

U s e r ' s G u i d e

Volume 1



XPERT TOOLS

Power Tools for QuarkXPress

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What are XTensions?

XTensions are software modules that can add features to QuarkXPress... but, if you've bought this package, you already knew that. Anyway, this set of XTensions works like all XTensions to QuarkXPress: When they're present in your QuarkXPress folder (or in the XTension sub-folder) and you launch QuarkXPress, each XTension adds features and functionality to the standard QuarkXPress program.

(For more detailed information on XTensions and their general use, refer to Appendix B of the *QuarkXPress Reference Manual*.)

Note: For information about the compatibility of the XTensions in this package with various versions of QuarkXPress, see the product box.

What XTensions are included in this Package?

This package includes 15 XTensions. Here's a summary:

XPert Loader

XPert Loader lets you create sets of selected XTensions (any XTensions, not just ours) to load when you launch QuarkXPress. You've probably gotten tired of dragging XTensions between folders at the Finder. With XPert Loader, you can wrangle those XTensions into manageable groups and apply them as needed. XPert Loader provides a familiar style sheet-like interface.

See page 1.

XPert Scale

XPert Scale lets you quickly scale QuarkXPress groups, lines, text and picture boxes, and their contents, similarly to the way drawing programs scale objects. You can scale items horizontally, vertically, or both. The XPert Scale XTension also provides a flexographic feature for non-proportional printing.

See page 7.

XPert Layers

XPert Layers provides an easy way to work with QuarkXPress items by letting you locate, select, show, hide, and do things to items by layer or to multiple items simultaneously by *viewgroup*.

See page 17.

XPert Color

XPert Color lets you find and change colors that have been applied to QuarkXPress items and contents, as well as convert spot colors to process colors (and vice versa). The XTension also lets you add colors to QuarkXPress documents using the Apple System color picker.

See page 33.

XPert ImageInfo

XPert ImageInfo gives you quick access to information and controls for pictures placed in a QuarkXPress layout. The XTension places a small gold triangle in the upper left corner of each picture box, which allows you to access a pop-up palette containing picture-related information and controls.

See page 39.

XPert Print

XPert Print lets you marquee (select) a portion of a QuarkXPress page and either print it or save it as an EPS file.

See page 47.

XPert Paste

XPert Paste lets you paste an item onto a new page or spread in the same location from which it was originally copied or cut. XPert Paste also gives you the option to paste the item into the same position on selected pages.

See page 53.

XPert Menus

XPert Menus adds four pop icons at the bottom of each QuarkXPress document window. When clicked, these icons display pop menus that make it easier to: change document views; go to pages in a document; switch between open documents; and select QuarkXPress tools.

See page 55.

XPert Launch

XPert Launch provides a method for you to open applications, other QuarkXPress documents, and aliases that are present in a folder named “Launch” contained within your QuarkXPress folder.

See page 59.

XPert Open

XPert Open lets you open QuarkXPress documents faster by giving you the option to preset your selection for the *non-matching preferences* dialog box that’s frequently displayed when you open a document.

See page 61.

XPert Ungroup

XPert Ungroup lets you ungroup all items contained in a QuarkXPress group. *XPert Ungroup* can, using a single menu command, ungroup all the items that make up a group, including items in groups within the selected group.

See page 63.

XPert View

XPert View lets you open your QuarkXPress documents in custom sizes and positions. You can quickly size and arrange multiple document windows, and hide and show document windows similarly to the way you hide and show palettes.

See page 65.

XPert Nudge

XPert Nudge provides a palette that lets you quickly and accurately move item(s) selected on a page as well as pictures within picture boxes. You can also use it to move the text insertion point and to highlight text. *See page 71.*

XPert TextLock

XPert TextLock lets you lock the contents of a text box or chain of linked text boxes. This prevents any inadvertent (or intentional) editorial or formatting changes. *See page 73.*

XPert Quit

XPert Quit lets you control how and when QuarkXPress automatically quits based on how long its been since you've typed or moved your mouse. This feature is especially useful for users at sites with multiple-license versions of QuarkXPress, since quitting QuarkXPress on a computer that's not really being used can free up a license for another user at the site. *See page 75.*

Using this Manual

The manual covers all commands and techniques for the XTensions listed above. The material presented here is written with the assumption that you are already familiar with QuarkXPress and the Macintosh.

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

The notation **Item** > **XPert Scale** indicates that the **XPert Scale** command can be found in the **Item** menu.

Installing XTensions

The XPert Tools installer can automatically place all 15 XTensions on your hard disk drive, or you can have it load only those you select.

Quick Installation

To install all of XPert Tools Volume One you'll need about 2MB of available hard disk space.

1. 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 XPert Tools Volume One disk and double-click the XPert Tools Volume 1 Installer icon.
3. When the installation dialog appears, click to continue.
4. Click **Install** to install everything from the disk onto your hard disk drive.
5. A dialog box asks for your name, organization, and serial number. Enter the required information and click **OK**.

When the installation process is complete, a message appears indicating that the installation was successful.

6. Click **Quit** to exit the installer and return to the Finder. Store your XPert Tools Volume One disk in a safe place and enjoy.

Custom Installation

1. Follow steps 1, 2, and 3 in the "Quick Installation."
2. Choose **Custom Install**, select individual items for installation and click **Install**.
3. Follow steps 5 and 6 in the "Quick Installation."

Installing Demonstration Versions

The dialog box displayed after you click **Install** provides a **Demo** button that allows you to install unserialized, limited-function versions of the XTensions. We included these demos to provide a sense of the benefits available from XPert Tools. 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.

Thanks Again,



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XPERT TOOLS

Volume 1

What Is XPert Loader?

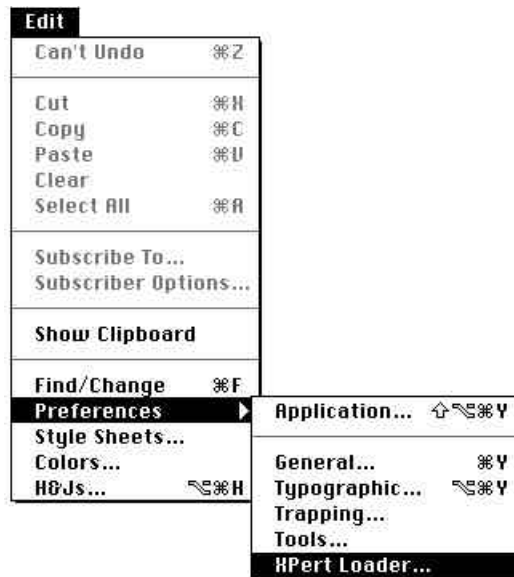
The *XPert Loader* XTension lets you create sets of selected XTensions to load when you launch QuarkXPress. You've probably gotten tired of dragging XTensions between folders at the Finder. With XPert Loader, you can wrangle those XTensions into manageable groups and apply them as needed. XPert Loader provides a familiar style sheet-like interface.

XPert Loader works by always loading first, allowing it to filter the loading of subsequent XTensions. XPert Loader can find and selectively load all XTensions that reside in the QuarkXPress folder and in the "XTension" sub-folder.

Note: XPert Loader cannot look into the "Other XTension" folder created by Quark to store unused XTensions. If you want XPert Loader to manage all of your XTensions, place them in the "XTension" folder.

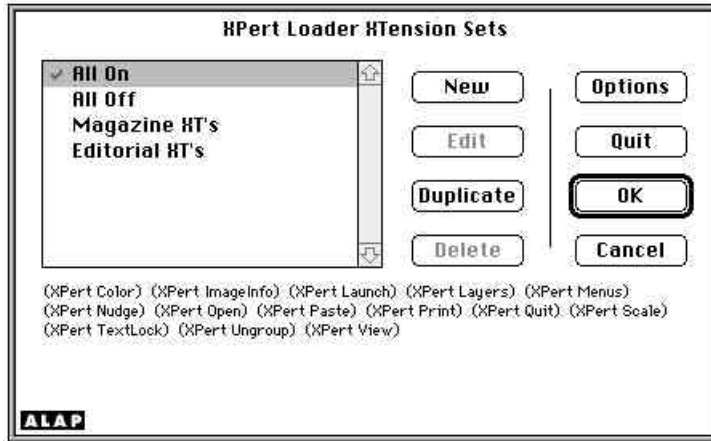
What XPert Loader adds to QuarkXPress

XPert Loader adds one command to the QuarkXPress menus: **Edit > Preferences > XPert Loader**.



Creating and Editing XTension Sets

Choose **Edit > Preferences > XPert Loader** to display a dialog box that lets you create and edit XTension sets. The **XTension Sets** dialog box is also displayed the first time the XTension is run. Thereafter, you can specify whether it displays automatically when you launch QuarkXPress.



XTension set scroll list

This scroll list displays all XTension sets that have been created. The checkmark next to a set name indicates the set to be loaded when QuarkXPress is launched.

To select a different set to load, click in the blank column just to the left of the set name. The checkmark displays next to the chosen set.

Two default sets are included: **All On** runs every XTension found in the QuarkXPress folder and the XTension sub-folder. **All Off** prevents all XTensions from loading.

The display area below the scroll list shows all XTensions included in the selected set. Please note that the selected set may not necessarily be the loaded set.

New

To create a new XTension set, click **New**. Clicking **New** displays the **Edit XTension Set** dialog box, which lists all available XTensions for you to include in the set. Using the **Edit XTension Set** dialog box to edit sets is discussed on page 4.

Edit

To edit an existing XTension set, select the set in the scroll list and click **Edit** (or double-click). Clicking **Edit** displays the **Edit XTension Set** dialog box, which lists all available XTensions for you to include in the set. Using the **Edit XTension Set** dialog box to edit sets is discussed on page 4. You can not edit **All On** or **All Off**.

Duplicate

To create a copy of an existing XTension set, select the set in the scroll list and click **Duplicate**. Clicking **Duplicate** displays the **Edit XTension Set** dialog box, which lists all available XTensions for you to include in the set. Using the **Edit XTension Set** dialog box to edit sets is discussed on page 4. You can duplicate **All On** or **All Off**.

Delete

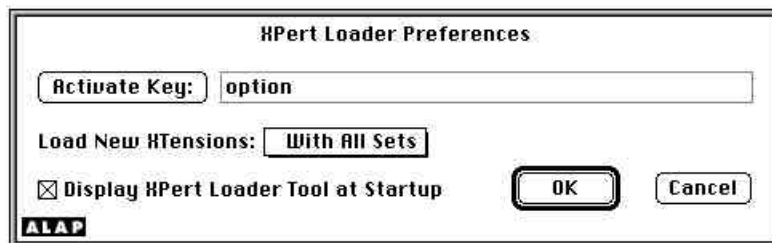
To remove an existing XTension set, select the set in the scroll list and click **Delete**. Shift-click and Command-click to select more than one set. You can not delete **All On** or **All Off**.

Quit

To quit QuarkXPress, click **Quit**. If the **XTension Sets** dialog box was displayed on startup, no further XTensions will be loaded, and you will be returned to the Finder. If you accessed the **XTension Sets** dialog box via **Edit > Preferences > XPert Loader** to specify a new XTension set, **Quit** is a quick way to restart QuarkXPress to run your new set.

Options

To open a dialog that lets you set various preferences for XPert Loader, click **Options**.

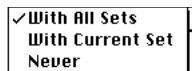


Activate Key

To specify the key(s) that let you display the **XTension Sets** dialog box when you launch QuarkXPress, even if you have set the preference for it to not display, hold down the key(s) you want to use and click **Activate Key**. You can use Command, Option, Shift, Control, and Caps Lock. For example, if you specify the Option key, holding down the Option key as you launch QuarkXPress will display **XTension Sets**.

Load New XTensions

To tell XPert Loader how to load XTensions placed in your QuarkXPress folder or XTension folder after you have created your sets, choose an option from the **Load New XTensions** pop-up menu.



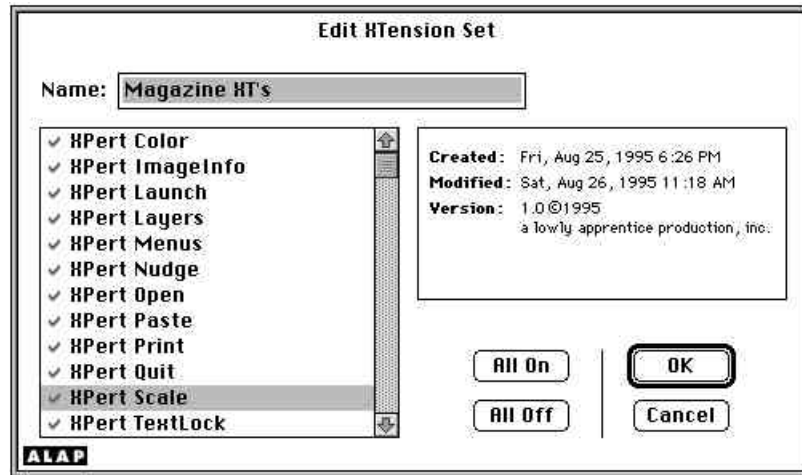
With All Sets adds new XTensions to every set you've created. **With Current Set** adds new XTensions to the active set only. **Never** keeps new XTensions from being added to any existing sets, allowing you to add XTensions manually to just those sets you want.

Display XPert Loader at Startup

Check this box to open the **XTension Sets** dialog box automatically every time you launch QuarkXPress. This gives you the option to specify a new XTension set for each session.

Editing XTension Sets

Clicking **New**, **Edit**, or **Duplicate** in the **XTension Sets** dialog box displays the **Edit XTension Set** dialog box. You can also display this dialog box by double-clicking an XTension set name.



Name

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

XTension scroll list

This scroll list displays all available XTensions. Checked XTensions are included in the current set, unchecked XTensions are not.

To include an XTension, click to the left of the XTension name to place a checkmark next to the name. To remove an XTension, click on the checkmark displayed to the left of the XTension name.

The area to the right of the scroll list displays information about the currently selected XTension. Information includes creation date, modification date, and version information. This is the same information you would obtain by choosing **File > Get Info** for the XTension at the Finder.

All On

To check all XTensions in the list so that they will load at launch time, click **All On**.

All Off

To uncheck all XTensions in the list so that they will not be loaded at launch time, click **All Off**.

What is XPert Scale?

The *XPert Scale XTension* lets you quickly scale QuarkXPress groups, lines, text and picture boxes, and their contents, similarly to the way drawing programs scale objects. You can scale items horizontally, vertically, or both. The XTension also provides a flexographic feature for non-proportional printing.

With QuarkXPress alone you can scale only individual items. XPert Scale lets you scale multiple items, groups of item, or groups of groups. For example, a complex group of items can be reduced to 62% of original size in seconds. XPert Scale can simplify headline creation, logo development, copy fitting, picture and caption adjustments, and many other common tasks.

Remember: When the documentation refers to a QuarkXPress item, that can mean a single item, multiple-selected items, or groups.

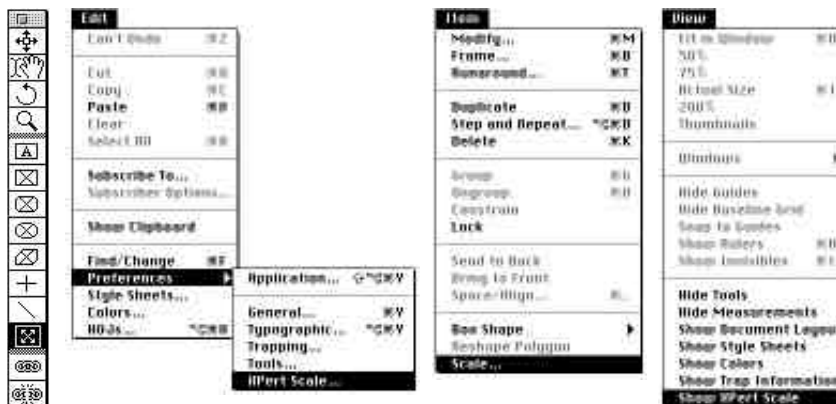


Multiple QuarkXPress items can be scaled quickly with one operation.

Note that the **Edit > Undo** command is not available following scaling with XPert Scale. However, scaling done via the XPert Scale palette can be undone by applying an inverse scale. See *Using the XPert Scale palette* on page 14 for more information. You can, of course, use **File > Revert to Saved** to reverse an undesirable scaling operation. Therefore, be sure to save your document before performing complex scaling. Also, proceed in stages rather than scaling everything at once.

What XPert Scale adds to QuarkXPress

XPert Scale adds three new commands to the QuarkXPress menus: **Edit > Preferences > XPert Scale**, **Item > Scale**, and **View > Show/Hide Scale**. The XTension also adds a new tool to the tool palette.



- The XPert Scale tool added to the QuarkXPress Tool palette lets you drag to resize items and groups visually. Note that you cannot scale multiple-selected items with the XPert Scale tool (although you can with **Item > Scale** and from the XPert Scale palette).
- The **Edit > Preferences > XPert Scale** command displays the **XPert Scale Preferences** dialog box, which lets you define the way in which the XTension scales items and their contents.
- When an item or group is active, choosing **Item > Scale** displays the **Scale** dialog box, which lets you specify a new width, a new height, or both. You can control scale as a percent of the original size or enter new dimensions.
- Choosing **View > Show XPert Scale** displays the XPert Scale palette, which provides the same controls as the **Scale** dialog box and also lets you apply preset scale values to selected items.
- Holding down the Option key as you click **Print** in the **Print** dialog box (**File > Print**) accesses XPert Print's flexographic print feature (non-proportional dimensions for printed document pages).

XPert Scale Tool

Use this tool to visually scale active item(s) by dragging one of the item handles. Contents and other components of the item are scaled according to the options currently selected in the **XPert Scale Options** dialog box. In other words, boxes, graphics, frames, text, and lines are resized or not, as specified by selected options.

The XPert Scale tool can be used to scale only a *single selected item at a time* (however, this can be a grouped item comprising any number of boxes and lines).

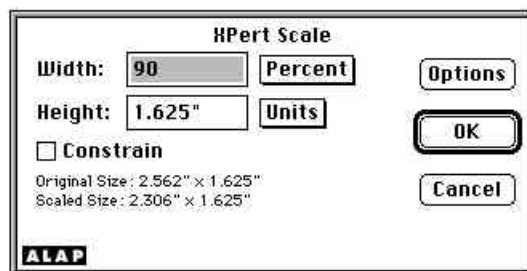
The standard QuarkXPress modifier keys work normally with the XPert Scale tool:

- Shift-dragging forces the bounding box of the scaled item to be a square.
- Option-Shift-dragging keeps horizontal and vertical scaling proportional.

Note: Other than **Quit**, no QuarkXPress menu commands are available while the XPert Scale tool is selected.

Scale command

Choosing **Item > Scale** displays a dialog box that lets you scale one or more items numerically. **Scale** is available when one or more items (or groups) are active.



You can apply different horizontal and vertical scaling (anamorphic scaling), or you can constrain scaling to be symmetric in both directions.

Width/Height

To define scaling, choose **Percent** or **Units** from the pop-up menus to the right of the **Width** and **Height** fields and enter values in the fields. You can scale in terms of percentages of the item's current size (**Percent**), or by entering new dimensions (in current **Units** of measurement). The fields and menus are independent, so you can define scaling differently for each direction.

Note: XPert Scale allows you to scale an item so that it is smaller or larger than QuarkXPress allows. Such an item will print correctly, but if you attempt to modify it with QuarkXPress tools or commands, an error message will display.

Constrain

To scale items proportionally, check **Constrain**. When you check **Constrain**, the **Height** option is dimmed and items will be scaled equally vertically and horizontally according to the entry in the **Width** field.

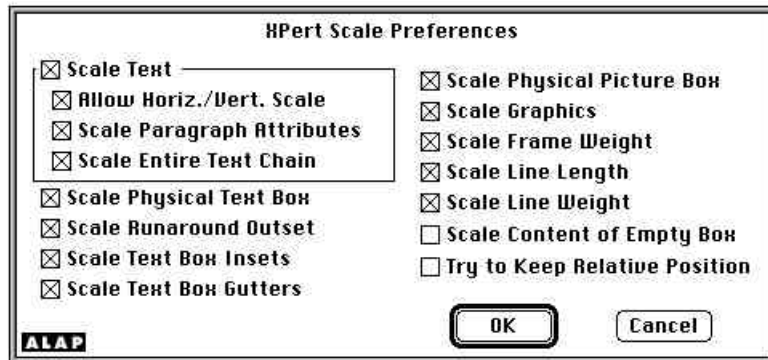
The **Scaled Size** dimensions of the bounding box of the item or group are displayed (in current units of measurement) at the bottom of the dialog box. These values are updated whenever you change a value in the **Width** or **Height** fields.

Options

Click the **Options** button to display the **XPert Scale Preferences** dialog box. This is the same dialog box accessed via the **Edit > Preferences > XPert Scale** command (described below).

XPert Scale Preferences

Choosing **Edit > Preferences > XPert Scale** displays a dialog box that lets you separately control the way in which boxes, text, graphics, frames, lines, and groups are to be scaled. (You can also display the **XPert Scale Preferences** dialog box by clicking the **Options** button in the **Scale** dialog box (**Item > Scale**).



Each check box controls whether a particular item is scaled. If you check an option, the specified attribute is affected when you scale an item with the XPert Scale tool or the **Scale** command; otherwise, the attribute is unchanged.

Scale Text

To change the size of text contained in a text box you are scaling, check **Scale Text**. The **Scale Text** area contains three text-related options.

Allow Horiz./Vert. Scale

To allow text to be distorted horizontally and vertically, check **Allow Horiz./Vert. Scale**. Otherwise, text characters scaled with XPert Scale maintain their original proportions.

Scale Paragraph Attributes

To allow paragraph formats such as indents, leading, and tab spacing to be scaled, check **Scale Paragraph Attributes**.

Scale Entire Text Chain

To scale all text within the chain linked to the active text box being scaled, check **Scale Entire Text Chain**. Linked text boxes need not be selected.

Note: When scaling text that is linked across more than one text box, make sure that the last character in each box is a return rather than new box or new column character. If XPert Scale does not see a paragraph return, text can reflow through the chain and might get scaled inappropriately in another text box.

Scale Physical Text Box

To control the scaling of text boxes (independently of their contents), check **Scale Physical Text Box**. When you leave this unchecked, the dimensions of a text box are unchanged when other elements are scaled.

Scale Runaround Outset

To scale an item's runaround value with the item, check **Scale Runaround Outset**. (Refer to the description of the **Item > Runaround** command in the QuarkXPress documentation). When you leave this unchecked, the outset value will not be scaled along with the item and the relationship between items and surrounding text may no longer be proportional.

Scale Text Box Insets

To scale a text box's text inset value when you scale the text box, check **Scale Text Box Insets**. (Refer to the description of the **Item > Modify** command for text boxes in the QuarkXPress documentation). When you leave this unchecked, the inset value will not be scaled along with the text box and the relationship between text and its box may no longer be proportional.

Scale Text Box Gutters

To scale a text box's gutters when you scale the text box, check **Scale Text Box Gutters**. (Refer to the description of the **Item > Modify** command for text boxes in the QuarkXPress documentation). When you leave this unchecked, the gutter value will not be scaled along with the text box and the relationship between columns may no longer be proportional.

Scale Physical Picture Box

To control the scaling of picture boxes (independently of their contents), check **Scale Physical Picture Box**. When you leave this unchecked, the dimensions of a picture box are unchanged when other elements are scaled.

Scale Graphics

To scale the contents of picture boxes, check **Scale Graphics**. When you leave this unchecked, the size of pictures are unchanged when the boxes containing them are scaled.

Scale Frame Weight

To scale the thickness of text and picture box frames, check **Scale Frame Weight**. When you leave this unchecked, frames will not be scaled along with other items (such as their associated boxes) and the relationship between items may no longer be proportional.

Scale Line Length

To scale the length of lines, check **Scale Line Length**. When you leave this unchecked, line lengths will not be scaled along with other items and the relationship between items may no longer be proportional.

Scale Line Weight

To scale the thickness of lines, check **Scale Line Weight**. When you leave this unchecked, line weights will not be scaled along with other items and the relationship between items may no longer be proportional.

Scale Content of Empty Box

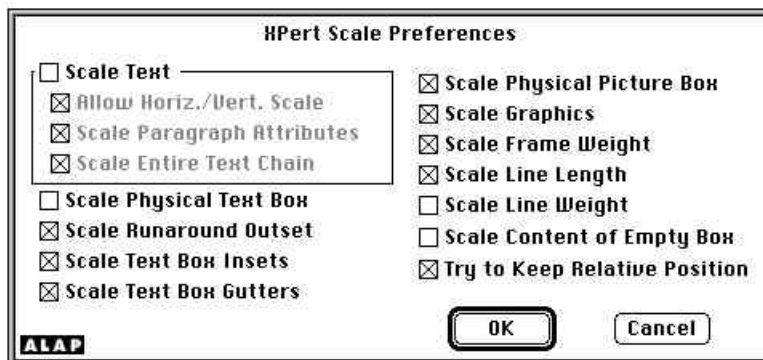
To automatically and appropriately scale text and pictures placed into scaled boxes, check **Scale Content of Empty Box**. For example, if you scale an empty picture box 50%, any picture you subsequently import into that box will also be scaled 50%. When you leave this unchecked, any picture or text you place is sized normally (at whatever defaults you have set), regardless of current box scaling.

Try to Keep Relative Position

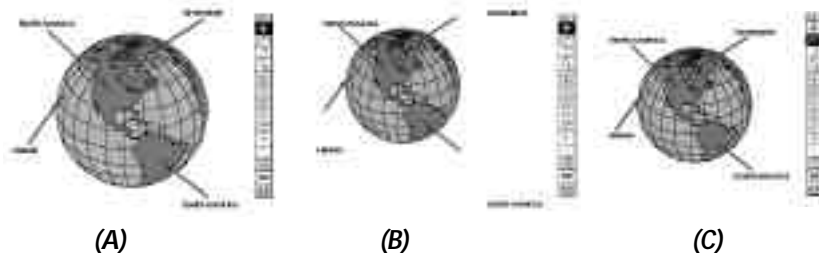
To maintain the relative position among a group of objects when some of the objects in the group are scaled and some are not, check **Try to Keep Relative Position**.

By way of example, note the illustration on the next page of a globe with callouts pointing to various parts of the world. To reduce the scale of the globe while keeping the callouts pointing the proper locations, the **XPert Scale Options** dialog box needed to be set so that the text boxes, text, and line weight did not scale. It was necessary to check **Scale Line Length** so that the lines could be adjusted to maintain their relative position. The **Try to Keep Relative Position** check box was also checked.

The group was then scaled to 75% with the callouts maintaining fairly accurate positions. Slight adjustments might be necessary (hence the word “Try”).



The **XPert Scale Preferences** dialog box set for scaling the following globe image (the globe and line lengths only, not the text) while maintaining the relative positions of the callouts. Note that the **Scale Line Length** and **Try to Keep Relative Position** check boxes have been checked.



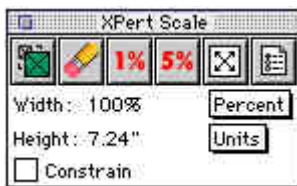
(A) Full-sized, unscaled graphic comprising multiple items. The Tool palette is included to give size and position reference.

(B) Globe and lines scaled 75% without using **Try to Keep Relative Positions**. Note the shifted position of the globe and lines relative to the text.







(C) Globe scaled 75% using **Try to Keep Relative Positions**.

Using the XPert Scale palette

To display the XPert Scale palette, chose **View > Show/Hide XPert Scale**. The palette gives you the same control over item scaling as the **Item > Scale** command. When the XPert Scale palette is open, the **View** menu displays **Hide XPert Scale**.



The XPert Scale palette provides all of the functionality of the Scale command, and more.

-  Click this button to quickly change the active item to the scale value shown in the palette. To specify a new scale value, highlight the value in the **Scale** field and enter a new value. For information about the pop-up menu and check box, see the *Scale Command* discussion beginning on page 9.
-  Click this button to apply the inverse value of the previous scale applied through the palette. To apply the inverse again, hold down the Option key. For example, if you enter 50% scaling for an item, then click this button, the item is scaled 200% to undo the original scaling. Clicking the button again to toggle the scaling value back to the original scale. Hold down the Option key and click to apply the inverse value again (200% of the original scale).
-  Click this button to decrease the active item's scale by 1%. To increase the scale by 1%, hold down the Option key and click.
-  Click this button to decrease the active item's scale by 5%. To increase the scale by 5%, hold down the Option key and click.
-  Click this button to access the XPert Scale tool. See the *XPert Scale Tool* discussion on page 9 for information about using this tool.
-  Click this button to display the **XPert Scale Preferences** dialog box. See the *Preferences* discussion beginning on page 10 for information about the controls in this dialog box.

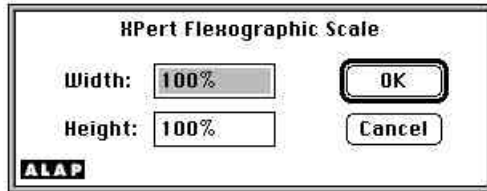
Tips

- Be aware that rotated items are scaled according to their original geometry. For example, if you scale just the width of a square box that has been rotated 45 degrees, a rotated rectangle is produced (rather than, as you might have wanted, a wider diamond).
- If, after scaling, the resized item would extend past the upper edge of the document pasteboard, the item will not be scaled.

Flexographic printing

For certain projects, it is necessary to print the document with a non-proportional printing scale. This can be accomplished with XPert Scale. To activate flexographic controls, hold down the Option key when clicking the **Print** button in the **Print** dialog box (**File** menu). Should other dialog boxes (such as the missing images dialog box) be displayed while printing, do the same in each dialog box — hold down the Option key and click the **Print** or **OK** buttons.

The **Flexographic Scale** dialog box displays.



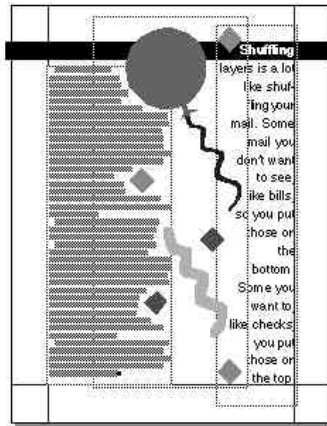
The percent values you enter in the **Width** and **Height** fields work in conjunction with the document's print **Orientation** (specified in the **Page Setup** dialog box). For example, if the document were a letter page (8.5" wide x 11" tall) set for *landscape* printing, the **Width** percent value would effect the print scale of the 11" measurement of the letter page. If the same file is imaged in the portrait mode, the **Width** percent value would effect the print scale of the 8.5" measurement. The values you enter also work in conjunction with the **Scale** value you enter in the **Page Setup** dialog box. For example, if for an 11" tall document you specify a **Scale** value of 50% in **Page Setup**, and a flexographic **Height** percent value of 50%, you'll get an output height of 2.25" (half of a half).

Clicking **Cancel** in the **Flexographic Scale** dialog box does not cancel the print job, only the use of the flexographic scaling option.

Use of the flexographic feature does not alter the document, only the way it prints.

What is XPert Layers?

The *XPert Layers XTension* provides an easy way to work with QuarkXPress items by letting you locate, select, and modify items by *layer*. In QuarkXPress, when you place an item — a picture box, a text box, a line, or a group — in a layout, the program assigns a layer number to it. The next item you place is also assigned a layer number; its layer is above the first item's layer in the page's *stacking order* of items. Whenever you create a new item, it starts out as the top layer of the page's stack. (Items on pages that are part of a multi-page spreads are numbered relative to the other items on all the pages in the *spread*, but we'll just use "page" to mean both for the rest of this chapter.)



The illustration shows a QuarkXPress page with four items (and four layers — very few, compared to most pages). Even without XPert Layers, you can tell the picture box is on the top layer of this page's stacking order: it's causing text in the two text boxes beneath it to run around the image shapes and it's obscuring part of the line on the bottom layer of the stacking order.

Shuffling with XPert Layers

The standard QuarkXPress controls **Bring to Front/Bring Forward** and **Send to Back/Send Backward (Item menu)** let you move an item and its layer to a different position in a page's stacking order, but these controls can be inadequate for complicated layouts. XPert Layers makes it easier to work with QuarkXPress items by letting you move a selected item up and down the stacking order until it's in the right layer. Instead of using

standard QuarkXPress tools to send an item backward or bring it forward until it's in the right place, you can just shuffle it into position.

Selecting, En Masse

In QuarkXPress you select items by clicking on them. This can be frustrating when you've got a lot of layers. XPert Layers gives you tools that let you move up and down the layers in the stacking order of a page to locate and select items. You can even create sets of items that can be selected and unselected at once.

Surfing Chains of Linked Text Boxes

Going from text box to text box in a linked QuarkXPress text chain can be like driving around a new city without a map. Eventually you'll find where you're going. With XPert Layers you know where you're going. You can look at the palette and know how many boxes are in the chain and where you are in the chain; and you can click or enter box numbers to go right to the box you want.

Making It Easy with Viewgroups

One of the most powerful features in the XPert Layers XTension is its ability to let you work with items in groups, called *viewgroups*. Viewgroups let you work with sets of QuarkXPress items that you've selected. Once items are in a group, you can use XPert Layers to shuffle all the items in the group up or down the stacking order together. You can also: select or unselect all the items in a group; delete all the items in a group; lock groups of items; and show or hide all the items in a group. Hidden items don't display on screen or print.

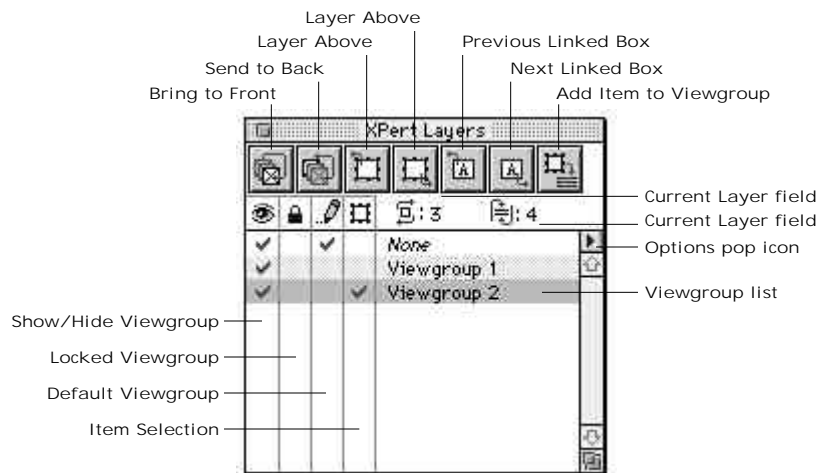
The ability to hide and show viewgroups can be particularly useful. For example, you can speed the on-screen redraw of a page by hiding the slower-drawing elements. To do this, you would put draw-intensive items into the same viewgroup with other slow drawing items, then click in the XPert Layers palette to hide the group. You could also use this feature to make it easier to produce multiversion publications. Versioned publications frequently have items that need to print for some versions but not others. XPert Layers would let you hide or show groups of items (and a group can contain only one item) that would make it possible to preview or print each version using the same document.




What XPert Layers adds to QuarkXPress

XPert Layers adds the **View > Show/Hide XPert Layers** command that displays a palette for managing item layers. The **XPert Layers Preferences** dialog box, accessed via the palette, allows you to specify the way in which the XPert Layers palette controls work with items.

The XPert Layers palette

To display the XPert Layers palette, chose **View > Show/Hide XPert Layers**. The controls available in the palette are determined by what kind of item or items are currently selected in the active QuarkXPress document. When the XPert Layers palette is open, the **View** menu displays **Hide XPert Layers**.



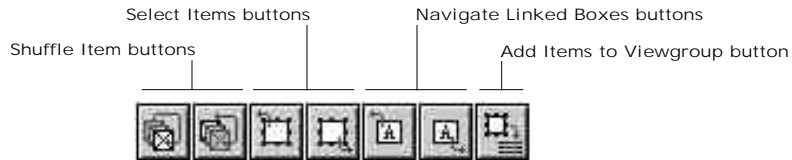
The XPert Layers palette lets you view information about and control the layers of items in a QuarkXPress document. The palette's checkmarks provide information about the layers in a document. In this example, the checkmarks in the  column indicate all items are visible; the checkmark in the  column indicates newly created items will be automatically assigned the "None" viewgroup; the checkmark in the  column indicates that items in "Viewgroup 2" are currently selected.

The XPert Layers Palette Controls

You access all the features of the XPert Layers XTension using controls on the XPert Layers palette. This section provides information about each of the palette's controls.

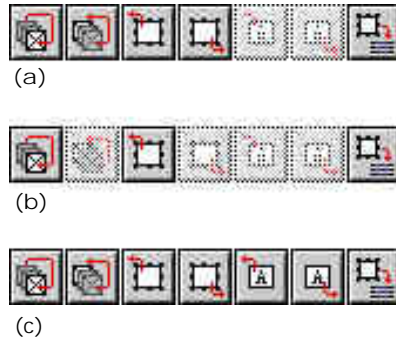
Using the Palette's Control Buttons

The palette's six control buttons make up the top row of the palette and are grouped by function.



The XPert Layers palette's control buttons are grouped by function.


The buttons let you shuffle item layers, select items, navigate linked boxes, and add items to viewgroups.




*Control buttons toggle between active (available) and dim (not available), depending on what kinds of items are selected in the document. By looking at the buttons in Figure A, you can tell that no linked text boxes are selected, as the linked boxes controls are dim. In Figure B, no linked boxes are selected, and the selection contains an item that's already on the bottom layer (the **Send to Back** and **Layer Below** buttons are dim). Figure C shows the buttons that would be active when a text box that falls in the middle of the stacking order and is also part of a text chain is selected (all buttons are active.).*

Shuffling Layers

These buttons let you reorder the layering of items in the current page's stacking order.

 The **Bring to Front** button lets you bring selected items to the top of the current page's stacking order. Hold down the Option key when you click this button to bring the selected item forward one layer. This button is dimmed when the selected item has reached the top of the page's layer stack and when an anchored item is selected.


 The **Send to Back** button lets you send the selected item to the bottom of the current page's stacking order. Hold down the Option key when you click this button to send the selected item back one layer. This button is dimmed when the selected item has reached the bottom of the page's layer stack and when an anchored item is selected.


You can also change an item's stack position by entering a stacking position value in the **Current Layer** field. See *Using the Palette's Layer Fields* on page 23 for more information.

Note: An anchored item counts as a layer, but the layer it occupies is tied to the text box to which it is anchored. XPert Layers does not allow you to change the stacking order of anchored items, but it does let you select and hide them.

Selecting Items

These buttons let you select items by clicking through the current page's stacking order.


 The **Layer Above** button lets you select the item in the layer directly above the currently selected item. Hold down the Option key when you click this button to select the item above and scroll the document so that this item is displayed in the upper-left portion of the document window. This button is dimmed when the selected item is at the top of the page's layer stack.


 The **Layer Below** button lets you select the item in the layer directly below the currently selected item. Hold down the Option key when you click this button to select the item below and scroll the document so that this item is displayed in the upper-left portion of the document window. This button is dimmed when the selected item is at the bottom of the page's layer stack.

You can also select items by entering a stacking position value in the **Current Layer** field. See *Using the Palette's Layer Fields* on page 23 for more information.

Navigating Text Chains

These buttons let you navigating through the linked text boxes that make up a text chain.

 The Previous Linked Box button lets you select the previous text box in a linked chain. Hold down the Option key when you click this button to select the previous text box in the chain and scroll the document so that the selected box displays in the upper-left corner of the document window.


 The Next Linked Box button lets you select the next text box in a linked chain. Hold down the Option key when you click this button to select the next text box in the chain and scroll the document so that the selected box displays in the upper-left corner of the document window.



You can also navigate through and view information about linked box chains using the **Current Layer** field. See *Using the Palette's Layer Fields* on page 23 for more information.

Note: These buttons are available only when a text box that is part of a text chain is selected.

Adding Items to Viewgroups

The button on the far right of the palette lets you add items to *viewgroups*. A viewgroup contains items that you perform functions on simultaneously with palette controls (for example, hide and show items in a viewgroup). See *Creating Viewgroups* on page 24 for more information about viewgroups.


 The Add to Viewgroup button lets you add selected items to a viewgroup. To add an existing item to a viewgroup, select it in the document, click in the list to select the viewgroup and click this button.


When you create a new item, it is automatically assigned to the viewgroup that contains a checkmark in the  column of the list (the default viewgroup). To select a different default viewgroup, click in the  column of the viewgroup to which you want newly created items assigned. See *Setting the Default viewgroup* on page 28 for more information.




Using the Palette's Layer Fields


The palette's two layer fields display information about items selected in a document. You can also use the fields to stack and select items, and to select linked text boxes in a chain.

: 5 : 24

*The palette's two layer fields. On the left, the **Current Layer** field ; on the right, the **Total Layer** field. The example shows the way the fields look in **Selecting** view, as indicated by the **Current Layer** field icon .*



The fields can provide information about selecting, stacking, and linked text boxes. To switch between the information sets displayed in the fields, click  until the view you want is displayed.



Number in stacking order	—  : 5	 : 24	— Total number of selectable layers
	Selecting view		
Number in stacking order	—  : 5	 : 15	— Total number of layers
	Stacking view		
Number in text chain	—  : 1	 : 3	— Number of text boxes in chain
	Linked Box view		



Each of the field views allows you to view and change information about selected items. To toggle among the three layer field views, click .

Working Numerically with Item Layers

Each field view lets you perform a different set of functions on item layers. Layers are numbered from top (layer one) to bottom. Newly created items start out on the top layer.

To select an item on a specific layer of the current page's stack, enter a value in the  field. The value you enter must be between 1 and the number displayed in the  field. The number of selectable layers can be less than the total number of layers in the spread if some items are anchored to text boxes.

To place a selected item on a specific layer of the current page's stack, enter a value in the  field. The value you enter must be between 1 and the number displayed in the  field.


To select a specific text box in a text chain, enter its chain position number in the  field. The value you enter must be between 1 and the number displayed in the  field.

Working with Viewgroups

XPert Layers lets you create *viewgroups* that contain one or more items that you want to perform functions on using the XPert Layers palette. See *Making it Easy with Viewgroups* on page 18 for a discussion of the production benefits of using XPert Layer viewgroups.

You can specify viewgroups either as page- or spread-based groups, or as document wide groups. See *Setting XPert Layers Preferences* on page 31 for more information.

Creating Viewgroups

To create a viewgroup, select an item or group of items in a document. When an item is selected, choose **Create Viewgroup** from the palette's **Options** pop-up menu, . The **Add Viewgroup Name** dialog box is displayed.




Enter the new viewgroup's name in the **Add Viewgroup Name** dialog box and click **OK**.




The new viewgroup is added to palette's list. The "None" entry is also displayed in the list. The "None" entry is discussed in *Changing an Item's Viewgroup* on page 26.


Renaming a Viewgroup


To rename a viewgroup, select an item or group of items in the Quark XPress document that are members of the viewgroup you want to rename. When an item is selected, choose **Rename Viewgroup** from the palette's **Options** pop-up menu, . The **Rename Viewgroup** dialog box is displayed. Enter a new name and click **OK** to update the group's name in the palette's list. You can also double-click on a viewgroup name to display this dialog box. *Note:* Locked items can not be renamed.



Adding Items to a Viewgroup

To add items to a viewgroup, first select the items, then select the viewgroup to which you want to add the selected items from the list, then click .


If you select an item in the layout that is a member of a viewgroup, a checkmark is displayed in the  column in the viewgroups list.

You can also add selected items to a viewgroup by choosing **Add Item to Viewgroup** from the **Options** pop-up menu, . See *Using the Options Pop-up Menu* on page 29 for more information.


Some tips about adding items to viewgroups

- Items that you don't put into a viewgroup are assigned to the "None" viewgroup. "None" is a group; it does the same things other viewgroups do.
- Although it is possible to assign the different items in a QuarkXPress *item group* to more than one XPert Layers viewgroup, it is not recommended. If some items in an item group are members of the "Group A" viewgroup, for example, and others are members of viewgroup "Group B," it is possible to use the palette's controls to shuffle the items in an item group apart from each other in the stacking order.

Changing an Item's Viewgroup

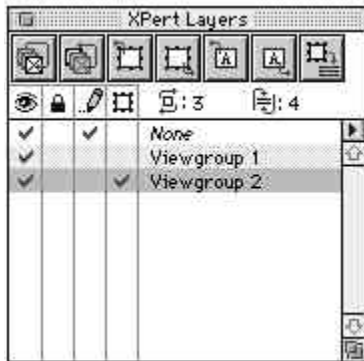
To change an item's group membership, first choose the group you want to move the item to from the list, then select the item you want to remove from a viewgroup (including "None"), then click . The selected item will be reassigned to the group selected in the viewgroup list. You can also change an item's group membership by selecting the item and, with the Option key held down, clicking on the new viewgroup.




Removing Viewgroups from the List

To remove a viewgroup, remove all its item members, or select "Delete Viewgroup" from the  menu. If a viewgroup has no members, it is automatically removed from the palette list. See *Changing an Item's Viewgroup* on page 26 for more information.

Understanding the Columns and Checkmarks

The four column icons provide labels for the columns in the list. Each column shows information about the viewgroups listed in the palette. Checking and unchecking columns in the viewgroup rows enables and disables palette features.






Note: A question mark (?) instead of a checkmark in the  or  column indicates that not all the items in a viewgroup are set the same way. For example, an item that is in a viewgroup whose items are locked is copied from one document to another. The item retains its locking information, so that when you place it into the new document, it is still locked. Then in the new document, you make this item part of a viewgroup for which there is no checkmark in the  column. Now this viewgroup has members with both attributes applied (locked and unlocked); a "?" is displayed instead of a checkmark to indicate this.

Using the Columns to View and Change Viewgroup Attributes





Showing and Hiding Viewgroups


- The Show/Hide Viewgroup column displays a checkmark if items in a viewgroup are visible, meaning they display and print normally. No checkmark indicates items in the viewgroup are hidden; they do not display and will not print.

To hide or show all items in a viewgroup, click within the viewgroup's  column. To hide or show all viewgroups, click the column icon, . You can also hide or show items in a selected viewgroup by choosing **Show/Hide Viewgroup** from the **Options** pop-up menu, . You can hide and show multiple viewgroups in the list by click-dragging with the mouse in the column up or down.

Locking the Items in Viewgroups




- The Show/Lock Viewgroup column displays a checkmark if items in a viewgroup are locked. No checkmark indicates items in the viewgroup are not locked. When a viewgroup is locked, all the items it contains are locked. Items in a locked viewgroup cannot be selected or shuffled by palette controls or, optionally, modified using standard QuarkXPress tools.

To lock or unlock all items in a viewgroup, click in the viewgroup's  column. To lock or unlock all the items in all viewgroups, click the column icon, .





You can also lock or unlock selected viewgroups by choosing **Lock/Unlock Viewgroup** from the **Options** pop-up menu, . You can lock and unlock multiple viewgroups by hold click-dragging with the mouse in the column up or down.

The way in which items in locked groups behave is determined by the settings you choose in the **XPert Layers Preferences** dialog box. See *Setting XPert Layers Preferences* on page 31 for more about locking items.

Setting the Default Viewgroup

 The Default Layer column displays a checkmark in only one row: the default viewgroup. When you create a new item it is automatically assigned to the default viewgroup. Only one viewgroup can be the default. To choose a different default viewgroup, click within the viewgroup's  column. You can also set the default viewgroup by selecting a viewgroup and choosing **Set Default Viewgroup** from the **Options** pop-up menu, .

Selecting Items by Viewgroup

 The Selected Item column displays a checkmark in a viewgroup's row if a selected item is a member of that group. You can select all items in a viewgroup by checking the  column. To select or deselect items in all viewgroups on the current page (including the “None” group), click the column icon, . You can select multiple viewgroups by holding the Shift key while you select viewgroups. You can also select the items in a viewgroup by selecting a viewgroup and choosing **Select Items in Viewgroup** from the **Options** pop-up menu, .


Restacking Viewgroups

The XPert Layers palette lists viewgroups based on the stacking position of the topmost item in each viewgroup. You can shuffle the order of the groups in the list. Doing so also reshuffles the stacking order of items in the groups. To reorder viewgroups in the palette list, select a viewgroup from the list and drag it up or down the list to the position you want. Small arrow icons will appear in the list area as you drag the viewgroup; these icons indicate where the viewgroup will be placed when you release the mouse button.

Note: Once you've set up viewgroups, it's a good idea to organize the items that make up the viewgroups before you use the palette to shuffle them. See *Flatten Viewgroup* on page 30 for more information about organizing the items in a viewgroup.

Using the Options Pop-up Menu

The **Options** pop-up menu provides an alternate method of performing many of the features accessible using the palette's other controls and buttons. Functions are grouped by type in the pop-up menu.


To access the **Options** pop-up menu, click the  icon on the right side of the palette, just above the vertical scroll bar.




*The **Options** pop-up menu displays many commands that do the same things as buttons in the palette. Three commands, however, are accessible only through this pop-up menu: **Create Viewgroup** (new viewgroup), **Flatten Viewgroup**, and **Preferences**.*

Each of the pop-up menu's commands are discussed in order below. Many of the concepts relating to these commands have already been explained in the sections under the heading, *Working with Viewgroups*, beginning on page 24. You may want to review these sections for additional information.



Create Viewgroup

To create a viewgroup, select the items you want to include in the new viewgroup and choose  > **Create Viewgroup**.


Rename Viewgroup

To rename a viewgroup, select the viewgroup you want to rename and choose  > **Rename Viewgroup**.


Delete Viewgroup

To delete a viewgroup using the palette's  menu, select the viewgroup you want to delete and choose  > **Delete Viewgroup**.

Hide Viewgroup

To hide items in a viewgroup, select the viewgroup you want to hide and choose  > **Hide Viewgroup**.


Lock Viewgroup

To lock items in a viewgroup, select the viewgroup whose items you want to lock and choose  > **Lock Viewgroup**.


Add Items to Viewgroup

To add items to a viewgroup, select the items you want to include and choose  > **Add Items to Viewgroup**.


Select Items in Viewgroup

To select all the items in a viewgroup, select the viewgroup whose items you want to include and choose  > **Select Items in Viewgroup**.


Delete Items in Viewgroup

To remove all the items in a viewgroup, select the viewgroup whose items you want to delete and choose  > **Delete Items in Viewgroup**.

Flatten Viewgroup

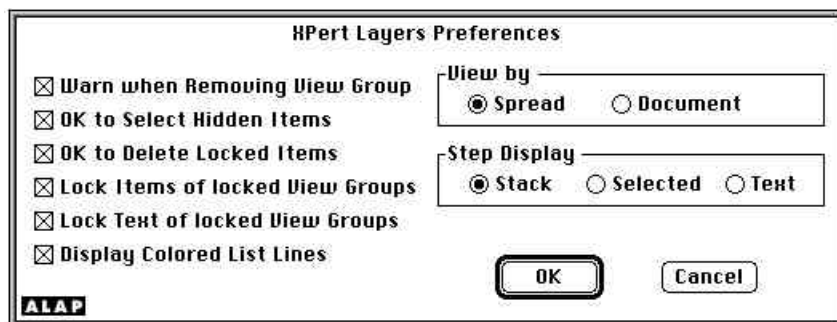
To position the items in a viewgroup consecutively in the stacking order, select the viewgroup you want to *flatten* and choose  > **Flatten Viewgroup**. When you flatten a viewgroup, item layers will be shuffled so that the group's items fall in consecutive order in the layers directly below the viewgroup's topmost item's layer.

Preferences

To customize the way the XPert Layers palette works with items and viewgroups, choose  > **Preferences**. The **XPert Layers Preferences** dialog box is displayed. See the following section for information about the individual preference settings.

Setting XPert Layers Preferences


The **XPert Layers Preferences** dialog box contains eight preference settings. The changes you make in this dialog box affect the way the palette works with items and viewgroups.



Warn Before Removing Viewgroup

To receive an alert when you try to move or remove an item from a viewgroup, check **Warn Before Removing Viewgroup**. The alert will allow you to confirm your action. Uncheck **Warn Before Removing Viewgroup** if you don't want to receive the alert.

OK to Select Hidden Items

To select hidden items using the palette's controls or  pop-up menu, check **OK to Select Hidden Items**. Uncheck **OK to Select Hidden Items** if you don't want the palette to select hidden items.

OK to Delete Locked Items

To be able to delete locked items using the palette's controls or standard QuarkXPress controls, check **OK to Delete Locked Items**. Uncheck **OK to Delete Locked Items** if you don't want locked items deletable.

Lock Item when Viewgroup is locked

To have the Locked Item cursor display when you attempt to modify an item in a locked viewgroup using standard QuarkXPress tools, check **Lock Item when Viewgroup is locked**. Uncheck **Lock Item when Viewgroup is locked** if you don't want items in locked viewgroups to be locked using standard QuarkXPress tools.


Display Colored List Lines

To increase the readability of the palette list by adding color backgrounds to every other viewgroup entry, check **Display Colored List Lines**. The color that is displayed is determined by the highlight color selected in the *Color* control panel. Uncheck **Display Colored List Lines** to view the list against a solid white background.

Layer by

To specify whether the palette displays viewgroups for the current spread or for the entire document, click **Spread** or **Document** in the **Layer by** area. When **Spread** is selected, the palette will display item layer and viewgroup information only for the active spread or page. When **Document** is selected, the palette will display information about item layers and viewgroups for all the pages in the current document.

Step Display

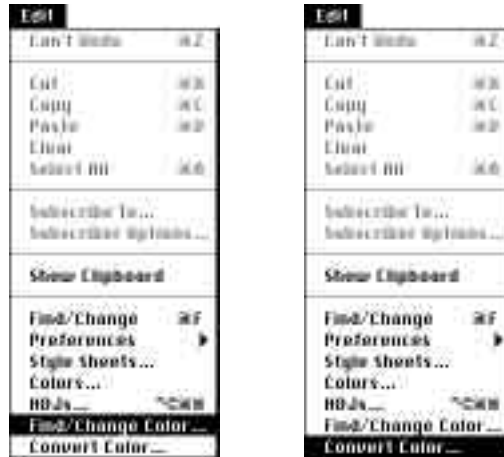
To specify the default state of the palette's Current Layer field, , click one of the selections in the **Step Display** area. Click **Stack** to set the default state to Stacking view; click **Selected** to set the default state to Selecting view; click **Text** to set the default state to Linked Box view.

What is XPert Color?

The *XPert Color* XTension lets you find and change colors that have been applied to QuarkXPress items and contents and convert spot colors to process colors (and vice versa). The XTension also lets you add colors to QuarkXPress documents using the Apple System Color Picker.

What XPert Color adds to QuarkXPress

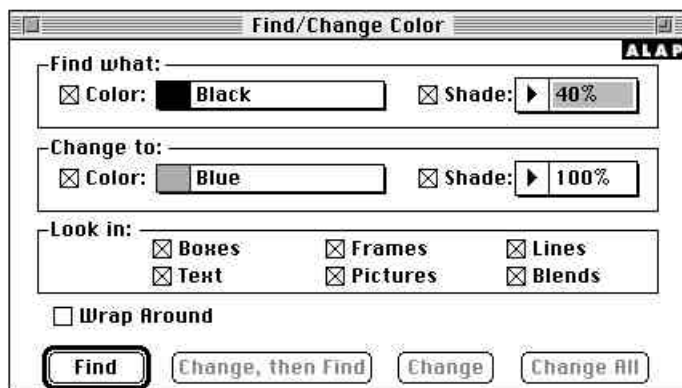
XPert Color adds two commands to the QuarkXPress menus: **Edit > Find/Change Color** and **Edit > Convert Color**.



Searching for and Replacing Colors

Choose **Edit > Find/Change Color** to display a dialog box that lets you find and change colors and shades applied to items and contents throughout the active document. **Find/Change Color** is similar to **Find/Change** for text in QuarkXPress — except you're changing colors instead of text.

The **Find/Change** window contains a **Find what** area and a **Change to** area. Each area has a **Color** check box and a **Shade** check box that activates the area's **Color** pop-up menu and **Shade** field.



Find what

To search for all instances of a color, check **Color** in the **Find what** area and choose a color from the pop-up menu. To search for all instances of a color shade, check **Shade** in the **Find what** area and choose a shade from the pop-up menu or enter a percent value in the field. To search for all instances of a color and shade, check both **Color** and **Shade**.

When you click **Find** to locate an instance of a **Find what** color, the document scrolls to show the instance. If you hold down the Option key when you click **Find**, the item that contains the found color is selected, but the document does not scroll to display it. (This keeps the document from scrolling unnecessarily when it is displayed in a zoomed out view such as **Fit in Window**.)

Change to

To select a replacement color, check **Color** in the **Change to** area and choose a color from the pop-up menu. To select a replacement shade, check **Shade** in the **Change to** area and choose a shade from the pop-up menu or enter a percent value in the field. To select a replacement color and shade, check both **Color** and **Shade**.

Look in

The **Look in** area lets you specify what kind of QuarkXPress items and item components are included in the color search. Check an item to include it in the search; leave an item unchecked to exclude it from the search.

Search Buttons

To find the first or next instance of a color and shade that meet the **Find what** criteria, click **Find**.

To change the color and shade applied to the selected (found) item to the color and shade specified in the **Change to** area and find the next instance that matches your criteria, click **Change, then Find**.

To change the color and shade applied to the selected (found) item to the color and shade selected in the **Change to** area without finding the next instance that matches your criteria, click **Change**.

To change the color and shade of all items that match your criteria to the color and shade selected in the **Change to** area, click **Change All**.

Wrap Around

To continue your search from the beginning of the document when the search reaches the last page, check **Wrap Around**. This is useful when you begin a search in the middle of a document.

Tips

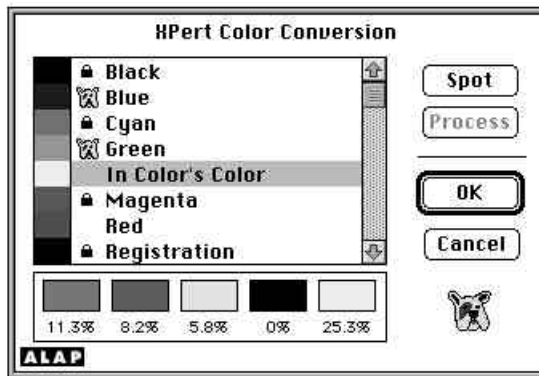
- As colors are found throughout the document, the **Look in** area displays a small, red checkmark next to the component that is currently selected.
- To collapse the **Find/Change Color** window, click the zoom box in the upper right corner of the window. Click the zoom box again to expand the window. Collapsing a window lets you see more of the document page.
- You can modify the way QuarkXPress displays items when you're using **Change All** by holding the Option and Control keys when you click. With no modifier key pressed, clicking **Change All** makes the changes without showing you what's happening. With the Option and Control keys pressed, XPert Color selects the item and scrolls the document to display the item before changing its color.
- To cancel a **Change All** operation in progress, press Command-'period'.
- To close the **Find/Change Color** window, click the close box or press Command-W.

Converting Colors

Choose **Edit > Convert Color** to display a dialog box that lets you convert spot colors to process colors and vice versa.

The **XPert Color Conversion** dialog box displays a list of the colors in the active document. The icons to the right of the color swatches show additional information about the colors.

A lock symbol preceding a color name indicates the color is a member of the basic QuarkXPress color set — these colors cannot be converted. Spot, this feature's mascot, is displayed to left of the name of each spot color in the list. The area to the left of process-color names is blank.



To convert a color, select the color to be converted in the list. Click **Spot** to convert the selected process color to a spot color. Click **Process** to convert the selected spot color to a process color.

You can hold down the Command and Shift keys to select multiple colors for conversion. You can also double-click on a color to toggle it between spot and process.

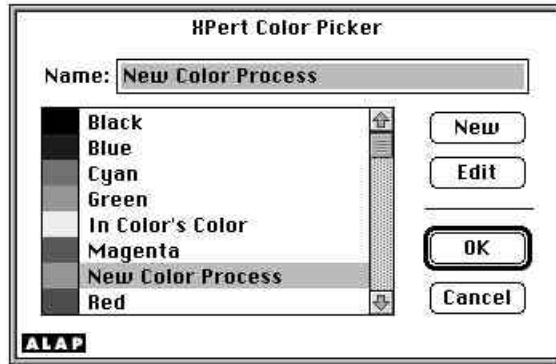
When you select a process color in the list, cyan, magenta, yellow, and black color swatches are displayed at the bottom of the dialog box. CMYK values for the selected process color are displayed below the swatches.

The swatch to the far right displays the ink density for the process color.

(If you've nothing better to do, click the secret *spot* in the dialog box for a word from the XPert Color mascot.)

Adding Colors to QuarkXPress with the System Color Picker

To add a color to QuarkXPress using the standard Apple Color Picker, hold down the Option key and choose **Edit > Colors**. The **XPert Color Picker** dialog box is displayed.



This dialog box provides access to Apple's System Color Picker, which is extensible and provides third-party developers the means to work with color at the System level. Without XPert Color, QuarkXPress does not provide a method for adding colors created with the System Color Picker to QuarkXPress documents.

To create a new color, enter a name in the **Name** field and click **New**. To edit a color that already exists in the document, select it in the list and click **Edit**.

Colors are added as usual. Those created when no documents are open are added to the basic QuarkXPress color set and are available to all newly created documents. Colors created when a document is active are added to the list of colors for that document. Refer to the QuarkXPress documentation for information about creating colors.

What is XPert ImageInfo?

If you've ever worked on a project containing numerous images, such as a catalog, you know how frustrating it can be, not only to get information about the images but also to access the various picture controls buried in layers of menus.

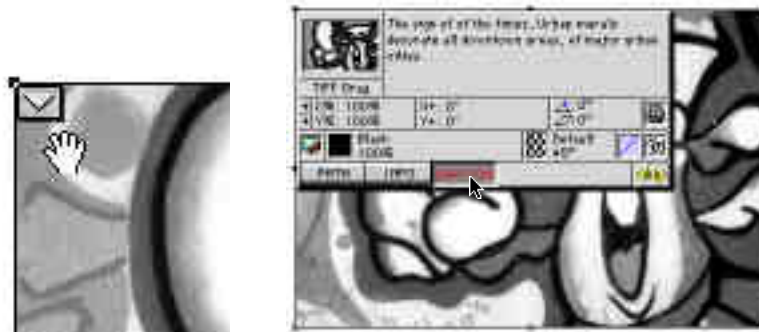
The *XPert ImageInfo XTension* gives you quick access to information about and features for controlling pictures placed in a QuarkXPress document. The XTension places a small gold triangle in the upper left corner of each picture box, which allows you to access a pop-up palette containing picture-related information and controls.

In addition, XPert ImageInfo can produce a complete report of the settings and statuses of all pictures placed in a document.

What XPert ImageInfo adds to QuarkXPress

XPert ImageInfo adds a **Show ImageInfo Menus** command to the **View** menu, which displays the XPert ImageInfo icon on each picture box containing a picture.

Click and hold on the XPert ImageInfo icon to display the XPert ImageInfo pop-up palette. The picture box does not have to be selected to access the palette. Because you need to keep holding the mouse button down to display the palette, you activate the palette controls not by clicking, but by simply placing the pointer over a feature or by placing the pointer over a feature and pressing a key on the keyboard.



The small gold triangle icon at the upper left of a picture box accesses the XPert ImageInfo pop-up palette. Click and hold on this icon to display the palette.

The XPert ImageInfo Pop-up Palette

The XPert ImageInfo pop-up palette is a small window that displays information and controls relating to the picture contained in a picture box. To display the palette, choose **View > Show ImageInfo Menus** and click and hold on the icon in the upper left corner of the picture box.




- The top left corner of the palette displays a thumbnail of the picture in the picture box. This is useful if the picture is greeked and you don't want to select or ungreek the picture box. To display the **Subscriber** dialog box, hold down the Command key and place the pointer over the thumbnail.
- The area directly below the thumbnail displays the picture's file type.
- To the right of the thumbnail is a large area that displays information related to the button pushed at the bottom of the palette. In the illustration above, the **Path** button is depressed, and the picture's path information is displayed. Any data displayed in this field can be copied to the clipboard by pressing Command-C.
- The lower half of the palette provides buttons for accessing Quark XPress picture-related commands and displaying information about the picture. The number and function of the buttons varies depending on the type of picture. All of these buttons and icons are described in the following sections.

Palette Buttons — First Row



Across the middle of the XPert ImageInfo pop-up palette are buttons for activating other features relating to the picture. To activate a button, place the cursor over the button and press the Command key.





The  buttons on the left flip the picture. Place the pointer over the top arrow and press the Command key to flip the picture horizontally. Use the arrow below to flip the picture vertically. These buttons are the same as using the flip commands from the **Style** menu. Once pressed, the arrows will flip directions and color to indicate changes have been made to the picture.

The **X%** and **Y%** fields display the picture's current scaling. Place the pointer over these fields and press the Command key to display the **Picture Specifications** dialog box with the **Scale Across** or **Scale Down** fields selected. Enter the desired percent values and click **OK**.

The **X+** and **Y+** fields display the picture's current offset in relation to the origin of the picture box. Place the pointer over these fields and press the Command key to display the **Picture Specifications** dialog box with the **Offset Across** or **Offset Down** fields selected. Enter the desired values and click **OK**.


The  field displays the picture's rotation angle and the  field displays the picture's skew amount. Place the pointer over these fields and press the Command key to display the **Picture Specifications** dialog box with the **Picture Angle** or **Picture Skew** fields selected. Enter the desired values and click **OK**.

The  icon represents the picture's printing status. Place the pointer over the icon and press the Command key to suppress the printing of the picture. When printing is suppressed, the icon displays with a red X through it .


Palette Buttons — Second Row


The second row of control buttons operate in the same manner as the first row.




The  button controls the picture's greeking. Place the pointer over the button and press the Command key to greek the picture. When activated, the icon turns gray. To display the picture normally, place the pointer over the grayed icon and press the Command key.

The area to the right displays the color and shade applied to the picture in QuarkXPress (if the picture is a 1-bit or grayscale TIFF). You cannot edit the color and shade using this control; changes to color must be made through the **Style** menu.

The  button displays the line screen and pattern (line, dot, ellipse, etc.) applied to a grayscale picture in QuarkXPress. To open the **Picture Screening Specifications** dialog box, place the pointer over this button and press the Command key.

The  button accesses contrast, brightness, hue, and saturation controls for the picture. To open the **Picture Contrast Specifications** dialog box, place the pointer over this button and press the Command key.

The  button, the Apple “dog-cow,” controls whether the picture prints as a negative. Place the pointer over this button and click the Command key to toggle the picture between positive and negative settings. In the negative mode, the icon will display inverted.

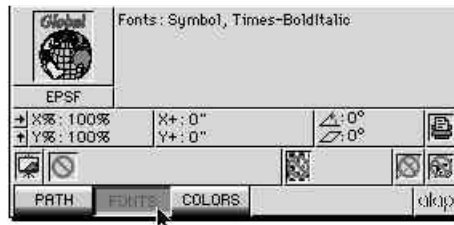
Note: When a feature is not available for the picture type contained in the picture box, the button displays with a red circle and line. For example, color and shading are not available for EPS files, or line screens for color TIFFs.



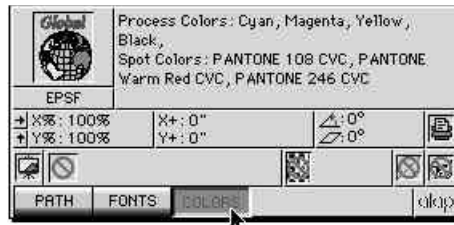
Palette Buttons — Bottom Row

The following illustrations show the buttons and information options available for various picture formats. You operate a button in this row by simply moving the pointer over it; it will depress with a clicking sound.

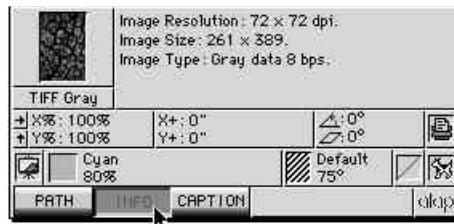
For all pictures, you can display the location of the picture file on disk by moving the pointer over **Path**. For embedded PICT files, this is the only information about the picture file that is displayed.



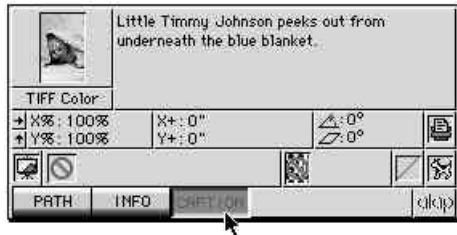
For EPS files, move the pointer over **Fonts** to display information about the fonts contained in the file.



For EPS and DCS files, move the pointer over **Colors** to display information about the colors contained in the file.



For TIFF, Scitex CT (continuous tone), and Scitex LW (linework) files, move the pointer over **Info** to display information about the resolution, size, and type of the picture.




If the picture contains an embedded caption, move the pointer over **Cap-tion** to display the caption. To copy the caption to the clipboard, press Command-C while holding down the **Cap-tion** button.

Error Reporting

XPert ImageInfo provides two checks to help you prevent printing problems.

None Background Colors

When the background of a picture box is set to **None** (in the **Picture Box Specifications** dialog box), QuarkXPress will attempt to create a clip-path around the picture. This can cause unwanted “jaggies” around a picture, as well as slow down redraw and printing. When you are viewing the palette for a picture, XPert ImageInfo alerts you to this situation by displaying a blinking yellow triangle  in the palette.

Place the pointer over the icon and press the Command key to display the **Picture Box Specifications** dialog box. If desired, use the dialog box controls to change the background to “White” or another color or shade.

Picture Status

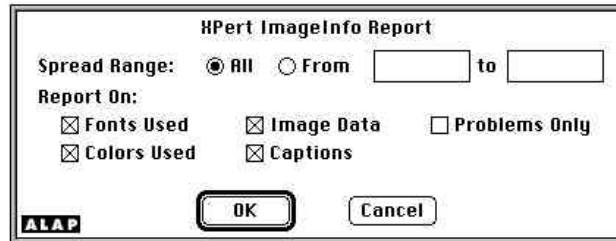
The second error check is for picture status. If the picture is not in the location indicated by its path name, XPert ImageInfo will flash the words “File Missing” in the middle field of the bottom row. Other errors displayed in the same field are: “File Modified,” and “Wrong Type.” To display the **Picture Usage** dialog box, place the pointer over this field and press the Command key.



XPert ImageInfo Image Report

XPert ImageInfo can create a report that contains all of the XPert ImageInfo information about every picture in a document.

Choose **Utilities > XPert ImageInfo Report** to display a dialog box that lets you specify the contents of the report.



Spread Range

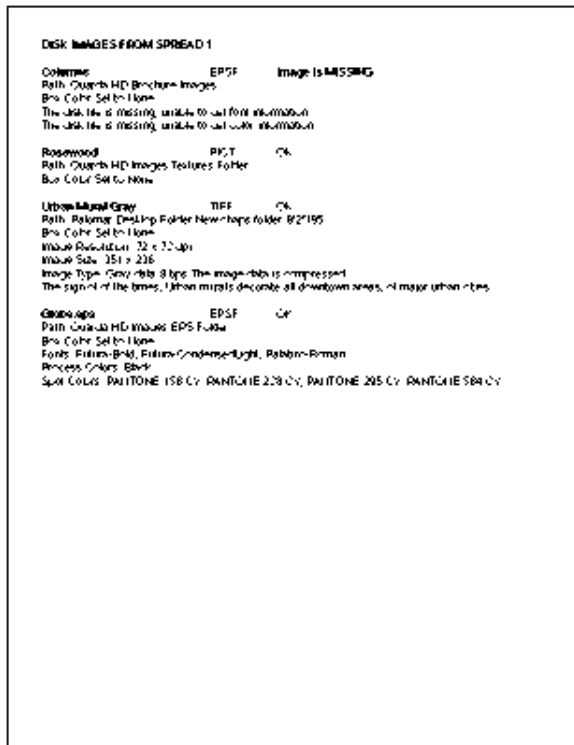
To specify the document spreads included in the report, click **All** or enter a range of pages in the **From** and **to** fields.

Report On

To specify what information is included in the report (fonts, colors, image data, and captions), make selections from the **Report On** area.

To limit the report to only problem files (e.g., Missing, Modified, or Wrong Type pictures), click **Problems Only**.

When you click **OK**, XPert ImageInfo creates and displays a new document with the specified information for each picture in the specified spread range. The report is a QuarkXPress document and can be viewed, saved, and printed.

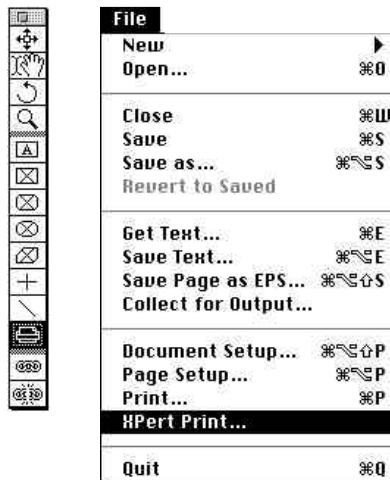


What is XPert Print?

The *XPert Print* XTension lets you marquee (select) a portion of a QuarkXPress page, and either print it or save it as an EPS file.

What XPert Print adds to QuarkXPress

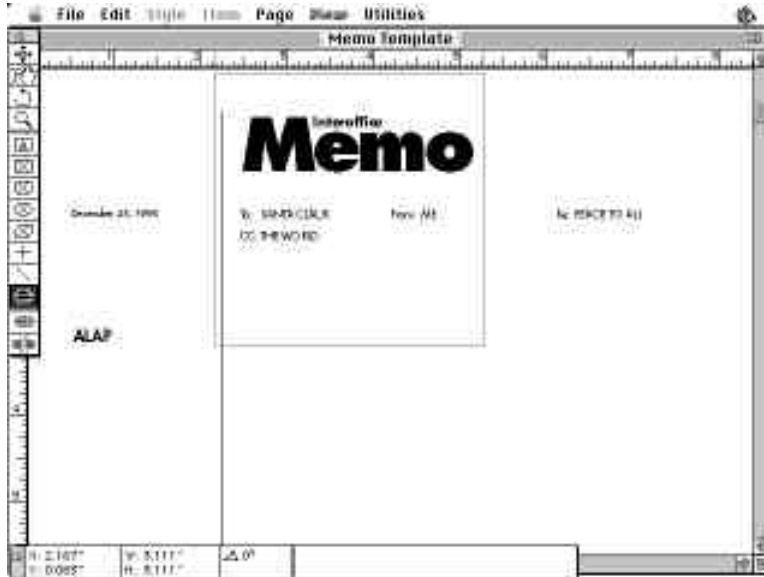
XPert Print adds one new command to the QuarkXPress menus: **File > XPert Print**. The XTension also adds a new tool to the tool palette.



- The XPert Print tool added to the tool palette lets you define by hand a rectangle to be printed or saved.
- Choosing **File > XPert Print** displays a dialog box that lets you print or save as an EPS any area on a page.

The XPert Print Tool

Use the XPert Print tool to choose the portion of a page to print or save as an EPS. To specify an area, select the tool and drag out an area on the document page. A marquee will display as you drag to indicate the selected area. Note the dotted rectangle in the illustration below. This is the marquee portion of the page.



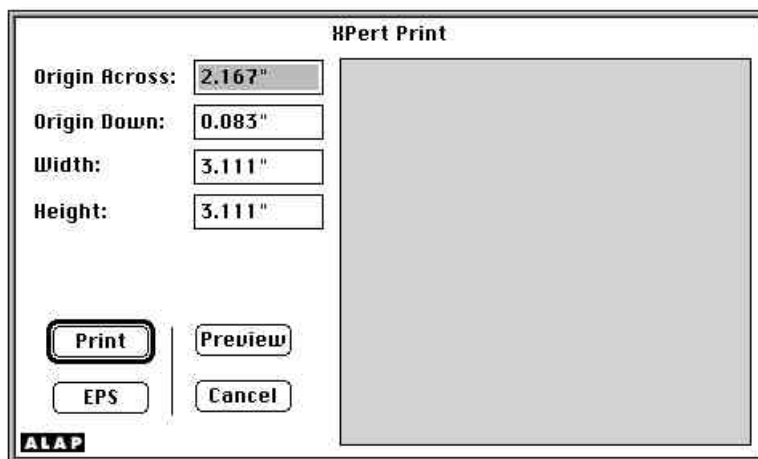
*The marquee shown was dragged out using the XPert Print tool. Upon releasing the mouse button, the **XPert Print** dialog box displays. Use the dialog box controls to fine tune your selection area.*

When you release the mouse, XPert Print displays the **XPert Print** dialog box. This dialog box lets you adjust your marquee's dimensions, preview the content of the marquee, print or save as an EPS file. The controls in the **XPert Print** dialog box are discussed in the next section.

XPert Print Command

Choosing **File > XPert Print** displays a dialog box that lets you specify numerically the area you want to print or save. You can also preview the area and specify various EPS options. **XPert Print** is available when a document is active. (The **XPert Print** dialog box is also displayed after you drag out a marquee using the XPert Print tool.)

When an item (or items) is active, XPert Print lets you print or save as an EPS the area defined by the active bounding box.



Origin Across/Origin Down/Width/Height

To specify or change the location and size of the print area, enter values in the fields.

Regardless of which field contains the cursor, you can adjust the origin position via the keyboard. To do so, hold down the Shift key and press the arrow keys on the keyboard. As you press the arrow keys, you will see the values in the **Origin Across** and **Origin Down** fields update.

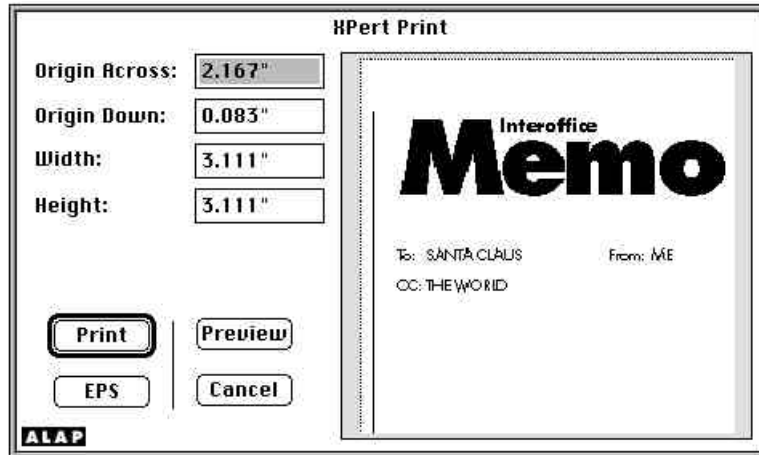
Similarly, you can adjust the width and height of the marquee via the keyboard. To do so, hold down the Command key and press the arrow keys on the keyboard. As you press the arrow keys, you will see the values in the **Width** and **Height** fields update.

Using the keys above adjusts the origin and dimensions of the area using the nudge amount specified in the XPert Nudge palette (**View > Show XPert Nudge**). Hold down the Option key to use one-tenth the specified nudge amount.

Print

To display the standard QuarkXPress **Print** dialog box, click **Print**. (See the QuarkXPress documentation for details on how to use this dialog box.)

Note: The **Registration** check box has no effect when using XPert Print. Registration marks will *not* be printed.



Click **Preview** to display the marquee area or the active item's bounding box. You must click **Preview** after making changes in the fields to update the display.

Preview

To display the portion of the page specified by the marquee (or the bounding box of the active item), click **Preview** (or press Command-P). Click **Preview** to update the display in the dialog box when you change the values in the fields.

EPS

To specify that the marquee area or bounding box be saved as an EPS file, click **EPS** (or press Command-E). The **EPS Setup** dialog box displays.

EPS Setup

Pages: All From: To:

Format: Macintosh PC

Preview: Color Black & White

DCS: On Off
 DCS 2.0 Single File

Data: Binary Include Images

Scale: Spreads

ALAP

Pages

To save the marquee'd area from every page in the active document, click **All**.

To save the area from a single page or range of pages, enter numbers in the **From** and **To** fields.

When you save the area from more than one page, XPert Print creates a separate EPS file for each page. The number of the page from which the EPS was taken is appended to the file name.

Format

To specify the format of the EPS file, choose either **Macintosh** or **PC**.

Preview

To specify the preview of the EPS file, choose either **Color** or **Black & White**.

DCS

To use Quark's *Desktop Color Separation* specification, choose **On**. When **On** is selected, you can specify the multfile, **DCS 2.0** format or the **Single File** format. To not use the DCS specification, choose **Off**.

Data

To save the EPS file in a binary format, choose **Binary**. To include any high resolution image data called for within the area, choose **Include Images**. When **Include Images** is unchecked, the image data will be excluded and OPI comments will be included for both TIFF and EPS images.

Scale

To specify the size of the PICT preview image created by XPert Print to represent the EPS file on screen, enter a percent from 10% to 100% in the **Scale** field. For example, if you enter 50% for a 4" x 4" marquee area, you will see a 2" x 2" image on screen.

Spreads

To save a marquee area from a spread in your document, click **Spreads**. For example, you would click **Spreads** if you wanted to save the spine between two pages, or two or more entire pages in a spread relationship. (Without XPert Print, there is no way to save a spread as an EPS in QuarkXPress.)

Save

When you are ready to save your EPS file, click **Save**. Clicking **Save** displays a standard dialog box for saving files. Use the controls in the dialog box to specify a name for the file and locate the folder in which you want to store it.

What is XPert Paste?

The *XPert Paste XTension* lets you paste an item onto a new page or spread in the same location from which it was originally copied or cut. Normally when you cut or copy an item to the Clipboard, and then paste it into another page or document, it is placed in the center of the page. XPert Paste also gives you the option to paste the item into the same position on multiple pages.

What XPert Paste adds to QuarkXPress

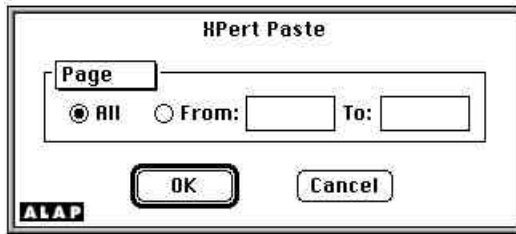
XPert Paste modifies one command in the QuarkXPress menus:
Edit > XPert Paste.

Using XPert Paste

To use XPert Paste, choose **Edit > Cut** or **Copy** to place selected items on the Clipboard as usual. Move to another page or another document, hold down the Control key and choose **Edit > XPert Paste** (or press Control-Command-V). **XPert Paste** is displayed only when the Control key is held down.

The item is pasted into the new page in the same location it occupied on the original page.

To place the item(s) on the Clipboard on some or all of the pages or spreads in a document, hold down the Control and Option keys as you choose **Edit > Paste** (or press Control-Option-Command-V). The **XPert Paste** dialog box displays.



To place the Clipboard contents in the same position on each specified page in the document, choose **Page** from the pop-up menu. To place the Clipboard contents in the same position on each spread in the document, choose **Spread**.

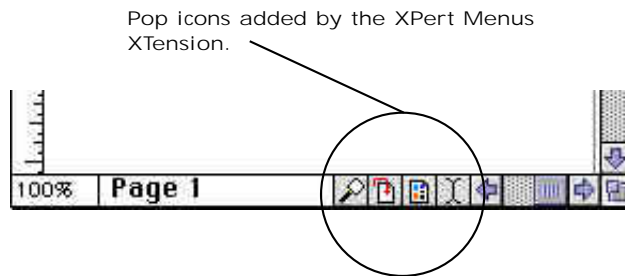
To place the Clipboard contents on all pages or spreads, leave **All** selected, otherwise, specify a range of pages in the **From** and **To** fields.





What is XPert Menus?

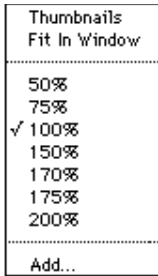
The *XPert Menus XTension* adds four pop icons to the bottom of the QuarkXPress document window. When clicked, these icons display pop-up menus that make it easier to: change document views; go to pages in a document; switch between open documents; and select QuarkXPress tools.

What XPert Menu adds to QuarkXPress


XPert Menu adds four pop icons to the bottom portion of QuarkXPress document windows. Click these icons to display pop-up menus.



- The **Magnification** pop icon, , lets you select the document view magnification.
- The **Go to page** pop icon, , lets you select document pages.
- The **Document Selection** pop icon, , lets you activate open QuarkXPress documents.
- The **Tool Selection** pop icon, , lets you switch QuarkXPress tools quickly.



 Magnification pop icon

To change the document view percentage, click  to display the Magnification pop-up menu.

To switch to one of the numeric document magnification values, choose a value from the pop-up menu.

To view a document in the Thumbnails view, choose **Thumbnails** from the pop-up menu.

To view a document in the Fit In Window view, choose **Fit in Window** from the pop-up menu.

Editing the Magnification pop-up menu

You can customize the Magnification pop-up menu to contain custom magnification values.

To remove a selection from the Magnification pop-up menu, hold the Shift key while the menu is open, and choose the magnification value you want to remove.


To create a new magnification selection for the Magnification pop-up menu, choose **Add** from the pop-up menu. The **Additional Scale** dialog box is displayed.



To specify a new scale value, enter a magnification percent (up to 1200%) in the **Additional Scale** field and click **OK**. The value you enter is added to the Magnification pop-up menu. The document's current view percentage (as displayed in the lower-left corner of the document window) is the default value displayed in the **Additional Scale** field when the dialog box is displayed.





Go To Page pop icon

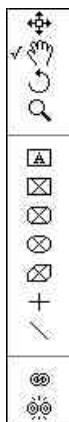
To go to a different page in the active document, click  to display the Go To Page pop-up menu and choose the page. The pop-up menu displays document and master pages. When a master page is displayed in the document window, the page numbers in the pop-up menu are replaced with **Document**; choose this to return to document pages.

Note: Clicking the current Page Display area of the current document window will activate the QuarkXPress Go to page dialog.




Document Selection pop icon

To bring an open QuarkXPress document forward as the active document, click  to display the Document Selection pop-up menu and choose the name of the document. The pop-up menu displays the names of all open documents. The  pop icon is dimmed when there is only one document open. A checkmark next to a document indicates the active document; this option is dimmed because the document's already active.



Tool Selection pop icon

To select a QuarkXPress tool without having to use the QuarkXPress tool palette, click  to display the Tool Selection pop-up menu and select the tool you want.

What is XPert Launch?

The *XPert Launch* XTension provides a method for you to open documents and to launch applications from the menu this XTension adds to the QuarkXPress menu bar.

The **Launch** menu displays the names of QuarkXPress documents, applications, and aliases that are present in a folder named “Launch” contained within your QuarkXPress folder. If this folder is not present when the XTension loads, XPert Launch creates one.

What the XPert Launch XTension adds to QuarkXPress

The XPert Launch XTension adds the **Launch** menu to the QuarkXPress menu bar.



*The **Launch** menu displays the names of documents, applications, and aliases contained in the “Launch” folder in your QuarkXPress folder.*

Using the Launch Menu

To open a document or to launch an application, choose a document, application, or alias from the **Launch** menu. The menu item you select will be opened or launched.

Note: The **Launch** menu displays only names of documents, applications, or aliases contained in the “Launch” folder in your QuarkXPress folder. You can add and remove items from this folder even after you launch QuarkXPress; the display of the **Launch** menu will update immediately. If the “Launch” folder is empty, the **Launch** menu will not display in the QuarkXPress menu bar.

What is XPert Open?

The *XPert Open XTension* lets you open QuarkXPress documents faster by giving you the option to preset your selection for the *non-matching preferences* dialog box that's frequently displayed when you open a document. If you've used QuarkXPress for any time at all, you can probably recite its message from memory: "Some settings saved with this document are different from those in the XPress Preferences file..." Because XPert Open allows you to preset your selection for this dialog box, your documents open with the preference you've set, without displaying the alert.

What XPert Open adds to QuarkXPress

XPert Open adds one new command to the QuarkXPress menus: **Edit > Preferences > XPert Open**.

Setting XPert Open Preferences

To display a dialog box that lets you specify whether you want to keep the document's preferences or use the preferences stored in the *XPress Preferences* file in your QuarkXPress folder, choose **Edit > Preferences > XPert Open**.





The radio button you select in the **XPert Open** dialog box determines whether QuarkXPress will automatically use the preference settings saved with the document, the settings saved in the *XPress Preferences* file in your QuarkXPress folder, or whether QuarkXPress will ask you which preferences you want to use whenever you open a document.

Select **Use Document Settings** to automatically keep the preferences settings saved with QuarkXPress documents when you open a document.

Select **Use Application Settings** to automatically use the preferences settings saved in the *XPress Preferences* file in your QuarkXPress folder when you open a document.

Select **Ask When Opening Document** if you want QuarkXPress to display the alert that lets you select which preference set you want to use when you open a document.

What is XPert Ungroup?

The *XPert Ungroup XTension* lets you ungroup all items contained in a QuarkXPress group. A group in QuarkXPress parlance is an item that is made up of one or more QuarkXPress items: picture boxes, text boxes, and lines — and other groups. XPert Ungroup can ungroup all the items that make up the group — including items in groups within the selected group — using a single menu command.

What XPert Ungroup adds to QuarkXPress

XPert Ungroup adds one new command to the QuarkXPress menus: **Item > Ungroup All.**

Ungroup All

To ungroup items, select a group or make a selection of multiple items that contains a group and chose **Item > Ungroup All**. All items within the selection will be ungrouped. **Ungroup All** is available when a group is selected.

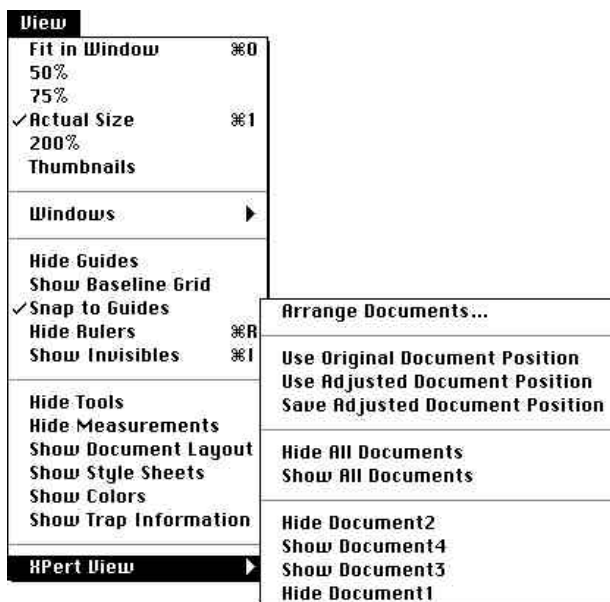


What Is XPert View?

The *XPert View* XTension lets you display and open QuarkXPress documents in custom sizes and positions. You can quickly size and arrange multiple document windows, and hide and show document windows similarly to the way you hide and show palettes. Plus, when you reopen a document, XPert View can automatically display the document's last scroll position.

What XPert View adds to QuarkXPress

XPert View adds one command to the QuarkXPress menus: **View > XPert View** displays a submenu that you can use to record the display configuration of the active document window and to resize, tile, and show/hide documents.



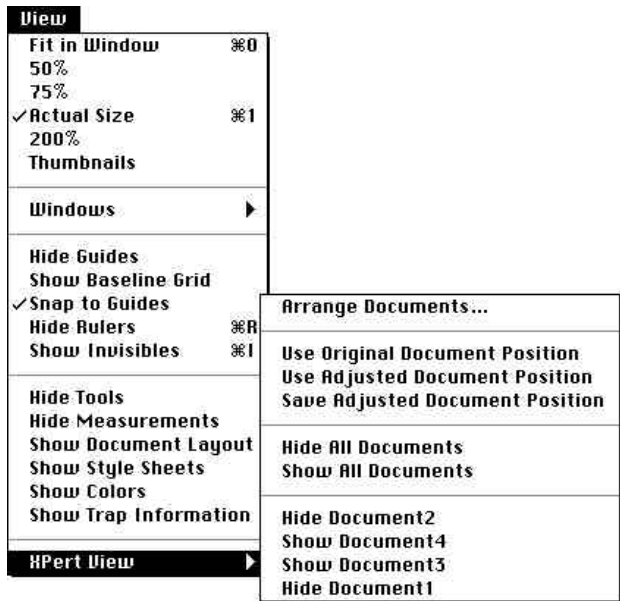
“Original” vs. “Adjusted” Position

When QuarkXPress creates or opens a document window, it is placed and sized to maximize window space without interfering with the Tool and Measurements palettes and other window title bars. This is the window’s “original” position.

XPert View lets you create an “adjusted” position that overrides one or more of the original position attributes when the window is next opened. In other words, when you open a document, its window can be automatically positioned anywhere on your screen, at any size, and the page first displayed can be any page in the document.

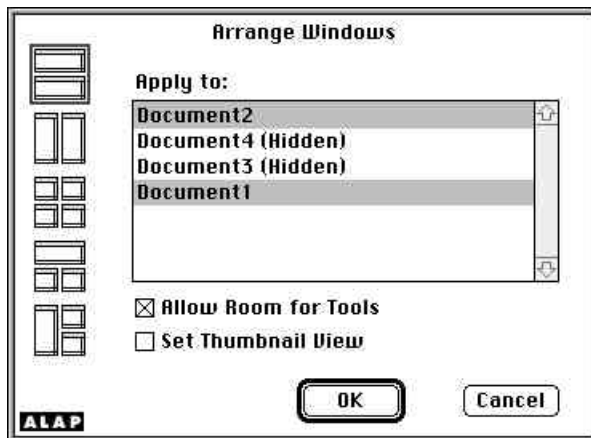
XPert View Submenu

Choose **View > XPert View** to display a submenu with commands for positioning the active document and showing/hiding documents similarly to QuarkXPress palettes.



Arrange Documents

Choose **View > XPert View > Arrange Documents** to open a dialog box that lets you tile any or all open documents in five different ways.



Note: You can quickly tile open documents using the settings in the **Arrange Windows** dialog box without displaying the dialog box. To do so, hold down the Option key and choose **View > XPert View > Arrange Documents**.

Tiling Options

The left side of the **Arrange Windows** dialog box displays five window tiling options. The currently selected arrangement is surrounded by a red border. To select an arrangement, click one of the options.

You must have at least two documents selected in the **Apply to** scroll list to tile.

Apply to

All open documents are listed in the **Apply to** scroll list. To select documents to be tiled when the dialog box is closed, Shift-click to highlight a range, Command-click to select individual documents, or press Command-A to select all names in the list. Press Command-D to deselect all highlighted names.

If no documents are selected, no documents are tiled when you close the dialog box. Note that hidden documents display in the **Apply to** list but are not tiled.

Allow Room for Tools

To leave a narrow strip on the left side wide enough for the QuarkXPress Tool palette and a strip on the bottom for the Measurements palette when you tile documents, check **Allow Room for Tools**. If this option is not selected, tiled windows extend to the edges of the screen and the Tool and Measurements palettes will be displayed on top of them.

Set Thumbnail View

To quickly change the view of the selected documents to thumbnail when you tile, check **Set Thumbnail View**. This can save you steps when you are planning to drag pages from one document to another.

OK

To apply your settings to the selected documents, click **OK**. If **Set Thumbnail View** is unchecked, you can change the display percent for each document to 100% when the documents are tiled. To do so, hold down the Command key as you click **OK**. You can also hold down Command-Option as you choose **View > XPert View > Arrange Documents** to apply the settings and change the view.

Use Original Document Position

Choosing **View > XPert View > Use Original Document Position** returns the active window to its original position location and size, as defined by QuarkXPress.

To return all open documents to their original positions, hold down the Option key and choose **View > XPert View > Use Original Document Position**.

To return to the first page of the active document, hold down the Command key and choose **View > XPert View > Use Original Document Position**.

Use Adjusted Document Position

Choosing **View > XPert View > Use Adjusted Document Position** changes the active window to its last adjusted location, size, and scroll position. This is the position recorded when you last chose **View > XPert View > Save Adjusted Document Position**.

To return all open documents to their adjusted positions, hold down the Option key and choose **View > XPert View > Use Adjusted Document Position**.

Save Adjusted Document Position

Choosing **View > XPert View > Save Adjusted Document Position** records the location, size, and current scroll position as the adjusted position of the active window. You must save the document before closing it to record the adjusted position.

To save all open documents to their adjusted positions, hold down the Option key and choose **View > XPert View > Save Adjusted Document Position**.

Show/Hide document windows

The Lower half of the **XPert View** submenu (**View > XPert View**) lists all open documents.

To hide all open documents (make them invisible), choose **Hide All**.

To show all hidden documents (making them visible and editable), choose **Show All**.

To hide an open document, choose **Hide [document name]**.

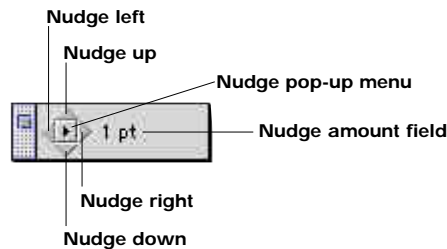
To show a hidden document, choose **Show [document name]**.

What is XPert Nudge?

The *XPert Nudge XTension* provides a palette that lets you quickly and accurately move item(s) selected on a QuarkXPress page and a picture in a picture box. You can also use it to move the text insertion point and to highlight text.

What XPert Nudge adds to QuarkXPress


XPert Nudge adds one new command to the QuarkXPress menus: **View > Show/Hide XPert Nudge**. You can move, show, and hide the XPert Nudge palette just like other QuarkXPress palettes.



Using the Nudge Palette

Choose **View > Show XPert Nudge** to display the XPert Nudge palette. When the palette is displayed, the menu entry changed to **Hide XPert Nudge**.

To nudge a selected item, you must have the Item tool selected. To nudge a picture in its picture box, you must have the Content tool selected.

Choose a nudge value from the pop-up menu  or highlight the number displayed and enter a new value. To nudge the selected item or picture by the specified amount, click the arrow buttons on the palette (or press the arrow keys on the keyboard).

You can enter a nudge value in the field using any measurement system. XPert Nudge converts your value to points and adds it to the pop-up menu.

To move the item(s) one-tenth of the nudge amount, hold down the Option key and click the arrow buttons.

Important Note: The nudge amount you specify in the XPert Nudge palette remains in effect even when the XPert Nudge XTension is not running. For example, if you specify a nudge amount of 5 points, pressing the arrow keys on the keyboard during subsequent sessions will move selected items 5 points.

Working with Text

When moving the text-insertion point and highlighting text, you can use the arrow buttons in the palette the same way you use the arrow keys on the keyboard. All modifier-key combinations (Shift, Command, and so on) are the same as their QuarkXPress cousins.

Refer to your QuarkXPress manuals for information about using the arrow keys to move the text-insertion point and to highlight text.

Tips

- The nudge value you specify in the XPert Nudge palette is also used by the XPert Print XTension when you use the arrow keys on the keyboard to adjust the dimensions and location of the print area on a QuarkXPress page. For more information, see page 49 of the *XPert Print* discussion.

What Is XPert TextLock?

The *XPert TextLock XTension* lets you lock the contents of a text box or chain of linked text boxes. This prevents any inadvertent (or intentional) editorial or formatting changes.

What XPert TextLock adds to QuarkXPress

XPert TextLock adds one command to the QuarkXPress menus:
Item > Lock/Unlock Text.



Using Lock/Unlock Text

To lock contents, select a text box (or any box in a chain), and choose **Item > Lock Text**. To unlock contents, selected a locked box and choose **Item > Unlock Text**. Locking one text box in a linked chain locks the entire chain.

When you move the pointer over a locked text box with the Content tool selected, you will see the Locked pointer.

Tips

- The contents of text boxes that are part of *viewgroups* can also be locked via the XPert Layers XTension. For more information about view groups, see *XPert Layers* on page 17.

What Is XPert Quit?

The *XPert Quit XTension* lets you control when QuarkXPress automatically quits based on how long it's been since you've typed or moved your mouse. If memory on your computer is limited, this can help conserve resources.

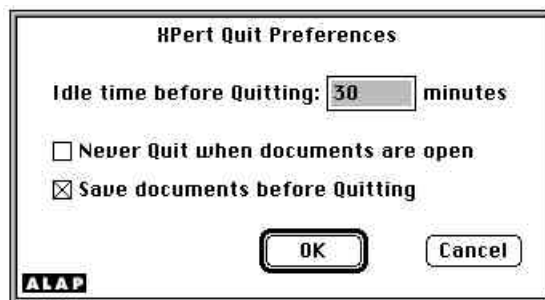
This feature is especially useful for users at sites with multiple-license versions of QuarkXPress, as quitting QuarkXPress on a computer that's not really being used can free up a license for another user at the site.

What XPert Quit adds to QuarkXPress

XPert Quit adds one command to the QuarkXPress menus: **Edit > Preferences > XPert Quit**.

Setting XPert Quit Preferences

Choose **Edit > Preferences > XPert Quit** to display a dialog box for controlling how and when QuarkXPress quits.



To specify the length of idle time before QuarkXPress quits, enter a value in the **minutes** field.

Check **Never Quit when documents are open** to prevent QuarkXPress from quitting if any documents are open.

Check **Save documents before Quitting** to save changes to open documents before quitting.

When the amount of idle time specified in the **XPert Quit Preferences** dialog box has passed, XPert Quit displays a progress alert that gives you 30 seconds to cancel the quitting.

