FingerType™

The Interactive Text Tool For QuarkXPress®

A LOWLY APPRENTICE production

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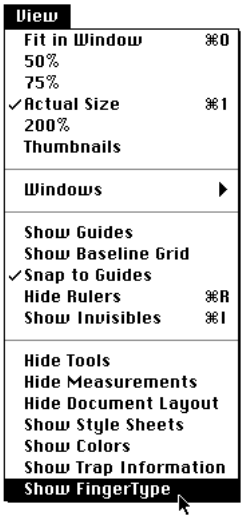
What is FingerType?

FingerType is an XTension to QuarkXPress that provides incredible ease and fluid control of text. Using a new approach, FingerType allows the user to click-hold-and-drag, on text or text ranges, to achieve most of the character and paragraph attributes available in QuarkXPress. For example—kerning a letter with FingerType is merely a matter of clicking on the letter and sliding it into the desired position!

What FingerType adds to QuarkXPress

When FingerType is loaded with QuarkXPress, the command Show/Hide FingerType is added to the View menu.



Choosing **View > Show FingerType** will display the FingerType palette.
Choosing **View > Hide FingerType** will display the FingerType palette.

Using this Manual

The manual covers all aspects of FingerType and follows a structure similar to the QuarkXPress manuals. Please take a few moments to read this information—while FingerType is straightforward and easy to use, all of its many features may not be immediately apparent.

This manual assumes that you are already familiar with QuarkXPress and makes no attempt to guide you in usage of QuarkXPress.

Installing FingerType

The FingerType installer automatically places the XTension in the correct folder to be run by QuarkXPress.

1. From the Finder, hold down the Shift key as you choose Restart from the Special Menu; this will disable all extensions including any virus protection.
2. Insert the FingerType disk into your floppy disk drive and double-click the FingerType Installer icon. When the splash screen appears, hit any key or click to continue.
3. Click the Install button.
4. A dialog box will prompt you for the QuarkXPress you want to use FingerType with. Locate the copy of QuarkXPress select it and click Open.
5. You will now be asked for your name, organization, and serial number. You can find your serial number on the "Read Me First" card. Enter the required information and click OK.
6. When the installation process is complete, a message appears indicating that the installation was successful.
7. Click Quit to exit the installer and return to the Finder. Be sure to store the FingerType disk and your half of the registration card in a safe place.

Installing Demonstration Versions

The dialog box displayed after you click Install provides a Demo button that allows you to install an unserialized, limited-function version of the XTension. We included this demo to provide a sense of the benefits available from FingerType. Feel free to share the installation disk (for demos only!) with friends and co-workers.

A demo installation of FingerType will turn QuarkXPress into demo mode. To get out of demo mode, simply remove the demo version of FingerType from your QuarkXPress and/or XTension folder.

Please Note: Documents saved in demo mode (a demo version of QuarkXPress) *cannot* be opened by a regular version of QuarkXPress. We strongly recommend that you duplicate any documents that you intend to use with a demo version of FingerType.

A good rule of thumb is never work with original documents when QuarkXPress is in demo mode and NEVER save over existing documents.

A Word from ALAP

About Software Copying

Remember: by using this software you have agreed to the software license — please do not copy the product illegally. If you have multiple copies of QuarkXPress and you would like to use this software with them, a site license can be arranged.

Thank You

We extend to you our thanks for your support of this product. It is important that you understand that a lowly apprentice production, inc. is a small software company (nowhere near the size of Quark, Inc.). It is your comments and feedback that lead to improvements to this product. Please feel free to call or write with any suggestions you may have for future versions of this XTension and we will put them on our "wish list."

Also, if you encounter a problem with the software, please let us know what you did and what the XTension did — only the problems we know about can be fixed.

And finally, please be sure to send in your registration card so we can keep you informed about what we are doing.

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FingerType Basics

The FingerType Palette is composed of a set of 10 tools, represented by icons displayed in a row. When a tool is selected and active, an outline is placed around the tool icon.

You may use the **tab** key to switch between the tools. **Tab** moves to the next tool to the right, and shift-tab moves to the next tool to the left.

Related measurements and data pertaining to the active tool are displayed on the right side of the palette.

The **Escape** key may be used to exit **FingerType** and return to the last used QuarkXPress tool. **Command-option-F** will return to **FingerType** with the last used tool becoming the active one. If the palette is not showing, it will be summoned and displayed in its last open position.

The last tool in the palette, with the icon of a pencil eraser, is the **Undo** tool. A click on this tool will undo the last action. A click again will redo the action.

Kern & Shift Tool

The Kern & Shift tool is used to easily kern and/or baseline shift a letter or range of text.

It occupies the first position on the **FingerType** palette and will display kern/track and/or baseline shift information in the measurements area of the FingerType palette during its use.

The **Kern/Shift** tool has three modes each with a different cursor:

1) the **default**, which is the the **kern (left/right)** cursor.

2) hold down the **shift -command** keys for the **baseline shift (up/down)** cursor.

3) hold down the **command** key for the **free form (left/right/up/down)** cursor.

- **To kern a letter**
  Click and hold on the letter to kern and move the cursor to the left or right.
- **To baseline shift a letter**
  With the **shift-command** keys down, click and hold on the letter and move the cursor up or down.
- **To move a letter into any position**
  With the **command** key down, click and hold on the letter and move the cursor in any direction
- **To apply the Kern/Shift tool to more than one letter at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Kern/Shift tool** with the **control** key added to the standard modifier keys. (Note : **Kerning** will now be applied as a **tracking** value.) **Control** will track all the letters in the selection. **Command-shift-control** to **baseline shift** all the letters in the selection. **Command-control** will **combine** the **tracking** and **baseline shifting** for all the letters in the selection.

*As with most of the **FingerType** tools, adding the **option** key to the modifier keys will apply any alterations with finer increments.*

Size & Scale Tool

The Size & Scale tool is used to easily size and/or scale a letter or range of text.

It occupies the second position on the **FingerType** palette and will display size and scale information in the measurements area of the **FingerType** palette during its use.

The **Size & Scale** tool has two modes each with a different cursor:

1) the **default**, which is the the **sizing** cursor.

2) hold down the **command** key for the **horizontal scale** cursor.

- **To size a letter**
  Click and hold on the letter to size and move the cursor up for larger sizes, down for smaller sizes.
- **To horizontally scale a letter**
  With the **command** key down, click and hold on the letter and move the cursor to the right to increase the horizontal scale, to the left to decrease the horizontal scale of the letter.
- **To apply the Size/Scale tool to more than one letter at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Size/Scale** tool with the **control** key added to the standard modifier keys. **Control** will **size** all the letters in the selection. **Command-control** will horizontally scale all the letters in the selection.

*As with most of the **FingerType** tools, adding the **option** key to the modifier keys will apply any alterations with finer increments*

Leading Tool

The Leading tool is used to easily adjust the leading of a paragraph or range of paragraphs.

It occupies the third position on the **FingerType** palette and will display leading information in the measurements area of the **FingerType** palette during its use.

The **Leading tool** has only one mode with only one cursor:

1) the **default**, which is the the **leading** cursor.

- **To adjust the leading of a paragraph**
  Click and hold anywhere in the paragraph and move the cursor to up for more leading, down for less leading.
- **To apply the Leading tool to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Leading tool** with the **control** key added. **Control** will adjust the leading of all the paragraphs in the selection.

*As with most of the **FingerType** tools, adding the **option** key will apply any alterations with finer increments.*

Indent Tool

The Indent tool is used to easily apply either a first line, left, or right indent to a paragraph or range of paragraphs. It occupies the fourth position on the **FingerType** palette. The data displayed in the measurements area of the palette corresponds to which indent is being set.

The **Indent tool** has three modes each with a different cursor:

1) the **default**, which is the the **left** indent cursor.

2) hold down the **command** key for the **right** indent cursor.

3) hold down the **shift** key for the **first line** indent cursor.

- **To apply a left indent**
  click and hold anywhere in the paragraph to indent, and move the cursor to the right or left.
- **To apply a right indent**
  With the **command** key down, click and hold anywhere in the paragraph to indent, and move the cursor to the right or left.
- **To apply a first line indent**
  With the **shift** key down, click and hold anywhere in the paragraph to indent, and move the cursor in the direction you wish to move the first line: right to move the first line right, left to move the first line left. **Note:** If the **command-shift** keys are held down, the first line will lock in position while the left indent is adjusted.
- **To apply the indent tool to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Indent tool** with the **control** key added to the standard modifier keys. **Control** for **left range** indent. **Command-control** for **right range** indent. **Shift-control** to effect a **first line indent** for each paragraph in the selected range.

*As with most of the **FingerType** tools, adding the **option** key to the modifier keys will apply any alterations with finer increments.*

Paragraph Space Tool

The Paragraph Space tool is used to apply space before and/or after a paragraph or or range of paragraphs.

It occupies the fifth position on the **FingerType** palette and will display paragraph spacing information in the measurements area of the **FingerType** palette during its use.

The **Paragraph Space tool** has three modes each with a different cursor:

1) the **default**, which is the the **space before** cursor.

2) hold down the **command** key for the **space after** cursor.

3) hold down the **shift** key for the **floating paragraph** cursor.

- **To apply a space before a paragraph**
  Click and hold anywhere in the paragraph and move the cursor up to decrease the space before or down to increase the space before.
- **To apply a space after a paragraph**
  With the **command** key down, click and hold anywhere in the paragraph and move the cursor down to increase the space after setting for the paragraph and up to decrease the space after setting for the paragraph.
- **To float a paragraph**
  With the **shift** key down, click and hold anywhere in the paragraph. The paragraph will now be able to move freely either up or down without moving the other paragraphs above or below it. The tool will not add space before or after the chosen paragraph unless the chosen paragraph contacts another paragraph. Contact while moving upward causes more space to be added **after** the chosen paragraph. Contact while moving downward causes more space to be added **before** the chosen paragraph.
- **To apply the Paragraph Space tool to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Paragraph Space tool** with the **control** key added to the standard modifier keys. **Control** will adjust space before each paragraph. **Command-control** will adjust space after each paragraph. **Shift-control** will adjust both the space before and space after space for each paragraph.

*As with most of the **FingerType** tools, adding the **option** key to the modifier keys will apply any alterations with finer increments.*

Drop Cap Tool

The Drop Cap tool is used to easily create drop caps for a paragraph or range of paragraphs.

It occupies the sixth position on the **FingerType** palette and will display line count and character count information in the measurements area of the **FingerType** palette during its use.

The **Drop Cap tool** has two modes each with a different cursor:

1) the **default**, which is the the **Line Count** cursor.

2) hold down the **command** key for the **Character Count** cursor.

- **To create a drop cap**
  Click and hold anywhere in the chosen paragraph and move the cursor down to increase the number of lines spanned by the drop cap. Move the cursor up to decrease the number of lines spanned by the drop cap.
- **To adjust the number of drop cap characters**
  With the **command** key down, click and hold anywhere in the chosen paragraph move the cursor to the right to increase the number of drop cap characters. Move the cursor to the left to decrease the number of drop cap characters.
- **To apply the Drop Cap tool to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **FingerType Drop Cap tool** with the **control** key added to the standard modifier keys. **Control** will create drop caps for each paragraph in the selection. **Command-control** will adjust the number of drop cap characters for each paragraph in the selection.

*Unlike most of the **FingerType** tools, adding the **option** key to the modifier keys will NOT alter any settings.*

Rule Tool

The Rule tool is used to easily create and adjust rules above and below for a paragraph or range of paragraphs.

It occupies the seventh position on the **FingerType** palette and will display related line information information in the measurements area of the **FingerType** palette during its use.

The **Rule tool** has eight modes each with a different cursor:

1) the **default**, which is the the **Rule Above** cursor.

2) hold down the **shift** key for the **Rule Above Thickness** cursor.

3) hold down the **option** key for the **Rule Above Left** Inset cursor.

4) hold the **shift-option** keys for the **Rule Above Right Inset** cursor.

5) hold down the **command** key for the **Rule Below** cursor.

6) hold the **command-shift** keys for the **Rule Below Thickness** cursor.

7) hold the **command-option** keys for the **Rule Below Left Inset** cursor.

8) hold down the **command-shift-option** keys for the **Rule Below Right Inset** cursor.

- **To create a rule above**
  Click and hold anywhere in the chosen paragraph and move the cursor upward. A one point rule will be created and moved either up or down.
- **To adjust the thickness of the rule above**
  With the **shift** key down, click and hold anywhere in the chosen paragraph move the cursor upward to increase the thickness of the rule above. Move the cursor to the downward to decrease the rule thickness.

- **To adjust the left indent of the rule above**
  With the **option** key down, click and hold anywhere in the chosen paragraph and move the cursor to the right to increase the left rule indent. Move the cursor to the left to decrease the left rule indent.
- **To adjust the right indent of the rule above**
  With the **shift-option** keys down, click and hold anywhere in the chosen paragraph and move the cursor to the left to increase the right rule indent. Move the cursor to the right to decrease the right rule indent.
- **To create a rule below**
  With the **command** key down, click and hold anywhere in the chosen paragraph and move the cursor downward. A one point rule will be created and moved either up or down.
- **To adjust the thickness of the rule below**
  With the **command-shift** key down, click and hold anywhere in the chosen paragraph move the cursor downward to increase the thickness of the rule below. Move the cursor to the upward to decrease the rule thickness.
- **To adjust the left indent of the rule below**
  With the **command-option** keys down, click and hold anywhere in the chosen paragraph and move the cursor to the right to increase the left rule indent. Move the cursor to the left to decrease the left rule indent.
- **To adjust the right indent of the rule below**
  With the **command-shift-option** keys down, click and hold anywhere in the chosen paragraph and move the cursor to the left to increase the right rule indent. Move the cursor to the right to decrease the right rule indent.
- **To apply the Rule Tool to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then use the **Rule Tool** with the **control** key added to the standard modifier keys. **Control** will create a rule above for each paragraph in the selection. **Control-shift** will adjust the thickness of every rule above for each paragraph in the selection. **Control-option** will adjust the left rule inset of every rule above for each paragraph in the selection. C**ontrol-shift-option** will adjust the right rule inset of every rule above for each paragraph in the selection. **Command-control** will create a rule below for each paragraph in the selection. **Command-control-shift** will adjust the thickness of every rule below for each paragraph in the selection. **Command-control-option** will adjust the left rule inset of every rule below for each paragraph in the selection. **Command-control-shift-option** will adjust the right rule inset of every rule below for each paragraph in the selection.

Textbox Inset Tool

The Textbox Inset tool is used to easily apply either top, bottom, left, or right indents to a textbox. It occupies the eighth position on the **FingerType** palette. The data displayed in the measurements area of the palette corresponds to which indents are being set or adjusted.

The **Indent tool** has three modes each with a different cursor:

1) the **default,** which is the the **top and left inset** cursor.

2) hold down the **command** key for the **bottom and right inset** cursor.

3) hold down the **shift** key for the **4-way inset** cursor.

- **To apply a top and/or left inset**
  Click and hold anywhere in the text of the textbox, and move the cursor to the right to increase the left inset, left to decrease the left inset. Move the cursor downward to increase the top inset, upward to decrease the top inset.
- **To apply a bottom and/or right inset**
  With the **command** key down, click anywhere in the text of the textbox, and move the cursor to the left to increase the right inset, right to decrease the right inset. Move the cursor upward to increase the bottom inset, downward to decrease the bottom inset.
- **To adjust all insets**
  With the **shift** key down, click anywhere in the text of the textbox, and move the cursor in any direction. The text will seem to float inside the textbox. You can adjust the text inset for any or all sides.

*As with most of the **FingerType** tools, adding the **option** key to the modifier keys will apply any alterations with finer increments.*

Magic Wand

The Magic Wand is used to copy the attributes of a paragraph and apply those attributes to another paragraph or range of paragraphs—even if they are in other text boxes or documents!

It occupies the ninth position on the **FingerType** palette.

The **Magic Wand** has only one mode with only one cursor:

1) the **default**, which is the the Magic Wand cursor.

- **To copy the attributes of a paragraph**
  With the **command** key down, click anywhere in the paragraph to copy the attributes from. You will notice the magic wand icon on the palette changes to indicated it has absorbed the attributes from the chosen paragraph.

- **To apply the attributes to a paragraph**
  With no keys down, click anywhere in the target paragraph to instantly apply the attributes.
- **To apply the attributes to more than one paragraph at a time**
  Select a range of text with the QuarkXPress contents tool, then apply the **Magic Wand** with the **control** key held down. All paragraphs in the selected range will have the stored attributes applied to them.

Note: The **Magic Wand** will retain attributes until QuarkXPress is closed.

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