

ITEM MASTER™

Style Sheet Control for QuarkXPress® Items

Requirements

Macintosh/
Power
Macintosh
System
Software
version 7.0
or later
QuarkXPress
version 3.31
or later
Hard Drive
space needed
1/2 MB



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ITEM MASTERTM

Style Sheet Control for QuarkPress[®] Items



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What is Item Master?

Item Master offers powerful control over the appearance and position of any or all QuarkXPress items and their contents. You can save item dimensions, positions, and other attributes in *Item Styles* and apply those styles to picture boxes, text boxes, and lines, in much the same manner that QuarkXPress style sheets are applied to text.

The following bullets should give you a better picture of how item styles compare to style sheets. Of course, if you don't have a grip on style sheets, this may not help much.

Similar in manner to standard QuarkXPress text style sheets:

- Changes made to item styles are reflected dynamically in every styled item throughout a document.
- Item styles can be appended between documents to guarantee consistency among the files of a project.
- Item styles can be based on existing item styles. If an existing item style is altered, all item styles based on that style will have their inherited properties altered as well.
- When you copy an item from one document to another, the associated item style will be appended to the document into which you paste it.

Unlike text style sheets:

- Items can be styled by dragging a style swatch from the Item Styles palette over the element to be styled.
- If no item is active, you can create a new item by dragging an item style name from the Item Styles palette.
- You can apply the same item style to different types of items and each will be styled with the appropriate set of properties. For example, an item style applied to a picture box might yield different results when applied to a line. You can apply an item style to multiple elements simultaneously — and the proper property stylings for each type of element selected will be applied automatically.
- Any attributes of an item can be selectively applied or ignored. For example, an item style might specify only the color of an item and not affect any other properties.

- Item Master lets you predefine polygon shapes and add them to a document via a new tool in the QuarkXPress tool palette. Polygon shapes from the list can be incorporated into item styles.

Using Item Master, the design or look of an entire project can be defined as a set of item styles and appended to new or existing documents. With Item Master, easy editable control of your document's appearance is assured. You'll soon find it to be an indispensable part of your QuarkXPress publishing environment.

Using this Manual

The manual covers all commands and techniques for the Item Master XTension. The material presented here is written with the assumption that you are already familiar with QuarkXPress and your Macintosh.

Menu commands are set in **bold** type.

The notation **Edit > Items** indicates that the **Items** command can be found in the **Edit** menu.

If you are looking for a quick, step-by-step introduction to item styles, turn to the tutorial on page 2. If you have a good understanding of items and style sheets in QuarkXPress, you can probably jump right into the general item style documentation beginning on page 4.

Installing Item Master

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

1. Insert the Item Master disk into an available drive.
2. From the Finder, double-click on the installer icon.
3. In the **Item Master Installer** dialog box, click **Install**.

A dialog box will ask you to locate your copy of QuarkXPress, once you have done that you will be asked for your name, organization, and serial number.

4. Enter the required information and click **OK**.

You will see a progress dialog indicating the file currently being copied. You will be alerted when the installation is complete. Store your Item Master disk in a safe place and enjoy.

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 Item Master. Feel free to share the installation disk (for demos only!) with friends and co-workers.

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.

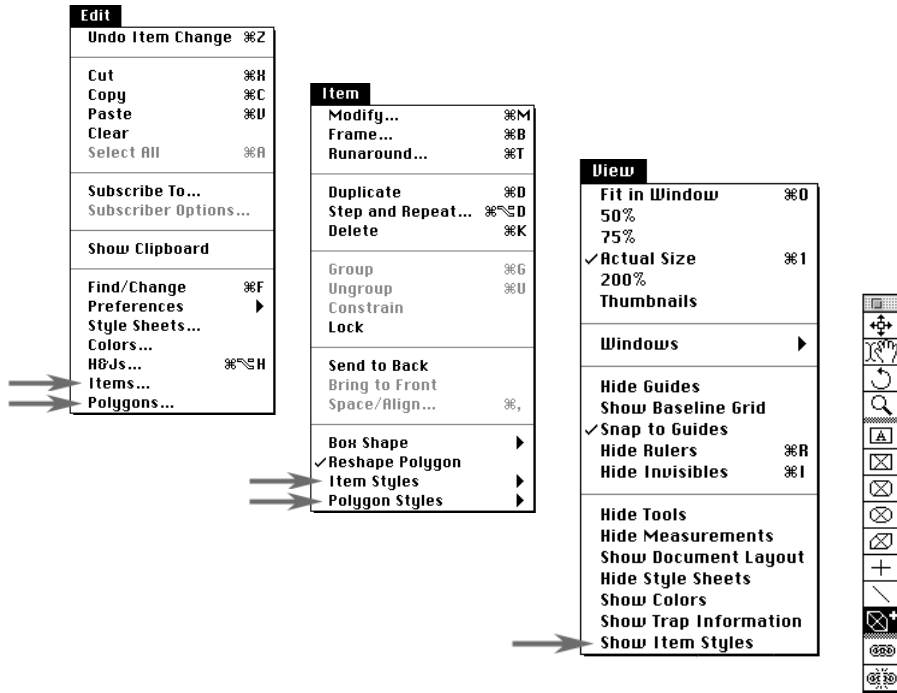
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What Item Master adds to QuarkXPress

Item Master adds five commands to the QuarkXPress menus. The XTension also adds a new tool to the QuarkXPress Tool palette.



- Choosing **Edit > Items** displays a dialog box that lets you create item styles.
- Choosing **Edit > Polygons** displays a dialog box that lets you create and save specific polygon shapes.
- Choosing **Item > Item Styles** displays a submenu of all available item styles for you to apply to active item(s).
- Choosing **Item > Polygons** displays a submenu of all available polygon styles for you to apply to active item(s)
- Choosing **View > Show Item Styles** displays a palette that lets you apply item styles to existing items or create new items based on styles.
- The Polygon Style tool lets you create custom polygons quickly.

Tutorial: Creating and Applying a Basic Item Style

The following steps will guide you through the process of creating and applying an item style. Note that not all controls will be covered in this exercise.

1. To begin creating an item style, choose **Edit > Items**.
2. In the **Item Styles** dialog box, click **New**.

The **Edit Item Style** dialog box lets you specify all possible item attributes for the style. For this exercise, the style we are going to create will modify only the color and frame attributes of a QuarkXPress box.

3. In the **Name** field, enter a name for the style.

Edit Item Style

Name:

Keyboard Equivalent:

Based On:

4. De-select the following attributes: **Line**, **Picture Content**, **Text Content**, and **Runaround**, as illustrated at left.

By de-selecting these attributes, you are creating a style that does not specify the attributes. You will notice that the display area now contains fewer properties for this style. As illustrated below.

Box – (Angle: 0°; Skew: 0°; Color: None; AA-Baseline; Square)
 Frame – (Style: Standard; Color: Black; Shade: 100%; Width: 0 pt)

5. To set box properties, click **Box**. De-select all attributes except **Color**, **Shade** and **Blend**. (The style will affect no attributes except the ones selected.) Enter the settings shown below.

Box Style

Origin Across:

Origin Down:

Width:

Height:

Angle:

Skew:

Corner Radius:

Color:

Shade:

Blend:

Color:

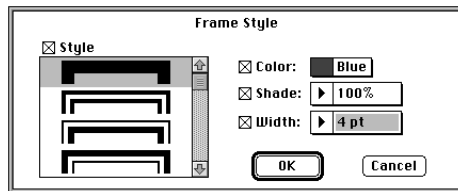
Shade:

Angle:

Skew:

6. Click **OK** to close the **Box Style** dialog box, save these settings, and return to **Edit Item Style**.

7. To set frame properties, click **Frame**. Enter the settings shown below.

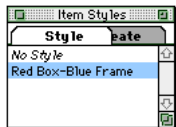


8. Click **OK** to save the frame settings and return to **Edit Item Style**. The display area should now reflect your changes made to **Box** and **Frame** properties as illustrated below.

Box – (Color: Red; Shade: 100%; Blend: Solid) Frame – (Style: Standard;
Color: Blue; Shade: 100%; Width: 4 pt)

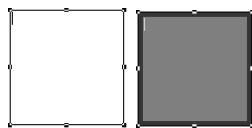
9. Click **OK** in the **Edit Item Style** dialog box then click **Save** in the **Item Styles** dialog box to save all changes to the style.

Applying the New Style



1. If it is not already displayed, choose **View > Show Item Styles** to display the Item Styles palette.
2. Create or select a text or picture box in your document.
3. With the **Style** tab selected in the Item Styles palette, as illustrated at left (click on it to bring it forward if isn't already), select the style you created, "Red Box-Blue Frame."

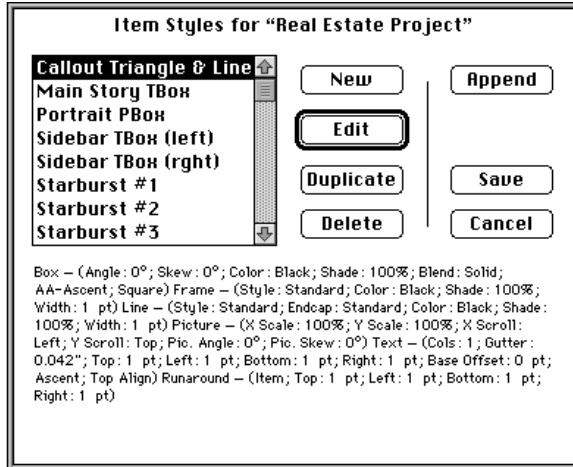
The selected box is modified to contain a background color of 100% Red with a 4 point frame colored 100% Blue.



The box is now "tagged" with the new item style just like a paragraph would be "tagged" with a style sheet. Subsequent changes you make to the item style will be reflected in the item.

Creating and Working with Item Styles

To create a new item style or edit existing item styles, choose **Edit > Items**. The **Item Styles** dialog resembles the standard QuarkXPress dialog box for style sheets.



Item Styles scroll list

This scroll list displays all item styles that have been created. The display area below the scroll list shows all of the attributes of the selected item style.

When no documents are open, the scroll list displays all default item styles, when a document is active, the scroll list displays item styles set up for the active document.

New

To create a new item style, click **New**. Clicking **New** displays the **Edit Item Style** dialog box. Using the **Edit Item Style** dialog box is discussed on page 6.

Edit

To edit an existing item style, select the style in the scroll list and click **Edit** (or double-click). Clicking **Edit** displays the **Edit Item Style** dialog box. Using the **Edit Item Style** dialog box is discussed on page 6.

Duplicate

To create a copy of an existing item style, select the style in the scroll list and click **Duplicate**. Clicking **Duplicate** displays the **Edit Item Style** dialog box. Using the **Edit Item Style** dialog box is discussed on page 6.

Delete

To remove an existing item style, select the style in the scroll list and click **Delete**. Shift-click and Command-click to select more than one style.

Items to which the deleted item style was applied become *No Style* items, meaning no item style is applied. The item attributes remain unchanged.

Append

To import another document's item styles, click **Append**. Clicking **Append** displays a dialog box that you can use to select the Quark XPress document from which you want to append item styles.

When you attempt to append item styles that have the same names as item styles contained in the active document (but are defined differently), Item Master alerts you. You are given the option to rename the appended item style before it is added to the active document, or simply use the current item style.

When you attempt to append an item style that contains a color not available to the active document, Item Master alerts you. You are given the option to change the color to black or cancel the appending.

Note: Colors used in item styles are replaced with black when the colors are deleted from a document's color list.

Editing Item Styles

Clicking **New**, **Edit**, or **Duplicate** in the **Item Styles** dialog box displays the **Edit Item Style** dialog box. You can also display this dialog box by double-clicking an item style name.

Edit Item Style

Name:

Keyboard Equivalent:

Based On: **No Style**

Apply to Anchored Boxes

Apply to Subsequent Linked Boxes

Box

Frame

Line

Picture Content

Text Content

Runaround

Box – (Angle: 0°; Skew: 0°; Color: Black; Shade: 0%; Blend: Solid; AA-Baseline; Square) Frame – (Style: Standard; Color: Black; Shade: 100%; Width: 0 pt) Line – (Style: Standard; Endcap: Standard; Color: Black; Shade: 100%; Width: 1 pt) Picture – (X Scale: 55%; Y Scale: 55%; X Scroll: -2.2 pt; Y Scroll: -2.2 pt; Pic. Angle: 0°; Pic. Skew: 0°) Text – (Cols: 1; Gutter: 3 pt; Top: 1 pt; Left: 1 pt; Bottom: 1 pt; Right: 1 pt; Base Offset: 0 pt; Ascend; Top Align) Runaround – (Item; Top: 1 pt; Left: 1 pt; Bottom: 1 pt; Right: 1 pt)

OK Cancel

If an item is currently selected in the document, and you clicked **New** in the **Item Styles** dialog box, the item's property list will display at the bottom left of the dialog box and these properties will be selected throughout the edit categories. Otherwise, this area shows the attributes of the current item style.

Name

Specify a name for the newly created or edited set. The name you assign will be displayed in the **Item Styles** dialog box scroll list.

Keyboard Equivalent

To specify a **Keyboard Equivalent** for the item style, click on this field to place the cursor, and press the key(s) you want. You can use a keyboard equivalent to apply an item style without using the **Item Styles** submenu (**Item** menu) command or the Item Styles palette.

Based On

To base a new item style on an existing item style, choose an item style name from the **Based On** pop-up menu. This pop-up menu lists all item

styles defined for the active document, or, if no documents are open, the default item styles.

Any modifications you make to an item style upon which another item style is based affect both item styles. This feature is useful, for example, for making one “root” style upon which you can base several others.

Take the example of an item style that specifies a red background for a box but no frame. If you base another style on it then edit the original style to include a blue frame, the blue frame will automatically be applied to items with the second item style.

Apply to Anchored Boxes

To allow the current item style to be applied to anchored boxes in the document, check **Apply to Anchored Boxes**. When this control is unchecked, you cannot apply the style to an anchored box.

Apply to Subsequent Linked Boxes

To automatically apply the current item style’s attributes to subsequent text boxes in a linked chain when you apply it to one box in the chain, check **Apply to Subsequent Linked Boxes**. The only box that is “tagged” with the style is the first one (subsequent boxes merely display the attributes of the style). Attributes are applied to linked boxes in the chain until a box with a different style already applied is encountered.

Box, Frame, Line, Picture Content, Text Content, Runaround

Click **Box** to edit any box properties of the item style. (See page 8.)

Click **Frame** to edit any frame properties of the item style. (See page 13.)

Click **Line** to edit any line properties of the item style. (See page 14.)

Click **Picture Content** to edit certain properties of images contained in a picture box styled with the item style. (See page 16.)

Click **Text Content** to edit certain properties of text contained in a text box styled with the item style. (See page 18.)

Click **Runaround** to edit the runaround properties of the item style. (See page 19.)

If the check box next to one of these options is unchecked, that attribute will not be a part of the item style. For example, if you wanted to specify a box’s shape and frame, but not it’s content or runaround, you would check **Box** and **Frame**, but leave **Picture Content**, **Text Content**, and **Runaround** unchecked. When you apply the style to an item, any existing content or runaround specifications are unchanged.

Item Style Properties

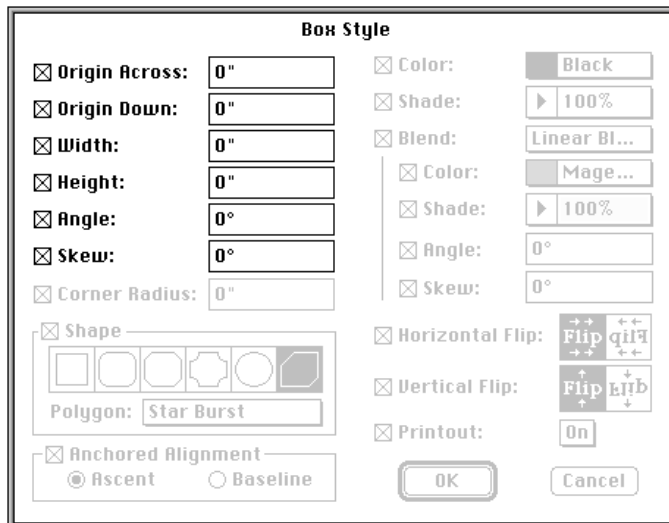
This section discusses the item attributes you can specify via item styles. For more details about each of these controls, see the *QuarkXPress Reference Manual* and *Using QuarkXPress*.

Note: When a control in one of the dialog boxes is not checked, then the item style will not affect that attribute. For example, if **Color** is unchecked for a certain item style, applying that style to an item will not affect the item's color.

Box Properties

Clicking the **Box** button in the **Edit Item Style** dialog opens the **Box Style** dialog box. Settings you make here will apply to both picture and text boxes to which you apply the item style. All properties are common to both box types.

Note: When a box is selected in the active document, hold down the Option key when clicking **New** in the **Item Styles** dialog box to activate the **Origin Across**, **Origin Down**, **Width**, and **Height** fields automatically.



This illustration grays out controls that are not documented on this page or the facing page.

Origin Across and Origin Down

When **Origin Across** and **Origin Down** are checked, the values you enter in the fields control the horizontal and vertical position of a styled box's top left corner relative to the upper left corner of the page.

*Note:*The measurements of both **Origin Across** and **Origin Down** are absolute page level coordinates and are not effected by whether the document is currently displaying spread or page measurements. These coordinates are also not affected by the current position of the page or spread ruler origin. These measurements are strictly the relationship of the upper left corners of the box and page.

The ability to place a styled item in an exact position in a document is a very powerful tool as we'll see in later examples.

Width and Height

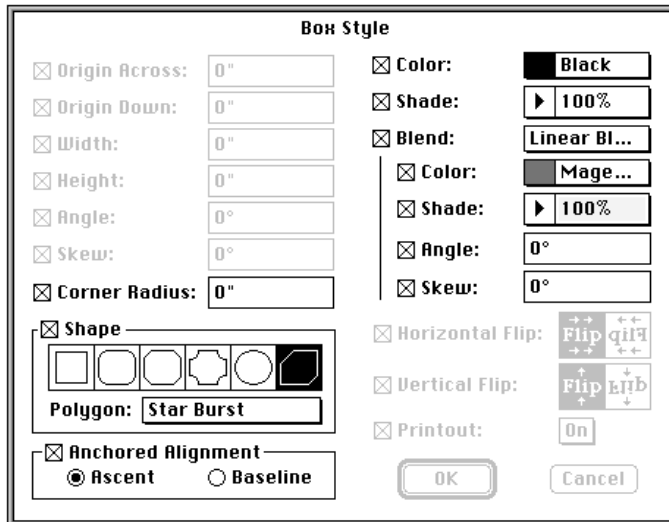
When **Width** and **Height** are checked, the values you enter in the fields determine the dimensions of a styled box. You can enter measurements in any of the accepted QuarkXPress systems.

Angle

When **Angle** is checked, the value you enter in the field determines the rotation of a styled box. Measurements are in degrees.

Skew

When **Skew** is checked, the value you enter in the field determines the skew of a styled box. Measurements are in degrees.



This illustration grays out controls that are not documented on this page or the facing page.

Corner Radius

When **Corner Radius** is checked, the value you enter in the field determines the corner radius (roundness) of a styled box. This option will be unavailable if the box shape chosen in the **Shape** area does not support this property (such as rectangles or polygons).

Shape

When **Shape** is checked, the option you select in this area determines the shape of a styled box. Click on the icon of the shape to define this property.

Polygon

When you select the last shape (the polygon), the **Polygon** pop-up menu lists all of the stored polygon styles created via **Edit > Polygons**. See page 20 for more information about creating and saving custom polygon styles.

Anchored Alignment

When **Anchored Alignment** is checked, the choice you make determines whether the alignment of a styled box is to be from the **Ascent** or the **Baseline** should the styled box be used as an anchored (in-line) box.

Note: You must have **Apply to Anchored Boxes** checked in the **Edit Item Style** dialog box to style anchored boxes.

Color

When **Color** is checked, the option you select from the pop-up menu determines the background color of a styled box.

Shade

When **Shade** is checked, the option you select from the pop-up menu or enter in the field determines the shade of the background color of a styled box.

Blend

When **Blend** is checked, the option you select from the pop-up menu determines the blend used in the background of a styled box. All available blend choices, including those from the Cool Blends XTension, are listed. The following four attributes are disabled if either the blend choice is **Solid** or the **Blend** check box is not checked.

Color

When **Color** is checked, the option you select from the pop-up menu determines the second color used in the blend. (The first color is determined by the main **Color** control above.)

Shade

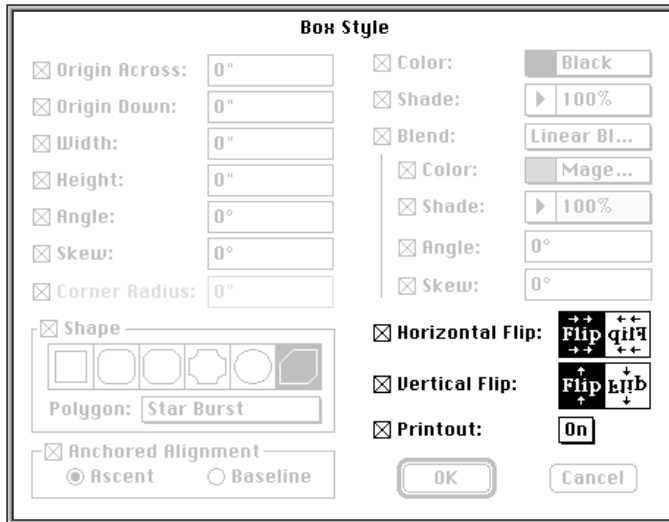
When **Shade** is checked, the option you select from the pop-up menu or enter in the field determines the shade of the second color used in the blend.

Angle

When **Angle** is checked, the value you enter in the field determines the angle (in degrees) used in the blend.

Skew

When **Skew** is checked, the value you enter in the field determines the angle of the skew used in the blend.



This illustration grays out controls that are not documented on this page.

Horizontal Flip

When **Horizontal Flip** is checked, the option you select determines whether a styled box is flipped horizontally.

Vertical Flip

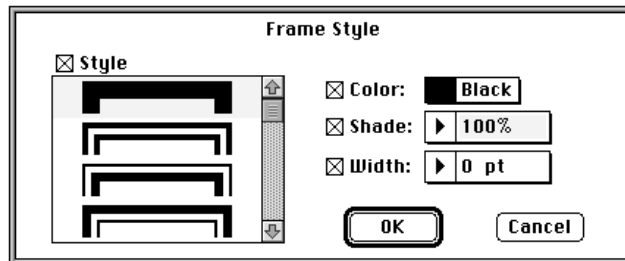
When **Vertical Flip** is checked, the option you select determines whether a styled box is flipped vertically.

Printout

When **Printout** is checked, the option you select determines whether the printing of a styled box will be suppressed.

Frame Properties

Clicking the **Frame** button in the **Edit Item Style** dialog opens the **Frame Style** dialog box. Settings you make here will apply to both picture and text boxes to which you apply the item style.



Style

When **Style** is checked, the option you select determines the frame to be used in the item style. All available algorithmic frames will be displayed. (Custom and bitmap frames are not supported.)

Color

When **Color** is checked, the option you select from the pop-up menu determines the color used for the item style frame.

Shade

When **Shade** is checked, the option you select from the pop-up menu or enter in the field determines the shade used for the color of the item style frame.

Width

When **Width** is checked, the option you select from the pop-up menu or enter in the field determines the thickness of the item style frame.

Line Properties

Clicking the **Line** button in the **Edit Item Style** dialog opens the **Line Style** dialog box. Settings you make here will apply to all lines to which you apply the item style.

*Note:*When a line is selected in the active document, hold down the Option key when clicking **New** in the **Item Styles** dialog box to activate the **Start Across**, **Start Down**, **Length**, and **Angle** fields automatically.

The **Line Style** dialog box contains the following settings:

- Start Across:** 0"
- Start Down:** 0"
- Length:** 0"
- Angle:** 0°
- Printout:** On
- Start Position is Relative**
- Style:** (Solid line)
- Endcaps:** (None)
- Color:** Black
- Shade:** 100%
- Width:** 1 pt
- OK** and **Cancel** buttons.

Start Across

When **Start Across** is checked, the value you enter in the field determines the horizontal starting point of a styled line.

Start Down

When **Start Down** is checked, the value you enter in the field determines the vertical starting point of a styled line.

Length

When **Length** is checked, the value you enter in the field determines the length of a styled line.

Angle



When **Angle** is checked, the value you enter in the field determines the angle of a styled line.


Printout

When **Printout** is checked, the option you select determines whether the printing of a styled line will be suppressed.

Start Position is Relative

To specify that a styled line be positioned relative to a box created at the same time (rather than relative to the upper left corner of the page), check **Start Position is Relative**. Line positioning is measured from the origin of the box.

*Note:*This automatic positioning of a line with respect to a box is used only when you create a box and a line based on an item style from the Item Styles palette using the combination options  or . (For information about creating items with the Item Styles palette, see page 28.)

For example, if an illustration in a layout always calls for a rule three points below the illustration's picture box, you could choose the "Illustration" item style in the **Create** tab of the Item Styles palette, choose the  option, and have the line automatically placed in the correct position relative the the picture box.

Style

When **Style** is checked, the option you select from the pop-up menu determines the style of a styled line.

Endcaps

When **Endcaps** is checked, the option you select from the pop-up menu determines the endcaps of a styled line.

Color

When **Color** is checked, the option you select from the pop-up menu determines the color of a styled line.

Shade

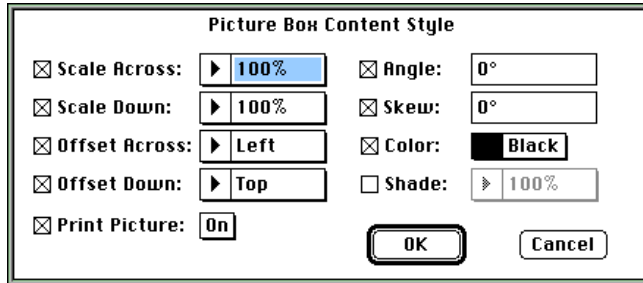
When **Shade** is checked, the option you select from the pop-up menu or enter in the field determines the shade used for the color of a styled line.

Width

When **Width** is checked, the option you select from the pop-up menu or enter in the field determines the thickness of a styled line.

Picture Content Properties

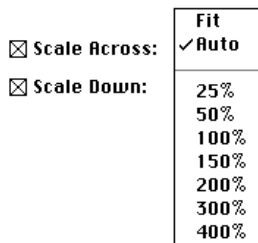
Clicking the **Picture Content** button in the **Edit Item Style** dialog opens the **Picture Box Content Style** dialog box. Settings you make here will apply to all picture boxes to which you apply the item style.



Scale Across and Scale Down

When **Scale Across** and **Scale Down** are checked, the values you select from the pop-up menus or enter in the fields will control the horizontal and vertical scaling of the picture in a styled picture box.

Both **Scale Across** and **Scale Down** pop-up menus provide two special scaling options.



To expand or compress the picture to fit exactly in the box in the direction indicated, choose **Fit**. Choosing **Fit** for both the horizontal and vertical properties is the same as applying the Scale Picture to Fit key combination (Shift-Command-F) in QuarkXPress.

To size the picture to the box while maintaining the original aspect ratio of the picture, choose **Auto** from either pop-up menu. Choosing **Auto** corresponds to the Size Picture to Fit key combination (Shift-Option-Command-F) in QuarkXPress.

Offset Across and Offset Down

When **Offset Across** and **Offset Down** are checked, the values you select from the pop-up menus or enter in the fields will control the horizontal and vertical offsets of the picture in a styled picture box. Offsets can be entered in any measurement system.

The **Offset Across** pop-up menu provides three special options. To align the left edge of the picture to the left side of a styled picture box, choose **Left**. To align the picture an equal distance between the left and right sides of the picture box, choose **Center**. To align the right edge of the picture to the right side of a styled picture box, choose **Right**.

The **Offset Down** pop-up menu provides three special options. To align the top edge of the picture to the top side of a styled picture box, choose **Top**. To align the picture an equal distance between the top and bottom sides of the picture box, choose **Center**. To align the bottom edge of the picture to the bottom side of a styled picture box, choose **Bottom**.

Print Picture

When **Print Picture** is checked, the option you select determines whether the printing of the picture in a styled picture box will be suppressed.

Angle

When **Angle** is checked, the value you enter in the field determines the rotation of the picture in a styled picture box. Measurements are in degrees.

Skew

When **Skew** is checked, the value you enter in the field determines the skew of the picture in a styled picture box. Measurements are in degrees.

Color

When **Color** is checked, the option you select from the pop-up menu determines the color of the picture in a styled picture box.

Shade

When **Shade** is checked, the option you select from the pop-up menu or enter in the field determines the shade of the picture in a styled picture box.

Text Content Properties

Clicking the **Text Content** button in the **Edit Item Style** dialog opens the **Text Box Content Style** dialog box. Settings you make here will apply to all text boxes to which you apply the item style.

Columns

When **Columns** is checked, the value you enter in the field determines the number of columns of a styled text box.

Gutter

When **Gutter** is checked, the value you enter in the field determines the width of the gutters in a styled text box.

Inset Top, Inset Left, Inset Bottom, Inset Right

When these controls are checked, the values you enter in the fields determines the text inset from the edges of a styled text box.

First Baseline

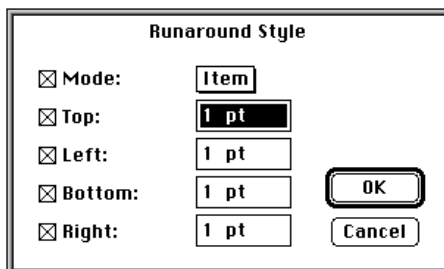
When **First Baseline** is checked, the settings you enter in the area determine the location of the baseline of the first line of text in a styled text box.

Vertical Alignment

When **Vertical Alignment** is checked, the settings you enter in the area determine the vertical alignment of the text inside a styled text box.

Runaround Properties

Clicking the **Runaround** button in the **Edit Item Style** dialog opens the **Runaround Style** dialog box. Settings you make here will apply to all items to which you apply the item style.



Mode

When **Mode** is checked, the option you select from the pop-up menu determines the relationship between the styled item and text behind and below it in the stacking order. The choices are **Item**, **None**, and **Auto Image**. Standard QuarkXPress rules apply for the available runaround options for items. For example, anchored boxes may only use the **Item** runaround setting.

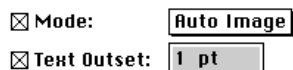
The **Auto Image** option applies to picture boxes only.

*Note:*Item Master does not support **Manual** runaround.

Top, Left, Bottom, Right


When these controls are checked, the values you enter in the fields determines the distance between text and the edges of a styled item. If the item is a line, the offset is measured from the line's bounding box.

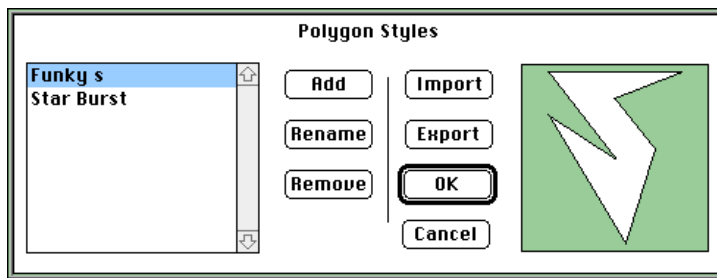
These options are available when **Item** is selected in the **Mode** pop-up menu. When **Auto Image** is selected, the top field is replaced by **Text Outset**, which lets you specify the distance between text and a picture in a styled picture box.



Creating Polygon Styles

Item Master lets you store polygon shapes that can be applied to existing items or recreated quickly from scratch. This can save you a great deal of time if a polygon shape is complicated.

To store a polygon shape, you must first select a polygon or create one with the standard QuarkXPress Polygon tool. Then choose **Edit > Polygons**. (To create a polygon based on a style, you then use the Polygon Style tool . See the Polygon Style tool discussion on page 23.) Choosing **Edit > Polygons** displays the **Polygon Styles** dialog box.

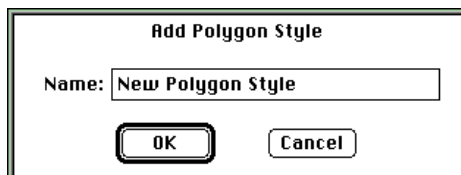


Polygon Styles scroll list

This scroll list displays all default polygon styles that have been created. To display a preview of a polygon style, select it in the list.

Add

To save the currently active polygon as a style, click **Add**. **Add** is available only when a polygon item is selected in a QuarkXPress document. The **Add Polygon Style** dialog box displays.



Enter the new polygon style name and click **OK**. The polygon style will now display in the **Polygon Styles** and **Polygon Style Tool Preferences** dialog boxes.

Note: Polygon styles you create are stored in the Item Master XTension and are available to all documents while the XTension is loaded.

Rename

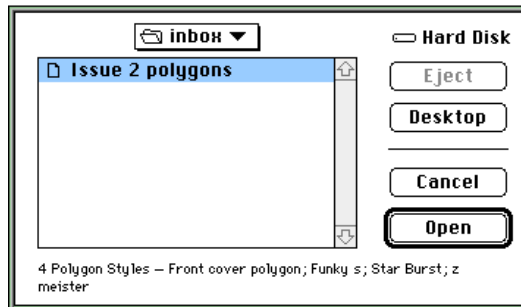
To rename a polygon style, select it in the list and click **Rename**.

Remove

To delete a style, select it in the list and click **Remove**. **Remove** is unavailable if the selected style is the active style in the **Polygon Style Tool Preferences** dialog box.

Import

To import polygon styles from a polygon document created with the **Export** feature, click **Import**. This feature lets you share polygon styles among users. Clicking **Import** displays a directory dialog box that you can use to select the document from which to import polygon styles.



Import will not import polygon styles whose names are already present in the list.

Export



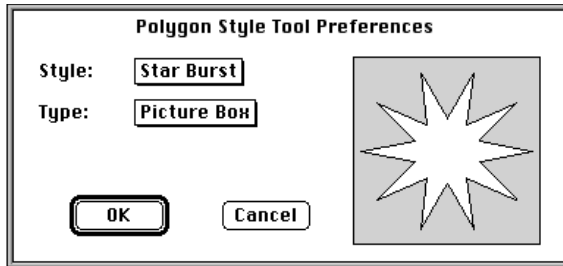
To export polygon styles in a special file format that can be imported by other users, select one or more styles in the scroll list and click **Export**. To select multiple items in the list hold down the Shift and/or Command keys. Clicking **Export** displays a directory dialog box that you can use to name and save the polygon document.

Applying Polygon Styles to Existing Items

You can apply a polygon style to an active item in a document by choosing **Item > Polygons** and selecting a polygon style from the submenu. This submenu lists all polygon styles set up for the active document.

Setting Polygon Style Tool Preferences

Double clicking on the Polygon Style tool * displays the **Polygon Tool Preferences** dialog box.



Style

To set the default polygon style used when you create polygons with the Polygon Style tool, choose an option from the **Style** pop-up menu. The **Style** pop-up menu lists all polygon styles currently available. A preview of the selected polygon style displays in the dialog box.

Note: Polygon styles specify the geometry of a polygon only — the number of sides and points and their placements. Other information from the original polygon, such as frame, background color, and size, are not included in the style.

Type

To specify whether the polygons you create with the Polygon Style tool are picture boxes or text boxes, choose an option from the **Type** pop-up menu.

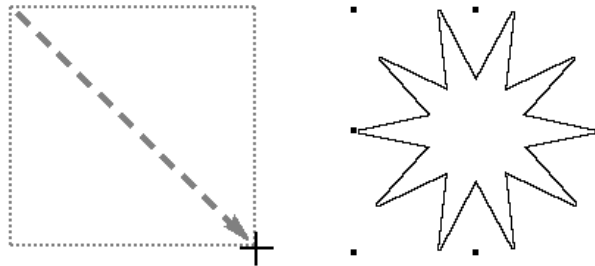
✚ Using the Polygon Style Tool

The Polygon Style tool lets you create polygons in the same way you drag out text boxes and picture boxes. The tool uses the polygon styles you define via the **Edit > Polygons** command. (See page 20 for a discussion of creating polygon styles.)

You specify the shape of the polygon created by the tool by double-clicking on the tool and choosing a polygon style in the **Polygon Style Tool Preferences** dialog box (see page 22).

To use the tool, select it in the Tool palette and use the mouse to drag out a box of the size you want. The new polygon will match the style and type you selected. Note that polygons based on polygon styles do not have to be the same size as the original polygon.

The new box can be resized or reshaped. (For information about working with boxes, see the QuarkXPress documentation.)



This illustration demonstrates that you can quickly create a complicated polygon by dragging the mouse as if you were creating a simple rectangular text or picture box.

- 1) You create a polygon you want to save and “record” it with **Edit > Polygons**.
- 2) You double-click on the Polygon Style tool and preset the type of polygon you want to re-create.
- 3) You drag out the polygon.

You can also specify a polygon style within an item style.

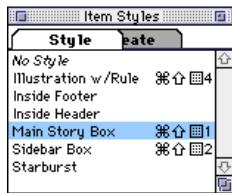
Applying Polygon Styles to Existing Items

You can apply a polygon style to an active item in a document by choosing **Item > Polygons** and selecting a polygon style from the submenu. This submenu lists all polygon styles set up for the active document.

Using the Item Styles Palette

Much like the QuarkXPress Style Sheets palette, the Item Styles palette lets you apply item styles to items in a document. (You create item styles via **Edit > Items**.) Unlike Style Sheets, you can also quickly create items based on existing item styles.

To display the Item Styles palette, choose **View > Show Item Styles**. When the Item Styles palette is open, the **View** menu displays **Hide Item Styles**. **Show/Hide Item Styles** is available when a document is active. You can move, resize, and close the Item Styles palette like most QuarkXPress palettes.



The Item Styles palette lets you quickly create items based on existing item styles and apply item styles to items already in a document.

Applying Item Styles vs. Creating Items

The Item Styles palette performs two powerful tasks. 1) You can use it to apply item styles created via the **Edit > Items** command to text boxes, picture boxes, lines, and groups that already exist in a document. The items will be reformatted to match the selected style. 2) You can create new items from scratch based on item styles. This, in effect, lets you drag and drop page elements from the palette that are styled, sized, and positioned correctly the second you release the mouse button.

The palette provides two tabs for selecting whether you want to apply styles to existing items, or create new items. When you want to style existing items, you click the **Style** tab and choose an item style. When you want to create an item, you click the **Create** tab and choose an item style. Each of these options is covered in the next few pages.

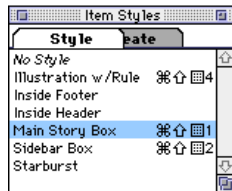
Applying Item Styles

The **Style** tab in the palette lets you select and apply styles to active items in a way similar to the QuarkXPress style sheet palette. The item style scroll list displays the item styles that have been created via **Edit > Items**. A highlighted style in the scroll list indicates that the active item is tagged with the style. When you select an item that does not match any style in the palette, the *No Style* entry is highlighted.

A highlighted style name followed by a plus (+) indicates that local changes have been made to the active item. Local changes include any modifications made to the item or its contents using QuarkXPress features that make it no longer exactly match the style. When you apply an item style to an item, all specifications of the style are applied and the item is “tagged” with that style. See the *Options for Applying Item Styles* section below for exceptions.

To apply an item style, select an item or items and click a style name in the **Style** tab of the palette. Note that you cannot choose **Edit > Undo** after applying an item style. To reverse the styling of an item, you must use **File > Revert to Saved**.

You can also apply item styles via the **Item Styles** submenu (**Item** menu). This submenu lists all item styles created for the active document. All of the modifier keys covered in the next section, *Options for Applying Item Styles*, can be used with the submenu. To use the modifier keys, hold them down before you display the **Item** menu.




Notice the keyboard equivalents displayed next to some of the item styles. You specify these keys in the **Edit Item Style** dialog box.


Options for Applying Item Styles


The Item Styles palette lets you apply styles to items in two ways: 1) selecting an item and clicking a style in the palette, or 2) dragging a style name from the palette to an item (active or not).

Clicking to Apply Styles


To apply the attributes of a style to an item, but not tag the item with the new style's name, hold down the Control key and click a style name when the reverse pointer  displays. When the item style is altered, the untagged item will remain unchanged.


Note: This will not override any previously applied style. If there is already an item style applied to the item, holding down Control when you apply an item style adds the specifications of the new style as if they were local changes, retaining the settings of the previous style not specified in the new style.


To apply a new style to an item already tagged with an item style and override any local changes that have been made to the item (changes that do not match the original style), hold down the Shift key and click a style name when the  pointer displays. The item will exactly match the new style.


To apply the attributes of a style to an item already tagged with an item style and override any local changes that have been made to the item (changes that do not match the original style) and not tag the item with the new style's name, hold down the Control and Shift keys and click a style name when the  pointer displays.

Dragging to Apply Styles


To drag a style to an item in your document (active or not), hold down the Option key and click a style name. When the  pointer displays, drag the style to an item in your document.

To drag a new style to an item already tagged with an item style and override any local changes that have been made to the item (changes that do not match the original style), hold down the Option and Shift keys and click a style name. When the  pointer displays, drag the style to an item in your document.

To drag a style to an item in your document and not tag the item with the style name, hold down the Control and Option keys and click a style name. When the  pointer displays, drag the style to an item in your document.

To drag the attributes of a style to an item already tagged with an item style and override any local changes that have been made to the item (changes that do not match the original style) and not tag the item with the new style's name, hold down the Option, Control, and Shift keys and click a style name. When the  pointer displays, drag the style to an item in your document.

Updating All Tagged Items

To return all items in a document tagged with a certain style to the specifications of the style, hold down Control-Option-Command and click on the style name when the  pointer displays. This combination overrides all local changes made to items, such as background color, frames, and so on.

This feature is especially useful working with item styles possessing location as a property and which have been created with the drag process (items are placed where they were dropped). For example, you may create multiple-page layouts by quickly dragging elements to their proper pages and then updating their positions with this option.

*Note:*Item Master provides another convenient method to update tagged items when you are editing item styles. To automatically update all items tagged with an item style and override any local changes (changes that do not match the applied item style), hold down the Shift key as you click **Save** in the **Item Styles** dialog box. All local changes will be discarded and tagged items will exactly match the item style.

To display the **Edit Item Style** dialog box, hold down the Command key and click on a style name in the palette when the  pointer displays.

Moving Tagged Items Among Documents and Libraries

When you copy an item tagged with an item style to another document, the item style will be added to the item style list in the new document. Similarly, when you drag a styled item into a library, the item style will be available when you subsequently drag the item into another document.

Creating Items

The **Create** tab in the palette lets you create an item based on an item style. The item style scroll list displays the item styles that have been created via **Edit > Items**. A highlighted style in the scroll list indicates that the active item is tagged with the style. When you select an item that does not match any style in the palette, the *No Style* entry is highlighted.

There are two ways in which you can create items: you can click on a style or you can drag a style into the document.



*Note that when the **Create** tab is forward, you can still use the keyboard equivalents to apply item styles to active items.*

Clicking once on a style name in the **Create** tab with the pointer displays a small dialog box showing available item options. These options to create an item are based on the attributes defined in the selected style. To cancel out of this dialog box, press the Escape key. (If the selected style describes only one type of item, such as a line, the item options dialog box will not be displayed.)





If a style has been defined to contain properties for both boxes and a line, options available from left to right are: picture box, text box, line, picture box and line, or text box and line, as illustrated above.



If a style has been defined to contain properties for boxes only (not lines), the dialog box will display box options only.


To create an item, click the desired option in the dialog box. If no origin coordinates are defined in the selected style, the newly created item will


be placed in the center of the current page. The newly created item will also be tagged with the style name. Any changes made to the style will be reflected in the item.


If the selected item style contains specifications for both a box and a line, the the combination options  and  are available. Clicking one of these buttons will create a box *anda* line. The item style can specify the relative positions of the two items.


*Note:*An item style must contain properties for either a box and/or a line. If you try to create an item from a style that does not specify an item type, Item Master will display an alert.


Options for Creating Items

To create an item, but not tag the item with the style's name, hold down the Control key and click a style name when the reverse pointer  displays. (You can also hold down the Control key and drag the style name to the document to create an untagged item.)

To create an item and place it in a certain location in the document, drag a selected item style name from the palette with the  pointer.

To create an item and place it in a certain location in the document, but not tag the item with the style name, hold down the Control key and drag a selected item style name from the palette with the  pointer.

To quickly create an item of the same type last created (without having to choose the item type from the small dialog box), hold down the Shift key and drag a selected item style name from the palette with the  pointer. For example, if you last created a text box, holding down the Shift key and dragging a style name will automatically create a text box.

To create an item and place it using the item coordinates specified in the style, hold down the Command key and drag a selected item style name from the palette with the  pointer.

*Note:*You can use the Command and Shift keys together when creating items to greatly streamline the production of multiple items. For example, working in a small view such as 20% you could create and correctly place a sidebar text box on the first page by holding down the Command key and drag-creating a box on the first page. Then, holding down the Command and Shift keys, dragging the item style to each remaining page in the document requiring the item.

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