

50%, 75%, Actual Size, 200% (commands) *View menu*

The **50%**, **75%**, **Actual Size**, and **200%** commands scale the document view to the chosen size. To specify a custom view size, enter a value between 10% and 800% in the **View Percent** field in the lower left corner of the document window. You can also access the **View Percent** field by pressing CTRL+ALT+V.

Notes:

When an item is active, changing the view percentage centers the active item in the document window if (1) the item is on a page and any part of that page is displayed in the document window or (2) the active item is on the pasteboard and any part of the spread containing the active item is displayed in the document window.

If the Display DPI Value field (**Edit > Preferences > Application**) is set greater than 72 dpi, the maximum zoom percentage decreases. For example, if your display value is set to 96 dpi, then the maximum zoom is only 711%.

Alignment (submenu) *Style menu*

The **Alignment** submenu lets you choose an alignment for paragraphs:

- **Left:** Aligns paragraphs with the left indent.
- **Centered:** Centers each line between the left and right indents.
- **Right:** Aligns paragraphs with the right indent.
- **Justified:** Aligns paragraphs with the left and right indents; the last line may be shorter.
- **Forced:** Aligns all lines in a paragraph, including the last line, with the left and right indents.

Note: Paragraphs are aligned within the boundaries established by the **First Line**, **Left Indent**, and **Right Indent** specified in the Formats tab of the **Paragraph Attributes** dialog box (**Style > Formats**). If the paragraph **Alignment** is set to **Centered**, the **First Line** indent is added to any line indent caused by the centered alignment.

Append (command)

File menu

Appending is the process of importing components from other documents into the existing document. For example, if you want to use several style sheets from one document in another document, you can append them. The **Append** command (CTRL+ALT+A) displays the **Append** dialog box, which lets you select a document from which to import style sheets, colors, H&Js, lists, and dashes and stripes. Once you choose a document to append from, the **Append to** dialog box is displayed.

Append to (dialog box)

File > Append

The **Append to** dialog box lets you selectively import components from the selected source document. Click the **Style Sheets, Colors, H&Js, Lists, or Dashes & Stripes** tab to choose from a list of those components. The **Available** column lists all the appropriate components in the source document. Select the components you want to import into the target document and double-click them, or click the arrow icon to move them to the **Include** column.

Note: You can multiple-select components to include. To select a range of components, click the first component and press the SHIFT key while you click the last component in the range. To select noncontinuous components, press the CTRL key while you click the components.

Append Conflict (dialog box)

File > Append > OK

The **Append Conflict** dialog box provides options for handling imported components (style sheets, colors, H&Js, lists, and dashes and stripes) that have the same name as existing components, but different specifications. The **Existing** and **New** lists display descriptions of the components to help you make decisions on how to handle the conflict.

- Click **Rename** to display a dialog box that lets you rename the component. Enter a new name for the new component and click **OK**.
- Click **Auto-Rename** to have QuarkXPress™ place an asterisk in front of the appended component's name.
- Click **Use New** to have the appended component overwrite the existing component.
- Click **Use Existing** to cancel the append of the component with the same name; the existing component remains unchanged in the document.

If you want all components with conflicting names to be handled the same way, check **Repeat For All Conflicts**. For example, if you want to rename all conflicting components, check **Repeat for All Conflicts**, then click **Rename**.

Application (command)

Edit > Preferences

The **Application** command (CTRL+ALT+SHIFT+Y) displays the **Application Preferences** dialog box, which lets you customize your copy of QuarkXPress. Changes to **Application Preferences** affect all documents.

Click the **Application Preferences** dialog box tab you want help on:

[Display](#)

[Interactive](#)

[Save](#)

[XTensions](#)

Arrowheads (submenu)
Style menu

The **Arrowheads** submenu lets you choose from a list of 6 predefined endcap styles (combinations of arrowheads and tail feathers).

Auxiliary Dictionary (command)

Utilities menu

An auxiliary dictionary is a custom spelling dictionary that you create to contain words specific to your work. The open auxiliary dictionary is used together with the *XPress Dictionary* when you use any of the **Check Spelling** commands.

When no documents are open, the **Auxiliary Dictionary** command displays the **Default Auxiliary Dictionary** dialog box, which lets you create or open an auxiliary dictionary for all subsequently created documents. When a document is open, the **Auxiliary Dictionary** command displays the **Auxiliary Dictionary** dialog box, which lets you create, open, or close an auxiliary dictionary for the active document.

Auxiliary Dictionary (dialog box)

Utilities > Auxiliary Dictionary

The **Auxiliary Dictionary** dialog box lets you create or open an auxiliary dictionary for the active document or for all new documents (when no documents are open).

- The **Current Auxiliary Dictionary** field displays the name of the currently chosen auxiliary dictionary. Opening or creating a new auxiliary dictionary changes the **Current Auxiliary Dictionary**.
- The **Open** button lets you open an existing auxiliary dictionary that is highlighted in the list. Only one auxiliary dictionary can be open for use with a document at a time.
- The **New** button lets you create a new auxiliary dictionary. Enter a name for the auxiliary dictionary in the **File name** field, choose a location, and click **New**.

New auxiliary dictionaries are empty. To add words to an auxiliary dictionary, use the **Edit Auxiliary** command (**Utilities** menu) or use the **Add** feature in the **Check Story/Document/Masters** dialog boxes (**Utilities > Check Spelling**).

- The **Close** button lets you close the **Current Auxiliary Dictionary** so it is no longer associated with the active document or with all new documents.

Note: Auxiliary dictionaries are saved as separate files on your hard drive. The path to the auxiliary dictionary is saved with the document. If you move an open auxiliary dictionary to another folder or disk, QuarkXPress will be unable to find it. To check the spelling of a document associated with a missing auxiliary dictionary, choose **Utilities > Auxiliary Dictionary**, then locate and open the auxiliary dictionary. If you cannot locate the auxiliary dictionary, click **Close**.

Baseline Shift (command)

Style menu

Baseline shifting moves selected characters above or below their baselines without affecting leading. The **Baseline Shift** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Baseline Shift** field. Positive values shift text up; negative values shift text down.

Range	Measurement system	Smallest increment
± 3 times font size	various (" , pt, cm, etc.)	.001

Box (dialog box tab)

Item > Modify > Box tab

The **Modify** dialog box **Box** tab is available whenever a box or a combination of items including a box is selected. The controls in the **Box** tab let you specify location, size, rotation, skew, and corner radius. You can also specify a background color or background blend for active items. Some options are unavailable for multiple-selected items.

Origin Across, Origin Down (fields)

Item > Modify > Box tab

The **Origin Across** and **Origin Down** fields let you specify the location of the item or group in relation to the upper left corner of the page.

- **Origin Across** specifies the measurement from the zero point on the horizontal ruler to the left edge of the item's rectangular bounding box.
- **Origin Down** specifies the measurement from the zero point on the vertical ruler to the top edge of the item's rectangular bounding box.

Range	Measurement system	Smallest increment
Pasteboard width, height	various (" , pt, cm, etc.)	.001

Note: The origin fields accept positive or negative values, unless the value entered will place the box off the Pasteboard. Origin values entered for a group or multiple selection affect the bounding box surrounding the entire group. The origin fields are replaced by the **Align with Text** area when an anchored item is active.

Align with Text (area)

Item > Modify > Box tab

The **Align with Text** area replaces the **Origin Across** and **Origin Down** fields when the active item is an anchored box or line. (To anchor a box or a line to flow with text, copy it to the clipboard while the **Item** tool is selected, and paste it into a text box or text path while the **Content** tool is selected.) The **Align with Text** options let you control how an anchored box or line is placed in relation to its surrounding text.

- **Ascent** aligns the top of the anchored item with the ascent of the character immediately to the right of the anchored item.
- **Baseline** places the bottom of the anchored item on the text baseline.
- The **Offset** field is available when **Baseline** is chosen. The **Offset** value is similar to a **Baseline Shift** applied through the **Style** menu: A negative value lowers the anchored item in relation to its baseline, and a positive value places the anchored item higher.

Note: The **Offset** field is more suited than **Baseline Shift** for positioning anchored items for two reasons: (1) The **Offset** field preserves the positioning of anchored items when local text attributes are overridden by a style sheet, and (2) When characters are transformed into anchored boxes with the ALT+**Text to Box** command (**Style** menu), a value is automatically entered into the **Offset** field to mimic the baseline position originally desired by the font designer.

Width, Height (fields)

Item > Modify > Box tab

The **Width** and **Height** fields let you specify the size of the active box. The contents of the box are not altered by these fields. If the active box or group is nonrectangular, the **Width** and **Height** values refer to the size of the rectangular bounding box that surrounds it.

Range	Measurement system	Smallest increment
.001 pt to Pasteboard edge	various (" , pt, cm, etc.)	.001

Note: The size of the largest box you can specify is limited only by the width and height of the Pasteboard. Changing the size of a box does not change its origin.

Angle (field)

Item > Modify > Box tab

The **Angle** field lets you rotate any item or group of items. The rotation takes place around the center of the overall selection. The **Angle** field accomplishes the same task as the **Rotate** tool.

Range	Measurement system	Smallest increment
± 360°	degrees	.001

Skew (field)

Item > Modify > Box tab

Skew tilts the bounding box of an item to create a slanted visual effect.

Range	Measurement system	Smallest increment
± 75°	degrees	.001

Corner Radius (field)

Item > Modify > Box tab

Corner Radius affects the size of the corner area for a Rounded-corner, Beveled-corner, or

Concave-corner box. Rectangle boxes are treated as Rounded-corner boxes with a **Corner Radius** of zero. The field is not available for elliptical boxes, Bézier boxes, or groups.

Range	Measurement system	Smallest increment
0 to 2"	various (" , pt, cm, etc.)	.001

Note: Two inches, or its equivalent measurement in any of the various measurement systems, is the maximum **Corner Radius**.

Suppress Printout (check box) *Item > Modify > Box tab*

Checking **Suppress Printout** in the **Box** tab prevents an item and its contents from printing with the rest of the page.

Box (area) *Item > Modify > Box tab*

The **Box** area lets you specify background colors and screen tints for active items using the **Color** drop-down list and **Shade** field.

- The **Color** drop-down list lets you choose a color for the background of active items from your list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the background transparent. If multiple items with differing colors are selected when you open the dialog box, the **Color** drop-down list defaults to **Mixed Colors**.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's drop-down list. **Shade** is not available when **None** or **White** is chosen in the **Color** drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Note: If varying item types are multiple-selected when you open the **Modify** dialog box, the **Box** area controls will affect line color as well as box background color.

Blend (area) *Item > Modify > Box tab*

The **Blend** area of the **Box** tab lets you specify a blend (a two-color gradient) for the background of the active box or boxes. You can specify **Style**, **Angle**, **Color**, and **Shade** for the blend.

- The **Style** drop-down list lets you specify the “shape” of your blend. If the Cool Blends XTension is disabled, you have a choice of two options: **Linear** and **Solid**. The default is **Solid**, which means the blend feature is turned off. **Linear** produces a standard blend that moves in a straight line from one color to the other. A larger range of choices is available when the Cool Blends XTension is enabled, including: **Mid-Linear**, **Rectangular**, **Diamond**, **Circular**, and **Full Circular**. The size of the blend is determined by the size of the item to which it is applied.
- The **Angle** field lets you specify the rotation of the blend, in degrees. You can also choose an angle from the field’s drop-down list.

Range	Measurement system	Smallest increment
± 360°	degrees	.1

- The **Color** drop-down list in the **Blend** area lets you choose the second color in the blend. (The first color is determined by the **Color** and **Shade** settings in the **Box** area.)
- The **Shade** field lets you enter the maximum screen tint for the second color in the blend. You can also choose a **Shade** from the field’s drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Note: A blend applied to multiple-selected boxes will create multiple blends just as if each box had been modified individually.

Bring Forward (command)

Item menu

Bring Forward brings the active item one level forward in the *stacking order*. The active item is moved in front of the item that was positioned on top of it. **Bring Forward** is available when active items are not at the top of the stack. It is not available when a constraining box is selected independently of its group. For more information on stacking order, see “Send Backward (command).”

Bring to Front (command)

Item menu

The **Bring to Front** command reorders the *stacking* of items by placing active items at the top of the stack. **Bring to Front** is available when active items are not at the top of the stack. It is not available when a constraining box is selected independently of its group. For more information on stacking order, see “Send Backward (command).”

Character (command)

Style menu

The **Character** command displays the **Character Attributes** dialog box, which lets you specify multiple character attributes.

Character Attributes (dialog box)

Style > Character

Each control in the **Character Attributes** dialog box has the same effect as its corresponding **Style** menu command. To use the options:

- **Font:** Choose a font from the drop-down list or enter the first few characters of the name in the field until the name is recognized.
- **Size:** Choose a size from the drop-down list or enter a value in the field.
- **Color:** Choose a color from the drop-down list.
- **Shade:** Choose a shade from the drop-down list or enter a percentage value in the field.
- **Scale:** Choose **Horizontal** or **Vertical** from the drop-down list and enter a percentage value in the field.
- **Kern Amount:** Enter a value in the field. (**Kern Amount** is available when the Text Insertion bar is between two characters.)
- **Track Amount:** Enter a value in the field. (**Track Amount** is available when characters are highlighted.)
- **Baseline Shift:** Enter a value in the field.
- **Type Style:** Check **Plain** or combinations of the other styles. A gray check box indicates that a style has been applied to at least one character, but not all characters, in highlighted text.

Note: **Underline** and **Word Underline**, **All Caps** and **Small Caps**, and **Superscript** and **Subscript** are mutually exclusive type styles.

Character (dialog box tab)

Edit > Preferences > Document > Character tab

The **Document Preferences** dialog box **Character** tab lets you specify how mathematically-based typographical styles such as Superscript and Subscript are calculated in QuarkXPress.

Superscript (area)

Edit > Preferences > Document > Character tab

The **Superscript** area lets you control the placement and scale (size) of superscript characters.

- The **Offset** value determines how high above the baseline QuarkXPress places a superscript character. **Offset** is measured as a percentage of font size. The default value is 33%.
- **VScale** determines the vertical size of the character and is a percentage of font size. **HScale** determines width and is a percentage of the normal font-designer-specified character width. The defaults are 100%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Subscript (area)

Edit > Preferences > Document > Character tab

The **Subscript** area lets you control the placement and scale (size) of subscript characters.

- The **Offset** value determines how high above the baseline QuarkXPress places a subscript character. **Offset** is measured as a percentage of font size. The default value is 33%.
- **VScale** determines the vertical size of the character and is a percentage of font size. **HScale** determines width and is a percentage of the normal font-designer-specified character width. The defaults are 100%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Small Caps (area)

Edit > Preferences > Document > Character tab

The **Small Caps** area lets you control the scale of small cap characters. **VScale** determines the vertical size of the character and is measured as a percentage of font size. **HScale** determines width and is measured as a percentage of the normal font-designer-specified character width. The default value for both scales is 75%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Superior (area)

Edit > Preferences > Document > Character tab

The **Superior** area lets you control the scale of superior characters. **VScale** determines the vertical size of the character and is measured as a percentage of font size. **HScale** determines width and is measured as a percentage of the normal font-designer-specified character width. The default value for both scales is 50%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Auto Kern Above (field)

Edit > Preferences > Document > Character tab

Checking the **Auto Kern Above** check box lets you specify that QuarkXPress use the kerning tables, built into most fonts, to control intercharacter spacing. The **Auto Kern Above** field lets you specify the point size above which automatic kerning should be used. **Auto Kern Above** also implements custom tracking information specified with **Tracking Edit (Utilities menu)**. The default is checked, with a 4-point threshold.

Range	Measurement system	Smallest increment
2 to 720 pt	various (" , pt, cm, etc.)	.001

Flex Space Width (field)

Edit > Preferences > Document > Character tab

A flexible space is a user-modifiable variation of a standard en space, used when a typical space is not aesthetically pleasing. The **Flex Space Width** field lets you change the default 50% width of a flexible space. To create a breaking flexible space, enter CTRL+SHIFT+5; to create a nonbreaking flexible space, enter CTRL+ALT+SHIFT+5.

The **Flex Space Width** value is expressed as a percentage of the normal en space for a given font and font size.

Range	Measurement system	Smallest increment
1 to 400%	percent	.1

Standard em space (check box)

Edit > Preferences > Document > Character tab

An em space is made of two en spaces; you insert an en space in text by entering CTRL+SHIFT+6. Checking **Standard Em Space** specifies an em space equivalent to the point size of the text (for example, 24-point text has a 24-point em space). If **Standard Em Space** is unchecked, QuarkXPress uses the width of the two zeros in the current font as the em space width. The default is unchecked.

Accents for All Caps (check box)

Edit > Preferences > Document > Character tab

The **Accents for All Caps** check box lets you specify whether to include accent marks on accented characters with the **All Caps** type style applied. The default is checked.

Note: The **Accents for All Caps** feature applies to documents created in QuarkXPress 3.2 or later. You can update an earlier document's text flow to take advantage of improvements such as **Accents for All Caps** by pressing the ALT key while you click **Open** in the **Open** dialog box.

Character Style Sheet (submenu)

Style menu

Character style sheets let you apply a set of pre-specified character attributes in one step. The **Character Style Sheet** submenu lets you choose from a list of character style sheets defined for the document. The list includes:

- **No Style:** A feature that removes the character style sheet from highlighted text while retaining character attributes. When you apply a new character style sheet after applying **No Style**, all current character attributes are stripped from the text.
- **Normal:** The default character style sheet that is included in all new paragraph style sheets. You can edit the Normal character style sheet with the Style Sheets dialog box (**Edit > Style Sheets**).
- Custom style sheets: All the character style sheets defined in the **Style Sheets** dialog box (**Edit > Style Sheets**).

Check Spelling (submenu)

Utilities menu

The **Check Spelling** submenu lets you choose whether to check a word, a story, a document, or master pages. (When a master page is displayed, the **Document** command changes to **Masters**.) The text is compared to the *XPress Dictionary* and any open auxiliary dictionary.

Click the **Check Spelling** submenu command you want help on:

[Word](#)

[Story](#)

[Document/Masters](#)

Note: For **Check Spelling** to work, the *XPress Dictionary* file must be in your QuarkXPress folder when you launch QuarkXPress.

Check Story (command)

Utilities > Check Spelling

The **Story** command (CTRL+ALT+W) displays the **Word Count** dialog box, which initiates the spell check of the text chain containing highlighted text or the Text Insertion bar.

Word Count (dialog box)

Utilities > Check Spelling > Story

The **Word Count** dialog box displays information about the words in the active story. If any suspect words are found, clicking **OK** displays the **Check Story** dialog box. (If no suspect words are found, clicking **OK** in the **Word Count** dialog box returns you to the document.)

- **Total** displays a count of all words in the story.
- **Unique** displays the total number of different words in the story.
- **Suspect** displays the number of unique words that QuarkXPress cannot find in either the *XPress Dictionary* or the open auxiliary dictionary.

Check Story (dialog box)

Utilities > Check Spelling > Story

If there are suspect words in the story, clicking **OK** in the **Word Count** dialog box displays the **Check Story** dialog box. The **Check Story** dialog box displays suspect words, lets you look up alternative spellings, and lets you specify replacement spellings.

- The **Suspect Word** field displays each unique word that QuarkXPress cannot find in either the *XPress Dictionary* or the open auxiliary dictionary. QuarkXPress displays suspect words in the order they occur in the story; the first instance of a suspect word is highlighted in the document window. Clicking the **Suspect Word** places it in the **Replace with** field so you can edit it.
- The **Instances** field displays the number of times each suspect word occurs in the story. QuarkXPress treats all instances of a suspect word the same way. If you replace a suspect word, all instances are replaced. If you skip a suspect word, all instances are left alone.
- The **Lookup** button (ALT+L) lets you display a list of words similar to the current suspect word. If the suspect word is not similar to any word in the open dictionaries, QuarkXPress displays the message, “No similar words found.”
- The **Skip** button (ALT+S) lets you leave all instances of the suspect word unchanged.
- The **Add** button (ALT+A) lets you add the suspect word to the open auxiliary dictionary. Pressing ALT+SHIFT while you click **Close** adds all suspect words found to the open auxiliary dictionary. **Add** is available when an auxiliary dictionary is open for the active document.
- The **Close** button lets you stop the spell check in progress and return to the document.
- The **Replace** button lets you substitute a different spelling for all instances of the suspect word. To specify a different spelling, click a word in the list or enter a new word in the **Replace with**

field. When you specify a replacement word, QuarkXPress replaces capitalization patterns in found words as follows:

Instance of Suspect Word is	Replacement word will be
all lowercase	all lowercase
ALL UPPERCASE	ALL UPPERCASE
<u>Capitalized (first character)</u>	<u>Capitalized (first character)</u>
Other Capitalization Pattern	Same Case As text in Replace with

Clipping (command)

Item menu

The **Clipping** command (CTRL+ALT+T) is available whenever a picture box containing a picture is selected. The command displays the **Clipping** tab of the **Modify** dialog box, which lets you create or modify a QuarkXPress clipping path.

A clipping path tells QuarkXPress which areas of a picture should be visible and which areas should be rendered transparent. This is especially useful when you are attempting to isolate the picture's subject from the surrounding background contained in the original picture file.

Clipping (dialog box tab)

Item > Clipping

The **Modify** dialog box **Clipping** tab lets you create or make simple modifications to a QuarkXPress clipping path. You can base this clipping path on a path or alpha channel embedded in the original picture, or on the white areas of the image. Changes made to a picture's position, scale, angle, rotation, or skew will cause its associated clipping path to update automatically. You can further edit clipping paths by checking **Clipping Path** in the **Item > Edit** submenu and manually reshaping.

Note: *A Guide to QuarkXPress* uses the term *clipping path* to refer to a QuarkXPress clipping path, which is based on the high-resolution image but created and stored with the QuarkXPress document. Clipping paths created in painting or illustration programs are referred to as *embedded paths*. You may choose to keep a QuarkXPress clipping path identical to an embedded path, but changes made in QuarkXPress are stored exclusively in the document as a specification for an individual picture box. Each picture box in a QuarkXPress document may contain different clipping specifications for the same imported picture.

Preview (area)

Item > Clipping

The **Preview** area displays a small-scale representation of how the picture in the active box will look in the actual document. On color monitors, the picture box border is colored blue by default, and the clipping path is colored green. On grayscale monitors, the picture box border is shaded darker than the clipping path. Colors can be changed via the **Margin** and **Ruler** buttons in the **Display** tab of the **Application Preferences** dialog box (**Edit > Preferences > Application**).

Rescan (button)

Item > Clipping

Clicking **Rescan** rebuilds the clipping path and its **Preview** using whatever specifications are currently entered in the drop-down lists, fields, or check boxes of the **Clipping** tab. If a high-

resolution picture file can be found, QuarkXPress accesses it when you click **Rescan**.

Note: Clicking **Rescan** undoes **Crop To Box**.

Crop To Box (button)

Item > Clipping

The **Crop To Box** button cuts portions of a clipping path that fall outside the current box borders. Picture areas outside the clipping path are rendered transparent.

Information (area)

Item > Clipping

The **Information** area displays the number of alpha channels and embedded paths in your picture file. The number of Bézier points used in the current QuarkXPress clipping path is also displayed.

Type (drop-down list)

Item > Clipping

The **Type** drop-down list lets you choose the original source used to create a QuarkXPress clipping path. You can choose **Item**, **Picture Bounds**, **Embedded Path**, **Alpha Channel**, or **Non-White Areas**.

- When **Item** is chosen, there is no clipping path. The picture box borders alone dictate which parts of a picture are visible.
- **Picture Bounds** creates a new clipping path based on the rectangular “canvas area” of the imported picture file. This includes any white background saved with your original picture file. When **Picture Bounds** is chosen, the **Top**, **Left**, **Bottom**, and **Right** fields are available for changing the size of the clipping path. These fields are replaced by other controls if you select a different clipping path **Type**.
- **Embedded Path** creates a new clipping path based on a picture-embedded path drawn in Adobe Photoshop. When **Embedded Path** is chosen, the **Path**, **Outset**, and **Tolerance** controls become available for customizing the QuarkXPress clipping path.
- **Alpha Channel** creates a new clipping path based on an alpha channel built into a TIFF image by a photo-editing application. (An alpha channel is an invisible grayscale picture used to edit the real picture to which it is attached.) Because alpha channels are used most often to *mask* or “black out” portions of the real picture, it is the highlight and middletone areas of the alpha channel that fall inside the QuarkXPress clipping path; the black or near-black areas fall outside. When **Alpha Channel** is chosen, the **Alpha**, **Outset**, and **Tolerance** controls are available for customizing the QuarkXPress clipping path. The **Threshold** field in the **Tolerance** area determines the amount an alpha channel area may deviate from black before it falls inside the

initial clipping path. A **Tolerance** of 10% specifies that darkness values of 91% to 100% in the alpha channel will fall outside the initial path, while anything lighter (0–90%) will fall inside. (The values in the picture itself may be entirely different, because an alpha channel possesses its own identity.)

• **Non-White Areas** creates a new clipping path based on the picture subject itself. When **Non-White Areas** is chosen, the **Outset** and **Tolerance** controls are available for customizing the QuarkXPress clipping path. The **Threshold** field in the **Tolerance** area determines the amount a picture area may deviate from white before it is included inside the initial clipping path. The default **Tolerance** of 10% specifies that darkness values of zero to 10% will initially fall outside the path, while anything darker (11%–100%) will be included in the initial clipping path. When you choose **Non-White Areas** for a color picture, areas are clipped according to how they would appear if converted to grayscale.

Note: If you make edits to a clipping path using point-by-point Bézier editing, the **Type** drop-down list displays “User-Edited Path” the next time you open the **Modify** dialog box. This mode lets you adjust the outset, etc., of your edited path without destroying its basic shape. If you select a new **Type** when “User-Edited Path” is displayed, you must click **Cancel** to restore the user-edited path. If you select a new **Type** and click **OK**, Bézier edits are lost.

Top, Left, Bottom, Right (fields)

Item > Clipping

Available when **Picture Bounds** is chosen, the **Top**, **Left**, **Bottom**, and **Right** fields let you specify the distance between the rectangular picture edges and a rectangular clipping path’s edges. Negative values place the clipping path edges within the picture bounds.

Range	Measurement system	Smallest increment
± 288 pt	various (" , pt, cm, etc.)	.001

Path, Alpha (drop-down lists)

Item > Clipping

When **Embedded Path** is chosen in the **Type** drop-down list, the **Path** drop-down list lets you choose which path to use from the picture file. When **Alpha Channel** is chosen in the **Type** drop-down list, the **Path** drop-down list is replaced by the **Alpha** drop-down list. The **Alpha** drop-down list lets you choose which alpha channel to use.

Outset (field)

Item > Clipping

When you have a non-rectangular clipping path, the **Outset** field specifies the exact distance in points that you want the current clipping path to grow or shrink. A positive value makes the clipping path grow to include more of the picture; a negative value makes the clipping path

shrink to include less.

Range	Measurement system	Smallest increment
± 288 pt	various (" , pt, cm, etc.)	.001

Tolerance (area) *Item > Clipping*

When **Embedded Path**, **Alpha Channel**, or **Non-White Areas** is chosen in the **Type** drop-down list, the **Tolerance** area is available. The **Noise**, **Smoothness**, and **Threshold** values in the **Tolerance** area let you “clean up” your picture-based clipping path.

- The **Noise** field specifies the smallest allowable closed path. Any closed path or artifact smaller than the noise value will be deleted. For example, if you are generating a clipping path for a picture of the moon and stars and you find that each star has a tiny path drawn around it, you could choose to specify a **Noise** value large enough to exclude these small paths but small enough to include the path around the moon.

Range	Measurement system	Smallest increment
± 288 pt	various (" , pt, cm, etc.)	.001

- The **Smoothness** field allows you to specify clipping path accuracy. A lower value creates a more complex path with a greater number of points because it moves the path closer to each exact pixel. A higher number creates a path that is less likely to produce a *limitcheck error* on output, but with less accuracy. This is similar to the Flatness setting in many image editing applications.

Note: If your clipping path has too many points to output the document, QuarkXPress attempts to decrease the path complexity by automatically raising the Smoothness setting during printing.

- The **Threshold** field is available when **Alpha Channel** or **Non-White Areas** is chosen in the **Type** drop-down list. When **Alpha Channel** is chosen, the **Threshold** value determines the amount that an alpha channel area may deviate from black before it falls inside the initial clipping path. Values in the actual picture are not considered when **Alpha Channel** is chosen. When **Non-White Areas** is chosen, the **Threshold** value determines the amount that an actual picture area may deviate from white before it gets included within the path. Areas in color pictures are clipped according to how they would appear if converted to grayscale. The initial results of the **Threshold** setting are further affected by the other settings in the **Clipping** tab.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Invert (check box) *Item > Clipping*

When **Embedded Path**, **Alpha Channel**, or **Non-White Areas** is chosen in the **Type** drop-down list, the **Invert** check box is available. **Invert** swaps the interior of your clipped path with the exterior.

Outside Edges Only (check box)

Item > Clipping

The **Outside Edges Only** check box determines whether QuarkXPress will allow “paths within paths.” For example, if checked, QuarkXPress might create two paths for an apple and a donut (one path for each) but it will not clip out the hole within the donut. Only the outside paths are kept. In order for paths to be drawn within the larger paths, uncheck **Outside Edges Only**.

Restrict To Box (check box)

Item > Clipping

In prior versions of QuarkXPress, any portion of your image residing outside the picture box was not displayed. The **Restrict To Box** check box in the **Clipping** tab removes this constraint. If **Restrict To Box** is unchecked in the **Clipping** tab, unclipped portions of the image that fall outside the picture box will be visible in the document.

Close (command)

File menu

The **Close** command lets you close the active document. If a document contains unsaved changes, a **Save** warning displays and lets you save changes. If a document was not saved previously, the **Save as** dialog box displays and lets you name the document and save changes.

Collect for Output (command)

File menu

Collect for Output prepares a document for delivery to a service bureau by creating a report file that describes the document and copying the document and its associated picture files into one folder. The **Collect for Output** command displays the **Collect for Output** dialog box, which lets you specify a location for the collect files and name the report file.

Note: If you choose **Collect for Output** for a new document that has not been saved, the **Save as** dialog box is displayed. Type a name in the **File name** field and click **Save**. The **Collect for Output** dialog box is displayed.

Collect for Output (dialog box)

File > Collect for Output

The **Collect for Output** dialog box provides controls that let you select or create a folder for the document, its imported picture files, and the report file. Enter a name for the report in the **File name** field. QuarkXPress automatically selects the appropriate extension for XPress Tags (*.xtg) in the **Save as type** drop-down list. To generate only a report (so you can confirm all the document settings before collecting the files), check **Report Only**.

Note: If the **Missing/Modified** pictures dialog box is displayed after you click **Collect**, and you want to include those picture files, update **Modified** pictures and locate **Missing** pictures.

Report file and Output Request Template

File > Collect for Output > Collect

The **Collect for Output** feature generates a report of useful information about the document. The report is a text file, formatted with XPress Tags, that is placed in the same folder as the collected document and picture files. The report file includes:

- Document name, date, total pages, width, height
- Version of QuarkXPress, file size
- Required XTensions™
- Active XTensions
- Names of the fonts used
- Graphics used (size, box/picture angle, skew, pathname, type, fonts in EPS, location in document)
- Resolution of pictures
- H&J specifications
- Each color created and information to reproduce custom colors

- Trapping information
- Color plates required for each page

You can import the report file into the Output Request Template located in your QuarkXPress folder. The template includes space for adding information that service bureaus commonly need — your company name, phone number, etc. You can customize the template to suit your specific needs. When you import the file, make sure the XPress Tags filter is loaded and check **Include Style Sheets** in the Get Text dialog box (**File** menu).

Color for Lines (submenu)

Style menu

The **Color** submenu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit** > **Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

Color for Pictures

Style menu

The **Color** submenu lets you choose from a list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

Color for Text (submenu)
Style menu

The **Color** submenu lets you choose from a list of colors defined in the Colors dialog box (**Edit** > **C**olors). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

Colors (command)

Edit menu

The **Colors** command (SHIFT+F12) displays the **Colors** dialog box, which lets you create and manage colors. You can also change the way a color traps to other colors. You apply colors to text, items, and box attributes via the **Colors** palette (**View > Show Colors**); you can also apply colors to text using style sheets and the **Color** submenu of the **Style** menu.

Note: Colors created when no documents are open are included with all subsequently created documents; colors created when a document is active are specific to that document.

Colors (dialog box)

Edit > Colors

The **Colors** dialog box lets you create, edit, duplicate, delete, and specify trapping for the current colors. You can also append colors from another document.

There are two lists, the top displaying a list of colors according to the choice you make in the **Show** drop-down list, and the bottom displaying the composition of the highlighted color. When no documents are open, the list displays all default colors. When a document is active, the list only displays colors for the active document. The default color list includes:

- Red, Green, and Blue: You can edit these colors or delete them from the default color list.
- Cyan, Magenta, Yellow, Black, and White: You cannot edit or delete these colors.
- Registration: You can edit Registration, but you cannot delete it. Changing the Registration color changes only the screen representation.

Note: You should apply Registration color to lines when creating your own registration or crop marks. Text, pictures, or items to which Registration color has been applied will print on all separation plates.

Show (drop-down list)

Edit > Colors

The **Show** drop-down list determines which colors are displayed in the **Colors** dialog box list.

- Choose **All Colors** to display all the colors available to the document. When no document is open, colors that are defaults for all documents are displayed.
- Choose **Spot Colors** to display only spot colors (which appear on their own separation plate).
- Choose **Process Colors** to display only process colors.
- Choose **Multi-Ink Colors** to display only those colors that you have built from other process inks or spot colors using the **Multi-Ink Color** option in the **Model** drop-down list of the **Edit Color** dialog box. (Click **New**, **Edit**, or **Duplicate** to display.)

- Choose **Colors In Use** to display only those colors that have been applied somewhere in the active document.
- Choose **Colors Not Used** to display only those colors that are unused in the the active document.

New (button) *Edit > Colors*

The **New** button displays the **Edit Color** dialog box, which lets you add, create, or name a new color. You can create up to 1,000 default and/or document-specific colors.

Edit (button) *Edit > Colors*

The **Edit** button displays the **Edit Color** dialog box to modify the color highlighted in the **Colors** list. You can also double-click a color to display the **Edit Color** dialog box. You cannot edit or delete the following default colors: Cyan, Magenta, Yellow, Black, and White.

Duplicate (button) *Edit > Colors*

The **Duplicate** button creates a new copy of the color highlighted in the **Colors** list. QuarkXPress automatically opens the **Edit Color** dialog box so that you can rename and edit the copied color.

Delete (button) *Edit > Colors*

The **Delete** button removes the highlighted color(s) from the active document. If the color was used in the active document, a warning lets you choose a replacement color.

Append (button) *Edit > Colors*

The **Append** button lets you import colors from another QuarkXPress document. A dialog box lets you choose a QuarkXPress document from which to append colors.

Highlighting a document in the dialog box and clicking **Open** displays the **Append Colors** dialog box. This dialog box offers the same controls as the **Colors** tab of the **Append** dialog box (**File > Append**). See “[Append \(dialog box\)](#)” in the “File Menu.”

Edit Trap (button)

Edit > Colors

The **Edit Trap** button lets you specify the way a color is printed, relative to other colors. Clicking **Edit Trap** displays the Trap Specifications dialog box for the color highlighted in the list.

Save (button)

Edit > Colors

The **Save** button saves changes made to any colors in the **Colors** dialog box. When you click **Save**, QuarkXPress updates colors in the document to match the new color specifications and closes the dialog box.

Edit Color (dialog box)

Edit > Colors > New

Clicking **New**, **Edit**, or **Duplicate** in the **Colors** dialog box displays the **Edit Color** dialog box, which lets you create or edit a color.

Name (field)

Edit > Colors > New

The **Name** field lets you specify a name for a new color or rename an existing color.

Model (drop-down list)

Edit > Colors > New

The **Model** drop-down list lets you choose from various color models for creating and editing colors at any time. For example, you can modify a color created in the RGB model using either the HSB or CMYK model. You can also edit a spot color such as a PANTONE, TOYO, or DIC color using one of the other color definition models, but a spot color edited in this manner will no longer match the originally selected version.

- **HSB** is the color model used most by artists because it resembles the manner in which they mix colors. *Hue* refers to the color or pigment; *saturation* refers to the amount of the color pigment; and *brightness* refers to the amount of black.
- **RGB**, an “additive” color system, is most often used with slide recorders or color video monitors. Red, green, and blue light are added together to represent colors on a video screen.
- **LAB**, or CIELAB, is a color space designed to be independent of differing interpretations imposed by monitor or printer manufacturers. The LAB model in QuarkXPress uses the “D50 illuminant” to be consistent with most usage. The LAB model uses three coordinates: L, A, and

B. The L coordinate determines luminance. A complex relationship between the A and B coordinates determines the color itself.

- **CMYK**, a “subtractive” color system, is the color model used by professional printers. Cyan, magenta, yellow, and black inks combine to “subtract” white and reproduce most colors.
- **Multi-Ink** is a special model in QuarkXPress that lets you create a multi-ink color based on screen percentages of existing process inks and/or spot colors. Before using this feature, consult with your printer or service bureau to make sure that the percentages you choose will not cause ink-coverage problems.

Note: The remaining color models listed below, especially **PANTONE**, are widely used because each color is standardized and cataloged. These color models will not display in the **Model** drop-down list unless the corresponding Color Library files remain installed in your Color folder.

- **PANTONE** consists of the PANTONE MATCHING SYSTEM colors in solid colors for printing on coated stock.
- **TOYO** and **DIC** are spot color matching systems popular in Japan.
- The **TRUMATCH** and **FOCOLTONE** matching systems let you specify colors that can be built on-press using the four process colors — cyan, magenta, yellow, and black.
- **PANTONE Process** uses the three process colors of the pantone matching system with varying levels of black to produce more than 3,000 colors.
- **PANTONE ProSim** simulates pantone colors with four-color separations for printing on coated paper stock.
- **PANTONE Uncoated** consists of the PANTONE MATCHING SYSTEM colors in solid colors for printing on uncoated paper stock.
- **Hexachrome Uncoated** and **Hexachrome Coated** are new “HiFi” color matching systems from Pantone, Inc. that consist of colors printed with six process plates instead of the usual four. Orange and green are added to the CMYK plates to create more impact and increase the range of reproducible colors. You should only choose Hexachrome colors in your document after you have talked to your printer and planned on printing a Hexachrome job.

Color wheel options (color selector)

Edit > Colors > New

If you choose **HSB**, **RGB**, **LAB**, or **CMYK** from the **Model** drop-down list, the color wheel, brightness slider, and numerical sliders are displayed.

- You can use the color wheel to specify a color. Click or drag the pointer inside the wheel; a small square indicates the location of the active color. The **New** field displays this color. The numerical values for the components of the current color are displayed in the fields below the wheel. You can use the numeric fields to make modifications to colors picked using the color wheel.

- The brightness slider to the right of the color wheel lets you quickly change the amount of black present in the colors accessible through the color wheel. Move the slider downward to add more black.
- To define colors numerically without using the color wheel (or after clicking the general area of the color you want), use the sliders or enter values for each color component in the fields below the wheel.

Note: Black-and-white or grayscale monitors use levels of gray with letters (such as R, G, B) to represent the corresponding color areas of the wheel.

Multi-Ink options (color selector)

Edit > Colors > New

If you choose **Multi-Ink** from the **Model** drop-down list, a list appears on the right side of the dialog box displaying all spot colors currently available, plus the process inks.

- The **Process Inks** drop-down list lets you choose to include either the **CMYK** process inks or **Hexachrome** process inks in the list. You should choose **Hexachrome** only after you have talked to your printer and planned on printing a six-color Hexachrome job.
- The **Shade** drop-down list lets you apply any screen percentage from 0–100% to the color you highlight in the list.
- Specify shades for any number of process inks or spot colors in the list to build your own custom multi-ink color.

Note: Before using the Multi-Ink feature, consult with your printer or service bureau to make sure that the percentages you choose will not cause ink-coverage problems.

Swatchbook options (color selector)

Edit > Colors > New

If you choose **TOYO, DIC, TRUMATCH, FOCOLTONE, HEXACHROME**, or one of the **PANTONE** color models from the **Model** drop-down list, the appropriate color selector is displayed.

- To specify a color from one of these matching systems, use the scroll bar to move through the color selector, or enter the catalog number in the field below the color selector.
- When you enter a color's number in the field, the color that corresponds to that number is displayed in the color selector and in the **New** field.
- The name of a specified color is automatically displayed in the **Name** field in the upper left corner of the dialog box. The "CV" that follows the **PANTONE No.** field indicates that the selected color is a computer video simulation of the actual PANTONE color.

Spot Color (check box)

Edit > Colors > New

When you have a spot color specified from one of the swatchbook color selectors, you can uncheck **Spot Color** to separate the color into cyan, magenta, yellow, and black plates. When **Spot Color** is checked, the color will print as a spot color only, to its own separate printing plate.

Note: Because the gamut of CMYK process color is limited, any spot color that you try to reproduce using process plates will look different from the actual spot ink that you see in a printed swatch book.

Halftone (drop-down list)

Edit > Colors > New

The **Halftone** drop-down list lets you quickly specify the screen values used when you print a color separation plate that contains a screen for a spot color. A spot color means a color for which **Spot Color** is checked.

When **Spot Color** is checked, the **Halftone** drop-down list is available. Choose **Process Cyan** to specify a screen angle of 105°, **Process Magenta** for 75°, **Process Yellow** for 90°, and **Process Black** for 45°. These values may be overridden by values built into an imagesetter or printer description file. You can also override them using the **Angle** drop-down list in the **Output** tab of the **Print** dialog box (**File > Print**).

New/Original (area)

Edit > Colors > New

The **New/Original** area displays colors as you create and edit them. The **New** field displays a new color or an edited version of the chosen color. The **Original** field is used for comparison; it displays the original color when you are editing an existing color.

Constrain/Unconstrain (command)

Item menu

The **Constrain** command changes an active group to a constrained group. Items in a constrained group are contained within a *constraining box*. Items within a constraining box are referred to as *constrained items*; these items cannot be moved or resized beyond their constraining box.

Constrain is available when the back item of an active group has box borders that encompass all the other items in the group.

You can perform most of the same operations on a constrained group that you can on a group. When the Content tool is selected, you can move and resize individual items within a constrained group. You can move individual items by pressing the CTRL key while dragging the mouse. You cannot reduce the size of a constraining box to where it can no longer contain its constrained items. You cannot move or resize constrained items beyond their constraining box.

Unconstrain is available and replaces **Constrain** when a constrained group is active. Choosing **Unconstrain** removes the constraining relationship among grouped items.

Content (submenu) *Item menu*

The **Content** submenu lets you change the “content type” of an active item. For example, you can change a text box into a picture box or an ordinary line into a text path, or vice versa. An item can contain only one type of content, so changes made using the **Content** submenu delete the current contents of the active item. The **Content** submenu is not available for multiple-selected items.

- Choose **Picture** if you want the active box to contain a picture. **Picture** is not available when the active item is a line or text path.
- Choose **Text** if you want the active box or line to contain text.
- Choose **None** if you want the active box to contain neither picture nor text. However, this type of box can contain color, shade, a blend, etc.

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Contrast (command)

Style menu

The **Contrast** command displays the **Picture Contrast Specifications** dialog box, which shows the picture's contrast curve and the tools you can use to modify the curve.

Picture Contrast Specifications (dialog box)

Style > Contrast

The **Picture Contrast Specifications** dialog box lets you modify a picture's contrast curve. The **Model** and **Color** options in the dialog box are not available for grayscale pictures.

Contrast curve (area)

Style > Contrast

The **Contrast Curve** graphs a picture's contrast as input versus output. Adjusting a picture's contrast changes the relationship between input (original) contrast and output (modified) contrast.

- **Input** (the horizontal axis) is the contrast value of the original picture. In a grayscale picture, the left side of the **Input** axis represents highlights (lighter shades) while the right side represents shadows in the input.
- **Output** (the vertical axis) is the modified contrast value. In a grayscale picture, the lower portion of the **Output** axis represents lighter shades while the upper portion represents darker shades.

A combination of the two axes results in an intuitive graphical curve. For example, a 10% boost to the darkness of a grayscale picture's highlights appears as a peak at the lower-left part of the curve.

Note: When the curve is a 45° line from 0 to 1, input contrast equals output contrast. This is the normal contrast curve, indicating that the picture's contrast has not been modified in QuarkXPress.

Contrast tools (area)

Style > Contrast

The contrast tools let you modify the curve in various ways:

- Use the Hand tool to drag the entire curve on the contrast graph. When you move the curve against one of the graph's edges, it becomes flattened. You can constrain a curve's movements to horizontal or vertical by pressing the SHIFT key while dragging the curve.
- Use the Pencil tool to draw a new curve or to modify an existing curve freehand.

- Use the Line tool to make linear adjustments to a curve. You can constrain modifications to a contrast curve to 0°, 45°, or 90° by pressing the SHIFT key while using the Line tool.
- Use the Posterizer tool to place handles between the 10% increments marked on the horizontal axis. You can increase or decrease the input-to-output relationship in tonal range increments of 10% by dragging the handles up and down.
- Use the Spike tool to place handles on the 10% increments marked on the horizontal axis. You can drag the handles up and down to create spikes.
- Use the Normal Contrast tool to reset the curve to the unmodified contrast position.
- Use the High Contrast tool to apply a high contrast curve to the graph automatically.
- Use the Posterized tool to apply a posterized curve to the graph automatically.
- Use the Inversion tool to flip a curve upside down. Clicking the Inversion tool produces a negative of the curve currently shown on the graph. (The Inversion tool does not necessarily create a true negative of the original.)

Negative (check box) *Style > Contrast*

The **Negative** check box creates a true negative of the dialog box's final picture output. When you check **Negative**, you will not see any change in your contrast curve, but you will see the picture preview update on-screen when you click **OK** or **Apply**. If you have made changes to the contrast curve, these changes are calculated before **Negative** is calculated. Checking this box has the same effect as choosing **Negative** from the **Style** menu.

Model (drop-down list) *Style > Contrast*

If the active picture box contains a color picture, the **Model** and **Color** areas are available. The **Model** area lets you select a color model to use when modifying the contrast of a color picture: **HSB**, **RGB**, **CMY**, or **CMYK**.

Color (area) *Style > Contrast*

If the active picture box contains a color picture, the **Model** and **Color** areas are available. The **Color** area displays a check box for each component of the selected **Model**. For example if **RGB** is selected, **Red**, **Green**, and **Blue** will be available as check boxes in the **Color** area.

The graph displays a curve for each of the selected components. When contrast for all components is set to normal, the components' curves are stacked on top of each other. The front (visible) curve represents the first component listed in the **Color** area. Checking only one color component lets you modify the curve for that component independently of the others.

A color spectrum or shade strip is displayed along the graph's axes when only one color component is checked. These strips serve as a visual cue to the distribution of ranges on the graph. The look of these strips will change according to the **Model** and color component selected.

Copy (command)

Edit menu

When the Item tool is selected, the **Copy** command (CTRL+C) places a copy of active items and their contents on the Clipboard. When the Content tool is selected, the **Copy** command places a copy of highlighted text or an active picture on the Clipboard. The **Copy** command does not remove elements from the document.

Cut (command)

Edit menu

When the Item tool is selected, the **Cut** command (CTRL+X) removes active items and their contents and places them on the Clipboard. When the Content tool is selected, the **Cut** command removes highlighted text or an active picture and places it on the Clipboard.

Dashes & Stripes (command)

Edit menu

The **Dashes & Stripes** command displays the **Dashes & Stripes** dialog box, which lets you create and manage custom line styles that can be applied to lines, text paths, and box frames. *Dashes* are broken line styles, and *stripes* are banded line styles.

Note: Dashes and stripes created when no documents are open are included with all subsequently created documents; dashes and stripes created when a document is active are specific to that document.

Dashes & Stripes (dialog box)

Edit > Dashes & Stripes

The **Dashes & Stripes** dialog box lets you create, edit, duplicate, and delete dashes and stripes. You can also append dashes and stripes from another QuarkXPress document. There are two lists in the dialog box, the top displaying the dashes and stripes available from the specified category in the **Show** drop-down list, and the bottom displaying the attributes of the highlighted dash or stripe.

Show (drop-down list)

Edit > Dashes & Stripes

The **Show** drop-down list determines which dashes and stripes are displayed in the **Dashes & Stripes** dialog box list.

- Choose **All Dashes & Stripes** to display all the dashes and stripes available to the document. When no document is open, only dashes and stripes that are defaults for all documents are displayed.
- Choose **Dashes** to display only those line styles that are formed using the dashed “broken line” method.
- Choose **Stripes** to display only those line styles that are formed using the “banded” method.
- Choose **Dashes & Stripes In Use** to display only those dashes and stripes that have been applied somewhere in the active document.
- Choose **Dashes & Stripes Not Used** to display only those dashes and stripes that are unused in the active document.

New (drop-down button)

Edit > Dashes & Stripes

The **New** drop-down button lets you create up to 1,000 default and/or document-specific dashes and stripes. The drop-down button has two options: **Dash** and **Stripe**.

- Choose **Dash** to create a “broken line” style. The **Edit Dash** dialog box displays.
- Choose **Stripe** to create a “banded line” style. The **Edit Stripe** dialog box displays.

Edit (button)

Edit > Dashes & Stripes

The **Edit** button displays the **Edit Dash** dialog box or the **Edit Stripe** dialog box, depending on the line style highlighted in the list. You can also double-click a line style in the list to open the dialog box.

Duplicate (button)

Edit > Dashes & Stripes

The **Duplicate** button creates an identical copy of the line style highlighted in the list. QuarkXPress automatically opens the **Edit Dash** dialog box or the **Edit Stripe** dialog box so that you can rename and edit the duplicated line style.

Delete (button)

Edit > Dashes & Stripes

The **Delete** button removes the highlighted line style(s) from the active document. If the line style was used in the document, a warning message lets you choose a replacement line style.

Append (button)

Edit > Dashes & Stripes

The **Append** button lets you import dashes and stripes from another document. A dialog box lets you choose a QuarkXPress document from which to append dashes and stripes.

Highlighting a document in the dialog box and clicking **Open** displays the **Append Dashes & Stripes** dialog box. This dialog box offers the same controls as the **Dashes & Stripes** tab of the **Append** dialog box (**File > Append**). See “[Append \(dialog box\)](#)” in the “File Menu.”

Save (button)

Edit > Dashes & Stripes

The **Save** button saves changes made to any dashes and stripes in the **Dashes & Stripes** dialog box. When you click **Save**, QuarkXPress updates items in the document to match the new line style specifications and closes the dialog box.

Edit Dash (dialog box)

Edit > Dashes & Stripes > New > Dash

Clicking **New > Dash**, or clicking **Edit** or **Duplicate** in the **Dashes & Stripes** dialog box with a dashed line style highlighted displays the **Edit Dash** dialog box, which lets you create or edit a dash.

Name (field)

Edit > Dashes & Stripes > New > Dash

The **Name** field lets you specify a name for a new dash or rename an existing dash.

Ruler (area)

Edit > Dashes & Stripes > New > Dash

The ruler area lets you put breaks in your line. Every time you click in the ruler area, an arrow is displayed. The arrow indicates where a dash should start or stop. If you create several arrows, spaced apart at different distances, you will create a dashed line style with dashes of varying sizes. To make a dash section larger or smaller, drag an arrow. To delete a dash, drag its arrows or dash sections off the ruler.

Preview (area)

Edit > Dashes & Stripes > New > Dash

The **Preview** area shows what your dash will look like. The **Preview** area lets you drag a slider to view the dash at different widths.

Dash Attributes (area)

Edit > Dashes & Stripes > New > Dash

The **Dash Attributes** area lets you determine how your dashed line style appears when applied to a line, text path, or box frame.

- The **Repeats Every** field and drop-down list determines whether the length of the dash's repeating pattern will be proportional to the width of the line or frame it is used with, or whether it is absolute. Enter a number in the **Repeats Every** field when **times width** is chosen in the drop-down list to create a proportional line style. Enter a number in the **Repeats Every** field when **Points** is chosen in the drop-down list to create an absolute line style that uses points as the measuring system. The repeating pattern consists of everything displayed along the ruler area.
- Choose an option from the **Miter** submenu to determine how corners (including the corner points in Bézier items with this dash style applied) will look. You can choose from sharp-corner, round-corner, and beveled-corner.

- Choose an option from the **Endcap** submenu to determine how the ends of individual dashes look. You can choose from butt cap, round cap, or projecting square cap.
- Check **Stretch to Corners** to make the dash pattern stretch evenly along a frame so that the corner areas look symmetrical.

Segments (area)

Edit > Dashes & Stripes > New > Dash

The **Segments** area lets you position breaks in the ruler area numerically instead of using the mouse, and it also displays the current position of a selected break point.

- Enter a value in the **Position** field to precisely position a new dash break point in the ruler area.
- Click **Add** to enter the break point in the ruler area.

Edit Stripe (dialog box)

Edit > Dashes & Stripes > New > Stripe

Clicking **New > Stripe** or clicking **Edit** or **Duplicate** in the **Dashes & Stripes** dialog box with a striped line style highlighted displays the **Edit Stripe** dialog box, which lets you create or edit a stripe.

Name (field)

Edit > Dashes & Stripes > New > Stripe

The **Name** field lets you specify a name for a new stripe or rename an existing stripe.

Ruler (area)

Edit > Dashes & Stripes > New > Stripe

The ruler area lets you put bands or “stripes” in your line style. Every time you click in the ruler area, an arrow is displayed. The arrow indicates where a stripe should start or stop. If you create several arrows, spaced apart at different distances, you will create a banded line style with stripes of varying sizes. To make a stripe larger or smaller, drag an arrow. To delete a stripe, drag its arrows or stripe sections off the ruler.

Preview (area)

Edit > Dashes & Stripes > New > Stripe

The **Preview** area shows what your stripe will look like. The **Preview** lets you drag a slider to view the stripe at different widths.

Miter (drop-down list)

Edit > Dashes & Stripes > New > Stripe

Choose an option from the **Miter** drop-down list to determine how corners (including the corner points in Bézier items with this stripe style applied) will look. You can choose from sharp-corner, round-corner, and beveled-corner.

Segments (area)

Edit > Dashes & Stripes > New > Stripe

The **Segments** area lets you position breaks in the ruler area numerically instead of using the mouse, and it also displays the current position of a selected break point.

- Enter a percentage value in the **Position** field to precisely position a new stripe break point in the ruler area.
- Click **Add** to enter the break point in the ruler area.

Delete (command)
Edit menu

The **Delete** command deletes active items and their contents, an active picture, or highlighted text from a document. The items and/or contents are *not* placed on the Clipboard. If you **Delete** a linked text box, the text in the original box either reflows through subsequent boxes or generates an overflow symbol at the end of the chain.

Delete (command) *Item menu*

The **Delete** command (CTRL+K) removes active items. When a box is active, **Delete** removes contents along with the box.

When you delete a text box that is part of a linked chain, the other links are maintained around the deleted box, and the text is reflowed through the other text boxes of the chain.

Note: To delete one or more active points in a Bézier item without deleting the entire item, make sure the Item tool is selected, and use the BACKSPACE key instead of the **Delete** command.

Delete... (command)

Page menu

The **Delete...** command displays the **Delete Pages** dialog box, which lets you remove a page or a range of pages from the active document.

Delete Pages (dialog box)

Page > Delete

The **Delete Pages** dialog box lets you specify a page or range of pages to delete. When you delete pages, QuarkXPress automatically updates page numbers up to the start of the next section. You can specify page numbers in three ways:

- Document page number based on automatic page number characters: Enter a document page number the same way it displays on the document page. For example, if the page is numbered “2.1,” you must enter “2.1.”
- Absolute page number representing the page’s sequential order in the document: Enter a plus sign before the page number. For example, the third page in a document is always page “+3” even if the document page number is “iii.”
- To the end of a document: Enter a page number as described above for the beginning of the range and then type “end” in the **thru** field. All the pages from the beginning of the range to the end of the document will be deleted.

When you delete pages, you can expect these results:

- When there are links between text boxes on deleted pages and text boxes on remaining pages, QuarkXPress does not delete text; the last page containing a text box will display an overflow symbol. If an entire text chain is contained within the deleted pages, the text is deleted.
- Pictures and other items that are not anchored to text are deleted.
- If **Auto Page Insertion** is enabled (**Edit > Preferences > Document > General tab**) and the text boxes on remaining pages cannot contain the text from the deleted pages, QuarkXPress automatically re-inserts the number of pages necessary to display all the text.
- Automatically inserted pages are based on the master page of the page preceding them. For example, if you specify auto page insertion **At End of Document**, newly inserted pages are based on the master page of the last page in the document. QuarkXPress inserts pages automatically only if the master page chosen contains the automatic text chain (as indicated by the Intact Chain icon in the upper left corner of the master page).
- If you do not want the program to insert pages automatically, disable **Auto Page Insertion**.

Display (submenu)

Page menu

The **Display** submenu lets you choose a master page to display in the document window. A master page serves as the basis for document-page formatting. You create master pages using the **Document Layout** palette (**View** menu). The submenu lists all the master pages for the document, and an entry that lets you return to the page previously displayed in the *Document*.

Display (dialog box tab)

Edit > Preferences > Application > Display tab

The **Application Preferences** dialog box **Display** tab provides controls that let you specify how guides and other elements in the application will appear on-screen for all documents.

Guide Colors (area)

Edit > Preferences > Application > Display tab

The **Guide Colors** area lets you specify the color of margin guides, ruler guides, and baseline grid lines displayed on color monitors. These colors are also used when you are working with runaround and clipping paths: The margin guides color is used to indicate the item, ruler guides color for runaround, and baseline grid color for clipping paths. To specify color for these elements, click the color field next to **Margin**, **Ruler**, or **Grid**. Use the color wheel and controls to select guide colors.

Note: You can also use these controls to specify the shade that guides display on grayscale monitors.

Color TIFFs (drop-down list)

Edit > Preferences > Application > Display tab

The **Color TIFFs** drop-down list lets you specify the color depth of screen previews created for color TIFFs when they are imported (using the **Get Picture** command [CTRL+E] in the **File** menu). The default setting is **8-bit**.

- **8-bit:** Creates screen previews with 256 possible colors.
- **16-bit:** Creates screen previews with thousands of possible colors.
- **32-bit:** Creates screen previews with millions of possible colors.

Note: The **Color TIFFs** setting only affects the resolution of screen previews; the resolution of the final, printed picture is not affected.

Gray TIFFs (drop-down list)

Edit > Preferences > Application > Display tab

The **Gray TIFFs** drop-down list lets you specify the resolution of screen previews created for grayscale TIFFs when they are imported (using the **Get Picture** command [CTRL+E] in the **File** menu). The default is **16 levels**.

- **16 levels:** Creates screen previews with 16 levels of gray for faster screen redraw.
- **256 levels:** Creates screen previews with 256 levels of gray from pictures scanned at this level.

Note: The **Gray TIFFs** setting affects the resolution of screen previews only; the resolution of the final, printed picture is not affected.

Display DPI Value (field)

Edit > Preferences > Application > Display tab

The **Display DPI Value** field lets you calibrate your monitor so that it displays the best representation of your document on-screen. Enter the number of dots per inch (dpi) your monitor displays in the field. You can check the accuracy of the display by measuring the horizontal ruler in a QuarkXPress document with a pica pole or ruler. If one inch on the horizontal ruler is larger than one inch on the pica pole or ruler, enter a smaller number in the **Display DPI Value** field. If one inch on the horizontal ruler is smaller than one inch on the pica pole or ruler, enter a larger number in the **Display DPI Value** field.

Note: The maximum zoom is dependent on the value in the **Display DPI Value** field. Any value greater than 85 dpi will decrease the maximum zoom. For example, at the default value of 96 dpi, the maximum zoom is only 711%.

Document (dialog box tab)

File > Print > Document tab

The **Print** dialog box **Document** tab (CTRL+P) lets you specify various document output settings.

- The **Separations** check box lets you print color separations. A plate will be printed for each spot color or process ink as specified in the **Print** column of the **Output tab**.
- The **Spreads** check box lets you print document pages in a spread (pages that you arrange in a horizontal row in the Document Layout palette) contiguously when printing.
- The **Collate** check box lets you print more than one collated copy of a document. This setting sends a document to the printer as though you were executing more than one **Print** command, so it will take longer to print than if you sent multiple copies of the document to the printer as uncollated.
- The **Include Blank Pages** check box lets you print pages in your document that are blank.
- The **Thumbnails** check box lets you print many pages of a document on one sheet of paper as thumbnails.
- The **Back to Front** check box lets you print a multipage document in reverse order. The last page in the document will print first.
- The **Page Sequence** drop-down list lets you specify the page sequence for your document. **All** is the default, and choosing it prints all of the related pages. When you choose **Odd**, only odd-numbered pages are printed. When you choose **Even**, only even-numbered pages are printed.
- The **Registration** drop-down list lets you specify that crop marks and registration marks print on every page. You can choose **Centered** or **Off Center**.
- To print a large document in tiles (sections), choose a tiling option from the **Tiling** drop-down list. When you specify tiling, QuarkXPress prints each document page in two or more overlapping tiles. The **Tiling** drop-down list of the **Document** tab lets you choose **Manual** tiling or **Automatic** tiling. When you choose **Manual**, you control the way in which a page is tiled by positioning the ruler origin. When you select **Automatic**, QuarkXPress determines how many tiles are needed to print each document page, based on the document size, the printer's media (paper) size, whether or not **Absolute Overlap** is checked, and the value you enter in the **Overlap** field (the default overlap is 3"). QuarkXPress prints tickmarks and location information on each tile to aid you in reassembling them. Do not check **Absolute Overlap** if you want your document centered on the final assembled tiles.
- The **Bleed** field lets you specify a bleed amount for a document. The bleed value is the distance that an item extends beyond the edge of a page.

Document (command)

Edit > Preferences > Document

The **Document** command (CTRL+Y) displays the **Document Preferences** dialog box, which lets you customize the default settings of a QuarkXPress document. Changes made to **Document Preferences** affect only the open document, but all new documents will inherit the preferences specified while no document is open.

Note: Any changes you make in QuarkXPress while no document is open determine the default settings for every document you create from then on. This includes not only **Document Preferences**, but also changes to specifications like colors, style sheets, and H&Js.

Click the **Document Preferences** dialog box tab you want help on:

[General](#)

[Paragraph](#)

[Character](#)

[Tool](#)

[Trapping](#)

Document Setup (command)

File menu

The **Document Setup** command (CTRL+ALT+SHIFT+P) displays the **Document Setup** dialog box, which lets you change the size, orientation, and facing-pages status of a document.

Document Setup (dialog box)

File > Document Setup

The **Document Setup** dialog box lets you specify a new size for a document and change whether or not it has facing pages.

- To change a document's page size, choose a different page size from the **Size** drop-down list or enter values in the **Width** and/or **Height** fields. To specify either portrait (vertical) or landscape (horizontal) orientation, click an **Orientation** button.
- To change a nonfacing-page document to a facing-page document, check **Facing Pages**. To change a facing-page document to a nonfacing-page document, uncheck **Facing Pages**.

Note: If **Facing Pages** is checked but unavailable in the **Document Setup** dialog box, the document contains facing-page master pages. To change from a facing-page to a single-page document, first change any facing-page master pages to single-page master pages by dragging the icon on top of them in the **Document Layout** palette (all formatting on associated document pages will be lost). Then choose **File > Document Setup** and uncheck **Facing Pages**.

Document/Masters (commands)

Utilities > Check Spelling > Document/Masters

The **Document** command (CTRL+ALT+SHIFT+W) lets you check the spelling of all the text in a document. When a master page is displayed, the **Document** command changes to **Masters**. The **Masters** command lets you check the spelling of all the text on all the master pages. When you check the spelling of document pages, master pages are not included and vice versa.

The **Document/Masters** command displays the **Word Count** dialog box. If there are suspect words in the document or on the master pages, clicking **OK** in the **Word Count** dialog box displays the **Check Document** or **Check Masters** dialog box. The controls in the **Check Document** and **Check Masters** dialog box work the same as the **Check Story** dialog box.

Duplicate (command) *Item menu*

The **Duplicate** command (CTRL+D) automatically places a copy of active items in front of all other items. The placement of the copy is determined by the offset values specified in the **Step and Repeat** dialog box (**Item > Step and Repeat**). The default horizontal and vertical offset value is .25".

When you duplicate boxes, their contents are duplicated as well. Duplicating a linked text box duplicates the active box, the text contained by the active box, plus any succeeding text in the text chain. An overflow symbol is displayed in the duplicated text box to represent the additional text.

Note: **Duplicate** cannot place a copy outside an original item's constraining box or the pasteboard.

Edit (submenu) *Item menu*

The **Edit** submenu is available when the active item is a Bézier item or an item that contains an editable clipping path or runaround path. The options in the **Edit** submenu let you choose which aspect of the active item you have access to. The **Edit** submenu is not available for multiple-selected items.

- When none of the items in the **Edit** submenu are checked, only the bounding box of the active item is accessible. You can resize or move it, but you cannot reshape it.
- When **Shape** is checked (F10), the bounding box of the item is inaccessible. Instead, you have access to the individual Bézier points that define the item's shape. **Shape** is available only for active Bézier items. To change a non-Bézier item into a Bézier item, use the **Item > Shape** submenu.

Note: When **Shape** is checked, you can still move a Bézier line without reshaping it. To do so, first select all the points in the active line by pressing CTRL+SHIFT+A or by double-clicking any of the Bézier points in the line. With all the points selected, drag any point to move the entire line. Make sure that the Point pointer is displayed before you drag, or you may accidentally reshape the line by moving a segment or curve handle. The line snaps to guides according to the point used to drag it.

- **Runaround** is available when a picture-based runaround path — or a manual runaround path for a text path — has been created for the active item using the **Runaround** tab of the **Modify** dialog box (**Item** menu). When **Runaround** is checked (CTRL+F10), the runaround path displays (the default color is magenta), and can be edited using Béziers.
- **Clipping Path** is available when a picture-based clipping path has been created for an active picture box using the **Clipping** tab of the **Modify** dialog box. When **Clipping Path** is checked (CTRL+SHIFT+F10), the clipping path displays (the default color is green), and can be edited using Béziers.

Edit Auxiliary (command)

Utilities menu

The **Edit Auxiliary** command displays the **Edit Auxiliary Dictionary** dialog box, which lets you modify the contents of the open auxiliary dictionary.

Edit Auxiliary Dictionary (dialog box)

Utilities > Edit Auxiliary

The **Edit Auxiliary Dictionary** dialog box lets you add words to or delete words from the auxiliary dictionary.

- The list displays all the words in the auxiliary dictionary.
- The blank field lets you enter words to add to the auxiliary dictionary; you cannot enter spaces or punctuation.
- The **Add** button lets you add the word in the field to the auxiliary dictionary. You must enter every variation of a word (for example, the singular and plural forms) separately.
- The **Delete** button lets you delete the highlighted word from the auxiliary dictionary.
- To edit the spelling of a word, delete it and add the correct spelling.
- The **Save** button saves changes made to the auxiliary dictionary.

Note: You can also add words to an auxiliary dictionary by clicking **Add** in the **Check Word**, **Check Story**, or **Check Document/Masters** dialog boxes (**Utilities > Check Spelling**).

Exit

File menu

The **Exit** command (CTRL+Q) lets you close all open files and quit the application. If an open document contains unsaved changes, a **Save** warning displays and lets you save changes.

Find/Change (command)

Edit menu

The **Find/Change** command (CTRL+F) displays the **Find/Change** palette, which lets you search and replace text and/or text attributes (including style sheet, font, size, and type style) in the current story or document. **Find/Change** does not work on document and master pages simultaneously. To **Find/Change** on master pages, first display a master page in the document window (**Page > Display**).

Find/Change (palette)

Edit > Find/Change

The **Find/Change** palette lets you specify search parameters, then selectively replace found material. The **Find/Change** palette stays open in front of other windows until you close it with the close box or press the ESCAPE key.

Find What/Change To (fields)

Edit > Find/Change

The text fields in the **Find What** and **Change To** areas let you enter search and replacement text. The text fields allow up to 80 characters, including special characters. You can search for variations of a word by entering a wild card character in the **Find What** text field. For example, searching for “walk\?” would find walks, walked, walking, walker, etc.

To search for	Enter	Displays in the field as
Wild Card (Find only)	CTRL+?	\ ?
Tab	CTRL+TAB	\ t
New Paragraph	CTRL+ENTER	\ p
New Line	CTRL+SHIFT+ENTER	\ n
Previous Box Page #	CTRL+2	\ 2
Current Box Page #	CTRL+3	\ 3
Next Box Page #	CTRL+4	\ 4
Punctuation Space	CTRL+. (period)	\ .
Flex Space	CTRL+F	\ f
Backslash	CTRL+\	\ \

Note: You can insert any Windows ANSI character in the **Find What** and **Change To** fields using the ALT key and the keypad. Some of the more popular characters include: • (ALT+0149), † (ALT+0134), ¶ (ALT+0182), § (ALT+0167), ™ (ALT+0153), ® (ALT+0174), and © (ALT+0169). Consult the Windows documentation for a listing of the entire character set.

Document/Masters (check box)

Edit > Find/Change

When **Document** is checked, QuarkXPress searches the entire document. When **Document** is unchecked, QuarkXPress searches only the current story. When choosing **Find/Change** with a master page displayed, the **Document** check box changes to **Masters**. When **Masters** is checked, all master pages will be searched; when **Masters** is unchecked, the selected text box is searched.

Whole Word (check box)

Edit > Find/Change

Checking **Whole Word** limits the **Find What** text to instances bounded by spaces, omitting text buried inside longer words. For example, when **Whole Word** is checked, a search for “Quark” will only find “Quark.” When it is unchecked, a search for “Quark” will find the word inside “QuarkXPress.”

Ignore Case (check box)

Edit > Find/Change

Checking **Ignore Case** lets you find all uppercase and lowercase variations of the **Find What** text. For example, when **Ignore Case** is checked, a search for “Quark” will find “quark” or “QUARK.” When finding and changing words with **Ignore Case** checked, QuarkXPress replaces capitalization patterns as follows:

Found text is	Changed text will be
all lowercase	all lowercase
all uppercase	all uppercase
Capitalized (first character)	Capitalized (first character)
Other Capitalization Pattern	Same Case As text in Change To

Uncheck **Ignore Case** to find words with specific capitalization patterns and replace them with other capitalization patterns.

Ignore Attributes (check box)

Edit > Find/Change

Check **Ignore Attributes** to let QuarkXPress Find/Change text regardless of its style sheet, font, size, or type style. If **Ignore Attributes** is unchecked, an expanded palette displays additional **Find What** and **Change To** options that let you customize your **Find/Change**.

Find What (expanded area)

Edit > Find/Change > Ignore Attributes unchecked

The following options appear in the **Find What** area when **Ignore Attributes** is unchecked:

- Check **Text** to Find/Change specific text. When checked, you must enter the text you want to find or the search will not operate. If you want to search for only text attributes, uncheck the **Text** box. For details about entering special characters in the **Text** fields, see above “Find What/Change To (fields).”
- Check **Style Sheet** to limit the search to text of a certain paragraph or character style sheet. When checked, the search ignores any text not linked with the style sheet chosen in the drop-down list. Style sheet links are not true “attributes” like Bold or Italic; so, text found by style sheet may vary in appearance if other attributes have been applied locally in the document. To limit this possibility, the other text attribute check boxes can be checked in addition to the **Style Sheet** check box, or by themselves.
- Check **Font** to limit the search to text of a certain font. When checked, you can enter or choose a font.
- Check **Size** to limit the search to text of a certain size. When checked, you can enter or choose a type size from the drop-down list.
- Check **Type Style** to limit the search to text of certain type styles. To omit text of a particular type style from the search, make sure the appropriate type style button remains deselected (white). To force a type style to be included in the search, click it twice to select it. To allow (but not force) a type style to be included in the search, click it once to gray it. Examples: Selecting **Bold** and graying **Italic** will find both **Bold** and **Bold-Italic** but will not find **Italic**; selecting **Bold** by itself will find only **Bold**. Selecting **Bold** and **Italic** will find only **Bold-Italic**. Graying both **Bold** and **Italic** will find any combination of the two type styles.

Change To (expanded area)

Edit > Find/Change > Ignore Attributes unchecked

The following options appear in the **Change To** area when **Ignore Attributes** is unchecked:

- Check **Text** to change found text to the text typed in the **Text** field. When unchecked, text is left as it is. For details about entering special characters in the **Text** fields, see above “Find What/Change To text (fields).”
- Check **Style Sheet** to apply a paragraph or character style sheet to found text. If other text attribute options in the palette are checked that conflict with the attributes of the style sheet, the style sheet will still be applied, but the other checked attributes will have priority in determining the text’s actual appearance.
- Check **Font** and enter or choose a font from the drop-down list to change the font in found text. When unchecked, fonts are unchanged.
- Check **Size** and enter or choose a size to change the text size in found text. When unchecked, sizes are left as they are.

- Check **Type Style** to change type styles in found text. To remove a particular type style from found text, make sure the appropriate type style button remains completely deselected (white). To apply a new type style to found text, click it twice to select it. To leave a type style in found text unchanged, click it once to gray it.

Find Next/Find First (button)

Edit > Find/Change

The **Find Next** button lets you start and continue a search. The search starts at the text insertion point. **Find Next** changes to the **Find First** option if you press the ALT key. **Find First** lets you start the search from the beginning of the story or document, regardless of the text insertion point.

Change, then Find; Change; Change All (buttons)

Edit > Find/Change

The **Change** buttons let you selectively replace the found instances. Clicking a **Change** button will replace the highlighted text with the text in the **Change To** field.

- Click **Change, then Find** to replace the found instance using the **Change To** specifications, then find the next instance.
- Click **Change** to replace the found instance using the **Change To** specifications. Click **Find Next** to continue the search.
- Click **Change All** to replace all found instances with the **Change To** specifications without pausing to confirm the changes.

Note: To skip a found instance, ignore the **Change** buttons and click **Find Next**. Select **Plain** to remove all type styles from found text; selecting **Plain** deselects all other styles. **Underline** and **Word Underline**, **All Caps** and **Small Caps**, also **Superscript** and **Subscript** are mutually exclusive type styles.

Fit in Window (command)

View menu

The **Fit in Window** command automatically scales the view to fit (and center) an entire page in the document window. To fit the largest spread and its pasteboard in the document window, press the ALT key while you choose **View > Fit in Window**.

Flip Horizontal for Pictures

Style menu

The **Flip Horizontal** command flips the picture in the active box from left to right, creating a mirror image of the original.

Flip Horizontal, Flip Vertical, Flip Text (commands)

Style menu

- The **Flip Horizontal** command flips all the text in an active text box from right to left, creating a mirror image of the original.
- The **Flip Vertical** command flips all the text in an active text box from bottom to top, creating a mirror image of the original.
- The **Flip Text** command replaces the **Flip Horizontal** and **Flip Vertical** commands when a text path is active. **Flip Text** places text on the opposite side of the line, starting from the opposite endpoint. For example, if you create a circular text path with text flowing on the outside of the circle, **Flip Text** positions text on the inside of the circle. Text alignment is not affected.

Flip Vertical for Pictures (command)

Style menu

The **Flip Vertical** command flips the picture in the active box from bottom to top, creating a mirror image of the original.

Font (submenu)
Style menu

A font is a complete set of characters in one typeface, such as Times New Roman. The **Font** submenu lets you choose from a list of fonts installed and available on your system.

Fonts (dialog box tab)

Utilities > Usage > Fonts tab

The **Fonts** tab of the **Usage** dialog box lists all the fonts used in a document and lets you replace a font with another font. When you replace the fonts used on document pages, master pages are not included and vice versa.

- The **Name** column lists the menu names of all the fonts used on document pages or master pages (whichever is displayed in the document window).
- Before you replace a font you can view the font in the document. The **Show First** button displays the first use of the selected font. If the document has subsequent uses of the font, **Show First** changes to **Show Next**. Pressing the ALT key changes **Show Next** back to **Show First**.
- The **Replace** button displays the **Replace Font** dialog box, which lets you choose a font to replace all uses of the selected font. (You can also double-click a font name to display the **Replace Font** dialog box.) The **Replacement Font** drop-down list lets you select from all the fonts available to your system. To ensure that a font is not used in a document, check the fonts on both the document pages and the master pages.
- Checking **More Information** displays additional information from the font's header file, including the font's file name and type (Type 1, TrueType, etc.).

Formats (command)

Style menu

The **Formats** command displays the **Formats** tab of the **Paragraph Attributes** dialog box, which lets you specify a variety of formats that affect entire paragraphs.

Formats (dialog box tab)

Style > Formats

The **Paragraph Attributes** dialog box **Formats** tab lets you specify indents, line spacing, paragraph spacing, drop caps, and other characteristics for a paragraph or range of paragraphs. Not all of these controls apply to text paths.

Left Indent, First Line, Right Indent (fields)

Style > Formats

The indent fields let you indent paragraphs from the left and right edges of a text box, column, or text path, and create hanging indents.

- **Left Indent:** Specifies the distance from the left edge of a column, text box, or text path to the left edge of a paragraph.
- **First Line:** Specifies the distance from the **Left Indent** to the beginning of the first line of a paragraph. Enter a positive value to indent the first line to the right of the **Left Indent**. To indent the first line to the left of the **Left Indent** (a hanging indent), enter a negative value in this field after entering a positive value in the **Left Indent** field. If you are specifying formats for a text path, the field works the same way; however, you cannot have more than one line of text on a text path.
- **Right Indent:** Specifies the distance from the right edge of a column, text box, or text path to the right edge of a paragraph.

Range	Measurement system	Smallest increment
column width	various (" , pt, cm, etc.)	.001

Note: The **Text Inset** value in the **Text** tab of the **Modify** dialog box (**Item > Modify**) is added to the **Left Indent** and **Right Indent** values for the edges of a box. **Text Inset** does not affect the inner columns of a text box.

- Indents can also be specified visually using the tab ruler that displays at the top of the active column whenever the **Paragraph Attributes** dialog box is open. Drag the icons at the top of the ruler to adjust the **Left Indent**, **First Line Indent**, or **Right Indent**. (If the active item cannot display the tab ruler, the tab ruler is displayed in the **Tabs** tab of the **Paragraph Attributes** dialog box.)

Leading (field)

Style > Formats

The **Leading** field lets you specify the amount of space between lines of text. See “Leading (command).”

Space Before, Space After (fields)

Style > Formats

The **Space Before** and **Space After** fields let you specify how much space precedes and follows a paragraph. The space between two paragraphs is the sum of the **Space After** the first paragraph and the **Space Before** the second paragraph.

Range	Measurement system	Smallest increment
0 to 15"	various (" , pt, cm, etc.)	.001

Note: **Space Before** is not applied when a paragraph falls at the top of a column. **Space After** is not applied when a paragraph falls at the bottom of a column. Neither are applied on text paths.

Alignment (drop-down list)

Style > Formats

The **Alignment** drop-down list works exactly like the **Alignment** submenu (**Style** menu). It lets you choose an alignment for paragraphs:

- **Left:** Aligns paragraphs with the left indent.
- **Centered:** Centers each line between the left and right indents.
- **Right:** Aligns paragraphs with the right indent.
- **Justified:** Aligns paragraphs with the left and right indents; the last line may be shorter.
- **Forced:** Aligns all lines in a paragraph, including the last line, with the left and right indents.

Note: Paragraphs are aligned within the bounds established by the **First Line**, **Left Indent**, and **Right Indent** specified in the **Paragraph Formats** dialog box (**Style** menu). If the paragraph **Alignment** is set to **Centered**, The **First Line** indent is added to any line indent caused by the centered alignment.

H&J (drop-down list)

Style > Formats

H&Js are specifications that control the hyphenation and spacing of text. The **H&J** drop-down list lets you choose from a list of H&J specifications defined in the **Edit H&Js** dialog box (**Edit > H&Js**).

Drop Caps (area)

Style > Formats

The **Drop Caps** check box lets you specify an automatic initial cap for a paragraph. Checking **Drop Caps** lets you use the **Character Count** and **Line Count** fields.

- **Character Count:** Specifies the number of drop cap characters (from 1 to 8).
- **Line Count:** Specifies the number of lines the character(s) drop (from 2 to 16).

Keep Lines Together (area)

Style > Formats

The **Keep Lines Together** check box lets you specify how paragraphs break at the bottom of columns to automatically prevent widows and orphans. (In QuarkXPress, a widow is defined as the last line of a paragraph that falls at the top of a column; an orphan is defined as the first line of a paragraph that falls at the bottom of a column.) Checking **Keep Lines Together** lets you use the **All Lines in ¶** and **Start/End** options.

- **All Lines in ¶:** Specifies that a paragraph will not break at the bottom of a column. If all the lines in a paragraph do not fit in one column, the entire paragraph is carried to the next column.
- **Start and End:** Specifies the minimum number of lines to remain at the bottom of a column (**Start**) and the minimum number to be carried over to the next column (**End**). If there are not enough lines in the paragraph to meet the **Start** and **End** criteria, the entire paragraph is carried to the next column.

Keep with Next ¶ (check box)

Style > Formats

The **Keep with Next ¶** check box lets you force a paragraph to flow with the following paragraph (for example, to ensure that a subhead stays connected with the first related paragraph or to string several paragraphs together).

Lock to Baseline Grid (check box)

Style > Formats

Using a baseline grid forces paragraphs to align horizontally across columns and text boxes. The **Lock to Baseline Grid** check box lets you lock selected paragraphs to the grid.

Note: The grid is defined in the **Baseline Grid** area in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**) and displayed via the **Show Baseline Grid** command (**View** menu). To see the baseline grid in an active text box, **Guides** must be set to **In Front** in the **General** tab of the **Document Preferences** dialog box.

Frame (command)

Item menu

The **Frame** command (CTRL+B) is available for active boxes. The command displays the **Frame** tab of the **Modify** dialog box, which lets you choose from a variety of line styles and bitmap frame designs to apply to box borders.

Frame (dialog box tab)

Item > Frame

The **Modify** dialog box **Frame** tab lets you specify width, style, color, and shade for your frame. The dialog box includes a **Preview** area that shows a rectangular representation of the specified frame.

Note: A frame applied to a box always resides *inside* the box borders. However, you can use the **Framing** drop-down list in the **General** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**) to specify whether QuarkXPress automatically outsets these borders when a frame is applied (choose **Outside**) or whether QuarkXPress keeps the current box size, forcing the frame to overlap or reflow the contents (choose **Inside**).

Width (field)

Item > Frame

The **Width** field and drop-down list lets you choose a standard thickness for the frame of active boxes — from 0 to 12 pt — or enter a custom value. The default is zero, which applies no frame.

Range	Measurement system	Smallest increment
Determined by box size	various (" , pt, cm, etc.)	.001

Style (drop-down list)

Item > Frame

The **Style** drop-down list lets you choose a frame style (such as **Solid** or **Dotted**) from the list of default and custom line styles. You can customize these line styles using the **Dashes & Stripes** dialog box (**Edit** menu). If the active box is a standard rectangle shape with no corner radius, you can also choose among several bitmap frames.

Frame (area)

Item > Frame

The **Frame** area lets you specify colors and screen tints for frames using the **Color** drop-down

list and **Shade** field.

- The **Color** drop-down list lets you choose a frame color from the list of colors defined in the **Colors** dialog box (**Edit > Colors**).
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's drop-down list. **Shade** is not available when **White** is chosen in the **Color** drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Gap (area) *Item > Frame*

The **Gap** area lets you specify **Color** and **Shade** for the breaks, gaps, or holes in frames when a style other than **Solid** is chosen in the **Style** drop-down list.

- The **Color** drop-down list lets you choose a color for the gap area of the frame from the list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the gap transparent.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field's drop-down list. **Shade** is not available when **None** or **White** is chosen in the **Color** drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

General (dialog box tab)

Edit > Preferences > Document > General tab

The **Document Preferences** dialog box **General** tab lets you specify miscellaneous defaults for page layout such as the measuring units used by document rulers and the snap distance for guides.

Horizontal Measure, Vertical Measure (drop-down lists)

Edit > Preferences > Document > General tab

The **Horizontal Measure** and **Vertical Measure** drop-down lists let you specify the measurement system for the rulers displayed along the top and left of the document window. Horizontal corresponds to the top ruler; Vertical corresponds to the left ruler.

System	Abbreviation	Measurement
Inches	in or "	inches in eighths
Inches Decimal	in or " with a decimal	inches in tenths
Picas	p	1/6" or 12 points
Points	pt	1/72" or 1 points
Millimeters	mm	0.04 inches
Centimeters	cm	0.39 inches
Ciceros	c	0.179 inches
Agates	ag	0.071 inches

- Several other aspects of the user interface are affected by these two drop-down lists, including the default **X** and **Y** coordinates in the **Measurements** palette. However, no matter what the default, you can usually specify any measurement system in a field by following the numerical value with one of the abbreviations shown above.
- QuarkXPress automatically converts font size, frame width, and line width to points, regardless of the measurement system you choose.

Auto Page Insertion (drop-down list)

Edit > Preferences > Document > General tab

Auto Page Insertion options let you determine whether pages are inserted automatically to contain text overflow from an automatic text box or a chain of text boxes (on a page associated with a master page that contains an automatic text box). The drop-down list also lets you determine where any pages will be inserted.

- Choose **Off** to disable **Auto Page Insertion**.

- The **End of Story** option is the default. It places new pages immediately after the page that contains the last text box in the chain that overflows. Inserted pages use the master page format of the page containing the overflow.
- The **End of Section** option places new pages at the end of the section in which the overflow occurs. Inserted pages use the master page format of the last page in the section.
- The **End of Document** option places new pages at the end of the document. Inserted pages use the master page format of the last page of the document.

Note: Text overflow causes pages to be automatically inserted only if

(1) **Auto Page Insertion** is enabled; (2) the master page that will be used has a default text chain (as indicated by the intact chain icon in the upper left corner of the master page); or (3) the overflow is from the text box defined on the master page as the automatic text box or from a chain of at least two text boxes. If there is no automatic text chain on the applied master page (as indicated by the broken chain icon), QuarkXPress will not add pages during overflow, regardless of the **Auto Page Insertion** setting.

Framing (drop-down list)

Edit > Preferences > Document > General tab

The **Framing** drop-down list lets you specify whether frames are placed inside or outside text and picture boxes.

- When you place a frame **Inside** a text box, the distance between the text and the frame is determined by the box's **Text Inset** value (**Item > Modify**). Additionally, when you place a frame **Inside** a picture box, the frame overlaps, or “crops,” the picture. **Inside** is the default.
- A frame placed **Outside** a box increases the box's width and height. The frame cannot extend beyond a constraining box or the pasteboard.

Note: If you change the **Framing** setting while working on a document, only subsequently created boxes use the new setting.

Guides (drop-down list)

Edit > Preferences > Document > General tab

The **Guides** drop-down list lets you specify whether ruler guides and page guides are placed **In Front** of or **Behind** all items on a page. The default is **Behind**.

Item Coordinates (drop-down list)

Edit > Preferences > Document > General tab

The **Item Coordinates** drop-down list lets you specify whether the increments of the horizontal ruler repeat from zero for each **Page** or are continuous across a **Spread**. This setting determines the coordinates of items displayed in fields. The default is **Page**.

Auto Picture Import (drop-down list)

Edit > Preferences > Document > General tab

The **Auto Picture Import** drop-down list controls whether QuarkXPress automatically updates pictures that have been modified since you last opened a document. QuarkXPress can locate pictures for which there is a path between the picture file and the QuarkXPress document. The default is **Off**.

- To enable **Auto Picture Import**, choose **On**. When you open a document, QuarkXPress automatically reimports modified pictures into the document using the modified files. All of your content specifications (scaling, positioning, etc.) are retained. To disable **Auto Picture Import**, choose **Off**.
- To receive a warning before QuarkXPress imports modified pictures, choose **On (verify)**. The warning gives you the option of opening the document with or without updating the pictures. If you choose to update the pictures, QuarkXPress displays the **Missing/Modified Pictures** dialog box with missing and modified pictures listed. You can use this dialog box to view these pictures in the document and to update the pictures selectively.

Master Page Items (drop-down list)

Edit > Preferences > Document > General tab

A master item is an item on the document page that is automatically placed when you apply a master page. When you apply a new master page to a document page, unmodified master items (placed by the original master page) on the document page are deleted, but modified master items may or may not be deleted. The **Master Page Items** drop-down list lets you specify.

- Choose **Keep Changes** if you want modified master items on your document pages to remain when a new master page is applied. The items that are kept are no longer master items. **Keep Changes** is the default.
- Choose **Delete Changes** if you want modified master items on your document pages to be deleted when a new master page is applied.

New master pages are applied to document pages whenever you (1) drag and drop a master page icon from the master page area in the **Document Layout** palette onto a document page icon in the **Document Layout** palette (**View > Show Document Layout**); (2) delete a master page that is applied to document pages using the **Document Layout** palette; or (3) add, delete, or move an odd number of pages in a facing-page document.

Note: If you change the **Master Page Items** setting while working on a document, only subsequent applications of new master pages use the new setting.

Points/Inch (field)

Edit > Preferences > Document > General tab

The **Points/Inch** field lets you override the default value of 72 points per inch. QuarkXPress uses the value here as the basis for all point and pica measurements, as well as all point- and pica-to-

inch conversions. The desktop publishing standard for points per inch is 72. However, the traditional typographic standard used on most metal typographic rulers is usually approximately 72.27 or 72.307.

Range	Measurement system	Smallest increment
60 to 80 pts	points	.001

Note: If you change the number in the **Points/Inch** field, the physical size of your text and other QuarkXPress elements is not altered. However, to stay consistent with the changed **Points/Inch** value without altering or reflowing your document, the **Measurements** palette displays a new numerical value for text size, etc.

Ciceros/cm (field)

Edit > Preferences > Document > General tab

The **Ciceros/cm** field lets you specify a ciceros-to-centimeter conversion value different from the standard 2.1967.

Range	Measurement system	Smallest increment
2 to 3 c	ciceros	.0001

Snap Distance (field)

Edit > Preferences > Document > General tab

The **Snap Distance** field lets you change the 6-pixel default distance at which objects snap to page guides when **Snap to Guides** is selected (**View** menu).

Range	Measurement system	Smallest increment
1 to 216	pixels	1

Greek Below (field)

Edit > Preferences > Document > General tab

When you check **Greek Below** and enter a value in the field, QuarkXPress speeds screen redraw by displaying gray bars in place of text smaller than a certain view size. Greeking does not affect printing.

Text greeking is affected by the viewing percentage. For example, if the **Greek Below** value is 7 point, all text below 7 points will be greeked in **Actual Size** view (**View** menu). If you choose **200%** view, text below 3.5 points will be greeked, and so on. The default setting is 7 points.

Range	Measurement system	Smallest increment
2 to 720 pt	points	.001

Greek Pictures (check box)

Edit > Preferences > Document > General tab

The **Greek Pictures** check box lets you specify that QuarkXPress display imported pictures as grayed images. Selecting a box that contains a greeked picture displays the picture normally. The default is unchecked.

Accurate Blends (check box)

Edit > Preferences > Document > General tab

The **Accurate Blends** check box lets you control the display of two-color blends on 8-bit (256-color) monitor setups. To display blends without banding and with more accurate colors, check **Accurate Blends**. For faster display of blends, uncheck **Accurate Blends**. On monitors driven by 16-bit or 24-bit video boards, blends always display as if **Accurate Blends** was checked. You create blends for box backgrounds via the **Colors** palette (**View** menu). The default is checked.

Auto Constrain (check box)

Edit > Preferences > Document > General tab

The **Auto Constrain** check box lets you specify that QuarkXPress automatically create hierarchical relationships among newly created items. When you check **Auto Constrain**, every item you create or paste into the document is constrained by the borders of a box stacked behind it if those borders surround the borders of the new box. Every box you create automatically becomes capable of constraining another item. The default is unchecked.

- Constraining is a group attribute; checking **Auto Constrain** means that when you create new items, you are creating constrained groups.
- Use the **Unconstrain** and the **Ungroup** commands in the **Item** menu to unconstrain and ungroup automatically constrained and grouped items.

Note: You cannot resize or move constrained items beyond their constraining boxes, and most actions (such as moving or deleting) that you apply to constraining boxes affect their constrained items as well.

Get Picture (command)

File menu

The **Get Picture** command (CTRL+E) displays the **Get Picture** dialog box, which lets you import picture files from a variety of sources. The **Get Picture** command is available when the Content tool or Item tool is selected and a picture box is active. When a text box is active, **Get Text** replaces **Get Picture** in the **File** menu.

Get Picture (dialog box)

File > Get Picture

The **Get Picture** dialog box lets you import a BMP, EPS, GIF, JPEG, Mac PICT, PCX, PhotoCD, Scitex CT, TIFF, or WMF file into the active picture box. To import JPEG or PhotoCD files, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the JPEG Import filter or the PhotoCD XTensions software (the filters are included with QuarkXPress).

If you import a picture into a box that contains a picture, the existing picture is replaced. When a TIFF file is being imported, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the file that has been imported.

- Use the controls in the dialog box to locate the picture file you want to import.
- Check **Preview** to display the picture before it is imported.

Note: The **Get Picture** command places the entire picture in the active picture box, regardless of the size of either the picture or the box.

Get Text (command)

File menu

The **Get Text** command (CTRL+E) displays the **Get Text** dialog box, which lets you import text files from a variety of sources. The **Get Text** command is available when the Content tool is selected and a text box is active. When a picture box is active, **Get Picture** replaces **Get Text** in the **File** menu.

Get Text (dialog box)

File > Get Text

The **Get Text** dialog box lets you import ASCII text, ASCII text saved with XPress Tags, and word processing files into the active text box. Imported text is inserted at the insertion point, indicated by the Text Insertion bar, or it replaces highlighted text.

When text files in most file formats are being imported, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the file that has been imported.

- Use the controls in the dialog box to locate the text file you want to import. The **Get Text** dialog box lists ASCII files and files from word processors for which an import/export filter is loaded.
- Highlight the text file in the list. When you highlight a file, the **Name**, **Format**, **File Size**, and **Date** fields display the appropriate information.
- Check **Convert Quotes** to convert double hyphens to em dashes, and foot or inch marks to typesetter's quotation marks, when the text is imported. Foot and inch marks are converted to the quotation marks format you have specified in the **Quotes** drop-down list (**Edit > Preferences > Application > Interactive** tab).
- Check **Include Style Sheets** to import style sheets from a Microsoft Word or WordPerfect file to the document's list of style sheets. To convert XPress Tags code contained in imported ASCII or Rich Text Format (*.RTF) text to actual text formatting, also check **Include Style Sheets**.

Note: QuarkXPress includes import/export filters for many popular word processing programs like Microsoft Word and WordPerfect. To import a file created with one of these applications or a file that contains XPress Tag codes, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the necessary import/export filter.

Go to (command)

Page menu

The **Go to** command displays the **Go to Page** dialog box, which lets you jump to any page in a document.

Go to Page (dialog box)

Page > Go to

The **Go to Page** dialog box lets you enter the number of the page you want to display. If two pages in a document have the same section and/or page number, including prefix, QuarkXPress displays the first occurrence of that page number. You can also jump to another page using the go-to-page menu in the lower left corner of the document window (click the arrow near the page field in the lower left corner of the document window).

Note: If you designated a prefix and page number style in the **Section** dialog box (**Page > Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. To jump to the last page in a document, enter the word "end."

Group (command) *Item menu*

The **Group** command (CTRL+G) combines two or more active items so that they can be selected and moved as a single item. An active group is contained within a bounding box, indicated by a dotted line when the group is active. A group is made active by clicking one of its items with the **Item** tool or multiple-selecting more than one of its items with the **Content** tool. The bounding box is not displayed if all items in a group are within a rectangular text or picture box.

You can perform many of the same basic operations on a group that you can on a single item; for example, **Cut**, **Copy**, **Duplicate**, **Lock**, etc. You cannot resize a group. A group can contain other groups.

Note: When the **Content** tool is selected, you can move and resize individual items within a group. You move items by pressing the CTRL key while dragging the mouse.

H&Js (command)

Edit menu

H&J specifications are sets of automatic hyphenation rules and justification settings that you can apply to paragraphs. The **H&Js** command (CTRL+SHIFT+F11) displays the **H&Js** dialog box, which lets you create and manage H&J specifications. You apply H&J specifications to selected paragraphs via the **H&J** drop-down list in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style > Formats**). H&J specifications are also included in paragraph style sheets.

Note: H&Js created when no documents are open are included with all subsequently created documents; H&Js created when a document is active are specific to that document.

H&Js (dialog box)

Edit > H&Js

The **H&Js** dialog box lets you create, edit, duplicate, and delete the current H&Js. You can also append H&Js from another document. There are two lists in the dialog box, the top displaying the available H&Js, and the bottom displaying the specifications for the highlighted H&J.

H&Js (list)

Edit > H&Js

When no documents are open, the **H&J** list displays all default H&Js. When a document is active, the **H&J** list displays H&Js set up for the active document.

All documents contain the Standard H&J. By default, Standard is the H&J specified for the Normal paragraph style sheet. The default Standard H&J is defined as follows:

- **Auto Hyphenation:** checked
- **Smallest Word:** 6
- **Minimum Before:** 3
- **Minimum After:** 2
- **Break Capitalized Words:** unchecked
- **Hyphens in a Row:** unlimited
- **Hyphenation Zone:** 0"
- **Space:** 85% Minimum, 110% Optimum, 250% Maximum
- **Char:** 0% Minimum, 0% Optimum, 4% Maximum
- **Flush Zone:** 0"
- **Single Word Justify:** checked

New (button)

Edit > H&Js

The **New** button displays the **Edit Hyphenation & Justification** dialog box, which lets you create a new H&J. You can create up to 1,000 default and/or document-specific H&Js. The **Edit Hyphenation & Justification** dialog box lets you name and define an H&J.

Edit (button)

Edit > H&Js

The **Edit** button displays the **Edit Hyphenation & Justification** dialog box for the H&J highlighted in the **H&J** list. The **Edit Hyphenation & Justification** dialog box lets you modify an H&J's name and definition. You can also double-click an H&J to display the **Edit Hyphenation & Justification** dialog box.

Duplicate (button)

Edit > H&Js

The **Duplicate** button creates a new copy of the H&J highlighted in the **H&J** list. QuarkXPress automatically opens the **Edit Hyphenation & Justification** dialog box so that you can rename and edit the copied H&J.

Delete (button)

Edit > H&Js

The **Delete** button removes the highlighted H&J(s) from the active document. If the H&J was used in the active document, a warning dialog box lets you choose a replacement H&J.

Append (button)

Edit > H&Js

The **Append** button lets you import H&Js from another QuarkXPress document. A dialog box lets you choose a QuarkXPress document from which to append H&Js.

Highlighting a document in the dialog box and clicking **Open** displays the **Append H&Js** dialog box. This dialog box offers the same controls as the **H&Js** tab of the **Append** dialog box (**File > Append**). See "Append (dialog box)" in the "File Menu."

Save (button)

Edit > H&Js

The **Save** button saves changes made to any H&Js in the **H&Js** dialog box. When you click

Save, QuarkXPress updates the document's text to match the new H&J specifications and closes the dialog box.

Edit Hyphenation & Justification (dialog box)

Edit > H&Js > New

Clicking **New**, **Edit**, or **Duplicate** in the **H&Js** dialog box displays the **Edit Hyphenation & Justification** dialog box, which lets you create or edit an H&J.

Name (field)

Edit > H&Js > New

The **Name** field lets you specify a name for a new H&J or rename an existing H&J.

Auto Hyphenation (area)

Edit > H&Js > New

The **Auto Hyphenation** area lets you determine the way QuarkXPress performs automatic hyphenation.

- **Auto Hyphenation** check box: Enables automatic hyphenation for paragraphs to which this H&J is applied. The default is checked.
- **Smallest Word** field: Specifies the minimum number of characters a word must contain to be hyphenated. Enter a value from 3 to 20. The default is 6.
- **Minimum Before** field: Specifies the smallest number of characters that must precede an automatic hyphen. Enter a value from 1 to 6. The default is 3.
- **Minimum After** field: Specifies the smallest number of characters that must follow an automatic hyphen. Enter a value from 2 to 8. The default is 2.
- **Break Capitalized Words** check box: Enables hyphenation for words that start with an uppercase character (for example, proper nouns and the first words of sentences). The default is unchecked.

Note: The **Auto Hyphenation** controls do not affect manual hyphenation (the use of manually inserted hyphens and discretionary hyphens to control word breaks and text flow within documents).

Hyphens in a row (field)

Edit > H&Js > New

The **Hyphens in a Row** field lets you specify the maximum number of consecutive lines that can end in manually or automatically hyphenated words. You can enter any value from 0 to 7. Enter

“0” or choose **unlimited** from the field’s drop-down list if you do not want to limit the number of consecutive lines that end with a hyphen. The default is **unlimited**.

Hyphenation Zone (field)

Edit > H&Js > New

The **Hyphenation Zone** field lets you specify the area within which hyphenation (automatic or manual) can occur. To do so, enter a value in the field. The **Hyphenation Zone** is measured from the right indent to the end of a line of text.

- When you specify a **Hyphenation Zone** greater than 0", QuarkXPress hyphenates a word only when: (1) the previous word ends before the **Hyphenation Zone**, and (2) an acceptable hyphenation point falls within the **Hyphenation Zone**. **Hyphenation Zone** values apply only to nonjustified text.
- A **Hyphenation Zone** value of 0" means that there is no **Hyphenation Zone**. In this case, QuarkXPress either hyphenates a word according to the other hyphenation criteria or wraps it to the next line if it will not fit completely on the line. This is the default.

Justification Method (area)

Edit > H&Js > New

Justified lines of text extend from indent to indent within a column or box. Lines are justified by adding or removing space between words and characters. The values entered in the **Space** and **Char** fields determine how word space and characters are adjusted to justify a line. The **Optimum** spacing values apply to nonjustified (left-, right-, and center-aligned) text as well as to justified text.

Space (fields)

Edit > H&Js > New

The **Space** fields let you specify the amount of space QuarkXPress can add or remove between words in lines of justified text.

- The values in the **Minimum**, **Optimum**, and **Maximum** fields represent a percentage of the normal interword space for the font and size in use.
- When justifying lines of text, QuarkXPress first tries to space words according to the **Optimum** value. If the program is unable to justify text using the **Optimum** value, it varies word spacing within the range specified in the **Minimum** and **Maximum** fields.
- QuarkXPress never spaces words closer than the **Minimum** value. However, the program may exceed the **Maximum** value if there is no other way to justify a line.
- For nonjustified text, QuarkXPress always spaces characters according to the **Optimum** value.

Character (fields)

Edit > H&Js > New

The **Character (Char)** fields let you specify the amount of space QuarkXPress can add or remove between the characters in lines of justified text.

- The values in the **Minimum**, **Optimum**, and **Maximum** fields represent a percentage of an en space for the font size in use.
- When justifying lines of text, QuarkXPress first tries to space characters according to the **Optimum** value. If the program is unable to justify text using the **Optimum** value, it varies character spacing within the range specified in the **Minimum** and **Maximum** fields.
- QuarkXPress never spaces characters closer than the **Minimum** value. However, the program may exceed the **Maximum** value if there is no other way to justify the line.
- For nonjustified text, QuarkXPress always spaces words according to the **Optimum** value.

Note: By default, QuarkXPress defines an en space as the width of a zero in the current font. However, if you check **Standard Em Space** in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**), QuarkXPress uses half the width of the current font size for the en space (for example, 24-point text will have a 12-point en space).

Flush Zone (field)

Edit > H&Js > New

The **Flush Zone** field lets you control whether the last line of text in a justified paragraph automatically extends to the right indent. When the last line of a justified paragraph ends within the **Flush Zone**, as measured from the right indent, space is added between characters and words so that the text extends from the left to the right indent. If the last line of a paragraph does not fall within the specified **Flush Zone** (the text ends to the left of the **Flush Zone**), the last line is not justified.

Single Word Justify (check box)

Edit > H&Js > New

Single Word Justify specifies that a single word alone on a line in a justified paragraph extends from the left indent to the right indent. When **Single Word Justify** is unchecked, single words are not justified.

Halftone (command)

Style menu

The **Halftone** command displays the **Picture Halftone** dialog box, which lets you define custom screening values for an active picture.

Picture Halftone (dialog box)

Style > Halftone

The **Picture Halftone** dialog box lets you control the lines per inch, angle, and dot pattern for a halftone screen.

A halftone is a reproduction of a continuous tone photograph traditionally created by photographing the picture through a crossline or contact screen that contains grid pattern gradations. Gradations of tone are simulated using dots or other shapes of varying sizes. The dialog box controls let you specify a screen's angle, pattern, and lines per inch.

Frequency (field)

Style > Halftone

Enter a value for the lines per inch, or frequency, of the printed halftone, or choose one of the common line frequencies from the drop-down list (**Default, 60, 85, 100, 133, and 150**). If **Default** is chosen in the **Frequency** field, QuarkXPress uses the value specified in the **Output** tab of the **Print** dialog box (**File > Print**).

Range	Measurement system	Smallest increment
15 to 400 lpi	lines per inch (lpi)	.001

Angle (field)

Style > Halftone

Enter a value for the angle of the screen or choose one of the common angles from the drop-down list (**Default, 0, 15, 45, 75, 90 and 105**). If **Default** is chosen, QuarkXPress uses the value specified in the **Output** tab of the **Print** dialog box (**File > Print**).

Range	Measurement system	Smallest increment
-360° to 360°	degrees	.001

Function (drop-down list)

Style > Halftone

Choose one of six patterns for the custom halftone screen: **Default, Dot, Line, Ellipse, Square,** or **Ordered Dither**. Select the **Ordered Dither** pattern when you are printing to a laser printer and when multiple copies will be produced by photocopying rather than printing. If **Default** is chosen, QuarkXPress uses the setting specified in the **Output** tab of the **Print** dialog box (**File > Print**).

Note: Because of the limits imposed by the digital halftoning process, PostScript is unable to reproduce certain screen angles and frequencies. PostScript will print halftones at the angle and frequency that are closest to the values you specify in the Screen and Angle fields.

Horizontal/Vertical Scale (command)

Style menu

Scaling compresses or expands characters. The **Horizontal/Vertical Scale** command displays the **Character Attributes** dialog box, which lets you choose **Horizontal** or **Vertical** scaling from the **Scale** drop-down list and enter a value in the highlighted **Scale** field. You can apply either **Horizontal** or **Vertical** scaling, but not both.

Range	Measurement system	Smallest increment
25 to 400%	percent	.1

Hyphenation Exceptions (command)

Utilities menu

If you want certain words to hyphenate only in certain ways, you can enter the words and your preferred syllable breaks in a list of “hyphenation exceptions.” The **Hyphenation Exceptions** command displays the **Hyphenation Exceptions** dialog box, which lets you enter preferred hyphenation for specific words. QuarkXPress checks your list of hyphenation exceptions when paragraphs are hyphenated automatically and when it displays the **Suggested Hyphenation** dialog box (**Utilities** menu).

Hyphenation Exceptions (dialog box)

Utilities > Hyphenation Exceptions

The **Hyphenation Exceptions** dialog box lets you enter words and specify their hyphenation, change the hyphenation of words, and delete words from the list.

- The list displays all the words in the hyphenation exceptions.
- The field lets you enter words with hyphens at specific points. You cannot enter spaces or other punctuation.

For example, enter “pro-cess-ing” to allow hyphenation between the three syllables, enter “pro-cessing” to allow hyphenation only after “pro,” and enter “processing” to prevent automatic hyphenation.

- The **Add** button lets you add the word in the field to the hyphenation exceptions. You must enter every variation of a word (for example, the singular and plural forms) separately.
- When you select a word in the list, the **Add** button changes to **Replace**, which lets you enter different hyphenation for the word.
- The **Delete** button lets you remove the selected word from the list of hyphenation exceptions.

Insert (command)

Page menu

The **Insert** command displays the **Insert Pages** dialog box, which lets you add pages to a document.

Note: You can also access the **Insert Pages** dialog box while inserting a page using the **Document Layout** palette (**View** menu). The dialog box will display if you press the ALT key while dragging a master page icon into position in the document page area of the palette.

Insert Pages (dialog box)

Page > Insert

The **Insert Pages** dialog box lets you specify how many pages to add, where to add them, which master page to base them on, and whether the text boxes should be linked to current document pages. When you insert pages, QuarkXPress automatically updates page numbers up to the start of the next section if you used the automatic page number characters (CTRL+2, CTRL+3, or CTRL+4).

- **Insert page(s)** field: Enter a value between 1 and 100 to specify the number of pages to add. A document can contain up to 2,000 pages.
- **Before page, after page, and at end of document** buttons: Click a button to specify where to add the new pages. If you click **before page** or **after page**, enter the number of the page that the new pages will precede or follow. The current page number is displayed by default.

Note: If you designated a prefix and page number style in the **Section** dialog box (**Page > Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number.

Link to Current Text Chain (check box)

Page > Insert

The **Link to Current Text Chain** check box lets you link automatic text boxes on inserted pages to the active text chain in the document. No matter where you add the pages, the text boxes on the new pages are linked to the end of the active text chain.

- The **Link to Current Text Chain** check box is available if the master page chosen from the **Master Page** pop-up menu contains an automatic text box (as indicated by the Intact Chain icon in the upper left corner of the master page) and an automatic text box is active on a document page.
- The **Link to Current Text Chain** check box is unavailable when there is not an automatic text box active on a document page, or when the Broken Chain icon is displayed in the upper left corner of the chosen master page.

Master Page (drop-down list)

Page > Insert

The **Master Page** drop-down list lets you choose which master page to base the inserted pages on. The drop-down list displays all the master pages established for the active document, including **Blank Single** page and **Blank Facing Page** master pages. **Blank Facing Page** is unavailable for nonfacing-page documents.

Insert Object (command)

Edit menu

The **Insert Object** command displays the **Insert Object** dialog box, which lets you create a new object using a server application or retrieve an existing file. This command is available whenever a picture box is selected with either the Content tool or the Item tool.

Note: The **Insert Object** command is part of OLE (Object Linking and Embedding), not QuarkXPress, and therefore may work differently with other versions of Windows or OLE.

Insert Object (dialog box)

Edit > Insert Object

The **Insert Object** dialog box differs according to which button, **Create New** or **Create from File**, is selected.

- When **Create New** is selected, the **Object Type** list displays all the available server application object types. Select one and view the **Result** field for summary information about how the object will be inserted. Click the **Display as Icon** check box to view the object as an icon on-screen and use the **Change Icon** button to change the default icon. Click **OK** to launch that application and create an object to place in the picture box. When you do this, QuarkXPress applies the changes you make in the server application to the picture box. When you are done, select **Exit and Return to <QuarkXPress Document Name>** from the **File** menu in the server application. If you plan to link the object later, make sure you save the file in the server application before you exit.

Note: When you use the **Create New** button, the object you are about to create cannot be linked and will therefore be automatically embedded. This is because a linked object must have a source file, and since no source file exists yet, linking is not possible. Therefore, if you create a new object and want to link it, first create and save the object as described above, then re-insert the object in the picture box using the **Create from File** button.

- When **Create from File** is selected, the **File** field displays allowing you to enter the specific location of a file to insert. If you do not know the exact location and file name of the object you want to insert, click the **Browse** button to search for the file. Check the **Link** check box to link the object, otherwise it will be automatically embedded. The **Result** field displays summary information about how the file will be inserted. Click the **Display as Icon** check box to view the object as an icon on-screen and use the **Change Icon** button to change the default icon.

Interactive (dialog box tab)

Edit > Preferences > Application > Interactive tab

The **Application Preferences** dialog box Interactive tab provides controls that let you customize how scrolling and other “on-the-fly” actions will behave.

Scrolling (area)

Edit > Preferences > Application > Interactive tab

The **Scrolling** area lets you specify how fast documents scroll and how documents update.

- Drag the **Scrolling** slider between **Slow** and **Fast** to specify the speed at which documents scroll when you press the scroll arrows on a document window.
- Check **Speed Scroll** to temporarily greek pictures and blends for faster scrolling. (Pictures that are already displayed when you start scrolling will not be greeked unless you scroll them out of the document window.) The default is checked.
- Check **Live Scroll** to update the document view as you drag the scroll boxes in document window scroll bars. The default is unchecked. To turn **Live Scroll** on and off while you are scrolling, press the ALT key as you drag a scroll box.

Quotes (area)

Edit > Preferences > Application > Interactive tab

The **Quotes** drop-down list and the **Smart Quotes** check box let you choose a style for converting and typing quotation marks.

- To specify the default characters to be used with Smart Quotes and with the **Convert Quotes** option in the **Get Text** dialog box (**File > Get Text**), choose an option from the **Quotes** drop-down list. The default is “”.
- Check **Smart Quotes** to force QuarkXPress to automatically replace feet and inches marks ', ' with the chosen quotation marks as you type. The default is checked.

Note: To type straight quotes to abbreviate feet (') or inches (") when Smart Quotes is enabled, press CTRL+' for feet (') or CTRL+ALT+' for inches (").

Delayed Item Dragging (area)

Edit > Preferences > Application > Interactive tab

These three controls let you determine how QuarkXPress will display when you press the mouse button and delay before dragging an item.

- When **Show Contents** is enabled and you press-and-hold before dragging an item, QuarkXPress will display the contents (text or picture) of the item *as you drag* it.

- When **Live Refresh** is enabled and you press-and-hold before dragging an item, QuarkXPress will display the contents (text or picture) of the item *as you drag* it, and it will also refresh the screen for an accurately updated display that includes item layering and text flow.
- The **Delay seconds** field lets you specify the amount of time (in seconds) required to press-and-hold to enable **Show Contents** or **Live Refresh** before dragging an item. The default is 0.5 seconds.

Range	Measurement system	Smallest increment
0.1 to 5	seconds	0.001

Drag and Drop Text (check box)

Edit > Preferences > Application > Interactive tab

Checking **Drag and Drop Text** lets you cut, copy, and paste text in a story with the mouse rather than with menu or keyboard commands. The default is unchecked.

- To cut and paste, highlight the text; then drag it to a new location.
- To copy and paste, highlight the text, then press the SHIFT key while you drag it to a new location.

Show Tool Tips (check box)

Edit > Preferences > Application > Interactive tab

Check **Show Tool Tips** to make QuarkXPress display the names of tools or palette icons when you place your pointer above them. The default is unchecked.

Pasteboard Width (field)

Edit > Preferences > Application > Interactive tab

The **Pasteboard Width** field lets you specify the width of the Pasteboard on either side of the page or spread. Pasteboard width is measured as a percentage of the document width. The width of the document plus the pasteboard cannot exceed 48". The default **Pasteboard Width** is 100%. At least .5" of pasteboard will always surround document pages.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Kern (command) *Style menu*

Kerning adjusts the amount of space between two characters. The **Kern** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Kern Amount** field. Positive values increase space between characters; negative values decrease it.

Note: The **Kern** command is available when the Text Insertion bar is between two characters. When a range of text is highlighted, **Track** replaces **Kern** in the **Style** menu.

Range	Measurement system	Smallest increment
± 500	.005 (1/200) em space	.001

Kerning Table Edit (command)

Utilities menu

A kerning table is a set of character pairs with an associated kerning value for each pair. When creating a font, a designer specifies a kerning value (a measurement that determines how close character pairs are placed to each other) for each of the pairs in the kerning table. Most PostScript fonts have a built-in kerning table.

QuarkXPress uses the information contained in a font's kerning table when it performs automatic kerning. Automatic kerning is specified using the **Auto Kern Above** controls in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**). Any manual kerning applied to text (**Style > Kern**) is added to the kerning specifications made via the Kern/Track Editor.

When the Kern/Track Editor XTensions software is loaded, you can create custom kerning tables for fonts. The **Kerning Table Edit** command displays the **Kerning Table Edit** dialog box, which lets you choose a font so you can edit its kerning table.

Kerning Table Edit (dialog box)

Utilities > Kerning Table Edit

The **Kerning Table Edit** dialog box displays all the fonts installed and available on your system. Most typefaces comprise four style variations, or fonts: plain, bold, italic, and bold-italic. Each font has its own kerning table; you must edit each table separately to modify an entire typeface. You can also use **Kerning Table Edit** to create kerning tables for fonts that contain no kerning information. To customize a font's kerning table, choose it.

- **Edit:** Opens the **Edit Kerning Table** dialog box for the selected font. You can also double-click a font to open the dialog box.
- **Save:** Saves all the changes made in the **Edit Kerning Table** dialog box.

Edit Kerning Table (dialog box)

Utilities > Kerning Table Edit > Edit button

The **Edit Kerning Table** dialog box displays the current kerning pairs for the chosen font and lets you add, modify, and delete kerning pairs. You can specify custom kerning values from $-100/200$ to $100/200$ em space for any kerning pair. Kerning values are measured in increments of $1/200$ em space, so entering a kerning value of -20 for a character pair reduces the normal, unkered character space by $1/10$ ($20/200$) em space.

The controls in the dialog box work as follows:

- **Kerning Pairs:** Choose from the list of existing kerning pairs to edit one.
- **Preview:** The **Preview** area displays the highlighted kerning pair with its current values. You

should make final decisions about kerning by looking at high-resolution output rather than the **Preview** or text on a page.

- **Pair:** Enter a new kerning pair in the field. If you select a pair in the **Kerning Values** list, it is automatically displayed in the **Pair** field.
- **Value:** Enter a value in the field or click the arrows to specify the kerning for a new pair or to edit the kerning for an existing pair. The **Preview** area updates to display the kerning pair with the new value.
- The **Add/Replace** button lets you create a kerning pair from the information in the **Pair** and **Value** fields. The new/edited kerning pair is listed in the **Kerning Pairs** list.
- The **Delete** button lets you remove a kerning pair from the **Kerning Pairs** list. After you click **Delete**, the deleted pair is removed from the list but is displayed in the **Pair** and **Value** fields.
- The **Reset** button lets you revert an edited kerning table to the values originally built into the font, even if you have saved edits to the table during a previous editing session. Reset is available when you have made changes to a font's kerning values.
- You can export kerning tables as ASCII text files, then import those kerning tables for use with another font. You can also import kerning tables created or edited in a text editor. The **Import** button displays a dialog box, which lets you locate a kerning table to use with the current font. The **Export** button generates an ASCII text file from the current kerning table and lets you name and save that kerning table.

Leading (command)

Style menu

QuarkXPress defines leading as the vertical space occupied by a line of text plus any white space between lines.

Leading is measured from baseline to baseline, unless you set the **Leading Mode** to **Word Processing** in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**). In **Word Processing** mode, leading is measured from the tops of ascenders on one line of text to the tops of ascenders on the line above.

The **Leading** command displays the **Formats** tab of the **Paragraph Attributes** dialog box, which lets you enter a value in the highlighted **Leading** field using one of three types of leading: absolute leading, incremental auto leading, or percentage-based auto leading.

- Absolute leading places the amount of space you specify in the **Leading** field between lines regardless of the fonts and sizes used.

Range	Measurement system	Smallest increment
.001 to 1,080 pt	various (" , pt, cm, etc.)	.001

- Incremental auto leading combines a base amount of auto leading with an absolute value specified in the **Leading** field. Specify an absolute value by entering a plus (+) or minus (–) sign before the value.

Range	Measurement system	Smallest increment
± .001 to 1,080 pt	various (" , pt, cm, etc.)	.00

- Entering the word “auto” or a “0” in the **Leading** field tells QuarkXPress to use the value in the **Auto Leading** field of the **Paragraph** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**) to decide whether percentage-based or incremental auto leading occurs. The default — percentage-based — takes the base amount of auto leading and adds to it a fixed percentage of the largest font size on the upper line to determine the total amount of leading between an auto-led line and the line above it. The default value for percentage-based auto leading is 20%.

Note: Auto leading is sometimes called *relative* leading because it spaces each line separately according to the design and size of the fonts used. If fonts or font sizes are mixed and matched, an auto-led paragraph may have a different amount of space between each line. Auto leading starts with a base amount of leading, which QuarkXPress determines by looking at the user-specified font size, then calculating the ascent and descent values built into the fonts used in each line.

Line (dialog box tab)

Item > Modify > Line tab

The **Modify** dialog box **Line** tab is available whenever lines, text paths, or a combination of these are selected. The controls in the **Line** tab let you specify style, width, position, arrowheads, color, and shade for active lines. Some options are unavailable for groups, multiple-selected lines, and text paths.

Style (drop-down list)

Item > Modify > Line tab

The **Style** drop-down list lets you choose an option (such as **Solid** or **Dotted**) from your list of default and custom line styles. You can customize these line styles using the **Dashes & Stripes** dialog box (**Edit > Dashes & Stripes**).

Line Width (field)

Item > Modify > Line tab

The **Line Width** field and drop-down list let you choose a standard thickness for the active lines — from **Hairline** to 12 pt — or enter a custom value. If you choose the **Hairline** option, QuarkXPress prints the rule at .125 point to a 300 dpi PostScript printer. Entering a 0 in any line width field specifies a **Hairline**.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Arrowheads (drop-down list)

Item > Modify > Line tab

The **Arrowheads** drop-down list lets you choose whether your line has an arrowhead attached to it. Five graphically listed arrowhead options let you determine the direction the arrow points, whether a tail feather is included, or whether an arrow is attached to both ends.

Mode (drop-down list)

Item > Modify > Line tab

The **Mode** drop-down list is available when you have a single, straight text path or line selected. **Mode** is not available for lines drawn using Bézier points. The **Mode** drop-down list lets you choose from one of four strategies for positioning, rotating, or resizing a straight line. These include **Endpoints**, **First Point**, **Midpoint**, and **Last Point**.

Note: “First point” refers to the endpoint you originally drew *from*; “last point” refers to the endpoint created when you lifted your mouse to complete the line. If your line is one you converted to a straight line from a Bézier line using the **Item > Shape** submenu, “first point” refers to the endpoint that was closest to the left side of your page when you converted the shape.

- When **Endpoints** is chosen, the **First Across**, **First Down**, **Last Across**, and **Last Down** fields are available in the **Line** tab. The **First Across** and **First Down** fields specify the distance from the page’s left edge and top edge to the first point of your line. The page coordinates for the second point in your line are specified in the **Last Across** and **Last Down** fields. Angle and length cannot be directly specified in this mode.
- When **First Point** is chosen, the **First Across**, **First Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the first endpoint and directly specify line length.
- When **Midpoint** is chosen, the **Midpoint Across**, **Midpoint Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the midpoint and directly specify line length.
- When **Last Point** is chosen, the **Last Across**, **Last Down**, **Angle**, and **Length** fields are available in the **Line** tab. This lets you rotate the line around the second endpoint and directly specify line length.

Origin Across, Origin Down, Width, Height, Angle, Skew (fields) *Item > Modify > Line tab*

The **Line** tab **Origin Across**, **Origin Down**, **Width**, **Height**, **Angle**, and **Skew** fields are available when a Bézier line or Bézier text path is selected. These fields work just like those (with the same name) that appear in the **Box** tab of the **Modify** dialog box when a box is selected. Measurements and coordinates in these fields refer to the rectangular bounding box of the Bézier line. See “[Box \(dialog box tab\)](#).”

Note: If you resize a Bézier line or Bézier text path using the **Width** or **Height** fields, the **Line Width** or “weight” is unaffected.

Suppress Printout (check box) *Item > Modify > Line tab*

Checking **Suppress Printout** in the **Line** tab prevents the line from printing with the rest of the page. If the item is a text path, both the path and its text will be suppressed from printing.

Align with Text (area) *Item > Modify > Line tab*

The **Align with Text** area is available in the **Line** tab when the active line is anchored to flow with text. These controls work just like those (with the same name) that appear in the **Box** tab of the **Modify** dialog box when an anchored box is selected. See “[Box \(dialog box tab\)](#).”

Note: Text paths cannot be anchored to flow with text.

Line (area)

Item > Modify > Line tab

The **Line** area lets you specify colors and screen tints for active lines using the **Color** drop-down list and **Shade** field.

- The **Color** drop-down list lets you choose a color for active lines from your list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the line transparent. If multiple lines with differing colors are selected when you open the dialog box, the **Color** drop-down list defaults to **Mixed Colors**.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field’s drop-down list. **Shade** is not available when **None** or **White** is chosen in the **Color** drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Gap (area)

Item > Modify > Line tab

The **Gap** area lets you specify **Color** and **Shade** for the breaks or gaps in lines when a style other than **Solid** is chosen in the **Style** drop-down list.

- The **Color** drop-down list lets you choose a color for the gap of active lines from your list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files. Choose **None** to make the gap transparent. If multiple lines of differing gap colors are selected when you open the dialog box, the **Color** drop-down list defaults to **Mixed Colors**.
- The **Shade** field lets you enter a screen tint percentage for the specified **Color**. You can also choose a percentage from the field’s drop-down list. **Shade** is not available when **None** or **White** is chosen in the **Color** drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Line Style (submenu)

Style menu

The **Line Style** submenu lets you choose from a list of 11 predefined line styles and any custom line styles you create (**Edit > Dashes & Stripes**).

Links (command)

Edit menu

The **Links** command displays the **Links** dialog box, which lets you manipulate linked objects within the active document. This command is only available when a linked object is selected with either the Item tool or the Content tool.

Note: The **Links** command is part of OLE (Object Linking and Embedding), not QuarkXPress, and therefore may work differently with other versions of Windows or OLE.

Links (dialog box)

Edit > Links

In the **Links** column of the dialog box, all of the linked objects within the active document are shown. If the column is not wide enough to display the entire location of the source file, the beginning part of the path will not be visible. View the **Source** field below the list to see the entire path of the source file. The **Type** column and field display the object type. The **Type** field may also specify the server application used to create the object. The **Update** column shows how the object is updated, either automatically or manually, depending on the option selected in the **Update** field. To change how the object is updated, select a link in the list by clicking on it once, and then click the appropriate button in the **Update** field.

- Choosing **Automatic** allows QuarkXPress to update the object whenever a change is detected in the source file.
- Choosing **Manual** updates the object only when you use the **Update Now** button described below.

To manipulate a linked object, highlight it in the list and use one of these buttons:

- The **Update Now** button updates the linked object. When clicked, QuarkXPress locates the source file and alters the object according to how it was last saved in the source file. Use this button to update the objects which are set to **Manual**.
- The **Open Source** button launches the server application which was used to create the object and opens its source file.
- The **Change Source** button displays the **Change Source** dialog box which lets you relocate a source file that was moved from its original location. It functions like any Windows **Open/Save as** dialog box.
- The **Break Link** button breaks the link between the object and its source file. When pressed, a warning displays asking you to confirm that you want to break the link.

Note: If you break a link, all that remains is the low-resolution picture of the object. Without the link, QuarkXPress will not be able to access the original file to obtain the necessary information to print at higher resolutions.

Lists (command)

Edit menu

The **Lists** command displays the **Lists** dialog box, which lets you create and manage custom lists. 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.

Lists (dialog box)

Edit > Lists

The **Lists** dialog box lets you create, edit, duplicate, and delete lists. You can also append Lists from another document. There are two lists in the dialog box, the top displaying the available lists, and the bottom displaying the specifications for the highlighted list.

Lists (list)

Edit > Lists

When no documents are open, the **Lists** list displays all default lists. When a document is active, the **Lists** list displays lists available to the active document.

New (button)

Edit > Lists

The **New** button displays the **Edit List** dialog box, which lets you create a new list. You can create up to 1,000 default and/or document-specific lists. The **Edit List** dialog box lets you name and define a list.

Edit (button)

Edit > Lists

The **Edit** button displays the **Edit List** dialog box for the list highlighted in the **Lists** list. The **Edit List** dialog box lets you modify a list’s name and definition. You can also double-click a list to display the **Edit List** dialog box.

Duplicate (button)

Edit > Lists

The **Duplicate** button creates a new copy of the list highlighted in the **Lists** list. QuarkXPress automatically opens the **Edit List** dialog box so that you can rename and edit the copied list.

Delete (button)

Edit > Lists

The **Delete** button removes the selected list(s) from the active document.

Append (button)

Edit > Lists

The **Append** button lets you import lists from another QuarkXPress document. A dialog box lets you choose a QuarkXPress document from which to append lists.

Highlighting a document in the dialog box and clicking **Open** displays the **Append Lists** dialog box. This dialog box offers the same controls as the **Lists** tab of the **Append** dialog box (**File > Append**). See “[Append \(dialog box\)](#)” in the “File Menu.”

Save (button)

Edit > Lists

The **Save** button saves changes made to any lists in the **Lists** dialog box. When you click **Save**, QuarkXPress saves the new list specifications and closes the dialog box.

Edit List (dialog box)

Edit > Lists > New

Clicking **New**, **Edit**, or **Duplicate** in the **Lists** dialog box displays the **Edit List** dialog box, which lets you create or edit a list.

Name (field)

Edit > Lists > New

The **Name** field lets you specify a name for a new list or rename an existing list.

Available Styles (list)

Edit > Lists > New

The **Available Styles** list displays all the paragraph style sheets available to the active document. To add a paragraph style sheet to the list, double-click its name in the list or highlight it and click the **Add** arrow. To remove a paragraph style sheet from the list, highlight its name in the **Styles in List** list and click the **Remove** arrow.

Styles in List (list)

Edit > Lists > New

The **Styles in List** list displays all the paragraph style sheets included in the list. The **Level**, **Numbering**, and **Format As** drop-down lists let you further customize your list.

Level (drop-down list)

Edit > Lists > New

Choose a level from one to eight from the **Level** drop-down list to determine how text with the highlighted style sheet will be indented in the **Lists** palette (**View > Show Lists**). Every level after the first is indented in the **Lists** palette so that you can visualize your desired hierarchy. Use lower numbers to rank your most important style sheets; use higher numbers to rank style sheets of lesser importance.

Numbering (drop-down list)

Edit > Lists > New

Choose an option from the **Numbering** drop-down list to specify a page numbering style for text in the highlighted style sheet. The numbering style you choose determines where page numbers will appear in relation to the pieces of text that are copied into your finished table or list.

- Choose **Text only** for a piece of text to appear without a page number.
- Choose **Text...Page #** for a piece of text to appear followed by a page number.
- Choose **Page #...Text** for a piece of text to appear preceded by a page number.

Format As (drop-down list)

Edit > Lists > New

The **Format As** drop-down list lets you choose a style sheet to define how text will be styled in the final list. For example, you may want 24 point bold text styled using your “chapter name” style sheet to be reformatted according to your 14 point italic “TOC chapter entry” style sheet when you build a table of contents list.

Alphabetical (check box)

Edit > Lists > New

Check the **Alphabetical** check box if you want your list to be generated in alphabetical rather than in reading order. This is a useful feature for alphabetizing list items separated by paragraph returns.

Lock/Unlock (command)

Item menu

The **Lock** command (F6) prevents you from moving, resizing, reshaping, or rotating items with the mouse. **Lock** is available when unlocked items are active. You can still move and modify locked items using the **Modify** dialog box (**Item > Modify**) or the **Measurements** palette.

When you move a pointer over an active, locked item's resize handles, Bézier points, Bézier segments, or picture contents, the pointer changes to the Padlock pointer. The Padlock pointer is also displayed when you move the Mover pointer or the Rotation pointer over any active locked item. **Unlock** is available and replaces **Lock** when locked items are active.

Master Guides (command)

Page menu

The **Master Guides** command is available when a master page is displayed in the document window. The **Master Guides** command displays the **Master Guides** dialog box, which lets you change the position of page guides from the positions originally established in the **New Document** dialog box (**File > New > Document**). Page guides are nonprinting lines you can use to position boxes and other items in QuarkXPress documents. The page guides also control the size, placement, and number of columns of automatic text boxes on master pages.

Master Guides (dialog box)

Page > Master Guides

The **Master Guides** dialog box lets you change the positions of page guides for columns and margins on the master page that is displayed. Any changes you make to page guides in the **Master Guides** dialog box, including changes that affect any automatic text boxes, are applied to all document pages based on the master page that is displayed.

Column Guides (area)

Page > Master Guides

The **Column Guides** area lets you change the number of column guides and the amount of space between them for the automatic text box on the master page that is displayed.

- **Columns** field: Enter a value between 1 and 30 to specify the number of columns on the page.
- **Gutter Width** field: Enter a value from 0.042" to 4" to specify the amount of space between columns.
- The **Gutter Width** and the number of **Columns** specified must fit within the area defined by the values in the **Margin Guides** fields.

Note: When you modify the column guides, QuarkXPress divides any automatic text boxes into the specified number of columns and adjusts the gutter width as necessary (if you have not moved or resized the box).

Margin Guides (area)

Page > Master Guides

The **Margin Guides** area lets you enter new values for the margin guides for the master page displayed in the document window, and for document pages based on that master page. You can enter values in any supported measurement system in the **Top**, **Bottom**, **Left**, and **Right** fields. If a facing-page master page is displayed in the document window, the **Left** and **Right** margin fields are replaced by **Inside** and **Outside**.

Merge (submenu)

Item menu

The **Merge** submenu is available when more than one item is selected. The commands in the **Merge** submenu allow you to create complex geometric Bézier shapes more efficiently than drawing them. Except for **Join Endpoints**, all the commands produce a single Bézier box with one set of contents. This box replaces the items originally selected. The shape of the new box is synthesized in various ways from the original item shapes.

The original items selected may include lines mixed with boxes. Some of the **Merge** commands require overlap among selected objects. The only contents or attributes preserved (text, pictures, background colors, etc.) are those of the back item in the stack.

- **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 need not overlap for this command 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.
- **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 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 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 overlap an endpoint from the other active line. (Endpoints can also be joined if the distance between them is equal to or less than the **Snap Distance** specified in the **General** tab of the **Document Preferences** dialog box.) 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: **Join Endpoints** works best when the two endpoints are perfectly overlapped. This is easily accomplished by snapping both points to a horizontal and vertical guide pair. If the overlapping points are not perfectly equal in position, QuarkXPress interpolates between their positions.

Modifiable picture file formats

The availability of the commands in the **Style Menu for Pictures** varies depending on the file format of the active picture.

Picture type	Color	Shade	Negative	Contrast	Halftone
EPS/DCS	no	no	no	no	no
GIF	*	*	yes	yes	no
JPEG (*.JPG)					
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
Mac PICT (*.PCT)					
1-bit bitmap	yes	yes	no	no	yes
Grayscale bitmap	yes	yes	yes	yes	yes
Color bitmap	*	*	yes	yes	no
Object-oriented	no	no	no	no	no
OS/2 bitmap (*.BMP)					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
PhotoCD	no	no	yes	yes	no
Scitex CT					
Grayscale	*	*	yes	yes	no
Color	*	*	yes	yes	no
TIFF (*.TIF)					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
Windows bitmap (*.BMP)/PCX					
1-bit	yes	yes	yes	no	yes
Grayscale	yes	yes	yes	yes	yes
Color	*	*	yes	yes	no
WMF	no	no	no	no	no

Note: Adjustable through the Picture Contrast Specifications dialog box (**Style > Contrast**).

Modify (command)

Item menu

The **Modify** command (CTRL+M) displays the **Modify** dialog box, which lets you make comprehensive specifications for text boxes, picture boxes, lines, and text paths.

Modify (dialog box)

Item > Modify

Click the **Modify** dialog box tab that you want help on:

[Box](#)

[Line](#)

[Text Path](#)

[Text](#)

[Picture](#)

The **Frame**, **Clipping**, and **Runaround** tabs are also described according to their respective commands in the **Item** menu.

The **Modify** dialog box includes tab options that vary according to the kind of item selected:

Selected item	Tab options available
Picture box	Box/Picture/Frame/Clipping/Runaround
Text box	Box/Text/Frame/Runaround
Contentless box	Box/Frame/Runaround
Text path	Line/Text Path/Runaround
Line	Line/Runaround

Note: The same **Modify** dialog box tab options are available for anchored items, except for the **Runaround** tab.

A limited set of options is also available for multiple-selected or grouped items in the **Modify** dialog box. The **Group** tab has the same basic control set as the **Box** tab or the **Line** tab, depending on what is selected:

Multiple-selected items or groups	Tab options available
Picture boxes	Group (Box)/Picture/Frame
Text boxes	Group (Box)/Text/Frame
Text and picture boxes	Group (Box)/Frame

Text paths	Group (Line)/Text Path
<u>Lines or lines and text paths</u>	Group (Line)
Other combination	Group (Box)

Note: The **Modify** command (CTRL+M) is unavailable when a group (**Item > Group**) is multiple-selected along with an item that is not part of that group.

Move (command)

Page menu

The **Move** command displays the **Move Pages** dialog box, which lets you rearrange pages within your document.

Move Pages (dialog box)

Page > Move

The **Move Pages** dialog box lets you rearrange pages in a document. When you move pages, QuarkXPress automatically updates page numbers if you used the automatic page number characters (CTRL+2, CTRL+3, or CTRL+4). However, QuarkXPress does not change links between text boxes.

- **Move page(s)** fields: Enter page number(s) for the page(s) to be moved.
- **Before page, after page, and to end of document** buttons: Click a button to specify a new location for the moved pages.

Note: If you designated a prefix and page number style in the **Section** dialog box (**Page > Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number.

Negative (command)

Style menu

The **Negative** command creates a true negative of a picture's contrast. If you have made changes to the contrast curve using the Picture Contrast Specifications dialog box (**Style > Contrast**), these changes are calculated before **Negative** is calculated.

New (submenu)

File menu

The **New** command displays a submenu that lets you create new documents, libraries, and books.

Click the **New** submenu command you want help on:

[Document](#)

[Library](#)

[Book](#)

Book (command)

File > New

A book is a file that displays as a palette and helps you manage multiple-document publications. The **Book** command displays the **New Book** dialog box, which lets you create a new book.

New Book (dialog box)

File > New > Book

The **New Book** dialog box lets you specify a location for the book file and name the book. Enter a name in the **File name** field. QuarkXPress automatically selects the appropriate extension for Books (*.qxb) in the **Save as type** drop-down list. Click **Create** to display the new book.

Document (command)

File > New

The **Document** command (CTRL+N) displays the **New Document** dialog box, which lets you specify the setup of a new document.

New Document (dialog box)

File > New > Document

The **New Document** dialog box lets you define a document's first page and original master page. (All new documents contain a master page by default.) These specifications become program defaults and are displayed the next time you open the **New Document** dialog box.

Page (area)

File > New > Document

The **Page** area lets you specify a standard or custom page size, and lets you specify an orientation for the document.

- To specify a standard page size, choose an option from the **Size** drop-down list. The appropriate dimensions are automatically displayed in the **Width** and **Height** fields.
- To specify a custom page size, enter values in the **Width** and **Height** fields. The minimum page size is 1" x 1"; the maximum is 48" x 48". When you enter values in the fields, the option in the **Size** drop-down list changes to **Custom**.
- To change the **Orientation** of the document, click the portrait (vertical) or landscape (horizontal) button. The values in the **Width** and **Height** fields change to reflect the new orientation.

Margin Guides (area)

File > New > Document

The **Margin Guides** area lets you specify the position of margin guides on the default master page and its document pages. You can also specify whether a document contains facing pages or nonfacing pages.

- Enter values in the **Top**, **Bottom**, **Left**, and **Right** fields to specify the margins for the default master page. When **Facing Pages** is checked, the **Left** and **Right** margin fields change to **Inside** and **Outside** (the **Inside** margin is nearest the binding; the **Outside** margin is on the opposite edge).
- Check **Facing Pages** to create a document with different left and right page formats (like this manual). If you check **Facing Pages**, the new document's original master page, and any additional master pages you create, will be divided into left and right components to represent the facing-page spread.

Note: If you check **Automatic Text Box**, the values you enter in the **Margin Guides** fields determine the size and location of the automatic text box.

Column Guides (area)

File > New > Document

The **Column Guides** area lets you specify the position of column guides on the default master page.

- Enter a value between 1 and 30 in the **Columns** field to specify the number of columns.
- Enter a value from 3 to 288 points (4") in the **Gutter Width** field to specify the amount of white space between columns.

Note: If you check **Automatic Text Box**, the values you enter in the **Column Guides** fields are used to divide the automatic text box.

Automatic Text Box (check box)

File > New > Document

Check **Automatic Text Box** to place an initial automatic text box on the first page of a new document. The values in the **Margin Guides** and **Column Guides** fields determine the size, placement, and columns in the automatic text box.

Note: An automatic text box is a text box defined on a master page through which text flows automatically to other pages when pages are inserted into a document. When you check **Automatic Text Box**, this text box is automatically placed on the master page. The first page of the document, because it is based on the original master page, also includes the automatic text box.

Library (command)

File > New

A library is a file that displays as a palette and lets you store and retrieve QuarkXPress items. The **Library** command (CTRL+ALT+N) displays the **New Library** dialog box, which lets you create a new library.

New Library (dialog box)

File > New > Library

The **New Library** dialog box lets you specify a location for the library file and name the library. Enter a name in the **File name** field. QuarkXPress automatically selects the appropriate extension for Libraries (*.qxl) in the **Save as type** drop-down list. Click **Create** to display the new library.

Object (submenu) *Edit menu*

The **Object** submenu is only available for selected picture boxes which have an embedded or linked object within them. The **Object** submenu changes according to the object within the selected picture box. For example, if you embed an image from MS Paint in the selected picture box, then the **Object** submenu changes to the **Bitmap Image Object** submenu. If you link the image, then the submenu displays **Linked Bitmap Image Object**. Regardless of the submenu title, two options are listed in the submenu: **Edit** and **Open**. At present time, these two options are synonymous in QuarkXPress, as selecting either one will launch the server application and automatically open the object's source file.

Note: From a technical OLE (Object Linking and Embedding) standpoint, the **Edit** command differs from the **Open** command. Selecting **Edit** should allow the client application to take on the editing functions of the server application so that the object may be edited solely within the client application. At the present time, QuarkXPress does not use this capability and therefore opens the server application to edit embedded or linked objects.

Open (command)

File menu

The **Open** command (CTRL+O) displays the **Open** dialog box, which lets you open an existing QuarkXPress document, template, library, or book.

Open (dialog box)

File > Open

The **Open** dialog box displays a list of QuarkXPress files (documents, templates, libraries, and books). Use the **Look in** drop-down list or type a folder name in the **File name** field and press ENTER to change folders. To expedite the finding of particular files, use the **Files of type** drop-down list to limit the types of files displayed. As soon as you click on a file, the version of QuarkXPress the file was created in displays in the bottom left corner.

Note: If the **Nonmatching Preferences** dialog box displays when you open a document, see “Understanding Nonmatching Preferences” in Chapter 4, “Customizing QuarkXPress” in *A Guide to QuarkXPress*.

Options (dialog box tab)

File > Print > Options tab

The **Print** dialog box **Options** tab lets you specify settings useful for reporting PostScript errors, making PostScript dumps, printing negatives, and printing pictures. Settings in the bottom half of the dialog box let you control the way pictures are printed.

- To receive printed PostScript error reporting from QuarkXPress, check **Quark PostScript Error Handler**. The **Quark PostScript Error Handler** utility provides, in addition to PostScript error handling, information about where on a page the PostScript error occurs. If a PostScript error occurs during the printing of a QuarkXPress item (text box, picture box, line, or item created with XTensions software), the utility will print the page containing the QuarkXPress items handled successfully up to the point of the error. The utility will then print an error report containing: (1) The bounding box of the item in which the error occurred. This box is identified by a black border and a 50% black background. (2) A message at the top left of the page specifying the type of item causing the error. Lay the error report on top of the printed page to isolate the offending item. The bounding box on the error report indicates the location of the object causing the error. **Quark PostScript Error Handler** is designed for, and will only affect, PostScript printing. **Quark PostScript Error Handler** will append its report to any other PostScript error reporting utilities you may be using.
- To print to a PostScript file instead of to a printer, check **Prepress File**. **Prepress File** produces a multipage output that does not include printer driver PostScript code or embedded fonts. Such prepress files are suitable for use with proprietary pre-press systems for operations like color correction, separations, or impositions.
- Make a selection from the **Page Flip** drop-down list. The **Page Flip** drop-down list lets you choose from four options: **None**; **Horizontal** — to reverse the printing of page images from left to right; **Vertical** — to print page images upside down; and **Horizontal & Vertical** — to print page images from left to right, upside down.
- To print negative page images, check **Negative Print**. When **Negative Print** is checked, flipping a page horizontally or vertically will produce right-reading, emulsion down film output, a common standard for commercial printers in the United States.
- To specify how pictures are printed, choose **Normal**, **Low Resolution**, or **Rough** in the **Output** drop-down list. **Normal** is the default, and provides high resolution output of placed pictures using the data from the pictures' source file. **Low Resolution** prints placed pictures at screen preview resolution. **Rough** suppresses printout of placed pictures.
- From the **Data** drop-down list, choose **ASCII**, **Binary**, or **Clean 8-bit**. Though documents print more quickly in **Binary** format, **ASCII** is more portable because it is a standard format readable by a wider range of printers and print spoolers. **Clean 8-bit** is similar to **Binary**, except it avoids certain patterns of binary data that are used to communicate with parallel port printers. This may be necessary when printing to an output device connected via a parallel port.
- To control whether TIFF and EPS pictures are output or OPI (Open Prepress Interface) comments are substituted during output, choose an option from the **OPI** drop-down list.

Use the default setting, **Include Images**, when you are not using an OPI server. **Include Images** does not embed OPI comments for EPS pictures, and if a high resolution file cannot be found for

printing, the screen preview is substituted.

Choose **Omit TIFF** when you are outputting to an OPI prepress system that replaces TIFF pictures only. (Most OPI systems use this method.) **Omit TIFF** replaces TIFF pictures with OPI comments in the file. EPS pictures are included; OPI comments for the EPS pictures are not included.

Choose **Omit TIFF & EPS** when you are outputting to an OPI prepress system that replaces both TIFF and EPS pictures. **Omit TIFF & EPS** replaces both TIFF *and* EPS pictures with OPI comments in the file. (Consult documentation provided by the OPI system manufacturer for more information.)

- Check **Overprint EPS Black** to force all black elements in imported EPS pictures to overprint (regardless of their overprint settings).
- If you want QuarkXPress to print TIFFs at the full printer resolution, Check **Full Resolution TIFF Output**. When you print a TIFF with **Full Resolution TIFF Output** selected, QuarkXPress will send the TIFF information to the printer based on the resolution (dpi) of the printing device. If **Full Resolution TIFF Output** is not selected, a non-line art TIFF will be downsampled based on the frequency (lpi) setting for the session (line art TIFFs are sent at full printer resolution).

Output (dialog box tab) *File > Print > Output tab*

Output (dialog box tab), with color separations off *File > Print > Output tab*

The **Print** dialog box **Output** tab lets you specify color, resolution, and halftone screen and value settings. The following **Output** tab settings for printing are available with color separations off (color separations are specified by checking **Separations** in the **Document** tab):

- From the **Print Colors** drop-down list, choose **Black & White**, **Grayscale**, or **Composite Color**. **Black & White** prints black and white (no shades of gray) to a black and white printer. **Grayscale** prints colors as shades of gray to a black and white printer. **Composite Color** prints colors to a color printer. The options available in the **Print Colors** drop-down list are determined by the PPD selected in the **Printer Description** drop-down list (**File > Print > Setup** tab).
- Choose **Conventional** or **Printer** from the **Halftoning** drop-down list. **Conventional** uses QuarkXPress calculated halftone screen values. **Printer** uses halftone screen values effective on the selected printer; in this case, QuarkXPress does not send halftoning information.
- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** drop-down list.
- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** drop-down list.
- The list at the bottom of the **Output** tab lists **Process Black** as the only color used to print your document. If a color PPD is selected, the appropriate color plates display in the list.

Output (dialog box tab), with color separations on *File > Print > Output tab*

The **Print** dialog box **Output** tab lets you specify color, resolution, and halftone screen and value settings. The following **Output** tab settings for printing are available with color separations on (color separations are specified by checking **Separations** in the **Print** dialog box **Document** tab):

- From the **Plates** drop-down list, choose **Process & Spot** or **Convert to Process**. **Process & Spot** prints all process and spot color plates. **Convert to Process** converts all colors in your document to process colors and prints process plates.
- Choose **Conventional** (the only option available when **Separations** is checked in the **Document** tab) from the **Halftoning** drop-down list. **Conventional** uses QuarkXPress calculated halftone screen values.
- The default resolution for the printer is entered automatically in the **Resolution** field. To specify a resolution other than the default, enter a dots per inch (dpi) value in the **Resolution** field, or make a selection from the **Resolution** drop-down list.

- The default line frequency for the printer is entered automatically in the **Frequency** field. To specify a line frequency other than the default, enter a lines per inch (lpi) value in the **Frequency** field, or make a selection from the **Frequency** drop-down list.
- The list at the bottom of the **Output** tab lists the color **Plates** used in the document, as well as the default **Halftone**, **Frequency**, **Angle**, and **Function** settings. You can change these specifications, for example, when default screen values for certain plates will result in *moirés* (undesirable patterns that can result when two or more halftone screens are improperly superimposed when printing), or when you want alternate dot shapes in printed screens.
- Generally, the default settings in the **Plates** list give you correct printing results. However, there may be special instances where the default settings result in moirés, so you will need to use custom specifications. For example, the default screen values for spot colors can be set to the value of **Process Cyan**, **Process Magenta**, **Process Yellow**, or **Process Black** using the **Halftone** drop-down list in the **Edit Colors** dialog box (**Edit > Colors > New**). If you have a blend consisting of two spot colors, you may get moirés if both colors are assigned the same screen values.
- A check mark in the **Print** column indicates a plate will be printed: The default setting is checked. Uncheck any check mark in the **Print** column to cancel printing for an individual color separation plate, or select **No** in the **Print** drop-down list.
- The **Plate** column lists all spot colors and process inks used in the document when **Separations** is checked (**File > Print > Document** tab).
- The **Halftone** drop-down list lets you assign a different process color screen angle, frequency, and function to a spot color, or customize halftoning. The default screen values for spot colors are specified in the **Halftone** drop-down list in the **Edit Colors** dialog box (**Edit > Colors > New**). **Frequency**, **Angle**, and **Function** for process colors can be edited in the appropriate corresponding columns in the list.

You can choose **C**, **M**, **Y**, or **K** to use a preset screen angle, frequency, and function, or customize a screen angle, frequency, and function to a spot color plate. Choosing **C**, **M**, **Y**, or **K** produces the current angle, frequency, and dot function for the corresponding process color, and it is not editable.

Color	Default screen angle
Cyan	105.000°
Magenta	75.000°
Yellow	90.000°
Black	45.000°
<hr/>	
Spot colors	45.000° (if Process Black is selected)

- The **Frequency** column lists the line screen frequency value. This is the lines per inch (lpi) that will be applied to each of the color plates. When there is a number in the **Frequency** column (for example, for Process colors, or when you have chosen **Custom** in the **Halftone** column), the **Frequency** drop-down list becomes available.

Choose **Other** from the **Frequency** drop-down list to display the **Other** dialog box. Enter a lines

per inch (lpi) value in the **Frequency** field; then click **OK**.

- The **Angle** column lists the screen angle for each color plate. Choose **Other** from the **Angle** drop-down list to display the **Other** dialog box. You can enter a screen angle value in the **Angle** field.
- The **Function** column drop-down list lists the available dot shape types: **Default**, **Dot**, **Line**, **Ellipse**, **Square**, and **Tri-Dot**. Choose an alternate dot shape type, or keep the default setting.

PPD Manager (command)

Utilities menu

PostScript Printer Description files (PPDs) are supplied by printer manufacturers to provide access to additional features of PostScript printers. PPDs are accessed through the **Printer Description** drop-down list in the **Setup tab** of the **Print** dialog box (**File** menu). Depending on how many PPDs are available to your system, the list in the **Printer Description** drop-down list can be fairly long. The **PPD Manager** command displays the **PPD Manager** dialog box, which lets you control which PPDs are displayed in the **Printer Description** drop-down list.

PPD Manager (dialog box)

Utilities > PPD Manager

The **PPD Manager** dialog box lists all the PPDs available to QuarkXPress and lets you specify which PPDs are listed in the **Printer Description** drop-down list in the **Setup** tab of the **Print** dialog box (**File** menu).

Include (column)

Utilities > PPD Manager

The **Include** column and drop-down list indicate whether a PPD will be listed in the **Printer Description** drop-down list and let you change the selected PPD's status.

- A check mark indicates that the PPD will display in the **Printer Description** drop-down list. No check mark indicates that the PPD will not display in the **Printer Description** drop-down list.
- To change the status of a PPD, click in the **Include** column to add or remove a check mark. You can also click the **Include** drop-down list and choose **Yes** or **No**.

Note: You can multiple-select PPDs and change their status all at once. To select a range of PPDs, click the first one and press the **SHIFT** key while you click the last one in the range. To select noncontinuous PPDs, press the **CTRL** key while you click them.

Name (column)

Utilities > PPD Manager

The **Name** column lists all the PPDs in the selected **System PPD Folder**. If you have a PPD folder within your QuarkXPress folder, the **Name** column displays the PPDs in that folder as well.

System PPD Folder (area), Browse (button)

Utilities > PPD Manager

The **System PPD Folder** area lets you specify the System Folder that contains the PPDs you

want to access. By default, QuarkXPress accesses c:\ windows\ system. However, you can change this to any other folder available to your computer. The **Browse** button displays the **System PPD Folder** dialog box, which lets you locate another folder.

Update (button)
Utilities > PPD Manager

If you add a PPD to your system, the **Update** button lets you update the list of PPDs in the **Name** column without relaunching QuarkXPress.

Page Setup (command)
File menu

The **Page Setup** command (CTRL+ALT+P) displays the **Setup** tab of the **Print** dialog box. See the “Setup (dialog box tab).”

Palettes

In addition to the **Tool palette**, several other palettes give you complete control over page design, character formatting, color, trapping, and long-document publishing features. Options on some palettes change depending on the particular tool selected in the **Tool palette**. Each palette may be hidden or displayed, and placed anywhere on your monitor, allowing you to fully customize your workspace.

• **Displaying and Arranging Palettes**

The primary palettes in QuarkXPress include the **Tool palette**, the **Measurements palette**, the **Document Layout palette**, the **Style Sheets palette**, the **Colors palette**, the **Trap Information palette**, and the **Lists palette**. Each of these palettes may be displayed using the View menu. For more information about the **Books, Libraries, and Index palettes**, see “*A Guide to QuarkXPress.*”

• **Opening palettes**

To open or display a palette, choose **View > Show [name of palette]**. Palettes always display in front of other windows, and remain open until you close them.

• **Closing palettes**

You can hide palettes when you do not need them. To close an open palette, click the close box in the upper right corner of the palette, or choose **View > Hide [name of palette]**.

• **Moving palettes**

Palettes are especially convenient because they can be placed anywhere on your screen, allowing you to customize your workspace. Click and drag the bar at the top of a palette to reposition it.

• **Resizing palettes**

You can resize the **Document Layout, Style Sheets, Colors, and Lists palettes** by dragging any edge of the palette with the resize arrow.

Measurements Palette

The **Measurements palette** (**View > Show Measurements**) lets you quickly edit several commonly used item specifications without choosing **Item > Modify** or using the **Style** menu. Options on the **Measurements palette** change to reflect the currently selected tool or item. The left side of the palette indicates an item’s position; the right side indicates an item’s content.

You can edit any of the values in the **Measurements** palette (F9). Changes made to values on the left side of the palette are applied by pressing ENTER or exiting the palette; changes made to numerical values on the right side of the palette are applied by moving to a different field or exiting the palette. Clicking a button or choosing an item from a drop-down list on the right side of the **Measurements** palette applies the change immediately.

Measurements displayed in the **Measurements** palette are updated when you create, move, resize, or modify items, create or move guides, or reposition the ruler origin.

Click on the Measurements palette to enter it, or press CTRL+ALT+M to access the first field in the palette. Press the tab key to highlight the next field, or press SHIFT+TAB to highlight the previous field. Click on the document, or press the ENTER key to apply changes made in the **Measurements** palette. Press escape to exit the **Measurements** palette without applying changes.

The fields displayed in the measurements palette correspond to fields that can be accessed by choosing **Item > Modify**.

Document Layout Palette

The **Document Layout** (**View > Show Document Layout**) palette lets you add, delete, move, and access document pages and master pages using page icons.

Style Sheets Palette

The **Style Sheets** palette (**View > Show Style Sheets**) lets you create, apply, edit, duplicate, and delete character and paragraph style sheets.

Colors Palette

The **Colors** palette (**View > Show Colors**) lets you add color to selected text, pictures, box backgrounds, lines, and frames.

Trap Information Palette

The **Trap Information** palette (**View > Show Trap Information**) lets you specify trapping information for adjacent colors on an object-by-object basis.

Lists Palette

The **Lists** palette (**View > Show Lists**) helps you create lists, such as table of content lists, for any number of documents. The **Lists** palette displays text with style sheets applied, as defined in

the Lists dialog box (**Edit > Lists**).

Paragraph (dialog box tab)

Edit > Preferences > Document > Paragraph tab

The **Document Preferences** dialog box **Paragraph** tab lets you specify how mathematically-based paragraph formats such as auto leading are calculated in QuarkXPress.

Auto Leading (field)

Edit > Preferences > Document > Paragraph tab

Auto leading is what QuarkXPress uses to automatically set line spacing. It can be applied to a paragraph by entering “auto” or “0” in the **Leading** field of the **Formats** tab of the **Paragraph Attributes** dialog box (**Style > Leading**). Unlike absolute-leaded paragraphs (which apply identical line spacing above every line), auto-leaded paragraphs may include differently leaded lines when fonts and font sizes are mixed in the same paragraph.

Auto leading starts with a base amount of leading, which QuarkXPress calculates by looking at the *ascent* and *descent* values built into the fonts used in an auto-leaded line and the line above it; however, the user-specified text size (**Style > Size**) plays the largest part in determining this base amount. Finally, a value specified by the user in the **Auto Leading** field is added to the base amount to arrive at the total amount of leading.

- To specify *percentage-based* auto leading, enter a value from 0–100% in 1% increments. The default is 20%. This value determines the leading value between two lines of text as follows: The largest font size in the line above is multiplied by the percentage value. This outcome is added to the base amount of auto leading between the two lines. Although the design of certain fonts complicates the process, here is a simplified example: 10-point text styled consistently in an “untroublesome” font that is leaded with **Auto Leading** set to 20% is leaded to 12 points (10 pts + [20% of 10] = 12 pts).
- To specify *incremental* auto leading, enter a value preceded by a + or – character from –63 points to +63 points using any measurement system. Entering “+5” will add 5 points of leading to the base amount of auto leading; entering “+5 mm” will add 5 millimeters.

Note: When you change the value in the **Auto Leading** field, text baselines in auto-leaded paragraphs are automatically re-spaced.

Leading Mode (drop-down list)

Edit > Preferences > Document > Paragraph tab

The **Leading Mode** drop-down list lets you specify the leading method used to space lines of text.

- Choose **Typesetting** mode if you want leading to be measured upward from the baseline on one line of text to the baseline of the line above. This is the method preferred by most typesetters and is the default.

- Choose **Word Processing** mode if you want leading to be measured downward from the top of the ascent on one line of text to the top of the ascent on the line below it.

Maintain Leading (check box)

Edit > Preferences > Document > Paragraph tab

The **Maintain Leading** check box lets you control the placement of a line of text that falls immediately below an obstruction in a column or box. If **Maintain Leading** is checked, the line's baseline is placed according to its applied leading value. If **Maintain Leading** is unchecked, the ascent of the line will abut the bottom of the obstruction or any applied runaround value (**Item > Runaround**). The default is checked.

Baseline Grid (area)

Edit > Preferences > Document > Paragraph tab

A baseline grid is a document-wide grid to which you can lock the baselines of text in paragraphs. When you lock text baselines in adjacent columns to the grid, the baselines align across columns. You can display the baseline grid via the **Show Baseline Grid** command (**View** menu).

- Enter a value in the **Start** field to determine how far from the top of the page the first line of the grid is placed. The default value is 0.5".
- Enter a value in the **Increment** field to determine the amount of space between the grid's baselines. The default value is 12 points.

Increment	Measurement system	Smallest increment
1 to 144 pt	points	.001

Note: To lock selected paragraphs to the grid, check **Lock to Baseline Grid** in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style > Formats**).

Hyphenation Method (drop-down list)

Edit > Preferences > Document > Paragraph tab

The **Hyphenation Method** drop-down list lets you specify the method QuarkXPress uses to automatically hyphenate paragraphs when there is no corresponding entry found in your Hyphenation Exceptions dictionary. The setting you choose affects only paragraphs for which **Auto Hyphenation** (**Edit > H&Js**) is enabled.

- Choose **Standard** to hyphenate using the algorithm built into versions of QuarkXPress prior to 3.1. Documents created in versions of QuarkXPress prior to 3.1 default to **Standard** when they are opened in version 3.1 or later.
- **Enhanced** lets you hyphenate using the algorithm built into QuarkXPress as of version 3.1.

- **Expanded** uses the same algorithm as **Enhanced** but checks any built-in hyphenation dictionaries before resorting to the algorithm. This is the default method for documents created in this version of QuarkXPress.

Note: Documents created in previous versions of QuarkXPress maintain their hyphenation method (**Standard** or **Enhanced**) when opened in a newer version. If you choose **Expanded** for these documents, text reflow may occur.

Paragraph Style Sheet (submenu)

Style menu

Paragraph style sheets let you apply a set of pre-specified paragraph attributes in one step. The **Paragraph Style Sheet** submenu lets you choose from a list of paragraph style sheets defined for the document in the **Style Sheets** dialog box (**Edit > Style Sheets**). The list includes:

- **No Style**: A feature that removes the paragraph style sheet and character style sheet links from a paragraph while retaining the applied paragraph and character attributes. When you apply a new paragraph style sheet after applying **No Style**, all current character attributes and paragraph formats are stripped from the text.
- **Normal**: The default paragraph style sheet for all text boxes and text paths. You can edit the Normal paragraph style sheet via the **Style Sheets** dialog box (**Edit > Style Sheets**).
- Custom style sheets: All the paragraph style sheets defined in the **Style Sheets** dialog box (**Edit > Style Sheets**).

Paste (command)

Edit menu

The **Paste** command (CTRL+V) places the Clipboard's contents into a document or into a document item as shown in the table below. The ability to paste depends on the selected tool, the contents of the Clipboard, and the active item in the document.

Tool	Clipboard contents	Active item	Paste location
Item Tool window	boxes/lines/text paths	any	center of document
Content Tool	text	text box/path	text insertion point
Content Tool	picture	picture box	upper left corner of box
Content Tool window	boxes/lines/text paths	none	center of document
Content Tool insertion point	box or no-content line	text box/path	anchored at text

Note: If you paste text in a box containing highlighted text, the highlighted text is replaced. If you paste a picture in a box containing a picture, the picture is replaced.

Paste Special (command)

Edit menu

The **Paste Special** command lets you choose the format of an object that you paste, paste and embed, or paste and link into your document through the use of the Microsoft Windows OLE function. OLE (Object Linking and Embedding) enables a server application to provide an object to a client application. Using a server application, such as an illustration program, you can copy a picture to the Clipboard as an object. You are then able to paste, paste and embed, or paste and link the object into the client application, QuarkXPress. If you later want to edit the embedded or linked object, all you have to do is double-click on it with the Content tool and the object's server application launches allowing you to edit it. **Paste Special** is available for pictures when the Content tool is selected, a picture box is active, and the Clipboard contains a picture copied from an OLE server application.

When an object is simply pasted, no information about the file from which the object came is included. In contrast, embedded and linked objects retain information about their source file, although they do so differently. When an object is embedded in QuarkXPress, all pertinent data from the source file is included, so that the object is able to transfer itself back into the server application which created it. When an object is linked, all pertinent information is retained in the source file which QuarkXPress accesses when needed. The advantage of an embedded object is that it can be opened in the server application which created it without accessing the source file. The advantage of a linked object is that when a linked object's source file is updated, the linked object in QuarkXPress is also automatically updated. See **Paste/Paste Link (buttons)** and **As (list)** for information about how to link and embed objects.

Notes on Paste Special:

The **Paste Special** command is part of OLE, not QuarkXPress, and therefore may work differently with other versions of Windows or OLE. Also, not all Windows applications support OLE. For information about a particular application, refer to the documentation for that application.

To find out what server applications are available on your computer, select a picture box with the Content tool and choose **Insert Object** from the **Edit** menu. The **Object Type** list displays the file types which can be created with the available server applications.

Paste Special (dialog box)

Edit > Paste Special

The **Paste Special** dialog box gives you control over how the object stored on the Clipboard is pasted. Using the controls, you can simply paste, paste and embed, or paste and link the object. You may also choose to display the object as an icon on-screen.

Source (field)

Edit > Paste Special

The **Source** field displays different information depending on whether or not the object on the Clipboard came from a file which was first saved in the server application. If the file was saved before copying, then the location of the file where the object came from is displayed. If the file was not saved, then *bitmap image* displays.

Paste/Paste Link (buttons)

Edit > Paste Special

The **Paste** and **Paste Link** buttons are mutually exclusive, meaning only one of them may be selected. If **Paste** is selected, then the object on the Clipboard will be simply pasted, or pasted and embedded, depending on the option you choose in the **As** list. If **Paste Link** is selected, then the object is pasted with a link to its source file.

Note: When linking objects, always be sure to save the source file in the server application. If you link an object without saving the source file, QuarkXPress will not be able to access the appropriate information if you need to edit the object in the server application later on. For this same reason, do not delete the source file of a linked object. If you move a source file, use the **Links** dialog box (**Edit > Links > Change Source** button) to update its location.

As (list)

Edit > Paste Special

The **As** list displays all the available formats for pasting the object in the clipboard. What options display is dependent upon which button is selected.

- When the **Paste** button is selected, you are able to paste the object as an embedded object, a metafile, or a bitmap image. Depending upon the object, different variations of these options display in the **As** list. For example, if you copied a chart from Microsoft Excel, then *Microsoft Excel Chart Object* and *Metafile* would display in the **As** list. If you created an image with MS Paint, then *Bitmap Image Object*, *Metafile*, and *Device-Independent Bitmap* would display. Choosing the first option (whose name ends with *Object*) pastes and embeds, while choosing *Metafile*, *Bitmap*, or *Device-Independent Bitmap* simply pastes.
- When **Paste Link** is selected, only one option relating to the server application displays in the **As** list. For example, if you copied a chart from Microsoft Excel, then only *Microsoft Excel Chart* would display.

Result (area)

Edit > Paste Special

As soon as you select an available format from the **As** list, the **Result** area displays summary information about how that picture will be pasted.

Display as Icon (check box)

Edit > Paste Special

To display the picture as an icon on-screen, check the **Display as Icon** check box. This check box is only available when you embed or link the object. When checked, a preview of the icon displays along with the **Change Icon** button.

Note: Displaying a picture as an icon does not influence printing, it is meant solely to speed up screen redraw by maximizing memory which large picture files would otherwise consume.

Change Icon (button and dialog box)

Edit > Paste Special

The **Change Icon** button opens the **Change Icon** dialog box. Use the **Icon** area to select between the current and default icons, or locate a new icon with the **From File** button and field. If you do not know the exact location of the icon file, use the **Browse** button to search. All the icons in the location you specify in the **From File** field display below the field. The text you insert in the **Label** field displays below the icon in the picture box to help you remember what picture the icon represents.

Picture (dialog box tab) *Item > Modify > Picture tab*

The **Modify** dialog box **Picture** tab is available whenever one or more picture boxes are selected. The controls in the **Picture** tab let you specify how a picture is positioned within its box, and how it is angled, scaled, and colored.

Offset Across, Offset Down (fields) *Item > Modify > Picture tab*

The **Offset Across** and **Offset Down** fields in the **Picture** tab let you specify the position of a picture relative to its box. You can enter negative or positive values for either field. The default for both is zero.

- **Offset Across** specifies the distance between the left edge of the rectangular bounding box and the left edge of the picture.
- **Offset Down** specifies the distance between the top edge of the rectangular bounding box and the top edge of the picture.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
– picture size to + box size	various (" , pt, cm, etc.)	.001

Scale Across, Scale Down (fields) *Item > Modify > Picture tab*

The **Scale Across** and **Scale Down** fields let you specify proportionate or disproportionate sizing for a picture within a picture box. **Scale Across** scales pictures horizontally; **Scale Down** scales a picture vertically. If you want to maintain existing proportions, enter equivalent values.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
0 to 1,000%	percent	.1

Picture Angle, Picture Skew (fields) *Item > Modify > Picture tab*

The **Picture Angle** and **Picture Skew** fields let you rotate and skew a picture independent of the active picture box that contains it.

- **Picture Angle** specifies the rotation of a picture around its center.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
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± 360°	degrees	.001
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- **Picture Skew** tilts a picture's sides to create a slanted visual effect.

Range	Measurement system	Smallest increment
± 75°	degrees	.001

Flip Horizontal, Flip Vertical (check boxes)

Item > Modify > Picture tab

The **Flip Horizontal** and **Flip Vertical** check boxes let you create a mirror image of the picture in an active picture box. These check boxes work just like the **Flip Horizontal** and **Flip Vertical** commands in the **Style** menu.

Suppress Picture Printout (check box)

Item > Modify > Picture tab

Checking **Suppress Picture Printout** in the **Picture** tab prevents the picture in an active picture box from printing with the rest of the page. Any visible attributes of the box itself (frame, background color, or blend) will print normally.

Picture (area)

The **Picture** area lets you specify a color and shade for most grayscale or black-and-white pictures using the **Color** drop-down list and **Shade** field. For a list of picture file formats compatible with this feature, see "Modifiable picture file formats."

- The **Color** drop-down list lets you choose a color to be used in place of black in the grayscale or black-and-white picture within an active picture box. You can choose from the list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.
- The **Shade** field in the **Picture** tab lets you enter the maximum screen tint percentage for the selected **Color** of the grayscale or black-and-white picture. You can also choose a percentage from the field's drop-down list.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Pictures (dialog box tab) *Utilities > Usage > Pictures tab*

The **Pictures** tab of the **Usage** dialog box lists all the pictures on document pages, master pages, and the pasteboard. You can determine the status of pictures, view them, locate their disk files for printing, and control whether they print or not.

Print (column) *Utilities > Usage > Pictures tab*

QuarkXPress lets you prevent an active picture from printing by checking **Suppress Picture Printout** in the **Picture tab** of the **Modify** dialog box (**Item** menu). You can also prevent a picture and its frame from printing by checking **Suppress Printout** in the **Box tab** of the **Modify** dialog box (**Item** menu). The **Print** column and drop-down list in the **Pictures** tab of the **Usage** dialog box let you change which pictures will print.

- A check mark indicates that the picture and its frame will print normally (neither **Suppress Picture Printout** or **Suppress Printout** is checked).
- No check mark indicates that the picture, or the frame and picture, will not print (either **Suppress Picture Printout** or **Suppress Printout** is checked).
- To suppress a picture that is set to print, click in the **Print** column to remove the check mark. This will check **Suppress Picture Printout** for the picture (preventing the picture from printing). You can also click the **Print** drop-down list and choose **No**.
- To print a picture that is suppressed, click in the **Print** column to add a check mark. This will uncheck **Suppress Picture Printout** and print the picture and its frame normally. You can also click the **Print** drop-down list and choose **Yes**.

Note: You can multiple-select pictures and change their print status all at once. To select a range of pictures, click the first picture and press the SHIFT key while you click the last picture in the range. To select noncontinuous pictures, press the CTRL key while you click the pictures.

Name, Page, Type (columns) *Utilities > Usage > Pictures tab*

The **Name**, **Page**, and **Type** columns help identify picture files.

- The **Name** column displays the name of the picture file and the path from the picture file to the document (when the picture was first imported or its last updated location).
- The **Page** column displays the page number the picture is on. “PB” indicates that the picture lies entirely on the pasteboard next to the listed page.
- The **Type** column displays the file format of the picture.

Note: Pictures copied from other applications via the clipboard will have “static object” listed

under the name column without an associated path. Pictures created by the **Insert Object** command (**Edit** menu) will simply be named “embedded object” and will also have no path.

Status (column)

Utilities > Usage > Pictures tab

To print high-resolution pictures, QuarkXPress needs access to the actual picture files. The **Status** column indicates whether QuarkXPress can find the picture file and whether the picture file has been modified since it was imported. The options in the **Status** column include:

- **OK:** The picture file has not been moved or edited.
- **Modified:** The picture file has been edited in another application since it was imported into QuarkXPress, but it has not been moved.
- **Missing:** The picture file has been renamed or moved.
- **Wrong Type:** The file type has changed, but the picture file has not been updated. Or, a necessary picture import filter is not loaded (for example, the JPEG Import filter).
- **In Use:** The picture file is open in another application.
- **No Access:** The current user does not have privileges to open the file.
- **Can't Open:** The computer has too many files open.

Note: When you print a document that has picture files listed as modified or missing, QuarkXPress prompts you to update them. If you do not update a missing picture file, QuarkXPress prints the low resolution picture preview rather than the original picture file. If you do not update a modified picture file, QuarkXPress still prints the original picture file, but it may not match the preview displayed in the document.

Show (button)

Utilities > Usage > Pictures tab

The **Show** button displays the highlighted picture to help you determine whether to update it.

Update (button)

Utilities > Usage > Pictures tab

The **Update** button lets you update modified pictures and locate missing pictures. If a selected picture is modified, the **Update** button reimports the picture with a new picture preview. If a selected picture is missing, the **Update** button displays the **Find** dialog box, which lets you locate and open the missing picture file.

Note: When you update a picture, and other missing picture files are found in the same location, a warning gives you the option to update those pictures as well.

More Information (check box)

Utilities > Usage > Pictures tab

Checking **More Information** displays the picture's full path, file size, modification date, dimensions, resolution, and colors.

Point/Segment Type (submenu)

Item menu

The **Point/Segment Type** submenu lets you convert active Bézier points and segments. The top half of the **Point/Segment Type** submenu lists point types (**Corner Point**, **Smooth Point**, and **Symmetrical Point**). The bottom half of the submenu lists segment types (**Straight Segment** and **Curved Segment**). To gain access to Bézier points and segments, one of the options in the **Item > Edit** submenu must be checked.

A Bézier point is made active by clicking it. You can multiple-select Bézier points by Shift-clicking each one. You can select all Bézier points in an active item by pressing CTRL+SHIFT+A or by triple-clicking any of the Bézier points in the item. (Double-clicking a point suffices if the item contains only one path.) When multiple points are selected, the Point commands in the **Point/Segment Type** submenu act on all selected points, and the Segment commands in the submenu affect all segments between adjacent selected points.

Whenever two adjacent points are active, the segment between them is active. You can select an individual segment and its two associated points by clicking the segment or by clicking both points on either end of it. When all points in an item are active (CTRL+SHIFT+A), all segments are active as well.

Corner Point (command)

Item > Point/Segment Type

The **Corner Point** command (CTRL+F1) changes active Bézier points into corner points. A corner point is a Bézier point that connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. In the case of curved lines, the corner point's curve handles can be manipulated independently of one another, usually to form a sharp transition between the two segments.

Smooth Point (command)

Item > Point/Segment Type

The **Smooth Point** command (CTRL+F2) changes active points into smooth points. A smooth point is a Bézier point that connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point but can be distanced independently, which lets you create an asymmetrical curve.

Symmetrical Point (command)

Item > Point/Segment Type

The **Symmetrical Point** command (CTRL+F3) changes active points into symmetrical points. A symmetrical point is a Bézier point that connects two curved lines to form a continuous curve.

The result is similar to a smooth point, but the curve handles always rest on a straight line through the point and are always equidistant from the point.

Straight Segment (command)

Item > Point/Segment Type

The **Straight Segment** command (CTRL+SHIFT+F1) changes active segments into straight segments. A straight segment is a Bézier segment that cannot be curved. A point attached to a straight segment displays no curve handle for the straight segment. When you drag a straight segment, its associated points move with it. Straight segments are created by default when you click (without dragging) to create points in a new Bézier item.

Curved Segment (command)

Item > Point/Segment Type

The **Curved Segment** command (CTRL+SHIFT+F2) changes active segments into curved segments. A curved segment may look straight if its associated curve handles are positioned in a certain way, but it is distinct from a straight segment in the way it behaves.

Points attached to a straight segment display a curve handle for the curved segment. When you drag a curved segment, its associated points remain in place while the segment itself bends, bringing the curve handles along with it. Depending on the type of points attached to the segment (**Corner**, **Smooth**, or **Symmetrical**), the adjoining segments may also bend. Curved segments are created by default when you drag the mouse to create points in a new Bézier item.

Note: A curved segment in QuarkXPress bends in a different manner depending on which part of it you drag. This lets you shape the segment like a piece of wire, by pushing or pulling on the parts that require adjustment. You do not need to drag curve handles directly.

Preferences (submenu)

Edit menu

Preferences let you specify defaults and customize the way QuarkXPress works. The **Preferences** submenu lets you choose whether to modify **Application** or **Document** preferences.

Application preferences apply to QuarkXPress; therefore they affect the way all documents are handled. Document preferences affect only the active document. However, if you change document preferences with no documents open, the new preferences become defaults for all new documents.

Click the **Preferences** command you want help on:

[Application](#)

[Document](#)

Preview, Exit Preview (command)

View menu

The **Preview** command resizes the document window to fill the application window; maximizes the document view; and hides guides, grids, rulers, invisibles, and palettes. The scroll bars, **View Percent** field, and **Page Number** field remain visible so you can move around the preview. The **Exit Preview** command returns the document to its previous state.

Preview (dialog box tab)

File > Print > Preview tab

The **Print** dialog box **Preview** tab lets you view the effect of the settings you made for a print job before it is output. The page icon on the right side of the **Preview** tab shows you the document page in relationship to its placement on the paper as it comes from the printer. Statistical information about the document page also displays.

Previous, Next, First, Last (commands)

Page menu

The **Previous**, **Next**, **First**, and **Last** commands let you “turn the pages” of your document to display the specified page. **Previous** and **Next** are relative to the page currently displayed. **First** and **Last** display the absolute first and last pages of the document.

Print (command)

File menu

The **Print** command (CTRL+P) displays the **Print** dialog box, which lets you specify the output of a document. The **Print** dialog box is divided into two specific areas:

- The area in the middle of the **Print** dialog box consisting of five tabs: **Document**, **Setup**, **Output**, **Options**, and **Preview**. Each tab contains a unique set of print-related options.

Click the **Print** dialog box tab that you want help on:

[Document](#)

[Setup](#)

[Output](#)

[Options](#)

[Preview](#)

- The fields, drop-down lists, and buttons at the top and bottom of the dialog box that are the static components of the **Print** dialog box. These are described next.

Printer (drop-down list)

File > Print

The **Printer** drop-down list displays all the printers installed on your computer, either physically through the parallel or serial ports, or across a network. The **Properties** button opens a dialog box with controls specific to the selected print driver. For more information on how to install printers or the options in the **Properties** dialog box, consult the documentation provided with Microsoft Windows.

Print Style (drop-down list)

File > Print

Print styles are sets of predefined output settings that you create in the **Print Styles** dialog box (**Edit > Print Styles**). The **Print Style** drop-down list lets you choose an option from your list of print styles. The default setting, **Document**, means that you have no print style selected. When you choose a print style, all the tabs reflect the settings of that style. If you modify any settings to override the print style, an asterisk * and space are added before the print style name.

Copies, Pages (fields)

File > Print

The **Copies** field lets you specify the number of copies to print. The **Pages** field lets you specify the document pages to print. The **Pages** field lets you enter:

- The word “All” to print all the pages in a document (the default). You can also choose **All** from the drop-down list.
- Discontinuous ranges separated by commas (for example, “1, 3, 7”).
- Continuous ranges separated by hyphens (for example, “1-7”).
- A combination of discontinuous and continuous ranges (for example, “1, 3, 7-10”).
- The word “End” to print from the beginning of a range to the end of the document (for example, “7-end”).

Note: If you designated a prefix and page number style in the **Section** dialog box (**Page > Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page’s sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number.

Range Separators (button), Edit Range Separators (dialog box)

File > Print

Hyphens and commas are the default separators for indicating continuous and discontinuous ranges in the **Pages** field. If you specified commas or hyphens as part of page numbers in the **Section** dialog box (**Page** menu), you will need to change the default separators. For example, if your page numbers are “A-1, A-2,” then you will not be able to specify ranges in the **Pages** field using hyphens. To edit the separators, click the **Range Separators** button and enter new characters in the **Edit Range Separators** dialog box.

Capture Settings (button)

File > Print

The **Capture Settings** button saves the current output specifications with the document and closes the **Print** dialog box. The output specifications appear the next time you choose **File > Print**.

Print Styles (command)

Edit menu

The **Print Styles** command displays the **Print Styles** dialog box, which lets you create and manage custom print styles. A print style is a group of print settings that you can implement quickly by choosing the name of the print style in the **Print Style** drop-down list in the **Print** dialog box (**File > Print**). This eliminates having to recreate complex print settings that you use frequently.

Print Styles (dialog box)

Edit > Print Styles

The **Print Styles** dialog box lets you create, edit, duplicate, and delete print styles. You can also import and export print styles. There are two lists, the top displaying the available print styles, and the bottom displaying the attributes of the highlighted print style.

Print Styles (list)

Edit > Print Styles

The **Print Styles** list displays all print styles. Print styles are always created as defaults for the application — never for the document.

New (button)

Edit > Print Styles

The **New** button displays the **Edit Print Style** dialog box, which lets you create a new print style. You can create up to 1,000 print styles. The **Edit Print Style** dialog box lets you name and define a print style.

Edit (button)

Edit > Print Styles

The **Edit** button displays the **Edit Print Style** dialog box for the print style highlighted in the **Print Styles** list. The **Edit Print Style** dialog box lets you modify a print style's name and definition. You can also double-click a print style to display the **Edit Print Style** dialog box.

Duplicate (button)

Edit > Print Styles

The **Duplicate** button creates a new copy of the print style highlighted in the **Print Styles** list. QuarkXPress automatically opens the **Edit Print Style** dialog box so that you can rename and

edit the copied print style.

Delete (button) *Edit > Print Styles*

The **Delete** button removes the selected print style(s) from the active document. You cannot delete the *Default* print style.

Import (button) *Edit > Print Styles*

The **Import** button lets you import a print styles file that you have created using the **Export** button. A dialog box lets you select a print styles file to import. Highlighting a file in the dialog box and clicking **Open** immediately imports the print styles.

Export (button) *Edit > Print Styles*

The **Export** button lets you export the highlighted print styles to a file that can be used by another QuarkXPress user. An exported print style file can be imported using the **Import** button.

To export, highlight print styles in the **Print Styles** list and click **Export**. A dialog box displays, prompting you to specify the name and the location for the new print styles file. Click **Save** to complete the export.

Save (button) *Edit > Print Styles*

The **Save** button saves changes made to any print styles in the **Print Styles** dialog box and closes the dialog box.

Edit Print Style (dialog box) *Edit > Print Styles > New*

Clicking **New**, **Edit**, or **Duplicate** in the **Print Styles** dialog box displays the **Edit Print Style** dialog box, which lets you create or edit print styles.

- The **Name** field lets you specify a name for a new print style or rename an existing print style.
- Below the **Name** field are four tabs: **Document**, **Setup**, **Output**, and **Options**. These tabs let you specify the printing settings that will be automatically applied whenever you choose the print style in the **Print Style** drop-down list in the **Print** dialog box (**File > Print**). The controls in

these four tabs are the same as those found in the **Print** dialog box (**File** menu). See “Print (dialog box)” in the “File Menu.”

Revert to Saved (command)

File menu

The **Revert to Saved** command lets you discard changes and restore the active document to the most recently saved version.

Note: If you are using **Auto Save**, pressing the ALT key while you choose **Revert to Saved** reverts the document to the last auto-saved version. The **Auto Save** controls are in the Save tab of the **Application Preferences** dialog box (**Edit > Preferences > Application**).

Rules (command)

Style menu

The **Rules** feature lets you attach horizontal lines above and/or below a paragraph so that the lines always flow with the text. The **Rules** command displays the **Rules** tab of the **Paragraph Attributes** dialog box.

Rules (dialog box tab)

Style menu

The **Rules** tab of the **Paragraph Attributes** dialog box lets you specify length, position, style, width, color, and shade for paragraph rules.

Rule Above, Rule Below (areas)

Style > Rules

The **Rule Above** and **Rule Below** areas let you specify whether you want horizontal lines above and/or below a paragraph. Checking **Rule Above** and/or **Rule Below** gives you access to controls for specifying the placement and style of the rules.

Length (drop-down list)

Style > Rules > Rule Above, Rule Below checked

The **Length** drop-down list lets you specify whether rules fit within the paragraph indents or match the length of the text.

- **Indents:** Specifies a rule that extends from the paragraph's **Left Indent** to its **Right Indent**. Indents are specified in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style > Formats**).
- **Text:** Specifies a **Rule Above** that matches the length of the first line of text in the paragraph and a **Rule Below** that matches the length of the last line of text in the paragraph.

Note: The **From Left** and **From Right** values in the **Rules** tab of the **Paragraph Attributes** dialog box apply whether you choose **Indents** or **Text**.

From Left, From Right (fields)

Style > Rules > Rule Above, Rule Below checked

The **From Left** and **From Right** fields let you specify the placement of a rule in relation to the specified **Length**: either **Indents** or **Text**.

- **From Left:** Specifies the distance between the left end of a rule and either the left indent of the

paragraph (**Length** set to **Indents**) or the left end of a line of text (**Length** set to **Text**).

- **From Right:** Specifies the distance between the right end of a rule and either the right indent of the paragraph (**Length** set to **Indents**) or the right end of a line of text (**Length** set to **Text**).
- Larger positive values make a rule shorter. Smaller positive values make a rule longer. (You can enter negative values if an indent is applied to the paragraph.)

Range	Measurement system	Smallest increment
column width	various (" , pt, cm, etc.)	.001

Offset (field)

Style > Rules > Rule Above, Rule Below checked

The **Offset** field lets you specify the amount of vertical space between a paragraph and a rule. You can enter an absolute value or a percentage.

- Absolute values are measured from the baseline of the first line of a paragraph to the bottom of a **Rule Above**, and from the baseline of the last line of a paragraph to the top of a **Rule Below**. Positive values move the rule farther away from the text. Negative values move the rule closer to the text. Using a negative absolute offset value for a **Rule Above**, you can overlap a dark-colored rule with white text to create reverse type.

Range	Measurement system	Smallest increment
0 to 15" or -1/2 rule width	various (" , pt, cm, etc.)	.001

- Specifying a percentage in the **Offset** field makes the rule act like an auto-leaded line of text, which automatically avoids overlap. The total distance between paragraphs defines the 100% value. For example, a 30% **Offset** for a **Rule Above** adds 30% of the total interparagraph space below the center of the rule. The default rule **Offset** is 0%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Style (drop-down list)

Style > Rules > Rule Above, Rule Below checked

The **Style** drop-down list lets you choose from a list of default line styles and line styles you create (**Edit > Dashes & Stripes**).

Width (field)

Style > Rules > Rule Above, Rule Below checked

The **Width** field and drop-down list lets you choose from a list of line widths or enter a line width in the field. If you choose the **Hairline** option, QuarkXPress prints the rule at .125 point to a 300 dpi PostScript printer. Entering a 0 in any line width field specifies a **Hairline**.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Color (drop-down list)

Style > Rules > Rule Above, Rule Below checked

The **Color** drop-down list lets you choose from a list of colors defined in the **Colors** dialog box (**Edit > Colors**). The list includes custom colors, default colors, and spot colors imported with EPS picture files.

Shade (field)

Style > Rules > Rule Above, Rule Below checked

The **Shade** field and drop-down list let you choose a shade value in 10% increments or enter a value in the field.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Runaround (command)

Item menu

The **Runaround** command (CTRL+T) is available whenever a non-anchored item is selected. The command displays the **Runaround** tab of the **Modify** dialog box, which lets you create or modify a QuarkXPress runaround path for a picture, or change the runaround outset for any other item.

Runaround is a term used to describe how text in a text box flows around items that are placed in front of it. An edit to an item's runaround changes the way text in a text box behaves when the edited item is placed in front of text. Runaround specifications can be created for an item, or for the picture in a picture box. A picture-based runaround path tells QuarkXPress which picture areas repel text positioned behind it, and which picture areas allow text to flow behind unimpeded.

Runaround (dialog box tab), picture box selected

Item > Runaround

When a picture box is selected, the **Modify** dialog box **Runaround** tab works like the **Clipping** tab, but with a few exceptions:

- Paths created in the **Runaround** tab are called *runaround paths*. These paths force text in text boxes stacked behind the picture box to abut and flow around the “included” areas of the path. The areas outside the runaround path allow the text to flow unimpeded in back. A run around path does not determine which areas of a picture are visible.
- On color monitors, the runaround path is displayed in the **Preview** area by default as a magenta path. Hypothetical text is shown as a series of horizontal gray bars.
- The **None** option is available in the **Type** drop-down list when the **Runaround** tab is used. Although selecting **Item** in the **Type** drop-down list of the **Clipping** tab turns clipping off, you must choose **None** in the **Type** drop-down list to turn runaround off. Selecting **Item** in the **Runaround** tab causes the active picture box to repel text according to a runaround outset measured from the picture box borders. This outset is specified using the **Top**, **Left**, **Bottom**, and **Right** fields when a rectangular box is active, and by the **Outset** field when a nonrectangular box is active. **Item** runaround does not produce an editable Bézier runaround path.
- The **Same As Clipping** option is available in the **Type** drop-down list when the **Runaround** tab is displayed. Choose this option if you want text to run around the QuarkXPress clipping path you have specified in the **Clipping** tab. Although you may specify a unique **Outset** and **Smoothness** when **Same As Clipping** is chosen, any Bézier edits to the runaround area must be made to the clipping path.
- To edit an applied runaround path using Béziers, **Runaround** must be checked instead of **Clipping Path** in the **Item > Edit** submenu — except when **Same As Clipping** is chosen in the **Type** drop-down list.
- The **Restrict To Box** check box does not affect picture visibility as it does in the **Clipping** tab. When **Restrict To Box** is checked in the **Runaround** tab, text ignores any portion of the

runaround path that falls outside the picture box borders. This achieves the same result as clicking **Crop To Box** in the **Runaround** tab, but the runaround path itself is not redrawn.

- The default in the **Type** drop-down list of the **Runaround** tab is **Item** with a 1-point outset all around.

See “[Clipping](#) (dialog box tab)” for detailed descriptions of the controls in the **Runaround** tab for picture boxes.

Runaround (dialog box tab), text box or contentless box selected *Item > Runaround*

When the active item is a text box (or a box to which **Item > Content > None** has been applied), the **Runaround** tab lets you choose **None** or **Item** in the **Type** drop-down list. If you choose **None**, text from other text boxes stacked behind will be allowed to flow unimpeded behind the active text box. If you choose **Item**, you can specify a runaround outset as measured from the text box borders. This outset is specified using the **Top**, **Left**, **Bottom**, and **Right** fields when a rectangular box is active, and by the **Outset** field when a non-rectangular box is active. These fields accept positive or negative values. Negative values place the runaround area within the text box borders. **Item** runaround does not produce an editable Bézier runaround path.

Range	Measurement system	Smallest increment
± 288 pt	various (" , pt, cm, etc.)	.001

Runaround (dialog box tab), line or text path selected *Item > Runaround*

When a line or text path is selected, the **Runaround** tab lets you choose **None**, **Item**, or **Manual** in the **Type** drop-down list. If you choose **None** as the runaround type, text from other text boxes stacked behind will flow unimpeded behind the active item. **Item** runaround does not produce an editable Bézier runaround path. Choose **Manual** to create a new, editable runaround path for the active line or text path. The runaround path can be edited by choosing **Item > Edit > Runaround** while the item is active.

If you choose **Item** or **Manual**, you can specify a runaround **Outset** as measured from the active line. This field accepts positive values only.

Range	Measurement system	Smallest increment
0 to 288 pt	various (" , pt, cm, etc.)	.001

Save (command)

File menu

The **Save** command (CTRL+S) lets you retain changes made to the active document. For documents that have been previously saved, **Save** retains changes you have made and replaces the document with a new version. If you have not yet saved the active document, or if you are working on a template, choosing **Save** displays the **Save as** dialog box, which lets you specify a name and location for the document.

Note: If you are using **Auto Backup**, each time you choose **Save**, a new revision of the active document is stored in the **Destination** folder. The **Auto Backup** controls are in the **Save tab** of the **Application Preferences** dialog box (**Edit > Preferences > Application**).

Save (dialog box tab)

Edit > Preferences > Application > Save tab

The **Application Preferences** dialog box **Save** tab provides controls that let you customize how QuarkXPress saves and performs backups of your document.

Auto Save (area)

Edit > Preferences > Application > Save tab

Checking **Auto Save** protects your work from system or power failure. When checked, QuarkXPress will automatically record document changes to a temporary file in your document folder according to a specified time interval. Enter the interval (in minutes) in the **Every minutes** field. The default setting has **Auto Save** checked at an interval of **Every 5 minutes**. QuarkXPress will not overwrite the original file until you manually save (**File > Save**). When you open the document after a system interruption, QuarkXPress displays a warning indicating that the document will be restored to the last auto save version. If your last manual save is preferable to your last auto save, you can choose **Revert to Saved** after you open the document to restore the last manual save. The default is unchecked.

Note: The **Revert to Saved** command (**File > Revert to Saved**) reverts to the last manually saved version of a document regardless of your **Auto Save** settings. Pressing the ALT key while you choose **File > Revert to Saved** reverts to the last auto-saved version of a document.

Auto Backup (area)

Edit > Preferences > Application > Save tab

Check **Auto Backup** and enter a value in the **Keep revisions** field to retain up to 100 revisions of a document. Each time you manually save (**File > Save**), QuarkXPress copies the previous manually-saved version to the **Destination** folder you specify. The default is unchecked.

- Click **Document Folder** to store revisions in the same folder with the document.
- Click **Other Folder** to choose a folder other than the document folder for storing revisions. Click **Browse** to display the **Browse for Folder** dialog box, then choose or create a folder and click **OK** to close the dialog box. The name of the selected **Folder** displays.

Consecutive numbers are added to the name of the original document for each backup. When the last revision is created (for example, 5 of 5), the oldest revision in the folder is deleted. To retrieve a backup from the destination folder, open it like any other QuarkXPress document.

Auto Library Save (check box)

Edit > Preferences > Application > Save tab

Checking **Auto Library Save** causes changes to be saved to a QuarkXPress library file whenever you add an entry to it. The default is unchecked.

Save Document Position (check box)

Edit > Preferences > Application > Save tab

Check **Save Document Position** if you want QuarkXPress to automatically remember the size, position, and proportions of your document window. The default is checked.

Save Page as EPS (command)

File menu

The **Save Page as EPS** command (CTRL+ALT+SHIFT+S) displays the **Save Page as EPS** dialog box, which lets you create an Encapsulated PostScript picture file of a page in the active document. The EPS file retains and reproduces all text, layout, and pictures of the original page. You can import the EPS file into any program that supports the EPS format.

Save Page as EPS (dialog box)

File > Save Page as EPS

The **Save Page as EPS** dialog box lets you specify the page to be saved; and the name, location, scale, and format of the EPS file. To accurately reproduce the pages, QuarkXPress needs access to the necessary PostScript printer fonts and high resolution picture files. You have the option to use a low resolution preview if you cannot locate a picture.

Page, Scale, Bleed (fields), Spread (check box)

File > Save Page as EPS

The lower left corner of the **Save Page as EPS** dialog box lets you specify the page to generate the EPS file from and its size.

- Enter a number in the **Page** field to specify the page to save as an EPS file. You can also enter an absolute page number, which represents the page's sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number. Check **Spread** to generate an EPS of that entire spread.
- Enter a percentage value in the **Scale** field to save a reduced version of the page.
- Enter a value in the **Bleed** field to "expand" the EPS file's boundaries. For example, you may have a picture box that is .25" larger than a page on all sides of the page. Normally, when **Save Page as EPS** is selected, the picture box will be clipped to the exact size of the page. However, if .25" is entered as the **Bleed** value before saving, the entire picture box will be captured in the resulting EPS.

Format (drop-down list)

File > Save Page as EPS > Format

Choose a picture file format from the **Format** drop-down list.

- **Color** generates a color EPS file.
- **B&W** generates a black-and-white EPS file.
- **DCS** generates a pre-separated process color EPS file.
- **DCS 2.0** generates a pre-separated EPS that includes process and spot colors.

Preview, Data (drop-down lists)

File > Save Page as EPS

The **Preview** drop-down list and **Data** drop-down list let you specify how the file is created.

- Choose **TIFF** from the **Preview** drop-down list to create a screen preview of the EPS file, or choose **None** to exclude the preview.
- If your page contains bitmap (raster) image data, choose an option from the **Data** drop-down list to control how the data is included in the EPS. Choose from **Binary**, **ASCII**, or **Clean 8-bit**. Though documents print more quickly in **Binary** format, **ASCII** is more portable because it is a standard format readable by a wider range of printers and print spoolers. **Clean 8-bit** is similar to **Binary**, except it avoids certain patterns of binary data that are used to communicate with parallel port printers. This may be necessary when printing to an output device connected via a parallel port.

OPI (drop-down list)

File > Save Page as EPS

The OPI (Open Prepress Interface) method substitutes the high-resolution versions of color and grayscale bitmap images in a page saved as an EPS file. Choose an option from the **OPI** drop-down list if the page contains bitmap image data in TIFF or EPS file format:

- **Include Images** includes all imported TIFF and EPS pictures in the saved EPS file.
- **Omit TIFF** replaces all TIFF pictures with OPI comments that can be read by an OPI server.
- **Omit TIFF & EPS** replaces all TIFF and EPS pictures with OPI comments that can be read by an OPI server.

Save Text (command)

File menu

The **Save Text** command (CTRL+ALT+E) displays the **Save Text** dialog box, which lets you export text in a variety of file formats. The **Save Text** command is available when the Content tool is selected and a text box is active.

Save Text (dialog box)

File > Save Text

The **Save Text** dialog box lets you export ASCII text, ASCII text saved with XPress Tags, and word processing files. The **Save Text** command saves only text; it does not save pictures, anchored text, or anchored picture boxes. When text is being saved, the page number indicator in the lower left corner of the document window changes to indicate the percentage of the text that has been saved.

- Use the controls in the dialog box to specify a location for the text file.
- Enter a name for the text file in the **File name** field.
- Click **Entire Story** to export the story containing the Text Insertion bar; click **Selected Text** to export only highlighted text.
- Choose an option from the **Save as type** drop-down list to specify a file format for the exported text. The drop-down list includes **ASCII Text (*.txt)**, **Rich Text Format (*.rtf)**, and the names of any import/export filters you have loaded.

Note: QuarkXPress includes import/export filters for many popular word processing programs like Microsoft Word and WordPerfect. To export a file created with one of these applications or a file that contains XPress Tag codes, use the **XTensions Manager** dialog box (**Utilities** menu) to enable the necessary import/export filter.

Save as (command)

File menu

The **Save as** command (CTRL+ALT+S) displays the **Save as** dialog box, which lets you specify a name, location, and other attributes for the document file. You can use **Save as** to create another copy of the active document with a new name or to create a template.

Save as (dialog box)

File > Save as

The **Save as** dialog box lets you name the document, specify a location for it, save the document as a template, and save the document for a different version of QuarkXPress.

- Enter a name for the document in the **File name** field.
- Choose **Template** from the **Save as type** drop-down list to save the formatting of the current document as a reusable basis for new documents. Templates are protected from overwriting.
- Choose **3.3** from the **Version** drop-down list to create a document that can be opened by QuarkXPress 3.3, 3.31, or 3.32. Items based on features implemented in later versions of QuarkXPress are altered or removed.

Section (command)

Page menu

A section is a group of sequentially numbered pages within a document. The **Section** command displays the **Section** dialog box, which lets you divide a document into individually numbered sections.

The page number shown in the lower left corner of the document window reflects any sectioning and page number format modifications. An asterisk (*) displayed on a document page icon in the **Document Layout** palette (**View** menu) indicates the start of a new section.

Note: You can also access the **Section** dialog box from the **Document Layout** palette (**View** menu). The dialog box will display if you select a page icon and click the page number indicator in the lower left corner of the palette.

Section (dialog box)

Page > Section

The **Section** dialog box lets you designate the current page as the start of a section and specify a prefix for the page numbers, the first page number of the section, and the format of the page numbers.

Section Start (check box)

Page > Section

Checking **Section Start** lets you define the current page as the first page of a section. The “current page” is defined as the page whose number is displayed in the lower left corner of the document window. Make sure this number is correct before you start a new section.

Note: If you access the **Section** dialog box by clicking the page number indicator in the lower left corner of the **Document Layout** palette, the “current page” is designated with italicized characters in the palette.

Book Chapter Start (check box)

Page > Section

The **Book Chapter Start** check box applies to documents that are chapters in an open book (**File > New > Book**). A **Book Chapter Start** tells a chapter to start its page numbering after the last page of the previous chapter. To override a book chapter start and create a section, check **Section Start**. The **Book Chapter Start** check box is only available when a chapter is open independently of its book.

Page Numbering (area)

Page > Section

The **Page Numbering** area lets you specify the numbering and style for pages in a section. Any automatic page numbers placed using the automatic page number characters (CTRL+2, CTRL+3, or CTRL+4) will reflect the specified section numbering format.

- **Prefix** field: Enter up to four characters to precede page numbers in a section. For example, you might precede the page number of an appendix with the prefix “app-.”
- **Number** field: Enter the number you want to assign to the first page of a new section. You must enter Arabic numerals (1, 2, 3, etc.) in the **Number** field, regardless of the **Format** of the section page numbers. For example, if you are using lowercase Roman numerals for the front matter in a book and want the section to start with v, enter 5 in the **Number** field.
- **Format** pop-up menu: Choose a style for page numbers in a section. Options include numeric **1, 2, 3, 4**, uppercase Roman **I, II, III, IV**, lowercase Roman **i, ii, iii, iv**, uppercase alphabetic **A, B, C, D**, and lowercase alphabetic **a, b, c, d**.

Note: If you designated a prefix and page number style in the **Section** dialog box (**Page > Section**), you must use that prefix and style when you enter page numbers in fields. You can also enter an absolute page number, which represents the page’s sequential order in the document. To specify an absolute page number, enter a plus sign (+) before the number.

Select All (command)

Edit menu

When the Item tool is selected, the **Select All** command (CTRL+A) selects all the items on the current spread and its pasteboard. When the Content tool is selected, the **Select All** command selects all the text in the active box or text chain. The **Select All** command cannot be used to select all points in a Bézier item; instead, press CTRL+SHIFT+A while a Bézier point is active, or double-click a Bézier point to select all Bézier points.

Send Backward (command)

Item menu

Send Backward places the active items one level back in the *stacking order*. The active item is moved behind the item that was positioned behind it. **Send Backward** is available when active items are not at the bottom of the stack.

The stacking order of items affects the following:

- Stacking is initially determined by the order in which items are created. The most recently created item is placed in front of previous items.
- Boxes with background shades applied to them always obscure text, pictures, and items that are behind them. To make a box's background transparent so that items behind it are visible, apply a box background color of *None* (**Item > Modify > Box** tab). The picture or text contents of a box with a background of *None* may be opaque, but the box background itself will be transparent.
- Items stacked in front of a box containing text will cause text to reflow if the overlapping items have a runaround type other than **None**.
- A constraining box must remain behind boxes it constrains. If you choose **Send to Back** for a constrained item, it will be placed immediately in front of its constraining box and behind all other constrained items.

Note: To activate an item that is completely hidden by another item, press CTRL+ALT+SHIFT and click at the location of the hidden item. When there are many layers of items, repeated mouse clicks at the point where items overlap will successively activate items from the top of the stack down to the bottom.

Send to Back (command)

Item menu

The **Send to Back** command reorders the *stack ing* of items by placing active items at the back of the stack. **Send to Back** is available when active items are not at the back of the stack. For more information on stacking order, see “Send Backward (command).”

Setup (dialog box tab)

File > Print > Setup tab

The **Print** dialog box **Setup** tab (CTRL+ALT+P) lets you specify printing information such as printer type, paper size, page orientation, and scale.

- The **Printer Description** drop-down list lets you specify the appropriate PostScript Printer Description (PPD) file for your PostScript printer.

When you do this, the **Paper Size**, **Paper Width**, and **Paper Height** fields will automatically be filled with default information supplied by the PPD. If you choose a PPD for an imagesetter, the **Paper Offset** and **Page Gap** fields will also be available; check with your service bureau for information. If you do not have the right PPD, choose a similar built-in, generic PPD.

Note: PPDs are created by printer manufacturers and are usually supplied with PostScript printers. Contact the appropriate printer manufacturer for more information.

- The **Paper Size** drop-down list lets you specify the media size used by your printer. To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** drop-down list and enter values in the **Paper Width** and **Paper Height** fields.
- The **Reduce or Enlarge** field let you enter a percentage value to specify that your document print smaller or larger. The default is 100%.
- The **Page Positioning** drop-down list lets you specify the position of the document on the selected output media. The default **Page Positioning** is **Left Edge**, which positions the top left of the document page on the top left of the selected media. **Center** centers the page horizontally and vertically in the imageable area of the selected output media. **Center Horizontal** centers the page left-to-right in the imageable area. **Center Vertical** centers the page top-to-bottom in the imageable area.
- The **Fit in Print Area** check box lets you reduce or enlarge the size of a page in your document to fit the imageable area of the currently selected media.
- Click an **Orientation** button to specify whether to print in portrait (vertical) or landscape (horizontal) mode. **Portrait** orientation is the default, however, if your document page is wider than the paper size selected, landscape orientation is selected automatically.

Shade for Lines (submenu)

Style menu

The **Shade** submenu lets you choose a tint value in 10% increments. The **Other** option displays the **Line** tab of the **Modify** dialog box, which lets you enter a percentage value in the highlighted **Shade** field.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
0 to 100%	percent	.1

Shade for Pictures (submenu)

Style menu

The **Shade** submenu lets you choose a value in 10% increments. The **Other** option displays the **Picture tab** of the **Modify** dialog box, which lets you enter the maximum shade percentage into the highlighted **Shade** field.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
0 to 100%	percent	.1

Shade (submenu)
Style menu

The **Shade** submenu lets you choose a tint value in 10% increments. The **Other** option displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Shade** field.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Shape (submenu) *Item menu*

The **Shape** submenu lets you change the “shape type” of an active item. For example, you can change a circle into a square or vice versa. You can also change the type of item: Lines can be changed into boxes or boxes into lines. Two of the options in the **Shape** submenu are arbitrary shapes that allow free-form Bézier editing. The **Shape** submenu is not available for multiple-selected items.

You can use the **Shape** submenu to convert an active item into:

- A rectangular box that is not editable using Béziers.
- A rounded-corner box that is not editable using Béziers.
- A beveled-corner box that is not editable using Béziers.
- A concave-corner box that is not editable using Béziers.
- An elliptical box that is not editable using Béziers.
- The Bézier box option, which does not change the shape visibly, but does allow interactive Bézier editing whenever **Item > Edit > Shape** is checked.

If you choose the Bézier box option when a line is active, QuarkXPress traces around the actual *line width* (along with any arrowhead and dash pattern applied to the line) to convert the line into an elongated Bézier box. However, if the line is a Bézier line, it may be preferable to make this transformation by simply joining or connecting the endpoints of the line without tracing around its width. To join or connect the endpoints of a Bézier line to form a Bézier box, press the ALT key while choosing the Bézier box option. If the endpoints sit on top (or almost on top) of each other, they are joined into one point. Otherwise, a new line segment is added that connects the two endpoints.

You can also use the three bottom shapes in the **Shape** submenu to convert an active item into:

- A straight line (of any angle) that is not editable using Béziers.
- A straight line that is only horizontal or vertical, and not editable using Béziers.
- A Bézier line based on the original box or line shape, and allows interactive Bézier editing whenever **Item > Edit > Shape** is checked. If the original shape is a multiple-path box, only one of the paths in the box will be retained when you convert to a line.

Note: A Bézier line in QuarkXPress is a single “open” path. If you want an item to include “closed” paths or multiple paths, you must work with Bézier box items.

Show/Hide Baseline Grid (command)

View menu

A baseline grid is a horizontal grid that can be used to ensure that lines of text align horizontally across columns and text boxes. The **Show Baseline Grid** command displays the nonprinting grid. The **Hide Baseline Grid** command hides the grid so you can more easily view text. By default, the **Baseline Grid** is hidden.

Note: Specify the spacing for a baseline grid in the **Paragraph tab** of the **Document Preferences** dialog box (**Edit > Preferences > Document**). To make selected paragraphs conform to a baseline grid, check **Lock to Baseline Grid** in the **Paragraph Attributes** dialog box (**Style > Formats**).

Show/Hide Clipboard (command)

Edit menu

The **Show Clipboard** command displays the Windows Clipboard. The Clipboard contains the last item, text, or picture you cut or copied from any application that supports the Windows Clipboard. An item cannot be edited within the Clipboard, and it is erased as soon as another item is copied there.

Show/Hide Colors (command)

View menu

The **Show Colors** command displays the **Colors** palette, which lets you apply colors to text, pictures in specific file formats, and items. The **Hide Colors** command closes the **Colors palette**.

Show/Hide Document Layout (command)

View menu

The **Show Document Layout** command displays the **Document Layout** palette, which lets you manipulate document and master pages. The **Hide Document Layout** command closes the **Document Layout palette**.

Show/Hide Guides (command)

View menu

The **Show Guides** command displays nonprinting lines used to position items on pages. Guides include margin guides, the outlines of boxes, the “X” pattern in empty picture boxes, and ruler guides. The **Hide Guides** command hides guides so you can see how your finished document looks. By default, Guides are showing.

Note: Guides display **In Front** of or **Behind** items on document pages depending on the Guides setting in the General tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).

Show/Hide Invisibles (command)

View menu

The **Show Invisibles** command displays editable, nonprinting characters such as spaces, tabs, and paragraph returns in text. The **Hide Invisibles** command hides the characters so you can more easily view text. By default, **Invisibles** are hidden. Invisible characters are displayed as follows:

Invisible character	Keyboard key
Word space	SPACE BAR
New paragraph	ENTER
New line	SHIFT+ENTER
New column	ENTER (keypad)
New box	SHIFT+ENTER (keypad)
<u>Tab</u>	TAB
Indent here	CTRL+\

Show/Hide Lists (command)

View menu

The **Show Lists** command displays the **Lists** palette, which lets you generate and update style-sheet based lists for documents and books. The **Hide Lists** command closes the **List palette**.

Show/Hide Measurements (command)

View menu

The **Show Measurements** command displays the **Measurements** palette, which lets you edit many item and content specifications. The controls available in the **Measurements** palette vary according to the active items. The **Hide Measurements** command closes the **Measurements** palette.

Show/Hide Rulers (command)

View menu

The **Show Rulers** command displays rulers, which are used to position items and guides, along the top and left edges of the document window. The **Hide Rulers** command hides the rulers so you can see more of the document window. By default, **Rulers** are showing.

Note: In the General tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**), use the **Horizontal Measure** and **Vertical Measure** drop-down lists to specify the measurement system displayed on the rulers and use the **Item Coordinates** drop-down list to specify whether the horizontal ruler spans a **Page** or **Spread**.

Show/Hide Style Sheets (command)

View menu

The **Show Style Sheets** command displays the **Style Sheets** palette, which lets you apply character-based and paragraph-based style sheets. The **Hide Style Sheets** command closes the **Style Sheets** palette.

Show/Hide Tools (command)

View menu

The **Show Tools** command displays the Tool palette, which provides tools for creating and modifying items. The **Hide Tools** command closes the Tool palette.

Show/Hide Trap Information (command)

View menu

The **Show Trap Information** command displays the Trap Information palette, which lets you specify trapping relationships for adjacent colors on an object by object basis. The **Hide Trap Information** command closes the Trap Information palette.

Size (submenu)
Style menu

The **Size** submenu lets you choose from a list of common point sizes for text. The **Other** option displays the **Character Attributes** dialog box, which lets you enter a font size for text in the highlighted **Size** field.

Although you can enter a size in any supported measurement system, the font size will be displayed in points the next time you open the dialog box.

Range	Measurement system	Smallest increment
2 to 720 pt	various (" , pt, cm, etc.)	.001

If an automatic drop cap is highlighted, the font size is displayed as a percentage.

Range	Measurement system	Smallest increment
10% to 400%	percent	.1

Snap to Guides (command)

View menu

The **Snap to Guides** command lets you quickly align items with guides. When **Snap to Guides** is checked and you drag an item near a guide, the item aligns automatically with the guide. If you're creating a new item, the tool's pointer will snap to the nearest guide. By default, **Snap to Guides** is checked.

Note: Specify the distance at which an item aligns automatically with a guide in the **Snap Distance** field in the **General tab** of the **Document Preferences** dialog box (**Edit > Preferences > Document**).

Space/Align (command)

Item menu

The **Space/Align** command (CTRL+,) displays the **Space/Align** dialog box, which lets you control the amount of horizontal and/or vertical space between multiple-selected items.

Space/Align is available when two or more items are active.

Space/Align (dialog box)

Item > Space/Align

The **Space/Align** dialog box consists of the **Horizontal** and **Vertical** areas. To enable the controls in either area, check **Horizontal** or **Vertical**. You can specify horizontal spacing and alignment alone, vertical spacing and alignment alone, or a combination of the two.

Horizontal (area)

Item > Space/Align

The **Horizontal** check box lets you control horizontal spacing and alignment among the active items. Checking **Horizontal** enables the **Space**, **Distribute Evenly**, and **Between** controls in the **Horizontal** area.

The horizontal space between active items can be controlled three ways: You can specify an absolute amount of space between items; you can specify a percentage of the space currently between items; or you can distribute space evenly between items. You specify from which parts of items (centers or edges) QuarkXPress measures the space by choosing an option from the **Between** drop-down list.

Space (button)

Item > Space/Align > Horizontal checked

When you specify **Space** and enter a value in the **Space** field in the **Horizontal** area, QuarkXPress spaces items relative to the left active item, which does not move. The left item is defined as the item whose left bounding box edge (or line portion including line width and text on a path) extends closest to the left side of the pasteboard. If two or more items have the same left edge position, QuarkXPress spaces active items with respect to the item closest to the top of the pasteboard.

- To specify an absolute amount of horizontal space between active items, enter a value from 0 to 10" in the **Space** field.

Range	Measurement system	Smallest increment
0 to 10"	various (" , pt, cm, etc.)	.001

- To position active items according to a percentage of their current horizontal spacing relative to

one another, enter a value from 0 to 1,000%. For example, for active items horizontally spaced 2" apart from center to center, a value of 50% reduces space between centers to 1".

Range	Measurement system	Smallest increment
0 to 1,000%	percent	.1

Distribute Evenly (button)

Item > Space/Align > Horizontal checked

To place an equal amount of horizontal space between active items, specify **Distribute Evenly**. **Distribute Evenly** is available when three or more items are active. When you specify **Distribute Evenly**, the left and right items do not move. Only items between move. Values entered in the **Space** field are ignored when you specify **Distribute Evenly**.

Between (drop-down list)

Item > Space/Align > Horizontal checked

The **Between** drop-down list displays four methods for horizontally aligning active items: **Items**, **Left Edges**, **Centers**, and **Right Edges**. The method you choose from the **Between** drop-down list determines how QuarkXPress implements the value or percentage you enter in the **Space** field, or how horizontal space is distributed evenly.

When horizontally spacing/aligning a rectangular box, QuarkXPress measures from the sides of the box. When spacing/aligning a group or an item that is not rectangular, such as an oval or a Bézier box, QuarkXPress measures from the group's or the item's bounding box. When spacing/aligning a line, QuarkXPress considers all parts of the line, including its width and text on a path.

- Choosing **Items** places the amount of space or percentage entered in the **Space** field between the right edge of one active item and the left edge of the item to the right of it, and so on.
- Choosing **Left Edges** places the amount of space or percentage entered in the **Space** field between the left edges of active items.
- Choosing **Centers** places the amount of space or percentage entered in the **Space** field between the centers of active items.
- Choosing **Right Edges** places the amount of space or percentage entered in the **Space** field between the right edges of active items.

Vertical (area)

Item > Space/Align

The **Vertical** check box lets you control vertical spacing and alignment among the active items. Checking **Vertical** enables the **Space**, **Distribute Evenly**, and **Between** controls in the **Vertical**

area.

The vertical space between active items can be controlled in three ways: You can specify an absolute amount of space between items; you can specify a percentage of the space currently between items; or you can distribute space evenly between items. You specify from which parts of items (centers or edges) QuarkXPress measures the space by choosing an option from the **Between** drop-down list.

Space (button)

Item > Space/Align > Vertical checked

When you specify **Space** and enter a value in the **Space** field in the **Vertical** area, QuarkXPress spaces items relative to the upper active item, which does not move. The upper item is defined as the item whose top bounding box edge (or line portion including line width and text on a path) extends closest to the top of the pasteboard. If two or more items have the same top edge position, then QuarkXPress spaces active items with respect to the left item.

- To specify an absolute amount of vertical space between active items, enter a value from 0 to 10" in the **Space** field.

Range	Measurement system	Smallest increment
0 to 10"	various (" , pt, cm, etc.)	.001

- To position active items according to a percentage of their current vertical spacing relative to one another, enter a value from 0 to 1,000% in the **Space** field. For example, for active items vertically spaced 2" from center to center, a value of 50% reduces space between centers to 1".

Range	Measurement system	Smallest increment
0 to 1,000%	percent	.1

Distribute Evenly (button)

Item > Space/Align > Vertical checked

To place an equal amount of vertical space between active items, specify **Distribute Evenly**. **Distribute Evenly** is available when three or more items are active. When you specify **Distribute Evenly**, the upper and lower items do not move. Values you enter in the **Space** field are ignored when you specify **Distribute Evenly**.

Between (drop-down list)

Item > Space/Align > Vertical checked

The **Between** drop-down list displays four methods for vertically aligning active items: **Items**, **Top Edges**, **Centers**, and **Bottom Edges**. The method you choose from the **Between** drop-down

list determines how QuarkXPress implements the value or percentage you enter in the **Space** field, or how space is distributed evenly.

When vertically spacing/aligning a rectangular box, QuarkXPress measures from the top and bottom of the box. When spacing/aligning a group or an item that is not rectangular, such as an oval or a Bézier box, QuarkXPress measures from the bounding box. When spacing/aligning a line, QuarkXPress considers all parts of the line, including its width and text on a path.

- Choosing **Items** places the amount of space or percentage entered in the **Space** field between the bottom edge of one active item and the top edge of the item beneath it, and so on.
- Choosing **Top Edges** places the amount of space or percentage entered in the **Space** field between the top edges of active items.
- Choosing **Centers** places the amount of space or percentage entered in the **Space** field between the centers of active items.
- Choosing **Bottom Edges** places the amount of space or percentage entered in the **Space** field between active items.

Split (submenu) *Item menu*

The **Split** submenu is available only when the active item is a single box that contains more than one closed path or consists of a closed path that crosses over itself like a “figure eight.” The commands in the **Split** submenu let you break apart paths (in a multiple-shape box) into two or more boxes. Both of the commands in the **Split** submenu produce multiple Bézier boxes. The new boxes replace the box that was originally selected. The contents or attributes of the original box (text, pictures, background colors, etc.) are reproduced for all the resulting boxes.

- **Outside Paths** splits a box that consists of two or more closed paths separated in space, but does not split closed paths contained within these paths. For example, if you choose **Outside Paths** when a box shaped like a donut near an apple is active, two boxes result — one for the donut and one for the apple. No box is created for the hole in the donut. **Outside Paths** also works on paths that cross over themselves. A “figure eight” for example, is split into two boxes.
- **All Paths** splits all closed paths in the active item, including paths contained within other paths. **All Paths** splits a box shaped like two donuts into four boxes — two boxes representing the outsides of the donuts, and two boxes representing the holes in the donuts. **All Paths** also works on paths that cross over themselves. A “figure eight,” for example, is split into two boxes.

Step and Repeat (command)

Item menu

The **Step and Repeat** command (CTRL+ALT+D) displays the **Step and Repeat** dialog box, which lets you create multiple copies of active items and specify where QuarkXPress places the copies.

When you step and repeat boxes, their contents are duplicated as well. Duplicating a linked text box duplicates the active box, the text contained by the active box, plus any succeeding text in the text chain. An overflow symbol is displayed in the duplicated text box to represent the additional text.

Note: **Step and Repeat** cannot place a copy outside an original item's constraining box or the pasteboard.

Step and Repeat (dialog box)

Item menu

The **Step and Repeat** dialog box lets you enter values in the **Repeat Count**, **Vertical Offset**, and **Horizontal Offset** fields to place duplicates of active items.

- The **Repeat Count** field lets you specify the number of duplicates you want made of the original item.

Range	Measurement system	Smallest increment
1 to 99	integers	1

- The **Horizontal Offset** and **Vertical Offset** fields let you specify where copies are placed relative to the original. A positive horizontal value places copies to the right of the original; a negative horizontal value places copies to the left of the original. A positive vertical value places copies below the original; a negative vertical value places copies above the original. The values entered in the **Step and Repeat** dialog box become the default **Step and Repeat** offsets, as well as the offsets used by **Duplicate**, until you close the program.

Range	Measurement system	Smallest increment
± 24"	various (" , pt, cm, etc.)	.001

Style Sheets (command)

Edit menu

Style sheets let you group paragraph formats, character attributes, rules, and tab settings so they can all be applied collectively with one action. The **Style Sheets** command (SHIFT+F11) displays the **Style Sheets** dialog box, which lets you create and manage paragraph and character style sheets. You apply style sheets to text using the **Paragraph Style Sheet** or **Character Style Sheet** command in the **Style** menu, keyboard commands, or the **Style Sheets** palette (**View > Style Sheets**).

Note: Style sheets created when no documents are open are included with all subsequently created documents; style sheets created when a document is active are specific to that document.

Style Sheets (dialog box)

Edit > Style Sheets

The **Style Sheets** dialog box lets you create, edit, duplicate, and delete paragraph and character style sheets. You can also append style sheets from another document.

There are two lists. The top list displays a list of style sheets according to the choice you make in the **Show** drop-down list. The bottom list provides a list of the major attributes contained by a style sheet highlighted in the top list. Paragraph style sheet names are preceded by a ¶ icon, and character style sheets are preceded by an A icon.

Show (drop-down list)

Edit > Style Sheets

The **Show** drop-down list determines which style sheets are displayed in the **Style Sheets** dialog box list.

- Choose **All Style Sheets** to display all the style sheets available to the document. When no document is open, only style sheets that are defaults for all documents are displayed.
- Choose **Paragraph Style Sheets** to display only paragraph style sheets. Paragraph style sheets are style sheets that contain paragraph formatting and are applied to an entire paragraph. Each paragraph style sheet also contains one default character style sheet.
- Choose **Character Style Sheets** to display only character style sheets. Character style sheets are style sheets that contain only character formatting and can be applied exclusively to highlighted text.
- Choose **Style Sheets In Use** to display only those style sheets that have been applied to text somewhere in the active document.
- Choose **Style Sheets Not Used** to display only those style sheets that are unused in the text of the active document.

Note: The Normal paragraph and character style sheets are always available to all documents. QuarkXPress automatically applies the Normal paragraph style and Normal character style sheet to all newly created text boxes. The Normal paragraph style sheet can only contain the Normal character style sheet. Default paragraph formats and character attributes for newly created text boxes are determined by the specifications in the Normal paragraph and character style sheets. You can edit these attributes at any time. To globally change the Normal paragraph and character style sheets so that changes apply to all new documents, edit both style sheets with no document open.

New (drop-down button) *Edit > Style Sheets*

The **New** drop-down button lets you create up to 1,000 default and/or document-specific style sheets. The drop-down button has two options: **Paragraph** and **Character**.

- Choose ¶ **Paragraph** to create a style sheet that contains paragraph attributes. (Paragraph style sheets also contain a default character style sheet.) The **Edit Paragraph Style Sheet** dialog box displays.
- Choose A **Character** to create a style sheet that contains only character attributes. The **Edit Character Style Sheet** dialog box displays.

Edit (button) *Edit > Style Sheets*

The **Edit** button displays the **Edit Paragraph Style Sheet** dialog box or the **Edit Character Style Sheet** dialog box, depending on what type of style sheet you have highlighted in the list. When the dialog box displays, it shows the current **Description** for that style sheet. You can also double-click a style sheet in the list to open the dialog box.

Duplicate (button) *Edit > Style Sheets*

The **Duplicate** button creates an identical copy of the style sheet highlighted in the list. QuarkXPress automatically opens the **Edit Paragraph Style Sheet** dialog box or the **Edit Character Style Sheet** dialog box so that you can rename and edit the duplicated style sheet.

Delete (button) *Edit > Style Sheets*

The **Delete** button removes the selected style sheet(s) from the active document. If the style sheet was used in the document, a warning lets you choose a replacement style sheet. If you choose *No Style* in the warning dialog box, text to which the deleted style sheet was applied will retain the attributes of the deleted style sheet, but *No Style* will be checked in the **Style Sheet** submenu

(**Style** menu) when those paragraphs are selected. If you choose another replacement style sheet in the warning dialog box, text to which the deleted style sheet was applied will take on the attributes of the new style sheet, with local formatting retained. You cannot delete the Normal style sheets.

Append (button) *Edit > Style Sheets*

The **Append** button lets you import style sheets from another document. A dialog box lets you choose a QuarkXPress document from which to append style sheets.

Highlighting a document in the dialog box and clicking **Open** displays the **Append Style Sheets** dialog box. This dialog box offers the same controls as the **Style Sheets** tab of the **Append** dialog box (**File > Append**). See “[Append](#) (dialog box)” in the “File Menu.”

Save (button) *Edit > Style Sheets*

The **Save** button saves changes made to any style sheets in the **Style Sheets** dialog box. When you click **Save**, QuarkXPress updates text in the document to match the new style sheet specifications and closes the dialog box.

Edit Paragraph Style Sheet (dialog box) *Edit > Style Sheets > New > Paragraph*

Clicking **New > Paragraph** (or clicking **Edit** or **Duplicate** when a ¶ paragraph style sheet is highlighted) displays the **Edit Paragraph Style Sheet** dialog box, which lets you create or edit a paragraph style sheet. Defaults for new style sheets are taken from the selected text.

- The **Name** field lets you specify a name for a new style sheet or rename an existing style sheet.
- Below the **Name** field are four tabs: **General**, **Formats**, **Tabs**, and **Rules**. The **Formats**, **Tabs**, and **Rules** tabs let you specify the paragraph formats that will be automatically applied to text whenever you apply a paragraph style sheet. The controls in these three tabs are the same as those found in the **Paragraph Attributes** dialog box (**Style > Formats**). See “[Formats](#) (dialog box tab),” “[Tabs](#) (dialog box tab),” and “[Rules](#) (dialog box tab)” in the “Style Menu.” The controls in the **General** tab are described here.

General (dialog box tab) *Edit > Style Sheets > New > Paragraph > General tab*

The **Edit Paragraph Style Sheet** dialog box **General** tab lets you specify keyboard equivalents and other non-paragraph-related attributes for a style sheet.

Keyboard Equivalent (field)

Edit > Style Sheets > New > Paragraph > General tab

The **Keyboard Equivalent** field lets you specify a keyboard command that will automatically apply the style sheet. Select the Keyboard Equivalent field, then press any combination of CTRL or CTRL+ALT and a numeric character on the keypad.

Based On (drop-down list)

Edit > Style Sheets > New > Paragraph > General tab

The **Based On** drop-down list lets you base a new style sheet on an existing style sheet by choosing a style sheet name. The default is *No Style*.

Note: Modifications made to a style sheet upon which another style sheet is based affect both style sheets.

Next Style (drop-down list)

Edit > Style Sheets > New > Paragraph > General tab

The **Next Style** drop-down list lets you specify a style sheet to follow the the current style sheet when you are entering text. For example, you could specify that a paragraph with a “subhead” style sheet be followed automatically by a paragraph with the “byline” style sheet, which in turn could be followed by a paragraph with the “body copy” style sheet. The style automatically changes to the style specified in **Next Style** after return is pressed at the end of the paragraph. **Next Style** does not affect existing text.

- The drop-down list displays all style sheets in the **Style Sheets** dialog box for the active document. When no documents are open, it lists the default style sheets.
- Choose *Self* from the **Next Style** drop-down list to continue using the same style sheet in the next paragraph.

Character Style Sheet (area)

Edit > Style Sheets > New > Paragraph > General tab

All paragraph style sheets also contain a character style sheet. The character style sheet is applied to all the characters in the paragraph whenever you apply a paragraph style sheet.

- The **Style** drop-down list contains a list of all the character style sheets available to the active document and lets you choose the character style used by the paragraph style sheet.
- Choose **New** to create a new character style sheet directly from the **Edit Paragraph Style Sheet** dialog box. This displays the **Edit Character Style Sheet** dialog box. After you make your edits, click **OK** to return to the **Edit Paragraph Style Sheet** dialog box. The new style sheet name will automatically display in the **Style** drop-down list.

- Choose **Edit** to edit the character style sheet chosen in the **Style** drop-down list. This displays the **Edit Character Style Sheet** dialog box. After you make your edits, click **OK** to return to the **Edit Paragraph Style Sheet** dialog box.

Edit Character Style Sheet (dialog box)

Edit > Style Sheets > New > Character

Clicking **New > Character** (or clicking **Edit** or **Duplicate** when a **A** character style sheet is highlighted) displays the **Edit Character Style Sheet** dialog box, which lets you create or edit a character style sheet.

- The **Name** field lets you specify a name for a new style sheet or rename an existing style sheet.
- The **Keyboard Equivalent** field lets you specify a keyboard command that will automatically apply the style sheet. Select the Keyboard Equivalent field, then press any combination of CTRL or CTRL+ALT and a numeric character on the keypad.
- The **Based On** drop-down list lets you base a style sheet on an existing style sheet by choosing a style sheet name. Modifications made to a style sheet upon which another style sheet is based affect both style sheets. The default is *No Style*.
- The controls underneath the **Based On** drop-down list in the **Edit Character Style Sheet** dialog box are the same as those found in the **Character Attributes** dialog box (**Style > Character**).

Suggested Hyphenation (command)

Utilities menu

If you need to add hyphens to words to change line breaks, QuarkXPress can provide “suggested hyphenation” to help you break words properly. The **Suggested Hyphenation** command (CTRL+H) displays the **Suggested Hyphenation** dialog box, which lets you view syllable breaks for the selected word. To select a word, highlight it, place the Text Insertion bar in it, or place the Text Insertion bar immediately next to the word. If more than one word is highlighted, the **Suggested Hyphenation** command displays syllable breaks for the first word in the highlighted range.

Suggested Hyphenation (dialog box)

Utilities menu

The **Suggested Hyphenation** dialog box displays syllable breaks for the selected word based on the following:

- First, QuarkXPress checks the paragraph’s H&J specification to see if the word should be hyphenated at all. For example, if the H&J **Minimum Before** value is 3, the word “bicycle” would not be broken after “bi” in the **Suggested Hyphenation** dialog box.
- Second, QuarkXPress checks your list of hyphenation exceptions. If the word is in your list, then that hyphenation is displayed.
- Next, QuarkXPress checks its internal dictionary containing preferred hyphenation for thousands of words. If the word is in this dictionary, then that hyphenation is displayed. The internal dictionary is checked only when **Expanded** is chosen from the **Hyphenation Method** drop-down list in the **Paragraph tab** of the **Document Preferences** dialog box (**Edit > Preferences > Document**).
- If the word is not in your hyphenation exceptions list or in the internal dictionary, QuarkXPress uses an algorithm to hyphenate words. If the algorithm results in undesirable hyphenations, add those words to your list of hyphenation exceptions (**Utilities > Hyphenation Exceptions**).

Note: The **Suggested Hyphenation** feature does not alter the selected word. If you decide to add hyphens to a word, try adding discretionary hyphens (CTRL+HYPHEN), which are used only when line endings force a word to break.

Tabs (command) *Style menu*

QuarkXPress lets you specify an unlimited number of tab stops per column. In addition to any custom tab stops, there are invisible default tab stops that occur every half-inch, starting from the farthest-right custom tab stop. If there are no custom tab stops, the invisible default tab stops start one half-inch into the paragraph and continue across. The **Tabs** command displays the **Tabs** tab of the **Paragraph Attributes** dialog box.

Tab ruler (area) *Style > Tabs*

The tab ruler, displayed at the top of the active column whenever the **Formats** or **Tabs** tabs of the **Paragraph Attributes** dialog box is displayed, lets you specify indents and create and move tab stops visually. If the active item cannot display the tab ruler, the tab ruler is displayed in the **Tabs** tab of the **Paragraph Attributes** dialog box.

Tab stops are displayed with icons that represent the type of tab stop alignment: **Left**, **Center**, **Right**, **Decimal**, **Comma**, or **Align On**. You can use the ruler to:

- Specify indents: Drag the icons at the top of the ruler to adjust the **Left Indent**, **First Line Indent**, or **Right Indent**.
- Create tab stops: Click on the ruler to create tab stops; the current alignment button and **Fill Characters** settings in the **Paragraph Attributes** dialog box apply to the tab stop.
- Edit tab stops: Click a tab stop to select it. Drag the selected tab stop to move it. You can also change the alignment button and **Fill Characters** settings in the dialog box while the tab stop is selected.
- Delete tab stops: Click a tab to select it; then drag it off the ruler. CTRL+click the ruler to delete all tab stops.

Tabs (dialog box tab) *Style > Tabs*

The **Tabs** tab of the **Paragraph Attributes** dialog box lets you specify the alignment, position, and fill character for tab stops.

Alignment (buttons) *Style > Tabs*

The alignment buttons let you choose an alignment for a tab stop.

- **Left**: Aligns tabbed text flush left along a tab stop.

- **Center:** Centers tabbed text along a tab stop.
- **Right:** Aligns tabbed text flush right along a tab stop. To align characters flush along the right indent of a column, regardless of other tab stops, place the text insertion point immediately to the left of the characters and press SHIFT+TAB.
- **Decimal:** Positions tabbed text by aligning decimal points (periods) along a tab stop.
- **Comma:** Aligns commas in tabbed text along a tab stop.
- **Align On:** Aligns occurrences of a user-specified character in tabbed text along a tab stop. The **Align On** option lets you enter this character in the **Align On** field. You can enter any printing character.

Note: If you choose **Decimal**, **Comma**, or **Align On**, and the text (usually a number) doesn't contain a period, comma, or specified alignment character, the text aligns on the character following the text (such as a tab, space, or carriage return).

Position (field) *Style > Tabs*

The **Position** field lets you specify tab stops numerically. Tab stops are measured from the **Text Inset** value on the left edge of a box or column. New tab stops are immediately displayed on the **Tab Ruler** and are shown selected.

Range	Measurement system	Smallest increment
column width	various (" , pt, cm, etc.)	.001

If you click **Set**, the tab stop is deselected, allowing you to enter values for the next tab stop. Click **Apply** to see the effects of a new tab stop on any existing tab characters in the active paragraph(s).

Fill Characters (field) *Style > Tabs*

A fill character, such as a dot leader in a table of contents, “fills” the space between a tab character and the next tab stop. The **Fill Characters** field lets you specify any printing character to be repeated, or any two characters to alternate (one of the characters can be a space). Fill characters are aligned flush right with the tab stop position.

Align On (field) *Style > Tabs*

Available when the **Align On** button is chosen, the **Align on** field lets you enter any printing character to align tabbed text along.

Set (button)
Style > Tabs

If a tab stop is shown selected in the tab ruler displayed above the active column, you can click **Set** to deselect it. This allows you to move on and enter values for the next tab stop.

Clear All (button)
Style > Tabs

The **Clear All** button deletes all custom tab stops from the active paragraph(s). The invisible default tab stops that QuarkXPress places at half-inch increments are reset to their original positions.

Text (dialog box tab)

Item > Modify > Text tab

The **Modify** dialog box **Text** tab is available whenever one or more text boxes are selected. The controls in the **Text** tab let you specify the number of columns, the text inset, the vertical alignment, and other text box settings.

Columns (field)

Item > Modify > Text tab

The **Columns** field lets you specify the number of columns contained in a text box. You can specify up to 30 columns in a text box.

Range	Measurement system	Smallest increment
1 to 30	integers	1

Gutter Width (field)

Item > Modify > Text tab

The **Gutter Width** field lets you specify the width of blank space between columns in a text box.

Range	Measurement system	Smallest increment
3 to 288 pt	various (" , pt, cm, etc.)	.001

Text Inset (field)

Item > Modify > Text tab

The **Text Inset** field lets you specify the width of the blank space that extends from the inside edge of an active text box to the outside edge of the text. The maximum allowable text inset varies with the size of the text box. The default is 1 point. Inset is applied to all four inner edges of a text box and does not affect gutter width.

Text Angle (field)

Item > Modify > Text tab

The **Text Angle** field rotates all the text and the columns within an active text box according to the angle you specify. The box borders are not rotated.

Range	Measurement system	Smallest increment
± 360°	degrees	.001

Text Skew (field)

Item > Modify > Text tab

The **Text Skew** field tilts all the characters in an active text box to create a slanted visual effect. The box itself is not affected.

Range	Measurement system	Smallest increment
± 75°	degrees	.001

Flip Horizontal, Flip Vertical (check boxes)

Item > Modify > Text tab

The **Flip Horizontal** and **Flip Vertical** check boxes let you create a mirror image of all the text in an active text box. The direction in which text is typed is also flipped. These check boxes work just like the **Flip Horizontal** and **Flip Vertical** commands in the **Style** menu.

First Baseline (area)

Item > Modify > Text tab

The **Minimum** and **Offset** controls in the **First Baseline** area let you position the first baseline of text in an active text box.

The **Minimum** drop-down list gives you three options to specify the minimum distance between the first line of text and the top of each column.

- **Cap Height** places the height of a capital letter in the first line's largest font against the **Text Inset**.
- **Cap + Accent** places the extra space needed for accent marks (above uppercase letters) in the first line's largest font against the **Text Inset**.
- **Ascent** places the ascent value (specified by the font designer) of the first line's largest font against the **Text Inset**. The result may resemble one of the previous two settings or may place the line somewhere in between, depending on the font design. **Ascent** is the default.

The **Offset** field lets you control the space between the first baseline and the top edge of a text box using an absolute value that you specify. Regardless of the value, the first baseline will never be placed closer to the **Text Inset** than the **Minimum**. The default is zero.

Range	Measurement system	Smallest increment
First baseline to top of box	various (" , pt, cm, etc.)	.001

Vertical Alignment (area)

Item > Modify > Text tab

The **Vertical Alignment** area controls positioning of all the text relative to the **First Baseline** and the bottom **Text Inset**. The **Type** drop-down list lets you select how the text is vertically aligned.

- **Top** places the first line of text on the **First Baseline**, and distributes all the text underneath by the leading value. This is the default.
- **Centered** centers the text top-to-bottom between the **First Baseline's** ascent and the bottom of the text box, distributing lines according to the leading value.
- **Bottom** aligns the bottom of the descenders of the last line of text with the bottom text inset, distributing the lines above according to the leading value.
- **Justified** places the first line of text on the **First Baseline**, the last line near the bottom text inset, and evenly distributing all lines in between, overriding the leading value.

The **Inter ¶ Max** field is only available when **Justified** is selected in the **Type** drop-down list and is used to specify the maximum amount of space QuarkXPress can insert between vertically justified paragraphs. If the paragraphs are spaced as far apart as the **Inter ¶ Max** field allows and text still does not extend from the top of the box to the bottom, QuarkXPress will override the leading values and insert an equal amount of additional space between lines.

Run Text Around All Sides (check box)

Item > Modify > Text tab

Run Text Around All Sides lets you surround objects with text on all sides using only one column (when readability is not crucial). Check **Run Text Around All Sides** to cause lines of text that have been interrupted by an overlapping item or items to continue from the left side of items over to the right side without starting a new line.

Text Path (dialog box tab)

Item > Modify > Text Path tab

The **Modify** dialog box **Text Path** tab is available whenever one or more text paths are selected. The controls in the **Text Path** tab let you change the way text rides along a path.

Text Orientation (area)

Item > Modify > Text Path tab

The four buttons in the **Text Orientation** area let you choose how QuarkXPress rotates or skews characters to make them ride a path.

- The upper-left button is the default. Characters are rotated, but not skewed, to sit at the angle determined by the path.
- The upper-right button produces a 3-D ribbon-like effect. Characters are rotated, skewed, and sometimes flipped to produce the effect.
- The lower-left button produces a warped appearance. Characters are skewed but not rotated.
- The lower-right button produces a stair-step appearance. Characters are neither rotated nor skewed.

Text Alignment (area)

Item > Modify > Text Path tab

The two drop-down lists in the **Text Alignment** area let you choose whether text sits above, below, or directly in front of the line. You can also choose which portion of the font is used for alignment.

- The **Align Text** drop-down list lets you choose which part of a font is used to position characters on the line. You can align text according to the **Ascent** of the font, its **Center**, its **Baseline**, or its **Descent**.
- The **Align with Line** drop-down list lets you choose which part of the line is aligned with the choice in the **Align Text** drop-down list. You can choose **Top**, **Center**, or **Bottom**. For example, if **Baseline** is chosen in the **Align Text** drop-down list, and **Center** is chosen in the **Align with Line** drop-down list, the baseline of each character will sit along the line's center.

Flip Text (check box)

Item > Modify > Text Path tab

The **Flip Text** check box in the **Text Path** tab places text on the opposite side of the line, starting from the opposite endpoint. For example, if you create a circular text path with text flowing on the outside of the circle, **Flip Text** positions text on the inside of the circle. **Text Alignment** is not affected.

Text to Box (command)

Style menu

The **Text to Box** command creates a Bézier picture box shaped just like the characters highlighted. **Text to Box** works with PostScript Type 1 fonts installed through Adobe Type Manager or with TrueType fonts. You can import a picture into the new box or even turn the new box into a text box to have “text within text.”

If you want the box to keep flowing with the surrounding text, press the ALT key while you choose **Style > Text to Box**. This replaces the highlighted characters with an anchored version of your new Bézier box.

Thumbnails (command)

View menu

The **Thumbnails** command displays small representations of document pages that you can rearrange and copy between documents. To change a document to **Thumbnails** view, you can also enter a “t” in the **View Percent** field in the lower left corner of the document window.

Tool (dialog box tab)

Edit > Preferences > Document > Tool tab

The **Document Preferences** dialog box **Tool** tab lets you specify default characteristics for the **Zoom** tool and for the items created by the various item creation tools.

Note: You can also access the **Tool** tab of the **Document Preferences** dialog box by double-clicking an item creation tool or the **Zoom** tool in the **Tool palette**.

Tools (list)

Edit > Preferences > Document > Tool tab

Choose the tool or tools whose default settings you want to change by clicking their icons in the **Tools** list. To choose more than one tool to modify at a time, CTRL+click the tools you want. You can also SHIFT+click to select a range of tools.

Modify (button)

Edit > Preferences > Document > Tool tab

Click **Modify** to change the default attributes for items created by the selected item creation tool(s). For example, if you wanted all future text boxes to have a 3-point border width, you could specify that by selecting the text box creation tool and clicking **Modify**.

- All of the tools in the **Tools** list are item creation tools with the exception of the **Zoom** tool. The **Modify** button is not available when the **Zoom** tool is selected.
- Clicking **Modify** displays the **Modify** dialog box. This **Modify** dialog box is the same one available for selected items through the **Item** menu (**Item > Modify**), but some controls (such as those that determine position and size) are omitted. When you click **Modify** with more than one tool selected, the **Modify** dialog box may provide a more limited set of options common to all tools selected. See “Modify (dialog box)” in the “Item Menu.”

Default Prefs (button)

Edit > Preferences > Document > Tool tab

If you have modified the preferences for a tool and want to change them back, select the tool(s) from the list and click **Default Prefs**.

Select Similar Types (button)

Edit > Preferences > Document > Tool tab

To quickly select multiple tools of similar type in the list (for example, all picture box tools when you have a picture box tool selected, or all line tools when you have a line tool selected), select a tool from the list, then click **Select Similar Types**. Click **Modify** to edit preferences common to

all the selected tools.

Select Similar Shapes (button)

Edit > Preferences > Document > Tool tab

To quickly select two tools of similar shape in the list (for example, both rectangular box tools), select a tool from the list, then click **Select Similar Shapes**. Click **Modify** to edit preferences common to both tools.

Default Tool Palette (button)

Edit > Preferences > Document > Tool tab

If you have made modifications to the QuarkXPress **Tool** palette and you want to restore the original palette, click **Default Tool Palette**. This button affects only the palette itself and not the preferences made using the **Modify** button.

View Scale (area)

Edit > Preferences > Document > Tool tab

The **View Scale** area is available when the **Zoom** tool is selected in the **Tools** list. The **View Scale** area lets you control the range and the increment of the view change when you click (or ALT+click to reduce) a document with the **Zoom** tool.

- The **Minimum** field determines the smallest document view the **Zoom** tool can display.
- The **Maximum** field determines the largest document view the **Zoom** tool can display.
- The **Increment** field determines the percent of change in view for each time you click the **Zoom** tool. The default is 25%.

Range	Measurement system	Smallest increment
10 to 800%	percent	.1

Note: The maximum zoom is dependent on the value in the **Display DPI Value** field (**Edit > Preferences > Application > Display** tab). Any value greater than 85 dpi will decrease the maximum zoom. For example, at the default value of 96 dpi, the maximum zoom is only 711%.

Tool palette

View > Show Tools

Use the tools in the **Tool palette (View > Show Tools)** to create and edit many elements in QuarkXPress, including text boxes, picture boxes, lines, text paths, text, and pictures. The selected tool determines which commands in QuarkXPress are available. The basic function of each tool in the Tool palette is described below. Tools are described in order, from the top tool down; the pop-out tools are described from left to right.

Default Tool palette

- **Item tool**

Selects, moves, resizes, and reshapes items (boxes, lines, text paths, and groups), and reshapes clipping and runaround paths.

- **Content tool**

Imports and edits text and pictures, and imitates most Item tool functionality.

- **Rotation tool**

Rotates items visually rather than numerically.

- **Zoom tool**

Enlarges or reduces the document view.

- **Text Box tool**

Creates a rectangular text box; provides access to other text box tools.

- **Picture Box tools**

Create a rectangle, rounded-corner, oval, or Bézier picture box; the Rectangle Picture Box tool provides access to other picture box tools.

- **Line tool**

Creates straight lines of any angle; provides access to other line tools.

- **Orthogonal Line tool**

Creates straight lines that are perfectly horizontal or vertical.

- **Line Text-Path tool**

Creates a straight line, of any angle, that contains text; provides access to other text-path tools.

- **Linking tool**

Establishes text chains to flow text among text boxes.

- **Unlinking tool**

Breaks links among text boxes.

- **Page Grabber Hand** (*not displayed in the palette; press ALT key to use*)

Scrolls a page in any direction.

Pop-out tools

- **Text Box tools**

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

- **Picture Box tools**

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

- **Line tools**

Create a Bézier line or freehand Bézier line.

- **Text-Path tools**

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

Displaying the Tool palette

To display the **Tool** palette, choose **View > Show Tools**. The **Tool** palette remains open until you close it. To close the **Tool** palette, choose **View > Hide Tools** or click the close box.

Selecting a tool

To select a tool, click it. Press CTRL+ALT+TAB to select the tool below the current tool; press CTRL+ALT+SHIFT+TAB to select the tool above the current tool.

Tool preferences

You can specify default settings for magnification and item creation through the **Tools tab** of the **Document Preferences** dialog box (**Edit > Preferences > Document**). You can also access the **Tools** tab by double-clicking an item creation tool or the Zoom tool. Tool preferences apply to the active document; if no documents are open, tool preferences become application defaults.

Customizing the Tool palette

QuarkXPress lets you customize the **Tool** palette by rearranging, hiding, and adding tools. Many tools are condensed under “pop-outs” indicated by an arrow next to the tool.

- To display the pop-out tools, click and hold a tool that displays an arrow next to it.
- To use a pop-out tool, click and drag to select the tool. This replaces the tool in the main **Tool** palette.
- To add a tool to the main **Tool** palette, press the CTRL key while you click and drag to select a new tool from a pop-out.
- To hide a tool, press the CTRL key while you click that tool. At least one tool from each pop-out must remain on the palette.

Note: When you quit QuarkXPress, your current tool arrangement is saved in the XPress Preferences file. The next time you launch QuarkXPress, your **Tool** palette will be just as you left it.

Keyboard commands

Use the following keyboard commands with the **Tool** palette and tools:

Tool choice	Command
Show Tools	F8
Hide Tools	F8
Show/Hide individual tool	CTRL+click
Select tool below current tool	CTRL+ALT+TAB
Select tool above current tool	CTRL+ALT+SHIFT+TAB
Show Tool tab (Document Preferences)	Double-click any creation tool
Use Page Grabber Hand	ALT
Use Zoom In pointer	CTRL+space bar

Use Zoom Out pointer

CTRL+ALT+space bar

Track (command)

Style menu

Tracking adjusts the amount of space to the right of each character in a highlighted range. The **Track** command displays the **Character Attributes** dialog box, which lets you enter a value in the highlighted **Track Amount** field. Positive values increase space between characters; negative values decrease it.

Range	Measurement system	Smallest increment
± 500	.005 (1/200) em space	.001

Note: The **Track** command is available when a range of text is highlighted. When no text is highlighted, **Kern** replaces **Track** in the **Style** menu.

Tracking Edit (command)

Utilities menu

When the Kern/Track Editor XTensions software is loaded, you can create custom tracking tables for spacing characters in specific fonts. The custom tracking tables are applied to text when **Auto Kern Above** is checked and text is above the point size specified in the field (**Edit > Preferences > Document > Character tab**).

Any manual tracking applied to text (**Style > Track**) is added to the tracking specifications made via the Kern/Track Editor. The **Tracking Edit** command displays the **Tracking Edit** dialog box, which lets you choose a font and edit its tracking table.

Tracking Edit (dialog box)

Utilities > Tracking Edit

The **Tracking Edit** dialog box displays all the fonts installed and available on your system. Most typefaces are made up of four style variations, or fonts: plain, bold, italic, and bold-italic. Each font has its own tracking table; you must edit each table separately to modify an entire typeface. To customize a font's tracking table, choose it.

- **Edit:** Opens the **Tracking Values** dialog box for the chosen font. You can also double-click a font to open the **Tracking Values** dialog box.
- **Save:** Saves all the changes made in the **Tracking Values** dialog box.

Edit Tracking (dialog box)

Utilities > Tracking Edit > Edit button

The **Edit Tracking** dialog box lets you specify custom tracking values from -100/200 to 100/200 em space for font sizes from 2 to 250 points. The controls in the dialog box work as follows:

- A horizontal line at a **Tracking Value** of zero means that tracking values have not been modified for the chosen font.
- To modify the tracking curve, click anywhere on the curve to create a handle. You can place up to four handles on the curve. To remove a handle, press the CTRL key while you click the handle.
- As you drag a handle, tracking and size information for that point on the curve is displayed in the upper right corner of the dialog box.
- Tracking values for font sizes that fall between handles are determined by the intersection of the font size and the tracking curve. Font sizes larger than 250 points are tracked at the same value as 250 points.
- **Reset:** Erases changes made in previous editing sessions and sets tracking values to zero for all font sizes.

Note: If you generally track a font when you use it, you may want to edit its tracking table. For example, if you always use 24 point Futura Extra Bold tracked to –10 for headlines, you can place a point on the tracking table at the intersection of 24 point and the tracking value of -10. You need to edit the tracking table for each version of a font (Futura, Futura Book, Future Extra Bold, Futura Extra Bold Oblique, etc.).

Trap Information Palette

View > Show Trap Information

The **Trap Information** palette lets you specify trapping information for adjacent colors on an object-by-object basis.

Background and Text fields for trapping boxes and text

The **Background** and **Text** fields of the **Trap Information** palette (CTRL+F12) display the element of a selected box. You can specify trapping for any QuarkXPress box, its contents (except for imported pictures), its frames, and its background. The following information features a text box containing text and a background color with no frame.

Background and Text drop-down lists

The **Background** and **Text** drop-down lists indicate the elements of the selected item. Options vary depending on the type of item selected.

- **Default** indicates the default for the **Background** and **Text** fields using the trapping values specified in the Trap Specifications dialog box (**Edit > Colors > Edit Trap**) for the item's current object color against the item's current background color.
- **Overprint** indicates that QuarkXPress will overprint an active item. **Overprint** overrides the **Overprint Limit** value entered in the Trapping tab and overprints regardless of the shade of the object and background colors involved.
- **Knockout** indicates that an active item will knockout its background.
- **Auto Amount (+)** will apply the positive value entered in the **Auto Amount** field of the **Trapping** tab (**Edit > Preferences > Document**). This value is displayed to the right of the drop-down list as a positive number (a spread).
- **Auto Amount (-)** will apply the negative value entered in the **Auto Amount** field of the **Trapping** tab. This value is displayed to the right of the drop-down list as a negative number (a choke).
- **Custom** will specify a custom choke or spread value for the active item, entered in the field to the right of the drop-down list.

Trapping for frames

A frame for a box always traps to the background color(s) specified for the box, to the color(s) used to color the frame, and to any background color(s) underneath the box. The trapping type from the drop-down lists specify trapping values for the **Frame Inside**, **Frame Middle** and **Frame Outside** fields.

- **Frame Inside** indicates trapping applied between the innermost color of a frame and the box contents (background color or picture).

- **Frame Middle** indicates trapping applied to colors within a frame.
- **Frame Outside** indicates trapping applied between the outermost color of a frame and colors underneath it.

The trapping types contained in the drop-down lists are the same as those described in “Background and Text fields for trapping boxes and text” earlier in this section.

Trapping for lines

A line always traps to the color(s) used to color it, and to any background colors underneath the line. Choose a trapping type from the drop-down list to specify trapping values for the **Line**, **Line Middle**, and **Gap** fields.

- The **Line** field indicates trapping applied to the Line color specified for a line in relation to an adjacent background color.
- **Line Middle** indicates trapping applied to colors within a line.
- The **Gap** field indicates trapping applied to the Gap color specified for a line in relation to an adjacent background color. The **Gap** field is only available with dashed lines or multilines with only one arrowhead.

The trapping types contained in the drop-down lists are the same as those described in “Background and Text fields for trapping boxes and text” earlier in this section.

Default Trap information window

Information about a Default trap value can be viewed by clicking the question mark to the right of the value. The **Default Trap** information window is displayed, and fields will be highlighted or dimmed.

- **Object Color** indicates the color applied to the element of the active box.
- **Underneath Color** indicates the color and color type of the object(s) underneath the selected item. *Multiple* will display if there are multiple background colors, and there is not a conflict between the choke and spread amount in the **Trap Specifications** dialog box (**Edit > Colors > Edit Trap**). *Indeterminate* will display if there is a conflict between the choke amount and the spread amount. Otherwise, the name of the color covering the entire background of the object is displayed.

Source of Trap Values area

Text displayed in this area is dimmed if that trap source is not being used.

- **Edit Trap** indicates the source of trap value is from settings in the **Trap Specifications dialog box** (**Edit > Colors > Edit Trap**).

- **Trap Preferences** indicates the source of the trap value is from settings in the **Trapping tab** (**Edit > Preferences > Document > Trapping** tab).

Properties area

Text displayed in this area is dimmed if that trap property is not being used.

- **Proportional** indicates that proportional trapping is applied. **Proportional** trapping uses the specified trap value multiplied by the difference between the luminance of the object color and background color to calculate the trapping value.

- **Process Trapping** indicates the object color and background color have process trapping applied. Process trapping is not applied if the background underneath the object has more than one color.

- **Rich Black** indicates **Rich Black** is applied to the object color or background, and that Rich Black trapping will be used.

- **Small Object** indicates that trapping for text less than 24 points, or for an object width (such as a stripe, a line, etc.) less than 10 points, will require special trapping if process trapping is on.

- **Overprint Limit** indicates that the object color was set to overprint the background, but the shade of the object was less than the overprint limit in the **Overprint Limit** field of the **Trapping** tab (**Edit > Preferences > Document > Trapping** tab).

- **Knockout Limit** indicates that the color's luminance is less than or equal to the knockout limits specified in the **Trapping** tab (**Edit > Preferences > Document > Trapping** tab).

- **Smallest Trap Value** indicates that multiple underneath colors have traps in the same direction (all chokes or all spreads). The smallest trap value of the underneath colors is used.

Trap Specifications (dialog box)

Edit > Colors > Edit Trap

Clicking **Edit Trap** in the **Colors** dialog box displays the **Trap Specifications** dialog box for the chosen color. The **Trap Specifications** dialog box lets you specify trapping values for any object color relative to any background color. By specifying **Overprint**, **Knockout**, **Auto Amount (+)** for spreads, **Auto Amount (-)** for chokes, or **Custom** trap values, you can control the trapping relationships for every color except White and Registration.

Note: Color-specific trapping values you specify here directly affect color relationships and override all default trapping preferences.

A *spread* occurs when items with a lighter color enlarge slightly so that they trap (overlap) a darker background color. A *choke* occurs when items with a darker color are trapped by a slight reduction in the size of the “knocked out” area in a lighter background color.

Background Color (column)

Edit > Colors > Edit Trap

The **Background Color** column displays all the colors defined for the document, with the exception of White, Registration, and the object color. When the object color is placed against a background of more than one color with which the object color has conflicting trapping relationships, or against a color QuarkXPress is unable to identify, the program traps according to the value specified for the *Indeterminate* background color.

Trap (drop-down list)

Edit > Colors > Edit Trap

The **Trap** drop-down list determines the trapping relationship when the highlighted **Background Color** occurs behind the object color named in the dialog box title. The **Trap** column displays the current setting. Entries different from the default values are marked with an asterisk (*).

- The **Default** option works like the **Auto Amount (+/-)** settings, but when **Default** is chosen, a QuarkXPress algorithm determines which colors choke, which colors spread, and which colors overprint or knock out. The amount of a choke or spread is based on the **Auto Amount** value specified in the **Trapping tab** of the **Document Preferences** dialog box (**Edit > Preferences > Document**). However, when **Default** is chosen, black always overprints, and white always knocks out.
- The **Overprint** option specifies that the object color named in the dialog box title will overprint the highlighted background color in all instances where the shade value of the object color is greater than the percentage entered in the **Overprint Limit** field of the **Trapping** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).

Note: Even with **Overprint** specified, overprinting will occur only when an object color has a

shade value greater than the **Overprint Limit** value specified in the **Trapping** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).

- The **Knockout** option specifies that the object color named in the dialog box title knocks out the highlighted background color using no trapping.
- The **Auto Amount (+)** option assigns the default spread value (the value specified in the **Auto Amount** field of the **Trapping** tab of the **Document Preferences** dialog box) to the object color named in the dialog box title.
- The **Auto Amount (-)** option assigns the default choke value (the negative of the value specified in the **Auto Amount** field of the **Trapping** tab of the **Document Preferences** dialog box) to the object color named in the dialog box title.
- The **Custom** option displays a dialog box that lets you specify a custom trapping value for the object and background color. Enter a value and click **OK**. A negative value causes the background color to choke. A positive value causes the object color to spread. A value of zero will knock out the object from the highlighted background color with no trapping.

Range	Measurement system	Smallest increment
± 36 pt	points	.001

Note: If you specify a negative **Custom** value between the object color named in the dialog box title and the *Indeterminate* background color, text to which the object color is applied is not choked, but is instead knocked out of the background without any trapping.

Dependent/Independent (drop-down list)

Edit > Colors > Edit Trap

The **Dependent/Independent** drop-down list determines whether the **Trap** and **Reverse** drop-down list settings will directly affect each other. The **Reverse** column indicates how trapping will occur when the highlighted **Background Color** takes on the role of object color, and vice versa.

- Choose **Dependent Traps** if you want QuarkXPress to calculate a reverse trap value automatically. **Dependent Traps** are indicated by double-sided arrow icons.
- Choose **Independent Traps** to specify a custom reverse trap value. **Independent Traps** are indicated by “crossed-out” double-sided arrow icons.

Reverse (drop-down list)

Edit > Colors > Edit Trap

The **Reverse** drop-down list determines how trapping will occur when the highlighted **Background Color** takes on the role of object color, and the color identified in the name of the

dialog box takes on the role of background color. The **Reverse** value is calculated automatically when **Dependent Traps** is chosen. If you change the **Reverse** value when **Dependent Traps** is chosen, the corresponding opposite trap will be calculated automatically.

The **Reverse** column displays the current setting. Entries different from the default values are marked with an asterisk (*). The options available in the **Reverse** drop-down list are the same as in the **Trap** drop-down list.

Trapping (dialog box tab)

Edit > Preferences > Document > Trapping tab

The **Document Preferences** dialog box **Trapping** tab lets you specify defaults for the way QuarkXPress traps colors and objects when you color separate a document.

Trapping Method (drop-down list)

Edit > Preferences > Document > Trapping tab

The **Trapping Method** drop-down list lets you specify the method QuarkXPress uses to determine the trapping relationship between object colors and background colors.

- Choose **Absolute** to trap using the values in the **Auto Amount** and **Indeterminate** fields according to the object and background colors involved. If the object color is darker, the background chokes the object color by the **Auto Amount** value. If the object color is lighter, the object is spread into the background by the **Auto Amount** value. **Absolute** is the default.
- Choose **Proportional** to trap using the value in the **Auto Amount** field multiplied by the difference between the luminosity (lightness or brightness) of the object color and background color. **Proportional** trapping compares the luminosity of the object color and background color to determine how different they are, and applies trapping accordingly.
- Choose **Knockout All** to turn trapping off.

Process Trapping (drop-down list)

Edit > Preferences > Document > Trapping tab

The **Process Trapping** drop-down list can be turned **On** or **Off**. The default is **On**.

- When **Process Trapping** is **On**, QuarkXPress traps each process separation plate individually when a page contains overlapping process colors. When you print color separations, QuarkXPress compares the darkness of each process component of an object color to the darkness of the corresponding process component of the background color, then traps accordingly. For example, the shade of cyan in an object color is compared to the shade of cyan in the background color; similar comparisons are made for the other plates that will be output.
- When abutting process colors have an **Absolute** trapping relationship, and **Process Trapping** is **On**, QuarkXPress divides the **Auto Amount** trapping value in half, and applies the resulting value to the darker component of the color on each plate (as shown in the table). Dividing the value among plates creates a smoother trap while providing the same area of overlap.

Color	Obj.	Bkgd.	Absolute trap	Proportional trap
C	70%	30%	+1/2 trap amount	Auto Amount (70%–30%)/2
M	30%	50%	–1/2 trap amount	Auto Amount (30%–50%)/2
Y	70%	80%	–1/2 trap amount	Auto Amount (70%–80%)/2

K 20% 15% +1/2 trap amount Auto Amount (20%–15%)/2

- When abutting process colors have a **Proportional** trapping relationship, QuarkXPress multiplies the **Auto Amount** value specified in the **Trapping** tab by the difference in darkness between the object color and the background color. The resulting trapping value is then applied as explained above for colors with **Absolute** trapping relationships.
- When **Process Trapping** is **Off**, QuarkXPress traps all process components equally using the trapping value associated with the object color relative to the background color.

Note: For text up to 24 points and small items (dimensions up to 10 points), QuarkXPress attempts to preserve the item's shape during process trapping by not allowing automatic spreads or chokes when the item's shape would be compromised. QuarkXPress does this by comparing the darkness of each process component of an item to the darkness of its entire background. A spread is applied only when the process components of an item are less than or equal to half the darkness of its background. A choke is applied only when the process components of a background are less than or equal to half the darkness of the item in front of it.

Auto Amount (field)

Edit > Preferences > Document > Trapping tab

The **Auto Amount** field lets you control the amount of trapping that QuarkXPress applies to object and background colors that have an **Auto Amount (+/-)** relationship specified in the **Trap Specifications** dialog box (**Edit > Colors > Edit Trap**) or **Trap Information** palette (**View > Show Trap Information**). The default is .144 point.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
0 to 36 pt	points	.001

You can also choose **Overprint** from the field's drop-down list. This causes object and background colors with **Auto Amount (+/-)** specified in the **Trap Specifications** dialog box or **Trap Information** palette to overprint.

Indeterminate (field)

Edit > Preferences > Document > Trapping tab

The **Indeterminate** field lets you specify the amount of trapping QuarkXPress applies to object colors that are in front of indeterminate backgrounds (multiple colors with conflicting trapping relationships or imported pictures). The default is .144 point.

<u>Range</u>	<u>Measurement system</u>	<u>Smallest increment</u>
± 36 pt	points	.001

You can also choose **Overprint** from the field's drop-down list. This causes object colors to

overprint **Indeterminate Backgrounds**.

Knockout Limit (field)

[Edit > Preferences > Document > Trapping tab](#)

The **Knockout Limit** value (expressed as a percentage of luminosity of the object color compared to the background color) lets you control the point at which an object color knocks out a background color. The default is 0%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Overprint Limit (field)

[Edit > Preferences > Document > Trapping tab](#)

The **Overprint Limit** value controls the following:

- Although the default color Black overprints by default, objects colored Black with shade values below the **Overprint Limit** will not overprint.
- Any object that has a color that is set to **Overprint** (in the **Trap Specifications** dialog box) and that has a shade value below the **Overprint Limit** will not overprint.
- If the value of the black component of a *rich black* is below the overprint limit, rich black trapping will not occur.

For example, if you enter 95% in this field, a 90% shaded object that has a color set to **Overprint** a background color (in the **Trap Specifications** dialog box) will not overprint, but will instead trap according to the **Auto Amount** value specified. The default **Overprint Limit** is 95%.

Range	Measurement system	Smallest increment
0 to 100%	percent	.1

Ignore White (check box)

[Edit > Preferences > Document > Trapping tab](#)

The **Ignore White** check box lets you specify that an object color in front of multiple background colors — including white — not take white into account when trapping. The default is checked.

- When **Ignore White** is unchecked, all items overprint a white background (overprint is treated as an infinite choke). If an object color is in front of both a white background and a background color against which the object color is specified to **spread**, the object color will trap to the

indeterminate color.

- If an object color is in front of both a white background and two or more background colors to which the object color is specified to choke, the object color will **choke** (trap) using the smallest choke value.

Type Style (submenu) Style menu

The **Type Style** submenu lets you choose from a list of type styles built into QuarkXPress:

- **Plain:** Automatically deselects all other type styles.
- **Bold:** Accesses the bold version of the current font (if installed) or simulates bolding.
- **Italic:** Accesses the italic version of the current font (if installed) or simulates italic.
- **Underline:** Underlines all characters and spaces; does not underline tabs.
- **Word Underline:** Underlines all characters except spaces (space, en space, half-en space, and punctuation space) and tabs.
- **Strike Thru:** Draws a 1-point line through characters; does not strike thru tabs. The line is placed above the baseline at one third of the ascent height of the largest character on each line. Some fonts define a custom strike-thru position, which overrides the QuarkXPress default position.
- **Outline:** Outlines characters.
- **Shadow:** Creates a drop shadow behind each character that is proportional to the size of the type.
- **All Caps:** Changes all lowercase letters to uppercase letters.
- **Small Caps:** Changes all lowercase letters to smaller versions of uppercase letters. The default scale of small caps characters, 75% of normal uppercase letters, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).
- **Superscript:** Offsets characters above the baseline by the amount specified in the **Character** tab of the **Document Preferences** dialog box. The default offset is 33%. The default scale of superscript characters, 100% of the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).
- **Subscript:** Offsets characters below the baseline by the amount specified in the **Character** tab of the **Document Preferences** dialog box. The default offset is 33%. The default scale of subscript characters, 100% of the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).
- **Superior:** Raises characters so their ascents align with the cap height of the current font. The default scale of superior characters, 50% of the current font size, can be modified in the **Character** tab of the **Document Preferences** dialog box (**Edit > Preferences > Document**).

Note: You can apply type styles to text in almost any combination. However, **Underline** and **Word Underline**, **All Caps** and **Small Caps**, and **Superscript** and **Subscript** are mutually exclusive styles.

Undo/Redo (command)

Edit menu

The **Undo** command (CTRL+Z) identifies the last action performed and lets you reverse the action. For example, after you apply a style sheet to a paragraph, the menu command reads **Undo Style Change**. After you choose **Undo**, the menu command changes to **Redo**.

The **Redo** command identifies the last **Undo** command performed and lets you reimplement that action. For example, if you choose **Undo Style Change**, the menu command changes to **Redo Style Change**. After you choose **Redo**, the menu command changes back to **Undo**.

Note: **Undo** is not available for every action you perform. A warning usually alerts you if an action cannot be undone.

Ungroup (command)

Item menu

The **Ungroup** command (CTRL+U) dissociates grouped items. **Ungroup** is available when a group is active. A group is made active by clicking one of its items with the **Item** tool or by multiple-selecting more than one of its items with the **Content** tool.

When an active group contains other groups, choosing **Ungroup** ungroups only the most recently established group.

Usage (command)
Utilities menu

The **Usage** command displays the **Usage** dialog box, which includes a **Fonts tab** and a **Pictures tab**. The controls in the **Usage** dialog box let you find and verify the fonts and pictures used in a document.

Width (submenu) *Style menu*

The **Width** submenu lets you choose from a list of default line widths. The **Other** option displays the **Line tab** of the **Modify** dialog box, which lets you enter a value in the highlighted **Line Width** field. You can enter **Line Width** values using any supported measurement system, but values are displayed in points when the dialog box is reopened.

Note: QuarkXPress prints a **Hairline** .125 point wide on a 300 dpi PostScript printer.

Range	Measurement system	Smallest increment
0 to 864 pt	various (" , pt, cm, etc.)	.001

Word (command)

Utilities > Check Spelling

The **Word** command (CTRL+W) displays the **Check Word** dialog box, which lets you check the spelling of a selected word. To select a word, highlight it, place the Text Insertion bar in it, or place the Text Insertion bar immediately next to it. If more than one word is highlighted, the **Word** command checks the first word in the highlighted range.

Check Word (dialog box)

Utilities > Check Spelling > Word

The **Check Word** dialog box displays the word you are checking (the **Suspect Word**) and lets you choose from a list of alternative spellings or enter a different spelling.

- A list displays words similar to the suspect word. If the suspect word matches a word in the *XPress Dictionary* or any open auxiliary dictionary, the matching word is highlighted in the list. If the suspect word is not similar to any word in the open dictionaries, QuarkXPress displays the message, “No similar words found.”
- The **Add** button (ALT+A) lets you add the suspect word to the open auxiliary dictionary. **Add** is available when an auxiliary dictionary is open for the active document.
- To replace the suspect word with a word from the list, select it and click **Replace** (or double-click a word in the list). To specify a different spelling, enter a replacement in the **Replace with** field.

XTensions (dialog box tab)

Edit > Preferences > Application > XTensions tab

The **Application Preferences** dialog box **XTensions** tab provides controls that let you customize the built-in XTensions Manager.

Show XTensions Manager at Startup (area)

Edit > Preferences > Application > XTensions tab

This area lets you specify whether the **XTensions Manager** dialog box displays when you launch QuarkXPress, and if so, under what circumstances. The **XTensions Manager** is a utility that lets you enable or disable individual XTensions or sets of XTensions directly from QuarkXPress. (XTensions are add-on software modules that customize the feature set of QuarkXPress.)

- Choose **Always** if you want the **XTensions Manager** dialog box to display automatically every time you launch QuarkXPress.
- Choose **When** and check **XTensions folder changes** if you want the **XTensions Manager** dialog box to display during launch only after you have added or removed XTensions from your XTensions folder.
- Choose **When** and check **Error loading XTensions occurs** if you want the **XTensions Manager** dialog box to display during launch only when QuarkXPress encounters a problem loading XTensions.

XTensions Manager (command)

Utilities menu

The **XTensions Manager** command displays the **XTensions Manager** dialog box, which lets you control which XTensions are loaded when you launch QuarkXPress. XTensions that are enabled are stored in your XTension folder within your QuarkXPress folder. When you disable a particular XTensions, the **XTensions Manager** moves it to the XTension Disabled folder.

You can display the **XTensions Manager** dialog box by pressing the SPACE BAR while QuarkXPress is launching. You can also set a preference to show the **XTensions Manager** dialog box at startup in the **XTensions** tab of the **Application Preferences** dialog box (**Edit > Preferences > Application**).

XTensions Manager (dialog box)

Utilities > XTensions Manager

The **XTensions Manager** dialog box lists all the XTensions available to QuarkXPress; lets you save, import, and export sets of specific XTensions; and lets you specify which XTensions should load.

Set (drop-down list)

Utilities > XTensions Manager

A set is a group of specific XTensions that will load together. For example, you might make sets of third-party XTensions that are required only for specific documents or for certain clients. The **Set** drop-down list lets you choose a set of XTensions to load:

- **All XTensions Enabled** loads all your XTensions.
- **All XTensions Disabled** does not load any XTensions.
- **4.0-Optimized XTensions** loads all XTensions that are written specifically for QuarkXPress 4.0.
- The drop-down list also lets you choose from the XTensions sets you created using the **Save As** button.

Save As, Delete, Import, Export (buttons)

Utilities > XTensions Manager

The **Save As**, **Delete**, **Import**, and **Export** buttons let you create and manipulate your XTensions sets.

- The **Save As** button lets you create a new set from the XTensions that are currently checked in the **Enable** column. The **Save As** button displays the **Save Set** dialog box, which lets you name and save the new XTensions set. XTensions sets are saved in the *XPress Preferences* file.

- The **Delete** button deletes the set displayed in the **Set** drop-down list.
- The **Import** button displays the **Import XTensions Set** dialog box, which lets you import a set from another user.
- The **Export** button displays the **Export XTensions Set** dialog box, which lets you export the set displayed in the **Set** drop-down list.

Note: When you create an XTensions set, you create a file that describes which XTensions should load. The XTensions set does not include actual XTensions.

Enable (column)

Utilities > XTensions Manager

The **Enable** column and drop-down list let you change which XTensions will load. Changes take effect the next time you launch QuarkXPress.

- A check mark indicates that the XTensions software will load. No check mark indicates that the XTensions software will not load.
- To change the status of specific XTensions software, click in the **Enable** column to add or remove a check mark. You can also click the **Enable** drop-down list and choose **Yes** or **No**.

Note: You can multiple-select XTensions and change their status all at once. To select a range of XTensions, click the first one and press the SHIFT key while you click the last one in the range. To select noncontinuous XTensions, press the CTRL key while you click them.

Name, Status (columns)

Utilities > XTensions Manager

The **Name** column lists all the XTensions in your XTension folder or your XTension Disabled folder within your QuarkXPress folder. The **Status** column lists whether the XTensions software is **Active** (currently loaded) or **Not Active** (disabled). If QuarkXPress could not load the XTension, the **Status** is **Error**.

About (button)

Utilities > XTensions Manager

Clicking the **About** button displays detailed information about a selected XTension. The adjacent area displays its status.

