

WHAT'S NEW IN QUARKXPRESS 4.0?

Quark**XPress**TM

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What's New in QuarkXPress 4.0?

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Introduction

The *What's New in QuarkXPress 4.0?* guide is for users already familiar with QuarkXPress™ who want a brief introduction to the new features when they first launch the application.

For each major new feature, the guide will address three questions: *What is it?*, *Where is it?*, and *What is it good for?* The idea is to eliminate the time it takes an experienced user to answer these simple questions when sifting through a manual filled with features old and new.

New Tool Palette

Before we delve into the *What is it?*, *Where is it?*, *What is it good for?* descriptions of each new feature, we should introduce the new **Tool** palette.

All your old favorites are still there, but notice what happens when you click-and-hold a tool that displays an arrow in the upper right corner: You see additional tools.

To select one, simply drag and release the mouse over the tool of your choice. The chosen tool will replace the original. Performing this action while pressing the CTRL key adds the new tool to the main palette, causing the palette to grow. You can make the tool disappear again by CTRL+clicking it.

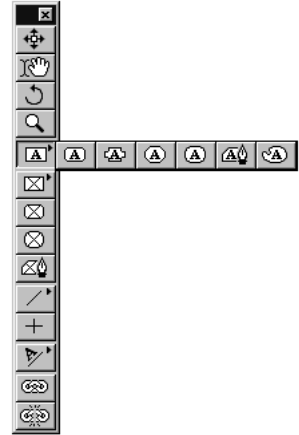
To eliminate repetition with your user interface setup, QuarkXPress 4.0 always remembers how you last had your **Tool** palette configured.

■ **For More Info**

For complete information about the new Tool palette, see pages 1.3–1.30 in *A Guide to QuarkXPress*.

The new default Tool palette

- ☞ **Item tool:** Selects, moves, resizes, and reshapes items, clipping paths, and runaround paths.
- 📄 **Content tool:** Imports and edits text and pictures, and imitates most Item tool ☞ functionality.
- ↻ **Rotation tool:** Rotates items visually.
- 🔍 **Zoom tool:** Enlarges or reduces the document view.
- ▭ **Rectangle Text Box tool:** Creates a rectangular text box.
- ▭ **Rectangle Picture Box tool:** Creates a rectangular picture box.
- ▭ **Rounded-corner Picture Box tool:** Creates a rounded-corner picture box.
- ⊗ **Oval Picture Box tool:** Creates an oval picture box.
- ⊗ **Bézier Picture Box tool:** Creates a picture box using Béziers (point by point).
- / **Line tool:** Creates straight lines.
- + **Orthogonal Line tool:** Creates straight vertical or straight horizontal lines.
- **Line Text-Path tool:** Creates straight paths that can contain text.
- 🔗 **Linking tool:** Establishes text flow links between boxes.
- 🔗 **Unlinking tool:** Breaks text flow links between boxes.



The new **Tool** palette features “pop-out” tools that can be added or deleted from the main palette using the **CTRL** key.


Pop-out text-box tools

Create a rounded-corner , concave-corner , beveled-corner , oval , Bézier , or freehand Bézier text box .

Pop-out picture-box tools

Create a concave-corner , beveled-corner , or freehand Bézier picture box .

Pop-out line tools

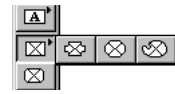
Create a Bézier line  or freehand Bézier line .

Pop-out text-path tools

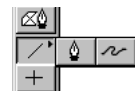
Create an orthogonal , Bézier , or freehand Bézier text path .



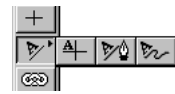
Pop-out text-box tools



Pop-out picture-box tools



Pop-out line tools





Pop-out text-path tools

Bézier Boxes and Lines

What is it?

QuarkXPress 4.0 gives you a new level of control to create complex shapes in a layout: Bézier points and curve handles let you create the same sort of drawings that once required special illustration software.

Where is it?

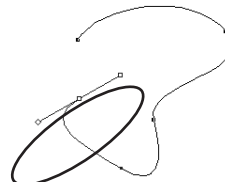
- 1 Introduce yourself to point-by-point Bézier drawing by selecting one of the Bézier tools  from the **Tool** palette. (For this first introductory exercise, the Bézier Picture Box tool  is a good choice.)
- 2 As you click to create each new *point* in the shape, drag the mouse. This will cause Bézier curve handles to display around the point, and these can be manipulated at any time. The position of a *curve handle* determines the curvature of the adjoining segment.
- 3 To manipulate points or curve handles *before* the shape is closed, press the CTRL key while you reshape. You should also try pressing CTRL+F1 for a selected point, then CTRL+dragging an adjoining curve handle so that you can immediately see the difference between a *smooth* point and a *corner* point, which we're about to define.
- 4 Finally, to close the shape, select a new tool, click the first point of the box, or double-click where you want the last point.
- 5 After you complete an item, make sure the **Item** → **Edit** → **Shape** option is *checked* — this allows you to reshape.

For More Info

For complete information about Bézier boxes and lines, see Chapter 7, "Box Basics," in *A Guide to QuarkXPress*.






Bézier Picture Box tool



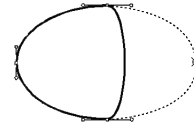
Bézier curve handles

6 If necessary, add and delete points by ALT+clicking with the Item tool or the Content tool. You can also delete multiple-selected points by pressing the BACKSPACE key while the Item tool is selected.

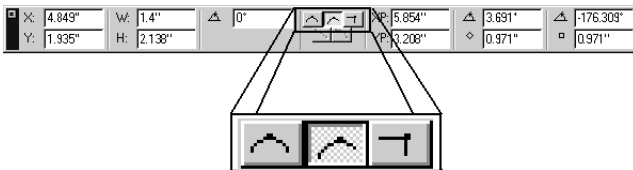
7 Select a point on the item and notice the three new buttons available in the **Measurements** palette:

- *Symmetrical*  acts like an extreme version of the default state (smooth), forcing the curve handles to remain equidistant from the active point while revolving together.
- *Smooth*  forces the curve handles to revolve together around the active point to ensure a smoother curve. This is the default.
- *Corner*  allows the active point to behave like a “hinge” around which the two curve handles move with total independence. It’s used to create a sharp point or corner.

■ **Note:** By CTRL+SHIFT+dragging a curve handle around a point, you can toggle between the smooth and corner states without using the Measurements palette buttons.






Deleting a point by ALT+clicking it.

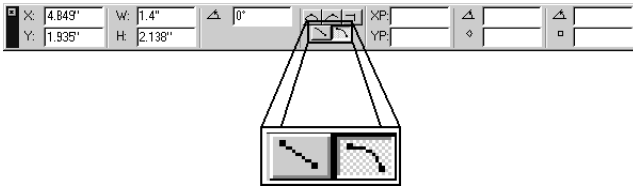


Symmetrical, Smooth, and Corner buttons on Measurements palette.

8 Now try clicking or dragging a segment in your shape. With this segment still selected, notice the following two buttons available in the **Measurements** palette:

- A *straight segment*  is created when you click to create points in a new shape without dragging the mouse. You cannot bend a straight segment unless you first change it to a curved segment using the  button. If you drag a straight segment, the segment and its two points all move without changing shape.
- A *curved segment*  is created when you drag the mouse to create points in a new shape. If you drag a completed curved segment, the points associated with the segment remain in place while the segment itself bends. Depending on the type of points associated with the segment (corner, smooth, or symmetrical), the adjoining segments may also bend.

■ **Note:** If multiple points are active in an item, the point and segment type buttons in the Measurements palette affect all active points and all segments in between active points. Pressing CTRL+SHIFT+A or double-clicking a point selects all points in an item. (Triple-click a point to select all points if the item contains more than one path.)





Straight Segment and Curved Segment buttons on Measurements palette

What is it good for?

With QuarkXPress 4.0, your need for dedicated illustration software is diminished. The design at right is just one example of the illustration work you can now perform entirely within QuarkXPress. Plus, if your illustration is made of boxes, you can easily fill these boxes with background blends, pictures, or text.

What else?

In addition to Bézier functionality for drawing boxes, there's also Bézier functionality for clipping paths, runaround paths, lines, and text paths. You can draw Bézier items using the tools described previously or by using one of the freehand tools  , which automatically create Bézier shapes according to how you drag your mouse. Other Bézier features — such as the ability to flip box shapes or create symmetrical illustrations — are described in Chapter 7, “Box Basics,” in *A Guide to QuarkXPress*.



Illustrations like this can be designed entirely with QuarkXPress 4.0.

Merging Items

What is it?

Merge is a new submenu in the **Item** menu that becomes available whenever you have more than one box or line selected. It lets you create complex Bézier shapes in a more efficient manner than drawing them.

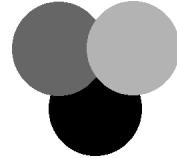
Where is it?

Introduce yourself to the **Merge** commands by drawing three boxes with colored backgrounds. They don't always have to overlap, but for now, make all three boxes overlap slightly. Now, multiple-select all three boxes, and tinker with the various commands found under **Item** → **Merge**.

- **Intersection** locates any areas that overlap the item in back, retains these areas, and cuts out the rest.
- **Union** combines all the item shapes into one shape, retaining all overlapped areas and non-overlapped areas. Items do not need to overlap for **Union** to be effective. Non-overlapping shapes remain separated in space after being merged but behave collectively as one item.
- **Difference** removes all the item shapes except for the item shape at the back of the stack. If this shape is overlapped, the overlapped area is cut out. **Difference** is useful for punching holes in an existing item shape, or for deleting or cropping parts of a Bézier illustration.

■ For More Info

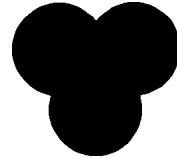
For complete information about merging items, see pages 3.188–3.190 or pages 7.32–7.36 in *A Guide to QuarkXPress*.



Overlapping boxes



Intersection command



Union command



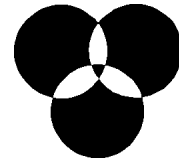
Difference command

- **Reverse Difference** retains a union of all the item shapes except for the item shape at the back of the stack, which is cut out. If the item in back is overlapped, the overlapping area is cut out from the item shapes in front.
- **Exclusive Or** retains all the item shapes, but cuts out any areas that overlap. If you edit the points surrounding the cut-out area, you will notice that there are now two corner points at every location where two lines originally crossed.
- **Combine** is similar to **Exclusive Or**, with one difference: If you edit the points around the cut-out area, you will notice that no points were added where two lines cross.
- **Join Endpoints** is unique among **Merge** commands because it creates a Bézier line (from two lines) instead of a Bézier box. **Join Endpoints** is available only when exactly two lines or text paths are active. An endpoint from one active line must reside next to an endpoint from the other active line. Endpoints can be joined if the distance between them is equal to or less than the specified **Snap Distance** (**Edit** → **Preferences** → **Document** → **General** tab). Midpoints cannot be joined. **Join Endpoints** creates a single Bézier corner point to replace the two overlapping endpoints. A single Bézier line or text path results.

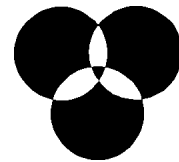
■ **Note:** The contents and color of the item at the very back of the stack are retained for the new shape you create.



Reverse Difference command



Exclusive Or command



Combine command



Join Endpoints command

What is it good for?

The range of usefulness for the **Merge** commands is practically limitless, but here are a few practical examples:

- 1 Sometimes it's easier to piece together a shape rather than draw it from scratch. For example, instead of drawing the box at right using the Bézier Picture Box tool, more efficient results are obtained using **Union** to fuse together a square and a circle.
- 2 The **Union** command is also useful for creating boxes that consist of two or more shapes separated in space but showing one set of contents, like the two squares at right.
- 3 The **Difference** command is useful for punching holes in an existing item shape, or for deleting or cropping parts of a Bézier illustration. For example, at right we've used the **Difference** command to create a donut shape.



1. *Merge lets you easily piece together shapes.*



2. *Multiple shapes can show one set of contents.*



3. *The Difference command lets you punch holes in, delete, or crop parts of a graphic or Bézier Illustration.*

Splitting Items

What is it?

Split is a new submenu in the **Item** menu that becomes available whenever you have a multiple-path box selected. The two commands in the **Split** submenu let you create multiple boxes from one complex box. In that sense, they are the opposite of the **Merge** commands.

Where is it?

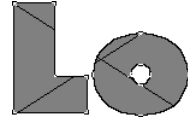
- 1 Introduce yourself to the **Split** commands by typing the word “Lo” in a large point size. Next, highlight this word and choose **Text to Box** from the **Style** menu. (The **Text to Box** command is fully discussed later in this guide.) Now you should have a multiple-path Bézier picture box like the one shown at right. Duplicate it (CTRL+D) a few times so that you can tinker with the **Split** commands described below.
- 2 Select one of the boxes and choose **Item** → **Split** → **Outside Paths**. This results in two boxes — one for each letter.
- 3 Select another one of the original “Lo” boxes, but this time choose **Item** → **Split** → **All Paths**. This results in three boxes — one for the “L” and two for the “o.”

What is it good for?

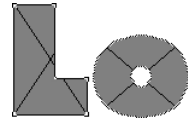
In addition to separating pieces of text as in the “Lo” example shown at right, you can use the **Split** commands to reverse the effects of some of the **Merge** commands discussed previously. You can also break up paths that cross over themselves — for example, a “figure eight” box becomes two boxes when split.

■ For More Info

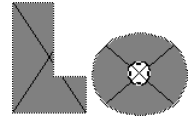
For complete information about splitting items, see page 3.190 or pages 7.36–7.37 in *A Guide to QuarkXPress*.



1. A multiple-path Bézier box



2. **Outside Paths** creates two separate boxes for this shape.



3. **All Paths** creates three separate boxes for this shape. (By the way, the hole in the “o” was manually colored white after **All Paths** was executed.)

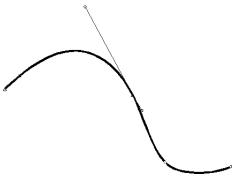
Text Paths

What is it?

The new text path feature allows text to ride along open lines (including curved Bézier lines), so you're no longer limited to boxes and rigid baselines.

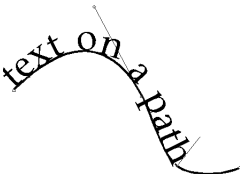
Where is it?

- 1 Introduce yourself to text paths by selecting the Bézier Text-Path tool.
- 2 As you click to create each point in the path, you can drag the mouse to expose the Bézier curve handles and create curves. Select a new tool or double-click to complete the path.



An empty Bézier text path with two curve handles showing.

- 3 With the Content tool selected, you may now type and watch as the new text rides along your own custom baseline.



Text follows the path.

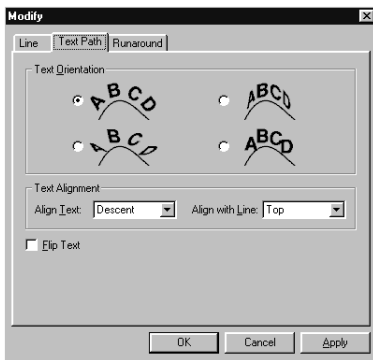
■ For More Info

For complete information about text paths, see pages 13.16–13.20 in *A Guide to QuarkXPress*.



Bézier Text-Path tool.

- 4 To change the default settings for the way text sits on the path, select the text path and choose **Item** → **Modify**, then click the **Text Path** tab. Experiment with the various options to become acquainted with each. Each of the four radio buttons in the dialog box displays an example of its effects. These include a rainbow-like effect (the default), a 3-D ribbon-style effect, a skew effect, and a stairstep effect.



Choose the default rainbow-like effect, a 3-D ribbon style, a skew effect, or a stairstep.

What is it good for?

The text path feature is useful mostly for special visual effects, like eye-catching headlines.

What else?

Be sure you try some of the other drawing tools in the text path section of your **Tool** palette to get acquainted with the different ways you can draw text paths.

wildest ride in the wilderness

Text paths create eye-catching headlines.

Convert Text to Box

What is it?

Text to Box is a new command that transforms selected text into a Bézier-outline box.

Where is it?

- 1 Introduce yourself to converted text by creating a text box and typing a line of text using a PostScript Type 1 font (installed with ATM) or a TrueType font in a large size — for example, 72 points.
- 2 When you're finished, highlight part of the text. Then choose **Text to Box** from the **Style** menu.
- 3 Notice the outcome: The characters you highlighted were transformed into a single Bézier-outlined picture box. By the way, if you choose **Style** → **Text to Box** while pressing the ALT key, you get a picture box that's anchored into its original text box to flow with surrounding text.

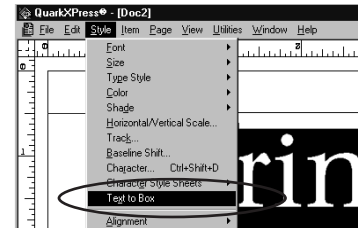
The really cool part happens, though, when you import a picture into your new picture box. Try it and see.

■ For More Info

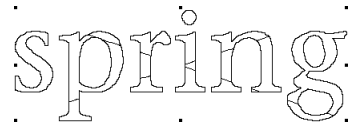
For complete information about Text to Box, see pages 13.3–13.4 and 3.156 in *A Guide to QuarkXPress*.



Start by typing text in a large size.



Highlighted text will be turned into a box.



Highlighted text converted to a single Bézier-outlined picture box.



Text can easily be filled with a picture.

What is it good for?

A popular publishing effect is text filled with a picture. This used to require special photo-editing software and a lot of patience. Now it's much easier. You can also use this feature to edit the shape of a decorative character. Just make sure **Item** → **Edit** → **Shape** is checked, and start manipulating Bézier points.

What else?

After you've converted text to a picture box, you can change the picture box into a text box by choosing **Item** → **Content** → **Text**. Having done so, you can actually type text *inside* your text.

■ **Tips**

Correct baselines and Text to Box

When you press the ALT key while choosing Text to Box, not only is your new picture box anchored to flow with text, it's also automatically offset so that its baseline is positioned where the font designer originally intended!

Clipping Paths

What is it?

Silhouetting part of a picture is now easy with clipping paths that let you tell QuarkXPress which parts of your picture should be treated as transparent. Clipping paths also guard against items, text, or colored box backgrounds being obscured at printout time because of an unclipped picture background. The application's ability to print graphics with clipping paths is not entirely new. However, its ability to actually read and create clipping paths is.

Where is it?

- 1 Introduce yourself to the new clipping path controls by working with a picture file that has been saved in a painting or photo-editing application as an EPS or TIFF with a background of white pixels. Import this picture into a rectangular picture box that has a background specified as *None*.
- 2 Next, choose **Clipping** from the **Item** menu. The **Clipping** tab of the **Modify** dialog box will display.
- 3 Choose **Non-White Areas** from the **Type** drop-down list and notice the green outline that appears around your picture. This green outline represents your new clipping path. Keep in mind that this clipping path is not built into the picture file like the ones you create in photo-editing applications. While QuarkXPress clipping paths *are* initially based on the high-resolution picture file, they are stored within your QuarkXPress document.
- 4 If the clipping path requires further adjustment, you can click **OK** and then choose **Item** → **Edit** → **Clipping Path** to edit the clipping path you have just created. Use your low-resolution picture preview as a guide. For ease in editing, the clipping path by default displays as green. Edit the path as you would any Bézier object.

■ For More Info

For complete information about clipping paths, see pages 3.174–3.181 or pages 14.29–14.38 in *A Guide to QuarkXPress*.



Clipping paths are easily edited.



When clipping paths are combined with runaround paths, the sky's the limit.

- **Note:** If it's important that your clipping path be based on the high resolution picture file, avoid editing the path manually after the automated controls in QuarkXPress create the initial path.

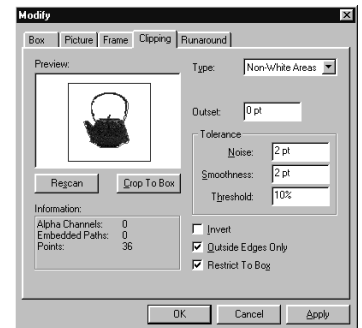
What is it good for?

Complex wraparound or compositing feats like the one shown at right usually create problems without a clipping path. Depending on the graphic file format you choose and what is positioned around or behind the picture, you could experience “jaggy TIFFs” or obscured text at printout time. With a clipping path, however, you're guaranteed victory over these problems.

- **Note:** Be sure not to confuse clipping paths with runaround paths. Runaround paths tell QuarkXPress where to wrap text, and clipping paths tell QuarkXPress which parts of your picture should be considered transparent.

What else?

In addition to being able to create clipping paths, QuarkXPress 4.0 can read any embedded path saved in Adobe Photoshop (in any graphic file format supported by QuarkXPress) and use it as a clipping path. The same goes for alpha channels. Also note that *runaround* paths can be created using the same powerful controls implemented for clipping paths, which makes the text runaround feature stronger. You can run text *inside* the “holes” in a picture, for instance.



The Clipping tab of the Modify dialog box

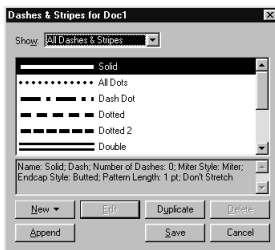
Custom Dashes & Stripes for Lines and Frames

What is it?

The new **Dashes & Stripes** dialog box lets you go beyond the simple “dotted or solid” options that exist in most applications — you can create your own styles, which can be applied to any line or frame in your layout.

Where is it?

- 1 Introduce yourself to custom dashes and stripe styles by choosing **Dashes & Stripes** from the **Edit** menu. The **Dashes & Stripes** dialog box displays.



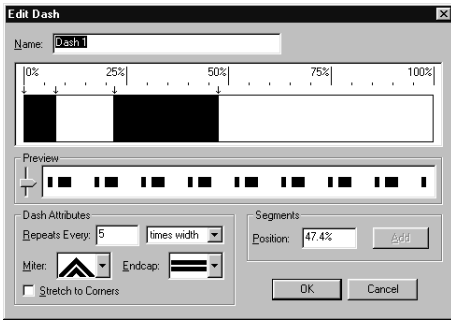
The **Dashes & Stripes** dialog box

- 2 Choose **Dash** from the **New** drop-down button to open the **Edit Dash** dialog box.
- 3 After you open this dialog box, try clicking and dragging in the ruler area just above the large black line. Every time you click and drag, a new break in the line is created. You can move these breaks by dragging the arrows or the segments. As you do so, the resizable preview area shows you how the finished dash style will look.

■ For More Info

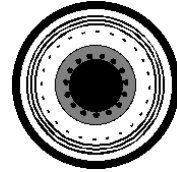
For complete information about dashes and stripes, see pages 7.22–7.28 in *A Guide to QuarkXPress*.

- 4 Once you've added a few breaks, try choosing something new in the **Endcap** drop-down list. Notice that when you choose a different **Endcap** style, you affect the left and right edges of each break in your line. The **Miter** drop-down list dictates how the corners — that is, the “joints” — will look when a line consists of more than one straight segment. For example, a jagged line could have “angular elbows” or “rounded elbows.”

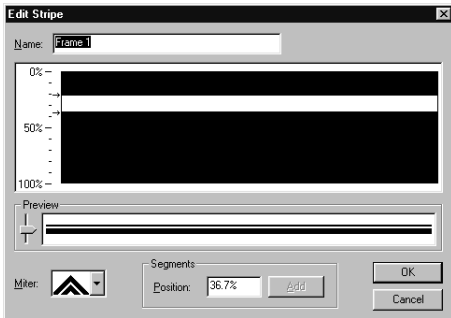


The *Edit Dash* dialog box

- 5 After you've gotten the hang of dealing with dashes, close the **Edit Dash** dialog box and click **New** → **Stripe** in the **Dashes & Stripes** dialog box to open the **Edit Stripe** dialog box. Now your ruler area is positioned vertically on the left side so that you can work with multiple bands and their thicknesses.



Custom dashes and stripes applied to box frames



The *Edit Stripe* dialog box

What is it good for?

The **Dashes & Stripes** feature is useful for creating custom styles to be used with lines and box frames.

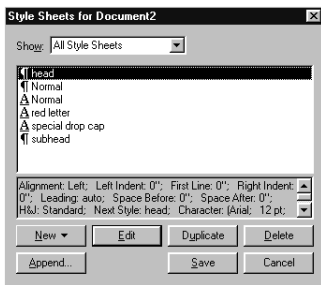
Character-Based Style Sheets

What is it?

In the past, QuarkXPress only dealt with paragraph-based style sheets. In other words, if you tried to apply a style sheet to a small range of text, your entire paragraph was affected. With QuarkXPress 4.0, you still have the option of working with paragraph style sheets, but you can also apply a character style sheet to one or more characters.

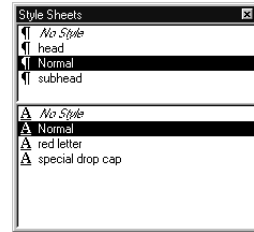
Where is it?

- 1 The **Style Sheets** dialog box (**Edit** → **Style Sheets**) contains most of what you need to introduce yourself to character style sheets. Open this dialog box.



The *Style Sheets* dialog box

- 2 To create a new character style, choose **Character** from the **New** drop-down button. Or, double-click a style accompanied by the **A** icon to edit a character style. The **Edit Character Style Sheet** dialog box will display, allowing you to specify font, size, style, etc.



The *Style Sheets* palette lists paragraph style sheets on top, character style sheets on the bottom.

- 3 Apply style sheets using the keyboard equivalents you specified (if any) in the **Edit Character Style Sheet** dialog box or by using the **Style** menu or the **Style Sheets** palette.

■ **Note:** Character style sheets are categorized as local formatting, which can be kept or overridden just as in earlier versions of QuarkXPress.

What is it good for?

Character-based style sheets save you time when you have a common set of character attributes that need to be applied repeatedly, but you don't want the entire paragraph affected. The larger letters in the example below were formatted quickly, by applying a character-based style sheet using an assigned keyboard command.

oodles and oodles **of** angel-hair **noodles**,
oh what a **treat** they are!
 Put them in strudel and **feed** them to poodles;
 Your **friendship** with dogs will go **far**.

Character style sheets quickly apply character attributes without affecting the entire paragraph.

Multilingual Features for International 4.0

What is it?

If you've been a user of a single-language version of QuarkXPress Danish, Dutch, French, German, Italian, Norwegian, Spanish, Swedish, or Swiss-German until now — welcome to QuarkXPress Passport. With the expanded distribution of QuarkXPress Passport™ occurring with the 4.0 upgrade, you can now work with all the above languages instead of just one. (You'll also get U.S. English and International English.)

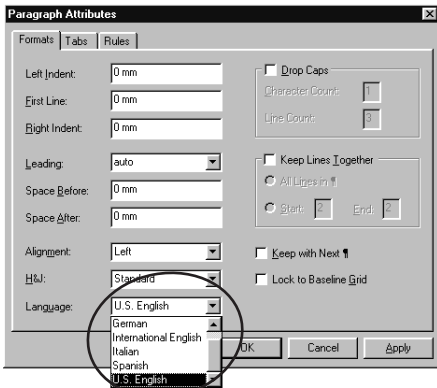
Where is it?

- 1 Choose the language in which your menus and dialog boxes display by choosing **Program Language** from the **Edit** menu. With all language files installed, you will have eleven languages to choose from.



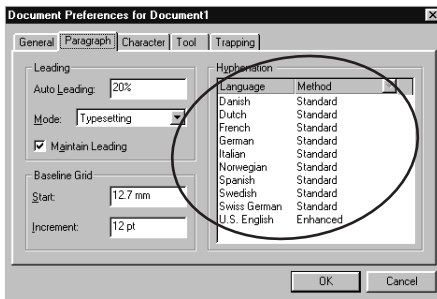
*The **Program Language** submenu determines how menus and dialog boxes display.*

- 2 Change the language that QuarkXPress Passport uses to hyphenate and spell check by selecting a paragraph or range of paragraphs and making a choice in the **Language** drop-down list of the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**). You may apply a different language for every paragraph. QuarkXPress Passport will hyphenate and spell check in each of the languages specified.



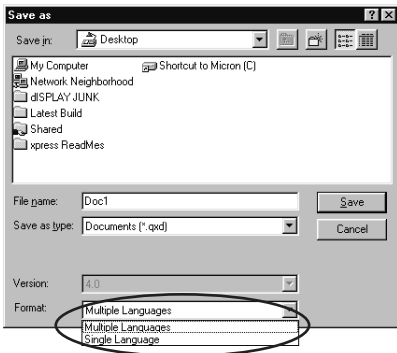
Each paragraph can be hyphenated and spell checked according to a specific language.

- 3 Choose the hyphenation method for each language in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). The hyphenation method lets you choose whether to use the most current hyphenation technology or stay consistent with the version that created the document.



The most current hyphenation methods can be used.

- 4 Save your document in a multilingual format (compatible only with QuarkXPress Passport) or in a single-language format (compatible with both QuarkXPress and QuarkXPress Passport) using the **Format** drop-down list (**File** → **Save as**).



Save in single- or multiple-language format

What is it good for?

Many publishers these days are finding a greater need to publish documents in multiple languages. A classic example of this is an instruction booklet that accompanies a product shipped in several different countries. QuarkXPress Passport lets you easily create a single document that includes all the target languages. But even in cases where there is a separate document printed for each language, QuarkXPress Passport still proves its worth by offering all the target languages in *one* box of software. This cuts the cost of software for multilingual publishers, who used to need several boxes of QuarkXPress — one for each language published.

What else?

QuarkXPress Passport runs under any of the operating system and keyboard setups conforming to the languages it supports.

Indexing

What is it?

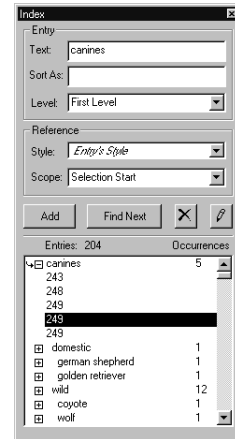
This QuarkXPress feature helps automate the indexing process. It lets you insert markers in selected portions of your document, while typing or reading through it. The **Index** palette in QuarkXPress 4.0 then copies the text from these marked items, applies styles, and generates an alphabetized, hierarchically-organized index.

Where is it?

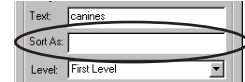
- 1 Introduce yourself to the indexing feature by opening the **Index** palette (**View** → **Show Index**). Next, open a copy of an old document, and highlight some text. Notice that the highlighted text automatically displays in the **Text** field. You may change this text to suit your capitalization or singular-vs.-plural conventions, or leave it as is.
- 2 The **Sort As** field lets you specify unconventional sorting. For example, if the text is “1944,” but you want the item alphabetized under “N,” you would enter “Nineteen forty-four.”
- 3 The **Level** drop-down list lets you control the hierarchical arrangement of items in your index. If you want to choose something other than **First Level** for a new entry, you merely click in the left side of the list to position the ↵ icon alongside the entry that your new entry should go under; then make your choice in the **Level** drop-down list. (Do this before you click **Add**.)

■ For More Info

For complete information about indexing, see Chapter 20, “Indexes,” in *A Guide to QuarkXPress*.



The Index palette



The Sort As field

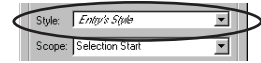


The Level drop-down list

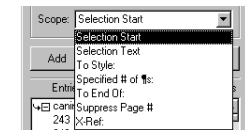
- 4 The **Style** drop-down list lets you specify the kind of character formatting you want for the page number (and any cross references) in the index.
- 5 At its simplest level, the **Scope** drop-down list lets you specify how far beyond the initial entry related text continues. In other words, an index entry can refer to a range of page numbers instead of just one page number. You can choose other options in the **Scope** drop-down list to base the page range on a specific number of paragraphs, or on the start of a specific style sheet, etc. You can also create a cross reference. Depending on what type of **Scope** option you choose, new controls display to the right of the **Scope** drop-down list.
- 6 Click **Add** to place the entry into the **Index** palette. The corresponding page number, page range, or cross reference appears below the entry in the list whenever the square to the left of the entry is clicked from (+) to (–). The indexed text in your document displays markers.
- 7 Once the **Index** palette includes everything you need, you can specify punctuation for the index in the **Index Preferences** dialog box (**Edit** menu), then “build” the actual index page(s) by choosing **Build Index** from the **Utilities** menu.

What is it good for?

Now you can create complex indexes easily within QuarkXPress.



The **Style** drop-down list



The **Scope** drop-down list



Clicking **Add** places the entry into the **Index** palette.

Automatic Lists and TOCs

What is it?

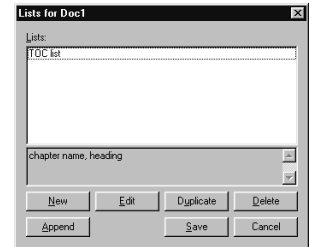
A list is a group of one or more paragraph style sheets chosen by the user for the purpose of duplicating all the text of this style at another location. For example, a book publisher could specify a “chapter name” style sheet and a “section name” style sheet as a new list, then use that list via the **Lists** palette (**View** → **Show Lists**) to automatically build a table of contents.

Where is it?

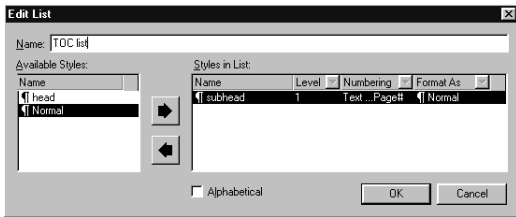
- 1 Introduce yourself to the lists feature by opening or creating a document that has style sheets exclusive to headings and chapter names or the equivalent. Then choose **Edit** → **Lists** to display the **Lists** dialog box. Click **New**.
- 2 Name your new list in the **Edit List** dialog box, then highlight the names of one or two of your style sheets. Add these style sheets to your new list by clicking the **Add** ➤ arrow.
- 3 The **Level** drop-down list lets you choose any number from 1–8. This number determines how far the items in your list will be indented in the palette.
- 4 The **Numbering** drop-down list lets you choose how each item in a finished list will appear in relation to the page number on which it was found. You may choose to have no page number printed at all, or you may place the page number before or after the item.
- 5 The **Format As** drop-down list lets you choose which paragraph style sheets will be used to format items when your list is built.

■ For More Info

For complete information about lists, see Chapter 19, “Lists,” in *A Guide to QuarkXPress*.

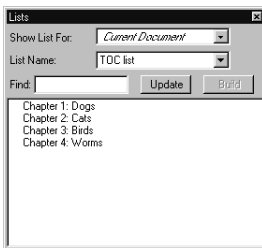


The **Lists** dialog box



The *Edit List* dialog box

- 6 Click **OK** in the **Edit List** dialog box and click **Save** in the **Lists** dialog box to save your list.
- 7 Choose **View** → **Show Lists** to open the **Lists** palette. Notice that, when your new list appears in the palette's **List Name** drop-down list, the lower portion of the palette displays all of the text associated with the style sheets in your list configuration. This text can be navigated using the palette's **Find** field. To create a finished table, position your text insertion point in a new text box and click **Build**.



The *Lists* palette

What is it good for?

As an example, suppose you have a paragraph style sheet in your magazine template called “byline” that you use to style author names that follow article titles. Using this paragraph style sheet with the lists feature, you could automatically assemble a list of contributors in no time.

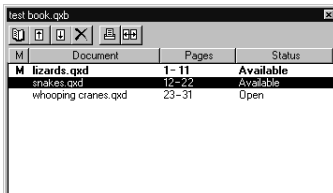
Book Compiling

What is it?


With QuarkXPress 4.0, you can create a new type of file called a book. A book is a collection of QuarkXPress documents that share the same style sheets, colors, H&Js, lists, and dashes and stripes. You'll be able to control the page numbering across multiple documents, and check out documents in a book over a network.

Where is it?

- 1 Introduce yourself to book publishing with QuarkXPress by digging up two or three old QuarkXPress documents. Duplicate the files.
- 2 Choose **File** → **New** → **Book**. Enter a name for your new book, and click **Create**. This displays the palette shown below.






A book is a collection of QuarkXPress documents that “serve the same master.”

- 3 To add a document or “chapter” to your book, click the  button on the palette. A directory dialog box will display. Next, highlight the name of the QuarkXPress file whose style sheets, colors, H&Js, lists, and dashes and stripes suit your liking the most. Click **Add**. By default, this is now the “master chapter” of your book because it is the first one you added.

■ For More Info

For complete information about book compiling, see Chapter 18, “Books,” in *A Guide to QuarkXPress*.

- 4 Now, add the other documents to your book in the same way, then place them in the order you want by using the  and  buttons. (The order determines how page numbering will be sequenced.)
- 5 Click the  button to synchronize the chapters. The next time you open the documents, you'll notice that all of the style sheets, colors, H&Js, etc., are consistent with those of the master chapter. (Older documents will be saved as 4.0 documents.)

What is it good for?

With the book publishing features in QuarkXPress 4.0, you can easily coordinate and streamline the production of large publications that require multiple writers and multiple QuarkXPress documents. The ability to synchronize the style sheets, colors, H&Js, page numbering, etc., of multiple documents also helps you maintain consistency.

High Fidelity Color

What is it?

High fidelity color technology is a new form of process color that builds from more than the usual four plates. The color gamut (range) produced by this process is capable of representing almost all the colors an RGB display can, plus other colors beyond RGB. In many cases, you may be able to eliminate spot colors from your design using high fidelity color.

QuarkXPress now has the ability to trap and color separate high fidelity colors and graphics. QuarkXPress can also separate RGB graphics as high fidelity. You can begin working with high fidelity color as soon as you install QuarkXPress 4.0.

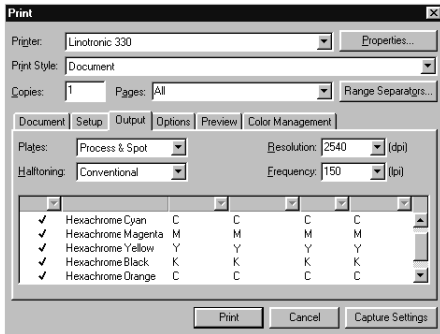
Where is it?

- 1** Introduce yourself to high fidelity color by creating a new QuarkXPress document. Make sure CMS XTensions™ software is running.
- 2** Draw a picture box and import an RGB color TIFF or a LAB color TIFF picture (**File** → **Get Picture**).
- 3** Choose **File** → **Print** and click the **Color Management** tab of the **Print** dialog box. In the **Separation Profile** drop-down list, choose a profile that includes the word “Hexachrome.”
- 4** Click the **Document** tab of the **Print** dialog box and check **Separations**.

■ For More Info

For complete information about high fidelity color, see *A Guide to Color Management and Prepress*.

- 5 Click the **Output** tab of the **Print** dialog box and notice that the list in the lower half of the dialog box displays not *four* process plates but *six*. At this point, if you were to separate the page to an imagesetter and send the artwork to press using PANTONE Hexachrome inks, you could reproduce the brighter RGB colors of the original image much more faithfully than four-color separations are capable of.



PANTONE Hexachrome produces six plates instead of the usual four.

What is it good for?

High fidelity color greatly expands the color reproduction abilities of an offset printing press. For example, have you ever noticed that all your oranges print with a muddy appearance on a four-color offset press? If you consult with your printer and service bureau to print a high fidelity color job, you can conquer problems with tough-to-print colors such as this. (Of course, it may be a bit more expensive!)

ICC-Based Color Management

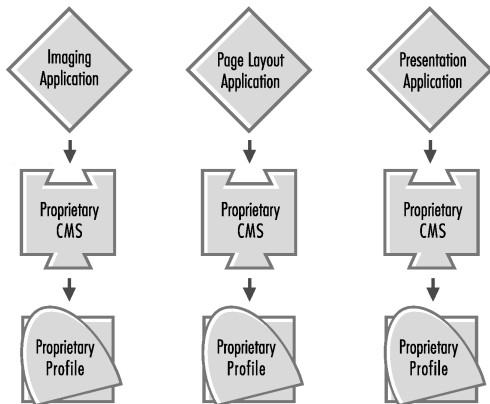
What is it?

The job of color management software is to optimize consistency among the color generated by your scanner, your monitor, your composite printer (proofing device), and the printing press. Each of these devices renders color in a unique way, so they all require a common foundation for consistency. By reading and translating a separate *profile* for every device in your workflow, color management software attempts to provide this foundation. In the past, however, you could quickly run into trouble choosing between proprietary translators and profiles because of industry disagreement about which was the standard.

■ For More Info

For complete information about color management, see *A Guide to Color Management and Prepress*.

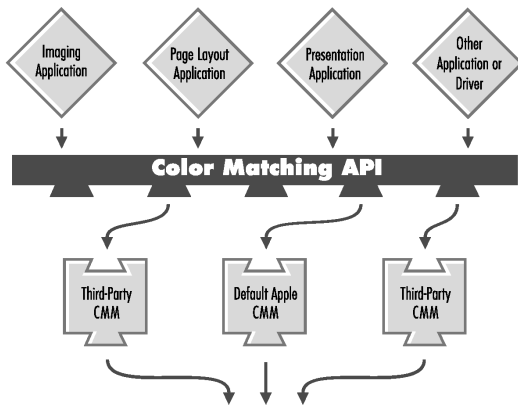
Operating System Architecture



The old methods of color management had no industry standard.

All this changed when a group called the International Color Consortium (ICC) developed a standardized format for creating device profiles. Ever since then, all color management systems have been able to rely on the same profile format, eliminating conflicts and securing industry commitment.

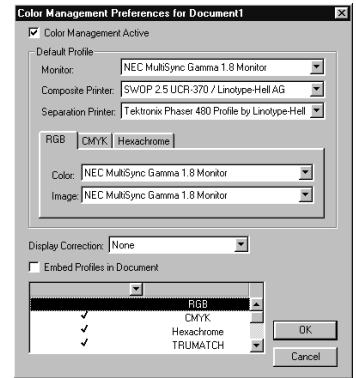
The result is seamless, predictable, easy-to-use color management, and QuarkXPress 4.0 brings it all to your doorstep with CMS.



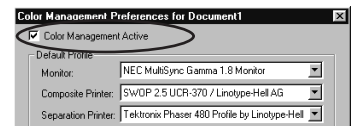
ICC-based color management assures a shared system.

Where is it?

- 1 Introduce yourself to ICC-based color management by creating a new QuarkXPress document. Make sure CMS XTensions software is running.
- 2 Choose **Edit → Preferences → Color Management**. To activate CMS for the new QuarkXPress document, check **Color Management** in the **Color Management Preferences** dialog box. (If this option is unavailable in the **Preferences** submenu, make sure CMS XTensions software is loaded.)
- 3 Choose device profiles in the **Monitor**, **Composite Printer**, and **Separation Printer** drop-down lists to inform QuarkXPress about the type of equipment you're using, then click OK.
- 4 Create a picture box and import a picture (**File → Get Picture**). You'll notice a **Profile** drop-down list at the bottom of the **Get Picture** dialog box. This drop-down list lets you choose the source of the picture. For example, if you were importing a picture scanned on a Crosfield scanner, you would choose the profile for the Crosfield. Also make sure the **Color Management Active** check box in the **Get Picture** dialog box is checked. Click **Open** to import the picture.



Choose device profiles in the **Color Management Preferences** dialog box.



Check **Color Management Active** to activate CMS.

- 5 With the picture box still selected, choose **View → Show Profile Information** to display the **Profile Information** palette. You will notice the same drop-down list and check box that you saw in the **Get Picture** dialog box.
- 6 To see how QuarkXPress 4.0's color management tools optimize color on the fly, simply pretend you chose the wrong profile originally, and choose a different profile for your picture. As soon as you choose the new profile, you'll see the picture preview redraw. That's CMS you're seeing — in action.

What is it good for?

Color management means predictable color every time, so you're never stuck guessing how a color will appear when it's printed or when it's displayed somewhere else. Although our example shows only how color optimization occurs with imported picture previews, the benefits don't stop there. They extend to all page elements, to your composite proofs, and even to your imagesetter. QuarkXPress can even give you a "preview" of your output device on-screen, showing you how your object colors and images will be affected when printed on a press.

So What Else is New?

Resize groups

If multiple items are grouped, it is now possible to interactively resize every item in the group simultaneously by simply dragging a resize handle. If you press CTRL+ALT+SHIFT (for proportional resizing) or CTRL while resizing a group, all frame widths, line weights, pictures, and text are resized as well.

XTensions Manager

Now you can dictate which XTensions™ run each time by choosing **Utilities** → **XTensions Manager**. You can even group various XTensions into saved sets. Sets of XTensions let you customize QuarkXPress according to the task you're performing.

Change item shape type

After you create an item, you can instantly change it from a box to a line or vice versa by choosing **Item** → **Shape**. The same submenu also lets you convert ordinary rectangle and oval boxes into Bézier boxes, or convert ordinary straight lines into Bézier lines.

Change item content type

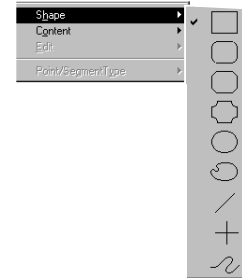
After you create a picture box or a text box, you can change it any time from one type to another by choosing **Item** → **Content**. You can even choose to have a “contentless” box that can contain nothing but color and a frame. This feature can also change a line into a text path or vice versa.

Interior text flow

As an example, run text outside a picture of a donut and inside the hole of the donut by using the new advanced controls in the **Runaround** tab of the **Modify** dialog box (**Item** → **Modify**).



Resize groups



Change item shape type

Multi-Ink color

Use the **Multi-Ink** option in the **Model** drop-down list of the **Edit Color** dialog box (**Edit** → **Colors**) to create a new color based on percentages of several existing process or spot colors. Multi-ink colors print to more than one plate.

Enhanced Append for style sheets, colors, etc.

Selectively **Append** (**File** menu) your list of style sheets, colors, H&Js, lists, and dashes and stripes, using a single dialog box and multiple source documents.

Find/Change enhancements

You can now **Find/Change** paragraph style sheets and character style sheets using the new **Find/Change** controls (**Edit** → **Find/Change**). For convenience, the controls are now located in a compact, floating palette instead of a dialog box. Please also note that a modifier key has changed in the **Find/Change** palette: You will now be able to change the **Find Next** button into a **Find First** button by pressing the ALT key. (In previous versions of QuarkXPress for Windows, the CTRL key was used for this purpose.)

Save in QuarkXPress 3.3 format

Backwards compatibility to the previous version of QuarkXPress is now possible. Be aware, however, that your document will be stripped of certain new features. For example, Bézier boxes become polygon boxes.

Thousands of styles, colors, H&Js

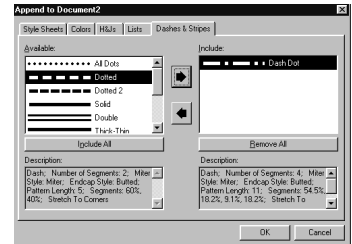
We've greatly expanded the maximum number of styles, colors, and H&Js you can have in a document.

Expanded paragraphs limit

A higher maximum number of paragraphs per story is now possible.

Save window position

If **Save Document Position** is checked in the **Save** tab of the **Application Preferences** dialog box (**Edit** menu), your window position gets saved whenever you save your document. So, if you close the document, you'll automatically have the same window position the next time you open it. This eliminates the hassle of moving or resizing document windows when the same position is used every time.



Enhanced Append

New tabbed dialog boxes

To eliminate clutter, certain dialog boxes now use a folder-tab metaphor. If you click a tab at the top of one, the dialog box reveals a new set of related controls. You can also CTRL+TAB through the tabs.

Get Picture, apply picture styles in Item mode

These functions once required the selection of the Content tool. They now work with either the Content tool or the Item tool selected.

Multiple-select items in Content mode

This function once required the selection of the Item tool. Now you can multiple-select with either the Content tool or the Item tool.

Go-to-page icons

If you click the arrow that appears in the lower-left portion of your document window, a pop-up menu displays that contains a page icon for every page in your document. Choose a document or master page icon and QuarkXPress will go to that page. You may also type numbers in the Page field adjacent to this button. This makes for quicker navigation.

Live Refresh

With this new enhanced method of delayed item dragging chosen in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu), the document



New tabbed dialog boxes



Go-to-page icons

updates as you drag items to show the true look, including text flow and item layering. To use **Live Refresh**, click and hold on an item while you wait for it to flash, then drag. (The alternative **Show Contents** method of delayed item dragging works the same as QuarkXPress 3.3's "live drag" feature.)

Force or halt redraw

You can now force the screen to redraw in QuarkXPress by pressing SHIFT+ESC, and you can halt redraw by pressing ESC. You can also click to select items, open dialog boxes, and choose other commands while the screen is redrawing.

Thousands of tabs

Go ahead and add tabs to your paragraph all day. You may have a hard time reaching the new maximum.

Hyphenation dictionary

For words not included in your hyphenation exceptions, QuarkXPress 4.0 now checks a built-in hyphenation dictionary before resorting to a hyphenation algorithm. Just make sure **Expanded** is chosen in the **Hyphenation Method** drop-down list in your preferences (**Edit** → **Preferences** → **Document** → **Paragraph** tab).

Agates

Agates is a new measurement system in the **Horizontal Measure** and **Vertical Measure** drop-down lists in the **General** tab of the **Document Preferences** dialog box (**Edit** menu). Commonly used for measuring vertical column length in classified ads.

Anchor non-rectangular boxes and lines

Previous versions of QuarkXPress allowed you to anchor rectangular boxes to flow with text. Now you can do the same thing with nonrectangular boxes and lines.

QuarkPrint features integrated

QuarkPrint™ XTensions software developed by Quark was sold separately for some time. Now many of its printing features, including the ability to create reusable **Print Styles** (**Edit** menu) or print a noncontinuous range of pages, are integrated into QuarkXPress 4.0.

Zoom maximum increased

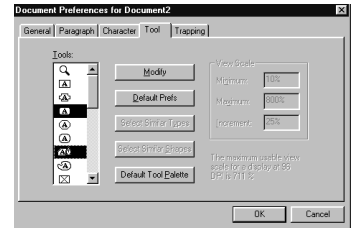
Double the zoom depth of previous versions of QuarkXPress for extremely precise page layout tasks. (Maximum zoom depth is dependent on the **Display DPI Value** in the **Display** tab of the **Application Preferences** dialog box [**Edit** → **Preferences** → **Application**]. The default **Display DPI Value** of 96 lets you zoom in to 711%. If the **Display DPI Value** is set to 72, you can zoom to 800%.)

Set preferences for multiple tools simultaneously

The new **Tool** tab (**Edit** → **Preferences** → **Document**) lets you select a set of tools similar in shape or function, and edit the preferences for the whole set simultaneously.

PPD Manager

The **PPD Manager** is a new **Utilities** menu option that lets you choose which printer descriptions are available in the **Print** dialog box of QuarkXPress. You notice the change the next time you print.



Set preferences for multiple tools simultaneously.

Gap color for lines and frames

The **Modify** dialog box (**Item** menu) now lets you specify color and shade for the gaps between non-solid frames and lines.

Flip asymmetrical items using resize handles

Flip an asymmetrical box or line by dragging one of its bounding box handles beyond the item's minimum width or height.

ENTER key linked to Keep Document Settings button

As always, you can click one of two buttons in the **Nonmatching Preferences** dialog box when opening a document: **Keep Document Settings** or **Use XPress Preferences**. However, in previous versions of QuarkXPress, **Use XPress Preferences** was chosen if you pressed the ENTER key, sometimes causing your document to change undesirably. In QuarkXPress 4.0, the ENTER key is linked to the **Keep Document Settings** button instead.

“Smart space” used when double-clicking a word

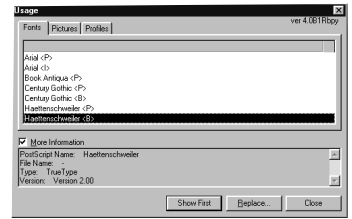
When you double-clicked a word in previous versions of QuarkXPress, the word was highlighted, and the subsequent space (along with any punctuation mark placed in between) was highlighted as well. In QuarkXPress 4.0, only the characters that make up the word are highlighted when you double click; however, 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.

Enhanced Usage dialog box

Now the **Font Usage** and **Picture Usage** options are coupled into one tabbed dialog box that includes a new check box called **More Information**. When **More Information** is checked for a font, you see its PostScript name, its file name, its font type, and its version number. When **More Information** is checked for a picture, you see its full path, its file size, its modification date, its dimensions, and its color depth.

Context menus

If you click the right mouse button in the document window, a context menu displays. This menu lets you cut, copy, paste, delete, or choose among three **View** menu commands (**Fit in Window**, **Actual Size**, and **Thumbnails**.) If an item is selected, you can also choose **Modify**. The **Style Sheets** palette provides a similar context menu that lets you edit, duplicate, or delete the chosen style sheet, or create a new style sheet.



Enhanced **Usage** dialog box

The Comprehensive List of New Features in QuarkXPress 4.0

Read about these new features in *A Guide to QuarkXPress* according to the page numbers provided in brackets. If the feature is described in a different book, such as the *Keyboard Command Guide*, the name of the book is provided. Some software changes require no additional explanation and have no page numbers listed.

- 1** Flow text along a Bézier path, with four options for flow style and four options for position [13.16–13.20]
- 2** Convert highlighted text into a Bézier-outline box and fill with picture or text [13.3–13.4]
- 3** Offset field for anchored boxes (automatically maintains designer-intended baseline when converting highlighted text into an anchored Bézier box) [Mac OS 3.152; Windows 3.156]
- 4** Point-by-point tools for drawing Bézier picture boxes, text boxes, lines, and text paths [1.24–1.25]
- 5** Freehand tools for quickly sketching Bézier boxes, lines, and text paths [1.26–1.27]
- 6** Edit Bézier points, segments, and curve handles during creation [1.24]
- 7** Illustrate by merging multiple items to form one composite box (six methods) [7.32–7.36]
- 8** Merge endpoints from two Bézier lines to form one line [Mac OS 3.185–3.186; Windows 3.189–3.190]
- 9** Split multiple-path items to form several items [7.36–7.37]
- 10** Change boxes to lines and vice versa [Mac OS 3.194; Windows 3.198–3.199]
- 11** Change standard shapes into Bézier items and vice versa [Mac OS 3.193–3.194; Windows 3.197–3.199]
- 12** Change text boxes to picture boxes and vice versa, or change Bézier lines to text paths and vice versa, by choosing a content type from a menu [Mac OS 3.195; Windows 3.199]
- 13** Change a text box or a picture box to a no-content box [Mac OS 3.195; Windows 3.199]

- 14 Select, move, and fully edit Bézier items using only one tool (Item or Content tool) [1.7–1.10]
- 15 Choose among symmetrical, smooth, or corner states for a Bézier point [7.12–7.17]
- 16 Reshape curved segments in a Bézier item by dragging curve handles, or by intuitively dragging different parts of a segment [Mac OS 3.199–3.200; Windows 3.203–3.204]
- 17 Access fields in **Measurements** palette that indicate distance and angle of curve handles from their associated point [2.10–2.11]
- 18 Automatically select all points in a Bézier item (Command-Shift-A on Mac OS, CTRL+SHIFT+A on Windows)
- 19 Resize groups (with option to scale all picture contents, text contents, frame widths, and line weights) [*Addendum*, page 8]
- 20 Flip asymmetrical boxes by dragging resize handles [7.44–7.45]
- 21 Create scalable, custom dash or stripe styles for use with lines and frames [7.22–7.28]
- 22 Apply color and shade to gaps in non-solid lines and frames [7.21]
- 23 Tag words for a four-level nested index or a two-level run-in index [20.10–20.13]
- 24 Add entries and access most indexing controls from a movable palette [20.1–20.25]
- 25 Create cross references for an index [20.14–20.16]
- 26 Choose among six options that determine the scope of an index entry’s page reference (including length of the entry, number of paragraphs, or the next style sheet change) [20.6]
- 27 Specify the format, punctuation, master page, and style sheets for index creation [20.19–20.21]
- 28 Create formatted tables of contents and other paragraph-style-sheet-based lists automatically [19.1–19.11]
- 29 Automatically alphabetize paragraphs when using the **Lists** feature [19.6]
- 30 Update lists and indexes after editing text [19.9–19.10]
- 31 Create book files consisting of multiple QuarkXPress files for efficient network-based construction of long documents [18.1–18.18]

- 32 Open chapters through a book's palette on the local drive or across a network [18.8]
- 33 Synchronize page numbering, style sheets, colors, H&Js, lists, and line/frame styles among documents that are part of a book [18.13–18.15]
- 34 Reorganize and add chapters to a book at any time [18.6–18.9]
- 35 Print all or selected chapters in a book with the same **Print** settings [18.16–18.17]
- 36 Smart space [*Addendum*, page 11]
- 37 Create and apply character style sheets [12.42–12.45; *Addendum*, page 10]
- 38 Find-change character and paragraph style sheets [Mac OS 3.40–3.41; Windows 3.46–3.47]
- 39 Expanded hyphenation method consults dictionary [Mac OS 3.62; Windows 3.67]
- 40 Run text inside the “holes” of a picture subject [13.14]
- 41 Base automatic runaround path on picture's white areas, its box, an alpha channel, an embedded path, or a clipping path [13.8–13.10]
- 42 Edit runaround path using Bézier tools [13.15]
- 43 Run a single column of text around all sides of an obstructing item or items [13.5–13.6]
- 44 Anchor nonrectangular or Bézier-shaped items to flow with text [13.27–13.29]
- 45 View picture file's full path, file size, modification date, dimensions, and color depth [Mac OS 3.234; Windows 3.238]
- 46 Create clipping paths automatically from within QuarkXPress (based on white areas, an alpha channel, or an embedded path) [14.29–14.37]
- 47 Edit clipping path using Bézier tools [14.37]
- 48 Invert any clipping path [14.35]
- 49 Extend a picture beyond its picture box and bounding box [14.35–14.36]
- 50 Create “multi-ink” colors that consist of user-specified percentages of any number of spot or process colors [Mac OS 3.87–3.88; Windows 3.92–3.93]
- 51 Predict color using ICC-based color management from Apple ColorSync 2.1 (Mac OS OS only) or Kodak (Windows or Mac OS) [*A Guide to Color Management and Prepress* and the *Addendum*]

- 52 Specify picture sources, device profiles, and color management preferences using full suite of controls in Quark's bundled CMS software [*A Guide to Color Management and Prepress*]
- 53 Control screen frequency, angle, and dot function separately for each plate [3.27–3.29]
- 54 Use high-fidelity Hexachrome process color to reduce need for spot colors [Mac OS 3.86; Windows 3.91]
- 55 Separate RGB pictures into Hexachrome color space for minimal loss in gamut (occurs using CMS)
- 56 Quark's PostScript error handler built-in [3.29]
- 57 Preview how document fits paper size in **Print** dialog box [3.32]
- 58 Print noncontinuous page ranges [3.21]
- 59 Create and use **Print Styles** for commonly used **Print** settings. [Mac OS 3.20–3.21; Windows 3.21]
- 60 Use **XTensions Manager** to more easily determine which XTensions load with QuarkXPress. [Mac OS 3.234–3.236; Windows 3.238–3.240]
- 61 Automatically spell hyphenated words correctly when spelling depends on hyphenation (for example, some Swiss-German words)
- 62 Customize **Tool** palette [1.4]
- 63 **Find/Change** controls now in a palette
- 64 Tabbed dialog boxes [Mac OS xxxii; Windows xxx]
- 65 Item tool and Content tool enhanced to eliminate need for switching between them (for example, multiple-select items in Content mode or apply picture styles in Item mode) [1.7-1.11]
- 66 Click the right mouse button in a document to display a context menu that includes common clipboard, view, and modify commands (Windows version)
- 67 Quickly navigate using page icons at lower-left corner of document window [5.6]
- 68 Force screen to redraw with keyboard command [*Keyboard Command Guide*, page 9]
- 69 Interrupt screen draw by choosing from a menu or clicking in document
- 70 Zoom up to 800% (maximum percent for Windows version dependent on monitor resolution)

- 71 View actual page numbers in a sectioned document, or view “absolute” page numbers in **Document Layout** palette [*Addendum*, page 5]
- 72 Enhanced live drag (**Live Refresh**) [Mac OS 3.47; Windows 3.53]
- 73 View Type 1 font’s PostScript name, file name, font type, and version number [Mac OS 3.231; Windows 3.235]
- 74 Set preferences for multiple tools simultaneously [Mac OS 3.66–3.68; Windows 3.71–3.73]
- 75 **Save Document Position** (preference) [Mac OS 3.50; Windows 3.56]
- 76 **Agates** (new measurement option) [Mac OS 3.52; Windows 3.57–3.58]
- 77 Save in QuarkXPress™ 3.3 format [3.9; *Addendum*, pages 2–3]
- 78 Conserve document size by automatically listing which colors, style sheets, etc., are used in a document and which are not [Mac OS 3.74; Windows 3.79]
- 79 Enhanced **Append** (use a single dialog box and multiple source documents and libraries for importing style sheets, colors, line and frame styles, etc.) [3.13–3.14]
- 80 Landscape and portrait icons in **New** and **Document Setup** dialog boxes [3.4]