ADDENDUM TO THE DOCUMENTATION

Quark**XPress**...

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Introduction

After printing *A Guide to QuarkXPress* and the other manuals, the QuarkXPress team made changes to the software by adding, improving, or slightly altering features. We based our enhancements on feedback from our customers and beta sites. Please read through this information so you are familiar with the changes.

This addendum contains late-breaking information about QuarkXPress 4.0, and in many instances, supersedes information published in the manuals. Therefore, you should print this document and keep it with your manuals. If you're inclined to mark up your manuals with these changes, we've provided the page numbers in *A Guide to QuarkXPress* and other manuals that need to be changed.

■ Tips

What's new for 3.3 users

The What's New in QuarkXPress 4.0 booklet containing brief overviews of new features is now an electronic file on the CD–ROM.

Completed tutorial documents

As you complete the tutorial exercises, you may want to compare your documents to finished lesson files. Completed documents in the form of QuarkXPress templates are available in the Tutorial folder along with the other tutorial files. Just look in the Complete folder and open any of the finished documents.

Application

Opening, saving, and downsaving files with different versions of QuarkXPress When you open 3.3 documents in version 4.0, all 3.3 information is retained. However, when you *downsave* 4.0 documents as 3.3 documents, many 4.0-specific attributes are altered or lost (see the following explanations).

Measurements

• Agates convert to the default measurement system.

Items

- Bézier boxes convert to polygon boxes. If a box consists of multiple contours (like merged boxes or boxes created from text), the box shape is retained by using thin connecting lines to sustain the illusion of separateness. In some cases, the result may not look exactly the same in version 3.3.
- Boxes with a content of *None* keep their status, but there is no way to change the content type.
- Text paths convert to text boxes. See Figure 1. An angled path on a straight line converts to an angled text box. A Bézier path converts to a text box that uses the bounding area of the curved path.
- Bézier lines convert to straight lines with two endpoints. See Figure 2.
- Anchored lines and anchored non-rectangular boxes convert to anchored rectangular boxes.
- Custom dashes and stripes convert to solid lines.
- Gap colors in dashes and stripes convert to White for frames and *None* for lines.

Clipping and runaround paths

- Clipping path information is not retained and the picture behaves as if you imported it in version 3.3.
- Runaround paths with a type other than **None** or **Item** convert to **Manual** and are reshaped into a polygon with straight sides.
- Text running around all sides of an object reverts to the runaround method used in version 3.3.

Tusil Festil

Music Festival

Figure 1: Text paths (top) convert to text boxes (bottom).

Figure 2: Curved lines (left) convert to straight lines (right).

Text

- While version 4.0 allows thousands of paragraph style sheets, colors, and H&J sets, a downsaved document retains only 128 of each.
- While version 4.0 allows thousands of tab settings, a downsaved document retains only 20 settings per line. The remaining tabs are placed at the default .5".
- If you use more than eight characters as automatic drop caps, all the drop caps remain in the 3.3 document. However, if you change any settings in the **Paragraph Formats** dialog box (**Style** menu) in QuarkXPress 3.3, you will be forced to enter a smaller number in the **Character Count** field before you can click **OK**.
- Character style sheet information is not retained, but character styles applied in a document are retained as local formatting.

Color

- Color management profile information is not retained.
- Multi-Ink colors convert to RGB.
- Hexachrome Coated and Hexachrome Uncoated colors convert to RGB.

Indexes, books, and lists

- Index tags remain in version 3.3. To access the tags, reopen the document in QuarkXPress 4.0.
- Book chapters can be opened in version 3.3 through the **Open** command (**File** menu). The chapters remember that they are part of a book and can be opened through their book palette in version 4.0.
- Although list definitions are not retained, built lists remain in the document.

Editing documents

When you downsave a 4.0 document, you can open and edit that document in version 3.3 just like any other 3.3 document. When you downsave a 4.0 document, then reopen it in version 4.0, the document behaves like any other 3.3 document.

Keyboard command for horizontal Tool palette

To change the orientation of the **Tool** palette from vertical to horizontal, press the CTRL key while you double-click the title bar. See Figure 3. *Change to page 1.3*.

Keyboard command changes

Several keyboard commands have changed from QuarkXPress 3.3 to version 4.0 because of conflicts with new features or for crossplatform consistency. In particular, note that the command for changing **Find Next** to **Find First** in the **Find/Change** palette has changed from CTRL to ALT. Also, the command for a nonbreaking space changed from CTRL+space to CTRL+5. The keyboard commands are documented correctly; if you run into trouble with a keyboard command you've memorized, look it up in the Keyboard Command Guide.

Name change for XTensions™ software folders

In *A Guide to QuarkXPress*, we refer to the "XTensions" and "XTensions (Disabled)" folders. Although the names of these folders have been changed to "XTension" and "XTension Disabled," they still function as documented. *Change to pages 3.238*, *3.240, and 4.13*.

Defaults changed in Application Preferences

Two default settings in the **Application Preferences** dialog box (**Edit** menu) have changed. In the **Interactive** tab, the default **Delay** setting for **Live Refresh** has increased from .5 seconds to .75 seconds. In the **Save** tab, **Auto Library Save** is now checked by default. *Change to pages 3.53 and 3.56*.

Default changed in Document Preferences

In the **General** tab of the **Document Preferences** dialog box (**Edit** menu), the default **Guides** setting has changed from **Behind** to **In Front**. *Change to page 3.60*.

Item menu reorganization

Commands in the **Item** menu were reorganized slightly, and do not match the screen shots in *A Guide to QuarkXPress*. The **Runaround** command appears before the **Clipping** command; this change is also reflected in the order of the tabs in the **Modify** dialog box.

Preview command removed

The documentation describes a **Preview** command in the **View** menu that maximizes the document view and hides guides, grids, rulers, invisibles, and palettes. The **Preview** feature has been removed from this release of QuarkXPress. *Deletion to page 3.222*.

Figure 3: For a horizontal **Tool** palette, ctrl+click the title bar.

Documents

Comparing components

For a quick look at the difference between two style sheets, colors, H&Js, lists, or dashes and stripes, QuarkXPress now has a **Compare** feature. To do this, open the dialog box for the specific component (for example, **Edit** \rightarrow **Style Sheets**). Shift-click or CTRL+click to select two components from the list, then press ALT to change the **Append** button to **Compare**. Click **Compare** to display a summary of each component; the differences display in bold. You can also compare two selected components in the **Append** dialog box (**File** menu). See Figure 4. Addition to append discussions in the Typography, Color, Box Basics, and Line Basics chapters.

Appending from libraries

You can now append style sheets, colors, H&Js, lists, or dashes and stripes from libraries as well as documents and templates. When you choose the **Append** command (**File** menu) or click the **Append** button in any of the component dialog boxes (**Style Sheets**, **Colors**, etc.), simply choose a library file in the **Append** directory dialog box. *Addition to pages 3.14 and other append discussions*.

Page numbers in Document Layout palette

The way the field in the lower-left corner of the **Document Layout** palette (**View** menu) reports document page numbers has changed since QuarkXPress 3.3. You can view the section page number for a selected page, the absolute page number for a selected page, or the total number of pages in the document.

- To view a section page number in the field, click a page icon or simply look at the number directly beneath the page icon. Section page numbers reflect changes made in the **Section** dialog box (**Page** menu) such as page number prefixes.
- To view an absolute (or sequential) page number in the field, ALT+click a page icon. See Figure 5.
- To view the total number of document pages in the field, click any white area of the palette to deselect all page icons.

Additions to page 2.16.



Figure 4: In the **Style Sheets** dialog box, Shift-click to select two character style sheets or two paragraph style sheets. Press the ALT key to change the **Append** button to **Compare**. Click **Compare** to view the differences between the two style sheets (the differences display in bold).

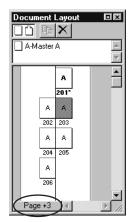


Figure 5: ALT+click a page icon in the **Document Layout** palette to display its absolute page number in the palette's lower left corner.

Page numbering of book chapters

If you open a chapter outside of its associated QuarkXPress book, meaning you didn't use the book palette to open it, the page numbers may temporarily change. If the chapter contains Book Chapter Starts, which automatically update page numbers across chapters, then the chapter will begin at page number 1 while editing outside the book. When you reopen the chapter using the book palette, the page numbers will automatically update. If the chapter contains regular Section Starts, then the page numbers will not be affected when editing outside the book. *Addition to pages 18.8–18.9 and 18.11–18.12*.

Indexing a book

When you generate an index for an entire book, the index should be flowed into the last chapter of the book. If the index is flowed into an intermittent chapter in a book with continuous page numbering, the page numbers following the index chapter may change. *Addition to Chapter 20, "Indexes."*

New status in Picture Usage

If a picture was imported using XTensions software that is later disabled, the words "No XTension" appear in the **Status** column of the **Usage** dialog box (**Utilities** \rightarrow **Usage** \rightarrow **Pictures** tab). The **More Information** area displays the message: "The XTension that imported this picture is not available; a low resolution version of the picture will be printed." To resolve this problem, use the QuarkXPress **XTensions Manager** (**Utilities** menu) to enable the appropriate XTensions software or filter.

If the XTensions software is distributed with QuarkXPress and was deleted or never installed, run the Installer again and select only the XTensions you need. *Addition to pages 3.237 and 14.39*.

Positioning a page for printing

The **Right Edge** option in the **Page Positioning** drop-down list (**File** \rightarrow **Print** \rightarrow **Setup** tab) was removed. The remaining options, which still function as described in *A Guide to QuarkXPress*, include: **Left Edge, Center, Center Horizontal**, and **Center Vertical**. *Deletion to pages 3.24–3.25, 21.7, 21.23, and 21.28*.

No Prepress File check box

In the **Options** tab of the **Print** dialog box (**File** menu), the **Prepress File** check box was removed. This feature will be incorporated into subsequent versions of QuarkXPress. *Deletion to pages 3.30 and 21.14*.

■ Tips

Output request template

The **Collect for Output** command (**File** menu) generates a report file in XPress Tags format. You can flow the report into your own output request template or the template provided. The template is named "Output.qxt" and is in the Document folder inside your QuarkXPress folder. *Change to pages 3.19 and 21.29.*

Items and Pictures

Resizing groups

It is now possible to interactively resize every item in a group simultaneously by dragging a resize handle. If you press CTRL+ALT+SHIFT while resizing a group, all frame widths, line weights, pictures, and text are resized proportionally as well. *Addition to pages 9.12–9.13*.

Editing anchored items

In QuarkXPress 4.0, not only can you anchor variable-shaped boxes and lines, you can also access all the anchored items' editing handles. See Figure 6. Previously, you had access to only three resize handles. *Change to picture and caption on page 13.29.*

Flipping non-rectangular item shapes

- 1 Make sure Item → Edit → Shape is unchecked (so the item's rectangular bounding box displays).
- **2** Highlight the **W** field (if you want a horizontal flip) or the **H** field (if you want a vertical flip) in the **Measurements** palette and copy the value to the Clipboard (CTRL+C).
- **3** Drag the left-middle or right-middle resize handle (if you want a horizontal flip), or drag the top-middle or bottom-middle resize handle (if you want a vertical flip) until the item is reduced to the surface area of a straight line, and keep dragging. Lift the mouse button after the bounding box has been dragged "through itself." See Figure 7.
- **4** Highlight the appropriate measurement field (**W** or **H**) in the **Measurements** palette and paste (CTRL+V) the value you just copied. The Bézier box is flipped. If you also want the box's contents flipped, you can use the **Flip** commands (**Style** menu) to do so at the end of the process.

Moving Bézier lines

If you want to move a Bézier line while its points are showing, press the CTRL key while dragging the line. Otherwise, you will reshape the line. *Addition to page 8.19*.



Figure 6: Anchored boxes display handles and are reshaped and resized like any other item.



Figure 7: A Bézier box can be flipped by dragging its bounding box "through itself."

Text box display

In previous versions of QuarkXPress, when you were editing text, the box background displayed as a single color or as white. Now text boxes display the appropriate background whether it's *None*, a blend, or a color. *Change to page 2.20*.

Changing Bézier selection color

When Bézier items are active, their editing lines, points, and curve handles display in the color specified for **Margin Guides.** To change the color, choose **Edit** \rightarrow **Preferences** \rightarrow **Application;** then click the **Display** tab. Click the **Margin** color box to access the color wheel and change the color. The color change will affect the margin guides and Bézier editing paths for all documents. *Addition to page 7.12*.

Creating dash and stripe patterns

The process of creating a segment of a dash or stripe pattern in the **Edit Dash** or **Edit Stripe** dialog box (**Edit** menu) has changed slightly. *Change to pages* 3.113–3.116, 7.23, and 7.27.

- When you start creating a new dash or stripe, the ruler contains a solid line. To create the first segment, click the ruler. See Figure 8.
- To create additional segments, click the ruler and drag. You can create a segment within the first segment or in the white area.
- To move a segment, click the segment and drag it.
- To resize a segment, drag one of its arrows on the ruler.

Auto Image runaround available

A new runaround type, **Auto Image**, has been added so you can create a clipping and runaround path in one step. This is not the same **Auto Image** runaround you're familiar with from QuarkXPress 3.3. In 4.0, **Auto Image** runaround is created from the high-resolution image with Bézier curves, and it should not cause "jaggies." If you choose **Auto Image** from the **Type** drop-down list of the **Runaround** tab (**Item** \rightarrow **Modify**), a clipping path based on non-white areas is created for the picture and text wraps around that path automatically. **Auto Image** runaround creates an uneditable clipping path and runaround shape. Therefore, the **Clipping** tab controls, the **Item** \rightarrow **Edit** \rightarrow **Clipping** command, and the **Item** \rightarrow **Edit** \rightarrow **Runaround** command are disabled. *Addition to pages 3.182 and 13.8–13.13*.

■ Tips

Wrapping text around all sides

To wrap text around all sides of an obstructing item, remember to check Run Text Around All Sides for the text box. The Run Text Around All Sides check box is in the Text tab of the Modify dialog box (Item menu).

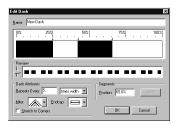


Figure 8: Click and drag to create a line segment in a dash or stripe pattern.

Text and Typography

Associating paragraph style sheets and character style sheets

When creating a paragraph style sheet, you have the option to associate a character style sheet or to set up character attributes that are specific to that paragraph style sheet. See Figure 9. The **General** tab of the **Edit Paragraph Style Sheet** dialog box provides a **Character Attributes** area that lets you decide how to define the character attributes for a paragraph style sheet:

- To specify character attributes exclusively for the paragraph style sheet, choose *Default* from the **Style** drop-down list. The character attributes reflect the formatting at the text insertion point. To change the character attributes, click **Edit.** This method is similar to the way you specified character attributes for a paragraph style sheet in QuarkXPress 3.3.
- To associate an existing character style sheet with a paragraph style sheet, choose one of your character style sheets from the **Style** drop-down list. If you click **Edit** after selecting an existing character style sheet, you're editing the actual character style sheet.
- To create a new character style sheet for a paragraph style sheet, click **New.** Use the **Edit Character Style Sheet** dialog box to name and define the character style sheet.

The **Style Sheets** palette (**View** menu) reports which paragraph and character style sheets are applied at the text insertion point or to highlighted text. If all the selected text is formatted with the same paragraph style sheet and the same character style sheet, both style sheets are highlighted in the palette. If selected text is formatted exclusively with *Default* character attributes from the paragraph style sheet, no character style sheet is highlighted. If the selected text is formatted with multiple style sheets, the common style sheets are highlighted. The other style sheets in use are gray. *Changes to pages 3.84 and 12.39–12.44*.



Figure 9: When you create a paragraph style sheet, you can associate the default character attributes, an existing character style sheet, or a new character style sheet you create.

Style Sheets palette keyboard commands

When you right-click a style sheet in the **Style Sheets** palette, an edit drop-down list displays. See Figure 10. When you CTRL+click a style sheet, you open the **Style Sheets** dialog box with that style sheet highlighted as in 3.32. The following keyboard commands work with the **Style Sheets** palette:

Function	Command
Display edit style sheet menu	right-click style sheet
Open Style Sheets dialog box	CTRL+click style sheet
Remove local overrides (plus sign)	ALT+click style sheet

Changes to tip on page 12.42.

Double-clicking/cutting and pasting with smart space

When you double-clicked a word in previous versions of QuarkXPress, the word was highlighted, and the subsequent space (along with any punctuation mark in between) was highlighted as well. In QuarkXPress 4.0, only the characters that make up the word are highlighted when you double click; however, when you cut and paste the word into a new spot in the text, QuarkXPress actually looks at the context and adds or deletes a space automatically as needed. This automation occurs at the cut location as well as the paste location. If you want an accompanying punctuation mark included with the word you're highlighting, simply double-click between the word and its adjacent punctuation. See Figure 11. *Addition to pages 11.3–11.5*.

More drop caps

You can now have up to 127 drop caps per paragraph. To specify the number of drops caps in a paragraph, enter a value in the **Character Count** field in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** menu). If you specify more characters than can fit on the first line of a paragraph, only the characters that fit are resized as drop caps. The remaining characters flow to the next line, but may overprint the drop caps. *Change to page 3.131*.



Figure 10: Right-click a style sheet name to display a pop-up menu that lets you edit, duplicate, or delete the style sheet. You also have the option to create a new style sheet.

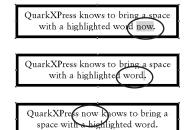


Figure 11: When we highlight the word "now," the punctuation following it is no longer highlighted. When we cut the word, the remaining space preceding the period is removed. When we paste the word back into the text, the necessary space is inserted automatically.

Index palette keyboard commands

The following keyboard commands expedite indexing functions.

Function	Command
Display Index palette	CTRL+ALT+I
Highlight Text field (Index palette showing)	CTRL+ALT+I
Click Add button	CTRL+ALT+SHIFT+I
Edit index entry or reference	Double-click entry or reference
Delete all index entries	ALT+SHIFT+click Delete icon

Addition to Chapter 20, "Indexes."

Additional XPress Tags

The introduction of character style sheets and the possibility of a relationship between a character style sheet and a paragraph style sheet has created the need for new XPress Tags.

Character attributes	Code	
Set type style according to character attributes		
in paragraph style sheet	<\$>	
Set type style according to character attributes		
in character style sheet	<\$\$>	
Set all character attributes according to		
character attributes in paragraph style sheet	<a\$></a\$>	
Set all character attributes to		
character attributes in character style sheet	<a\$\$></a\$\$>	

■ **Note:** When any character attribute commands are followed with a \$ (for example, <f\$>), the attribute (in the example, the font) will be set according to the character attribute information in the current paragraph style sheet. If any character attribute commands are followed with a \$\$ (for example, <s\$\$>), the attribute (in the example, the shade) will be set to the attribute described in the previously applied character style sheet.

Style sheet definitions	Code
Define style sheet 1	@Name= <definition>(Hard Return)</definition>
Define style sheet 2	@Name=[based info] <definition></definition>
Define style sheet 3	@Name[based info] <definition></definition>
Based On information	S"paragraph based on name";
	S"","next paragraph style name";
	S"","","character style sheet name";
	S"","","character style sheet name",
	"character based on name";
	S"paragraph based on name", "next
	paragraph style name", "character style
	sheet name"; or
	S"paragraph based on name", "next
	paragraph style name", "character style
	sheet name", "character based on name".
	(Beginning S must be capitalized.)

The style sheet definition may include paragraph attributes only, character attributes only, or both paragraph and character attributes.

Applying a paragraph style sheet	Code
Apply the Normal paragraph style sheet	@\$:paragraph text
Apply No Style paragraph style sheet	@:paragraph text
Apply defined paragraph style sheet	@Style Name:paragraph text
Applying a character style sheet	Code
Apply Normal character style sheet	<@\$>
Apply Normal character style sheet Apply paragraph's character style sheet	<@\$> <@\$p>
11 5	
Apply paragraph's character style sheet	<@\$p>

■ **Note:** You can set all character attributes to the character style sheet's default attributes by preceding @ with an 'x'. This clears any existing character attribute overrides. For example, <x@\$> applies the Normal character style sheet, erasing any existing character attributes.

Addition to pages 24.29-24.41.

■ Tips

Generating XPress Tags

Rather than creating XPress Tags codes manually, we recommend saving sample text from QuarkXPress in XPress Tags format. Open the text file in a word processor or import it into a QuarkXPress document with Include Style Sheets unchecked so you can see the XPress Tags codes.

Color

RGB TIFF separation built-in

Initially, separating an RGB TIFF required CMS XTensions software. Separation of RGB TIFFs now occurs automatically with or without CMS. *Deletion to page 14.26*.

Kodak Digital Science Color Technology

The Quark CMS XTensions software provides QuarkXPress with access to third-party color management software. The XTension uses industry-standard ICC device profiles and the Kodak Digital Science Color Management System (CMS) for crossplatform color management. If you install the CMS XTensions software, all the necessary system software is installed for you. See *A Guide to Color Management and Prepress* for more information about the Quark CMS XTension.

PANTONE® Open Color Environment™ (POCE™)

QuarkXPress now includes POCE XTensions software, which provides access to PANTONE's Color palette selector. POCE is a separate option you can choose to install with QuarkXPress. If you install POCE, the XTensions software is enabled by default. To access the PANTONE Color palette selector, choose **Edit** → **Colors** and click **New.** Choose **POCE** from the **Model** drop-down list. Questions about PANTONE Color usage and reproduction should be referred to PANTONE Technical Support. E-mail: technical_support@pantone.com, telephone: (201) 935-5500, or fax: (201) 896-0242. *Addition to page 3.91*.

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