

XPert Scale

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## XPert Tools Overview

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.

## XPert SCALE

*XPert Scale* lets you quickly scale groups, lines, text and picture boxes, and their contents, similarly to the way drawing programs scale objects. You can scale items horizontally, vertically, or both. The XPert Scale XTension also provides a flexographic feature for non-proportional printing.  
*See page 6.*

## 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.

## Words from ALAP

### 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.

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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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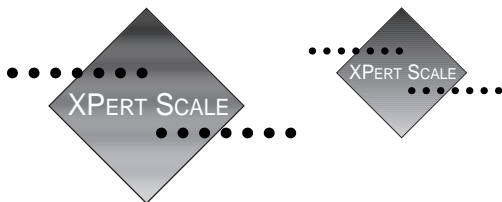
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## What Is XPert Scale?

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

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


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



*Multiple QuarkXPress items can be scaled quickly with one operation.*

Note that the **Edit > Undo** command is not available following scaling with XPert Scale. However, scaling done via the **XPert Scale** palette can be undone by applying an inverse scale. See “Using the XPert Scale Palette” on page 6 for more information. You can, of course, use **File > Revert to Saved** to reverse an undesirable scaling operation. Therefore, be sure to save your document before performing complex scaling. Also, proceed in stages rather than scaling everything at once.

### WHAT IT ADDS TO QUARKXPRESS

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

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

### XPERT SCALE TOOL

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

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

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

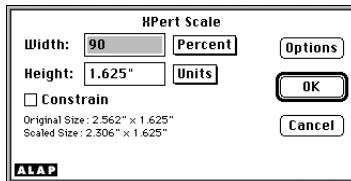
- Shift-dragging forces the bounding box of the scaled item to be a square.

- Option-Shift-dragging keeps horizontal and vertical scaling proportional.

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

### SCALE COMMAND

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



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

### Width/Height

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

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

### Constrain

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

The **Scaled Size** dimensions of the bounding box of the item or group are displayed (in current units of measurement) at the bottom of the dialog

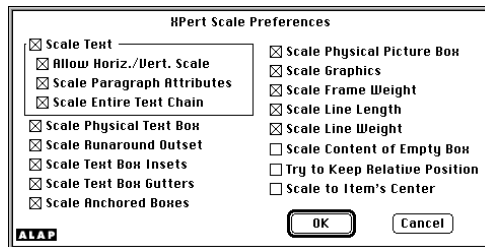
box. These values are updated whenever you change a value in the **Width** or **Height** fields.

### Options

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

### XPERT SCALE PREFERENCES

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



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

### Scale Text

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

- To allow text to be distorted horizontally and vertically, check **Allow Horiz./Vert. Scale**. Otherwise, text characters scaled with XPert Scale maintain their original proportions.
- To allow paragraph formats such as indents, leading, and tab spacing to be scaled, check **Scale Paragraph Attributes**.
- To scale all text within the chain linked to the active text box being scaled, check **Scale**

**Entire Text Chain.** Linked text boxes need not be selected.

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

#### Scale Physical Text Box

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

#### Scale Runaround Outset

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

#### Scale Text Box Insets

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

#### Scale Text Box Gutters

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

#### Scale Anchored Boxes

To scale anchored boxes in text, check **Scale Anchored Boxes**. When unchecked, all anchored boxes will be ignored.

#### Scale Physical Picture Box

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

#### Scale Graphics

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

#### Scale Frame Weight

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

#### Scale Line Length

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

#### Scale Line Weight

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

#### Scale Content of Empty Box

To automatically and appropriately scale text and pictures placed into scaled boxes, check **Scale Content of Empty Box**. For example, if you scale an empty picture box 50%, any picture you subsequently import into that box will also be scaled 50%. When you leave this unchecked, any picture



or text you place is sized normally (at whatever defaults you have set), regardless of current box scaling.

### Try to Keep Relative Position

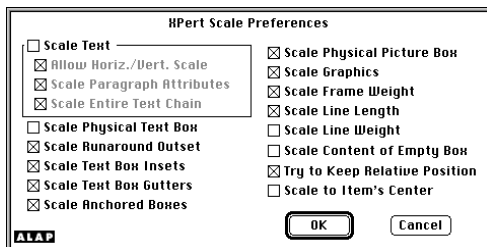
To maintain the relative position among a group of objects when some of the objects in the group are scaled and some are not, check **Try to Keep Relative Position**.

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

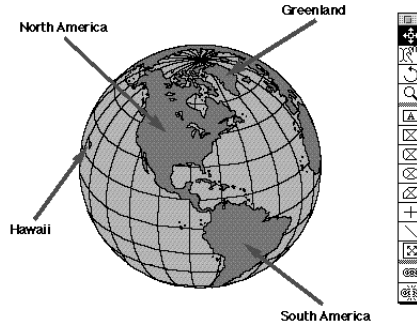
The group was scaled to 75% with the callouts maintaining fairly accurate positions. Slight adjustments might be necessary (hence the word “Try”).

### Scale to Item’s Center

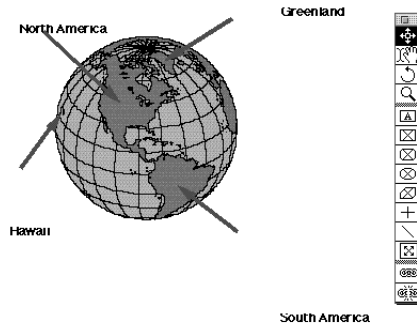
When **Scale to Item’s Center** is checked, Xpert Scale will scale items relative to the center of the item(s) being scaled. When unchecked, scaled items will be positioned relative to the top-left corner of the item(s) being scaled.



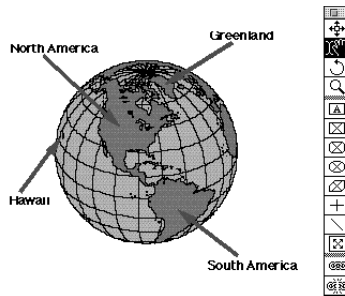
The **Xpert Scale Preferences** dialog box set for scaling the following globe image (the globe and line lengths only, not the text) while maintaining the relative positions of the callouts. Note that the **Scale Line Length** and **Try to Keep Relative Position** check boxes have been checked.



Full-sized, unscaled graphic comprising multiple items. The **Tool** palette provides size and position reference.



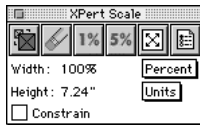
Globe and lines scaled 75% without using **Try to Keep Relative Position**. Note the shifted position of the globe and lines relative to the text.









Globe scaled 75% using **Try to Keep Relative Position**

### USING THE XPERT SCALE PALETTE

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



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

-  Click this button to quickly change the active item to the scale value shown in the palette. To specify a new scale value, highlight the value in the **Scale** field and enter a new value. For information about the pop-up menu and check box, see the “Scale Command” discussion beginning on page 4.
-  Click this button to apply the inverse value of the previous scale applied through the palette. To apply the inverse again, hold down the Option key. For example, if you enter 50% scaling for an item, then click this button, the item is scaled 200% to undo the original scaling. Clicking the button again to toggle the scaling value back to the original scale. Hold down the Option key and click to apply the inverse value again (200% of the original scale).
-  Click this button to decrease the active item's scale by 1%. To increase the scale by 1%, hold down the Option key and click.
-  Click this button to decrease the active item's scale by 5%. To increase the scale by 5%, hold down the Option key and click.
-  Click this button to access the XPert Scale tool. See the “XPert Scale Tool” discussion on page 3 for information about using this tool.
-  Click this button to display the **XPert Scale Preferences** dialog box. See the “Preferences” discussion on page 4 for information about the controls in this dialog box.

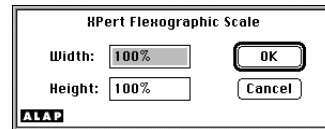
#### TIPS

- Be aware that rotated items are scaled according to their original geometry. For example, if you scale just the width of a square box that has been rotated 45 degrees, a rotated rectangle is produced (rather than, as you might have wanted, a wider diamond).

- If, after scaling, the resized item would extend past the upper edge of the document pasteboard, the item will not be scaled.

#### FLEXOGRAPHIC PRINTING

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



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

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

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