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# CYBERPRESS

## Quick Reference Guide

The CyberPress XTension provides a streamlined method for converting the contents of QuarkXPress documents to HTML files. The XTension works by displaying the contents of a document as a list of elements in a palette. By manipulating the elements in the list, you specify precisely what is exported and how it should look on the Web page.

CyberPress lets you select and rearrange contents, add custom HTML tags, create links and apply styles to text and images — all without affecting the QuarkXPress document.

If you edit text or images in the document, the changes are reflected the next time you export the article.

Using CyberPress Preferences, you can customize the export of each article. You can set up default formatting for images, lists, tables and articles.

## CYBERPRESS OVERVIEW

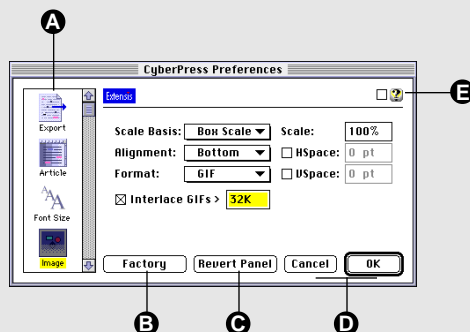
### Using The Preferences Dialog Box

The CyberPress Preferences dialog box includes 6 panels, one for each preference category. Using CyberPress Preferences, you can customize the export of each article. You can set up default formatting for images, lists, tables and articles.

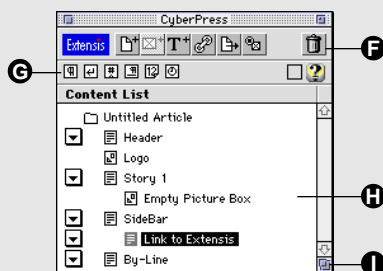
### Using the CyberPress Palette

The CyberPress palette lets you create articles for exporting by choosing the elements you want, rearranging them and modifying them. Press Command-Option-C to display the CyberPress palette (View menu).

The top portion of the CyberPress palette provides buttons (F) for manipulating content and icons (G) for adding new items to an article. The lower portion contains the Content List — a modifiable list of all the content elements and additional items you want to export.

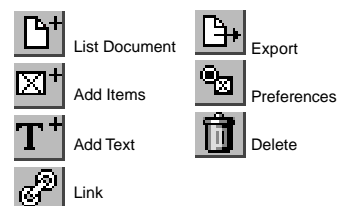


- A** Clicking an icon in the left column specifies which of the 6 panels of preferences you want to modify.
- B** The Factory button resets the current panel to the default settings.
- C** The Revert Panel button resets the current panel to the state it was in before you began editing.
- D** The OK and Cancel buttons accept or reject changes made to all panels in the entire CyberPress Preferences dialog box.
- E** Checking the Help checkbox in the upper right corner displays Balloon Help to guide you through the preferences panels.

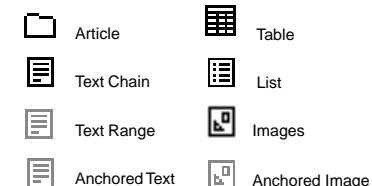


- F** Use these buttons to manipulate content.
- G** Use these icons to add new items to an article.
- H** The Content List contains all the content elements and additional items to export.
- I** Drag this resize box or click the zoom box in the upper right corner to resize the CyberPress palette.

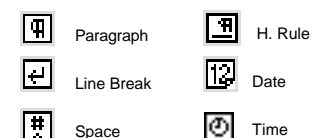
### CyberPress Buttons



### Content List Icons



### Master Element Buttons



# USING THE CONTENT LIST

**When the CyberPress palette is the active window, a gray border surrounds the Content List.**

## To create a Content List:

CyberPress provides two options for creating a Content List.

- CyberPress will automatically list the entire contents of a document when you click the List Documents button.
- You can manually choose the items you want to export and add them to the Content List by clicking the Add Item or Add Text button.

## To navigate the document:

Double-click an element (A) in the Content List to jump to it in the document. If an item in the document has been entered into the Content List, select the item in the document to select it in the list.

## To rearrange elements:

To rearrange elements (B) in an Article, drag the icons:

- Text Chains, Images and master elements can be rearranged and dragged on top of Text Chains (to anchor the elements in text). Tables and Lists that are not part of a larger Text Chain can also be rearranged.
- Text Ranges, Anchored Text and Anchored Images are displayed in gray because they cannot be moved using the palette. To change the position of these elements, the original content must be rearranged in the document. Tables and Lists that are part of a larger Text Chain cannot be moved.

## To rename elements:

To rename an element (C) in the Content List, click on the text to highlight it, then enter a new name.

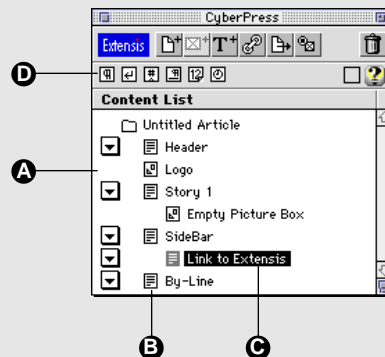
## To add master elements:

To add a master element (D) to the Content List, drag its icon into position in the list.

## To anchor text, images and master elements:

If you have images and text associated with a story, but not anchored in the text, you can anchor them manually.

1. Drag the Text Chain, Image or master element you want to anchor over the Text Chain containing the body of the story.
2. The Anchor Item in Text Chain dialog box prompts you to specify a place in the story to anchor the image or text.
3. Place the text insertion point where you want to anchor the Text Chain or Image or Master Element, and then click OK.

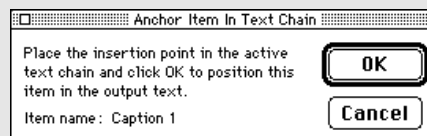


**A** Double-click an element to jump to it in the document.

**B** Drag the element icons to rearrange them in the Content List.

**C** To rename an element, select its text and type a new name.

**D** To add a default master element, drag its icon to its position in the Content List.



# FORMATTING TEXT

CyberPress can automatically convert much of your QuarkXPress text formatting. The XTension automatically maintains paragraph alignments and bold, italic, superscript and subscript styles. Special characters, including many in the Symbol font, are converted automatically.

## Default Text Formatting

CyberPress converts some text formatting automatically; other conversion options can be enabled in Article Preferences.

## To set preferences for text formatting:

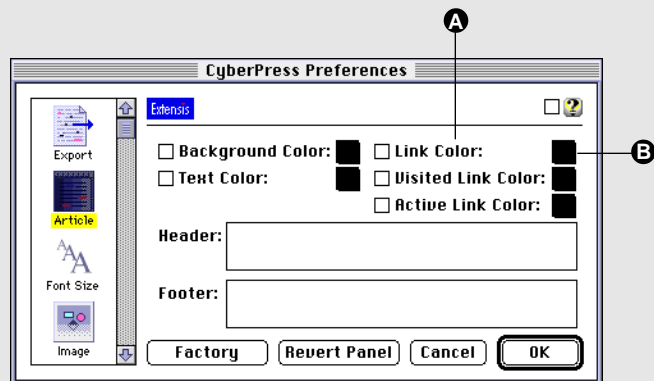
Article Preferences let you choose colors for text and links.

1. Open Article Preferences by clicking Preferences on the CyberPress palette, and then clicking Article.
2. To override the text colors specified by the browser, check any of the options (A): Text Color, Link Color, Visited Link Color and Active Link Color.
3. To choose a color for any of the checked options, click the color swatch (B) to access the Apple Color Picker.
4. Click OK to close CyberPress Preferences.

## To map font sizes:

Font size preferences let you specify the HTML style that will be applied to each range of font sizes.

1. Open Font Size Preferences by clicking Preferences on the CyberPress palette and then clicking Font Size.
2. Enter the font size and the HTML style to which it should be mapped (C). CyberPress will map a range of font sizes from the value you enter up to the next higher point size.
3. Click OK to close Font Size Preferences and save changes.



**A** Text Color: Specifies the default color for all unlinked text in a Web page.

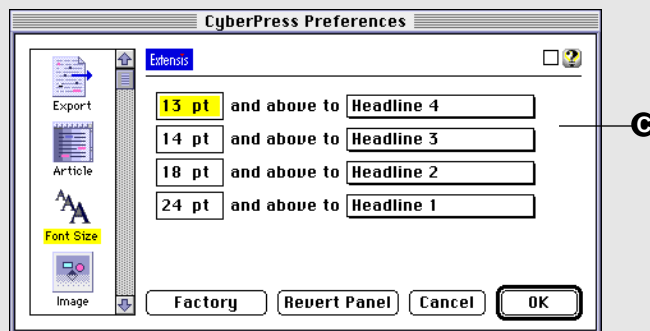
Link Color: Specifies the color for link source text and for the border of link source images.

Visited Link Color: Specifies the color for link source text and for the border of link source images that have already been clicked on.

Active Link Color: Specifies the color of a text or image link as it's being clicked on.

**B** Specifies a color for the selected option using the Apple Color Picker.

**C** Specifies a font size and the HTML style to which it is mapped.



# CREATING TABLES & LISTS

You can automatically convert text in QuarkXPress to HTML tables and lists using the CyberPress palette.

Table Preferences and List Preferences specify the default formatting of tables and lists. You then use the CyberPress palette to convert a text element to a table or list.

## To specify formatting for tables:

1. Open Table Preferences by clicking Preferences on the CyberPress palette and then clicking Table.
2. To override the default settings of no border, check the box on the left (A) and change the value in the field.
3. To change the alignment of the table in relation to surrounding text, choose an option from the Alignment pop-up menu (B). If you choose Standard, tables align according to the browser's preferences.
4. Click OK to close Table Preferences and save changes.

## To convert text to a table:

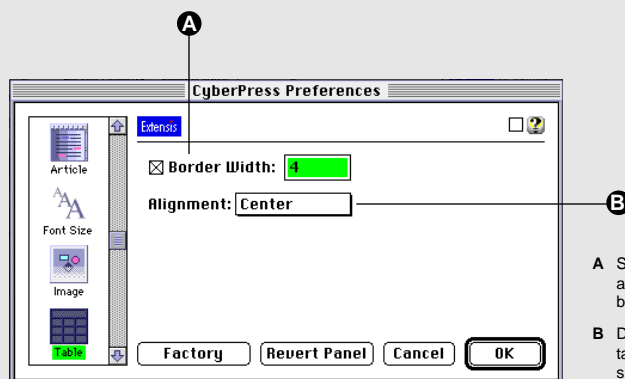
- Select any text element in the Content List and choose As Table (C) from the Modify Element pop-up menu.

## To specify formatting for lists:

1. Open List Preferences by clicking Preferences on the CyberPress palette and then clicking List.
2. Choose a List Type from the pop-up menu.
3. To remove any tabs, numbers, bullets or other characters preceding the text in a list, check Strip Leading Characters.  
*Note:* Uncheck Strip Leading Characters if the text you're converting to a list isn't preceded by tabs, numbers, bullets, etc. If you don't, parts of words may be cut off in the converted text.
4. Click OK to close the List Preferences dialog box.

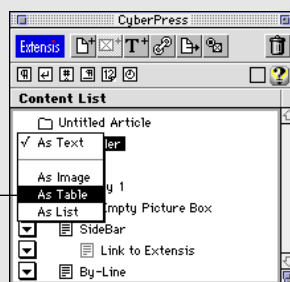
## To convert text to a list:

- Select any text element in the Content List and choose As List from the Modify Element pop-up menu (F).



A Selecting this box and entering a value in the text field creates a border around the tables.

B Determines the alignment of the table in relation to the surrounding text. Select Standard to align the tables according to the browser's preferences.

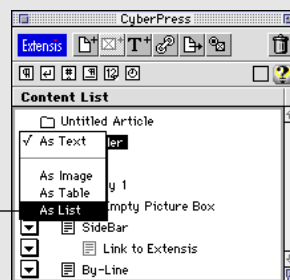
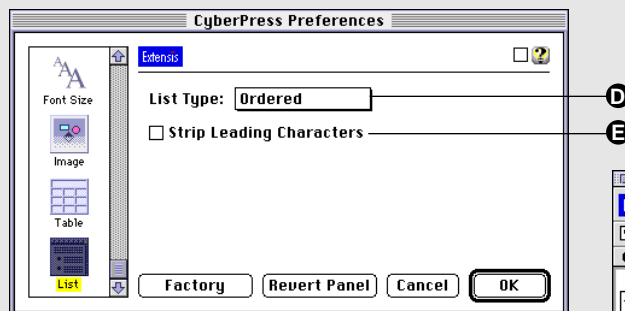


C Converts the selected text element to a table.

D Determines the list format (Numbered, Bullet, Menu or Directory).

E Removes any tabs, numbers, bullets or other characters preceding the text in a list.

F Converts the selected text element to a list.



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Article Preferences let you add a header and footer to an article. These are generally used to contain information about the publication.

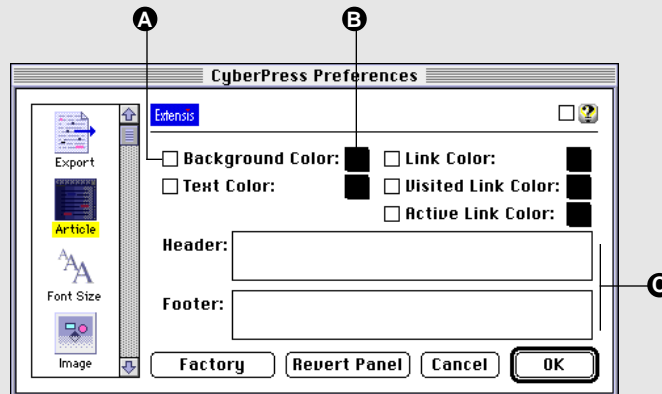
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1. Open Article Preferences by clicking Preferences on the CyberPress palette and then clicking Article.
2. To specify a background color, click the Background Color checkbox (A) and then click the color button (B) to access an Apple Color Picker.
3. Select the desired color and click OK.
4. Click OK to close Article Preferences and save changes.

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Headers and footers repeat information at the top and bottom of a Web page.

1. Open Article Preferences by clicking Preferences on the CyberPress palette and then clicking Article.
2. Enter your text into the text edit fields (C).
3. Click OK to close Article Preferences and save changes.



- A Select this checkbox to use a background color.
- B Specifies a background color using the Apple Color Picker.
- C Enter Header and Footer text into the appropriate text fields.

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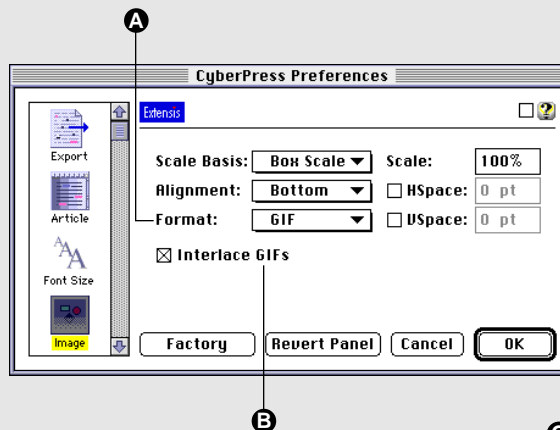
CyberPress lets you control everything from image file formats to the way images flow with text.

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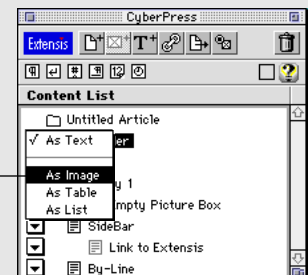
1. Open the Image Preferences dialog box by clicking Preferences on the CyberPress palette and then clicking Image.
2. To specify the default file format for exported images, choose GIF or JPEG from the Format pop-up menu (A).
3. If you want GIF images to be exported in interlaced format, select the Interlace GIFs checkbox (B).

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- Select any text element in the Content List and choose As Image (C) from the Modify Element pop-up menu.



- A Determines whether exported images will be in GIF or JPEG format.
- B Exports GIFs in interlaced format.
- C Converts the selected text element to an image.



# CREATING HYPERLINKS

Since QuarkXPress documents don't include hyperlinks, CyberPress provides a variety of features that let you add them. You can link text and images to any other address on the Web. Links from text are marked in the QuarkXPress document for easy reference.

## To view hyperlinks:

After you create a link, the Link Source text is underlined in magenta in the QuarkXPress document. The underline is for display only — it will not print.

## To prepare articles for linking:

There are two types of links: relative links and direct links.

- In a *relative link*, the path to the file you are linking to is relative to the location of the source file.
- In a *direct link*, the path to the file you are linking to is simply another URL.

Generally, you use relative links when you're creating links among your own Web pages and direct links when you're linking to other Web sites.

A

What You Can Expect to Pay		
Gift	Source	Price
<u>Russian Molassol Caviar</u>	European Mart	\$35 to \$45
<u>Ceramic Rice Bowls</u>	Kobun-Sha	\$55
<u>Oaxacan Clay Masks</u>	Casa de Sante Fe	\$25 to \$40
<u>Gift Basket</u>	House of Windsor	\$45 to \$85

A Underlined, magenta text indicates Linked Source text.


# EXPORTING AN ARTICLE

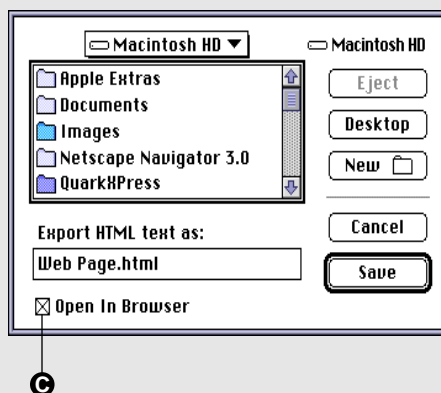
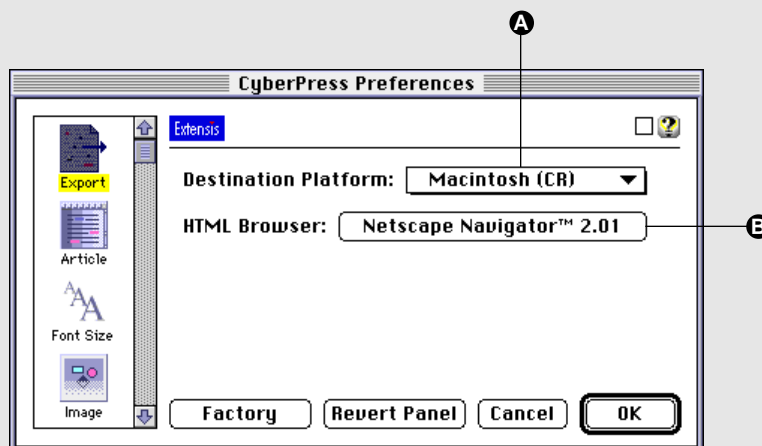
CyberPress automates many steps involved in exporting the contents of a QuarkXPress document to an HTML file.

## To set preferences for exporting:

1. Open the Export Preferences dialog box by clicking Preferences on the CyberPress palette and then clicking Export.
2. Choose the platform you will be using the file on in the Destination Platform pop-up menu (A). This ensures that suggested file names and file extensions comply with the platform's standards.
3. To specify the browser you want to view your exported document with, click the HTML Browser button (B) to display a directory dialog box. Locate and select your preferred browser, then click Open.
4. Click OK to close Export Preferences.

## To export an article:

1. Select an item in the Content List and choose the Export icon .
2. If you want to change the default name of the file, enter a new name in the Export HTML text as: field. Be sure to leave the ".html" extension.
3. Use the directory dialog box to specify a location for the exported HTML file.  
*Note:* If your document contains images, it is usually a good idea to create a new folder when exporting, since the converted images will be placed in the same folder as the HTML document itself.
4. To view the exported Article immediately, check Open In Browser.
5. Click Save.



- A Determines the platform on which you will be using the file (Macintosh, DOS/Win or UNIX).
- B Identifies and locates the browser you'll use to view the exported document.
- C Displays the article in your preferred browser after it is exported.