “Suppress Picture Printout” are available in QX-FindChange from the “Object” Category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



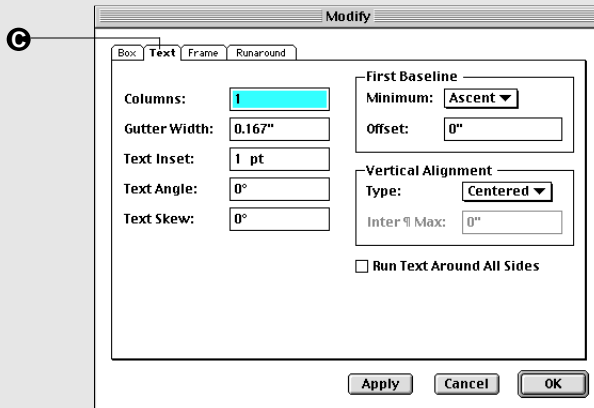
QX-FindChange—Text Box Attributes

The Text Box category allows you to find and replace objects based on attributes from the QuarkXPress Modify Text dialog.

- A Text Box Category
- B QX-FindChange Text Box attributes
- C Text Tab:QuarkXPress “Text” attribute tab of the Modify dialog.

The QuarkXPress Modify Text attributes “Flip Horizontal/Vertical” are available from the QX-FindChange “Object” Category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.

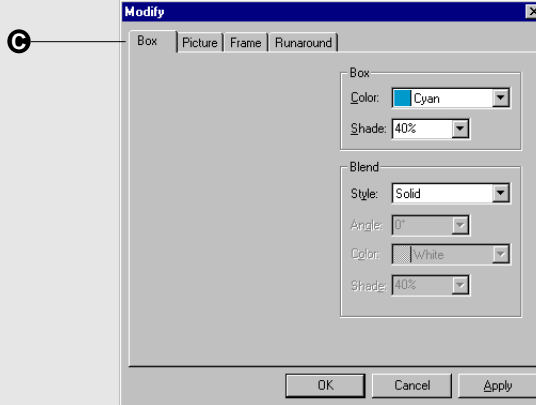
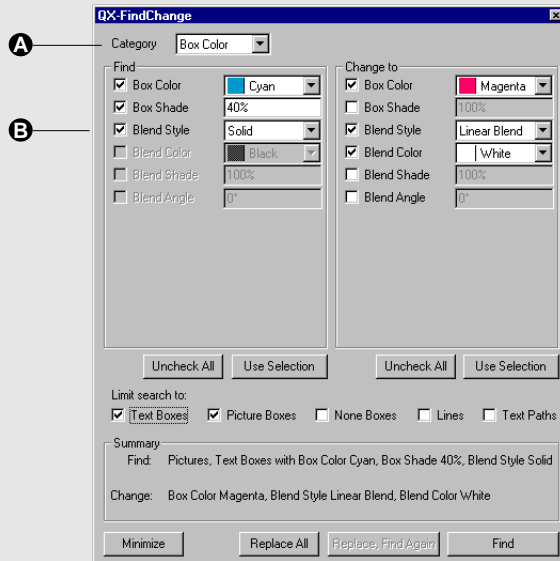


QX-FindChange—Box Color Attributes

The Box Color category allows you to find and replace objects based on the Box and Blend color attributes in the QuarkXPress “Modify: Box” dialog.

- A Box Color Category
- B Box Color Find and Change to Attributes
- C QuarkXPress Modify:Box tab: QuarkXPress attributes available as Find and/or Change to criteria in the Box Color category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



QX-FindChange—Object Attributes

The Object category allows you to find and replace objects based on attributes (other than color) from the QuarkXPress “Modify: Box” dialog, plus Flip Horizontal and “Flip Vertical” from the QuarkXPress Style menu.

A Object Category

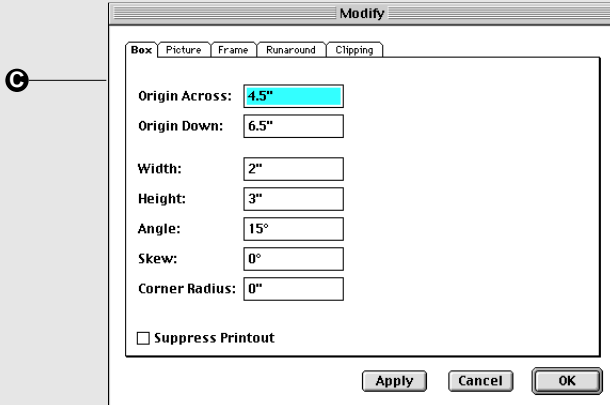
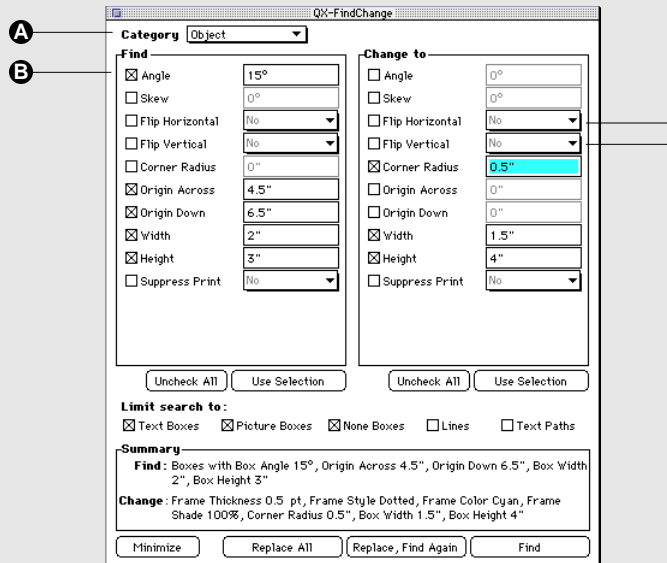
B Object Find and Change To Attributes

C QuarkXPress Modify: Object tab: QuarkXPress attributes available as Find and/or Change to criteria in the Object category.

D QuarkXPress Style Menu

Note: Box Color find/change attributes are set from the Box Color category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.

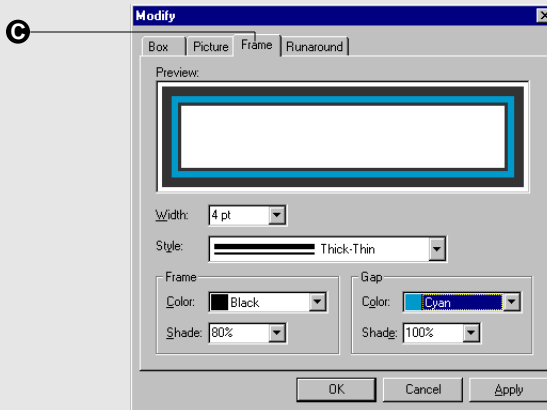
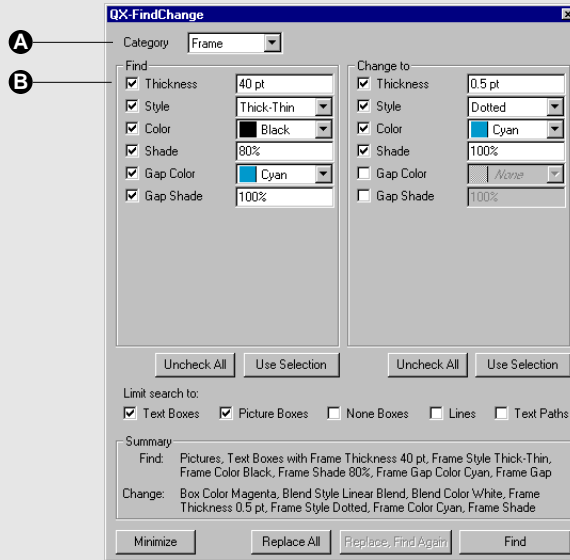


QX-FindChange—Frame Attributes

The Frame category allows you to find and replace objects based on attributes in the QuarkXPress “Modify: Frame” dialog.

- A Frame Category
- B Frame Find and Change To Attributes
- C QuarkXPress Modify:Frame tab: QuarkXPress attributes available Find and/or Change to criteria in the Frame category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.

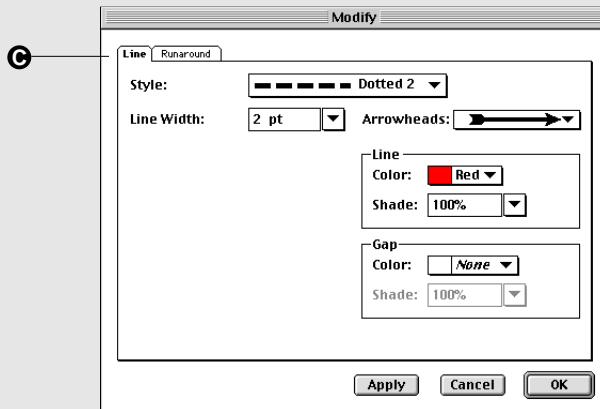
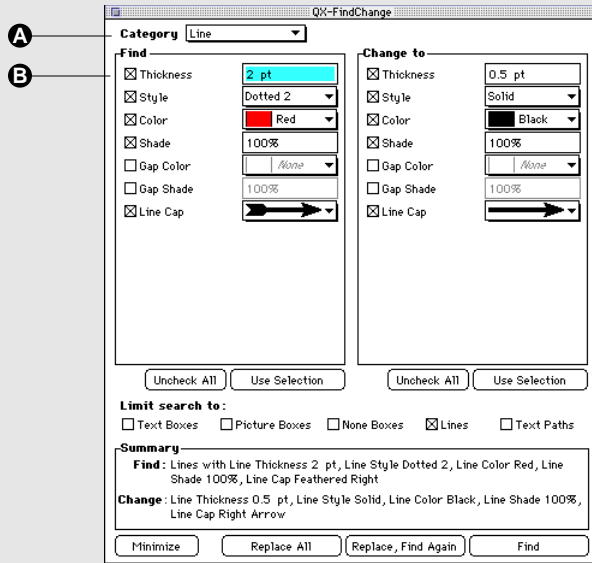


QX-FindChange Line Attributes

The Line category allows you to find and replace objects based on attributes in the QuarkXPress "Modify: Line" dialog.

- A Line Category
- B Line Find and Change To Attributes
- C QuarkXPress Modify:Line tab: QuarkXPress attributes available Find and/or Change to criteria in the Line category.

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



QX-FineTune

Tip

To increase the value in a field by 10, press the **Shift** key while clicking the up or down arrow.

For finer tuning in 1/10 units, press the **Option** (Macintosh) or **Alt** (Windows) key while clicking the up or down arrows.

QX-FineTune allows you to apply popular paragraph, character, object, and rule attributes available in QuarkXPress more quickly and interactively. Rather than working with these attributes in dialog boxes, QX-FineTune gives you the power to work from a floating palette, with the ability to see the results as you make changes, using the interactive controls to “fine tune” elements in your layout. Each of the four QX-FineTune palettes can be docked individually or together, giving you the freedom to manage text, rule, and object attributes with just a click of the mouse.

QX-FineTune XTensions

The four QX-FineTune XTensions are:

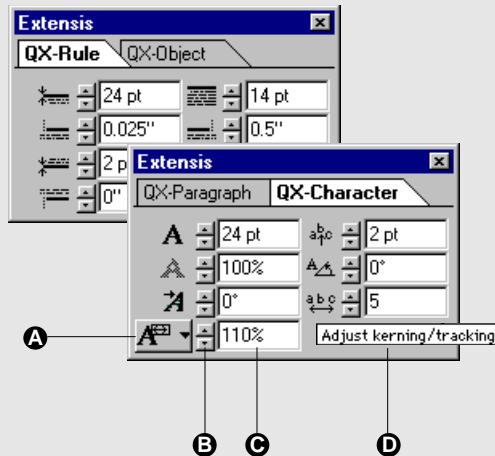
QX-Paragraph: Lets you adjust paragraph indentation and spacing.

QX-Character: Lets you adjust character attributes such as point size, baseline shift, shading, kerning/tracking, and horizontal and vertical scaling.

QX-Object: Lets you adjust text and picture boxes, including frame thickness and shading, box skew, background shading, text inset, gutter width, and number of columns.

QX-Rule: Lets you set and adjust paragraph rule properties including creation of rules above and below, rule thickness, and inset.

- A Attribute icon: Provides a graphical representation of the attribute that is applied using the indicated control.
- B Value controls: Click the up or down arrow to increase or decrease the value of the attribute applied. To remove an attribute, reduce the value to zero.
- C Hot Help/Tool Tips: Place the mouse over an attribute to display attribute name/function.
- D Value field: Displays attribute value as applied by the value control arrows. You can also enter values directly into value fields. You can enter values in any QuarkXPress measurement (picas, points, millimeters, and inches). To remove an attribute, reduce the value to zero.



QX-Paragraph

Tip

To help you quickly identify attributes on the QX-FineTune palettes, place the mouse over each attribute until the Hot Help (Macintosh) or Tool Tip (Windows) appears.

The QX-Paragraph palette lets you interactively modify 7 paragraph attributes: left indent, first line indent, right indent, space before and after paragraph, and character and line count drop caps.

To apply Paragraph attributes:

1. Select (highlight) one or more paragraphs in your document, or click in a paragraph.
2. Select “Show QX-Paragraph” from the Extensis > QX-Tools menu, or click the QX-Paragraph tab on a QX-Tools palette.
3. On the palette, locate the attribute icon for the attribute you want to change.
4. Click the up or down arrows for the attribute on the palette and observe your selected text. Adjust as required to achieve the effect you want.

— or —

4. Enter a value into the attribute’s value field, then press Return or Enter.

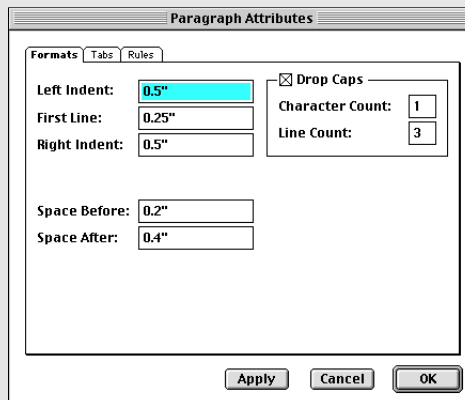
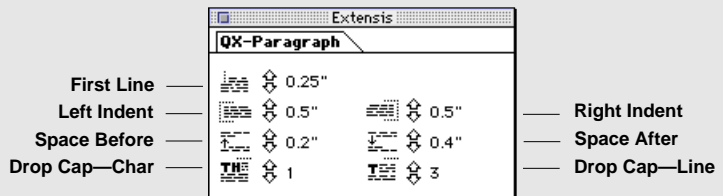
QX-Paragraph Attribute Equivalents

Seven paragraph and text attributes can be applied and modified from the QX-Paragraph palette. The attributes are organized from left to right on the palette.








QX-Paragraph attributes are found in the QuarkXPress “Paragraph Attributes: Formats” dialog. The paragraph attributes are:

- | | |
|--------------------------------|---------------------------|
| 1 First Line Indent | |
| 2 Left Indent | 3 Right Indent |
| 4 Space Before | 5 Space After |
| 7 Drop Caps
Character Count | 8 Drop Caps
Line Count |

For information on each attribute and how it affects document text, see your QuarkXPress documentation.



Paragraph Attributes

Icon/Attribute Name	Function
 First Line Indent	To indent the first line of a paragraph, enter a positive value in this field. To create a hanging indent, enter a negative value in this field. (Same attribute as "First Line" in the Style > Paragraph Attributes > Formats dialog.)
 Left Indent	To indent the entire paragraph, enter a value in this field. Left Indent plus Right Indent must be less than the width of the column or text box. (Same attribute as "Left Indent" in the Style > Paragraph Attributes > Formats dialog.)
 Right Indent	To indent the entire paragraph, enter a value in this field. Left Indent plus Right Indent must be less than the width of the column or text box. (Same attribute as "Right Indent" in the Style > Paragraph Attributes > Formats dialog.)
 Space Before ¶	To add space between the selected paragraph and the paragraph preceding it, enter a value in this field. (Same as "Space Before" in the Style > Paragraph Attributes > Formats dialog.)
 Space After ¶	To add space between the selected paragraph and the paragraph following it, enter a value in this field. (Same as "Space After" in the Style > Paragraph Attributes > Formats dialog.)
 Drop Cap - Line	To create a drop cap spanning a number of lines, enter the line count in this field. This value is never less than two. (Same as "Drop Caps: Line Count" in the Style > Paragraph Attributes > Formats dialog.)
 Drop Cap - Char	To create a drop cap affecting more than one character, enter the character count in this field. (Same as "Drop Caps: Character Count" in the Style > Paragraph Attributes > Formats dialog.)

QX-Character

The QX-Character palette lets you interactively modify 7 character and text attributes: font size, shading, baseline shift, text angle, text skew, kern/track amount, and horizontal/vertical scaling.

To apply Character attributes:

1. Select (highlight) one or more characters in your document.
2. Select “Show QX-Character” from the Extensis > QX-Tools menu, or click the QX-Character tab on a QX-Tools palette.
3. On the palette, locate the attribute icon for the attribute you want to change.
4. Click the up or down arrows for the attribute on the palette and observe your selected text. Adjust as required to achieve the effect you want.

— or —

4. Enter a value into the attribute’s value field, then press Return or Enter.

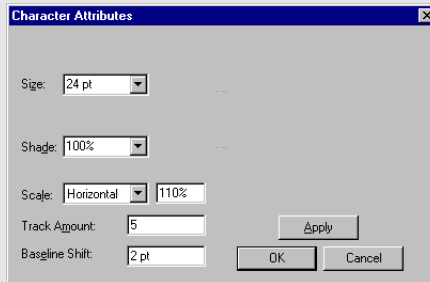
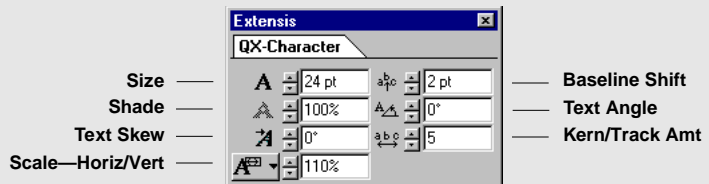
QX-Character Attribute Equivalents

Seven character and text attributes can be applied and modified from the QX-Character palette.









QX-Character attributes are found in the QuarkXPress “Character Attributes” and “Modify: Text” dialogs. The character attributes are:

- | | |
|-------------------------------|------------------|
| 1 Size | 2 Baseline Shift |
| 3 Shade | 4 Text Angle |
| 5 Text Skew | 6 Kern/Track |
| 7 Scale:Horizontal / Vertical | |

For information on each attribute and how it affects document text, see your QuarkXPress documentation.



Character Attributes

Icon/Attribute Name	Function
 Font Size	To increase the font size of the selected text, increase the value in this field. To decrease the font size, reduce the indicated value. (Same as “Font Size” in the Style > Character Attributes dialog.)
 Baseline Shift	To position selected text above the baseline, enter a positive value in this field. To position selected text below the baseline, enter a negative value. (Same as “Baseline Shift” in the Style > Character Attributes dialog.)
 Character Shading	To set the shading of selected characters between 0% and 100% of the applied color, enter the target percentage in this field. (Same as “Shade” in the Style > Character Attributes dialog.)
 Text Angle	To rotate all the text and columns within an active text box, enter a positive target angle between 0° and 360° in this field. (same as “Text Angle” in the Item > Modify > Text dialog.)
 Text Skew	To slant all the characters in an active box to the right, enter a value between -75° and 75°. (Same as “Text Skew” in the Item > Modify > Text dialog.)
 Kern/Track	To increase the space between two characters (Kern), or between multiple characters in selected text (Track), enter a positive value in this field. To decrease the spacing, enter a negative value. (Same as “Kern/Track” in the Style > Character Attributes dialog.)
 Horizontal Scaling	To change the width of selected text without changing the height, select the Horizontal Scaling icon from the Scaling attribute pop-up menu. To increase character width, increase the value in this field. To decrease character width, reduce this value. (Same as “Scale” in the Style > Character Attributes dialog.)
 Vertical Scaling	To change the vertical height of selected text without changing the width, select the Vertical Scaling icon from the Scaling attribute pop-up menu. To increase character height, increase the value in this field. To decrease character height, decrease this value. (Same as “Scale” in the Style > Character Attributes dialog.)

QX-Object

The Item palette lets you interactively modify 7 item attributes: frame thickness and shading, object skew, background shading, text inset, number of columns and column gutter width.

To apply Object attributes:

1. Select (highlight) items in your document.
2. Select “Show QX-Object” from the Extensis > QX-Tools menu, or click the QX-Object tab on a QX-Tools palette.
3. On the palette, locate the attribute icon for the attribute you want to change.
4. Click the up or down arrows for the attribute on the palette and observe your selected object. Adjust as required to achieve the effect you want.

— or —

4. Enter a value into the attribute’s value field, then press Return or Enter.

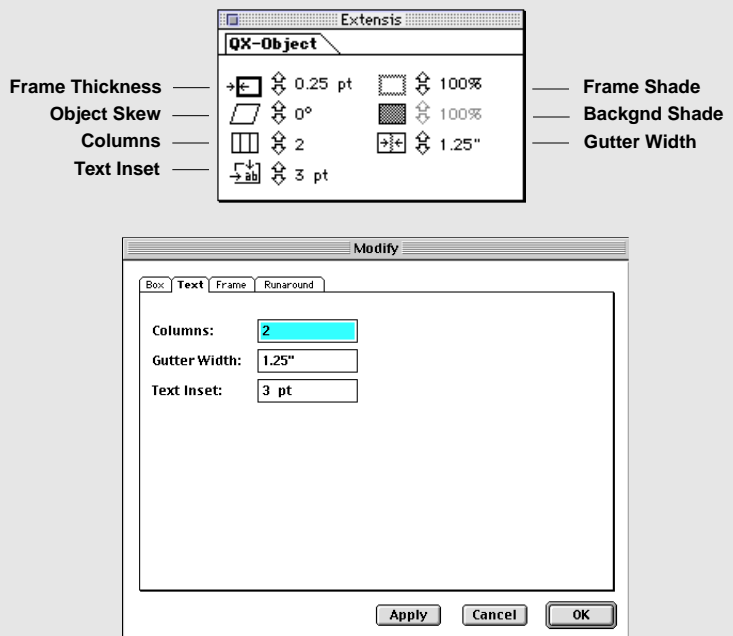
QX-Object Attribute Equivalents

Seven object attributes can be applied and modified from the QX-Object palette.








QX-Object attributes are found in the QuarkXPress “Modify:Frame,” “Modify:Box,” and “Modify:Text” dialogs. The object attributes are:

- | | |
|-------------------|------------------------------------|
| 1 Frame Thickness | 2 Frame Shade |
| 3 Object Skew | 4 Background Shade |
| 5 Columns | 6 Gutter Width
(Column Spacing) |
| 7 Text Inset | |

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



Object Attributes

Icon/Attribute Name	Function
 Frame Width	To create a frame, enter a positive value in this field. To increase the width (line thickness) of a frame, increase the value in this field; to decrease the width of a frame, decrease this value. To remove the frame(s), enter a width of zero. (Same as “Width” in the Item > Modify > Frame dialog.)
 Frame Shade	To set the shading of a selected frame between 0% and 100% of the applied color, enter the target percentage in this field. (Same as “Shade” in the Item > Modify > Frame dialog.)
 Object Skew	To slant the selected box to left or right, enter a value between -75° and 75° in this field. (Same as “Skew” in the Item > Modify > Box dialog.)
 Background Shade	To set the background shading of the selected box between 0% and 100% of the applied color, enter the target percentage in this field. (Same as “Box: Shade” in the Item > Modify > Box dialog.)
 Number of Columns	To create columns in the selected box, enter the number of columns in this field. Column number can never be less than one. (Same as “Columns” in the Item > Modify > Text dialog.)
 Column Gutter Width	To set gutter width (space between columns) enter the width value in this field. (Same as “Gutter Width” in the Item > Modify > Text dialog.)
 Text Inset	To set the distance between the edge of the selected text box and the text within it, enter a value in this field. For example, a value of 6 points will create a distance of 6 points between the box edge and the bounding box of the character. A value of zero places text touching the box. (Same as “Text Inset” in the Item > Modify > Text dialog.)

QX-Rule

The Rule palette lets you interactively modify 8 attributes: offset of rules above and below a paragraph, rule thickness, and rule offset and indent properties.

To create Rules and apply Rule attributes:

1. Select (highlight) the paragraph(s) you wish to add a rule to.
 2. Select “Show QX-Rule” from the View menu, or click the QX-Rule tab on a QX-Tools palette.
 3. On the palette, locate the attribute icon for the rule attribute you want to add or change.
 4. Click the up or down arrows and observe your selected text. Adjust as required to achieve the effect you want.
- or —
4. Enter a value into the attribute’s value field, then press Return or Enter.

QX-Rule Attribute Equivalents

You can create rules both above and below paragraphs, and apply four other attributes to each type of rule from the Rules palette. A value of zero indicates that the paragraph has no rule.

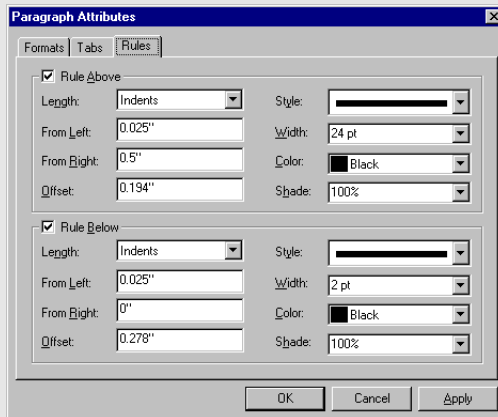
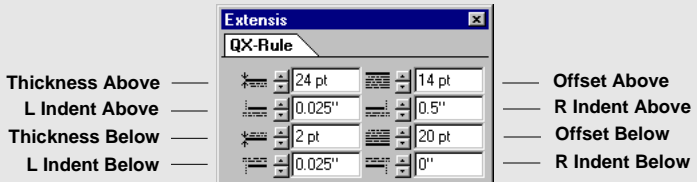
Rule Above attributes:

- | | |
|---------------|----------------|
| 1 Thickness | 2 Offset |
| 3 Indent Left | 4 Indent Right |









Rule Below attributes:

- | | |
|---------------|----------------|
| 5 Thickness | 6 Offset |
| 7 Indent Left | 8 Indent Right |

For information on each attribute and how it affects document objects, see your QuarkXPress documentation.



Rule Attributes

Icon/Attribute Name	Function
 Thickness Above ¶	To create a Rule Above selected paragraphs, or to change the thickness of an existing Rule, enter a value in this field. Thickness is calculated in pts. (Same as “Width: Rule Above” in the Style > Paragraph Attributes > Rules dialog.)
 Thickness Below ¶	To create a Rule Below selected paragraphs, or to change the thickness of an existing Rule, enter a value in this field. Thickness is calculated in pts. (Same as “Width: Rule Below” in the Style > Paragraph Attributes > Rules dialog.)
 Offset Above ¶	To add space between a Rule Above the selected paragraph(s) and the preceding paragraph(s), enter a value in this field. This attribute is disabled until the thickness of a rule is greater than zero. (Same as “Offset: Rule Above” in the Style > Paragraph Attributes > Rules dialog.)
 Offset Below ¶	To add space between a Rule Below the selected paragraph(s) and the following paragraph(s), enter a value in this field. This attribute is disabled until the thickness of a rule is greater than zero. (Same as “Offset: Rule Below” in the Style > Paragraph Attributes > Rules dialog.)
 Left Inset Above ¶	To offset a Rule Above from the left margin, enter a value in this field. (Same as “From Left: Rule Above” in the Style > Paragraph Attributes > Rules dialog.)
 Right Inset Above ¶	To offset a Rule Above from the right margin, enter a value in this field. (Same as “From Right: Rule Above” in the Style > Paragraph Attributes > Rules dialog.)
 Left Inset Below ¶	To offset a Rule Below from the left margin, enter a value in this field. (Same as “From Left: Rule Below” in the Style > Paragraph Attributes > Rules dialog.)
 Right Inset Below ¶	To offset a Rule Below from the right margin, enter a value in this field. (Same as “From Right: Rule Below” in the Style > Paragraph Attributes > Rules dialog.)

Appendix A: Troubleshooting

Tip

For up-to-date information on QX-Tools 4.0, and to view a list of Frequently Asked Questions, visit the QX-Tools page of the Extensis Web site: <http://www.extensis.com>.

General

Question: Why can't I dock my QuarkXPress palettes with my QX-Tools palettes?

Reason: Native QuarkXPress does not provide palette docking capability. Extensis has developed a palette docking technology for QX-Tools XTensions, and will be making that technology available to other XTension developers in the Fall of 1998.

QX-Scaler

Question: After importing an EPS file using QX-VectorEdit, I am attempting to scale the images using QX-Scaler. QX-Scaler is giving me "Some items are too small to scale." errors. Why?

Reason: QX-VectorEdit is capable of importing items that are as small as 1 pt. When you attempt to scale these small items, QuarkXPress is complaining because it can not understand objects smaller than 1 pt.

Remedy: Use QX-FindChange to find objects that are less than five (5) pt. After finding the objects you can evaluate whether you want to increase their size so that the whole group can be scaled, or perhaps delete those objects if they are so small that it would not affect the overall image.

Question: Why does the QX-Scaler Undo become disabled after I've used the Free Scale button?

Reason: If you press the Free Scale button, drag-scale an item, then change your mind and immediately drag-scale again, for the second drag-scale you will have inadvertently used QuarkXPress native group-scaling. When you press "Free Scale," the first drag-scale is done with QX-Scaler. When you release the mouse, QX-Scaler resizes the group as you specified, then QX-Scaler disengages. At this point, QuarkXPress scaling becomes active. So when you drag-scale again without selecting "Free Scale," QuarkXPress is doing the scaling, not QX-Scaler. Thus Undo is not available.

Remedy: Remember to press "Free Scale" each time you perform a drag-scale.

QX-VectorEdit

Question: Some of my PostScript files are opening as a blank document.

Reason: These files may be Illustrator 88 files or files that are using a set of Postscript comments that QX-VectorEdit does not understand.

Remedy: Open the original document in the vector-based application (e.g. Adobe Illustrator, Macromedia FreeHand, etc.) and resave the document as an EPS file.

Question: When I open a vector file with QX-VectorEdit it is telling me there were errors.

Reason: QX-VectorEdit may have detected items that would have been placed in QuarkXPress as items smaller than 1 pt. in size—QuarkXPress cannot create items that are smaller than 1 pt. There may also have been a Beziér shape that QuarkXPress could not understand.

Remedy: For objects that are very small, look to see if those items affect the overall look of your document. If they do not, or if the converted file looks okay without these items, you may not need to recreate those objects. If the items are important to the document, you may want to consider recreating them using Quark's native Beziér tools.

Question: When I import a shape that has a frame and a fill, I get more than one Quark object.

Reason: A vector object that has a stroke is interpreted as a Beziér shape. QuarkXPress does not create fully closed objects when using the Beziér tools—the stroke ends up having an end point that can not be filled. So the fill for that vector shape must be imported by QX-VectorEdit as a separate shape so that the fill attributes can be captured.

Question: I have a PDF file with embedded fonts. When I use QX-VectorEdit, the fonts are not imported.

Reason: The PDF library used by QX-VectorEdit does not support embedded fonts.

Remedy: Resave the file as an EPS file with embedded fonts.

Question: Why are colors created by QX-VectorEdit different than in my original document?

Reason: QX-VectorEdit recreates colors from PostScript files in a way that will remove redundant colors. For example: Imagine that you create a color named “Purple” that is 30% cyan and 40% magenta. You then create two boxes, one filled with Purple at a 50% shade, the other filled with Purple at a 100% shade. When these colors are presented to QX-VectorEdit, they are expressed as 15% cyan and 20% magenta for the first box, and 30% cyan and 40% magenta for the second box. Rather than creating two separate colors, QX-VectorEdit “equalizes” the two colors, producing a “new” Purple that is 75% cyan and 100% magenta. QX-VectorEdit then applies this “new” Purple to the first box at a shade of 20% for the first box, and 40% for the second box. The color prints the same, even though it is defined differently.

QX-Layers

Question: I am a QX-Tools 2.0 user and have QX-Layers in my documents. When I open these documents in QuarkXPress 4.0 with QX-Layers 4.0, my objects get shuffled around.

Reason: As some point, the document that has QX-Layers 2.0 layers in it has been opened in a version of QuarkXPress that does not have QX-Layers present. This document was most likely modified (new items added or item stacking order changes using Send to Back/Bring to Front) and then saved. When the document is opened again with QX-Layers, there will be items that do not have a Layer assigned. QX-Layers must assign the items to some layer—that layer is, by default, the Standard layer. For example: Suppose the Standard layer is the top-most layer; all “orphan” objects will be assigned to this layer and brought to the front.

Remedy: Select each item that is in the Standard layer and move it to the correct layer.

Question: I've created layers on one of my pages, but I am not seeing those layers in the QX-Layers palette.

Reason: Chances are you have a portion of a previous page still visible on your screen. QuarkXPress always displays all information for the previous page if a portion of that page is still visible.

Remedy: Make sure your target page is completely in view. Double-check the top-most portion of your screen to make sure that none of a previous pages is visible.

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