Volume 2

XPERT TOOLS

Power Tools for QuarkXPress™

Trademark Information

Quark Disclaimer

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 subfolder) when 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 CharacterStyles

XPert CharacterStyles lets you create sets of character attributes (e.g., font, size, type style, etc.) and apply them to selected text without having to select and apply the attributes individually.
See page 7.

XPert TextLink

XPert TextLink provides a palette that gives you several linking and unlinking features not available in QuarkXPress, such as joining two or more existing text chains (even if they contain text) and splitting a text chain into smaller chains.
See page 29.

XPert TextStyler

XPert TextStyler adds a new tool to the QuarkXPress tool palette that lets you select text by dragging a selection marquee around the text. XPert TextStyler also gives you exacting control over the way character attributes and individual style sheet formatting are applied to selected text.
See page 47.

XPert Pilot

XPert Pilot provides a palette-based preview of the pages in the active document that allows you to instantly go to any part of the current spread with a click of the mouse. The XTension also lets you place "markers" in documents that let you return to specified locations and view percentages with a click of the mouse.
See page 57.

XPert CommandPad

XPert CommandPad lets you create your own custom palettes that allow you to access any QuarkXPress function with a click of the mouse. The palettes you create can contain tools, any menu command available in QuarkXPress, and most keyboard combinations.
See page 67.

XPert Scripter

XPert Scripter lets you launch OSA-compliant AppleScript scripts from within QuarkXPress. You can also group scripts in sets that, when activated, will run all the scripts in the set, one after the other. XPert Scripter

also provides an easy method for naming items (i.e., text boxes, picture boxes, lines) so that they can be easily located and modified by Apple-Scripts.
See page 77.

XPert Rulers

XPert Rulers provides two features that make working with page elements easier: 1) You can display floating rulers that snap to the items on a page, allowing you to quickly create guides and align items. 2) The Measure Tool finds the distance and angle between any two points.
See page 93.

XPert PageSets

XPert PageSets lets you save and apply document setup information (size, columns, margins, and so on) in a manner similar to colors and style sheets. These settings are saved as *pagesets.*
See page 101.

XPert ItemMarks

XPert ItemMarks lets you quickly create custom crop marks and registration targets around items. This is an especially useful feature for those who need special crop marks and for those who prepare color work, as QuarkXPress alone print marks only around spreads.
See page 105.

XPert BoxTools

XPert BoxTools adds several box-related commands that let you: 1) resize a picture to fit a box, 2) resize a box to fit a picture, 3) change a text box to a picture box (and vice versa), 4) set text insets for individual text box edges, and 5) horizontally and vertically align an item on a page.
See page 109.

XPert JobLog

XPert JobLog keeps track of many kinds of changes that were made to documents, and who made them. The XTension also lets you name a document at the time you create it and save a report of the document history.
See page 113.

XPert TextScaleShift

XPert TextScaleShift displays a palette with controls that let you apply horizontal/vertical scaling and baseline shift to highlighted text.
See page 115.

XPert Preferences

XPert Preferences provides preference sets that let you: 1) control the resolution of the picture preview created when you import a picture, 2) customize the look of QuarkXPress interface components, and 3) specify default measurement units for different areas of the program.
See page 117.

XPert Greeking

XPert Greeking lets you select individual pictures boxes for *greeking*. The picture in a box to which you apply greeking displays as a solid gray color when the box is not selected.
See page 123.

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 your 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 Two 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 Two disk and double-click the XPert Tools Volume 2 Installer icon.

3. When the installation splash screen appears, click to continue.

4. Click **Install** to install all 15 XTensions into the XTension subfolder of your QuarkXPress folder on your hard disk drive.

    If, for some reason, the installer cannot locate your copy of QuarkXPress, you can do so manually by clicking **Select Folder**.

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 Two disk in a safe place and enjoy.

Custom Installation

1. Follow steps 1, 2, and 3 in the "Quick Installation."

2. Click **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.

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XPERT TOOLS

## Volume 2

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" subfolder.

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**.
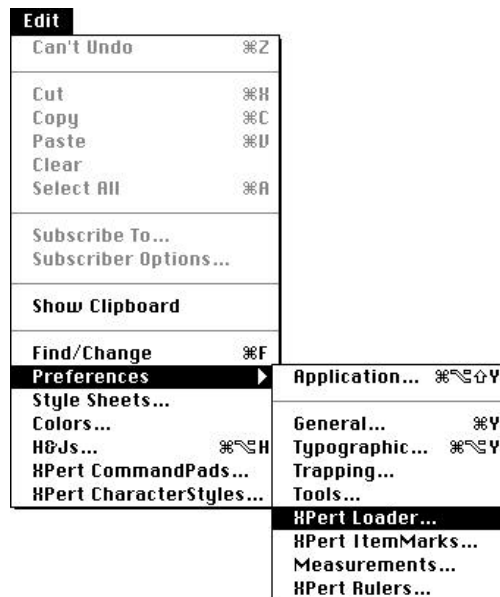
Creating and Editing XTension Sets

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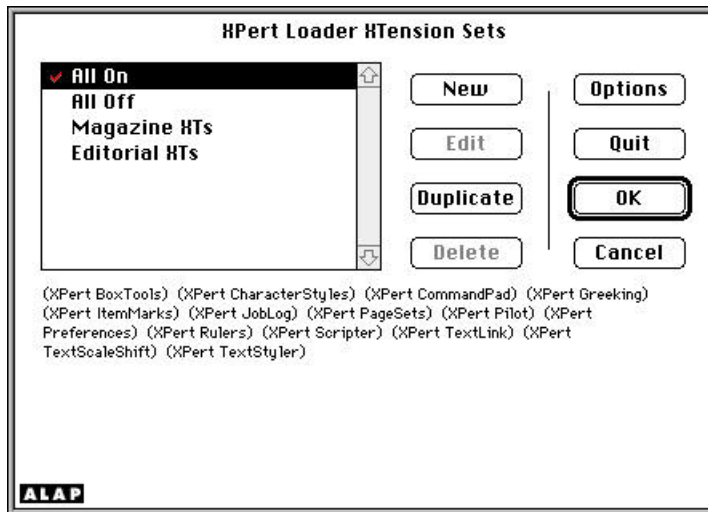
XTension set scroll list
This scroll list displays all XTension sets that have been created. The checkmark next to a set name indicates the set to be loaded when QuarkXPress is launched.

To choose a different set, 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 subfolder. **All Off** prevents all XTensions from loading.

The display area below the scroll list shows all XTensions included in the selected 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 cannot 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**.
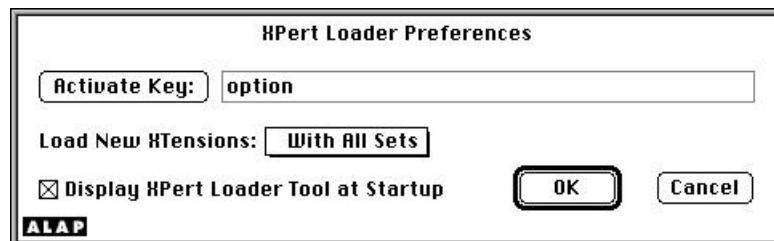
Activate Key

To specify the key(s) that lets 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, 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
 With Current Set
 Never
```

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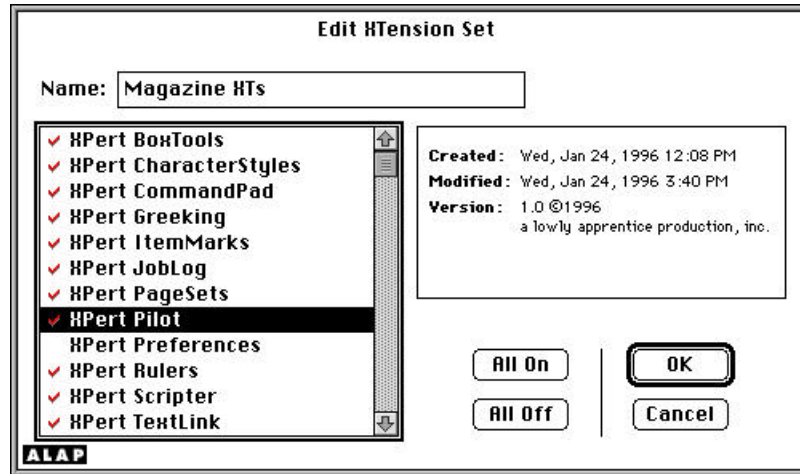
Name
Specify a name for the newly created or edited set. The name you assign
will be displayed in the **XTension Sets** dialog box scroll list.

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 check-
mark displayed to the left of the XTension name.

The area to the right of the scroll list displays information about the cur-
rently selected XTension. Information includes creation date, modifica-
tion 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 CharacterStyles?

The *XPert CharacterStyles* XTension lets you create sets of character attributes (e.g., font, size, type style, etc.) and apply them to selected text without having to select and apply the attributes individually. These sets — referred to as "attribute sets" — are similar to QuarkXPress style sheets in that multiple attributes can be applied to text simultaneously. But unlike QuarkXPress style sheets, which are applied to entire paragraphs, you apply attribute sets to highlighted characters only.

Once you create an attribute set, it's easy to apply complex text styling with a single command. And, XPert CharacterStyles lets you edit attribute sets so that you can make documentwide character attribute changes to all similar text at once. Used alone, or in combination with QuarkXPress style sheets, XPert CharacterStyles attribute sets can save you hours of selecting and applying and changing character attributes.

What XPert CharacterStyles adds to QuarkXPress

XPert CharacterStyles adds three commands to the QuarkXPress menus.

- **Edit** > **XPert CharacterStyles** displays a dialog box that lets you create, edit, and delete attribute sets.

- **Style** > **XPert CharacterStyles** lets you apply the attribute sets to text.

- **View** > **Show/Hide CharacterStyles** lets you display and hide the XPert CharacterStyles palette, which lets you format text via customizable "QuickMenus." You can also use the palette to apply attribute sets created using **Edit** > **XPert CharacterStyles**.
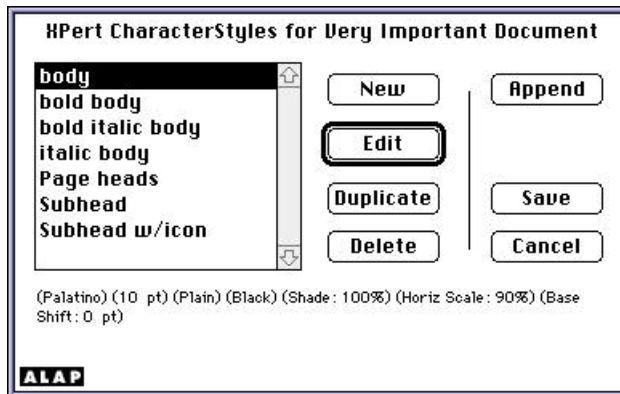
What are Attribute Sets?

Text frequently has a number of character attributes applied to it. For example, if you highlight a word, you might see that it is 11.5pt Walbaum Roman, tracked to -2, underlined, and blue. These styles are all *character attributes.* Sets of character attributes — called attribute sets — can be created and named using the **Edit > XPert CharacterStyles** and subsequently applied to text.

Like style sheets, attribute sets can be edited. When you edit an attribute set — to change its specified point size from 11.5pt to 11.25pt, for example — any text in a document that has the character attributes specified in the attribute set are automatically reformatted to match the revised character attribute set specified in the attribute set. This includes any text to which the attribute set has been applied (see *Applying attribute sets* on page 14) and any text that has been formatted with local character attributes that exactly match those specified in the attribute set, whether the attribute set has been applied to it or not.

Creating and Working with Attribute Sets

To create or edit an attribute set, choose **Edit > XPert CharacterStyles**. The **XPert CharacterStyles dialog** box is displayed.

*The controls of the **XPert CharacterStyles dialog** box will be familiar if you've used the QuarkXPress **Style Sheets** dialog box. Don't forget to click **Save** before you close the dialog box if you want to save the attribute sets you've created or appended and the edits you've made to existing attribute sets.*

Attribute Sets scroll list

The scroll list displays the attribute sets you've created. When no document is open, the list displays default attribute sets. When a document is open, the list displays the attribute sets available for that document, including default attribute sets and the attribute sets you created for the open document.

Attribute sets you create when no documents are open are *default* attribute sets; these are available to the new documents you subsequently create. Attribute sets you create when a document is open belong to that document; these attribute sets are not available to other documents unless you *append* them to another document. (See *Append* below for more about appending attribute sets.)

New

To create a new attribute set click **New**. The **XPert CharacterStyles** dialog box is displayed, which contains controls that let you create and edit attribute sets. See *Editing Attribute Sets* on page 10 for more information.

Edit

To edit an attribute set, click **Edit**. The **XPert CharacterStyles** dialog box is displayed. Use the controls in this dialog box to edit attribute sets. See *Editing Attribute Sets* on page 10 for more information.

Duplicate

To create a copy of an attribute set, select it in the list and click **Duplicate**. The **XPert CharacterStyles** dialog box is displayed, with the default name "Copy of attribute set name." You can edit this name and any of the attributes using the dialog box controls. See *Editing Attribute Sets* on page 10 for more information.

Delete

To delete an attribute set from the scroll list, select it in the list and click **Delete**. Text that had an attribute set that you delete applied to it retains its character formatting, but no longer is associated with any attribute set.

Append

To import attribute sets from another document, click **Append**. A dialog box that lets you open the document whose attribute sets you want to import is displayed. Use the dialog box controls to locate and select the

document you want, then click **Open**. The attribute sets from the document you selected will be added to the scroll list in the current document's **XPert CharacterStyles** dialog box. If you try to append an attribute set with the same name as an attribute set that already exists in the current document, the set is not appended to the current document.

Editing Attribute Sets

If you click **New**, **Edit**, or **Duplicate** in the **XPert CharacterStyles** dialog box, the **XPert CharacterStyles** dialog box is displayed. All the attributes you specify in the **XPert CharacterStyles** dialog box are applied to selected to text when you apply the attribute set.

The **XPert CharacterStyles** dialog box is quite similar to the **Character Attributes** dialog box in QuarkXPress (displayed by choosing **Style** > **Character**). Some special controls have been added that are unique to XPert CharacterStyles. These are discussed below. To learn more about using the remaining controls, see the **Character** section in the **Style** menu chapter of the *QuarkXPress Reference Manual.*

Name

To name or rename an attribute set, enter the name you want in the **Name** field. The name you specify is displayed in the **XPert Character-Styles** dialog box's scroll list when you click **OK**.

Keyboard Equivalent

To specify a **Keyboard Equivalent** for the attribute set, click on this field to place the cursor, and press the key(s) you want. You can use a keboard equivalent to apply an attribute set to selected characters without using the **XPert CharacterStyles** submenu (**Style** menu) command or the XPert CharacterStyles palette.

Script

The pop-up menu to the right of the **Script** check box in the **Style** area is an XPert CharacterStyles addition. Choose **Super** to specify superscript; choose **Sub** to specify subscript. This pop-up menu is available only when **Script** is checked.

⊠ Script   Super
             Sub

Underline

The pop-up menu to the right of the **Underline** check box in the **Style** area is an XPert CharacterStyles addition. Choose **All** to apply the underline style to all selected characters; choose **Word** to apply the word underline style to all selected words. This pop-up menu is available only when **Underline** is checked.

⊠ Underline   All
                Word

Caps

The pop-up menu to the right of the **Caps** check box in the **Style** area is an XPert CharacterStyles addition. Choose **All** to specify all caps; choose **Small** to specify small caps. This pop-up menu is available only when **Caps** is checked.

⊠ Caps   All
           Small

Applying Attribute Sets to Text

There are three methods of applying attribute sets to selected text: 1) using the **Style** > **XPert CharacterStyles**, as discussed in this section, 2) clicking the attribute set name you want to apply in the XPert CharacterStyles palette, as discussed on page 14) using the keyboard command specified as part of the attribute set in the **XPert CharacterStyles** dialog box.

Applying attribute sets from the Style menu

To apply an attribute set, select the text you want to modify, then choose **Style** > **XPert CharacterStyles**. From the submenu, choose the attribute set you want to apply.

Attribute sets behave like locally applied character formats in Quark XPress. Applying an attribute set to selected characters within a paragraph does not affect the character attributes of non-selected text or the formats of the paragraph, including style sheets.

A note about attribute sets and locally applied character attributes

When the *locally applied* character attributes (those applied using the commands in the top half of the **Style** menu) of text match EXACTLY those specified in an attribute set, XPert CharacterStyles considers that text to be of that attribute set.

If you edit an attribute set, all instances of text whose attributes match the attribute set, regardless of whether the attribute set was applied to it, will be changed to match the attribute set's updated attributes. This can be a very helpful feature, but can also be confusing if you aren't mindful of this when creating or editing an attribute set (and when applying local character attributes).

Using XPert CharacterStyles to Format Text

The following illustration shows a situation in which CharacterStyles can speed repetitive character formatting tasks. The example shows text formatted with attribute sets. By editing one of the attribute sets applied to the text, you can change the formatting of similar text throughout the entire document at once.
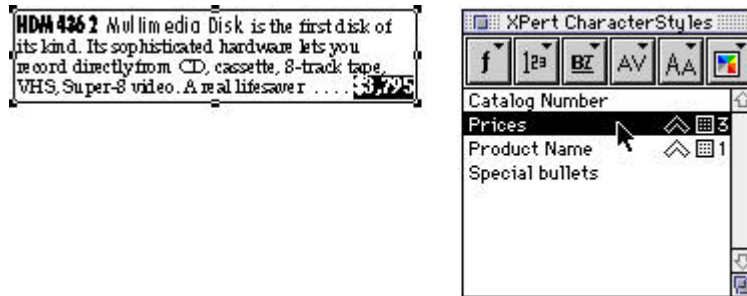
The illustration shows an example of the kind of formatting attribute sets can make easier. The paragraph was originally formatted by applying a style sheet, which supplied the paragraph formats and character formatting for most of the text. Three attribute sets were then applied: one was applied to the seven characters that make up the model number at the start of the text block; the product name, "Multimedia Disk" received another attribute set. The "Prices" attribute set was just applied to the price selected in the text box illustrated at left by selecting the set from the XPert CharacterStyles palette (right). If a designer subsequently decides that all prices need to be horizontally scaled 125%, one simple change to the "Prices" attribute set reformats every price in the document.

Using the XPert CharacterStyles palette

The XPert CharacterStyles palette lets you apply character attributes to text in two ways.

The palette has six *QuickMenus,* which are configurable pop-up menus that you can set up to display only the character formatting attributes you want. Once you've added the attributes you want to the QuickMenus, you can click on the menus' pop-icons to choose and apply the attributes to selected text.

The palette also contains a scroll list that displays the names of the available attribute sets. (The first half of this chapter discusses XPert CharacterStyles attribute sets.) You can apply an attribute set to selected text by clicking the attribute set you want in the palette's scroll list.
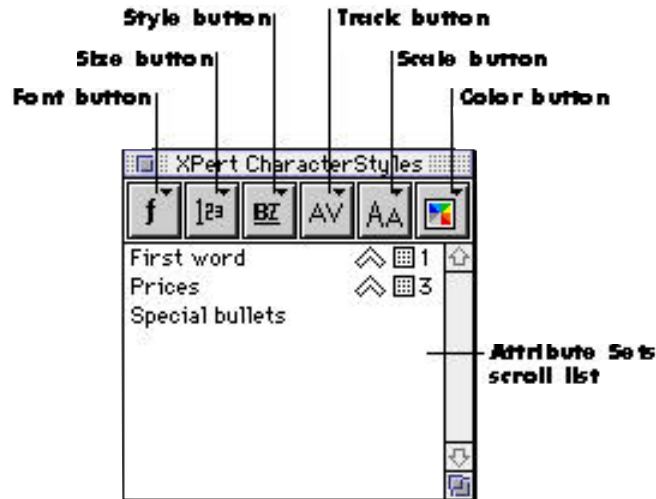
Applying attribute sets using the palette

The scroll list in the palette displays the names of the attribute sets available to the current document. If no attribute sets have been created, this scroll list is blank. For more information about setting up attribute sets, see *Creating and Working with Attribute Sets* on page 8.

To apply an attribute set, select the characters in your document you want to format then click the attribute set name in the scroll list.

When selected characters contain all of the character attributes specified in an attribute set, that attribute set is highlighted in the scroll list. This is true whether the text was formatted using an attribute set or by the standard QuarkXPress character formatting commands. If no attribute set is highlighted in the list, either there is more than one attribute set applied within the selected range or no attribute set is applied to the current selection.

Using QuickMenus for fast character formatting

The XPert CharacterStyles palette provides six QuickMenus: font, size, style, track, scale, and color.

QuickMenus are configurable and editable, enabling you to create custom menus that display menu lists that contain only the character formatting commands that you frequently use.
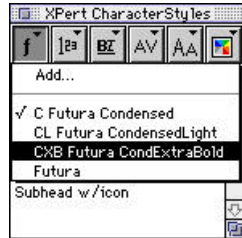
In this illustration, three fonts have been added to the *QuickMenu. Choosing **Add** from this or any of the other QuickMenus displays a dialog box that lets you add attributes to the menu, as described in the sections that follow.*

The fonts QuickMenu, for example, can be set up to contain only the fonts you need for a particular document: instead of repeatedly applying a font to text by choosing it from the QuarkXPress **Fonts** submenu, you can simply add that font to the palette's font menu, then apply it easily to selected text.

Another good use for QuickMenus is using them to list custom character formatting values. Many of the QuarkXPress character attribute menu commands list only a limited set of values from which you can choose; these menus also usually list **Other**, which displays a dialog box that lets you specify a custom value. Without XPert Character-Styles, you would have to choose **Other** and enter a custom value each time you want to make a formatting change. With the XPert Character-Styles palette, you can add custom values — such as 9.5 point size and 92% horizontal scale — to the palette's **Font Size** and **Horizontal Scale** menus, so that these custom values can quickly be applied to selected text, without having to enter values in dialog boxes.

Using the (Font) QuickMenu
The QuickMenu contains font names. This QuickMenu is especially useful when you use fonts that you would have to access through the **Style** > **Font** > **FontFamily** > **FontName** sub-sub-menu in QuarkXPress.

Adding fonts to the QuickMenu
To add a font to the XPert CharacterStyles palette's font menu, click and choose **Add** from the pop-up menu. The **Add Fonts** dialog box is displayed.

Add Fonts

Carta	OK
Castellar MT	
CB Helvetica Condensed Bold	Cancel
CBI Helvetica Condensed BoldOb	
Chicago	
CI Helvetica Condensed Oblique	
CL Futura CondensedLight	
CL Helvetica Condensed Light	
CLB Helvetica Condensed Black	
CLBI Helvetica Condensed Black	
CLI Helvetica Condensed LightO	
Colossalis Bold	

☐ Document Only

ALAP
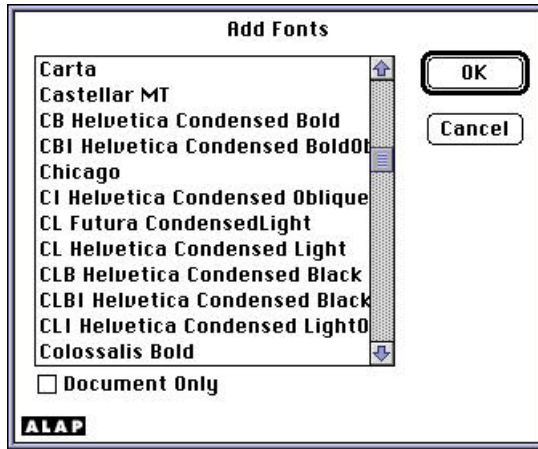
The dialog box scroll list displays the names of all the fonts available to QuarkXPress. Click to select the fonts you want to add. You can select multiple fonts. Hold down the Command key and click in the list to select individual fonts; hold down the Shift key and click to select a range of fonts. Press Command-A to select all the fonts. Click **OK** to add the fonts to the QuickMenu.

Document Only
To specify that the fonts you add be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the fonts, the fonts you add will be added to the default set displayed in the ⌶ QuickMenu in all documents, unless removed for a particular document (see *Removing fonts from the* ⌶ *QuickMenu,* below, for more information).

Removing fonts from the ⌶ QuickMenu
To remove a font from the ⌶ QuickMenu, hold down the Shift key when you click the QuickMenu pop icon; the **Add** entry is replaced by **Remove**. Choose **Remove** to display the **Remove Fonts** dialog box. Select the fonts you want to remove and click **OK**.
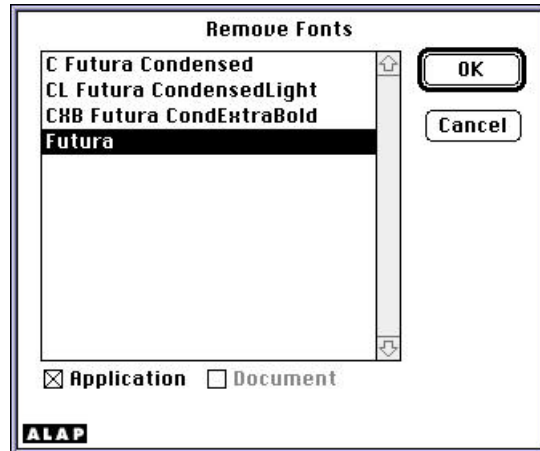
The **Application** and **Document** check boxes indicate whether default and/or document specific fonts are displayed in the dialog box scroll list. To display default fonts in the scroll list *in this dialog box*, check **Application**. To display document fonts in the scroll list *in this dialog box,* check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or document fonts from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no fonts of that type have been added to the [f] pop-menu.

Applying fonts from the [f] QuickMenu
To apply a font that has been added to the [f] QuickMenu, select the text you want to reformat, then click [f] and choose the font you want to apply.
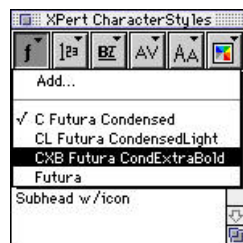
Using the ▣ (Size) QuickMenu

The ▣ QuickMenu contains custom font sizes. You can add any acceptable font size (from 2pt to 720pt, in .001 increments) to the ▣ QuickMenu.
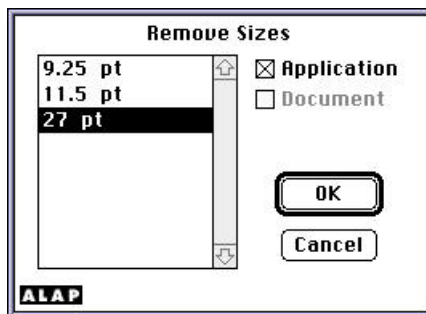
Adding custom sizes to the ▣ QuickMenu

To add a font size to the XPert CharacterStyles palette's size menu, click ▣ and choose **Add** from the pop-up menu. The **Add Size** dialog box is displayed. Enter the font size you want to add in the **Size** field and click **OK**.

```
                     Add Size
    Size: [10 pt    ]          ( OK )

    ☐ Document Only            [ Cancel ]

    ALAP
```

To specify that the font size you're adding be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the font size, the size you add will be added to the default set displayed in the ▣ QuickMenu in all documents, unless removed for a particular document (see *Removing font sizes from the ▣ QuickMenu,* below, for more information).

Removing sizes from the ▣ QuickMenu

To remove a font size from the ▣ QuickMenu, hold down the Shift key when you click the QuickMenu pop icon; the **Add** entry is replaced by **Remove**. Choose **Remove** to display the **Remove Sizes** dialog box. Select the size you want to remove and click **OK**.

```
                  Remove Sizes
    ┌─────────────┐  ⊠ Application
    │ 9.25 pt   ⇧ │  ☐ Document
    │ 11.5 pt     │
    │ 27 pt       │
    │             │       ( OK )
    │           ⇩ │
    └─────────────┘     [ Cancel ]
    ALAP
```

The **Application** and **Document** check boxes indicate whether default and/or document specific sizes are displayed in the dialog box scroll list. To display default sizes in the scroll list in this dialog box, check

Application. To display document sizes in the scroll list in this dialog box, check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or document sizes from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no sizes of that type have been added to the 🔳 pop-menu.

Applying custom sizes from the 🔳 QuickMenu
To apply a font size that has been added to the 🔳 QuickMenu, select the text you want to reformat, then click 🔳 and choose the font size you want to apply.
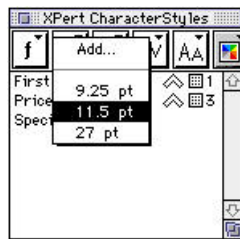

Using the 🔳 (Style) QuickMenu
The 🔳 QuickMenu lets you apply any or all of the nine QuarkXPress style attributes. This QuickMenu lets you create attribute sets and add the sets to the 🔳 QuickMenu for applying to text.

Adding styles to the 🔳 QuickMenu
To name and add a attribute set to the XPert CharacterStyles palette's style menu, click 🔳 and choose **Add** from the pop-up menu. The **Add Style** dialog box is displayed. Use the dialog box controls to select the attributes you want the set to contain, enter a **Name** in the field, then click **OK**.
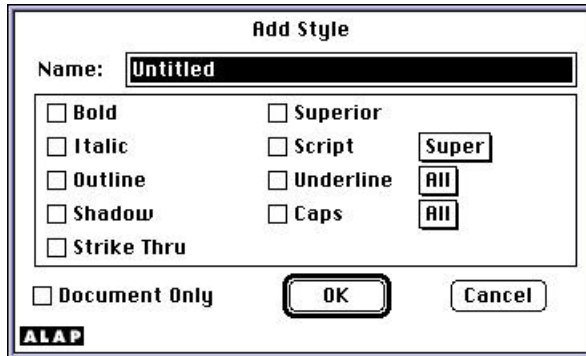
To specify that the attribute set you're adding be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the attribute set, the set you add will be added to the default set displayed in the ▣ QuickMenu in all documents, unless removed for a particular document (see *Removing font sizes from the ▣ QuickMenu,* below, for more information).

The **Add Style** dialog box is quite similar to the **Character Attributes** dialog box in QuarkXPress (displayed by choosing S**tyle** > **Character**). Some special controls have been added that are unique to XPert Character-Styles. These are discussed below. To learn more about using the remaining controls, see the **Character** section in the **Style** menu chapter of the *QuarkXPress Reference Manual.*

Script
The pop-up menu to the right of the script check box is an XPert Character-Styles addition. Choose **Super** to specify superscript; choose **Sub** to specify subscript. This pop-up menu is available only when **Script** is checked.

Underline
The pop-up menu to the right of the script check box is an XPert Character-Styles addition. Choose **All** to apply the underline style to all selected characters; choose **Word** to apply the word underline style to all selected words. This pop-up menu is available only when **Underline** is checked.

Caps
The pop-up menu to the right of the script check box is an XPert Character-Styles addition. Choose **All** to specify all caps; choose **Small** to specify small caps. This pop-up menu is available only when **Caps** is checked.

⊠ Caps   All / Small

Removing styles from the ▣ QuickMenu
To remove an attribute set from the ▣ QuickMenu, hold down the Shift key when you click the QuickMenu pop icon; the **Add** entry is replaced by **Remove**. Choose **Remove** to display the **Remove Styles** dialog box. Select the attribute set you want to remove and click **OK**.
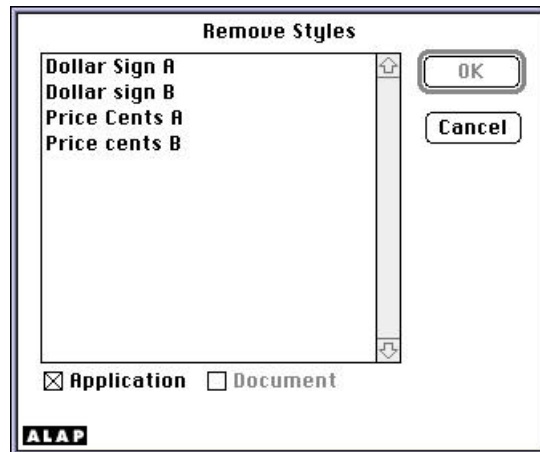

The **Application** and **Document** check boxes indicate whether default and/or document specific styles are displayed in the dialog box scroll list. To display default styles in the scroll list in this dialog box, check **Application**. To display document styles in the scroll list in this dialog box, check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or document styles from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no styles of that type have been added to the ▣ pop-menu.

Applying styles from the ▣ QuickMenu
To apply an attribute set that has been added to the ▣ QuickMenu, select the text you want to reformat, then click ▣ and choose the attribute set you want to apply.

Using the ⬚ (Kern/Track) QuickMenu

The ⬚ QuickMenu contains custom track values. You can add any acceptable track value (from -500 to 500, as measured in 200ths of an em space, in .001 increments) to the ⬚ QuickMenu. When the selected text contains a range of characters, the selected characters will be tracked when you apply a ⬚ QuickMenu value. If the cursor is between two characters, applying a value from the ⬚ QuickMenu will kern the character pair.

Adding custom track values to the ⬚ QuickMenu

To add a track value to the XPert CharacterStyles palette's track menu, click ⬚ and choose **Add** from the pop-up menu. The **Add Track** dialog box is displayed. Enter the track value you want to add in the **Track** field and click **OK**. Negative values are displayed in parentheses in the pop-up menu.
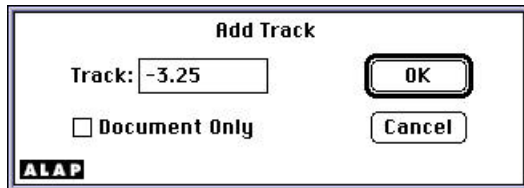

To specify that the track value you're adding be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the track value, the value you add will be added to the default set displayed in the ⬚ QuickMenu in all documents, unless removed for a particular document (see *Removing custom track values from the ⬚ QuickMenu,* below, for more information).

### Removing custom track values from the ⬚ QuickMenu

To remove a track value from the ⬚ QuickMenu, hold down the Shift key when you click the QuickMenu pop icon; the **Add** entry is replaced

by **Remove**. Choose **Remove** to display the **Remove Tracks** dialog box. Select the track value you want to remove and click **OK**.
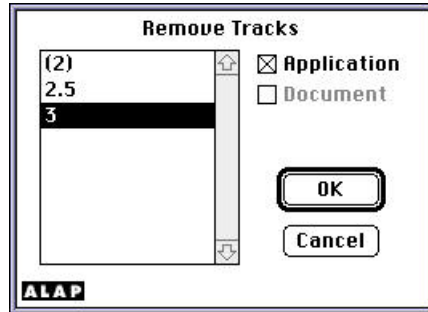
The **Application** and **Document** check boxes indicate whether default and/or document specific track values are displayed in the dialog box scroll list. To display default track values in the scroll list in this dialog box, check **Application**. To display document track values in the scroll list in this dialog box, check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or document track values from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no track values of that type have been added to the 🔲 pop-menu.

Applying custom track values from the 🔲 QuickMenu
To apply a track value that has been added to the 🔲 QuickMenu, select the text you want to reformat, then click 🔲 and choose the track value you want to apply.
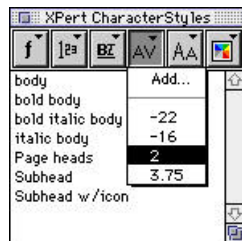
When the selected text contains a range of characters, the selected characters will be tracked when you apply a 🔲 QuickMenu value. If the cursor is between two characters, applying a value from the 🔲 QuickMenu will kern the character pair.

Using the ▦ (Scale) QuickMenu

The ▦ QuickMenu contains custom scale values. You can add any acceptable horizontal or vertical scale value (from 10% to 400%, in .001 increments) to the ▦ QuickMenu.

Adding custom scale values to the ▦ QuickMenu

To add a scale value to the XPert CharacterStyles palette's Scale menu, click ▦ and choose **Add** from the pop-up menu. The **Add Scale** dialog box is displayed.

To specify the scale, choose **Horizontal** or **Vertical** from the **Scale** pop-up menu, then enter the scale value you want in the **Scale** field and click **OK**.

```
┌─────────────────────────────────────────┐
│              Add Scale                   │
│   Scale: [Horizontal] [92]   ╔════════╗  │
│                              ║   OK   ║  │
│   ☐ Document Only            ╚════════╝  │
│                              ┌────────┐  │
│   ALAP                       │ Cancel │  │
│                              └────────┘  │
└─────────────────────────────────────────┘
```

To specify that the scale value you're adding be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the scale value, the value you add will be added to the default set displayed in the ▦ QuickMenu in all documents, unless removed for a particular document (see *Removing custom scale values from the* ▦ *QuickMenu,* below, for more information).

Removing custom scale values from the ▦ QuickMenu

To remove a scale value from the ▦ QuickMenu, hold down the Shift key when you click its pop icon; the **Add** entry is replaced by **Remove**. Choose **Remove** to display the **Remove Scales** dialog box. Select the scale value you want to remove and click **OK**.

```
┌─────────────────────────────────────────┐
│             Remove Scales                │
│   ┌─────────────┐⇧  ☒ Application        │
│   │ 150% V      │   ☐ Document           │
│   │ 80% H       │                        │
│   │ 110% H      │                        │
│   │ 225% H      │     ╔════════╗         │
│   │             │     ║   OK   ║         │
│   │             │     ╚════════╝         │
│   │             │⇩    ┌────────┐         │
│   └─────────────┘     │ Cancel │         │
│   ALAP                └────────┘         │
└─────────────────────────────────────────┘
```
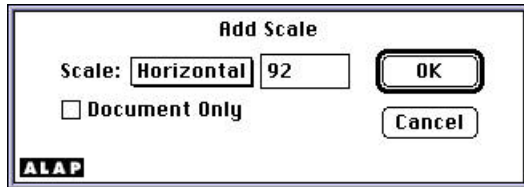
The **Application** and **Document** check boxes indicate whether default and/or document specific scale values are displayed in the dialog box scroll list. To display default scale values in the scroll list in this dialog box, check **Application**. To display document scale values in the scroll list in this dialog box, check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or document scale values from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no scale values of that type have been added to the ⚏ pop-menu.

Applying custom scale values from the ⚏ QuickMenu
To apply a scale value that has been added to the ⚏ QuickMenu, select the text you want to reformat, then click ⚏ and choose the scale value you want to apply.

An "H" or "V" follows scale entries in the pop-up menu to indicate whether the scale value is a horizontal scale or a vertical scale.

Using the ▦ (Color) QuickMenu
The ▦ QuickMenu contains custom colors and shades. You can add any of the colors in the document's color palette, with shading specifications, to the ▦ QuickMenu. With standard QuarkXPress tools you must first apply a color to text, then apply a shade value to it. The ▦ QuickMenu lets you apply both attributes to text at once from a convenient location.

A color must be part of the document's color palette before you can add it to the ▦ QuickMenu. You add colors to the QuarkXPress palette by creating colors using the controls in the **Colors** dialog box (**Edit** > **Colors**).

Adding colors and shades to the ▦ QuickMenu
To add a color and shade to the XPert CharacterStyles palette's Color menu, click ▦ and choose **Add** from the pop-up menu. The **Add Color** dialog box is displayed.
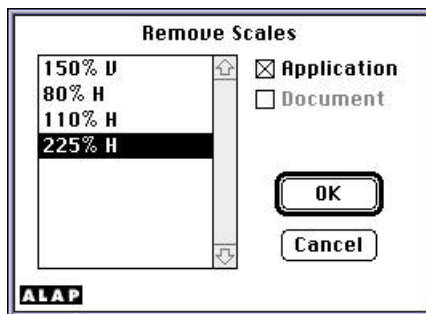
To specify the color, choose one from the **Color** pop-up menu, then enter the shade value you want in the **Shade** field. Click **OK** to add the color and shade to the pop-menu.
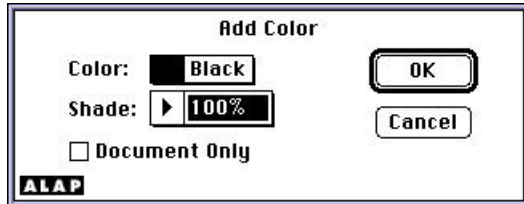
To specify that the color and shade you're adding be available to only the current document, check **Document Only**. If **Document Only** is unchecked when you add the color and shade, the color and shade you add will be added to the default set displayed in the 🔳 QuickMenu in all documents, unless removed for a particular document (see *Removing custom colors and shades from the 🔳 QuickMenu,* below, for more information).

Removing custom colors and shades from the 🔳 QuickMenu

To remove a color and shade from the 🔳 QuickMenu, hold the Shift key when you click its pop icon; the **Add** entry is replaced by **Remove**. Choose **Remove** to display the **Remove Colors** dialog box. Select the color and shade you want from the scroll list and click **OK** to remove it from the QuickMenu.
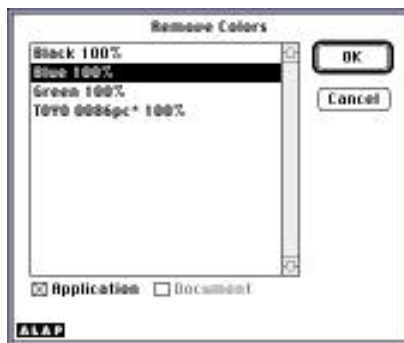
The **Application** and **Document** check boxes indicate whether default and/or document specific colors and shades are displayed in the dialog box scroll list. To display default colors and shades in the scroll list in this dialog box, check **Application**. To display document colors and shades in the scroll list in this dialog box, check **Document**. Unchecking the **Application** and/or **Document** check boxes prevents default and/or

document colors and shades from being displayed in this dialog box so that you cannot inadvertently select and delete them. A grayed check box label indicates that no colors and shades of that type have been added to the ▣ pop-menu.

Applying custom colors and shades from the ▣ QuickMenu
To apply a color and shade that has been added to the ▣ QuickMenu, select the text you want to reformat, then click ▣ and choose the color and shade you want to apply.

Note: All scroll lists in the dialog boxes used for adding and removing items from QuickMenus, as discussed in the sections above, allow you to enter Command-A to select all the items in the list. Scroll lists also support keyboard look-up of list entries (i.e., entering the first few characters of an item's name to select it in the scroll list), and use of the page up, page down, home, and end keys to scroll up and down the list. You can also select multiple list items by holding down the Command key and clicking in the list to select individual list items; hold down the Shift key and click to select a range of list items.

What is XPert TextLink?

The *XPert TextLink* XTension provides a palette that gives you several linking and unlinking features not available in QuarkXPress, such as:

• joining two or more existing text chains (even if they contain text)

• easily creating a series of linked text boxes

• splitting a text chain into smaller chains

• duplicating or deleting a text box containing text

• "Smart Paragraph" sensing that will retain the proper appearance of text when chains are split or boxes unlinked.

What XPert TextLink adds to QuarkXPress

XPert TextLink adds one command to the QuarkXPress menus: **View** > **Show/Hide XPert TextLink** lets you show and hide the XPert TextLink palette.

The XPert TextLink Palette

Choosing **View** > **Show XPert TextLink** displays the XPert TextLink palette with twelve linking/unlinking options in button form. You can move and close this palette like other QuarkXPress palettes.
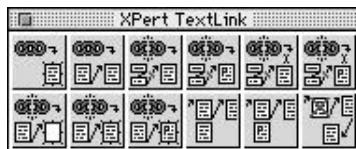
The buttons are divided into four task groups. The available buttons are determined by what kinds of text boxes are active in the document.

- The two left buttons of the top row perform standard linking tasks.
  Link to the Next Selected Box
  Link to the Next Selected Chain
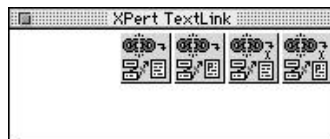
- The remaining four buttons of the top row let you split an existing
  chain into multiple chains.
  Split Text Chain at the Selected Box
  Split Text Chain at the Selected Box using "Smart Paragraphs"
  Split Text Chain at the Selected Box, Split Text from Insertion Point
  Split Text Chain at the Selected Box, Split Text from Insertion Point
  Using Smart Paragraphs

- The three left buttons of the bottom row let you unlink all text boxes in
  a chain.
  Unlink All Boxes, Retain Text in First Text Box
  Unlink All Boxes, Retain Text in Each Text Box
  Unlink All Boxes, Retain Text in Each Text Box, Use Smart Paragraphs

- The remaining three buttons of the bottom row let you duplicate or
  delete text boxes in a chain.
  Duplicate Text Box and Contents
  Duplicate Text Box and Contents, using Smart Paragraphs
  Delete Text Box and Contents

Tips

- *Important Note:* The **Edit** > **Undo** command is not available with XPert TextLink. Save your work before using XPert TextLink, then if necessary, use **File** > **Revert to Saved** to reverse an undesirable linking action.

- The XPert TextLink palette supports System 7 balloon help. Should you forget the task a XPert TextLink button performs, choose **Show Balloons** from the **Help** menu in the upper right corner of your screen and place the current cursor over the XPert TextLink button in the palette.
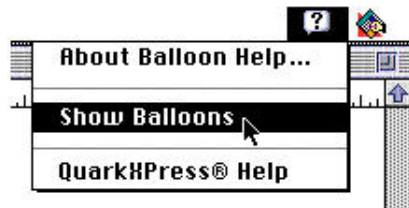
Link to the Next Selected Box (1st row, 1st button from left)

Use this button to link two text boxes, regardless of whether they contain text or are part of an existing chain. For example, imagine you want to link active text box (Box A) to a second text box (Box B). With Box A active, click on this button and then click on Box B. Box A is now linked to Box B.
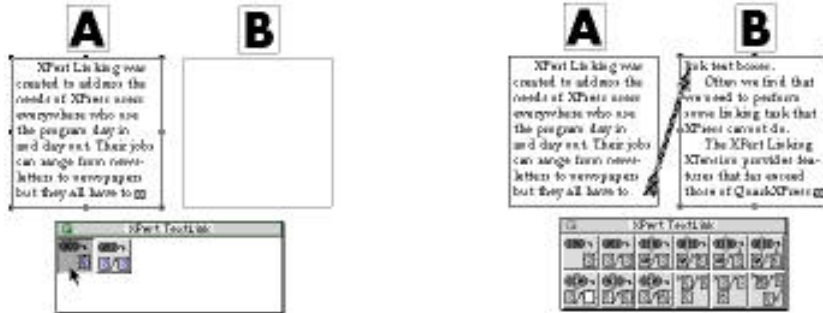
Using this button you can automatically link text boxes as you create them. To do so, begin by locking the Text Box tool in the QuarkXPress Tool palette by selecting it with the Option key held down. After dragging out your first text box, click and then drag out another text box. The new text box is automatically linked to the first one. Repeat this procedure for each new text box you draw.
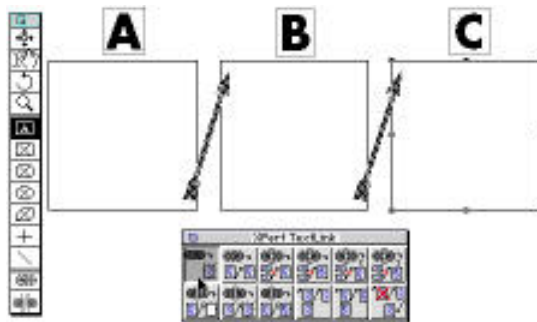
The next text box created will be automatically linked to text box C.

If, when using this button to link two existing text boxes, the next box selected contains text, and is part of an existing text chain, it will be removed from its existing chain, made part of a new chain, and the text it originally contained with be taken from the first chain and appended

to the end of the new chain. For example, Box Z is active and ⬚ pressed. Box B, of text chain A + B + C, is the next box selected. Box B now becomes the second box in the chain Z + B and the text previously in Box B is now in Box Z (the first box in the chain). The A + B + C chain is now A + C with the text of Box C now linked after the text of Box A.
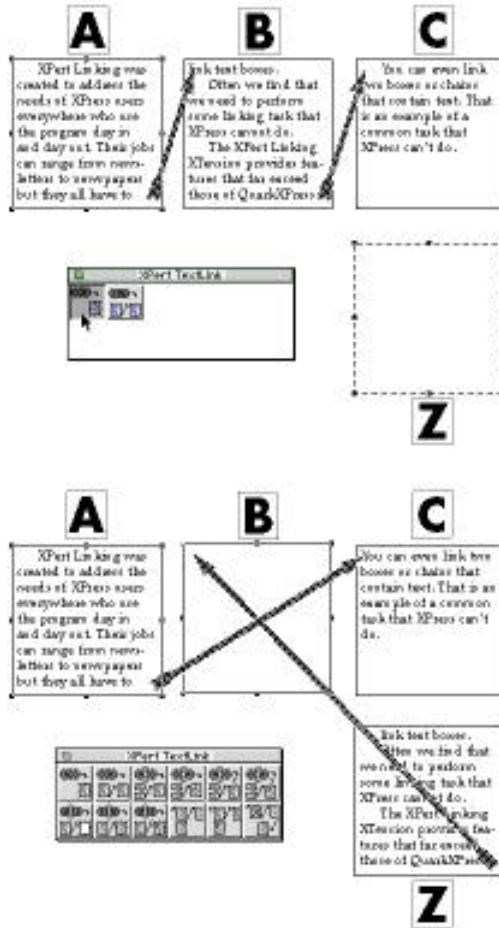
Note that the text from just *Box B* is placed in the new chain. The A + C chain text now has a gap where the Box B text was.

Link to the Next Selected Chain (1st row, 2nd button from left)

Use this button to combine two existing text chains into one text chain. Take the example of two text chains: A + B + C and X + Y + Z. With Box Z active, click ▦ and then select any of the text boxes in the A + B + C chain. The two chains are combined with the contents of the A + B + C chain appending to the end of the X + Y + Z chain.

Note: If you want to keep the paragraph formats of the first paragraph of the A + B + C chain, be sure to end the X + Y + Z chain with a return. (Other wise the first paragraph of the old A + B+ C chain will become part of, and take on the formats of, the last paragraph in X + Y + Z.)
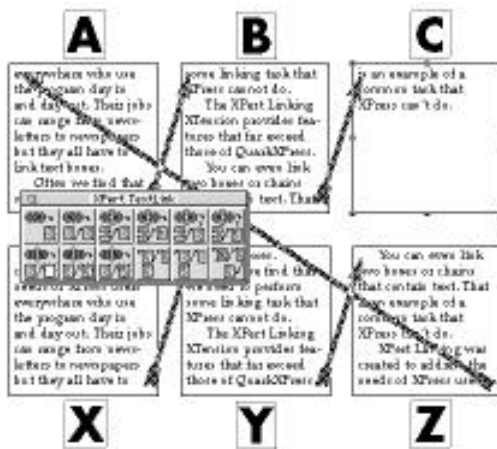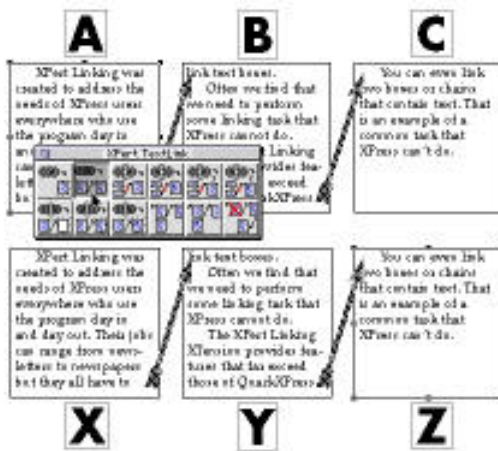
Notice that the text from the A+B+C chain now begins at the bottom of Box Z.

Split the Text Chain at the Selected Box (1st row, 3rd button from left)

Use this button to split an existing text chain into two chains, with the second chain starting at the selected box, while retaining the contents of that box. Take the example of text chain A + B + C + D. With Box C active, click ⬚. The chain is now divided into two chains, A + B and C + D, with the contents of Box C as the start of the second chain.

Note that the first line indent format of the paragraph straddling Box B and Box C of text chain A + B + C + D, is now applied to the first paragraph in Box C of the chain C + D.
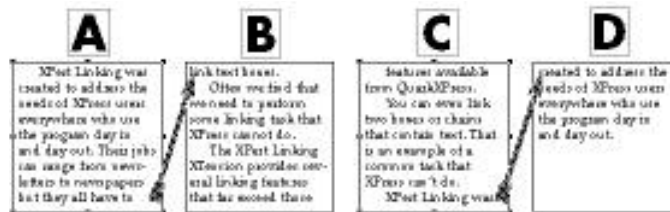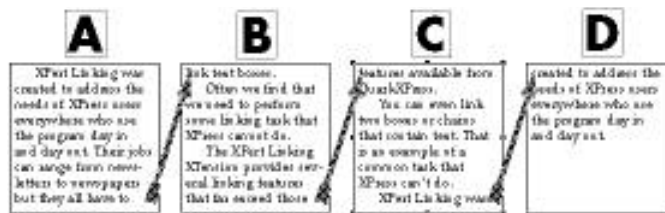
The first paragraph of the new chain C+D displays the first line indent of the paragraph that had straddled boxes B and C.

Split the Text Chain at the Selected Box using Smart Paragraphs (1st row, 4th button from left)

Use this button to split an existing text chain into two chains, using XPert TextLink "Smart Paragraph" sensing. "Smart Paragraph" sensing ignores the first line indent and drop cap formats of the paragraph straddling two boxes and instead maintains the original look of the text in the first text box of the newly created chain.

Take the example of text chain A + B + C + D. With Box C active, click ⬛. The chain is now divided into two chains, A + B and C + D, with the contents of Box C as the start of the second chain.

Note that with the use of the "Smart Paragraph" feature, the first line indent format of the paragraph straddling Box B and Box C of text chain A + B + C + D, is not applied to the first paragraph in Box C of the chain C + D (as it would have been if you had used the **Split the Text Chain at the Selected Box** button described on the previous page).
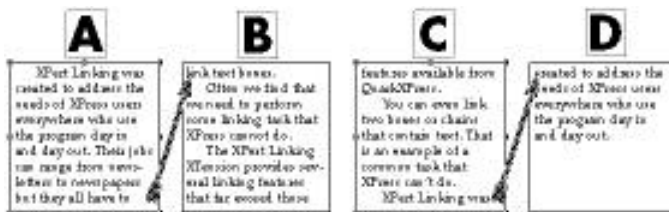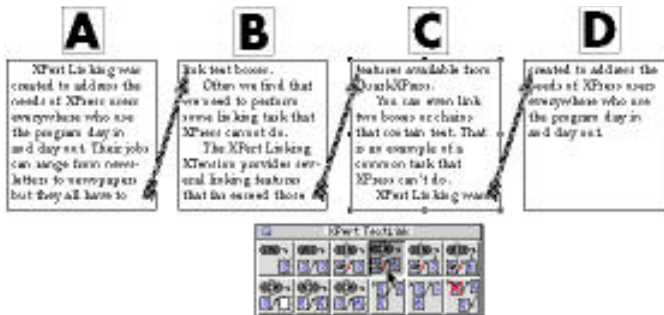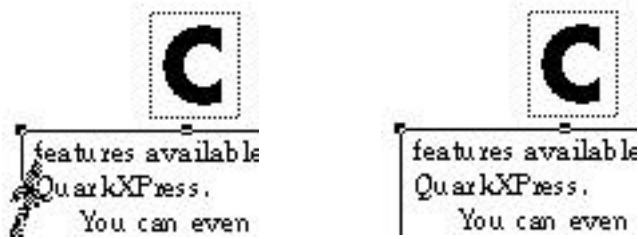
The text chain is split, but the first paragraph of the newly created second chain does not take on the indent or drop cap formats of the last paragraph in the previous chain.

"Smart Paragraphs" sensing sets the first line indent and drop caps formats to zero, while retaining the other paragraph formats such as hyphenation, justification, space before, space after, left indent, and right indent, of the original paragraph.

Note that if the split paragraph was justified, XPert TextLink places a Shift-Return after the last character of the first chain, to ensure the justified look. An overflow character will appear at the bottom of the text box.

Split Text Chain at the Selected Box, Split Text from Insertion Point
(1st row, 5th button from left)

Use this button to split an existing text chain into two chains, with the second chain starting at the selected box, but the text split starting at the insertion point. The insertion point can be in any box in the chain.

Take the example of text chain A + B + C + D. With the Content tool selected, the insertion point is placed before the drop cap in Box B. With the Item tool selected, click on Box C to make it active. Then click ▦. The chain is now divided into two chains, A + B and C + D, with the text from the insertion point onward at the top of Box C.

(Even though the text insertion point no longer displays after you select the Item tool and activate another box, XPert TextLink "remembers" where it is.)

Note that the drop cap format of the paragraph straddling Box B and Box C of text chain A + B + C + D, is now applied to the first paragraph in Box C of the chain C + D.
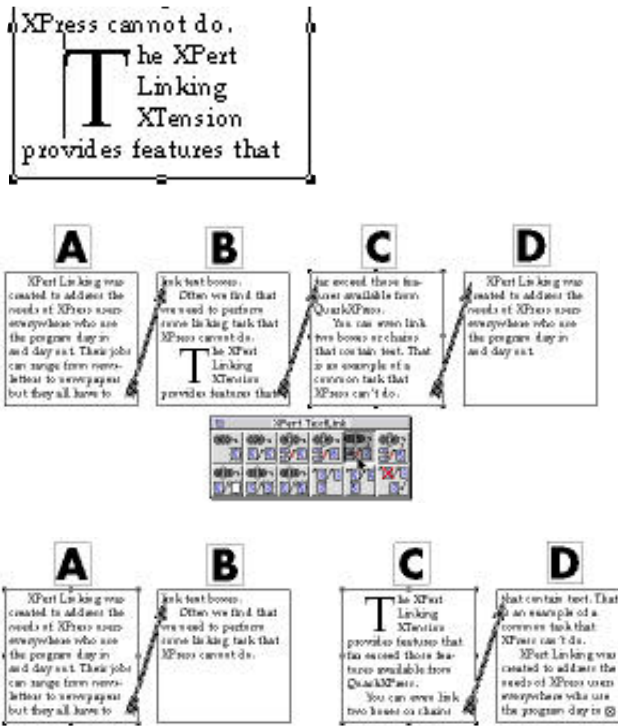
Split Text Chain at the Selected Box, Split Text from Insertion Point Using Smart Paragraphs (1st row, 6th button from left)

Use this button to split an existing text chain into two chains, with the second chain starting at the selected box, but the text split starting at the insertion point, retaining the look of original chain. The insertion point can be in any box in the chain. The text retains the look of the text in the box at the start of the new chain.

Take the example of text chain A + B + C + D. With the Content tool selected, the insertion point is placed before the word "XPert" in Box B. With the Item tool selected, click on Box C to make it active. Then click [button]. The chain is now divided into two chains, A + B and C + D, with the text from the insertion point onward at the top of Box C.

Note that the drop cap format of the paragraph straddling Box B and Box C of text chain A + B + C + D, is not applied to the first paragraph in Box C of the chain C + D.
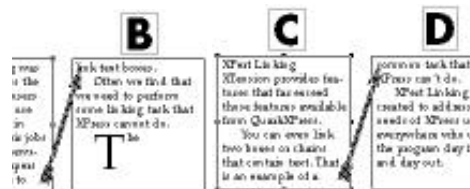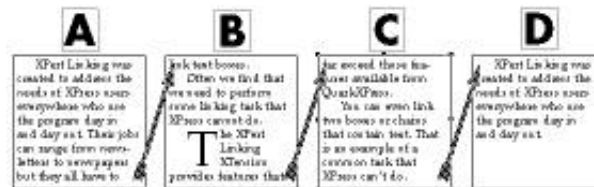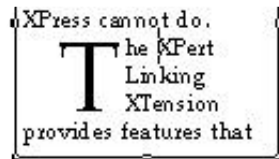
With smart paragraphs.　　　　　*Without smart paragraphs.*
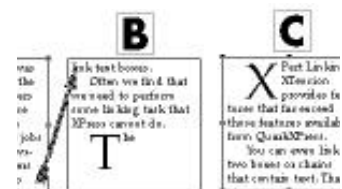
Unlink All Boxes, Retain Text in First Text Box
(2nd row, 1st button from left)

Use this button to unlink all text boxes in a chain while retaining the text of the original chain in the first text box.

Take the example of text chain A + B + C + D. With any text box in the chain active, click. All the text boxes are unlinked from the original chain and the text is now contained in Box A, which displays an over-flow character.
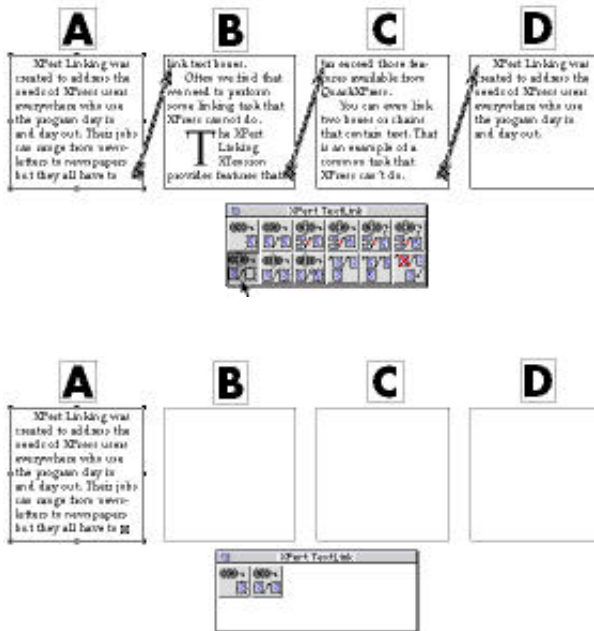
Unlink All Boxes, Retain Text in Each Text Box
(2nd row, 2nd button from left)

Use this button to unlink all text boxes in a chain while retaining the text in each text box of the original chain.

Take the example of text chain A + B + C + D. With any text box in the chain active, click ⌖. All the text boxes are unlinked from the original chain retaining the text each box originally contained. Note that in Box C, the drop cap and first line indent formatting of the straddling paragraph has been applied to the first character in Box C.
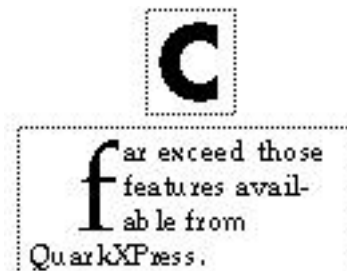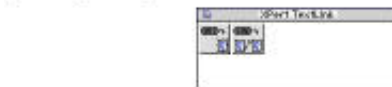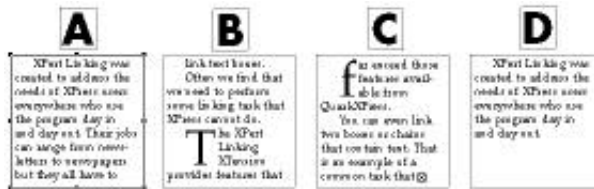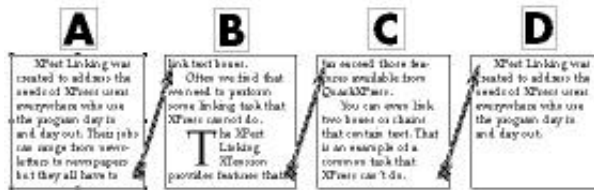
Notice the drop cap and indent applied to the second half of the paragraph that straddled boxes B and C.

Unlink All Boxes, Retain Text in Each Text Box, Use Smart Paragraphs (2nd row, 3rd button from left)

Use this button to unlink all text boxes in a chain while retaining the text in each text box of the original chain. Text also retains its original appearance.

Take the example of text chain A + B + C + D. With any text box in the chain active, click ▦. All the text boxes are unlinked from the original chain retaining the text each box originally contained. The text keeps the appearance of the text in the original chain.
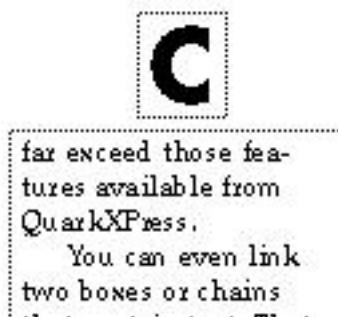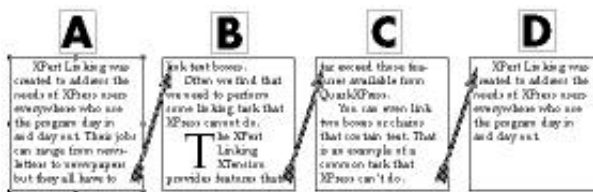
Notice that the drop cap and first line indent are not applied to the second half of the paragraph that straddled boxes B and C.

Duplicate Text Box and Contents
(2nd row, 4th button from left)

Use this button to duplicate a box, and only the text that it contains, even though the box is part of a chain.

Take the example of text chain A + B + C + D. With Box C selected, click [icon]. The text box and its contents are duplicated.

Note that if you use the standard **Copy** command from the **Edit** menu, the box will be duplicated, but the duplicate will contain the remaining text to the end of the chain. This button *only* copies the text contained in the duplicated text box.

Also note, that the drop cap and first line indent formatting of the straddled paragraph is applied to the first character in the duplicated text box. The original text chain is unaffected.
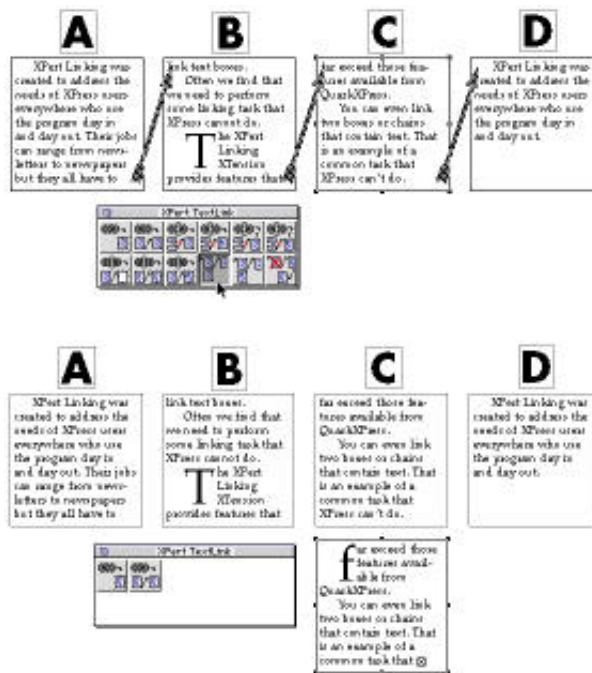
Duplicate Text Box and Contents, using Smart Paragraphs (2nd row, 5th button from left)

Use this button to duplicate a box, and only the text that it contains, even though the box is part of a chain. Text also retains its original appearance.

Take the example of text chain A + B + C + D. With Box C selected, click ▓. The text box and its contents are duplicated.

Also note, the drop cap and first line indent formatting of the straddled paragraph is not applied to the first character in the duplicated text box. The duplicated text retains its original appearance. The original text chain is unaffected.
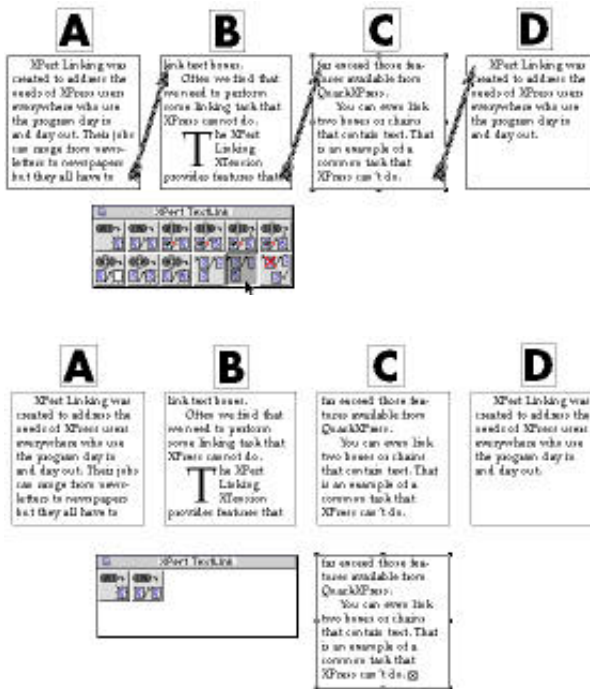
Delete Text Box and Contents
(2nd row, 6th button from left)

Use this button to delete a box and the text it contains from a chain.

Take the example of text chain A + B + C + D. With Box C selected, click
. The text box and its contents are deleted from the chain.
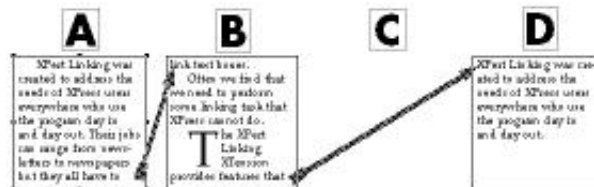
What is XPert TextStyler?

XPert TextStyler provides a flexible, alternative method of selecting and working with text. XPert TextStyler adds a new tool to the QuarkXPress tool palette that lets you select text by dragging a selection marquee around the text you want to work on. Once text is selected, XPert TextStyler lets you modify the text by automatically displaying a dialog box that groups character attribute controls, making it easy to apply numerous attributes to the selected text. XPert TextStyler also lets you selectively apply the paragraph, character, tabs, or rule information contained in a style sheet to selected text, and to replace style sheets applied to paragraphs within selected text.

Unlike the text selection controls in QuarkXPress, which only let you make contiguous text selections (i.e., a range of characters), XPert TextStyler's unique design lets you select and modify text within a marquee selection area you draw using the TextStyler tool. Also, the TextStyler tool lets you draw a marquee across more than one text box to select text contained in multiple boxes; it is not possible to select text in multiple boxes with QuarkXPress alone.

Selecting text is only the first part of the process. Once you drag a marquee around a portion of a spread that contains text, XPert TextStyler displays a dialog box that lets you apply character attributes using a number of different methods:

• By applying character attributes you select in the dialog box.

• By selectively applying the paragraph formatting, character attributes, tab specifications, and/or paragraph rule information contained in a style sheet.

• By applying a XPert CharacterStyles attribute set.

You can also apply the previously applied set of character attributes to text without displaying the **XPert TextStyler** dialog box. (see *Quick Apply* on page 54.)

What XPert TextStyler adds to QuarkXPress

XPert TextStyler adds a tool to the QuarkXPress Tool palette. The TextStyler tool lets you marquee text selections. When you use the TextStyler tool to select text, a dialog box is automatically displayed that lets you simultaneously apply multiple character attributes to the selected text.

The TextStyler tool (circled in the illustration) is displayed in the QuarkXPress Tool palette when XPert TextStyler is installed.

Using the TextStyler Tool to Select Text and Apply Attributes

To apply character attributes to text using the TextStyler tool, first select the tool in the QuarkXPress Tool palette. Drag out a marquee area around the text you want to modify.
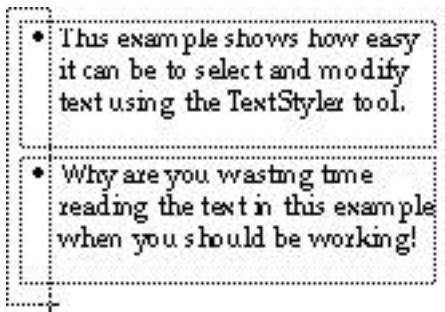
The TextStyler tool lets you select text by dragging a marquee around the characters you want to modify, and to apply multiple attributes to the selected characters at one time.

When you've made your selection, the **XPert TextStyler** dialog box is displayed.

Note: As with the other tools in the QuarkXPress Tool palette, if you hold the Option key when selecting the TextStyler tool, it will remain selected until you select another tool.
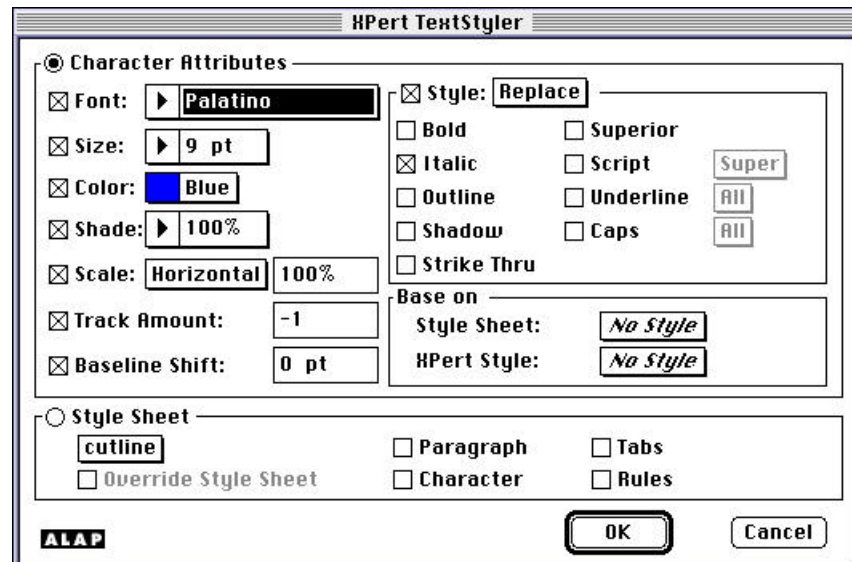
*The **XPert TextStyler** dialog box is displayed when you make a text selection using the TextStyler tool.*

Use the controls in the **XPert TextStyler** dialog box to select the character attributes you want applied to the text, selected by the TextStyler tool.
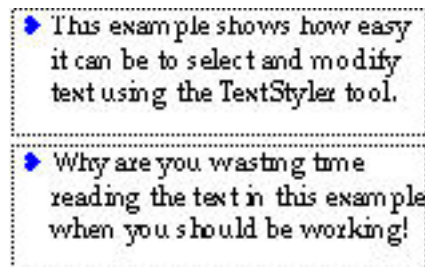
*The illustration above shows the text, selected in the example on the previous page, after the attributes selected in the **XPert TextStyler** dialog box (shown above) were applied.*

Using the XPert TextStyler dialog box

When you use the TextStyler tool to select text, the **XPert TextStyler** dialog box is displayed immediately. The **XPert TextStyler** dialog box contains the standard character attribute commands found in the **Style** menu, as well as other controls that provide enhanced character formatting capabilities.
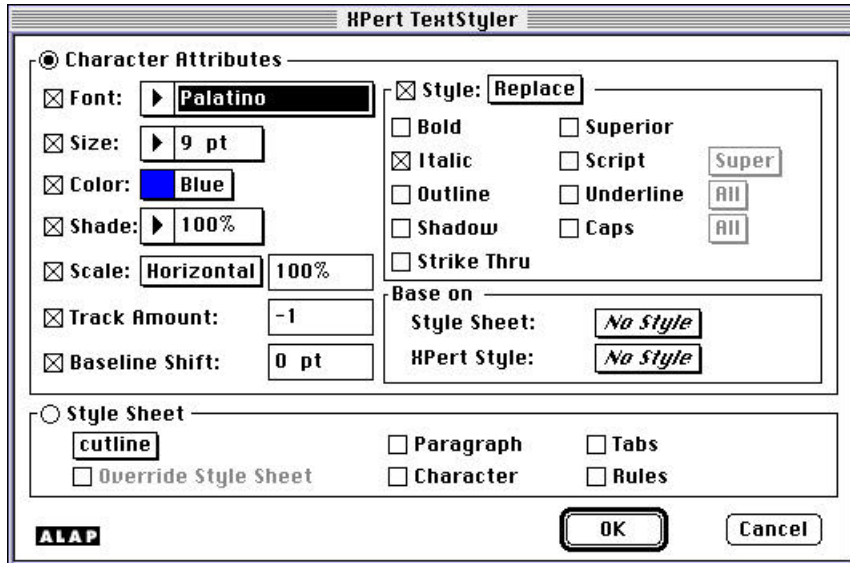
The **XPert TextStyler** dialog box contains two areas: **Character Attrib-
utes** and **Style Sheet**. Each area has a radio button that lets you enable
or disable the controls in that area. Only one area can be active at a time,
which means you make selections in either the **Character Attributes** or
Style Sheet area, but not both.

Note: If text is highlighted (using the QuarkXPress Content tool) before
you use the TextStyler tool to select text, the controls in the **XPert
TextStyler** dialog box are preset to match the attributes applied to the
highlighted text.

Choosing character attributes

To modify the attributes in the **Character Attributes** area and apply
character attributes to the selected text, click **Character Attributes**. The
area's controls become active.
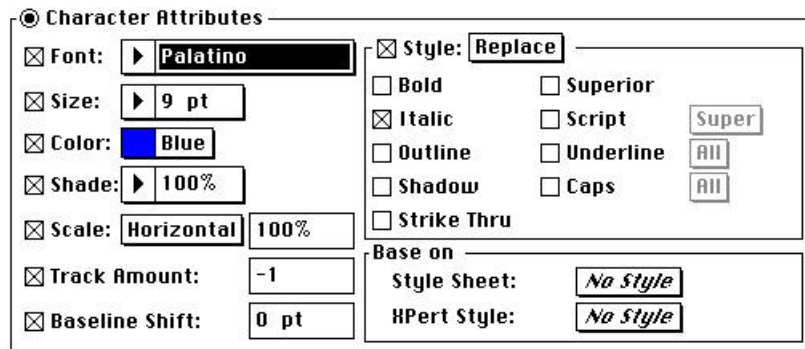
The **Character Attributes** area is quite similar to the **Character Attributes** dialog box in QuarkXPress (displayed by choosing **Style** > **Character**). Some special controls have been added that are unique to XPert TextStyler. These are discussed below. To learn more about using the remaining controls, see the **Character** section in the **Style** menu chapter of the *QuarkXPress Reference Manual.*

Style

To apply type style attributes to selected text, check **Style** to enable the individual attributes in the **Style** area. When the **Style** check box is unchecked, the individual style attributes are dimmed and will not be applied to the selected text.

When **Style** is checked, the pop-up menu to the right of the text box lets you choose the way in which the style attributes in the **Style** area are applied to the currently selected text. To add the styles you check to the attributes already applied to the currently selected text, choose **Append** from the pop-up menu. To replace the attributes already applied to the currently selected text with the style attributes you check, choose **Replace** from the pop-up menu.

For example, to apply the bold type style to selected text, check **Bold**. This attribute will be applied to selected text according to the selection you make in the **Style** pop-up menu (**Append** or **Replace**).

Script, Underline, Caps

The pop-up menus to the right of the **Script**, **Underline**, and **Caps** check boxes provide appropriate options for each attribute. These pop-up menus are available only when the associated check box is selected.

Base on Style Sheet
To apply the character attributes contained in a style sheet to selected text, choose a style sheet from the **Base on Style Sheet** pop-up menu.

When you choose a style sheet from the pop-up menu, the **XPert TextStyler** dialog box is updated to display the character attributes specified in that style sheet. You can specify additional attributes or disable the attributes specified by the style sheet. Because style sheets contain paragraph formatting information as well as character attribute specifications, using **Base on Style Sheet** can be especially useful when you want to apply only the character attributes contained in a style sheet to selected text, without having to apply paragraph formats as well.

Base on XPert Styles
To apply an *attribute set* — a set of character attributes that can be applied to text simultaneously, which you can create using the XPert Character-Styles XTension — to selected text, choose the attribute set you want from the **Base on XPertStyle** pop-up menu. The XPert CharacterStyles XTension, included in this package, is discussed on page 7.

When you choose an attribute set from the pop-up menu, the **XPert TextStyler** dialog box is updated to display the character attributes specified in that set. Assuming you don't make additional attribute selections or disable any of the selections specified by the selected attribute set, applying an attribute set to text using the **XPert TextStyler** dialog box has the same effect as applying the attribute set using the controls provided by XPert CharacterStyles.

Specifying style sheet information

To modify any of the attributes in the **Style Sheet** area and apply style sheet information to the selected text, click **Style Sheet**. The area's controls become active.
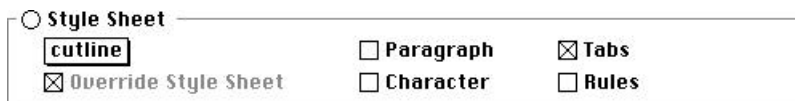
To specify the style sheet you want to apply to selected text, choose one from the **Style Sheet** pop-up menu. The pop-up menu lists all style sheets available to the current document.

Override Style Sheet
To apply a style sheet to the paragraphs included in the text selection, check **Override Style Sheet**. This check box is active only when the **Paragraph**, **Character**, **Tabs**, and **Rules** check boxes are all checked. When you override style sheet information, the style sheet selected in the pop-up menu is applied to all the paragraphs included in the text selection. Because style sheets are applied to entire paragraphs, even paragraphs with only a few characters included in the text selection are formatted with the new style sheet.

XPert TextStyler applies *No Style* before applying the style sheet selected in the **Style Sheet** pop-up menu. This means that all local character and paragraph formats in selected paragraphs will be replaced when XPert TextStyler applies the style sheet.

Paragraph
To specify that the paragraph formatting specified in the selected style sheet are applied to selected text, check **Paragraph.**

Character
To specify that the character attributes specified in the selected style sheet are applied to selected text, check **Character.**

Tabs
To specify that the tab formatting specified in the selected style sheet are applied to selected text, check **Tab.**

Rules
To specify that the paragraph rules specified in the selected style sheet are applied to selected text, check **Rules.**

Note: Because **Paragraph**, **Tabs**, and **Rules** are formats applied to entire paragraphs, even paragraphs only partially within the TextStyler selection will be reformatted when one of these is checked.

Applying selected attributes to text
To apply the character attribute specifications you select, click **OK**.

XPert TextStyler also provides two alternative methods for applying formats: "Constrained Apply" and "Quick Apply."

Constrained Apply

To constrain the selected text so that the selection area keeps its original shape when the new formats are applied, hold down the Control key before releasing the mouse button when drawing the selection marquee.

When **Constrained Apply** is used, XPert TextStyler will attempt to keep the selected text within the shape of the original selection marquee. Note the word "attempt." Depending on the position and formatting of other page elements, XPert TextStyler is not always able to maintain the exact shape, but it does the best it can.
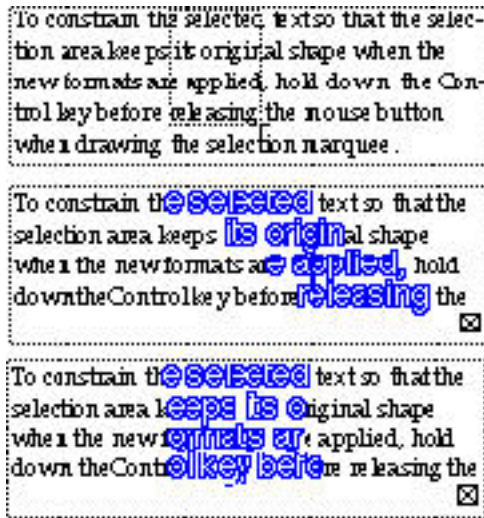
In this illustration, the top example shows the selection marquee. The middle example shows the effect of applying attributes to selected text without constrain applied. The bottom example shows how XPert TextStyler handled the same text selection with constrain applied.

Quick Apply

To apply the Text Styler attributes applied to the previously selected text, hold down the Option key before releasing the mouse button when drawing the selection marquee. The **XPert TextStyler** dialog box will not be displayed, but the Text Styler attributes applied to the previously selected text will be applied to the current selection.

TextStyler at work

The following example shows a chart used in a publication. The top
example shows a column of text being selected with the TextStyler tool.
The illustration below shows the result of applying the bold attribute
and a new color to the column's text using XPert TextStyler.

	Virginia Resident		Non-Virginia Resident	
	Annual	Semester	Annual	Semester
Tuition & General Univ. Fees	$8,702	$4,351	$19,012	$9,506
General Student Activities Fee...	28	14	28	14
Medical School Fee*.........	142	71	142	71
TOTAL.......	$8,872	$4,436	$19,182	$9,591

*Medical School fee covers disability insurance, hepatitis
B immunization and miscellaneous services.

	Virginia Resident		Non-Virginia Resident	
	Annual	Semester	Annual	Semester
Tuition & General Univ. Fees	$8,702	$4,351	$19,012	$9,506
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Medical School Fee*.........	142	71	142	71
TOTAL.......	$8,872	$4,436	$19,182	$9,591

*Medical School fee covers disability insurance, hepatitis
B immunization and miscellaneous services.

What is XPert Pilot?

The *XPert Pilot* XTension provides a palette-based preview of the pages in the active document that allows you to instantly go to any part of the current spread with a click of the mouse. The XTension also lets you place "markers" in documents that let you return to specified locations and view percentages with a click of the mouse.
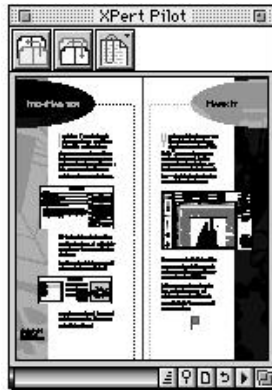
The XPert Pilot palette displays a preview of the current page or spread on which you can click to scroll the document.

What XPert Pilot adds to QuarkXPress

XPert Pilot adds one command to the QuarkXPress menus: **View** > **Show/Hide XPert Pilot**.

• The **View** > **Show/Hide XPert Pilot** command displays the XPert Pilot palette.

Using the XPert Pilot Palette

To display the XPert Pilot palette, choose **View** > **Show XPert Pilot**. When the XPert Pilot palette is open, the **View** menu displays **Hide XPert Pilot**. You can also display the palette by pressing the "Come" modifier key(s) and clicking anywhere in the active document window. See the discussion of these keys on page 64.
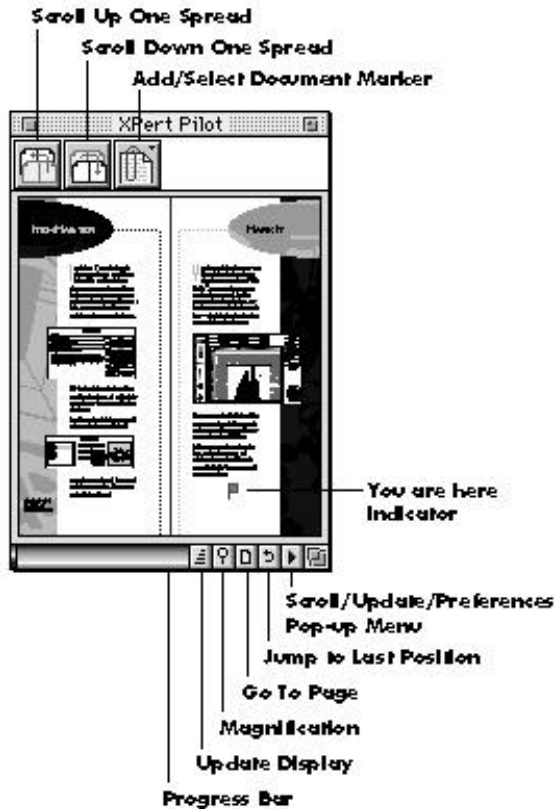
The XPert Pilot palette provides a number of features that you can use to quickly move through documents.

If you want, the XPert Pilot preview can be updated periodically as you work; you can set the length of time between automatic updates in the **XPert Pilot Preferences** dialog box. You also can update the preview at any time by clicking the 🔳 button in the palette.

Note: Depending on the complexity of a spread, a second or two may be required to create or update the XPert Pilot preview.

The red flag ⚑ in the preview is the **You are here** indicator; it moves when you click elsewhere on the palette. You can also drag the mouse on the preview; the document will scroll in the document window.

The Palette Controls

Scrolls the document up one spread. Hold down the Option key and click to display the first page of the document.

Scrolls the document down one spread. Hold down the Option key and click to display the last page of the document.

To add, select, and remove markers that you can use to quickly return to certain document locations and views, click 🔳 to display the Marker pop-up menu.

> Add Marker…
>
> 400% left footer
> 25% top of document
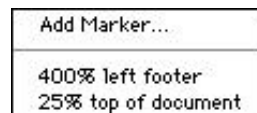
The bottom of the Marker pop-up menu displays user-defined markers.

To add a marker for the current page position and view percentage, choose **Add Marker** from the pop-up menu. The **Add Document Marker** dialog box is displayed.

> **Add Document Marker**
>
> Name: **Untitled**
>
> OK   Cancel
>
> ALAP
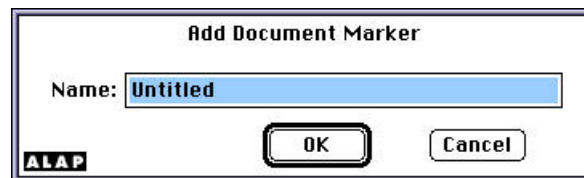
Enter a name for the marker in the **Name** field and click **OK**. The new marker is added to the pop-up menu.

To remove a marker from the pop-up menu, hold down the Shift key and display the Marker pop-up menu. The menu commands let you remove an individual marker or remove all markers.

> Remove All Markers
>
> Remove 400% left footer
> Remove 25% top of document
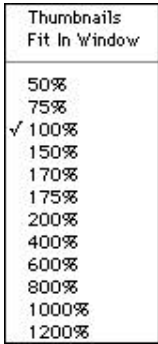
Manually updates the preview displayed in the palette.

To change the document view percentage, click to display the **Magnification** pop-up menu. Notice that the values in the menu let you zoom to many times the maximum allowed by Quark XPress itself.

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.

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.

Click the Jump button to move back and forth between the current location and view and the previous red-flag location.

To display a pop-up menu that lets you scroll though the document, update the preview, and display the **XPert Pilot Preferences** dialog box, click .
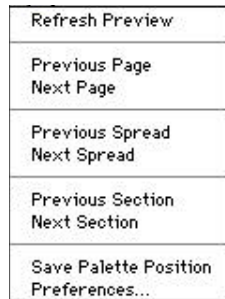
To update the preview manually, choose **Refresh Preview**.

To scroll the document to the next or previous page, spread, or section, choose one of the six scrolling options.

To save the palette's current position as the "home" position, choose **Save Palette Position**. You can subsequently return the

palette to this location quickly by holding down the "Home" keys specified in the **XPert Pilot Preferences** dialog box and clicking anywhere on the palette.

To display the **XPert Pilot Preferences** dialog box, which contains several controls for customizing the display and function of the palette, choose **Preferences**.

For information about the controls in this dialog box, see *Setting XPert Pilot Preferences* below.

Setting XPert Pilot Preferences

Choosing **Preferences** from the pop-up menu ▣ in the palette lets you specify the way the preview displays in the XPert Pilot palette and various keyboard combinations for the palette.
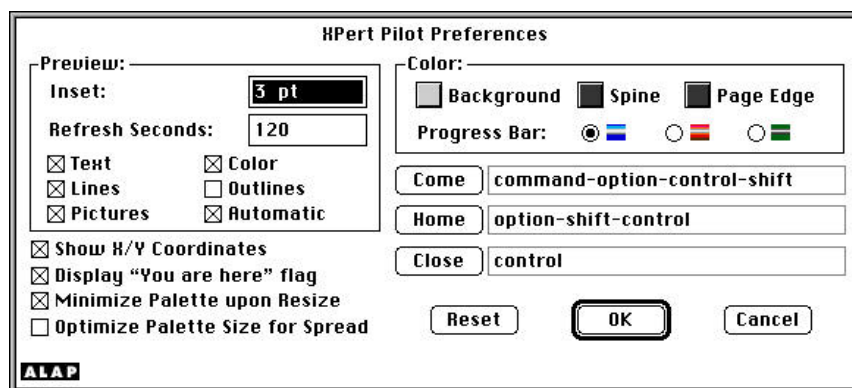
Preview
To specify the way in which document page previews display in the XPert Pilot palette, use the control in the Preview area.

Inset
To specify the margins between the page preview and the nearest edges of the view area, enter a value in the **Inset** field. Note that larger inset values will decrease the size of the preview display to allow for the increased margin. You can increase the size of the palette to increase the size of the preview.
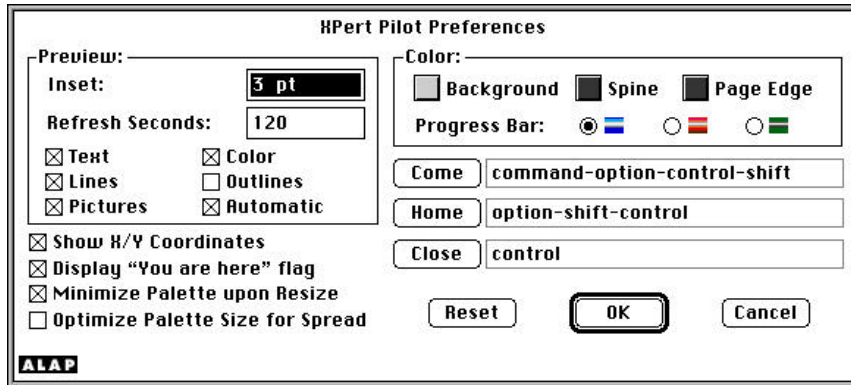
Refresh Seconds

To specify the length of time between automatic preview updates, enter a value in the **Refresh Seconds** field. This means that as the design of the page changes, the XPert Pilot palette will automatically reflect those changes. To disable this feature, uncheck the **Automatic** check box.

Even when you have specified periodic automatic updates, you can still update the display of the palette manually by clicking the 🗐 button in the palette.

Text

To display the contents of text boxes in the preview, check **Text**. When **Text** is unchecked, text box outlines, text, and the contents of anchored boxes are not displayed.

Lines

To display lines in the preview, check **Lines**. When **Lines** is unchecked, lines created with the QuarkXPress line tools are not displayed.

Pictures

To display the contents of picture boxes in the preview, check **Pictures**. When **Pictures** is unchecked, picture box outlines and their contents are not displayed.

Color

To display any color page elements in the appropriate colors in the page preview, check **Color**. Otherwise, all elements are displayed as black and white.

Outlines

To display only the outlines of each of the elements on a page, check **Outlines**. Outlines are not displayed for item types that are unchecked in the **Preview** area (i.e., **Text**, **Lines**, or **Pictures**). Note that outlines of anchored items are shown as well.

The illustration at left shows of the outline preview of one of these documentation pages.

Automatic

To allow the palette to automatically update its display using to the interval entered in the **Refresh Seconds** field, check **Automatic**. When this control is unchecked, you can update the display of the palette manually by clicking the 🗒 button in the palette.

Show X/Y Coordinates

To display the coordinates of the pointer at the top of the palette when you click or drag on the preview, check **Show X/Y Coordinates**.

Display "You are here" flag

To place a small red flag in the palette that indicates your current location when you click or drag on the palette preview, check **Display "You are here" flag**.

Minimize Palette upon Resize

To minimize the amount of screen real estate the palette takes up when you resize the palette, check **Minimize Palette upon Resize**. For example, if you have a two-page spread in the palette and you resize the palette to be taller than it is wide, this control will automatically snap the palette size back to the most efficient dimensions to display the spread.

Optimize Palette Size for Spread

To automatically change the width of the palette as you move between spreads of one page or more than one page (again, to save screen real estate), check **Optimize Palette Size for Spread**. The proportions of page representations in the preview remain the same.
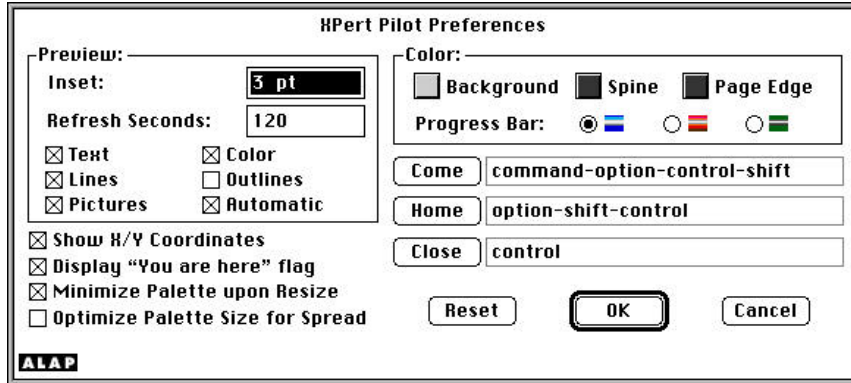
Color

To change the background color of the palette (the margin around the preview), click the **Background** swatch and use the controls in the Apple Color Picker to pick a new color.

To change the color of the spine between pages in a preview spread, click the **Spine** swatch and use the controls in the Apple Color Picker to pick a new color.

To change the color of the preview page edges , click the **Page Edge** swatch and use the controls in the Apple Color Picker to pick a new color.

To specify the color of the progress bar that indicates the status of the palette display update, choose one of the **Progress Bar** options.

Come, Home, and Close buttons

The **Come** button lets you define a key combination that will display the palette at the current pointer location, or move the palette to that location if the palette is currently displayed. To specify the key(s), hold down the key(s) and click **Come**.

To specify the key(s) that will move the palette to the "home" position specified by choosing **Save Palette Position** from the ▣ pop-up menu in the palette, hold down the key(s) and click **Home**.

To specify the key(s) that will close the palette, hold down the key(s) and click **Close**. You must click on the palette while holding the **Close** combination.

You can use any combination of the Command, Option, Control, and Shift keys when specifying key combinations for the **Come/Home/Close** feature.

Note: The **Come/Home/Close** feature is also available for the XPert Commands XTension (included in this volume). Be careful not to specify the same key combinations for both XTensions, lest they conflict and cause unexpected results.

Reset
To return the settings in the dialog box to their defaults, check **Reset**.

What is XPert CommandPad?

The *XPert CommandPad* XTension lets you create your own custom palettes that allow you to access any QuarkXPress function with a click of the mouse. The XPert CommandPad palettes you create (hereafter referred to as "CommandPads") can contain tools, any menu command available in QuarkXPress, and most keyboard combinations (such as increasing and decreasing font size). You can create as many Command-Pads as you like, tailoring each for certain tasks.
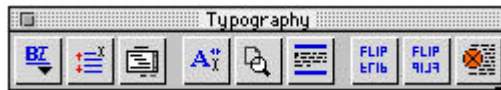
This illustration shows a custom CommandPad that allows access a variety of typography-related features ranging from horizontal/vertical scaling to text flipping.

What XPert CommandPad adds to QuarkXPress

XPert CommandPad adds two commands to the QuarkXPress menus: **Edit** > **XPert CommandPad** and **View** > **XPert CommandPad**.
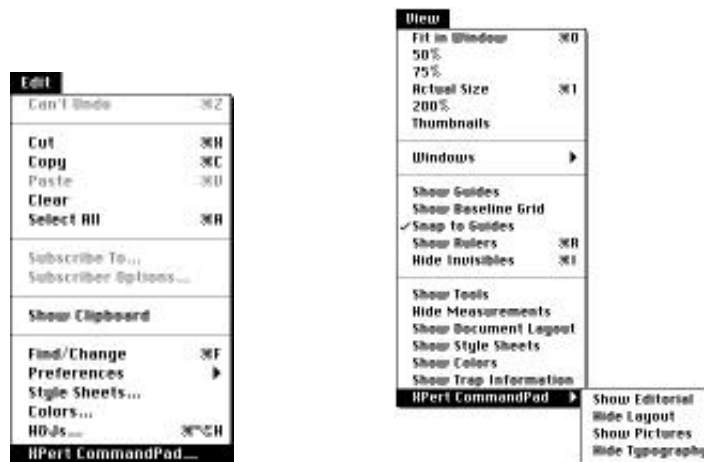
- **Edit** > **XPert CommandPad** allows you to create, name, and save custom CommandPads.

- **View** > **XPert CommandPad** lets you show and hide your Command-Pads. The illustration above shows four user-defined CommandPads in the submenu.

Creating and Working with CommandPads

Choose **Edit** > **XPert CommandPad** to display a dialog box that lets you create and edit CommandPads. This dialog box looks and behaves a lot like Quark XPress' **Style Sheets** dialog box.
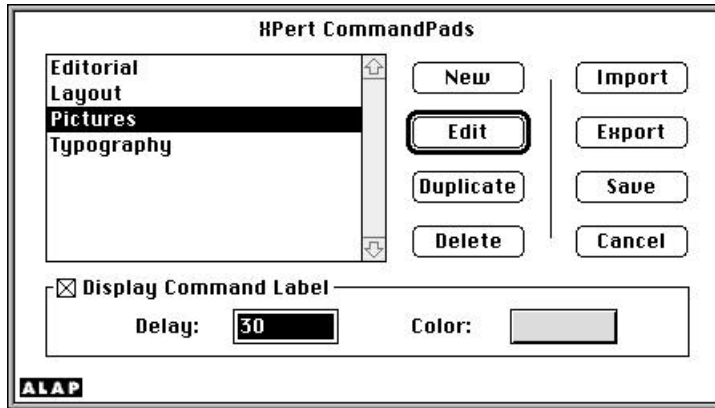
CommandPad scroll list
This scroll list displays all CommandPads that have been created. To work with a set, select it and click one of the buttons or double-click the set to display the **Edit CommandPad Style** dialog box.

New
To create a new CommandPad set, click **New**. Clicking **New** displays the **Edit CommandPad Style** dialog box. Using the **Edit CommandPad Style** dialog box is discussed on page 70. You can create as many CommandPads as you want.

Edit
To edit an existing CommandPad set, select the set in the scroll list and click **Edit** (or double-click). Clicking **Edit** displays the **Edit Command-Pad Style** dialog box. Using the **Edit CommandPad Style** dialog box is discussed on page 70.

Duplicate

To create a copy of an existing CommandPad set, select the set in the scroll list and click **Duplicate**. Clicking **Duplicate** displays the **Edit CommandPad Style** dialog box. Using the **Edit CommandPad Style** dialog box to edit sets is discussed on page 70.

Delete

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

Display Command Label

To display a small label for CommandPad buttons when you place the mouse pointer over a button, check **Display Command Label**.
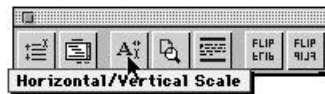
Who can remember the names of all these little buttons? If you forget, XPert CommandPad will give you a gentle reminder.

When the check box is selected, you can specify the interval before the label displays by entering a value between 1 and 120 in the **Delay** field. A low value make the display almost instantaneous; higher values delay the display by a few seconds.

To specify the color of the labels, click the **Color** swatch and choose a color from the standard color-picker dialog box displayed.

Note: To quickly turn the labels on and off while working with a particular CommandPad, hold down the Option key and click on the CommandPad title bar.

Editing CommandPads

Clicking **New**, **Edit**, or **Duplicate** in the **CommandPads** dialog box displays the **Edit CommandPad Style** dialog box. You can also display this dialog box by double-clicking a CommandPad name.
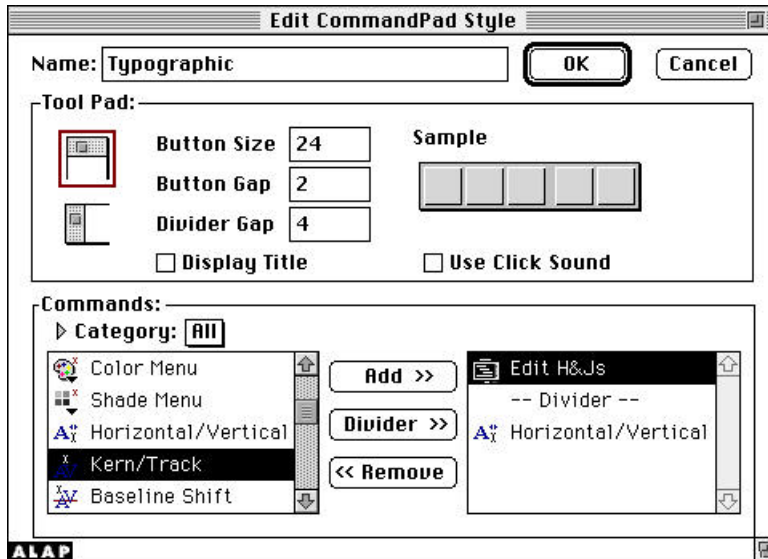
You can create CommandPads with certain tasks in mind. For example, if at some stage in your document creation process you work extensively with pictures, you could create a "Picture commands" CommandPad that contained exclusively picture-related features. Likewise you could do the same for typographic features, layout features, and so on.

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

Tool Pad
The **Tool Pad** area display controls that let you specify the look of the custom CommandPads you create.

To specify whether the title bar of the CommandPad is placed on the top or left side, click one of the two icons on the left side of the area.

Button Size
To specify the size of the buttons in your CommandPad, enter a value in the **Button Size** field from 20 to 32 (pixels).

Button Gap
To specify the distance between the buttons in your CommandPad, enter a value in the **Button Gap** field from 0 to 6 (pixels).

Divider Gap
You can separate groups of buttons in your CommandPad with dividers. To specify the width of the dividers in your CommandPad, enter a value in the **Divider Gap** field from 0 to 12 (pixels).

Display Title
To display the name you enter in the **Name** field in the title bar of your CommandPad, check **Display Title**.

Use Click Sound
To hear a distinct clicking sound when you click one of the buttons in your CommandPad, check **Use Click Sound**.

Specifying Palette Color
To specify the color of the buttons in your CommandPad, click on one of the sample buttons. Use the standard Apple color picker to select a color.

To specify the background color of your CommandPad, click on the sample background. Use the standard Apple color picker to select a color.

To set the buttons and background to the default colors you have set up for your Mac, hold down the Option key and click on a sample button. To return the colors to the original gray default, hold down the Command key and click on a sample button.

Commands

The **Commands** area displays two scroll lists that let you add, remove, and arrange the buttons in your CommandPad. The **Category** pop-up menu lets you control which commands, tools, XTensions, etc. are displayed in the left-hand scroll list.
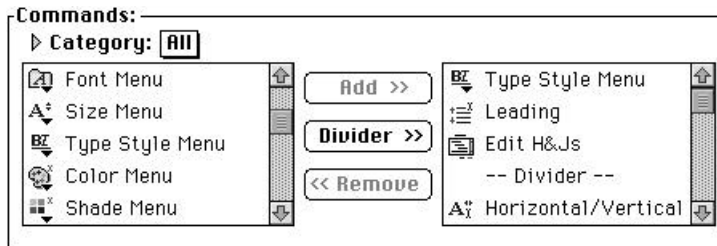
There is no limit (other than common sense) to the number of buttons you can add to a CommandPad.

Category
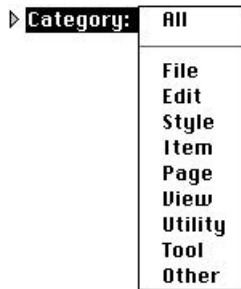
To control which commands are displayed in the left-hand scroll list, choose a category from the **Category** pop-up menu. Choose **All** to display every available command, tool, and XTension.

Note: Currently, you can access only ALAP XTensions via CommandPads. In the future, other XTension developers will be able to list their XTensions here as well.

To display additional, non-QuarkXPress options, choose **Other**. **Other** lets you add CommandPad buttons for accessing Apple menu items and launching third-party applications.

The triangle to the left of **Category** lets you display all of the subcategories available under categories that contain additional options. For example, to display each of the various kinds of **Preferences**, you would click this triangle.

Note: When you add a category that contains subcategories (such as the **Font**, **Size**, or **Type Style** submenus), clicking the button in the CommandPad displays a pop-up menu with the entries in that category.

To add a command to the CommandPad, select it in the left-hand scroll list and click **Add** (or double-click on the command). Shift-click and Command-click to select more than one command.

To remove a command from the CommandPad, select it in the right-hand scroll list and click **Remove** (or double-click on the command). Shift-click and Command-click to select more than one command.

To drag selected commands between the scroll lists, hold down the Option key and drag when the closed hand pointer displays. When you are dragging a command into a CommandPad, you can control where in the scroll list the button will be placed by releasing the mouse button when the arrows are displayed in the desired location.

To add a divider to a CommandPad to separate groups of buttons, click **Divider**. To remove a divider, select it in the right-hand scroll list and click **Remove** (or double-click on the divider).

To rearrange the buttons, click on a command in the right-hand scroll list, hold down the Option key, and drag the command up or down and release the mouse button when the arrows are displayed in the desired location. You can also drag dividers up and down in the scroll list.

Working with XPert CommandPads

To display the CommandPads you have created via **Edit** >**XPert Command Pad**, choose **View** > **XPert CommandPad** and select a CommandPad from the submenu. To hide a CommandPad that is currently displayed, choose **Hide [Name]** from the submenu.

This illustration shows four user-defined CommandPads available in the submenu. Notice that each has been named according to the type of functions it performs. Two are currently displayed, two are hidden.

This is a small CommandPad that contains just five commands: Select All, Undo, Find/Change, Style Sheets, and Save Page as EPS.

You can move, close, and resize your CommandPads, as you can other QuarkXPress palettes. To resize a CommandPad, move the pointer over the lower right corner and drag when the pointing finger displays. To increase the size of the "hot spot," and therefore make hitting it with the mouse pointer a little easier, hold down the Option key before clicking on the lower right corner.
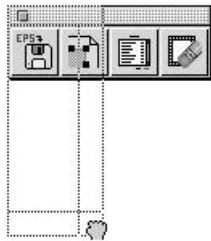
This illustration shows a CommandPad being resized. CommandPads can be horizontal, vertical, or display tools in a grid pattern.

Changing Palettes on the fly

You can change the order of buttons in a CommandPad and drag buttons between open CommandPads. While you are dragging a button, the new location is indicated by two small arrows.

To reorder the buttons in a CommandPad, hold down the Control key and drag a button when the grabbing hand pointer displays. Release the mouse when the arrows indicate the desired location for the button.

To copy a button from one currently displayed CommandPad to another, hold down the Control key and drag a button over the desired CommandPad when the grabbing hand pointer displays. Release the mouse when the arrows indicate the desired location for the button.

To cut a button from one currently displayed CommandPad and paste it into another, hold down the Control and Shift keys and drag a button when the grabbing hand pointer displays. Release the mouse when the arrows indicate the desired location for the button.

Note: You can copy/move buttons between CommandPads with different button sizes. The copied/moved button will take on the size appropriate for the new CommandPad.

To quickly edit a CommandPad, hold down the Command key and click on the title bar to display the **Edit CommandPad Style** dialog box.

Tips

• XPert CommandPad palettes support System 7 balloon help. Should you desire more information about the task a button performs than is provided by its label, choose **Show Balloons** from the **Help** menu in the upper right corner of your screen. Place the pointer over the button in the palette to display the balloon.

What is XPert Scripter?

The *XPert Scripter* XTension provides a way to launch OSA-compliant
AppleScript scripts from within QuarkXPress. An AppleScript script
is a document that behaves like a miniature computer program. When
launched, a script can get information from certain applications like
QuarkXPress (that have been specially programmed to work with
AppleScript) and can send commands to these applications, as well.

You can develop or purchase simple scripts that automate repetitive
tasks in QuarkXPress. More sophisticated scripts can be developed
that perform tasks like importing data and automatically building
QuarkXPress pages based on that data.

The XPert Scripter XTension lets you import AppleScripts into a float-
ing palette, called the Script Player palette, from which you can
launch scripts by double-clicking on them. XPert Scripter also lets you
group scripts in sets that, when activated, will run all the scripts in
the set, one after the other. Entire work flows can be created with
script sets, so that a task that would normally require many steps to
accomplish can be performed by a single script set.

This illustration shows the Script Player palette with several scripts and one set.

XPert Scripter also provides an easy method for naming QuarkXPress
items (i.e., text boxes, picture boxes, lines) so that they can be easily
located and modified by AppleScripts.

What XPert Scripter adds to QuarkXPress

XPert Scripter adds three commands to the QuarkXPress menus: **Edit** > **Preferences** > **XPert Scripter**, **View** > **Show Script Player**, and **View** > **Show Item Names.**
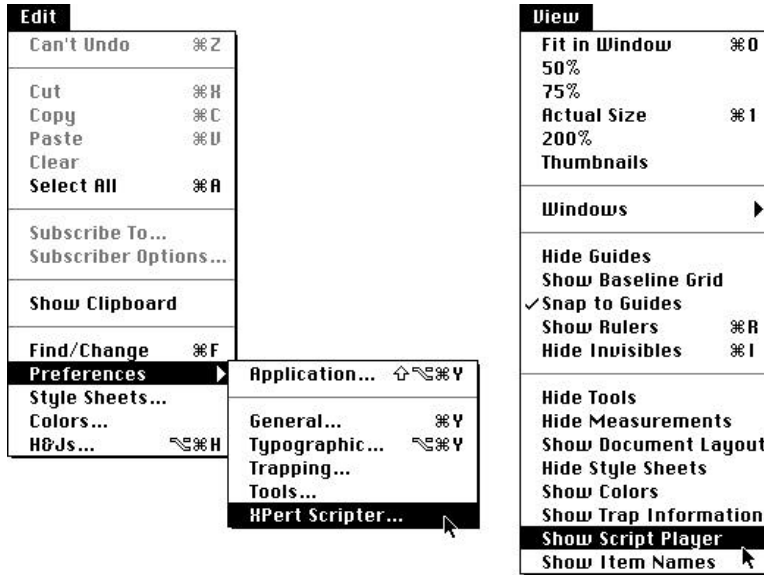
- **Edit** > **Preferences** > **XPert Scripter** displays a dialog box that lets you control the way information is displayed in name fields when **Show Item Names** is selected.

- **View** > **Show Script Player** displays the Script Player palette, which lets you choose, load, and launch AppleScripts. The palette also lets you create script sets and to run a series of scripts by launching a script set.

- **View** > **Show Item Names** displays non-printing fields over items that indicate the stacking order of items in a spread and the items' names, if names have been assigned.

Learning More About AppleScript

This manual assumes that you are familiar with AppleScript, its termi-
nology and usage. If you are new to scripting or would just like more
information on the subject, ALAP recommends purchasing Danny
Goodman's book, *The Complete AppleScript Handbook,* published by
Random House (ISBN 0-679-79148-5). It is a thorough reference work
and can provide answers to many of your scripting questions.

The scripts shown in the screen captures for this manual are from a col-
lection called *Sal's AppleScript Snippets.* This collection of more than 65
scripts written for QuarkXPress not only provides tools for automating
many production tasks, but also demonstrates many of the commands
and syntax necessary to perform scripting tasks in QuarkXPress. The
scripts are fully editable, and can be opened and viewed as examples of
how to script QuarkXPress. The Snippets are available from the same
dealer you purchased XPert Tools from, or call Nyhthawk Productions
at (804) 979-9086 USA. Some scripts from this collection have been
included in this package.

Displaying the Script Player palette

Choosing **View** > **Show Script Player** displays the Script Player palette,
which lets you choose, load, and launch AppleScripts. The Script Player
palette also lets you create script sets and to run a series of scripts by
launching a single script set. When the Script Player palette is displayed,
choosing **View** > **Hide Script Player** closes the Script Player palette. You
can move and resize the palette like most QuarkXPress palettes.

Working with the Script Player palette
The Script Player palette contains two list areas, separated by a movable
divider. The upper list, the Script list, displays the names of the scripts
that have been loaded already; the bottom scroll list, the Set list, displays
the script sets that have been created using the Script Player palette.

The Script Player palette displays two list areas, shown here before any scripts have been loaded or sets created.

To adjust the display size of the two lists, place the cursor over the double-line divider and drag the mouse vertically when the cursor changes to a double line with arrows.
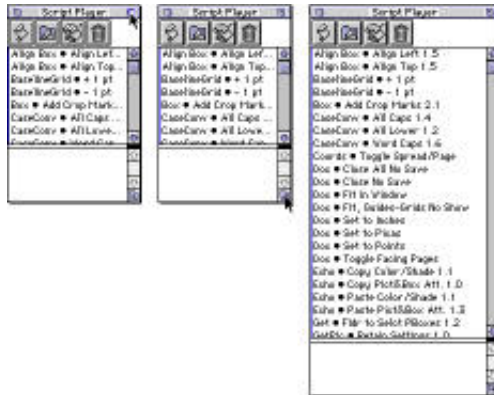
Using the Script Player's Control Buttons

The topmost area of the palette contains the four Script Player control buttons.

To load existing AppleScripts into the Script Player palette, click ⬚. Scripts that have been loaded are displayed in the Script list (top list) of the palette.

To create script sets, click ⬚. Script sets are displayed in the Script Set list (bottom list) of the palette.

To apply custom "labels" to scripts and to view lists of scripts according to label, click ▨.

To remove a script or Script Set from a palette list, select the scripts or sets you want to remove and click ▥.

Loading Scripts

To select existing AppleScript files for loading into the Script Player palette, click ▨ in the palette's control button area. The **Please Select a Script** dialog box is displayed. Use the controls in the dialog box to locate and select the scripts you want to load.
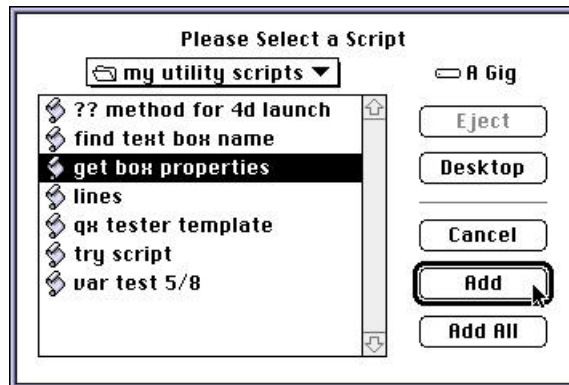
To load a single script, select the script from the dialog box scroll list and click **Add**. To load every script in the selected folder, click **Add All**. When you load a script, the Script Player palette only maintains a reference to a script's file on disk; the palette does not load script file's contents. Once loaded, the scripts' names are added to the Script list.
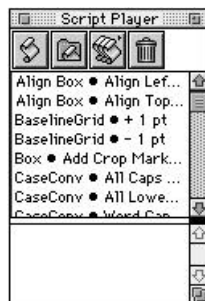
Launching Scripts

To launch a script, double-click on the script's name in the Script Player palette's Script list. This will launch and run the script.

Keep in mind that many scripts require that certain conditions be met before they will work. For example, a script may require that there be a certain kind of box selected (such as a text or picture box) or that a range of text be selected, for the script to execute correctly. Well written scripts place safeguards and warnings to alert the user if required conditions don't exist in the QuarkXPress document. XPert Scripter cannot make poorly written scripts work correctly.

Viewing Script Information

To view information about a script, hold down the Control key and double-click on a script name. The "Script Information" dialog box is displayed.
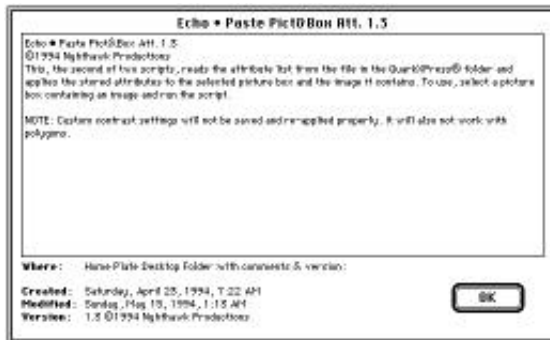
This dialog box displays information written into the script when it was created. If no information was placed into the script, none will display in the Script Information dialog box.

The Script Information dialog box displays four additional information fields. The **Where** field displays the location of the script on your drive/network. The **Created**, **Modified**, **Version** fields will only display if the appropriate version information is stored in the script.

Note to Scripters: If you want the Script Player palette to be able to display information about your script, include a 'vers' resource of id 1 in the script file.

What are Script Sets?

You can combine multiple scripts into groups and save these groups as script sets. The scripts in a script set will run one after another, until the last script in the set has completed. Using a script set allows you to combine smaller scripts to perform more complex tasks or work flows.

For example, you may have these individual scripts:

1) a script that creates a picture box, imports a picture into that box, and adjusts the picture box to the size of the image.

2) a script that scales both the picture and its box.

3) a script that accesses the file name of the picture inside the picture box and creates a text box beneath the picture box and places the picture name inside it.

4) a script that places crop marks around the picture box.

By placing these four scripts into a script set, and launching the set, they will run as if they were one continuous script. (These script's are examples of some scripts contained in *Sal's AppleScript Snippets* collection mentioned in the *Learning More About AppleScript* section of this chapter.)

Creating Script Sets

To create a script set, click ⬚ in the palette's control button area. The **Create Script Set** dialog box is displayed.
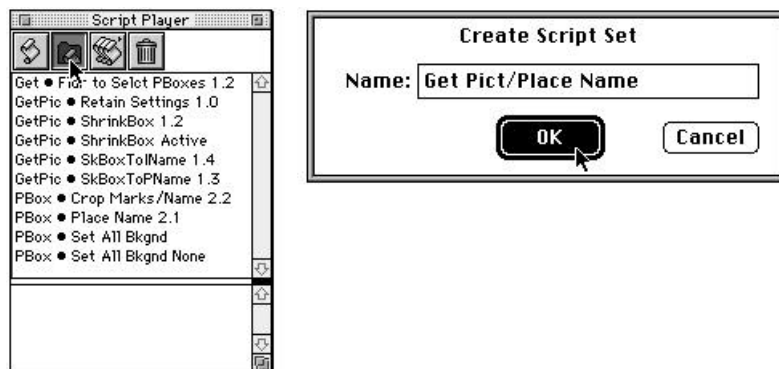
To name the new script set, enter a name in the field and click **OK.** The new script set is added to the Script Set list at the bottom of the Script Player palette.

Adding Scripts to Script Sets

There are two ways to add scripts into a script set: by dragging scripts from the Script list onto a script set in the Script Set list, or by using the **Edit Script Set** dialog box (as described in *Editing a Script Set,* below).

To drag scripts into a script set, select the scripts you want to include from the Script list and hold down the Option key. The cursor will change to a hand cursor. Move the cursor over one of the selected script names and click and hold the mouse; the hand cursor will close. Drag the closed hand cursor over the Script Set list and select a script set from the list. The selected script set will be highlighted as the cursor moves over it. Release the mouse button to add the scripts to the selected script set.

Scripts can be added to as many script sets as needed. And, you can use a script more than once in the same script set.

Editing a Script Set

To add scripts to a script set, reorder the scripts in a set, or to delete a script from a set, hold down the Option key and double-click on a script set. The **Edit Script Set** dialog box is displayed.
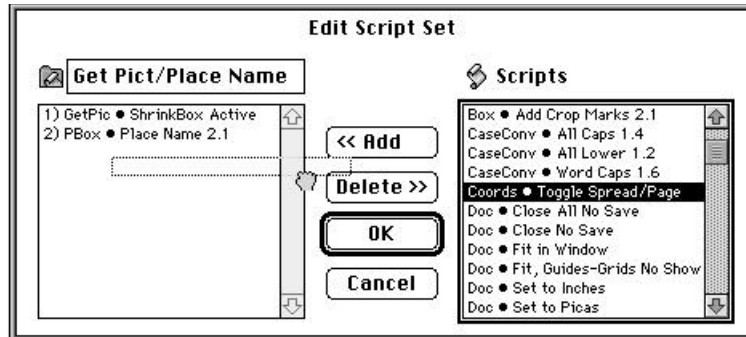
The **Scripts in Set** scroll list, on the left of the dialog box, displays the scripts contained in the selected script set. The **Scripts** scroll list, on the right, displays the scripts currently loaded in the Script Player palette.

Adding Scripts to a Script Set

To add a script or multiple scripts into the script set, select their names from **Scripts** scroll list and click **Add**. You can also hold down the Option key and drag scripts from the **Scripts** scroll list to the **Scripts in Set** scroll list.

Reordering the Scripts in a script Set

To reorder the scripts in a script set, hold down the Option key and select a script in the **Scripts in Set** scroll list. Drag the selected script to a new position in the list. The number to the left of the script name indicates its order in the set. When you launch a script set, its scripts will run one after another, in the order they are displayed in the **Scripts in Set** scroll list.
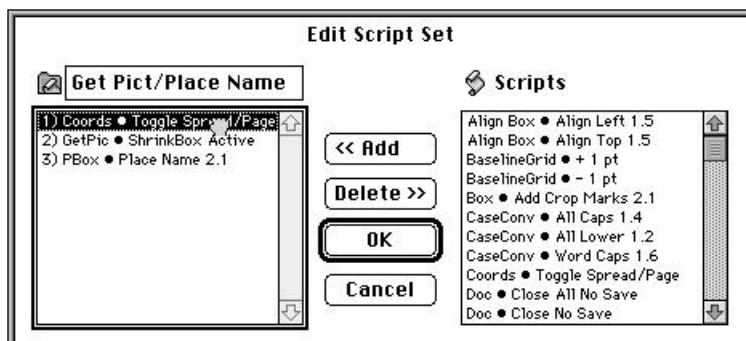
Removing Scripts from a Script Set

To remove a script from a script set, select the script and click **Delete**.

Labeling Scripts

As the number of scripts loaded into the Script Player increases, you may find it useful to group scripts by *label*. Labeled scripts can be hidden and sorted so that it is possible to display only the scripts you need for the current task.

Creating Script Labels

To create a label, click ▣ in the palette's control button area to display the **Labels** pop-up menu. Choose **Edit Labels** from the pop-up menu to display the **Label** dialog box.

Click **New** in the **Labels** dialog box to display the **Create New Label** dialog box.
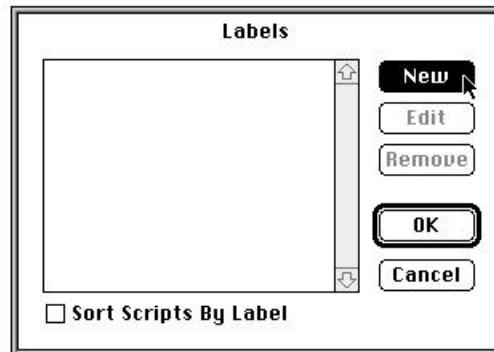
To create the label, enter a name in the field. Click **Color** to assign a color to the new label (the default color is black), or click **OK** to create the label.

If you click **Color** in the **Create New Label** dialog box, the standard Apple Color Picker is displayed. To apply color to a label, choose the color you want from the color picker and click **OK**. Darker colors seem to work best, especially reds and blues.

Removing Script Labels

To remove a label, click ▓ in the palette's control button area to display the **Labels** pop-up menu. Choose **Edit Labels** from the pop-up menu to display the **Label** dialog box.

To remove a label, select the label you want to delete from the scroll list and click **Remove**.
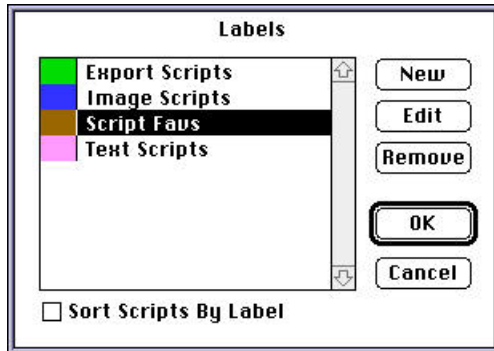
Sorting Scripts by Label

To display script names in the Script Player palette sorted alphabetically by label, check **Sort By Labels**.

Applying Labels to Scripts

To choose the scripts you want to label, select the scripts from the Script list in the Script Player palette. Hold down the Shift key when clicking on script names to select multiple scripts. Make non-contiguous selections by holding down the Command key while selecting scripts. Click anywhere on the list while holding down the Option and Command keys to select all the scripts in the list.

To apply a label to selected scripts, hold down the Command key when you click 🔲. When you apply a label to a script, the script may not be displayed in the palette's list of script names if labels with that script are currently set not to display. See *Viewing Scripts by Label,* which follows immediately, for more information.
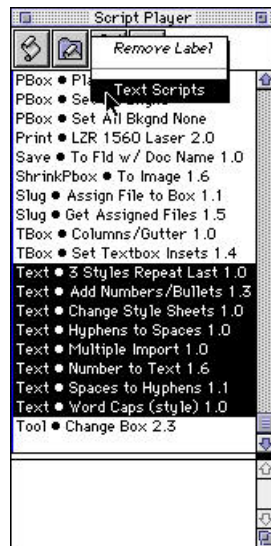
Viewing Scripts by Label

Once labels have been created and applied to scripts, you can limit the contents of the Script list in the Script Player palette to only those scripts with the label you choose, or with no label, or regardless of label.

To view scripts by label, hold down the command key and click ⊠ in the palette's control button area to display the **Labels** pop-up menu. Choose the label you want to apply to the selected scripts from the pop-up menu.

To display all scripts loaded into the Script Player palette, choose **Show All Labeled** from the **Label** pop-up menu. To display only unlabeled scripts, choose **Hide All Labeled** from the **Label** pop-up menu.

If you selected a color for a label when you created it, the scripts to which it is applied are displayed in that color in the Script list.
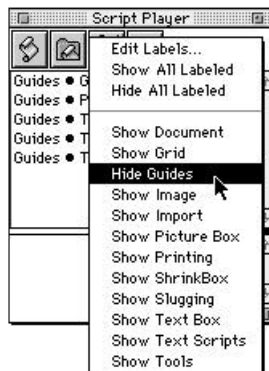
Removing Applied Labels from Scripts

To remove a label from scripts, select the scripts from the Script list, hold down the Command key and click ![icon] in the palette's control button area to display the **Labels** pop-up menu. Choose **Remove Label** from the pop-up menu.

Deleting Scripts from the Script Player palette

To delete scripts from the Script Player palette, select the scripts you want to remove and click ![icon] in the palette's control button area. The script names will be removed from the palette's list but the actual AppleScript files are not deleted on disk.

Activating a Single-Play Script

You can use the Script Player palette to launch a script without loading it into the palette. To do this, hold down the Option key and click ![icon] in the palette's control button area. The **Please Select a Script** dialog box is displayed. Use the dialog box controls to locate the script, then click **Open**. The script will run one time, but will not be added to the Script Player's script list.

A Note to Script Writers: Error Checking for Scripts

Scripts written for QuarkXPress for general use by others should incorporate error-checking routines to alert the user to problems encountered by the script. XPert Scripter cannot provide error-checking for scripts — it only launches them.

Error checking should be written into each script. Below are some common things to check for:

• If a document is needed, check to see if a document is open.

• If necessary, check to see that the proper items are selected.

• Check to be sure related files are in their expected locations.

• Check that the proper page or spread is displayed or available.

It's best not to assume that the user knows anything about how the script should function. Expect the unexpected!

ALAP also recommends you provide help notes and instructions when writing the script by placing comments in the Description area in the **AppleScript Script Editor** window. These notes will be accessible to the user by holding down the Control key and double-clicking the script name in the Script Player palette. Good luck and happy scripting.

Naming Boxes

QuarkXPress AppleScript developers frequently use item names as a way of providing access to a specific items within a QuarkXPress document. The *NameIt* feature lets users name QuarkXPress items so that scripts can locate items by name. The NameIt feature makes it easier for scripters to developed their scripts. QuarkXPress users can use this features to look for specific boxes by name, which can save time scrolling through document pages looking for the correct box.

Displaying NameIt fields

To view box names, choose **View** > **Show Item Names**. NameIt fields are displayed over items in the QuarkXPress document. These non-printing fields indicate the stacking order of items in a spread and the items' names, if names have been assigned. Choose **View** > **Hide Item Names** to hide **NameIt** fields.

The numbers in the **NameIt** fields provide a visual method for viewing the order in which QuarkXPress items are layered on a page or spread. Items are stacked from 1 (the bottom layer) to the last number displayed in a NameIt field (the top layer).

Assigning and Editing Item Names

To assign a name to an item or to edit an existing name, hold down the Command key and click the 🔲 icon at the left of the **NameIt** field. When the **NameIt** field becomes active, enter the name you want to apply to the item and press Return. Once an item is named, scripts can locate and access the item by name. To cancel out of a **NameIt** field without entering a name, press the esc (escape) key.

Editing NameIt Preferences

To specify the way in which **NameIt** fields display information, choose **Edit** > **Preferences** > **XPert Scripter.** The **XPert Scripter Preferences** dialog box is displayed.
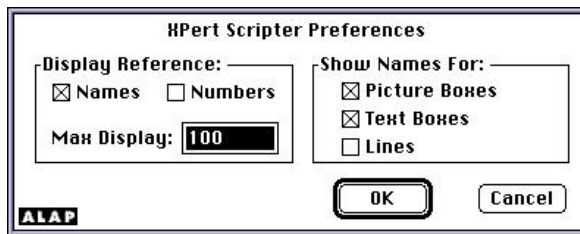
Display Reference

To specify the information displayed in **NameIt** fields, check **Names** and/or **Numbers** in the **Display Reference** area.

The **Max Display** field determines (in pixels) how wide the maximum size of a **NameIt** field can be. To change the displayable width of a NameIt field, enter a value from 45 to 640.

Show Names For

To enable **NameIt** field display for the various item types, check **Picture Boxes**, **Text Boxes**, and/or **Lines** in the **Show Names For** area. **NameIt** fields will display on checked item types when you select **View** > **Show Item Names**.

What is XPert Rulers?

The *XPert Rulers* XTensions provides two features that make working with page elements easier. 1) You can display floating rulers that snap to the items on a page, allowing you to quickly create guides and align items. 2) The Measure Tool finds the distance and angle between any two points.

What XPert Rulers adds to QuarkXPress

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

- The Measure tool added to the QuarkXPress tool palette lets you measure the distance and angle between any two points in a document.

- Choosing **Edit** > **Preferences** > **XPert Rulers** displays a dialog box that you can use to tailor XPert Ruler's functions.

- Choosing **View** > **Show XPert Rulers** displays floating rulers that you can move and attach to items.

Working with Rulers

Choose **View** > **Show XPert Rulers** to display the rulers. When the rulers are showing, the menu entry changes to **Hide XPert Rulers**. If Quark XPress's rulers are currently displayed, the floating rulers will initially display next to them (unless the default preference is to have rulers snap to items).

Note: These techniques work only when **Snap to Item** in the **XPert Rulers** dialog box is unchecked.

When **Snap to Item** is unchecked, you can force the rulers to snap back to the edge of the current document window by holding down the Option-Command-Shift keys and clicking on either ruler.

Moving Rulers
To drag a ruler to a new location on-screen, move the pointer over the ruler and click anywhere on the ruler when the Grabber Hand Pointer displays.
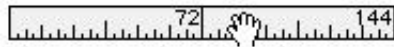
To drag both rulers to a new location on-screen, move the pointer over the ruler, hold down the Shift key, and click anywhere on the ruler when the Grabber Hand Pointer displays.
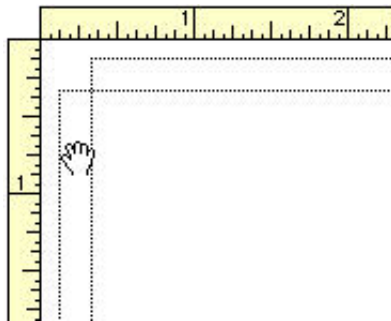
Resizing Rulers
To resize a ruler, move the pointer over an end of the ruler and click and drag when the Resizing pointer displays.

Working With Ruler Guides

Creating Ruler Guides

To create a ruler guide, hold down the Control key and click anywhere on a ruler when one of the Guide Creation pointers displays. To place the ruler guide, release the mouse button when the pointer is over the document. Click on the horizontal ruler to create vertical guides, and the vertical ruler to create horizontal guides.
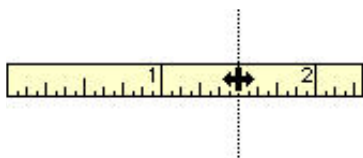
To create a ruler guide that extends across one page, release the mouse button when the pointer is over that page. To create a ruler guide that extends across the pasteboard and all pages on the spread, release the mouse button when the pointer is over the pasteboard.

Note: Choose **View** > **Show Guides** before working with ruler guides.

Deleting Ruler Guides

To delete ruler guides, hold down the Option key and click on a ruler when the Arrow pointer displays. Click on the horizontal ruler to delete vertical guides, and the vertical ruler to delete horizontal guides.

To delete all guides on a page, hold down the Option key and click on a part of the ruler that is over the page. To delete guides that extend across all pages and the pasteboard, hold down the Option key and click on a part of the ruler that is over the pasteboard.

To delete *all* guides (horizontal and vertical) on the current page or spread, hold down the Option and Shift keys and click on either ruler.

The Measure Tool

To measure the distance between any two points in a document, click on the Measure Tool in the QuarkXPress tool palette. You can also use the keyboard equivalent Control-M to toggle Measure tool mode on and off.

A   **B**   **C**
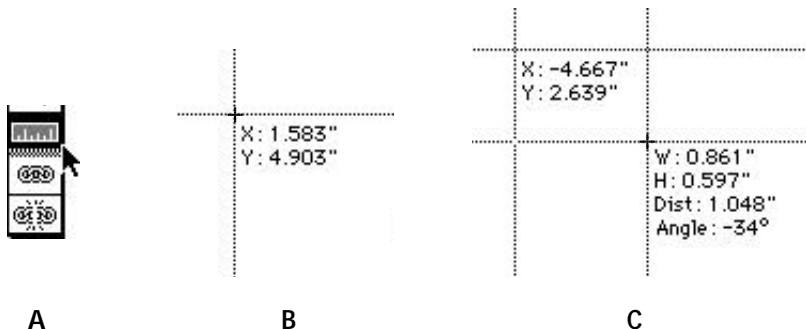
A) Select the Measure tool.

B) Move the crosshair pointer to the first desired endpoint of the measurement.

C) Click and drag the crosshairs to the second desired endpoint of the measurement.

The display will indicate the horizontal Width, vertical Height, total Distance, and Angle between the two endpoints.

When you release the mouse button, the measurements disappear and the previous tool is automatically selected.

Setting XPert Rulers Preferences

Choosing **Edit** > **Preferences** > **XPert Rulers** displays a dialog box that
lets you control the look and the behavior of XPert Rulers. (You can also
display the **XPert Rulers** dialog box by double-clicking on either floating
rulers or on the Measure Tool.)
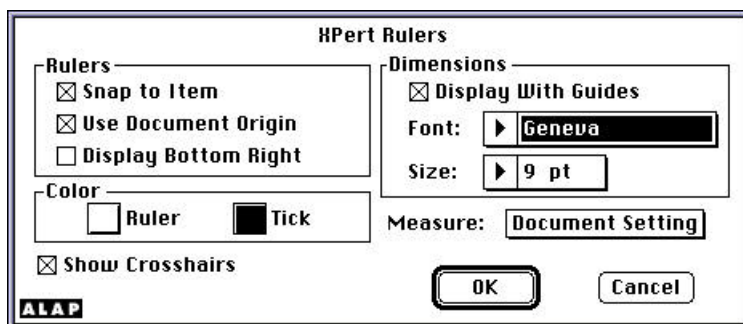
Rulers
To control the way floating rulers behave in your documents, use the
controls in the **Rulers** area.

Snap to Item
Check **Snap to Item** for rulers that move automatically to selected boxes,
lines or groups. If no items are selected, or if the selected item is not visi-
ble, rulers snap to the edge of the document window.

When **Snap to Item** is checked, you cannot move or resize the rulers.

When **Snap to Item** is unchecked, you must position rulers manually.

Use Document Origin
The origin of a document is the zero point of the QuarkXPress rulers.
The zero point of floating rulers can be set to always equal the Quark
XPress ruler origin, or can be set to always start at the edge of the floating
rulers, wherever they are positioned.

Check **Use Document Origin** for ruler measurements relative to the origin
of the current document. Uncheck this box for measurements relative to
the ruler's edge.

Display Bottom Right
To snap rulers to the bottom and right side of the active item (as
opposed to the top and left sides), check **Display Bottom Right**. When

this option is checked, and **Snap to Item** is unchecked, rulers snap to the bottom and right side of the document window. Tick marks display on the top and left of the rulers.
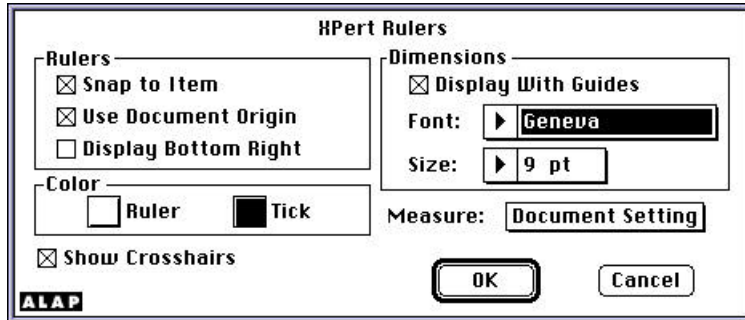
Color
To change the background color of the rulers, click the **Ruler** swatch and use the controls in the standard color picker dialog box to pick a new color.

To change the color of the tick marks and numerals used in the rulers, click the **Tick** swatch and use the controls in the standard color picker dialog box to pick a new color.

Note: To set the color to the default colors you have set up for your Mac, hold down the Option key and click on either **Color** swatch.

Command-click on either **Color** swatch to set the color to the XPert Rulers default colors (i.e. black & white).

Show Crosshairs
Check this box to display crosshairs that extend the width and height of the screen when using the Measure Tool or creating a box.

Dimensions
To control the display of dimension information in your documents, use the controls in the **Dimensions** area. The settings you specify in this area apply the Measure Tool and the ruler guides you create from floating rulers.

Display with Guides
To see coordinates while creating or moving ruler guides from floating rulers, check **Display with Guides**.

Font and Size
Choose the font for both the Measure tool and ruler guide coordinates, from a list of fonts available in the current System.

Choose the size for both the Measure tool and ruler guide coordinates.

Measure
To specify the measurement units for the floating rulers and the Measure tool, choose an option from the **Measure** pop-up menu. Choose **Document Setting** to use the measurement units of the current document.

What is XPert PageSets?

The *XPert PageSets* XTension lets you save and apply document setup information (size, columns, margins, and so on) in a manner similar to colors and style sheets. These settings are saved as *pagesets.* You can apply all of the specifications in a pageset to a document when you first create a document. When a document is open, you can apply document set up specifications from the **Document Setup** dialog box (**File** menu) and margin guide specifications from the **Margin Guide** dialog box (**Page** menu).

What XPert PageSets adds to QuarkXPress

XPert PageSets adds a pop-up menu to the **New Document**, **Document Setup** and **Master Guides** dialog boxes that let you create and apply pagesets.

*The **New Document** dialog box contains a pagesets pop-up menu when the PageSets XTension is installed. This illustration shows the pop-up menu after three pagesets have been created.*

Creating PageSets from the New Document dialog box

Choose **File** > **New** > **Document** to display the **New Document** dialog box.

Use the dialog box controls to specify the values and settings you want to include in the pageset.

From the pop-up menu added at the top of the dialog box, choose **Add**. A dialog box for naming pagesets displays. Enter a name and click **OK**.

The new page set is added to the pop-up menu.

Creating PageSets from the Document Setup dialog box

To create a pageset based on the size of an open document, choose **File** > **Document Setup**.

Use the dialog box controls to specify the dimensions you want included in the pageset.
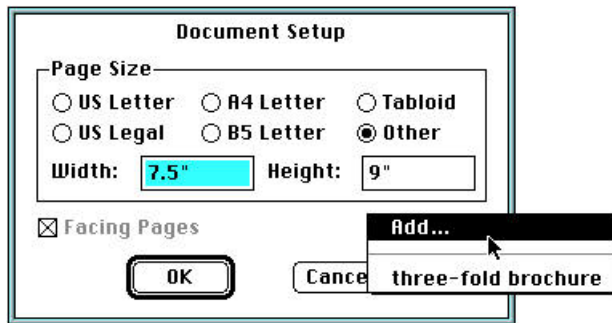
From the pop-up menu added at the top of the dialog box, choose **Add**. A dialog box for naming pagesets displays. Enter a name and click **OK**.

Remember that pagesets contain *both* document size *and* margin guides information. Therefore, pagesets created from this dialog box will by default use the master page settings from the **Master Guides** dialog box for Master Page A of the active document.

Creating PageSets from the Master Guides dialog box

To create a pageset based on the guides of an open document, display a master page and choose **Page** > **Master Guides**.

Use the dialog box controls to specify the guide settings you want included in the pageset.
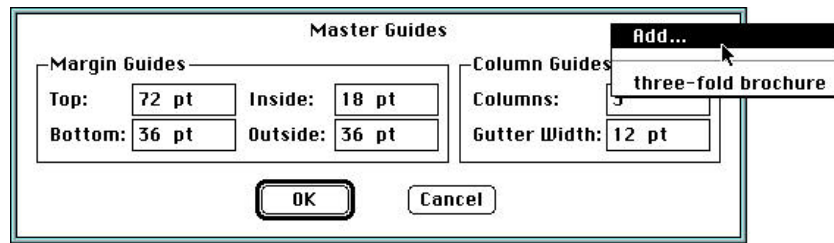
From the pop-up menu added at the top of the dialog box, choose **Add**. A dialog box for naming pagesets displays. Enter a name and click **OK**.

Remember that pagesets contain *both* document size *and* margin guides information. Therefore, pagesets created from this dialog box will by default use the current document dimension settings from the **Document Setup** dialog box.

Applying Pagesets

All pagesets you create contain both page size and guide information. All of this information is applied only when you apply pagesets via the **New Document** dialog box.

To apply both the size and guides information from a pageset to a new document, choose **File** > **New** > **Document** to display the **New Document** dialog box. Choose a pageset from the pop-up menu in the upper-right corner. Each of the controls will reflect the settings of the pageset. Click **OK**.

To apply just the document size from an existing pageset to an open document, choose **File** > **Document Setup**. Choose a pageset from the pop-up menu in the lower-right corner. Each of the controls will reflect the settings of the pageset. Click **OK**. (Note that the placement of the margin and column guides in the document will not be affected.)

To apply just the margin guides from an existing pageset to an open document, display a master page and choose **Page** > **Master Guides**. Choose a pageset from the bottom of the pop-up menu in the upper-right corner. Each of the controls will reflect the settings of the pageset. Click **OK**. (Note that the size of the document will not be affected.)

Deleting Pagesets

To delete a pageset, hold down the Command *or* Shift keys, open the pop-up menu in any of the three dialog boxes, and choose the Pageset to be removed.

Note: When you hold down the Command or Shift keys before displaying the pop-up menu, the first entry in the menu will be the gray word **Remove**.

What is the XPert ItemMarks XTension

The *XPert ItemMarks* XTension lets you quickly create custom crop marks and registration targets around QuarkXPress items. This is an especially useful feature for those who need special crop marks and for those who prepare color work, as QuarkXPress alone print marks only around spreads. XPert ItemMarks lets you specify the size, line weight, and offset for the targets and marks you create. XPert ItemMarks also lets you place color and grayscale proofing swatches. The targets, marks, and swatches created by XPert ItemMarks are QuarkXPress items that you can modify.
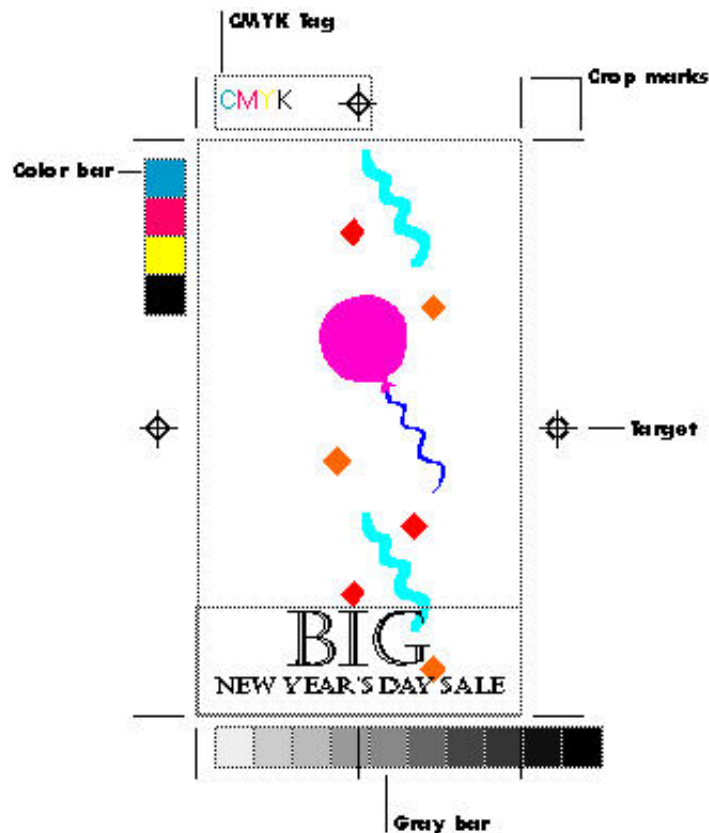
The illustration shows the five types of marks you can create with XPert ItemMarks. In this example, two QuarkXPress items (the boxes) were active when the marks were placed using XPert ItemMarks.

What XPert ItemMarks adds to QuarkXPress

XPert ItemMarks adds two commands to the QuarkXPress menus:
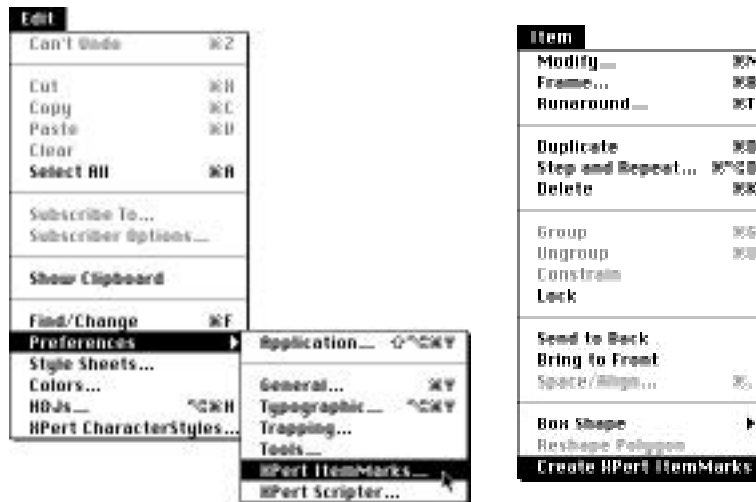
- **Edit** > **Preferences** > **XPert ItemMarks** displays the **XPert ItemMarks Preferences** dialog box. Use the controls in this dialog box to define the marks you place.

- **Item** > **Create XPert ItemMarks** places a set of marks around active QuarkXPress items. The types of marks created with this command are determined by the settings in the **XPert ItemMarks Preferences** dialog box.

Defining XPert ItemMarks Marks

Choose **Edit** > **Preferences** > **XPert Item Marks** to display the **XPert ItemMarks Preferences** dialog box. The controls in this dialog box let you specify the size, line weight, and offset for the targets and marks created when you choose **Item** > **Create XPert ItemMarks**.

You can also display this dialog box by holding down the Option key when choosing **Item** > **Create XPert ItemMarks**.

*The check boxes on the left side of the **XPert ItemMarks Preferences** dialog box let you specify which types of marks you want XPert ItemMarks to create; the fields on the right let you specify their weight, length, size, and offset.*

Crop Marks, Targets, CMYK Plate Names, Color Bars, Gray Bars
To select the kinds of marks that XPert ItemMarks creates when you choose **Item** > **Create XPert ItemMarks**, select from the check boxes on the left side of the dialog box. The options are **Crop Marks**, **Targets**, **CMYK Plate Names**, **Color Bars**, and **Gray Bars**. Checked items are placed when you choose **Create XPert ItemMarks**.

Line Weight
To specify the thickness of the lines used for crop marks (trim lines) and targets, enter a value in the **Line Weight** field.

Line Length
To specify the length of the lines used for crop marks, enter a value in the **Line Length** field.

Mark Size
To specify the dimensions of targets and the boxes used to create color and grayscale swatches, enter a value in the **Mark Size** field. The value you enter determines the size of each element. For example, if you specify 12 points, each of the four colored boxes that make up the CMYK Tag will be 12 points square — for a total of 48 points in length.

Mark Offset
To specify the gap between selected items and the marks you specify, enter a value in the **Mark Offset** field.

Placing XPert ItemMarks marks

To place the targets, crop marks, and bars specified in the **XPert ItemMarks Preferences** dialog box, select an item or items that you want to print and choose **Item** > **Create XPert ItemMarks**. The marks created by XPert ItemMarks are editable QuarkXPress items. These items are initially placed as a single group but they are easily ungrouped and altered using standard QuarkXPress tools.

Tips

- Use XPert ItemMarks in conjunction with the XPert Print XTension (available from a lowly apprentice production in XPert Tools Volume 1) to print a small area of a large QuarkXPress page with registration marks.

What is XPert BoxTools?

The *XPert BoxTools* XTension adds several commands to the Quark XPress **Style** and **Item** menus for working with text and picture boxes and their contents. The BoxTools commands lets you:

• Resize a picture to fit a box.

• Resize a box to fit a picture.

• Change a text box to a picture box (and vice versa).

• Set text insets for individual text box edges.

• Horizontally and vertically align an item on a page.

What XPert BoxTools adds to QuarkXPress
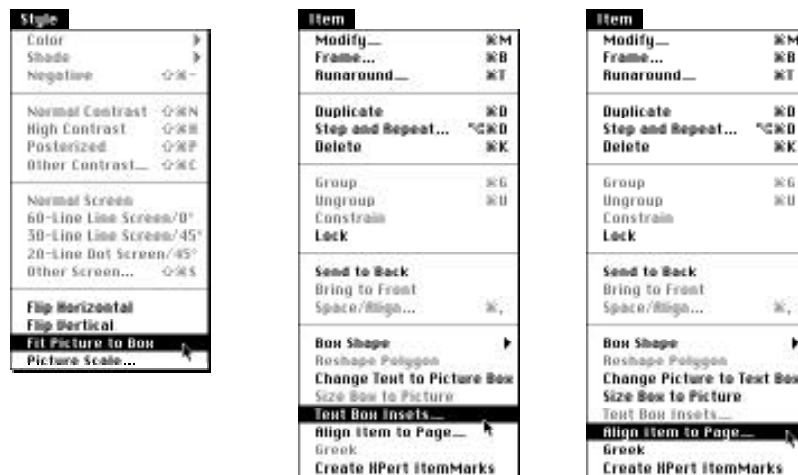
XPert BoxTools adds two commands to the **Style** menu when a picture box is active: **Style** > **Fit Picture to Box** and **Style** > **Picture Scale**.

Two commands are added to the **Item** menu when a picture box is active: **Item** > **Change Picture Box to Text Box** and **Item** > **Size Box to Picture**.

Two commands are added to the **Item** menu when a text box is active: **Item** > **Change Text Box to Picture Box** and **Item** > **Text Box Insets**.

One command is added to the **Item** menu when a picture box, text box, or group is active: **Item** > **Align Item to Page**.

Using the XPert BoxTools commands

XPert BoxTools adds commands to both the **Style** and **Item** menus.

Picture-Related Commands added to the Style menu

To fit a picture to its picture box so that the picture retains its original proportions, choose **Style** > **Fit Picture to Box** when a picture box is active. To resize a picture so that it fills the entire picture box without regard to the picture's proportions, hold down the Option key before choosing **Style** > **Fit Picture to Box**.

To proportionately resize a picture by a specific value, choose **Style** > **Picture Scale**. In the **Picture Scale** dialog box, enter a reduction or enlargement value as a percentage. You can enter values in .1-percent increments.
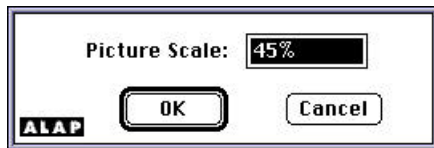
Commands added to the Item menu

The XPert BoxTools commands available in the the **Item** menu are active or disabled, depending on whether a picture box, text box, or group is active. (See the **Item** menu illustrations on the previous page.)

Commands available when a picture box is active

To change a picture box to a text box, select the picture box you want to change and choose **Item** > **Change Picture Box to Text Box**. An alert displays to remind you that any content in the picture box will be deleted if you click **OK**.

To resize a picture box so that it is the same size as the picture's bounding box area, choose **Item** > **Size Box to Picture**. Remember, the imported picture's bounding box might be larger than the picture's image area, resulting in additional white space around the image.

Commands available when a text box is active

To change a text box to a picture box, select the text box you want to change and choose **Item** > **Change Text Box to Picture Box**. An alert

displays to remind you that any content in the text box will be deleted if you click **OK**.
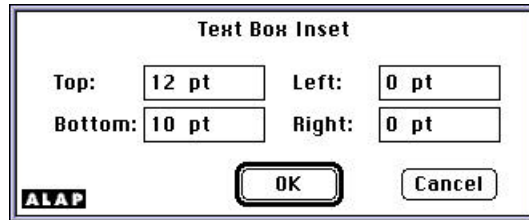
To modify one or all of the text inset values for a text box, choose **Item > Text Box Insets**. The **Text Box Inset** dialog box is displayed.

You can specify individual insets for the **Top**, **Bottom**, **Left**, and **Right** edges of the text box. The inset values you enter specify the minimum distance from the four box edges to text within a box.

Commands available when a picture box, text box, or group is active
To align an item horizontally and/or vertically at the top, bottom, left edge, right edge, or center of a page, select the item and choose **Item > Align Item to Page**. The **Align Item to Page** dialog box is displayed.
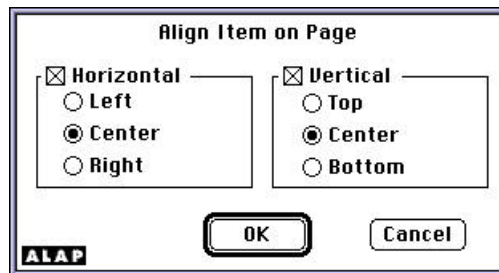
To change the selected item's horizontal position, check **Horizontal**. Click **Left**, **Center**, or **Right** for the horizontal alignment of the item.

To change the selected item's vertical position, check **Vertical**. Click **Top**, **Center**, or **Bottom** for the vertical alignment of the item.

Align Item to Page is not available when multiple items are selected.

What is XPert JobLog?

The *XPert JobLog* XTension keeps track of many kinds of changes that were made to documents, and who made them. The XTension also lets you name a document at the time you create it and save a report of the document history.

What XPert JobLog adds to QuarkXPress

XPert JobLog adds one command to the QuarkXPress menus: **Utilities** > **XPert JobLog**.

• Choosing **Utilities** > **XPert JobLog** displays a dialog box that lists the actions applied to the active document.

Using XPert JobLog

When you create a new document, XPert JobLog displays the **Create Document Log** dialog box, which lets you specify both a user name and a document name. Enter the information and click **OK** to display the new document with the specified name in the title bar.
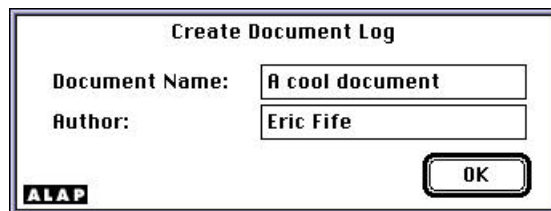
Every time you perform a file-related function on the document (open, save, revert, and so on), XPert JobLog records the event, along with the date and time, and the computer name on which the action took place.

To view the job log, choose **Utilities** > **XPert JobLog**.
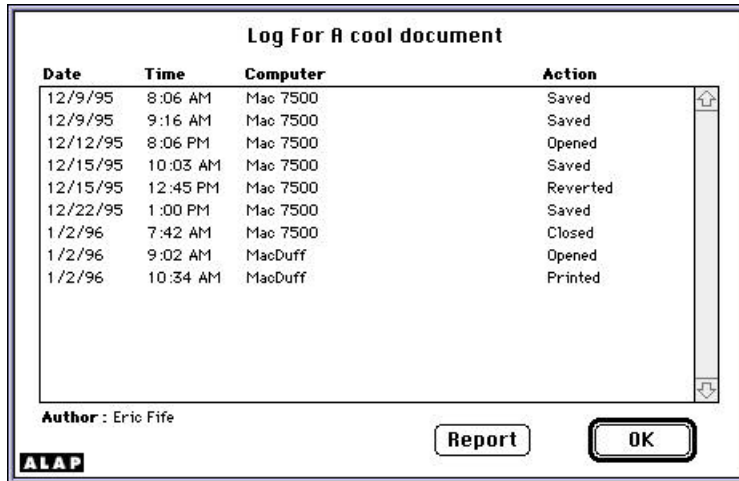
Exporting the document report
To copy the contents of the dialog box to a newly created document, click **Report**. You can then work with and save the report like any other QuarkXPress document.
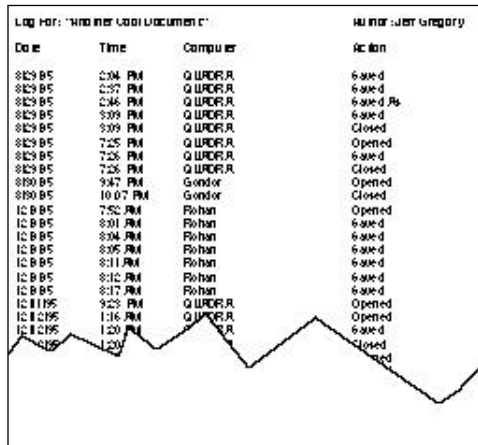
What is XPert TextScaleShift?

The *XPert TextScaleShift* XTension displays a palette with controls that let you apply horizontal/vertical scaling and baseline shift to highlighted text.

What XPert TextScaleShift adds to QuarkXPress

XPert TextScaleShift adds a command to the QuarkXPress **View** menu: **View** > **Show/Hide XPert TextScaleShift**.

View	
Fit in Window	⌘0
50%	
75%	
✓ **Actual Size**	⌘1
200%	
Thumbnails	
Windows	▶
Hide Guides	
Show Baseline Grid	
✓ **Snap to Guides**	
Hide Rulers	⌘R
Show Invisibles	⌘I
Hide Tools	
Hide Measurements	
Show Document Layout	
Hide Style Sheets	
Show Colors	
Show Trap Information	
Hide XPert TextScaleShift	

Using the TextScaleShift palette

To display the TextScaleShift palette, choose **View** > **Show XPert TextScaleShift**. When the palette is displayed, choose **View** > **Hide XPert TextScaleShift** to hide the palette.

aA 200%   w° 0 pt

Using the palette to scale text

To apply horizontal or vertical scaling to text, first highlight the characters you want to modify.

Enter a scaling value in the Scale field (the field on the left side of the palette). Scaling is measured as a percentage of actual scale; you can enter values in .1- point increments

Click the icon to the left of the Scale field to specify whether the Scale value you enter is applied as horizontal scaling or vertical scaling. When you click the icon, the scale orientation and the palette's Scale icon toggle between Horizontal (⌨) and Vertical (⌨).

To apply the scaling to text, click on the document or press Enter.

Baseline Shift field and Icon

Horizontal/vertical scale field and icon
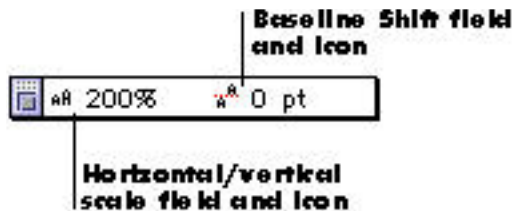
Using the palette to apply baseline shift to text

To apply a baseline shift value to text, first highlight the characters you want to shift.

To apply a specific baseline shift value, enter a value in the Baseline Shift field (the field on the right side of the palette). You can enter values in .01- point increments.

To apply baseline shift to characters visually, click the icon to the left of the Baseline Shift field ⌨. Click the top of the icon to shift characters up in 1-point increments; click the bottom of the icon to shift characters down in 1-point increments.

To apply the baseline shift value to text, click on the document or press Enter.

What is XPert Preferences?

The *XPert Preferences* XTension adds three preference sets to Quark XPress that let you: 1) control the resolution of the picture preview created when you import a picture, 2) customize the look of dialog boxes and other QuarkXPress interface components, and 3) specify default measurement units for different areas of the program.
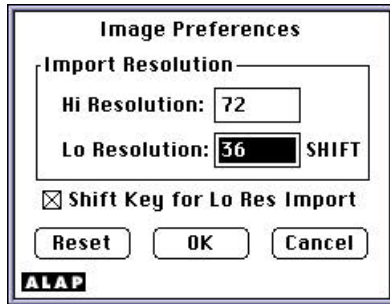
What XPert Preferences adds to QuarkXPress

XPert Preferences adds three commands to the **Edit** menu's **Preferences** submenu: **Edit** > **Preferences** > **Image**, **Edit** > **Preferences** > **Interface**, and **Edit** > **Preferences** > **Measurements**.
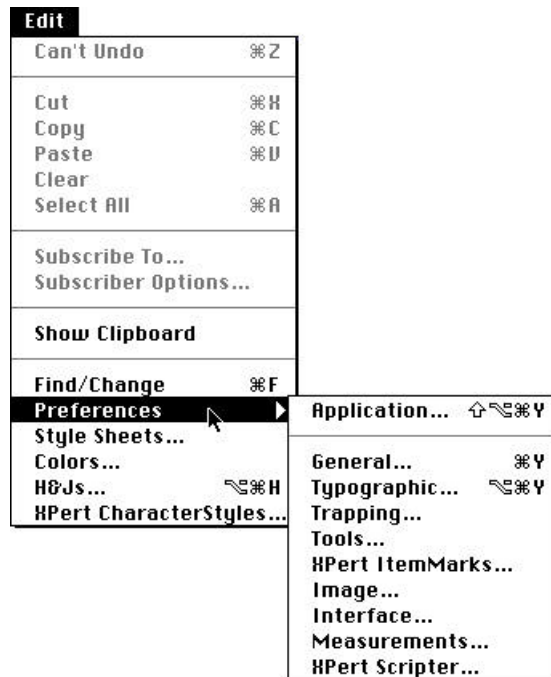
Setting Image Preferences

To modify image preference settings, choose **Edit** > **Preferences** > **Image**. The **Image Preferences** dialog box is displayed.

XPert Preferences lets you control the resolution of the picture preview QuarkXPress creates and displays for a picture when you import it. Picture previews at higher resolution look nice on-screen, but result in larger QuarkXPress files (as picture previews are saved as part of the XPress document). Lower resolution picture previews don't look as good on-screen, but result in smaller files. High resolution preview pictures can also slow down screen redraw. The resolution of a picture's QuarkXPress picture preview has no affect on the original picture file or the way it prints from QuarkXPress.

To specify the import resolution of pictures you import at high resolution, enter a value between 1 and 300 in the **Hi Resolution** field.

To specify the import resolution of pictures you import at low resolution, enter a value between 1 and 300 in the **Lo Resolution** field.

The word "SHIFT" to the right of the dialog box fields indicates the resolution at which a picture will be imported when the Shift key is down (when you choose **File** > **Get Picture** to import a picture). By default, pictures are imported at low resolution when the Shift key is down (and at high resolution when Shift is not down). To reverse this preference so that high resolution pictures are imported when the Shift key is down (and at low resolution when Shift is not down) uncheck **Shift Key for Lo Res Import**.

To reset the image preferences to their default values, click **Reset**.

Setting Interface Preferences

To modify interface preference settings, choose **Edit** > **Preferences** > **Interface**. The **Interface Preferences** dialog box is displayed.
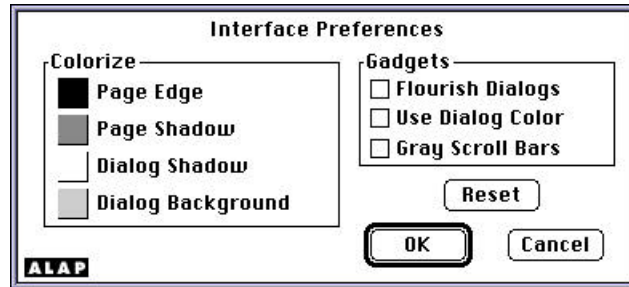
Colorize

To change the color of one of the interface elements listed in the **Colorize** area, click the color swatch to the left of the element you want to change. A standard color picker dialog box is displayed. Use the color picker to choose the color you want, then click **OK**. The color swatches display the currently selected colors for the corresponding interface elements.

To change the color of the line that defines the outline of a document's electronic pages, click the color swatch to the left of **Page Edge**.

To change the color of page shadow cast by the electronic page on the pasteboard, click the color swatch to the left of **Page Shadow**.

To add color shadows around dialog box area outlines, click the color swatch to the left of **Dialog Shadow**.

To change the background color of dialog boxes, click the color swatch to the left of **Dialog Background**.

Note: **Use Dialog Colors** (in the **Gadgets** area) must be checked for dialog shadows or background colors to display.
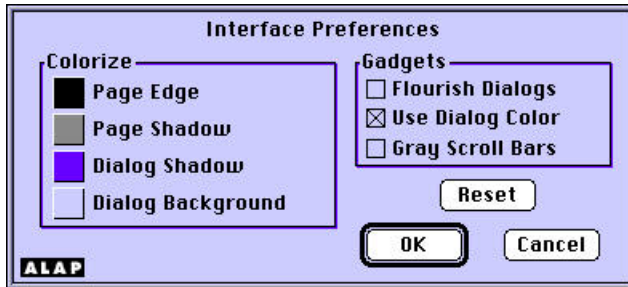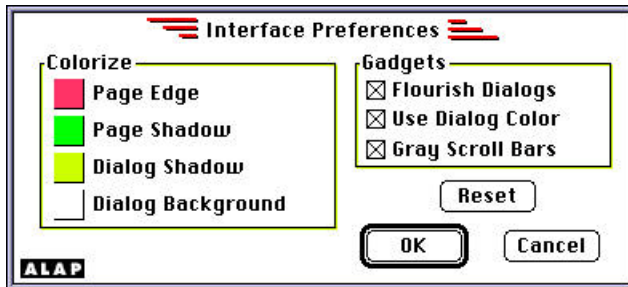
This illustration shows a dialog shadows color and a dialog background applied. The
Use Dialog Color *check box must be checked for the selected colors to display.*

Gadgets

To add a graphic flourish to dialog box titles, check **Flourish Dialogs**.
(See the dialog box illustration below for an example of the flourishes
created by this feature.)

To apply the colors for dialog box interface parts (**Dialog Shadow** and
Dialog Background) check **Use Dialog Color**. When unchecked, dialog
boxes will be displayed with the default, white background.

To change document window scroll bars so that they are solid gray and
have different-looking buttons, check **Gray Scroll Bars**.

This illustration shows examples of flourishes around the dialog box title, and color
shadows around the two dialog box areas.

Setting Measurement Preferences

To modify measurement preference settings, choose **Edit** > **Preferences** > **Measurements**. The **Measurements Preferences** dialog box is displayed. The measurement units you select in this dialog box determine the default measurement units displayed in dialog box and Measurement palette fields.
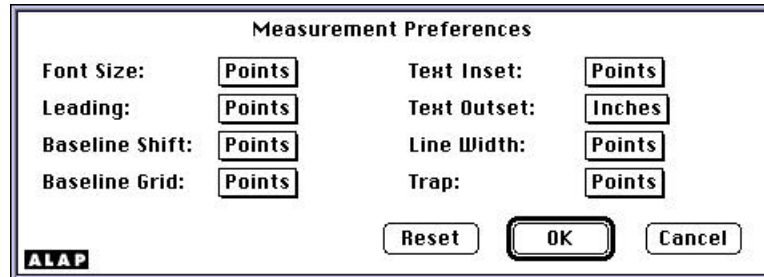
To change the default measurement unit displayed in font size fields, choose a unit from the **Font Size** pop-up menu.

To change the default measurement unit displayed in leading fields, choose a unit from the **Leading** pop-up menu.

To change the default measurement unit displayed in baseline shift fields, choose a unit from the **Baseline Shift** pop-up menu.

To change the default measurement unit used to define a document's baseline grid, choose a unit from the **Baseline Grid** pop-up menu.

To change the default measurement unit displayed in text inset fields, choose a unit from the **Text Inset** pop-up menu.

To change the default measurement unit displayed in text outset fields, choose a unit from the **Text Outset** pop-up menu.

To change the default measurement unit displayed in line width fields, choose a unit from the **Line Width** pop-up menu.

To change the default measurement unit used to specify trapping values, choose a unit from the **Trap** pop-up menu.

What is XPert Greeking?

The *XPert Greeking* XTension lets you select individual pictures boxes for *greeking*. The picture in a box to which you apply greeking displays as a solid gray color when the box is not selected. When a greeked picture box is active, its picture displays normally.

Because pictures contain a lot of data to display, they can slow you down when you scroll through a document. By applying greeking to picture boxes — especially to boxes that contain large color pictures — you can dramatically increase the rate at which you can scroll through QuarkXPress documents. XPert Greeking allows for more flexibility than QuarkXPress's global greeking feature, as you can apply greeking selectively to only those large images that slow your scrolling.
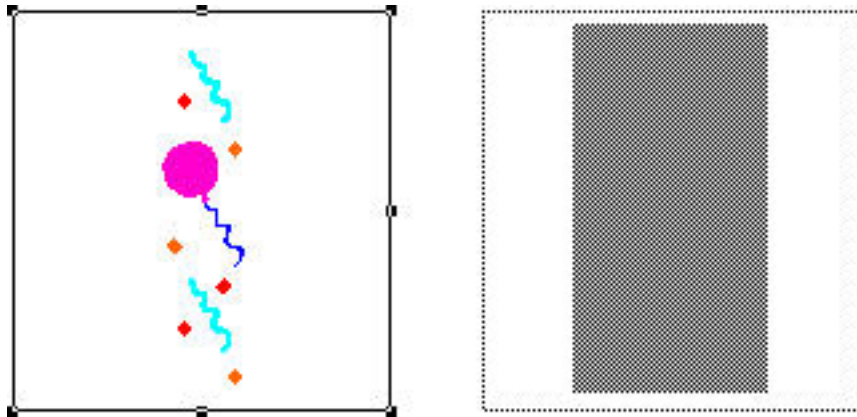
The illustration shows a picture box to which greeking has been applied. When the box is active (left), you can view the picture normally. When the box is not active (right), the picture is grayed. The grayed area extends to the edges of the picture's image area; notice in the illustration that the image area does not extend to the edges of the picture box.

What XPert Greeking adds to QuarkXPress

XPert Greeking adds one command to the QuarkXPress menus.

• **Item** > **Greek/Ungreek** applies and removes the greek attribute from a picture box. When a box to which the greek attribute is not currently applied is selected, **Greek** is displayed in the **Item** menu; **Ungreek** displays when the current box has the greek attribute applied.

Using XPert Greeking

To apply greeking to picture boxes, select the boxes you want to greek (you can apply greeking to multiple selected picture boxes) and choose **Item > Greek**. The box's picture will be greeked when you deselect the box.

To remove greeking from picture boxes, select the boxes you want to ungreek and choose **Item > Ungreek.** The box's picture will display normally.