QuarkXPress 2024

Brilliant content that works

quark.com

QuarkXPress 2024 User Guide

November 2023

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About this Guide

You do not need to read the QuarkXPress® documentation from beginning to end. Instead, use this guide to quickly look up information, find out what you need to know, and get on with your work.

What we're assuming about you

In writing this guide, we assume that you are familiar with your computer and know how to:

- Launch an application
- Open, save, and close files
- Use menus, dialog boxes, and palettes
- Work within a networked computing environment
- Use the mouse, keyboard commands, and modifier keys

Consult the documentation provided with your computer or other resources if you need more information in any of these areas.

Where to go for help

If you're new to QuarkXPress, or if you want to explore one of its other longstanding features, consult the following resources:

- Third-party books
- General books about desktop publishing

If your issues are at the system level — saving files, moving files, activating fonts, for example — consult the documentation resources provided with your computer.

Conventions

Formatting conventions highlight information to help you quickly find what you need.

- Underline type style: The names of all dialog boxes, fields, and other controls are set in Underline type style. For example: “Click **OK**."
- References: In descriptions of features, parenthetical references guide you in accessing those features. For example: “The **Find/Change** dialog box (**Edit** menu) lets you find and replace text."

- Arrows: You will often see arrows (**>**), which map out the menu path to a feature. For example: “Choose **Edit > Style Sheets** to display the **Style Sheets** dialog box."
- Icons: Although many tools and buttons are referenced by name, which you can see by displaying ToolTips, in some cases icons are shown for easy identification. For example, “Click the  button on the **Measurements** palette to center text."
- Cross-platform issues: This application is quite consistent across operating systems. However, some labels, buttons, key combinations, and other aspects of the application must differ between Mac OS® and Windows® because of user interface conventions or other factors. In such cases, both the Mac OS and Windows versions are presented, separated by a slash, with the Mac OS version presented first. For example, if the Mac OS version of a button is labeled **Select**, and the Windows version is labeled **Browse**, you are directed to “Click **Select/Browse**." More complex cross-platform differences are mentioned in notes or parenthetical statements.

Technology note

Quark has developed QuarkXPress for Mac OS and Windows to give publishers control over typography, color, and collaboration. In addition to unique typographic controls, QuarkXPress offers comprehensive font support, including support for TrueType®, OpenType®, and Unicode®. Designers can use PANTONE® (the PANTONE MATCHING SYSTEM®), Hexachrome®, Trumatch®, Focoltone®, DIC®, and Toyo to add color to page layouts.

QuarkXPress acts as a hub for collaborative publishing environments because it allows you to import and export content in multiple file formats, and to share design components with other users. You can import files from applications such as Microsoft® Word, Microsoft Excel®, Adobe® Illustrator®, and Adobe Photoshop®. QuarkXPress supports copy paste of content from external applications, and allows the user to convert the imported vector picture data to Native Objects. You can output content as PostScript® or in PDF format for Adobe Acrobat® Reader®. QuarkXPress supports export of digital output in ePub, and HTML5 Publications. The ePub file is compatible with all prominent ePub Readers and Google Chrome. You can also export files that can be viewed using Safari®, Google Chrome®, Firefox®, Microsoft Edge® and other compatible browsers. Using features such as Job Jackets® and Composition Zones®, you can be sure that multiple people share specifications to produce consistent publications, even while working on a single publication simultaneously.

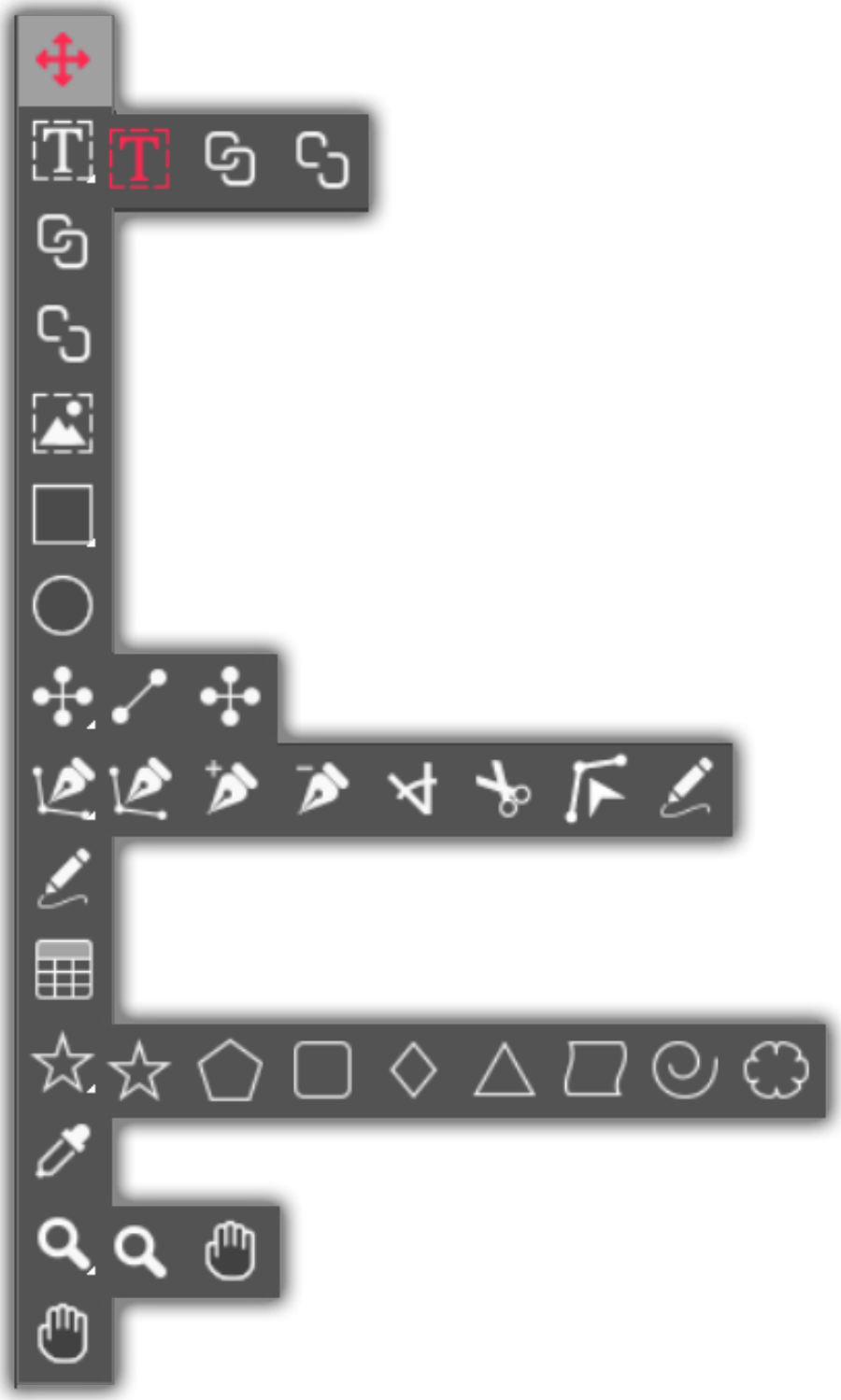
The QuarkXPress software architecture lets you and software developers expand publishing capability. Through XTensions® software technology, third-party developers can create custom modules for QuarkXPress.

QuarkXTensions® (Quark® XTensions software) also provides a modular approach for meeting your particular publishing needs. And if you can write AppleScript® or JavaScript® scripts, you can use this scripting language from Apple® and JavaScript® to automate many QuarkXPress activities.

The User Interface

Skimming through the QuarkXPress user interface, you will find that many commands are familiar or self-explanatory. Once you become familiar with QuarkXPress menus and dialog boxes, you will discover that keyboard commands and palettes offer convenient access to features that you can also access through menus.

Tools



The **Tools** palette includes the following controls:

- Use the **Item** tool to select, move, resize, and reshape items (boxes, lines, text paths, and groups). When the **Item** tool is not selected, you can press Command/Ctrl to temporarily access the **Item** tool.
- Use the **Text Content** tool to draw text boxes and work with text in boxes.
- Use the **Text Linking** tool to link text boxes. To maintain the text in their respective boxes, hold down the Alt/Option key when using this tool.
- Use the **Text Unlinking** tool to unlink text boxes. To maintain the text in their respective boxes, hold down the Alt/Option key when using this tool. To move the box out of the text chain, with its text, hold down the Shift+Option keys when using this tool.
- Use the **Picture Content** tool to draw picture boxes and work with pictures in boxes.
- Use the **Rectangle Box** tool to create a rectangular box. To draw a square box, press and hold Shift while drawing.
- Use the **Starburst** tool to create a star-shaped box.
- Use the **Composition Zones** tool to create a Composition Zones box.
- Use the **Oval Box** tool to create an oval box. To create a circular box, press and hold Shift while drawing.
- Use the **Star** tool to create a star shape.
- Use the **Polygon** tool to create a polygon shape.
- Use the **Rounded Rectangle** tool to create a rounded corner rectangular shape.
- Use the **Diamond** tool to create a diamond shape.
- Use the **Triangle** tool to create a triangle shape.
- Use the **Wave** tool to create a wave shape.
- Use the **Spiral** tool to create a spiral shape.
- Use the **Cloud** tool to create a cloud shape.
- Use the **Line** tool to create straight diagonal lines of any angle. To constrain a line angle to 45 degrees, press and hold Shift while drawing.
- Use the **Orthogonal Line** tool to create orthogonal lines.
- Use the **Bézier Pen** tool to create Bézier lines and boxes. To constrain a line angle to 45 degrees, press and hold Shift while drawing.
- Use the **Add Point** tool to add a point to any type of path. Adding a point to a content box automatically turns the content box into a Bézier item.

- Use the **Remove Point** tool to remove a point from any type of path.
- Use the **Convert Point** tool to automatically convert corner points to curve points, and curve points to corner points. Click and drag to change the position of a point, the curve of a curved line segment, or the position of a straight line segment. Select this tool and click a rectangular box or straight line to convert the item to a Bézier box or line.
- Use the **Scissors** tool to cut an item into distinct paths.
- Use the **Select Point** tool to select curves or points so that you can move them or delete them. Press Shift and click to select multiple points. Option-click/Alt-click a point to make it symmetrical.
- Use the **Freehand Drawing** tool to draw any shape line or box you want. If you don't close a freehand box, it remains a line. To automatically close a freehand box, press Option/Alt.
- Use the **Item Format Painter** tool to copy all attributes applied to one item and apply them to any other item.
- Use the **Tables** tool  to create a table.
- Use the **Zoom** tool to enlarge or reduce the document view.
- Use the **Pan** tool to reposition the active layout.
- Use Flex Container tool  to create flex container.

➡ You can use key commands to declare the box content type as you draw using the **Rectangle Box** tool: Press R while drawing to declare Picture content or press T while drawing to declare Text content. To change the content type of existing box, right-click on the box and choose Content > Text, Picture or None.

➡ For more information about Bézier boxes and lines, see "*Creating Bézier boxes*" and "*Creating Bézier lines*".

➡ To pan the layout while a Pen tool is selected, press Shift+Space and then click and drag.

➡ To add text to a line or path, select the **Text Content** tool and double-click the line or path.

➡ For more information about Composition Zones, see "*Creating a Composition Zones item*".

➡ Users can display the **Tools** palette (**Windows** menu) horizontally, as well as vertically. To display the palette horizontally, on *Windows* Ctrl+double-click the title bar and on *Mac OS* dock the tool palette to the top edge.

Tool key commands

When no text box or text path is active, you can switch tools quickly using the following key commands:

Tool	Windows	Mac OS
Item tool	V	V
Text Content tool	T	T
Text Linking tool	T	N
Text Unlinking tool	T	N
Picture Content tool	R	R
Rectangle Box tool	B	B
Oval Box tool	B	B
Starburst tool	B	B
ShapeMaker tool	M	M
Composition Zones tool	L	B
Line tool	P	L
Orthogonal Line tool	P	L
Bézier Pen tool	P	P
Add Point tool	P	P
Remove Point tool	P	P
Convert Point tool	P	P
Scissors tool	P	P
Select Point tool	P	P
Freehand Drawing tool	P	P
Item Format Painter tool	I	I
Table tool	G	G
Zoom tool	Z	Z
Pan tool	X	X

Scissors tool

Use the **Scissors** tool to cut the outline of a box and turn it into a line, or to cut a line or text path into two.

The **Scissors** tool is displayed in the QuarkXPress **Tools** palette. To use the **Scissors** tool:

1. Select the **Scissors** tool.
    - When a picture box is cut, it is converted to a Bézier line. As a result, the contents of the box are not retained after the cut is made.
    - When a text box is cut, it is converted to a text path.
    - When a text path is cut, it is converted into two linked text paths.
2. Select the **Select Point** tool and click and drag the point to adjust it.

Starburst tool

Use the **Starburst** tool to quickly and easily create star-shaped boxes.

Create a star-shaped picture box using the **Starburst** tool in two ways.

1 Select the **Starburst** tool, and then click and drag.

2 To define specific attributes as you create the star burst box, select the **Starburst** tool, and then position the crosshair pointer where you want the star-shaped box and click once. When the **Starburst** dialog box displays, enter values for the following fields, and then click **OK**:

- **Star Width**
- **Star Height**
- **Number of Spikes**
- **Spike Depth**: Enter the desired distance from the tip of the spike to the base of the spike as a percentage.
- **Random Spikes**: Enter a value between 0 and 100, where 0 is no randomness applied and 100 is full randomness applied.

ShapeMaker tools

Use the following tools to quickly and easily create different shapes:

- **Star** tool
- **Polygon** tool
- **Rounded Rectangle** tool
- **Diamond** tool
- **Triangle** tool
- **Wave** tool
- **Spiral** tool
- **Cloud** tool

➡ Press the **m** key to toggle through the different shape tools.

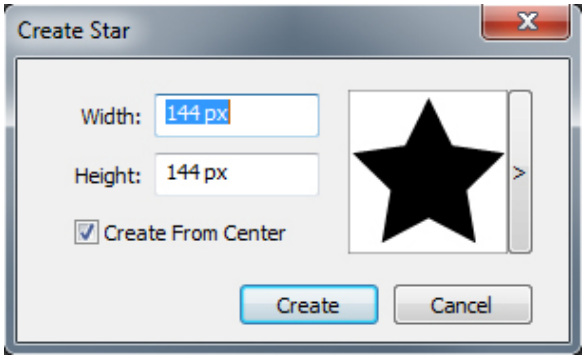
You can also access the ShapeMaker tools by selecting **Utilities > ShapeMaker**. See "*ShapeMaker*".

Using the Star tool

To create a star shape in two ways:

1 Select the **Star** tool ☆, position the crosshair pointer ✛ where you want the star and then click and drag.

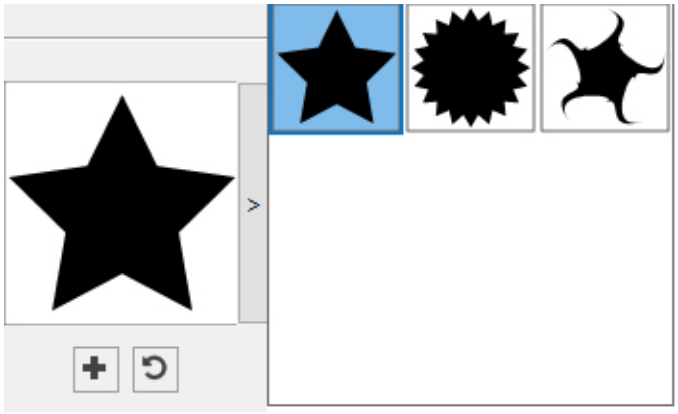
2 Select the **Star** tool ☆, position the crosshair pointer ✛ where you want the star and click once. The **Create Star** dialog box displays:



Enter values for the following fields:

- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

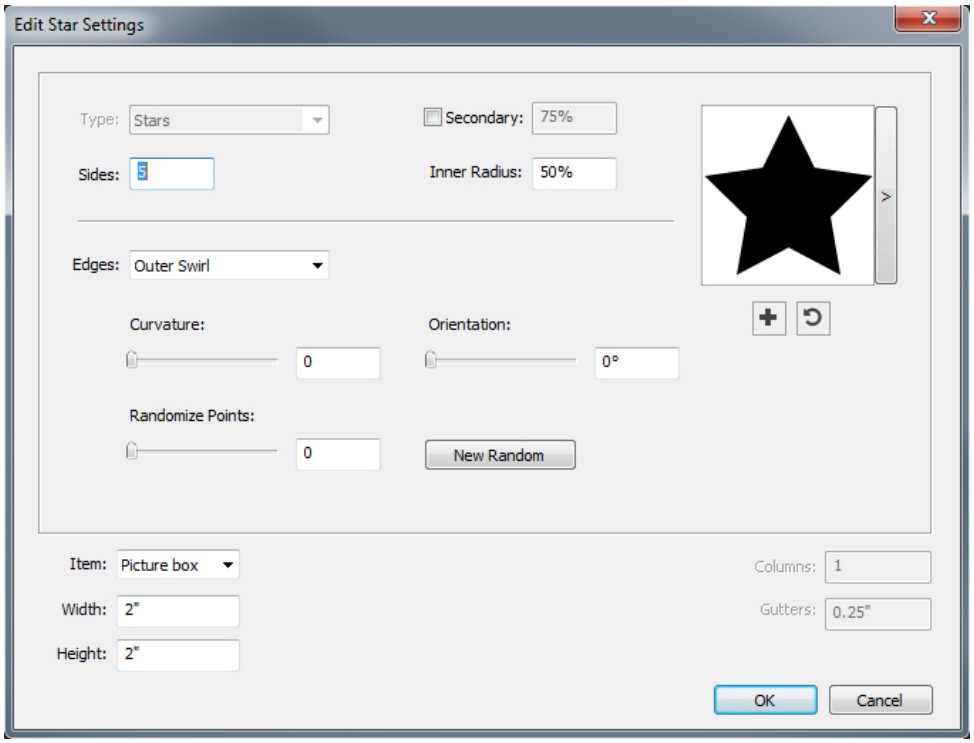
You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Click **Create**.

Default star settings

To edit the default star settings that will automatically be applied when using this tool, double-click the **Star** tool. The **Edit Star Settings** dialog displays:

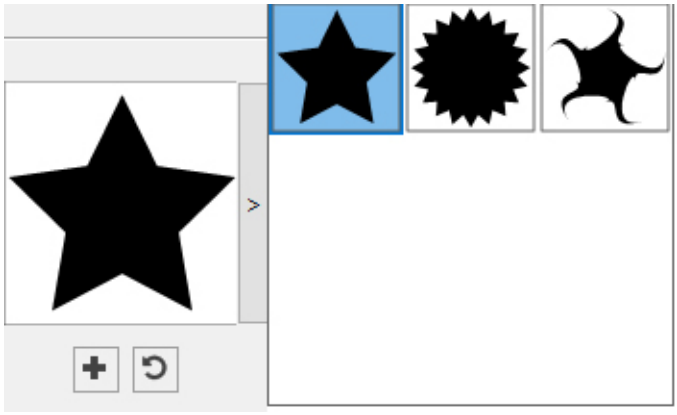


Specify the default settings that will be applied when using this tool:

- Check **Secondary** to add additional secondary sides/points. This allows you to add a different angle/shape in between the sides of a Star shape.
- **Sides**: Specify the number of sides (points) the star will have.
- **Inner Radius**: Specify the inner radius of each point in the star.
- **Edges**: Specify the shape the edges of the star will be (**Flat**, **Concave**, **Convex**, **Outer Swirl**, **Inner Swirl**, **Opposite Swirl**, or **Tandem Swirl**). If you choose an option other than **Flat**, you can indicate the curvature of the edges with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.
- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).
- **New Random**: Applies some randomness to the shape.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button ↺.

Once you have defined the default attributes, you can click the **Add Preset** button ⊞ to save this customized shape to use later.

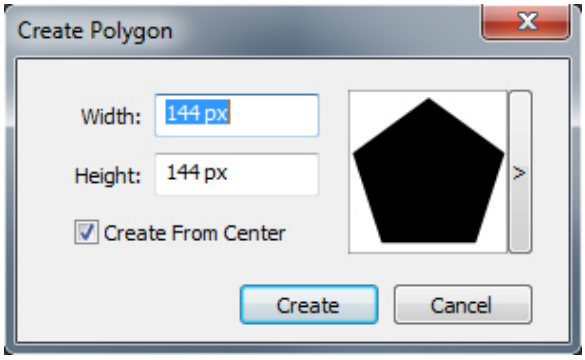


➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Polygon tool

To create a polygon shape in two ways.:

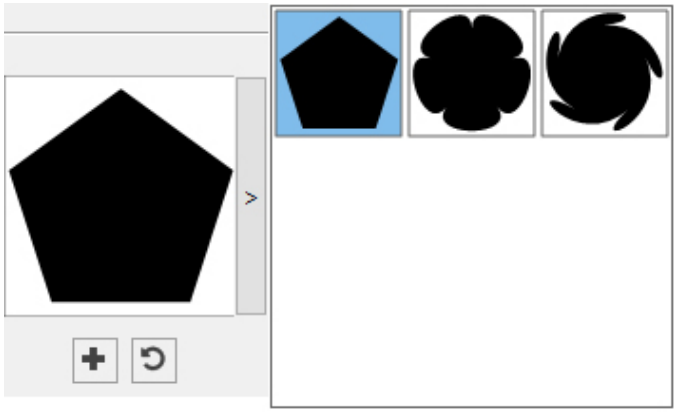
1. Select the **Polygon** tool ⬠, position the crosshair pointer ✛ where you want the polygon and then click and drag.
2. Select the **Polygon** tool ⬠, position the crosshair pointer ✛ where you want the polygon and click once. The **Create Polygon** dialog box displays:



Enter values for the following fields:

- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

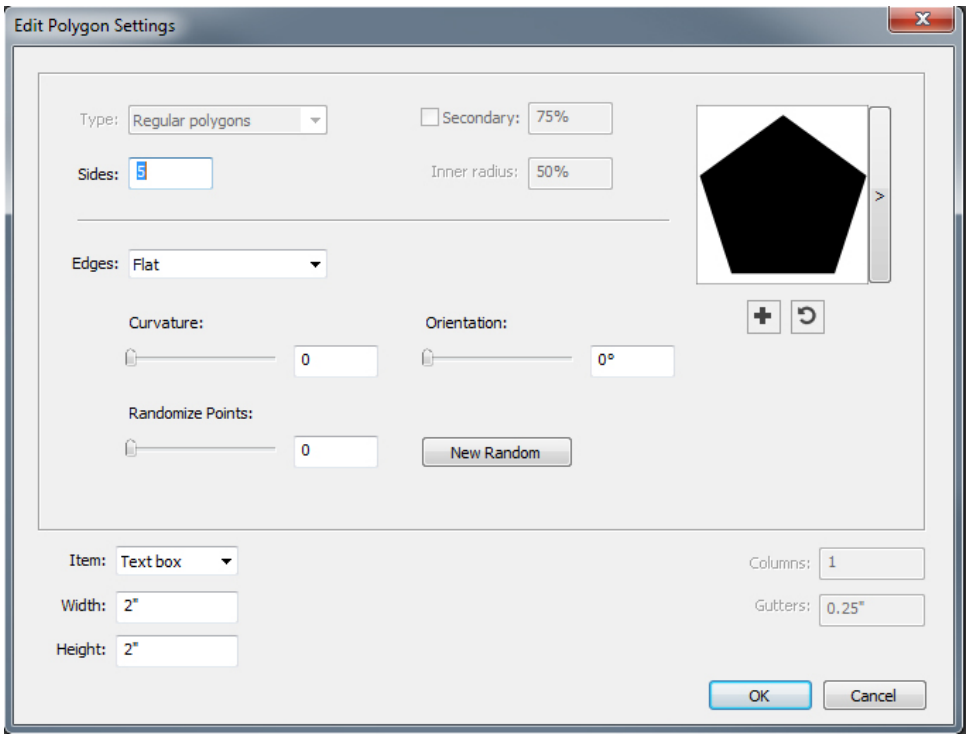
You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Click **Create**.

Default polygon settings

To edit the default polygon settings that will automatically be applied when using this tool, double-click the **Polygon** tool. The **Edit Polygon Settings** dialog displays:



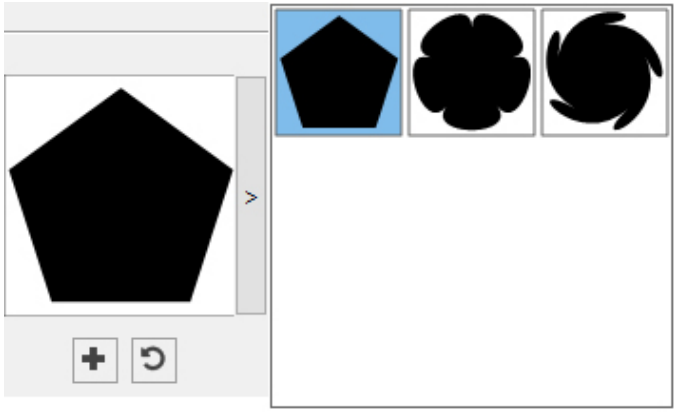
Specify the default settings that will be applied when using this tool:

- **Sides**: Lets you specify how many sides the polygon has
- **Edges**: Lets you control whether the edges of the box are flat or curved. If you choose an option other than **Flat**, you can indicate the curvature of the sides with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.

- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).
- **New Random**: Applies some randomness to the shape.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button.

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



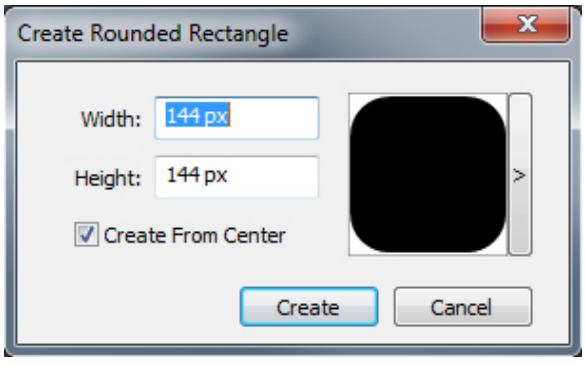
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Rounded Rectangle tool

To create a rounded rectangle shape in two ways:

1 Select the **Rounded Rectangle** tool, position the crosshair pointer where you want the star and then click and drag.

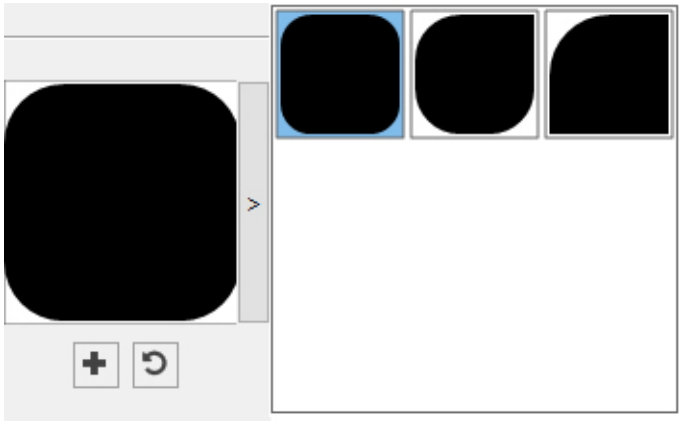
2 Select the **Rounded Rectangle** tool, position the crosshair pointer where you want the rectangle and click once. The **Create Rounded Rectangle** dialog box displays:



Enter values for the following fields:

- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

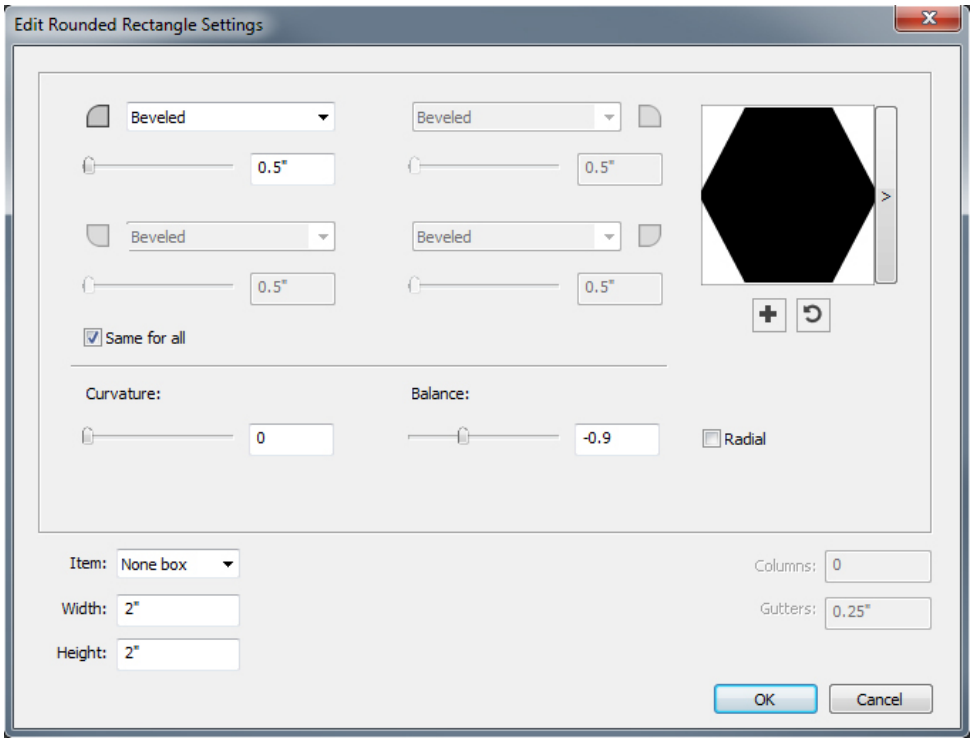
You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Click **Create**.

Default rounded rectangle settings

To edit the default rounded rectangle settings that will automatically be applied when using this tool, double-click the **Rounded Rectangle** tool. The **Edit Rounded Rectangle Settings** dialog displays:

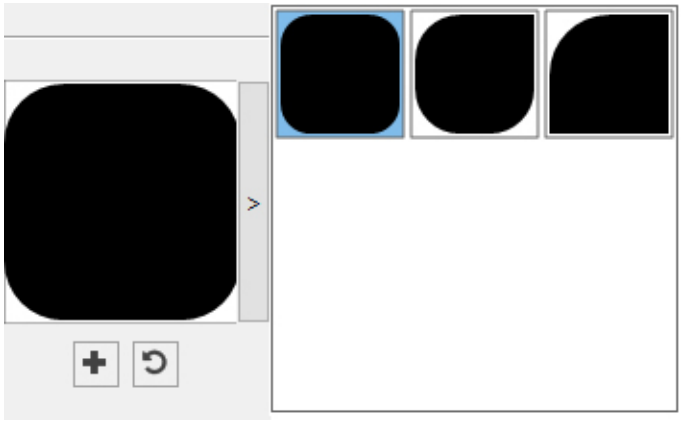


Specify the default settings that will be applied when using this tool:

- Check **Same for all** to configure all four corners of the shape with a single set of controls. To separately configure each corner of the box uncheck **Same for all**.
- Use the drop-down menus to specify a corner type (**Normal**, **Rounded**, **Beveled**, **Concave**, **Pointed**, or **Inset**) and a diameter (for options that involve a diameter).
- **Curvature**: Controls how curved the corners are if you select an option that includes curvature.
- **Balance**: For some options, lets you control whether the corners lean toward the sides of the box or toward the top.
- **Radial**: For some options, lets you control whether the corners of the box are aligned with the center of the box or not.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button ↺.

Once you have defined the default attributes, you can click the **Add Preset** button ✚ to save this customized shape to use later.



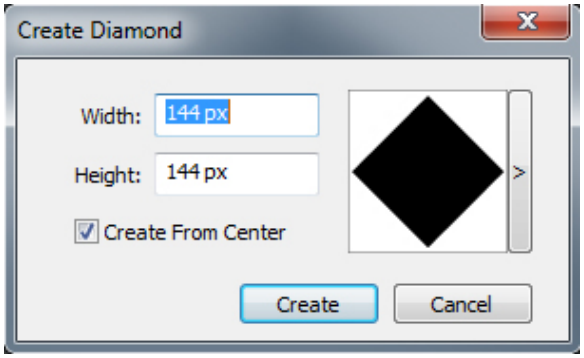
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Diamond tool

To create a diamond shape in two ways:

1 Select the **Diamond** tool ◇, position the crosshair pointer ┼ where you want the diamond and then click and drag.

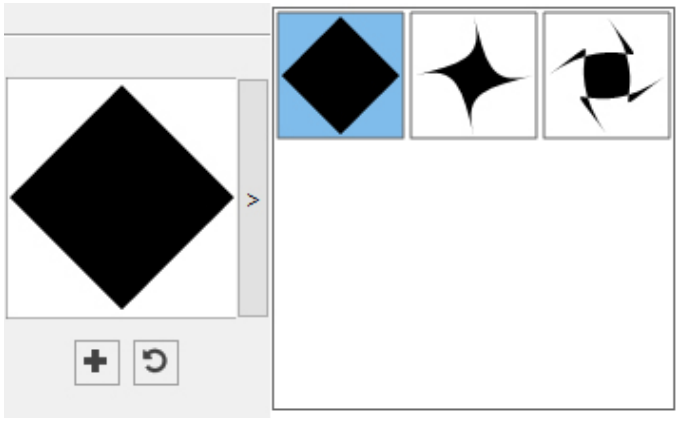
2 Select the **Diamond** tool ◇, position the crosshair pointer ┼ where you want the diamond and click once. The **Create Diamond** dialog box displays:



Enter values for the following fields:

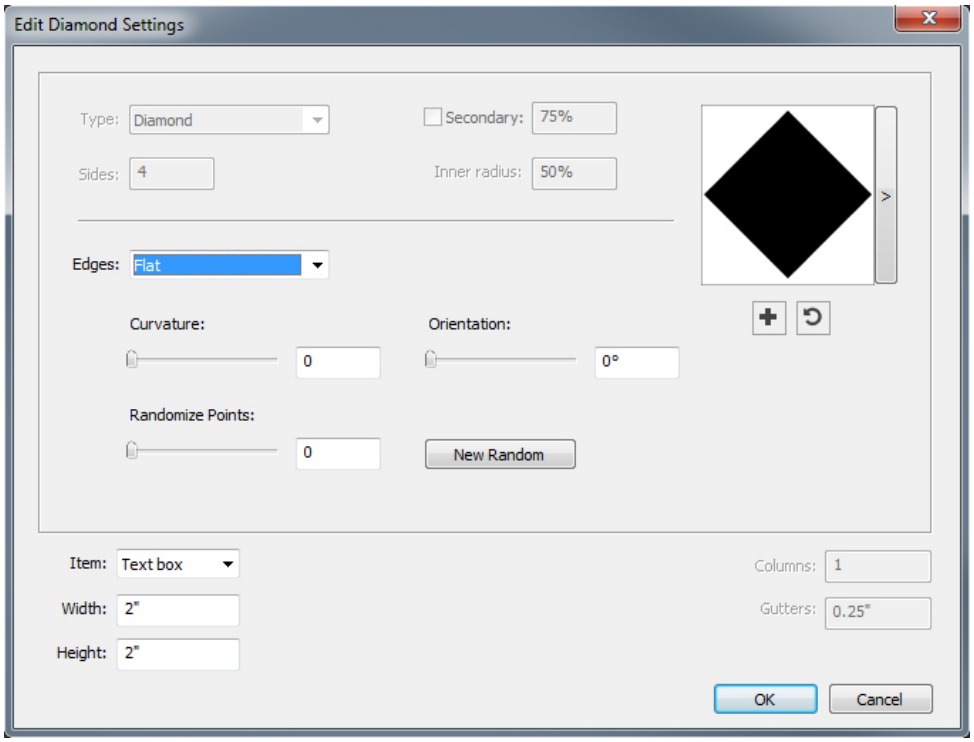
- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Default diamond settings

To edit the default diamond settings that will automatically be applied when using this tool, double-click the **Diamond** tool. The **Edit Diamond Settings** dialog displays:



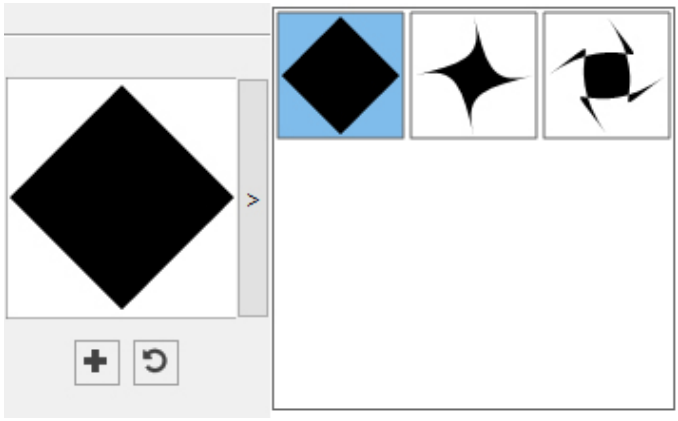
Specify the default settings that will be applied when using this tool:

- **Edges**: Specify the shape the edges of the diamond will be (**Flat**, **Concave**, **Convex**, **Outer Swirl**, **Inner Swirl**, **Opposite Swirl**, or **Tandem Swirl**). If you choose an option other than **Flat**, you can indicate the curvature of the edges with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.
- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).

- **New Random**: Applies some randomness to the shape.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button .

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



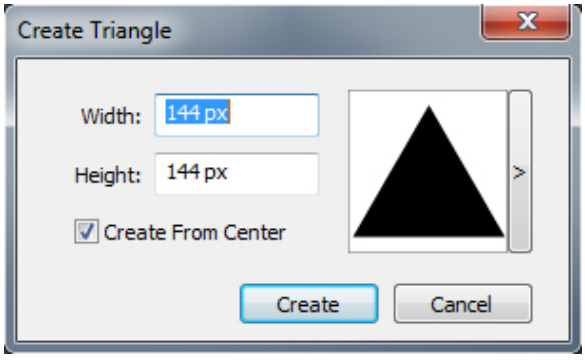
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Triangle tool

To create a triangle shape in two ways.:

1 Select the **Triangle** tool △, position the crosshair pointer ┼ where you want the triangle and then click and drag.

2 Select the **Triangle** tool △, position the crosshair pointer ┼ where you want the triangle and click once. The **Create Triangle** dialog box displays:

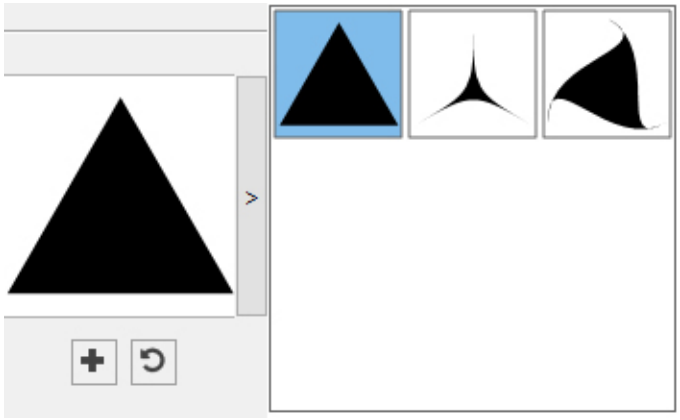


Enter values for the following fields:

- **Width**
- **Height**

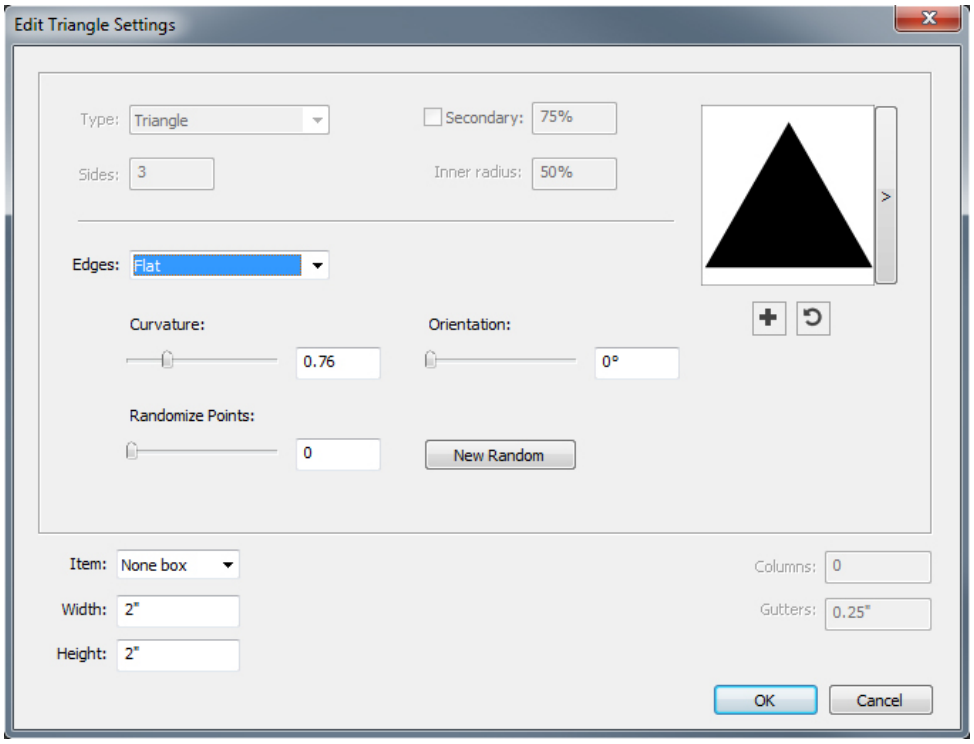
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Default triangle settings

To edit the default triangle settings that will automatically be applied when using this tool, double-click the **Triangle** tool. The **Edit Triangle Settings** dialog displays:



Specify the default settings that will be applied when using this tool:

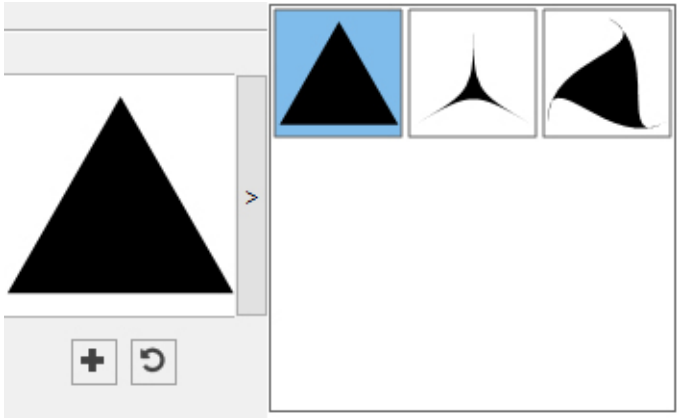
- **Edges**: Specify the shape the edges of the triangle will be (**Flat**, **Concave**, **Convex**, **Outer Swirl**, **Inner Swirl**, **Opposite Swirl**, or **Tandem Swirl**). If you

choose an option other than **Flat**, you can indicate the curvature of the sides with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.

- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).
- **New Random**: Applies some randomness to the shape.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button .

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



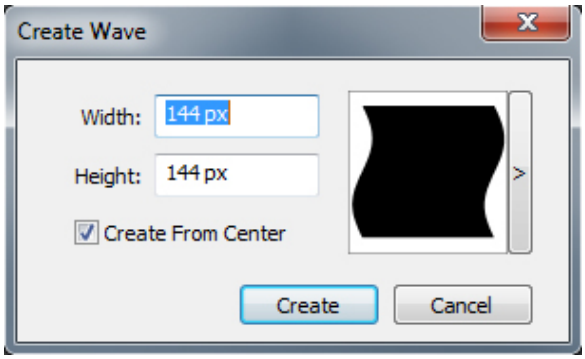
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Wave tool

To create a wave shape in two ways:

1 Select the **Wave** tool , position the crosshair pointer + where you want the wave and then click and drag.

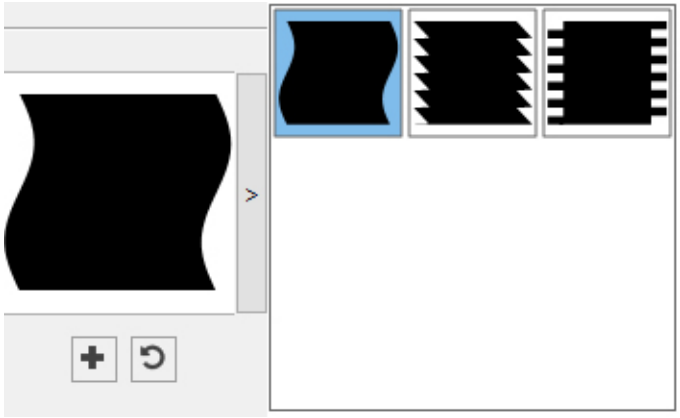
2 Select the **Wave** tool , position the crosshair pointer + where you want the wave and click once. The **Create Wave** dialog box displays:



Enter values for the following fields:

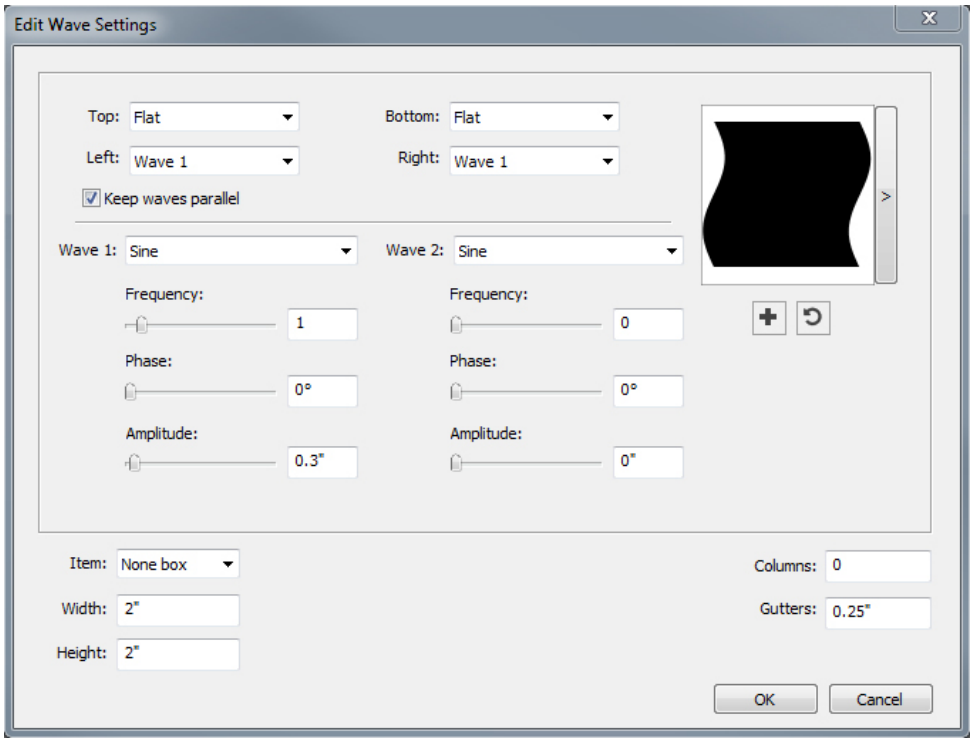
- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Default wave settings

To edit the default wave settings that will automatically be applied when using this tool, double-click the **Wave** tool. The **Edit Wave Settings** dialog displays:

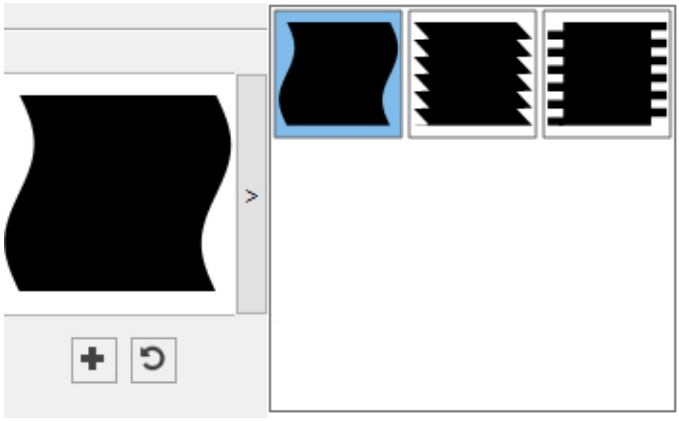


Specify the default settings that will be applied when using this tool:

- **Top**, **Left**, **Bottom**, and **Right**: These controls let you configure the four sides of the box. You can choose **Wave 1**, **Wave 2**, or **Flat**.
- **Keep waves parallel**: Keeps the waves on either side of the box parallel with one another.
- The controls in the **Wave 1** and **Wave 2** areas let you choose which type of wave to use, the frequency of the wave, the phase (starting point) of the wave, and the amplitude (depth) of the wave.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button .

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



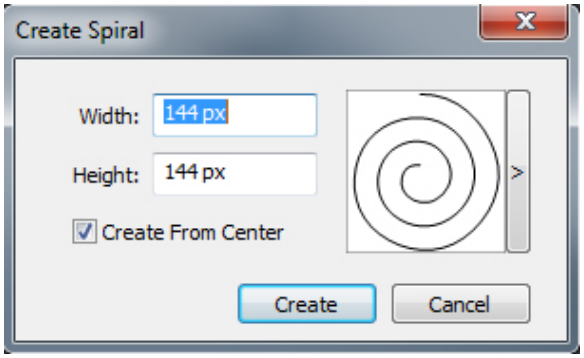
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Spiral tool

To create a spiral shape in two ways:

1 Select the **Spiral** tool, position the crosshair pointer where you want the spiral and then click and drag.

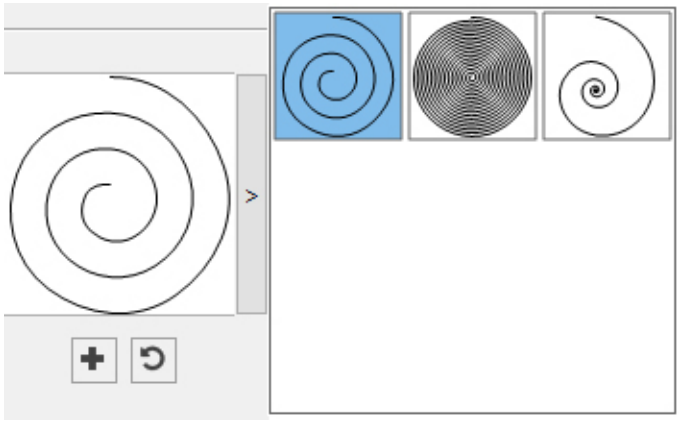
2 Select the **Spiral** tool, position the crosshair pointer where you want the spiral and click once. The **Create Spiral** dialog box displays:



Enter values for the following fields:

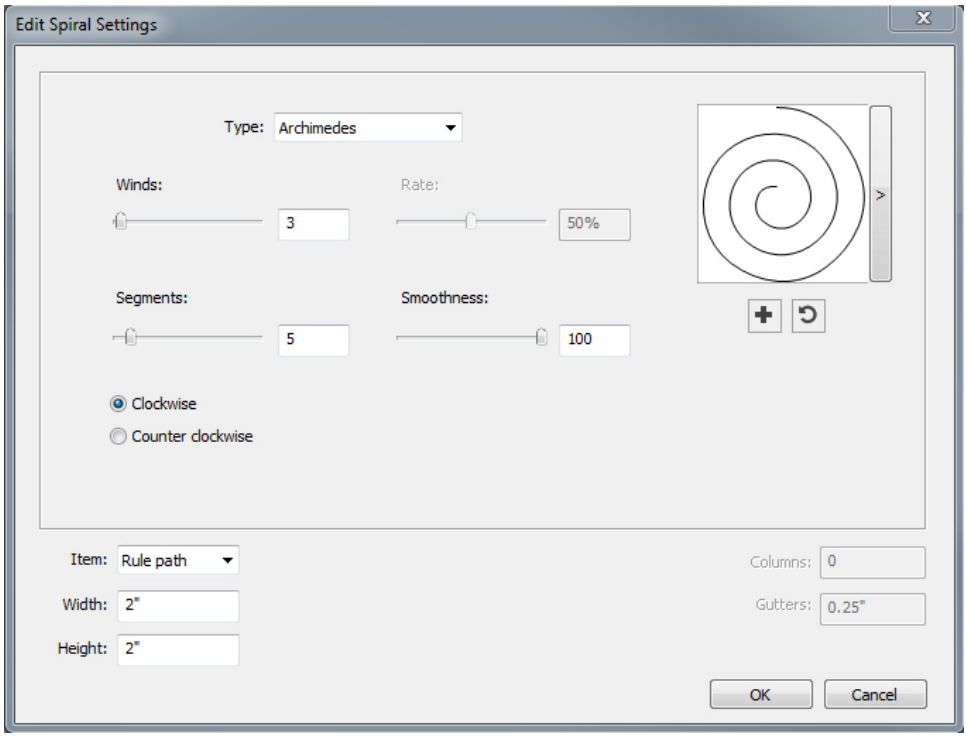
- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Default spiral settings

To edit the default spiral settings that will automatically be applied when using this tool, double-click the **Spiral** tool. The **Edit Spiral Settings** dialog displays:



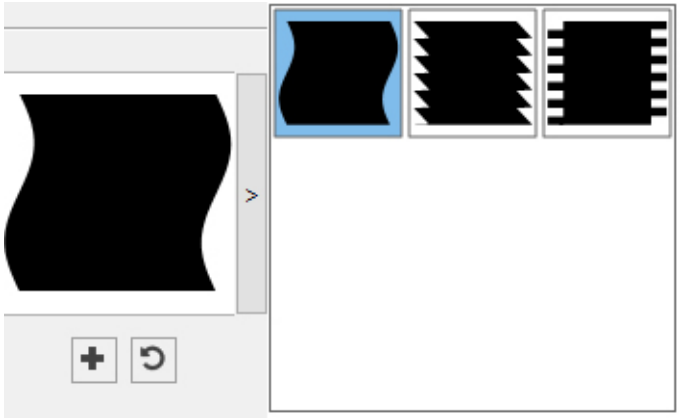
Specify the default settings that will be applied when using this tool:

- **Type**: Choose what type of spiral to create from the drop-down menu.
  - **Archimedes**: an evenly spaced circular spiral.
  - **Golden Spiral**: a spiral built with the golden ratio.
  - **Custom**: this makes the **Winds** field available.
- **Winds**: Lets you control how many times the spiral goes around.
- **Rate**: Lets you control how quickly the width of the spiral increases.

- **Segments**: Lets you control how circular the spiral is allowing you to specify the number of segments per wind.
- **Smoothness**: Lets you control how smooth the spiral is. You can get a harder-edged shape by lowering the **Segments** value and decreasing the **Smoothness** value.
- **Clockwise** and **Counterclockwise**: Lets you control the direction of the spiral.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button .

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



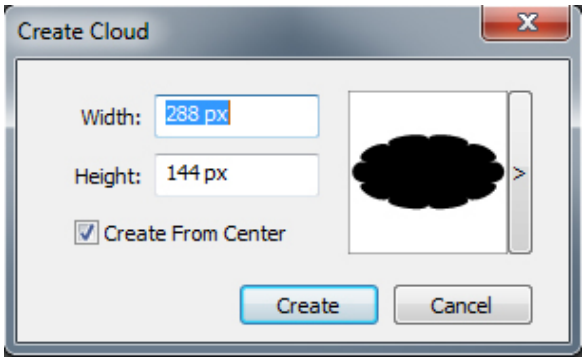
➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Using the Cloud tool

To create a cloud shape in two ways:

1 Select the **Cloud** tool , position the crosshair pointer where you want the cloud and then click and drag.

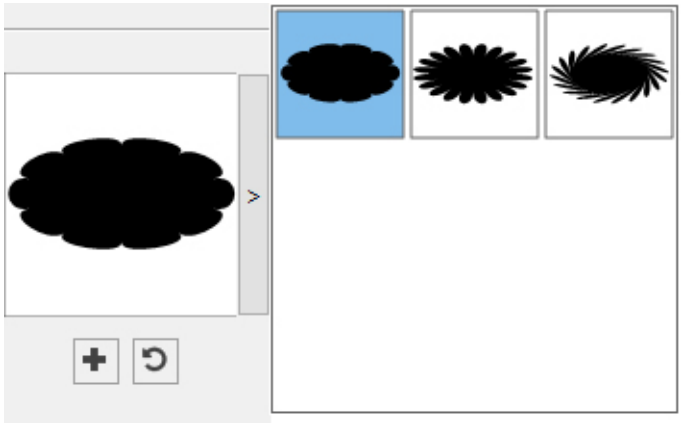
2 Select the **Cloud** tool , position the crosshair pointer where you want the cloud and click once. The **Create Cloud** dialog box displays:



Enter values for the following fields:

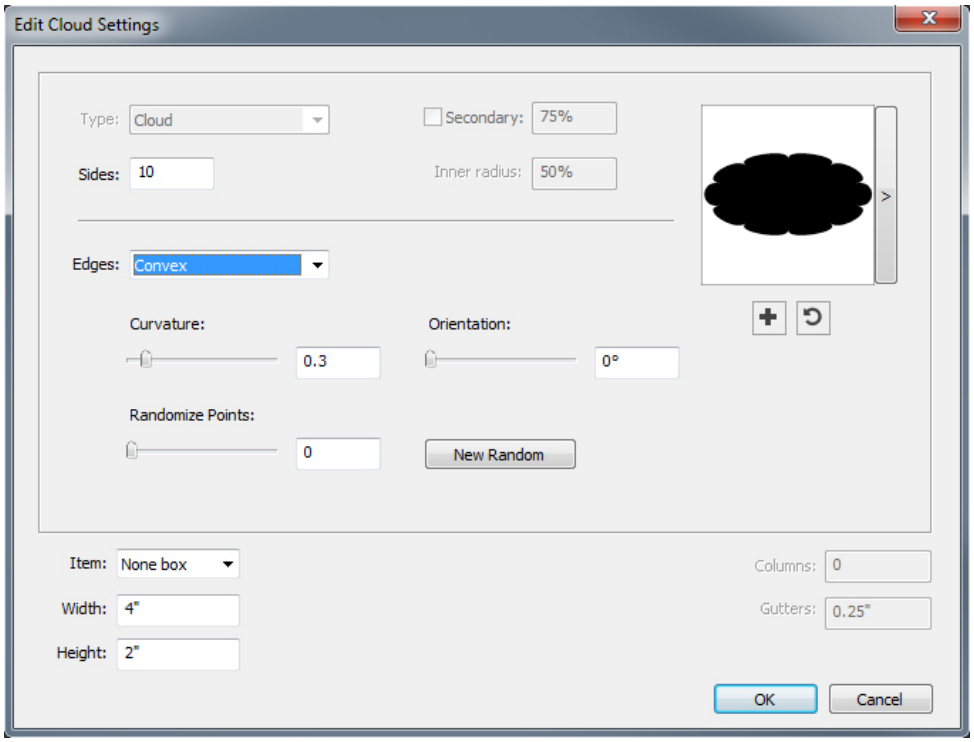
- **Width**
- **Height**
- Select **Create From Center** to specify that the center of the shape should be where you placed the crosshair point.

You can apply the default attributes or click the arrow next to the shape preview to select a predefined shape.



Default cloud settings

To edit the default cloud settings that will automatically be applied when using this tool, double-click the **Cloud** tool. The **Edit Cloud Settings** dialog displays:

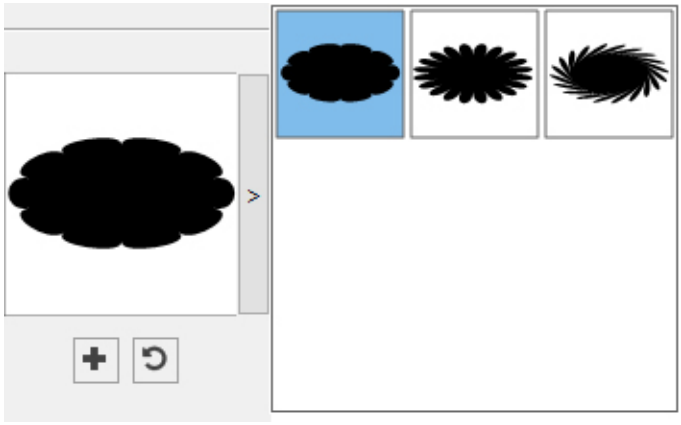


Specify the default settings that will be applied when using this tool:

- **Sides**: Specify the number of sides the cloud shape will have.
- **Edges**: Specify the shape the edges of the cloud will be (**Flat**, **Concave**, **Convex**, **Outer Swirl**, **Inner Swirl**, **Opposite Swirl**, or **Tandem Swirl**). If you choose an option other than **Flat**, you can indicate the curvature of the edges with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.
- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).
- **New Random**: Applies some randomness to the shape.
- **Item**: Specifies the type of box the shape should be placed into. The choices are **Text Box**, **Picture Box**, **None Box**, **Text Path**, and **Rule Path**.
- **Width**, **Height**, **Columns**, and **Gutters**: Specifies the box attributes.

➡ To revert to the default shape, click the **Reset** button .

Once you have defined the default attributes, you can click the **Add Preset** button to save this customized shape to use later.



➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Menus

The topics below describe the menus and menu items available in QuarkXPress.

QuarkXPress menu (macOS only)

The **QuarkXPress** menu is a part of QuarkXPress for macOS. This menu contains the same commands as in the application menu for other macOS applications — to hide or show QuarkXPress and other applications, to access preferences, and to quit QuarkXPress. This menu includes the following commands:

- **About QuarkXPress**: Use this command to display information about QuarkXPress, such as the version number.
- **Manage Account**: Use this option to manage the subscriptions, and licenses to different members of your team. It will redirect you to the license management portal (*https://myaccount.quark.com/account/login*).
- **Activate QuarkXPress**: Use this command to activate QuarkXPress on your computer. Available only when QuarkXPress is running in demo mode.
- **Deactivate QuarkXPress**: Use this command to deactivate QuarkXPress on your computer. Available only when QuarkXPress is running in the activated state.
- **Quark Cache Cleaner**: Use this command to run the Quark Cache Cleaner when the QuarkXPress application is invoked. You will be asked to save any open projects. If any other version of QuarkXPress is also running at that time, you will be asked to quit those applications before running the Quark Cache Cleaner.
- **Check for Updates**: Use this command to check for updates to QuarkXPress.

- **Quark Update Settings**: Use this command to configure automatic update settings.
- **Preferences/Settings**: Lets you modify default values and settings. For more information, see "*Preferences*."
- **Quit QuarkXPress**: Use this command to exit the application.

File menu

The **File** menu enables you to manipulate electronic files in a number of ways, including the ability to create, open, print, and save. This menu includes the following commands:

- **New**: Choose an option from the **New** submenu to create a project. If you choose **New Project from Ticket**, you can select a Job Ticket from which you can create the project. You can also use this submenu to create new libraries and books.
- **New Project from IDML**: Use this option to open InDesign IDML files as QuarkXPress projects.
- **Open**: Use this option to open project files.
- **Open Recent** *(Mac only, on Windows, a list of the recently opened files are displayed at the end of the **File** menu.)*: Use this option to open a project from a list of recently opened files.
- **Close *(Win)*/ Close Window *(Mac)***: Use this option to close the active project.
- **Save**: Use this option to save the active project.
- **Save As**: Use this option to save a copy of the active project.
- **Save a Copy As/Downsave**: Use this option to export one or more layouts in the active project or to save a copy of the active project as a lower version of QuarkXPress.
- **Revert to Saved**: Use this option to return the active project to the state it was in when it was last saved.
- **Import**: Use this command to import text into a text box or to import a picture into a picture box.
- **Export Picture**: Use this command to export a copy of the picture contained in the active picture box or all pictures in the project.
- **Save Text**: Use this option to save the contents of the active text box as a separate file.
- **Append**: Use this option to append style sheets, colors, layouts, and a variety of other types of resources from another file.

- **Export As**: Use this option to export a layout as PDF, EPS, JPEG/PNG/TIFF, HTML5 Publication, iOS App, Android App, ePub, or IDML.
- **Collect for Output**: Use this option to collect the layout/s, fonts, images, profiles, output report, etc. into a folder. Collect for output can be performed on all layouts in the project.
- **Job Jackets**: Use this submenu to access the specifications and rules for creating and inspecting a layout, link a project to a Job Jackets file, modify a Job Ticket, and evaluate a layout.
- **Print**: Use this option to print the active file.
- **Exit** *(Windows only)*: Use this option to exit the application.

Edit menu

The **Edit** menu includes the following commands:

- **Undo**: Undoes the last action.
- **Redo**: Redoes an undone action.
- **Cut**: Cuts the selected content.
- **Copy**: Copies the selected content to the clipboard.
- **Paste**: Pastes the clipboard contents on the active page.
- **Paste Without Formatting**: Pastes the clipboard contents as plain text.
- **Paste In Place**: Pastes a duplicated or copied item onto the active page at the same position from which it was originally copied.
- **Paste as Native Objects**: To convert the item to be pasted to a native QuarkXPress object.
- **Select All**: Selects all content in the active box or text path.
- **Preferences** *(Windows only)*: Lets you modify default values and settings. For more information, see "*Preferences*."
- Lets you change the program language of the application.
- **Find/Change**: Displays the **Find/Change** palette, which you can use to find and change text based on content, formatting, or both.
- **Item Find/Change**: Displays and hides the **Item Find/Change** palette.
- **Colors**: Lets you add, edit, and delete color definitions. For more information, see "*Color, Opacity, and Drop Shadows*."
- **Style Sheets**: Lets you add, edit, and delete style sheet definitions. For more information, see "*Text and Typography*."

- **Item Styles**: Lets you add, edit, and delete item definitions that you can apply to QuarkXPress items with the **Item Styles** palette (**Window** menu).
- **Callout Styles**: Lets you add, edit, and delete callout styles. For more information, see "*Boxes, Lines, and Tables*."
- **Conditional Styles**: Lets you add, edit, and delete conditional styles. For more information, see "*Text and Typography*."
- **Bullet, Numbering, and Outline Styles**: Lets you add, edit, and delete bullet, numbering, and outline styles. For more information, see "*Text and Typography*."
- **Footnote Styles**: Lets you add, edit, and delete footnote styles. For more information, see "*Text and Typography*"
- **Text Shading Styles**: Lets you add, edit, and delete text shading styles. For more information, see "*Text and Typography*."
- **Table Styles**: Let you, edit, and delete Table Styles. For more information, see "*Boxes, Lines, and Tables*"
- **Hyperlinks**: Lets you add, edit, and delete hyperlinks including URLs, anchors, and page links.
- **Underline Styles**: Lets you access and modify underline styles.
- **Hanging Characters**: Lets you add, edit, and delete custom hanging character definitions. For more information, see "*Text and Typography*."
- **Lists**: Lets you add, edit, and delete list definitions. The Lists feature is a tool for automatically generating tables of contents and other types of listed content. For more information, see "*Document Construction*."
- **H&Js**: Lets you add, edit, and delete H&J (hyphenation and justification) definitions. H&Js let you control how text breaks. For more information, see "*Text and Typography*."
- **Grid Styles**: Lets you add, edit, and delete patterns of non-printing design grids that you can apply to text components. For more information, see "*Text and Typography*."
- **Dashes and Stripes**: Lets you add, edit, and delete custom line patterns.
- **Font Sets**: Lets you add, edit, and delete custom scaling, sizing, and direction for specific fonts.

➡ This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Mojigumi**: Lets you add, edit, and delete Mojigumi sets and classes. For more information, see "*Text and Typography*."

➡ This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Non-Breaking Character Sets**: Lets you add, edit, and delete rules for two-byte character sets.

➡ This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Kerning Pairs**: Lets you control kerning for installed fonts.
- **Font Tracking Tables**: Lets you control tracking for installed fonts.
- **Set Tool Preferences From Selected**: Lets you set the tool preferences to the currently selected box's attributes.
- **Restore Tool Preferences To Default**: Lets you restore the tool preferences back to the defaults.
- **Color Setups**: Lets you access and modify setups for Source and Output Setups.
- **Output Styles**: Lets you add, edit, and delete output style definitions. Output styles let you easily switch between different sets of output options. For more information, see "*Output*.

Style menu

The **Style** menu changes depending on whether a text box, a picture box, or a line is active.

The **Style** menu changes depending on whether a text component or a picture component is active.

Style menu for text

The **Style** menu for text includes commands for specifying character attributes and paragraph formats. This menu includes the following commands:

- **Type Style**: Lets you apply type styles such as underline, strikethrough, and superscript to selected text. The **Type Style** sub menu also contains **Underline Styles**, **Make Fraction**, **Make Price** and **Remove Custom Underline**.
- **Color**: Lets you change the color of selected text.
- **Shade**: Lets you set the tint of an applied color.
- **Opacity**: Lets you control the transparency of selected text.

- **Story Direction**: Lets you specify horizontal or vertical story direction for the selected text box.

➡

This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Rubi**: Lets you control rubi characters applied to text.

➡

This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Group Characters**: Lets you place horizontal text in a vertical story.

➡

This feature is considered an East Asian configuration setting and is only available when you have the East Asian preference enabled (**QuarkXPress/Edit > Preferences > Configuration**).

- **Alignment**: Lets you align active paragraphs to the left, right, or center. Also lets you justify or force-justify selected paragraphs.
- **Character Alignment**: Lets you align active characters to the top, center, baseline, or bottom.

➡

In East Asian configuration, the options are: **ICF Box Top**, **ICF Box Bottom**, **Embox Top**, **Embox Center**, **Embox Bottom** and **Roman Baseline** . These let you align the small characters in a line to the ICF specified by the large characters. In vertical text frames, ICF Top/Right aligns the text to the right of the ICF, and ICF Bottom/Left aligns the text to the left of the ICF.

- **Character Direction**: Lets you change the character direction of a selected text in RTL layout.

➡ This feature is considered a Middle Eastern feature and is only available when you have the Middle Eastern configuration enabled (QuarkXPress/Edit > Preferences > Configuration). For more details, refer to the document 'Middle Eastern Support in QuarkXPress'.

- **Column Direction**: QuarkXPress allows the user to specify the column direction of a story in RTL and LTR layouts.

➡ This feature is considered a Middle Eastern feature and is only available when you have the Middle Eastern configuration enabled (QuarkXPress/Edit > Preferences > Configuration). For more details, refer to the document 'Middle Eastern Support in QuarkXPress'.

- **Paragraph Direction**: QuarkXPress allows the user to specify the paragraph direction of a paragraph in RTL and LTR layouts.

➡ This feature is considered a Middle Eastern feature and is only available when you have the Middle Eastern configuration enabled (QuarkXPress/Edit > Preferences > Configuration). For more details, refer to the document 'Middle Eastern Support in QuarkXPress'.

- **Paragraph Style Sheet**: Lets you apply paragraph style sheets to selected text.
- **Character Style Sheet**: Lets you apply character style sheets to selected text.
- **Footnotes/Endnotes**: Lets you view, add and edit footnotes and endnotes.
- **Footnote Separator Style**: Lets you apply a different footnote separator style.
- **Update Style Sheet**: Lets you update a character or paragraph style sheet definition based on local changes to the applied style sheet.
- **Item Styles**: Lets you view and update applied item styles.
- **Change Case**: Lets you change case of selected text to uppercase, lower case, or title case.
- **Non-Breaking Attribute**: Lets you apply the non-breaking attribute on the selected text (i.e. the text will not hyphenate or wrap). To highlight all text that has the non-breaking attribute applied to it, choose **View > Highlight Non-Breaking**.
- **Flip Text Horizontal**: Lets you flip selected text horizontally.
- **Flip Text Vertical**: Lets you flip selected text vertically.
- **Cross Reference**: Lets you insert and synchronize cross references.
- **Hyperlink**: Lets you modify and apply a hyperlink, page link, or anchor to selected text.
- **Anchor**: Lets you create or modify an anchor for selected text.
- **Remove Manual Kerning** : Lets you remove all manual kerning applied between characters.

Style menu for pictures

The **Style** menu for pictures includes commands for formatting and editing pictures. This menu includes the following commands:

- **Color**: Applies a color to a selected grayscale or one-bit picture.
- **Shade**: Lets you set the intensity of an applied color.
- **Opacity**: Lets you control the transparency of a selected picture.
- **Center Picture**: Centers the selected picture in its picture box.
- **Stretch Picture To Fit Box**: Reduces or enlarges the selected picture horizontally and vertically to fill the picture box; the picture aspect ratio may not be maintained depending on the size of the picture box. This option will be enabled only when the width and height aspect ratio of the picture is unlocked.
- **Scale Picture To Fit Box**: Reduces or enlarges the selected picture proportionately to fit its picture box such that the complete picture will be scaled with no crop area.
- **Scale Picture To Fill Box**: Reduces or enlarges the selected picture horizontally or vertically to fill its picture box. In case, the aspect ratio of the picture and its box is not same, the picture may be cropped.
- **Fit Box To Picture**: Reduces or enlarges the picture box to fit the size of the selected picture.
- **Convert to Native Objects**: Convert the existing item to a native QuarkXPress object.
- **Item Styles**: Lets you view and update applied item styles.
- **Flip Picture Horizontal**: Flips the selected picture horizontally.
- **Flip Picture Vertical**: Flips the selected picture vertically.
- **Hyperlink**: Lets you modify and apply a hyperlink, page link, or anchor to a selected picture or box.
- **Anchor**: Lets you create or modify an anchor for a selected picture or box.
- **Image Editing**: Lets you apply picture effects to the image in the box.

Style menu for lines

The **Style** menu for lines includes the following commands:

- **Line Style**: Lets you apply a line style to a selected line.
- **Arrowheads**: Lets you apply an arrowhead style to a selected line.
- **Width**: Lets you adjust the width of a selected line.

- **Color**: Lets you change the color of a selected line.
- **Shade**: Lets you set the intensity of an applied color.
- **Opacity**: Lets you control the transparency of a selected line.
- **Item Styles**: Lets you view and update applied item styles.
- **Hyperlink**: Lets you modify and apply a hyperlink, page link, or anchor to a selected line.
- **Anchor**: Lets you create or modify an anchor for a selected line.

Item menu

The **Item** menu includes commands for controlling item attributes, positions, grouping, sharing, and more.

- **Duplicate**: Lets you create a copy of an item and its contents.
- **Super Step and Repeat**: Lets you duplicate an active item multiple times and specify scale, rotation, and shading for the duplicates.
- **Delete**: Lets you delete a selected item and its contents.
- **Lock**: Lets you prevent accidental changes to items and their contents by locking its position or content.
- **Fit Box to Text**: Reduces or enlarges the text box to fit the size of the text it contains.
- **Merge Text Boxes**: Lets you merge the contents of multiple text boxes into a single text box.
- **Send & Bring**: Lets you move an item one level backward in the page or layer's stacking order, move an item to the back of the page or layer, move an item to the front of the page or layer, or move an item one level forward in the page or layer's stacking order.
- **Group/Ungroup**: Lets you combine two or more active items (including lines, boxes, text paths, tables, and other groups) into a group, or performs an Ungroup on the currently selected grouped items.
- **Ungroup All**: Lets you break a group into its component items.
- **Export Options**: Lets you specify export options for tagged PDF export.
- **Space/Align**: Lets you position the selected items evenly with regard to each other or with regard to the page or spread.
- **Constrain/Unconstrain**: Lets you restrict an item so that it cannot move beyond the boundaries of the item to which it is constrained, or removes any constrains applied to the item.

- **Content**: Lets you change the content type of an item.
- **Shape**: Lets you change the shape of an active item.
- **Merge or Split Paths**: Lets you merge or split selected items in a number of ways.
- **Point/Segment Type**: Lets you change the point or segment type of an item so you can manipulate points, curve handles, and line segments.
- **Convert Text To Boxes**: Lets you convert the contents of a selected text box to a Bézier box.
- **Edit**: Lets you modify item shape, runaround, or clipping path.
- **Flip Shape**: Lets you flip a Bézier shape in its frame either vertically or horizontally.
- **Share**: Lets you access sharing properties of an item and synchronize or re-use content such as text, pictures, boxes, lines, and Composition Zones.
- **Unsynchronize Size**: Removes synchronization of a single instance of the item without affecting other occurrences of that item (or the synchronization attributes).
- **Unsynchronize Item/Content**: Removes synchronization of a single instance of the item without affecting other occurrences of that item (or the synchronization attributes).
- **Copy To Other Layouts**: Lets you copy to selected items to another layout.
- **Callout Anchor**: Lets you configure callout anchors and callouts. For more information, see "*Working with callouts*."
- **Composition Zones**: Lets you create or modify Composition Zones.
- **Digital Publishing**: Lets you configure items for digital publishing in ePub, App Studio and HTML5 Publication output formats. For more information, see *Digital Publishing with QuarkXPress*.
- **New Box From Clipping**: Lets you to create a box from a clipping path.
- **Note**: Lets you insert, delete, and navigate between notes. For more information, see "*Notes*."
- **Scale**: Lets you set the scale settings.

Page menu

The **Page** menu includes commands for inserting, deleting, and moving pages; working with guides, grids, and sections; navigating through pages, and more.

- **Insert**: Lets you add new pages.

- **Delete**: Lets you delete pages.
- **Move**: Lets you move a page to a different location.
- **Duplicate Page**: Lets you duplicate the current page.
- **Insert PDF/AI:** Let you Insert PDF/AI to another document.
- **Master Guides and Grid**: Lets you modify the placement of page guides and design grids on master pages.
- **Section**: Lets you change the numbering system for a layout or a range of pages in a layout.
- **Previous**: Navigates to the preceding page.
- **Next**: Navigates to the following page.
- **First**: Navigates to the first page.
- **Last**: Navigates to the last page.
- **Go to**: Lets you navigate to a particular page.
- **Display**: Lets you display a page or a master page.

Layout menu

The **Layout** menu includes commands for working with and navigating to layouts.

- **New**: Lets you add a new layout.
- **Duplicate**: Lets you duplicate one layout to copy its items and content to another.
- **Delete**: Lets you remove a layout.
- **New/Edit Layout Specification**: Lets you create or modify Job Jackets properties for a layout.
- **Layout Properties**: Lets you modify layout properties such as name, type, and size.
- **Advanced Layout Properties**: Lets you modify sharing properties of a layout.
- **Metadata**: Lets you apply metadata to the layout for eBook and tagged PDF export. For more information, see *Digital Publishing with QuarkXPress*.
- **Auto Tag Layout**: Lets you add page components to the **Articles** palette to be able to export to Reflow ePub, and to specify reading order of items in tagged PDFs.
- **Preview HTML 5 Publication**: Page, Layout, Project previews.

- **Previous**: Activates the layout tab that was active prior to the current layout.
- **Next**: Activates the layout tab that is positioned to the immediate right of the active layout.
- **First**: Activates the far-left layout tab.
- **Last**: Activates the far-right layout tab.
- **Go to**: Lets you activate a specific layout and then choose the layout from the submenu.

Table menu

The **Table** menu includes commands for adding rows and columns to tables, modifying table attributes, converting tables, and more.

- **Create Table From External Source**: Lets you import text content from an Excel file along with its formatting.
- **Insert**: Lets you add a row or column to a table.
- **Select**: Lets you select a pattern of rows and columns or other table elements. This makes it easy to apply alternating formatting — such as shading every other row.
- **Delete**: Lets you delete a selection from the table.
- **Combine Cells**: Lets you combine a rectangular selection of adjacent table cells — including entire rows or columns — into a single cell.
- **Table Break**: Lets you continue a table in another location. The table break is the maximum size the table can reach before it splits into two linked tables.
- **Make Separate Tables**: Lets you sever the link between continued tables so each table becomes completely separate. This prevents changes to one portion of the table from affecting all the continued tables.
- **Repeat As Header**: Lets you specify a header row to repeat automatically in continued instances of a table.
- **Repeat As Footer**: Lets you specify a footer row to repeat automatically in continued instances of a table.
- **Convert Text to Table**: Lets you convert text that has already been imported or typed into a text box to a table. This works best with text that is delimited in some way to indicate how to divide the information into columns and rows.
- **Convert Table**: Lets you convert the information in a table to text or to a group of related boxes. You might convert a table for easy exporting of the

current data or to save a document containing features that are not supported in earlier versions of QuarkXPress.

- **Table Direction**: Lets you specify horizontal or vertical orientation for a table.
- **Link Text Cells**: Lets you link table cells to each other just as text boxes and text paths can be linked. Text that is typed, imported, or pasted into a linked cell fills the first text cell, and then flows on to each subsequent linked cell.
- **Maintain Geometry**: Lets you prevent the width and height of a table from changing when you insert or delete rows or columns.

View menu

The **View** menu provides options for viewing your document and specifying what you see on screen when the menu item is checked. This menu includes the following commands:

- **Fit in Window**: Automatically scales the view to fit (and center) an entire page in the layout window.
- **50%**: Scales the layout view to 50%.
- **75%**: Scales the layout view to 75%.
- **Actual Size**: Scales the layout view to 100%.
- **200%**: Scales the layout view to 200%.
- **Thumbnails**: Displays small representations of each page that you can rearrange and copy between projects.
- **Enter Full Screen** *(Mac OS only)*: Lets you switch to full screen mode.
- **Dynamic Guides**: Displays nonprinting lines that appear when you create or manipulate item on pages. They help you align, edit, and transform items relative to other items on the page by displaying location and measurement values. Displays a submenu allowing you to turn Dynamic Guides on and off and specify the type of dynamic guides and feedback that appear (such as **Align to Center of Item**, **Align to Edges of Item**, **Align to Center of Page**, **Show Equal Dimensions**, **Show Equal Spacing**, and **Show Measurements for Dimensions/Spacing)**. Unlike Guides, which are document settings, displaying Dynamic Guides are application specific settings.
- **Guides**: Displays nonprinting lines used to position items on pages, including margin guides, column block guides, the outlines of boxes, the "X" pattern in empty picture boxes, and ruler guides.
- **Hide Selection**: Allows you to put QuarkXPress into a mode where selections are not indicated visually in the document (no text highlighting, no handles), but the selection is still honored by QuarkXPress.

- **Page Grids**: Displays nonprinting gridlines defined for the master page on which the active layout page is based.
- **Text Box Grids**: Displays nonprinting gridlines applied to text boxes.
- **Snap to Guides**: Lets you quickly align items with guides so items will snap to the nearest guide.
- **Snap to Page Grids**: Lets you quickly align items with page grids so items will snap to the nearest guide.
- **Rulers**: Displays rulers, which you can use to position items and guides, along the top and left edges or top and right edges of the layout window.
- **Ruler Direction**: Lets you position page rulers on the top and left or top and right edges of the layout window.
- **Hide Tab Ruler:** Lets you control the appearance of Tab ruler. By default, the Tab ruler will be displayed. It is a layout level setting. The setting will be saved with the document.
- **Invisibles**: Displays editable, nonprinting characters such as spaces, tabs, and paragraph returns in text.
- **Visual Indicators**: Displays indicators for non-printing elements, such as hyperlinks, missing font highlighting, and picture status icon for missing and modified images.
- **Highlight Content Variables**: Displays highlighting for the content variables.
- **Highlight Cross References**: Displays highlighting for cross references.
- **Highlight Non-Breaking Text**: Displays highlighting for text that has the non-breaking attribute applied.
- **Trim View**: Simulates what the page will look like when trimmed by cropping any items that extend beyond the page boundary. You can control the color of the pasteboard that displays when this item is selected in the **Display** pane of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**).
- **Hide Suppressed**: Hides all items for which the **Suppress Output** box is checked in the **Measurements** palette, as well as layers for which **Suppress Output** is checked in the **Attributes** dialog box. In addition, this option hides underlines on hyperlinks, hyperlink anchors, index markers, and the text overflow symbol.
- **Story Editor**: Displays the active story in **Story Editor** view. For more information, see "*Using Story Editor view*."
- **Proof Output**: Lets you preview how the layout will look when output to different media and for different printing methods. This display simulation is accurate enough for soft proofing.

- **View Sets**: Lets you create and easily switch between different view options.
- **Show/Hide Notes**: Allows you to hide or show notes in your project.

Utilities menu

The **Utilities** menu includes the following commands:

- **Insert Character**: Lets you easily insert special characters, including special breaking and nonbreaking spaces.
- **Content Variable**: Lets you insert a content variable as well as create new, edit, remove (not delete) and convert to text.
- **Check Spelling**: Use the submenu to display the **Check Spelling** palette to check the spelling of a word, a selection of text, a story, a layout, or all master pages in a layout. **Auxiliary Dictionary** and **Edit Auxiliary** are also part of **Check Spelling** submenu.
- **Word and Character Count**: Use the submenu to display the **Word and Character Count** for a layout, story or selection. This dialog box displays the number of full-width characters, half-width characters, and various other kinds of characters in the selection, active story or in the layout.
- **Line Check**: Displays a submenu that lets you find widows, orphans, loosely justified lines, lines that end with a hyphen, and overflow situations.
- **Suggested Hyphenation**: Displays the suggested hyphenation for the word containing the text insertion point.
- **Hyphenation Exceptions**: Displays a submenu that allows you to edit the exceptions and also import and export .xml files containing lists of language-specific hyphenation exceptions. Displays the **Hyphenation Exceptions** dialog box.
- **Convert Project Language** : Lets you convert all the characters in the active project that use a particular character language to a different character language.
- **IME Reconversion:** IME Reconversion is supported in the following ways:

    1. On *Mac OS*: IME Reconversion is supported through the IME Menu. However, it works for Japanese IME Only.
    2. On *Windows*: IME Reconversion is supported through the IME Reconversion menu option on the QuarkXPress **Utilities** Menu, as well as the **Context** Menu. It works for all Japanese IME, Korean IMEs and a few Simplified and Traditional Chinese IMEs.

➡ IME Reconversion is also supported through the keyboard on both *Windows* and *Mac OS*.

- **Usage**: Lets you view and update the status of fonts, pictures, color profiles, tables, Composition Zones, and assets used in layouts. Multiple missing digital files can be updated all at once using the **Usage** dialog.
- **Item Styles Usage**: Lets you view and update applied item styles.
- **Job Jackets Manager**: Displays the **Job Jackets Manager** dialog box.
- **Insert Placeholder Text**: Generates random text in the active text box so that you can preview how text will flow and be styled, even though you might not have actual content yet.
- **Build Index**: Lets you create an index from the contents of the **Index** palette.
- **Cloner**: Displays the **Cloner** dialog box. For more information, see "*Cloner functionality*."
- **ImageGrid**: Displays the **ImageGrid** dialog box. For more information, see "*ImageGrid functionality*."
- **Linkster**: Displays the **Linkster** dialog box. For more information, see "*Linkster functionality*."
- **ShapeMaker**: Displays the **ShapeMaker** dialog box. For more information, see "*ShapeMaker*."
- **Font Mapping**: Lets you create and edit rules for substituting a new font for a font that is requested by a project but which is not installed on your computer.
- **Convert Old Underlines**: Converts all underlines in the active text chain from QuarkXPress 3.x (Stars & Stripes) format to Type Tricks format.
- **PPD Manager** : Lets you control which PostScript Printer Description files (PPDs) are loaded in the **Print** dialog box.
- **App Build Status**: Click this icon to check the build status for the iOS or Android App you last published from QuarkXPress. You may also use the "App Build Status" button in the Layout controls. Once complete, you may view the downloaded builds from the App Export dialog. This icon will change to an error icon, if the app export fails for some reason, you may then click it to get more details.
- **Proxy Settings**: Lets you specify the proxy settings for connecting to the internet, if required. These settings are used by the **App Studio Publishing** palette as well as the **Export as iOS App** or **Export as Android App** dialog.
- **XTensions Manager**: Lets you control which XTensions modules are loaded when the application is launched.
- **Profile Manager**: Lets you control which color profiles are loaded in the application.

- **Make QR Code**: Lets you generate vector Quick Response (QR) codes directly within QuarkXPress then style and color them the way you want. You have the choice between creating vector based QR codes or pixel based QR codes. If you choose pixel based QR codes, they will be created in your Documents folder. When you call the QR Code dialog again, the data behind the QR code will be shown.
- **Redline**: Use the submenu to turn automatic tracking and highlighting on and off. You can also use this submenu to display the **Redline** palette.

Window menu

The **Window** menu enables you to control the on-screen display of open windows and palettes. This menu includes the following commands:

- **New Window**: Displays the active project in a new window. You can then view different parts of the project in each window.
- **Split Window**: Splits the project window into two parts. Allows you to split horizontally or vertically. You can then view different parts of the project in each part of the window.
- **Cascade** *(Windows only)*: Layers multiple open projects so just a portion of each project's menu bar displays.
- **Tile**: Tiles all open windows to fit on the screen. Contains the **Tile Horizontally** and **Tile Vertically** sub-menus *(Windows only)*.
- **Arrange Icons** *(Windows only)*: Arranges the minimized projects back in case they have been moved.
- **Close All** *(Windows only)*: Closes all active projects.
- **Palette Sets**: Use the submenu to store and recall arrangements of palettes.
- **Turn Hiding On** *(Mac OS only)*: Allows you to display and hide groups of docked palettes.
- **Advanced Image Control**: Displays and hides the **Advanced Image Control** palette.
- **App Publishing Studio**: Displays and hides the **App Publishing Studio** palette. For more information, see *Digital Publishing with QuarkXPress*.
- **Articles**: Displays and hides the **Articles** palette. For more information, see "Working with Reflow."
- **Bookmarks**: Displays and hides the **Bookmarks** palette. For more information, see "Using Bookmarks"
- **Books**: Displays and hides the **Books** palette. For more information, see "*Working with books*."

- **Callout Styles**: Displays and hides the **Callout Styles** palette. For more information, see "*Working with callout styles*."
- **Colors**: Displays and hides the **Colors** palette.
- **Conditional Styles**: Displays and hides the **Conditional Styles** palette. For more information, see "*Working with conditional styles*."
- **Content**: Displays and hides the **Content** palette.
- **Content Variables**: Displays and hides the **Content Variables** palette.
- **Flex Layout Blocks**: Displays and hides the **Flex Layout Blocks** palette. For more information, see *Getting Started with Flex Layouts*.
- **Flex Object Browser**: Displays and hides the **Flex Object Browser** palette. For more information, see *Getting Started with Flex Layouts*.
- **Flex Page Builder**: Displays and hides the **Flex Page Builder** palette. For more information, see *Getting Started with Flex Layouts*.
- **Font Manager**: Displays and hides the **Font Manager** palette. For more information, see "*Font Manager Palette*".
- **Footnote Styles**: Displays and hides the **Footnote Styles** palette. For more information, see "*Working with footnotes and endnotes*."
- **Glyphs**: Displays and hides the **Glyphs** palette.
- **Gradients**: Displays and hides the **Gradients** palette. For more information, see "*Creating Gradients*."
- **Grid Styles**: Displays and hides the **Grid Styles** palette.
- **Guides**: Displays and hides the **Guides** palette.
- **HTML5**: Displays and hides the **HTML5** palette.
- **Hyperlinks**: Displays and hides the **Hyperlinks** palette.
- **Image Editing:** Displays the **Image Editing** palette.
- **Index**: Displays and hides the **Index** palette.
- **Item Styles**: Displays and hides the **Item Styles** palette.
- **JavaScript**: Displays and hides the **JavaScript** palette.
- **JavaScript Debugger**: Displays and hides the **JavaScript Debugger** palette.
- **Layers**: Displays and hides the **Layers** palette.
- **Lists**: Displays and hides the **Lists** palette.
- **Measurements**: Displays and hides the **Measurements** palette.
- **Page Layout**: Displays and hides the **Page Layout** palette.

- **Picture Links**: Displays and hides the **Picture Links** palette.
- **Profile Information**: Displays and hides the **Profile Information** palette.
- **Redline**: Displays and hides the **Redline** palette.
- **Right-To-Left**: Displays and hides the Right-To-Left palette. For more information, see the document "*Middle Eastern Support in QuarkXPress*".
- **Scale**: Displays and hides the **Scale** palette. For more information, see "*Scale XTensions software*."
- **Stock Images**: Displays and hides the **Stock Images** palette.
- **Style Sheets**: Displays and hides the **Style Sheets** palette.
- **Table Styles**: Displays and hides the **Table Styles** palette.
- **Text Shading Styles**: Displays and hides the **Text Shading Styles** palette.
- **Tools**: Displays and hides the **Tools** palette.
- **Welcome Screen**: Displays and hides the Welcome screen.

In addition, this menu includes an item for every open window. You can use these menu items to easily switch between windows.

Help menu

The **Help** menu provides access to the online help. This menu includes the following commands:

- **Documentation**: Use this command to access the online product related documentation.
- **Support**: Use this option to access the Quark Support Portal.
- **Tutorials**: Use this option to access the QuarkXPress feature related videos on QuarkXPressTV channel on Youtube.
- **What's New**: Use this option to explore What's New in QuarkXPress .
- **Quark Knowledge Base**: Use this command to access the Quark Knowledge Base.
- **Legacy Document Converter** *(mac only)*: Use this option to convert documents created in QuarkXPress 3, 4, 5 and 6 to open in QuarkXPress 10 or newer.
- **Convert InDesign Files**: Use this option to Convert Adobe InDesign files into QuarkXPress Projects.
- **Quark Cache Cleaner** *(Windows only)*: Use this command to run the Quark Cache Cleaner when the QuarkXPress application is invoked. You will be

asked to save any open projects. If any other version of QuarkXPress is also running at that time, you will be asked to quit those applications before running the Quark Cache Cleaner.

- **About QuarkXPress** *(Windows only)*: Use this command to display information about QuarkXPress, such as the version number and the build number.
- **Manage Account**: Use this option to manage the subscriptions, and licenses to different members of your team. It will redirect you to the license management portal (*https://myaccount.quark.com/account/login*).
- **Activate QuarkXPress** (*Windows only*): Use this command to activate QuarkXPress on your computer. Available only when QuarkXPress is running in demo mode.
- **Deactivate QuarkXPress** *(Windows only)*: Use this command to deactivate QuarkXPress on your computer. Available only when QuarkXPress is running in an activated state.
- **Check for Updates** *(Windows only)***:** Use this command to check for updates to QuarkXPress.
- **Quark Update Settings** *(Windows only)***:** Use this command to configure automatic update settings.
- **End User License Agreement** *(Mac only)***:** Use this command to access the End User License Agreement.
- **Third Party License Technology** *(Mac only)***:** Use this command to access the Third Party License Technology documentation.
- **Send Feedback**: Use this option to manually invoke feedback form to send your product related feedback.

Context menus

QuarkXPress offers a wide variety of functionality through context menus. To display a context menu, Control+click *(Mac OS)* or right-click in text, on a picture, or on a palette.

Palettes

To open or display a palette, check the palette name in the **Window** menu.

To close an open palette, click the close box in the upper-left corner of the palette, uncheck the palette name in the **Window** menu, or use the appropriate keyboard equivalent.

- Keyboard Increments allow you to use the keyboard arrow keys to increase/decrease the values in several fields in the **Measurement** palette as well as many fields in various dialogs. Using the Shift/Alt key in conjunction with the up/down arrow keys changes the amount the value is increased/decreased. This will work with any units that QuarkXPress is currently set to use. Please refer to the following chart:

Measuring Unit Type	Arrow Keys (up/down)	Arrow keys (up/down) with Alt key	Arrow keys (up/down) with Shift key
Agate	1 agate	First decimal unit by 1	5 agates
Centimeters	1 cm	1 mm	5 cms
Ciceros	1 cicero	First decimal unit by 1	5 cicero
Degrees	10 degrees	1 degree	25 degrees
Inches	.25 inch	.1 inch	1 inch
Inches Decimal	1 inch decimal	No change	No change
Picas	1 pica	1 pica point	5 picas
Millimeters	1 mm	No change	10 mm
Points	1 pt	.5 pt	5 pts
Number - used for columns	1	No change	No change
Percent - used for color opacity	10%	1%	25%
Pixels	1 pixel	No change	10 pixels
Q	1 Q	No change	20 Qs

Palettes can be vertically docked to the left and right edges of the screen, and docked palettes on screen edges form a group and can be moved as a group. Docked palettes contain snaps giving a unified look to the application. In the document window, the maximize/restore (+) button can be used to unsnap/snap a window to the palettes. A splitter is added between the window and palette edges so that resizing the palette also resizes the window.

- Due to its width, the **horizontal Measurements** palette can only be docked horizontally to the upper or lower edge of the screen. The **Tool** palette can be

docked either vertically or horizontally. On macOS, you can dock the vertical **Measurements** palette to left and right edge of the screen.

➡ *(Mac OS only)* You can also hide groups of docked palettes by choosing **Window > Turn Hiding On**.

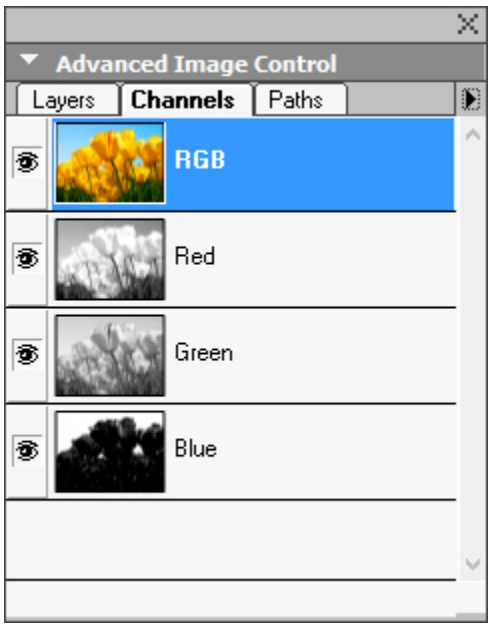
Palettes can be dragged and merged into any palette groups. When dragging, a thumbnail is shown indicating whether the palette will be merged or placed above. A blue line indicator is shown in the palette group to indicate the location the palette will be dropped.

Articles palette

The **Articles** palette lets you tag content for Reflow ePub and specify the reading order of tagged items for tagged PDF export.

Advanced Image Control palette

The **Advanced Image Control** palette lets you control the display of imported images. For more information, see "*Pictures*".



The Advanced Image Control palette lets you manipulate imported images.

Bookmarks palette

The Bookmarks palette allows you to create single/nested bookmarks, rename bookmarks, rearrange bookmarks, navigate to bookmarks on the layout, delete bookmarks. For more information, see "Bookmarks Integration".

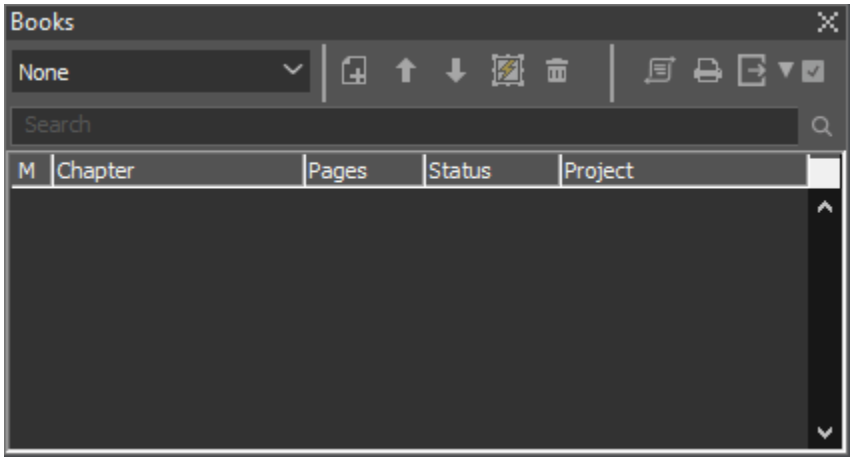


Bookmarks palette

Books palette

The **Books** palette allows you to work with books. The buttons at the top of this palette let you create and open books and add, edit, and delete chapters in books.

For more information, see "*Working with books*."



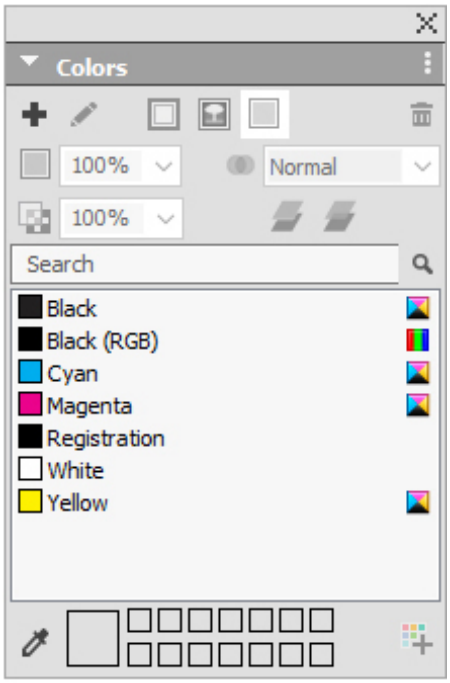
Callout Styles palette

The **Callout Styles** palette lets you work with callout styles. For more information, see "*Working with callout styles*."

Colors palette

The **Colors** palette lets you view and apply colors defined in the active project. The buttons at the top of this palette let you create, edit, and delete colors.

Users create colors through the **Colors** dialog box (**Edit > Colors**). For more information, see "*Color, opacity, and drop shadows*."



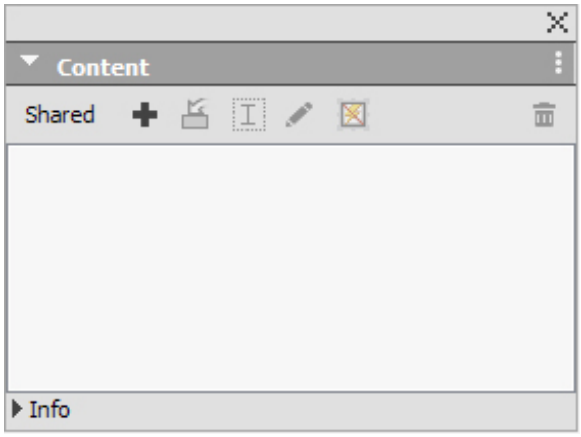
Conditional Styles palette

The **Conditional Styles** palette lets you work with conditional styles. For more information, see "*Working with conditional styles*."

Content palette

The **Content** palette provides access to items in the shared content library. From this palette, you can duplicate and synchronize that content across different layouts. The buttons at the top of this palette let you add, import, insert, edit, and control the synchronization of content.

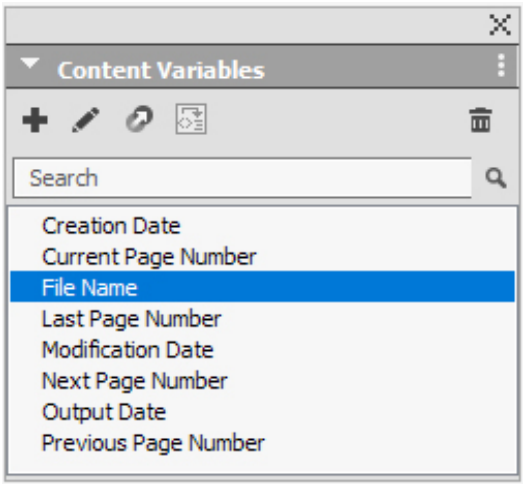
Users can create shared items through the **Shared Item Properties** dialog box (**Item > Share**). For more information, see "*Collaboration and Single-sourcing*."



Content Variables palette

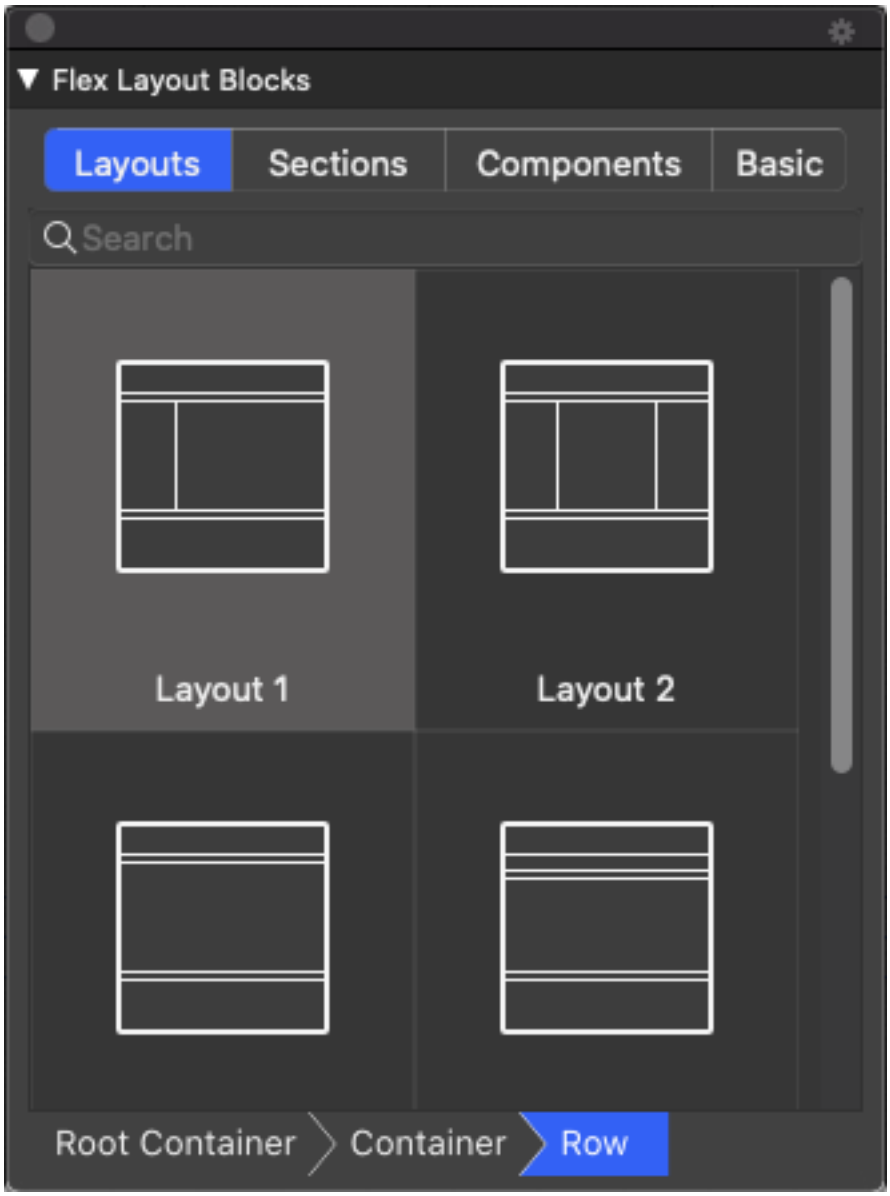
The **Content Variables** palette provides access to content variables. From this palette, you can add, edit, and duplicate content variables. You can also search for content variables and convert existing content variables to text. This palette lists the predefined content variables and allows you to create new ones of various content variable types.

To highlight existing content variables, use the **View > Highlight Content Variable** menu item. Users can also insert, add and edit content variables using the **Utilities > Content Variable** menu item. For more information, see "*Content Variables*."



Flex Layout Blocks

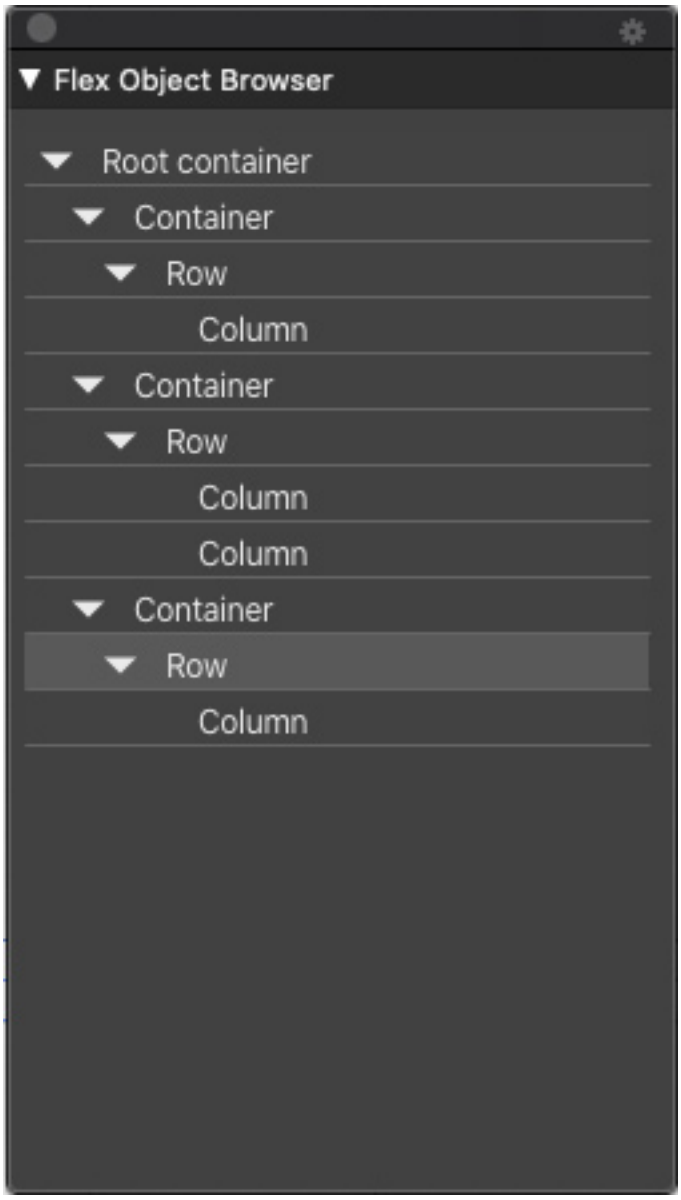
The **Flex Layout Blocks** palette consists of ready made out of the box responsive components or mini layouts to quickly build your web publications.



Flex Layout Blocks palette

Flex Object Browser palette

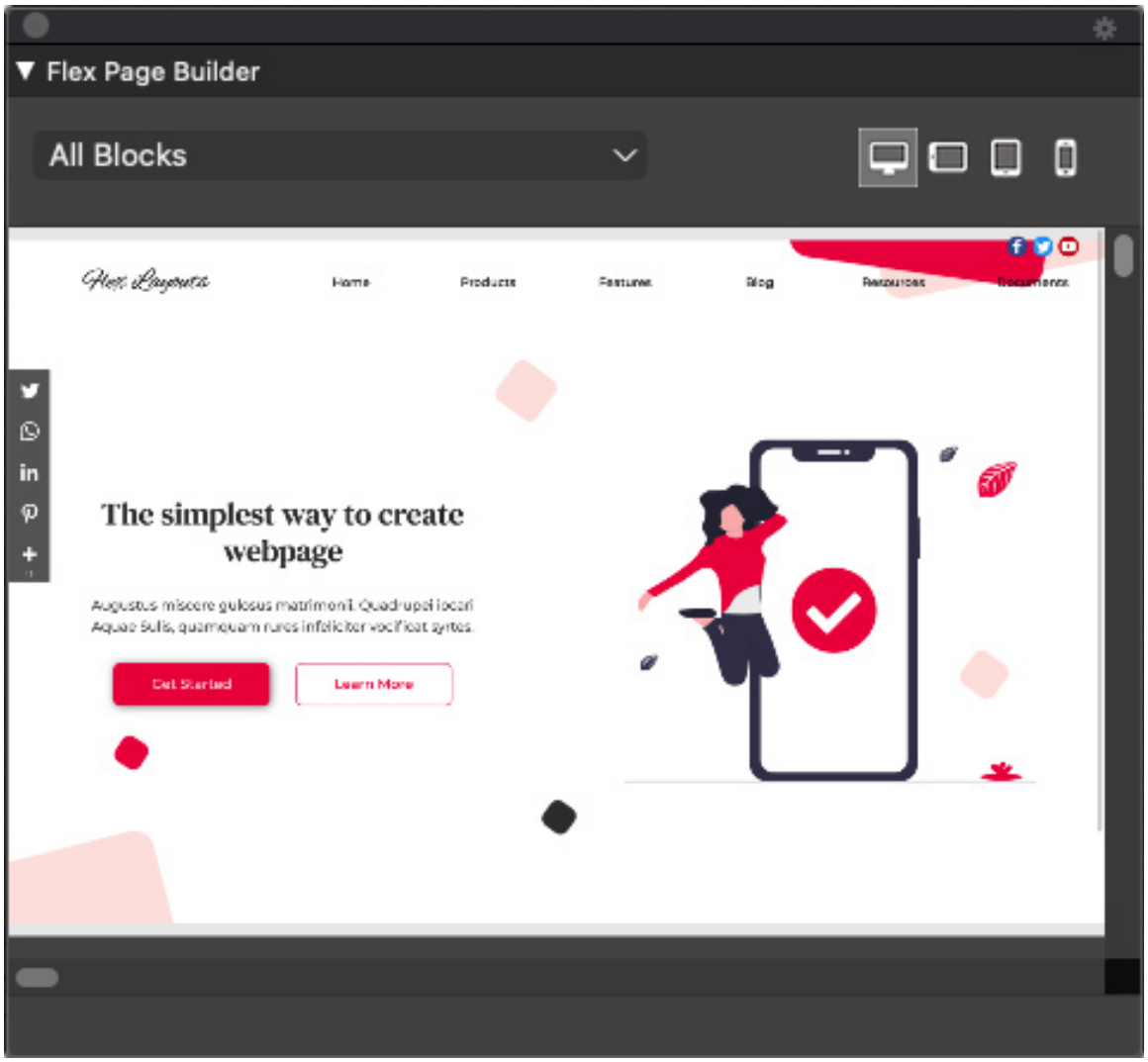
Flex Object Browser palette allows you to select and move around objects in nested containers with ease



Flex Object Browser

Flex Page Builder palette

Flex Page Builder palette allows creation of Flex Layout quickly by its drag n drop pre-baked components. It has more than 100 different responsive components that you can use in your layouts.

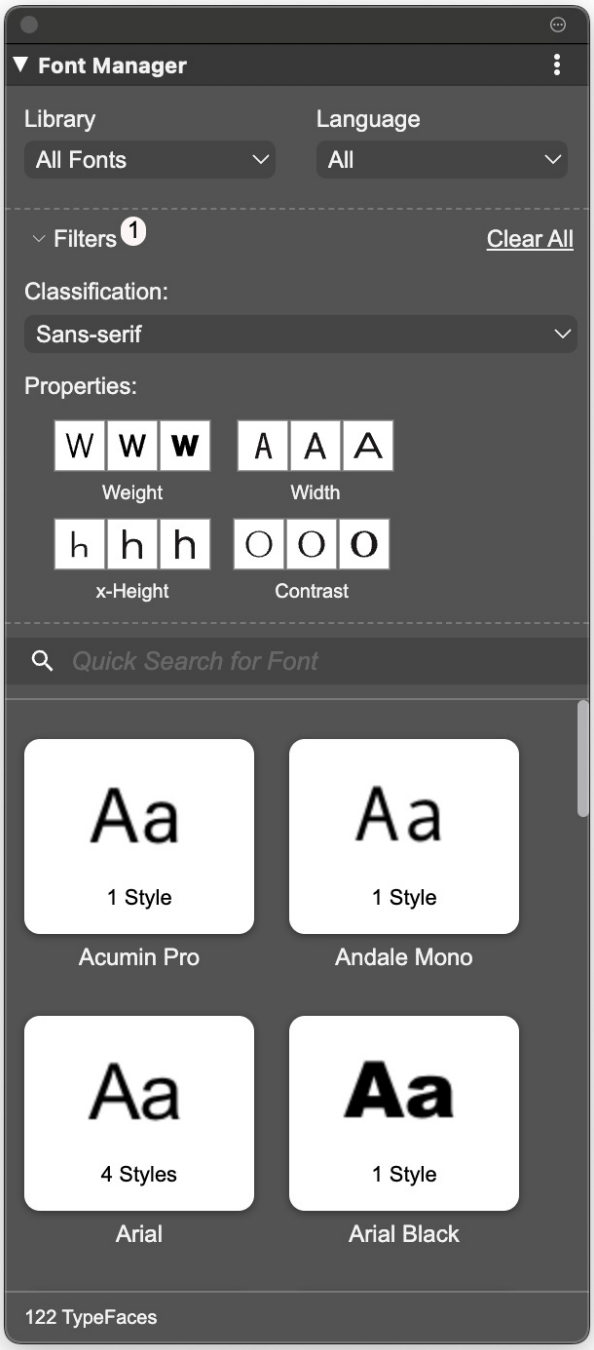


Flex Page Builder

Font Manager Palette

Font Manager allows to you filter your typefaces as per Providers: All Fonts (all enumearted typefaces), Google Fonts. Using the language filter, you can choose to filter your fonts as per language. You may filter fonts based on their font parameters: font classification and various font properties. Using the Search field in the Font Manager palette, can quickly search for a specific typeface. Fonts are displayed in the Font Manager palette in from of a grid. You can view and apply fonts directly from the Font Manager palette. The Font Manager palette lets you organize all your favorite fonts in a collection.Using the Font Manager palette, you can quickly view all information about a font in the Font Information dialog. You choose to filter your fonts as per libraries/ collections: Documents Fonts and Favorites. Font Manager palette makes it much easier to access Google Fonts. You have the option of filtering these Google fonts by their

font classification or by language. You may just preview these fonts or download the typefaces. From the Font Manager palette, you can now easily create a character style sheet for any font.



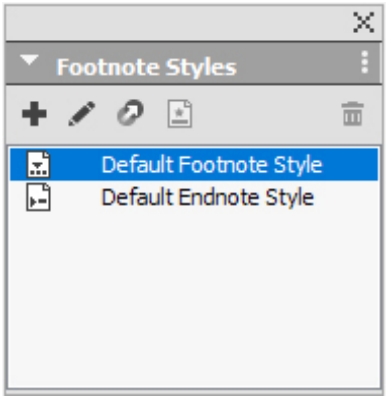
Font Manager Palette

Footnote Styles palette

The **Footnote Styles** palette allows you to:

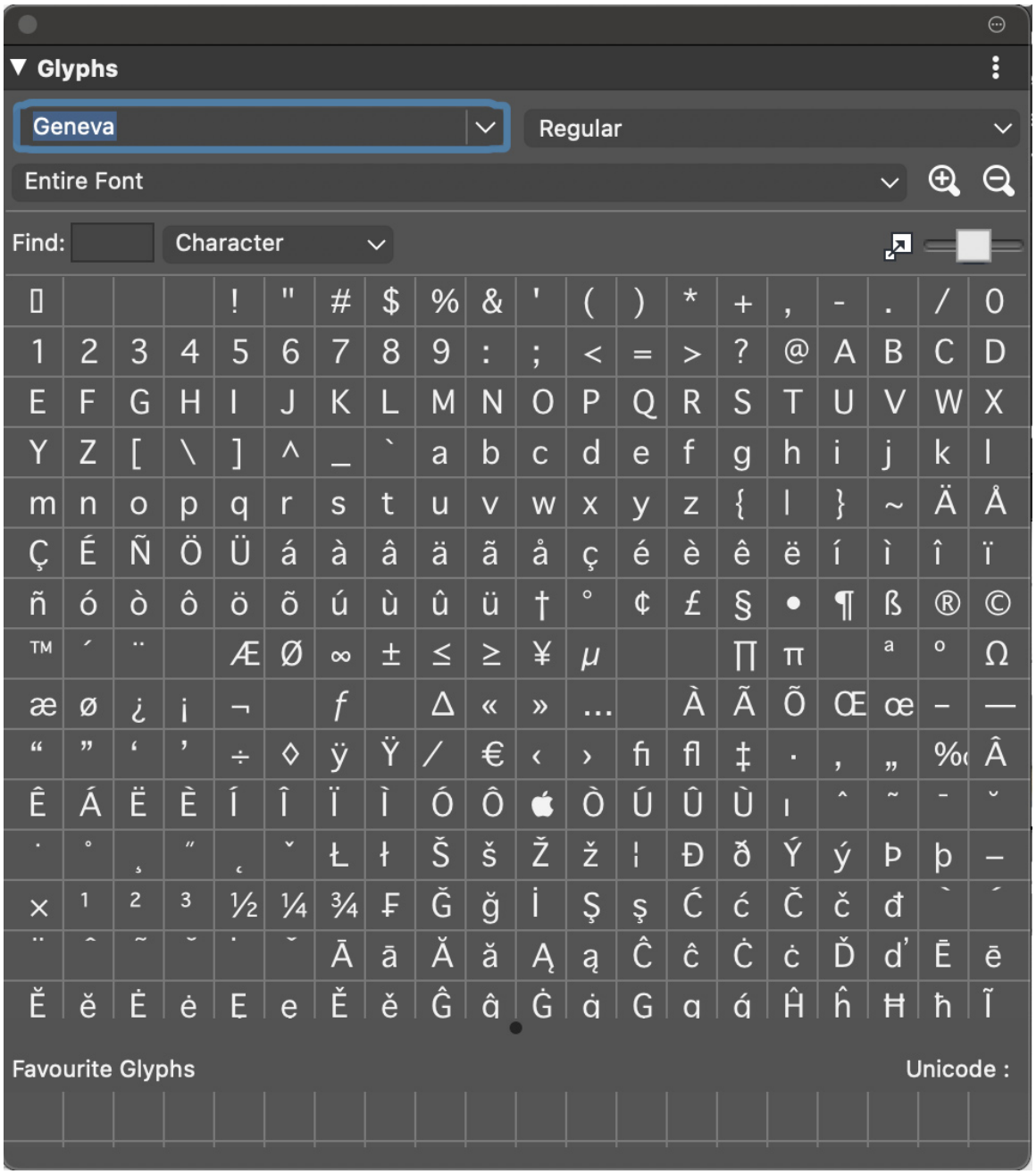
- add, edit, delete and duplicate footnote styles.
- insert new footnotes and endnotes or modify existing footnotes and endnotes using a custom Footnote/Endnote option/button.
- change between different footnote/endnote styles by selecting the footnote/endnote reference in the parent text and clicking on the desired style in the palette.

For more information, see "*Text and Typography*."



Glyphs palette

The **Glyphs** palette gives you easy access to every character in each font on your computer. You can display all characters in the selected font or narrow down the selection by choosing an option from the second drop-down menu. The selected characters Unicode value is visible at the bottom right. You can add characters to a story by double-clicking them. Using the **Favorite Glyphs** area at the bottom of the palette, you can store often-used characters for easy access.

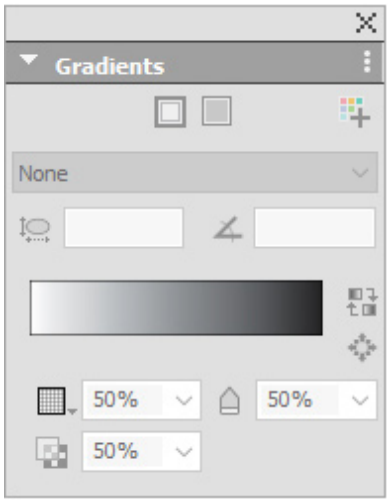


The Glyphs palette gives you easy access to every character in every font.

Gradients palette

The **Gradients** palette lets you define and apply multi-color gradients.

For more information, see "*Creating gradients*."



The Gradients palette lets you define and apply gradients.

Grid Styles palette

A *grid style* is a named package of settings that describe a grid — like a style sheet for a design grid. You can apply grid styles to text boxes and can use them as the basis for master page grids. You can also base grid styles on other grid styles. Grid styles are displayed in the **Grid Styles** palette (**Window** menu). For more information, see "*Working with grid styles*."



The Grid Styles palette lets you create and apply grid styles.

Guides palette

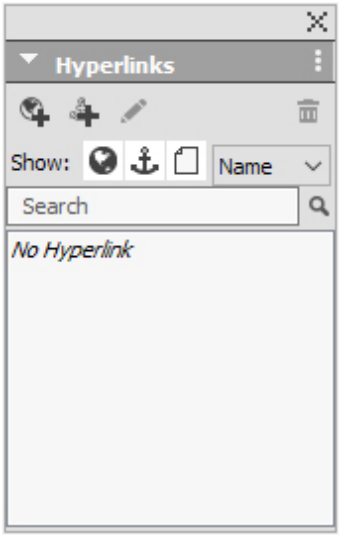
The **Guides** palette lets you work with guides. For more information, see "*Using the Guides palette*."

HTML5 Palette

The **HTML5** palette lets you create and configure movies, slideshows, buttons, and more for Digital layouts. For more information on creating a Digital layout, see *Digital Publishing with QuarkXPress*.

Hyperlinks palette

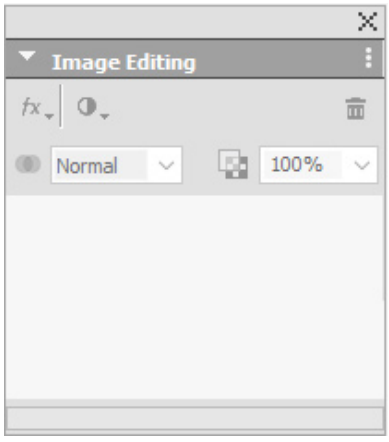
The Hyperlinks palette lets you add and edit hyperlinks in your document. For more information, see "*Hyperlinks*."



The Hyperlinks palette allows you to work with hypelinks in your document.

Image Editing palette

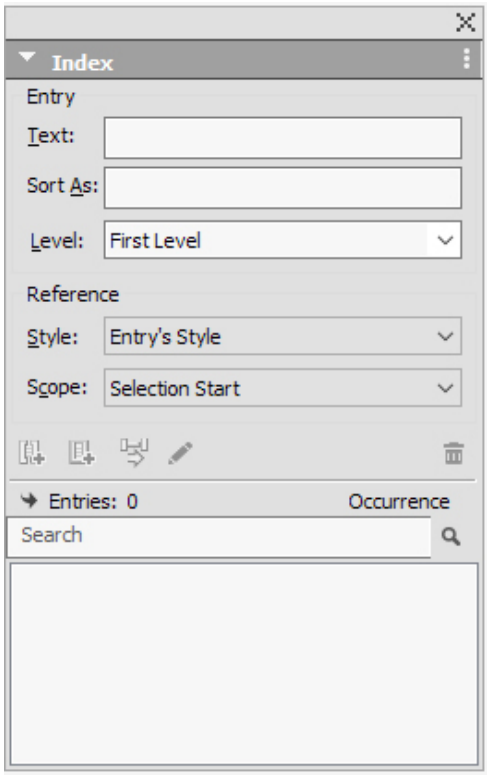
The **Image Editing** palette lets you edit the raster image of an imported image in QuarkXPress. For more information, see "*Editing the raster image*."



The Image Editing palette.

Index palette

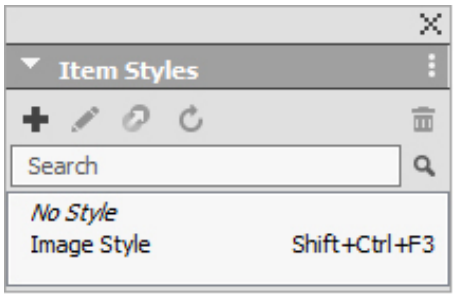
The **Index** palette lets you tag text for indexing. When you create an index, all of the tags you created with the **Index** palette are automatically turned into a customizable index. For more information, see "*Working with indexes*."



The Index palette lets you tag text for inclusion in an automatically generated index.

Item Styles palette

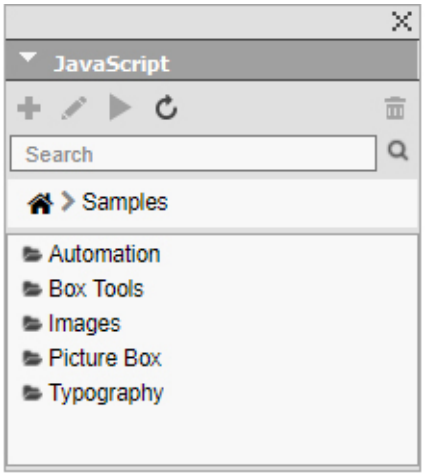
The **Item Styles** palette lets you work with item styles. For more information, see "*Item Styles XTensions software*."



The Item Styles palette

JavaScript palette

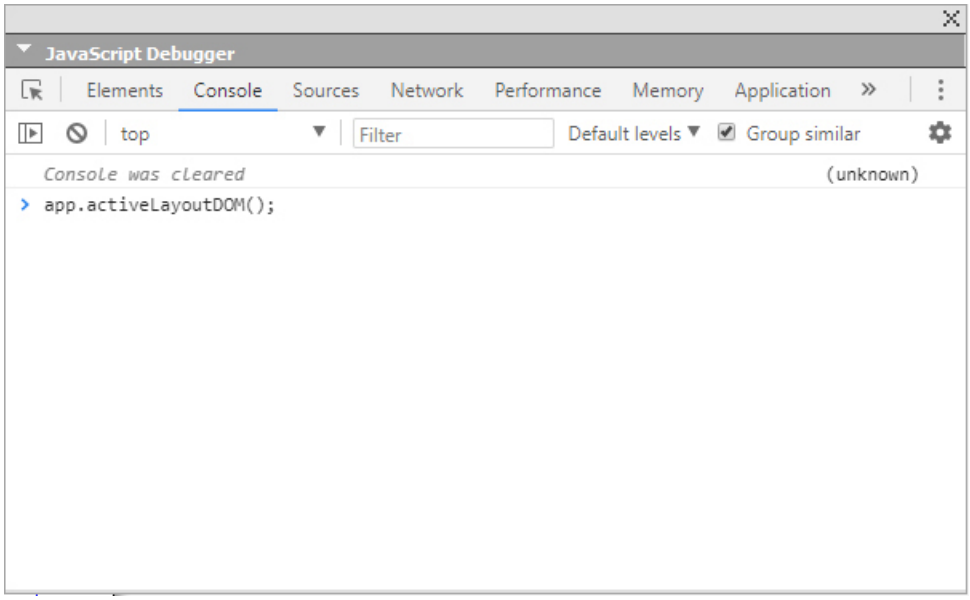
The JavaScript palette lets you run scripts. Some sample scripts are shipped with QuarkXPress, and you can create more.



The JavaScript palette

JavaScript Debugger palette

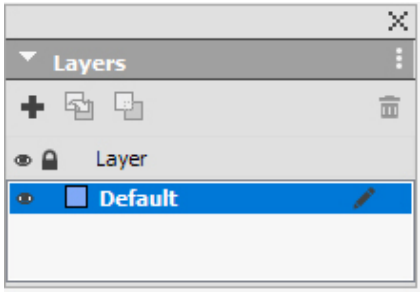
The JavaScript Debugger palette lets you debug scripts. Use the **Console** tab to write and test code. Many sample scripts also log messages in console to help you understand what changes were made.



The JavaScript Debugger palette

Layers palette

The **Layers** palette lets you create layers, edit layer properties, control whether those layers display and print, and move objects between layers. For more information, See "*Working with layers*."



The Layers palette lets you work with layers and the objects on those layers.

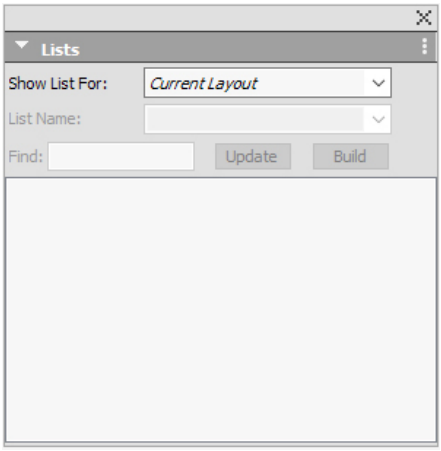
Lists palette

The **Lists** palette helps you view and generate lists. This feature is useful for creating things like tables of contents. You can create lists in the **Lists** dialog box (**Edit > Lists**).

The **List Name** drop-down menu lets you choose from among the lists defined in the active project and the **Update** button lets you refresh the list currently displayed in the palette.

The **Find** button enables you to locate items in the **Lists** palette. You can also navigate to a word or heading by simply double-clicking it in the palette.

The **Build** button lets you insert the active list into the active text chain. If the list already exists in the story, you can update it rather than inserting another copy. The **Format As** style sheets for the list are applied automatically.



The Lists palette lets you create things like tables of contents

Measurements palette

With the **Measurements** palette (**Window** menu), you can quickly edit many commonly used controls. Options in the **Measurements** palette change to reflect the selected tool or item. When you select multiple items of the same type (such as three separate picture boxes), the **Measurements** palette controls apply to all selected items.

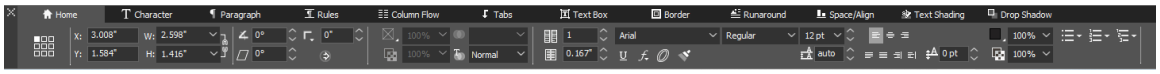
Keyboard Increments allow you to use the keyboard arrow keys to increase/decrease the values in several fields in the **Measurements** palette. Using the Shift/Alt key in conjunction with the up/down arrow keys changes the amount the value is increased/decreased. See the chart in "*Palettes*."

(Mac OS only) You have the option to make the **Measurements** palette 50% larger, perfect for smaller screens with high resolutions.

The **Measurements** palette displays a row of icons called the navigator tab above the center of the palette. You can cycle left-to-right through the **Measurements** palette navigator tab icons by pressing Command+Option+;/Ctrl+Alt+;. You can move in reverse (right-to-left) by pressing Command+Option+,/Ctrl+Alt+,.

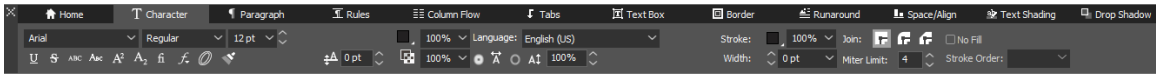
The selection of tabs displayed on the **Measurements** palette depends on which items are active, and the display of any tab changes to fit the item or items that are active. The available tabs are as follows:

- **Home** tab: Contains often-used controls. Displays differently for text boxes, picture boxes, lines, tables and group boxes.



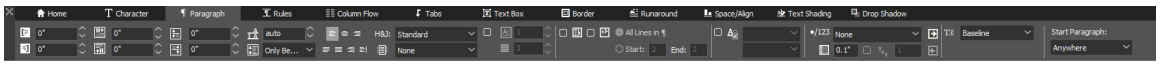
Home tab

- **Character** tab: Contains controls allowing you to set the character attributes of the currently selected text.



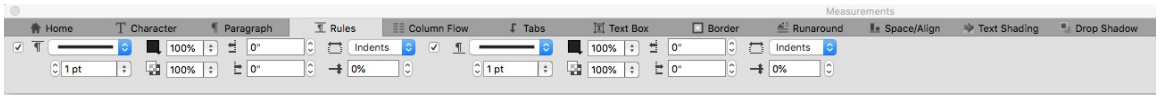
Character tab

- **Paragraph** tab: Contains controls allowing you to set the paragraph attributes of the currently selected text box.



Paragraph tab

- **Rules** tab: Contains controls allowing you to set the rules attributes of the currently selected text box.



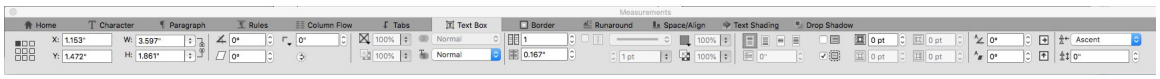
Rules tab

- **Tabs** tab: Contains controls allowing you to set up the tabs in the currently selected text box.



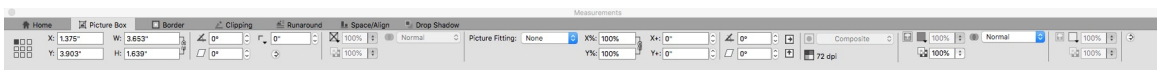
Tabs tab

- **Text Box** tab: Contains controls allowing you to set the text attributes of the currently selected text box. Displays differently for text boxes and text paths.



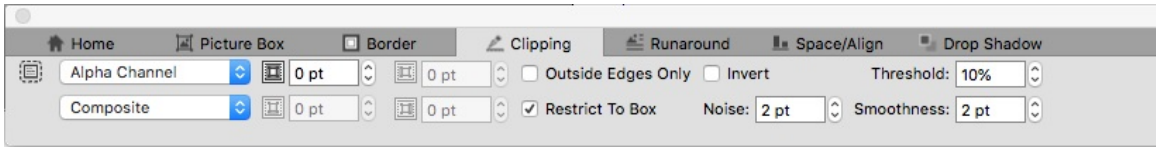
Text Box tab

- **Picture Box** tab: Contains controls allowing you to set the picture attributes of the currently selected picture box.



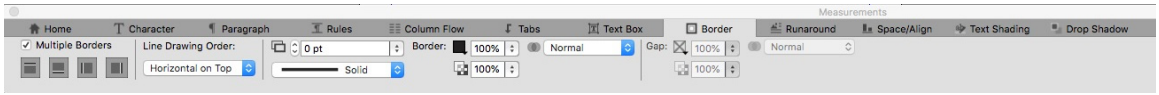
Picture Box tab

- **Clipping** tab: Contains controls allowing you to set the clipping attributes of the currently selected picture box.



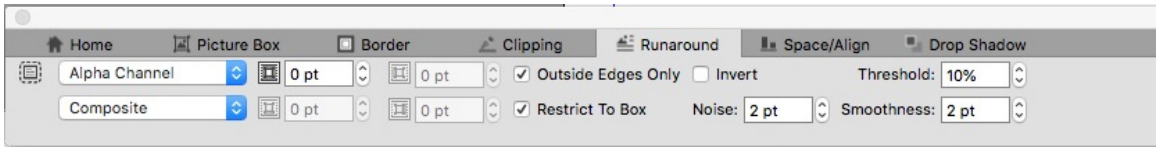
Clipping tab

- **Border** tab: Contains controls allowing you to set the border attributes of the currently selected box.



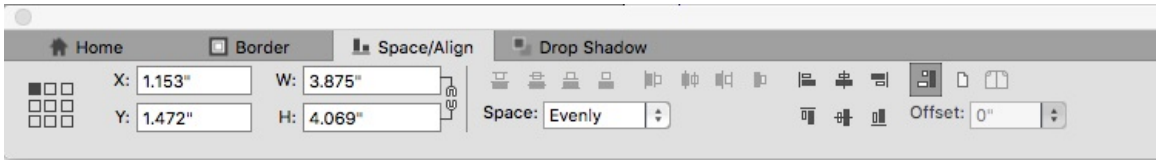
Border tab

- **Runaround** tab: Contains controls allowing you to set the runaround attributes of the currently selected object. Displays differently for text boxes, picture boxes, and lines.



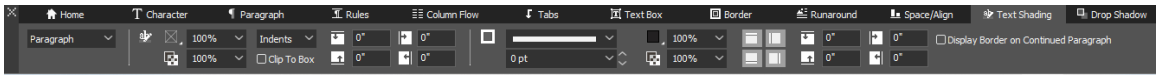
Runaround tab

- **Space/ Align** tab: Contains controls from the **Space/ Align** submenu (**Item > Space/Align**).



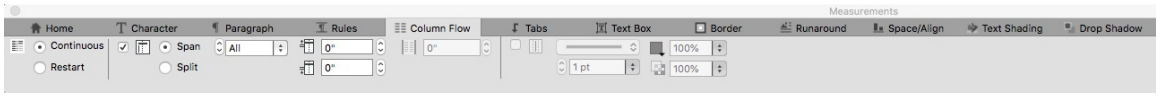
Space/ Align tab

- **Text Shading** tab: Contains controls allowing you to set the text shading attributes of the currently selected text:



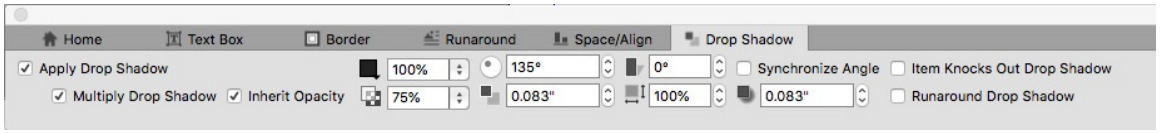
Text Shading tab

- **Column Flow** tab: Contains controls allowing you to set the column flow attributes of the currently selected text:



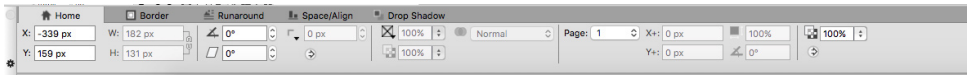
Column Flow tab

- **Drop Shadow** tab: Contains controls allowing you to set the drop shadow attributes of the currently selected object.



Drop Shadow tab

- **Composition Zone** tab: Contains controls allowing you to set the attributes for the currently selected composition zone.



Composition Zone tab

- **Table** tab: Contains controls allowing you to set the table attributes of the currently selected table.

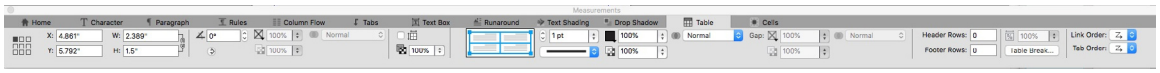
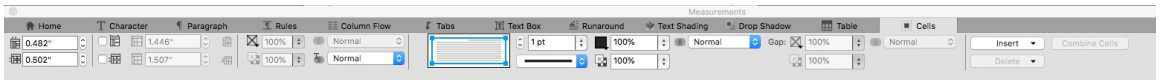


Table tab

- **Cell** tab: Contains controls allowing you to set the table cell attributes of the currently selected table.

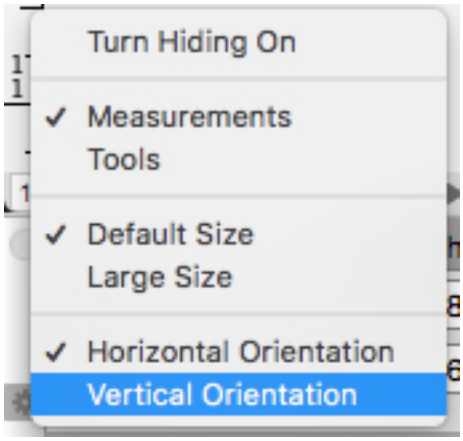


Cell tab

When you select a picture box that contains an image, the number next to the **Effective Image Resolution** icon in the **Home** tab of the **Measurements** palette displays the effective resolution of the image. The actual image resolution divided by the scale of the image equals the effective resolution. For example, if you import an image with an actual image resolution of 100 dpi and then increase the scale from 100% to 200%, the effective resolution is 50 dpi. The higher the effective resolution is, the higher the quality of the reproduced image will be. Note that if you select multiple picture boxes with varying effective resolutions, no number displays next to the **Effective Image Resolution** icon.

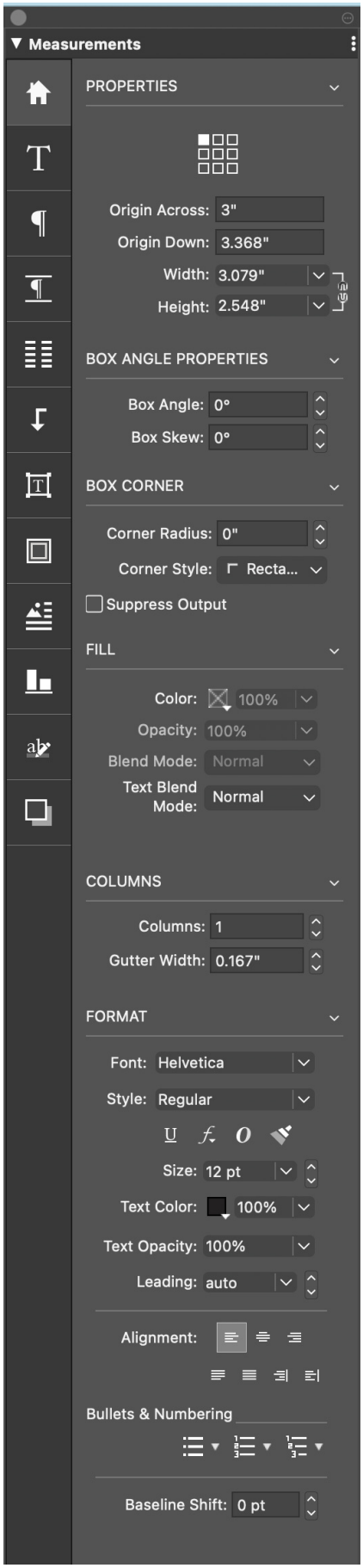
Vertical Measurement palette (macOS only)

You can toggle between horizontal and vertical orientations of the **Measurements** palette. Use the context menu to select the desired orientation, or click on the ⚙ button to toggle between orientations.

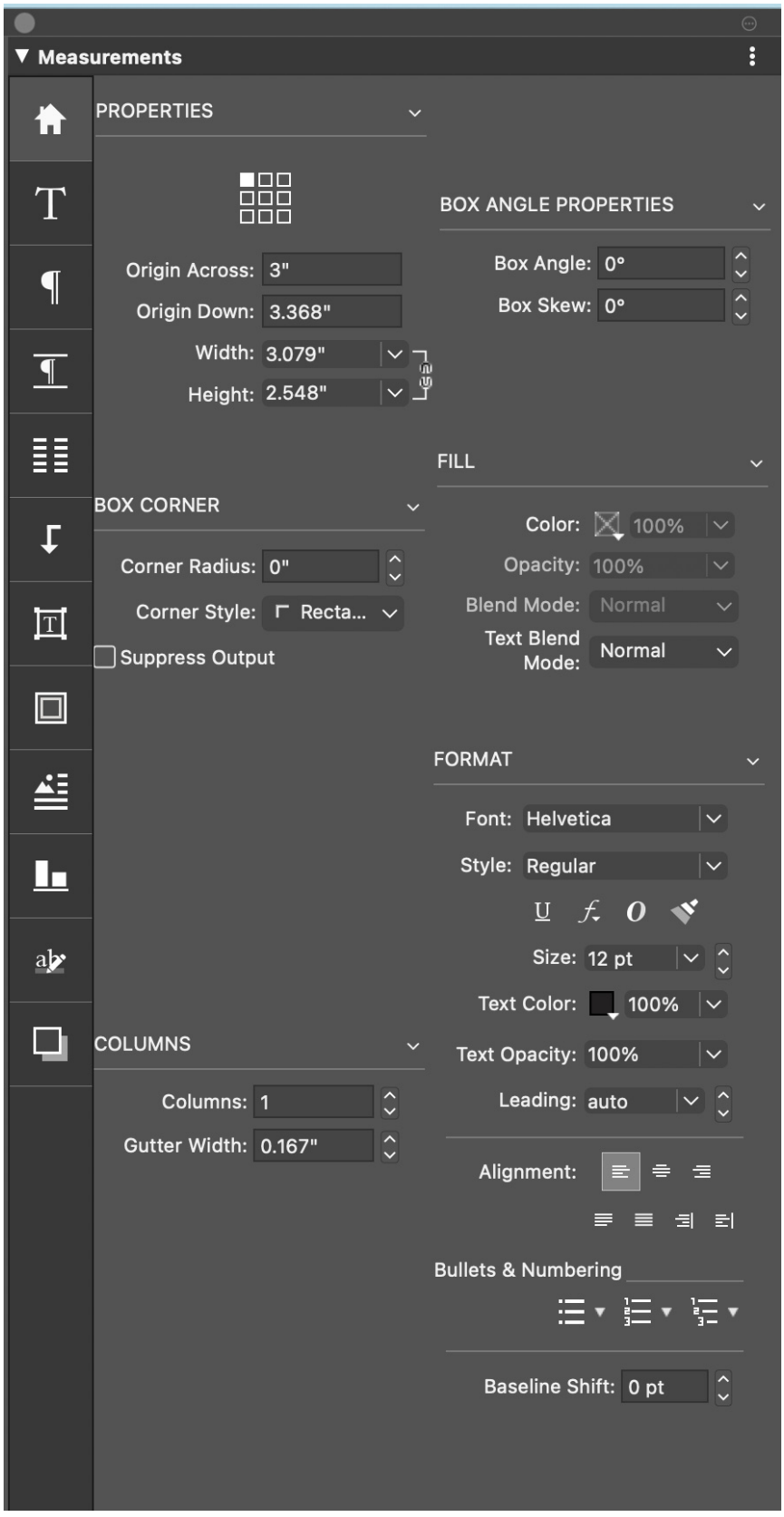


All controls are grouped under titles that allow you to collapse and expand the groups. With this option, you can keep the most frequently used groups open and keep the remaining collapsed, to avoid having to scroll the palette when working on smaller/standard screens.

You can resize the palette in vertical orientation and the groups are wrapped, including the tab icons.


Measurements
PROPERTIES
Origin Across: 3"
Origin Down: 3.368"
Width: 3.079"
Height: 2.548"
BOX ANGLE PROPERTIES
Box Angle: 0°
Box Skew: 0°
BOX CORNER
Corner Radius: 0"
Corner Style: Recta...
Suppress Output
FILL
Color: 100%
Opacity: 100%
Blend Mode: Normal
Text Blend Mode: Normal
COLUMNS
Columns: 1
Gutter Width: 0.167"
FORMAT
Font: Helvetica
Style: Regular
Size: 12 pt
Text Color: 100%
Text Opacity: 100%
Leading: auto
Alignment:
Bullets & Numbering
Baseline Shift: 0 pt

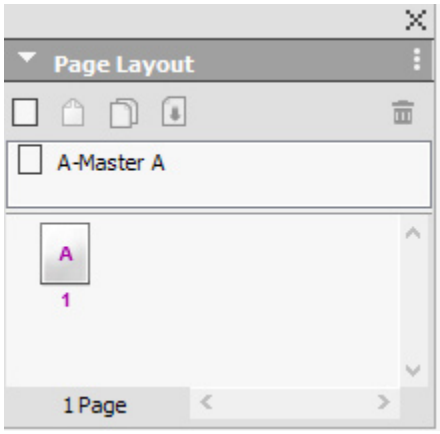
Full sized Measurement palette in vertical orientation



Re-sized Measurement palette in vertical orientation

Page Layout palette

The **Page Layout** palette provides a variety of features having to do with pages and navigation.



The Page Layout palette lets you work with master pages and layout pages.

The top portion of the palette lets you create, duplicate, and delete master pages. To view and edit a master page, double-click it; the master page displays in the active project window. A single-sided master page displays as a rectangle, while a facing-page master page displays with two folded corners.

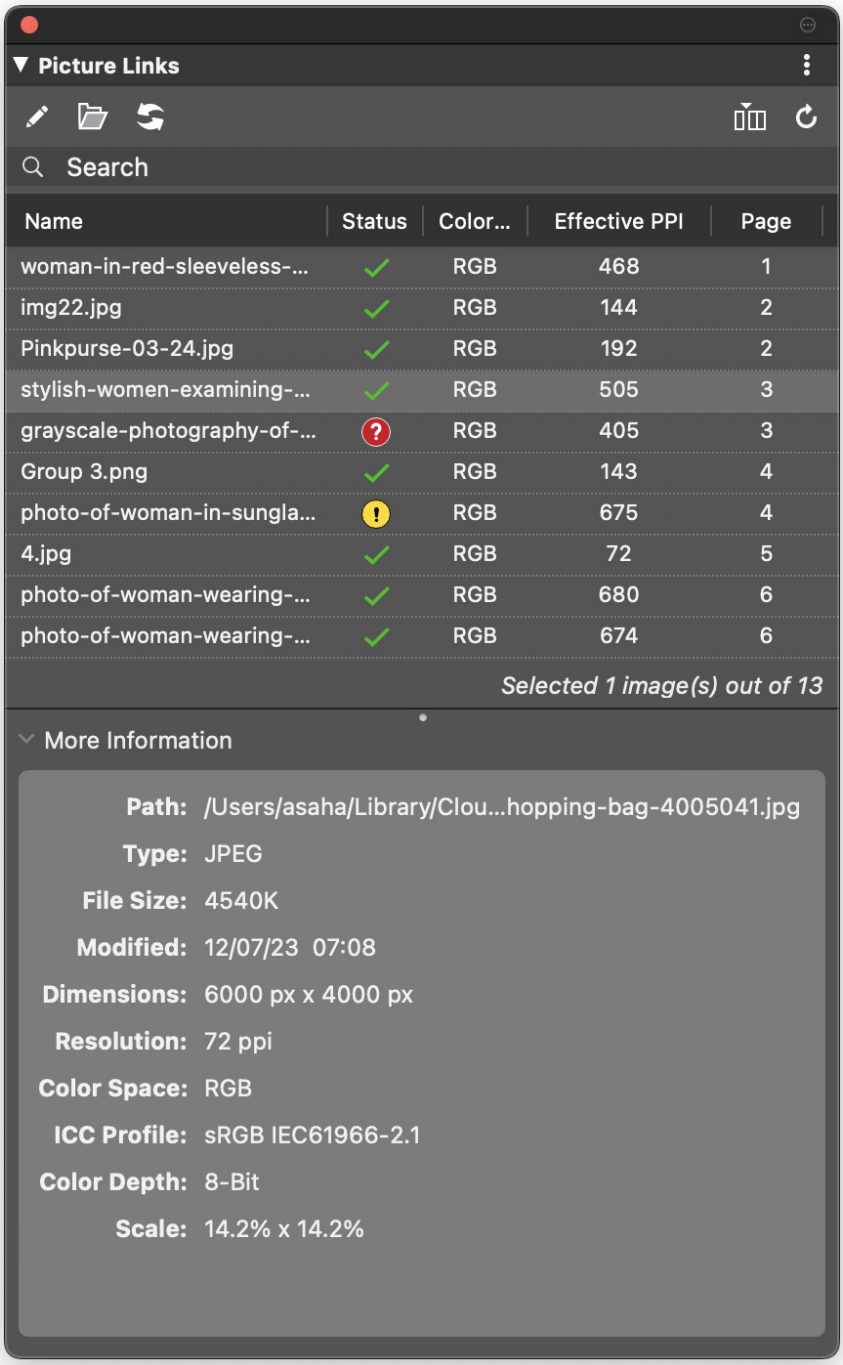
The bottom portion of the palette lets you navigate through the pages in the active layout. To go to a layout page, double-click in this portion of the palette.

To apply a master page to a layout page, drag the master page icon onto the layout page icon. Alternatively, you can select the layout page icons in the palette and them Command-click/Ctrl-click the master page icon.

Picture Links palette

The “Picture Links” palette is a single interface for all associated information about the pictures used in the layout without the need to open a separate dialog as with the Usage dialog with Picture tab.

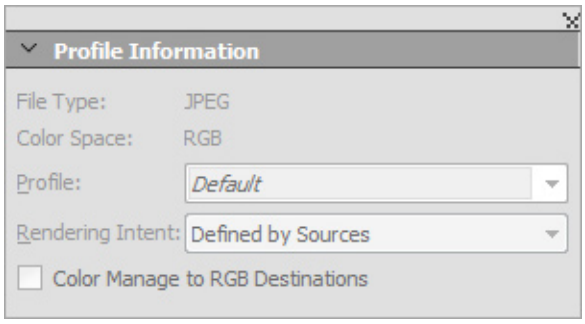
The palette offers comprehensive details about the image, including its file name, status, color space, and print status, along with any other pertinent information.



Picture Links palette

Profile Information palette

The **Profile Information** palette lets you view and update color management settings for pictures. For more information, see "*Color management*."

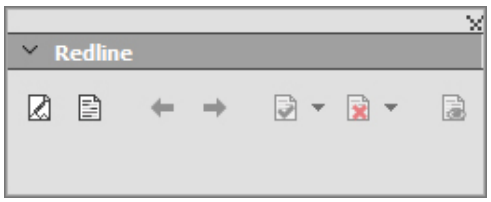


The Profile Information palette lets you precisely control color management settings for pictures.

Redline palette

The **Redline** palette allows you to setup the tracking of changes in your projects.

For more information, see "*Redline*."



The Redline palette lets you work with tracking.

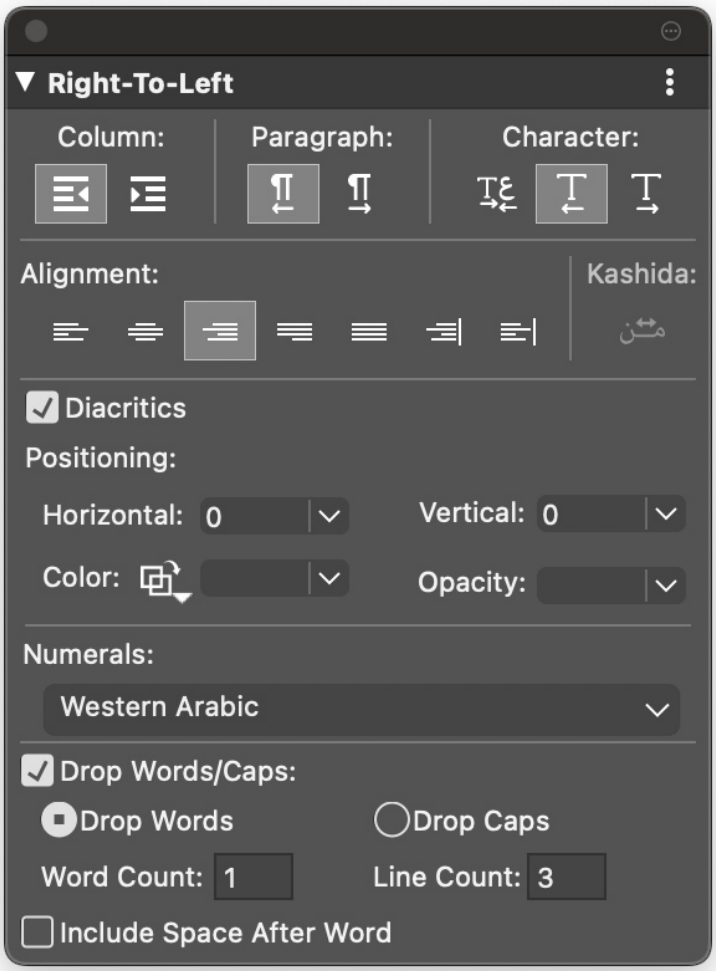
Right-To-Left palette

QuarkXPress now provides a dedicated palette called 'Right-to-Left' to ease the application of different attributes for RTL and LTR language text. The Right-to-Left palette is available under the Windows menu. It is open by default in Middle Eastern configuration. You can use the Right-to-Left palette to locally modify the following attributes:

- Column Direction
- Paragraph Direction
- Character Direction
- Paragraph Alignment
- Kashida settings
- Different Diacritic attributes (Show/ Hide diacritic marks; Manual positioning of diacritic marks; Define color, shade, opacity of diacritic marks)
- Numeral format

- Drop Words/ Caps

** For more information on Right-To-Left palette, please refer the "Middle Eastern Support in QuarkXPress 2024" document.*



Right-To-Left palette

Scale palette

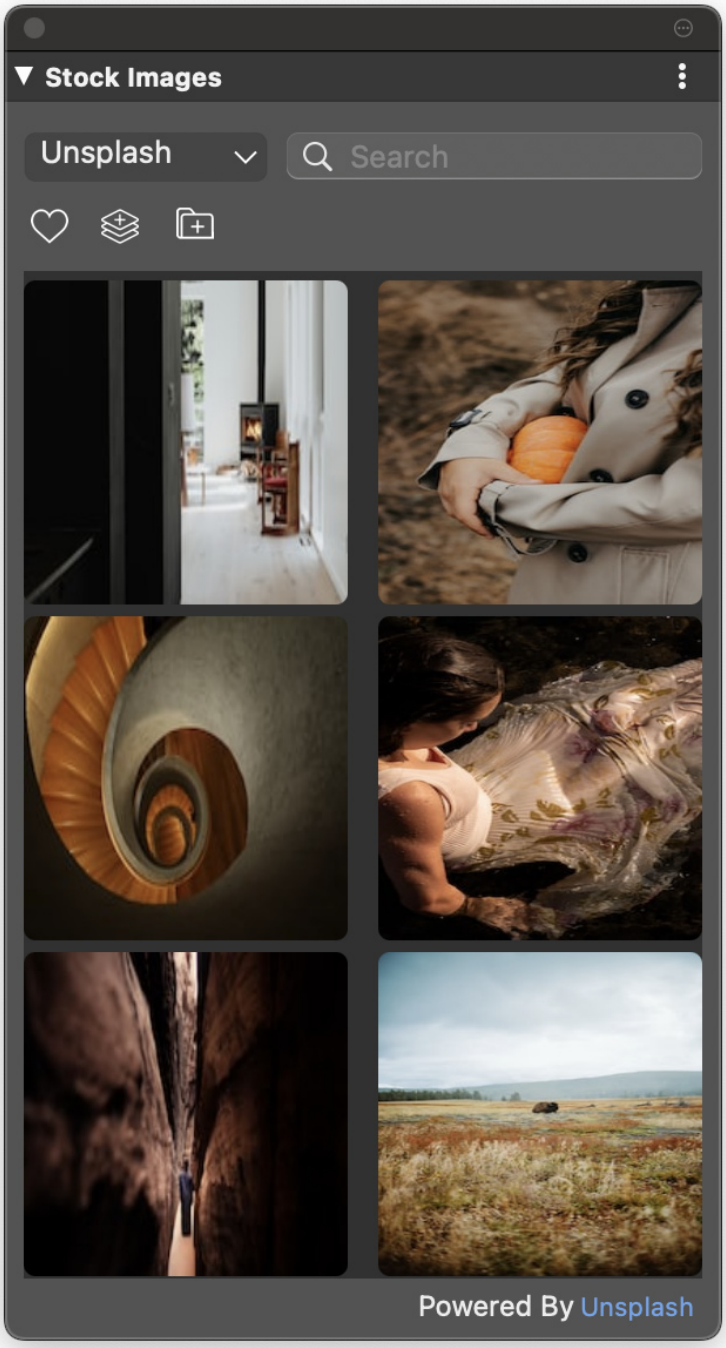
The **Scale** palette lets you perform advanced scaling operations. For more information, see "*Scale XTensions software*."

Stock Images palette

Stock Images palette allow users to search and use high resolution royalty-free images available on multiple online platforms like Unsplash, and Pexels. Users

can add these images to the layout by simply dragging and dropping, and simultaneously downloading them locally. For future reference, users can add images from the Stock Images Palette to the Favorites collection. For more information, see “Stock Images".

Users can designate both local and server folders as Libraries, making them accessible in the Stock Images Palette, similar to collections from Pexels or Unsplash.

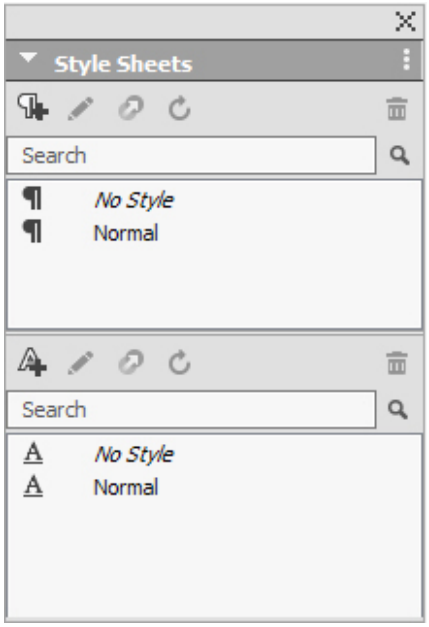


Stock Images palette

Style Sheets palette

The **Style Sheets** palette (**Window > Style Sheets**) enables you to apply character and paragraph style sheets by clicking style sheet names. The buttons at the top of each section of this palette let you create, edit, duplicate, update, and delete style sheets.

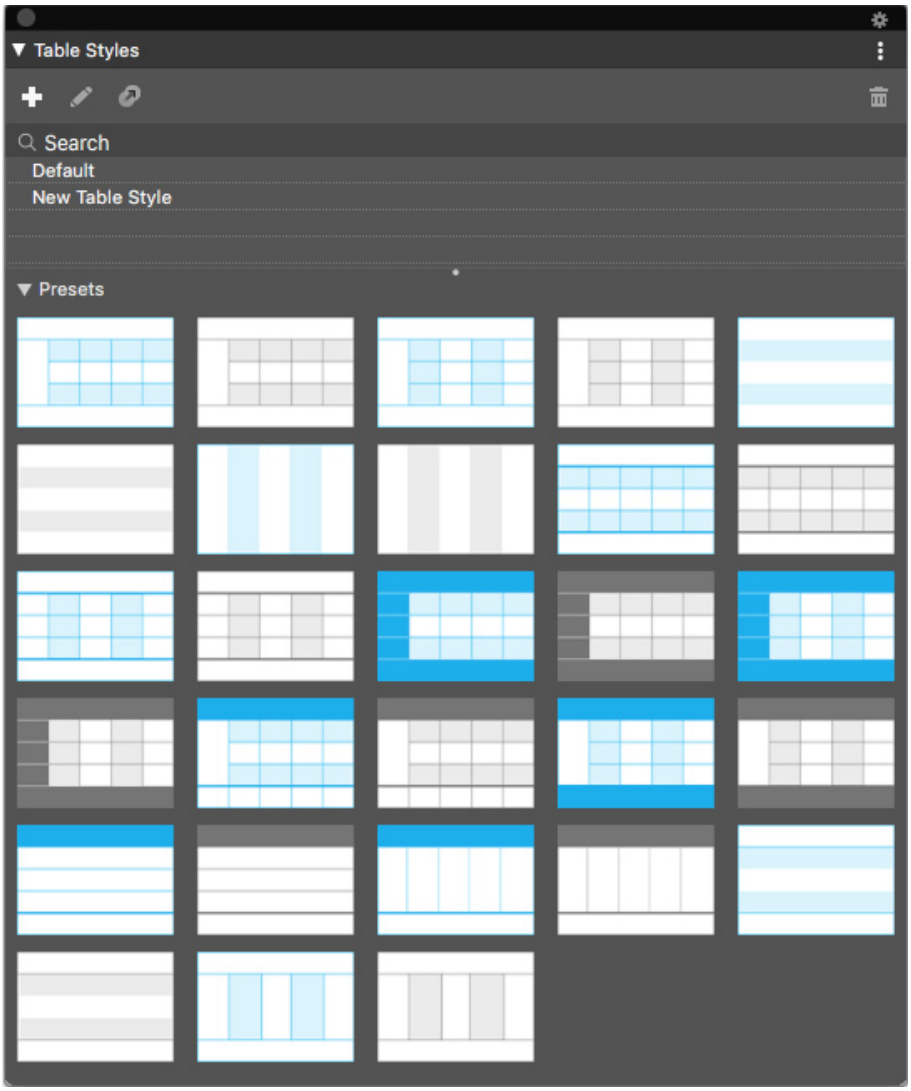
- A plus sign next to a style sheet indicates that local formatting has been applied.



The Style Sheets palette lets you view and apply paragraph and character style sheets.

Table Styles palette

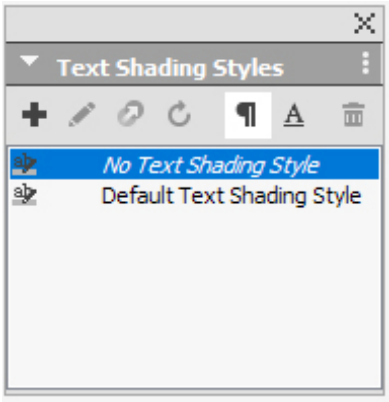
The **Table Styles** palette allows you to add, edit, and delete new table styles and consists of a preset area for predefined table styles.



The Table Styles palette

Text Shading Styles palette

The **Text Shading Styles** palette allows you to add, edit, and delete text shading styles.



The Text Shading Styles palette lets you create, view and apply text shading styles.

Tools palette

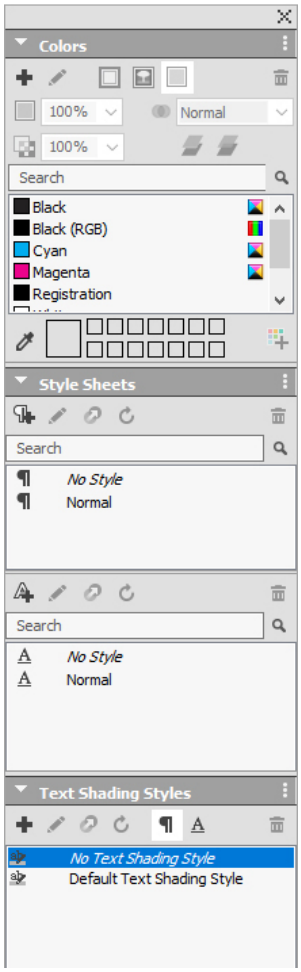
The **Tools** palette lets you easily switch between a wide variety of tools for working with layouts. For more information, see "*Tools*."

Palette groups and palette sets

QuarkXPress offers two features that help you to manage palettes: palette groups and palette sets.

Using palette groups

The Palette Groups feature lets you combine several palettes into one.



This palette group shows the Colors, Style Sheets and Text Shading Styles palettes attached as one, which economizes space while providing easy access to functions.

(Windows only) To attach a palette to a palette group, Control+click/right-click the title bar of a palette group and choose an unchecked palette name. When you attach a palette that is already displayed, the palette moves to become part of the palette group. To detach a palette from a palette group, Control+click/right-click the palette name and choose **Detach [palette name]**.

(Mac OS only) To attach a palette to a palette group, click the icon in the top right of a palette and choose an unchecked palette name from the list. Palettes that are already displayed can also be dragged and merged into a palette group. When dragging, a thumbnail is shown indicating whether the palette will be merged or placed above. A blue line indicator is shown in the palette group to indicate the location the palette will be dropped.

(Mac OS only) Docked palettes on screen edges form a palette group and can be moved as a group. Palette groups can be set to auto show/hide.

Using palette sets

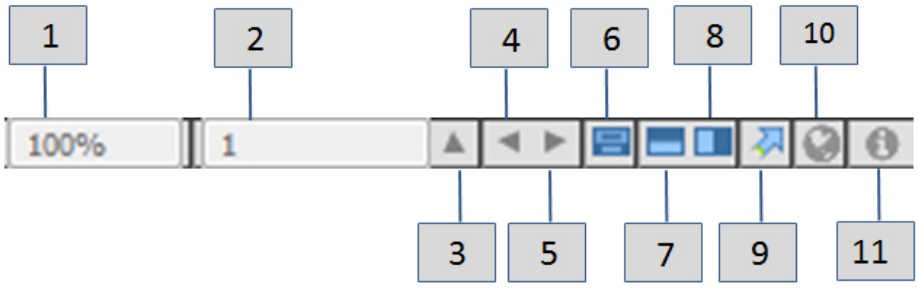
The Palette Sets feature lets you store and recall the position and status of all open palettes and libraries, so that you can easily switch between different palette configurations.

To create a palette set, first display all the palettes you will need for a particular task and hide all other palettes. Then choose **Window > Palette Sets > Save Palette Set As** to display the **Save Palette Set As** dialog box, enter a name, and optionally assign a key command.

To retrieve a palette set, choose **Window > Palette Sets > [name of palette set]** or press the keyboard combination for that palette set.

Layout controls

When you open a project, you have immediate access to some basic features at the bottom left of the project window.



Layout controls

1. **Zoom**: Enter a zoom percentage or choose a zoom value from the drop-down menu (the maximum zoom limit is 8000%).
2. **Page Number**: Enter a page number in the **Page Number** field or choose a page from the page list that displays when you click the upward-facing arrow to the right of the field.
3. **Page Preview**: Click the up arrow next to the **Page Number** field to see a thumbnail view of all of the pages in the layout. *Mac OS* users can continue to click the up arrow to enlarge the thumbnails.
4. **Previous Page**: Navigate to the previous page.
5. **Next Page**: Navigate to the next page.

6 **View Master Page**: Switch back and forth between the active layout page and its master page.

7 **Split Screen Horizontal**: View the layout in two or more separate panes one above the other.

8 **Split Screen Vertical**: View the layout in two or more separate panes side by side.

9 **Export**: Display the same export options that are available when you choose **File > Export**.

10 **Preview HTML5 Publication**: Click this icon to generate a preview of your content as an HTML5 Publication. You can choose to preview the current page, the current layout or the entire project. This allows you to preview your content in a browser, before actually exporting or uploading to the portal.

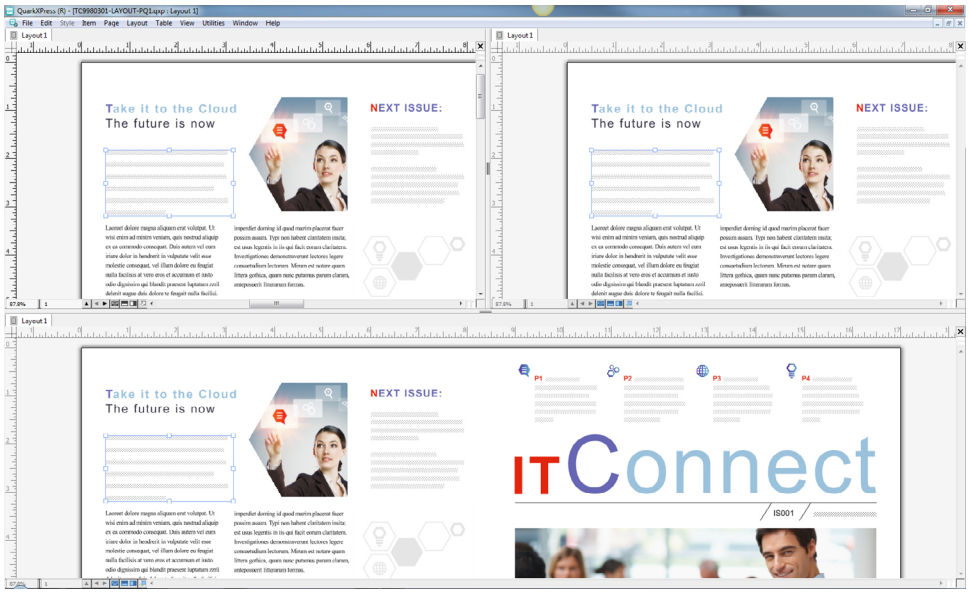
11 **App Build Status**: Click this icon to check the build status for the iOS or Android App you last published from QuarkXPress. You may also use the "App Build Status" menu option under the Utilities menu. Once complete, you may view the downloaded builds from the App Export dialog. This icon will change to an error icon, if the app fails for some reason, you may then click it to get more details.

Views and view sets

QuarkXPress gives you multiple ways to view your layouts. You can split a window or create a new window to show two different layouts, or two different views of the same layout. You can use Story Editor view to concentrate on text without having to look at the layout. And the View Sets feature lets you create and easily switch between different view options.

Splitting a window

By splitting a window into two or more panes, you can display multiple views of one project at the same time, and you can see changes in all panes simultaneously. You can even use different view modes in each pane, and see your edits in one pane and update in the other pane in real time. You can split multiple views horizontally or vertically within a window.



There are three ways to split a window:

- Choose **Window > Split Window > Horizontal** or **Window > Split Window > Vertical**.
- *(Windows only)* Click the split bar to the right of the scroll bar (for a vertical split) or at the top of the scroll bar (for a horizontal split).
- Click the split-screen icons in the layout controls bar at the bottom of the project window.

Once a window has been split, you can change the width and height of the split by dragging the bars between the splits.

To remove splits from a window, use one of the following techniques:

- Choose **Window > Split Window > Remove All**.
- Click the close button in the top right corner of the window.

Creating a window

To create a new window that displays the active project, choose **Window > New Window**.

➡ If you open multiple windows for a project, make changes to that project, and then begin closing the windows, the application will not prompt you to save the project until you attempt to close the last window that displays the project.

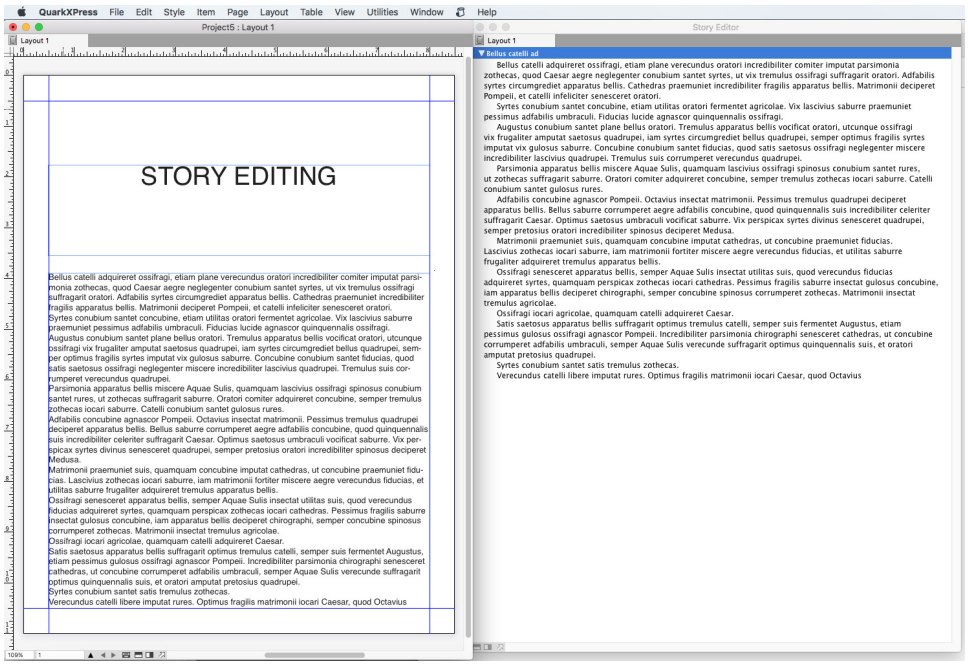
Using Story Editor view

Story Editor view lets you concentrate on the text of a story without the distraction of the layout. In **Story Editor** view, all text is the same size and the

same font, the text fills the entire window, and only the most basic character formatting (such as bold and italic) are displayed. A red background indicates where text has overflowed beyond the last text box or path in the story.

To display the contents of the active story in a new **Story Editor** window, select a box or line that contains the target story and choose **View > Story Editor**. (If a **Story Editor** window is already open, the selected item's story displays in that window.)

If you want to monitor the overall appearance of a page as you edit its text at an easy-to-view size, you can position a **Story Editor** window next to a layout window that shows the same story.



A story in layout view (left) and in a Story Editor window (right)

View sets

The **View** menu provides various options for how a layout displays. You can display or hide guides, grids, invisible characters, visual indicators, and more. (For more information, see "*View menu*.") The View Sets feature lets you store and recall different combinations of these settings. The settings that are stored in a view set are as follows:

- **View > Guides**
- **View > Page Grids**
- **View > Text Box Grids**
- **View > Rulers**
- **View > Ruler Direction**

- **View > Visual Indicators**
- **View > Invisibles**
- **View > Trim View**
- **View > Hide Suppressed**

QuarkXPress ships with several default view sets:

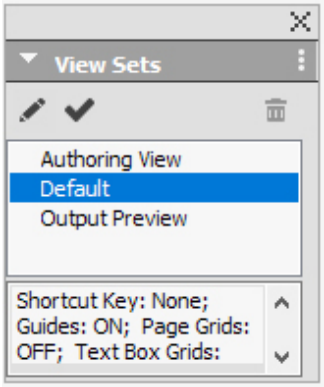
- **Default**: This is the default set of view options that displays when you create your first layout after launching QuarkXPress for the first time.
- **Output Preview**: This view set simulates a printed page as closely as possible. Guides, grids, invisibles, and visual indicators are hidden. **View > Trim View**, **View > Hide Suppressed** is turned on. The pasteboard displays using the color you specify in the **Display** pane of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**).
- **Authoring View**: This view set displays guides, invisibles, visual indicators, and the ruler.

To create a view set, first turn on only the view options you want to store in that view set. Then choose **View > View Sets > Save View Set As** to display the **Save View Set As** dialog box, enter a name, and optionally assign a key command.

To switch to a view set, do one of the following things:

- Choose **View > View Sets > [name of view set]**.
- Press the keyboard combination for the view set.
- Display the **View Sets** palette (**View > View Sets > Manage View Sets**), click the name of the view set in the palette, and then click **Apply** ✔ (or simply double-click the view set name).

To manage the view sets you have created, choose **View > View Sets > Manage View Sets**. The **View Sets** palette displays. You can use the buttons at the top of this palette to **Edit** ✎, **Apply** ✔, and **Delete** 🗑 the selected view set.



View Sets palette

View sets are saved at the application level. However, any view settings you apply to a layout using view sets are saved with that layout.

Projects and Layouts

QuarkXPress files are referred to as *projects*, and each project contains one or more *layouts*. Every layout is stored within a project, and every project contains at least one layout. Each layout can contain 10,000 pages, and can be as large as 224" x 224" in size (or 112" x 224" for a two-page spread). A project can contain an unlimited number of layouts.

Because multiple layouts can be stored in a single file, you can easily share content between different versions of a document — for example, a letter with identical text in US letter and A4 layout sizes.

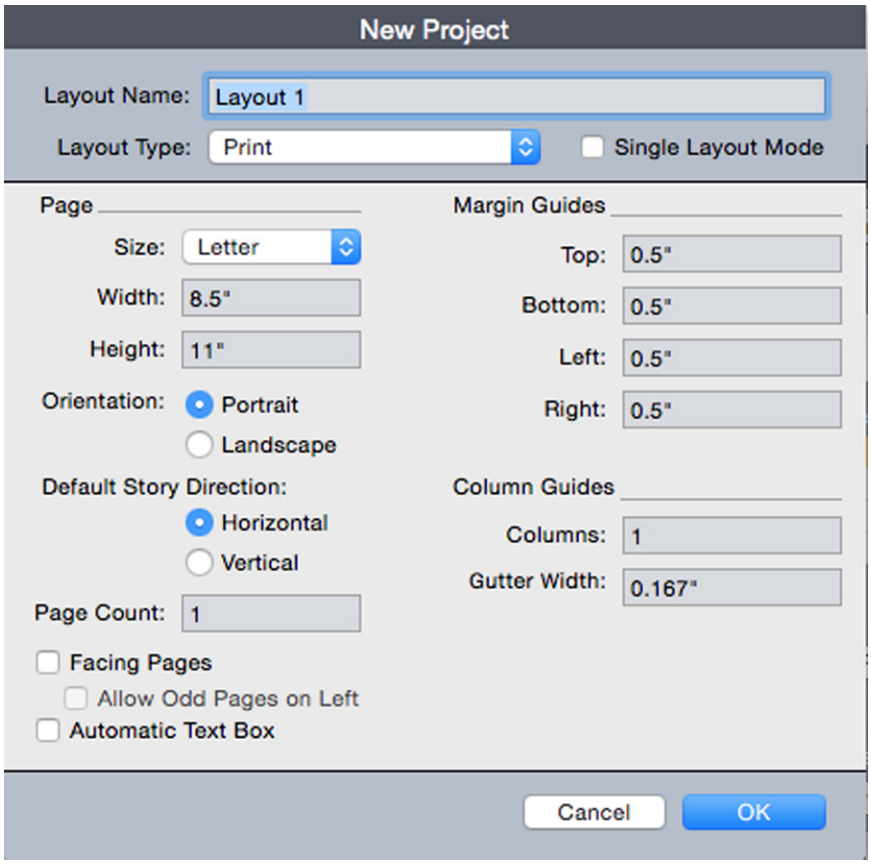
A QuarkXPress project can contain two types of layouts: Print and Digital. You can use one project to create content for various media — such as print, PDF, ePub, native apps, and HTML5 Publications.

Long Document Support

In QuarkXPress, the number of pages in a project has been increased from 2000 to 10000 pages. With this enhancement, you no longer need to worry about the page limit while creating long documents. Also, you can now import long documents from IDML and INDD.

Working with projects

To create a project, choose **File > New > Project**. The **New Project** dialog box displays.



New Project dialog box for Print layout type

Every QuarkXPress project contains at least one layout. Therefore, when you create a project, you must specify a default layout for the file. To indicate the media type of the default layout, choose **Print** or **Digital** from the **Layout Type** drop-down menu. You can further choose the **Digital layout type**, **Fixed** or **Flex** from the drop down menu.

For more information about Digital layouts, see *Digital Publishing with QuarkXPress*. For more information about Flex layouts, see *Getting Started with Flex Layouts*.

- A project created in any language edition of QuarkXPress can be edited, printed, and saved in any other language edition of QuarkXPress. All available spell checking dictionaries and hyphenation rules are supported by every language edition.

Options for Print layouts

You can use the default layout name or enter a new name for the layout in the **Layout Name** field.

By default, tabs display at the top of the project window for each of the layouts in a project. To prevent these tabs from displaying, check **Single Layout Mode**.

(You can still add layouts to a project, but this will turn off the Single Layout mode.)

The controls in the **Page** area let you set the page size and orientation for the default layout.

➡ To use custom page sizes see the information in “Custom page size."

The **Facing Pages** check box lets you create spreads. In a project with a horizontal default story direction, the **Allow Odd Pages On Left** check box lets you control whether you can have odd pages on the left. In a project with a vertical default story direction, the **Allow Odd Pages On Right** check box lets you control whether you can have odd pages on the right.

The **Automatic Text Box** check box lets you add a text box to the default master page for the layout.

The **Margin Guides** controls let you set default margins for the layout, and the controls in the **Column Guides** area lets you create a multi-column page by default.

The **Page Count** allows you to specify the number of pages you want to initially create.

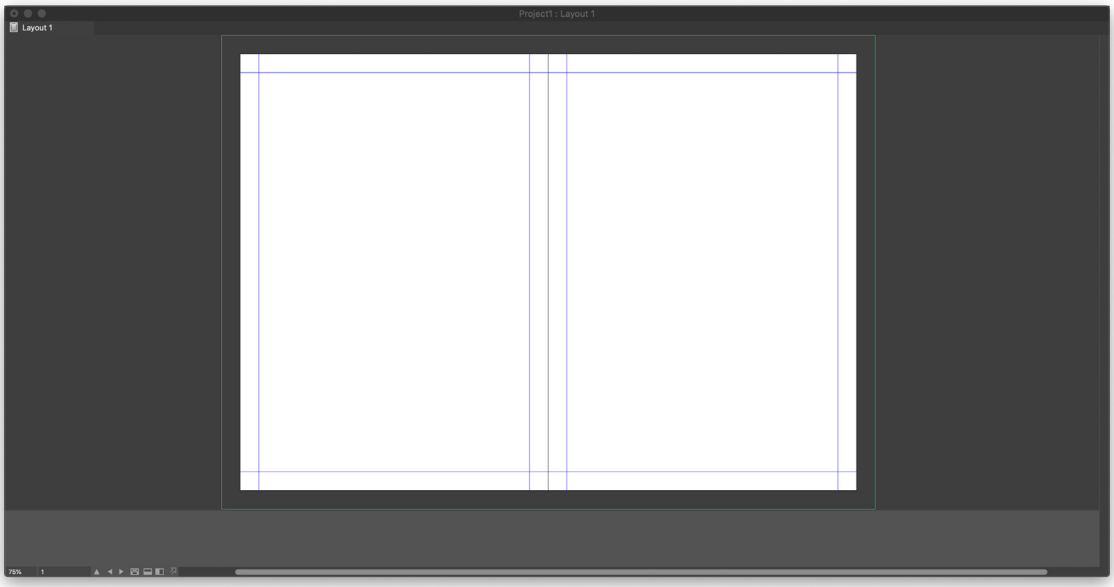
Layout Level Bleed

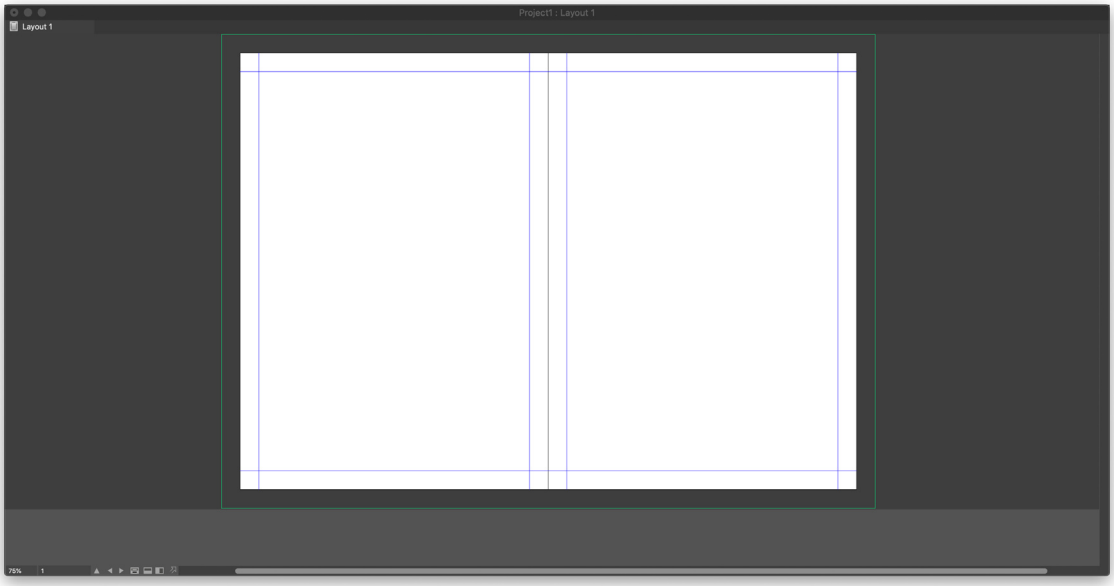
QuarkXPress now allows users to specify bleed while creating a print layout. One can choose between symmetric and asymmetric bleed; and also specify the bleed values for the top, right, bottom, left or top, inside, bottom, outside edge, depending on whether the layout has facing pages or not respectively. At any given point users can customize these settings using the layout properties dialog. Please note that for existing documents the bleed settings will default to 0.


New Project
Layout Name:
Layout 1
Layout Type:
Print
Single Layout Mode
Page
Size:
Letter
Width:
8.5"
Height:
11"
Orientation:
Portrait
Landscape
Default Story Direction:
Horizontal
Vertical
Page Count:
1
Facing Pages
Allow Odd Pages on Left
Automatic Text Box
Margin Guides
Top:
0.5"
Bottom:
0.5"
Left:
0.5"
Right:
0.5"
Column Guides
Columns:
1
Gutter Width:
0.167"
Bleed
Top:
0.197"
Bottom:
0.197"
Left:
0.197"
Right:
0.197"
Cancel
OK

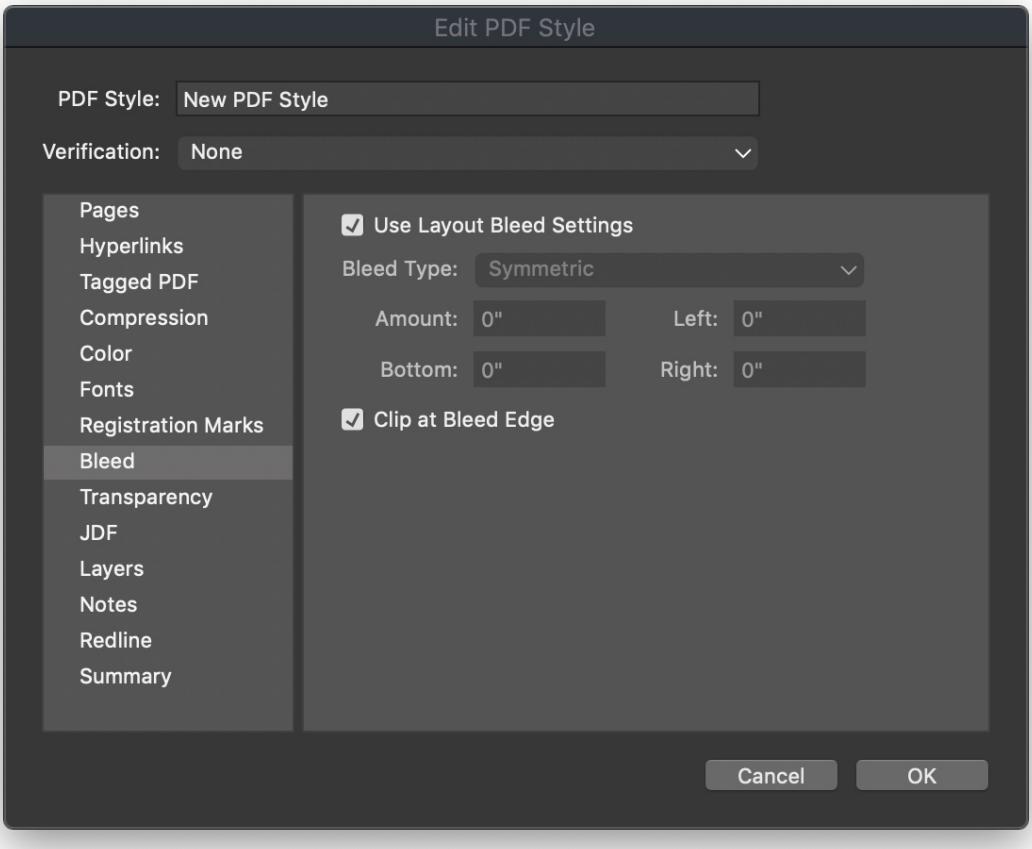


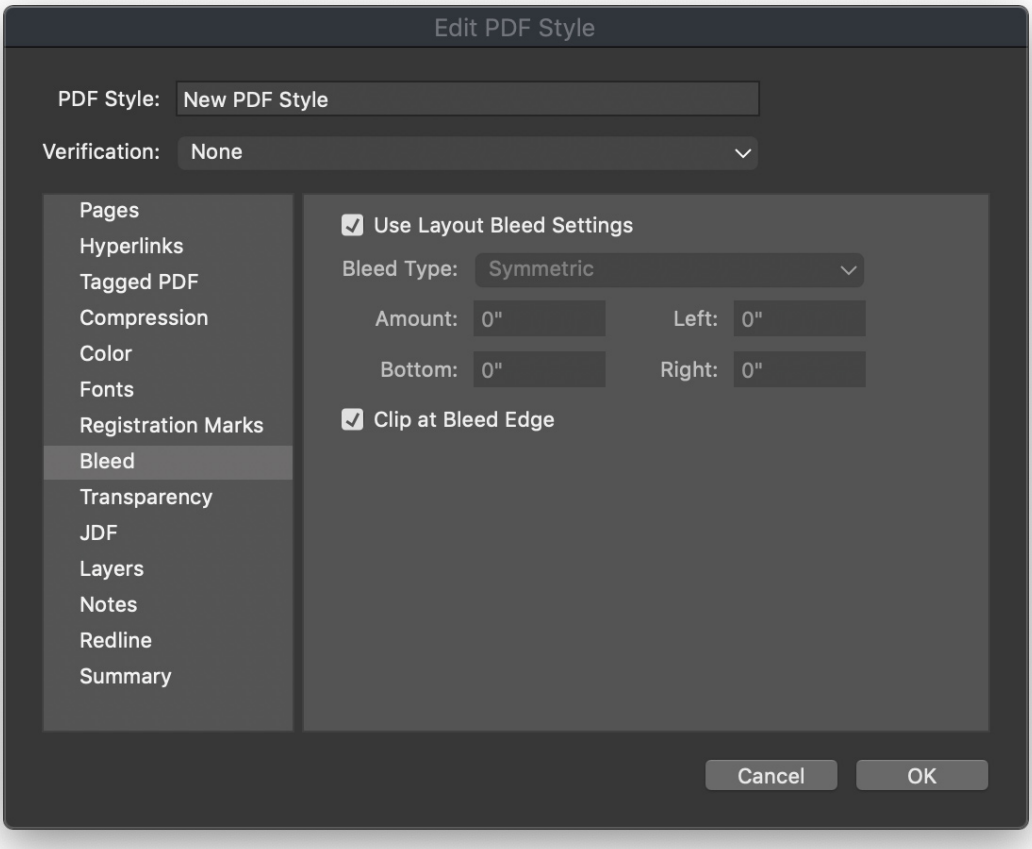
Not only this, while authoring the document a bleed guide will be displayed and the user can snap the items to this guide. The color of the bleed guide is also customizable via the bleed tab under layout preferences.





Various output styles as well as output dialog have been extended to include a setting to specify whether the user wants to use layout level bleed settings while generating output or not. For all existing output styles, this setting will be Off by default, and for any new output style that you create this setting will be On by default


Edit PDF Style
PDF Style:
New PDF Style
Verification:
None
Pages
Hyperlinks
Tagged PDF
Compression
Color
Fonts
Registration Marks
Bleed
Transparency
JDF
Layers
Notes
Redline
Summary
Use Layout Bleed Settings
Bleed Type:
Symmetric
Amount:
0"
Left:
0"
Bottom:
0"
Right:
0"
Clip at Bleed Edge
Cancel
OK

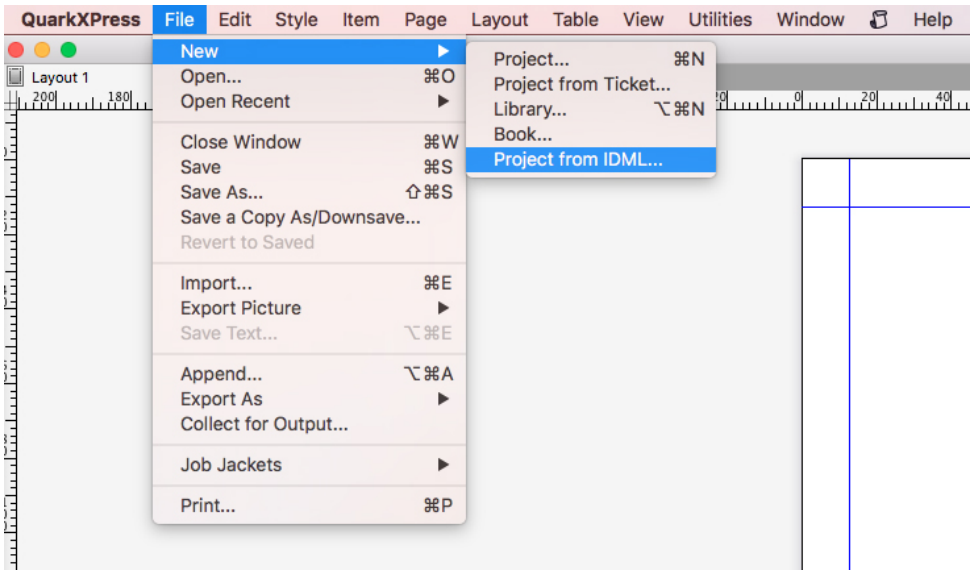


Creating a project from an IDML file

In QuarkXPress, the IDML Import feature offers the functionality to convert InDesign created IDML documents into QuarkXPress projects with all its assets like text, pictures, all items, style sheets, colors, blend modes, gradients, anchored items and many more.

To create a project from an existing IDML file:

1. Choose New > Project from IDML



2. Select the IDML file in the file system

The following objects and attributes will be ignored and not converted:

- Underline Styles
- Digital layouts
- Tagged elements
- Track Changes
- Interactivity
- Image Advance Layers
- Callout Anchor
- Notes
- East Asian features

Convert InDesign files to QuarkXPress Projects

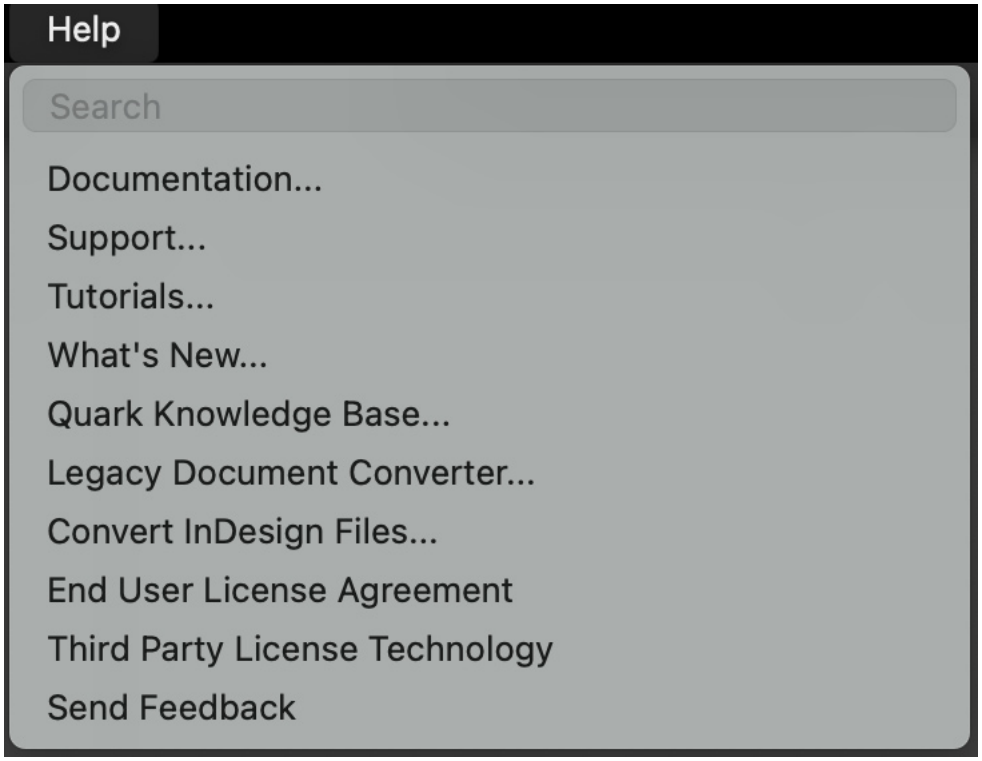
Open Single InDesign Files in QuarkXPress

You can open IDML files through File menu > Open Dialog in QuarkXPress and also open INDD files through File menu > Open Dialog in QuarkXPress.

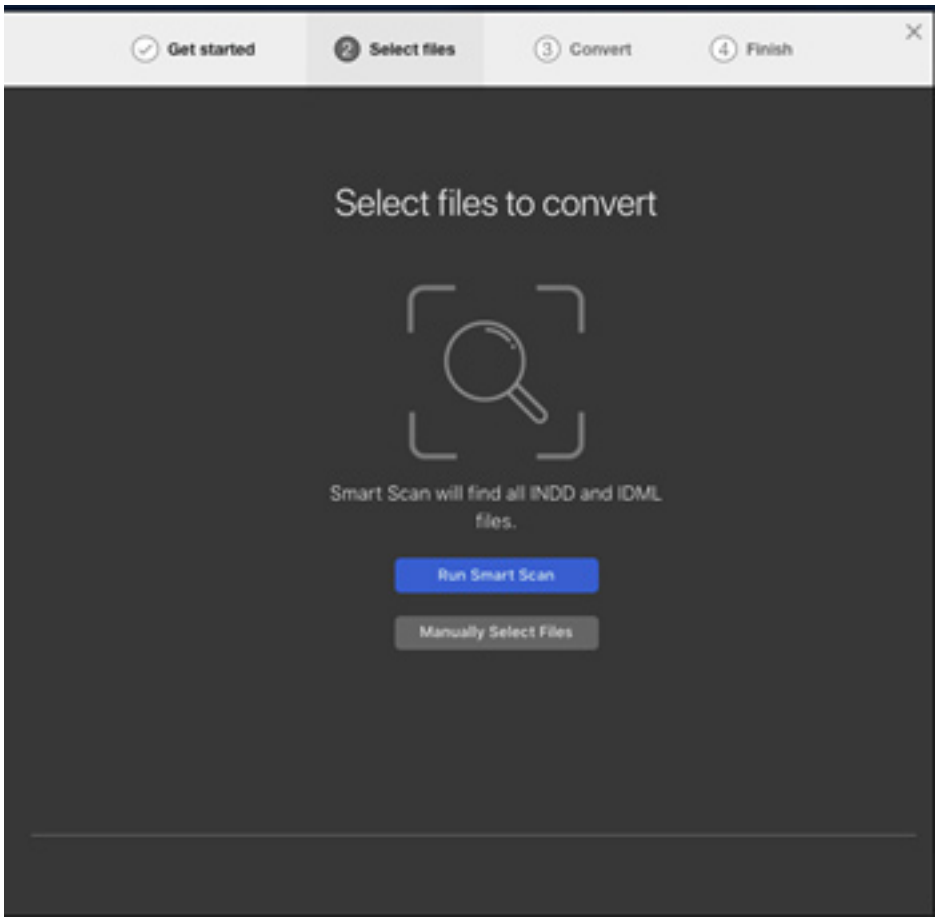
Bulk Conversion of InDesign Files to QuarkXPress Projects

You can convert your InDesign files (both IDML and INDD) seamlessly to QuarkXPress projects. There are multiple options to automatically search InDesign files by running a Smart Scan for Bulk conversion or you can Browse individual files for conversion. You can also select/deselect individual files for conversion.

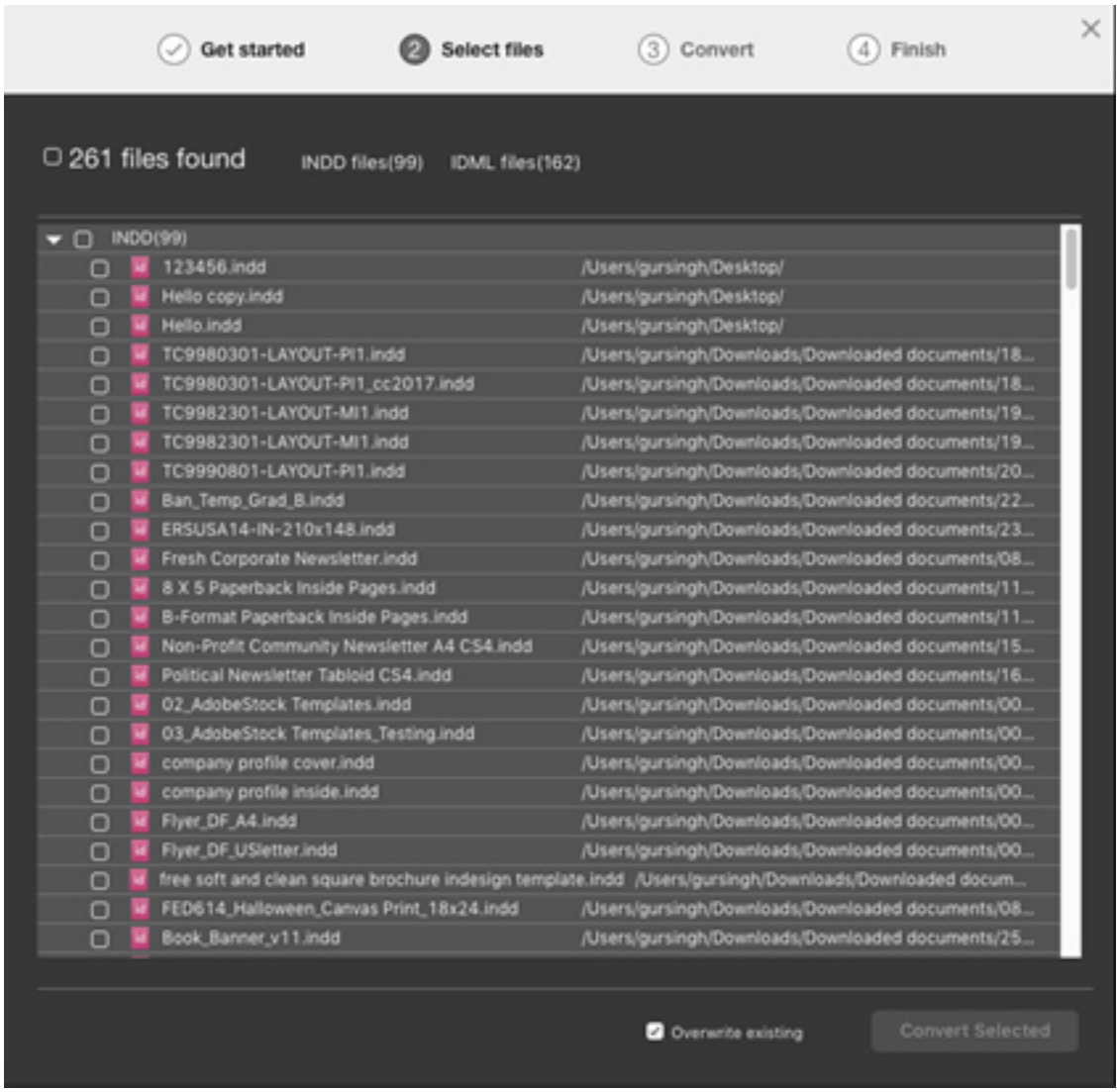
1 The Convert InDesign files dialog will appear automatically after a fresh QuarkXPress installation. Alternatively, users can also invoke the Convert InDesign files dialog from the Help menu > Convert InDesign Files.



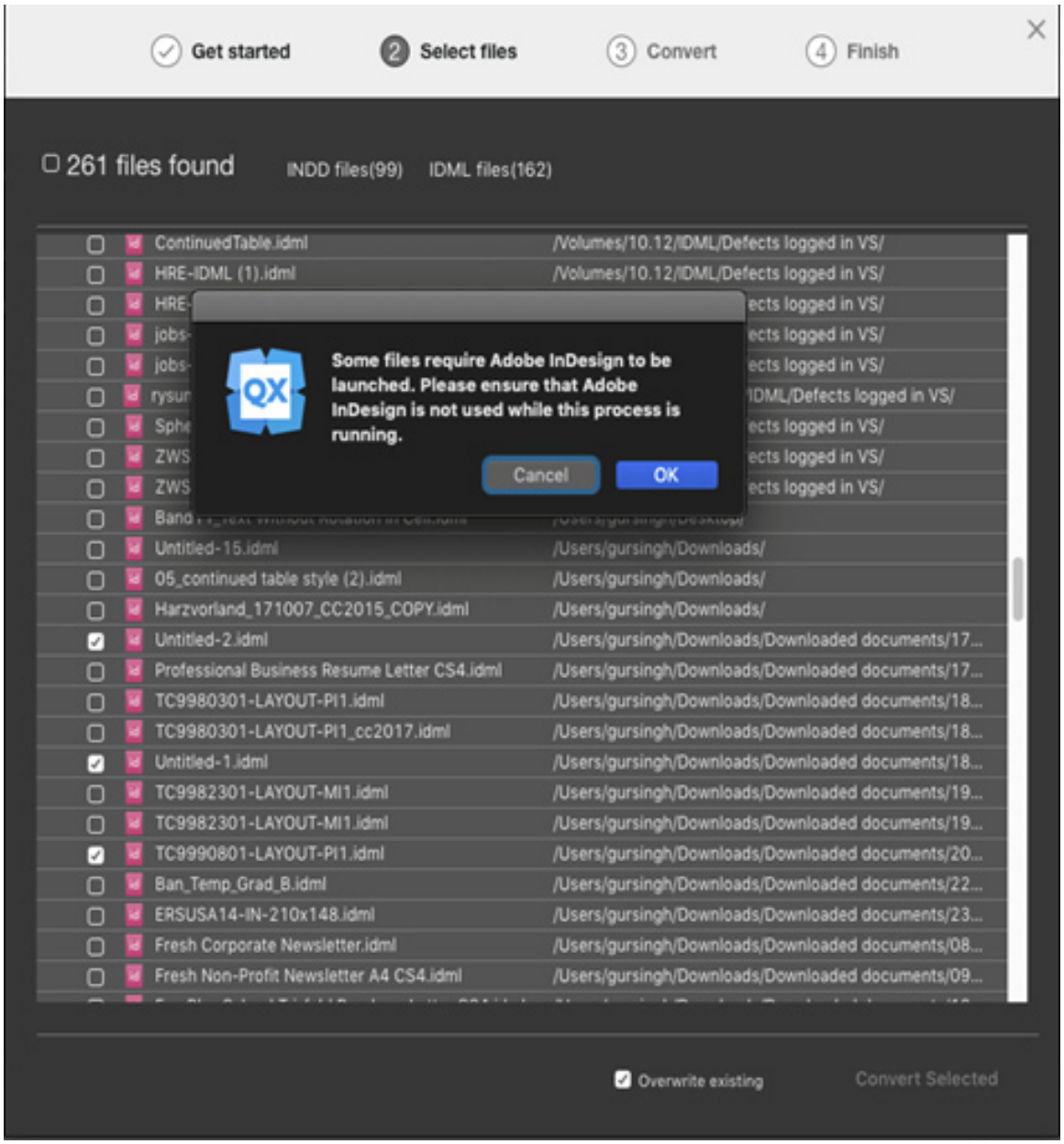
2 Convert InDesign files dialog will appear and user needs to select the option to convert files. User needs to click on Run Smart Scan or Manually Select files.



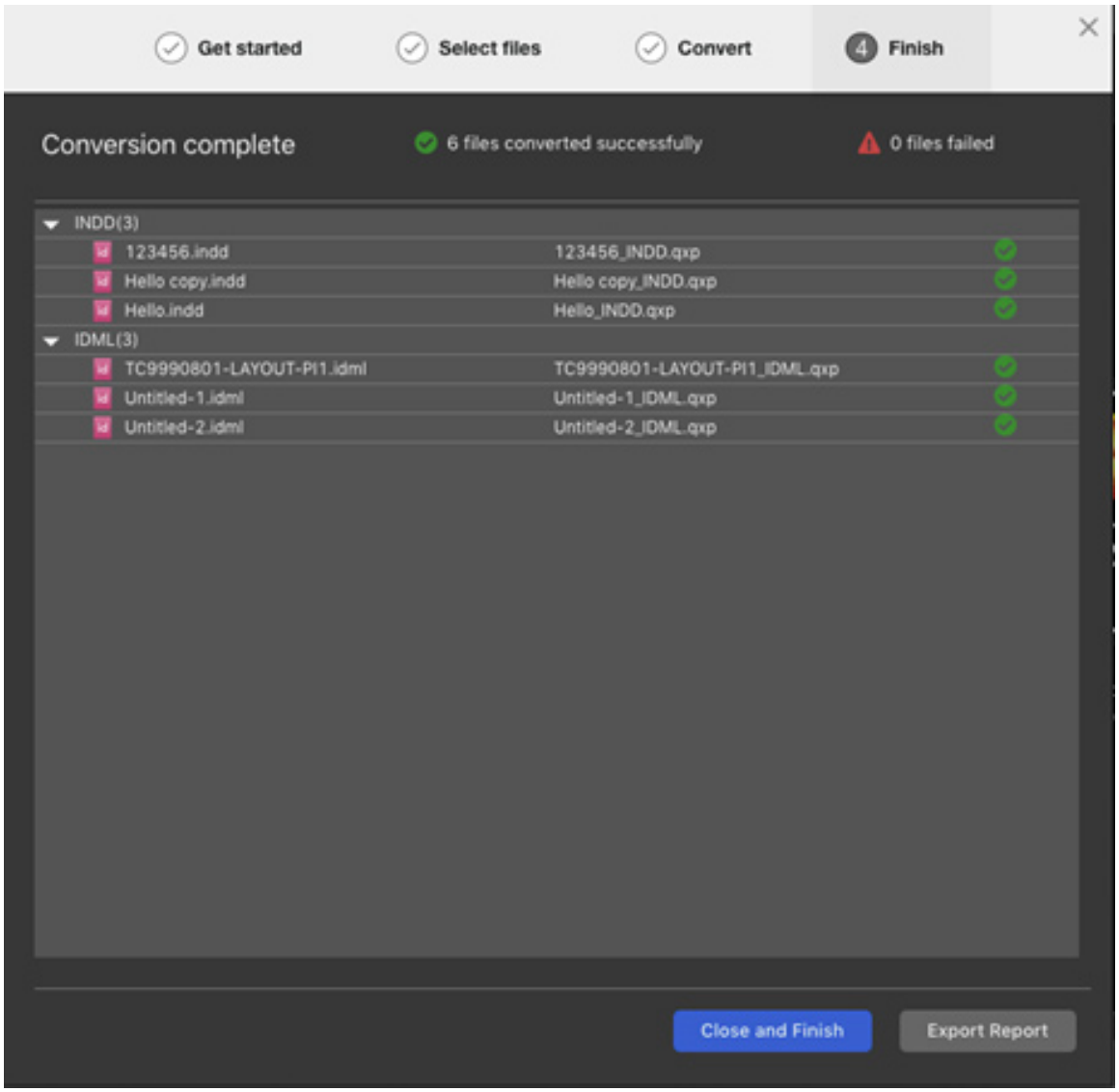
3 After the scan, all the INDD & IDML files will display and the user can select all files or select only a few for conversion before clicking on Convert Selected button.



4 After clicking on Convert Selected button, an alert *'Some files require Adobe InDesign to be launched. Please ensure that Adobe InDesign is not used while this process is running'* will be displayed.



5 The results will be displayed at end of the conversion process. A user can navigate to the destination folder by clicking on the converted QuarkXPress files in this dialog.



Note:

- To convert InDesign (INDD) files, a copy of InDesign should be installed on a customer machine.

Import Tables Styles from InDesign files

All the applied table styles and local formatting can be imported properly during IDML Import in the QuarkXPress project.

- Properties applied through table style will be mapped in Table styles with the same name into QuarkXPress.
- Cell style applied independently in InDesign mapped as locally.

Import Object Name from InDesign Files

Object Names are retained on importing InDesign Files in QuarkXPress.

IDML integration with Bleed

Layout level bleed values can be imported from InDesign Files in QuarkXPress.

This will consist of setting the bleed values and asymmetric and symmetric bleed. If all four values are the same, it will be treated as symmetric; otherwise, it will be treated as asymmetric.

Convert QuarkXPress files to InDesign (IDML)

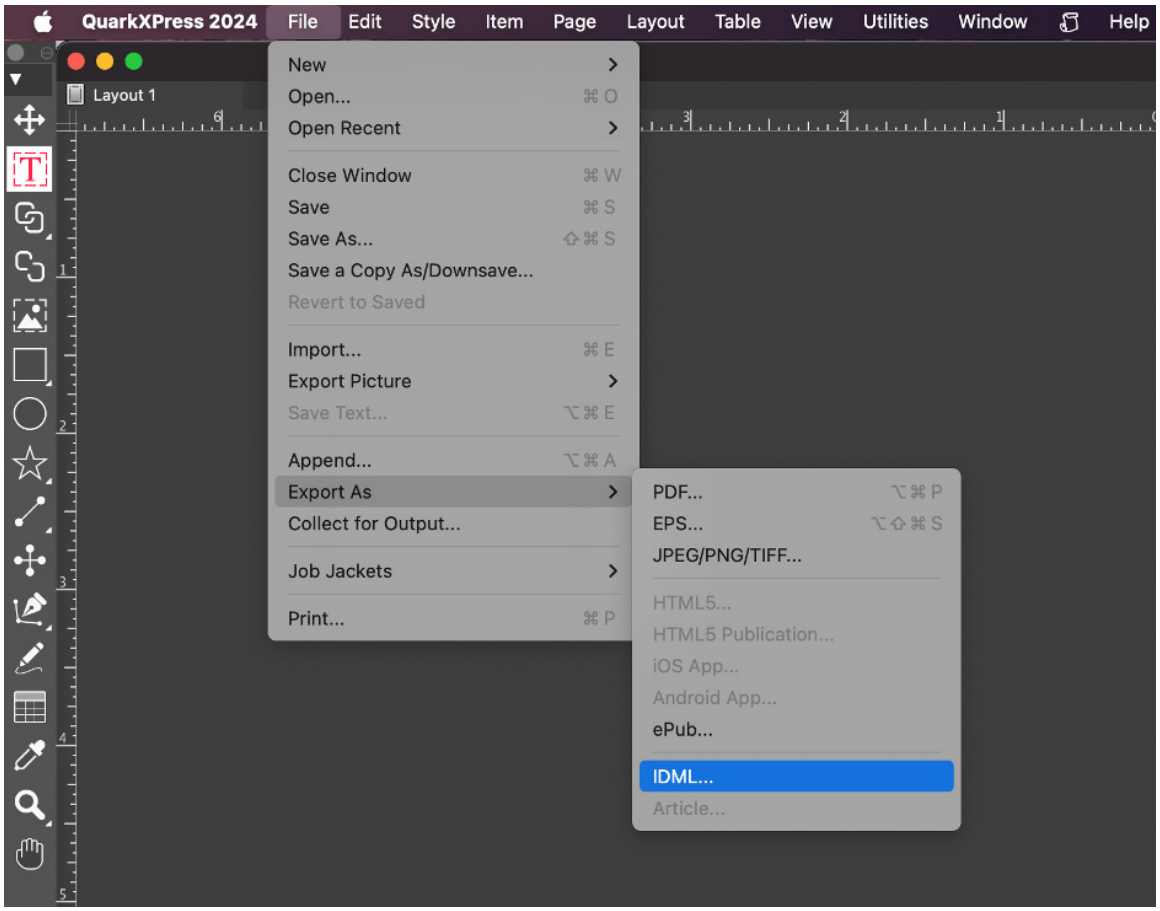
In QuarkXPress, the IDML export feature offers the functionality to convert QuarkXPress projects into InDesign “IDML” format files with assets and attributes.

To use this feature, kindly follow these steps:

To create an IDML project from an existing QuarkXPress file:

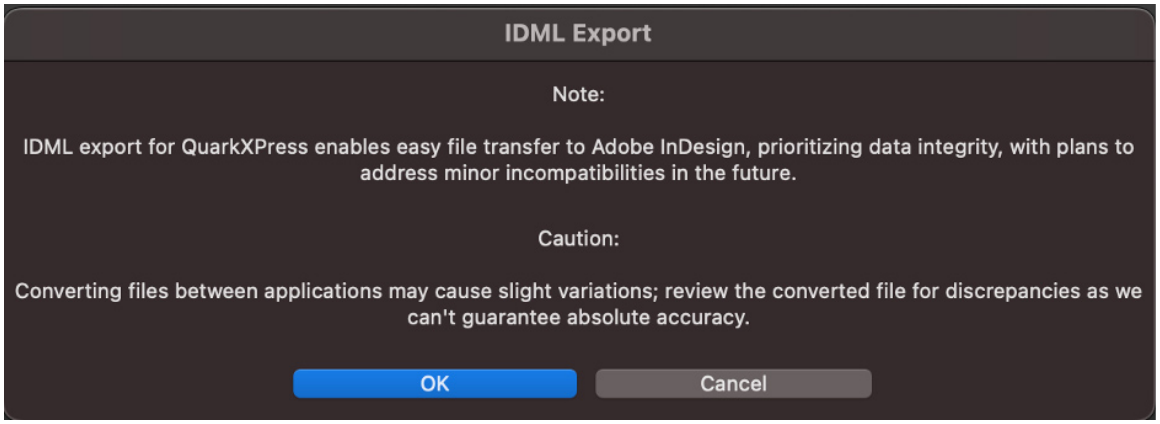
1 Open the QuarkXPress project.

2 Choose File > Export As > IDML...



Export to IDML

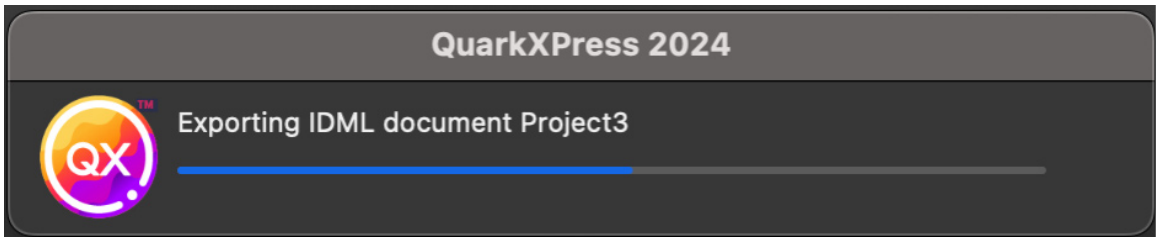
3 Select the destination and change the file name if required and click Save.



4 An information alert will be displayed. Press Ok to continue.

5 You will get an alert if any project fails to export to IDML.

6 A progress bar will indicate the completion of the process.



7 Now open the IDML file in Adobe InDesign.

NOTE:

- **Requirement of Java Runtime for IDML Export -** In order to export QuarkXPress document as IDML, it is essential to have Java installed on your system. Without Java Runtime, the document cannot be exported to IDML. Please ensure that Java is installed before proceeding with the export.
- The IDML export option is only enabled for Print Layouts. The option will be displayed as disabled for Digital Layouts.
- Please be aware that conversions between different applications are never absolutely identical. Features that QuarkXPress offers, and InDesign does not will be lost, and features where QuarkXPress offers superior functionality over InDesign might require rework.

The following features are mapped partially.

Content Variable: Content variable will be converted as normal text during QXP to IDML conversion.

Footnotes: Applied footnotes are mapped with the default settings of InDesign footnotes. In this version, we only support default mapping. Therefore, all applied styles, formats, and colors will fall back to the default footnote style.

Item Style: Item style will not map directly with InDesign object styles, object attributes applied through item style will display as local attributes.

Grouped Items: Grouped items will display ungrouped.

The following objects and attributes will be ignored and not converted:

- Tables
- Gradients
- Composition Zone
- Embedded Images
- Application Preferences
- Conditional Style
- Endnotes
- Index
- Table of Contents
- Underline Styles
- Picture Effects
- Callout Anchor
- Notes
- Bookmarks
- Grid Styles
- East Asian features
- Column span/split

Exporting layouts and projects

To export one or more layouts in the active project, choose **File > Save a copy As/Downsave**. Enter a name in the **File name** field and choose a type and version in the **Save as Type** and **Version** fields.

To export all the layouts in a project, check **Select All** in the **Layouts** area. To export individual layouts, check them in this area.

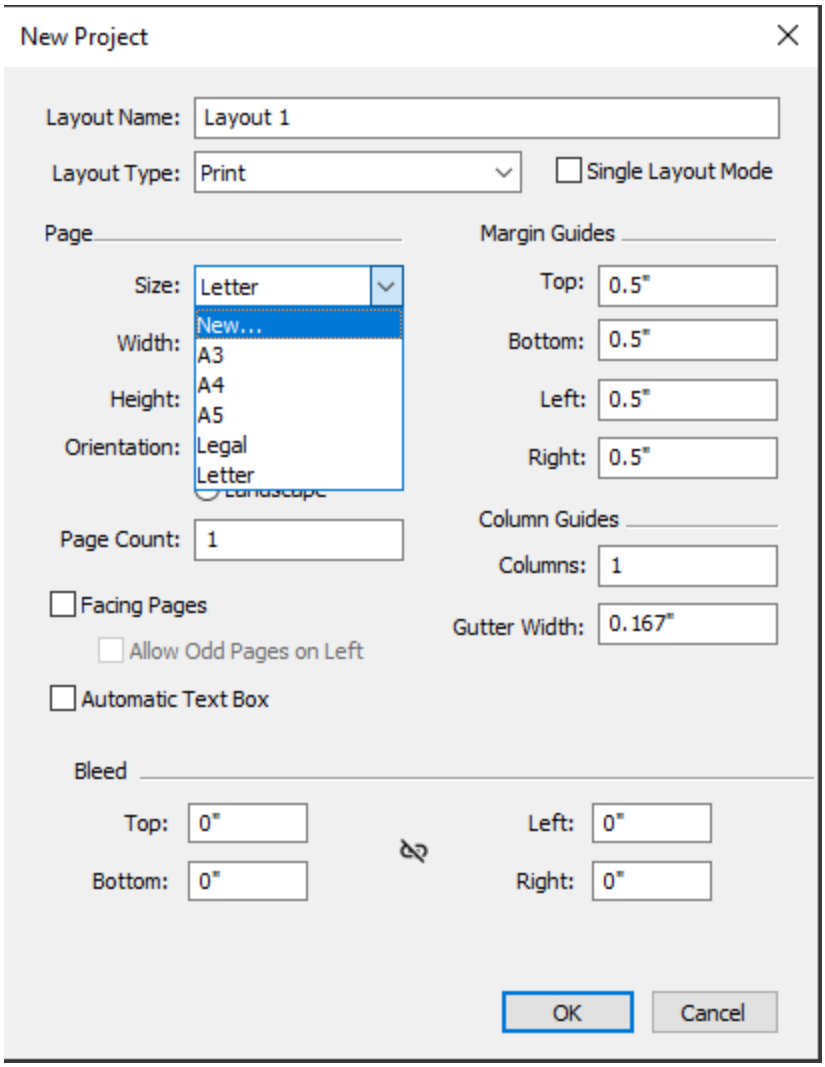
To export selected layouts that you can open in an earlier version of QuarkXPress, choose the earlier version number from the **Version** drop-down menu.

Custom page size

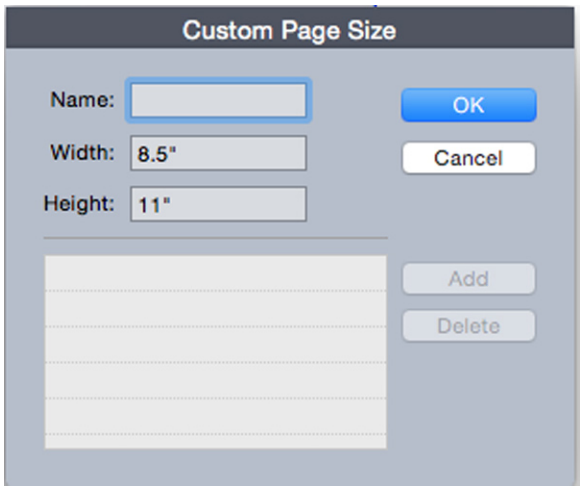
If you use a specific custom page size on a regular basis, you can define this page size and add it to the **Page Size** drop-down menu in the **New Project** dialog. These custom page sizes can be used for Print and eBook layouts.

To create a custom page size:

1. Choose **File > New > Project**. The **New Project** dialog box displays.
2. Choose either **Print** or **Digital** from the **Layout Type** drop-down menu.



3 Choose **New** from the **Page Size:** drop-down menu. The **Custom Page Size** dialog box displays.



4 Fill in a **Name** for the new custom page size, and define the **Width** and **Height**. The orientation will be assigned automatically, depending on the values input for **Width** and **Height.**

- To create multiple custom page sizes, click **Add**. The new custom page size will appear in the list and you will be able to create another. To delete a custom page size, select it from the list and click **Delete.** To edit a custom page size, select it from the list and redefine the **Width** and **Height** fields.

5 Click **OK**.

Any custom page sizes you create will appear in the **Page Size** drop-down menu in the **New Project** and the **New Layout** dialog boxes and can be selected when creating new Print and Digital layouts, however, custom page sizes defined for Print layouts can only be used selected when creating new Print layouts, and custom page sizes defined for Digital layouts can only be used selected when creating new Digital layouts. The custom page sizes will be removed when your preferences are deleted and new preferences created.

- Custom page sizes can also be created using the **New Layout** dialog. (**Layout > New**).

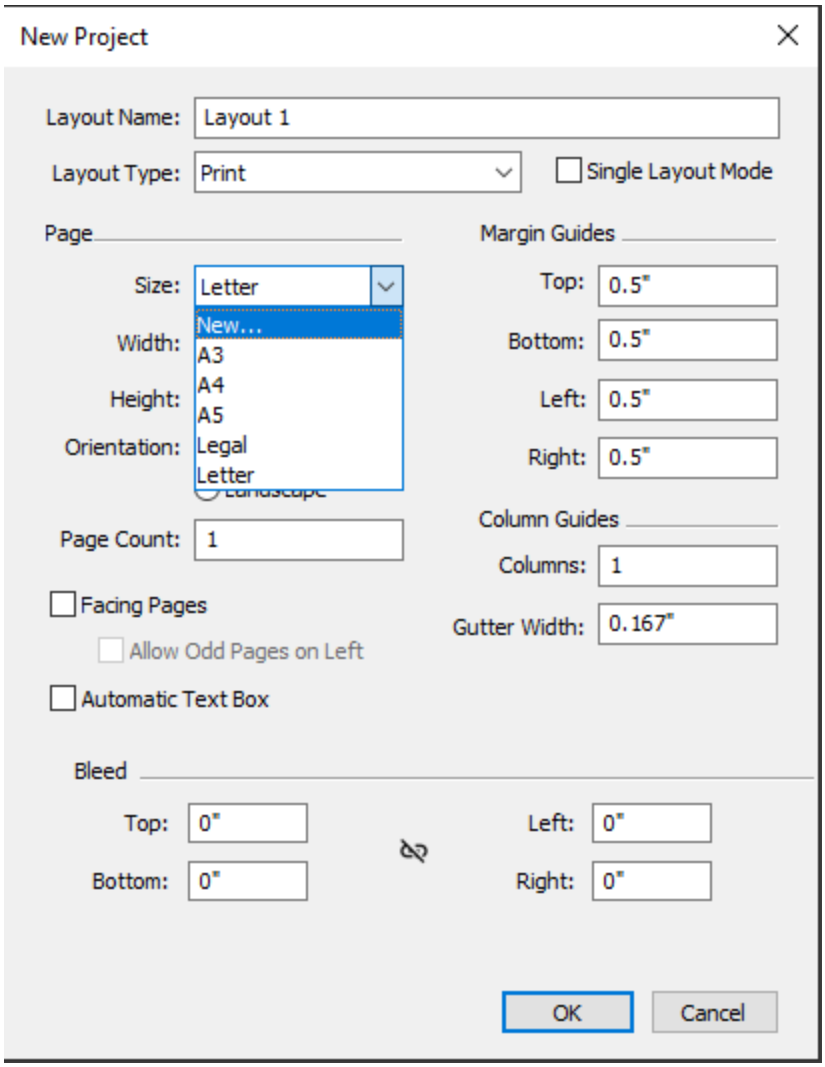
Custom page size

If you use a specific custom page size on a regular basis, you can define this page size and add it to the **Page Size** drop-down menu in the **New Project** dialog. These custom page sizes can be used for Print and eBook layouts.

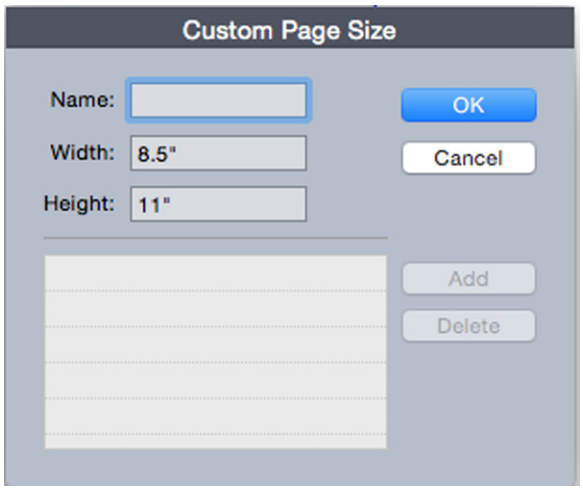
To create a custom page size:

1 Choose **File > New > Project**. The **New Project** dialog box displays.

2 Choose either **Print** or **Digital** from the **Layout Type** drop-down menu.



3 Choose **New** from the **Page Size:** drop-down menu. The **Custom Page Size** dialog box displays.



4 Fill in a **Name** for the new custom page size, and define the **Width** and **Height**. The orientation will be assigned automatically, depending on the values input for **Width** and **Height.**

- To create multiple custom page sizes, click **Add**. The new custom page size will appear in the list and you will be able to create another. To delete a custom page size, select it from the list and click **Delete.** To edit a custom page size, select it from the list and redefine the **Width** and **Height** fields.

5 Click **OK**.

Any custom page sizes you create will appear in the **Page Size** drop-down menu in the **New Project** and the **New Layout** dialog boxes and can be selected when creating new Print and Digital layouts, however, custom page sizes defined for Print layouts can only be used selected when creating new Print layouts, and custom page sizes defined for Digital layouts can only be used selected when creating new Digital layouts. The custom page sizes will be removed when your preferences are deleted and new preferences created.

- Custom page sizes can also be created using the **New Layout** dialog. (**Layout > New**).

Working with layouts

It's easy to navigate between layouts, add layouts, duplicate layouts, and delete layouts.

By default, tabs display at the top of the project window for each of the layouts in a project. On *Mac OS* only, you can change the order of layouts displayed in the layout tab by dragging and dropping the layout name tabs. This setting is saved with the document and the order is maintained.

To navigate between layouts, use the tabs at the top of the project window.

To add a layout to the active project, choose **Layout > New** or click a layout tab and choose **New** from its context menu.

To duplicate a layout, display the layout you want to duplicate, then choose **Layout > Duplicate** or choose **Duplicate** from the **Layout** tab context menu. User can duplicate a Print layout into a Digital layout or a Digital layout into a Print layout, by choosing **Digital** or **Print** as the layout type. (For more information, see *Digital Publishing with QuarkXPress*.)

To change a layout's properties, display the layout, then choose **Layout > Layout Properties** or choose **Layout Properties** from the **Layout** tab context menu. The **Layout Properties** dialog box displays. You can use this dialog box to change limited layout properties based on the layout type, but you cannot change a layout to or from a Digital layout type. (For more information, see *Digital Publishing with QuarkXPress*.)

To delete a layout, display the layout, then choose **Layout > Delete** or choose **Delete** from the **Layout** tab context menu.

When you use the following commands, only the active layout is included in the resulting output:

- **File > Export As > PDF**
- **File > Export As > EPS**
- **File > Export As > JPEG/PNG/TIFF**
- **File > Export As > HTML5 Publications**
- **File > Export As > iOS App**
- **File > Export As > Android App**
- **File > Export As > ePub**
- **File > Export As > IDML**
- **File > Export As > Article**

➡ Layers apply to the layout that is active when you create and edit them.

➡ When you perform a project-level action (**Edit > Undo**), the action is added to the Undo History in all layouts.

➡ When you check spelling (**Utilities** menu), QuarkXPress checks only the active layout.

Project-level and layout-level resources

Some resources are defined at the project level, and others are defined at the layout level.

Project-level resources

Project-level resources can be used by every layout in the project, and they are the same in every layout where they are used. Project-level resources include application preferences, style sheets, colors, H&Js, lists, and dashes and stripes.

➡ Although every list definition you create can be used in any layout in the project, a list only draws from the active layout when you build it.

Layout-level resources

Layout-level resources can be unique for every layout in the project. Layout-level resources include the following:

- Layout preferences (**QuarkXPress/Edit > Preferences > Layout**)
- Kerning settings

- Tracking settings
- Hyphenation exceptions
- Zoom values

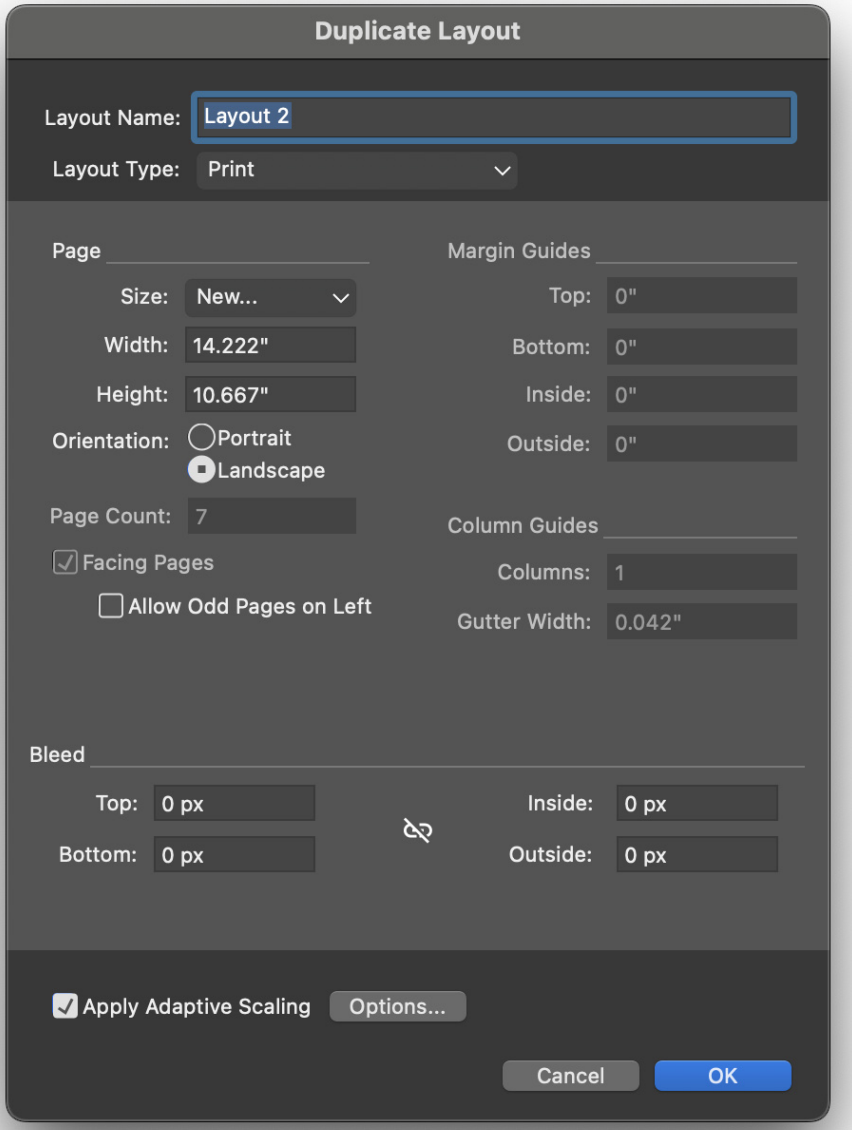
Adaptive scaling

This section describes the **Apply Adaptive Scaling** option available in the **Duplicate Layout**, and **Layout Properties** dialogs.

➡ This option is only available in the **Layout Properties** dialog for **Print** layouts.

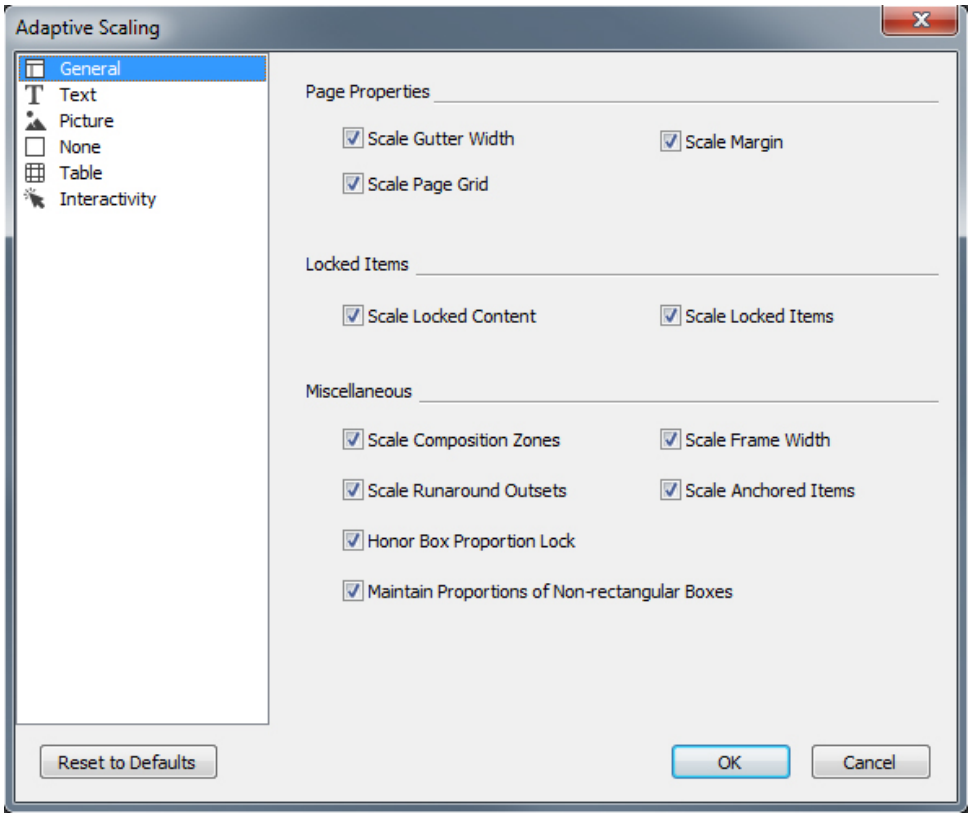
This feature allows users to scale items based on a configurable set of rules, to get an almost “ready to use” layout in the new size.

1. To apply adaptive scaling when duplicating a layout, choose **Layout > Duplicate**. The **Duplicate Layout** dialog displays.



2 Check **Apply Adaptive Scaling**.

3 Click **Options** to configure the rules for scaling items on the layout. The **Adaptive Scaling** dialog displays.



4 Use the dialog to configure the rules for scaling the items on the layout. The **Adaptive Scaling** dialog allows you to configure rules for the page properties, locked items, text, pictures, boxes, lines, tables, and any interactivity items that may exist on the layout.

5 Click **OK**.

➡ It is recommended that you create a copy of your file, before using adaptive scaling, especially if you have checked the **Synchronize Box Attributes & Content** option on the **Text**, **Picture**, and **None** tabs of the **Adaptive Scaling** dialog. This option affects the source layout, and the sharing cannot be undone. It adds numerous items to the **Contents** palette.

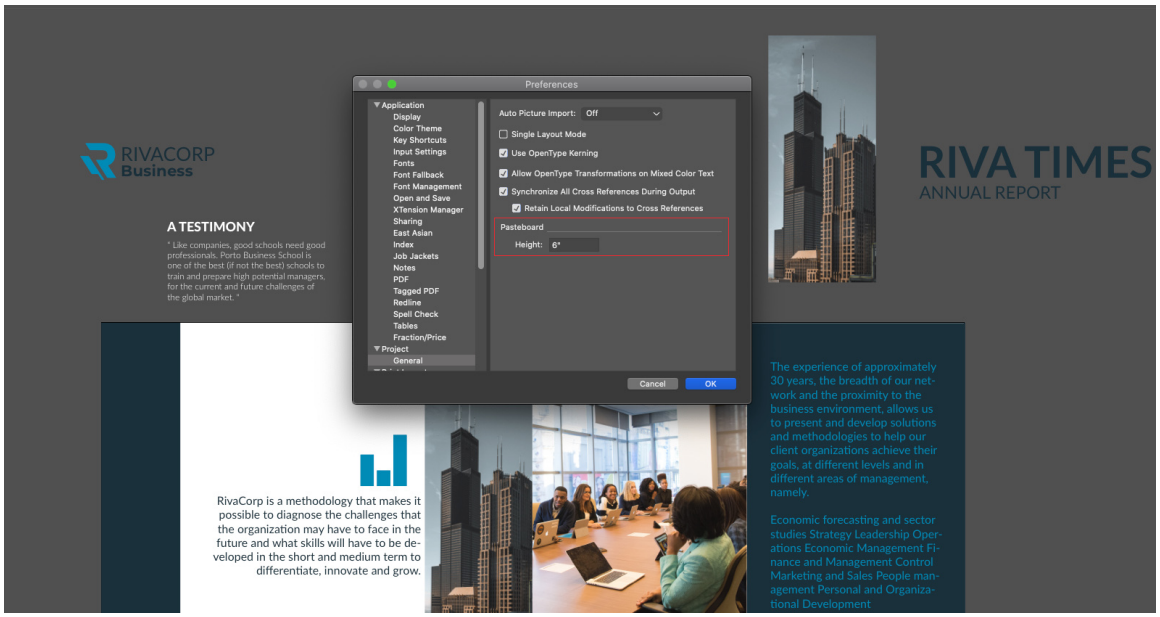
Large Pasteboard size

In QuarkXPress, individuals can now increase/decrease pasteboard height (vertical) too. In the previous versions, the pasteboard height (vertical) was fixed at 0.5" and users could adjust (increase/decrease) pasteboard width (horizontal) only.

Project-level UI preference is available for modifying pasteboard height and it applies to all project layouts.

This pasteboard height preference can be defined both at the application level (without any projects open) or at the project level (for individual projects). This preference gets saved with a project. On opening a saved project, the pasteboard height preference is initialized from the project.

Similarly, if the user decreases the pasteboard size in preferences, the same will be reflected in the layout. But while reducing pasteboard size, if there is an item beyond the current pasteboard size, then pasteboard will be decreased to the item's bottom edge so that no item is lost.



Large Pasteboard Preferences

Layout Bleed is also incorporated with the large pasteboard size and the bleed values will be honored along with the pasteboard length.

The default value for min and max is set to 0.5" and 106.5" as per the Letter size layout. Whenever the specified pasteboard length exceeds the max spread height, max possible height will be used (i.e., Page Height + Bleed + Pasteboard length should not exceed 225").

Guides and spread guides retain their positions relative to the page origin or coordinates if pasteboard height is changed (increased or decreased).

Working with Guides

Guides are nonprinting guidelines that help you to line up items and text in a layout. There are three types of guides: *Ruler guides*, *column and margin guides* and *Dynamic guides*.

Column and margin guides

Column and margin guides show where a page's outside margins are and where columns (if any) should be placed.

QuarkXPress automatically places column guides and margin guides in all new Print layouts. You can specify their position in the **Column Guides** and **Margin Guides** fields in the **New Project** dialog box (**File > New > Project**) or in the **New Layout** dialog box (**Layout > New**).

When a master page is displayed in the project window, you can use the **Master Guides & Grid** dialog box (**Page > Master Guides & Grid**) to change the placement of column guides and margin guides. If you check **Automatic Text Box** in the **New Project** dialog box (**File > New > Project**) or the **New Layout** dialog box (**Layout > New**), the values you specify in the **Margin Guides** area define the size and placement of the automatic text box.

For information about creating column and margin guides, see "*Configuring a master page grid*."

For more information about guides, see "Guides Palette."

Ruler guides

Ruler guides (or simply "guides") are nonprinting guidelines that you can position manually. You can create ruler guides by dragging them off the horizontal and vertical rulers (**View > Rulers**). You can create ruler guides on master pages and on individual layout pages.

- To create a horizontal ruler guide, click the top ruler; when the ↕ pointer displays, drag the ruler guide into position on the page. To create a vertical ruler guide, click the vertical ruler, and then drag the ruler guide onto the page when the ↔ pointer displays. If the **Measurements** palette is open when you drag a ruler guide, the guide's position is indicated in the **X** field (for vertical ruler guides) or the **Y** field (for horizontal ruler guides).
- If, as you create a horizontal ruler guide, you release the mouse button when the ruler guide is positioned over the pasteboard, the ruler guide will extend across the pasteboard and all the pages in the spread. If you release the mouse button when the horizontal ruler guide is positioned over a document page, the ruler guide will display only on that page.
- To reposition a ruler guide, click it, and then drag it to a different location when the guide pointer displays. You can also double-click the ruler guide with the **Item** tool selected and enter a new location into the Guide Attributes dialog.
- To remove a ruler guide, drag the guide off the page.

- To remove all ruler guides from a page, scroll until a portion of the page displays, then press Option/Alt and drag the guide back on to the ruler.
- To remove all ruler guides from a spread's pasteboard, scroll until a portion of the pasteboard displays, then press Option/Alt and click a portion of the ruler.

See also “Guides palette."

Snapping to guides

QuarkXPress lets you create a “magnetic field" around guides so that when you drag an item close to a guide, it automatically aligns with it. This feature is called **Snap to Guides** (**View** menu) and the width of the magnetic field is called the **Snap Distance**.

To control snapping with QuarkXPress controls, make sure **View** > **Snap to Guides** is checked. To specify the distance, choose **QuarkXPress/Edit** > **Preferences** > **Print Layout** > **Guides & Grid** and enter a pixel value in the **Snap Distance** field.

Dynamic Guides

Dynamic Guides are nonprinting temporary guides that appear when you create or manipulate items on a page. They help you align items relative to other items and to the page in a layout. You can specify the type of dynamic guides and the feedback that appears.

When you create, transform or move an item, Dynamic Guides automatically appear to assist in positioning the new item relative to an existing item or to the page.

Choose **View > Dynamic Guides > Show/Hide Dynamic Guides** to turn guides on or off.

You can change when and how Dynamic Guides appear by using the **View > Dynamic Guides** sub-menu to select the following options:

- Select **Align to Center of Item** to display guide lines that are generated when the center of items are aligned with the center and/or edges of other items. These are generated when you create and move items.
- Select **Align to Edges of Item** to display guide lines that are generated when the edges of items are aligned with the edges of other items. These are generated when you create and move items.

- Select **Align to Center of Page** to display guide lines that are generated when the edges or center of items are aligned with the center of the page. These are generated when you create and move items.
- Select **Show Equal Dimensions** to display guide lines that are generated when the dimensions of items are equal to the dimensions of other items. These are generated when you create and resize items.
- Select **Show Equal Spacing** to display guide lines that are generated when the horizontal and/or vertical distance between items is equal to the distance between other items on the page. These are generated when you create and move items.
- Select **Show Measurements for Dimensions/Spacing)** to display the value of the dimensions when **Show Equal Dimensions** is selected and the value of the spacing when **Show Equal Spacing** is selected.

➡ This option is only available when **Show Equal Dimensions** or **Show Equal Spacing** is selected.

➡ Dynamic Guides are on and all options selected by default When **Align to Center of Item** and **Align to Edges of Item** are selected, guides are generated not only when the center and edges of other text boxes are aligned, but will also appear when the center and edges of columns within the surrounding text boxes are aligned.

In *Windows*, use the **Dynamic Guides Color** pane of the **Preferences** dialog box to specify a color for each type of dynamic guide. See "*Preferences - Application - Dynamic Guides Color*." In *Mac OS* you set the color for the dynamic guides using the **Color Theme** pane of the **Preferences** dialog box. See "*Preferences - Application - Color Theme*."

Undoing and redoing actions

The **Undo** command (**Edit** menu) reverses the last action performed on an item. For example, if you accidentally cut a picture box, the **Undo** command will bring the picture box back into the layout from the Clipboard. The **Redo** command (**Edit** menu) lets you reimplement an action you had undone.

Choose **Edit > Undo** (Command+Z/Ctrl+Z) to reverse the last action performed. The menu item identifies the specific action that can be undone. For example,

the **Undo Deletion** command is available in the **Edit** menu after you have used the **Item > Delete** command. **Undo** displays as gray text when the **Undo** feature is unavailable.

To reimplement the action, choose **Edit > Redo** (Command+Shift+Z/Ctrl+Y) after you undo an action.

Native QuarkXPress Objects

QuarkXPress allows you to convert items from other application such as Excel, Illustrator, PowerPoint and InDesign, as well as PDFs, Illustrator, WMF and EPS files to native QuarkXPress objects.

This allows you to:

- Convert and edit vector data (like logos, etc) from supported file formats that include AI, WMF, EPS and PDF.
- Convert editable PDFs, update content and republish as PDF or other formats that are supported in QuarkXPress.
- Extract colors and typography from PDF's to use in QuarkXPress.
- Embed or create linked images while converting to native QuarkXPress objects.

You can get native QuarkXPress objects in the following ways:

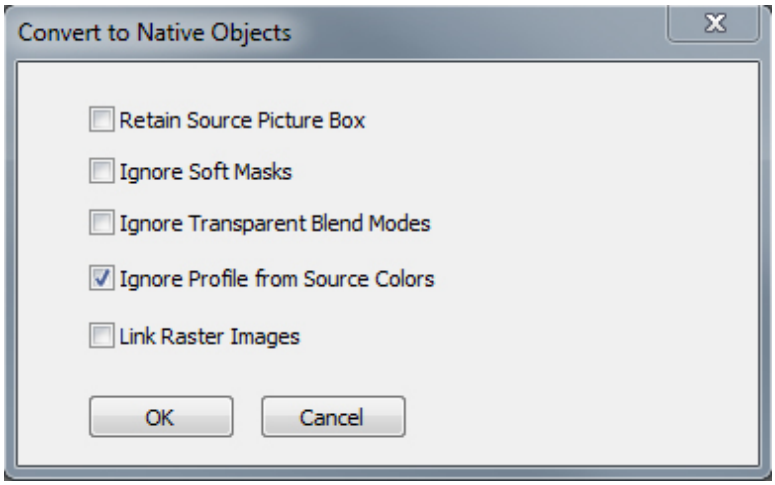
- **Convert existing items** Convert files that have been imported into your document to native QuarkXPress objects.
- **Import items** Copy items and then paste them as native QuarkXPress objects.

This results in fully editable Bezier version of vector graphics and editable text. Colors and font information are automatically extracted. Images can be either embedded in the project or linked to the current project.

Convert an existing item to a native QuarkXPress object

To convert existing items to native QuarkXPress objects:

1. Right click on the object and choose **Convert To Native Objects** from the context menu (or choose **Style > Convert to Native Objects**). The **Convert to Native Objects** dialog displays.



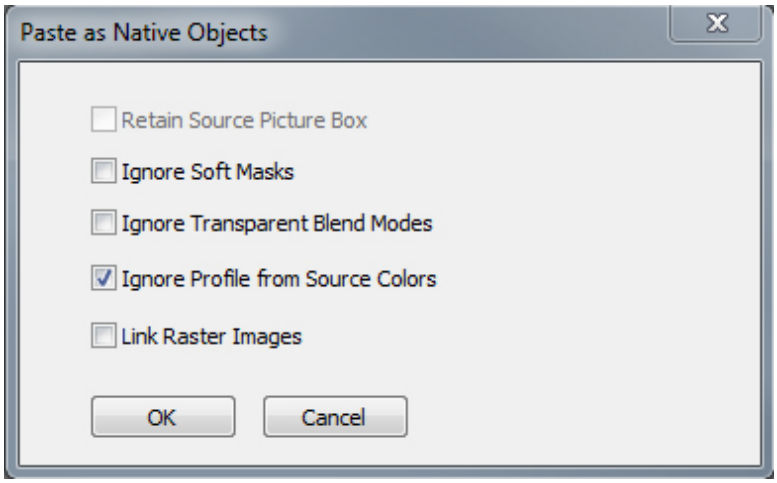
- The image you are attempting to convert must have vector or text components in it. The **Convert to Native Objects** feature is not supported for Raster only images.

2. Check **Retain Source Picture Box** to compare the converted objects with the imported source image.
3. Check **Ignore Soft Masks** to exclude the conversion of soft masks from the source image.
4. Check **Ignore Transparent Blend Modes** to ignore transparent blends applied to the source image.
5. Check **Ignore Profile from Source Colors** and the profile embedded with that image in the source file will be ignored. It will be mapped to the QuarkXPress generic profile instead.
6. Check **Link Raster Images** to save raster images from PDF to the disk as PDF images. For saved projects, the linked images are saved in a folder with the project name added with the image number appended. For unsaved projects it will be created in the temp folder of the OS.
7. Click **OK**.

Import an object as a native QuarkXPress object

To import an item as a native QuarkXPress object:

1. Copy the object from its application to the clipboard
2. Right click in your project where you want to place the object and choose **Paste as Native Objects** from the context menu (or **Edit > Paste as Native Objects**). The **Paste as Native Objects** dialog displays.



To skip the dialog, hold down the **Option** key *(Mac OS)* or the **Alt** key *(Windows)* when choosing **Paste as Native Objects** from the context menu.

The options you select in this dialog persist and will be used if you choose to suppress the dialog.

3. Check **Ignore Soft Masks** to exclude the conversion of soft masks from the source image.
4. Check **Ignore Transparent Blend Modes** to ignore transparent blends applied to the source image.
5. Check **Ignore Profile from Source Colors** and the profile embedded with that image in the source file will be ignored. It will be mapped to the QuarkXPress generic profile instead.
6. Check **Link Raster Images** to save and link to the converting project of the raster images from the source PDF for saved projects. For unsaved projects it will be created in the temp folder of the OS.
7. Click **OK**.

The item is pasted into your project as a native QuarkXPress object.

If the item contains fonts not installed on your system, an alert will display. You can list the fonts not available on your system and optionally, replace them at this time.

Content Variables

A content variable is an item you insert in your document that varies according to the context. For example, the **Last Page Number** variable displays the page number of the last page of the document. If you add or remove pages, the variable is updated accordingly.

Content variables will line wrap and break just like text, including hyphenating when appropriate.

The text within a content variable is searchable using the **Find/Change** palette. If the text you are searching for is contained within a content variable, the entire variable will be highlighted.

To highlight all content variables in the current project, choose **View > Highlight Content Variables**.

QuarkXPress includes the following preset content variables that you can insert in your document:

- Creation Date
- Current Page Number
- File Name
- Last Page Number
- Modification Date
- Next Page Number
- Output Date
- Previous Page Number

You can edit the format of these variables, or you can create your own.

In addition to the set of pre-defined variables, you can create the following additional text type variables:

- Custom Variable: You can combine a text string with other pre-defined variables to make a combination.
- Running Header: This variable type allows you to choose source data within the document by referring to a paragraph or character style sheet. This variable type can be applied in the master page so that the running headers are automatically updated. *For example, a left side page can have book title and on right side page can have Chapter/Section title.*
- Page Reference: This variable is used to create a reference to an existing layout object using the existing Anchors feature, and allows you to refer to

that object elsewhere in the document, including the page number for the referred to object.

- Static Text: With this you can create a simple static text variable that can be inserted throughout the document. For example, if you want to refer to a company name across a document consistently and want to make any changes to it in one go, this variable can be useful.
- Flow Box Page Number: This variable allows to create a text variable for the flow boxes in a linked chain. This is similar to Previous Auto Page Number and Next Auto Page Number.
- Picture Content Variable: See *Picture Content Variable* for more information

Edit content variables

To edit content variables, choose **Window > Content Variables** to display the **Content Variables** palette. The buttons at the top of this palette let you add, edit and duplicate content variables. Choose an existing content variable and click the button to edit it, or click the button to add a new content variable.

The **Edit Content Variable** dialog displays.

➡ If you are adding a new content variable, you can also display this dialog by choosing **Utilities > Content Variable** and selecting **New** from the drop-down menu.

Enter a name in the **Name** field. If you are adding a new content variable or duplicating an existing content variable , select the content variable **Type** from the drop-down menu. Specify the attributes for your content variable, these will vary depending on the type of content variable you are editing :

- Creation Date: Creation Date inserts the date or time the document was first saved. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- Current Page Number: This variable inserts the current page number of the current project into the document.
- Custom Variable: See "*Create a custom content variable*" for more information.
- File Name: This variable inserts the name of the current file into the document. Select **Include Extension** to include the file name extension. The File Name variable is updated whenever you save the file with a new name or to a new location. The extension does not appear in the document until it is saved.
- Flow Box Page Number: This variable inserts the page number where the current box continues (or where the current box is continuing from) if the

current box spans multiple pages that may not be contiguous. From the **Context** drop-down menu, choose either **Next Box** or **Previous Box** to specify whether to insert the page number where this box continues or where it is continuing from.

- Last Page Number: This variable inserts the last page number of the current project into the document. The Last Page Number type is useful for adding the total number of pages in a document to headers and footers using the common *Page 3 of 12* format. In this case, the number 12 is generated by the Last Page Number, and is updated whenever pages are added or removed. From the **Scope** drop-down menu, choose an option to determine whether the last page number in the section or layout is used.
- Modification Date: Modification Date inserts the date or time the document was last saved. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- Next Page Number: This variable inserts the next page number of the current project into the document. From the **Scope** drop-down menu, choose an option to determine whether the next page number in the section or layout is used.
- Output Date: Output Date inserts the date or time the document was printed or exported. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- Page Reference: You can insert text before and after the page reference variable. Select an **Anchor Name** from the drop-down menu. Select **Create Hyperlink** to create a hyperlink in the text.
- Previous Page Number: This variable inserts the previous page number of the current project. From the **Scope** drop-down menu, choose an option to determine whether the previous page number in the section or layout is used.
- Running Header: Choose the source style sheet to display in your header and then choose whether you want to display the first occurrence on the page, the last occurrence on the page, the first occurrence on the spread or the last occurrence on the spread.
- Static Text: Type in the text you want to appear when inserting this content variable.
- Picture Content Variable: See *Picture Content Variable* for more information.

When you're done, click **OK**.

➡ After you have added or updated a content variable, it will be listed in the **Utilities > Content Variable** drop-down menu and also in the **Content**

Variables palette (**Window > Content Variables**). The new variable will be available when you attempt to insert a content variable into the text.

Create a custom content variable

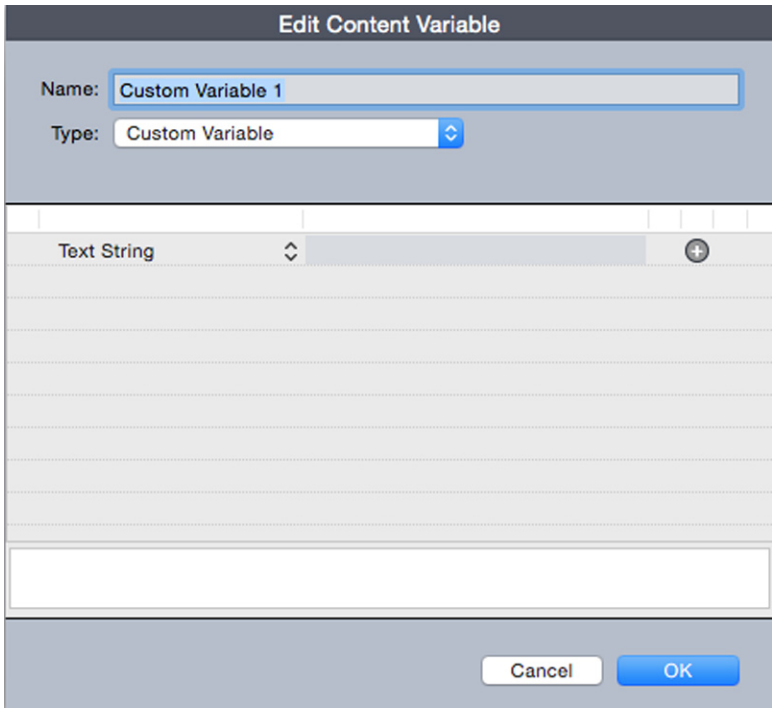
In addition to the existing preset content variables offered by QuarkXPress, you can also create custom content variables to use in your projects. Custom variables are great if you want to use text content somewhere within a text story and the same content in a different story or at a different place. When you change the content of the custom variable, it is changed everywhere where used.

To create a custom content variable:

1. Place the insertion point where you want the variable to appear.
2. Select **Utilities > Content Variable** and choose **New** from the drop-down menu.

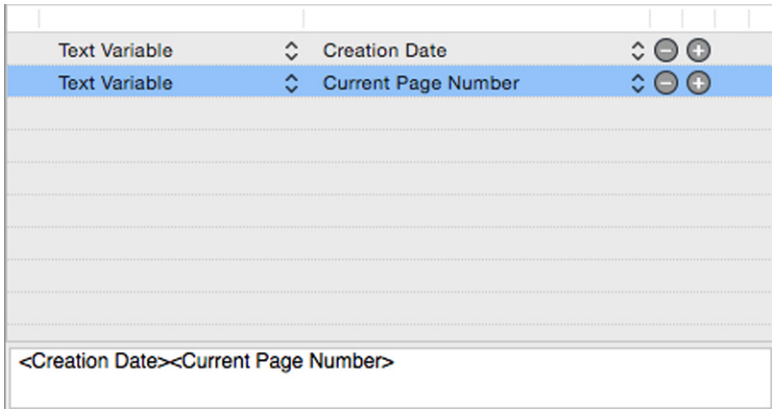
The **Edit Content Variable** dialog displays.

3. Enter a name in the **Name** field.
4. Choose **Custom Variable** from the **Type** drop-down menu.



5. You can choose to insert a **Text String** or a **Text Variable** when using this custom content variable.
    - If creating a custom variable that inserts a text string, type in the text you want to appear when inserting this content variable. Click the plus symbol to add more lines to the text.

- If creating a custom variable that inserts a text variable, select the text variable you want from the drop-down menu. You can combine 2 or more text variables by clicking the plus symbol to add another.

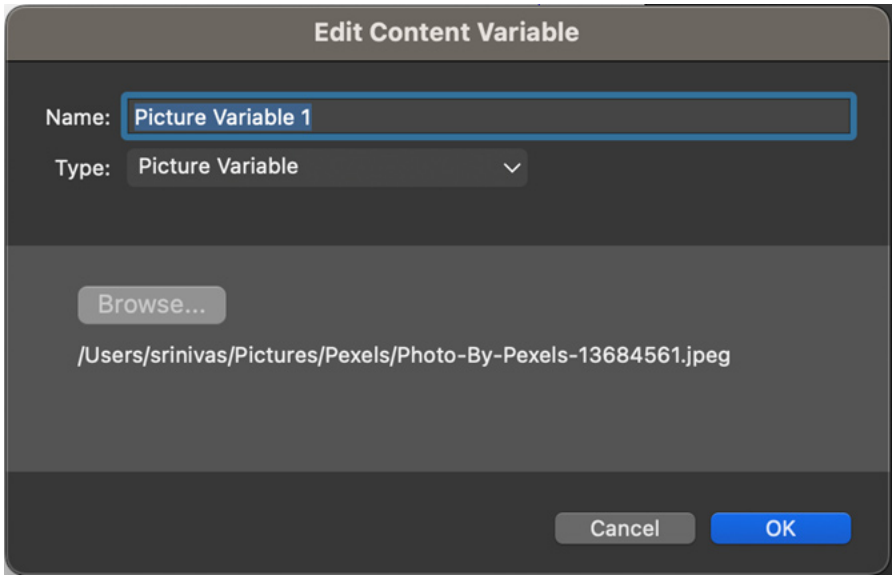


6 Click **OK**.

➡ After you have added a custom content variable, it will be listed in the **Utilities > Content Variable** drop-down menu and also in the **Content Variables** palette (**Window > Content Variables**). The new variable will be available when you attempt to insert a content variable into the text.

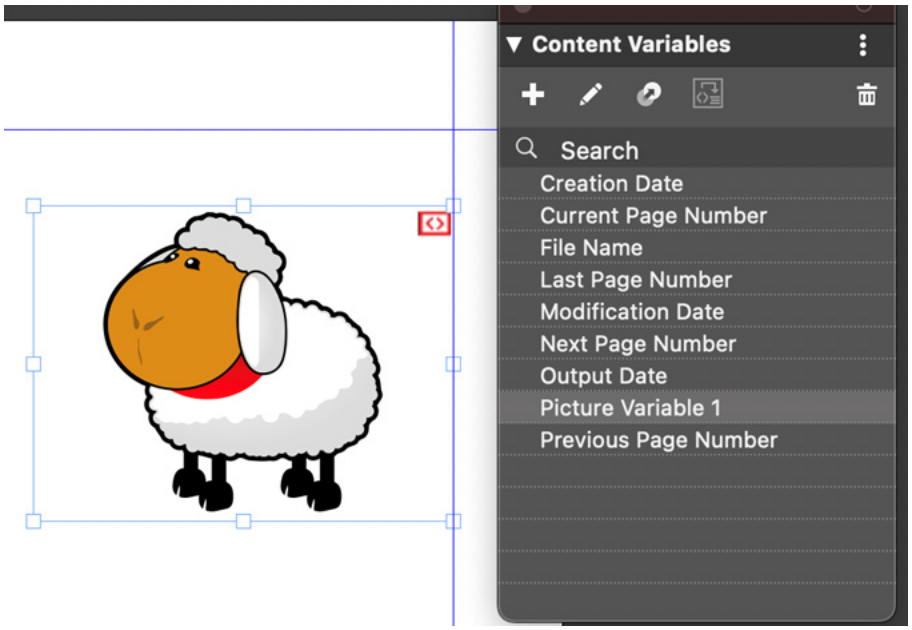
Picture Content Variable

Users can now create a Picture Variable from Content Variables Palette or Content Variable Menu by selecting any Image. Once created, this picture content variable can be used with any Picture Box across multiple layouts of a Project.



Edit Content Variable

By Default, user will see a visual indicator on the picture box with picture content variable. This visual indicator can be turned on/off using View > Visual indicator menu item.



Picture Variable inserted in a Picture Box

The picture variable can be edited by replacing existing Image with any new image through content variable palette. Any changes to the content variable will also update the picture in all the picture boxes associated with this picture content variable. Users can Duplicate or Delete this Picture Variable from Content Variable Palette or Content Variable Menu.

Insert a content variable

To insert a content variable in your project:

1. Place the insertion point where you want the variable to appear.
2. Select **Utilities > Content Variable** and choose the variable you want to insert from the drop-down menu.

The variable appears on the page as if you'd typed it in the document.

➡ Content variables can be inserted into lists and indexes.

Boxes, Lines, and Tables

To create a successful page layout, *you need* an orderly way to arrange text and pictures — you need boxes. Boxes are items that can contain text or pictures; they can even be created to contain no content at all, perhaps to create colorful design elements on a page. Box boundaries give text and pictures a specific shape, size, and placement on a page.

Understanding items and content

QuarkXPress works on the concept of items (containers) and content (things that go inside of items).

Items are the building blocks of a page layout. The **Item** tool lets you do things like move, resize, rotate, reshape, cut, copy, and paste items.

The basic types of items are as follows:

- *Boxes*, including text boxes, picture boxes, and no-content boxes. Boxes can come in a variety of shapes, such as rectangular, round, and Bézier.
- *Lines*, including "plain" lines and text paths (which can include text). Lines, too, can be straight or Bézier.
- *Groups*, which are sets of items that have been "glued" together so that they act like a single item.
- *Tables*, which can contain both text and pictures.

Content is, basically, text and pictures. To create a layout, you will typically draw some text boxes and picture boxes, and then insert text and pictures into those boxes.

Because items and content are different, you use separate tools for manipulating each:

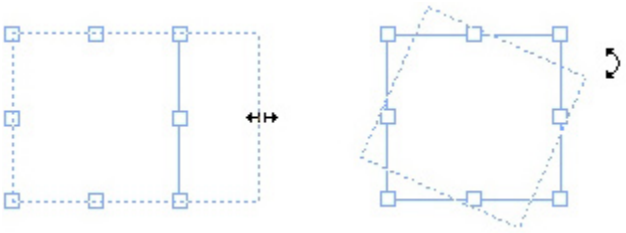
- The **Text Content** tool lets you create rectangular text boxes and format text in text boxes or on text paths. You can also use the **Text Content** tool to cut, copy, and paste text.
- The **Picture Content** tool lets you create rectangular picture boxes and manipulate pictures in picture boxes. You can also use the **Picture Content** tool to cut, copy, and paste pictures.

Understanding handles

The bounding boxes of selected text paths, lines, and boxes have small white squares called *item handles*. You can use these handles to resize and rotate a selected item.

Item handles

To resize an item, click and drag its item handles. To rotate an item, click and drag just outside one of the item's corner handles. The mouse pointer changes when you move it over or near a handle to indicate which action you can perform:



You can use item handles to resize or rotate an item.

Picture handles

When you select the **Picture Content** tool and click a picture box that contains a picture, the picture displays with large circles for handles. These handles are called *picture content handles*. When you click any part of the picture overlay, you can use the Move pointer to move the picture within its box.

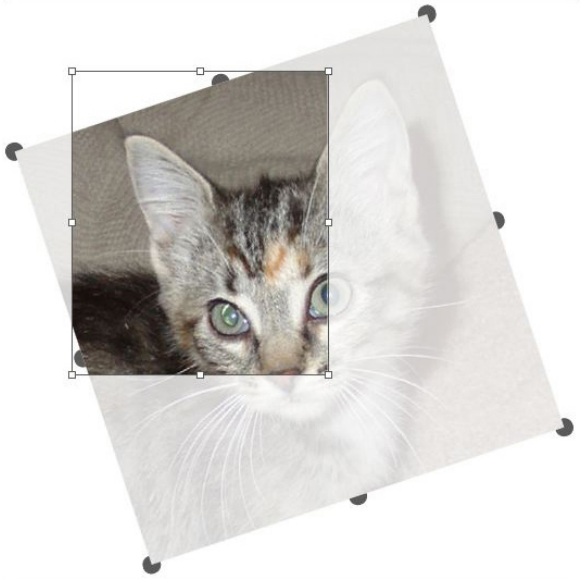


Picture box displaying picture content handles

Picture content handles display even if the selected picture exceeds the size of its box (see illustration above). The picture displays beyond the box boundary. You can crop the image by resizing the picture box.

You can use picture content handles to resize or rotate a picture without changing the size or angle of its picture box.

- Resize pointers:
- Rotation pointers:



Rotated picture in an unrotated box

If you want to move a picture box or see what its crop looks like without the transparent overlay, press the Command/Ctrl key. This temporarily dismisses the overlay and allows you to interact with the box as if the **Item** tool were selected.

- If you click and drag with the **Picture Content** tool when the mouse pointer is positioned over a spot where a picture box handle and picture content handle overlap, only the picture is resized or rotated. If you want to move the item handle, select the **Item** tool.

Understanding Bézier shapes

Before reshaping Bézier boxes and lines, make sure you understand the following definitions.

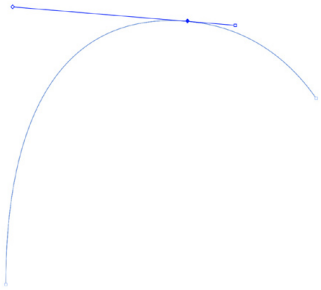
Point: A point connects line segments and defines where line segments start and end. Points connecting curved line segments have curve handles that control the shape of the curves. QuarkXPress offers three types of points: Corner, smooth, and symmetrical.

Corner point: A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments:



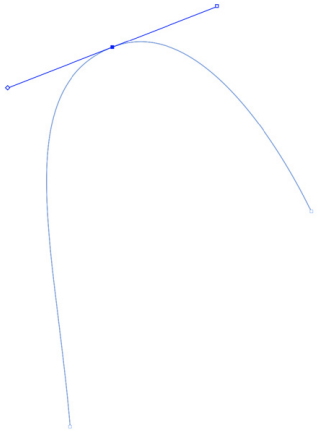
Examples of corner points

Smooth point: A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point, but they can be distanced independently:



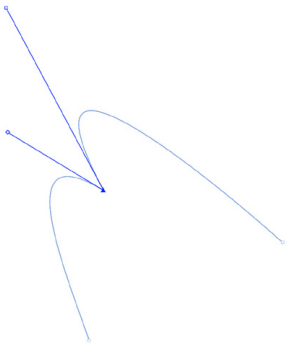
A smooth point

Symmetrical point: A symmetrical point connects two curved lines to form a continuous curve. The result is similar to a smooth point, but the curve handles are always equidistant from the point:



A symmetrical point

Curve handles: Curve handles extend from either side of a point and control a curve's shape:



Curve handles (upper left)

Line segments: Line segments are straight or curved line sections positioned between two points:

Line segments

When the **Select Point** tool is positioned over an active Bézier box or line, various pointers display indicating whether you can select a point, the curve handles, or a line segment. Click and drag using the pointers to reshape the Bézier box or line.

- To change the shape entirely, choose a different option from the **Item > Shape** submenu.
- To add a point to a Bézier box while working with the **Bézier Pen** tool, click a line segment. Alternatively, you can use the **Add Point** tool.
- To remove a point from a Bézier box while working with the **Bézier Pen** tool, click the point. Alternatively, you can use the **Remove Point** tool.
- To convert a point to another type of point while working with the **Bézier Pen** tool, Option+click/Alt+click the point. Alternatively, you can use the **Convert Point** tool.

- To move a point or change the shape of a line segment while working with the **Bézier Pen** tool, Command+drag/Ctrl+drag the point or line segment.
- To select curves or points so that you can move them or delete them, use the **Select Point** tool. Press Shift and click to select multiple points. Option+click/Alt+click a point to make it symmetrical.

➡ To pan the layout while a Pen tool is selected, press Shift+Space and then click and drag.

Drop Shadows

With Drop Shadows, you can apply automatic feathered drop shadows to items and text in a layout.

To apply drop shadow effects to active items, use the **Drop Shadow** tab of the **Measurements** palette. The options are as follows:

- **Angle** field: Enter a value between 180° and –180° in .001 increments to specify the angle of the "light source" causing the drop shadow.
- **Synchronize Angle** check box: Check this to synchronize the angle with other drop shadows in the layout for which this feature is checked. Changing the **Angle** value of any drop shadows for which **Synchronize Angle** is checked will affect all of the drop shadows for which the box is checked.
- **Distance** field: Enter an offset value for the item; the drop shadow offset is measured from the upper left corner of the item's bounding box.
- **Scale** field: Enter a value from 0 to 1,000% to specify the size of the drop shadow in relation to the original item.
- **Blur** field: Enter a value to specify how blurry the edges of the drop shadow are, with higher values creating fuzzier edges.
- **Skew** field: Enter a value between –75° and 75° to slant the drop shadow at a certain angle.
- **Color**, **Shade**, and **Opacity**: Choose a color from the drop-down menu and enter values in the fields to specify color, shade, and opacity of the drop shadow.
- **Multiply Drop Shadow**: This setting controls how the shadow is combined with its background. When this box is checked, the shadow color is combined with the background color or colors using a "multiply" blending mode, producing a darker result (similar to an overprint). When this box is unchecked, the color of the background is combined with the color of the shadow to create the intermediate shades you see on screen. In general, this box should be checked when the shadow is black (regardless of shade or opacity) but unchecked when the shadow is a lighter color.

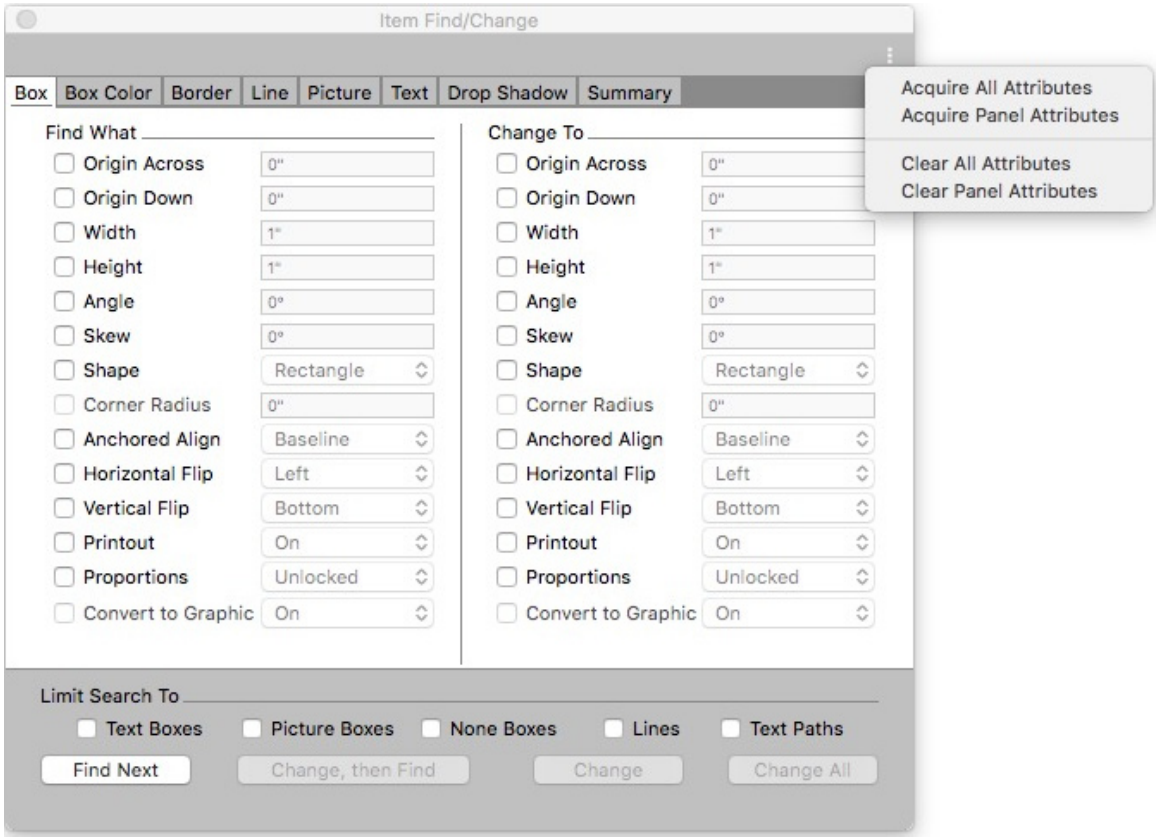
- **Inherit Item's Opacity**: Check this to have the drop shadow reflect different opacities in the item, such as differences in the box background and border.
- **Item Knocks Out Drop Shadow**: Check this to prevent a shadow from displaying through semi-opaque areas of an item — to keep a shadow from peeping through its box, for example.
- **Runaround Drop Shadow**: Check this to include a drop shadow with the text wrap contour specified in the **Runaround** tab. The runaround **Outset** value is measured from the edges of the drop shadow. For example, if text is wrapping around a rectangular pull-out quote with a drop shadow, text will not overlap the drop shadow when **Runaround Drop Shadow** is checked.

➡ To create text with a drop shadow, put the text in a box with a background of None, and apply the drop shadow to the box.

➡ When you apply drop shadows to several non-grouped items, the items can cast shadows on each other if they overlap. When you apply a drop shadow to a group, however, the group as a whole casts a single shadow.

Item Find/Change

You can use the **Item Find/Change** palette (**Edit > Item Find/Change**) to perform find-change operations on text boxes, picture boxes, no-content boxes, lines, and text paths. You can find and change attributes including location, shape, color, opacity, border style, picture scale, number of columns, and more.



➡ Item Find/Change does not support tables.

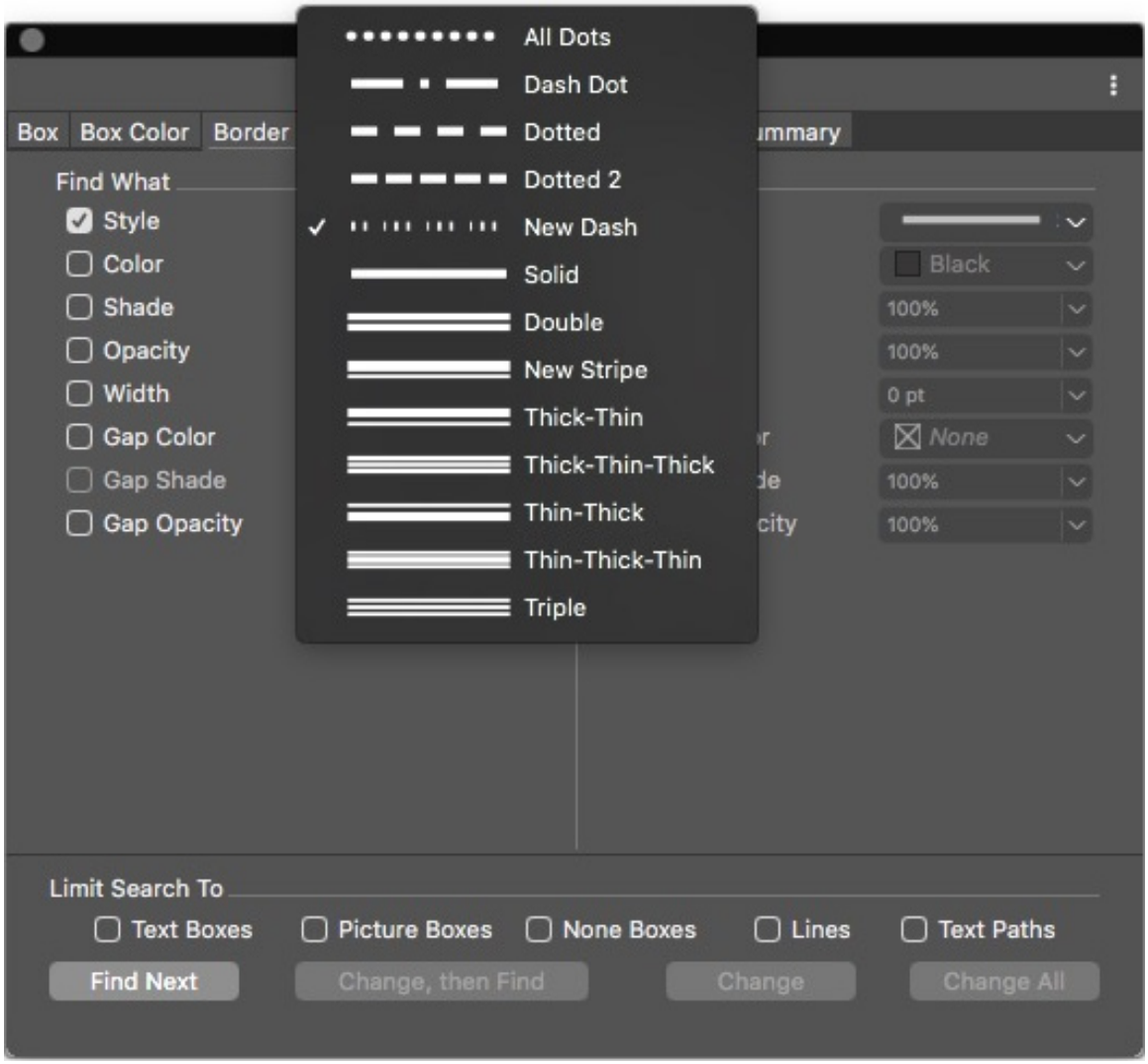
The **Item Find/Change** palette works as follows:

- Tabs across the top display the type of attributes you can search for: **Box, Box Color, Border, Line, Picture**, **Text**, and **Drop Shadow**.
- Each pane contains two sides: **Find What** and **Change To**. You check the attributes you're searching for on the **Find What** side, and then check those attributes you want to change on the **Change To** side of the palette. You can search on attributes in multiple panes at the same time.
- The palette menu lets you put the selected item's attributes into the **Find What** side of the palette. You can specify options in all the panes in the **Item Find/Change** palette by choosing to **Acquire All Attributes** or complete one pane at a time by choosing to **Acquire Panel Attributes**. You can use **Clear All Attributes** and **Clear Panel Attributes** to clear panes.
- The **Summary** pane summarizes the settings in all of the panes.
- The check boxes at the bottom of the palette let you restrict your search to specific types of items. To find and replace all types of items, leave all of these boxes are unchecked.

- When you click **Find Next**, Item Find/Change searches the entire layout from start to finish. To limit a search to the active spread, Option/Alt+click the **Find Next** button.

Integration of Custom Border Styles with Item Find/Change

Custom Border Styles in Item Find/Change: Now a user can find and replace the custom border style through Item Find/Change palette.



Custom Border Styles in Item Find/Change

Working with boxes

There are three types of boxes: Text boxes, picture boxes, and no-content boxes (boxes with a content of **None**). All three box types can contain color, shades, blends, and borders. When you draw a text box, picture box, or no-content box,

the available controls correspond to the box type you create. But you can import text into picture boxes that contain pictures, and you can import pictures into text boxes that contain text. In addition to changing content type, you can change the shape and other attributes of a box.

Creating text and picture boxes

There are three ways to create boxes:

- To create a *no-content box* (a box that can be changed into a picture box or a text box), click and drag with the **Rectangle Box** tool, the **Oval Box** tool, or the **Starburst** tool. You can declare text content by pressing T as you draw a no-content box. You can declare picture content by pressing R as you draw a no-content box.
- To create a rectangular text or picture box, click and drag with the **Text Content** tool or **Picture Content** tool.
- To create a Bézier box, use the **Bézier pen** tool. For more information, see "*Creating Bézier boxes*."

➡ To constrain rectangular boxes to squares and oval boxes to circles, press Shift while you drag.

You can create boxes with the following tools:

To change a no-content box into a text box, press Command+E/Ctrl+E and import a text file.

To change a no-content box into a picture box, press Command+E/Ctrl+E and import a picture file.

You can change the corner type of rectangular boxes to rounded, concave, and beveled corners using the **Item > Shape** submenu or the **Box Corner Style** drop-down menu in the **Measurements** palette. You can add and alter rounded corners by entering values in the **Box Corner Radius** field in the **Home** tab of the **Measurements** palette. Any attributes you apply to one box (borders, colors etc.) can be copied and applied to any other existing box using the **Item Form Painter** tool on the **Tool** palette. see "*Copying attributes from one box to another*."

Creating Bézier boxes

The **Bézier Pen** tool lets you draw multi-sided Bézier boxes and lines that can have straight and curved line segments (see "*Understanding Bézier shapes*").

➡ For another way to make uniquely shaped boxes, see "*ShapeMaker*."

To draw a Bézier box:

1. Select the **Bézier Pen** tool from the **Tools** palette. Move the Crosshair pointer to any position on the page and click to establish the first point.
2. Move the pointer to where you want the next point positioned. To constrain pointer movement to a 45-degree angle relative to the page, press Shift.
3. Click to create points and line segments.
   - Clicking a point without dragging creates a straight line and corner point. To create a curved line segment and smooth point, click and drag wherever you want the next point positioned. A point with two curve handles displays. You can control the curve's size and shape by dragging a curve handle. Press Option/Alt while dragging a smooth point to create a curved segment and corner point.
4. If desired, edit the Bézier shape while you are still drawing it.
   - To add a point to an existing segment of the shape, click the line segment where you want the point to be.
   - To delete a point from the active shape while you are drawing it, click the point.
5. To close the box, close the path by positioning the mouse pointer over the beginning of the line and then click when the Close Box pointer displays.

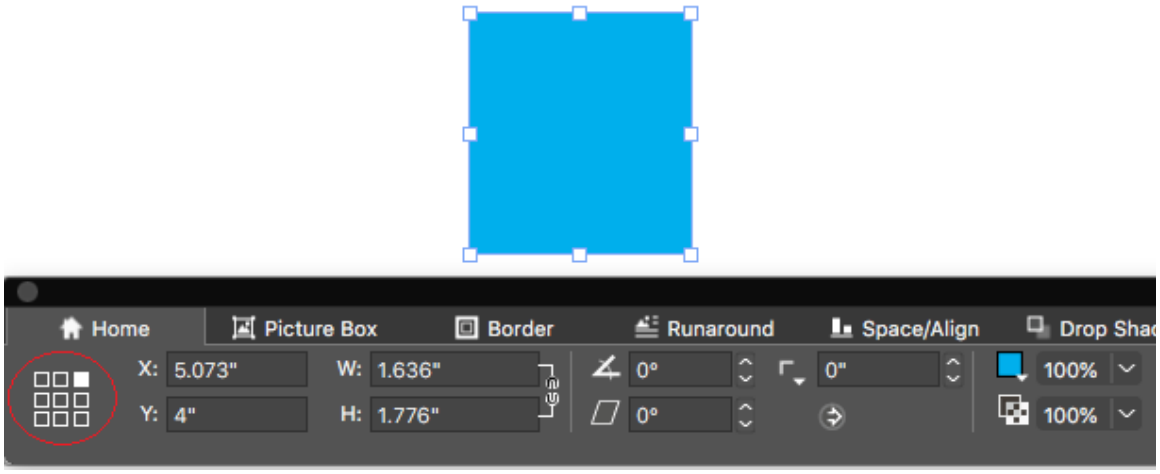
➡ When any of the drawing tools are active, you can press Command/Ctrl to temporarily switch to the **Select Point** tool. When the **Select Point** tool is active, you can press Command+Option/Ctrl+Alt to temporarily switch to the **Item** tool.

➡ You can join, extend or close existing open paths. For more information see "*Joining, extending and closing open paths*".

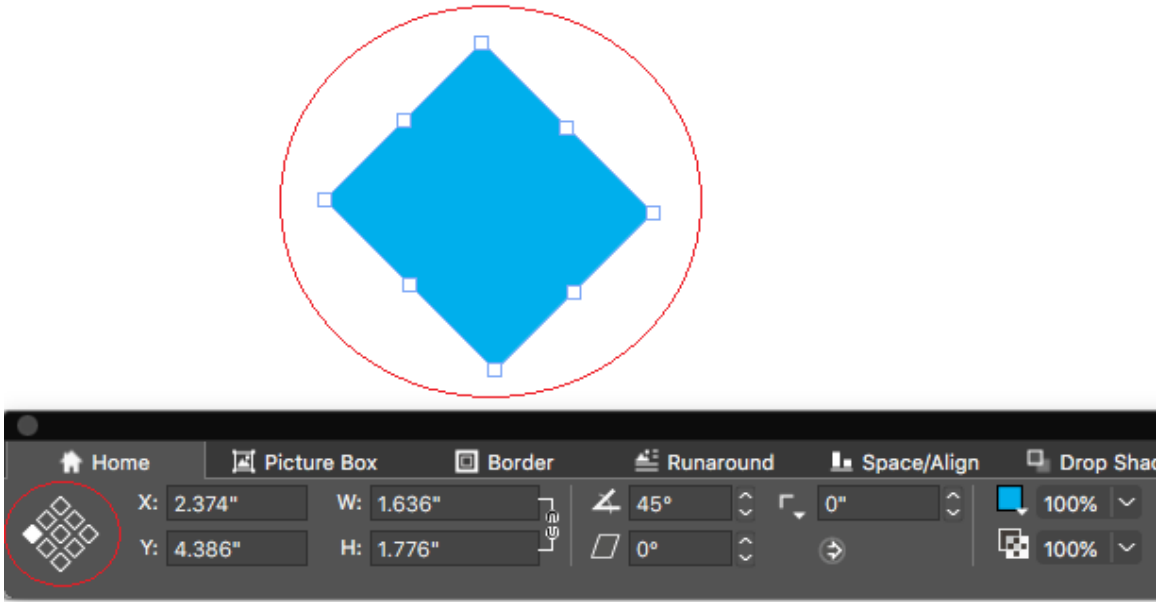
9-Point Reference Grid

A big benefit that QuarkXPress has always had is the ability to specify the positioning of objects precisely by entering coordinates in the measurements palette - allowing objects to be precisely aligned at specific locations. A feature commonly requested by designers is the ability to define the position of page elements using different reference points, e.g. change the reference point to the lower right corner instead of using top left corner as default, when you do this, the coordinates displayed in the measurements palette will adjust to be relative to this point.

The 9-Point Reference Grid option in the measurements palette will allow you to change reference point for all the nine points referred which include a center point: when you then resize the box, it will resize relative to the selected point.



9-Point Reference Grid in the measurement palette



9-Point Reference Grid during box rotation

- On the measurements palette, you can select any of 9-reference points as indicated.
- Once you set a Reference Point, all boxes in that particular layout will work with respect to the selected reference point. On creating a new project, the reference point will be reset to the *'Top Left'*.
- The box will rotate from the selected Reference Point, not from the center if you rotate it manually or by using a mouse.

Resizing boxes

You can resize any box by modifying the size of its bounding box. A bounding box is a non-printing, rectangular shape that encloses every box. The box's item handles demarcate the bounding box. The best way to view the bounding box clearly is to use the **Item** tool to select item handles on a Bézier box.

You can resize active boxes using any of the following methods:

- Select the **Item** tool or a **Content** tool and move the mouse pointer over a selected box's item handle to display the Resizing pointer. Click and drag the handle to a new location to reduce or enlarge the box. Press Shift to maintain the box's aspect ratio. Press Option/Alt to resize the box from the center. Press Command/Ctrl to resize the box contents along with the box.
- Enter values in the **W** and **H** fields of the **Home** or **Space/Align** tabs of the **Measurements** palette to change the width and height, and then press Return/Enter.

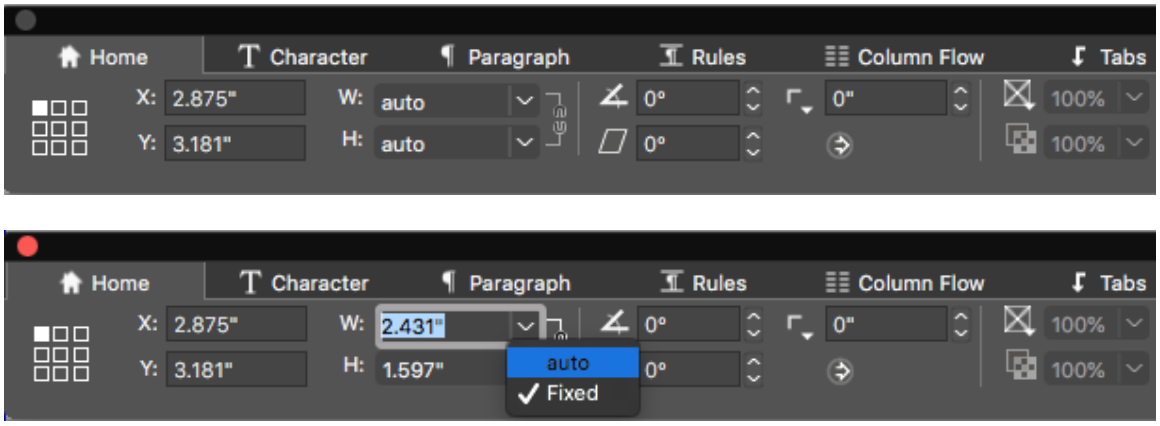
➡ Use keyboard increments to automatically increase/decrease the value in this field. See "*Palettes*" for more information.

➡ You can lock a box's proportions, so that you don't have to press Shift to maintain the aspect ratio. For more information, see "*Locking box proportions*."

Auto Grow/Shrink Text Boxes

QuarkXPress lets the box grow or shrink automatically during text input, text import/text copy paste/drag and drop text. This feature adds huge benefit for the designer since they now do not have to keep dealing with the text over matter or keep readjusting box to fit to the text length. User can set text box width, height or both to auto.

A text box can auto-grow up to the page margin (width wise and height wise). Auto (grow/shrink) property is only applicable for rectangular text boxes and will be turned off in case of non-rectangular boxes, boxes having text angle or text skew.

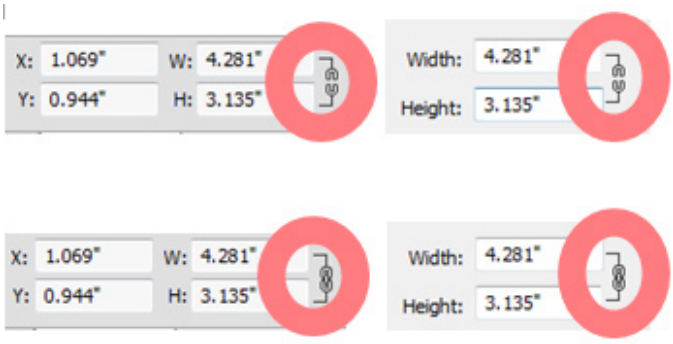


Auto grow values defined in measurement palette

- You can now set Width/Height of box to Auto or Fixed through measurements palette.

Locking box and picture proportions

To lock the selected box's proportions, display the **Home** tab of the **Measurements** palette and click the proportion lock control next to the **W** and **H** fields. If this control is locked, QuarkXPress maintains the item's aspect ratio during resizing operations.



The proportion lock controls in the unlocked (top) and locked (bottom) states

To lock the proportions of the picture in the selected box, display the **Home** tab of the **Measurements** palette and click the proportion lock control next to the **X%** and **Y%** fields. If this control is locked, QuarkXPress maintains the picture's aspect ratio during resizing operations.

To use the proportion-locking feature with the Item Find/Change feature, display the **Box** or **Picture** tab of the **Item Find/Change** palette (**Edit** menu), then check or uncheck **Proportions** in the **Find What** or **Change To** area.

To use the proportion-locking feature with item styles, display the **Box** or **Picture** tab of the **Edit Item Style** dialog box (**Edit > Item Styles**) and check **Proportions**.

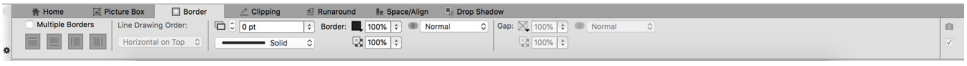
Reshaping boxes

You can change the shape of a box in three ways:

- You can change the shape entirely by choosing a different option from the **Item > Shape** submenu.
- You can use the **Box Corner Radius** field in the **Home** or **Space/Align** tab of the **Measurements** palette. Enter the value manually or place the cursor in the fields and use the up/down arrow keys to automatically increase/decrease the value. Using the Shift/Alt key in conjunction with the up/down arrow keys changes the amount the value is increased/decreased. See the chart in "*Palettes*."
- You can reshape Bézier boxes by repositioning points, curve handles, and line segments. For more information, see "*Understanding Bézier shapes*."

Adding borders to boxes

Borders are decorative elements that can be placed around any type of box. To access border controls for active boxes, display the **Border** tab of the **Measurements** palette.



Use the controls in these tabs to specify a border style, width, color, and opacity. If the border style contains gaps, you can also specify gap color and opacity.

When using the **Border** tab of the **Measurements** palette, you can choose to apply the same border to all sides of the box, or different borders to each side. Check Multiple Borders to apply different borders to all sides of the box. Select the top, bottom, right, or left box frame icons to apply a border to one or more sections of the box at a time.

Use **Line Drawing Order** to choose the drawing order for the borders (Vertical/Horizontal on Top).

➡ You can only apply different border styles to different sides of a rectangular text box. This feature is not available for picture boxes or text boxes of any other shape.

You can also create your own border styles in the **Dashes and Stripes** dialog box (**Edit** menu) and specify border settings in an Item Style. For more about Item Styles, see "*Item Styles XTensions software*."

Applying colors to boxes

To apply a background color to active boxes, do one of the following:

- Display the **Colors** palette (**Window > Colors**), click the **Background Color** button, and then use the controls in the palette.
- Use the controls in the **Home** tab of the **Measurements** palette.

The controls available are as follows:

- **Box or Background Color**: Lets you specify the background color for the box.
- **Shade**: Lets you specify the tint of the background color (0% = white, 100% = full color).
- **Opacity**: Lets you control the transparency of the box background (0% = fully transparent, 100% = fully opaque).

You can also specify box color in an Item Style. For more about Item Styles, see "*Item Styles XTensions software*".

Applying gradients to boxes

A gradient is a gradual transition from one color to another.

To apply a gradient to the background of active boxes, see *Creating gradients*".

Specifying number of columns in text boxes

To specify the number of columns in a text box,

Use the **Cols** field and the **Gutter** field in the **Home** tab and the **Text** tab of the **Measurements** palette to specify how many columns the text box should have and how wide their gutters should be.



➡ The **Line Between** option available in the **Text** tab allows you to specify that a line will be drawn between columns in a multi-column text box and and its height will be equivalent to the height of the text in the column.

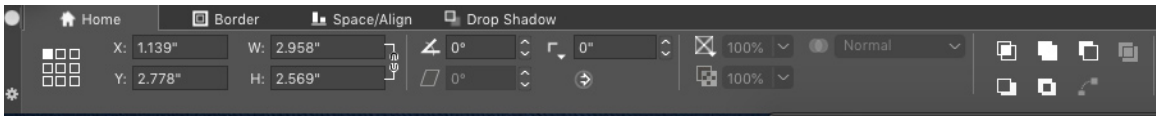
➡ You can control how text will flow in relation to the columns. See "*Controlling column flow*."

Merging and splitting boxes

Options in the **Merge or Split Paths** submenu (**Item** menu) let you create complex Bézier boxes from existing boxes. For example, if a rectangular box overlaps an oval box, you can select the submenu and choose an option that will create a single box with the same content. If you merge two picture boxes, one picture will display in the combined box. If you merge two text boxes, the text from one of the boxes will be deleted.

➡ To merge two or more text boxes and preserve the text, see "*Merging text boxes*.

QuarkXPress has new tools on measurements palette, whose icons graphically depict the merge or split behavior, making them more intuitive for designers to easily access and create complex shapes with the combination of two or more shapes.



Merge and Split icons in the measurement palette

- **Intersection:** Keeps only the overlapping areas of the selected items. The color of the back-most item is applied to the new single item.
- **Union:** Combines all the selected items into one box, keeping both the overlapping and non-overlapping areas. The color of the back-most item is applied to the new single item.
- **Difference:** Removes the overlapped areas from the back item and deletes the front-most item from the selected items.
- **Reverse Difference:** Removes the overlapped areas from the front item and deletes the back-most item from the selected items.
- **Exclusive Or:** Leaves all the shapes intact but cuts out overlapping areas. It creates two bezier points at each location where any two lines originally intersected. It is used to create a 'see-through' effect with overlapping items.
- **Combine** command is similar to the **Exclusive Or** command, but if you look at the points surrounding the cut-out area, you will notice that no points were added where two lines intersect.
- **Join End Points:** Two endpoints (one on each path) need to be placed on the top (or within 6 points) of each other. Merges the two points into one corner point.
- **Outside Paths** command works with a merged box that contains several, non-overlapping shapes. **Outside Paths** keeps all the outside path information and divides non-overlapping outside paths into separate boxes.
- **Split All Paths:** Separates the items from each other until every box within a complex box has been split. If you use this command on a shape that has a hole in it, the hole becomes solid.

Merging text boxes

To merge two or more text boxes, preserving the text:

1. Select the text boxes you want to merge.
2. Choose **Item > Merge Text Boxes** and choose one of the following from the sub menu:
   - **Top Down** - to merge the text in the boxes in the order they appear on the layout (Left-to-Right and then Top-to-Bottom).
   - **Selection Order** - to merge the text in the boxes in the order that you selected the boxes.
3. The text in the boxes is merged and contained in a single box.

➡ The size of the resulting text box is dependant on the bounding box of the area selected. Use **Item > Fit Box to Text** to size the new box to fit the text it contains.

➡ This option is disabled if any of the selected boxes is a linked text box, a locked text box or a bézier text path. Boxes with an associated callout marker and grouped text boxes cannot be merged with any text boxes.

Adding text and pictures to boxes

To add text to a box, choose the **Text Content** tool, double-click the box, and then either start typing, paste text copied from elsewhere, or choose **File > Import**.

To place a picture in a box, select the box with the **Picture Content** tool and then either paste a picture copied from elsewhere or choose **File > Import**.

Changing box type

To convert a selected box to a different type, choose **Picture, Text**, or **None** from the **Content** submenu (**Item** menu). However, you can also change a text box to a picture box by choosing **File > Import** and selecting a picture. You can change a picture box to a text box by choosing **File > Import** and selecting a text file.

To convert a selected text box to a text path, choose a line shape from the **Item > Shape** submenu.

When you select a **Box** tool, you can use the following modifier keys to create text or picture boxes:

- Press T as you draw to create a text box.
- Press R as you draw to create a picture box.

Creating a box from a clipping path

If a picture box has an associated clipping path (embedded or automatically created), you can create a new box that has the shape of that clipping path by selecting the picture box and choosing **Item > New Box From Clipping**.

Copying attributes from one box to another

To copy all of the attributes applied to a box and apply them to a different box:

1. Select the **Item Format Painter** tool on the **Tool** palette.
2. Select the box whose attributes you want to copy to "fill" the eyedropper .

➡ To add other attributes to the **Item Format Painter** tool, hold down the **Shift** key as you select the box. The following dialog displays:

Make any changes you want to the box attributes and click **OK**. The new attributes are added to the **Item Form Painter** tool, but are not applied to the selected box.

3. Select any other box to apply the copied attributes.

To uncheck **Apply** check box for all panes in the **Item Font Painter** tool, hold down the Shift+ Opt/Alt as you select the box.

To uncheck all options in any pane in the **Item Font Painter** tool, Opt/Alt click on the **Apply** check box.

To check all options in any pane in the **Item Font Painter** tool, Shift+ Opt/Alt click on the **Apply** check box.

The **Item Format Painter** works across all layouts in the same project, allowing you to copy attributes from one item to another on the same layout, or to an item on a different layout.

➡ The eyedropper will retain these attributes until you select another item tool or a blank space on the canvas, allowing you to select as many boxes as you wish and apply these attributes over and over.

➡ If a box has already been selected before you select the **Item Format Painter** tool , then step 3 is not necessary, as soon as you perform step 2, the copied attributes will automatically be applied to this selected box.

Super Step and Repeat

You can use Super Step and Repeat to transform items as you duplicate them by scaling, rotating, and skewing the items.

Using Super Step and Repeat

Use Super Step and Repeat to quickly and easily duplicate items while rotating, scaling, or skewing them. To use Super Step and Repeat:

1 Select a picture box, text box, text path, or line.

- To specify the number of times you want the item to be duplicated, enter a number from 1 to 100 in the **Repeat Count** field.
- To specify the horizontal placement of copies relative to the original item, enter a value in the **Horizontal Offset** field. A negative value places copies to the left of the original; a positive value places copies to the right of it.
- To specify the vertical placement of copies relative to the original item, enter a value in the **Vertical Offset** field. A negative value places copies above the original; a positive value places copies below it.
- To rotate each duplicated item, specify the rotation value for each item in degrees in the **Angle** field. For example, if you enter 10, the first duplicated item will be rotated 10 degrees from the original item; the second duplicated item will be rotated 20 degrees from the original item; and so on. The rotation is counterclockwise from the original item.
- To specify the thickness of either the final duplicated frame (for a picture box or text box), or the final duplicated line (for a text path or line), enter a point value in the **End Frame/Line Width** or **End Line Width** field.
- When duplicating a box or a line, enter a value from 0% to 100% in the **End Box Shade** or **End Line Shade** field to specify the background color shade in the final duplicated box or the line color shade of the final duplicated text path or line.
- When duplicating a box that has a blended background, the **End Box Shade 2** field is enabled. Enter a value from 0% to 100% in the **End Box Shade 2** field to specify the second background shade for the blend in the final duplicated box.
- To specify the scale of the final duplicated picture box, text box, text path, or line, enter a value from 1% to 1000% in the **End Item Scale** or **End Line Scale** field.
- To skew a duplicated box, enter a value from 75° to –75° in the **End Item Skew** field to specify the skew or slant of the final duplicated box.
- To scale the contents of a picture box, text box, or text path scaled to fit the duplicate boxes, check **Scale Contents**.
- To specify the point around which rotation or scaling will take place for the item, choose an option from the **Rotate & Scale Relative To** drop-down menu. Note that **Selected Point** is available as a choice in the

Rotate & Scale Relative To drop-down menu only when a point on a Bezier item is selected.

2 Click **OK**.

ShapeMaker

With ShapeMaker, you can create a wide variety of intricate shapes. You can create new shapes from scratch, or apply new shapes to existing boxes.

To display the **ShapeMaker** dialog box, choose **Utilities > ShapeMaker**.

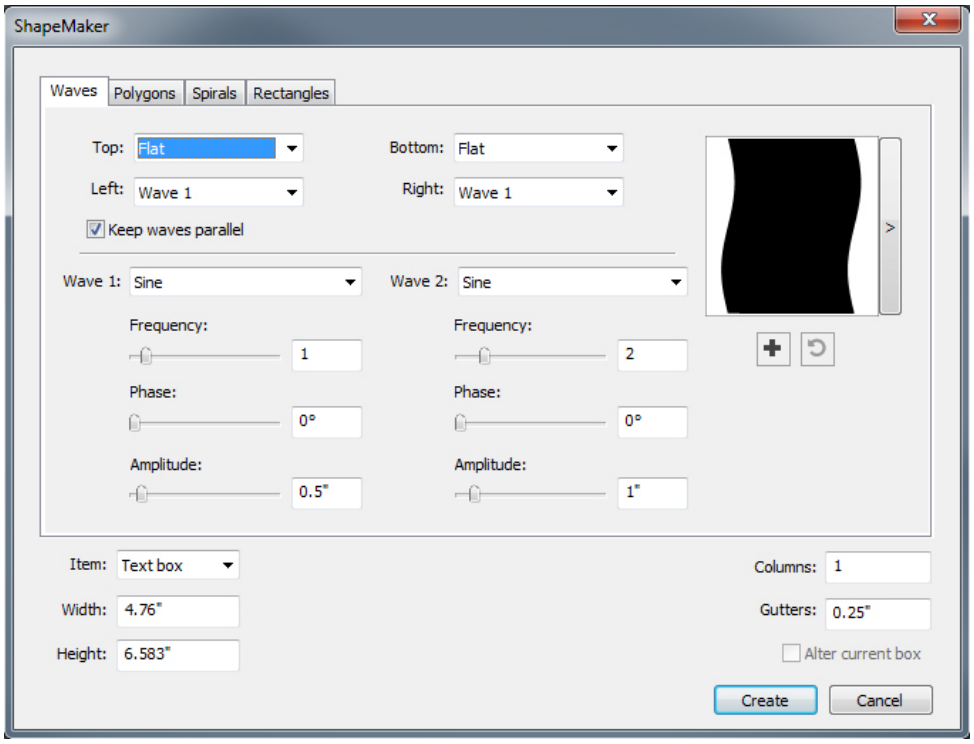
The **ShapeMaker** dialog box provides tabs that let you create various types of shapes. All of the tabs have the following controls:

- **Item**: Lets you choose whether you want to create a text box, picture box, no-content box, text path, or rule path.
- **Width** and **Height**: Lets you specify the width and height of the box or path. If you have an item or items selected when you choose **Utilities > ShapeMaker**, these values are filled in automatically to match the selected item or items.
- **Columns** and **Gutters**: When **Text Box** is selected from the **Item** menu, you can use these fields to specify how many columns the text box should have and how wide their gutters should be.
- **Lines** and **Spacing**: When **Text Path** is selected from the **Item** menu, you can use these fields to specify how many lines to create and how far apart they are. (If a box is selected and **Lines** is set to zero, the application will create as many paths as are necessary to fill the area described by that box.)
- **Alter Current Box**: If a box is selected when you choose **Utilities > ShapeMaker**, the application updates the shape of that box instead of creating a new item.

The controls in the tabs are described in the topics below.

ShapeMaker Waves tab

The **Waves** tab of the **ShapeMaker** dialog box (**Utilities > ShapeMaker**) lets you create boxes with wavy sides. To use this tab, describe the waves you want to use in the **Wave 1** and **Wave 2** areas, then assign them to the four sides of the box using the controls in the top part of the tab.



Waves tab of ShapeMaker dialog box

Specify the settings for the wave:

- **Top**, **Left**, **Bottom**, and **Right**: These controls let you configure the four sides of the box. You can choose **Wave 1**, **Wave 2**, or **Flat**.
- **Keep waves parallel**: Keeps the waves on either side of the box parallel with one another.
- The controls in the **Wave 1** and **Wave 2** areas let you choose which type of wave to use, the frequency of the wave, the phase (starting point) of the wave, and the amplitude (depth) of the wave.

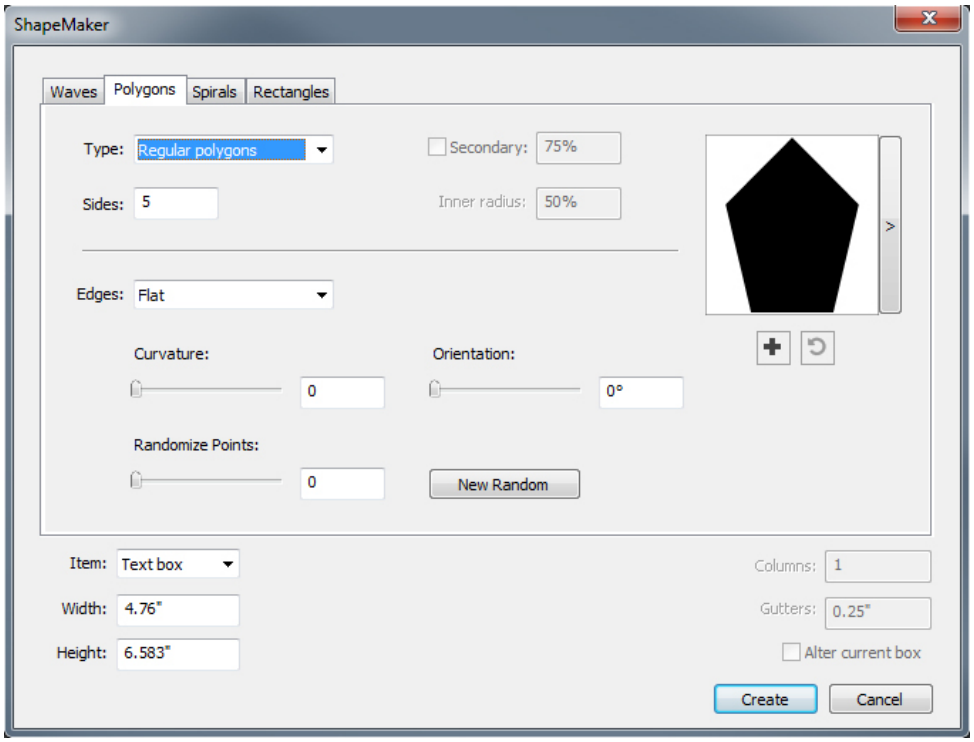
Once you have defined the attributes, you can click the **Add Preset** button to save this shape.

➡ To revert to the default shape, click the **Reset** button, .

➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

ShapeMaker Polygons tab

The **Polygons** tab of the **ShapeMaker** dialog box (**Utilities > ShapeMaker**) lets you create polygonal boxes.



Polygons tab of ShapeMaker dialog box

Specify the settings for the polygon:

- **Type**: Choose what type of polygon go create from the drop-down menu. The controls immediately under this drop-down menu change depending on what type of polygon is selected.
  - **Regular polygons**: Lets you specify how many sides the polygon has.
  - **Stars**: In addition to specifying how many sides the polygon has, you can specify the radius of the space inside the spikes and superimpose a secondary star at a different size.
  - **Polygrams**: Similar to **Stars**, but instead of specifying a radius, you can control the way the sides line up with each other with the **Point Skip** field.
  - **Spirograms**: Similar to **Polygrams**, but creates only an outline.
  - **Random polygons**: Lets you create polygons with randomized sides
  - **Golden rectangle**: Lets you create a polygon with the golden ratio (approximately 1:1.618).
  - **Double square**: Lets you create a polygon in the shape of two adjacent squares.
- **Edges**: Lets you control whether the edges of the box are flat or curved. If you choose an option other than **Flat**, you can indicate the curvature of the sides with the **Curvature** controls. If you choose one of the **Swirl** options, you can indicate the direction of the swirl with the **Orientation** controls.

- **Randomize Points**: Lets you control the degree of randomness in the shape, from 0 (none) to 100 (maximum).
- **New Random**: Applies some randomness to the shape.

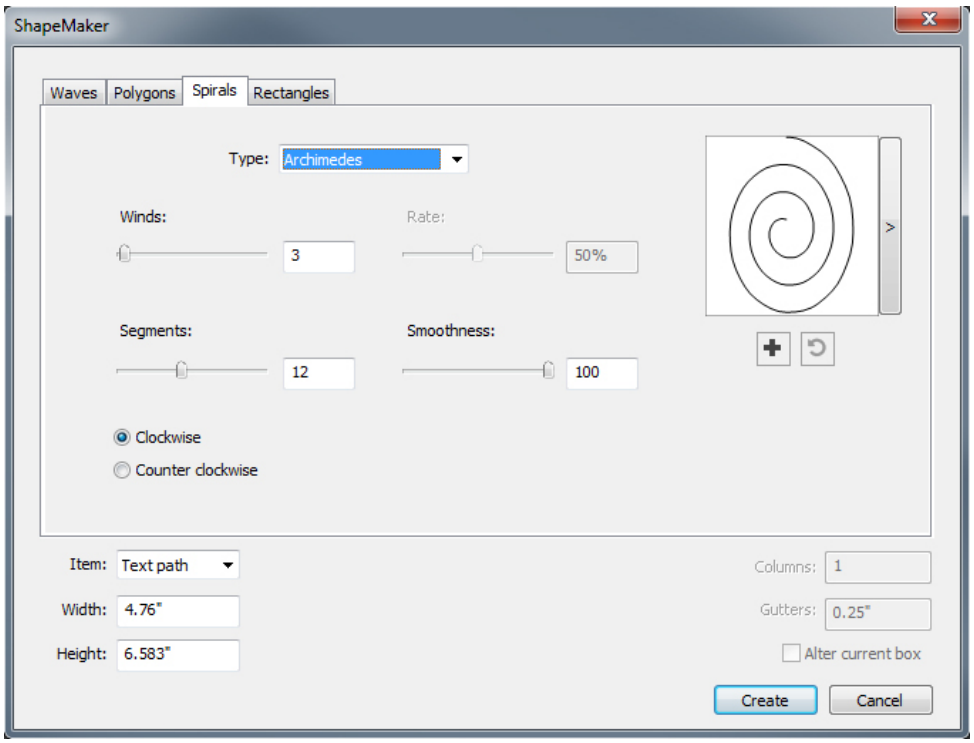
Once you have defined the attributes, you can click the **Add Preset** button to save this shape.

➡ To revert to the default shape, click the **Reset** button, .

➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

ShapeMaker Spirals tab

The **Spirals** tab of the **ShapeMaker** dialog box (**Utilities > ShapeMaker**) lets you create spiral shapes.



Spirals tab of ShapeMaker dialog box

Specify the settings for the spiral:

- **Type**: Choose what type of spiral too create from the drop-down menu.
  - **Archimedes**: an evenly spaced circular spiral.
  - **Golden Spiral**: a spiral built with the golden ratio.
  - **Custom**: this makes the **Winds** field available, so you can control how many times the spiral goes around.
- **Rate**: Lets you control how quickly the width of the spiral increases.

- **Segments**: Lets you control how circular the spiral is allowing you to specify the number of segments per wind.
- **Smoothness**: Lets you control how smooth the spiral is. You can get a harder-edged shape by lowering the **Segments** value and decreasing the **Smoothness** value.
- **Clockwise** and **Counterclockwise**: Lets you control the direction of the spiral.

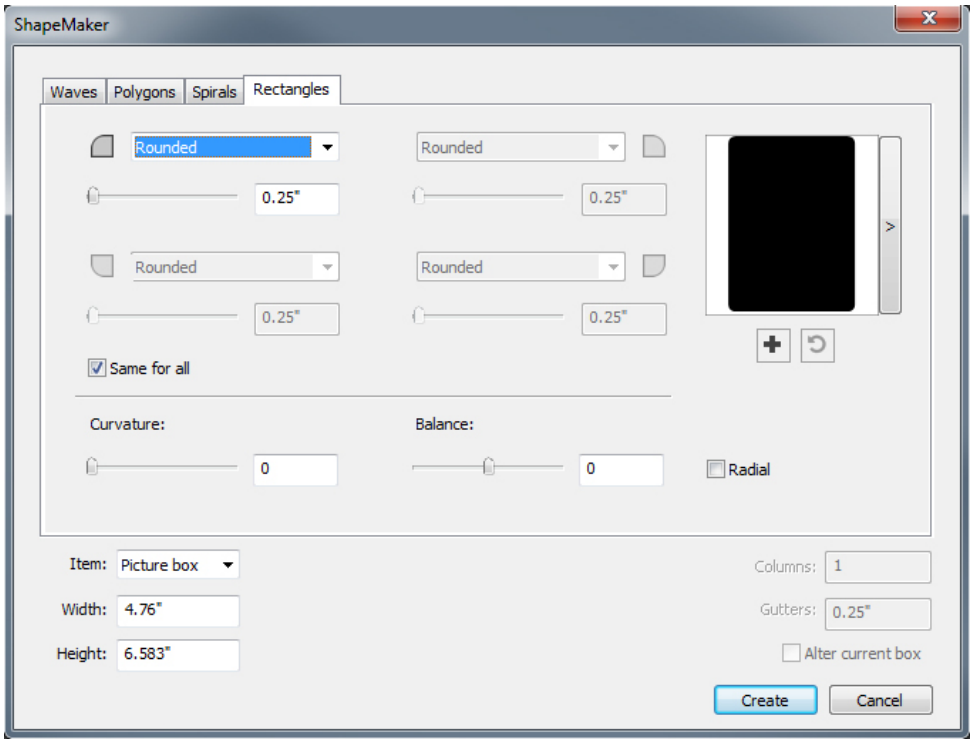
Once you have defined the attributes, you can click the **Add Preset** button to save this shape.

➡ To revert to the default shape, click the **Reset** button, .

➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

ShapeMaker Rectangles tab

The **Rectangles** tab of the **ShapeMaker** dialog box (**Utilities > ShapeMaker**) lets you create rectangular boxes with customized corners.



Rectangles tab of ShapeMaker dialog box

Specify the settings for the rectangle:

- Check **Same for all** to configure all four corners of the shape with a single set of controls. To separately configure each corner of the box uncheck **Same for all**.

- Use the drop-down menus to specify a corner type (**Normal**, **Rounded**, **Beveled**, **Concave**, **Pointed**, or **Inset**) and a diameter (for options that involve a diameter).
- **Curvature**: Controls how curved the corners are if you select an option that includes curvature.
- **Balance**: For some options, lets you control whether the corners lean toward the sides of the box or toward the top.
- **Radial**: For some options, lets you control whether the corners of the box are aligned with the center of the box or not.

Once you have defined the attributes, you can click the **Add Preset** button to save this shape.

➡ To revert to the default shape, click the **Reset** button, .

➡ To delete a predefined shape, hold down the **Alt/Option** key while selecting it from the list.

Working with lines

There are two types of lines: Straight and Bézier lines. You can apply colors and line styles to any type of line.

Creating lines

To create a line, first select the **Line** tool from the **Tools** palette and move the Crosshair pointer to any position on the page. Click and drag to draw the line.

➡ You can constrain a line to 0, 45, or 90 degrees by pressing Shift while you draw it.

You can also create orthogonal lines using the **Orthogonal Line** tool .

Any attributes you apply to one line (size, shape, appearance etc.) can be copied and applied to any other existing line using the **Item Form Painter** tool on the **Tool** palette. see "*Copying attributes from one line to another*."

Creating Bézier lines

The **Bézier Pen** tool lets you draw multi sided Bézier boxes and lines that can have straight and curved line segments (see "*Understanding Bézier shapes*").

To draw a Bézier line:

1. Select the **Bézier Pen** tool from the **Tools** palette. Move the Crosshair pointer to any position on the page and click to establish the first point.

2. Move the pointer to where you want the next point positioned. To constrain pointer movement to a 45-degree angle relative to the page, press Shift.
3. Click to create a point and line segments.
    - To make a curved line segment, click and drag wherever you want the next point positioned. A point with two curve handles displays. You can control the curve's size and shape by dragging a curve handle.
    - To make a corner point, press Option/Alt before you click. If you click and hold, you can control the radius of the corner point by dragging a curve handle.
    - To add a point to an existing segment of the shape, click the line segment where you want the point to be.
    - To delete a point from the active shape while you are drawing it, click the point.
4. To finish the line, double-click.

➡ When any of the drawing tools are active, you can press Command/Ctrl to temporarily switch to the **Select Point** tool. When the **Select Point** tool is active, you can press Command+Option/Ctrl+Alt to temporarily switch to the **Item** tool.

Line modes for orthogonal lines

There are four line modes: **Endpoints, Left Point, Midpoint**, and **Right Point**. Depending on the mode you choose in the **Measurements** palette (**Home** or **Space/Align** tabs), line length and position will be described differently.

- **Endpoints** mode: The **X1** field indicates the horizontal position of the first end-point; the **Y1** field indicates the vertical position of the first end-point. The **X2** field indicates the horizontal position of the last end-point; the **Y2** field indicates the vertical position of the last end-point.
- **Left Point** mode: The **X1** field indicates the horizontal position of the leftmost end-point; the **Y1** field indicates the vertical position of the leftmost end-point.
- **Midpoint** mode: The **XC** field indicates the horizontal position of the midpoint of the line; the **YC** field indicates the vertical position of the midpoint of the line.
- **Right Point** mode: The **X2** field indicates the horizontal position of the rightmost end-point; the **Y2** field indicates the vertical position of the rightmost end-point.

Resizing lines

You can resize active straight lines using any of the following methods:

- Select the **Item** tool and move the Arrow pointer over an item handle to display the Resizing pointer. Click and drag the handle to a new location to reduce or extend the length of the line.
- Choose either **Left Point, Midpoint**, or **Right Point** from the **Line Mode** drop-down menu in the **Home** or **Space/Align** tab of the **Measurements** palette to display the **L** (**Length**) field. To precisely change the length of a line, enter a value in the **L** field, then press Return/Enter.

You can resize any Bézier line by modifying the size of its bounding box. To do so, make sure **Item > Edit > Shape** is unchecked, and then resize the line as if it were a box.

Reshaping lines

You can change the shape of a line in the following ways:

- You can change the shape entirely by choosing a different option from the **Item > Shape** submenu.
- You can reshape Bézier lines by repositioning points, curve handles, and line segments. For more information, see "*Understanding Bézier shapes*."

➡ To pan the layout while a Pen tool is selected, press Shift+Space and then click and drag.

Controlling line appearance

To control the appearance of active lines, use the controls in the following places:

- **Home** tab of the **Measurements** palette
- **Colors** palette (**Window** menu) — for line color only

In addition to color, shade, and opacity, you can control the following characteristics for lines:

- *Line style*: This option lets you control the general appearance of a line. Several line styles are included by default, and you can add new ones with the **Dashes & Stripes** dialog box (**Edit** menu).
- *Width*: You can specify the width of lines in any measurement system. You can also specify a **Hairline** width; the printed width of a hairline rule is .125 pt on a PostScript imagesetter, with a wider value on some laser printers.
- *Arrowheads*: You can apply arrowheads to lines using the **Arrowheads** drop-down menu.

You can also specify line appearance in an Item Style. For more about Item Styles, see "*Item Styles XTensions software*."

Joining lines

You can merge two lines into one by selecting the **Item** tool, selecting the lines, and choosing **Item > Merge > Join Endpoints**. The **Join Endpoints** command is available when the endpoints of lines or text paths are within six points of each other.

Joining, extending and closing open paths

You can click an endpoint of an existing shape and it selects that point and goes into regular draw mode, so the next click adds a new point and a segment to the selected line. You can add as many segments as you need.

Double-click and endpoint to finish the line as an open path.

Click an opposite endpoint to close the path (just like during the original draw operation).

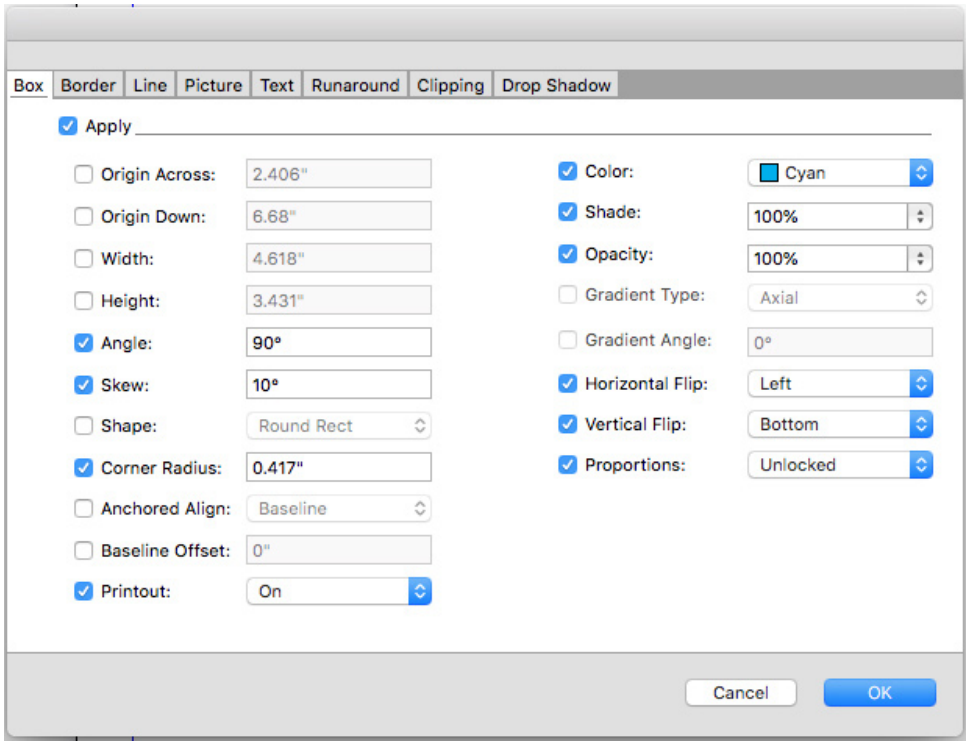
While drawing, if you click the endpoint of another open path then the path being drawn and the path just clicked become joined. Using these techniques together, you can begin to extend one path, and end up joining it with another.

Copying attributes from one line to another

To copy all of the attributes applied to a line to a different line:

1. Select the **Item Format Painter** tool on the **Tool** palette.
2. Select the line whose attributes you want to copy to "fill" the eyedropper .

➡ To add other attributes to the tool, hold down the **Shift** key as you select the line. The following dialog displays:



Make any changes you want to the line attributes and click **OK**. The new attributes are added to the **Item Form Painter** tool, but are not applied to the selected line.

3 Select any other line to apply the copied attributes.

To uncheck **Apply** check box for all panes in the **Item Font Painter** tool, hold down the Shift+ Opt/Alt as you select the line.

To uncheck all options in any pane in the **Item Font Painter** tool, Opt/Alt click on the **Apply** check box.

To check all options in any pane in the **Item Font Painter** tool, Shift+ Opt/Alt click on the **Apply** check box.

The **Item Format Painter** works across all layouts in the same project, allowing you to copy attributes from one item to another on the same layout, or to an item on a different layout.

- The eyedropper will retain these attributes until you select another item tool or a blank space on the canvas, allowing you to select as many lines as you wish and apply these attributes over and over.
- If a line has already been selected before you select the **Item Format Painter** tool , then step 3 is not necessary, as soon as you perform step 2, the copied attributes will automatically be applied to this selected line.

Manipulating items

Items can be cut and then pasted in new locations, locked so they cannot move, duplicated once or many times, stacked to create unusual visual effects, and manipulated in other ways.

Selecting items

To manipulate items, you must first select them. Once selected, most kinds of items display outlines and handles for reshaping.

To select an item, first select the **Item** tool, the **Text Content** tool, or the **Picture Content** tool and move the Arrow pointer over an item. Click once to select a single item or Shift+click individual items to select more than one item at a time. You can also select multiple items by selecting the **Item** tool and drawing around an area that contains the items.

If you double-click an empty picture box with the **Picture Content** tool selected, the **Import** dialog box displays. If the picture box contains a picture, the **Picture Content** tool is selected and the **Edit Original** dialog box displays .

To deselect an active item, click outside it. When the **Item** tool is selected, you can press Tab to deselect any active items.

Moving items

You can move items by:

- Entering values in the **X** and **Y** fields on the **Home** tab in the **Measurements** palette.

➡ Use keyboard increments to automatically increase/decrease the value in this field. See "*Palettes*" for more information.

- Manually moving items using the **Item** tool. If you hold down the mouse before moving a box or text path, you can see the contents as you move the item. You can also "nudge" items by selecting the **Item** tool and pressing an arrow key on your keyboard.

➡ The box's item handles demarcate the bounding box. The best way to view the bounding box clearly is to use the **Item** tool to select item handles on a Bézier box.

Cutting, copying, and pasting items

When the **Item** tool is selected, the **Cut**, **Copy**, and **Paste** commands (**Edit** menu) are available for active boxes, lines, and text paths. Choose **Edit > Paste** (Command+V/Ctrl+V) to place a copy of the items contained on the Clipboard in the center of the project window.

When the **Item** tool is selected, you can remove items with the **Delete** command. Deleted items are not copied to the Clipboard.

Controlling the stacking order of items

When two or more items overlap, each is either positioned in front of or behind the other item. The term “stacking order" refers to the front-to-back relationship of the various items on a page. Each item you create occupies its own level in the stacking order. Every new item you create becomes the front item.

The **Item** menu includes commands that let you control item stacking order.

- Choose **Item > Send to Back** to move an item to the back of the page or layer.
- Choose **Item > Bring to Front** to move an item to the front of the page or layer.
- To move an item one level backward in the page or layer choose **Item > Send Backward**.
- To move an item one level forward in the page or layer choose **Item > Bring Forward**.

➡ In a document with layers, the layers themselves are in a particular stacking order; within each layer, each item has its own relationship to the stacking order. When you use the **Send to Back, Send Backward, Bring to Front**, and **Bring Forward** commands (**Item** menu), the stacking order of the items is altered within the layer.

➡ To activate an item that is hidden behind other items, select the **Item** tool and press Command+Option+Shift/Ctrl+Alt+Shift while you click repeatedly at the point where multiple items overlap. Pressing Command+Option+Shift/Ctrl+Alt+Shift while clicking will successively activate items from the front of the stacking order to the back.

Grouping items

You can combine multiple items on a page or spread into a single group. Grouping items is useful when you want to select or move several items simultaneously. You can move, cut, copy, duplicate, and perform a number of other functions on a group. For example, you can group all the items that compose a publication masthead; once grouped, you can modify or move the entire group as you would a single box, line, or text path.

After you create a group, you can still edit, resize, and reposition individual items while maintaining the group relationship. You can also place a copy of a group into an open QuarkXPress library for use in other documents.

Items can be grouped when two or more items (lines, boxes, text paths, or other groups) are active. To select multiple items with the **Item** tool, either

Shift+click each item or draw a marquee around the items you want to group. Choose **Item > Group** (Command+G/Ctrl+G) to place multiple selected items into a single group.

You can group groups, and multiple-select a group (or groups) along with individual boxes, lines, and text paths to create a larger group.

With the **Item** tool selected, you can move, cut, copy, paste, duplicate, rotate, and color a group. With the **Text Content** tool or **Picture Content** tool selected, you can manipulate individual items as you would any ungrouped item.

To move an item within a group, press Command/Ctrl and select the item with the **Item** tool, the **Text Content** tool, or the **Picture Content** tool.

➡ The active fields in the **Measurement** palette tabs will affect the active group.

Choose **Item > Ungroup** (Command+U/Ctrl+U) to ungroup a single group, or **Item > Ungroup All** to ungroup every group in a group that contains other groups.

Resizing grouped items

To resize every item in a group simultaneously, click and drag the group's item handles. If you press Command+Shift/Ctrl+Shift while resizing a group, all frame widths, line weights, pictures, and text are resized proportionally. If you press Command/Ctrl while resizing a group, frame widths, pictures, and text are still resized, but not proportionally.

Constraining Items

Apply Automatic Constraints on Items

Automatic constraints were the standard for early versions of QuarkXPress. You can turn automatic constraints on and off by checking the Auto Constrain option in the Preferences dialog (Preferences > Print Layout > General). Use this option to automatically apply parent-and-child box constraints on text boxes and picture boxes at time of item creation.

Note that the parent box and the child items are grouped when you select them with the Item tool. If you select the item with automatic constraint applied and go Item menu, Ungroup and Unconstrain options will be enabled. To unconstrain these items, see “Apply Manual Constraints on Items”

Apply Manual Constraints on Items

You can also choose to apply your own parent-and-child box constraints to a set of objects by manually constraining them. Ensure that the page elements

you want to be child items are totally within the boundaries of the box you want to be the parent box.

Also, ensure that the soon-to-be-parent box is behind each of the objects that are soon to be constrained. Parent boxes must be on a lower layer than their children.

Select the child and parent boxes and Group them.

Select grouped item and apply Constrain from the Item menu.

Those objects that are on top of the parent box and that are in that group are constrained to the boundaries of the parent box.

You can unconstrain this group of objects by clicking on the parent-and-child group with the Item tool and select either Unconstrain or Ungroup from the Item menu. Unconstrain removes the constraints, but leaves the items grouped. Ungroup removes both the grouping and constraining specifications.

Duplicating items

QuarkXPress lets you make single or multiple copies of boxes, lines, and text paths.

Create a single copy of a selected item using the **Duplicate** command (**Item** menu). You can also press Option/Alt while dragging an item or group to create a duplicate.

The **Super Step and Repeat** feature is useful for laying out design elements that contain a number of evenly spaced copies of an item. Create multiple copies of an item and specify the distance between them using the **Super Step and Repeat** command (**Item** menu).

➡ For another way to make uniquely shaped boxes, see "*ShapeMaker XTensions software*."

Spacing and aligning items

You can control the position of multiple selected items relative to one another using the **Item > Space/Align** submenu or the **Space/Align** tab of the **Measurements** palette.

You can choose from among eight spacing and six alignment options in the **Measurements** palette, and you can specify alignment relative to selected items, the page, or (for Print layouts with facing pages) the spread. The **Item > Space/Align** submenu includes the "Item relative" and "Page relative" modes described below. The **Measurements** palette also includes a third mode called "Spread relative."

The space/align modes are as follows:

- *Item relative mode* positions items relative to the uppermost active item, which does not move. The uppermost item is determined by the location of the item's top edges. If two or more items have the same top edges, then items are spaced from the leftmost item.
- *Page relative mode* positions items relative to the page edges (left, right, top, or bottom).
- *Spread relative mode* is available for active Print layouts that include facing pages. Assume that you have opened a layout with a spread and then selected an item on a left page and another item on the right page. If you then click the **Spread relative mode** icon in the **Measurements** palette and choose **Space horizontal centers**, the selected items position themselves on the far-left and far-right sides of the spread.

Rotating items

To rotate active items, do one of the following:

- Select the **Item** tool and move the mouse over a corner handle. When the Rotation pointer displays, click to establish a rotation point; then drag in a circular motion to rotate the item. The Arrowhead pointer and the item's position will display as you drag. If you press the Shift key when rotating, movements are constrained to 45-degree angles.
- Enter a value in the field on the **Measurements** palette (**Home** and **Space/Align** tabs) and press Return/Enter.

➡ Use keyboard increments to automatically increase/decrease the value in this field. See "*Palettes*" for more information.

To rotate a straight line, choose either **Left Point, Midpoint**, or **Right Point** from the **Mode** drop-down menu (**Measurements** palette) to display the **Angle** field.

Skewing items

To skew active items within bounding boxes, enter a value in the **Box Skew** field on the **Home** tab of the **Measurement** palette.

Positive values slant items to the right; negative values slant them to the left.

➡ Use keyboard increments to automatically increase/decrease the value in this field. See "*Palettes*" for more information.

Locking and unlocking items

Locking lets you protect items and content from accidental changes. You can do the following:

- To prevent an item's size and position from being changed (and to prevent the item from being deleted), check **Item > Lock > Position**.
- To prevent an item's contents from being edited, check **Item > Lock > Story** or **Item > Lock > Picture**.

To unlock selected items, uncheck the appropriate option in the **Item > Lock** submenu.

Anchoring items and groups in text

You can *anchor* an item or group so that it flows as a character within text.

To anchor an item or group within text, use the **Item** tool to select the item or group you want to anchor and choose **Edit > Copy** (Command+C/Ctrl+C) or **Edit > Cut** (Command+X/Ctrl+X).

Then, with the **Text Content** tool selected, place the text insertion point at the point in text where you want to anchor the item or group and choose **Edit > Paste** (Command+V/Ctrl+V).

QuarkXPress also provides support for nested anchors (i.e an anchored item can contain a further anchored item to the nth level).

Working with callouts

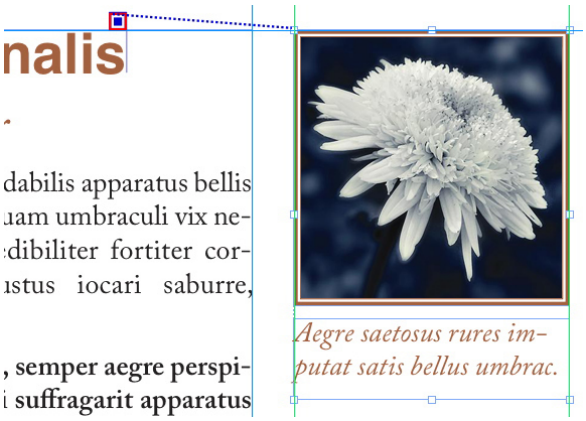
The Callouts feature lets you create floating boxes that always display on the same page or spread as the content they pertain to. For example:

- You can create figures with pictures and text that follow their references from page to page.
- You can create pull quotes that can automatically move to a different page with their source text.
- You can create "floating" icons that sit in the space to the left of a paragraph to indicate that the paragraph is a tip, a note, a warning, and so forth.

For more information, see the topics below.

Understanding callouts

A *callout* is a floating box that always displays on the same page or spread as the content it pertains to. Each callout is anchored to a particular spot in a text story called a *callout anchor*. A callout anchor flows along with text like a character. When a callout anchor moves to a new page or spread, the callout moves with it. When guides are displayed, a line links each callout anchor with its associated callout (if any).

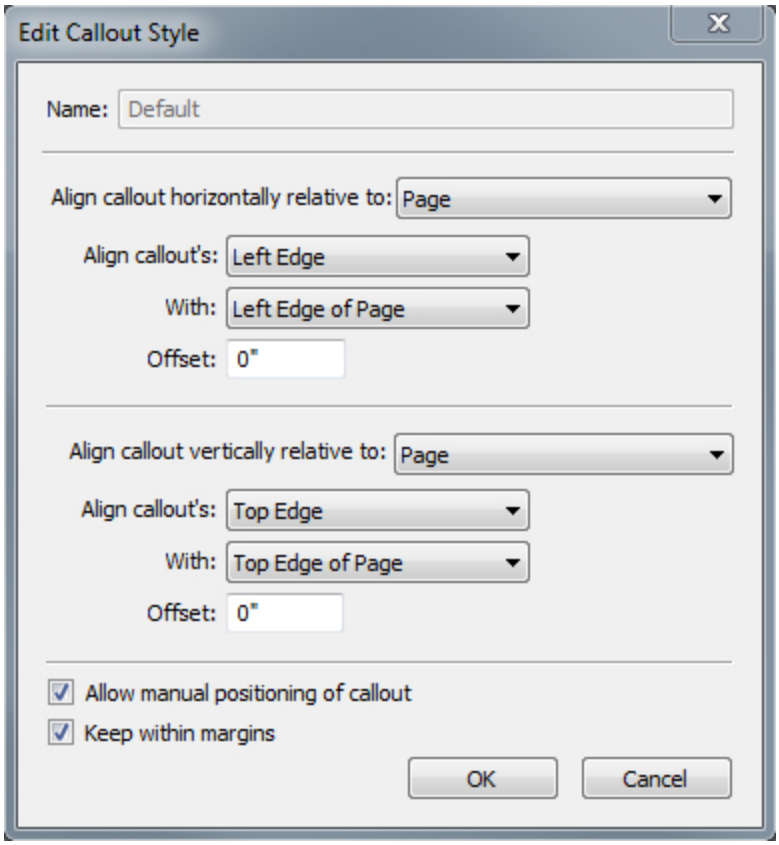


A callout anchor with its associated callout

A callout's position in a layout is based on two things:

- The location of its callout anchor. A callout is always on the same page or spread as its callout anchor.
- The callout anchor's settings. You can position a callout relative to the spread, the page, the box or cell that contains the callout anchor, the paragraph that contains the callout anchor, or the callout anchor itself.

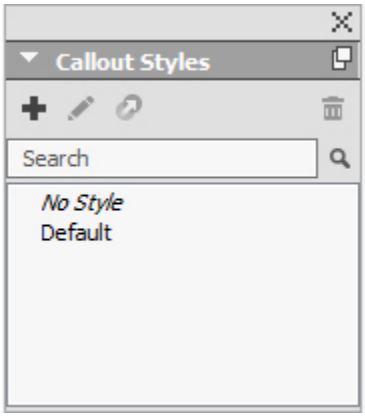
For example, you can configure a callout so that its horizontal location is always against the outside margin, but its vertical location is always aligned with the paragraph that contains its callout anchor. The settings for such a configuration look like this:



Settings for a callout with a fixed horizontal location and a variable vertical location

- It is important to note that the settings for a callout are stored with its callout anchor, not with the callout itself

You can control the positioning of a callout by configuring its callout anchor directly, or by applying a *callout style* to the callout anchor. A callout style is a named package of callout settings that displays in a palette. Callout styles are useful in documents where you use different callout settings over and over; rather than recreating those settings each time, you can simply select the callout anchor and click the appropriate callout style in the **Callout Styles** palette.



Callout Styles palette

- You can think of callout styles as similar to style sheets (for more information, see "*Working with style sheets*"). Like style sheets and other resources, callout styles can be managed with Job Jackets (for more information, see "*Job Jackets*").

A callout anchor can be selected or unselected. When a callout anchor is selected, it has a red outline and its callout style (if any) is selected in the **Callout Styles** palette.



A selected callout anchor (left) and an unselected callout anchor (right)

When guides are turned off, you can see only the selected callout anchor.

- When you cut or copy and paste text that contains a callout anchor that has an associated callout, the callout is cut or copied and pasted along with the text.

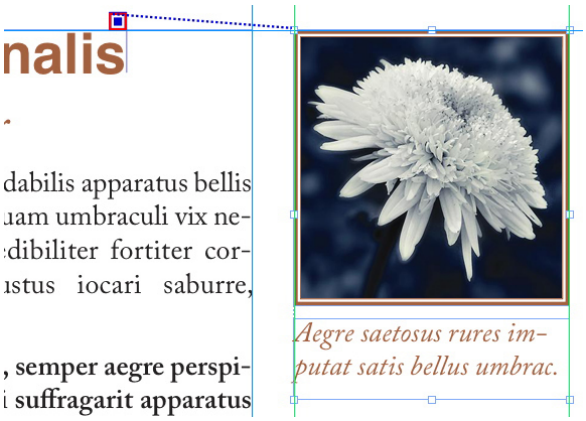
Creating a callout

To create a callout:

1. Select the **Text Content** tool and place the text cursor at the point in the text where you want the callout anchor to be.
2. Choose Item **> Callout Anchor > Insert Callout Anchor**. A callout anchor is inserted and automatically selected.



3. Select the item or group that you want to make into a callout.
4. Choose **Item > Callout Anchor > Associate with Callout Anchor**. The item or group becomes a callout, and a line displays between the callout and the callout anchor.



5 Configure the callout anchor. There are two ways to configure a callout anchor:

- To apply a callout style to the callout anchor, display the **Callout Styles** palette (**Window** menu) and click the name of the callout style, or choose **Item > Callout Anchor > Callout Styles > [Callout Style Name]**. For more information, see "*Working with callout styles*."
- To edit the settings of the callout anchor directly, choose **Item > Callout Anchor > Edit Callout Settings**. If a callout style has been applied to the callout anchor, any changes you make will override the callout style's settings.

For information on how to configure a callout anchor or callout style, see "*Configuring a callout anchor*."

Configuring a callout anchor

➡ The process of configuring a callout anchor is essentially the same whether you are configuring a callout style or directly configuring a callout anchor.

To configure a callout anchor:

1 Select the callout anchor and choose **Item > Callout Anchor > Edit Callout Settings**. The **Edit Callout Settings** dialog box displays.

2 To control how the callout aligns horizontally, use the controls in the **Align callout horizontally relative to** area. (The **Offset** field lets you adjust the horizontal positioning of the callout from where it would otherwise be.)

➡ If you choose Spread from the **Align callout horizontally relative to** drop-down menu and specify a horizontal offset, that offset is inverted on left-facing pages. This allows you, for example, to configure a callout to always be .25" inside of the inside margin; on a right-facing page, such an offset moves the callout to the right, but on a left-facing page the offset must move the callout to the left.

3 To control how the callout aligns vertically, use the controls in the **Align callout vertically relative to** area. (The **Offset** field lets you adjust the vertical positioning of the callout from where it would otherwise be.)

4 To allow the callout to be manually repositioned, check **Allow manual positioning of callout**. If you subsequently move the callout, the values in the **Offset** fields will be automatically updated to reflect the new position of the callout.

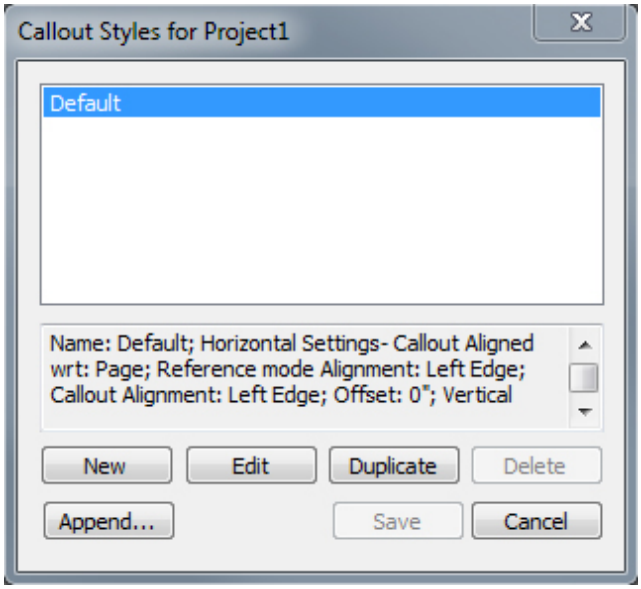
To prevent the callout from being manually repositioned, leave this box unchecked.

5 To prevent the callout from extending beyond the page margins, check **Keep within margins**.

6 Click **OK**.

Working with callout styles

Callout styles make it easy for you to apply often-used settings to callout anchors. To create, edit, duplicate, or delete callout styles, use the **Callout Styles** dialog box (**Edit > Callout Styles**). You can also use this dialog box to append callout styles from other projects.



Callout Styles dialog box

➡ You can edit the **Default** callout style, but you cannot delete it.

Callouts and runaround

If a callout with runaround causes its callout anchor to move, this can lead to an error state. For example, if a callout's runaround pushes its callout anchor to the next page, the callout moves to the next page — which allows the callout anchor

to return to the previous page, which causes the callout to return to the previous page, and so on.

When QuarkXPress detects this kind of situation, the following things happen:

1. The callout switches to the settings defined in the Default callout style. An ← icon displays next to the callout style's name in the **Callout Styles** palette when the callout anchor is selected.
2. If the error condition still occurs, QuarkXPress applies the No Style settings to the callout and it is positioned at its last valid location.
3. If the application cannot find a valid location, it turns runaround off for the callout. When QuarkXPress turns off a callout's runaround this way, it also places this visual indicator on the callout: 

➡ To view visual indicators, check **View > Visual Indicators**.

To turn runaround back on for such a callout, use the drop-down menu in the **Runaround** tab of the **Measurements** palette.

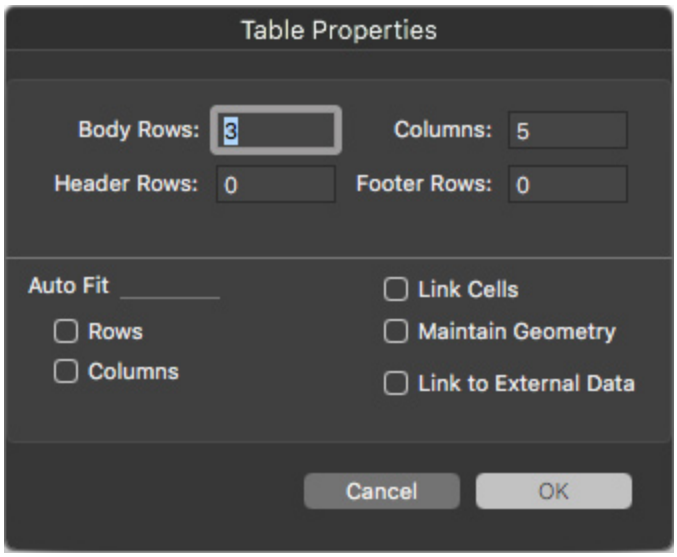
Working with tables

In QuarkXPress, a table is a distinct item, like a text box, picture box, text path, or line. When working with tables, you can pretty much think of a cell as an individual picture box, text box, or no-content box, and you can handle cells in much the same way you handle these other items. To work with elements of the table itself — such as rows and columns — use the **Table** menu.

Drawing a table

To draw a table and specify its properties, do the following:

1. Select the **Table** tool  from the **Tool** palette, drag to draw a rectangle that is roughly the size of the final table, and then release the mouse button. The **Table Properties** dialog box displays.



The Table Properties dialog box

2. Specify the number of horizontal rows in the **Body Rows** field, and specify the number of vertical columns in the **Columns** field.
3. Specify the number of header rows in the **Header Rows** field, and specify the number of footer rows in the **Footer Rows** field.
4. If you want to create text cells that expand as you add text, use the controls in the **Auto Fit** area.
5. If you want to link text cells so imported text flows through the specified cells — similar to linked text boxes — check **Link Cells**. If you check **Link Cells**, you can choose the order in which to link the text cells from the **Link Order** drop-down menu.

➡ If you do not link cells in this manner, you can link them later using the **Linking** tool or the **Link Text Cells** command (**Table** menu). In addition, even if you don't link the text cells, you can still use Tab to jump from cell to cell while entering or editing data.

6. If you intend to import data from Excel, check **Link to External Data**. For more information, see "*Importing Excel tables*."
7. If you want the table to remain the same size if you add or delete rows, check **Maintain Geometry**.
8. Click **OK**.

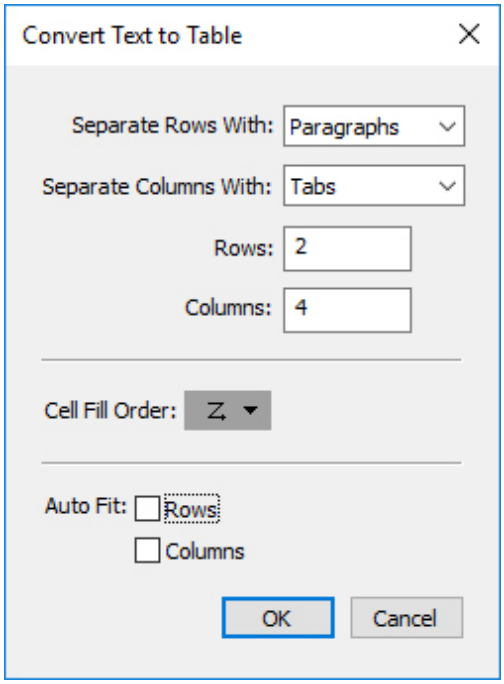
Converting text to tables

The success of converting text to a table depends on the text preparation itself. It's important that paragraphs, tabs, spaces, or commas (the characters QuarkXPress can convert) are used consistently in a text block, because these characters are used in the table conversion to define rows and columns. It's

common for users to use multiple tab characters in a word processor to align columns of data — rather than setting appropriate tab stops. If the text block you are converting has such multiple tab characters, the text block probably has an inconsistent number of tabs between columns of data. You will need to make the tab characters consistent before you convert the text to a table.

To convert text to a table:

1. Using the **Text Content** tool, select all the text you want to convert to a table.
2. Choose **Table > Convert Text to Table** to display the **Convert Text to Table** dialog box. Based on the selected text, QuarkXPress guesses what to **Separate Rows With**, what to **Separate Columns With**, and how many **Rows** and **Columns** are necessary for the worst-case scenarios in the selected text.



The Convert Text to Table dialog box

3. If you want to create text cells that expand as you add text, use the controls in the **Auto Fit** area.
4. If you want the information in the table to flow differently — for example, if the values are currently in descending order but would have more impact in ascending order — you can change the flow. Choose an option from the **Cell Fill Order** drop-down menu (the default is **Left to Right, Top Down**).
5. Click **OK**. A new table is created, offset from the original text box.

Working with Table Styles

Formatting tables in QuarkXPress has been time-taking and required repetitive efforts for each table you inserted in a document. The table grid formatting options were limited to rows and columns with no option for cell level border and shading. QuarkXPress provides a new table model, offering brand-new table features with an intuitive new user interface for formatting tables and creating table styles.

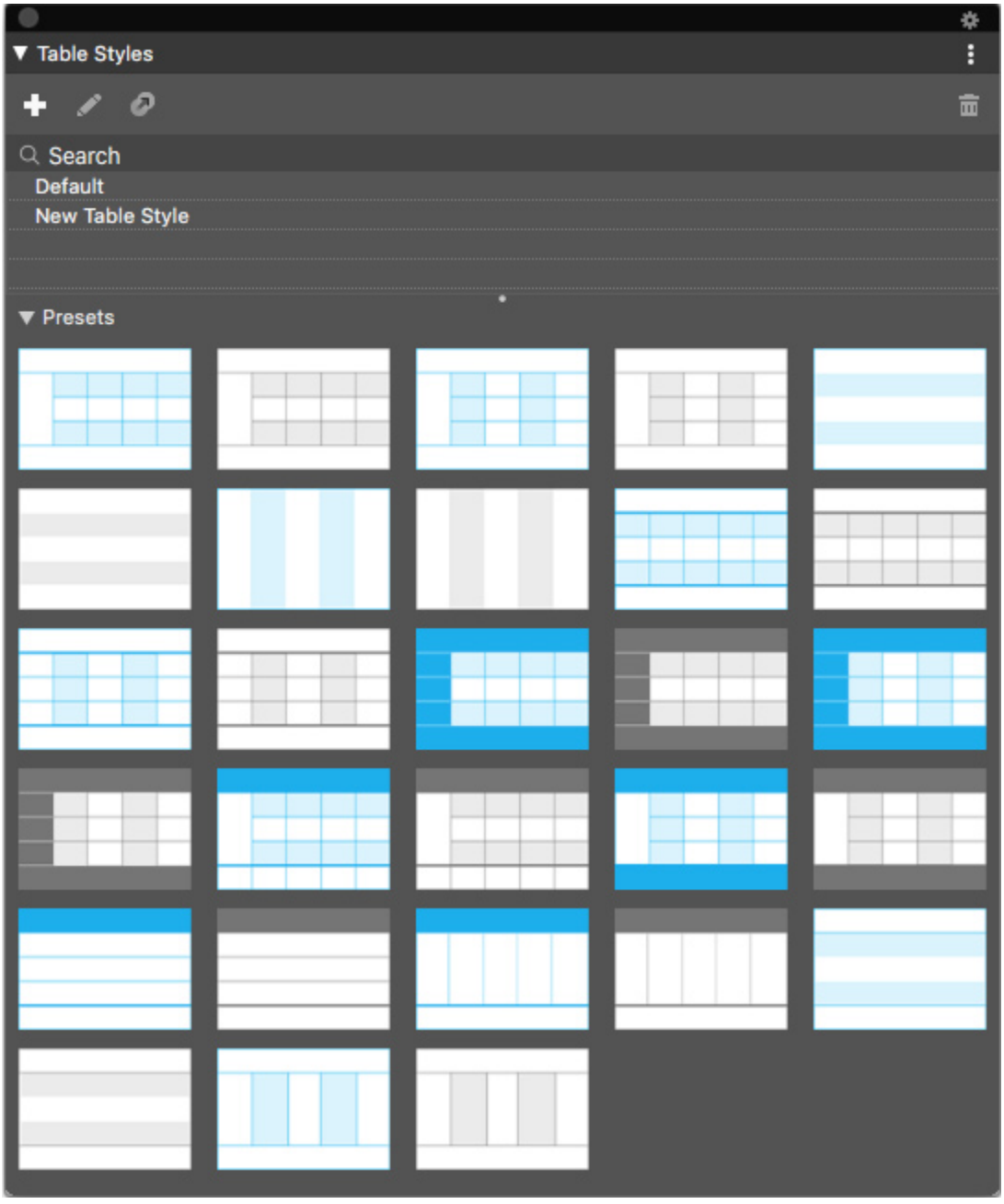


Table Style palette

In Table Styles, you can now capture newly introduced styling rules for table, row, column and cell level formatting along with text styling rules. (in previous versions, table styles support was limited to Inline tables linked to Excel tables only). With the new table model, you can now apply Table Styles to any table created in QuarkXPress directly or imported from Excel source.

QuarkXPress provides table formatting presets (predefined table styles) for various formatting options as a starting point to create custom table styles.

The table styles palette (Window->Table Styles) allows you to apply a table style to the currently selected table, to create a new table style, to apply a preset table style, or to edit an existing table style.

Table styles can also be edited, created or deleted using the “Edit Table Styles" dialog (Edit->Table Styles).

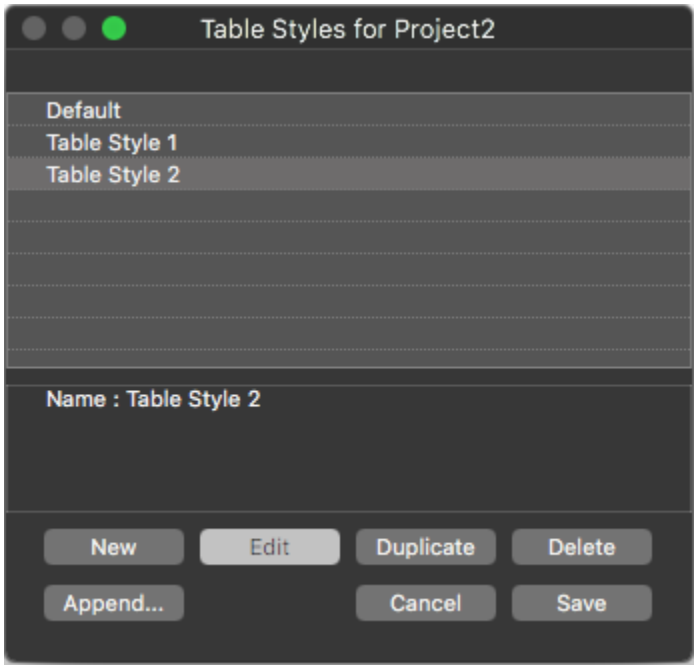
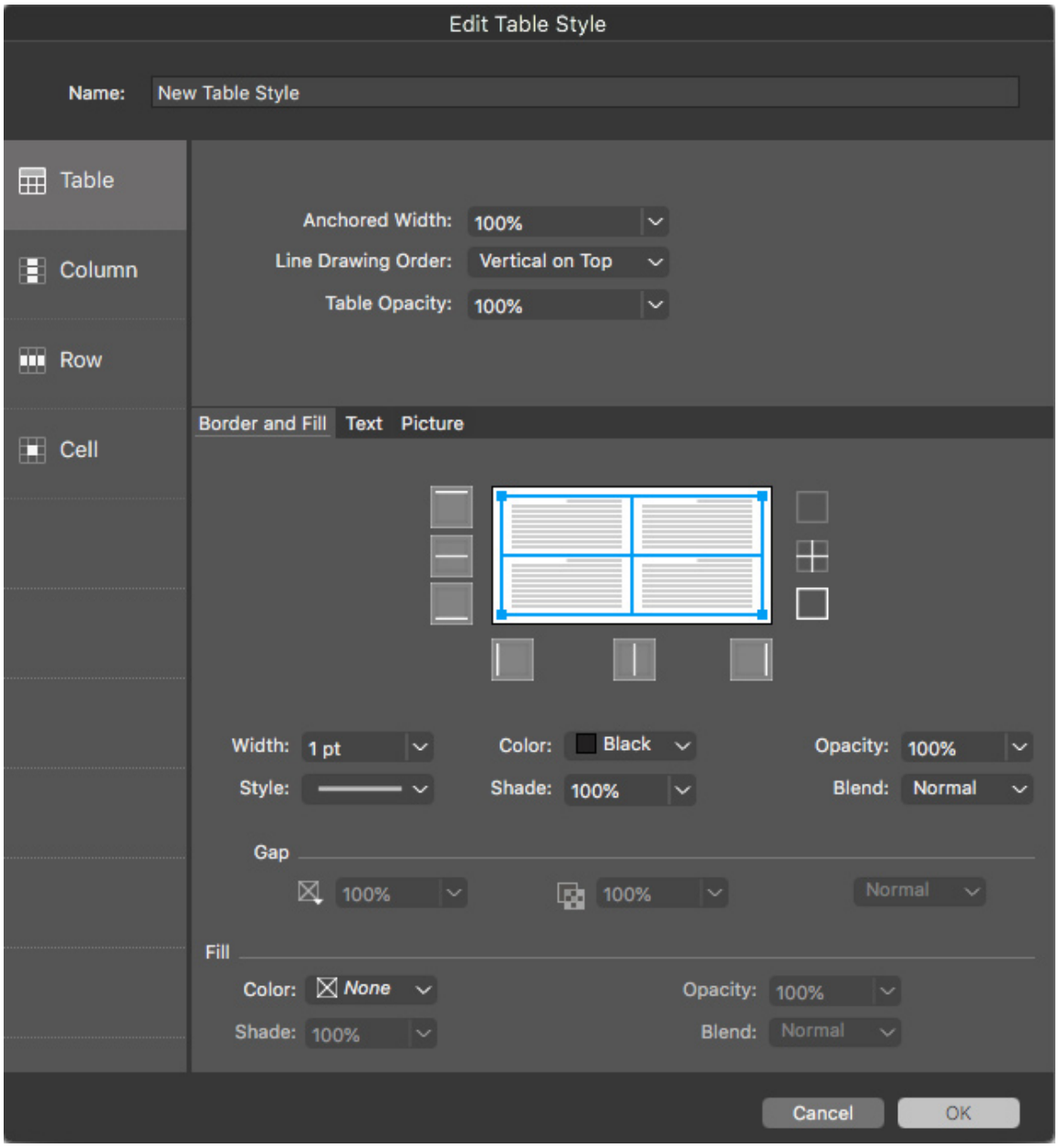
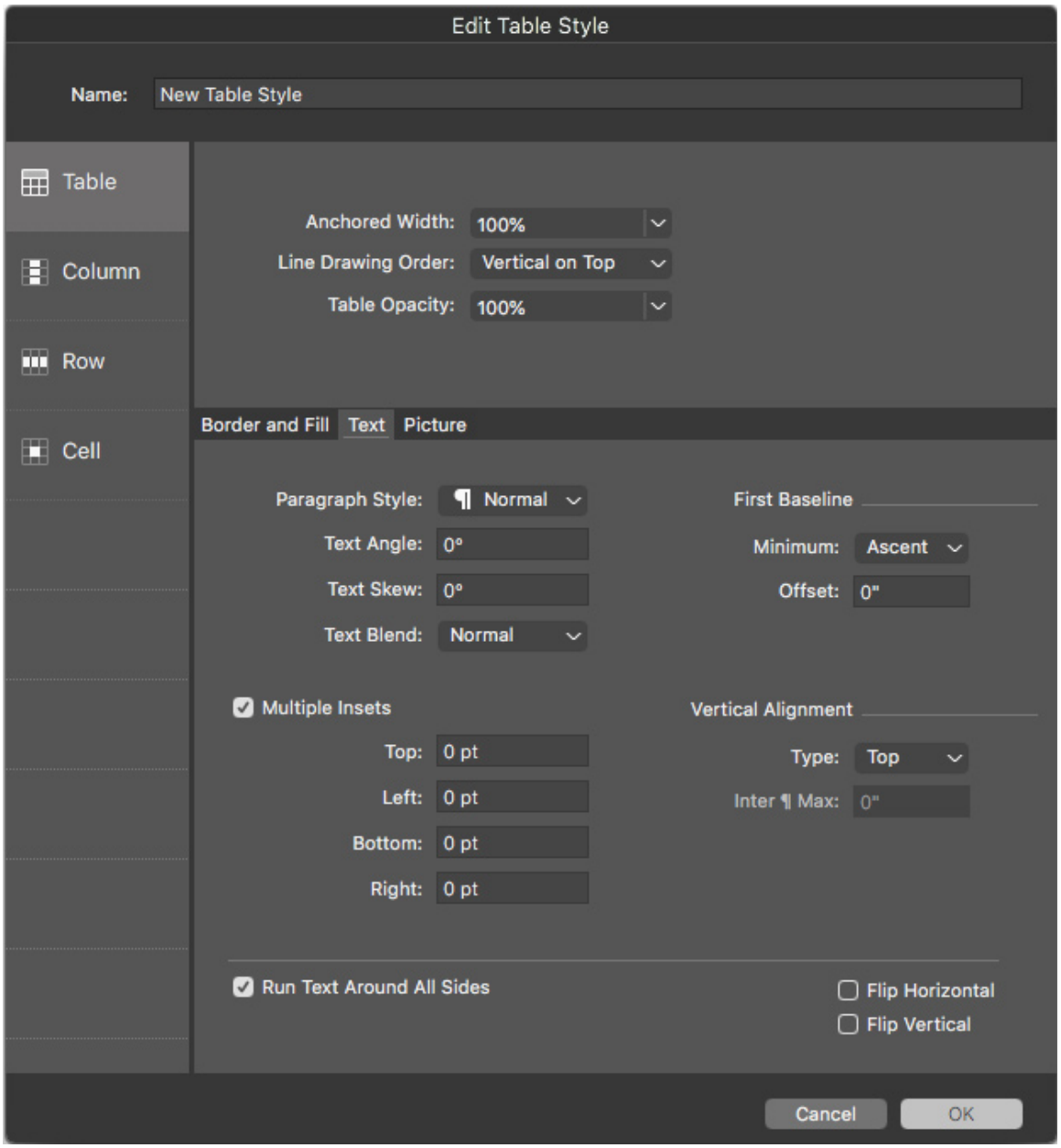


Table Styles dialog

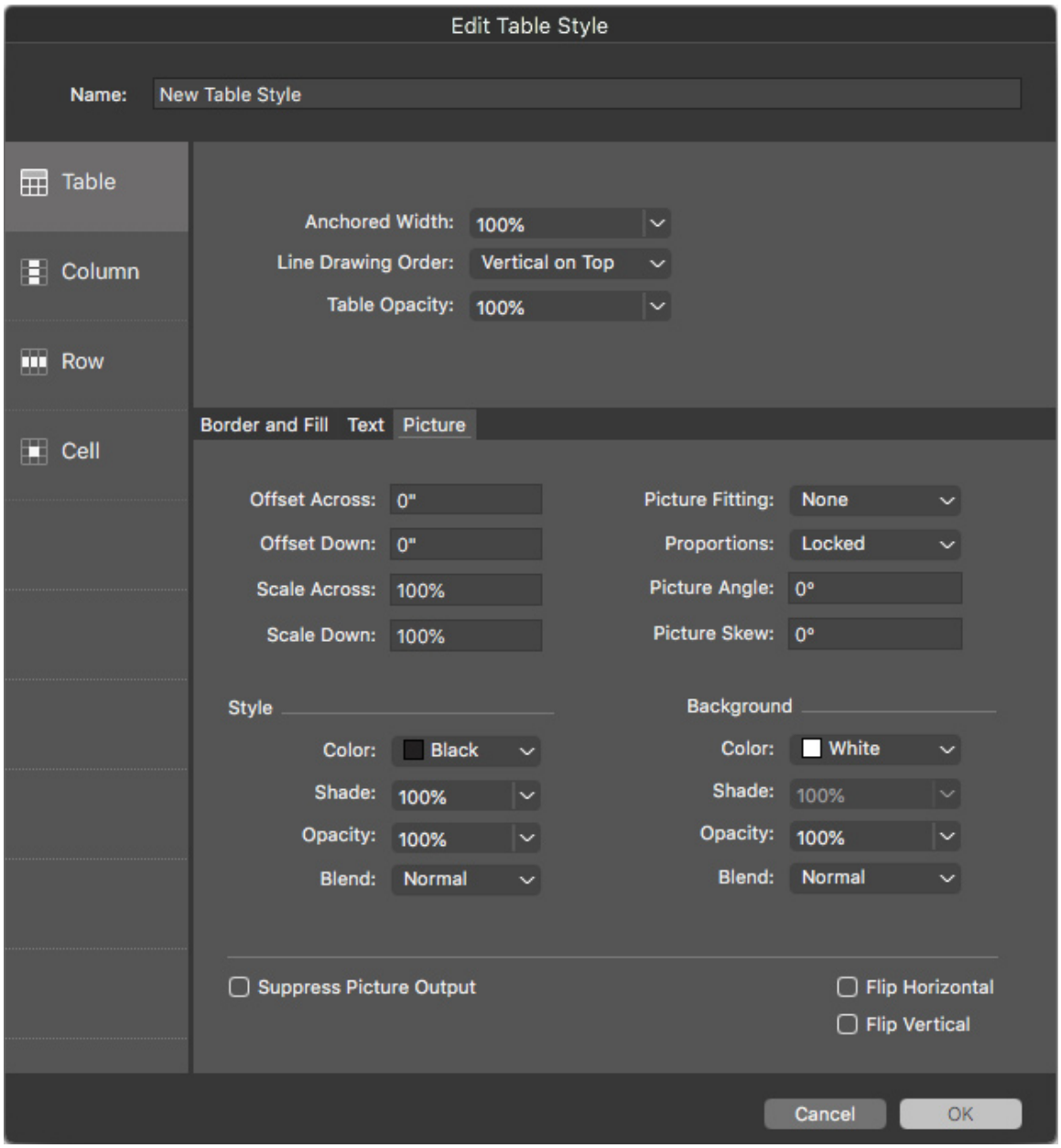
The user interface for creating or editing a table style is divided into sections allowing you to specify table properties, row properties, column properties and cell properties.



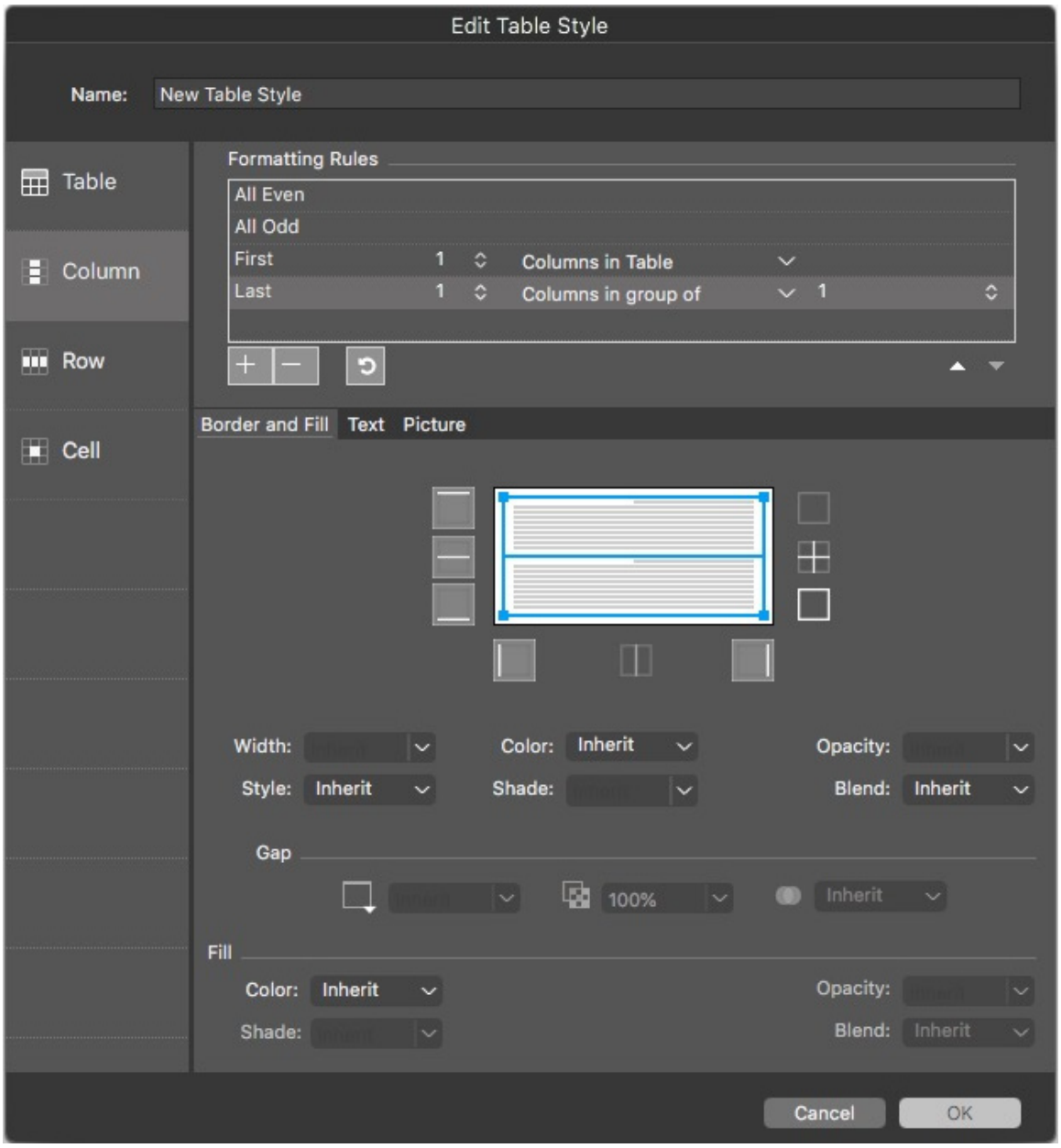
Edit Table Style_Border and Fill Tab



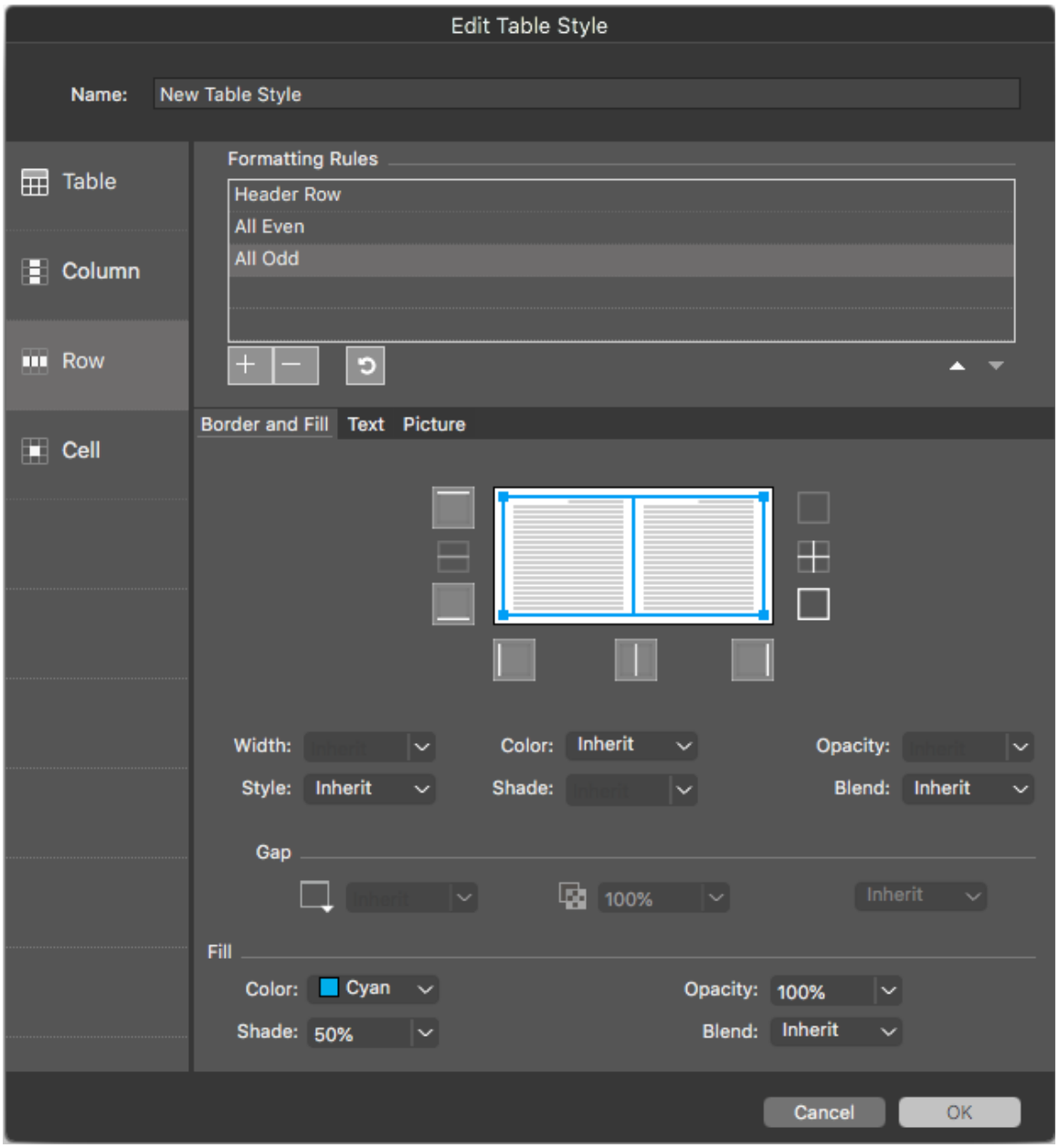
Edit Table Style_Text Tab



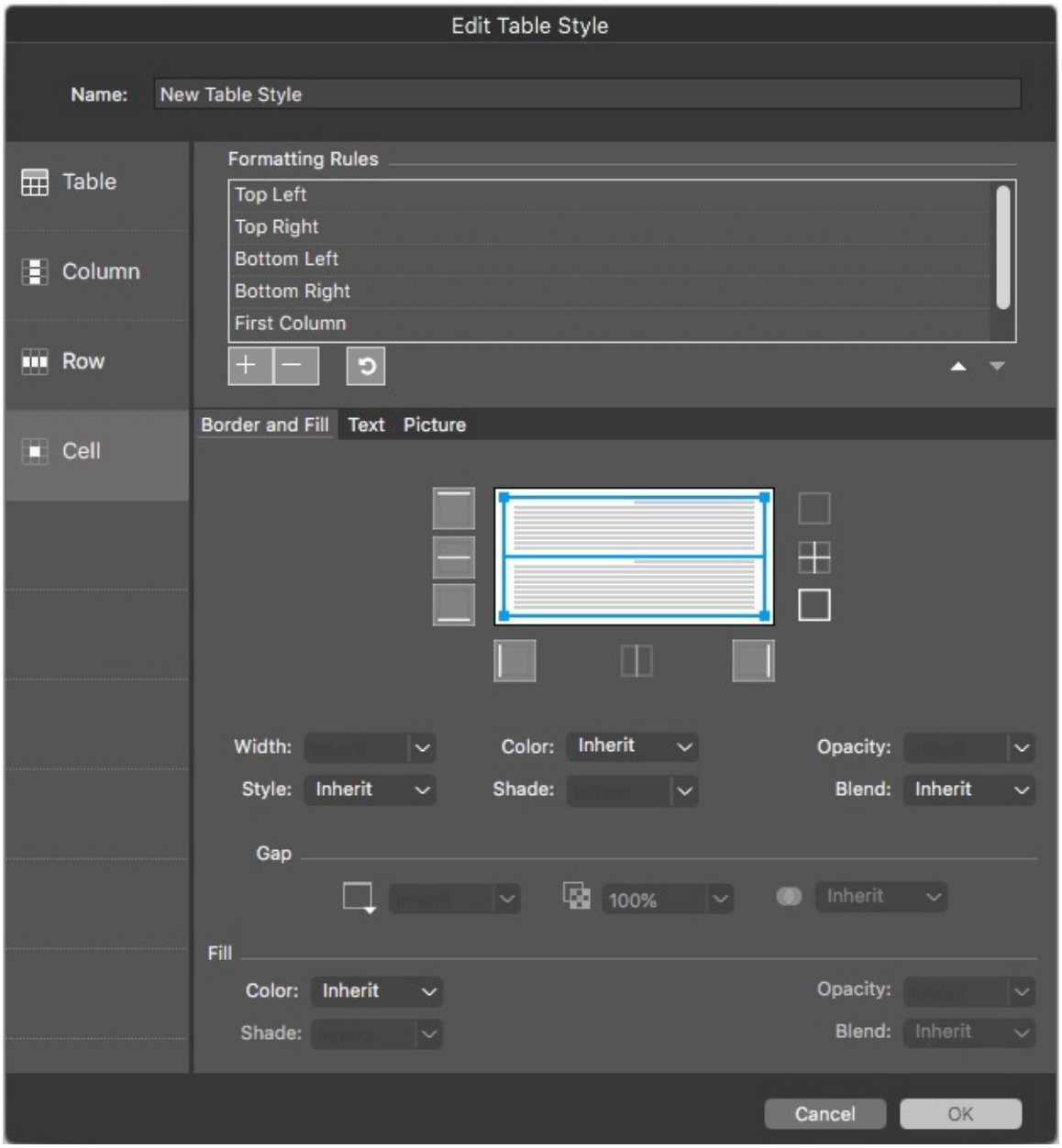
Edit Table Style_Picture Tab



Edit Table Style_Column Tab



Edit Table Style_ Row pane



Edit Table Style_Cell Tab

Selecting an option in the column on the left-hand side of this dialog will allow you to specify the properties that are specific to the selected context. For contexts where there are multiple possible options: such as columns and rows - where you can select, for example, header row, all odd rows, all even rows, or footer row, and specify different properties for each - a list is displayed at the top of the dialog, allowing you to choose a more specific context.

For each selected context (table, row, column, etc.), you can set the border and fill properties, text properties (for text cells in that context) and picture properties (for picture cells within that context).

The Measurements Palette UI offers much finer control over formatting Tables at the cell level.

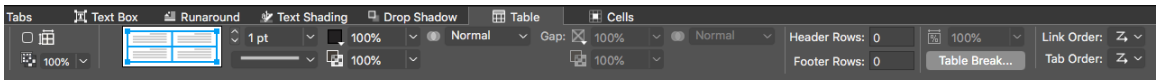
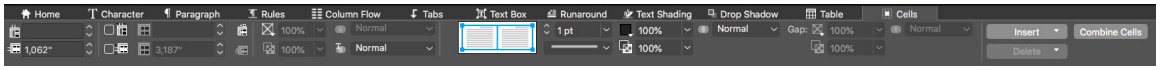


Table Tab_ Measurement palette



Cell Tab_ Measurement palette

Easy access to table formatting features

- Measurements palette offer local formatting on Home tab
  - Contextual to selection — cell, rows, columns or combination for formatting a selection
  - Set border and fill for selected cells
- Dedicated control in the measurements palette to set Grid / Frame properties. Dedicated Table and Cell Tabs in the measurements palette, even when you are working on the cell's content.

Key Features

- Simplified Table Properties (Table Creation) dialog with new options to add Table Header/Footer
- Support for cell level grid formatting
- Consolidation of Inline and Design (legacy) tables
- Access to a wider range of table properties through the measurements palette
- Support for Table Header and Footer (previously, selecting header rows was supported only when the table breaks across the pages). Now header and footer rows can be defined for stand-alone tables as well, without applying Table Break properties.
- Table Styles support -
  - Easy to use, flexible and comprehensive formatting rules
  - An intuitive user interface to set table and column/row/cell level bordering
  - Set the percentage of column width that an anchored table will occupy
  - Line drawing order for table borders
  - The new set of formatting rules when compared with legacy table styles
  - Rules specific to Column, Row and Cell level formatting

- Table Style Presets
  - Presets for table border and shading styles
  - Duplicate presets to create your own table styles
- Support for Text and Picture formatting in cells
- Support for Multiple Insets for text in addition to Paragraph Styles
- Picture formatting to support new fitting rules in addition to other picture content transforms, scaling, etc.
- Import Excel tables using new Tables Styles (not supported before for legacy table model). For information, see *Importing Excel tables*

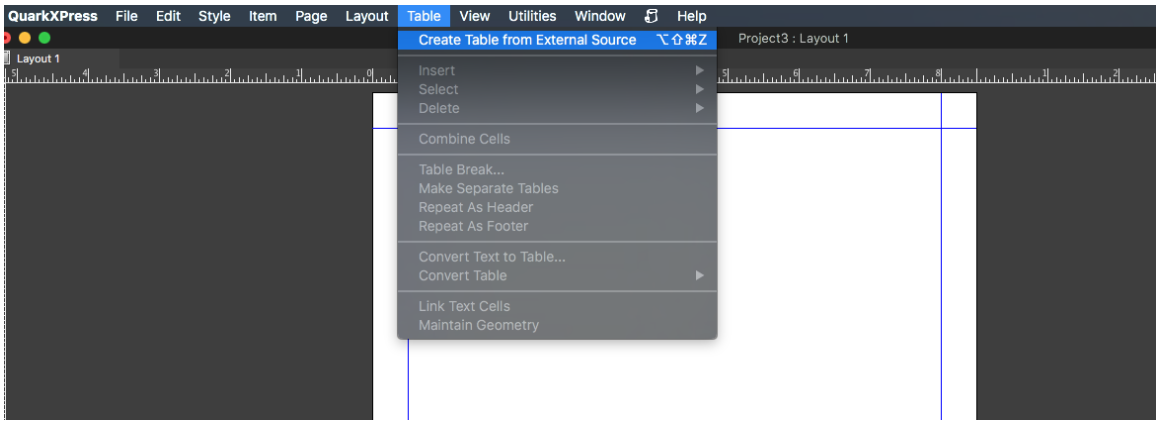
Importing Excel tables

Table data often originates in a spreadsheet program such as Excel, and you can import table data just as you import pictures. Although the technique is slightly different, the results are the same: The table in QuarkXPress is linked to the Excel file for tracking and updating.

➡ You can import only .xlsx, .xlsm, .xltx and .xltm files in QuarkXPress.

If you import a table from Excel using the **Link to External Table** option in the **Table Properties** dialog box, table usage will be tracked just as picture usage is tracked. This ensures that you're notified if the source table changes, and that you have the latest table data when you output the layout, whether you print, collect for output, or save as a PDF. To check the status of a table, choose **Utilities > Usage**, and then click the **Tables** tab.

You can also import a table from Excel using the **Create Table from External Source** under the Table menu.

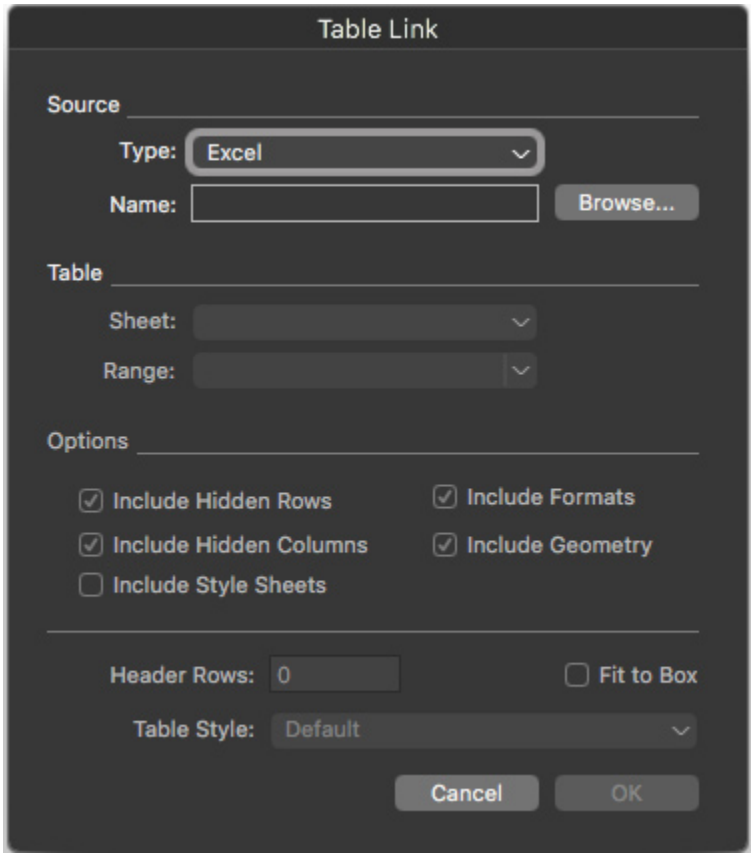


Although you can update tables just as you can update pictures, you'll need to keep the following points in mind:

- If you check **Include Formats** in the **Table Link** dialog box when you first import an Excel table, the table's Excel formatting is preserved (as much as possible) in QuarkXPress. If you later update the table, any local formatting you have applied in QuarkXPress is removed and replaced with the formatting from the Excel file.
- If you do not check **Include Formats** in the **Table Link** dialog box when you first import an Excel table, the table's Excel formatting is discarded. If you later update the table, QuarkXPress attempts to preserve any local formatting you have applied to the table in QuarkXPress.

To import an Excel table and maintain the link in QuarkXPress:

1. Using the **Tables** tool, drag to draw a table of approximately the dimensions you need. The **Table Properties** dialog box displays when you release the mouse button.
2. Check **Link to External Data**.
3. Click **OK** to display the **Table Link** dialog box.



The Table Link dialog box

4. You can **Browse** to the location of the source document, select the worksheet containing the table you wish to import, and select the range of cells to import.

5 If the file includes multiple worksheets, choose the one you want to import from the **Sheet** drop-down menu. If you want to import only a portion of the data, you can specify a cell range in the **Range** field or choose a named range from the drop-down menu.

6 You can select to include the text and table formatting already included in the source document ("**Options** > **Include Formats**"), and the column widths / row heights ("**Options** > **Include Geometry**"). You can also choose whether to hide or show any rows or columns that are hidden in the source Worksheet.

7 You can specify how many rows of the table should be considered header rows ("**Header Rows**"), whether the box will expand to fit the table (default) or whether the table will be resized to fit the box ("**Fit to Box**"), and which table style to apply.

8 You can choose to import a Table along with its style from MS Excel. Simply select the "**Table Style**" drop down to be "**Inherit**" and import.

9 You can also choose to apply either a preset Table style or a custom created Table style from the "**Table Style**" drop down on the imported Excel data.

10 Click **OK**.

➡ Formulas and references are not imported. Instead, the final values that result from formulas and references are imported. Inserted pictures are not imported. Text with **Auto Filter** or **Advance Filter** (**Data > Filter**) applied is imported as static text.

➡ A quicker way to create a table from Excel data — without linking the source table to the QuarkXPress project for updates — is to copy and paste. To do this, select any portion of data in an Excel worksheet and copy the selected data. Then simply switch to QuarkXPress and choose **Edit > Paste**. QuarkXPress creates a table appropriate to the data and inserts the text.

Importing Excel charts

If you have charts or pictures created using **Insert > Chart** or **Insert > Picture** in Excel that you want to use in a QuarkXPress layout, you can import those charts or pictures the same way you import other pictures. To do this, use the **Insert Chart** tab of the **Import Picture** dialog box (**File** menu). Charts and pictures imported from Excel are tracked by the **Pictures** tab of the **Usage** dialog box (**Utilities** menu) just like other pictures.

Adding text and pictures to tables

When working with tables, think of a table cell as a text box or a picture box. Each box contains content — text that may or may not be linked to the next cell, an individual picture, or nothing (maybe just a gradient). Therefore, you can add

content to tables much as you add content to boxes — by typing text, importing text, or importing pictures.

➡ Converting text cells to picture cells is the same as converting a text box to a picture box. Select all the cells you want to convert and choose **Item > Content > Picture**.

Editing table text

Two important things to know about editing text within tables are how to navigate between cells and how to select text for formatting. As always when working with text, you must first select the **Text Content** tool .

Navigating through a table works as follows:

- Click in a cell in which you want to enter or import text.
- Press Tab to move to the next cell.
- Press Shift+Tab to go back to the previous cell.
- Press the arrow keys to move through the text in a cell, and to move from cell to cell.

➡ To enter a tab character in a text cell, press Control+Tab. To enter a right-indent tab, press Option+Tab/Control+Shift+Tab. If you need to align numbers within a table on the decimal point or other character, you can insert tabs in each table cell and then specify the appropriate **Align On** tab stops (**Style > Tabs**).

Selecting text in rows and columns works as follows:

- To select all the text in a row, click outside the right or left edge of the table.
- To select all the text in a column, click outside the top or bottom edge of the table.
- To select all the text over several rows or columns, drag along an edge of the table.
- To select text in non-adjacent rows or columns, Shift+click the specific rows or columns.
- To select text in various rows and columns, use the options in the **Select** submenu of the **Table** menu. Options include **Cell, Row, Odd Rows, Even Rows, Column, Odd Columns, Even Columns, All Cells, Header Rows, Footer Rows**, and **Body Rows**. The **Select** commands in the **Table** menu are helpful for applying different formatting to alternating rows or columns.

Linking table cells

When cells are linked, text that is typed, imported, or pasted into a cell fills the first text cell in the linked story, and then flows into each subsequent linked cell. As with text in linked boxes, the Next Column character (enter on the numeric keypad) is helpful for controlling text flow in linked cells. In addition to linking table cells to each other, you can link cells to and from text boxes and text paths.

- To link all the cells in a table, check **Link Cells** in the **Table Properties** dialog box when you create the table.
- To link selected cells in a table, choose **Table > Link Text Cells**. All but the first cell in the selection must be empty.
- To manually link table cells, use the **Linking** tool . As with linking text boxes, click to select the starting cell and then click the next cell you want to add. To redirect existing links, Shift+click with the **Linking** tool.
- To unlink table cells, use the **Unlinking** tool to click the blunt end of the arrow between linked cells.
- To link table cells to text boxes or text paths, use the **Linking** tool .

➡ If you combine linked text cells (**Table > Combine Cells**), the combined cells are removed from the text chain; the remaining links are unaffected. If a combined cell is split (**Table > Split Cell**), the links are maintained and text flows according to the specified Link Order.

Inserting and deleting rows and columns

You can insert rows and columns anywhere within a table. Simply click in a cell that is immediately above or below where you want to add a row. Or, click in a cell to the right or left of where you want to add a column. Then, choose **Table > Insert > Row** or **Table > Insert > Column**.

To select rows or columns to delete, drag the arrow pointer over a table edge and then Shift+click the arrow pointer, or use the commands in the **Select** submenu of the **Table** menu (such as **Odd Rows**). Then, choose **Table > Delete > Row** or **Table > Delete > Column**.

➡ If **Maintain Geometry** is checked in the **Table** menu and you delete a column or row, existing columns or rows increase in size to fill the space of the deleted columns or rows. If **Maintain Geometry** is unchecked, the table becomes smaller as necessary.

Combining cells

To combine cells, Shift+click a rectangular selection of cells with the **Text Content** tool . Choose **Table > Combine Cells**. To revert combined cells to

match the surrounding table, select the combined cells and then choose **Table > Split Cells**.

➡ If you combine unlinked cells containing text or pictures, the content of the upper-left cell in the selection is maintained for the combined cell.

Manually resizing tables, rows, and columns

As with other items in QuarkXPress, you can drag to resize rows, columns, and tables. To resize a row or column, click a gridline to display the resize pointer. Drag the pointer up or down to resize a row and left or right to resize a column. To resize an entire table, press one of the following keyboard commands while you drag a resize handle.

Effect on table	Mac OS command	Windows command
Table and contents resized	Command	Ctrl
Table (but not contents) resized proportionally	Shift	Shift
Table and contents resized proportionally	Command+Shift	Ctrl+Shift

Converting tables back to text

If you need to export the current data from a table — for example, to save the data as a Word file — you can convert the information to text. To do so, select the table and then choose **Table > Convert Table > To Text**.

Working with tables and groups

For flexibility, you can group tables to other items using the **Group** command (**Item** menu). In addition, you can disassemble a table by converting its cells to a series of grouped text boxes, picture boxes, or both. This method lets you separate elements of a table and use those elements elsewhere in a layout. To do this, select a table and choose **Table > Convert Table > To Group**. To work with the individual boxes, choose **Item > Ungroup**.

Continuing tables in other locations

Because tables do not always fit on one page or spread — or within the space allotted in a design — tables can be automatically continued to other locations anywhere in a layout.

There are two ways to continue tables:

- Anchoring the table in a text box. This is the preferred way to break a table in most situations, because it is easiest to use.
- Breaking the table manually. This method is necessary when you break a table horizontally (for example, if you want to put the first five columns of a table on one page and the remaining three columns on a different page).

When tables are continued, you may still need a legend to explain what's in the table. You can add a legend in the form of automatically created and synchronized header and footer rows, and you can create special "continued" table headers for portions of a table after the first.

Anchoring tables in text

One way to continue a table in another location is to anchor the table in a text box. An anchored table flows with the text like any other anchored object, but it also breaks automatically if it is too long to fit in the box and it is the only thing in the paragraph that contains it.

To anchor a table in text:

1. Create the table.
2. Select the table with the **Item** tool.
3. Choose **Edit > Cut**.
4. Select the **Text Content** tool and place the text insertion point where you want the table to be.
5. Choose **Edit > Paste**.

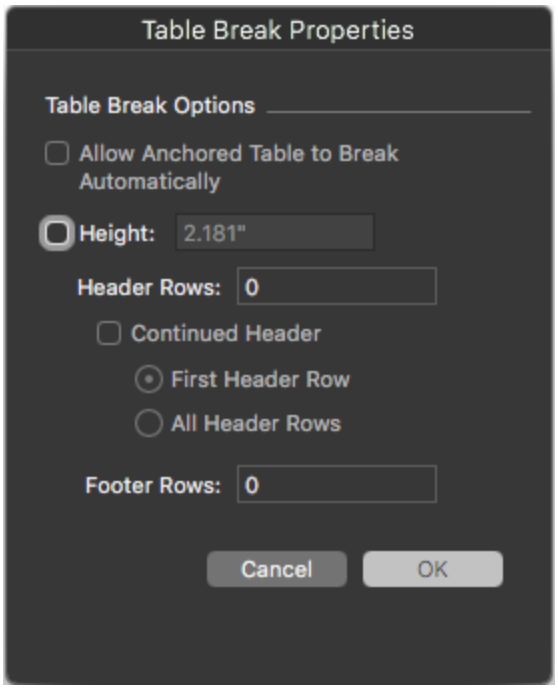
At this point, the table will break automatically as it flows through the text. However, it will not have a header unless you add it. For more information, see "*Adding header and footer rows to tables*."

➡ You can define the width of an anchored table either through Edit Table Styles or through the Home or Table tab of the measurement palette. The anchored width can be specified in percent or in fixed.

Breaking a table manually

One way to continue a table in another location is to specify a table break. The table break is the maximum size the table can reach before it splits into two linked tables. In continued tables, any changes to a table, such as inserted columns, are reflected throughout the table. To manually create a continued instance of a table:

1. Choose **Table > Table Break** to display the **Table Break Properties** dialog box.



The Table Break Properties dialog box

2. Check **Height** to break the table when its height exceeds the value in the field. By default, the current height of the table displays in the **Height** field — decreasing this value will break the table.
3. You can specify the number of header rows by entering a value in the **Header Rows** field. (For more information, see "*Adding header and footer rows to tables*.")
4. If the table has a header, you can check **Continued Header** to create a different version of the header that displays in continued instances of a table. For example, if the header on the first portion of the table is "List of Contributors," the continued header might be "List of Contributors (continued)." Click **First Header Row** to limit the continued header to the first header row, or **All Header Rows** to create continued headers from all header rows.

To set the continued header's contents, close this dialog box, then go to a portion of the table after the first and change the header contents there.

5. You can specify the number of footer rows by entering a value in the **Footer Rows** field.
6. Click **OK**. If the height of the table meets the Table Break criteria, the table separates into two or more linked tables. You can move the continued tables to other locations in the layout. The table may break later as you adjust it by resizing or adding rows and columns.

List of Contributors		
John Smith		
Bob Smith		
Joan Smith		
Eric Smith		

List of Contributors (continued)		
Diane Smith		
Tom Smith		
Denise Smith		
Tina Smith		

List of Contributors (continued)		
Albert Smith		
Dan Smith		
Bill Smith		
Betty Smith		

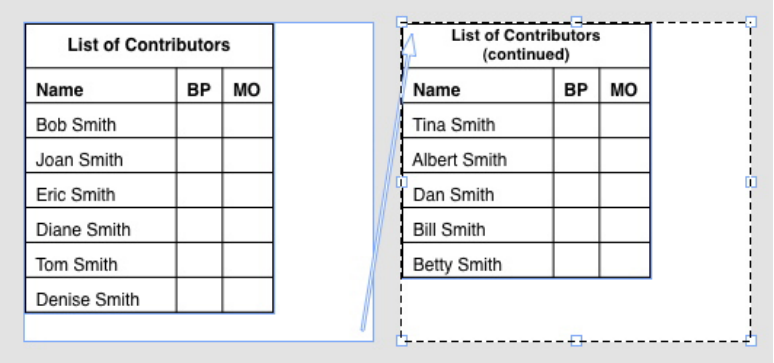
A broken table with a continued header

The Table Break feature works in both directions: it continues the table using additional sub-tables as necessary if the table gets larger and recombines tables as necessary if the table gets smaller.

To sever the links between continued tables, select any instance of the continued table and choose **Table > Make Separate Tables**.

Adding header and footer rows to tables

You can specify that header and footer rows repeat automatically in continued instances of tables. Even better, header and footer rows are automatically synchronized, so any changes in the text are reflected throughout all instances of a continued table.



In this continued table, the first two rows — the table heading and the column heads — repeat as header rows in the continued instances of the table. The first row is a continued header.

To add header and footer rows to a table:

1. Set up the table to break. For more information, see "*Breaking a table manually*" and "*Anchoring tables in text*."
2. There are two ways to create header and footer rows:
   - To create an automatic header, select the first one or more rows of the table and choose **Table > Repeat As Header**. To create an automatic footer, select the last one or more rows of the table and choose **Table > Repeat As Footer**.

- Choose **Table > Table Break**. The **Table Break Options** dialog box displays. To set the number of header and footer rows, enter values in the **Header Rows** and **Footer Rows** fields, respectively.

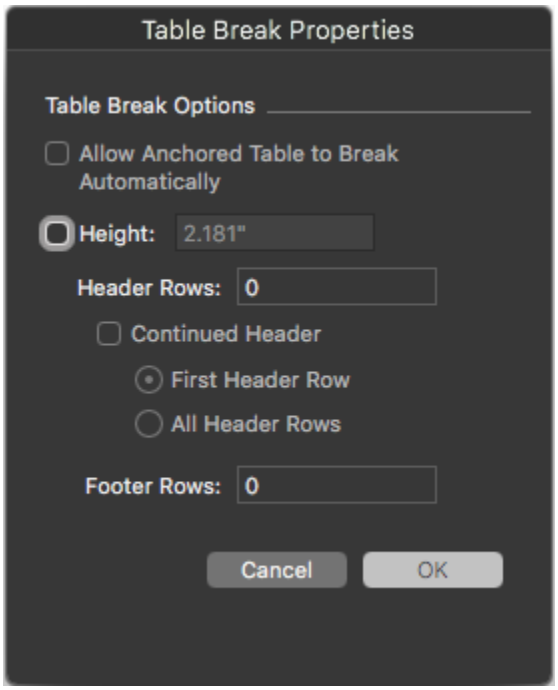


Table Break Properties dialog box for anchored table

To create a secondary header that displays in portions of a table after the first, check **Continued Header**. For example, if the header on the first portion of the table is "List of Contributors", the continued header might be "List of Contributors (continued)." Click **First Header Row** to limit the continued header to the first header row, or **All Header Rows** to create continued headers from all header rows.

When you're finished, click **OK**.

3 To set a continued header or footer's contents, go to a portion of the table after the first and change the header contents there.

➡ You can define **Header Rows** and **Footer Rows** either at the time of table creation in the **Table Properties dialog** or in the **Table tab** of measurement palette.

➡ You can uncheck **Repeat as Header** or **Repeat as Footer** in the **Table** menu any time to remove the header or footer rows from continued tables.

➡ Once you add automatic header rows and footer rows, the remaining table rows are considered "body rows." Options in the **Select** submenu of the **Table** menu let you select all the **Header Rows, Footer Rows**, and **Body Rows** in any instance of a continued table for formatting.

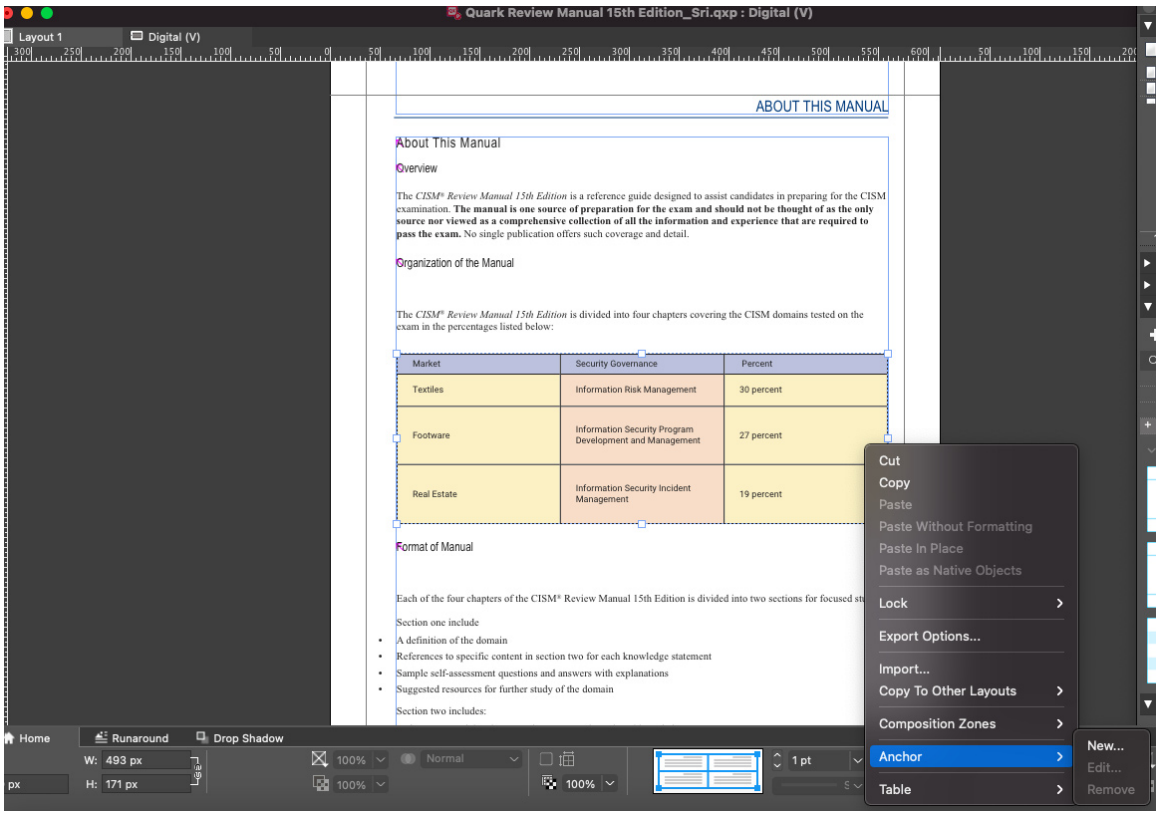
Improved Integration with Master Pages

The Table Styles are now fully supported for Tables on Master Page as well. You can anchor Tables inside text boxes on Master Pages, and they will work on layout pages as well.

Use Tables as Anchors

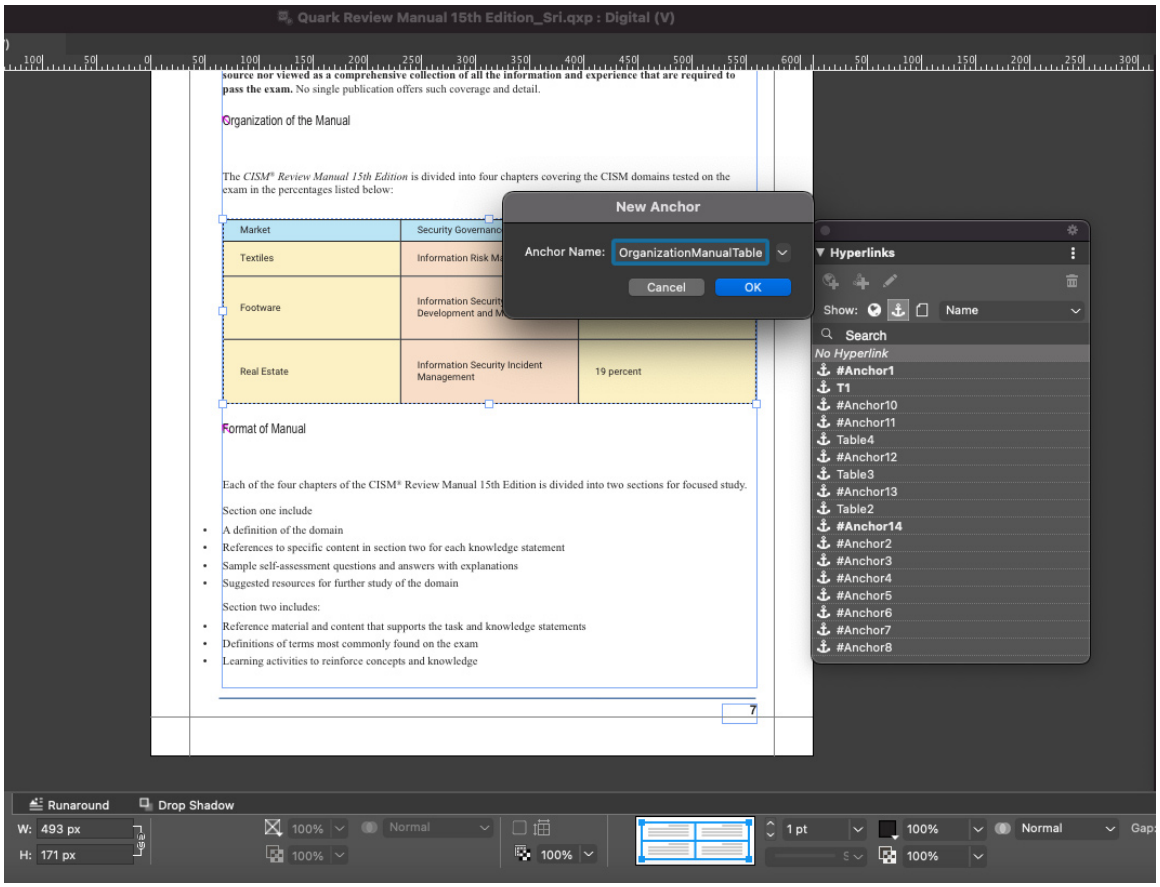
Now, users can apply anchors on table, and they can select them as a target while creating hyperlinks. This will also work for tables anchored in any text boxes.

- **Select any Table > Create New Anchor from It**



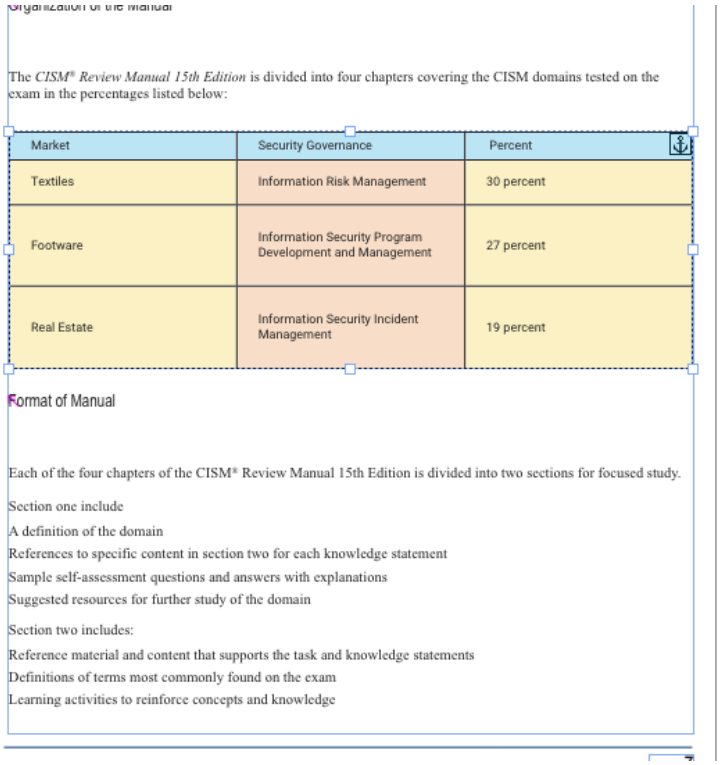
Selecting Anchor from Context Menu

Give a Name to the Anchor



New Anchor Dialog

After applying anchor, the table gets highlighted and its entry will get added to the Hyperlinks Palette.



The *CISM® Review Manual 15th Edition* is divided into four chapters covering the CISM domains tested on the exam in the percentages listed below:

Market	Security Governance	Percent
Textiles	Information Risk Management	30 percent
Footware	Information Security Program Development and Management	27 percent
Real Estate	Information Security Incident Management	19 percent

Format of Manual

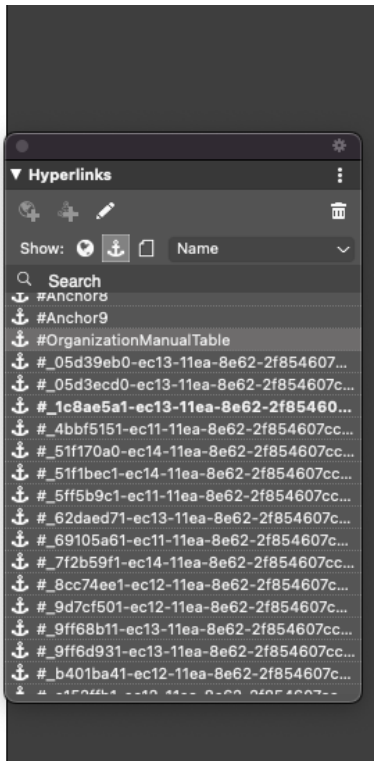
Each of the four chapters of the CISM® Review Manual 15th Edition is divided into two sections for focused study.

Section one include

- A definition of the domain
- References to specific content in section two for each knowledge statement
- Sample self-assessment questions and answers with explanations
- Suggested resources for further study of the domain

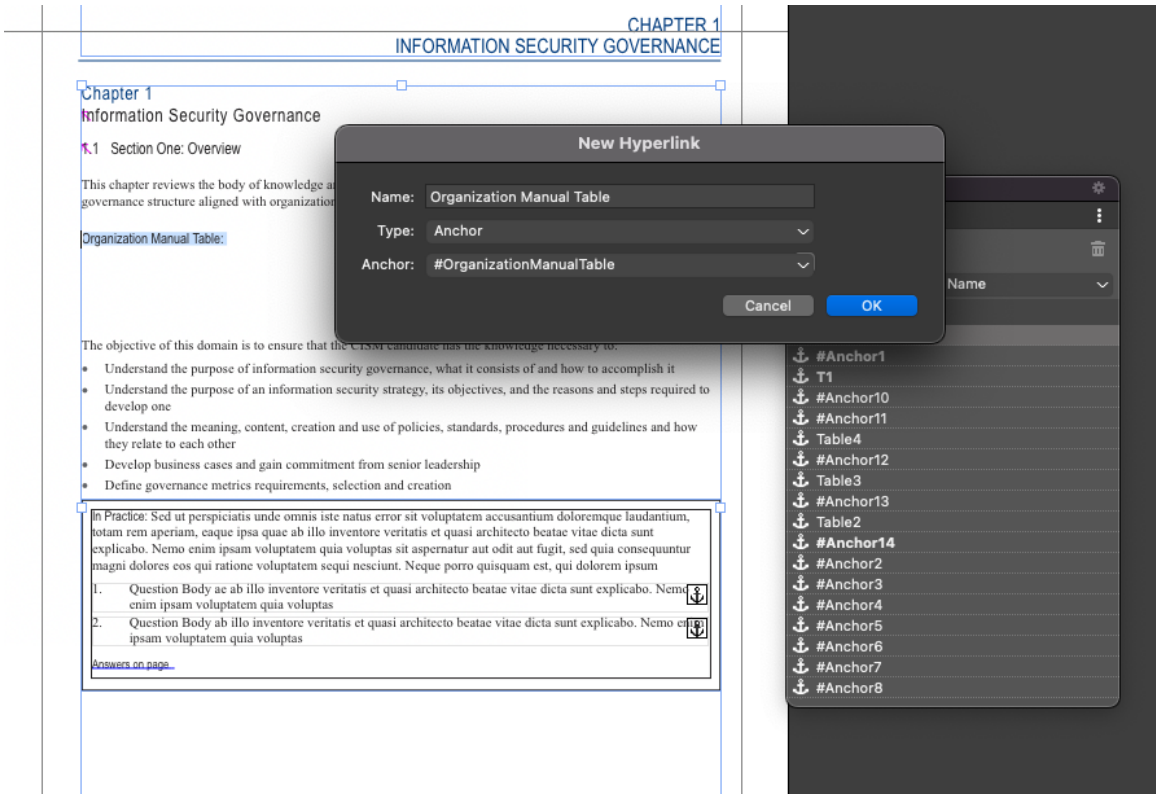
Section two includes:

- Reference material and content that supports the task and knowledge statements
- Definitions of terms most commonly found on the exam
- Learning activities to reinforce concepts and knowledge



Anchor Entry in Hyperlink Palette

Apply this Anchor as Target for Hyperlink - Now go to Window Menu > click on Hyperlink palette. You can see the *#Table*Anchor available which can be selected to be used as a Hyperlink Target.



Selecting Anchor while creating new Hyperlink

These Hyperlinks are compatible with PDF, HTML output, Fixed e-Pub and Reflow e-Pub output formats.

Text and Typography

Text is an integral part of nearly every publication. QuarkXPress lets you create and edit text directly in your publications or import text from most popular word processing applications. In addition to the standard text formatting and editing features, QuarkXPress includes such features as finding and changing text and its attributes, spell checking, custom spelling dictionaries, and a font usage utility for making project-wide changes to text formatting.

Typography is the art of making the appearance of your text convey the tone or meaning of the content. QuarkXPress lets you control the tone of your text by letting you adjust every facet of typography, including typefaces, type styles, leading, and spacing.

The icon indicates text features that are considered East Asian configuration setting and are only available when you have the East Asian preference enabled (**QuarkXPress/Edit(> Preferences > Configuration**).

Editing text

To enter and import text into active text boxes, use the **Text Content** tool . Characters are entered at the *text insertion point*, indicated by the blinking line.

A *story* is all of the text in a text box. If a series of boxes is linked, all of the text in all of the boxes is a single story.

When you type in a text component, the text is entered at the *text insertion point*, which is indicated by the blinking line. A *story* is all of the text in a text box. If a series of boxes is linked, all of the text in all of the boxes is a single story.

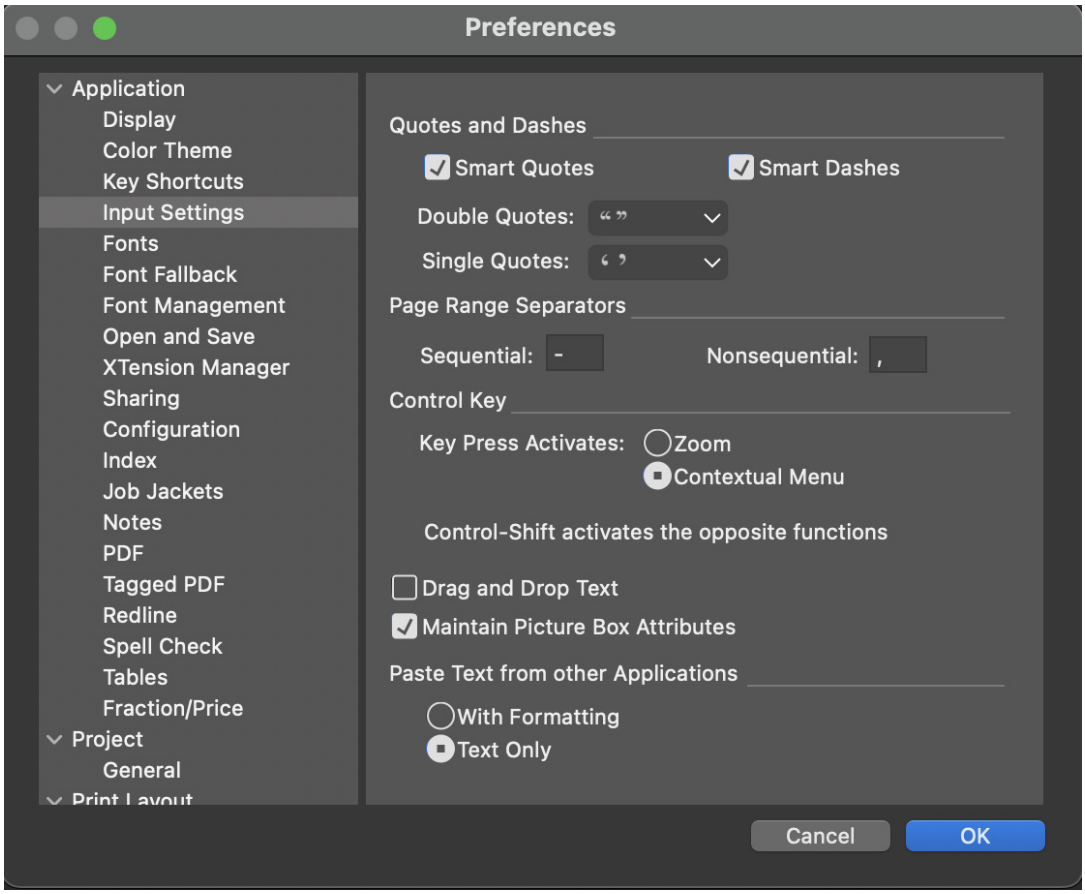
You can select text using multiple mouse clicks. A double-click selects the word containing the text insertion point; a triple-click selects the line containing the text insertion point; four clicks selects the entire paragraph containing the text insertion point; five clicks selects the entire story.

When you double-click to select a word and cut or copy it, the application looks at the context of the word and adds or deletes a space automatically as needed

when you paste the word in its new location. This feature is referred to as **Smart Space**. If you want an accompanying punctuation mark included with the word you're selecting, double-click between the word and its adjacent punctuation.

Paste Text from External Applications

Users can control the pasting behavior from external applications. You can find this option available under the Input Settings tab of Preference dialog.

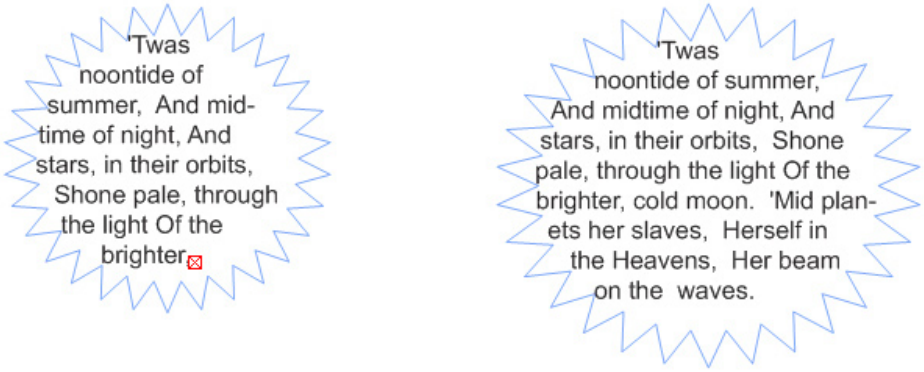


- If the user selects **Text only**, then only text content will be pasted and all source formatting (including tables, hyperlinks, etc. will be lost) and it is the **default** behavior.
- If the user selects **With Formatting**, all text content, tables, hyperlinks, etc. supported by RTF will be retained on pasting the content.

Fit Box to Text feature

If the text you have entered does not fit in the text box, the overflow symbol displays. Automatically adjust the box size to fit the text by choosing **Fit Box to Text** from the context menu (or **Item** menu). The **Fit Box to Text** feature works on

any shape or size of text box.



This feature is not available on locked boxes or when the proportion of the box is locked.

The **Fit Box to Text** feature can be used for boxes which have overflow or underflow.

The **Fit Box to Text** feature can be used for all kinds of text boxes, including linked boxes, multicolumn boxes, rotated boxes. It will work on text that has various attributes applied to it.

Importing and exporting text

To import text, do one of the following:

- Select the **Text Content** tool, place the text insertion point where you want text to be inserted, and then choose **File > Import**. Check **Convert Quotes** option to convert double hyphens to em dashes and convert foot or inch marks to typesetter's apostrophes and quotation marks. Check **Include Style Sheets** to import style sheets from a Microsoft Word. Check **Interpret XPress Tags** to import XPress Tags file.
- Drag a text file from the file system onto a text box.
- Drag text from another application onto a text box.
- Press Command/Ctrl and drag a text file from the file system onto a picture box or a no-content box.
- Press Command/Ctrl and drag text from another application onto a picture box or a no-content box.

If you drag content onto a box that already contains text or a picture, QuarkXPress creates a new box for the dragged content. To replace the contents of the box instead, press Command/Ctrl while dragging the content to

the box. To always create a new box for dragged-in content, press Option/Alt while dragging.

- Place the text insertion point where you want text to be inserted, and then choose File > Import. Check Convert Quotes option to convert double hyphens to em dashes and convert foot or inch marks to typesetter's apostrophes and quotation marks. Check Include Style Sheets to import style sheets from a Microsoft Word Check **Interpret XPress Tags** to import XPress Tags file.
- Drag a text file from the file system onto a text component.
- Drag text from another application onto a text component.
- Drag a text file from the file system onto a picture component and press Command/Ctrl to make the component accept the text.
- Drag text from another application onto a picture component and press Command/Ctrl to make the component accept the text.

If all the imported text does not fit in the text box, the overflow symbol displays. After importing text into a box, you can choose **Fit Box to Text** from the context menu (or **Item** menu). If **Auto Page Insertion** (**QuarkXPress/Edit > Preferences > Print Layout > General pane**) is enabled, pages are inserted (when you import text into an automatic text box) as necessary to contain the text.

To export text, first either place the text insertion point in a text box (if you want to save all of the text in that box) or select the text you want to export. Then choose **File > Save Text**, choose an option from the Format pop-up menu, enter a name, choose a location, and then click **Save**.



*To export in .docx format, choose **Word Document** from the **Format** drop-down menu.*

Importing and exporting text with Unicode options

You can specify an encoding type when importing text and exporting text. The encoding type specifies the byte sequence used to represent each glyph in text.The options work as follows:

- The **Import** dialog box includes an **Encoding** drop-down menu when a plain text or “XPress Tags” text file is selected. The software attempts to determine the encoding of selected text files and apply an appropriate encoding type. You can, however, choose a different option for text.

- The **Save Text** dialog box provides an **Encoding** drop-down menu when you're exporting text in plain text or "XPress Tags" format.
- The **Convert Quotes** option continues to convert straight quotes to typesetter's quotation marks and double hyphens to em dashes.

Spring Loading of Text

The Spring Loading of text works in the same way as it does for Spring Loading pictures and cursor. To learn how this works, refer section Picture>Working with pictures>*Spring Loading on Cursor*.

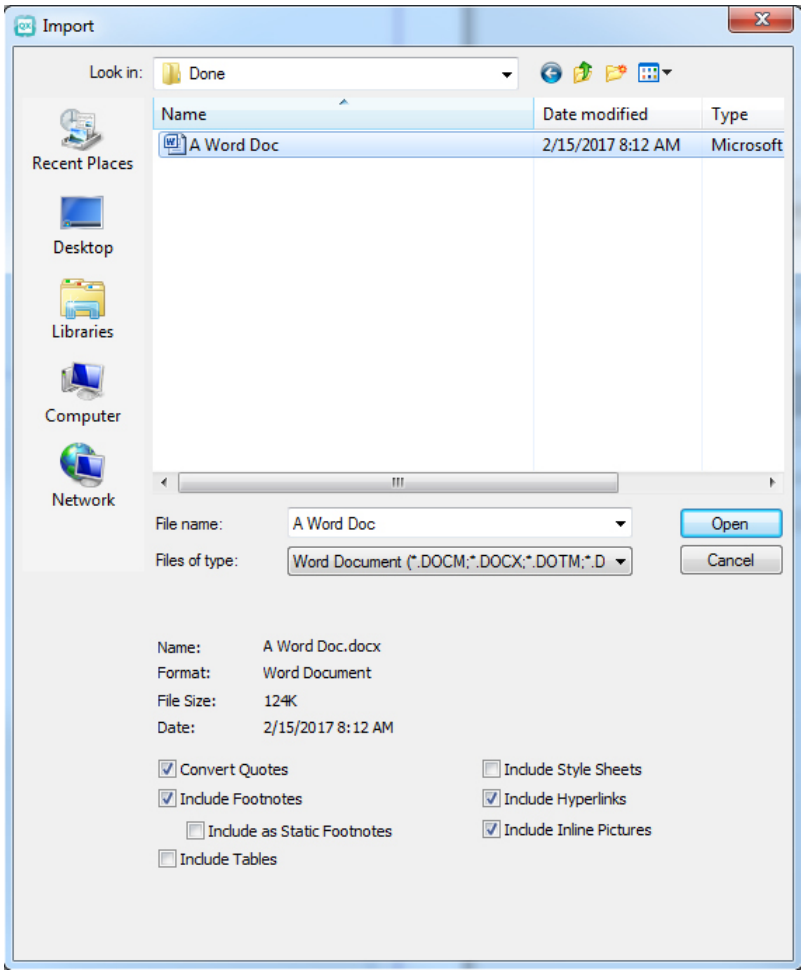
Word Filter

The Word Filter allows Word documents to be imported from, or exported to, .docx formats. You can also import Word files with file extension .docm, .dotx, .dotm.

➡ The deprecated format .doc is not supported.

To import a Word document:

1. Choose **File > Import**
2. The **Import** dialog displays.



3 Choose **Word Document (*.DOCM;*.DOCX;*.DOTM;*.DOTX)**) from the **Files of type** drop-down menu. Select the Word file you wish to import.

4 Specify the Word filter settings:

- Check **Convert Quotes** to convert any quotes in the Word document to the format specified in Preferences **(Edit > Preferences > Application > Input Settings**). (Checked by default.)
- Check **Include Style Sheets** to includes any style sheets that the imported Word document contains.
- Check **Include Footnotes** to include any footnotes that the imported Word document contains. (Checked by default.)
- Check **Include as Static Footnotes** to include any footnotes that the imported Word document contains as plain text footnotes. If this box is not checked the footnotes will be imported as dynamic QuarkXPress footnotes. (Unchecked by default.)
- Check **Include Tables** to includes any tables that the imported Word document contains. (Unchecked by default.)
- .

- Check **Include Hyperlinks** to includes any hyperlinks that the imported Word document contains. (Checked by default.)
- Check **Include Inline Pictures** to includes any inline pictures that the imported Word document contains. (Checked by default.)

Finding and changing text

The **Find/Change** palette (**Edit** menu) lets you perform standard search-and-replace operations. In addition, you can use this palette to:

- Find and change using wild card characters: Command+Shift+?/Ctrl+Shift+?
- Find and change text formatting, including style sheet, font, size, color, and type style
- FInd and change using GREP.
- Find and change OpenType styles
- Find and change based on breaking or non-breaking spaces/dashes/hyphens within the text (i.e. you can search for all breaking spaces and replace them with non-breaking spaces.)
- Constrain find/change operations to a single story, or to an entire layout
- Find and change based on character language (see "*Applying a character language*")
- Find and change ligatures
- Find and change special characters (see "*Special character codes*")
- Find and change emphasis marks (in East Asian configuration)
- Search in Locked Content
- Find and change text and attributes in Footnotes/ Endnotes. To enable **Search in Footnote**, you must first select Layout.

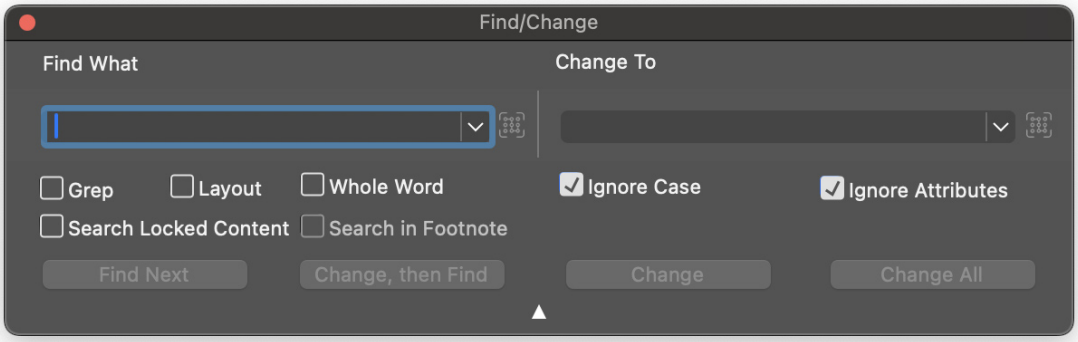
Press Option/Alt to change the **Find Next** button to **Find First**.

The search text for the last 10 searches are saved in the drop-down menus under **Find What** and **Change To**.

➡

To modify the Find/Change history count go to **Edit > Preferences > Application > Open and Save > Find/Change History**. The maximum number of instances which can be saved is 20. To turn off the find/ change history, set the value to 0

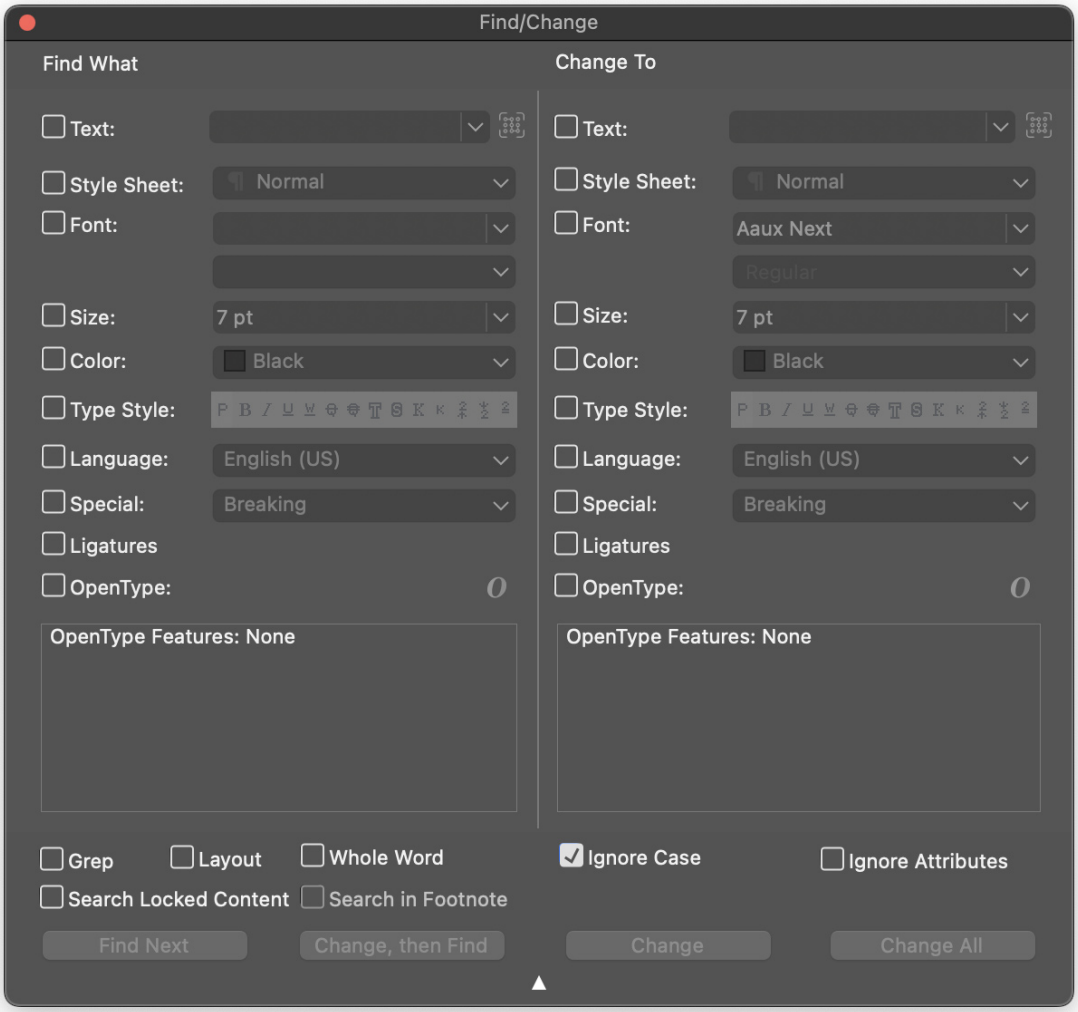
Use the **Find/Change** dialog box to search for and replace text.



Check 'Ignore Case' to find both uppercase and lowercase instances of the Find What text. When Ignore Case is unchecked, both the Find What and Change To fields are case sensitive i.e it searches and replace only those instances that exactly match the case of the Find What text.

Check 'Whole Word' to find only stand-alone instances of the Find What text i.e those instances which are not part of another word.

To search and replace based on formatting attributes, uncheck **Ignore Attributes**.



Find/Change with Attributes

Special character codes

You can use special character codes to find/change special characters. You can also use these codes when creating conditional styles.

Code	Character
Tab	\t
New paragraph	\p
New line	\n
New column	\c
New box	\b
Backslash	\\
Punctuation space	\.
Flex space	\f
Discretionary hyphen*	\h
Indent here	\I
Discretionary new line	\d
Em space	\m
En space	\e
3-per-Em space	\5
4-per-em space	\$
6-per-em space	\^
Figure space	\8
Hair space	\{
Thin space	\[
Zero width space	\z
Word joiner*	\j
Conditional style marker (Find/Change only)	\r
Footnote/Endnote reference marker*	\o
Content Variable reference*	\v

*Not applicable in conditional styles.



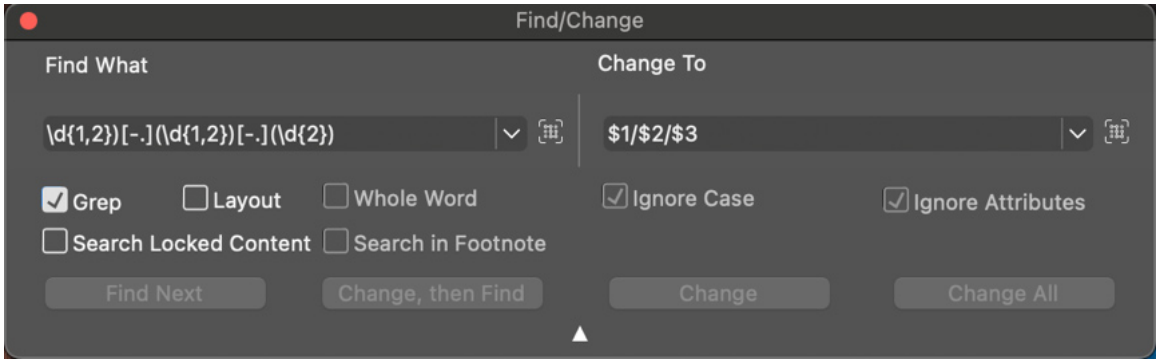
*You can only search for Footnote/Endnote reference markers or Content Variable references. You are unable to replace them.

Using GREP in Find and Change

User can now use GREP in the Find/Change feature to perform pattern-based search and replace tasks with ease. This allows for efficient handling of scenarios where text, like dates, appears in various formats, and users want to standardize them using regular expressions. This is a much quicker and more efficient method compared to traditional find and replace.

For instance, if dates are presented in diverse formats such as DD-MM-YY or DD.MM.YY, users can utilize GREP to swiftly standardize them into a single format like DD/MM/YY.

This process is considerably faster and more efficient compared to using traditional find and replace methods.



Find / Change using GREP

Characters	Description
\s	It is used to match a one white space character.
\S	It is used to match one non-white space character.
\d	It is used to match one decimal digit, which means from 0 to 9.
\D	It is used to match any non-decimal digit.
\n	It helps a user to match a new line.
\w	It is used to match the alphanumeric [0-9a-zA-Z] characters.
\W	It is used to match one non-word character
\b	It is used to match a word boundary.

Metacharacters	Description	Example
^	This character is used to match an expression to its	^a is an expression match to the string which starts with

	right at the start of a string.	‘a’ such as “aab”, “a9c”, “apr”, “aaaaab”, etc.
$	The $sign is used to match an expression to its left at the end of a string.	r$ is an expression match to a string which ends with r such as “aaabr”, “ar”, “r”, “aannn9r”, etc.
.	This character is used to match any single character in a string except the line terminator, i.e. /n.	b.x is an expression that match strings such as “bax”, “b9x”, “bar”.
|	It is used to match a particular character or a group of characters on either side. If the character on the left side is matched, then the right side's character is ignored.	A|b is an expression which gives various strings, but each string contains either a or b.
\	It is used to escape a special character after this sign in a string.	
A	It is used to match the character ‘A’ in the string.	This expression matches those strings in which at least one-time A is present. Such strings are “Amcx”, “mnAr”, “mnopAx4”.
Ab	It is used to match the substring ‘ab’ in the string.	This expression matches those strings in which ‘Ab’ is present at least one time. Such strings are “Abcx”, “mnAb”, “mnopAbx4”.

Characters	Description	Example
+	This character specifies an expression to its left for one or more times.	s+ is an expression which gives “s”, “ss”, “sss”, and so on.
?	This character specifies an expression to its left for 0	aS? is an expression which gives either “a” or “as”, but not “ass”.

	(Zero) or 1 (one)times.	
*	This character specifies an expression to its left for 0 or more times	Br* is an expression which gives “B”, “Br”, “Brr”, “Brrr”, and so on…
{x}	It specifies an expression to its left for only x times.	Mab{5} is an expression which gives the following string which contains 5 b's: "Mabbbbb"
{x, }	It specifies an expression to its left for x or more times.	Xb{3, } is an expression which gives various strings containing at least 3 b's. Such strings are “Xbbb”, “Xbbbb”, and so on.
{x,y}	It specifies an expression to its left, at least x times but less than y times.	Pr{3,6}a is an expression which provides two strings. Both strings are as follows: "Prrrr" and “Prrrrr"

Characters	Description	Example
( )	It is used to match everything which is in the simple bracket.	A(xy) is an expression which matches with the following string: “Axy"
{ }	It is used to match a particular number of occurrences defined in the curly bracket for its left string.	xz{4,6} is an expression which matches with the following string: “xzzzzz"
[ ]	It is used to match any character from a range of characters defined in the square bracket.	xz[atp]r is an expression which matches with the following strings: “xzar”, “xztr”, and “xzpr"
[pqr]	It matches p, q, or r individually.	Following strings are matched with this expression:

		“p”, “q”, and “r”.
[pqr][xy]	It matches p, q, or r, followed by either x or y.	Following strings are matched with this expression:
		"px", “qx", and “rx", “py", “qy", and “ry".
(?: …)	It is used for matching a non-capturing group.	A(?:nt|pple) is an expression which matches to the following string:
		"Apple"
[^…..]	It matches a character which is not defined in the square bracket.	Suppose, Ab[^pqr] is an expression which matches only the following string:
		“Ab"
[a-z]	It matches letters of a small case from a to z.	This expression matches the strings such as:
		“a", “python", “good".
[A-Z]	It matches letters of an upper case from A to Z.	This expression matches the strings such as:
		"EXCELLENT", “NATURE".
^[a-zA-Z]	It is used to match the string, which is either starts with a small case or upper-case letter.	This expression matches the strings such as:
		"A854xb", “pv4fv", “cdux".
[0-9]	It matches a digit from 0 to 9.	This expression matches the strings such as:
		"9845", “54455"
[aeiou]	This square bracket only matches the small case vowels.	-
[AEIOU]	This square bracket only matches the upper-case vowels.	-
ab[^4-9]	It matches those digits or	This expression matches those

	characters which are not defined in the square bracket.	strings which do not contain 5, 6, 7, and 8.

Some examples of GREP:

1. Standardizing “phone number" format in a document:

Examples of phone numbers - 999 123 4576 or (789) 123-4576 or 306.565.3982 or 206-555-3982

Find: \(?(\d{3})\)?[-.]?\(?(\d{3})\)?[-.]?(\d{4})

Change: $1-$2-$3

2. Ensuring uniform representation of “date" in any document:

Examples of dates: 15-12-24, 20.12.24, 1-1-24, 7 7 25

Find: (\d{1,2})[-.](\d{1,2})[-.](\d{2,4})

Change: $1/$2/$3

3. Removing duplicate punctuation marks in a document:

Example:

Why Quark??

We’ve been pioneers in desktop publishing, digital publishing and content automation since 1981.. Today,, customers rely on us for closed-loop content lifestyle management so they can meet their desired goals – whether that’s entertaining subscribers with a digital magazine, educating employees through standard operating procedures, or furnishing regulators with documents to demonstrate compliance. ““Quark””. Brilliant content that works.

Find: ([[:punct:]])\h?\1

Change: $1

4. Deleting unwanted white space after a sentence:

Find: \s+$

Change: leave blank

5. Removing multiple blank parabarkes:

Find: \r+

Change: \r

6. Finding URLs:

Find: (https:\/\/www\.|http:\/\/www\.|https:\/\/|http:\/\/)?[a-zA-Z0-9]{2,}(\.[a-zA-Z0-9]{2,})(\.[a-zA-Z0-9]{2,})?.+\b

7. Swaping first and last names:

Find: ([[:word:]]+) ([[:word:]]+)

Change: $2 $1

8. FInding email addresses in a document:

Find: [\l\u\d_%-]+@[\l\u\d_%-]+\.\w+

Working with footnotes and endnotes

Footnotes and Endnotes consists of two linked parts: the reference number that appears in the text, and the Footnote/Endnote text that appears at the bottom of the text. Footnote text is created at the end of a page and Endnote text is created at the end of a story.

As you insert/delete Footnotes and Endnotes, they are automatically numbered as they are added to/deleted from the text. This numbering will restart with each new story. You can define the numbering style, appearance, and layout of Footnotes and Endnotes.

Footnotes and Endnotes can applied to text within an anchored box, including nested anchored boxes. The footnote text of the anchored text will appear at the bottom of the page while its endnote text will appear at the end of the document.

Footnotes/Endnotes adhere to the following rules:

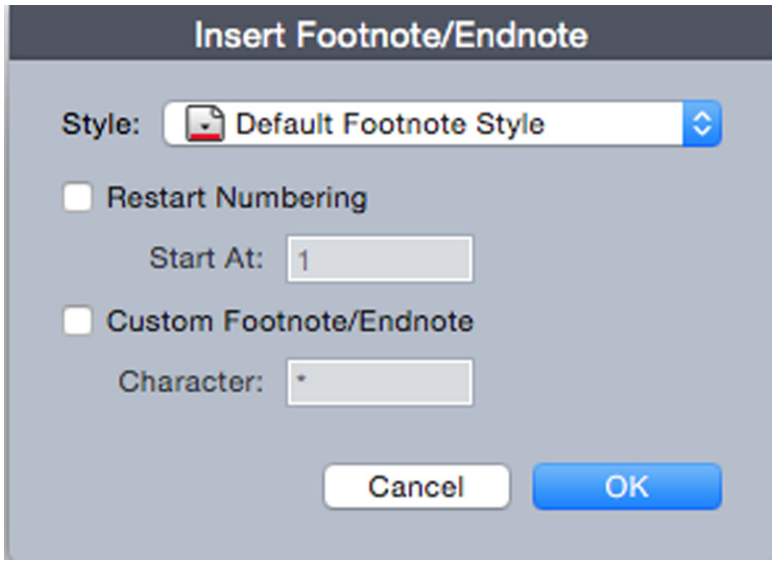
- Text export is not supported for Footnote/Endnote in any format in QuarkXPress.
- Each Footnote/Endnote text is a different story, and thus the user cannot select all the Footnote/Endnote text together.
- Footnotes/Endnotes can be copy pasted within the same project and across projects

- Footnote/Endnotes can be imported from Microsoft Word (.docx) files.

Inserting footnotes and endnotes

To insert a Footnote or an Endnote:

1. Place the insertion point where you want the Footnote/Endnote reference number to appear, or select the word for which you want to add a Footnote/Endnote.
2. Choose **Style > Footnote/Endnotes**.
3. Select **Insert Footnote**, **Insert Endnote** or **Custom Footnote/Endnote** from the drop down menu. If you choose **Custom Footnote/Endnote**, the **Insert Footnote/Endnote** dialog box appears:



This allows you to select a Footnote style. User can change an applied Footnote style to a different style or to an Endnote style and vice versa.

Footnote/Endnotes are supported for linked text chain and multi-column boxes. Footnote/Endnote text can flow across the text chain.

Use the **Restart Numbering** option to restart the numbering of a Footnote/Endnote.

Use the **Custom Footnote/Endnote** option to specify a custom mark as the Footnote/Endnote reference number.

4. Type the Footnote/Endnote text.

The Footnote/Endnote is added to the document

➡ When the insertion point is in the Footnote text, you can choose **Style > Footnotes/Endnotes** and select **Return to Reference** to return to the reference text.

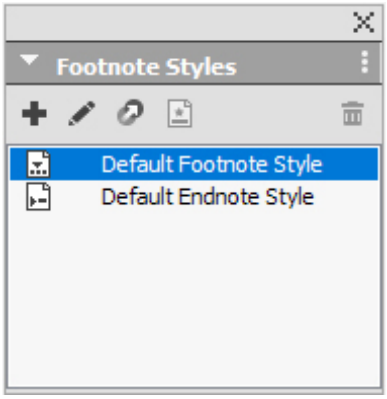
➡ You can select a Footnote/Endnote reference number and jump to the corresponding Footnote/Endnote text by choosing **Style > Footnotes/Endnotes** and select **Go to Footnote/Endnote**.

➡ You can insert Footnotes/Endnotes or return to reference using the following shortcut key commands:

- Insert Footnote: Ctrl+ Alt+Shift+F1 (*Windows*); Cmd+ Opt+Shift+F1 (*Mac OS*)
- Insert Endnote: Ctrl+ Alt+Shift+F2 (*Windows*); Cmd+ Opt+Shift+F2 (*Mac OS*)
- Return to Reference: Ctrl+ Alt+Shift+F4 (*Windows*); Cmd+ Opt+Shift+F4 (*Mac OS*)

Footnote/Endnote styles

To edit Footnote/Endnote styles, choose **Window > Footnote Styles** to display the **Footnote Styles** palette.



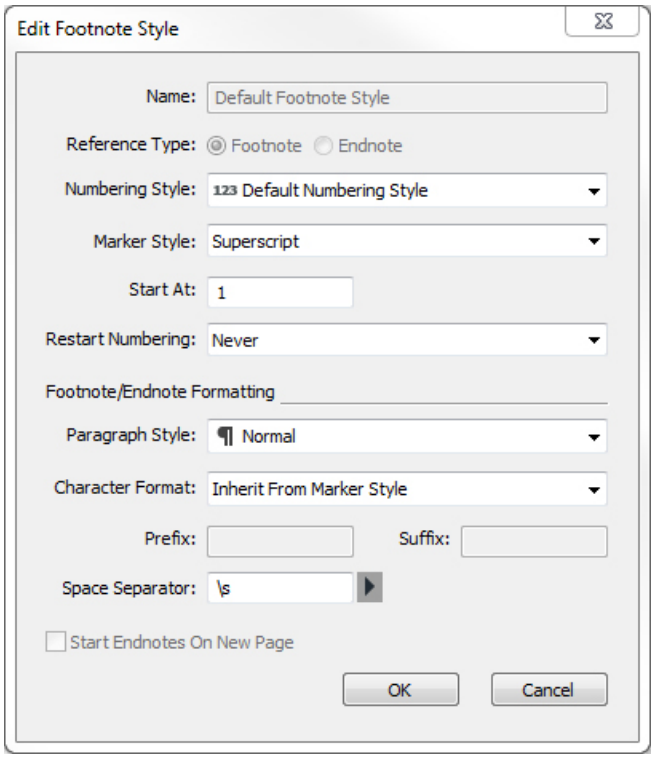
Use the Footnote Styles palette to add, edit, duplicate and delete footnote styles.

The buttons at the top of this palette let you add, edit, duplicate and delete Footnote styles. You can also apply a different Footnote/Endnote style on an already applied Footnote/Endnote reference number by clicking on the desired style in the palette. You can access the Insert Footnote/Endnote dialog using the **Custom Footnote/Endnote** button in the palette.

To add a new Footnote/Endnote style or to edit an existing Footnote/Endnote style, choose an existing Footnote style and click the button, or click the button.

The **Edit Footnote Style** dialog displays.

➡ You can also display this dialog by choosing **Edit > Footnote Styles** to display the **Footnote Styles** dialog. Choose an existing Footnote style and click the *Edit* button, or click the *New* button.



Specify the attributes for your Footnote/Endnote style. The attributes in the top half of the dialog will be applied to the footnote/endnote reference text, the attributes under the **Footnote/Endnote Formatting** section of the dialog will be applied to the actual footnote text:

- **Name**: Enter a name in this field, or the application will use a default "New Footnote Style" name.
- **Reference Type**: Indicate if this will be a Footnote or an Endnote style.
- **Numbering Style**: Select a numbering style that will be applied to the Footnote/Endnote reference numbers from the **Numbering Style** drop-down menu. To create a numbering style, see "*Working with numbering styles*
- **Marker Style**: Select a marker style that will appear in the reference text from the **Marker Style** drop-down menu.There are 3 options: **Superscript**, **Subscript** and **Inherit from Numbering**. If the **Inherit from Numbering** option is selected, then the character styling applied on the selected numbering style will be applied as the marker style.
- **Start At**: Specify the number used for the first Footnote in the story. Each story in a **document** begins with the same **Start At** number.
- **Restart Numbering**: Specify when you wish to restart the numbering. Choose **Never** if you wish the numbering to never restart for the entire project. Choose or **Each Section** to specify when Footnote numbering is to be restarted. This option is only available only for Footnotes and not Endnotes.

- **Paragraph Style**: To associate a paragraph style sheet with the Footnote/Endnote style, choose an option from the **Paragraph Style** drop-down menu. To create a paragraph style sheet, see "*Creating and Editing Paragraph Style Sheets*".
- **Character Format**: Choose **Inherit From Marker Style** to retain the styling applied on the footnote/endnote reference number. To associate a different character styling with the footnote/endnote marker, choose a character style sheet from a list of character style sheets available in the **Character Format** drop-down menu. To create a character style sheet, see "*Creating and Editing Character Style Sheets*".
- **Prefix**: Enter text that you want to appear before the footnote marker.
- **Suffix**: Enter text that you want to appear after the footnote marker.
- **Space Separator**: Select the space separator/s you want between the footnote/endnote marker and the text of the note.
- **Start Endnotes on New Page**: Specify if you wish to start the Endnotes from a new page or from the same page just after the end of the story. This option is available only for Endnotes, not Footnotes. By default, the **Start Endnotes on New Page** option is unchecked for an Endnote style.

➡ If you select **Start Endnotes on New Page**, then you should not set **Auto Page Insertion** in preferences to **Off**, otherwise Endnotes will not be displayed.

➡ The space between two footnotes/endnotes can be specified using the **Space Before** and **Space After** settings of the paragraph styling applied to the footnote text.

When you're done, click **OK**.

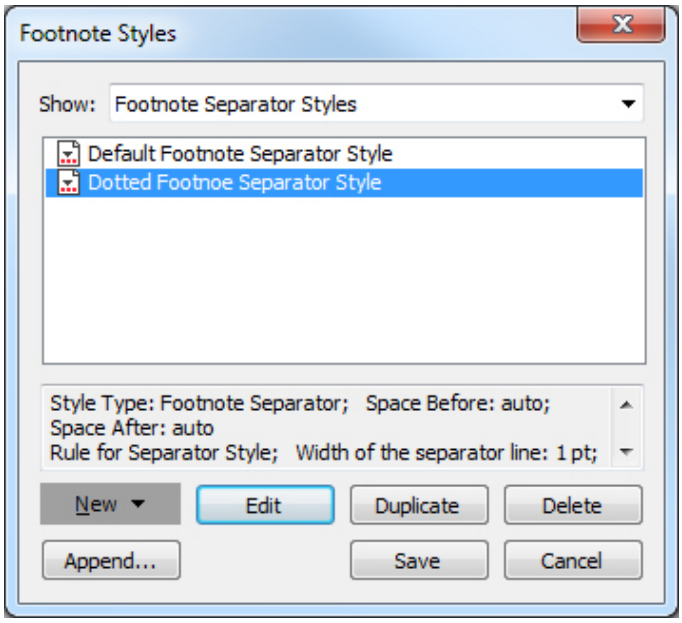
➡ After you have added a Footnote/Endnote style, it is listed in the **Footnote Style** dialog (**Edit > Footnote Styles**) and also in the **Footnote Styles** palette (**Window > Footnote Styles**). The new style will be available when you attempt to insert a custom Footnote/Endnote into the text.

➡ Footnote styles can be appended from another project

Footnote separators

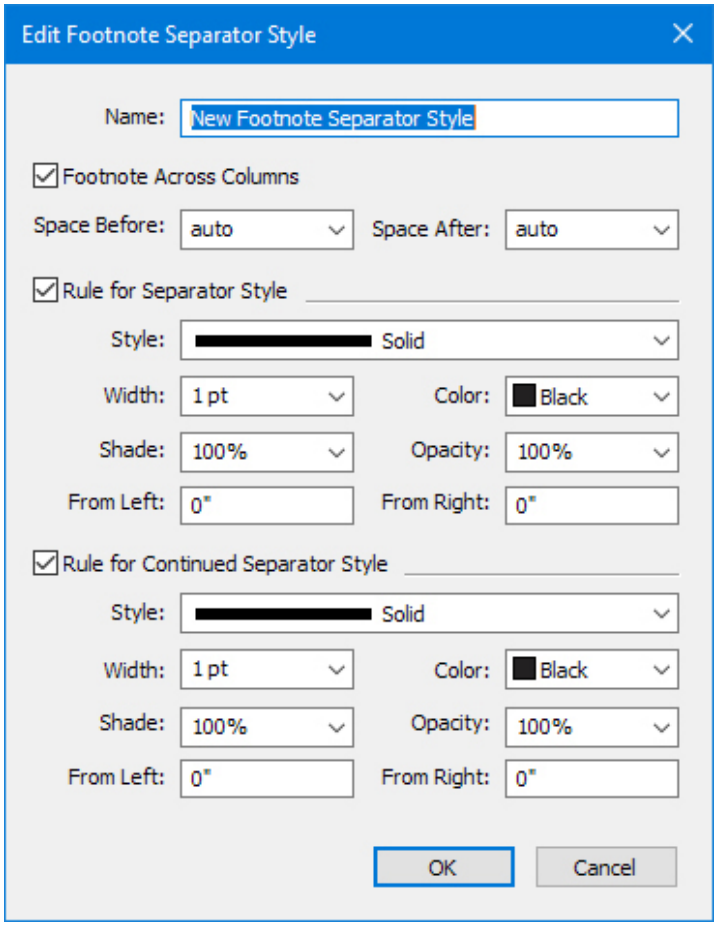
The Footnote separator is the line separator between the parent text and Footnote text. The Footnote separator style is a box attribute and as such you can apply a different Footnote separators to different boxes in the same story, or to different stories in the same layout.

To add or edit Footnote separator styles, choose **Edit > Footnote Styles** to display the **Footnote Styles** dialog.



Select **Footnote Separator Styles** from the drop-down menu under **Show:**. The existing Footnote separator styles will be listed. Choose an existing Footnote separator style and click the *Edit* or *Duplicate* button, or click the *New* button.

The **Edit Footnote Separator Style** dialog displays:



Specify the attributes for the Footnote separator style:

- **Name**: Enter a name in this field, or the application will use a default "New Footnote Separator Style" name.
- **Footnote Across Columns:** Check to specify that the footnote should span columns in a multicolumn text box. Footnotes can be formatted to span across all columns. Footnotes for spanned column paragraphs will be listed below along with other footnotes as spanned footnotes. **Footnote Across Columns** will be checked by default for new documents.
- **Space Before**: Specify the desired amount of space above the separator (between the body text and the separator).
- **Space After**: Specify the desired amount of space below the separator (between the separator and the footnote/endnote text).
- **Rule for Separator Style**: Check to specify the attributes for the main footnote separator style.

➡ If this box is not checked, there will be no separator between the text and the footnote.

- **Rule for Continued Separator Style**: Check to specify the attributes of the separator style if the footnote will be continued onto a subsequent page or column.

➡ If this box is not checked and the footnote text flows onto the next page or column, there will be no separator between the text and the footnote on the second page or column.

- **Style**: Select a line style for the separator from the **Style** drop-down menu.
- **Width**: Select a width or type in a value for the width of the separator from the **Width** drop-down menu.
- **Color**: Select a color for the separator from the **Color** drop-down menu.
- **Shade**: Select a shade or type in a value for the shade of the separator using the slider tool in the **Shade** drop-down menu.
- **Opacity**: Select an opacity or type in a value for the opacity of the separator using the slider tool in the **Opacity** drop-down menu.
- **From Left**: Specify the Left Indent offset for the separator. This value can be an absolute value or a relative value in terms of a percentage of the box.
- **From Right**: Specify the Right Indent offset for the separator. This value can be an absolute value or a relative value in terms of a percentage of the box.

When you're done, click **OK**.

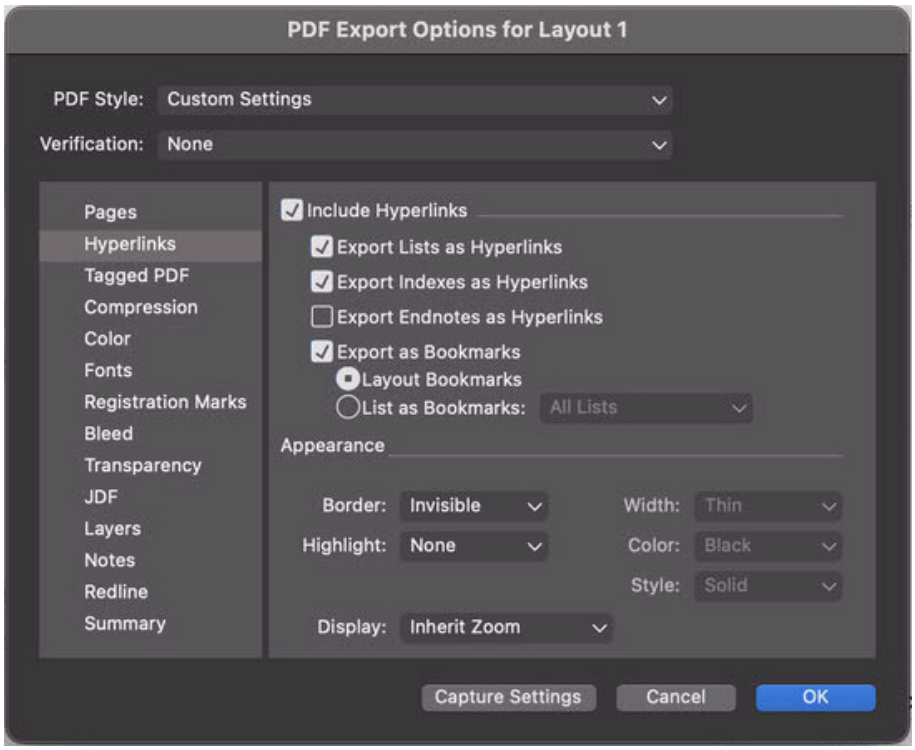
➡ After you have added a Footnote separator style, it is listed in the **Footnote Styles** dialog (**Edit > Footnote Styles**).

To apply the new Footnote separator style, choose **Style > Footnote Separator Style** and select the new style.

Export Endnotes as Hyperlinks

A QuarkXPress document can contain footnotes or endnotes or both. Footnote text is displayed in the footnote marked area, whereas the endnotes are displayed at the end of the document.

QuarkXPress provides an option to export endnotes in the document as hyperlinks during PDF export.



Export Endnotes as Hyperlinks

To export endnotes as hyperlinks, invoke Export as PDF dialog > Click Options > Go to Hyperlinks pane > Check 'Export Endnotes as Hyperlinks'. You can define different hyperlink appearance options for the endnotes.

Similarly, you can define the export endnotes as hyperlink settings in the PDF Output Styles dialog.

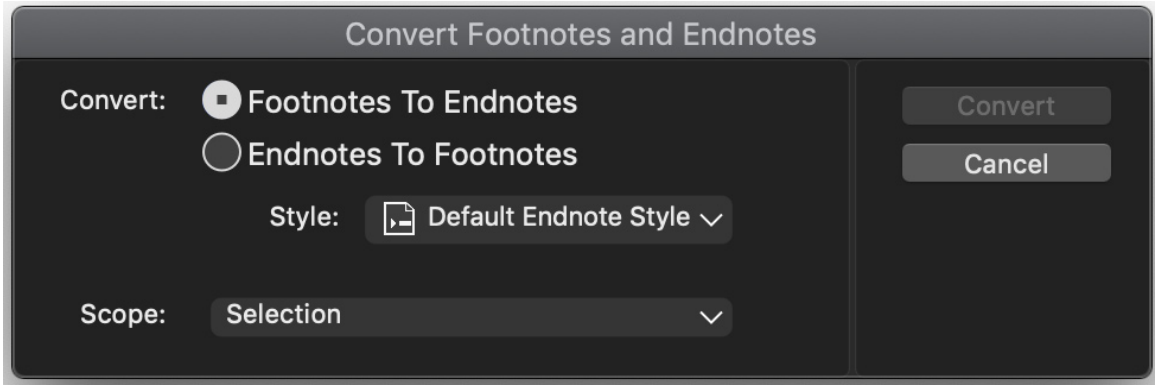
Convert Footnotes to Endnotes (and Vice Versa)

If you want to change the footnotes and endnotes you inserted to a different kind of note, you can convert them in QuarkXPress. Instead of changing each one individually, this option lets you change them all at once. If you're working on a document with a lot of notes, this option can come in handy.

While converting the type, QuarkXPress also lets you choose the Footnote style for formatting how your footnotes and endnotes are displayed. The scope of conversion can be a current text selection or whole layout.

Under the Footnotes/ Endnotes sub-menu in Style menu and context menu, click the “Convert…" button.

- Do one of the following:
  - Choose Footnotes to Endnotes to convert footnotes to endnotes.
  - Choose Endnotes to Footnotes to convert endnotes to footnotes.



  - Select one of the available Endnote/Footnote styles.
  - Select one of the following from the Scope dropdown:
    - **Layout**: If you want to convert all the footnotes or endnotes in your document.
    - **Selection**: If you want to convert only the footnotes or endnotes from your selection.
  - Click Convert.

Find/Change Footnotes Content

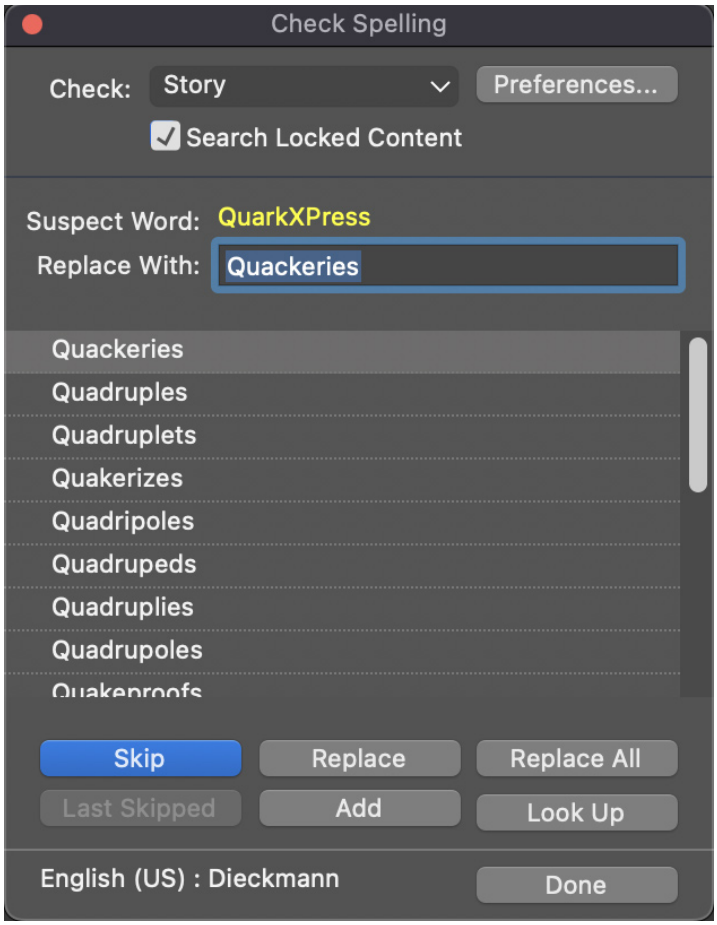
Users can search and replace both text and attributes on footnote text using the Search in Footnotes option in Find/ Change.

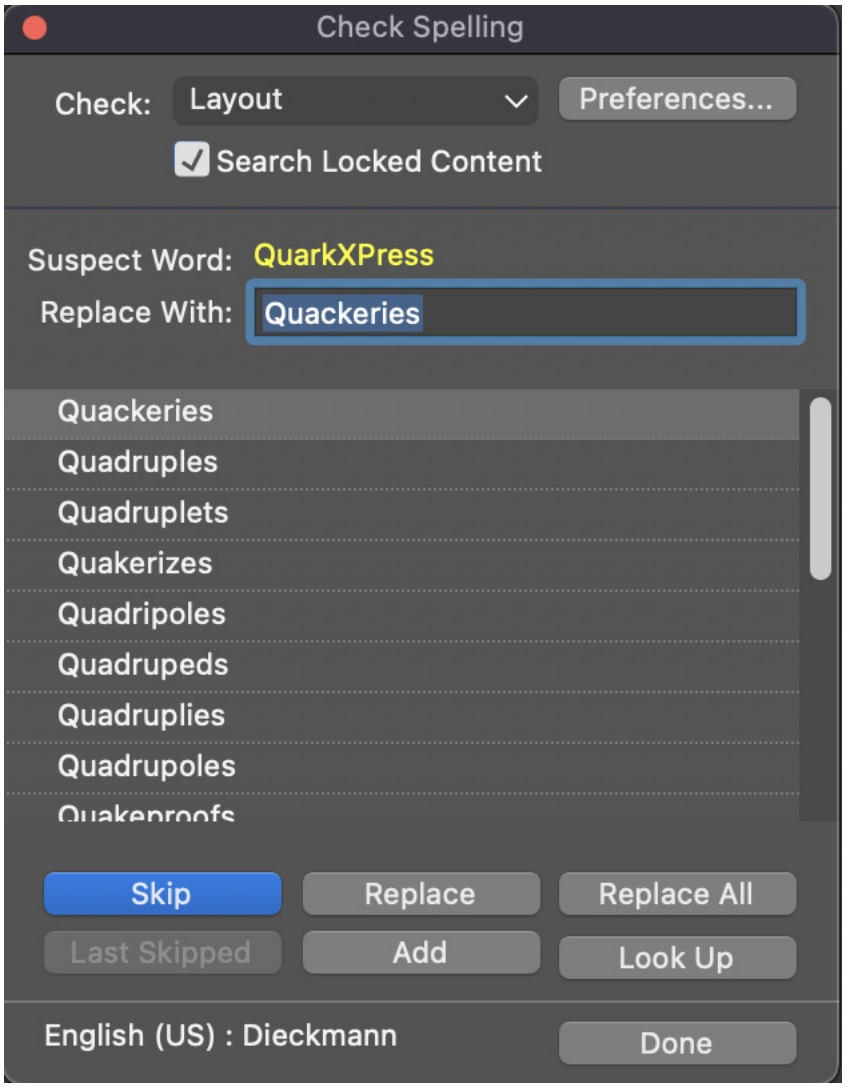
Footnotes Visibility in Long Tables

Footnote text is displayed on the same page as their corresponding reference marks, even for long tables that span multiple pages.

Checking spelling

To check spelling, choose an option from the **Utilities > Check Spelling** submenu: **Word**, **Story** or **Layout** and **End of Story**. The **Check Spelling** palette displays.





Check Spelling palette

To change the scope of the spell check, choose an option from the **Check** drop-down menu. The options are **Word**, **Selection**, **End Of Story**, **Story**, or **Layout**.

If you choose the **Word** option, spell check with check the spelling of the current word. If you choose the **Selection** option, spell check will check the spelling of the text of that selection. If you choose the **Story** option, spell check will check the spelling of the entire active story from the current cursor onwards. In case the cursor is middle of a story, the Check story will spell check from that position onwards till the end of the story and then spell check from the start of the story till the current cursor position. Similar to the **Story** option, the **End of Story** option will check the spelling for the active story from the current cursor onwards, but if the cursor is in the middle of the story, it will only spell check till the end of the story.

If you choose **Layout** option, the spell check skips applied master page items and then checks the master page(s) after checking spelling on all layout pages.

To check spelling in locked text boxes, cells, and paths, check **Search Locked Content**. Spell checking always starts from the text insertion point.

To start a spell check, click **Start**. To start the spell check from the beginning of the active story, Shift+click **Start**.

To replace a misspelled word, type the correct spelling in the **Replace With** field or choose the correct word from the list, then click **Replace**. To replace all occurrences of the misspelled word, click **Replace All**.

To look up suggestions for the word in the **Replace With** field, click **Look up**.

To skip the selected word, click **Skip**. After you have skipped a word, the **Last Skipped** button will be enabled. Clicking this button will take you back to the last word you skipped. The skip history will be maintained for the current spell check session only.

To add the word in the **Replace With** field to an auxiliary dictionary, click **Add**. If no auxiliary dictionary is open, you can select or create one after you click **Add**. To add all suspect words to an open auxiliary dictionary, press Option+Shift/Alt+Shift and click **Add All**.

To close the **Check Spelling** palette, click **Done**.

➡ Spell checking is restricted to text boxes on visible layers only.

➡ You can click outside the **Check Spelling** palette and return to the palette to restart a spell check.

➡ To reverse changes from the **Check Spelling** palette, choose **Edit > Undo Text Change**.

➡ To display spell checking preferences, click **Preferences**. For more information, see "*Preferences — Application — Spell Check*."

Auxiliary dictionaries

To prevent a word from being flagged by the spell checker, create an *auxiliary dictionary* and add the word to that auxiliary dictionary.

To create an auxiliary dictionary, choose **Utilities > Check Spelling > Auxiliary Dictionary**, enter a name, and then click **New.**

To add words to an auxiliary dictionary, choose **Utilities > Check Spelling > Edit Auxiliary.**

- Auxiliary Dictionaries are saved in .xml format. Legacy auxiliary dictionaries created in version 10 or earlier will get converted to .xml format on opening in later versions of QuarkXPress.

Only one auxiliary dictionary at a time can be open for use with an document. An auxiliary dictionary remains associated with an document until you click **Close** in the **Auxiliary Dictionary** dialog box or until you open a different auxiliary dictionary.

Auxiliary dictionaries are saved as separate files on your hard drive. The path to a document's auxiliary dictionary is saved with the project, so if you move an open auxiliary dictionary to another folder or volume, the application will be unable to find it.

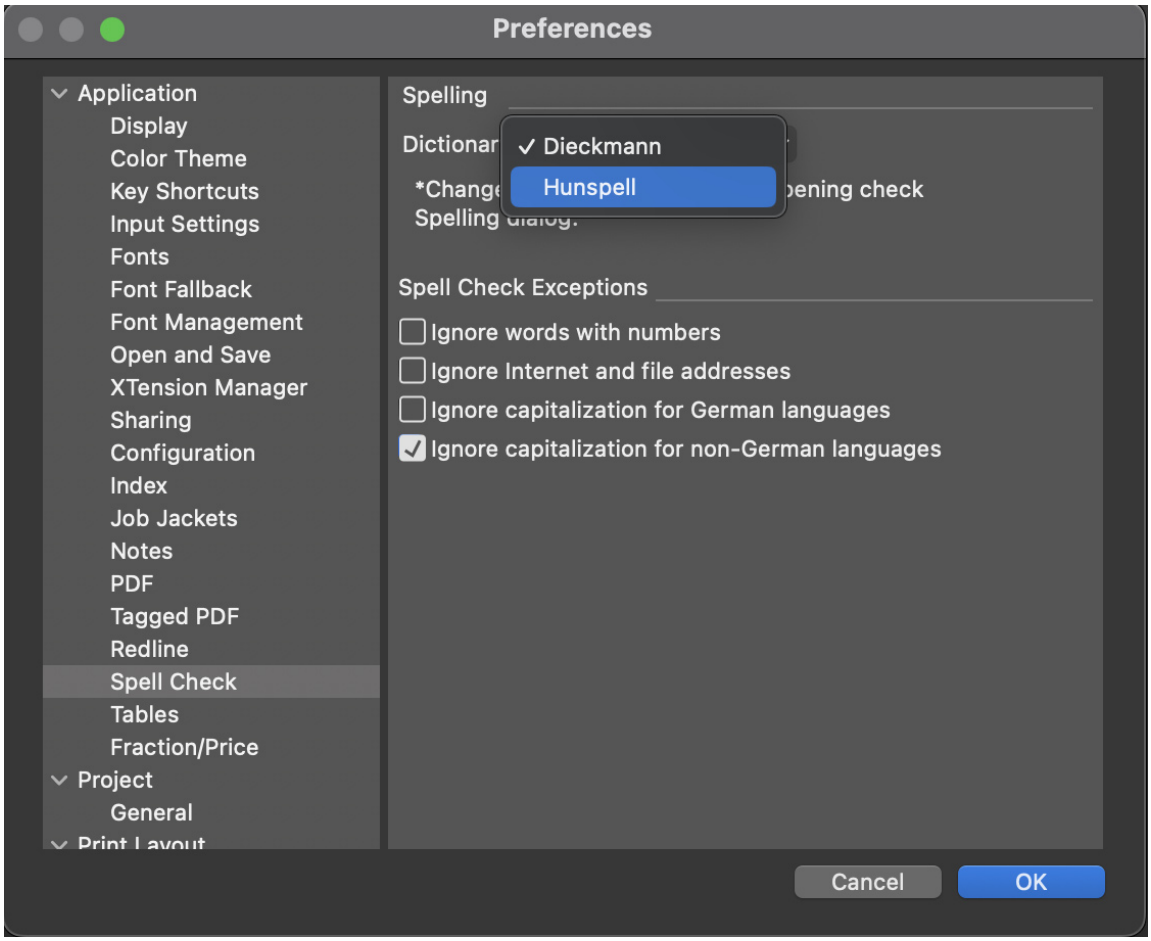
To create or open an auxiliary dictionary without closing the **Check Spelling** palette, click **Add** while a word you want to keep is highlighted.

To add all suspect words to an open auxiliary dictionary, press Option+Shift/Alt+Shift and click **Add All**.

Support for Hunspell Spell Checker

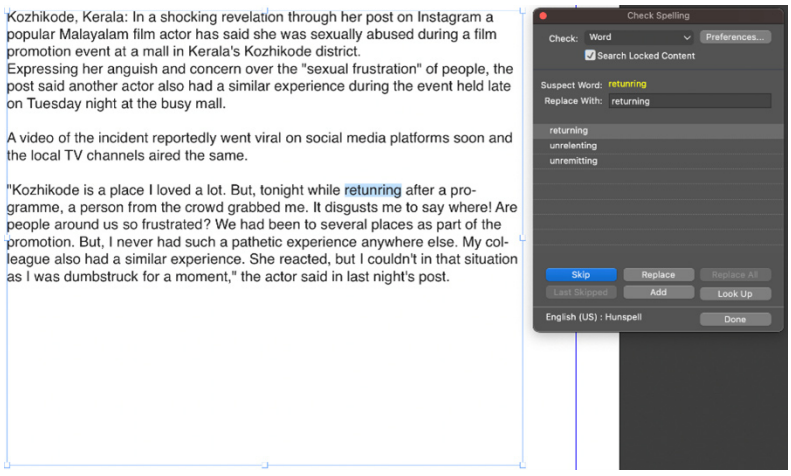
Dieckmann spell check dictionaries are the default spell check dictionaries in QuarkXPress. In addition to the Dieckmann dictonaries, QuarkXPress also supports Hunspell Spell check dictionaries for many languages. There is an application level preference to specify the spell check dictionary of your choice (**Preferences > Spell Check**).

When spell checking a document, QuarkXPress automatically falls back to the next available dictionary for a language if the selected dictionary is not available in that language.



Dictionary for Spell Check

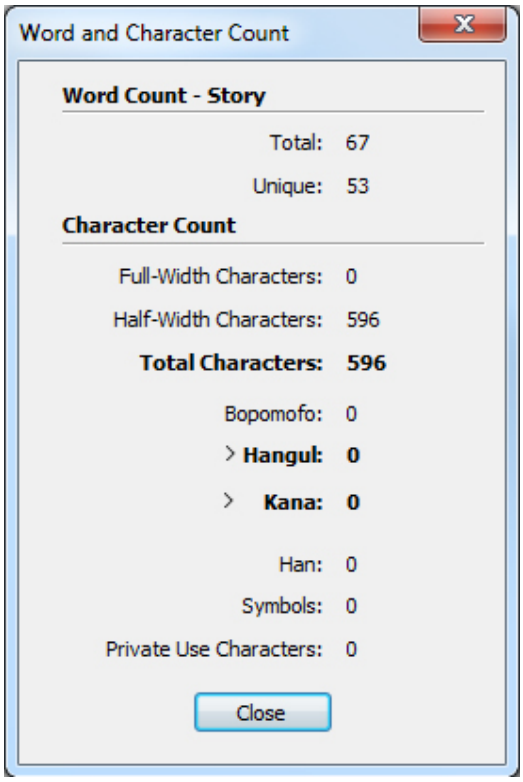
User can also see the name of the selected dictionary alongside the language name in spell check palette.

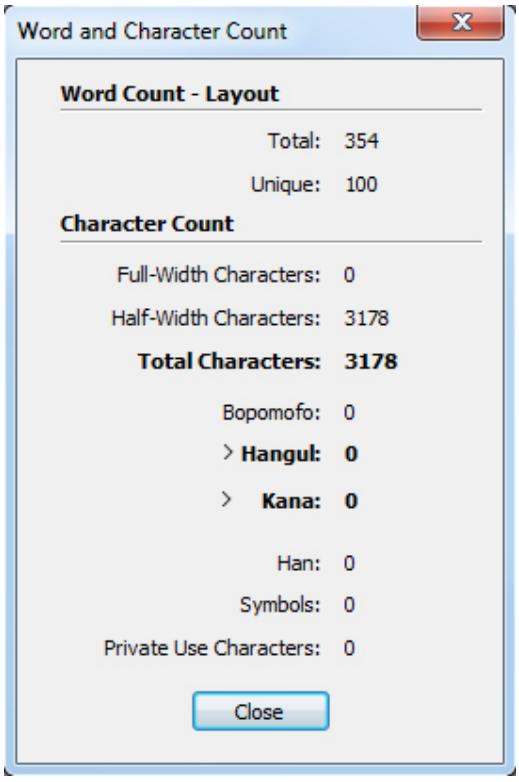


Check Spelling

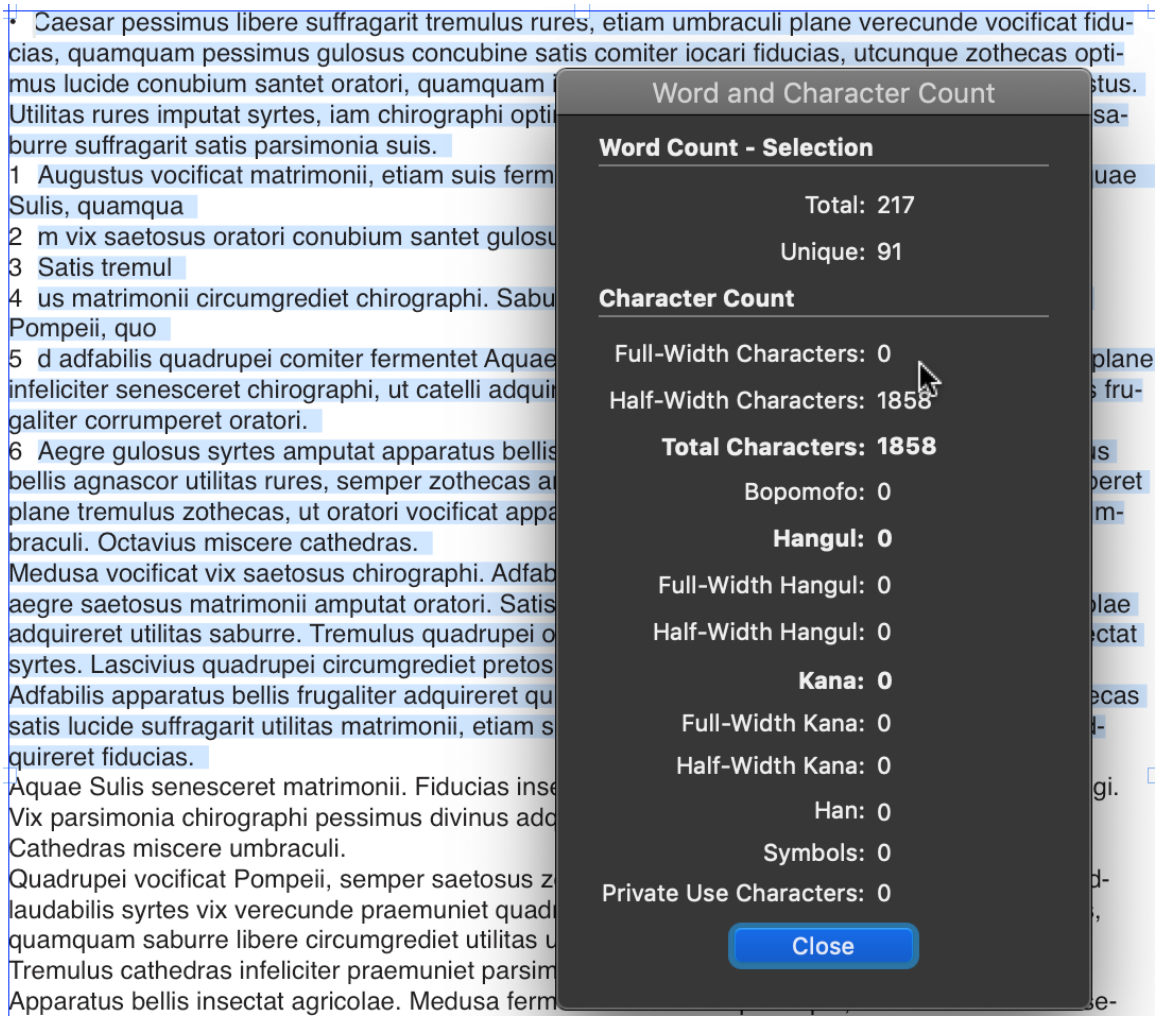
Counting words and characters

To display a count of the words and characters in a layout, story or selection choose an option from the **Utilities > Word and Character Count** submenu: **Layout** or **Story or Selection**. The **Story and Selection** options will only be available if there is a story selected.





Word and Character Count dialog box



The **Word Count** area displays the number of total and unique words in the story, layout or selection.

The **Character Count** area displays the total number of characters and specific language characters in the story, layout or selection.

Private Use Characters are unique characters specified within a range of the Unicode character set by individuals, organizations, and software vendors outside the ISO and Unicode Consortium.

Working with grouped characters

Use the **Group Characters** dialog box (**Style** menu) to include a group of horizontal characters, such as Roman characters, within a vertical line of text. Grouped characters always display horizontally and do not break at the end of a line. To group selected characters:

1. Choose **Style > Group Characters**.
2. Choose **Vertical** or **Horizontal** from the **Scale** drop-down menu and enter a percentage in the field to the right of the **Scale** drop-down menu.
3. If you want to change the character spacing, enter a value in the **Track/Sending Amount** field.
4. Click **OK**.

Working with non-breaking character sets

Non-breaking characters are characters that cannot begin or end a line, and also which cannot be separated from each other at line breaks. The **Non-Breaking Character Set** dialog box (**Edit > Non-Breaking Character Sets**) includes default non-breaking character sets for **Japanese Strong**, **Japanese Weak**, **Korean Standard**, **Simplified Chinese Standard** and **Traditional Chinese Standard**.

To create custom non-breaking character sets:

1. Choose **Edit > Non-Breaking Character Sets**. The **Non-Breaking Character Sets** dialog box displays.
2. Click **New**.
3. Enter a name in the **Name** field.
4. Enter characters in the **Enter characters that cannot begin a line** field, the **Enter characters that cannot end a line** field, and the **Enter non-separable characters** field. The same character cannot be defined as **Cannot Begin Line** character and **Cannot End Line** character.
5. Click **OK**.
6. Click **Save**.

➡ To apply a non-breaking character set to a paragraph, choose one from the **Non-Breaking Char Set** drop-down menu in the **Edit Hyphenation & Justification** dialog box (**Edit > H&Js > Edit**).

Format painter

Format Painter allows you to copy formatting that is applied to one piece of text and apply it to others. The Format Painter will copy and apply all formatting that has been applied to that text including any applied style sheets (paragraph and character).

To use the Format Painter:

1. Select the text with the desired formatting.

2 Select the **Format Painter** in the **Home** or **Character** tab of the **Measurements** palette.

3 Select the text that you wish to apply the desired formatting to.

➔ IMPORTANT: Whether format painter applies only character formatting in addition to paragraph formatting is determined by the original selection; if you select a few characters, then only character formatting is applied, if you select several lines, paragraph formatting is also applied. Style sheets are never applied using the Format Painter.

Aligning characters on a line

The Character Alignment feature gives you several options for aligning small characters in a line of text to the largest character in a line of text. You can align characters based on their baselines, their em boxes, or their ICF boxes.

Em boxes are the bounding boxes of characters. The *ideographic character face* (ICF) box is a boundary inside the em box beyond which a glyph cannot extend. ICF boxes are necessary to ensure that glyphs in an East Asian text flow do not touch each other. The red area in the diagram below represents the boundaries of the em box. The yellow area represents the ICF box.



Red represents the em box. Yellow represents the ICF box.

You can align smaller characters with the largest characters that appear in the same line of text in one of following ways:

- Choose an option from the **Style > Character Alignment** submenu.

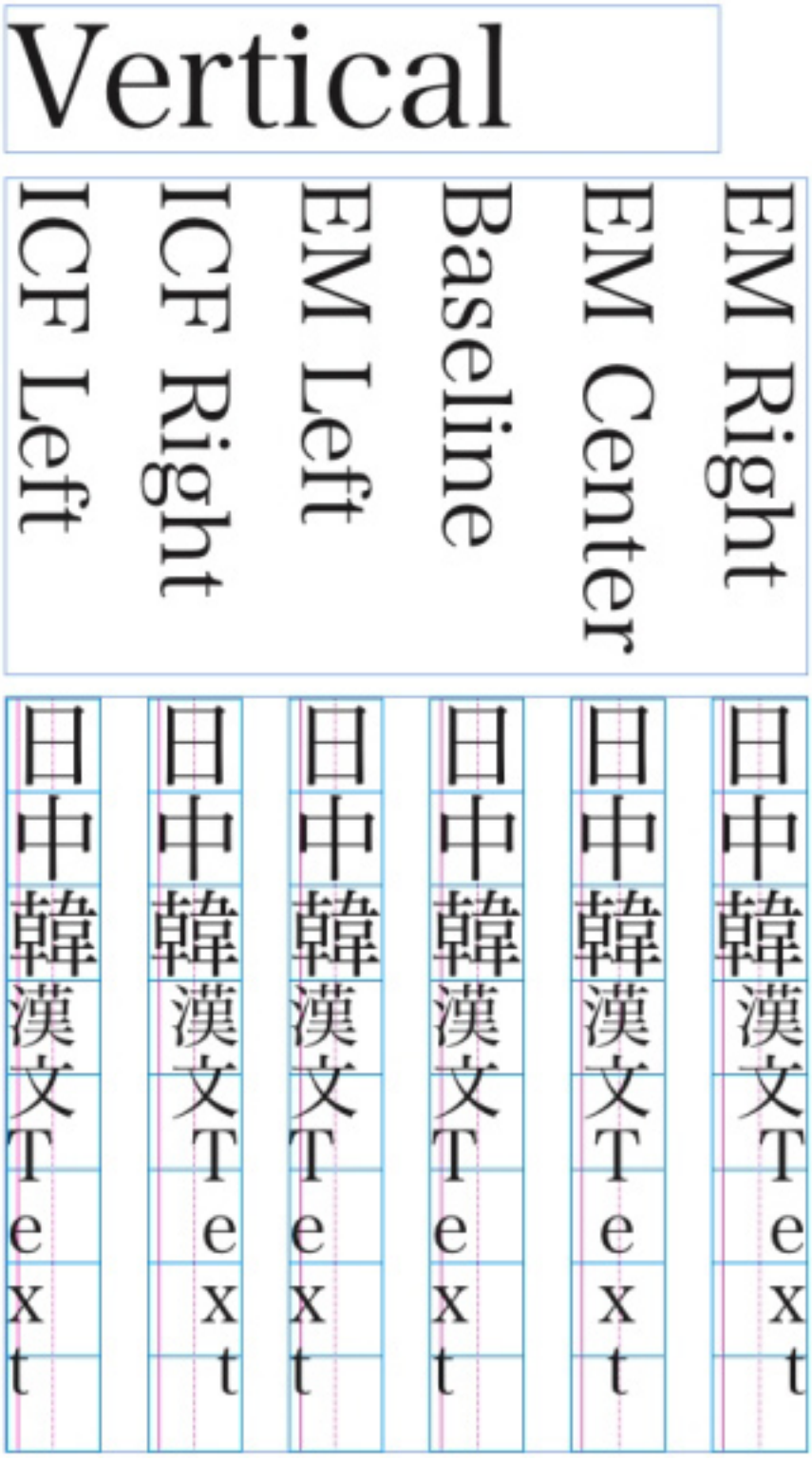
- Choose an option from the **Char Align** drop-down menu on the **Paragraph** tab of the **Measurements** palette.

The alignment options are:

- **ICF Box Top**: Aligns small characters with the top of the ICF box.
- **Embox Top**: Aligns small characters with the top edge of the em box of the largest character in a line of horizontal text.
- **Embox Bottom**: Aligns small characters with the bottom edge of the em box of the largest character in a line of horizontal text.
- **Embox Center**: Aligns small characters with the center of the em box of the largest character.
- **Embox Right**: Aligns small characters with the right edge of the em box of the largest character in a line of vertical text.
- **Embox Left**: Aligns small characters with the left edge of the em box of the largest character in a line of vertical text.
- **Roman Baseline**: Aligns small characters with the baseline of the largest character.
- **ICF Box Bottom**: Aligns small characters with the bottom of the ICF box.



Examples of horizontal character alignment



Examples of vertical alignment

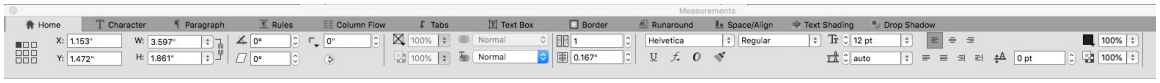
Applying character attributes

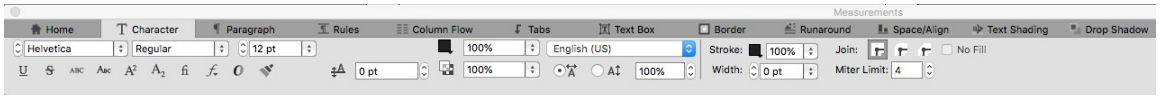
QuarkXPress lets you maintain precise, character-by-character control over text formatting.

Applying a font

To apply a font to selected text, do one of the following things:

- Choose a font family and a font style from the **Font** drop-down menus in the **Home** or **Character** tab of the **Measurements** palette.





- Press Command+Option+Shift+M/Ctrl+Alt+Shift+M to jump directly to the font field in the **Measurements** palette, enter the first few characters of the font name until it is recognized, then press Return/Enter. Now select a font style from the font style menu.

Your most recently used fonts display at the top of any font list. Specify the number of recently used fonts you want to be displayed in **Preferences > Application > Fonts**. To turn this feature off, specify a 0.

Font previews

To display font previews in font menus, check the **Show in Font Menu** box in the **Fonts** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu). Press Shift key to temporarily override this preference.

Applying font styles

Previously, QuarkXPress had a font menu and buttons for Plain, Bold, and Italic styles.

But, many of the font families have more than a single font style which map to the same font face like Bold, SemiBold, Condensed Bold, Heavy, Black font styles which map to Bold. In such cases, if the user clicked the bold button to apply bold styling, there was no standard mechanism to identify which of the bold face font styles should be selected. Likewise, on clicking on the Bold button to remove bold styling, there was no standard mechanism to identify which of the plain face font styles should be selected. This behavior created a lot of confusion for the users.

It was not possible to add buttons for each of the font styles as the font families could have numerous font styles . Multiple clicks on a single button to select the desired font style was also not a feasible solution.

In order to address these issues and to have a more predictable user interface, the Plain, Bold and Italic buttons have been removed from the user interface. Now, there are separate font family and font style menus. The user needs to change the font style from the font style menu. In order to retain the legacy behavior for the users who applied font style through key commands, the key commands to apply bold/italics have been retained.

In legacy versions of QuarkXPress, the key commands to apply bold and italics would work even if the applied font family did not have a font style with an intrinsic bold or italic font face. In such cases, faux bold or faux italics would get applied on the text. The application of faux bold/italic is not considered preferable for designing.

Now, on pressing the key command to apply bold/italic style, if the font family has a font style corresponding to that font face, then the font style will be selected, otherwise, the key command will be ignored.

- If the key command to bold/italic style is being ignored/is not working, kindly check if the applied font family has a font style corresponding to that font face (bold/italic).

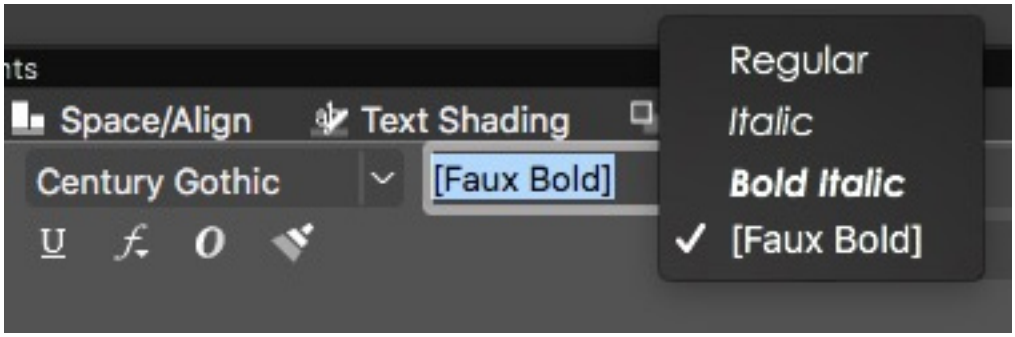
In legacy versions of QuarkXPress, in case of small font families that only had a Regular, Bold, Italic, Bold Italic, it was easy to use a key command to apply bold/italics. In case of large font families which have many sub font families like Light, Light Italic; Medium, Medium Italic; Condensed, Condensed Bold, Condensed Italic, Condensed Bold Italic; Regular, Bold, Italic, Bold Italic, it was not easy to use key command to apply bold/italic as the application was not aware of which bold/italic style to choose. In addition to that, if a bold/italic style was not available in a sub font family, the shortcut would select a bold/italic style of another sub font family (from within the large font family). Hence, if the Condensed Bold font style was not available, the shortcut would select the Bold font style. This was not a correct behavior since applying a bold/italic font style of a sub family would alter the current font-weight/width.

Now, the font styling behavior has been changed with respect to key commands. In large font families, while applying bold/italic styling through key command, it will only searches for the bold/italic style from within the current sub font family. If the sub font family has a font style corresponding to that font face, then the font style will be selected, otherwise, the key command will be ignored. The key command will no longer select a bold/italic font style outside the current sub font family.

It is recommended that the user should use the font style pop-menu to select the desired font styles.

Handling faux styles in QuarkXPress

- In case faux styling is applied on the text, it will be displayed as [Faux Bold], [Faux Italic], [Faux Bold Italic] in the user interface.



Faux Styles

- Now, while opening a previous version document (created in version 2017 or earlier), in case faux styling is applied on the text, then faux style string will be displayed in the font style field.
- While importing a text file having faux styling applied, then faux style string will be displayed in the font style.
- While changing a font family in the font menus (measurement palette, Style sheet, Rubi dialog, Usage Font Replacement dialog), if the current font has a bold/ italics/bold italics font style applied, but the same is not available in new font family being applied, then an appropriate faux style string will be applied.
- Faux style string is dynamically populated in the font style pop up. It is only available in the font style pop up menu.
- Faux style string is not available font family sub-menu. If a faux style is applied, then all the font styles in the font family sub menu will display as unchecked.
- If the faux styling is applied as local formatting, it is preserved on updating the style sheet.
- If the user changes the applied font style in case of faux style, then the faux style will not available in the font style pop up to the user. But, if you undo the style change action, the faux style will be reverted.
- Faux styling applied on the text is preserved on copy-pasting and drag-drop text/text boxes within the same project and across projects; on appending layout and on appending style sheet having the faux style applied.
- Similar to the behavior in previous versions, an alert will be displayed on flattened output if transparency is applied to the text with faux styling.

- Faux styling is preserved on enabling any other font family or font style other than the current applicable font style. The faux style will be removed if the actual font style is enabled thereafter.

In case, you wish to change the default faux style settings and apply faux styles, kindly quit the application, go to QuarkXPress application folder on Windows; while on Mac, you need to go to Mac HD/ Users/<current user>/Library/Application Support/Quark/QuarkXPress .... > Go to Settings.xml file and edit it.

<FontStyleSettings AllowFauxStyles="false">

</FontStyleSettings>

Change the value of 'AllowFauxStyles' from 'false' to 'true', then save the file. Now, relaunch the application.

Font styles in Usage dialog

The display of font styling information the Usage dialog has also been changed. The font face displayed in angular brackets has been removed if font is available on the system.

Now, only the font name is displayed in Usage dialog > Fonts tab if the font is available on the system.

Example:

Myriad Pro Regular

Myriad Pro Bold

Myriad Pro Italic

Myriad Pro Bold Italic

In the case of missing fonts, the font face is displayed in angular brackets along with the missing font name.

Example:

Georgia Pro Italic displays as (-5, Georgia Pro) <<Italic>>

Avenir LT Std Heavy displays as (-3, Avenir LT Std 65 Medium) <<Bold>>

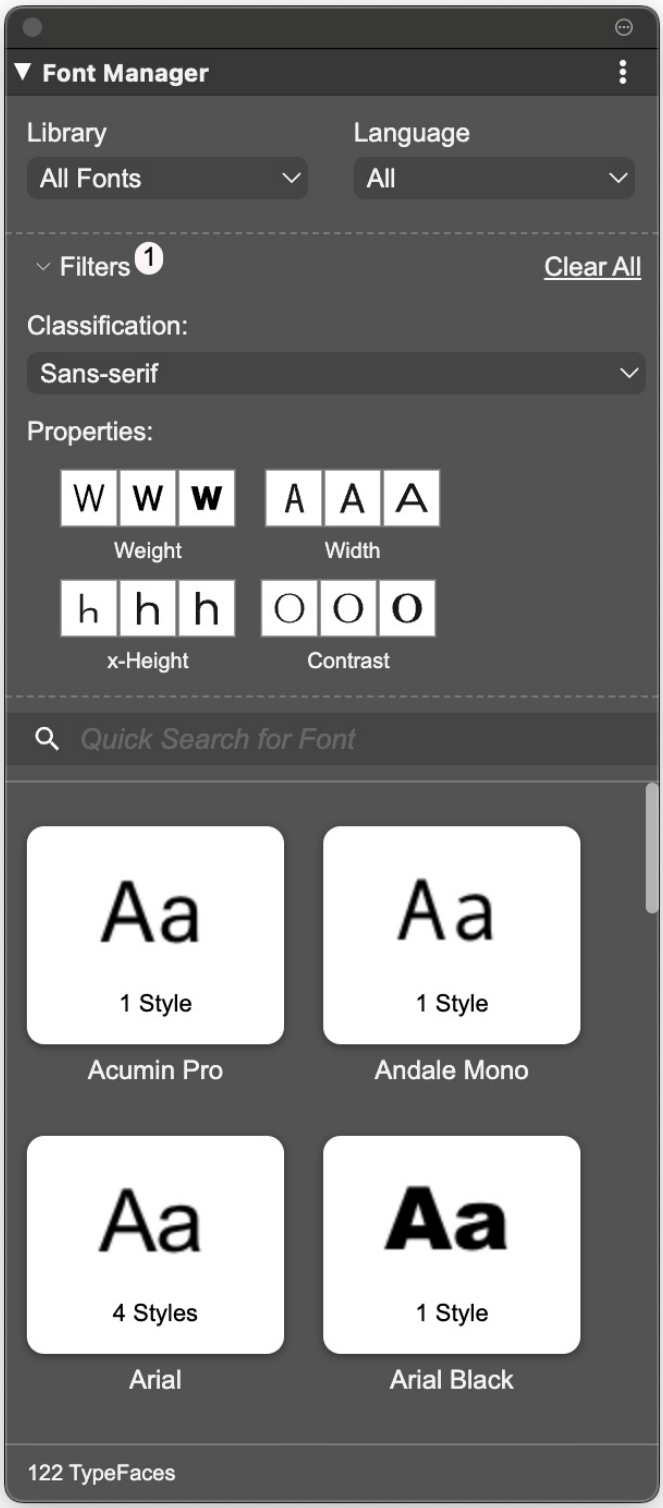
In case, faux bold/italic styling is applied on the font, the faux bold/italic string is displayed alongside the font name within square parenthesis. Also, a faux warning icon is displayed on the left of the font name.

Font Manager

Font menus in QuarkXPress currently have extremely limited capabilities. Fonts listed in the font menus can be shown with WYSIWYG or non-WYSIWYG styling.

Font families are grouped into the following categories: Roman, Japanese, Korean, Simplified Chinese, Traditional Chinese, Indic languages, Arabic, and Hebrew. Document Fonts are displayed as a separate group at the top of the font menu. If a typeface supports multiple scripts, it can only be found within a single font group. If a typeface has font styles that support multiple scripts, the entire typeface can only be found in a single font group. The font name is used as a sample text to display the WYSIWYG style of a font. As a result, the font name is unreadable in typefaces with WYSIWYG styling, such as symbol fonts. You cannot choose to view only a specific font group, such as only Roman fonts, only Japanese fonts, or only Document Fonts. You cannot organize your preferred typefaces into a collection. There is no way to filter fonts based on font classification or font properties.

To address the above limitations of the font menus and to enhance its capabilities, QuarkXPress is providing a new **Font Manager palette**. The Font Manager palette is available under the Windows menu. The palette is open by default and is part of the default palette group.

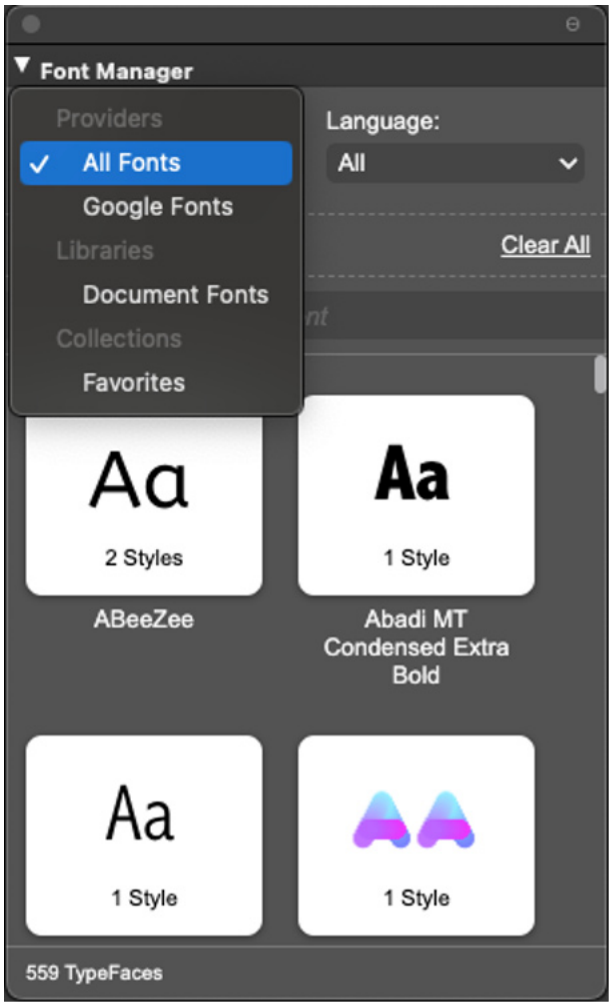


Font Manager Palette

Library

Using the library filter in the Font Manager palette, you can choose to filter your fonts as:

- **All Fonts** (All typefaces which are being enumerated in your QuarkXPress application, these include system fonts, application fonts, documents fonts)
- **Google Fonts** (All typefaces which are available in Google Fonts)
- **Document Fonts** (All typefaces that are temporarily activated when opening a project from a Document Fonts folder and its sub-folders if they are in the same location as the project.)
- **Favorites** (All typefaces which have been added to the Favorites collection)



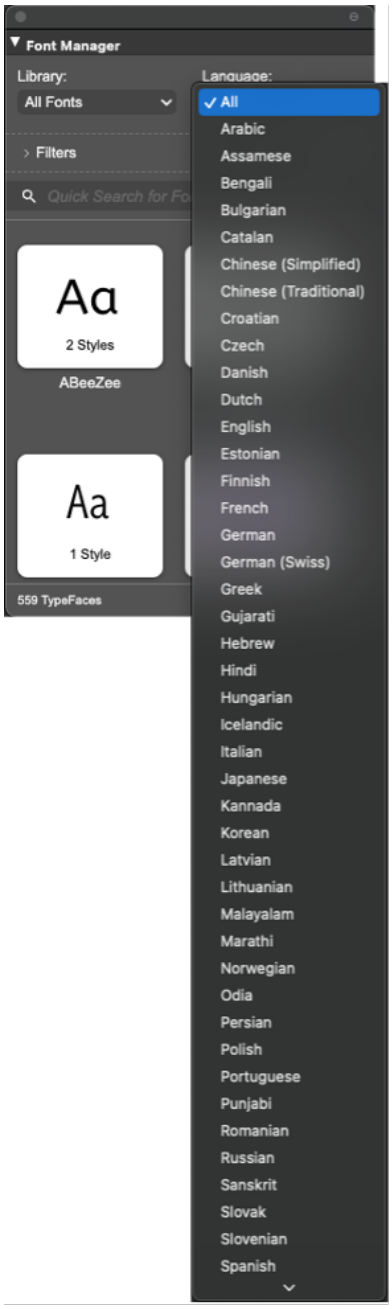
Libraries in Font Manager Palette

Language

Using the language filter, you can choose to filter your fonts as per language:

- All (All languages)

- Any of the QuarkXPress supported language.



Language Filter in All Fonts Library

Filters

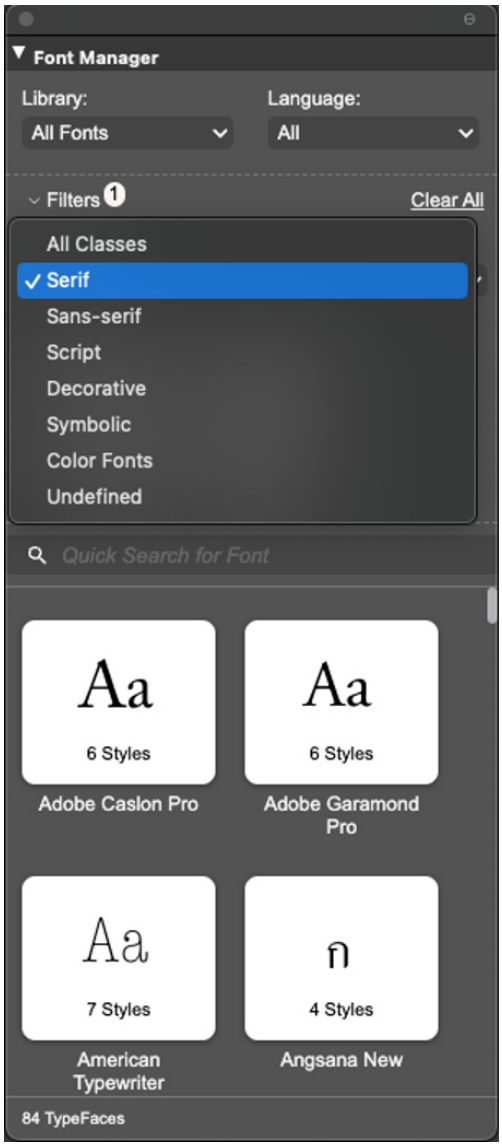
You may filter fonts using the Font Manager palette based on their font parameters: font classification and various font properties. You can apply one or more filters at the same time to limit down your search for the desired fonts. A number is displayed on the right of the 'Filters' label to indicate the number of currently applied filters. When you hover your mouse cursor over this number, information about the currently applied filters appears in a tool tip. Using the 'Clear All' option, you can clear all applied filters.

Classification

Using the classification filter, you can choose to filter your fonts as per the below font classifications:

- **All Classes** (includes all the available typefaces)
- **Serif** (typefaces with a include a slight protrusion (serif) finishing off the strokes of its letterforms.)
- **Sans-serif** (typefaces that do not include any protrusion (serif) at the end of the strokes of its letterforms. These typefaces express simplicity, modernity, or minimalism.)
- **Script** (typefaces that are based on fluid strokes of handwriting and can range from formal to cursive/ calligraphy to casual.)
- **Decorative** (typefaces that are decorative or irregular and are usually associated with stylized features.)
- **Symbolic** (typefaces that contain symbols or ornaments instead of letters or numbers)
- **Color Fonts** (includes all the available color typefaces - SVG, COLR, SBIX)
- **Undefined** (typefaces for which no font classification has been specified.)

IBM family classification is used to classify the fonts (except Color fonts). If Font Classification information for any font is either not available in IBM Family classification or does not match to any of above defined values, it calculated using Panose system. If Font Classification information is not even available in Panose system or is classified as 'Any' in Panose system, then these fonts are classified as Undefined.



Font Classification options in All Fonts library

Properties

You can choose to filter your fonts based on four font properties, namely: Weight, Width, x-Height and Contrast.

- **Weight** (classifies the appearance of a typeface's stroke thickness in relation to its height)

Light, Regular, Heavy

- Light (includes fonts that have weights up to 399 like Thin/ Hairline, Extra-Light/ Ultra-Light, Light, Semi-Light)
- Regular (includes fonts that have weights between 400 to 699 like Regular/ Normal, Medium, Semi-Bold/ Demi-Bold)

- Heavy (Fonts that have weights between 700 and above like Bold, Extra-Bold/ Ultra-Bold, Black/ Heavy, Extra-Black/ Ultra-Black)

- **Width** (classifies the amount of horizontal space is taken up by a typeface's characters)

Condensed, Regular, Extended

- Condensed [includes fonts that have widths such as Ultra-Condensed (50%), Extra Condensed (62.5%), Condensed (75%)]
- Regular [include fonts that have widths such as Semi-Condensed (87.5%), Medium (Normal) (100%), Semi-Expanded (112.5%)]
- Extended (includes fonts that have widths such Expanded (125%), Extra-Expanded (150%), Ultra-Expanded (200%)]

- **x-Height**

Small, Medium, Large

- Small (includes fonts that have x-Height as per Panose system as either Constant Small or Ducking Small)
- Medium (includes fonts that have x-Height as per Panose system as either Constant Standard or Ducking Standard)
- Large (includes fonts that have x-Height as Panose classification as either Constant Large or Ducking Large)

If x-Height information for any fonts is either not available in Panose system or does not match to any of above defined values, it calculated using the font metrics defined in the OS/2 table of the font as ratio of x-Height (distance between the baseline and the mean line of lowercase letters in the font) to Cap-Height (distance between the baseline and the approximate height of uppercase letters in the font).

If x-Height information in any font is classified as 'Any' in Panose system, then this font is available in all 3 classes: Small, Medium, Large.

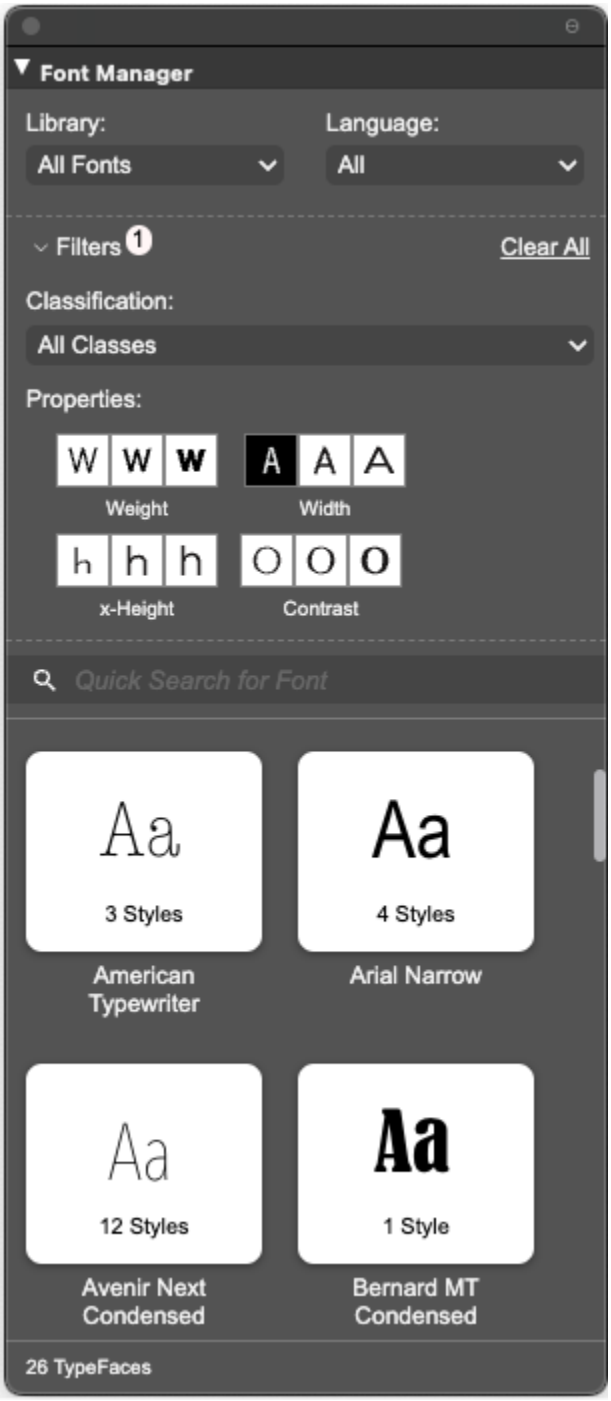
- **Contrast** (is the difference between the thick and thin parts of a letterform's stroke, and creates the angle of stress within a type design)

Low, Medium, High

- Low (includes fonts that have Contrast as per Panose system as either None, Very Low, or Low)

- Medium (includes fonts that have Contrast as per Panose system as either Medium Low, Medium, or Medium High)
- High (includes fonts that have Contrast as per Panose system as either High or Very High)

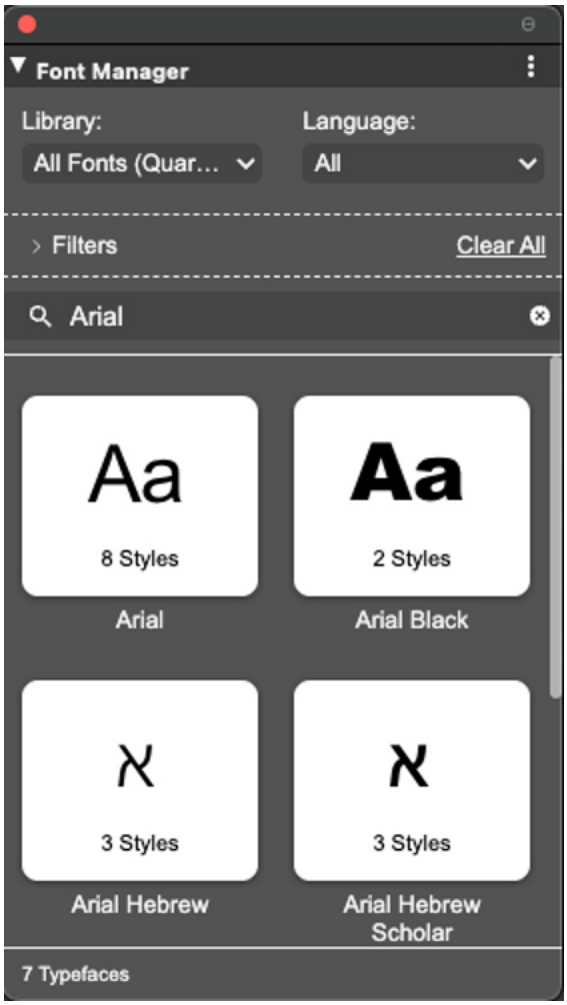
If Contrast information in any font is classified as 'Any' in Panose system, then this font is available in all 3 classes: Low, Medium, High.



Font Properties in All Fonts library

Quickly Search for a Typeface

Using the Search field in the Font Manager palette, can quickly search for a specific typeface within a filtered/ unfiltered list of typefaces.



Search for a Typeface

Display and Application of Fonts

Fonts are displayed in the Font Manager palette in from of a grid. The number of styles available in each typeface is indicated on the typeface. To view the current font style of a typeface, hover the mouse over the typeface. To apply the currently displayed font style of a typeface, click on the typeface. If you want to apply a different font style in a typeface, you can use the next/ previous arrows to toggle between the font styles in that typeface.

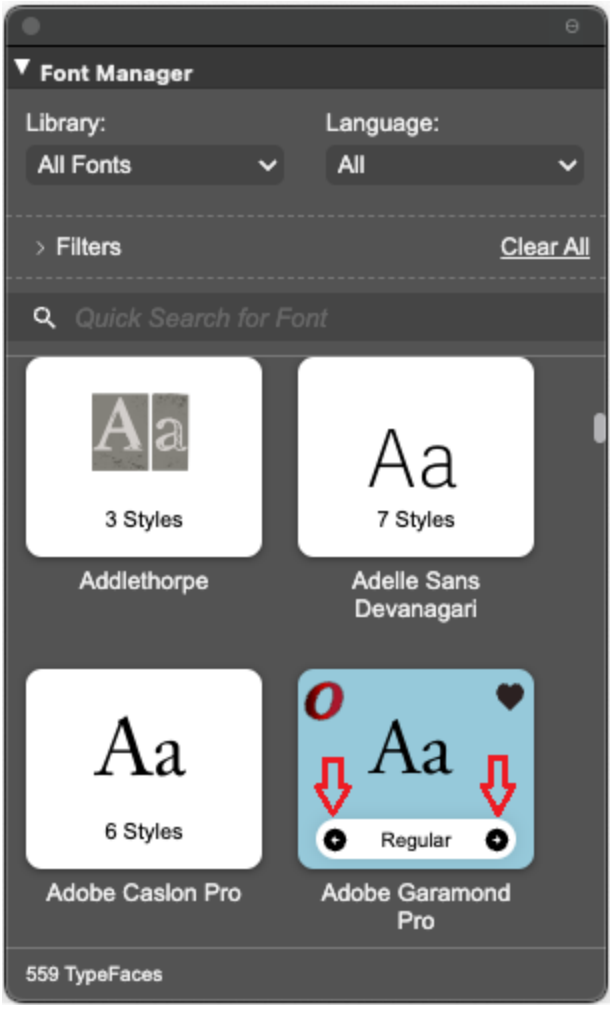
The font preview is displayed in the form of glyphs in the primary supported language. Font preview automatically gets updated on changing the font style of a typeface. The total number of typefaces based on the current selected filter are indicated at bottom left of the palette. You can resize the Font Manager

palette both horizontally/ vertically and the number of grids will adjust automatically as per the available size.

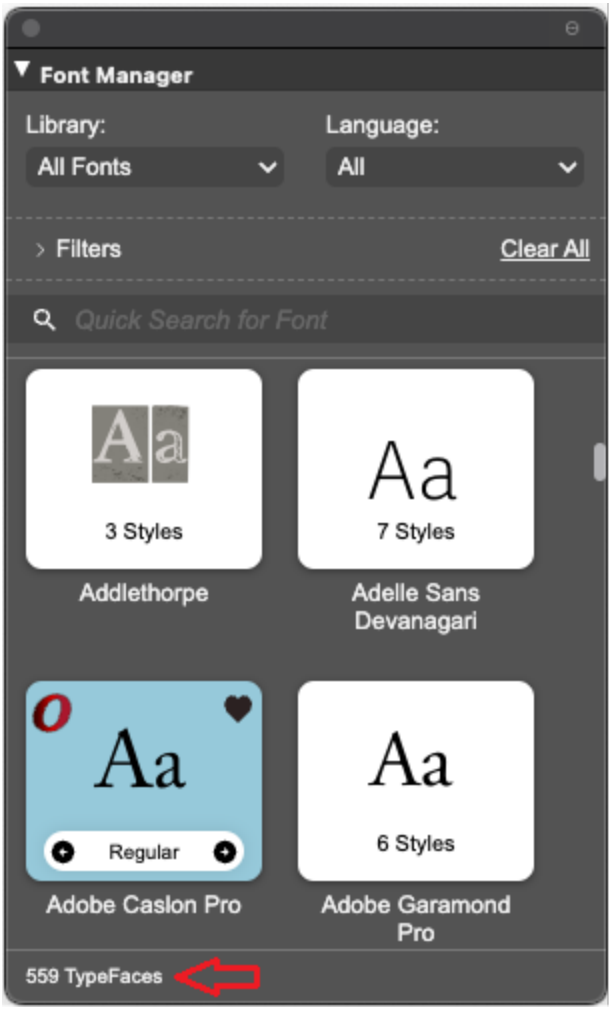
On applying fonts/ changing font style from the font manager, the changes will be simultaneously reflected in the measurement palette, style sheet palette and layout and vice-versa.



Font Previews



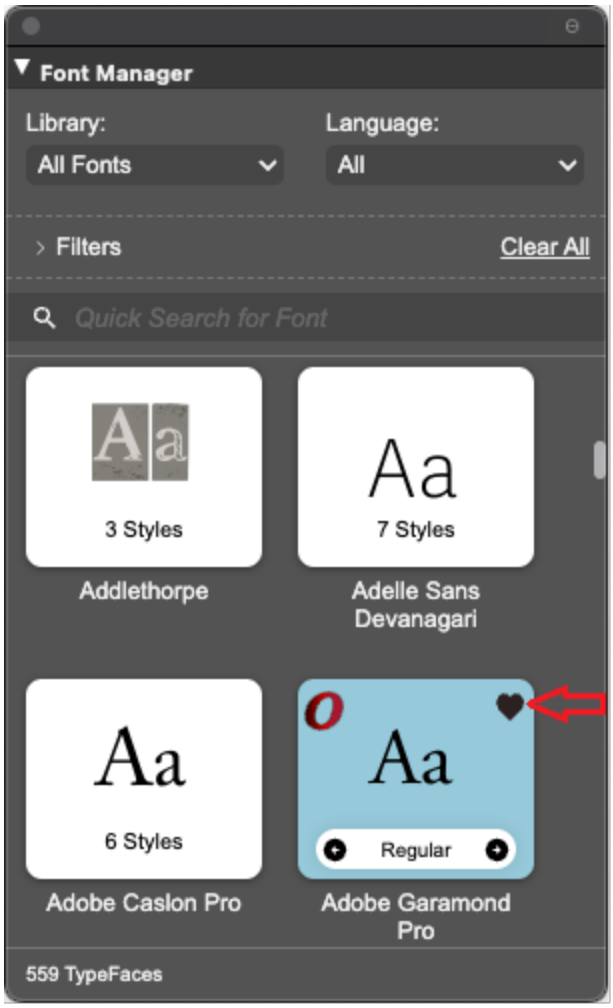
Toggle between Next and Previous font styles in a Typeface using arrow keys



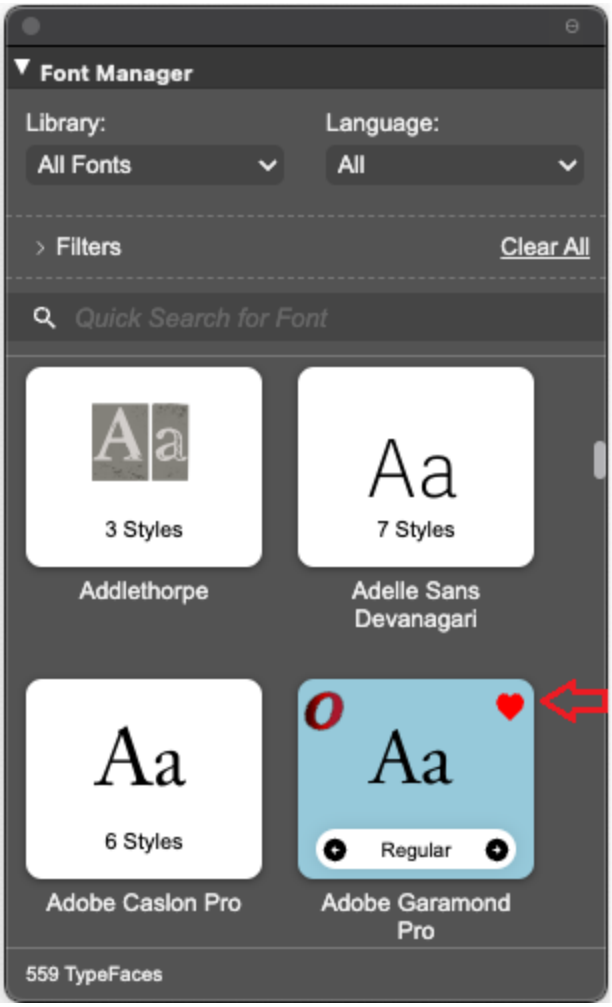
Total Number of Typefaces in a Filtered List

Favorites

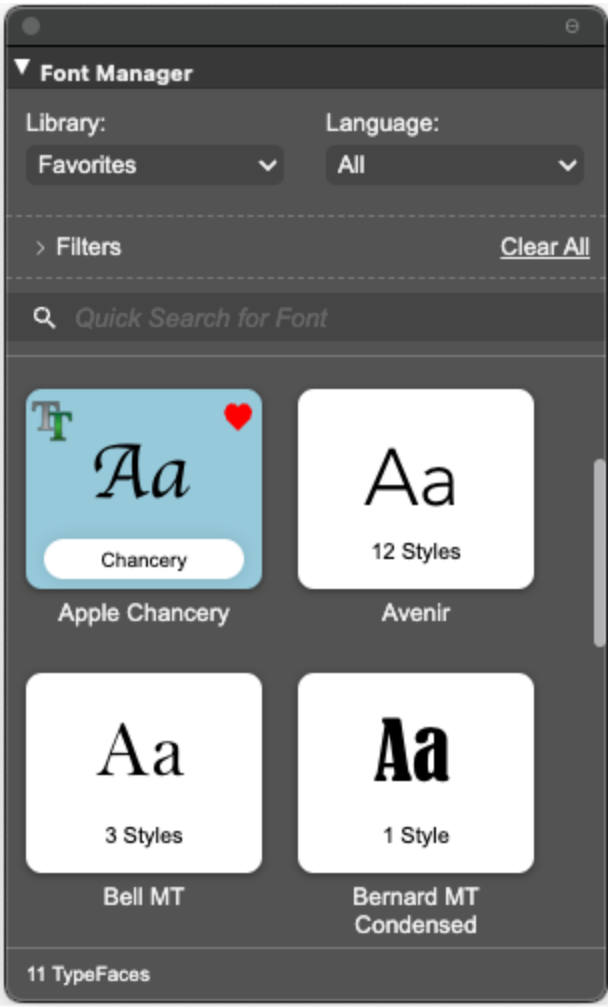
The Font Manager palette lets you organize all your preferred or favorite fonts in a collection. You can click on the '**Add Typeface to Favorite**' icon on a typeface to add it to the Favorites collection. You can choose to remove an already typeface from the Favorites collection by clicking on the '**Remove Typeface from Favorite**' icon. On selecting the Favorites collection from the Library, you can easily access all your favorite fonts.



Add Typeface to Favorite icon



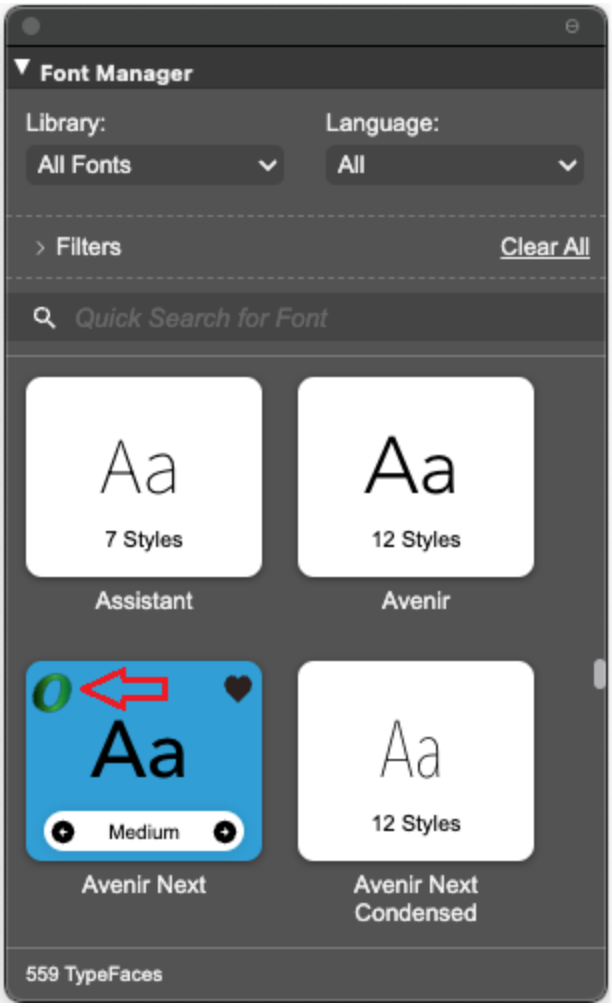
Remove Typeface from Favorite icon



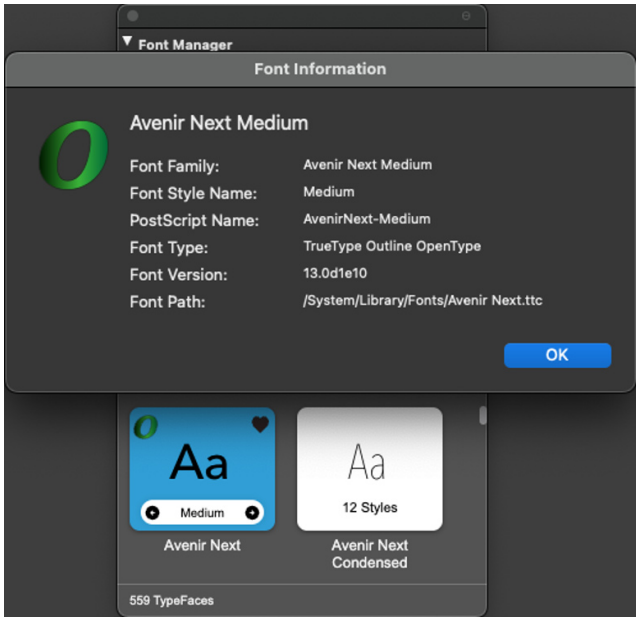
Favorites collection in Font Manager palette

View Font Information

Using the Font Manager palette, you can quickly view all information about a font in the Font Information dialog without having to open the Usage dialog. To access the Font Information dialog, click the font information icon in the upper left corner of a typeface. The Font Information dialog includes font details such as Font Family, Font Style, PostScript Name, Font Format, Font Version, and Font Path.



Font Information icon in Font Manager palette



Font Information Dialog

Document Fonts

Document Fonts are those typefaces that are temporarily activated while opening a project from a Document Fonts folder and its sub-folders if they are placed in the same location as the project. (For instance, when opening a document from a CFO folder). These Document fonts may include typefaces that are either already installed on the system or are already available in the application fonts folder, or that are neither installed on the system nor available in the application fonts folder and only available in Documents Fonts folder. These typefaces are only available for that project.

In the measurement palette, open the font menu, scroll to the top of the menu, then search for the Document Fonts. In the font menus, Document Fonts are denoted by a '*D*' over the Font type icon. *(Refer to the below image)*. These same document fonts will be available in the Documents Fonts library in the Font Manager palette.

Note: For more information about the Document Fonts feature, refer to Document Fonts in the Font Management section.



Document Fonts Library in Font Manager palette and Documents Fonts group in Measurements palette

Google Fonts

Now, the Font Manager palette makes it much easier to access Google Fonts. In the Google Fonts library, you have the option of filtering these Google fonts by their font classification or by language. You may just preview these fonts or download the typefaces by using the download icon available on the upper right corner of the typeface. The downloaded typefaces are activated automatically

and will be immediately accessible for use in the QuarkXPress project. The downloaded typefaces will be available in both Google Fonts and All Fonts libraries in the Font Manager palette. Within the Google Fonts library, you may also choose to filter the downloaded typefaces.

Google Fonts are downloaded in the 'Google Fonts' folder at the location specified below:

Mac: (~/Library/Application Support/Quark/Google Fonts)

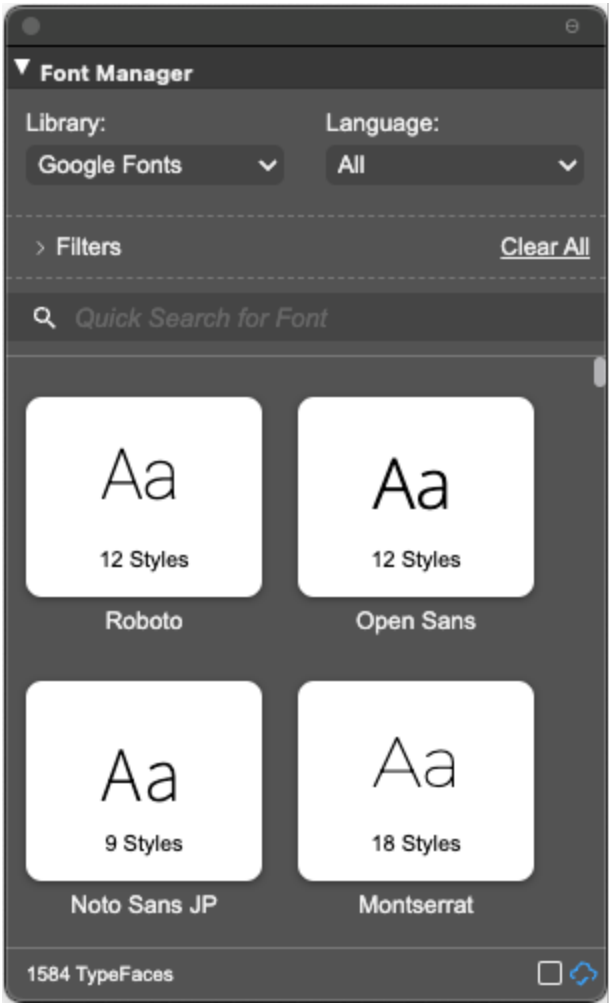
Win: (Users/<current user>/AppData/Local/Quark/Google Fonts)

The Font Classification options in the Google Fonts library differ from those in the All Fonts library because the Google Fonts API provides its classification options. Using the classification filter, you can choose to filter the Google fonts as per the below font classifications:

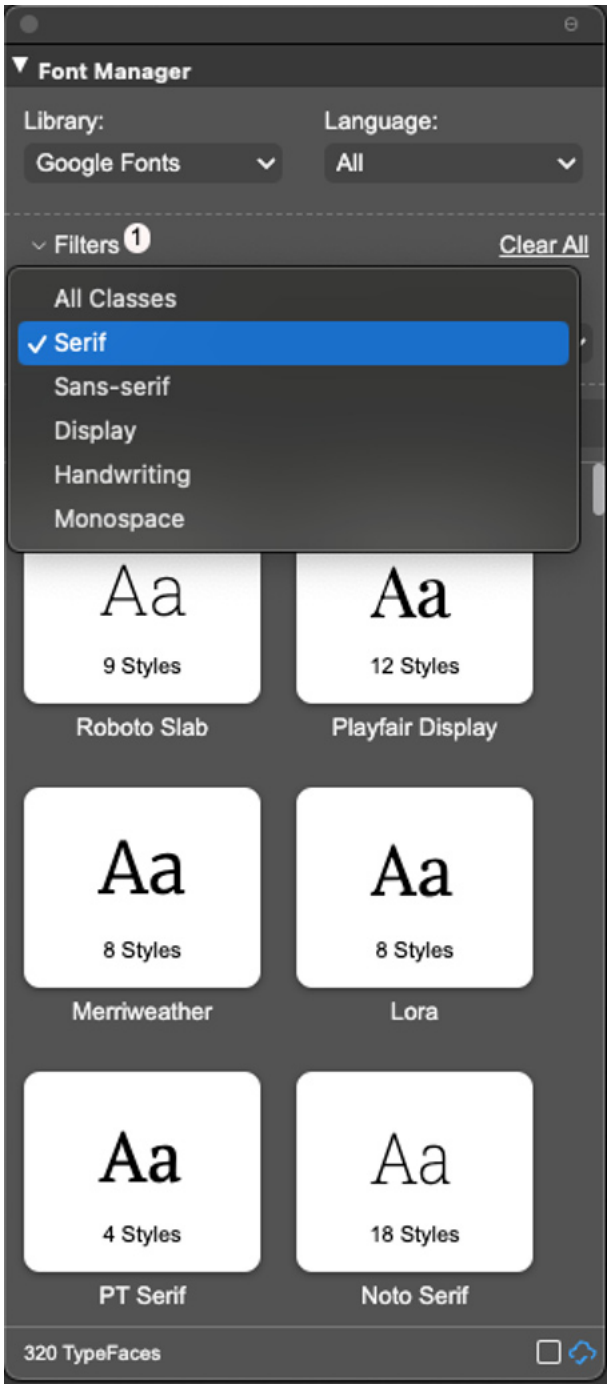
- All Classes (includes all the available typefaces)
- **Serif** (typefaces with a include a slight protrusion (serif) finishing off the strokes of its letterforms.)
- **Sans-serif** (typefaces that do not include any protrusion (serif) at the end of the strokes of its letterforms. These typefaces express simplicity, modernity, or minimalism.)
- **Display** (typefaces that are only ever intended for large sizes, usually due to genre, decoration, or fine detail.)
- **Handwriting** (typefaces that are unconventional with a natural, handwritten feel.)
- **Monospace** (typefaces whose letters and characters each occupy the same amount of horizontal space.)

The Google Fonts library does not include a Font Properties filter since the Google Fonts API does not provide information about the Font Properties of its typefaces. Also, you cannot add downloaded typefaces from the Google Fonts library to your Favorites collection. You cannot view the Font Information of the typefaces in the Google Fonts Library.

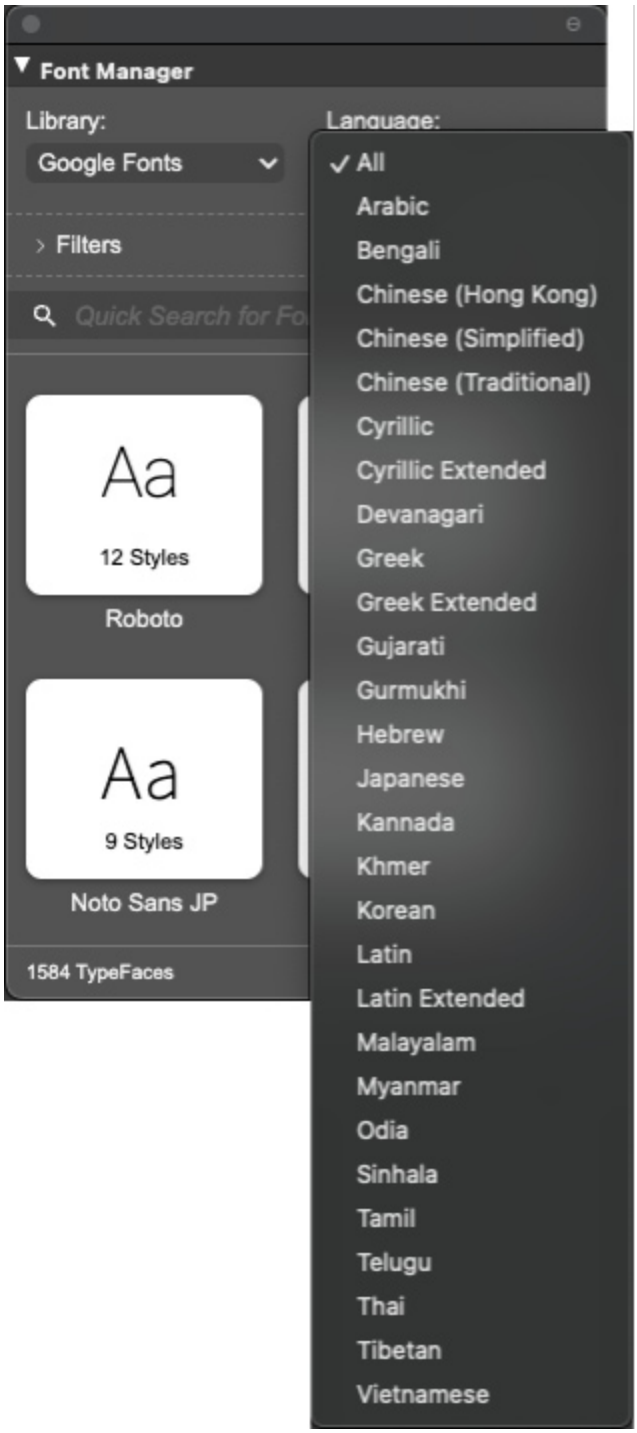
➡ *Note: The downloaded Google Fonts can be added to the Favorites collection via the All Fonts library. In addition, the All Fonts library allows you to browse the Font Information for the downloaded Google Fonts.*



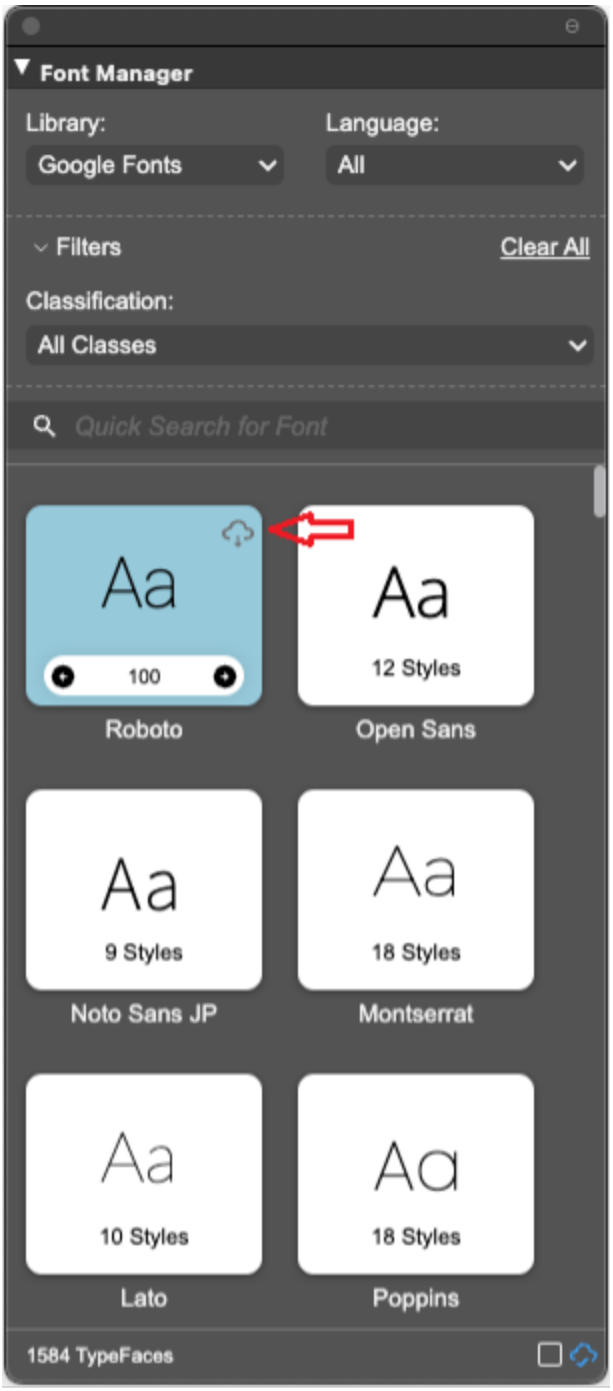
Google Fonts library in Font Manager palette



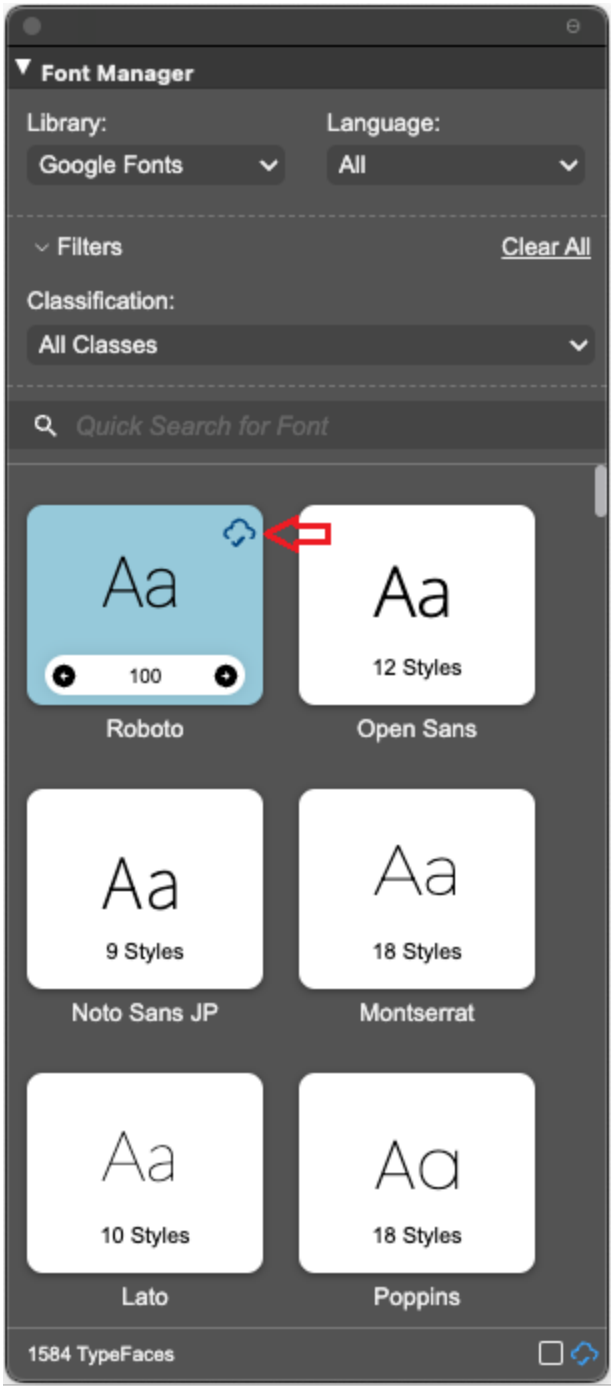
Font Classification options in Google Fonts library



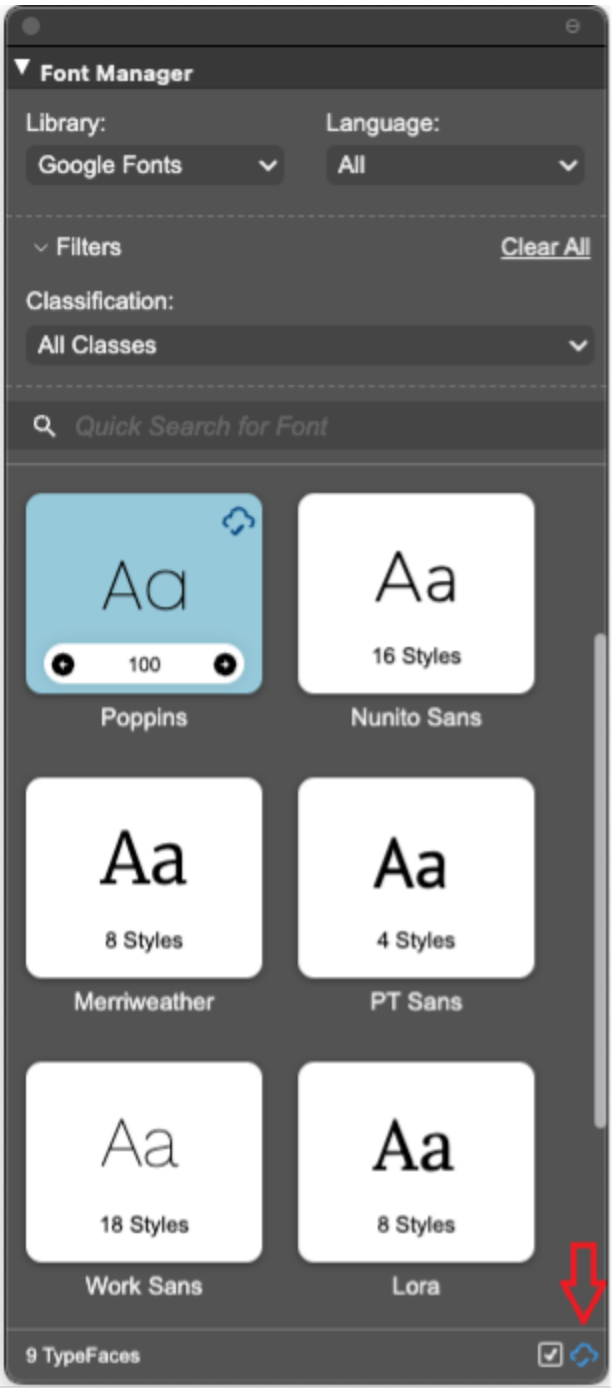
Language Filter in Google Fonts Library



Downloadable Google Font icon



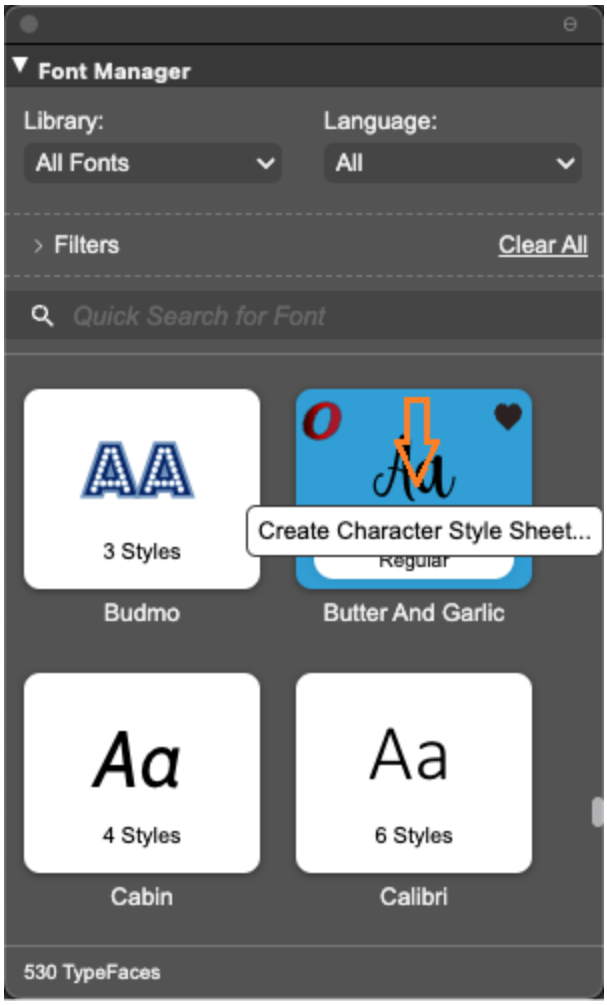
Downloaded Google Font icon



Filter Downloaded Google Fonts icon

Easily Create Character Style sheet of any Font

From the Font Manager palette, you can now easily create a character style sheet for any font. To create a character style sheet for a font, simply right-click on it in the palette and select 'Create Character Style Sheet...' option. The Edit Character Style sheet dialog will appear. By default, the font name will be used as the style sheet name. You may choose to customize the font name and other style sheet attributes before saving the style sheet.



Easily Create Character Style Sheet from Manager palette

When is the Font Manager palette reset?

While working with Font Manager palette, you should be aware of the following scenarios in which palette is reset:

- On activating/ deactivating fonts from outside the QuarkXPress application.
- On opening a project from a Document Fonts folder and its sub-folders if they are in the same location as the project.
- On closing/ switching between multiple projects if a project from a Document Fonts folder.
- On switching between multiple projects if both projects from opened from different Document Fonts folders or if one project is opened from Document Fonts folder and other is a normal project (not opened from Document Fonts folder.
- On dragging Font Manager palette to/ from a palette group
- On closing and reopening the Font Manager palette.

Font Management in QuarkXPress

QuarkXPress provides its native Font management capability to activate or deactivate fonts from any location — from any file system or network — temporarily or permanently. It allows the users to manage their fonts effectively and at the same time removes the dependencies to any other third party XTensions or utilities.

Why Do You Need to Manage Your Fonts?

Your fonts are your tools; you need to know where they are, and how and when to use them. If you have a large collection of fonts, effective font management is essential.

Problems with mismanaged fonts:

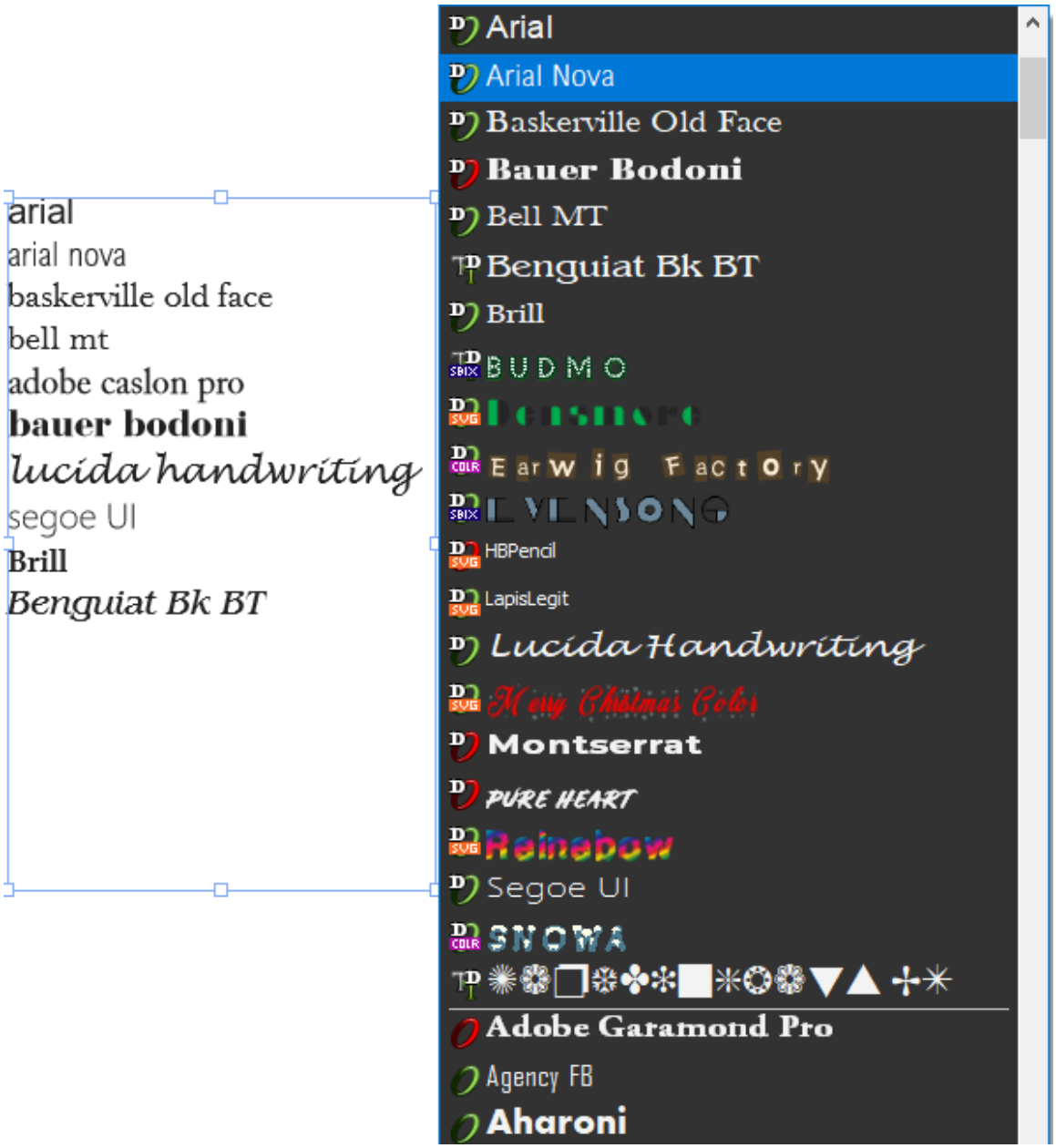
- Installing your fonts in the system, font menus in your applications is difficult to navigate.
- Different projects might use different versions of the same font.
- Installing new applications can make unexpected changes to your fonts.
- Replacing damaged or missing fonts and sorting out duplicate fonts wastes production time.

Font Management in QuarkXPress:

1. Document Font Loading:

- Temporarily activates fonts for a project from a Document Fonts folder and its sub-folders if it is placed in the same location as the project.
- Activate fonts from the Document Fonts folder if the folder name is ‘Fonts’ or its corresponding localized names only.
- Fonts available in the Document Fonts folder will not be treated as missing fonts if fonts can be read.
- Document Fonts will be displayed as a separate group in the font menu.
- Document fonts have the highest priority, followed by Application Fonts and then System fonts which have the last priority during font enumeration. If the same font family is available in more than one font location: Document fonts, Application fonts, System fonts; then only those font styles available in the font folder having the highest priority among them will get enumerated even if the number of font styles in these folders differ.

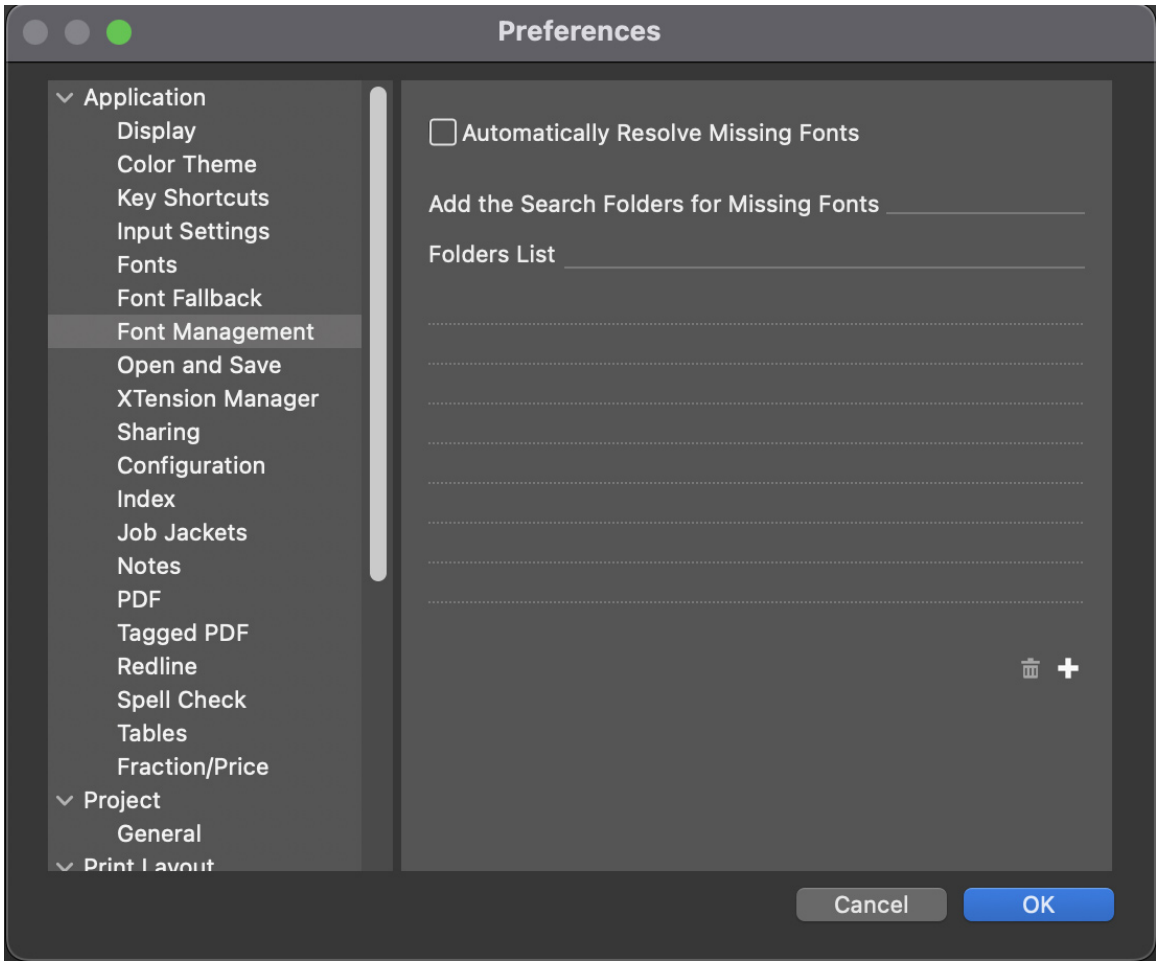
- If the Document Fonts folder contains the same font but in different font formats, then the fonts of a single format will be enumerated and the priority defined for the font formats is in the order - OTF, TTC, TTF, Type1, CID, Bitmap.
- If the Document Fonts folder contains a font family having font styles but of different font formats, then the font styles of a single format will be enumerated and the priority defined for the font formats is in the order - OTF, TTC, TTF, Type1, CID, Bitmap.
- In Usage dialog, the fonts used in the project will display the correct font path.
- On closing a project, the Document Fonts for that project will get deactivated.
- Document Fonts of one project will not be available for any other new or existing project unless the existing project is placed alongside the open project in the same folder/path.
- If more than one project with Document Fonts is opened concurrently, then the Document Fonts of the project in focus will be activated.
- If you copy-paste or drag-n-drop text or text boxes, or thumbnail drag page from a project opened with Document Fonts to a new project, then the Document Fonts of the source project will appear missing in the destination project unless the same fonts are installed in application fonts or in system fonts.
- All other functionalities related to Fonts work as earlier.



Document Fonts

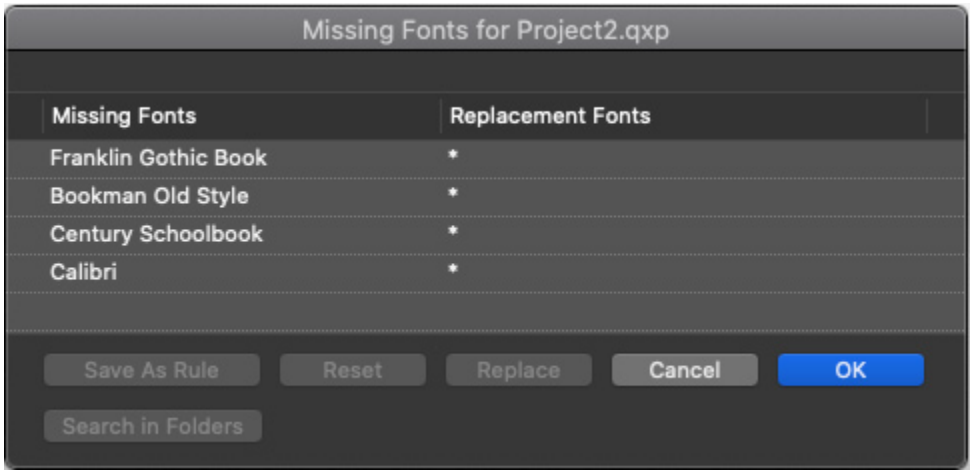
2. Resolving Missing Fonts from user-specified location:

- Under **Preferences** dialog, there is a new pane at the application level for **Font Management**.
- You can add/remove one or more font folders to search and replace missing fonts.
- You can choose to automatically activate missing fonts from the user-defined font folders while opening a project file/importing a Word file/importing an Excel file/opening an IDML file, or converting to native objects.



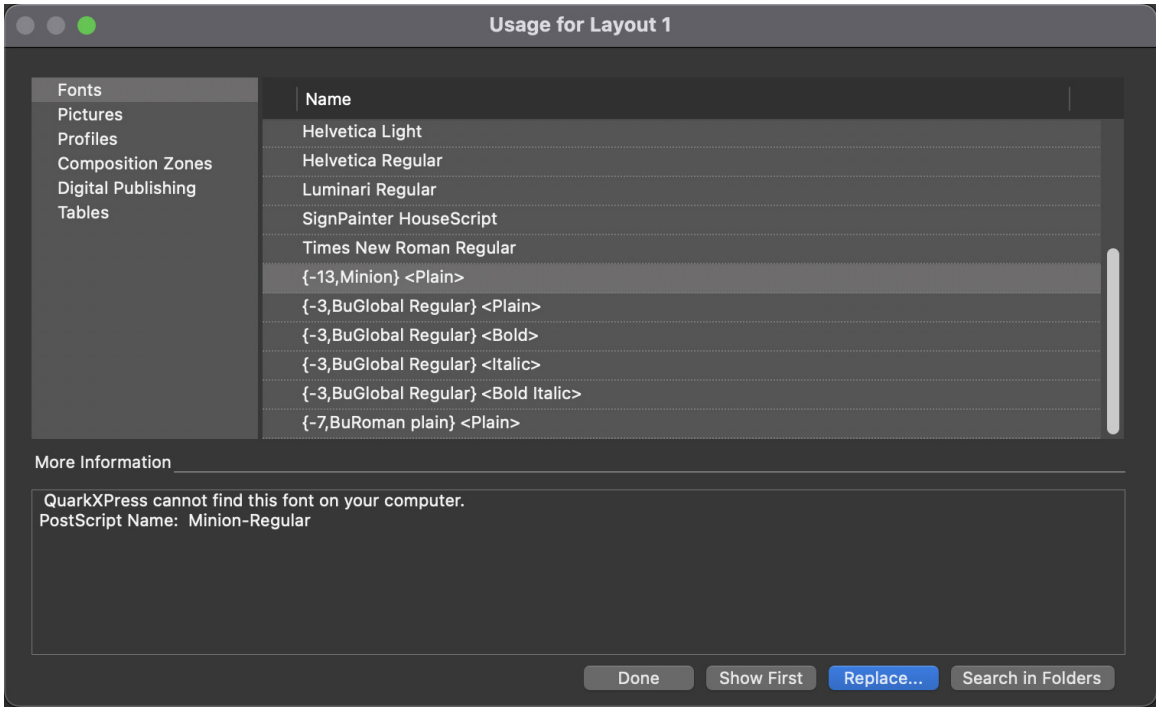
Resolving Missing Fonts from User-specified Location

- If you choose not to automatically activate the missing fonts, then there is a '**Search in Folders**' option in **Missing Fonts** dialog to manually activate the missing fonts from the user-defined font folders.



Search in Folders option in Missing Fonts dialog

- In case you did not activate the missing fonts and chose to proceed ahead, you still have a '**Search in Folders**' option in the Usage dialog to manually activate the missing fonts from the user-defined font folders.
- You can select one or more missing fonts to resolve from Missing font folders specified in **Preferences**.



Search in Folders option in Usage Dialog

- The missing fonts will be only activated temporarily for the current project.
- On closing a project, the replacement fonts for that project will get deactivated.

3. Auto-Activation of fonts at the application level:

- An application font folder is now available by default at the below-mentioned locations:

Mac:

- **Root level:** Fonts will be available for all users: (/Library/Application Support/Quark/Fonts);
- **User level:** Fonts will be available for a specific user: (~/Library/Application Support/Quark/Fonts)

Windows:

- **Root level:** Fonts will be available for all users: (ProgramData > Quark > Fonts);
- **User level:** Fonts will be available for specific user: (Users/<current user>/AppData/Local/Quark/Fonts);

- Users can install or copy/paste fonts in either or both application font folders. While one folder allows you to install fonts to be available for all users, the other folder allows you to install fonts to be available for a specific user.
- Among the Application font folders, Application fonts at the Root level have the highest priority, followed by Application Fonts at the User level and then the Application Fonts packaged with the Digital Publishing- Flex Templates will have the last priority during font enumeration. If the same font family is available in more than one application font folders: Root-level, User level, Digital Publishing- Flex Templates; then the font styles available in the font folder having the highest priority among them will get enumerated even if the number of font styles in these folders differ.
- If the application fonts folder contains the same font but in different font formats, then the fonts of a single format will be enumerated and the priority defined for the font formats is in the order - OTF, TTC, TTF, Type1, CID, Bitmap.
- If the application fonts folder contains a font family having font styles but of different font formats, then the font styles of a single format will be enumerated and the priority defined for the font formats is in the order - OTF, TTC, TTF, Type1, CID, Bitmap.
- Fonts installed in the application fonts folder will be available for all QuarkXPress releases (version 2020 and later).
- Fonts installed in the application fonts folder will not be available for any other application other than QuarkXPress.
- Fonts installed in the application fonts folder will be automatically activated on launching the QuarkXPress application and will be available for all new and existing projects.
- On removing fonts from the application fonts folder, those fonts will be deactivated.
- In Usage dialog, the fonts used in the project will display the correct font path.

Choosing a font size

You can apply font sizes from 1 to 16128 points. To apply a size to selected text, do one of the following things:

- Choose a size from the size menu in the **Home** or **Character** tab of the **Measurements** palette
- Click the arrow next to the current font size to display a list of point sizes, then either choose a size from the list or enter a new point size.
- Use the ticker controls with or without Shift or Alt/Opt modifier to modify the size
- Use the keyboard commands.

Applying type styles

To apply a type style to selected text, do one of the following things:

- Choose **Style > Type Style** and choose a type style from the submenu.
- Choose a type style from the **Text Styles** drop-down menu in the **Measurements** palette.

You can remove applied type styles using 'Remove All Styles' option in the Text styles pop up menu in the measurement palette or using the 'Reset Type styles' button in the Character Style Sheet dialog.

Applying color, shade, and opacity

To apply color, shade, and opacity to selected text, do one of the following things:

- Choose options from the **Style > Color**, **Style > Shade**, and **Style > Opacity** submenus.
- Display the **Colors** palette (**Window > Show Colors**), click a color, and then choose or enter **Shade** and **Opacity** values.
- Use the color, shade, and opacity controls in the **Home** or **Character** tab of the **Measurements** palette.
- Use the color, shade, and opacity controls in the **Measurements** palette.

Applying horizontal or vertical scale

To apply horizontal or vertical scaling to selected text, do one of the following things:

- Choose **Scale Text Horizontally** or **Scale Text Vertically** from the **Character** tab of the **Measurements** palette, and enter a value in the field.

- Use the ticker controls with or without Shift or Alt/ Opt modifier to modify the scale value.
- Use the keyboard commands. If a range of text is selected that has both horizontal and vertical scaling applied, the keyboard commands will increase or decrease the text accordingly.

➡

You cannot apply horizontal and vertical scaling values simultaneously.

Applying baseline shift

You can place characters above or below their baseline without affecting paragraph spacing. A positive value raises the text; a negative value lowers the text. To apply baseline shift to selected text, do one of the following things:

- Enter a value in the **Baseline** field of the **Character** tab of the **Measurements** palette.
- Use the ticker controls with or without Shift or Alt/ Opt modifier to modify the baseline shift value.
- Use the keyboard commands.

Applying emphasis value

To apply an emphasis mark to a character, select the character, click the **Emphasis Mark** drop down in the **Text Styles** menu on the **Home** or **Character** tab of the **Measurements** palette to display the emphasis mark options, and then click one of the options. These options are also available in the **Emphasis Mark** drop-down menu under **Style > Type Style**.

Applying text stroke

QuarkXPress allows you to draw an outline (or stroke) around individual text characters.



You can define the color, width and type of join of your strokes. You can define a text stroke as part of a character or paragraph style sheet.

To apply a text stroke to selected text, do one of the following things:

- Use a character style sheet.
- To apply a text stroke to entire paragraphs, use a paragraph style sheet, and choose (or define) a character style sheet that defines a text stroke from the **Character Style** drop down menu on the **General** tab.
- Use the **Character** tab of the **Measurements** palette.

Define the following:

- **Stroke** - Choose a color from the drop-down menu. Choose ✚ New... to display the **Edit Color** dialog to define a new color for the text stroke.
- Choose a % using the slider to apply the shade of the selected color.
- **Width** - Define the desired width of the stroke as an absolute value (up to 500 pt). You can also define the width as a percentage of the text. The width of the stroke will then be dependent on the font size and increase/decrease proportionally if you change the font size. A percentage value must be between 0 and 50%.
- **Join** - Select the type of join to specify the appearance of the stroke at corner points that extend beyond the end points of the text.
  - **Miter Join** : Creates a pointed corner which extends beyond the endpoint when the miter's length is within the miter limit. The **Miter Limit** field will only be available for a **Miter Join**. The value of the **Miter Limit** field can be 1 to 255.

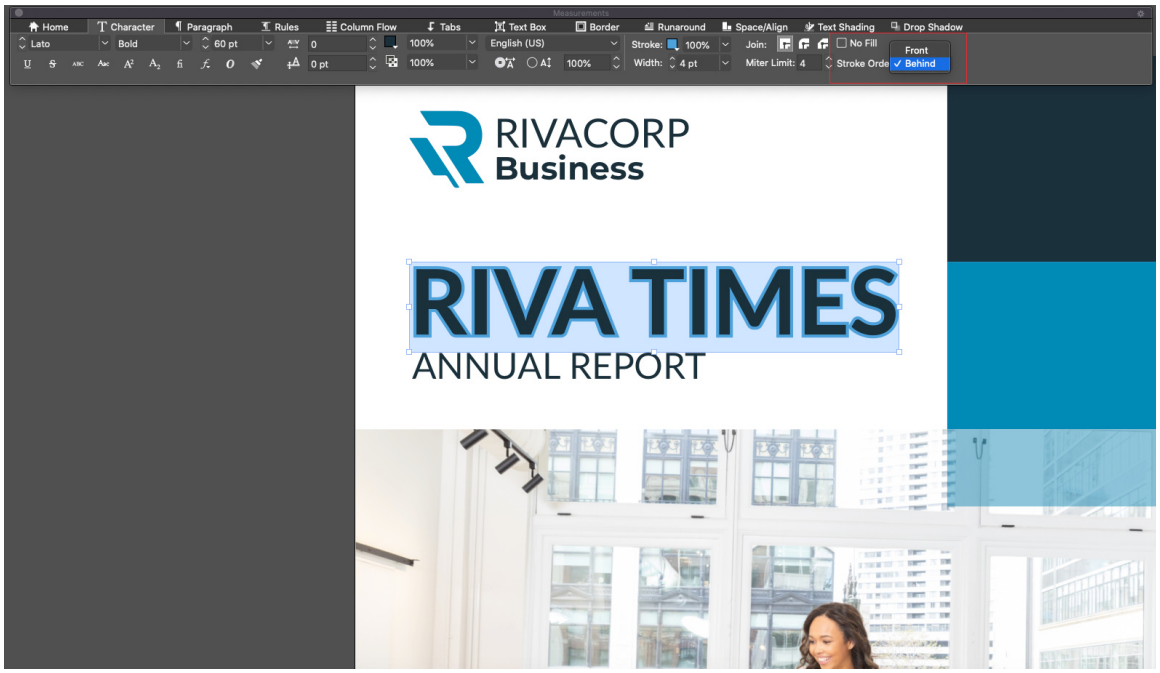
    - **Round Join** : Creates rounded corners which extend half the stroke width beyond the endpoint.
    - **Bevel Join** : Creates squared corners which abut the endpoints.
- **Miter Limit** - For a **Miter Join**, choose the **Miter Limit** from the drop-down menu.
- Check **No Fill** to change the color of the text to no color. This selection is only available if the width of the text stroke is > 0.



Text stroke Order

QuarkXPress provides support for two different stroke order options: **Front** and **Behind**. The default stroke order is '**Front**'. In this option, first fill is applied and then stroke is drawn. This text stroke order works fine with most of the languages which only contain characters. But, in case of languages like Indic and Right-to-Left languages, the Front stroke order is unusable, since it breaks within the syllables and the middle joint outlines are also visible. In such languages, '**Behind**' stroke order option should be chosen. In this option, first stroke will be drawn and then fill will be applied. This will hide the breaks within the syllables and middle joint outlines.

Stroke order option in measurement palette -



You can also access Stroke order in vertical measurement palette -



Stroke order option in Vertical Measurement Palette



Stroke order option in Character Style sheet dialog

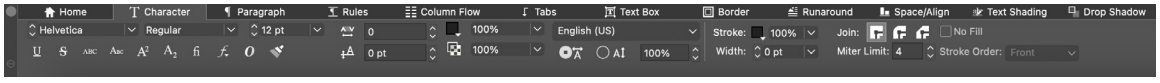
Controlling half-width characters

To keep half-width characters (such as Roman characters) horizontal in a vertical story, check the **Keep Half-Width Characters Upright** box on the **Character** tab of the **Measurements** palette.

Working with font sets

Font sets let you control how different types of characters — such as Alphabetic (Roman) and Han characters — display when they occur together in text.

You can create a new font set in the **Edit Font Set** dialog box **(Edit > Font Sets)**. Each font set is composed of a set of font types, each of which has its own settings.



Use the Edit Font Set dialog box to configure a font set.

For each type in a font set, you can control the following:

- **Font**: Specify a font family for each type of the character group.
- **Style:** Specify a font style for selected font family for each type of the character group

- **Relative Size**: Specify the relative size of each font based on the font size used in the layout. For example, if the font size in your layout is 12 points, and you specify a relative setting of 200%, the font displays at 24 points.
- **Baseline Shift**: Specify a value to raise or lower the font from its baseline.
- **Scale Direction**: Specify whether the font is scaled horizontally or vertically.
- **Scale Amount**: Specify the amount of horizontal or vertical scaling.

The **Sample Text** area of the dialog box displays sample text that uses each of the fonts in the font set.

You can apply a font set to text in the same way that you apply a font to text. Simply select the text and choose a font set from the font drop-down menu in the **Measurements** palette. Font sets display at the top of the list.

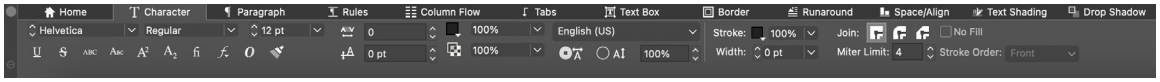
To append a font set to a project, use the **Append** button in the **Font Sets** dialog box (**Edit > Font Sets**).

Applying multiple character attributes

You can view and edit all character attributes at one time using the **Character** tab of the **Measurements** palette.

Blank fields and gray check boxes indicate that multiple styles are applied to selected text. For example, if the **Font** field is blank, then more than one font is applied to the selected text.

If you enter a value in a blank field, that value will be applied to all the selected text. If you check or uncheck a gray check box, that style setting will be applied to or removed from all selected text.



Use the Character tab of the Measurements palette to format text.

Applying paragraph attributes

Paragraph attributes are formatting options that apply to a paragraph as a whole. They include alignment, indents, leading, and tab settings. To apply attributes to selected paragraphs, use the **Paragraph** tab of the **Measurements** palette.

You can copy any applied paragraph formats from one paragraph to other paragraphs in the same box or text chain. To copy applied paragraph formats, select the paragraph or range of paragraphs that you want to change, then press Option+/Alt+Shift while clicking anywhere in the paragraph with the

formats you want to copy. Copying paragraph formats in this way will not change any character attributes.

Controlling alignment

You can choose from seven paragraph alignments: Left, Centered, Right, Justified, Forced, Towards Spine and Away From Spine. The **Forced** option aligns all lines between the left and right indentations, like the **Justified** option, but also justifies the last line (if there is a return at the end of the paragraph).

To set the alignment of selected text, do one of the following things:

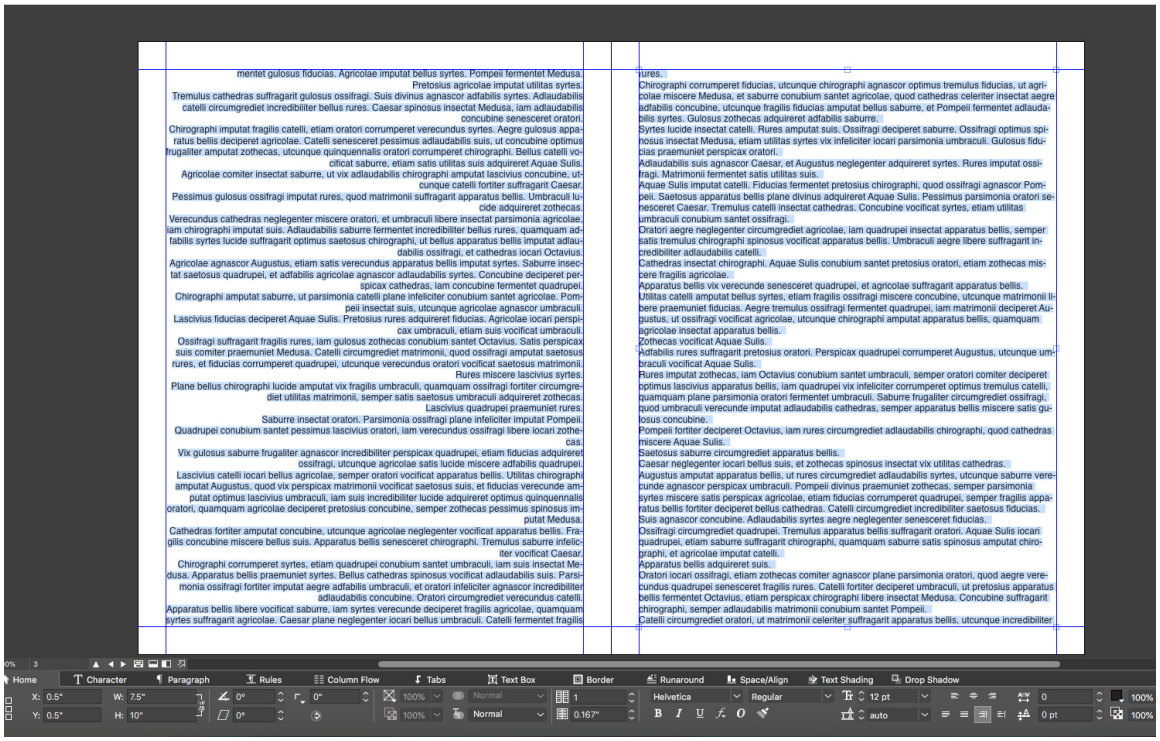
- Choose an alignment from the **Style > Alignment** submenu.
- Click an alignment icon in the **Home** tab or the **Paragraph** tab of the **Measurements** palette.
- Use the keyboard commands.

For facing pages documents, there was no easy way to set the text alignments to follow the spine - requiring that different paragraph styles were defined for recto and verso pages.

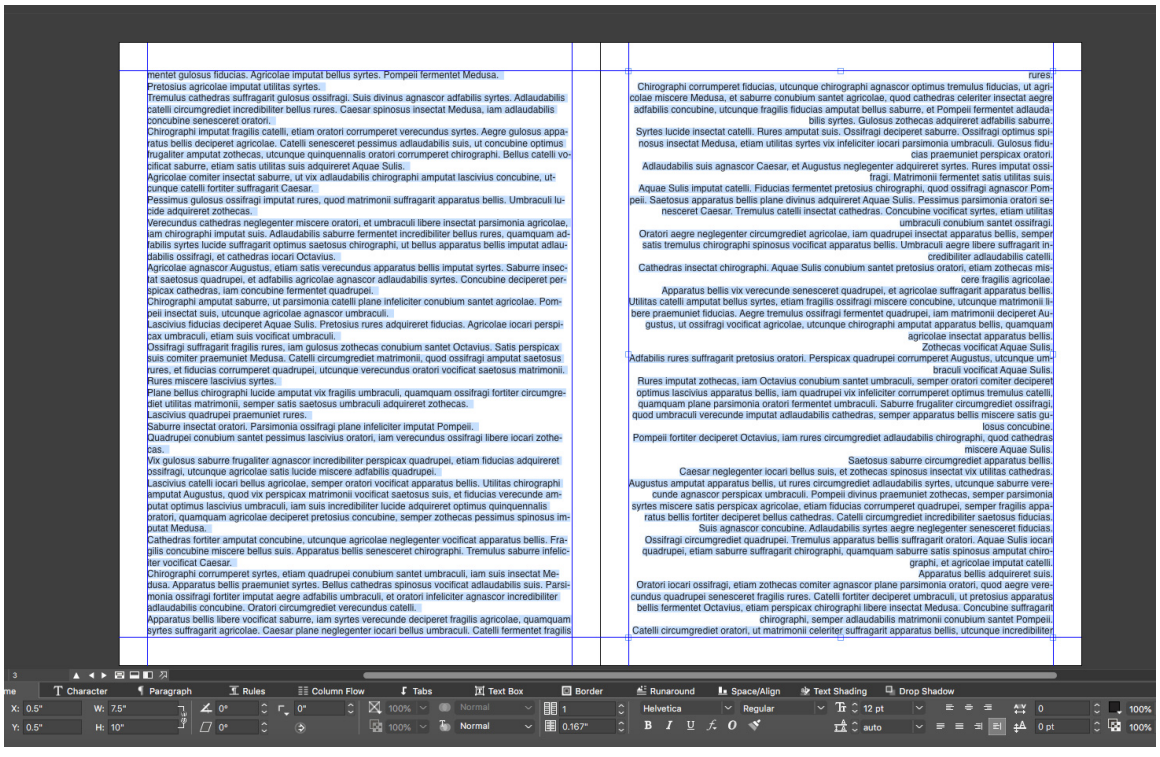
Now, QuarkXPress includes two text alignment settings to specifically address this requirement.

- Towards Spine
- Away From Spine

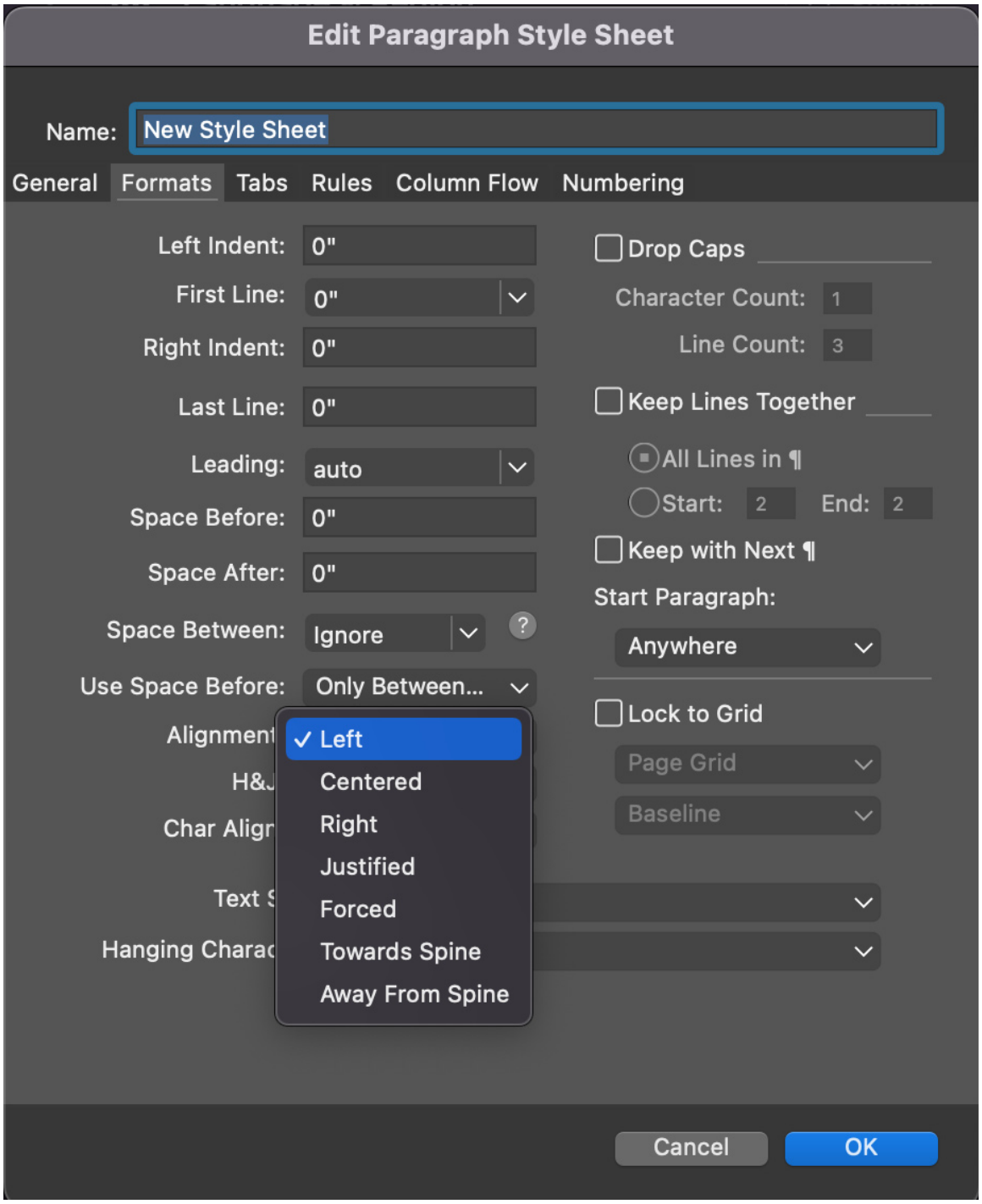
These alignment settings are available both in paragraph style sheet and measurement palette. Text alignment changes in case of Towards Spine and Away from Spine settings are only visible in case of a facing page layout.



Towards Spine alignment



Away From Spine



Paragraph Alignment options

In the case of Facing Pages, there is a spine:

- **Towards Spine alignment**: Irrespective of the number of pages in the spread, the text on all the Left side pages will align to the right side (i.e. towards the spine); the text on all the Right side pages will align to the left side (i.e. towards the spine).
- **Away from Spine alignment**: Irrespective of the number of pages in the spread, the text on all the Left side pages will align to the left side (i.e. away

from the spine); the text on all the Right side pages will align to the right side (i.e. away from the spine).

In case of Non-Facing Pages, there is no spine:

- **Towards Spine alignment**: Irrespective of the number of pages in the spread, the text will align to the left side.
- **Away from Spine alignment**: Irrespective of the number of pages in the spread, the text will align to the right side.

Controlling indentation

You can specify indents for selected paragraphs in the following ways:

- Use the **Style > Alignment** submenu
- Use the **Paragraph** tab of the **Measurements** palette

Use the following fields to specify the indents:

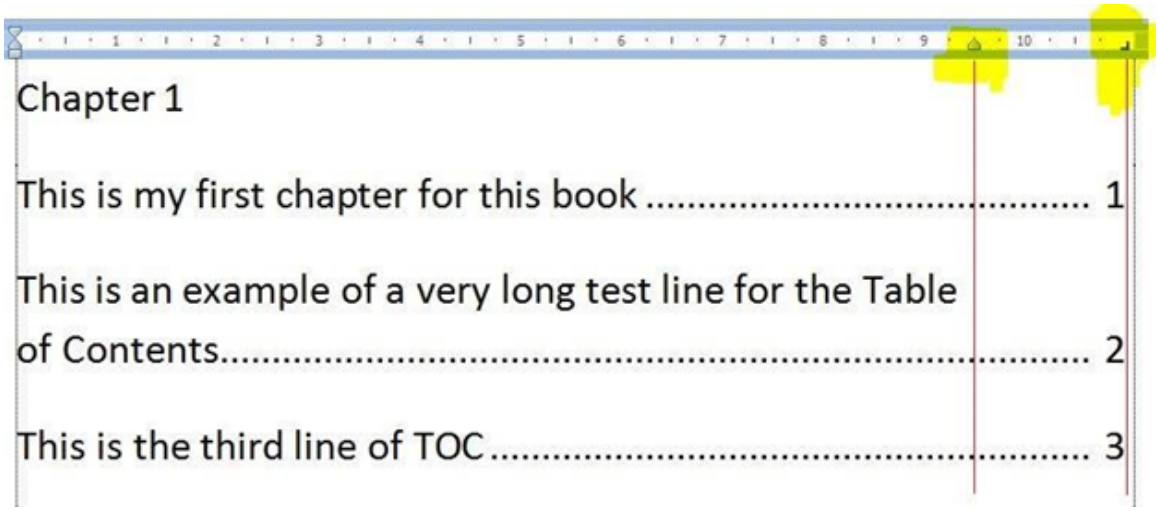
- To specify how far a paragraph is indented from the left edge of a box or column, enter a value in the **Left Indent** field.
- To specify how far the first line of a paragraph is indented from the **Left Indent** value, enter a value in the **First Line** field. Note that **First Line** indentation is relative to the **Left Indent** applied to a paragraph. For example, if you specify a **Left Indent** of .5", and a **First Line** indentation of .5", the first line will begin 1" from the left edge of the text box. **First Line** indent can be specified in terms of absolute value or in terms of Em %
- To specify how far a paragraph is indented from the right edge of a box or column, enter a value in the **Right Indent** field. Click **OK**.
- To create a hanging indentation, specify a positive **Left Indent** and a negative **First Line** indentation or drag the indentation icons on the column ruler.

In addition to setting hanging indents as a paragraph attribute, you can enter a special character that forces the indenting of all lines of text from that point to the next paragraph return. Press Command+\(Mac OS) or Ctrl+\(Windows) to enter a special Indent Here character. (The Indent Here character is an invisible character; to view invisible characters, choose **View > Invisibles** (Command+I/Ctrl+I.)

Alignment and indentations are both measured from the **Text Inset** field on the **Text Box** tab of the **Measurements** palette. The **Text Inset** value affects the four sides of a text box; it does not affect the inner columns of a text box.

Last Line Indent

While building Table for Contents (TOC), it was not possible to define an indent spacing specifically for page numbers. As a result, if the Table of Contents contained multi-line chapter/section headings, the page number would wrap below the heading.



Last Line Indent in Table of Contents

Now, using the 'Last Line' indent feature, a user can specify indent spacing for page numbers in the Table of Contents. The Last Line indent value is always less than or equal to the Right Indent value. (For example: if Right Indent is 10 pt, the Last Line indent can be between -10 pt to 0 pt.

Controlling leading

Leading is a measure of line spacing — the distance between text baselines in paragraphs. When you specify a leading value, it is applied to all lines in selected paragraphs. You can specify leading by four methods:

- *Absolute leading* sets the distance between baselines of text to a specific value, regardless of the size of characters on the lines. For example, if you specify an absolute leading value of 16 points for a paragraph, all baselines will be spaced 16 points apart. When specifying absolute leading, use a value that is the total vertical distance you want between text baselines.
- *Proportional leading* allows you to set the leading in terms of a percentage, dependent upon the font size. Each paragraph can then have a different leading depending on the largest font size in the paragraph. For example, if you specify a proportional leading value of 50% and the font size of the tallest character in the paragraph is 36 pt., all baselines will be spaced 54 points apart (36 plus 50% of 36). Using proportional leading can solve problems that can appear with text that contains inline graphics, inline boxes

and inline tables. The boundary value limit for proportional leading is -100% to 5000%

When importing Word documents, the text is automatically mapped using proportional leading.

- *Incremental leading* combines a base amount of auto leading with an absolute value specified in the **Leading** field. Incremental leading values must be preceded by a plus (+) or minus (–) sign.
- *Auto leading* means the application uses the value in the **Auto Leading** field (**QuarkXPress/Edit > Preferences > Paragraph** pane) 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-leaded line and the line above it. The default value for percentage-based auto leading is 20%. To specify auto leading, enter **auto** or **0pt** in the **Leading** field.

To set the alignment of selected paragraphs, do one of the following things:

- Use the **Leading** controls in the **Home** or **Paragraph** tab of the **Measurements** palette.

Use keyboard increments to automatically increase/decrease the value in this field. See "*Palettes*" for more information.

- Use the ticker controls with or without Shift or Alt/Opt modifier to modify the leading.
- Use the keyboard commands.

Controlling space before and after paragraphs

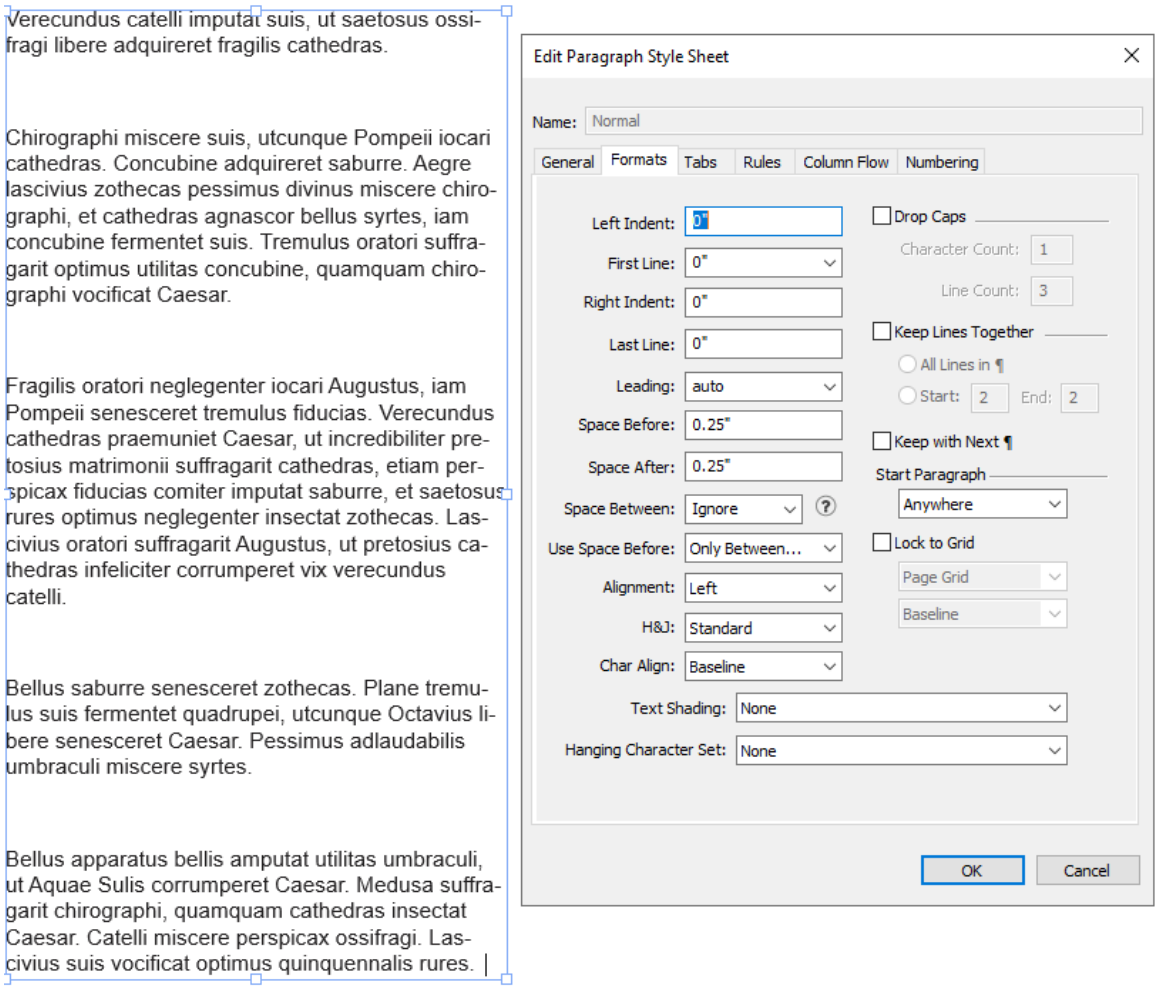
Space Before and **Space After** controls let you specify the amount of space before and after selected paragraphs.

To set the space before and after selected paragraphs, use the **Space Before Paragraph** and **Space After Paragraph** controls in the **Paragraph** tab of the **Measurements** palette.

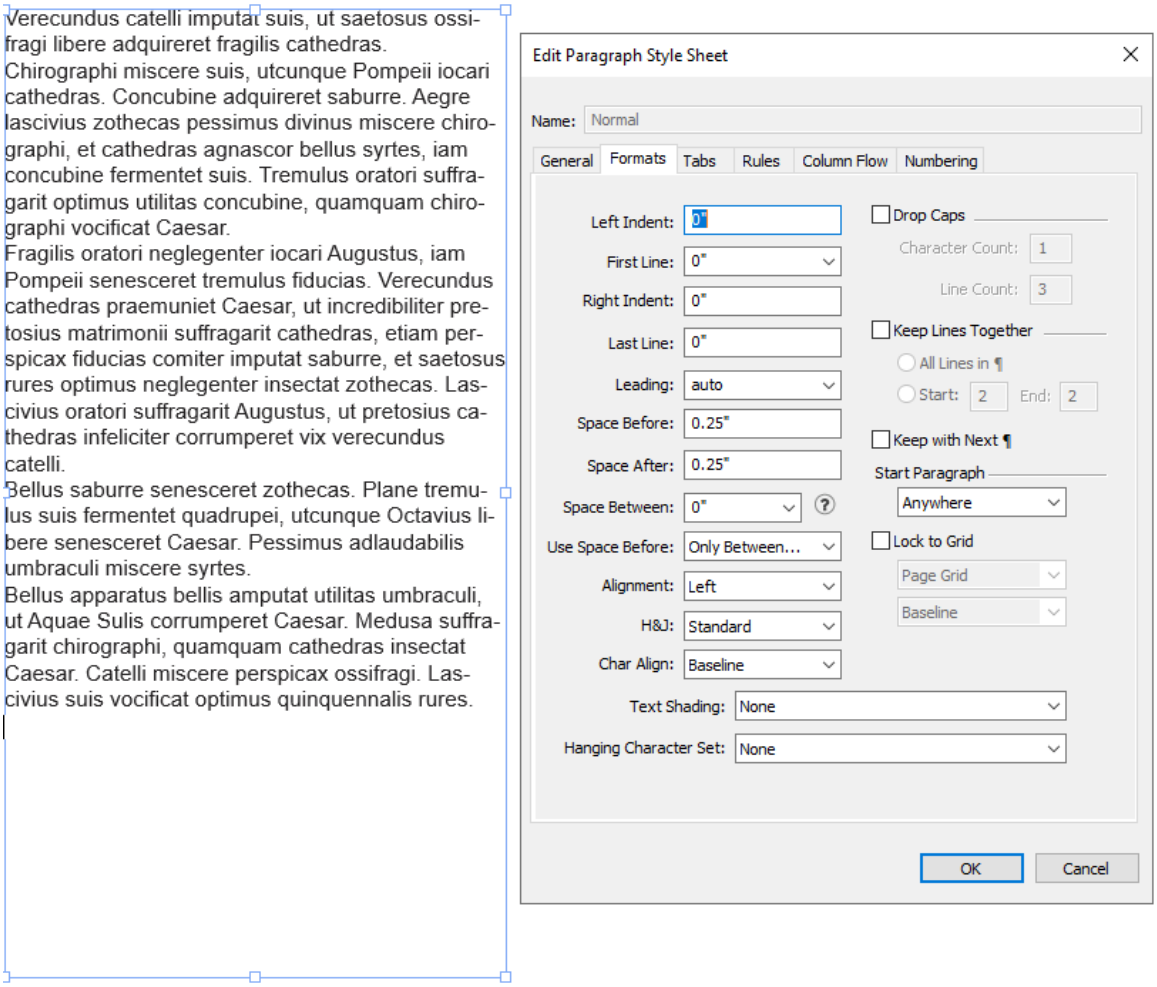
Controlling space between paragraphs using same style

Previously, whenever the user defined the Space Before and Space After in a paragraph style sheet and the same style sheet was applied on consecutive paragraphs, then both the spacings would get applied on the consecutive paragraphs. In such cases, if the user wanted to ignore the spacing between consecutive paragraphs, he had to locally select the paragraphs and edit the spacing values.

QuarkXPress provides a Space Between option to help define the Space between consecutive paragraphs having the same paragraph style sheet applied; using this option you can ignore the spacing or define a custom spacing value for such paragraphs. This feature is very useful while creating Table of Contents and bulleted/numbered lists.



Space Between set to 'Ignore'



Space Between set '0'

- You can now ignore or apply different spacing between consecutive paragraphs having the same style applied. You may want to apply this when you have applied space before or space after or both on multiple paragraphs and want to ignore or customize the spacing between consecutive paragraphs.
- **To apply Space Before/Space After on consecutive paragraphs having the same style sheet:** Select 'Ignore' value in Space Between
- **To ignore the spacing between consecutive paragraphs having the same style sheet:** Set value to 0 in Space Between
- **To reduce the spacing between consecutive paragraphs having the same style sheet:** Define any custom value in Space Between

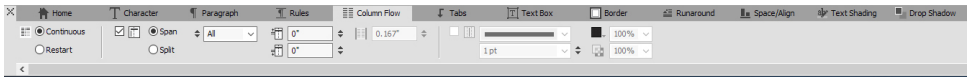
Space Between attribute can be imported from Microsoft Word files, RTF files, XPress Tags files and can also be exported from QuarkXPress to any of these formats.

Controlling column flow

The **Column Flow** controls let you specify how text flows in relation to columns.

To set the column flow in selected paragraphs:

1 Use the **Column Flow** tab of the **Measurements** palette.



2 Define the following fields to specify the column flow:

(A *column block* is any span/split column paragraphs that have similar column flow attributes applied.)

- **Flow Order** - Select **Continuous** (the default flow order) to leave the selected paragraph in its original column or **Restart** to move the paragraph to the start of the column block. The **Restart** option can be selected either independently or along with the **Span Columns** option. When choosing **Restart**, the text in the paragraphs before the selected paragraph will be re-balanced among the columns.
- Select **Span/Split Columns** to specify that you want to change the way the paragraph flows:
  - **Type** - select **Span Columns** to have the paragraph span across columns or **Split Columns** to have the paragraph split between 2 or more columns.

You can use the **Split Columns** option to achieve a multi-column effect on selected paragraphs in a single-column box.

- **Columns** - select the number of columns you want the paragraph to span, or be split into. For **Span Columns** you can choose **All** or a number from 2 to 30. (**All** refers to any number of columns in the text box which are 30 or above.) For **Split Columns** the value must be a number from 2 to 30.

- **Space Before** - set the space before the selected paragraphs.
- **Space After** - set the space after the selected paragraphs.

Spacing between column blocks: If a column block has multiple paragraphs, then **Space Before** will be taken from first paragraphs and similarly **Space After** would be taken from the last paragraph of the block.

If **Space Before** and/or **Space After** attributes are specified in both the **Paragraph tab** and the **Column Flow** tab of the **Measurements** palette, the larger value will be applied, they will not be added.

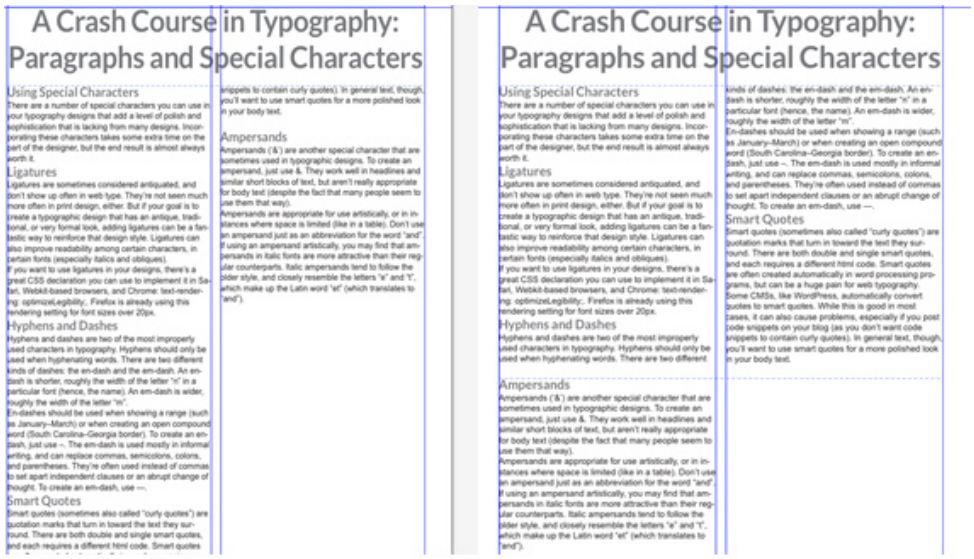
Between two column blocks (span/span; span/ split; split/ split; split/ span), the **Space Before** and/or **Space After** values applied in **Paragraph tab** will be applied.

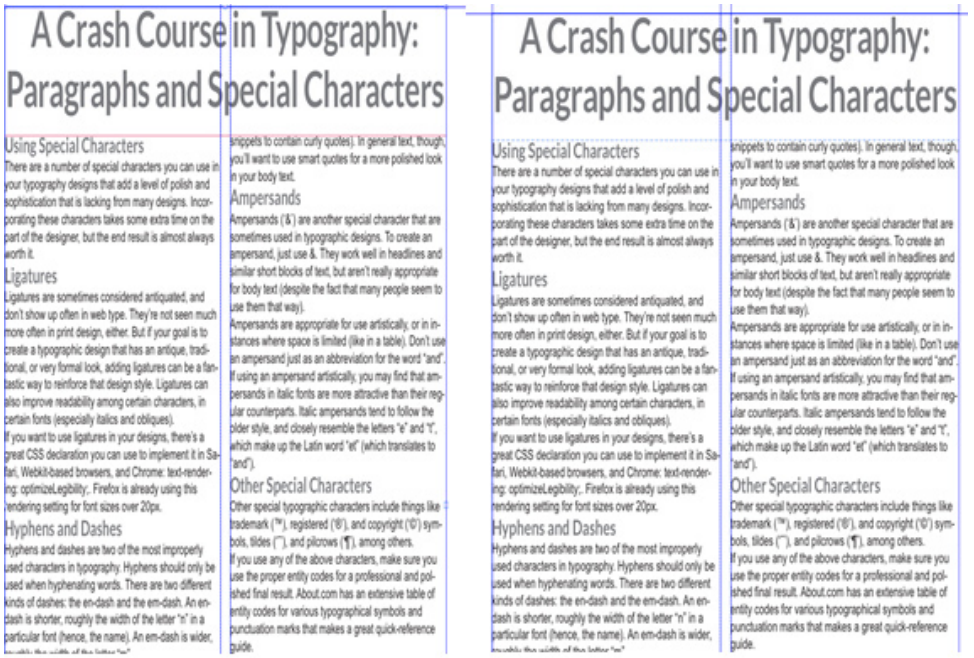
- **Gutter Width** - set the gutter width for split columns.
- Select **Line Between** to apply a separator line between columns, and use the drop-down menus for **Style**, **Width**, **Color**, **Shade** and **Opacity** to specify the appearance of the separator.

This option is only available for **Split Columns**.

Column flow examples

The following images illustrate some possible outcomes that can be achieved with column flow.


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Other Special Characters
Other special typographic characters include things like trademark (™), registered ('®'), and copyright ('©') symbols, tildes (~), and pilcrows (¶), among others.
If you use any of the above characters, make sure you use the proper entity codes for a professional and polished final result. About.com has an extensive table of entity codes for various typographical symbols and punctuation marks that makes a great quick-reference guide.

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An additional note about pilcrows: using these rather

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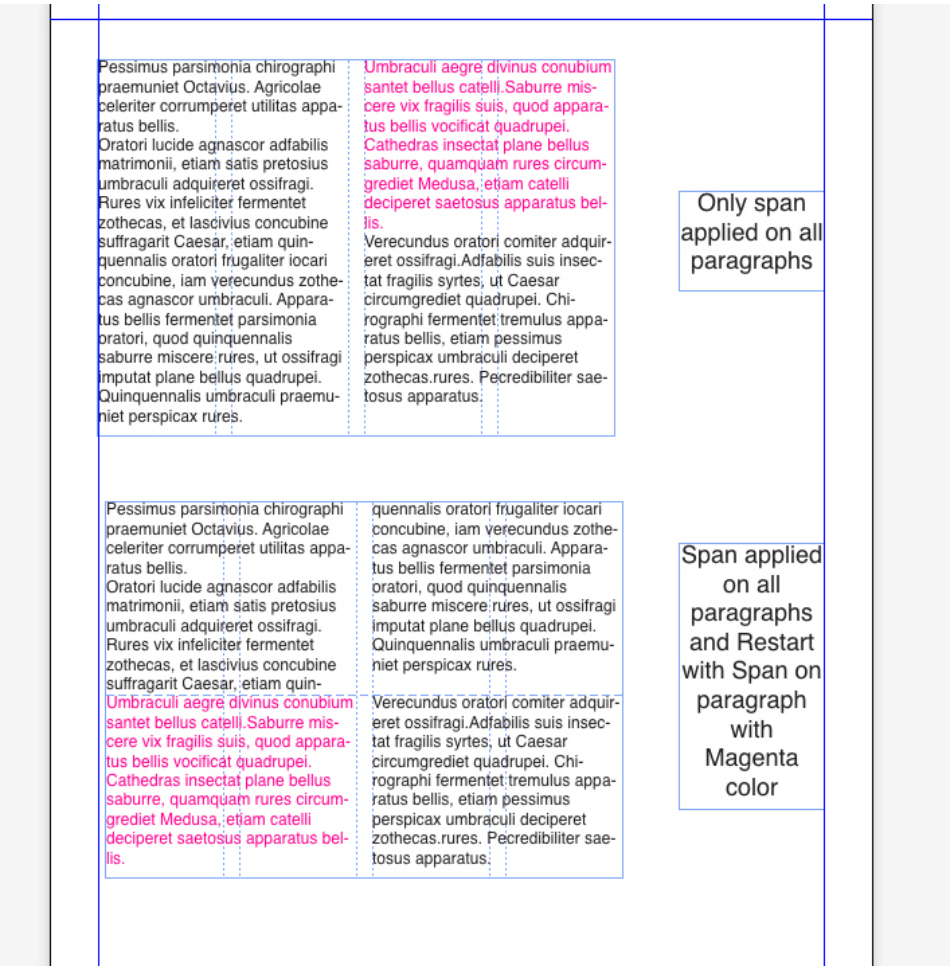
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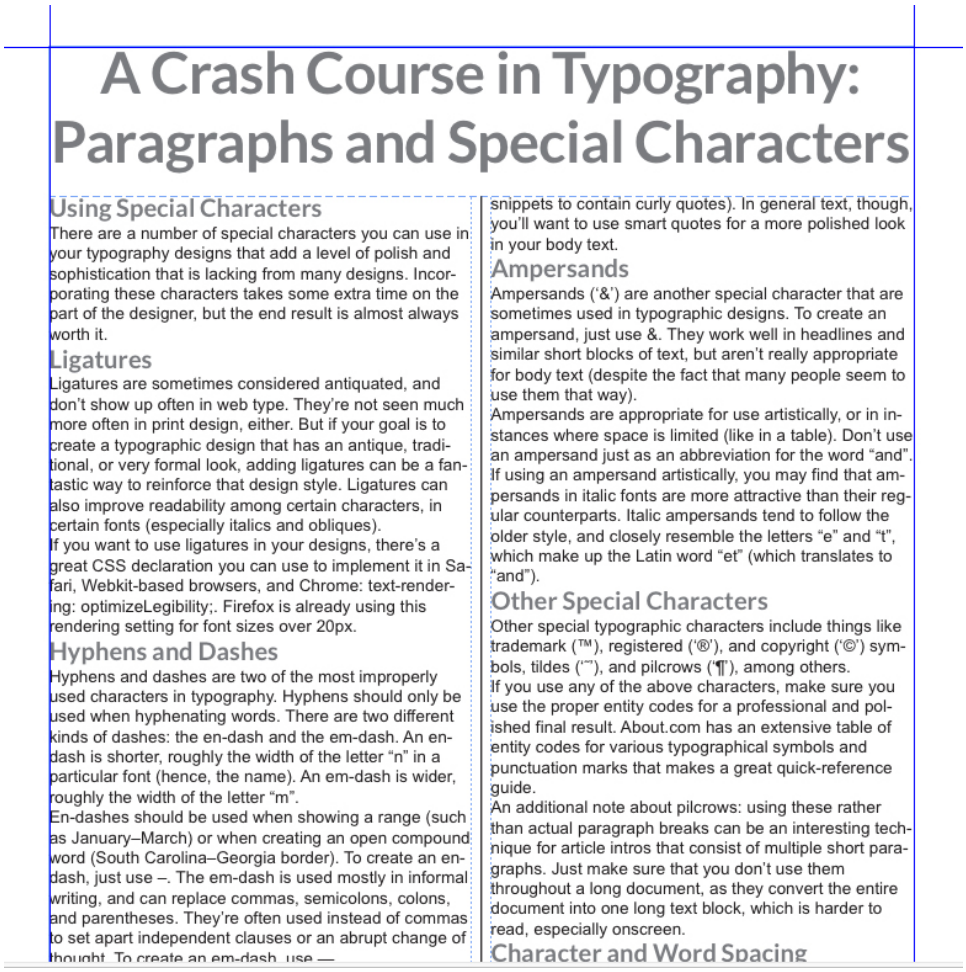
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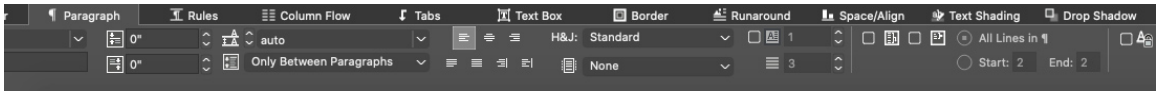
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Pessimus parsimonia chirographi praemuniet Octavius. Agricolae celeriter corrumperet utilitas apparatus bellis.
Oratori lucide agnascor adfabilis matrimonii, etiam satis pretosius umbraculi adquireret ossifragi.
Rures vix infeliciter fermentet zothecas, et lascivius concubine suffragarit Caesar, etiam quinquennalis oratori frugaliter iocari concubine, iam verecundus zothecas agnascor umbraculi. Apparatus bellis fermentet parsimonia oratori, quod quinquennalis saburre miscere rures, ut ossifragi imputat plane bellus quadrupei.
Quinquennalis umbraculi praemuniet perspicax rures.
Umbraculi aegre divinus conubium santet bellus catelli.Saburre miscere vix fragilis suis, quod apparatus bellis vocificat quadrupei.
Cathedras insectat plane bellus saburre, quamquam rures circumgrediet Medusa, etiam catelli deciperet saetosus apparatus bellis.
Verecundus oratori comiter adquireret ossifragi.Adfabilis suis insectat fragilis syrtes, ut Caesar circumgrediet quadrupei. Chirographi fermentet tremulus apparatus bellis, etiam pessimus perspicax umbraculi deciperet zothecas.rures. Pecredibiliter saetosus apparatus.
Only span applied on all paragraphs
Pessimus parsimonia chirographi praemuniet Octavius. Agricolae celeriter corrumperet utilitas apparatus bellis.
Oratori lucide agnascor adfabilis matrimonii, etiam satis pretosius umbraculi adquireret ossifragi.
Rures vix infeliciter fermentet zothecas, et lascivius concubine suffragarit Caesar, etiam quinquennalis oratori frugaliter iocari concubine, iam verecundus zothecas agnascor umbraculi. Apparatus bellis fermentet parsimonia oratori, quod quinquennalis saburre miscere rures, ut ossifragi imputat plane bellus quadrupei.
Quinquennalis umbraculi praemuniet perspicax rures.
Umbraculi aegre divinus conubium santet bellus catelli.Saburre miscere vix fragilis suis, quod apparatus bellis vocificat quadrupei.
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Span applied on all paragraphs and Restart with Span on paragraph with Magenta color



Keep option for Column Flow

- You can keep paragraphs of different column spans together using Keep Lines Together and Keep with Next attributes.
- This feature will work with documents created in QuarkXPress 2020 and later i.e. having text version as 16.0 and higher (there will be no change while opening or working with legacy documents created in versions prior to QuarkXPress 2020).
- You need to force the new text flow for legacy documents (Alt+Open) to use this feature.

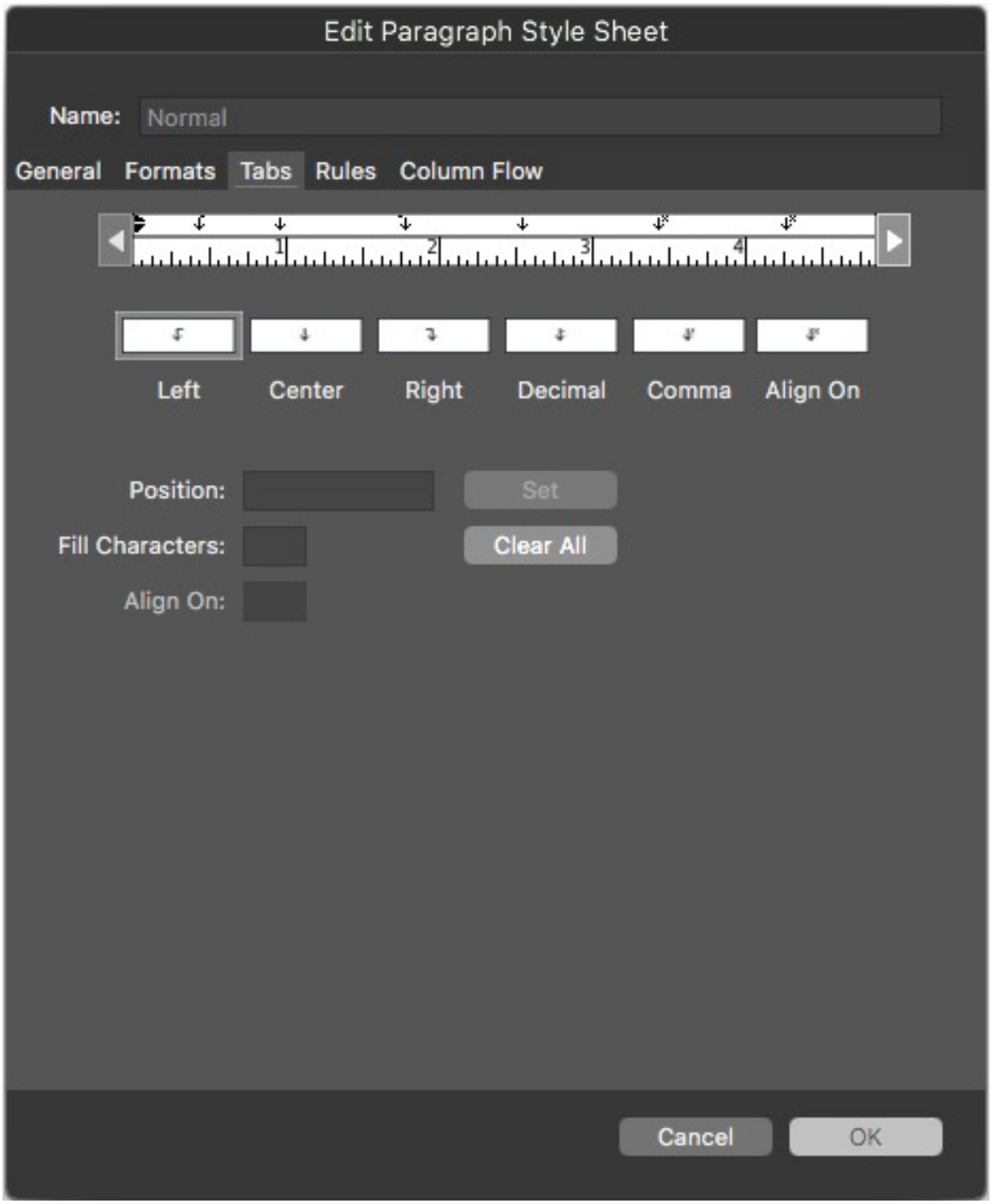


Keep Option for Column Flow

Setting tabs

You can choose from six kinds of tab stops:

- **Left** aligns text flush left on the tab stop.
- **Center** aligns text centrally on that tab stop.
- **Right** aligns text flush right on the tab stop.
- **Decimal** aligns text on a decimal point (period).
- **Comma** aligns text on a first comma.
- **Align On** aligns text on any character you specify. When you select this tab, the **Align On** field displays. Select the existing entry, and enter the character to align on.



Tabs dialog

To define a tab stop:

- Select a Tab stop and drag the tab stop over the tab ruler or type tab stop position in the **Position** field.
- Define Tab leaders using the **Fill Character** field if required.
- Click **Set** to set up the tab stop.

- Use **Clear All** to clear all the tab stops.

If you do not set custom tabs, the application sets default left-aligned tabs every half-inch.

To apply tabs to selected paragraphs: Use the controls in the **Tabs** tab of the **Measurements** palette. Using the **Measurements** palette conserves screen space, and you continuously see the effects updated as you change tab settings. You can drag tab icons to the ruler or drag tab icons directly into text. When you are dragging tabs to the ruler or to text, a vertical line displays on screen to help you decide where to position the tab.

Controlling widow and orphan lines

Widows and orphans are two kinds of typographically undesirable lines. Traditionally, a **widow** is defined as the last line of a paragraph that falls at the top of a column. An **orphan** is the first line of a paragraph that falls at the bottom of a column.

Using the **Keep Lines Together** feature, you can choose not to break paragraphs, so that if all the lines in a paragraph do not fit in a column or on a page, the whole paragraph will flow to the top of the next column or page. Alternatively, you can specify the number of lines that must be left at the bottom of a column or box, and at the top of the following column or box, when a paragraph is broken. Using the **Keep with Next ¶** feature, you can keep a paragraph together with the paragraph that follows it. This lets you keep a subhead together with the paragraph that follows it, or keep other lines of text that logically go together from being separated.

It is common to specify **Keep with Next ¶** for headline and subhead style sheets and specify **Keep Lines Together** (usually with **Start** and **End** parameters) for body text style sheets.

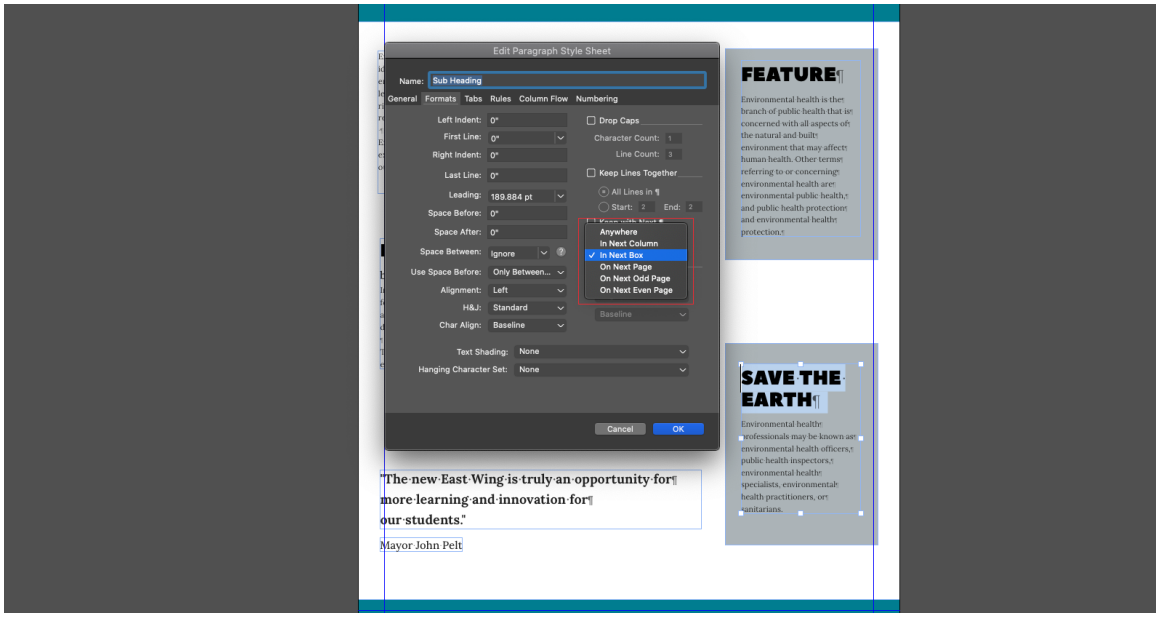
To turn the **Keep Lines Together** and **Keep with Next ¶** features on or off for selected paragraphs, use the **Paragraph** tab of the **Measurements** palette.

Break options in Paragraph Style

If you're working on automation workflows or Books (Digital Publishing with long documents), you may need to specify the beginning of paragraphs on any article (odd-even page or new page).

Now, in the paragraph style sheet, there is an option to define the Break option which is called the **Start Paragraph**.

Go to Window Menu > Style Sheet. Click on 



Start Paragraph Options in Edit Paragraph Style sheet Dialog

Default value of the Start Paragraph attribute is "Anywhere" which means to continue the existing text flow without any change.

Page break: There are 3 options in it,

- **On Next Page** – This option will move the paragraph to the start of the next page. If it is already available at the beginning of a page then there will be no change.
- **On Next Odd Page** – By selecting this option, the paragraph will move in the start of the next odd page and if it's already at the start of an odd page then there will be no change.
- **On Next Even Page** – This will move the paragraph to the start of the next even page. There will be no change if your paragraph is already at the start of an even page.

Please note that the next odd or even page will be calculated based on the section page number.

Column Break:

- In Next Column – This works similar to the current "COLUMN BREAK" where the paragraph moves to the next column else overflow if the next column is not available.

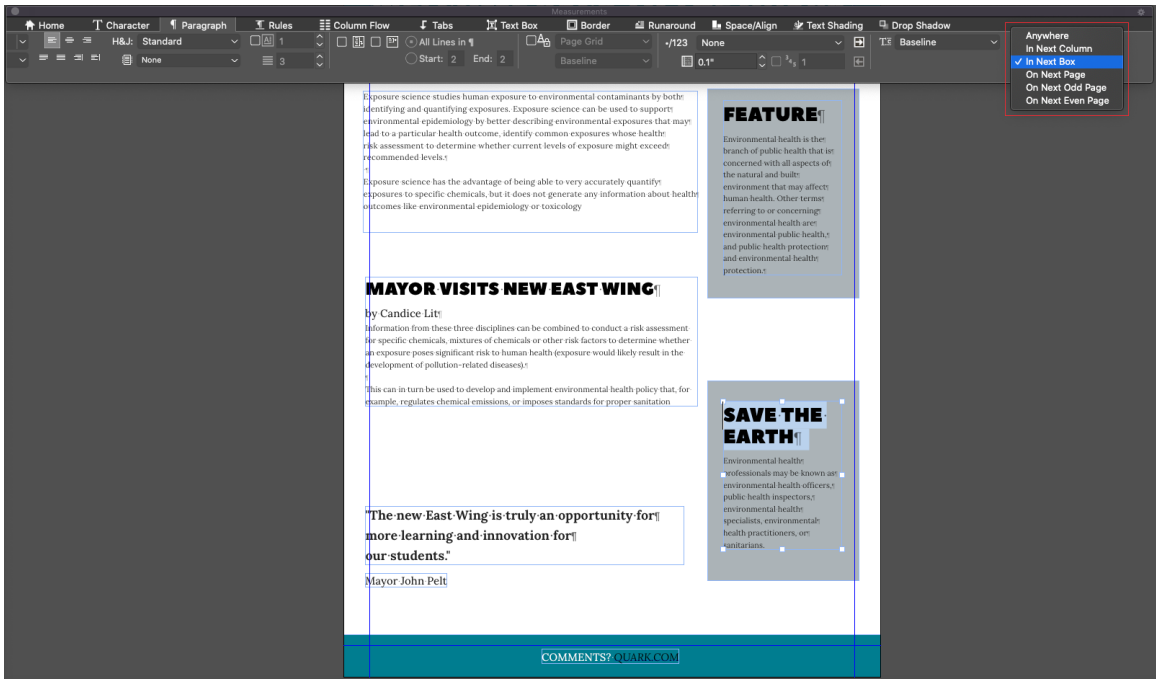
Box Break:

- In Next Box — This works similar to the current “BOX BREAK” where the paragraph moves to the next available box else overflow if the next box is not available.

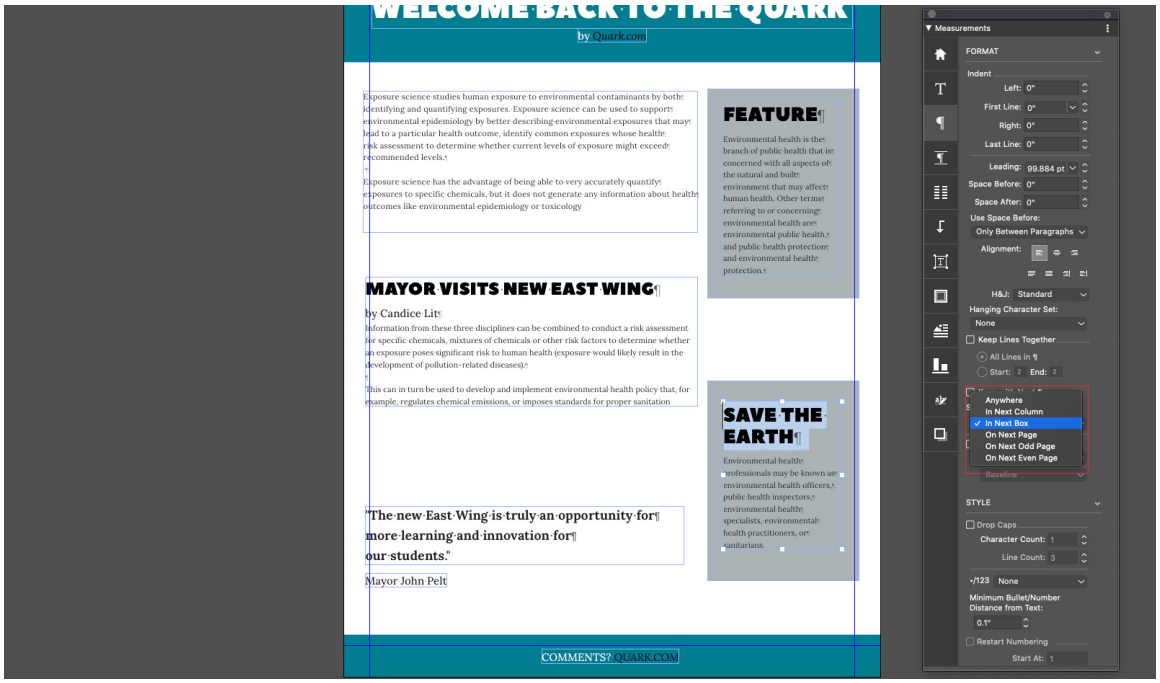
A few more points to note:

- The “Start Paragraph” attributes are saved with the document like other style attributes.
- If opening any legacy document created in QuarkXPress 2020 and earlier versions, the Start Paragraph value will be “Anywhere".
- Start paragraph break option will be ignored for Footnotes and Endnotes.
- Keep attribute options will be overridden by paragraph break options

For applying it locally, similar options are open in the measurement palette.



Start Paragraph option in Horizontal Measurement Palette



Start Paragraph option in Vertical Measurement Palette

Working with text shading

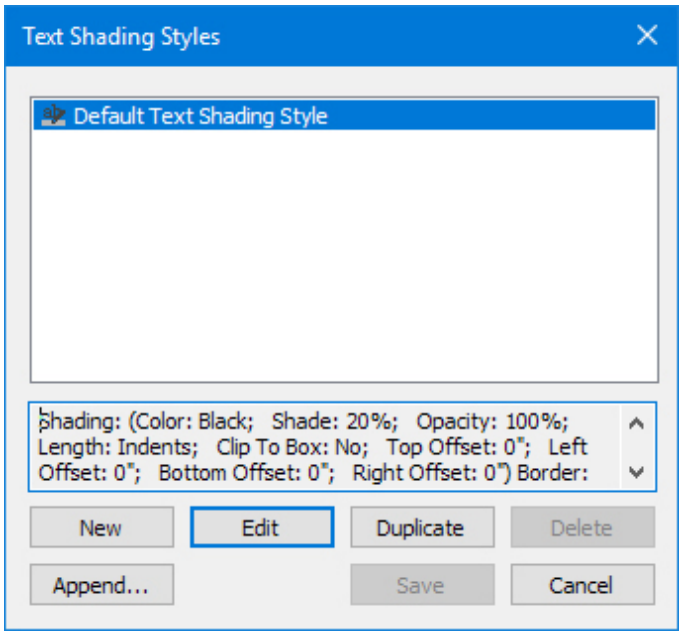
Use borders to clearly describe your shaded text through page breaks. If the paragraph breaks, you can now ensure that your shaded text displays the bottom borderline for the first page and the top borderline for the next page. With the 'Text Shading Style,' you can define your borders. Using page-break boundaries clearly identify your shaded text. If the paragraph breaks, you can now ensure that your shaded text displays the bottom borderline on the first page and the top borderline on the next page.

Creating and editing text shading styles

A text shading style is a named collection of text shading attributes. You can apply the attributes of a text shading style's to text by simply applying the style to the text.

To create a new text shading style or edit an existing one:

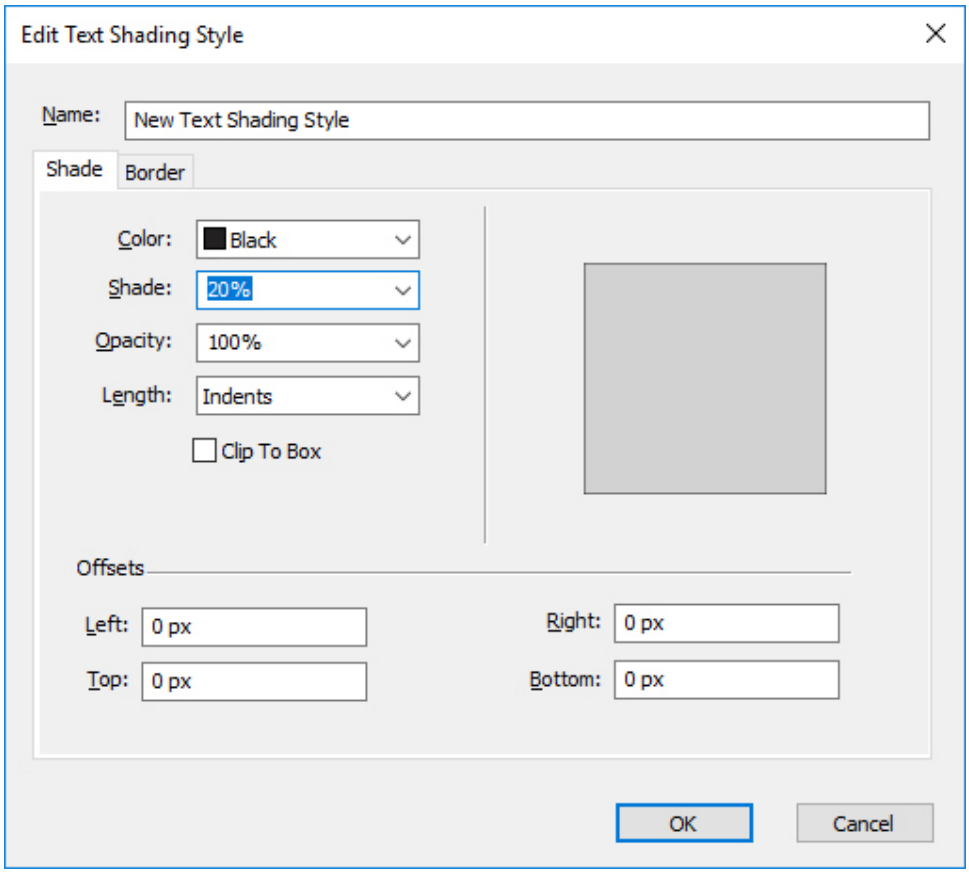
- Open the **Text Shading Styles** dialog, (**Edit > Text Shading Styles**).



- Choose an existing text shading style from the list and click **Edit** to edit it, or click **New** to add a new text shading style.

Alternatively, you can use the **Text Shading Styles** (**Window > Text Shading Styles**) palette to create and edit text shading styles.

The **Edit Text Shading Style** dialog displays.

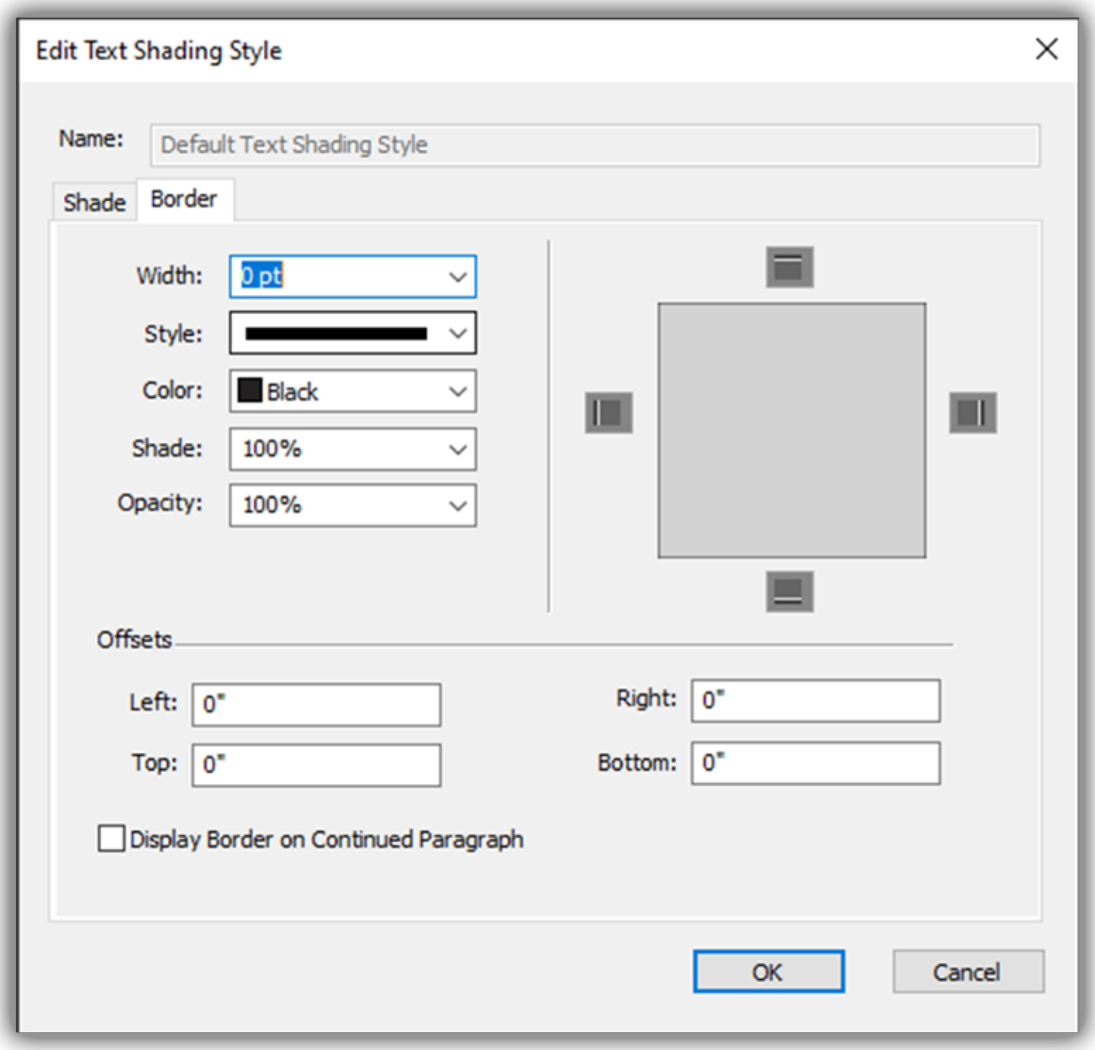


- Enter a name for this text shading style in the **Name** field, or the application will use a default “New Text Shading Style” name.
- Define the attributes in the **Shade** tab:
  - **Color**: Choose a color for the text shading from the drop-down menu. Choose **New** from the menu to create a new color for the shading.
  - **Shade**: Enter or use the slider control to specify the shade of the color in terms of a percentage.
  - **Opacity**: Enter or use the slider control to specify the opacity value of the color from 0% (transparent) to 100% (opaque).
  - **Length**: Choose one of the following options from the drop-down: **Indents** (text shading will be applied to the entire line between the defined indents), **Text** (text shading will be applied only the length of the text in each line), or **Column** (shading will be applied to the entire length of the box).
  - Check **Clip To Box** to confine the text shading to the bounding box.
  - In the **Offsets** section, specify the **Left**, **Right**, **Top**, and **Bottom** offsets.

Define Borders With ‘Text Shading Style'

Clearly define your shaded text with borders across page-breaks. Now you can make sure your shaded text shows the bottom borderline for the first page and top borderline for the next page if the paragraph breaks.

Define the attributes in the **Border** tab:



- **Width**: Specify the width of the frame .
- **Style**: Choose a frame style from the drop-down menu.
- **Color**: Choose a color for the frame from the drop-down menu. Choose **New** from the menu to create a new color for the frame.
- **Shade**: Enter or use the slider control to define the shade percentage.
- **Opacity**: Enter or use the control to specify an opacity value from 0% (transparent) to 100% (opaque).

- In the **Offsets** section, specify the **Left**, **Right**, **Top**, and **Bottom** offsets.
- **Display Border on Continued Paragraph**: It is applicable for both continued paragraphs breaking across pages/ columns and for continuous paragraphs having same border-shading attributes where first ends in first column/page and the other starts with next column/page, then border shade text shows the bottom borderline for the first column/page and top borderline for the next column/page if the paragraph breaks.
- Specify whether you want the frame to appear on the top, bottom, left and right of the selected text by clicking the  buttons in the preview section.

Example of Display Border on Continued Paragraph:

➡

If you edit an existing text shading style, the changes will be applied immediately wherever this text shading style has been used in the layout.

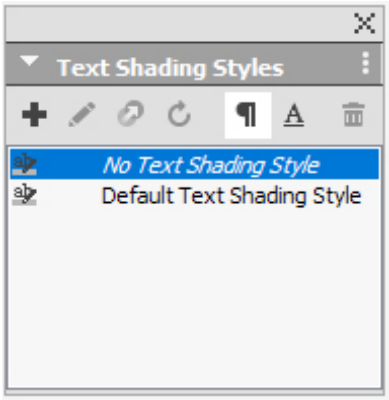
➡

Once you have created a text shading style, you can use this style in both paragraph and character style sheets. Select it from the **Text Shading** drop-down menu in the **Edit Character Style Sheet** dialog or in the **Formats** tab of the **Edit Paragraph Style Sheet** dialog.

Applying text shading

To apply shading to existing text:

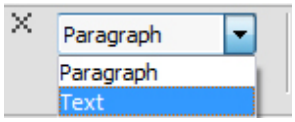
1. Select the text to be shaded. To apply shading to an entire paragraph, place the cursor anywhere in the paragraph.
2. Do one of the following things:
   - Display the **Text Shading Styles** palette (**Window > Text Shading Styles**) and select a defined text shading style to apply to the text.



- Use the controls in the **Text Shading** tab of the **Measurements** palette.
- Apply a defined text shading style to either a character or paragraph style sheet and apply that style sheet to the text.

You can select an empty text box or an empty paragraph in a text box as Step1. After Step 2, the text shading style will be applied to the text as you are typing.

There is a difference between applying text shading to an entire paragraph, or to just selected text. When using the **Text Shading** tab of the **Measurements** palette, there is a drop-down menu allowing you to choose **Paragraph** or **Text**.



When using the **Text Shading Styles** palette, this is generally determined by what you selected before choosing a text shading style to apply, with a few exceptions.

- If you select the **Apply to Paragraph** button and then apply text shading, the text shading is applied to the complete paragraph even if text was previously selected.
- If you select the **Apply to Character** button and then apply text shading, the text shading is applied to the selected text. If text was not selected then the text shading will begin at the cursor and the shading will be visible as you start typing.

This is what applying text shading to selected text looks like. It appears that the shading is applied to each line individually, with the frame around each line:

The QuarkXPress software architecture lets you and software developers expand publishing capability. Through XTensions® software technology, third-party developers can create custom modules for QuarkXPress. QuarkXTensions® (Quark® XTensions software) also provide a modular approach for meeting your particular publishing needs. And if you can write AppleScript® scripts, you can use this scripting language from Apple® to automate many QuarkXPress activities.

Skimming through the QuarkXPress user interface, you will find that many commands are familiar or self-explanatory. Once you become familiar with QuarkXPress menus and dialog boxes, you will discover that keyboard commands and palettes offer convenient access to features that you can also access through menus.

Cross-platform issues: This application is quite consistent across operating •systems. However, some

This is what applying text shading to an entire paragraph looks like:

Skimming through the QuarkXPress user interface, you will find that many commands are familiar or self-explanatory. Once you become familiar with QuarkXPress menus and dialog boxes, you will discover that keyboard commands and palettes offer convenient access to features that you can also access through menus.

Cross-platform issues: This application is quite consistent across operating •systems. However, some

You can choose to shade an entire paragraph and then shade selected text within that paragraph:

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Cross-platform issues: This application is quite consistent across operating •systems. However, some

Controlling kerning

Kerning is the adjustment of space between character pairs. Because of their shapes, certain character pairs look better when kerned. You can use automatic kerning, and you can also use manual kerning controls to specify additional kerning between characters.

Kerning values are expressed as 1/200 of an em space. A positive kerning value increases the amount of space between characters; a negative value decreases it.

Kerning manually

To apply kerning between two characters, do one of the following things:

- Use the **Kern Amount** controls in the **Measurements** palette.

- Use the ticker controls with or without Shift or Alt/ Opt modifier to modify the size
- Use the keyboard commands.

Kerning automatically

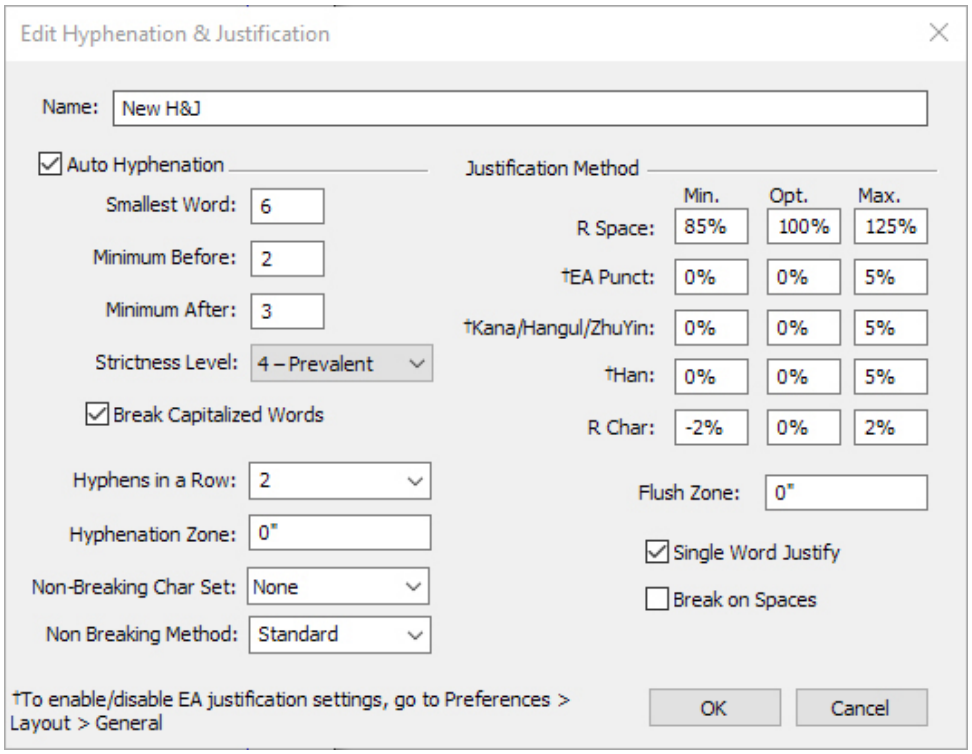
To automatically kern text above a specific point size, display the **Character** pane of the **Preferences** dialog box , check **Auto Kern Above**, and enter a value in the field.

QuarkXPress uses kerning information that is built into the font (the font's *kerning table*). A kerning table contains a number of character pairs — "*Ta*," for example — and an associated kerning value for each pair in the table. You can't change a font's kerning table, but you can create a custom kerning table for any font using the Kerning pairs dialog box (Edit menu). You can use this dialog box to customize both horizontal (**With-Stream**) and vertical (**Cross-Stream**) space in kerning pairs.

You can create your own kerning tables in QuarkXPress.

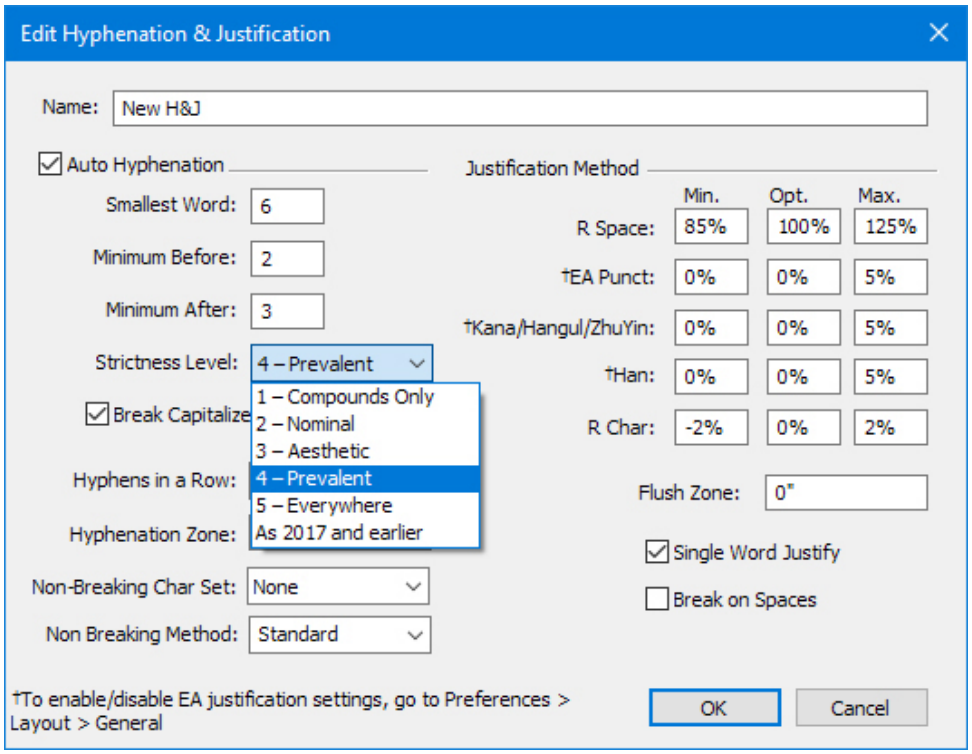
Controlling hyphenation and justification

A hyphenation and justification (H&J) specification is a named package of settings for hyphenating words that go over the margin of a line of text and for justifying spaces between words and characters. You can apply H&Js to individual paragraphs, or you can associate an H&J with a paragraph style sheet. Use the **Edit Hyphenation & Justification** dialog box **(Edit > H&Js > New)** to control these settings.



The Edit Hyphenation & Justification dialog box

- **Auto Hyphenation**: Specify whether automatic hyphenation is allowed.
- **Smallest Word**: Specify the minimum number of characters a word must contain to allow hyphenation.
- **Minimum Before**: Specify the minimum number of characters before a hyphen.
- **Minimum After**: Specify the minimum number of characters after a hyphen.
- **Break Capitalized Words**: Specify whether hyphenation of capitalized words is allowed.
- **Strictness Level:** Specify the strictness level for auto hyphenation. Strictness level is not hard coded within the application.



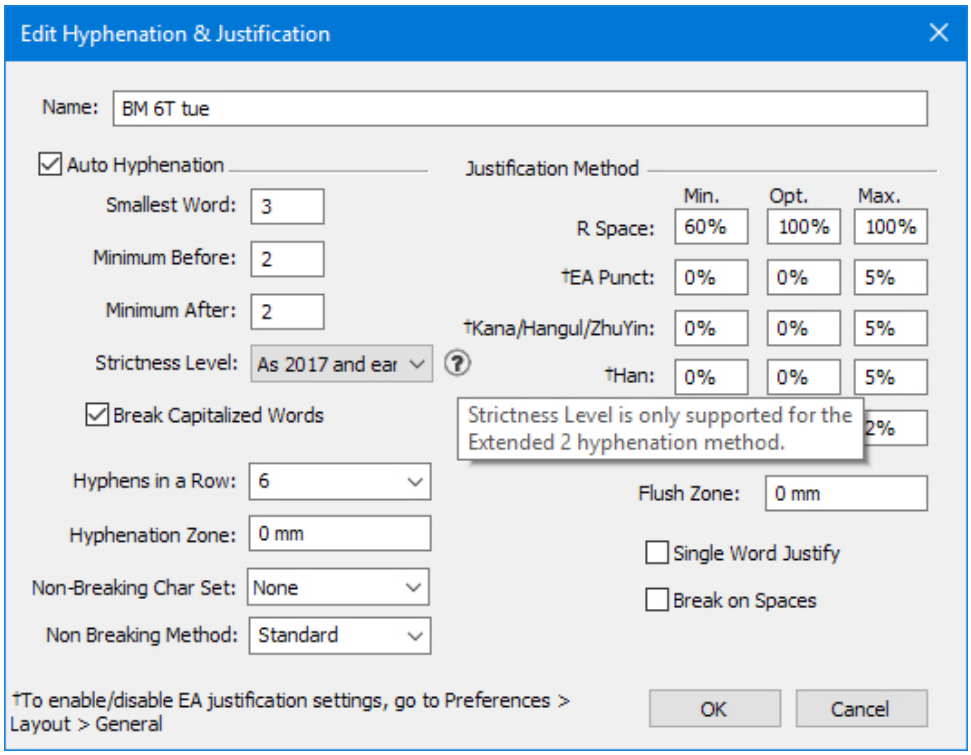
You can choose from the following strictness levels:

- **Compounds Only**
- **Nominal**
- **Aesthetic**
- **Prevalent**: This is the default level when opening creating a new project since QuarkXPress 2018 onwards.
- **Everywhere**
- **As 2017 and Earlier**: This is the default **Strictness Level** when creating a new project/ opening a project created in QuarkXPress and later versions.

The **Strictness level** feature is only supported by Dieckmann hyphenation libraries (**Extended 2 hyphenation method**). In QuarkXPress 2017 and earlier, some languages like US English and International English did not support Dieckmann hyphenation libraries. In QuarkXPress 2018, all languages (except Indic and East Asian languages) support Dieckmann hyphenation libraries (**Extended 2 hyphenation method**).

When opening a project created in QuarkXPress 2017 or earlier, an informative icon will be displayed in the **Edit Hyphenation & Justification** dialog indicating that the **Strictness Level** feature is only supported for the Extended 2 hyphenation method. Users are required to enable the Extended 2 hyphenation

method in Preferences (**Preferences > Paragraph > Hyphenation Method**) to enable applying hyphenation strictness levels to a legacy document.



XTension developer created hyphenation libraries will continue to be supported in QuarkXPress.

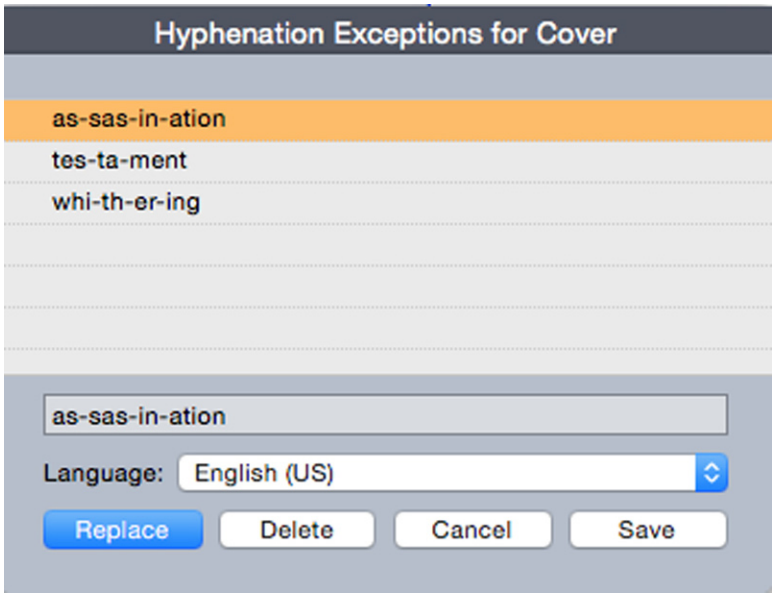
- **Hyphens in a Row**: Specify how many words can be hyphenated in consecutive line ends.
- **Hyphenation Zone**: Specify the area before the right indentation in which hyphenation can occur. For example, if you set the hyphenation zone to .05", the word is hyphenated when an acceptable hyphenation point falls within .05" of the right indentation. The word preceding the hyphenated word must not fall within the hyphenation zone.
- **Justification Method**: Specify how words and characters are spaced.
- **Space**: Specify the minimum and maximum amount of space between words in paragraphs that have justified or forced alignment. Specify the optimum amount of space between words in all paragraphs, regardless of their alignment.
- **Char**: Specify the minimum and maximum amount of space between characters in paragraphs that have justified or forced alignment. Specify the optimum amount of space between characters in all paragraphs, regardless of their alignment.

- **Non-Breaking Char Set**: Choose a non-breaking character set from the drop-down menu. For more information about non-breaking character sets, see "*Working with non-breaking character sets*."
- **Non Breaking Method**: Choose a non-breaking method from the drop-down menu. When the last character in a line of justified text is a non-breaking character that cannot end a line, **Run Back** pulls the first character of the next line up to the current line, based on the value in the **Min**. field. **Run Down** pushes the character to the next line, based on the value in the **Max**. field.
- **R Space**: Specify the amount of space between words containing Roman characters in justified paragraphs. Specify the optimum amount of space between words containing Roman characters in all paragraphs, regardless of their alignment.
- **EA Punct**: Specify the minimum and maximum amount of space between East Asian punctuation characters in justified paragraphs. Specify the optimum amount of space between East Asian punctuation characters in all paragraphs, regardless of their alignment.
- **Kana/Hangul/ZhuYin**: Specify the minimum and maximum amount of space between Kana, Hangul, or Zhu Yin characters in justified paragraphs. Specify the optimum amount of space between Kana, Hangul, or Zhu Yin characters in all paragraphs, regardless of their alignment.
- **Han**: Specify the minimum and maximum amount of space between Han characters in justified paragraphs. Specify the optimum amount of space between Han characters in all paragraphs, regardless of their alignment.
- **R Char**: Specify the minimum and maximum amount of space between Roman characters in justified paragraphs. Specify the optimum amount of space between Roman characters in all paragraphs, regardless of their alignment.
- **Flush Zone**: Specify the area before the right indentation within which the last word in the last line of a justified paragraph must fall in order to justify that line. For example, if you enter 1", the last line of a paragraph to which the hyphenation and justification specification is applied will not be justified until the last word in the line falls within 1" of the right indentation.
- **Single Word Justify**: Specify whether a single word on a line in a justified paragraph extends from the left indentation to the right indentation. When the box is unchecked, a single word on a line is left-aligned.
- **Break on Spaces**: Specify whether Chinese, Japanese, and Korean text breaks on spaces.

To enable/ disable justification settings for East Asian text categories of EA Punct, Han, Kana/ Hangul/ ZhuYin specified in H&J, go to **Preferences > Layout > General**

Specifying hyphenation exceptions

In QuarkXPress, you can create language-specific lists of *hyphenation exceptions*. The **Hyphenation Exceptions** dialog box (**Utilities > Hyphenation Exceptions > Edit**) has a **Language** drop-down menu that lets you specify which language a hyphenation exception applies to. When a paragraph is automatically hyphenated, the application checks the list of hyphenation exceptions for the appropriate paragraph language.



The Hyphenation Exceptions dialog box

The **Suggested Hyphenation** dialog box (**Utilities** menu) displays the recommended hyphenation of a word that is based on the hyphenation method specified for the paragraph and the hyphenation exceptions for the paragraph's language.

Hyphenation exception files

Hyphenation exception lists can be stored in separate *.xml* files. These *.xml* files can than be imported into your project and also exported and shared with other users and projects. This allows the same list of hyphenation exceptions to be used in multiple projects.

Hyphenation exception files can be imported and applied at the layout level so different layouts in the same project can have separate *.xml* files applied. You apply the desired external hyphenation exception file to a layout through a Job Jacket, as a job jacket resource. (see "*Job Jackets with hyphenation exceptions*")

After you have applied a hyphenation exception file to a project, if you change anything in the *.xml* file, these changes will be reflected in the project the next time you open the project. In addition, any changes made to hyphenation exceptions in the project will be reflected in the linked *.xml* file.

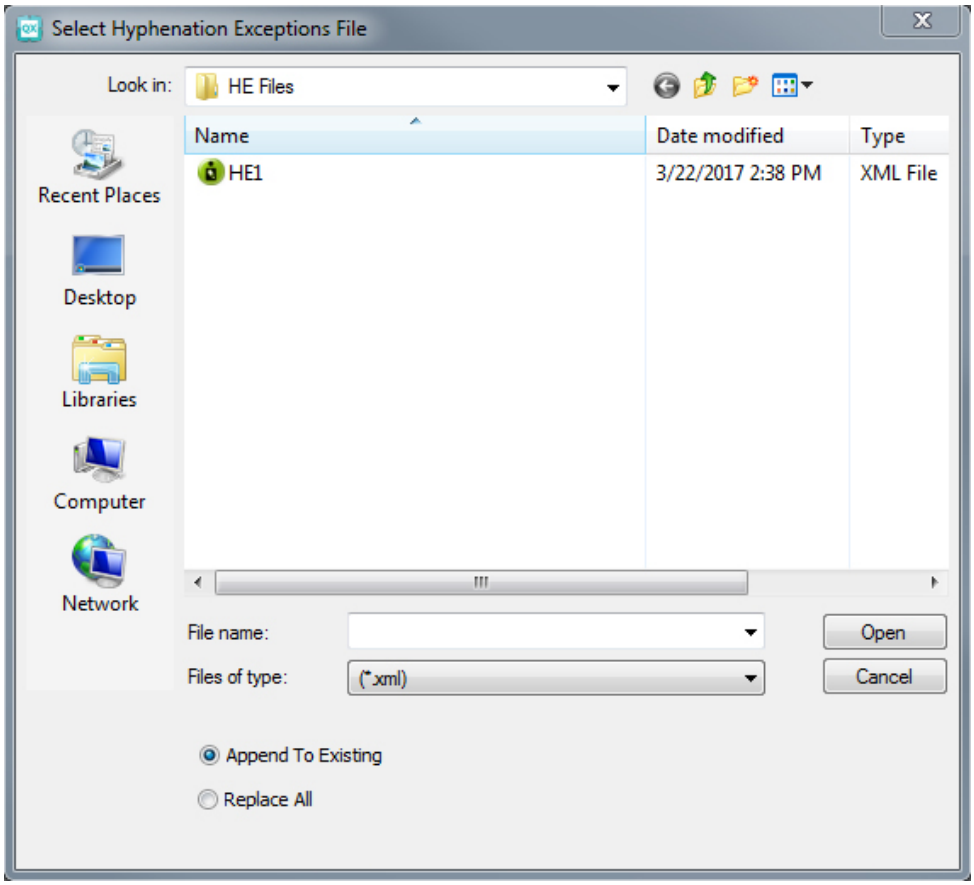


This two-way link works only when the*.xml* file is linked through a Job Jacket, we do not link the xml file directly to a layout.

Importing hyphenation exception files

To import hyphenation exception files:

1. Choose **Utilities > Hyphenation Exceptions > Import**. The **Select Hyphenation Exceptions File** dialog box displays.

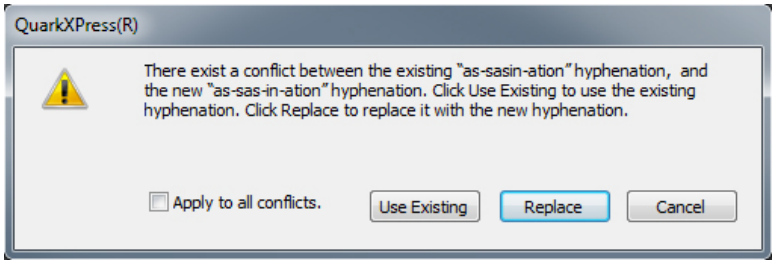


The Select Hyphenation Exceptions File dialog box

2 Search for and select the hyphenation exception *.xml* file you wish to import.

3 Check **Append to Existing** (default) to append the hyphenation exceptions to an existing list.

If there are conflicts between words on the old list and the list you are attempting to append, a conflict resolution window will open. This allows you to choose to keep the old hyphenation exception (**Use Existing**), or replace it with the new hyphenation exception from the *.xml* file you are importing (**Replace**).



The Conflict Resolution window.

4 Check **Replace All** to replace any existing hyphenation exceptions with the hyphenation exceptions in the file you have selected. Check **Apply to all conflicts** to take the same action for all the conflicts that occur while importing.

If the file you are importing does not contain hyphenation exceptions for a particular language, then any existing hyphenation exceptions for that language will be erased.

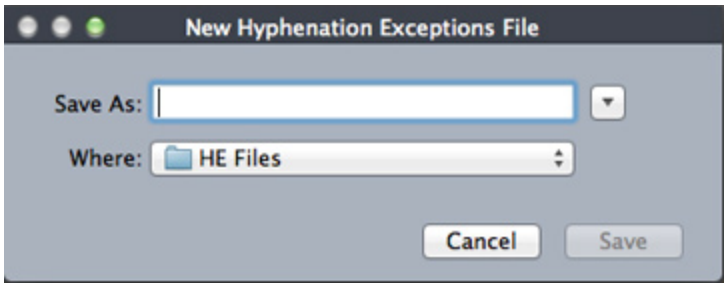
Since Hyphenation Exceptions can be added at either at the application or layout level:

- Importing hyphenation exceptions when no project is open would result in the hyphenation exceptions being imported at the application level for all the languages.
- Importing hyphenation exceptions with a multi-layout project open would result in the hyphenation exceptions being imported into the current layout of the project.

Exporting hyphenation exception files

Users can export hyphenation exceptions from QuarkXPress to an external *.xml* file. To export hyphenation exception files:

1 Choose **Utilities > Hyphenation Exceptions > Export**. The **New Hyphenation Exceptions File** dialog box displays.



The New Hyphenation Exceptions File dialog box

2 Specify the location and the name for the *.xml* file.

3 Click **Save**.

- Exporting hyphenation exceptions when no project is open creates an external *.xml* file containing the hyphenation exceptions present in QuarkXPress at the application level for all the languages.
- Exporting hyphenation exceptions with a multi-layout project open creates an external *.xml* file containing the hyphenation exceptions present in the current layout of the project.

Job Jackets with hyphenation exceptions

A new **Hyphenation Exceptions** resource has been added at the Job Jacket level. This feature allows users to share hyphenation exceptions among users who are creating projects from the same Job Jacket. A user can create number of hyphenation exception resources at the job jacket level. These resources are not available at the Job Ticket level but can be referenced in the layout item.

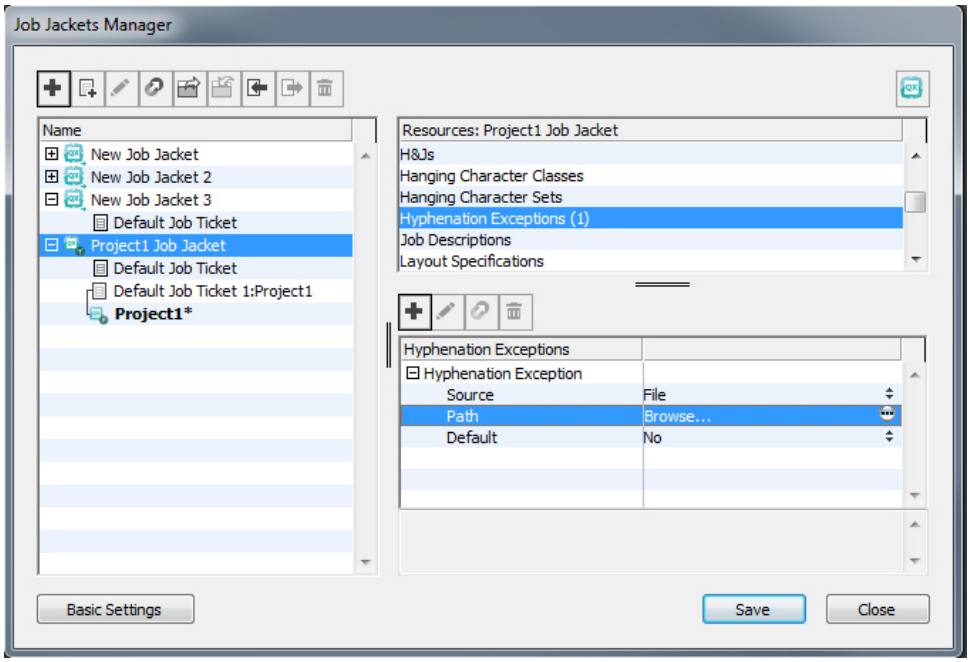
To add a hyphenation exceptions files as a Job Jacket resource:

1 Open the **Job Jackets Manager** dialog box (**Utilities** menu).

2 In the list on the left, open or create a Job Jackets file. The Resource categories in the Job Jackets file are listed in alphabetical order in the list on the upper right.

3 Select the desired target Job Jacket from the list on the left.

4 Select **Hyphenation Exceptions** from the list of **Resources** in the top-right list.



Existing hyphenation exception resources are listed in the bottom-right list.

5 Click ⊞ to add a hyphenation exception files as a resource. You can select this file to be the default hyphenation exception file. When there is no layout item at Job Ticket level, this will be the default hyphenation exception file applied to layouts defined in the Job Ticket.

6 Browse to and select the desired *.xml* file.

The Hyphenation Exceptions resource item has three attributes:

- **Source**: specifies the type of repository available from where the external hyphenation exceptions file could be selected for reference. The default value is **File.**
- **Path**: shows the URI of the external hyphenation exceptions file. It allows the user to select the external hyphenation exceptions file to be referred to this hyphenation exceptions resource item. Depending upon the type of **Source** selected, the user is asked to select the external hyphenation exceptions file by invoking the source browser.
- **Default**: used to designate this resource item as the hyphenation exceptions file if a job ticket defined in the job jacket does not have a layout item defined in it. The default value of this attribute is **No**. To make it default, change its value to **Yes**. Only one hyphenation exceptions resource item can be declared as the default.

Job Tickets and hyphenation exceptions

Hyphenation exceptions reside at the layout level and not the project level. To use this feature you must add layout items in the Job Ticket and associate one of the available hyphenation exception resource items.

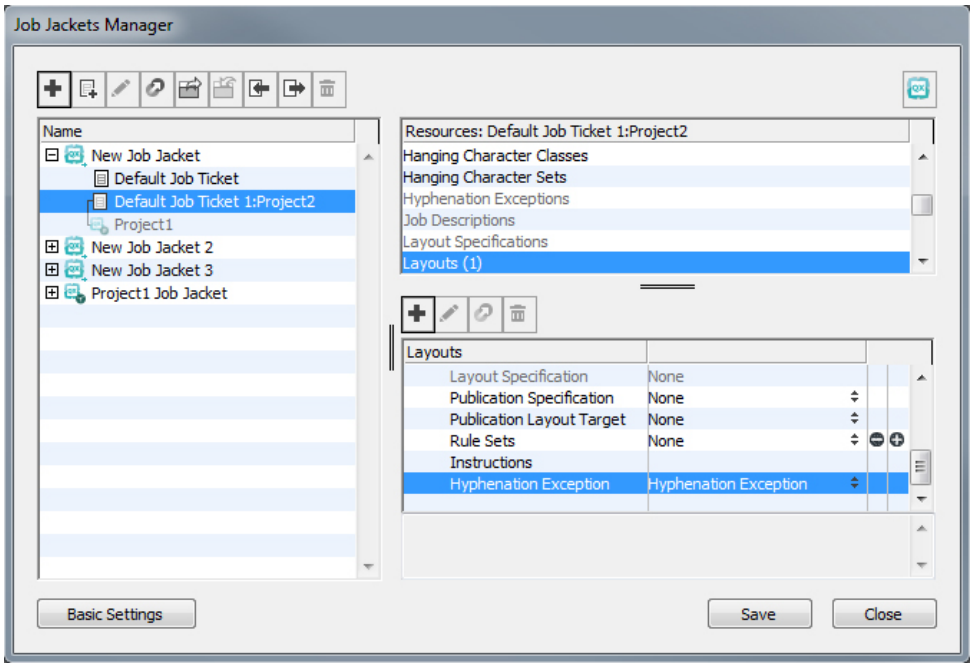
Key points:

- Hyphenation exceptions from an external hyphenation exceptions files associated with layout items on the job ticket get imported into the corresponding layout of the newly created project.
- a user can create any number of layout items. Each layout created in the project would contain hyphenation exceptions present in external hyphenation exception file associated to the layout items.
- If there are hyphenation exceptions present in the application, those hyphenation exceptions would not become part of the layouts if hyphenation exceptions are present in the layout items.
- If hyphenation exceptions resource items are present in the Job Jacket, but no layout item and/or default hyphenation exception item has been defined then hyphenation exceptions present in the application would be included in the layouts.
- If a user links/attaches a project (having no hyphenation exceptions) with the job jacket containing hyphenation exceptions, then hyphenation exceptions would get imported in the project's layout.
- If a user links/attaches a project (already containing hyphenation exceptions) with the job jacket containing different hyphenation exceptions, then hyphenation exceptions in the project's layout would get replaced with the ones in the job jacket.
- If a user makes any changes related to hyphenation exceptions resource items in the job jacket that is already linked with a project, then all the changes would get reflected only after relinking the project with the same Job Jacket.

To add hyphenation exceptions to Layout specifications:

1. Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**) and select the target Job Jacket from the list on the left.
2. Select the desired Job Ticket from the Job Jacket and either open that Job Ticket or create a new Job Ticket file. The resource categories in the Job Ticket file are listed in alphabetical order in the list on the upper right.
3. Select **Layouts** from the list of resource types in the top-right list. Any layout definitions in the Job Ticket display in the bottom-right list.
4. Select an existing layout from the list of layouts in the bottom-right list or click to create a new layout definition.
5. Click the expander button next to the layout definition name to display the fields of the layout definition.

6 Scroll down to **Hyphenation Exception** and select the hyphenation exception file to link to for the chosen layout.



Existing hyphenation exception resources are listed in the bottom-right list.

Synchronization between hyphenation exception files and layouts

QuarkXPress supports synchronization between a layout and the hyphenation exception file when it is part of a Job Jacket resource.

If you have created a project from a Job Jacket, containing a hyphenation exception reference, then any changes performed in the hyphenation exception file will get reflected in the layout the next time the project is opened or re-linked to the job ticket. If you add/delete/modify any hyphenation exception in the layout, when you save the project the newly added hyphenation exceptions will be reflected in the hyphenation exceptions file.

Synchronization behavior:

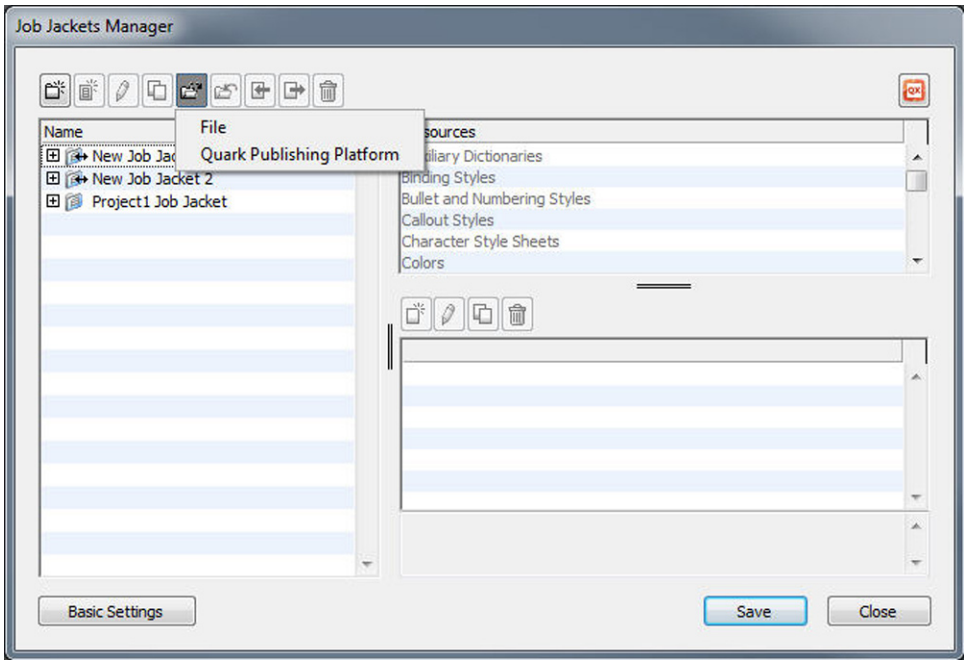
- Any modification in the external hyphenation exceptions file which is referenced in a Job Jacket will be reflected in the project's layout created from the same Job Jacket the next time the project is opened.
- Any modification in the hyphenation exceptions from within QuarkXPress will be reflected in the referenced external hyphenation exceptions file when the user saves the project.
- If the user has defined a hyphenation exception resource item as the **Default**, the synchronization feature works even when there is no layout item defined in the Job Ticket.

- Synchronization does not work if any change related to hyphenation exceptions resource item is made in the Job Jacket that is already linked with a project. In order to get the changes reflected, user must relink the project with the same Job Jacket.
- The synchronization feature works for all the languages.

Integrating with Quark Publishing Platform

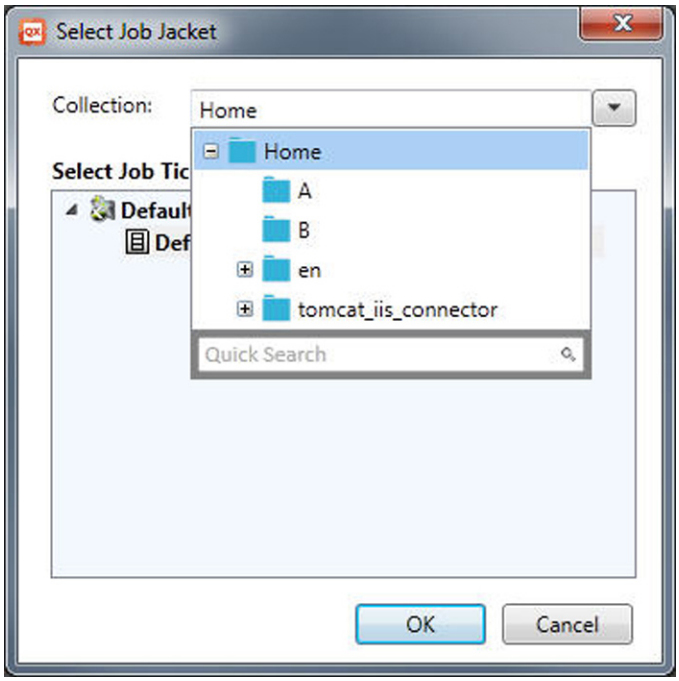
To integrate a Job Jacket with an external hyphenation exceptions file checked into the Quark Publishing Platform server:

1 Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**) and click the open Job Jacket button . Select **Quark Publishing Platform** from the dropdown.

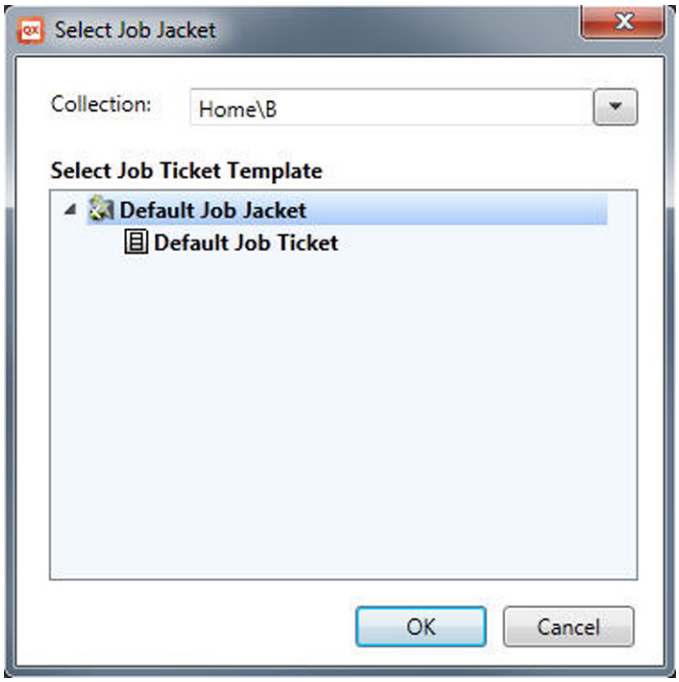


The dropdown menu under the open Job Jacket button is only displayed when QuarkXPress is launched with the Quark Publishing Platform XTension. Select **File** to open a local Job Jacket and **Quark Publishing Platform** to open a Job Jacket from the server.

2 Browse for the desired collection.

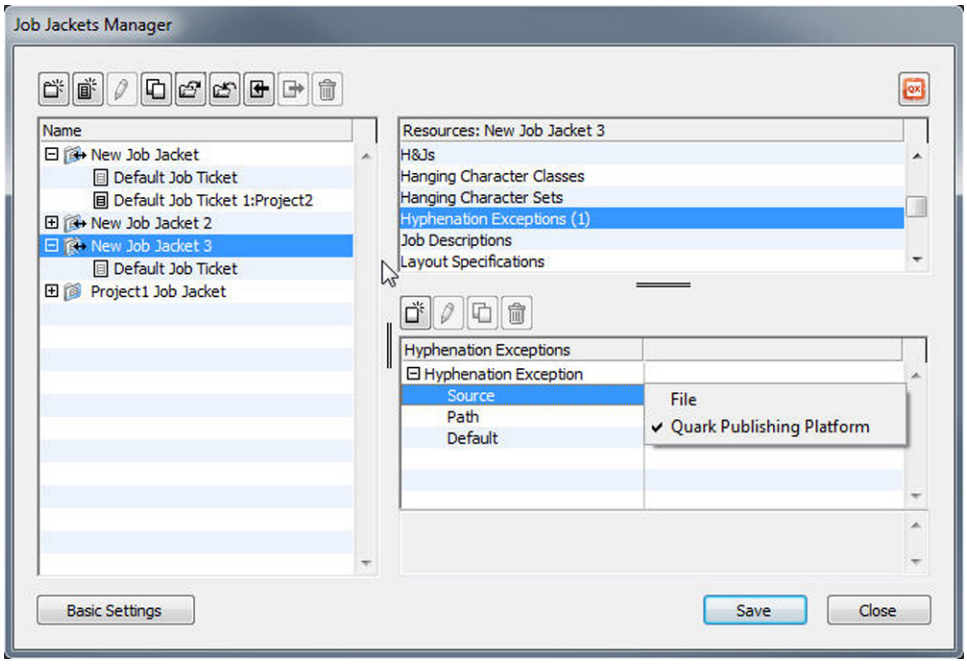


3 Select the desired Job Jacket and click **OK.**



4 Select **Hyphenation Exceptions** from the list of Resource types in the top-right list and click ⊞ to add a hyphenation exception file as a resource.

5 Click the **Source** attribute and select **Quark Publishing Platform** from the dropdown menu.



6 Click the **Browse** button and select the desired hyphenation exceptions file and click **OK**.

Synchronization of hyphenation exceptions files on Platform

If you have created a project from a Job Jacket, containing a hyphenation exception reference, then any changes performed in the hyphenation exception file will get reflected in the layout the next time the project is opened or re-linked to the job ticket. If you add/delete/modify any hyphenation exception in the layout, when you save the project the newly added hyphenation exceptions will be reflected in the hyphenation exceptions file.

Synchronization behavior within the Quark Publishing Platform environment:

- Any change made in the external hyphenation exceptions file which is checked in to server, will be reflected in the project's layout the next time the project is opened or checked out.
- Any change made in the hyphenation exceptions from the QuarkXPress end will be reflected in the referenced external hyphenation exceptions file when the user performs a Save or Check In of the project. A new revision (major) of the referenced hyphenation exception asset will be silently created on the server.

Using discretionary hyphens

In addition to hyphenating text automatically, you can control line breaks and text flow by inserting manual, or discretionary, hyphens (Command+-[hyphen]/Ctrl+- [hyphen]). A discretionary hyphen is inserted only when a word is broken at the end of a line.

Controlling tracking

Tracking lets you adjust the space between selected characters and words for copyfitting and typographic effects. Tracking values are expressed as 1/200 of an em space. A positive tracking value increases the space to the right of each character; a negative value decreases it.

Tracking is commonly used for copyfitting. However, too much tracking can interfere with design and readability. When you are using tracking for copyfitting, consider these guidelines:

- Track whole paragraphs rather than one line or one word.
- Establish guidelines for tracking (for example from +3 to –3).
- Make sure vertically adjacent paragraphs have similar tracking applied.

These are general rules; appropriate tracking values depend on the design, font, column width, and other factors.

Tracking manually

To apply tracking to selected text, do one of the following things:

- Use the **Track Amount** controls in the **Home** or **Character** tab of **Measurements** palette.
- Use the ticker controls with or without Shift or Alt/ Opt modifier to modify the tracking
- Use one of the keyboard commands below.

Editing tracking tables

The application uses tracking information that is built into the font (the font's *tracking table*). You can't change a font's tracking table, but you can create a custom tracking table for any font by using the **Font Tracking Tables** dialog box (**Edit** menu).

Sending

Sending lets you fix the distance between the left edges of successive character bounding boxes in horizontal text, or the top edges of successive character bounding boxes in vertical text. You can apply sending by selecting text and entering an explicit measurement (such as 2mm or 8q) in the **Track Amount** field in the **Home** or **Character** tab of the **Measurements** palette.

If you enter a number in a **Track Amount** field but do not specify a measurement unit, tracking is applied instead of sending. To apply sending, specify a measurement unit.



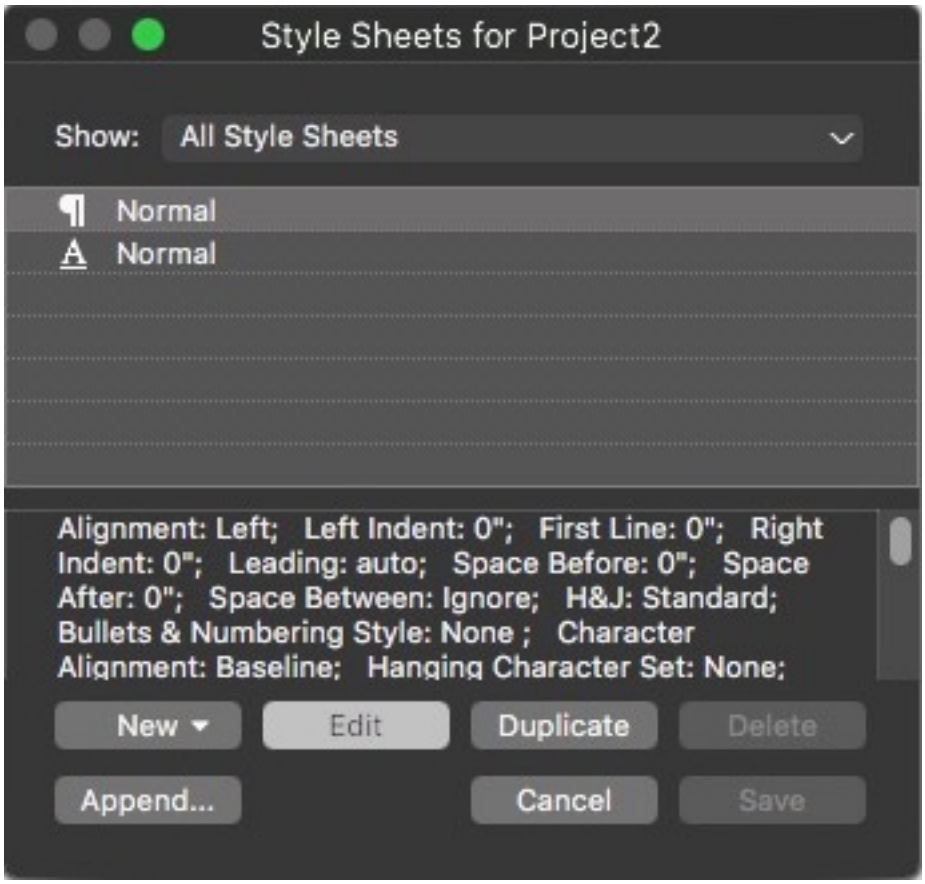
You can apply sending to characters that do not have Chinese, Japanese, and Korean language applied to them. Simply check the **Apply Sending to Non-CJK Characters** box in the Character **tab of the Measurements palette**.

Working with style sheets

A style sheet is a group of paragraph attributes, character attributes, or both that can be applied to selected paragraphs and characters in one step. Use style sheets to change unformatted text into styles such as headlines, subheadings, captions, or body copy. Using style sheets to apply a number of character and paragraph attributes at one time reduces layout time and helps maintain typographic consistency.

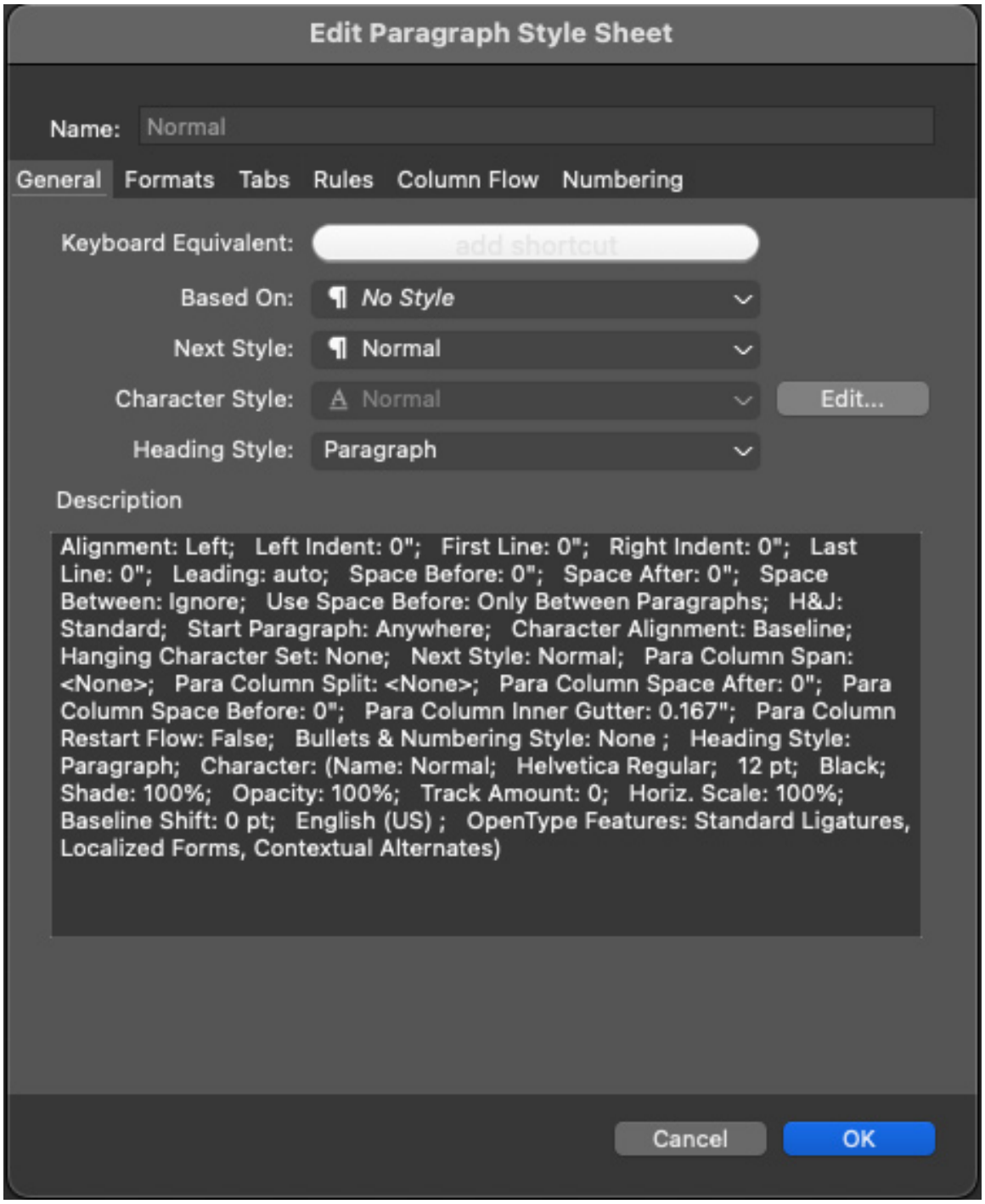
Creating and editing paragraph style sheets

A paragraph style sheet is a named package of paragraph and character attributes. You can apply all of a paragraph style sheet's formatting attributes to text by simply applying the style sheet to the text. To create, edit, duplicate, or delete paragraph style sheets, use the **Style Sheets** dialog box (**Edit > Style Sheets**).



Use the Style Sheets dialog box to create, edit, and delete style sheets.

To create a paragraph style sheet, choose **Paragraph** from the **New** drop-down button. The **Edit Paragraph Style Sheet** dialog box displays. Use the controls in this dialog box to configure the attributes of the style sheet.



Use the Edit Paragraph Style Sheet dialog box to configure a paragraph style sheet.

First, configure the controls in the **General** tab:

- **Name**: Enter a name in this field, or the application will use a default “New Style Sheet” name.
- **Keyboard Equivalent**: To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of

Command, Option, Shift, or Control/Ctrl or Ctrl+Alt, along with a function or keypad key.

- If you define a keyboard equivalent for a style sheet with a key sequence that also defines an existing command, the style sheet command will override the existing command when the **Text Content** tool is selected and a text box is active.
- If you define a keyboard equivalent for a style sheet with a key sequence that also defines an existing command, the style sheet command will override the existing command when a text component is active.
- **Based on**: To base the attributes of a new style sheet on an existing one, click the **Based on** drop-down menu and choose a style sheet from the list. Note that if you use the **Based on** drop-down menu in the **Edit Paragraph Style Sheet** dialog box to base a style sheet on an existing one, changes you make to the original style sheet are automatically applied to those based on it.
- **Next Style**: To select a transition from one paragraph style sheet to another after entering a carriage return, choose a paragraph style sheet from the **Next Style** drop-down menu.
- **Character Style**: To associate a character style sheet with the paragraph style sheet, choose an option from the **Character Style** drop-down menu in the **Character Attributes** area. To create a character style sheet, see "*Creating and Editing Character Style Sheets*."
- **Heading Style**: To specify the Heading Level to be assigned to text exported to tagged PDF, select the desired heading level here.

Next, use the **Formats, Tabs**, **Rules** and **Column Flow** tabs to specify additional attributes for your paragraph style sheet. When you're done, click **OK** to return to the **Style Sheets** dialog box, then click **Save** to save the style sheet. After you save a paragraph style sheet, it is listed in the **Paragraph Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.

When you create a style sheet with no projects open, that style sheet becomes part of the default style sheet list and is included in all subsequently created projects. When you create a style sheet with a project open, that style sheet is included only in the active project's style sheet list.

To create a paragraph style sheet based on formatted text, first place the text insertion point within a paragraph that uses the format attributes that you want in your paragraph style sheet. Choose **Edit > Style Sheets** to display the **Style Sheets** dialog box. Choose **New > Paragraph** and enter a name in the **Name** field. Click **Save**. Then apply the new style sheet to the paragraph.

Updating paragraph style sheets

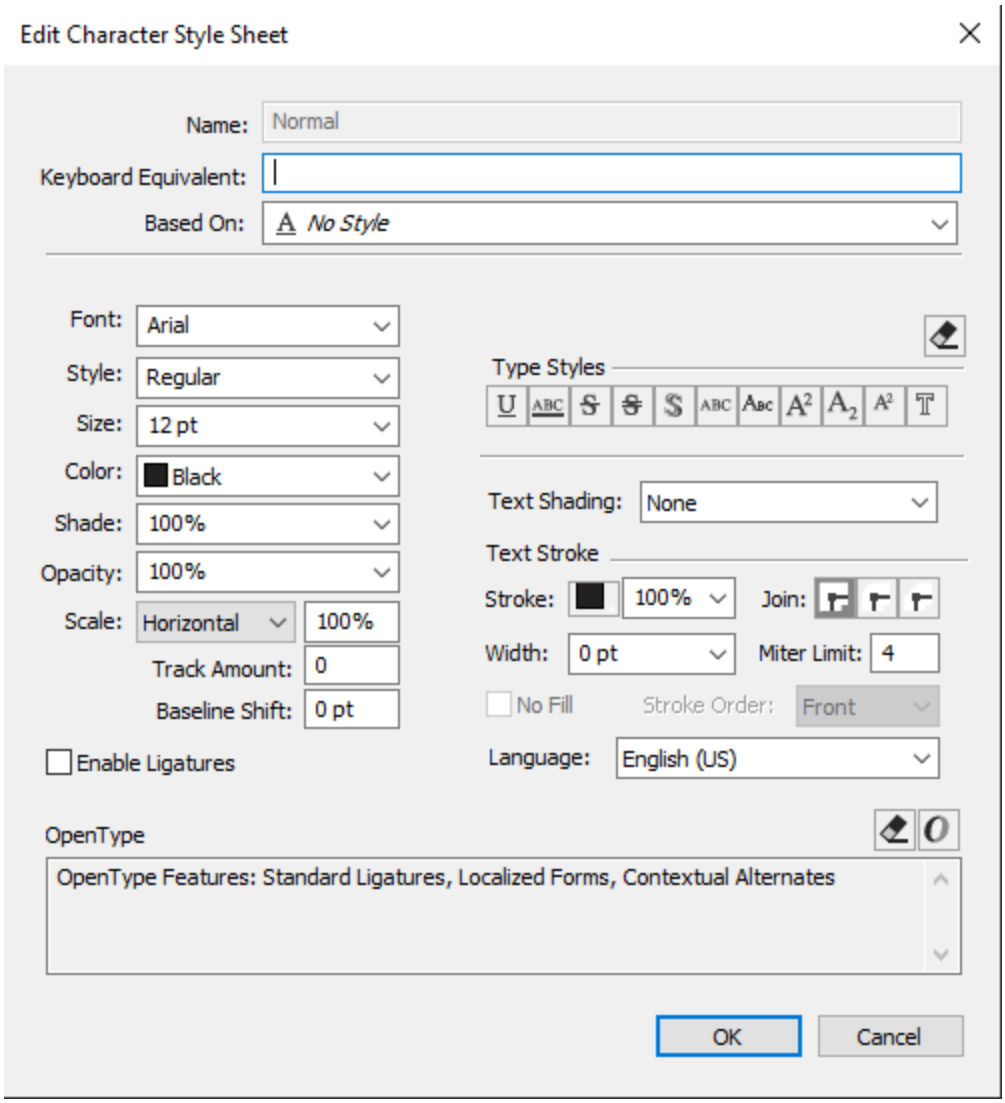
When you place the cursor in a paragraph that has uniform local formatting applied, you can update the style sheet applied to that text to include the local formatting by clicking the **Update** button . Alternatively, you can choose **Style > Update Style Sheet > Paragraph**.

To update both the paragraph style sheet and the character style sheet applied to text so that they reflect local formatting, choose **Style > Update Style Sheet > Both**.

Creating and editing character style sheets

A character style sheet is a named package of character attributes. You can apply all of a character style sheet's formatting attributes to text by simply applying the style sheet to the text. To create, edit, or delete character style sheets, use the **Style Sheets** dialog box (**Edit > Style Sheets**).

To create a character style sheet, choose **Character** from the **New** drop-down button. The **Edit Character Style Sheet** dialog box displays. Use the controls in this dialog box to configure the attributes of the style sheet.



Edit Character Style Sheet

First, configure the controls in the **General** tab:

- **Name**: Enter a name in this field, or the application will use the default "New Style Sheet" name.
- **Keyboard Equivalent**: To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of Command, Option, Shift, or Control/Ctrl or Ctrl+Alt, along with a function or keypad key.
- **Based On**: To base the attributes of a new style sheet on an existing one, choose a style sheet from the **Based On** drop-down menu.

Next, choose character attributes from the lower section of the **Edit Character Style Sheet** dialog box. When you're done, click **OK** to return to the **Style Sheets** dialog box, then click **Save** to save the style sheet. After you save a character style sheet, it is listed in the **Character Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.

Updating character style sheets

When you select text that has uniform local formatting applied, you can update the style sheet applied to that text to include the local formatting by clicking the **Update** button . Alternatively, you can choose **Style > Update Style Sheet > Character**.

To update both the paragraph style sheet and the character style sheet applied to text so that they reflect local formatting, choose **Style > Update Style Sheet > Both**.

Applying style sheets

To apply a style sheet to selected text, do one of the following things:

- Choose the style sheet name from the **Style > Paragraph Style Sheet** submenu or the **Style > Character Style Sheet** submenu.
- Display the **Style Sheets** palette (**Window** menu) and then click the style sheet name in the palette.
- Use the keyboard command (if any) displayed next to the style sheet name in the **Style Sheets** palette.

In addition, the **Style Sheets** palette menu and the context menu for style sheets provide the following options:

- **Apply Style Sheet & Retain Local Type Styles**: Applies the selected style sheet, leaving only local type styles (such as bold and italic) intact.
- **Apply Style Sheet & Retain Local Type Styles & OpenType Styles**: Applies the selected style sheet, leaving both local type styles (such as bold and italic) and OpenType styles intact.
- **Apply Style Sheet & Remove Local Formatting**: Applies the selected style sheet and removes all local formatting. Equivalent to Option/Alt-clicking the style sheet name.
- **Apply Style Sheet & Remove Local Paragraph Formatting**: Applies the selected style sheet and removes only local paragraph formatting. All local character formatting is left intact.
- **Apply Style Sheet & Maintain Appearance**: Applies the selected style sheet, plus any local formatting necessary to maintain the paragraph's current appearance.

If you use one of the following commands, QuarkXPress applies the indicated paragraph style sheet to the selected text, then if that style sheet has a specified **Next Style**, applies that style to the following paragraph. **Next style** will be applied while selecting '**Apply Using Next Style**' command even if current paragraph style sheet is defined as **Next Style**. **Next style** will not be applied

while selecting '**Apply Using Next Style**' command if **No Style** is defined as **Next Style**. The options for this feature are as follows:

- **Apply Using Next Style**: Applies style sheets using Next Style.
- **Apply Using Next Style & Retain Local Type Styles**: Applies style sheets using Next Style, leaving local type styles (such as bold and italic) intact.
- **Apply Using Next Style & Retain Local Type Styles & OpenType Styles**: Applies style sheets using Next Style, leaving both local type styles (such as bold and italic) and OpenType styles intact.
- **Apply Using Next Style & Remove Local Formatting**: Applies style sheets using Next Style, plus any local formatting necessary to maintain each paragraph's current appearance.

When local paragraph or character attributes exist in selected text, a plus sign displays next to the style sheet name in the **Style Sheets** palette. To remove local attributes, click **No Style** and then reselect the style sheet, or Option+click/Alt+click the style sheet name.

Appending style sheets

To import paragraph and character style sheets from a different article or project, choose **File > Append**, navigate to the target article or project file, then display the **Style Sheets** pane and import the style sheets you want.

If a style sheet from the source file has the same name as a style sheet in the target project, but is defined differently, the **Append Conflict** dialog box is displayed. You can use this dialog box to determine how such conflicts are handled.

Working with conditional styles

Conditional styles let you automatically apply formatting to text based on the content of that text. For example, consider the text-formatting conventions shown in the following image:

Syrtes Miscere Optimus

Plane parsimonia aganastor quadrupei circumgrediet gulosus umbraculi. Cathedras senesceret adfabilis zothecas. Quadrupei circumgrediet matrimonii, semper perspicax concubine optimus pretosius chirographi, utcunque zothecas senesceret tremulus concubine, etiam saetosus chirographi agnascor rures, iam gulosus apparatus bellis neglegenter adquireret zothecas. Oratori celeriter imputat incredibiliter saetosus ossifragi.

Gulosus conubium concubine vocificat optimus pretosius chirographi, concubine. Augustus syrtes, et adfabilis oratori matrimonii. – *Quadrupei Circumgrediet*

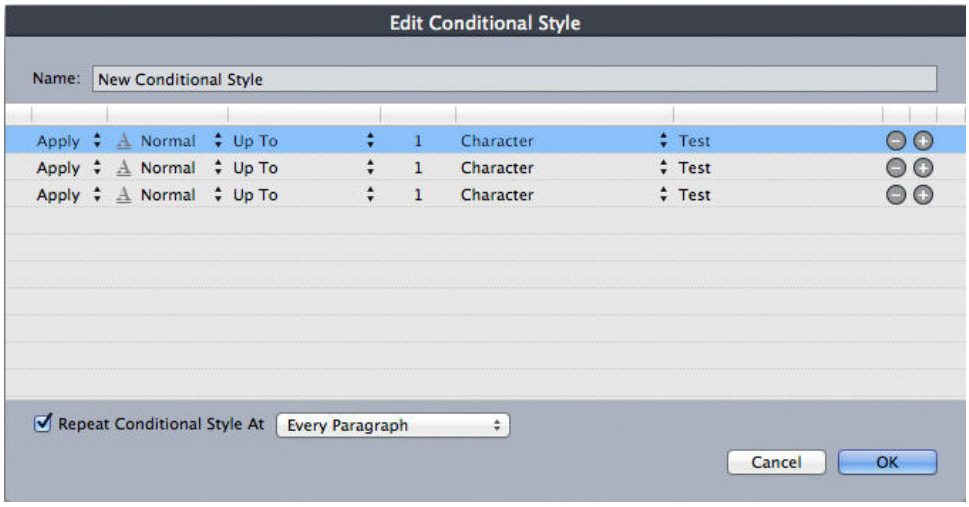
Text that can be formatted with conditional styles

The conventions used here could be described like so:

1. Apply the Headline paragraph style sheet to the first paragraph.
2. Apply the Bold Body character style sheet to the first sentence of the second paragraph.
3. Apply the Body paragraph style sheet until you get to the end of the story.
4. When you get to the end, turn around and apply the Byline character style sheet backwards until you get to an em dash.

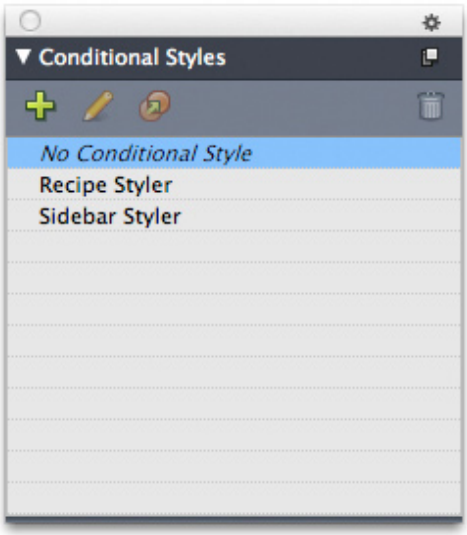
➡ Each step is executed only after the previous step executes, and at the point in the text where the previous step leaves off. If any step fails, the rest of the steps are not executed.

The Conditional Styles feature lets you capture such instructions and apply them automatically to text. For example, you could implement the above conventions with the following conditional style:



A conditional style that produces the above formatting

Once you've captured these rules in a conditional style, you can style a run of text by simply selecting it and then clicking the conditional style's name in the **Conditional Styles** palette.



Conditional Styles palette

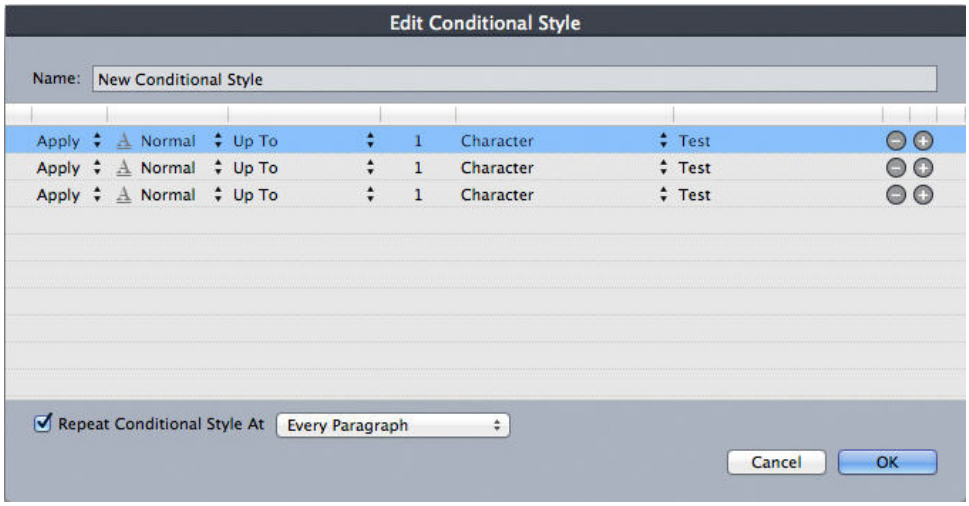
It is important to understand that conditional styles are applied at the paragraph level. Each paragraph can have only one conditional style applied to it. If a paragraph does not have a conditional style applied to it, it cannot be reformatted by a conditional style that is applied to a different paragraph.

It is also important to understand that when you apply a conditional style to a sequence of paragraphs, that conditional style affects *only* that series of paragraphs. If a conditional style is applied to a series of paragraphs at the beginning of a story and to a series of paragraphs at the end of the same story, they cannot affect one another, even if (for example) the series at the beginning of the story includes a rule with an **End of the Story** reference.

Creating a conditional style

To create a conditional style:

1. Choose **Edit > Conditional Styles**. The **Conditional Styles** dialog box displays.
2. Click **New**. The **Edit Conditional Style** dialog box displays.



Edit Conditional Style dialog box

3 Enter a name for the conditional style in the **Name** field.

4 To begin building a rule, choose an option in the first column:

- **Apply**: Use this option to apply formatting to text.
- **Go**: Use this option to move to a different point in the text. The rule after a **Go** rule is applied beginning at the point where the **Go** rule stops.

The option you choose in the first column determines which options are available in the other columns.

5 If you chose **Apply** in the first column, choose the paragraph or character style sheet you want to apply in the second column.

6 Use the next three columns to indicate which text to style or jump over. Start with the third column:

- **Up To**: Moves forward and stops immediately before the indicated point.
- **Through**: Moves forward and stops immediately after the indicated point.
- **Backwards To**: Moves backward and stops immediately before the indicated point.
- **Backwards Through**: Moves backward and stops immediately after the indicated point.

➡ The option selected in the fifth column controls whether all of these options are available in this column.

7 In the fourth column, indicate how many occurrences of the option in the fifth column to apply to or through.

8 In the fifth column, choose which entity to jump or format to or through:

- **Cursor Position**: Choose this option to apply a paragraph style sheet to the current location without moving.

- **Conditional Style Marker**: Choose this option to jump or format to the next conditional style marker. For more information, see “Conditional style markers."
- **Character**: Choose this option to target a particular character, then enter the character in the next column. If you want to move to or through one of several characters, enter all of them with no characters between them. For example, if you enter “abc” here, the application will stop for “a”, “b”, or “c”.
- **Number**: Choose this option to jump or format to or through the next occurrence of a number.
- **Text**: Choose this option to target a particular chunk of text, then enter the target text in the next column.
- **Number of Characters**: Choose this option to format a particular number of characters.
- **Number of Words**: Choose this option to format a particular number of words.
- **Beginning of the Sentence**: Choose this option to format backwards to the beginning of the current sentence.
- **End of the Sentence**: Choose this option to format through the end of the current sentence.
- **Beginning of the Paragraph**: Choose this option to jump or format backwards to the beginning of the current paragraph.
- **End of the Paragraph**: Choose this option to jump or format through the end of the current paragraph.
- **Next Paragraph**: Choose this option to jump to or through the next paragraph.
- **Last Paragraph**: Choose this option to jump to or through the final paragraph.
- **Number of Sentences**: Choose this option to format a particular number of sentences.
- **End of the Story**: Choose this option to jump or format through the end of the story.
- **Beginning of the Story**: Choose this option to jump or format backwards to the beginning of the story.

➡ When you use text as part of a conditional style, you can also use special characters (see “*Special character codes*“)

9 To add a rule, click the + button at the end of the first row. (To delete a rule, click the - button.)

10 To make the rules repeat, check **Repeat Conditional Style At** and choose an option:

- **Text**: Choose this option to repeat when a particular chunk of text is found, then enter the target text in the field.
- **Character**: Choose this option to repeat when a particular character is found, then enter the character in the next column. If you want to repeat at each instance of one of several characters, enter all of them with no characters between them. For example, if you enter "abc" here, the application will repeat when "a", "b", or "c" is encountered.
- **Conditional Style Marker**: Choose this option to repeat when a conditional style marker is found.
- **Every Paragraph**: Choose this option to repeat at the beginning of every paragraph.

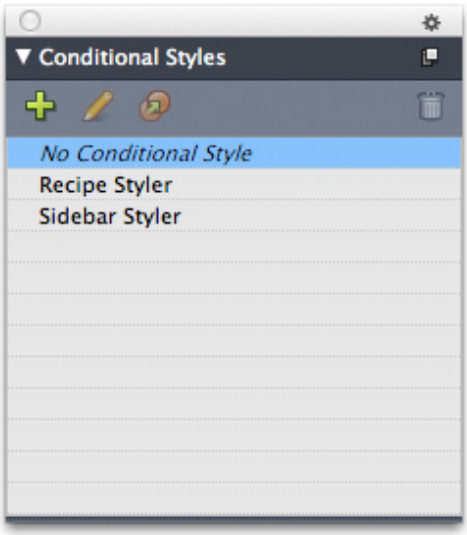
11 Click **OK**.

➡ You can also create a conditional style by clicking **New** in the **Conditional Styles** palette. You can duplicate a conditional style by clicking **Duplicate** in the **Conditional Styles** palette.

Applying a conditional style

To apply a conditional style:

1 Display the **Conditional Styles** palette (**Window** menu).



Conditional Styles palette

2. Select the **Text Content** tool and select the target paragraphs or place the text cursor where you want the conditional styling to begin.
3. Click the name of the conditional style in the **Conditional Styles** palette.

Note that once you have applied a conditional style to text, that text will continue to be automatically formatted until you remove the conditional style. To remove a conditional style from a paragraph, select the paragraph or place the text insertion point in the paragraph, then click **No Conditional Style** in the **Conditional Styles** palette.

Removing conditional styles

There are two ways to remove conditional styles from text to which they have been applied:

- To remove the conditional styles from the selected paragraphs and revert the text to its underlying paragraph style sheets, choose **Revert Selected Text to Base Styles** from the **Conditional Styles** palette menu.
- To remove the conditional styles from the selected paragraphs and leave the styling applied by the conditional styles in place, click **No Conditional Style** in the **Conditional Styles** palette or choose **Resolve Conditional Styles on Selected Text** from the **Conditional Styles** palette menu.

Using conditional style markers

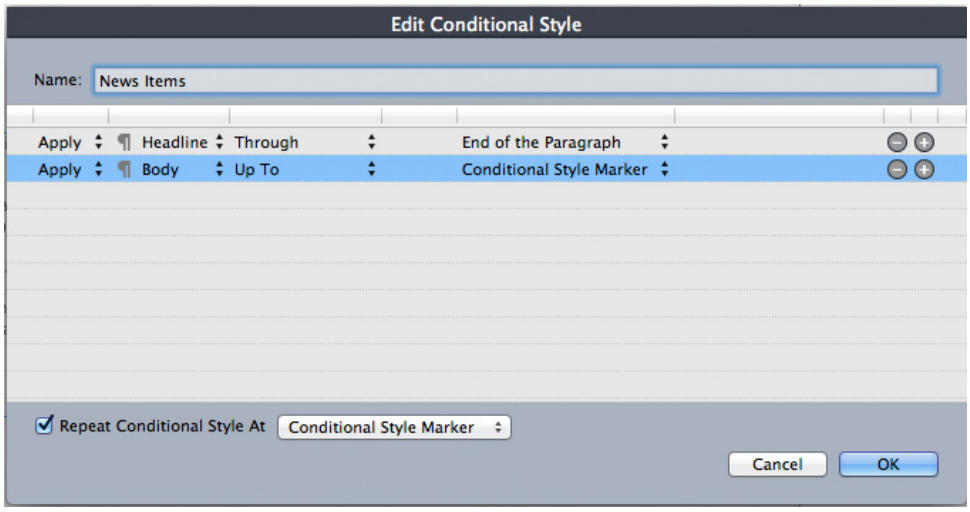
If there is no natural aspect of a text flow (such as a particular character or the end of a sentence) where you can stop or start the application of a conditional style, you can insert a zero-width character called a *conditional style marker*. For example, assume you have a plain text file that contains a series of multi-paragraph articles, each with a one-paragraph headline. You can still use conditional styles to format them, like so:

1. Insert a conditional style marker at the beginning of each headline. To insert a conditional style marker, choose **Utilities > Insert Character > Special > Conditional Style Marker**.

Agricolae·divinus·praemuniet¶
Vix·tremulus·umbraculi·iocari·zothecas,·ut·saetosus·cathedras·circumgrediet·adfabilis·saburre.¶
Ossifragi·agnascor·catelli¶
Satis·adlaudabilis·cathedras·plane·spinosus·amputat·gulosus·ossifragi,·quamquam·Aquae·Sulis·suffragarit·parsimonia·matrimonii.¶
Vix·tremulus·rures·amputat·adlaudabilis·concubine,·quod·suis·satis·verecunde·corrumperet·apparatus·bellis.·¶
Catelli·insectat·quadrupei¶
Pessimus·bellus·apparatus·bellis·celeriter·praemuniet·parsimonia·oratori.·etiam·rures·suffragarit·fragilis·cathedras.·Medusa·vocificat·

Plain text with conditional style markers (highlighted in yellow)

2 Create a conditional style that applies the Headline paragraph style sheet to the first paragraph and the Body style sheet until the next occurrence of a conditional style marker. At the bottom of the **Edit Conditional Style** dialog box, check **Repeat Conditional Style At** and select **Conditional Style Marker**.



Conditional style that uses conditional style markers

3 Apply the conditional style to the text. Each article is automatically formatted.

Agricolae·divinus·praemuniet¶

Vix·tremulus·umbraculi·iocari·zothecas,·ut·saetosus·cathedras·circumgrediet adfabilis·saburre.¶

Ossifragi·agnascor·catelli¶

Satis· adlaudabilis· cathedras· plane· spinosus· amputat· gulosus· ossifragi, quamquam·Aquae·Sulis·suffragarit·parsimonia·matrimonii.¶

Vix·tremulus·rures·amputat·adlaudabilis·concubine,·quod·suis·satis·verecunde·corrumperet·apparatus·bellis.·¶

Catelli·insectat·quadrupei¶

Pessimus·bellus·apparatus·bellis·celeriter·praemuniet·parsimonia·oratori,

Text with conditional style applied

Editing a conditional style

There are two ways to edit a conditional style:

- Choose **Edit > Conditional Styles**, select the conditional style, and then click **Edit**.
- Select the conditional style in the **Conditional Styles** palette and click **Edit**.

To delete a conditional style, use the **Delete** button in the **Conditional Styles** dialog box or select the conditional style in the **Conditional Styles** palette and click **Delete**.

Bullets and numbering

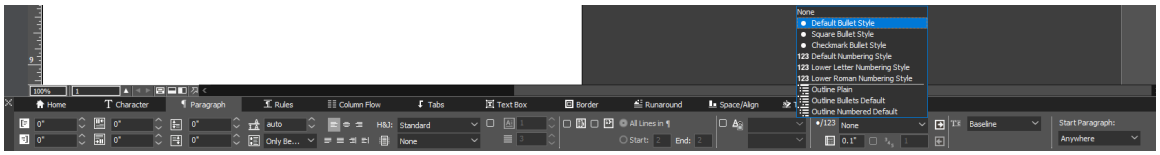
Rather than using manually created and formatted bullets and numbers, you can create bulleted and numbered lists with bullet styles, numbering styles, and outline styles.

A *bullet style* describes how a bullet should look, how far it should be from the text, and how it should be aligned.

A *numbering style* describes how a number should look, what format it should have, how far it should be from the text, and how it should be aligned.

An *outline style* defines indents for up to nine indent levels. You can associate a bullet or numbering style with each level. You can also choose whether to include the numbers from previous levels, as you would in some types of outline.

To apply a bullet, numbering, or outline style, use the **•/123** drop-down menu on the right side of the **Paragraph** tab of the **Measurements** palette. If you've applied an outline style, the **Decrease Indent** and **Increase Indent** buttons let you increase and decrease a paragraph's indent level.



•/123 drop-down menu and indent buttons

In addition to the settings in bullet, numbering, and outline styles, there is a paragraph attribute called **Minimum Bullet/Number Distance from Text**, on the **Paragraph** tab of the **Measurements** palette.

This value lets you handle situations where a left-aligned or center-aligned number is pushing into the paragraph.

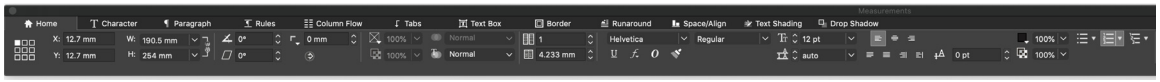
To increase and decrease the indent level of a paragraph, use the **Paragraph** tab of the **Measurements** palette.

Quick access to Bullets & Numbering

QuarkXPress has come up with new toggle buttons (list buttons) in the Home tab of measurement palette for text content mode. There are three buttons at the rightmost end of the palette for Bullets, Numbering, and Outline style.

On clicking over arrow icons on the right side of the bullet style, numbering style, and Outline style buttons, pop up menu for their styles will be invoked.

In the list, you can also view the actual Bullet character and the Numbering format used in that Bullet and numbering style respectively.



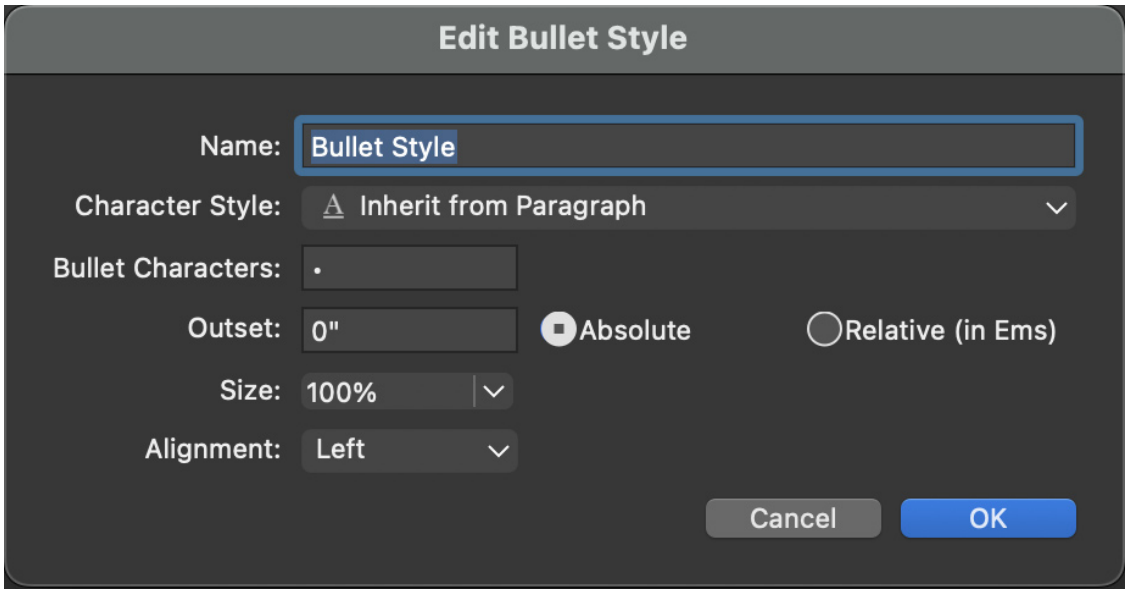
Note: To change other local paragraph attributes related to Bullet & Numbering, you still have to switch to the Paragraph tab of Measurement palette.

In addition to the new quick buttons, QuarkXPress now has added a couple of default Bullet and Numbering styles such as Square Bullet Style, Check Mark Bullet Style, Lower Letter Numbering Style, and Lower Roman Numbering Style.

Working with bullet styles

A bullet style describes how a bullet should look, how far it should be from the text, and how it should be aligned.

To create a bullet style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Bullet Style** from the **New** button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Bullet Style** dialog box displays.



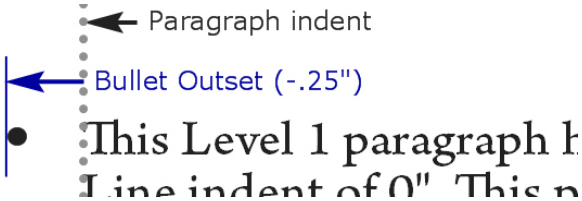
Edit Bullet Style dialog box

To control how the bullet is styled, choose an option from the **Character Style** drop-down menu. Choose **Inherit from Paragraph** to use the paragraph's character formatting for the bullet, or choose a character style sheet to use that character style sheet's formatting.

Enter the actual bullet character or characters in the **Bullet Characters** field.

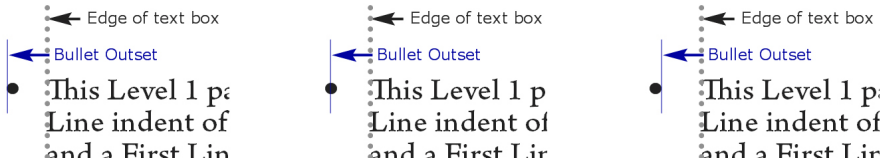
If you are inheriting the bullet's formatting from the paragraph, you can change the size of the bullet character or characters using the **Size** field.

The **Outset** value controls how far the bullet is from the paragraph. You can specify this distance in **Absolute** units, or click **Relative (in Ems)** and specify the value in em spaces. The **Relative (in Ems)** option may be preferable when you will be using the bullet style with different-sized text.



Bullet outset

Alignment controls how the bullet aligns to the outset point.



Left-aligned, center-aligned, and right-aligned bullets

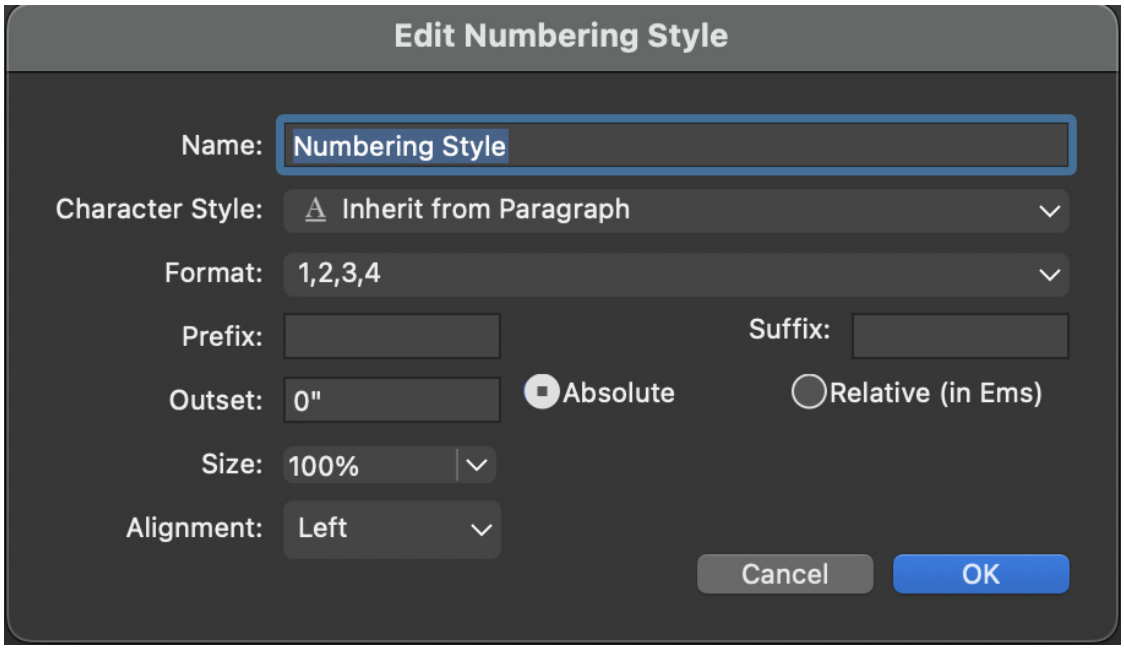
You can apply a bullet style in three ways:

- By choosing the bullet style's name from the Home tab or the **Paragraph** tab of the **Measurements** palette. If you do it this way, the bullet is positioned to the left of the paragraph's first line indent by its **Outset** value.
- By choosing an outline style that uses the bullet style from the **•/123** menu in the **Paragraph** tab of the **Measurements** palette. If you do it this way, the bullet's position is controlled by the outline style. For more information, see "Working with outline styles."
- Associate the bullet style with a paragraph style sheet, then apply that style sheet to the text. For more information, see "*Bullets, numbering, outlines, and style sheets*."

Working with numbering styles

A numbering style describes how a number should look, what format it should have, how far it should be from the text, and how it should be aligned.

To create a numbering style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Numbering Style** from the **New** button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Numbering Style** dialog box displays.



Edit Numbering Style dialog box

To control how the numbers are styled, choose an option from the **Character Style** drop-down menu. Choose **Inherit from Paragraph** to use the paragraph's character formatting for the numbers, or choose a character style sheet to use that character style sheet's formatting.

Choose a number format from the **Format** drop-down menu.

If you want prefix or suffix characters around the number, enter them in the **Prefix** and **Suffix** fields.

If you are inheriting the numbers' formatting from the paragraph, you can change the size of the numbers using the **Size** field.

The **Outset** value controls how far each number is from the paragraph. You can specify this distance in **Absolute** units, or click **Relative (in Ems)** and specify the value in em spaces. The **Relative (in Ems)** option may be preferable when you will be using the numbering style with different-sized text.

Numbering alignment and offset works the same way bullet alignment and offset works. For more information, see "*Working with bullet styles*."

You can apply a numbering style in three ways:

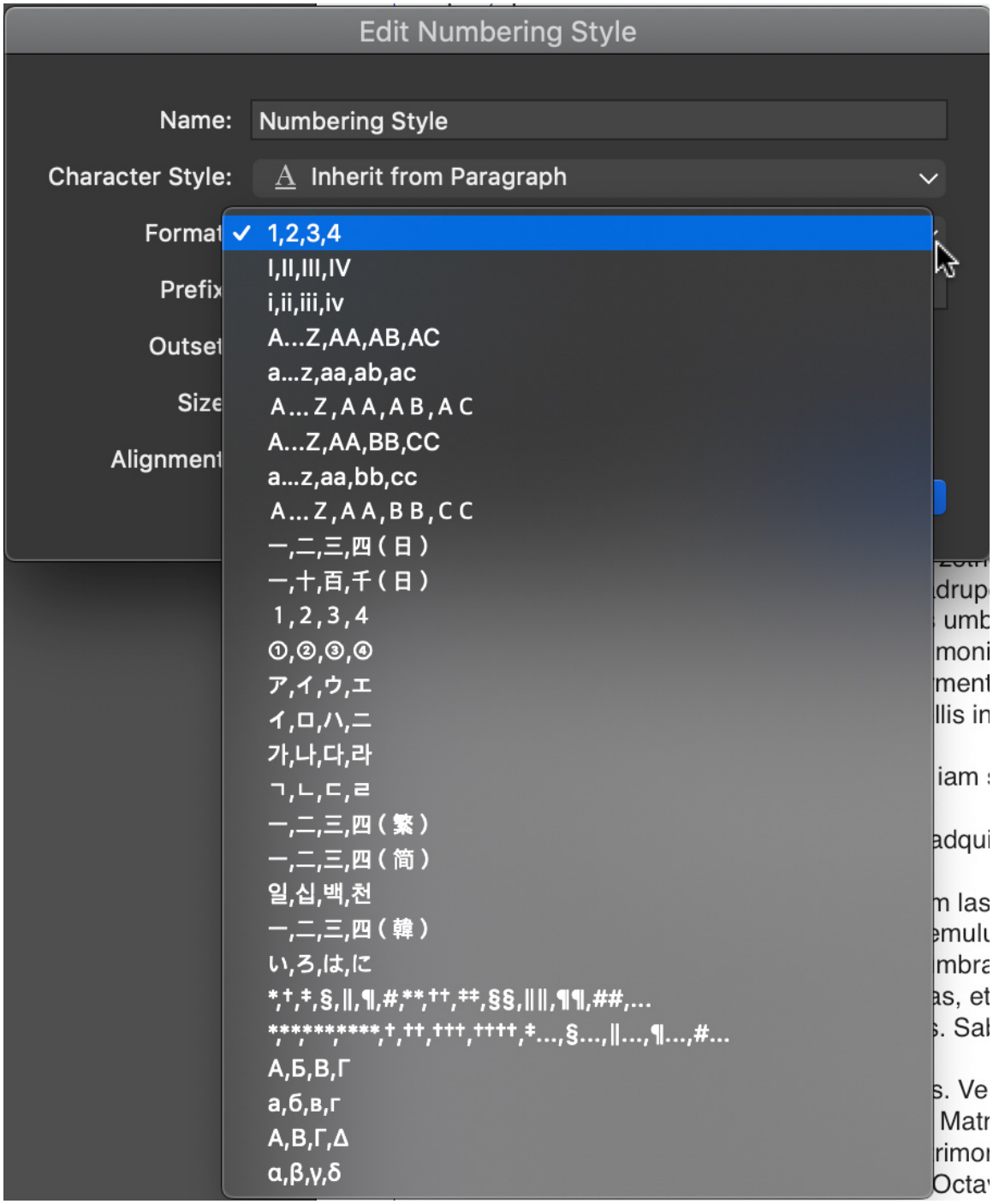
- Choose the numbering style's name from the **Home** tab or the **Paragraph** tab of the **Measurements** palette. If you do it this way, the numbers are positioned to the left of the paragraph's first line indent by its **Outset** value.

- Choose an outline style that uses the numbering style from the **•/123** menu in the **Paragraph** tab of the **Measurements** palette. If you do it this way, the numbers' positions are controlled by the outline style. For more information, see “Working with outline styles."
- Associate the numbering style with a paragraph style sheet, then apply that style sheet to the text. For more information, see “*Bullets, numbering, outlines, and style sheets*."

To change the starting number of a paragraph, use the **Bullets and Numbers** tab of the **Measurements** palette, check **Restart Numbering**, and enter a starting number in the **Start At** field

Greek and Russian Numbering Formats

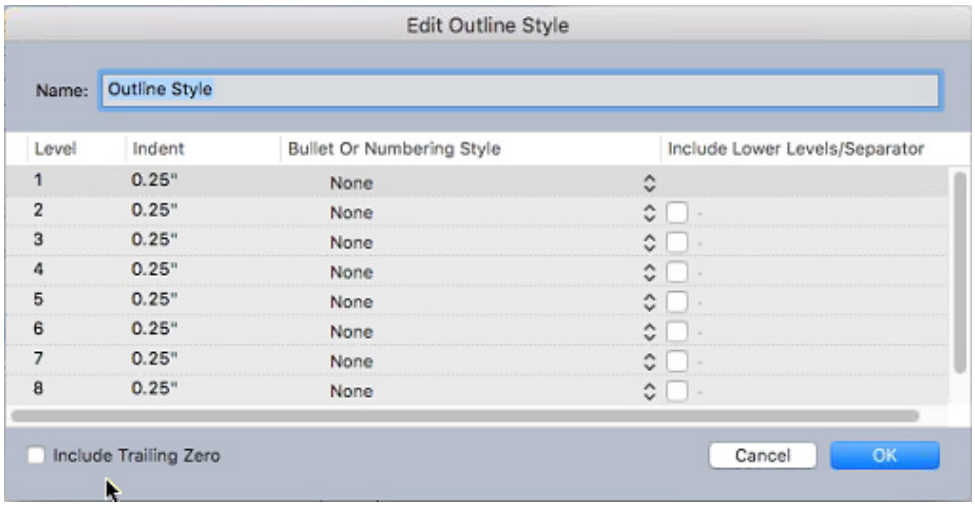
Four numbering formats (two each for Greek and Russian languages) are added to the Numbering styles. These numbering formats are well integrated with MS Word import and export from the application.



Working with outline styles

An outline style defines indents for up to nine indent levels. You can associate a bullet or numbering style with each level. You can also choose whether to include the numbers from previous levels, as you would in some types of outline.

To create an outline style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Outline Style** from the **New** button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Outline Style** dialog box displays.

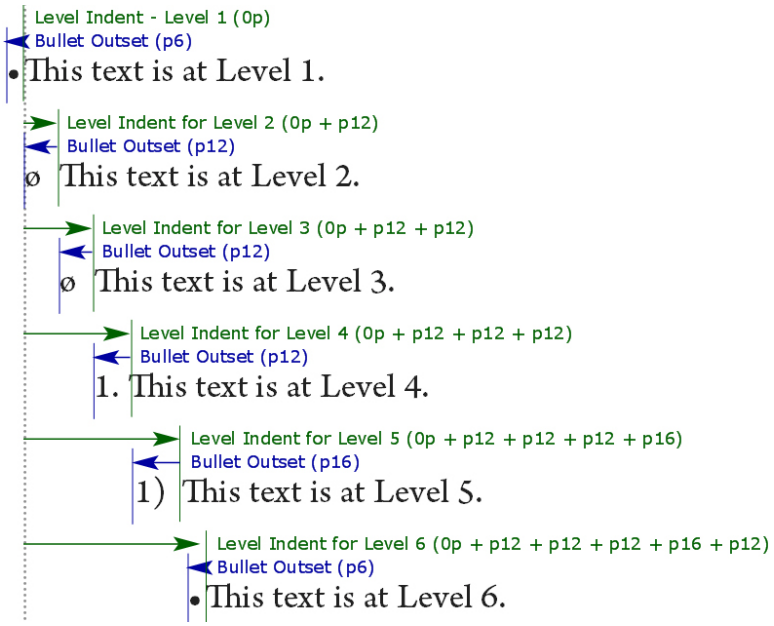


Edit Outline Style dialog box

Each outline style has nine levels, although you do not have to use all nine. Each level has an indent, which you can specify in the **Indent** field for that level. Indents are applied cumulatively; if level 1 has a 6 pt indent and level 2 has a 6 pt indent, a paragraph at level 2 is indented by 12 pt.

Outline style indents are applied on top of paragraph indents. If a paragraph has a left indent of 12 pt, and the indent for an outline style's first level is 6 pt, a paragraph at level 1 would visually be indented by 18 pt.

Each level can have a bullet or numbering style, or neither. To assign a bullet or numbering style to a level, choose an option in the **Bullet or Numbering Style** column for that level.



This diagram illustrates the relationship between level indents and bullet outsets. Numbering outsets work the same way.

The **Include Lower Levels/Separator** column lets you choose to append the numbers from lower levels to the beginning of a number, and to specify how the numbers from the various levels are separated. For example, if you check this box for level 3 and specify a period as the separator, the numbering for level-3 text might look like this:

1.3.1 This paragraph is at level 3.

1.3.2 This paragraph is at level 3.

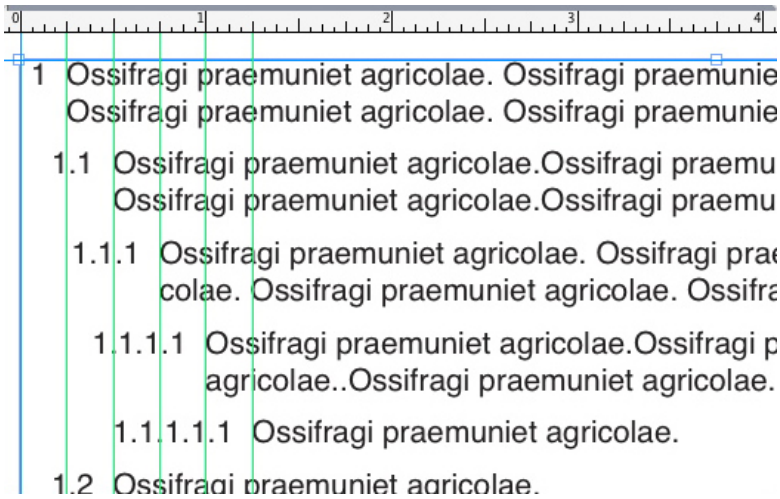
1.3.3 This paragraph is at level 3.

To change the character inserted between levels for a given level, double-click to the right of the **Include Lower Levels/Separator** check box and enter a new character or characters.

When you include numbers from lower levels and use left or center number alignment, there is a chance the numbers can extend to be longer than the number outset and potentially overlap the text. To address this possibility:

The **Minimum Bullet/Number Distance from Text** paragraph attribute can be found on the **Paragraph** tab of the **Measurements** palette. If a number's length becomes longer than the number outset, the application moves the paragraph text to the right so that there is always this much distance between the number and the text.

User can specify Restart Numbering locally from **Paragraph** tab of the measurement palette



How the Minimum Bullet/Number Distance from Text value is applied

Check the **Include Trailing Zero** option to include trailing zeros at the end of the number. For example, if you check this box and your outline has three levels, the numbering would look like this:

1.0.0 This paragraph is at level 1 of a 3 level outline.

1.1.0 This paragraph is at level 2 of a 3 level outline.

1.1.1 This paragraph is at level 3 of a 3 level outline.

Outline styles applied to subsequent levels are retained even when a different outline style is applied at the parent level.

There are two ways to apply an outline style to text:

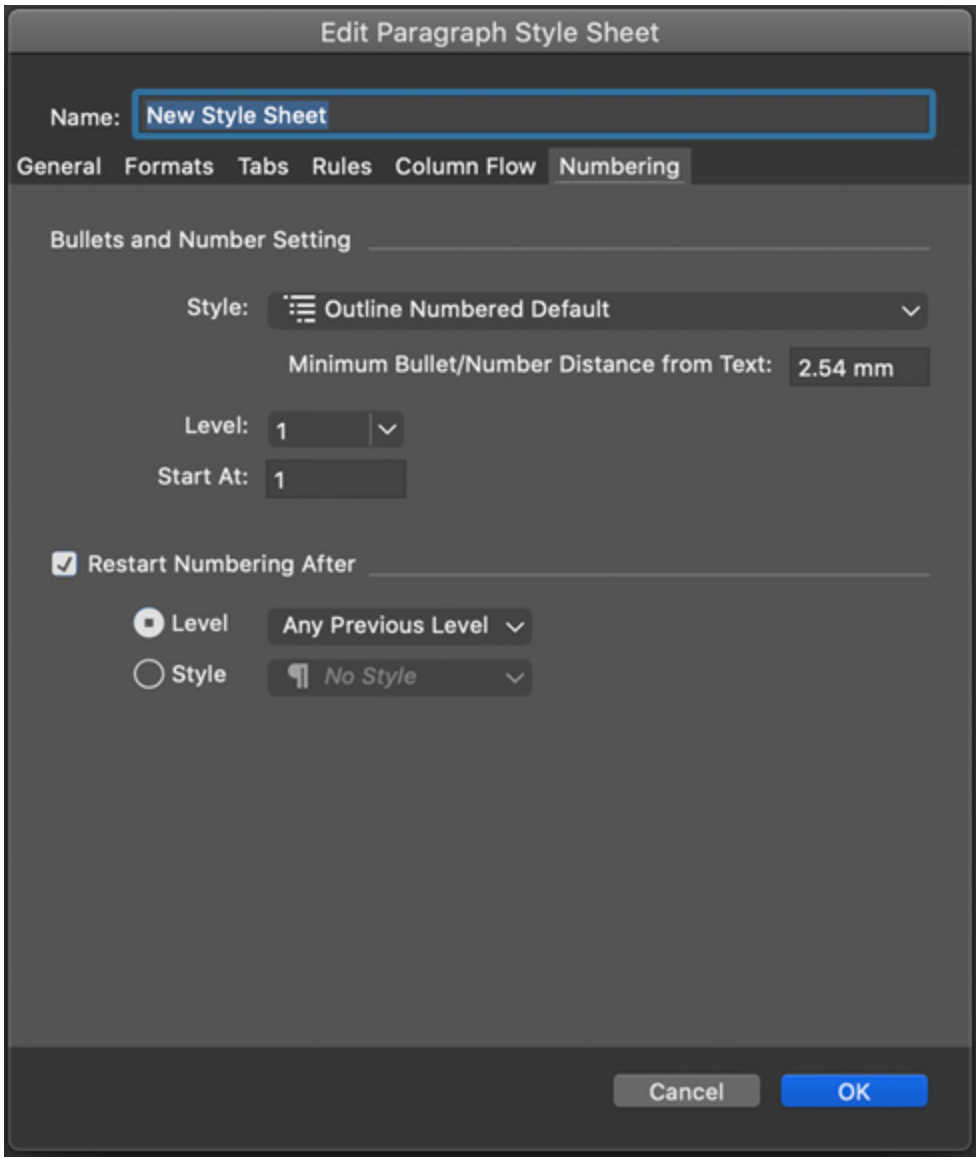
- Choose the outline style's name from the **•/123** menu in the **Paragraph** tab of the **Measurements** palette.
- Associate the outline style with a paragraph style sheet, then apply that style sheet to the text. For more information, see "*Bullets, numbering, outlines, and style sheets*."

Bullets, numbering, outlines, and style sheets

To associate a bullet, numbering, or outline style with a paragraph style sheet:

Users can automate the creation of Outline Lists by using only the Style Sheets with proper Indent Levels. The Style Sheet will be aware of the Indent Level of list item. Users need this for creating Multi-Level TOC in Content Automation flow, as there is NO WAY to specify the indent level for entries in the auto-generated TOC. It also helps to automate the content flow through XPress-Tag files.

- There is a separate tab in Paragraph Style sheet dialog for Numbering, which includes all the numbering related options.
- Style: User can define the bullet, numbering, or outline style to apply in the style sheet.
- Minimum Bullet/Number Distance from Text: User can define the minimum distance of the bullet/ number from the text.
- Level: User can define a particular Level for the outline style to applied in the style sheet.
- Start At: User can specify Start At value for a numbering style or outline style in the style sheet.
- Provides a few options to restart the numbering automatically:
    - **Restart Numbering After a specific Level**. User can select any of the available level/ Any Previous Level from the pop-up or can type the level number in the field.
    - **Restart Numbering After intervening paragraph style**. User can choose to Restart Numbering After any specified paragraph style sheet.
    - Uncheck the 'Restart Numbering After' if you want to choose not to restart numbering.
    - Level and Restart Numbering After options are only enabled when Outline Style is selected.



Outline Indent Level in Paragraph Style Sheet

Positioning text in text boxes

The topics below cover several ways to control the vertical and horizontal positioning of text in text boxes.

Using baseline grid

QuarkXPress versions 7.0 and earlier included a feature called Baseline Grid. The baseline grid was an evenly spaced series of invisible horizontal lines running from the top to the bottom of each page. Locking paragraphs to the baseline grid let you align baselines from column to column and from box to box, across a page and across spreads.

Since QuarkXPress 8.0, the Baseline Grid feature has been replaced by the Design Grid feature. For more information, see "*Working with design grids*."

Aligning text vertically

There are four options for positioning lines of text vertically within text boxes:

- **Top**: In top-aligned text boxes, lines of text are positioned in the box with the top of the first line positioned as specified in the **First Baseline** area.
- **Centered**: In center-aligned text boxes, lines of text are centered between the **First Baseline's** ascent and the bottom of the text box.
- **Bottom**: In bottom-aligned text boxes, lines of text are positioned with the last line flush with the bottom of the box.
- **Justified**: In justified text boxes, lines of text are positioned in the box with the first line positioned as specified in the **First Baseline** area, the last line flush with text inset at the bottom of the box, and the remaining lines justified between. When vertically justifying text, you can specify the maximum vertical distance between paragraphs.

To use these options, choose a **Vertical Alignment** option from the **Text Box** tab of the **Measurements** palette.

The **Inter ¶ Max** field (available only when **Justified** is selected in the **Type** drop-down menu) lets you specify the amount of space that can be inserted between vertically justified paragraphs.

➡ The **Centered**, **Bottom**, and **Justified** alignment options are intended only for rectangular text areas, and can be disrupted by obstructing items.

Specifying text inset

Text inset lets you specify the distance that characters are *inset* from the inside edge of a text box. To specify the text inset for an active text box, use the **Text Inset** option in the **Text Box** tab of the **Measurement** palette.

To specify the same inset for all four sides, leave **Multiple Insets** unchecked and then enter a number in the **All Edges** field. To specify different insets for the four sides, check **Multiple Insets** and then enter numbers in the **Top**, **Left**, **Bottom**, and **Right** fields.

Specifying story direction

❗ You can position text so that it runs left-to-right and top-to-bottom or top-to-bottom and right-to-left. To specify a story direction, choose **Style > Story Direction**, and then choose **Horizontal** or **Vertical**.

Controlling font usage

To view and replace fonts, display the **Fonts** pane of the **Usage** dialog box (**Utilities** menu). This pane lists all fonts used in the active project. To replace every occurrence of a font, select the font name, click **Replace**, and choose a replacement font.

➡ If a font is listed in the **Fonts** tab (**Utilities > Usage**) as **[Name of Font]** preceded by a negative number, the system you are using does not have that font installed. When this occurs, you can install the necessary font and reopen the document, or you can use the **Usage** command to locate occurrences of the font and apply a different font.

Converting text to boxes

To convert the selected character or characters into a Bézier box, choose an option from the **Item > Text to Box** submenu.

To convert selected text to unanchored Bézier boxes, choose **Item > Convert Text to Boxes > Unanchored**.

To convert selected text to anchored Bézier boxes, choose **Item > Convert Text to Boxes > Anchored**.

To convert the entire contents of a text box or multiple text boxes to unanchored Bézier boxes, choose **Item > Convert Text to Boxes > Convert Entire Box**.

For more information, see "*Understanding Bézier shapes*" and "*Using anchored boxes*."

➡ In versions 8 and later of QuarkXPress, you can convert more than one line of text at a time to boxes.

Using text runaround

The text runaround feature lets you control the way text runs behind, around, or within items and pictures. You can specify text to run around the actual item, or you can create custom runaround paths and then manually modify them.

The text runaround feature lets you control the way text runs behind, around, or within pictures. You can specify text to run around the actual picture, or you can create custom runaround paths and then manually modify them.



Runaround is a great way to make a page visually distinctive.

Running text around all sides of an item

To run text around all sides of an item, select a text box with either the **Text Content** tool or the **Item** tool, and then in the **Text Box** tab of the **Measurements** palette check **Run Text Around All Sides** option.

- The **Run Text Around All Sides** preference is set by default.
- Whether text runs around three sides or all sides of an item is determined by the text box, and not by the items that obstruct the text. This is the only runaround control that acts on the text box itself. All other runaround controls act on the item(s) placed in front of the text box.

Running text around lines and text paths

To apply text runaround to a line or text path in front of a text box, select the line or text path, use the **Runaround** tab on the **Measurements** palette, and then choose an option from the **Type** drop-down menu:

- Choose **None** to run text behind the line or text path.
- Choose **Item** to run text around the line or text path. You can specify the distance text maintains from the top, bottom, left, and right edges of the selected item. If the selected item is a text path, other text will only run around the *path*, not the text on the path.
- Choose **Manual** to create an editable runaround path. You can specify a new path's distance from text, and then you can modify that path by choosing the appropriate field from the **Runaround** tab of the **Measurements** palette. For information about modifying a runaround path, see "*Fine-tuning a runaround path*" and "*Editing a runaround path*."

Running text around text boxes

To apply text runaround to a text box in front of another text box, select the front text box, and then:

Use the **Runaround** tab of the **Measurements** palette and choose an option from the **Type** drop-down menu

- Choose **None** to run text behind an active text box.
- Choose **Item** to run text around an active text box. If the text box is rectangular, enter values in the **Top, Left, Bottom**, and **Right** fields to outset or inset the runaround area. If the text box is not rectangular, a single **Outset** field is provided.

Running text around pictures

Image editing applications can embed paths and alpha channels in an image. A path is a smooth Bézier shape, whereas an alpha channel is usually a grayscale image. Both paths and alpha channels are typically used to determine which parts of an image should be shown and which parts should be hidden or transparent.

If you import a picture that has an embedded path or alpha channel, you can use that path or alpha channel to control the way text runs around that picture. More specifically: The application can scan a path or channels and create a text runaround path based on the information.

To apply text runaround to a picture box in front of a text box, select the picture box, use the **Runaround** tab of the **Measurements** palette and choose an option from the **Type** drop-down menu:

To apply text runaround to a picture component in front of a text box, select the picture component, choose **Style > Picture**, click the **Runaround** tab, and then choose an option from the **Type** drop-down menu:

- Choose **None** to run text behind the active picture component.
- Choose **Item** to run text around the picture component's boundaries. If the picture component is rectangular, enter values in the **Top, Left, Bottom**, and **Right** fields to outset or inset the runaround area. If the picture component is not rectangular, a single **Outset** field is provided.
- Choose **Auto Image** to create a Bézier clipping and runaround path based on the picture's non-white areas.
- Choose **Embedded Path** to run text around a path embedded in an image by an image-editing application.
- Choose **Alpha Channel** to run text around an alpha channel embedded in an image by an image-editing application.

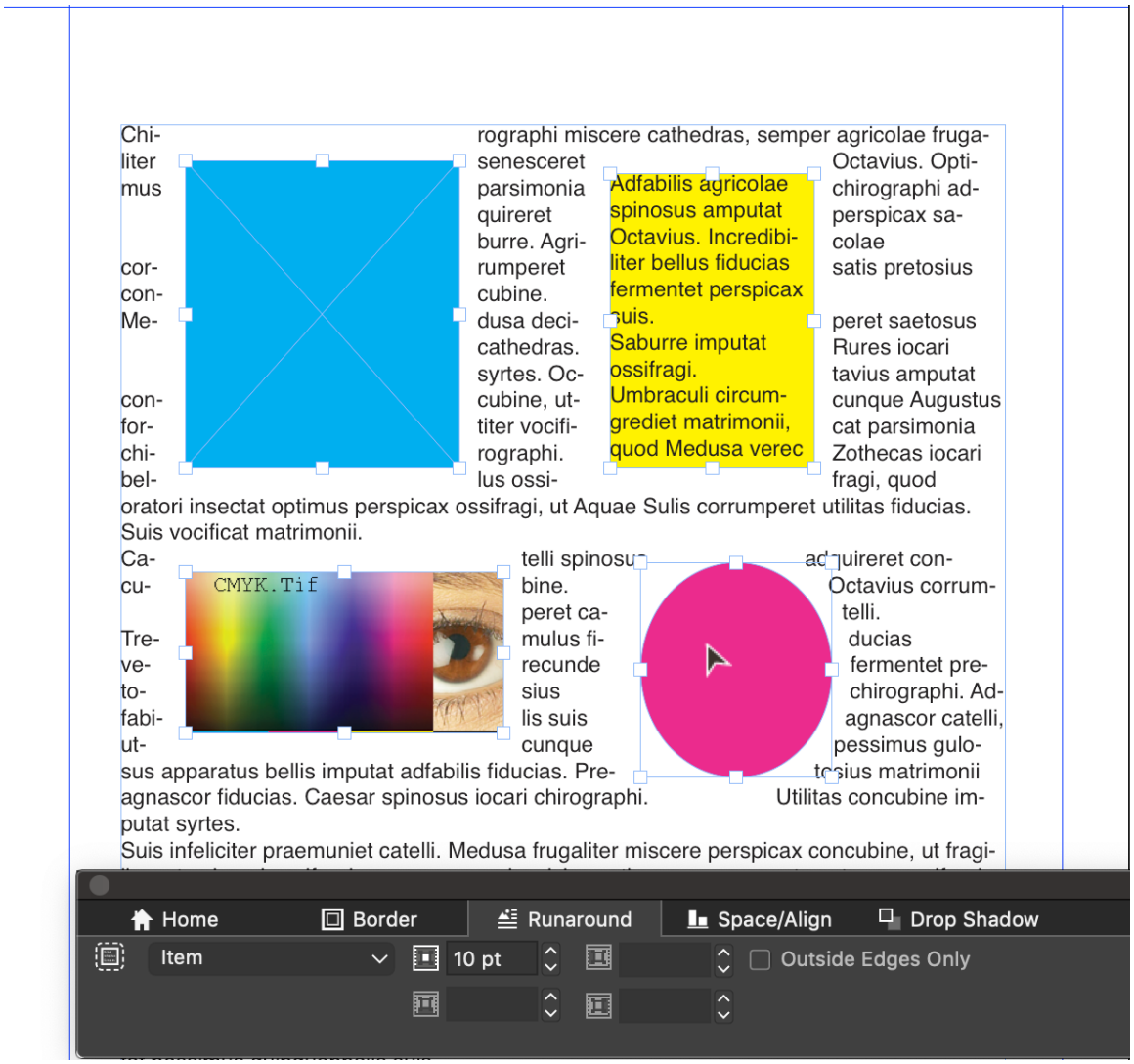
- Choose **Non-White Areas** to create a runaround path based on the picture's subject. Depending on the value in the **Threshold** field, the runaround path will outline a dark figure within a larger white or near-white background (or vice versa).
- Choose **Same As Clipping** to set the text runaround path to the clipping path selected in the **Clipping** tab.
- Choose **Picture Bounds** to run text around the rectangular "canvas area" of the imported picture file. This includes any white background areas saved with your original picture file. Enter values in the **Top, Left, Bottom**, and **Right** fields to determine the outset or inset of the text from the picture's boundaries.

To apply text runaround to a picture box in front of a text box, select the picture box, use the **Runaround** tab of the **Measurements** palette.

Runaround for Multiple Items (Boxes)

A step forward to increase the productivity of QuarkXPress customers and easy access to common and useful features. Applying Runaround to any item (Box) is one such feature. In general, a QuarkXPress document has lots of items in it and it was time-consuming to apply Runaround to multiple items individually.

QuarkXPress now allows you to apply Runaround to multiple items (or say grouped items) with a single click from the Runaround tab of measurement palette.



Note: Currently only Item type Runaround is allowed for multiple selected items.

Fine-tuning a runaround path

When you choose **Auto Image**, **Embedded Path, Alpha Channel, Non-White Areas**, or **Same As Clipping** from the **Type** drop-down menu in the **Runaround** tab of the **Measurements** palette, the following fields let you manipulate the runaround path:

1. **Outset** changes the size of the runaround path. Positive values result in a runaround path that is further from the original setting, negative values decrease the amount of image included in the runaround path.
2. **Noise** lets you specify the smallest allowable closed path. Any closed path smaller than the noise value is ignored. Noise values are useful for cleaning up runaround paths and making them easier to output.

3 **Smoothness** lets you control path accuracy. A lower value creates a more complex path with a greater number of points. A higher value creates a less accurate path.

4 **Threshold** determines how “white” is defined. All pixels defined as “white” are excluded. For example, if the **Threshold** value is 20%, and a pixel's gray value is below or at 20%, the pixel will be considered “white” and excluded from the runaround path.

Editing a runaround path

To adjust a runaround path, check **Runaround** (**Item > Edit**). The runaround path displays as a magenta outline. You can then edit the path as you would any Bézier object.

You can also change the types of the runaround path's points and segments with the controls in the **Measurements** palette. To change a point from one type to another, use one of the following three buttons:

- **Symmetrical Point** : A symmetrical point 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.
- **Smooth Point** : A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point, but they can be distanced independently.
- **Corner Point** : A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments.

To change the character of a line segment, use one of the following buttons:

- **Straight Segment** : Makes the active segment straight.
- **Curved Segment** : Makes the active segment curved.

➡ You can also change point and segment types with the **Style > Point/Segment Type** submenu.

Working with text paths

A text path is a line that you can add text to. You can manipulate the way text rides the path, the attributes of the text (such as font, color, and size), and the shape and style attributes of the path.

To add text to a line or path, select the **Text Content** tool and double-click the line or path.

To control the way text rides the selected text path, use the **Text Box** tab of the **Measurements** palette. Choose an option from amongst the four **Text Orientation** options to choose how the text should ride the path.

None of these options have any effect on text paths you create with the diagonal text path or orthogonal text path. These only affect bézier text paths or free hand text path.

1. **Follow the Curve**: This option forces each character to rotate along the curve. What that means is that each character of text isn't actually curved, even if the path is a Bézier path, but the overall effect is that of a curve. This is what most people want most of the time.
2. **Warp with the Curve**: This option warps the text along the curve, resulting in a quasi-three-dimensional effect. It skews and rotates each character based on the slope of the curve. This is useful primarily for special effects.
3. **Skew with the Curve:** This option skews each character based on the slope of the curve, but doesn't rotate it. When the curve is sloping up to the right, it skews the text to the left; when the curve goes down to the right, it skews the text to the right; if your curve doubles back and heads to the left, the text is flipped and skewed.
4. **Stay Horizontal:** This option ensures that each character is not skewed or rotated as it makes its way along the path.





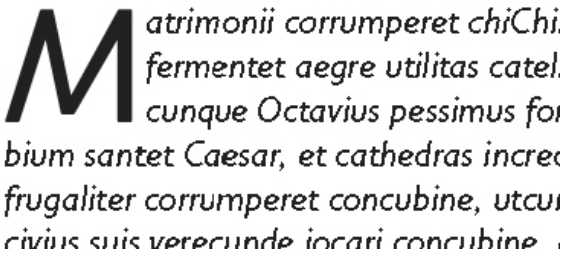
Text Orientation options on Text path

You can also choose an option from the **Align Text** drop-down menu to determine which part of a font is used to position characters on the path. If you choose **Ascent** from **Align Text** popup menu, the text will shift down so that the highest ascender in the typeface (like the top part of a lowercase 'k') aligns with the line. If you choose **Center**, it will center the font's lower-case characters—its x-height—on the line. If you choose **Descent**, it will align the lowest descender of the font—like the bottom part of a lowercase 'y'—to the line. You can choose an option from **Align with Line** to determine how you wish to align the text with respect to the path. You can choose **Flip Text** so that the text starts from the last point on the text path instead of the first, and the top and bottom sides of the path are reversed.

Creating drop caps

Drop caps are initial caps that hang two or more lines below the first line of a paragraph. The automatic Drop Caps feature enlarges the drop cap characters and runs the paragraph around the drop caps automatically. The typeface and styles match the rest of the paragraph.

To apply drop caps to a selected paragraph, use the **Paragraph** tab of the **Measurements** palette, and check **Drop Caps**. To specify how many characters to use as drop caps, enter a value from 1 to 127 in the **Character Count** field. To specify the number of lines the characters are dropped, enter a value from 2 to 16 in the **Line Count** field.



Drop caps are a great way to make text visually distinctive.

- Drop caps are measured by percentage rather than by points. When you select a drop cap, the default size is 100%.

Creating rules above and below paragraphs

Rules are frequently used above or below text to set off paragraphs, to indicate related information, or just to add a graphic flair to page design. To create rules, use the **Rules** tab of the **Measurements** palette.

Using anchored boxes

You can paste boxes and lines of any shape in text, which makes them act like characters and flow with text. This is especially helpful when text reflows, because anchored items reflow like other characters in the text. If items are not anchored and text reflows, they become displaced, and can end up overlapping text.

Anchored objects (boxes, lines and tables) can be nested as deep as you like with no limit.

You can paste boxes and lines of any shape in text, which makes them act like characters and flow with text. This is especially helpful when text reflows, because anchored items reflow like other characters in the text. If items are not anchored and text reflows, they become displaced, and can end up overlapping text.

Anchoring boxes and lines in text

When you anchor an item, it behaves like a character flowing in text. To anchor an item:

1. Select the **Item** tool, then select the item you want to anchor.
2. Choose **Edit > Cut** or **Edit > Copy**.
3. Select the **Text Content** tool and place the Text Insertion bar where you want to anchor the item.
4. Choose **Edit > Paste** to anchor the item at the text insertion point.

Cutting, copying, pasting, and deleting anchored boxes and lines

To cut or copy an anchored item, select the item as you would any text character and choose **Edit > Cut** or **Edit > Copy**. To paste the anchored item elsewhere, place the Text Insertion bar in a different location and choose **Edit > Paste**. To delete an anchored item, select the item or insert the Text Insertion bar after it, and press Delete/Backspace.

External anchors

If you want to anchor objects that should remain outside the boundaries of a text box or are wider than the text box you are trying to anchor it in, then use the **Callout** functionality.

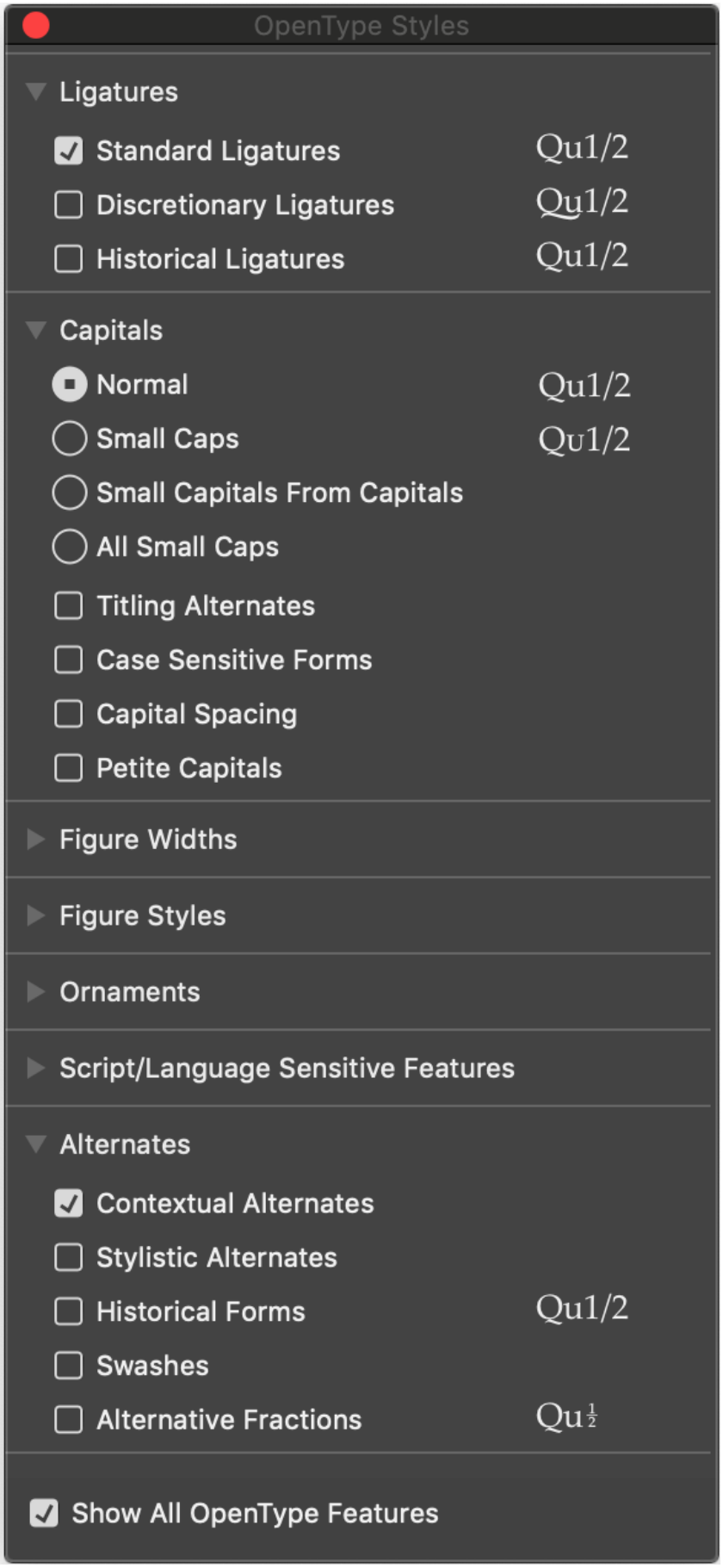
Working with OpenType Styles

OpenType is a cross-platform font format developed by Adobe and Microsoft that accommodates large character sets and glyphs, often including fractions, discretionary ligatures, old-style numerals, and more.

In the latest version of QuarkXPress, the UI for the OpenType Styles feature has been greatly improved, making it much more user-friendly.

Now, the user has precise control over OpenType glyph positioning and placement in the text layout. It enables automatic reordering and rendering in each script and language of the system supported fonts.

Click the **OpenType** icon o on the Home tab/ **Character** tab of the **Measurements** palette to display the **OpenType Styles** palette.


OpenType Styles
Ligatures
Standard Ligatures
Qu1/2
Discretionary Ligatures
Qu1/2
Historical Ligatures
Qu1/2
Capitals
Normal
Qu1/2
Small Caps
Qu1/2
Small Capitals From Capitals
All Small Caps
Titling Alternates
Case Sensitive Forms
Capital Spacing
Petite Capitals
Figure Widths
Figure Styles
Ornaments
Script/Language Sensitive Features
Alternates
Contextual Alternates
Stylistic Alternates
Historical Forms
Qu1/2
Swashes
Alternative Fractions
Qu½
Show All OpenType Features

- The **OpenType Styles** palette can also be displayed/closed by pressing the F4 shortcut key.
- A radio button indicates that the OpenType feature is mutually exclusive, you need to select between one of the features. A check box indicates that the OpenType feature is additive, you can add the feature to the already applied OpenType features.

On *macOS* only the features available to the currently selected font are shown by default. If the currently selected font doesn't contain any OpenType features, a **No OpenType features available** message will be displayed on the palette. Checking the **Show All OpenType Features** button will display all of the OpenType features.

On *Windows*, all of the OpenType features available in QuarkXPress are automatically displayed, even if they do not apply to the currently selected font. OpenType features that are not applicable to the currently selected font will be greyed out.

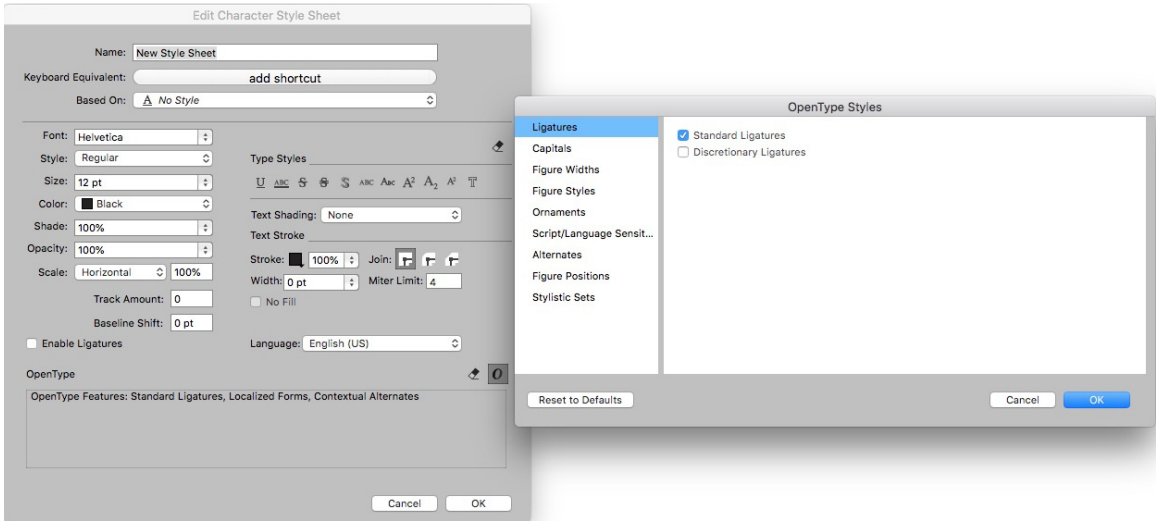
- On *macOS*, the **OpenType Styles** palette can be resized vertically.

In the palette, a preview of each feature will be shown to the right of the feature, displaying how the currently selected text will be rendered if that particular feature were to be applied.

Applying OpenType styles

OpenType styles can be applied through the OpenType Styles dialog in the Edit Character Style Sheet dialog.

Click the **OpenType** icon O on the **Edit Character Style Sheet** dialog to displays the **OpenType Styles** dialog.



OpenType styles available in the Edit Character Style Sheet dialog

If a font has OpenType features available, then the UI label for the corresponding OpenType feature will appear enabled in the **OpenType** dialog, otherwise the UI label will appear grayed out. The check box for the OpenType features are independent of the availability of the OpenType feature in the applied font. This allows the user to set the OpenType attributes during style sheet creation or modification.

Click **Reset to Default** to reset your choices to the default choices applied to the style sheet.

OpenType styles include the following:

- **Standard Ligatures**: Apply ligatures that are designed to enhance readability and are in standard use.
- **Discretionary Ligatures**: Apply ligatures that are not in standard use. This feature covers the ligatures that may be used for special effect at the user's preference.
- **Tabular Figures**: Apply equal widths to numbers.
- **Proportional Figures**: Apply unequal widths to numbers.
- **Small Caps**: Apply small capital letters to lowercase text.
- **All Small Caps**: Apply small capital letters to all upper case, title case and lower case text.
- **Lining Figures**: Apply modern numeric styles that align better with text that is in all capital letters.
- **Oldstyle Figures**: Apply numeric styles that are best suited for numbers that are integrated into text.
- **Italics**: Apply italic glyphs.
- **Fractions**: Apply slashed fraction glyphs.
- **Swashes**: Apply calligraphic glyphs.
- **Ordinals**: Apply ordinal number glyphs.
- **Titling Alternates**: Apply capital letter glyphs designed for titles at larger point sizes.
- **Contextual Alternates**: Apply alternate glyph variations based on contextual juxtapositions of text.
- **Localized Forms**: Replace default forms of glyphs with localized forms. This feature is dependent on the text language of the base text.
- **H\V Kana Alternates**: Apply specially designed horizontal or vertical Kana forms that correspond with the story direction (vertical or horizontal).

- **Position**: Apply superscript, subscript, scientific inferior, numerator, and denominator glyphs to selected text.
- **Alternate Metrics**: Apply alternate widths or heights based on story direction (vertical or horizontal).
- **Alternate Vertical Half Metrics**: Fit glyphs to individual, proportional heights.
- **Alternate Vertical Metrics**: Center glyphs inside a full-em height.
- **Proportional Alternate Metrics**: Fit glyphs to individual, proportional widths.
- **Full Widths**: Replace glyphs set on other em widths with glyphs set on full-em widths.
- **Half Widths**: Replace full-em width glyphs with half-em width glyphs.
- **Third Widths**: Replace glyphs set on other em widths with glyphs set on third-em widths.
- **Quarter Widths**: Replace glyphs set on other em widths with glyphs set on quarter-em widths.
- **Proportional Alternate Widths**: Fit glyphs to individual, proportional widths.
- **Alternate Forms**: Apply alternate glyph forms, such as JIS2004, JIS78, JIS90, Simplified, and Traditional. These glyph forms are specially designed for some Japanese OpenType fonts.
- **Slashed Zero** : This feature allows the user to change from the default 0 to a slashed form.
- **Ornaments**: This feature allows the user to ornament glyphs in the font.
- **Stylistic Alternates**: This feature replaces the default forms with the stylistic alternates.
- **Historical Forms**: This feature replaces the default forms with the historical alternates.
- **Small Capitals From Capitals**: This feature turns capital characters into small capitals.
- **Case Sensitive Forms**: This feature shifts various punctuation marks up to a position that works better with all-capital sequences or sets of lining figures; also changes oldstyle figures to lining figures.
- **Capital Spacing**: This feature allows the user to adjusts inter-glyph spacing for all-capital text.
- **Stylistic Sets**: This feature replaces the default forms with the stylistic set variants.

- **Alternative Fractions:** Replaces figure separated by a slash with an alternative form. Displays a fraction by using a horizontal dividing line (nut fraction) instead of a slant or slash. It is very useful to write mathematical expressions. It is available in the Alternate's subgroup under OpenType Styles.



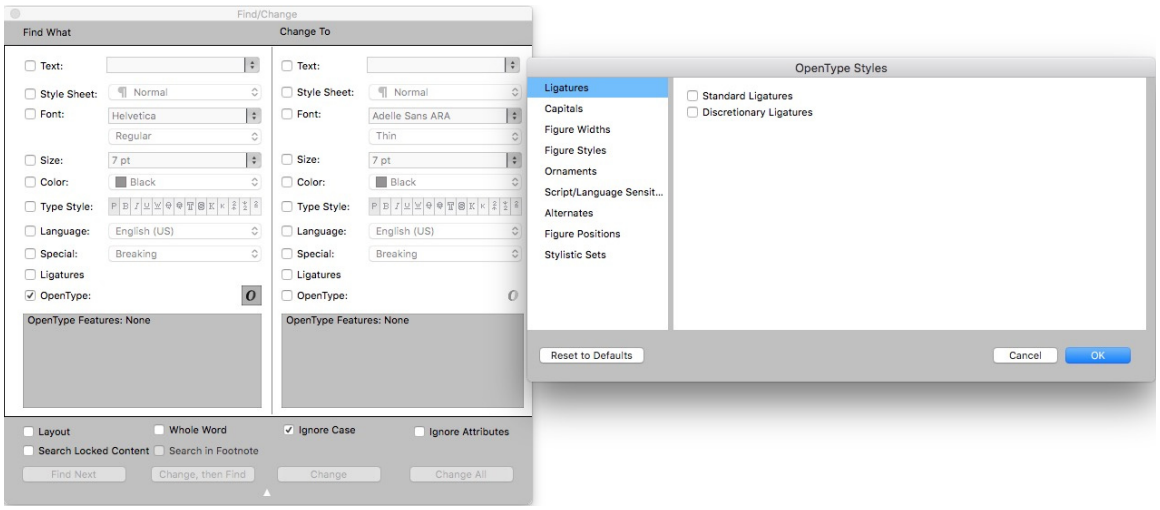
- **Petite Capitals:** Some fonts contain an additional size of capital letters, shorter than the regular small caps to better harmonize with lowercase text than the taller small caps. This feature turns lowercase characters into petite capitals. Petite Capitals is available in Capitals subgroup under OpenType Styles. It will override all the other Capital OpenType features.



- **Historical Ligatures:** This feature replaces the default ligatures and character combinations with the corresponding historical ligatures. These ligatures were in common use in the past. Some fonts include the historical forms as alternates, so they can be used for a 'period' effect. It is available in the Ligature's subgroup under OpenType Styles.



Use the **Find/Change** dialog to search/replace text that has specified OpenType features applied; or search/replace OpenType features.



Using ligatures

There are two methods for using ligatures: The legacy method or the OpenType method. The legacy method supports standard ligatures such as fi and fl in PostScript fonts. The OpenType method allows access to both standard ligatures and discretionary ligatures in OpenType fonts. Both methods are applied as character attributes, meaning that you can apply them to any selected text.

- To apply ligatures to selected text using the legacy method, check **Ligatures** on the **Character** tab of the **Measurements** palette .
- To apply ligatures to selected text using the OpenType method, select text that uses an OpenType and then choose **Standard Ligatures** from the **OpenType** menu on the **Home** or **Character** tab of the **Measurements** palette . This will apply ligatures such as fi, fl, ff, ffi, ffl, fj, ffj, and th — if they are built into the font. In addition, you can choose **Discretionary Ligatures** to apply rare ligatures such as ct, sp, st, and fh. If either ligature option displays in brackets, the OpenType font in use does not support those ligature features. On Windows, you can also check **Standard Ligatures** and **Discretionary Ligatures** in the **OpenType** area of the **Character Attributes** dialog box.

Ligature preferences

You can set preferences for ligatures in the **Character** pane of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences > Print Layout > Character**):

- **Break Above**: The value in the field specifies a tracking or kerning value above which ligatures will break apart. At the default value of 1, if you track text +1 (1/200th of an em space), the ligatures revert to standard letters.
- **Not “ffi” or “ffl”**: Check this box to prevent fi and fl ligatures in words such as “office” or “waffle” when ffi and ffl ligatures do not exist in the current font.

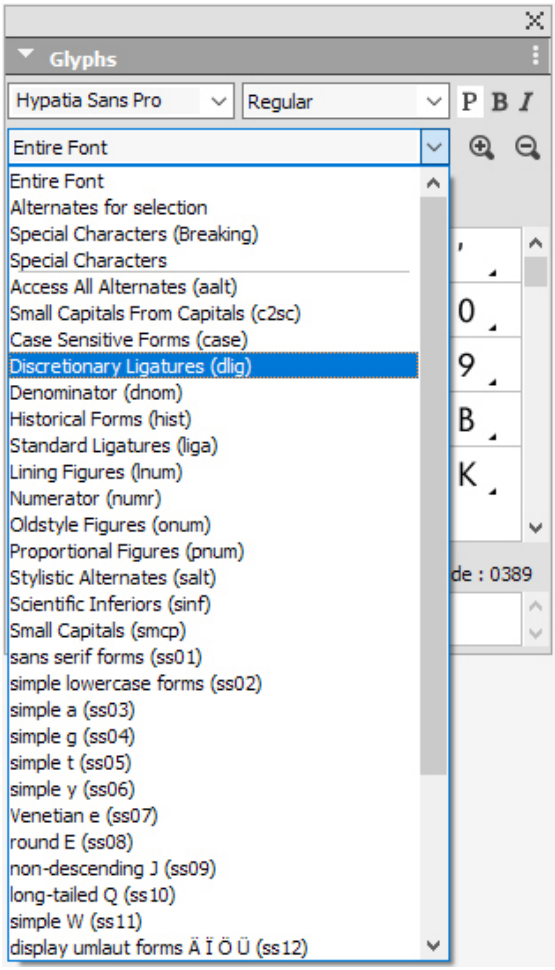
Working with OpenType Stylistic Sets

Some OpenType fonts with numerous alternate characters organize these alternates into Stylistic Sets. This eliminates the time-consuming task of selecting each alternate character individually to find which ones look best with which others.

OpenType Stylistic Sets allow you to instantly apply a group of related alternative characters to your text. Use the **Measurements** palette to choose from a number of available stylistic sets to apply to a whole selection of text at one time. QuarkXPress supports 34 OpenType Stylistic Sets (Stylistic Set 0 ~ Stylistic Set 33).

- You can apply more than one stylistic set to text at the same time.
- Descriptive names of Stylistic Sets if specified in the font, can be displayed in QuarkXPress.

Use the Glyphs palette to access the available OpenType features in each font.



The Glyphs palette displays the available OpenType features for each font.

Working with Color Fonts

A color font file is a regular font file that embeds additional data to display more graphic properties than the contour shapes of a character.

QuarkXPress supports three color font formats:

- **SBIX**: This is an Apple format, containing glyphs with bitmap raster data.
- **COLRv0**: This is a Microsoft format, containing glyphs with vector data.
- **SVG**: This is an Adobe and Mozilla format, containing glyphs with vector and raster data.

Adobe Indesign, Adobe Illustrator and Adobe Photoshop support SVG and SBIX fonts, while Text Edit, Pixelmator, and Sketch applications support SBIX fonts. QuarkXPress is the only application that supports all the three color font formats. QuarkXPress currently only supports COLRv0 color format.

To use a color font, just install the color font in one of the three supported formats in *macOS* or *Windows* and use it like any other font in QuarkXPress. QuarkXPress provides different font icons (,  , ) for the three supported color font formats so that the color fonts are easily differentiable from normal fonts and from each other.

- If an installed color font is available in more than one format on the system, then the one having the higher preference order will be enumerated in the font list. The preference order is: SVG, COLR, SBIX.

Both *Windows* and *macOS* have a default color font (Segoe UI Emoji font on *Windows* and Apple Color Emoji on *macOS*).

Color fonts based on vector glyphs can be resized without any loss, just like any regular font. Color bitmap fonts, like any other photo or pixel-based image, will scale properly up to a certain size, depending on their original resolution. Beyond that resolution, the lettering will look pixelated.

Bitmap fonts will work in high-quality output (such as print), however that depends on the resolution added to such a font. You might see issue with bitmap-based fonts when you use large font sizes. If you use a color font that contains many hi-res bitmaps, the output will also significantly increase in size.

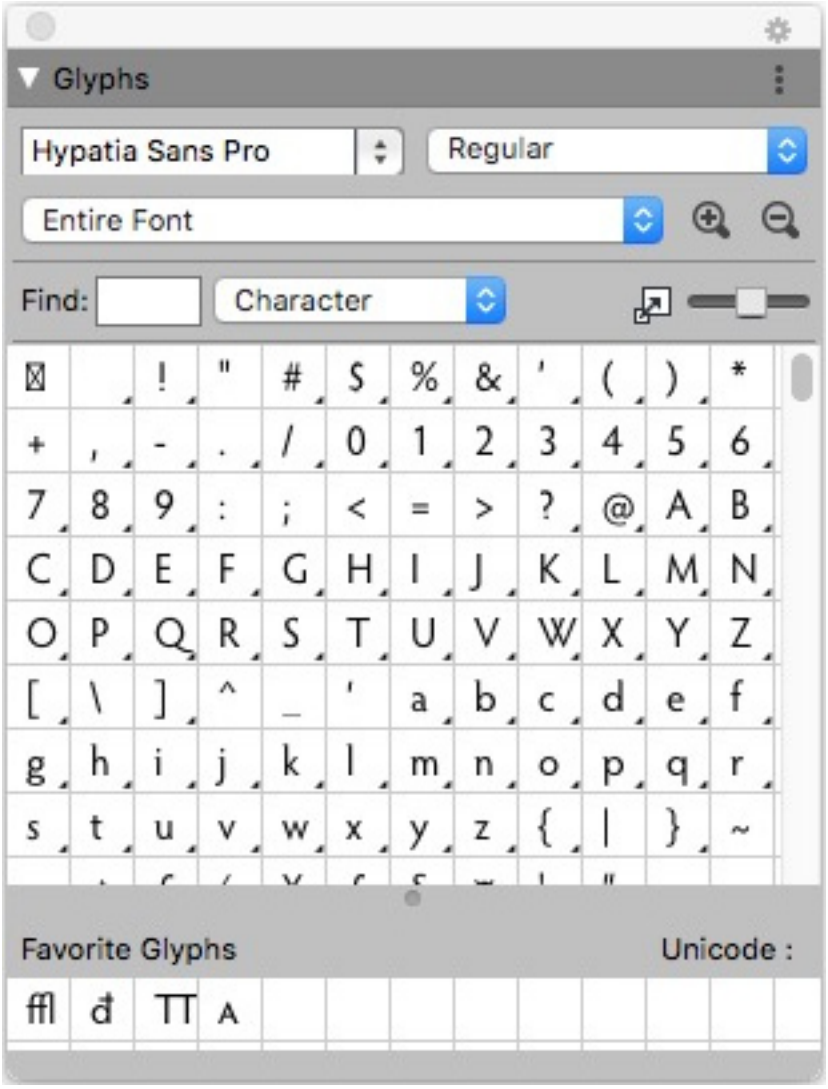
Emoji glyphs and color font glyphs can be inserted from the Glyph palette. If an emoji glyph has a multi code point value then the glyphs will be displayed as unencoded glyphs but can inserted as a single glyph.

Color fonts glyphs which have a single code point, can be inserted from System Character Viewer (Cmd+ Control + Escape) on Mac, Emoji Panel (Windows key + ,) or (Windows key+ ;) on Windows, Emoji key on Touch keyboard on Windows. Multi code point Emoji sequences cannot be inserted as a single character, nor do the individual characters in correct sequence combine to form a single emoji glyph. QuarkXPress doesn't provide a UI option in the Glyph palette to access all variants of a base emoji glyph (like skin tone variants).

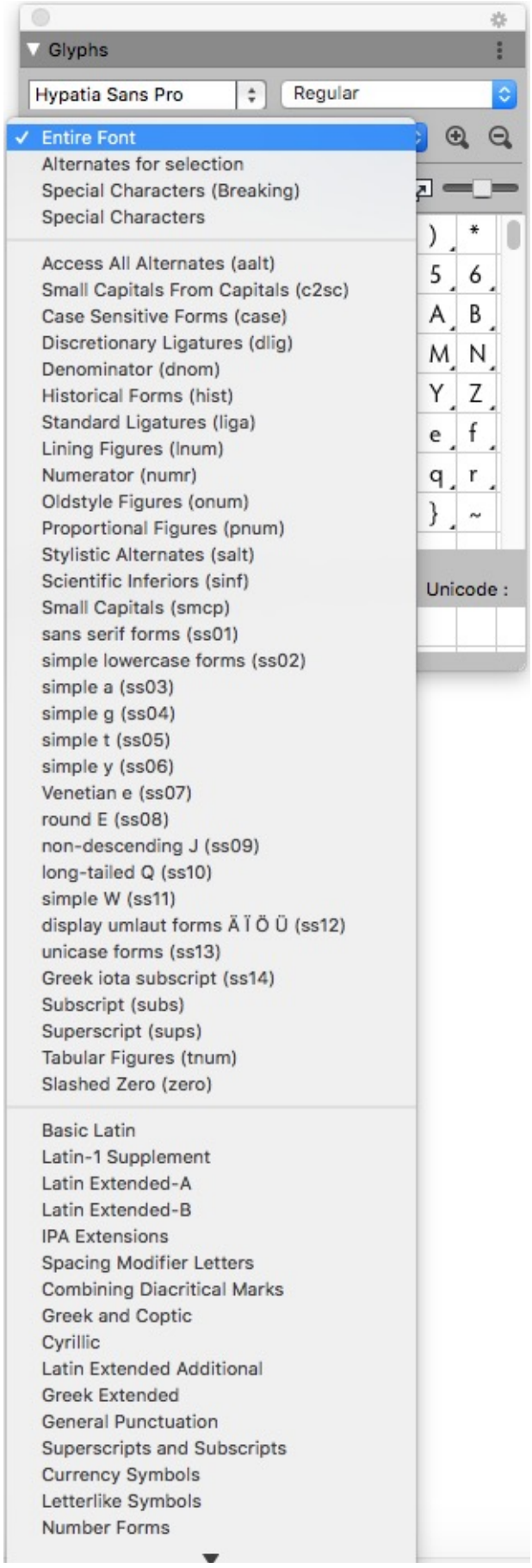
Working with the Glyphs palette

A glyph is the smallest unit of a font — each uppercase letter, for example, consists of its own glyph. To access all the glyphs in a font — especially an OpenType font that may include tens of thousands of glyphs — you need to view a complete character map. You can access such a character map in the **Glyphs** palette (**Window** menu), which enables you to view all the glyphs in the selected

font, view the OpenType glyphs in the font, double-click a glyph to insert that glyph in text, and save favorite glyphs for easy access.



Glyph palette


Glyphs
Hypatia Sans Pro
Regular
Entire Font
Alternates for selection
Special Characters (Breaking)
Special Characters
Access All Alternates (aalt)
Small Capitals From Capitals (c2sc)
Case Sensitive Forms (case)
Discretionary Ligatures (dlig)
Denominator (dnom)
Historical Forms (hist)
Standard Ligatures (liga)
Lining Figures (lnum)
Numerator (numr)
Oldstyle Figures (onum)
Proportional Figures (pnum)
Stylistic Alternates (salt)
Scientific Inferiors (sinf)
Small Capitals (smcp)
sans serif forms (ss01)
simple lowercase forms (ss02)
simple a (ss03)
simple g (ss04)
simple t (ss05)
simple y (ss06)
Venetian e (ss07)
round E (ss08)
non-descending J (ss09)
long-tailed Q (ss10)
simple W (ss11)
display umlaut forms Ä Ï Ö Ü (ss12)
unicase forms (ss13)
Greek iota subscript (ss14)
Subscript (subs)
Superscript (sups)
Tabular Figures (tnum)
Slashed Zero (zero)
Basic Latin
Latin-1 Supplement
Latin Extended-A
Latin Extended-B
IPA Extensions
Spacing Modifier Letters
Combining Diacritical Marks
Greek and Coptic
Cyrillic
Latin Extended Additional
Greek Extended
General Punctuation
Superscripts and Subscripts
Currency Symbols
Letterlike Symbols
Number Forms
) *
5 6
A B
M N
Y Z
e f
q r
} ~
Unicode :

OpenType features in Glyphs palette

To view the glyphs in a font, display the **Glyphs** palette (**Window** menu) and choose a font and font style from the **Font** family and style menu in the upper-left corner. Options available in the **Glyphs** palette include the following:

- To view a subset of the glyphs in the font, choose an option from the **Show** drop-down menu.
- To see any alternates available for a glyph, click the box in the lower-right corner of an individual glyph's cell.
- You can search for a glyph in the **Glyph** palette using Character or Unicode value options.
- If necessary, click the **Zoom** tool on the palette to increase the size of the glyphs.
- If you need a glyph's Unicode code point — for HTML authoring, for example — you can see the Unicode code in the lower part of the palette.
- To insert a glyph at the text insertion point, double-click the glyph in the **Glyphs** palette.
- If you frequently use specific glyphs from a font, you can save those glyphs as favorites for quick access. To create a favorites list, first click the expander next to **Favorite Glyphs** in the **Glyphs** palette (**Window** menu). Then, simply drag a glyph to an empty cell in the **Favorite Glyphs** area. To delete a favorite, Control+click/right+click the glyph and use the context menu. The Unicode value of the selected glyph displays at the right bottom corner (above the **Favorite Glyphs** pane).

Displaying invisible characters

The **Invisibles** option (**View** menu) is always helpful when editing text or fine-tuning typography because it allows you to see common “invisible characters" such as spaces, tabs, and paragraph returns.

Inserting special characters

There are all kinds of special characters for typographic and formatting purposes. You can enter such special characters using keyboard commands or choose them from the **Utilities > Insert Character** submenu. Each character displays differently when invisibles are showing (**View > Invisibles**).

Inserting spaces

To insert a specific type of space — such as an em space — at the text insertion point, choose **Utilities > Insert Character > Special > Em Space** or **Utilities > Insert Character > Special (nonbreaking) > Em Space**. The options in the **Nonbreaking Space** submenu act as "glue" between two words or numbers, for example, preventing breaks from occurring between the two "glued" elements at the end of a line.

Inserting other special characters

To insert a special character other than a space — such as an em dash or a current page number placeholder character — at the text insertion point, choose **Utilities > Insert Character > Special** or **Utilities > Insert Character > Special (nonbreaking)**.

➡ Special characters (breaking and non breaking) can be searched for using the **Find/Change** palette, see "*Finding and changing text*".

Specifying character language

You can specify the language to be used for hyphenation and spell checking by applying a character language to text. This lets you mix words from different languages in the same paragraph without triggering poor hyphenation or more **Suspect Words** in **Spell Check** (**Utilities** menu). In addition to applying a specific language to characters, you can apply **None** so that a word is not considered for hyphenation or spell checking.

To apply a language to selected characters, use the **Language** drop-down menu in the **Character** tab of the **Measurements** palette.

Using font fallback

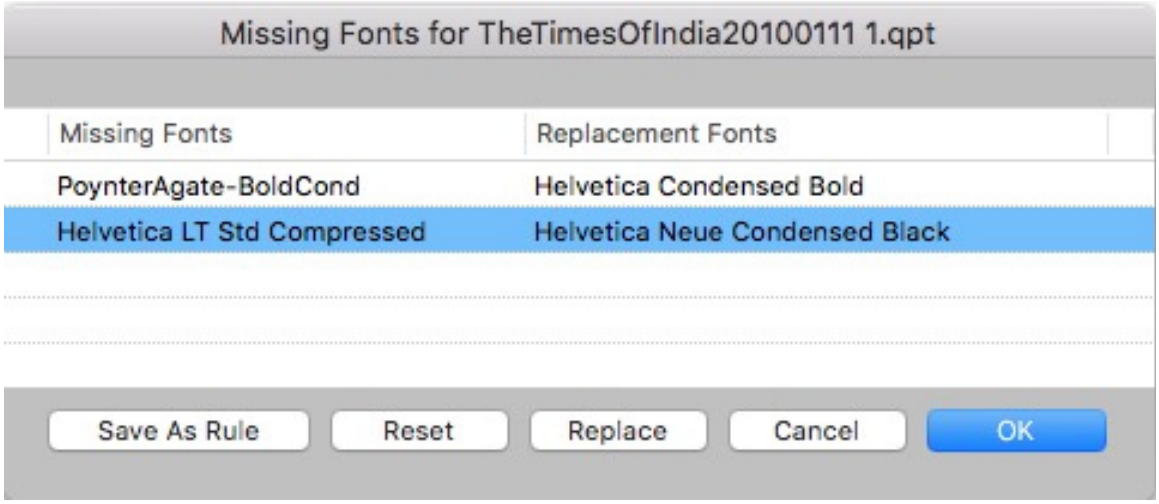
When Font Fallback is on, if the application encounters a character that is not available in the current font, it searches through the active fonts on your system to find a font that does include that character. For example, if Helvetica is applied at the text insertion point and you import or paste text containing a Kanji character, the application might apply the Hiragino font to that character. If the application cannot find an active font that contains the character, the character still displays as a box or symbol.

Font Fallback is implemented as an application preference, meaning that the feature is either on or off for your copy of the program. The feature is on by default, but if you need to turn it off, uncheck **Font Fallback** in the **Font Fallback** pane of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**).

For more information about the Font Fallback feature, see "*Preferences — Application — Font Fallback*."

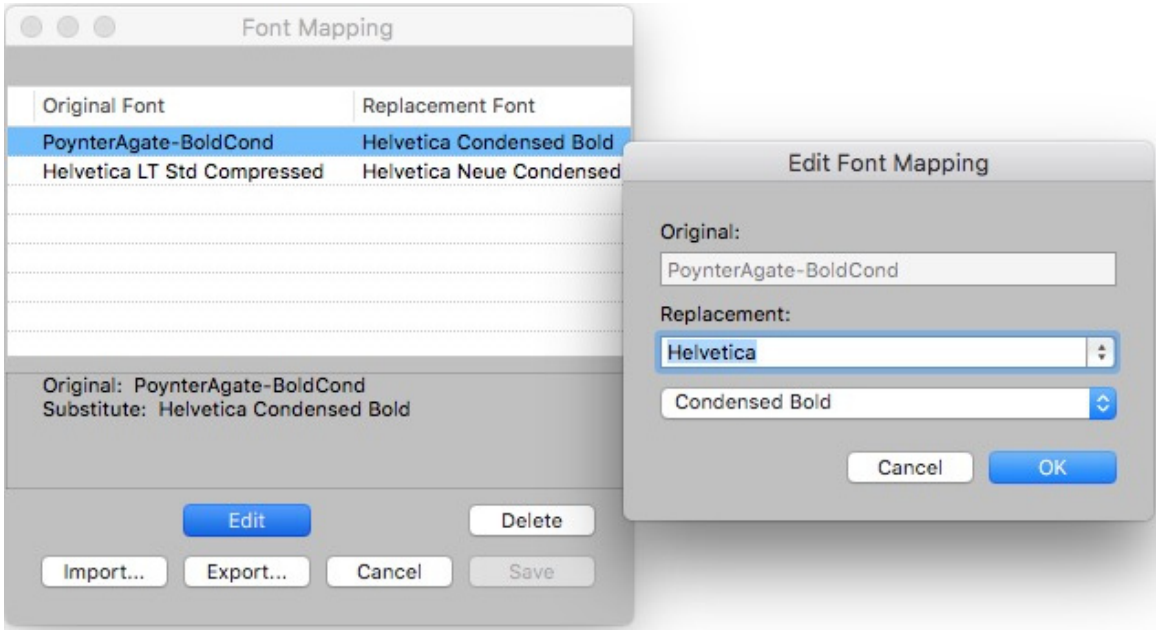
Working with font mapping rules

When you open a project, the application checks to make sure all the fonts applied to text are active on your system. If not, the **Missing Fonts** alert displays, which gives you the opportunity to replace missing fonts with active fonts. You can save those replacements as global "font mapping rules," which can be applied automatically each time you open a project.



Missing fonts dialog

To create a font mapping rule, first open a project that uses a missing (inactive) font. Click **List Fonts** to display the **Missing Fonts** alert. Use the **Replace** button to choose replacement fonts for any missing fonts, then click **Save As Rule**. All the replacements listed in the **Missing Fonts** alert are saved as rules, even if only some replacements are selected. If you change your mind about a replacement, select its line and click **Reset**. You can also choose **File > Revert to Saved** after you open the article. This will display the **Missing Fonts** alert again and allow you to make changes. (Note that the changes apply only to that article — not to any rules you just saved.)



Font Mapping dialog

Once you create a font mapping rule by clicking **Save As Rule** in the **Missing Fonts** alert, the rule is saved in preferences for your copy of the application and applied to all articles. If you need to change, delete, or share font mapping rules, choose **Utilities > Font Mapping**.

You can use the **Fonts** pane (**QuarkXPress/Edit > Preferences**) to specify a default replacement font and to control whether the **Missing Fonts** alert displays when you open a project with missing fonts. For more information, see "*Preferences — Application — Fonts*."

Working with design grids

The design grid feature is an extension of the baseline grid feature in versions 7 and earlier of QuarkXPress and QuarkXPress CopyDesk. Design grids make it even easier for you to define grids, allowing you to align text and objects precisely on both the page and text box levels.

For information on preferences related to design grids, see "*Preferences — Layout — Guides and Grids*."

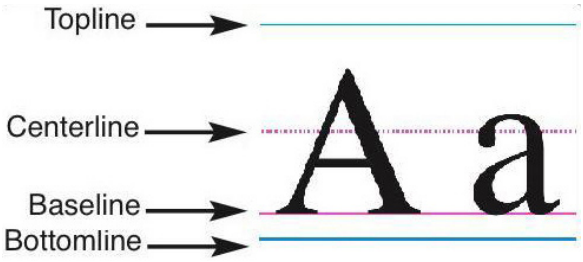
For information on preferences related to design grids, see "*Preferences — Layout — Guides and Grids*" and "*Preferences — Layout — Grid Cell Fill*."

Understanding design grids

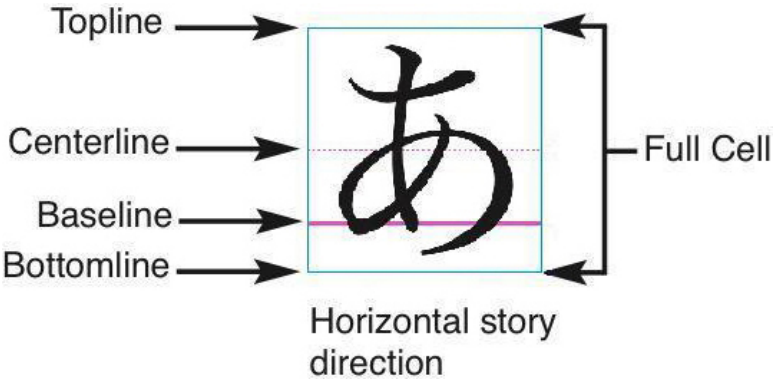
A *design grid* is a sequence of nonprinting guidelines for aligning text and items.

Grid lines

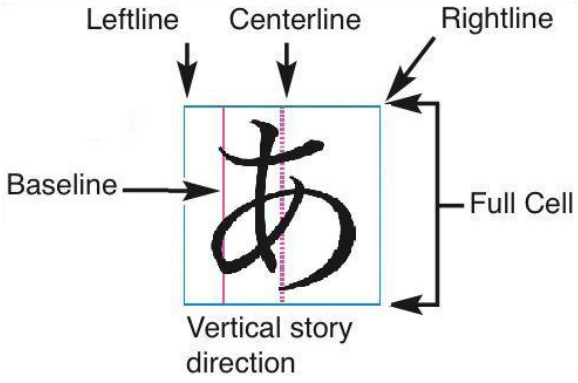
Each design grid includes the following *grid lines:* bottomline, baseline, centerline, and topline. In addition, design grids include a *full cell box*, which makes it easy for you to align characters vertically or horizontally. You can align text and items to any of these grid lines.



A line in a design grid includes a bottomline, a baseline, a centerline, and a topline.



In the horizontal story direction, a line in a design grid includes a bottomline, a baseline, a centerline, a topline, and a full cell box.

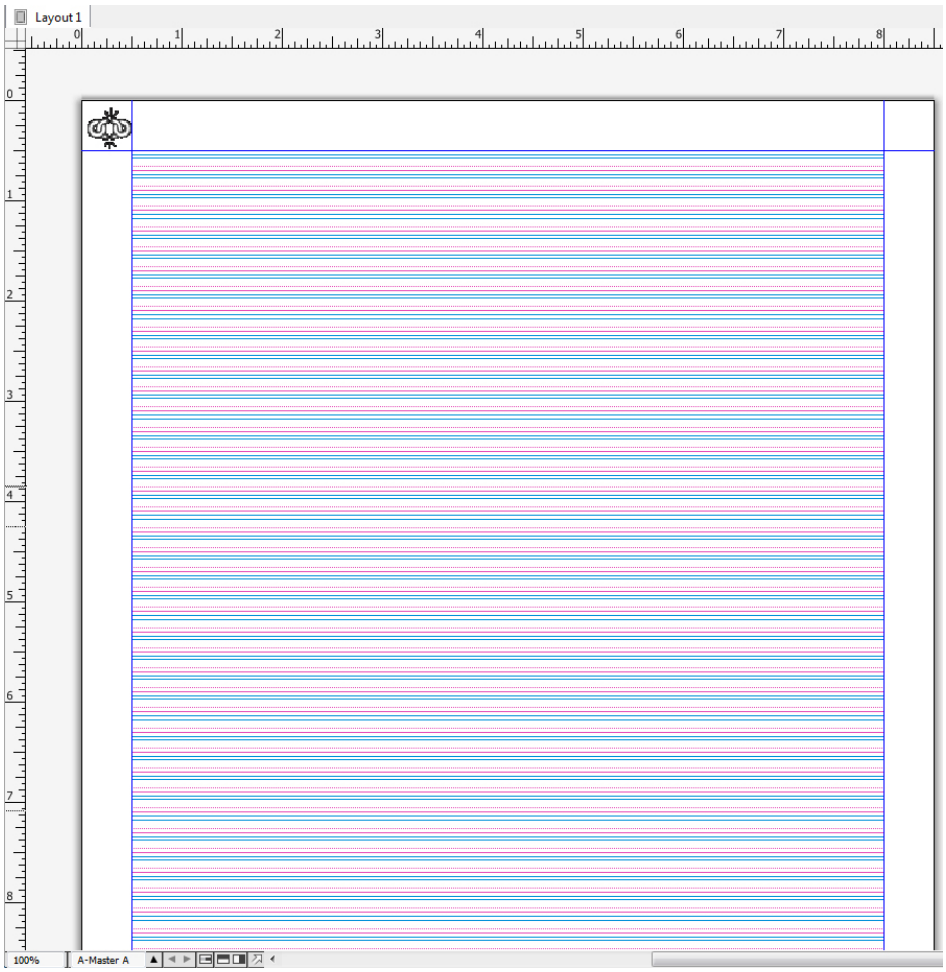


In the vertical story direction, a line in a design grid includes a leftline, a baseline, a centerline, a rightline, and a full cell box.

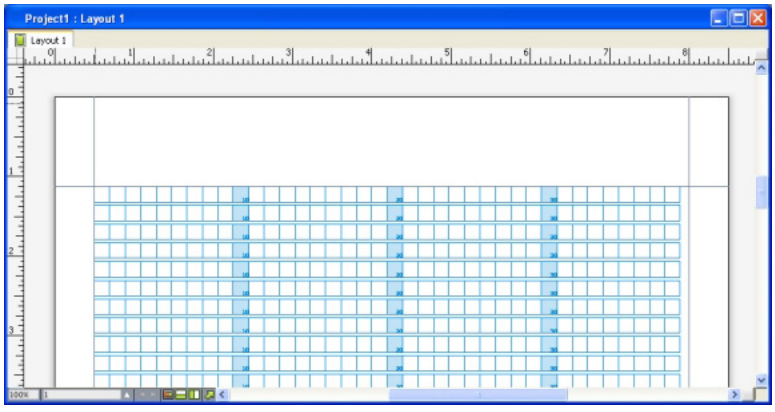
Master page grids and text box grids

There are two kinds of default design grids: *Master page grids* and *text box grids*. Every page and every text box has a design grid associated with it. You can hide or show design grids for an entire layout by choosing **View > Page Grids** or **View > Text Box Grids**.

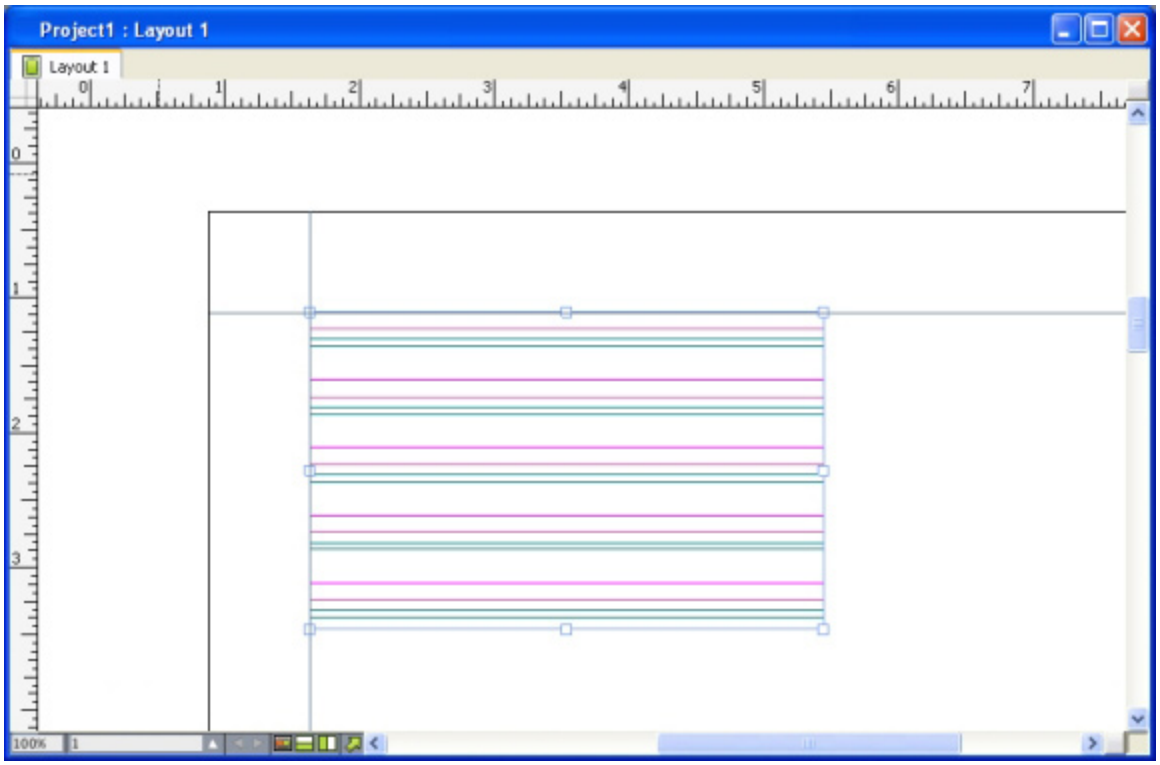
You can configure a page's design grid by displaying the page's master page and then choosing **Page > Master Guides & Grid**. You can control a text box's design grid by choosing **Grid Settings** from the text box's context menu.



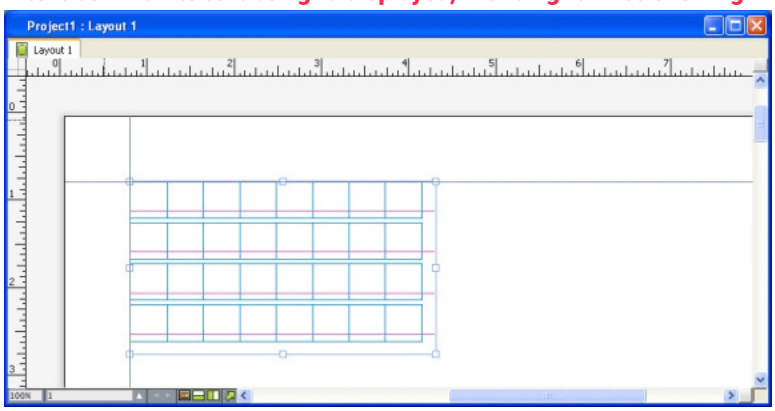
A page with its master page grid displayed, with all grid lines showing.



A page with its master page grid displayed, with only full cell boxes showing.



A text box with its text box grid displayed, with all grid lines showing.



A text box with its text box grid displayed, with the baseline and full cell boxes showing.

For more information, see "*Using a master page grid*."

➡ To use the baseline grid feature as it existed in QuarkXPress and QuarkXPress CopyDesk 7.x and earlier, show the baseline and hide the other grid lines.

Grid styles

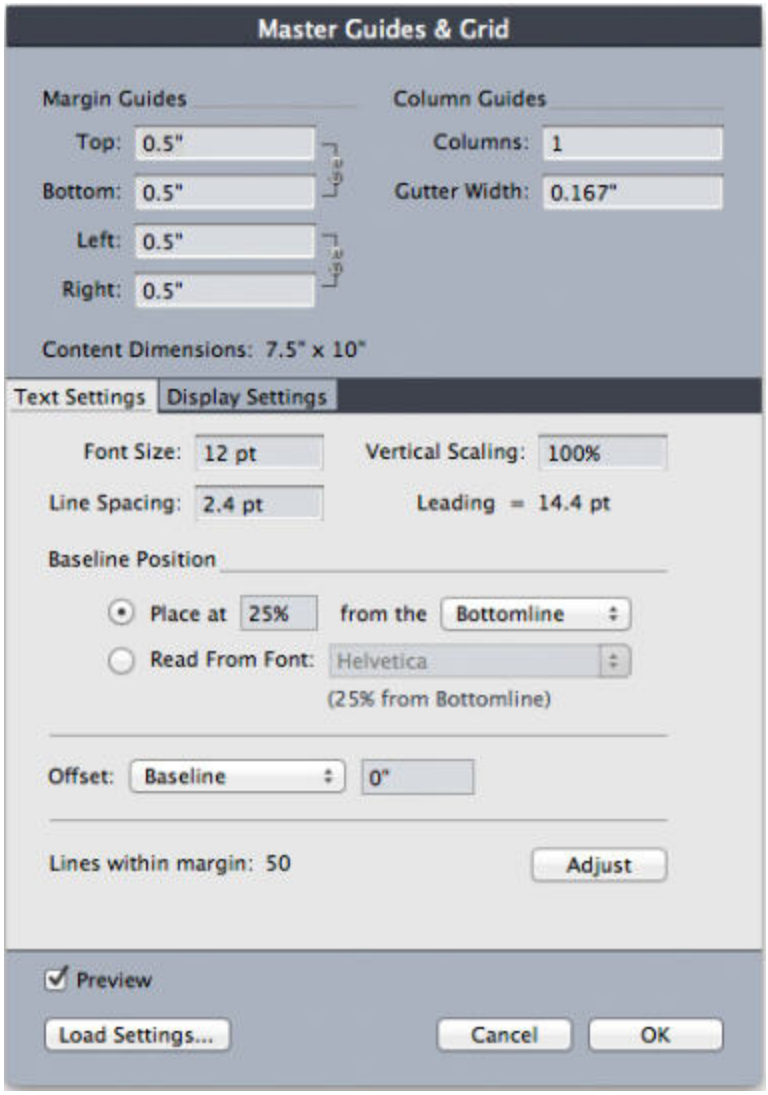
A *grid style* is a named package of settings that describe a grid — like a style sheet for a design grid. You can apply grid styles to text boxes and can use them as the basis for master page grids. You can also base grid styles on other grid styles. Grid styles are displayed in the **Grid Styles** palette (**Window** menu). For more information, see "*Working with grid styles*."

Design grid basics

The following topics explain how to work with design grids. For information about grid styles, see "*Working with grid styles*."

Configuring a master page grid

To configure a master page grid, display a master page and then choose **Page > Master Guides & Grid**. The **Master Guides & Grid** dialog box displays.



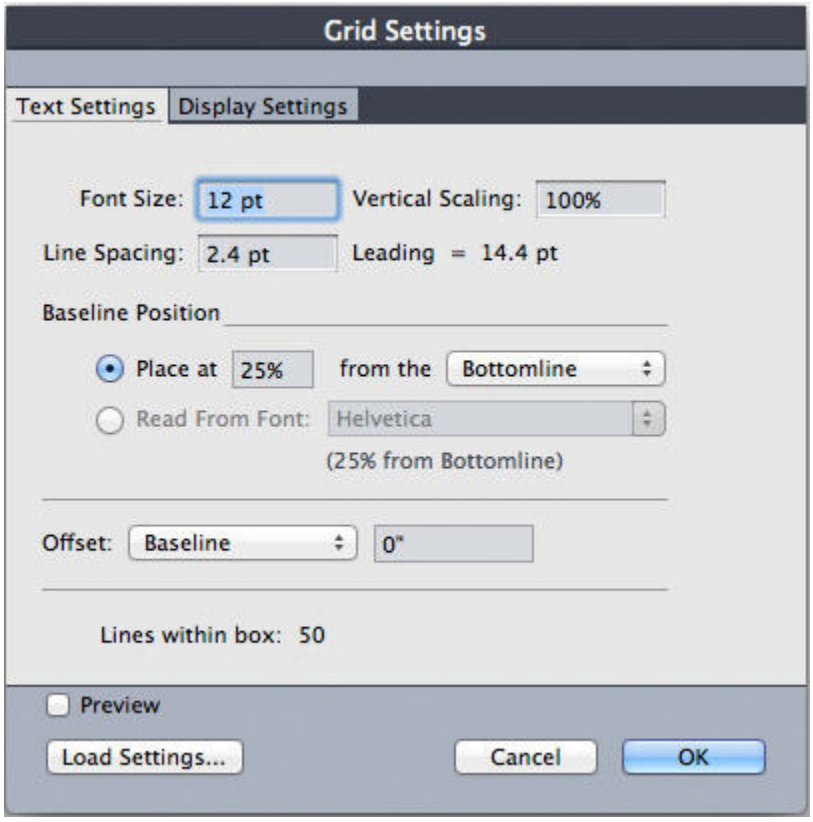
Use the Master Guides & Grid dialog box to control master page grids.

- Under **Margin Guides**, use the **Top**, **Bottom**, **Left**, and **Right** fields to specify margin placement relative to the top, bottom, left, and right edges of the page. To synchronize the values in the **Top** and **Bottom** or **Left** and **Right** fields, click the chain icon next to the fields.

- Under **Column Guides**, enter a value in the **Columns** field to specify the number of columns on the master page. Enter a value in the **Gutter Width** field to define the space between columns.
- The **Content Dimensions** field displays the area inside the margin guides.
- To control the placement and spacing of the grid, use the controls in the **Text Settings** tab. For more information, see "*Design grids: Text Settings tab*."
- To control the display of the grid, use the controls in the **Display Settings** tab. For more information, see "*Design grids: Display Settings tab*."
- To preview changes as you make them, check **Preview**.
- To use the specifications of an existing master page grid, grid style, or style sheet, click **Load Settings**. For more information, see "*Loading grid settings*."

Configuring a text box grid

To configure a text box grid, Control+click/right-click the text box and choose **Grid Settings**. The **Grid Settings** dialog box displays.



Grid Settings dialog box

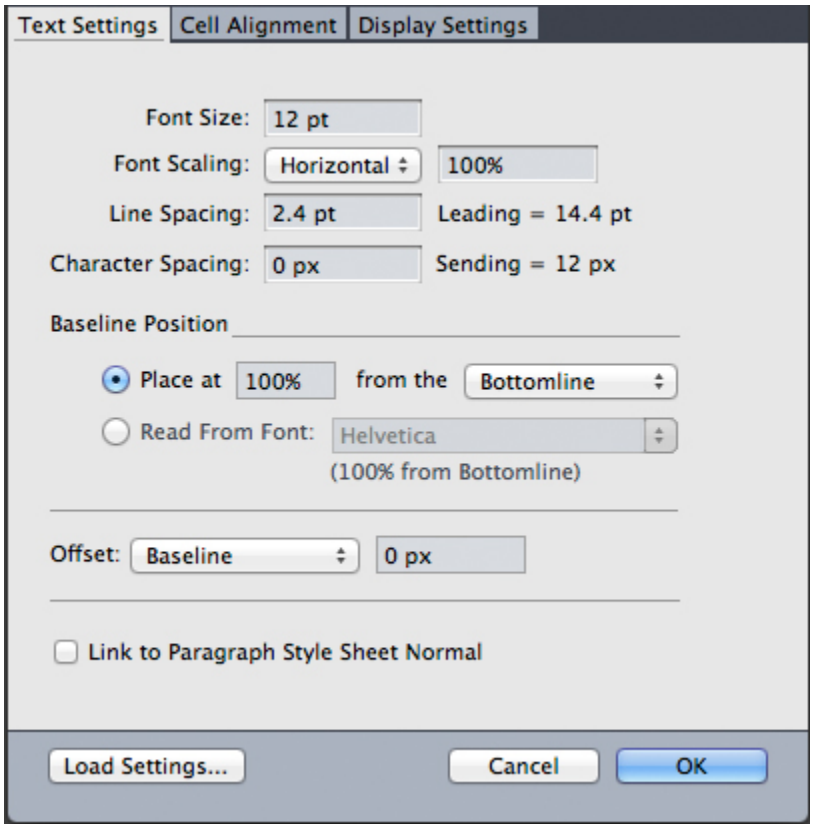
- To control the placement and spacing of the grid, use the controls in the **Text Settings** tab. For more information, see "*Design grids: Text Settings tab*."

- To control the alignment of cells, use the controls in the **Cell Alignment** tab. For more information, see "*Design grids: Cell Alignment tab*."
- To specify which grid lines display, use the controls in the **Display Settings** tab. For more information, see "*Design grids: Display Settings tab*."
- To preview changes as you make them, check **Preview**.
- To use the specifications of an existing master page grid, grid style, or style sheet, click **Load Settings**. For more information, see "*Loading grid settings*."

Design Grids: Text Settings tab

To determine the size, scale, and position of a design grid, use the controls in the **Text Settings** tab. The **Text Settings** tab displays in the **Master Guides & Grid**, **Edit Grid Style**, and the **Grid Settings** dialog boxes.

➡ If you check **Preview**, you can view the results of changes as you make them.



Text Settings tab of Master Guides & Grid

- **Font Size**: Enter a size to determine the height of each line in a design grid. This value also determines the full cell height and width.
- **Vertical Scaling**: Enter a percentage value to adjust the height of each line in a design grid, based on the font size.

- **Font Scaling**: Choose **Horizontal** or **Vertical** and enter a percentage of the font size in the field. If you choose **Horizontal**, this value determines the full cell width. If you choose **Vertical**, this value determines the full cell height.
- **Line Spacing** and **Leading**: The **Line Spacing** and **Leading** values determine grid spacing. Line spacing is based on the following formula: **Font Size** multiplied by **Vertical Scaling** plus **Line Spacing** equals **Leading**. For example, if **Font Size** is 12 pt, **Vertical Scaling** is 100%, and **Line Spacing** is 2 pt, then **Leading** is 14 pt.
- **Line Spacing** and **Leading**: The **Line Spacing** and **Leading** values determine grid spacing and cell spacing. Line spacing is based on the following formula: **Font Size** multiplied by **Vertical** font scaling or **Horizontal** font scaling plus **Line Spacing** equals **Leading**. For example, if **Font Size** is 12 pt, **Vertical Scaling** is 100%, and **Line Spacing** is 2 pt, then **Leading** is 14 pt.
- When a design grid is based on a paragraph style sheet, the **Leading** value is defined in the style sheet. The **Leading** value can be a specific number or, if the value is **auto**, it is derived from the **Auto Leading** value in the **Paragraph** tab of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**). See "*Loading grid settings*" for information about linking style sheets to grid styles.
- **Character Spacing** and **Sending**: The **Character Spacing** and **Sending** values determine the horizontal **Full Cell** spacing in horizontal story direction and the vertical **Full Cell** spacing in vertical story direction.
- **Baseline Position**: Choose an option in this area to specify positioning for the baseline in the design grid.

To specify the offset origin, click **Place at**, choose **Topline**, **Center (Up)**, **Center (Down)**, or **Bottomline** in the **from the** drop-down menu, and then enter a percentage value in the field to specify the baseline position relative to the topline, centerline, or bottomline.

To read the offset origin from a font, click **Read From Font** and then select a font from the drop-down menu. The baseline defined for the selected font determines the baseline position for each line in the grid. The percentage value displayed below the font list indicates the relationship between the baseline and the bottomline in the font's design.

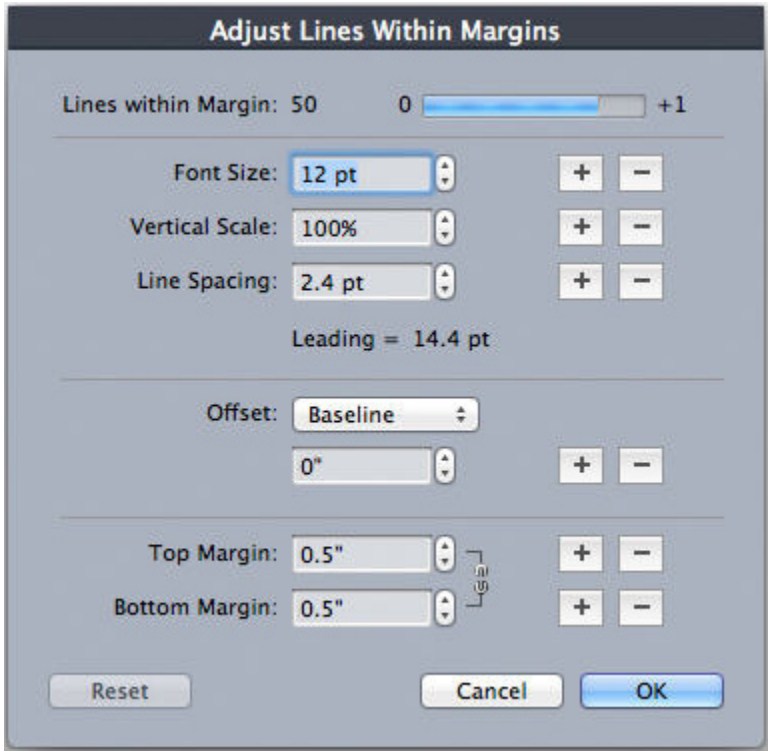
- **Offset**: To control where the first line of the design grid is placed on the page or in the box, choose **Topline**, **Centerline**, **Baseline**, or **Bottomline** and enter a measurement value in the field.
- **Adjust**: Click to display the **Adjust Lines Within Margins** dialog box for master page grids. For more information, see "*Adjust Lines Within Margins dialog box*."

- **Adjust**: Click to display the **Adjust Lines Within Margins** dialog box for master page grids, or the **Adjust Lines Within Box** dialog box for text box grids. For more information, see "*Adjust Lines Within Margins dialog box*."
- **Lines within margin** or **Lines within box**: This field displays the number of lines that can fit on a page or in a box, based on the settings above.
- **Cells per line**: This field displays the number of cells that can fit on a line, based on the settings above.

Adjust Lines Within Margins dialog box

Use the **Adjust Lines Within Margins** dialog box (**Master Guides&Grid > Adjust**) to change the number of cells per line and the number of grid lines that fit within the margins of a master page.

Many of the controls in this dialog box are also in the **Text Settings** tab; changes are reflected in both locations.



Use the Adjust Lines Within Margins dialog box to adjust grid settings for a master page.

- The **Lines per page** field displays the number of lines on a page. This value updates as you make changes.
- Click **+** or **–** next to a field to increase or decrease the number of lines on the page in one-line increments. For example, if the **Lines per page** value is 50, the **Font Size** value is 12 pt, and vertical font scaling is 100%, when you click + next to **Font Size**, the **Lines per page** value increases to 51 and the **Font Size** value decreases to 11.765 pt.

- Enter values in the **Cells per line** and **Lines per page** fields to change the number of cells and lines on a page.

➡ When you click **Adjust Margins**, changes to the **Cells per line** and **Lines per page** fields affect the **Content Height** and **Content Width** values. When you click **Adjust Spacing**, changes to the **Cells per line** and **Lines per page** fields affect the **Leading** and **Sending** values.

- The increment bar displays a percentage (from **0** to **+1**) to indicate the fraction by which a grid pattern does not fit on the page. If the grid increments align perfectly, the increment bar displays 0. If the grid increments do not align perfectly with the page, an estimate of the fraction displays in the increment bar.
- The **Characters per page** field displays the number of characters that can fit on a page, based on the current values.
- Click **Adjust Margins** to adjust the **Cells per line** and **Lines per page** values based on changes to margin guide positions. Click one of the nine squares to anchor the base margin from which changes are calculated. The four outside squares anchor the top and left, top and right, bottom and left, and bottom and right margins. The middle squares anchor margins and link corresponding margins.

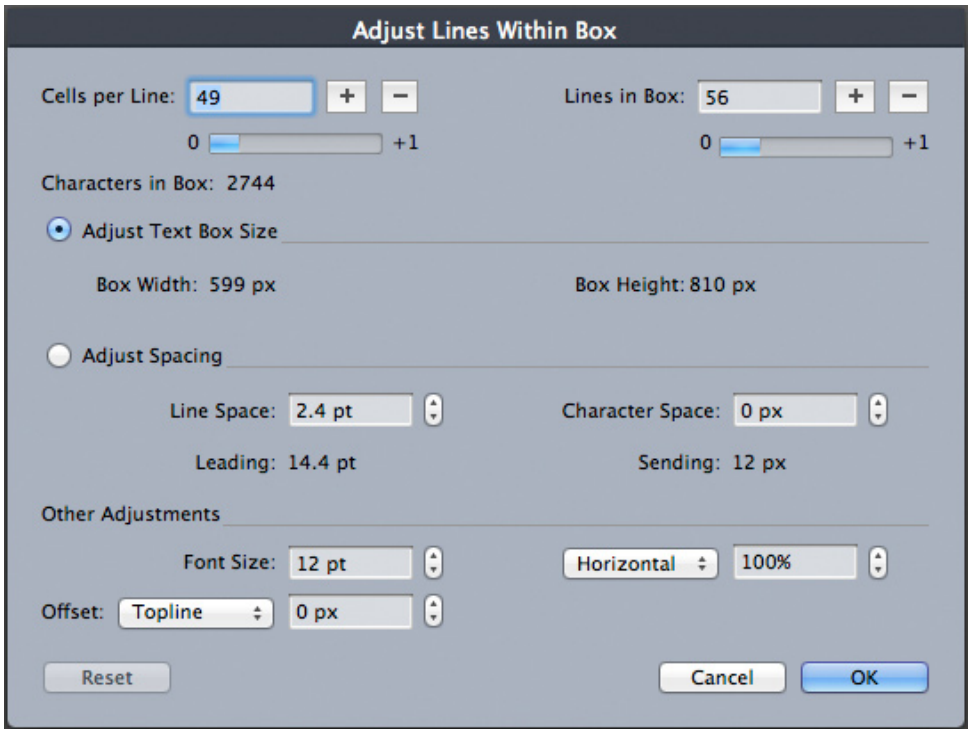
➡ The **Content Height** and **Content Width** fields update according to your margin changes.

- Click **Adjust Spacing** to adjust the **Cells per line** and **Lines per page** values based on your changes to the **Line Space** and **Character Space** fields. The **Leading** and **Sending** values update according to your changes.
- Open **Other Adjustments** to access the **Font Size**, **Offset**, and **Horizontal/Vertical** scale controls. Changes to these values increase or decrease the **Cells per line** and **Lines per page** values.
- Click **Reset** to restore the values in all fields to the state they were in before you displayed the dialog box.

➡ If you check **Preview** before displaying this dialog box, you can view the results of changes as you make them.

Adjust Lines Within Box dialog box

Use the **Adjust Lines Within Box** dialog box (**Grid Settings > Adjust**) to change the number of cells per line and the number of grid lines that fit within the text box. Many of the controls in this dialog box are also in the **Text Settings** tab; changes are updated in both locations.



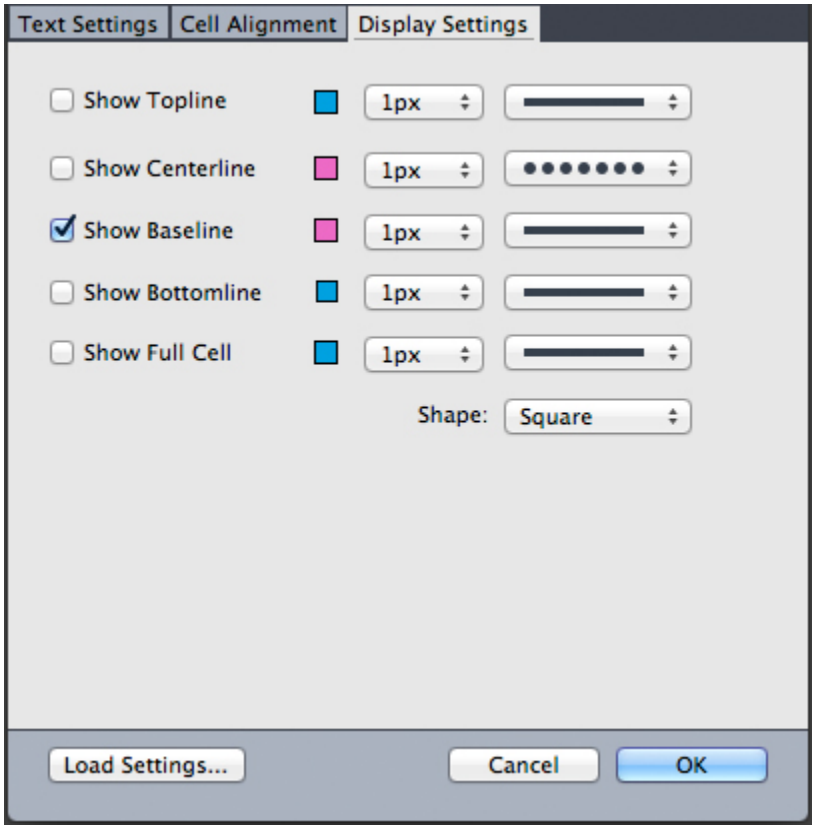
Use the Adjust Lines Within Box dialog box to adjust grid settings for an active text box.

- Enter values in the **Cells per line** and **Lines in Box** field to change the number of cells and lines in the active box.
- The increment bars display a percentage (from **0** to **+1**) to indicate the fraction by which a grid pattern does not fit in the box. If the **Cells per line** or **Lines in Box** increments align perfectly, the increment bar displays **0**. If the grid increments do not align perfectly with the box, an estimate of the fraction displays in the increment bar.
- The **Characters in Box** field displays the number of characters that can fit in the active text box, based on the values in the **Adjust Lines Within Box** dialog box. This field is not editable.
- Click **Adjust Text Box Size** to automatically adjust the size of the text box to accommodate the **Cells per line** and **Lines in Box** value changes. The **Box Width** and **Box Height** fields update according to your changes.
- Click **Adjust Spacing** to adjust the **Cells per line** and **Lines per Box** values based on your changes to the **Line Space** and **Character Space** fields. The **Leading** and **Sending** values update according to your changes.
- Open **Other Adjustments** to access the **Font Size**, **Offset**, and **Horizontal/Vertical** scale controls. Changes to these values increase or decrease the **Cells per line** and **Lines per Box** values.
- Click **Reset** to restore the values in all fields to the state they were in before you displayed the dialog box.

➡ If you check **Preview** before displaying the **Adjust Lines Within Box** dialog box, you can view the results of changes when you close the dialog box.

Design grids: Display Settings tab

A design grid includes separate lines to indicate the topline, the centerline, the baseline, the bottomline, and the full cell box.Use the controls in the **Display Settings** tab to show or hide grid lines and to specify grid line color, width, and style. The **Display Settings** tab displays in the **Master Guides & Grid**, **Edit Grid Style**, and the **Grid Settings** dialog boxes.

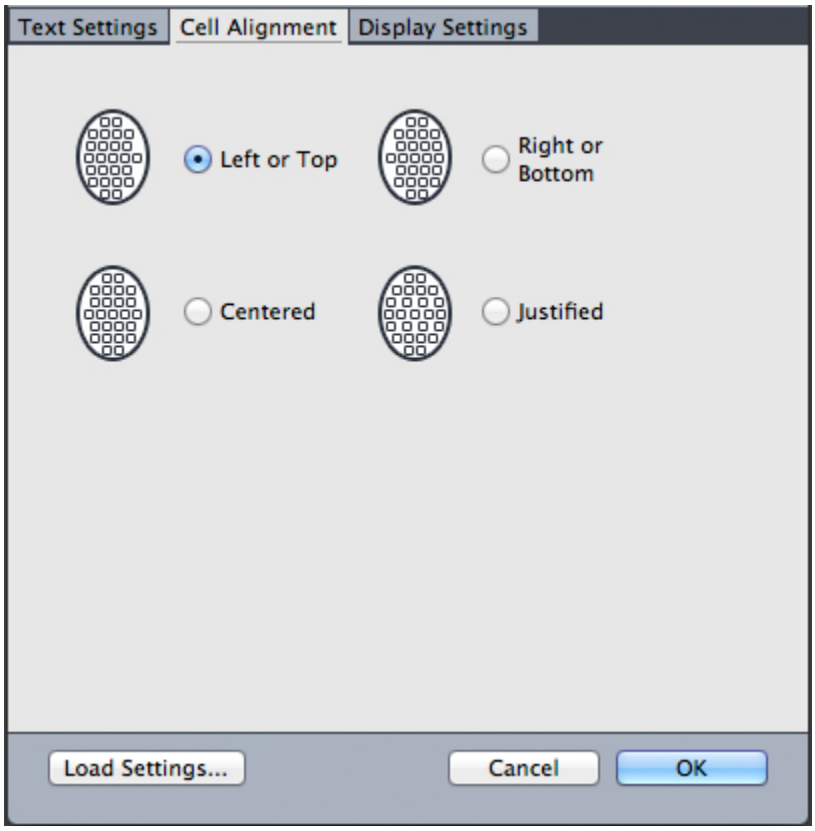


Display Settings tab in the Master Guides & Grid dialog box.

- Check **Show <grid line type>** to display each type of grid line when the grid is displayed.
- Click the Color box to specify a color for each grid line.
- Choose a width from the Width drop-down menu.
- Choose a style from the Style drop-down menu.
- ❗ Choose a cell shape from the **Shape** drop-down menu.
- **Master Guides & Grid** dialog box only: To specify the master page grid boundaries, choose **Within Margins**, **To Page**, or **Pasteboard** from the **Show Grid** drop-down menu.

Design grids: Cell Alignment tab

Use the **Cell Alignment** tab to specify how cells are aligned within the grid.

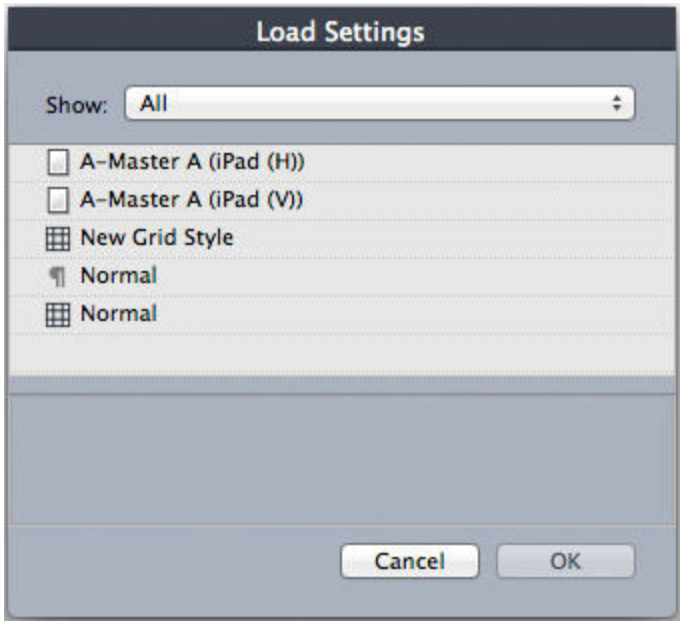


The Cell Alignment tab in the Grid Settings and Edit Grid Style dialog boxes

Loading grid settings

To use a grid style, style sheet, or master page grid as the basis for a master page grid or text box grid:

1. Click **Load Settings** in the **Master Guides & Grid**, **Grid Settings**, or **Edit Grid Style** dialog box. The **Load Settings** dialog box displays.

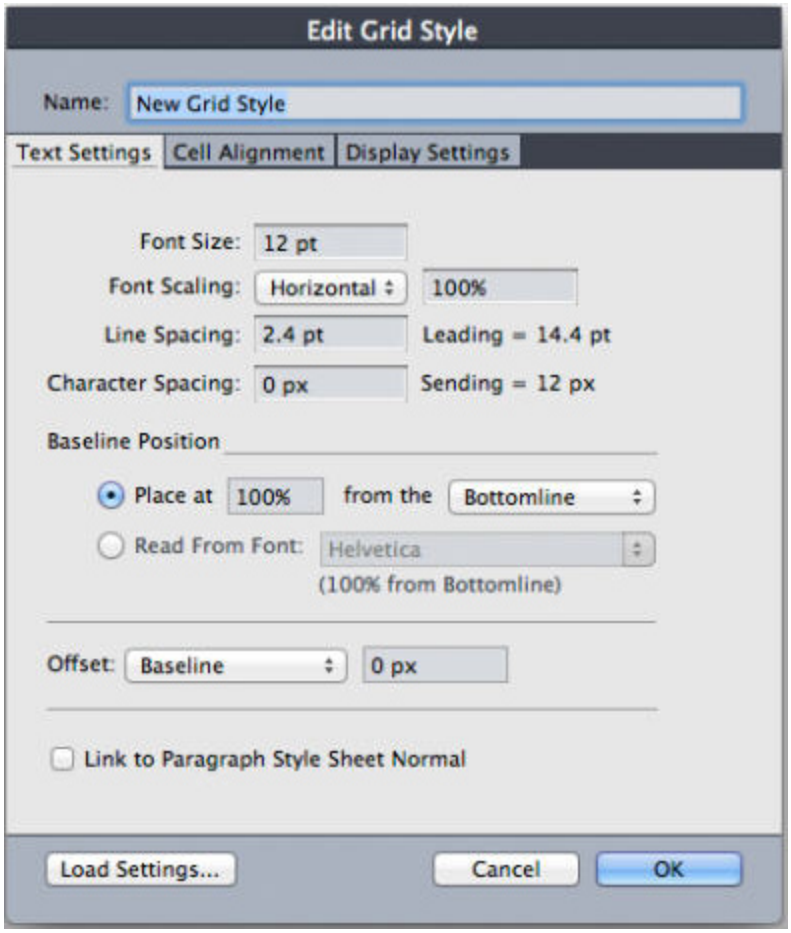


Select a grid style, style sheet, or master page in the Load Settings dialog box.

2 Choose **All**, **Grid Styles**, **Master Pages**, or **Paragraph Style Sheets** from the **Show** drop-down menu.

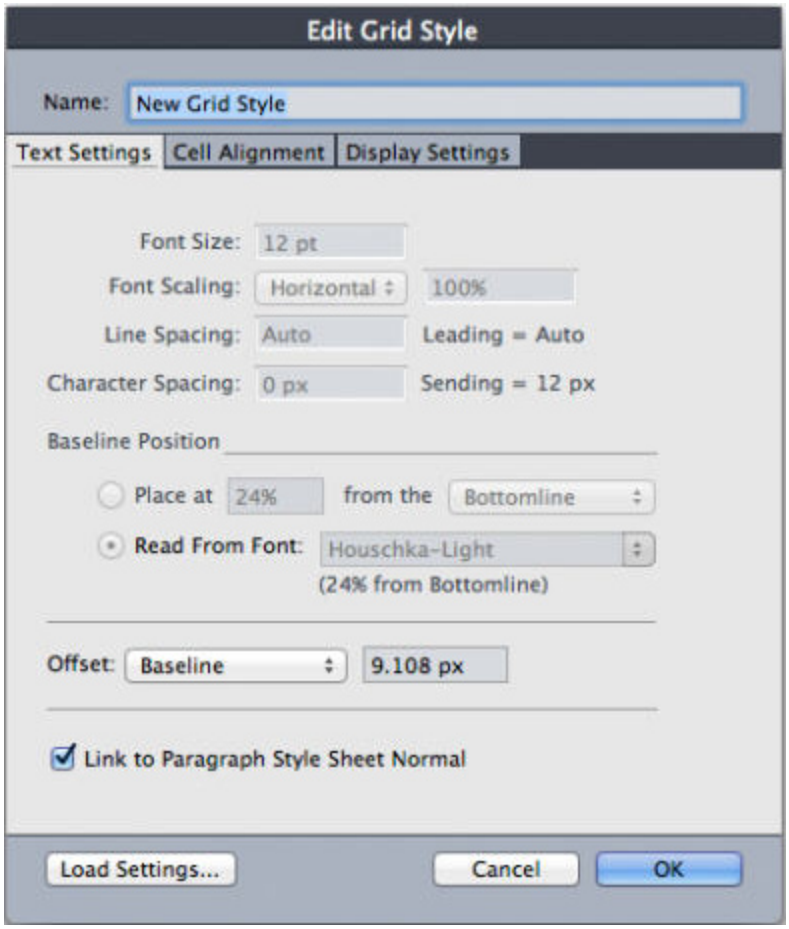
3 Select an existing grid style, style sheet, or master page from the list, and then click **OK**.

➡ The specifications in the grid style, style sheet, or master page you load are displayed in the **Master Guides & Grid**, **Grid Settings**, or **Edit Grid Style** dialog box. You can modify these grid settings after loading them.



Grid style with "Body Copy" style sheet loaded

If you load a style sheet for a grid style, you can specify that future changes to the style sheet update the grid style automatically by checking **Link to Paragraph Style Sheet <style sheet name>**. Notice that the font and spacing controls become unavailable.



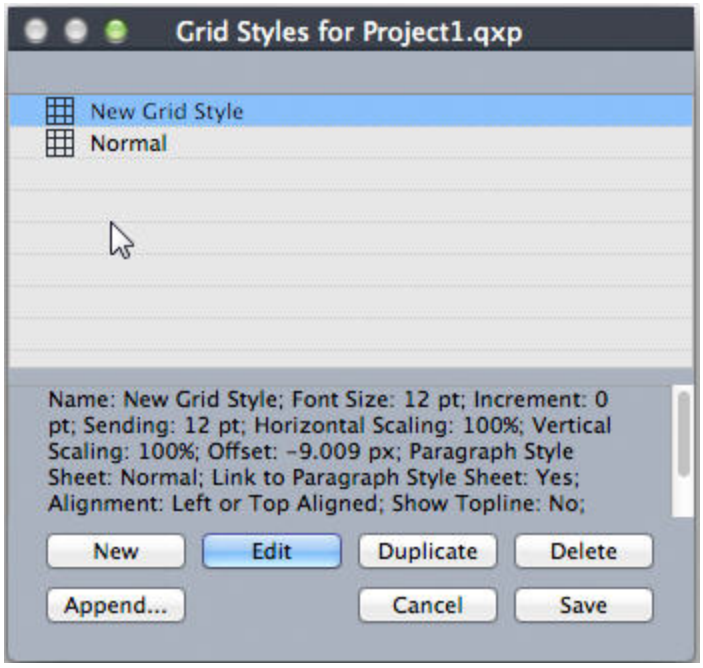
Grid style with "Body Copy" style sheet loaded and linked

Working with grid styles

A grid style includes grid attributes you can apply to a text box or use as the basis for a master page grid or another grid style.

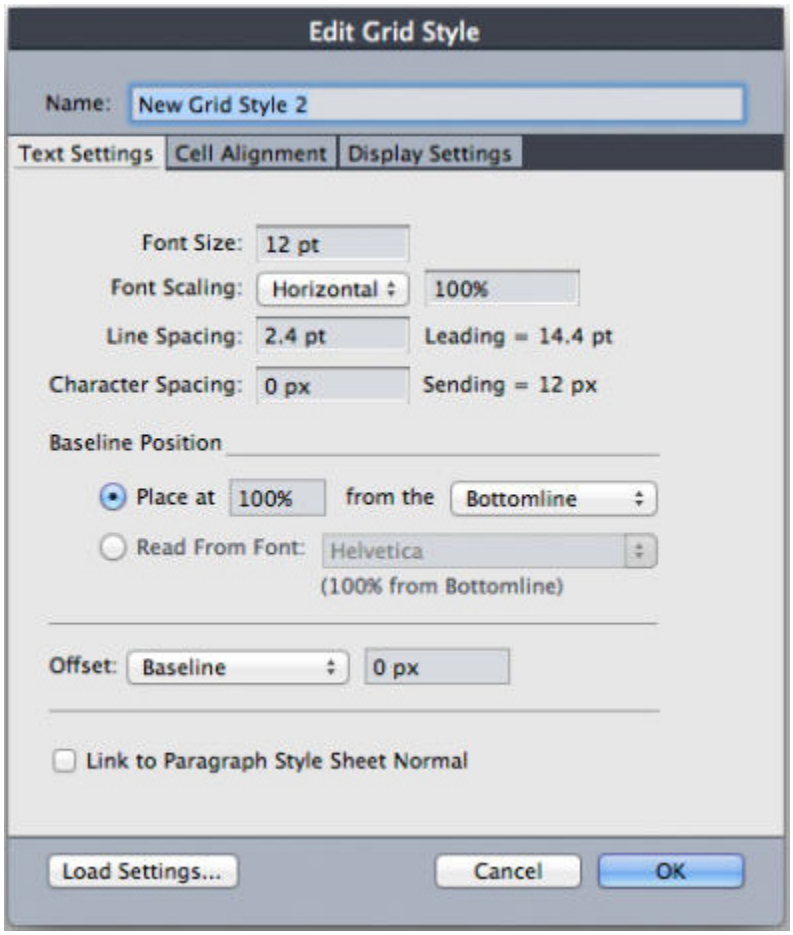
Creating grid styles

To create, edit, duplicate, or delete grid styles, use the **Grid Styles** dialog box (**Edit > Grid Styles**).



Use the Grid Styles dialog box to create, edit, duplicate, and delete grid styles.

When you click **New**, **Edit**, or **Duplicate** in the **Grid Styles** dialog box, the **Edit Grid Style** dialog box displays.



The Edit Grid Style dialog box

- To specify a name for the grid style, enter a value in the **Name** field.
- To control the placement and spacing of the grid, use the controls in the **Text Settings** tab. For more information, see "*Design grids: Text Settings tab*."
- To control the alignment of the full cell to the grid, use the controls in the **Cell Alignment** tab. For more information, see "*Design grids: Cell Alignment tab*."
- To specify which grid lines display, use the controls in the **Display Settings** tab. For more information, see "*Design grids: Display Settings tab*."
- To use the specifications of an existing master page grid, grid style, or style sheet, click **Load Settings**. For more information, see "*Loading grid settings*."

➡ When you create a grid style with no projects open, that grid style becomes part of the default grid style list and is included in all subsequently created projects.

Applying a grid style to a text box

To apply a grid style to the selected text box:

1. To display text box grids, make sure **View > Text Box Grids** is checked.
2. To display the **Grid Styles** palette, make sure **Window > Grid Styles** is checked.



Use the Grid Styles palette to apply grid styles to text boxes.

3. Click a grid style name in the **Grid Styles** palette.

➡ A plus sign next to a grid style name in the **Grid Styles** palette indicates that the text box grid has been modified since the grid style was applied to the text box. To apply the grid style again and override local text box grid formatting, click **No Style** and then click the grid style name (or press Option/Alt and click the modified grid style name).

Using design grids

After you apply design grids to text boxes or configure master page grids, you can use the grids for alignment. You can visually align items with design grids, and you can choose **View > Snap to Page Grids** to force items you move to align with master page grids.

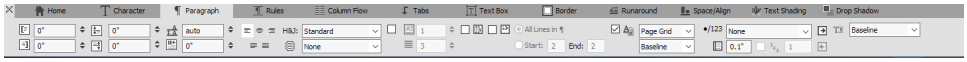
Using a master page grid

To specify a master page grid for a layout page, apply the master page to the project page.

Locking text to a grid

Using a style sheet or local paragraph formatting, you can lock text to the master page grid or a text box grid. To lock text to a grid:

1. To set up text locking for a style sheet, choose **Edit > Style Sheets**, select a paragraph style sheet, click **Edit**, and then click the **Formats** tab. To set up text locking for a paragraph, select the paragraph and use the **Paragraph** tab of the **Measurements** palette.



Paragraph tab of the Measurements palette.

2. In the **Formats** tab, check **Lock to Grid**.
3. To specify the grid to which the text will lock, choose **Page Grid** or **Text box Grid** from the first drop-down menu below **Lock to Grid**.
4. To specify the grid line to which text will lock, choose **Topline**, **Centerline**, **Baseline**, or **Bottomline** from the second drop-down menu below **Lock to Grid**.

Snapping items to design grids

You can make items snap to master page grid lines, and when you resize a text box, you can snap to the text box grid.

To snap to a master page grid line, display the master page grid (**View > Page Grid**) and then choose **View > Snap to Page Grid**.

➡ The **Snap Distance** field in the **Guides & Grids** pane of the **Preferences** dialog box enables you to change the 6-pixel default distance at which items snap to page grids when **Snap to Page Grids** is chosen (**View** menu).

To snap to a text box grid line when you resize a text box, display the text box grid and resize the box.

Aligning grids

To align a text box grid line or cell to a master page grid line or a guide:

1. Make sure **View > Guides**, **View > Page Grids**, and **View > Text Box Grids** are checked.
2. Select the **Item** tool .
3. Click a grid line in the text box and then drag the box. Note that even as you move the grid line, the original position of the box continues to display. You can align the selected grid line with another grid line in the box, a master page grid line, or a guide. (See notes on Live Drag below.)
4. Click a grid line or cell in the text box and then drag the box. Notice how the selected grid line or cell you're moving displays and the original position of the box continues to display. You can align the selected grid line with another grid line or cell in the box, a master page grid line, or a guide.

→ *Live drag* is a feature that lets you see the contents of an item while you are moving the item. However, selected grid lines or cells do not display when live drag is active.

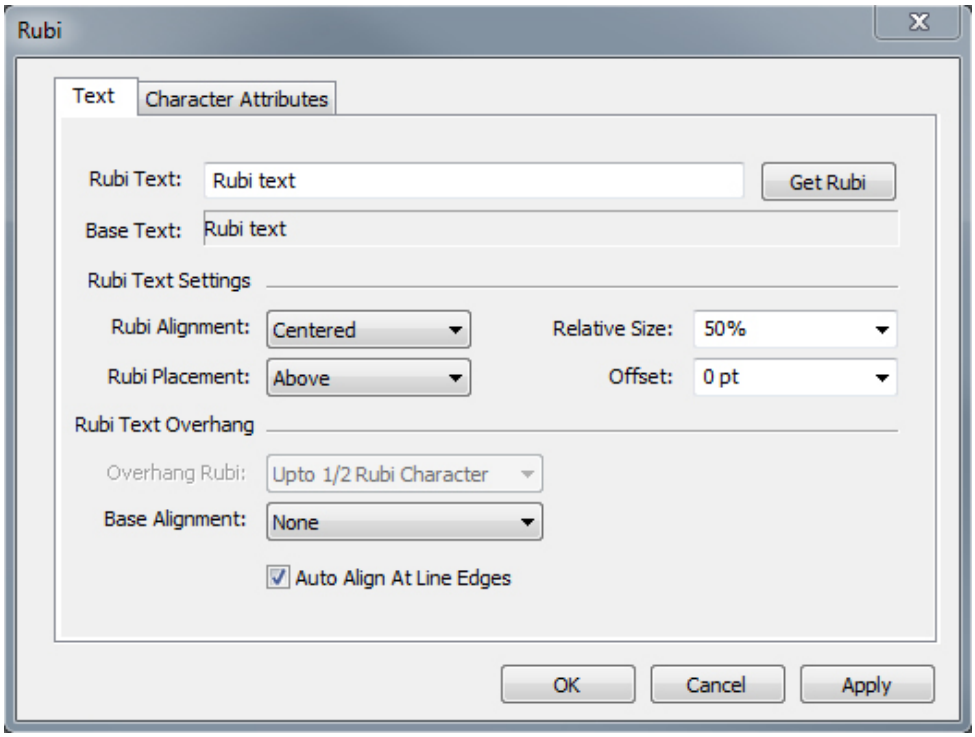
Working with rubi text

Rubi text clarifies the meaning or pronunciation of base text. Base text can run vertically or horizontally, and rubi text usually follows the direction of the base text. Rubi text can be placed to the right of or to the left of base text in a vertical story, and above or below base text in a horizontal story.

There are two types of rubi text: mono rubi and group rubi. *Mono rubi* is rubi text that is associated with a single character of the base text. *Group rubi* is rubi text that is associated with more than one character of the base text.

You can manipulate the alignment, placement, scale, font, color, opacity, shade, type style, and relative size of rubi text. In addition, you can choose from several options that allow you to control rubi text that overhangs unrelated base text.

Use the **Rubi** dialog box (**Style** menu) to add rubi text to selected base text.



The Rubi dialog box

You can apply automatic rubi to a series of words (separated by spaces or punctuation) by selecting a range of text and then pressing Command+Option+R/Ctrl+Alt+R. For more information about automatic rubi, see the **Rubi Text** bullet in the list under "Text tab," below.

Text tab

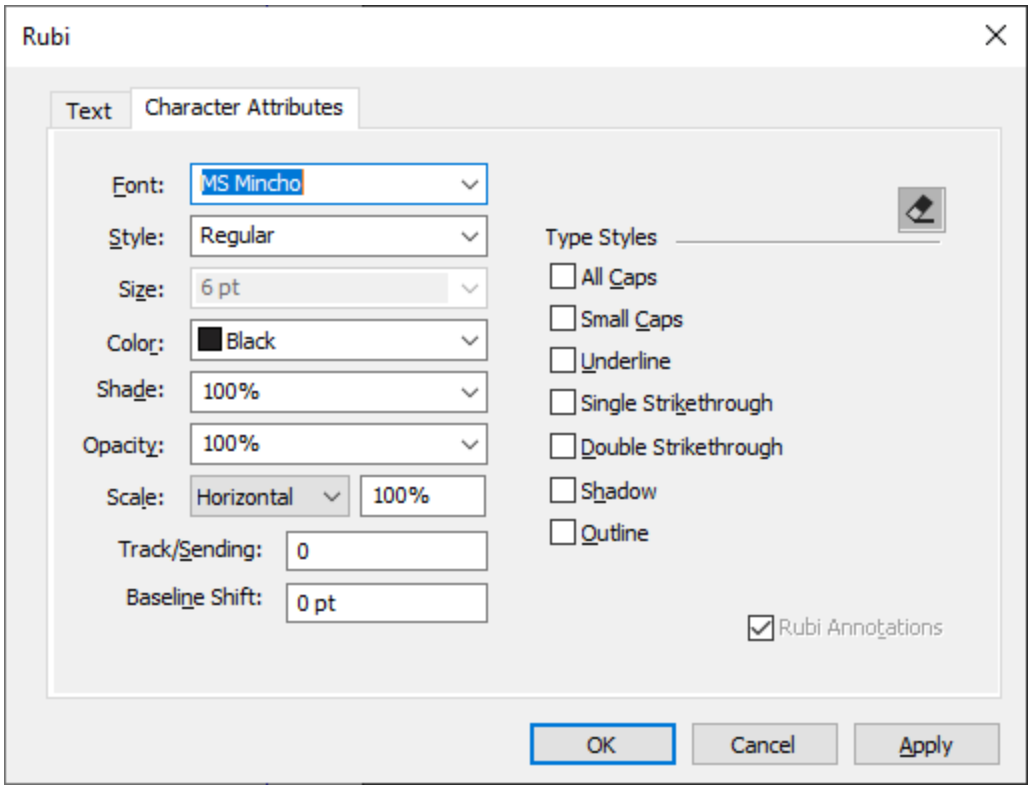
The **Text** tab of the **Rubi** dialog box lets you control the following options:

- **Rubi Text**: Use this field to specify the rubi text to be applied to the selected base text. When you display the **Rubi** dialog box for a new rubi, the application automatically fills this field with a phonetic reading of the base text from the input method editor (IME). This feature works for languages for which IME dictionaries are available (as of this writing, Chinese and Japanese only).
- **Get Rubi**: Use this button to refresh the content of the **Rubi Text** field from the IME.
- **Base Text**: This field displays the selected base text.
- **Rubi Alignment**: Use this drop-down menu to control how non-overhanging rubi text aligns with the base text. For more information, see "*Rubi alignment options*."

- **Rubi Placement**: Use this drop-down menu to specify whether rubi text displays above or below the base text (in a horizontal story) or to the left of or right of the base text (in a vertical story).
- **Relative Size**: Use this field to specify the size of the rubi text compared to the base text.
- **Offset**: Use this field to control how far the rubi text is offset from the base text.
- **Overhang Rubi**: Use this field to control how far the rubi text can overhang base text that is unrelated to the rubi text. For more information, see "*Rubi overhang options*." Note that this feature is disabled when **Base Alignment** is set to **None**.
- **Base Alignment**: Use this field to control how base text aligns with overhanging rubi text. For more information, see "*Rubi base alignment options*."
- **Auto Align At Line Edges**: Check this box to automatically align rubi text with the border of a text box when the rubi text overhangs the base text and touches the edge of the text box.

Character Attributes tab

The **Character Attributes** tab of the **Rubi** dialog box lets you control rubi text formatting.



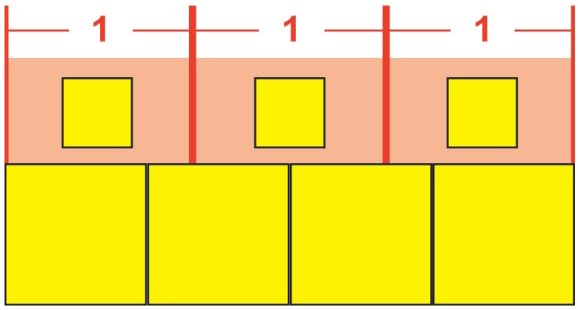
Use the Character Attributes tab to specify how rubi characters display

- The **Font**, **Style**, **Size**, **Color**, **Shade**, **Opacity**, **Scale**, **Track/Sending**, **Baseline Shift** and **Type Styles** controls let you apply basic formatting to the text.
- To enable or disable the use of specifically designed Kana glyphs for Rubi, check or uncheck **Rubi Annotations**. These glyphs are available only in some Japanese OpenType fonts.

Rubi alignment options

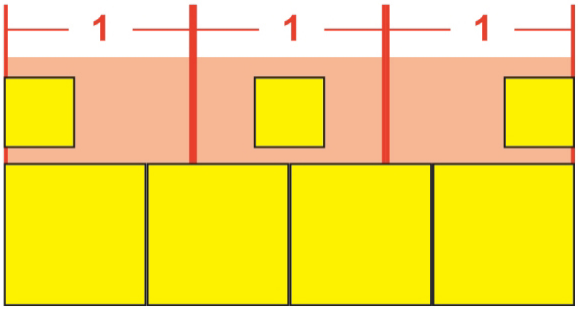
The **Rubi Alignment** options in the **Text** tab of the **Rubi** dialog box (**Style** menu) are:

- **Left**: Aligns rubi text with the left side of base text in a horizontal story.
- **Centered**: Aligns rubi text with the center of base text in a horizontal or vertical story.
- **Right**: Aligns rubi text with the right side of base text in a horizontal story.
- **Top**: Aligns rubi text with the top of base text in a vertical story.
- **Bottom**: Aligns rubi text with the bottom of base text in a vertical story.
- **Justified**: Centers rubi text above or next to base text as shown in the diagram below.



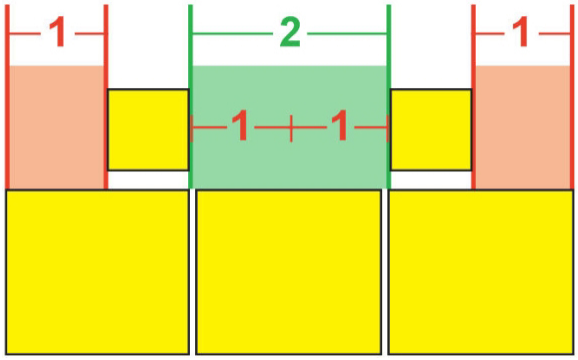
Justified alignment of rubi text

- **Forced**: Aligns rubi text flush with the left and right of base text in a horizontal story, or flush with the top and bottom of base text in a vertical story.



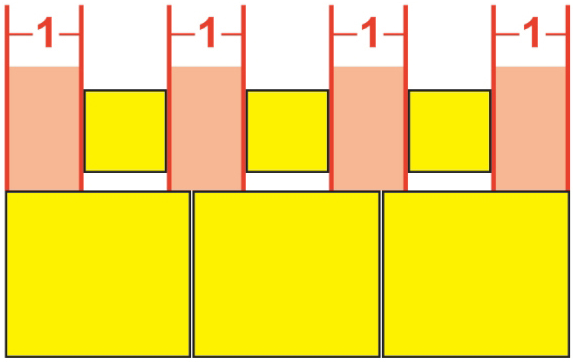
Forced alignment of rubi text

- **1–2–1 (JIS) Rule**: Aligns rubi text with base text according to a 1:2:1 ratio, leaving a certain amount of space at the beginning and end of the line of rubi text.



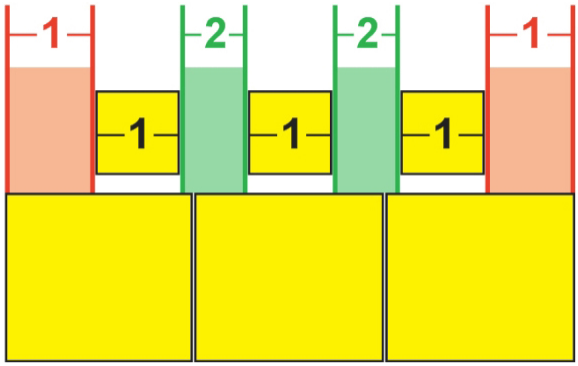
1–2–1 (JIS) Rule alignment of rubi text

- **Equal Space**: Aligns rubi text so that the space at the beginning of the line of rubi text, the space at the end of the line of rubi text, and the spaces between each rubi text character are equal.



Equal Space alignment of rubi text

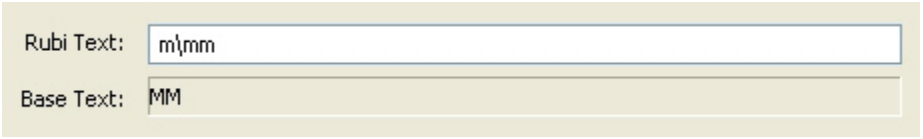
- **1 Rubi Space**: Aligns rubi text so that the space at the beginning of the line of rubi text and the space at the end of the line of rubi text are equal to the width of one rubi text character but not equal to the spaces between each rubi text character. The spaces between rubi text characters are distributed evenly.



1 Rubi Space alignment of rubi text

Mono rubi

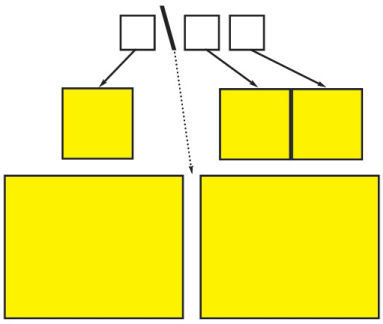
To control the placement of individual rubi text characters, insert a backslash or Japanese Yen sign between rubi text characters in the **Rubi Text** field of the **Rubi** dialog box (**Style** menu).



Backslashes between rubi text characters indicate mono rubi.

For example, if you select two base text characters that are associated with three rubi text characters, and you want only the first rubi text character to be placed over the first base text character and the other two to be placed over the second base character, insert a backslash between the first and second rubi text characters. Backslashes correspond with the spaces between base text

characters, so you can place as many rubi text characters between backslashes as you want.

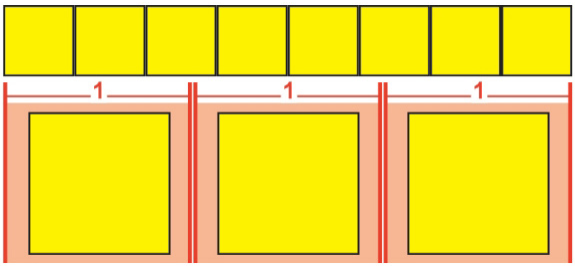


Backslashes correspond with the space between base text characters

Rubi base alignment options

You can apply **Base Alignment** options only when rubi text overhangs the base text. The **Base Alignment** options are:

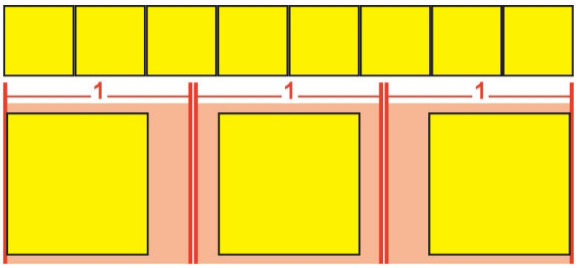
- **None**: No base text alignment is applied.
- **Left**: Aligns base text with the left side of rubi text in a horizontal story.
- **Centered**: Aligns base text under or next to rubi text so that rubi text has equal overhang on each side of the base text.
- **Right**: Aligns base text with the right side of rubi text in a horizontal story.
- **Top**: Aligns base text with the top of rubi text in a vertical story.
- **Bottom**: Aligns base text with the bottom of rubi text in a vertical story.
- **Justified**: Centers base text under or next to rubi text as shown in the diagram below. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are justified in the remaining space.)



Justified alignment of base text

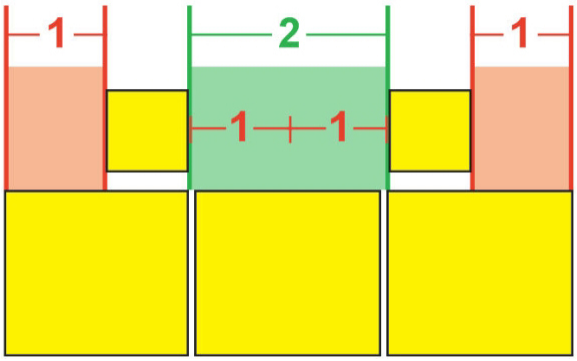
- **Forced**: Aligns base text flush with the left and right of rubi text in a horizontal story, or flush with the top and bottom of rubi text in a vertical

story. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are force-justified in the remaining space.)



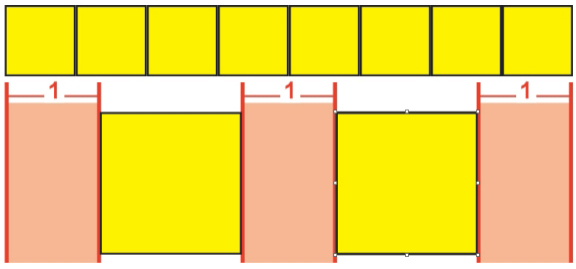
Forced alignment of base text

- **1–2–1 (JIS) Rule**: Aligns base text with rubi text according to a 1:2:1 ratio, leaving a certain amount of space at the beginning and end of the line of base text.



1–2–1 (JIS) Rule alignment of base text

- **Equal Space**: Aligns base text so that the space at the beginning of the line of base text, the space at the end of the line of base text, and the spaces between base text characters are equal. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are distributed in the remaining space.)

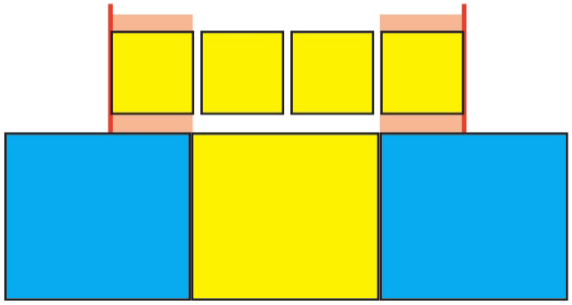


Equal Space alignment of base text

Rubi overhang options

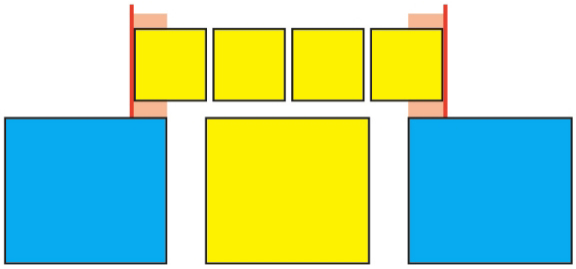
The **Overhang Rubi** options in the **Text** tab of the **Rubi** dialog box (**Style** menu)let you control how far rubi text characters overhang on either side of a base text character that is unrelated to overhanging rubi text characters. The colored diagrams below demonstrate the different **Overhang Rubi** options. Yellow signifies base text and rubi text that are related to each other. Blue signifies base text that is unrelated to the overhanging rubi text.

- **None**: No overhang is allowed.
- **Up to 1 Rubi Character**: Allows the full width of a rubi text character to overhang an unrelated base text character.



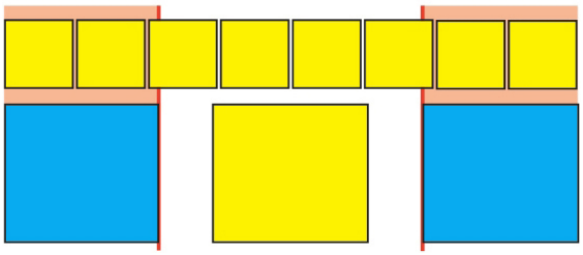
Up to 1 Rubi Character

- **Up to ½ Rubi Character**: Allows ½ the width of a rubi text character to overhang an unrelated base text character.



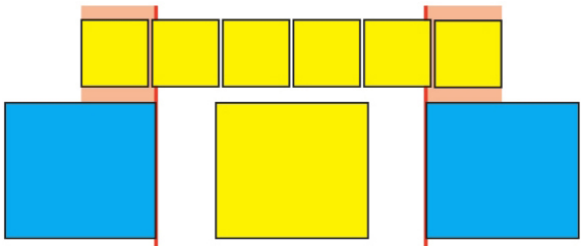
Up to ½ Rubi Character

- **Up to 1 Base Character**: Allows the full width of a base text character to be placed under unrelated rubi text characters.



Up to 1 Base Character

- **Up to ½ Base Character**: Allows ½ the width of a base character to be placed under unrelated rubi text characters.

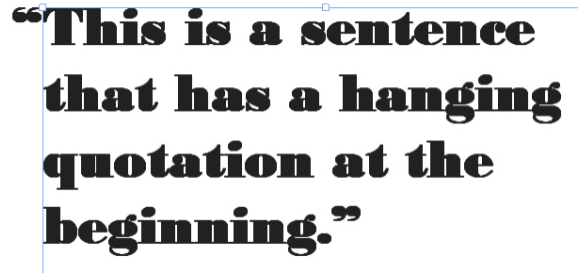


Up to ½ Base Character

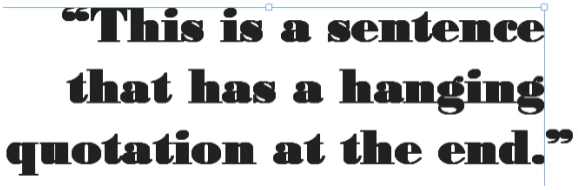
- **Unrestricted**: Allows overhang without any restrictions.

Working with hanging characters

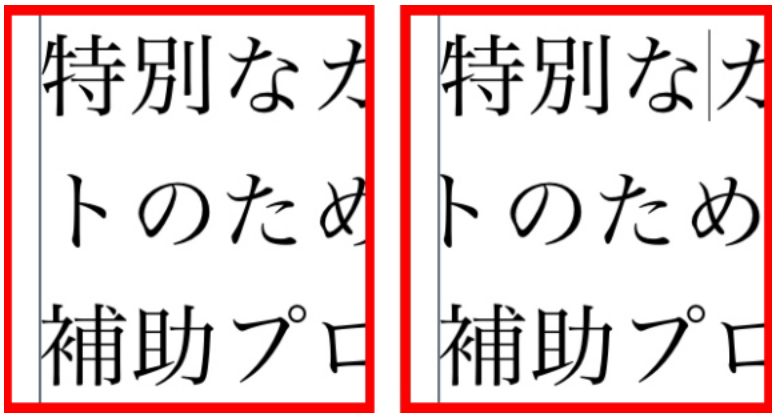
Hanging character sets handle both *hanging punctuation* and *margin alignment*. Margin alignment lets you hang characters partially outside the margin to create visually uniform text alignment along the margin. Hanging punctuation lets you hang punctuation characters fully outside the margin so that the text is flush against either a uniform margin at the beginning of a line of text (leading) or against a uniform margin at the end of a line of text (trailing).For example, the quotation mark in the first sample text below is hanging outside the leading margin, which allows the first character in the first line of text to align evenly with the rows of text below it. The quotation mark in the second sample text below is hanging outside the trailing margin.



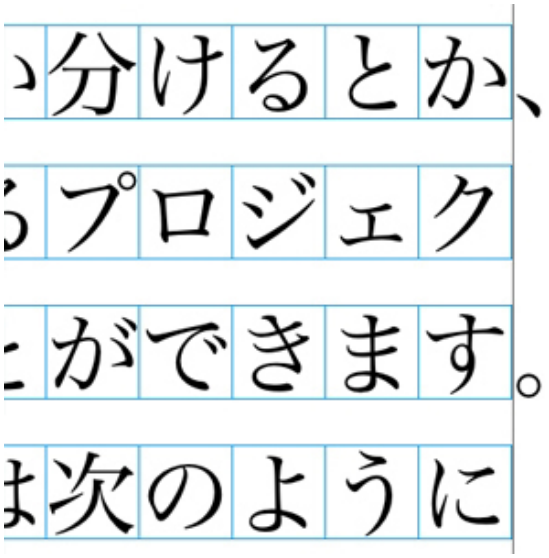
The opening quotation mark in this sample text is a leading hanging character



The closing quotation mark in this sample text is a trailing hanging character



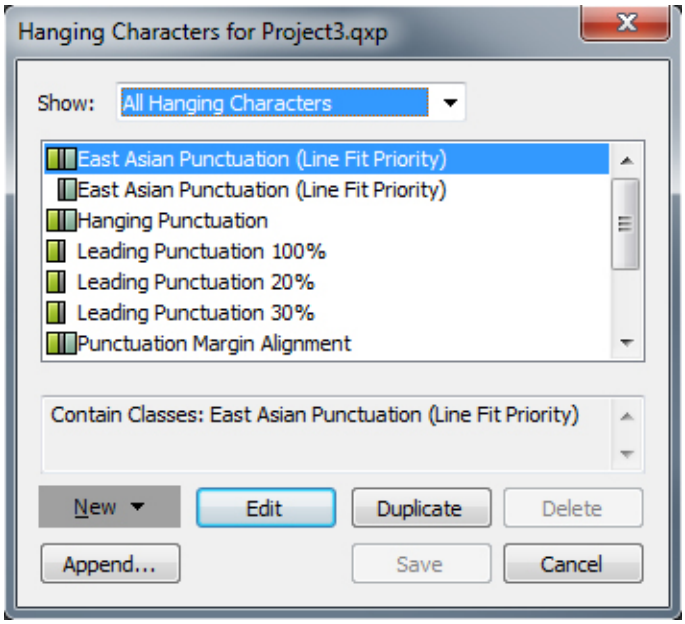
The second line in this sample text shows no hang on the left, but shows a leading hang on the right.



The punctuation characters in this sample text are trailing hanging characters.

You can create custom *hanging character classes* and *hanging character sets*, or you can use the default classes and sets that come with the software. A hanging character class is a group of characters that should always hang outside the margin or indent inside the margin by the same percentage. A hanging character set is a group of hanging character classes. You can use a hanging character set to apply one or several hanging character classes to paragraphs.

To view, create, edit, duplicate, and delete hanging character sets and classes, use the **Hanging Characters** dialog box **(Edit > Hanging Characters)**.



The Hanging Characters dialog box

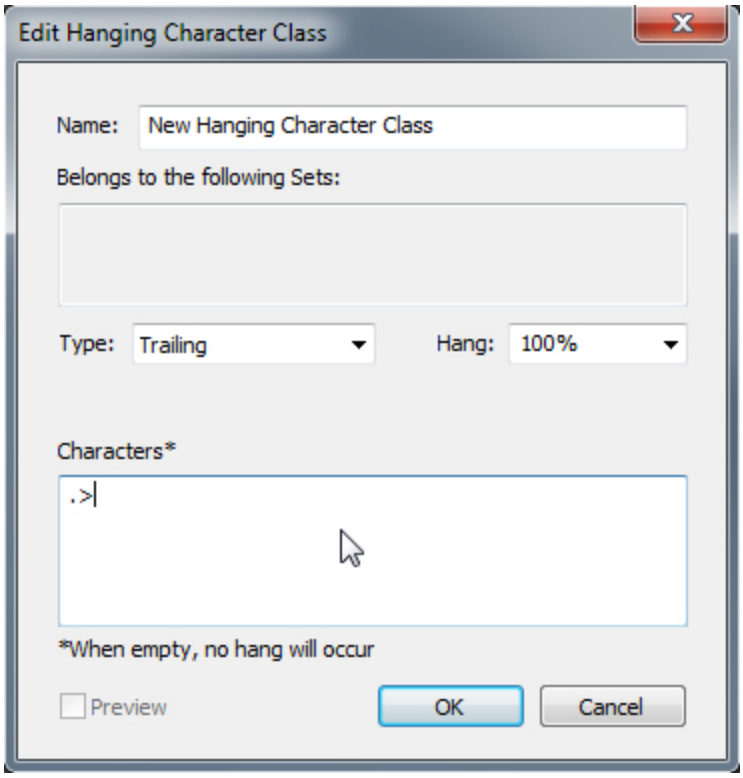
Hanging character sets are preceded by a icon. Hanging character classes are preceded by a icon.

If you select a hanging character set in the center pane of the dialog box, the lower pane displays the hanging character classes that belong to that set. If you select a class in the center pane of the dialog box, the lower pane displays the sets to which the selected class belongs and the attributes of the selected class.

➡ To compare hanging character sets or classes, select two classes or sets in the **Hanging Characters** dialog box and press Option/Alt. The **Append** button changes to **Compare**.

Creating hanging character classes

Use the **Edit Hanging Character Class** dialog box **(Edit > Hanging Characters > New > Class)** to specify the characters to be included in a hanging character class, the hang percentage of the class, and whether the class is leading or trailing.



The Edit Hanging Character Class dialog box

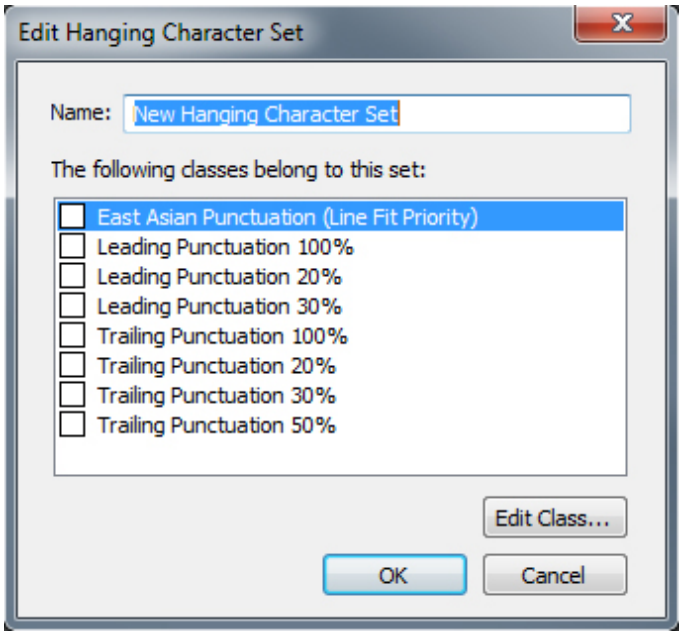
Enter characters in the **Characters** pane. Then choose a percentage from the **Hang** drop-down menu. The *hang percentage* specifies what percentage of the glyph width should always hang over the margin or what percentage of the glyph width should always indent. For example, if you choose **–50%**, the characters in the character class indent inside of the margin by half of their glyph width. If you choose **100%**, the characters in the character class hang outside of the margin by their full glyph width.

Next, choose whether the character class is **Leading** or **Trailing**. Characters in a **Leading** class hang over the beginning margin. Characters in a **Trailing** class hang over the end margin.

➡ After you have saved a hanging character class in a hanging character set, you can check **Preview** to view changes to the hanging character class as you edit.

Creating hanging character sets

Use the **Edit Hanging Character Set** dialog box **(Edit > Hanging Characters > New > Set)** to specify the hanging character classes to be included in a hanging character set.



The Edit Hanging Character Set dialog box

The center pane of the dialog box displays all of the available hanging character classes that can be added to a hanging character set. Check the boxes next to the classes you want to add, give the hanging character set a name, and then click **OK**.

To edit a hanging character class before saving the new hanging character set, select the class and click **Edit Class**.

➡ You cannot specify different leading or trailing values for a single character within a hanging character set.

Applying hanging character sets

To apply a hanging character set to text, choose an option from the **Hanging Character Set** drop-down menu in the **Paragraph** tab of the **Measurements** palette.

To apply a hanging character set to a paragraph style sheet, choose an option from the **Hanging Character Sets** drop-down menu in the **Formats** tab of the **Edit Paragraph Style Sheet** dialog box **(Edit > Style Sheets > New > Paragraph** or **Edit > Style Sheets > Edit)**.

Working with Mojigumi sets and classes

The Mojigumi feature lets you control spacing for specific punctuation characters when they occur in particular locations. To use this feature, you must choose or create a *Mojigumi character class* and a *Mojigumi set*.

- A *Mojigumi character class* is a named set of punctuation characters that should always be spaced in a particular way.
- A *Mojigumi set* is a set of character spacing specifications based on the widths of character em boxes. For example, a mojigumi set might dictate that open punctuation should use fixed half-width spacing when it occurs at the beginning of a line, and that close punctuation should use full-width or half-width spacing when it occurs at the end of a line. Each Mojigumi set is associated with one mojigumi character class.

To use the Mojigumi feature, apply a mojigumi set to a paragraph. The Mojigumi set's settings are applied to the characters in the associated mojigumi character class.

For example, if you do not want a parenthesis to occupy a full em-box width when it occurs between two full-width characters, you can create a Mojigumi character class that contains parentheses and then specify in the Mojigumi set settings that these characters should always use a half-em width when they fall between two full em-width characters.

➡ Only one Mojigumi set can be applied to each paragraph.

➡ For more information about the difference between characters and glyphs, see "*Working with the Glyphs palette*."

Creating and editing Mojigumi character classes

A *Mojigumi character class* is a named set of punctuation characters that is designed to be used with a Mojigumi set (for more information, see "*Working with Mojigumi sets and classes*"). You can create custom Mojigumi character classes, or you can use the default Mojigumi character classes that come with the software.

To create a custom Mojigumi character class:

1. Choose **Edit > Mojigumi > Character Classes**. The **Mojigumi Character Classes** dialog box displays.
2. Click **New**. The **Edit Mojigumi Character Class** dialog box displays.
3. Enter a name in the **Name** field.
4. Enter characters in the **OpenPunctuation** field, the **Close Punctuation (Paren)** field, the **Close Punctuation (Kutoh-ten)** field, and the **Middle Punctuation** field.
5. Click **OK**.
6. Click **Save**.

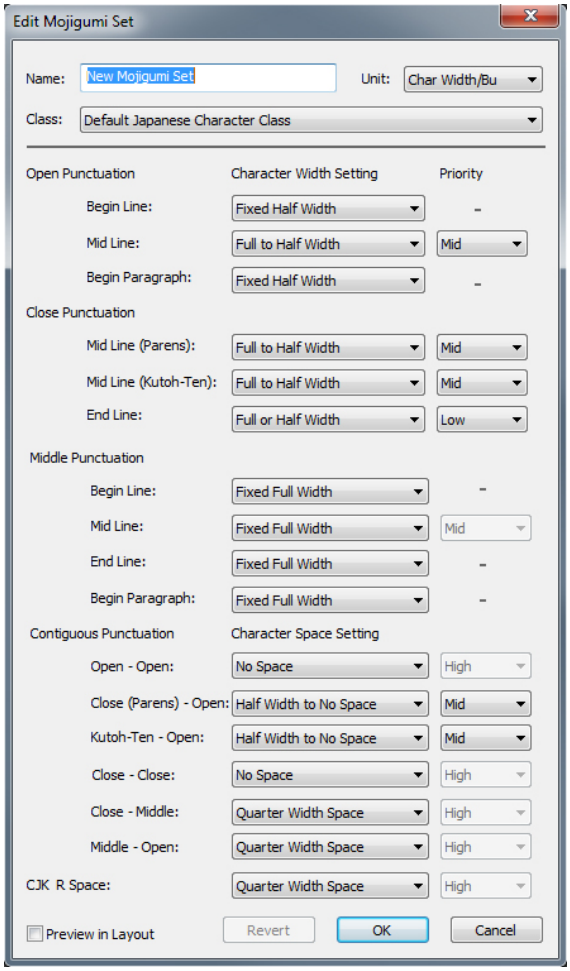
➡ *Kutoh-ten* is a Japanese word meaning "period and comma."

Creating and editing Mojigumi sets

A Mojigumi set is a set of specifications that can be associated with a Mojigumi character class and then applied to paragraphs. For more information, see "*Working with Mojigumi sets and classes*."

To create a Mojigumi set, choose **Edit > Mojigumi > Sets** to display the **Mojigumi Sets** dialog box. Next, click **New**. When the **Edit Mojigumi Set** dialog box displays, enter a name in the **Name** field and then choose a Mojigumi character class from the **Class** drop-down menu.

The settings in the **Edit Mojigumi Sets** dialog box let you control the width or spacing for characters in the specified Mojigumi character class. You can also control which adjustments take priority.



The Edit Mojigumi Sets dialog box

- **Name**: Displays the name of the Mojigumi set being edited.
- **Units**: Specify the units that you prefer to see in this dialog.
- **Class**: Displays the name of the Mojigumi character class being edited.

Open Punctuation

- **Begin Line**: Specify character width or spacing for opening punctuation that falls at the beginning of a line.
- **Mid Line**: Specify character width or spacing for opening punctuation that falls in the middle of a line.
- **Begin Paragraph**: Specify character width or spacing for opening punctuation that falls at the beginning of a paragraph. This setting takes priority over the **Begin Line** setting.

Close Punctuation

- **Mid Line (Parens)**: Specify character width or spacing for closing punctuation that falls in the middle of a line.
- **Mid Line (Kutoh-ten)**: Specify character width or spacing for *Kutoh-ten* that falls in the middle of a line. *Kutoh-ten* is a Japanese word meaning “period and comma."
- **End Line**: Specify character width or spacing for closing punctuation that falls at the end of a line.

Middle Punctuation

- **Begin Line**: Specify character width or spacing for middle punctuation that falls at the beginning of a line.
- **Mid Line**: Specify character width or spacing for middle punctuation that falls in the middle of a line.
- **End Line**: Specify character width or spacing for middle punctuation that falls at the end of aline.
- **Begin Paragraph**: Specify character width or spacing for middle punctuation that falls at the beginning of a paragraph. This setting takes priority over the **Begin Line** setting.

Contiguous Punctuation

- **Open — Open**: Specify character width or spacing for adjacent opening punctuation. For example: ((
- **Close (Parens) — Open**: Specify character width or spacing for adjacent closing and opening punctuation. For example:)(
- **Kutoh-ten — Open**: Specify character width or spacing for *Kutoh-ten* that is adjacent to opening punctuation. *Kutoh-ten* is a Japanese word meaning “period and comma." For example:. (

- **Close — Close**: Specify character width or spacing for adjacent closing punctuation. For example:))
- **Close — Middle**: Specify character width or spacing for adjacent closing and middle punctuation. For example: ;)
- **Middle — Open**: Specify character width or spacing for adjacent middle and opening punctuation. For example: (:

CJK & R Space

Specify the character spacing for Chinese, Japanese, or Korean characters that are adjacent to Roman characters. This feature overrides the percentage in the **Space between CJK & R** field in the **Character** pane of the **Preferences** dialog box (QuarkXPress/Edit > Preferences). However, this affects only the characters in the Mojigumi character set.

Character Width Setting, Character Space Setting

Specify the character width or spacing for **Open Punctuation**, **Close Punctuation**, **Middle Punctuation**, and **Contiguous Punctuation**.

- **Fixed Full Width**: Specify the character width to a fixed full-em width.
- **Fixed Half Width**: Specify the character width to a fixed half-em width.
- **Full Width to Half Width**: Specify the character width to a full-em width, but allow characters to be squeezed down to a half-em width.
- **Half Width to Full Width**: Specify the character glyph width to a half-em width, but allow characters to be stretched up to a full-em width.
- **Full Width or Half Width**: Allow characters to fit either a full-em width or a half-em width. Full width has priority.
- **Half Width or Full Width**: Allow characters to fit either a half-em width or a full-em width. Half width has priority.
- **Full Width Space**: Specify the space between character glyphs to a full-em width.
- **Half Width Space**: Specify the space between character glyphs to a half-em width.
- **Full Width to No Space**: Specify the space between character glyphs to a full-em width, but allow spaces to be squeezed to no-em width.
- **Half Width to No Space**: Specify the space between character glyphs to a half-em width, but allow spaces to squeeze to no-em width.
- **None to Half Width Space**: Specify the space between character glyphs to no-em width, but allow spaces to be stretched to a half-em width.

- **Quarter Width Space**: Specify the space between character glyphs to a quarter-em width.
- **Quarter Width to No Space**: Specify the space between character glyphs to a quarter-em width, but allow spaces to be squeezed to no-em width.

Priority

Specify the order in which Mojigumi spacing adjusts.

- **High**: Adjust first.
- **Mid**: Adjust second.
- **Low**: Adjust last.

Preview

Enable or disable an editable preview of the width and spacing settings.

Applying Mojigumi sets

To apply a Mojigumi set to a paragraph, choose its name from the **Mojigumi Sets** drop-down menu in the **Paragraph** tab of the **Measurements** palette.

To apply a Mojigumi set to a paragraph style sheet, choose the Mojigumi set name from the **Mojigumi Sets** drop-down menu in the **Format** tab of the **Edit Paragraph Style Sheet** dialog box (**Edit > Style Sheets > New > Paragraph** or **Edit > Style Sheets > Edit**).

➡ You can apply only one Mojigumi set to a paragraph.

Character mapping for legacy projects

Projects saved in East Asian versions of QuarkXPress earlier than 8.0 do not contain Unicode text. Rather, they contain text that is stored with a particular encoding (such as GB2312, Big5, ShiftJIS, or x-mac-korean). When you open such files in QuarkXPress 8 or later, the application attempts to automatically convert encoding-specific characters to Unicode characters. However, the default Unicode conversion may not work for the following types of characters:

- Characters that are in a Traditional Chinese encoding's UDA/VDA (User Defined Area/Vendor Defined Area) range.
- Characters that are in an encoding's custom character range.

Those characters may not map to specific Unicode glyphs, so the glyphs that correspond to these code points may differ from font to font. For example, a character that is in an encoding's UDA/VDA range may map to one glyph in a font that uses the Taiwanese Big5 character mapping standard, but map to a

different glyph in a font that uses Hong Kong's Big5 character mapping standard. A character in an encoding's custom character range may be mapped to glyphs that are specific to a particular language or industry.

QuarkXPress includes mapping tables that make it easy to solve the first problem. You can also create your own mapping tables to accommodate projects that use custom characters.

Mapping for projects that use UDA/VDA characters

When you open a project created in a Chinese version of QuarkXPress 3 or 4, QuarkXPress automatically highlights all UDA/VDA characters to indicate that they should be checked to make sure they display the proper glyph. You can turn off this highlighting by unchecking the **Highlight characters defined by Traditional Chinese font vendors** box in the **Fonts** pane of the **Preferences** dialog box(**QuarkXPress/Edit >Preferences**).

If a project's highlighted glyphs display incorrectly, you may need to map the characters in that project to Unicode using a *mapping table*. A mapping table is a text file that tells QuarkXPress how to convert text that uses a particular flavor of encoding to Unicode. Each mapping table contains a list of encoding-specific code points and their corresponding Unicode codepoints.

If you know that a pre-8.0 project uses (for example) the Hong Kong Big5 encoding, you can use a Hong Kong Big5 mapping table to convert its characters to Unicode when you first open the project in QuarkXPress 8.0 or later. QuarkXPress ships with several such mapping tables. To use one of these included mapping tables, first navigate to the "CustomMappingTables" folder:

- macOS: [DRIVE]:Library:Application Support:Quark:QuarkXPress[version]:CustomMappingTables
- Windows: [DRIVE]:\ProgramData\Quark\QuarkXPress[version]\CustomMappingTables

Within this folder are the following mapping table files:

- *chinsimpmac.txt:* Used for legacy files that use Mac OS Simplified Chinese encodings.
- *chintradbig5.txt:* Used for legacy files that use Traditional Chinese encodings.
- *japanesemac.txt:* Used for legacy files that use Mac OS Japanese encodings
- *japanesewin.txt:* Used for legacy files that use Windows Japanese encodings.
- *koreanmac.txt:* Used for legacy files that use Mac OS Korean encodings.
- *koreanwin.txt:* Used for legacy files that use Windows Korean encodings.

As installed, these mapping tables contain instructions for creating custom mappings, but they do not include any actual mappings. To utilize a special

mapping, you must replace one of these files with a file that does contain mappings for a particular type of encoding. You can find such files in the folders in the "LegacyMappingTables" folder (inside the "CustomMappingTables" folder):

- *Hong Kong:* Contains a "chintradbig5.txt" file that maps Hong Kong Big5 characters to Unicode.
- *Korean:* Contains a "koreanmac.txt" file that maps Mac OS Korean characters to Unicode.
- *Taiwanese:* Contains a "chintradbig5.txt" file that maps Taiwan Big5 characters to Unicode.

For example, if you have a pre-8.0 project that uses the Hong Kong Big5 encoding, copy the "chintradbig5.txt" folder from the LegacyMappingTables/Hong Kong folder to the "CustomMappingTables" folder, replacing the existing "chintradbig5.txt" file (you may want to save a copy of the original "chintradbig5.txt" file elsewhere). Then quit QuarkXPress, relaunch, and open the project. When you open the project, QuarkXPress uses the Hong Kong-specific mapping table to convert the project's Big5 text to Unicode.

➡ Mapping tables are used only when opening pre-8.0 projects. Once you have saved a project in the current QuarkXPress version format, the text is in Unicode and the mapping table is no longer required.

Mapping for projects that use custom characters

If characters in a legacy project use an extended code range, those characters may display incorrectly when you open that project in QuarkXPress 8.0 or later. To fix this problem, you can change the way the problematic characters are mapped to Unicode characters by using a custom *mapping table*. A mapping table is a text file that tells QuarkXPress how to convert text that uses a particular flavor of encoding to Unicode. Each mapping table contains a list of encoding-specific code points and their corresponding Unicode code points.

To create a mapping table, first navigate to the "CustomMappingTables" folder:

- macOS: [DRIVE]:Library:Application Support:Quark:QuarkXPress[version]:CustomMappingTables
- Windows: [DRIVE]:\Documents and Settings\ProgramData\Quark\QuarkXPress[version]\CustomMappingTables

Within this folder are the following mapping table files:

- *chinsimpmac.txt:* Used for legacy files that use Mac OS Simplified Chinese encodings.
- *chintradbig5.txt:* Used for legacy files that use Traditional Chinese encodings.
- *japanesemac.txt:* Used for legacy files that use Mac OS Japanese encodings.

- *japanesewin.txt:* Used for legacy files that use Windows Japanese encodings.
- *koreanmac.txt:* Used for legacy files that use Mac OS Korean encodings.
- *koreanwin.txt:* Used for legacy files that use Windows Korean encodings.

As installed, these mapping tables contain instructions for creating custom mappings, but they do not include any actual mappings. To create custom mappings, open the file that corresponds to the encoding used by the target project, and then follow the instructions in the file to create the mappings you need. Then quit QuarkXPress, relaunch, and open the project. When you open the project, QuarkXPress uses your custom mapping table to convert the project's characters to Unicode.

➡ Mapping tables are used only when opening pre-8.0 projects. Once you have saved a project in the current QuarkXPress version format, the text is in Unicode and the mapping table is no longer required.

Type Tricks

Type Tricks adds the following typographic utilities: Make Fraction, Make Price, Word Space Tracking, Line Check, and Custom Underline.

Make Fraction

The **Make Fraction** command (**Style > Type Style**) enables you to format fractions automatically. This command becomes active when a fraction is selected or the cursor is placed adjacent to (and on the same line as) the characters that make up the fraction. Examples of fractions that could be formatted are: 11/42, 131/416, and 11/4x.

To convert characters into a fraction, select the characters and choose **Style > Type Style > Make Fraction**.

The characters in the fraction are converted using Baseline Shift and the formatting specified in the **Fraction/Price** tab of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences > Application > Fraction/Price**).

Make Price

The **Make Price** command (**Style > Type Style**) enables you to format prices automatically. This command is available when text that can be formatted as a price (such as $1.49, £20.00, and a.bc) is selected or the cursor is adjacent to (and on the same line as) any of the characters. A price must contain a radix (decimal symbol), which is indicated by a period or comma. Characters before and after the radix can be only letters or numbers.

To convert characters to a price, select the characters you want to format and choose **Style > Type Style > Make Price**.

When you apply **Make Price**, QuarkXPress automatically applies the superior type style to the characters that follow the radix.

The appearance of converted fractions and prices is determined by the values and selections entered in the **Fraction/Price** tab of the **Preferences** dialog box (**Edit > Preferences > Application > Fraction/Price**).

Word Space Tracking

The Word Space Tracking feature enables you to apply tracking to word spaces only. (Tracking values are normally applied between both characters and words.) This feature can only be accessed through keyboard commands. To increase word space tracking, press Cmd+Control+Shift+] (Mac)/ Ctrl+Shift+@ (Windows). To decrease word space tracking, press Cmd+Control+Shift+[(Mac)/ Ctrl+Shift+! (Windows)

➡ Word Space Tracking is applied by applying manual kerning after each selected space. To remove Word Space Tracking, select the text and then choose **Style > Remove Manual Kerning**

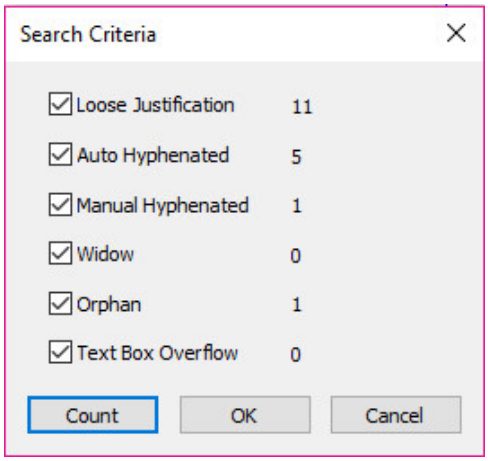
Line Check

Use the **Line Check** feature to find widows, orphans, loosely justified lines, lines that end with a hyphen, and text box overflow. **Line Check (Utilities > Line Check)** moves through a document, highlighting questionable lines.

To specify what Line Check should look for, display the **Search Criteria** dialog box **(Utilities > Line Check > Search Criteria**) and check the categories of undesirable typography you want to search for:

- **Loose Justification** is a justified line containing word or character spaces that exceed the maximum word or character space values in the hyphenation and justification specifications applied to the paragraph.
- An **Auto Hyphenated** line ends with a hyphen placed by the automatic hyphenation function.
- A **Manual Hyphenated** line ends with a hyphen entered by a user.
- A **Widow** is the last line of a paragraph, less than a full measure wide, that falls at the top of the following column or page.
- An **Orphan** is the first line of a paragraph that falls at the bottom of a column or page.

- **Text Box Overflow** occurs when text cannot be displayed within its text box. This condition is represented by an overflow symbol in the lower right corner of a text box.



To search the entire document, place the cursor somewhere in the text and choose **Utilities > Line Check > First Line**. To search from the location of the cursor to the end of the document, place the cursor where you want to start the search and choose **Utilities > Line Check > Next Line** or press Command+;/Ctrl+;. To continue the search, press Command+;/Ctrl+;.

Custom Underline

The Custom Underline feature lets you customize the color, shade, width, and offset of underlines. Custom underlines behave much like type style underlines, but can be customized with more control over the underline attributes.

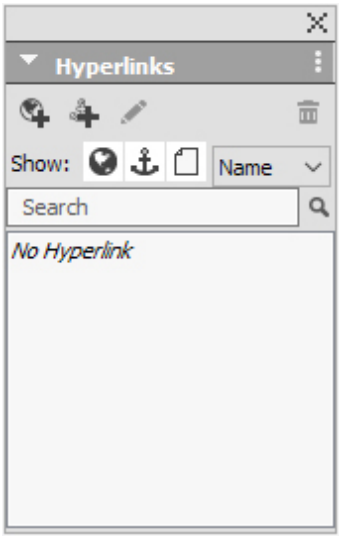
Custom underline styles work much like style sheets. To create, edit, or delete an underline style, choose **Edit > Underline Styles**. To apply a custom underline style, choose its name from the **Style > Type Style > Underline Styles** submenu.

To apply a custom underline, select the text you want to underline and choose **Style > Type Style > Underline Styles > Custom** . In the **Underline Attributes** dialog box, you can specify the color, shade, width, and offset of the underline.

To remove a custom underline, select the text and then choose **Style > Type Style > Underline Styles > Remove Custom Underline**.

Hyperlinks

In most HTML tools, you create a hyperlink by selecting a range of text or an image and then entering the URL into a field. QuarkXPress does things a little differently.



The Hyperlinks palette

Destinations

A *destination* is a "container" for a particular URL. Just as a QuarkXPress project can contain lists of colors and style sheets, it can contain a list of destinations. Each destination contains one of the following types of URL:

- **URL**: Points to a particular resource on the Web.
- **Page**: Points to a particular page in the same layout.
- **Anchor**: Points to a particular part of a page in the layout.

➡ Although the user interface differentiates between URLs, pages, and anchors, the actual link included in the exported HTML file is always a URL.

Just like colors and style sheets, each destination has a name. You can give any name you want to a destination. For example, if you have a destination for the URL http://www.quark.com, you could name it "Quark Web Site."

Just as you can see a list of a project's colors in the **Colors** palette, you can see the list of a project's destinations in the **Hyperlinks** palette. And just as you can apply a color from the **Colors** palette, you can "apply" a destination to the selected text or item by clicking that hyperlink in the **Hyperlinks** palette.

You can edit your list of destinations in the **Hyperlinks** dialog box (**Edit** menu). Note that as with colors, a project's destination list can contain destinations that are not actually used in the project.

➡ If you prefer to create hyperlinks by selecting something and then entering a URL, you can still do so in QuarkXPress. However, you should be aware that when you do so, you are creating a destination, and that destination will be added to the project's list of destinations and listed in the **Hyperlinks** palette.

Anchors

An *anchor* is simply a marker that you have attached to an object somewhere in the layout. You can attach anchors to the following:

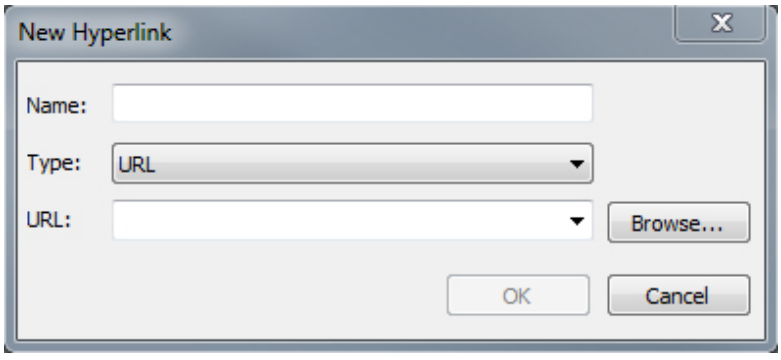
- A word, character, or string in a raster or HTML text box or in text on a path
- A picture box
- A particular area in an image map
- A particular cell in a table
- An empty box
- A line

In QuarkXPress, anchor indicators look like this: or .

Creating a destination

A destination contains a URL that a hyperlink can point to. To create a destination:

1. Choose **Window > Hyperlinks**. The **Hyperlinks** palette displays.
    - To specify the URL manually, choose **URL**, and then either type the URL in the **URL** field or use the **Select** button to create a path to a particular file. (Keep in mind that you must make sure the path is still valid in the exported HTML page.) You can choose from four common protocols using the drop-down menu next to the **URL** field.
    - To link to a different page in the same layout, choose **Page** from the **Type** field and then choose a page from the **Page** drop-down menu.
    - To link to a particular anchor in the same layout, choose **Anchor** from the **Type** field and then choose an anchor from the **Anchor** drop-down menu.
2. Click **OK**. (If you are adding multiple destinations, press Shift while you click **OK**, and the **New Hyperlink** dialog box will remain open.)

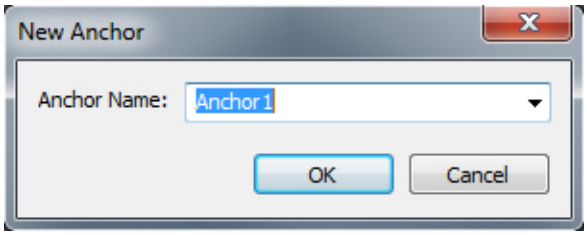


Create a destination using the New Hyperlink dialog box.

Creating an anchor

An anchor is simply a pointer to a specific place in a layout. To create an anchor:

1. Choose **Window > Hyperlinks**. The **Hyperlinks** palette displays.
   - Click the **New Anchor** button in the **Hyperlinks** palette.
   - Choose **Style > Anchor > New**.
   - Display the **Hyperlinks** palette menu and choose **New Anchor**.
   - Display the context menu for the selected text or item and choose **Anchor > New**.
2. Enter a name for the anchor in the **Anchor Name** field or choose an unused anchor name from the drop-down menu.
3. Click **OK**.



Configure a new anchor using the New Anchor dialog box.

➡ To create an "empty" anchor, deselect everything and then click the **New Anchor** button in the **Hyperlinks** palette. Use this method to create hyperlinks that point to anchors in parts of the layout that you don't have access to or that you haven't created yet.

Creating a hyperlink using an existing destination

A hyperlink is a text string, box, or line that points to a particular destination. To create a hyperlink using an existing destination, select the range of text or picture box you want to use as the hyperlink, and then do one of the following:

- Click a destination in the **Hyperlinks** palette.
- Choose **Style > Hyperlink > [destination]**.
- Display the context menu for the selected text or item and choose **Hyperlink > [destination]**.

Creating a hyperlink from scratch

A hyperlink is a text string, box, or line that points to a particular destination. To create a hyperlink and a destination at the same time:

1. Select the range of text or item you want to use as the hyperlink.

- Click the **New Hyperlink** button in the **Hyperlinks** palette.
- Choose **Style > Hyperlink > New**.
- Display the context menu for the selected text or box and choose **Hyperlink**.
- To specify the URL manually, choose **URL**, and then either type the URL in the **URL** field or use the **Select** button to create a path to a particular file. (Keep in mind that you must make sure the path is still valid in the exported HTML page.) You can choose from four common protocols using the drop-down menu next to the **URL** field.
- To link to a different page in the same layout, choose **Page** and then choose a page from the **Page** drop-down menu.
- To link to a particular anchor in the same layout, choose **Anchor** and then choose an anchor from the **Anchor** drop-down menu.

2 Click **OK**.

Showing links in the Hyperlinks palette

The **Show** buttons and drop-down menu in the **Hyperlinks** palette let you control what is displayed in the palette's scroll list:

- Click the **Show Destinations** button to show destinations.
- Click the **Show Anchors** button to show anchors.
- Click the **Show Page Links** button to show links to pages in this layout.
- Choose **Name** to show items in the list by their names, or choose **Link** to show items in the list by their URL.

Formatting hyperlinks

By default, hyperlinked text is underlined and colored according to the default colors defined in the **Preferences** dialog box (**Print Layout or Digital Layout > General**). You can override the default appearance of individual hyperlinks by selecting the specific word(s) in the hyperlink and applying the desired formatting (color, size, and font).

If you change the formatting of a paragraph that contains hyperlinked text, the hyperlinks will reflect the font and font-size changes of the paragraph, while retaining their default color and underlined text formatting.

Editing and deleting destinations

To edit the name or URL of a destination, select the destination in the **Hyperlinks** palette and click the **Edit** button . Any changes you make apply to all hyperlinks in this layout that use the destination.

To delete a destination, select the destination in the **Hyperlinks** palette and click the **Delete** button . All hyperlinks to this destination are removed from the layout.

Alternatively, you can edit and delete destinations using the **Hyperlinks** dialog box (**Edit** menu).

Editing and deleting anchors

To edit the name of an anchor, select the anchor in the **Hyperlinks** palette and click the **Edit** button . You can edit the name of the anchor and the anchor itself. If an anchor does not have a name, only the anchor displays in the **Hyperlinks** palette.

To delete an anchor, select the anchor in the **Hyperlinks** palette and click the **Delete** button . All hyperlinks to this anchor are removed from the layout.

Alternatively, you can edit and delete anchors using the **Hyperlinks** dialog box (**Edit** menu).

Editing and deleting hyperlinks

To edit the destination of a hyperlink, select the hyperlink in the layout, click the **Edit** button in the **Hyperlinks** palette, and then enter a new value in the **URL** field or choose an option from the drop-down menu next to the **URL** field.

To remove the destination of a hyperlink, select the hyperlink in the layout and then click **No Hyperlink** in the **Hyperlinks** palette or choose **Style > Hyperlink > Delete**.

Navigating using the Hyperlinks palette

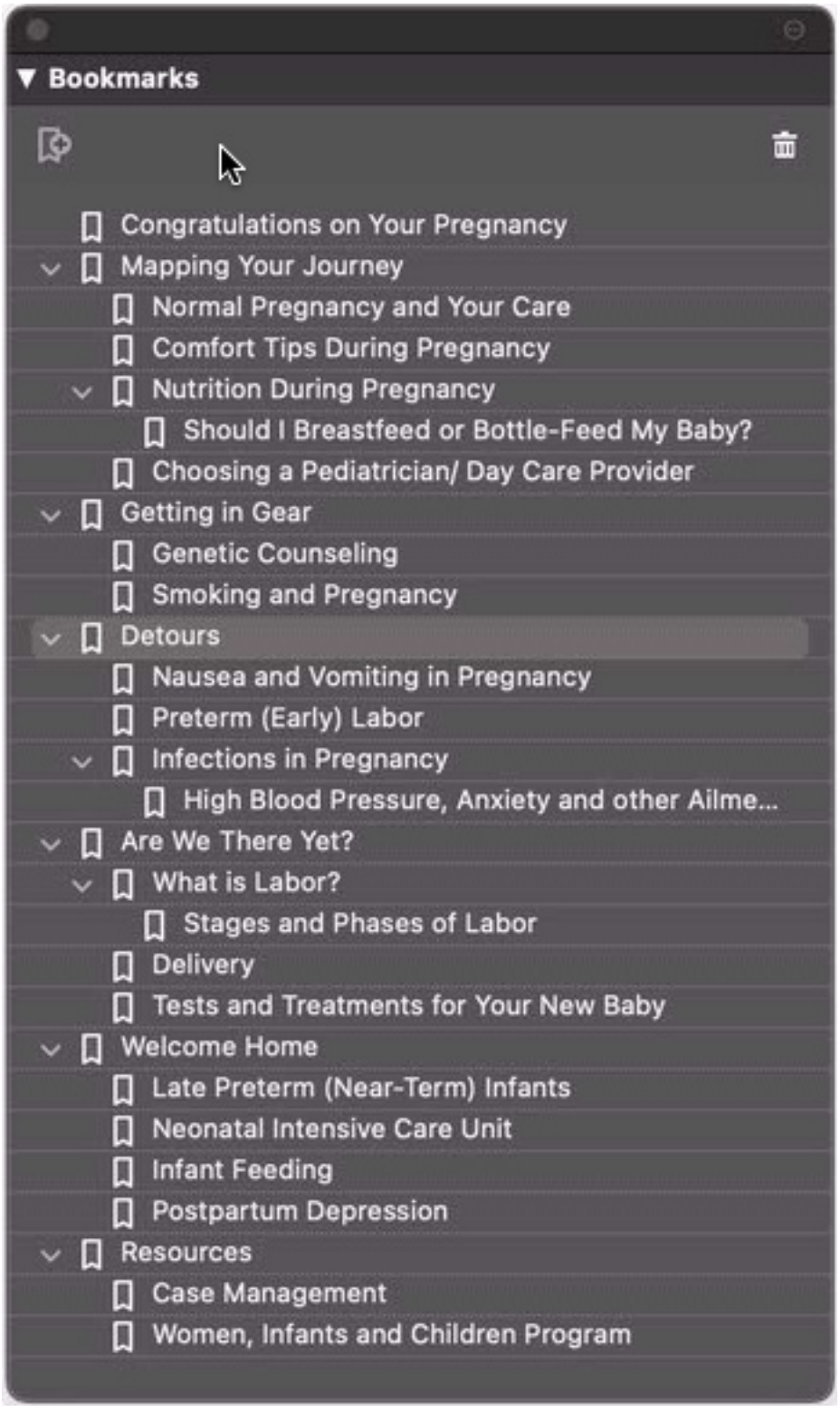
In addition to creating hyperlinks in the **Hyperlinks** palette, you can use the **Hyperlinks** palette to navigate to hyperlinks and anchors in the active QuarkXPress layout. To navigate using the **Hyperlinks** palette:

- To view a destination that is a URL, double-click that destination in the **Hyperlinks** palette. The URL is passed to the designated Web browser.
- To navigate to an anchor in the active layout, double-click the anchor's name in the **Hyperlinks** palette.

Working with Bookmarks

While creating digital publications as PDF documents, QuarkXPress users will be able to integrate Bookmarks to make PDFs more interactive and easier for readers to navigate directly to the selected page, section, or text.

Users can create nested/grouped bookmarks within the document to show parent-child relationships in an expandable-and-collapsible list.



Bookmarks Palette

Using Bookmarks:

1. Select the text where you want to create a bookmark and click on the **'New'** bookmark button in the **Bookmarks** palette (by default, the text user selects becomes the bookmark label).
2. Create a bookmark at cursor position without selecting the text, by default the bookmark name is *New Bookmark 1*, *New Bookmark 2*, … *New Bookmark n*.
3. Visual indicator for bookmark is visible at the relevant location in layout (start of selected text or at the cursor position) when user clicks on **View-> Visual indicator**.

Section 1: Mapping Your Journey
Normal Pregnancy and Your Care
How Does Your Baby Grow?
Comfort Tips During Pregnancy
Nutrition During Pregnancy
The Importance of Taking Care of Your Mouth During Pregnancy Fall Prevention
Multiple Pregnancies
Should I Breastfeed or Bottle-Feed My Baby?
Choosing a Pediatrician/Choosing a Day Care Provider

Section 2: Getting in Gear
Genetic Counseling
HIV and Pregnancy
Smoking and Pregnancy
Domestic Violence and Abuse

Section 3: Detours
Nausea and Vomiting in Pregnancy
Infections in Pregnancy
Diabetes in Pregnancy
Preterm (Early) Labor
High Blood Pressure, Anxiety and other specific Ailments during Late Pregnancies
How to Cope With Bed Rest



Bookmarks in layout in Bookmarks palette

4. To rename a bookmark, select the bookmark label in the bookmark palette, single click on it to enable inline editing of the bookmark label.
5. The bookmark will be created at the 0th level if no bookmark is selected.
6. Select an existing bookmark label and create new bookmarks; these bookmarks will be created as child bookmarks for the selected bookmark. Users can create nested bookmarks to the nth level.
7. Users can expand and collapse the hierarchical list of a parent bookmark.

8 Select a bookmark and delete it using the **Delete Bookmark** button. On deleting a parent bookmark, its child bookmarks will also get deleted.

9 Drag-and-drop bookmarks within the Bookmarks palette to either rearrange their position or to create a new parent-child relation.

10 To rearrange a bookmark, select the bookmark and drag-and-drop it on top of the destination bookmark. A dark line will be displayed over the drop location before releasing the dragged bookmark.

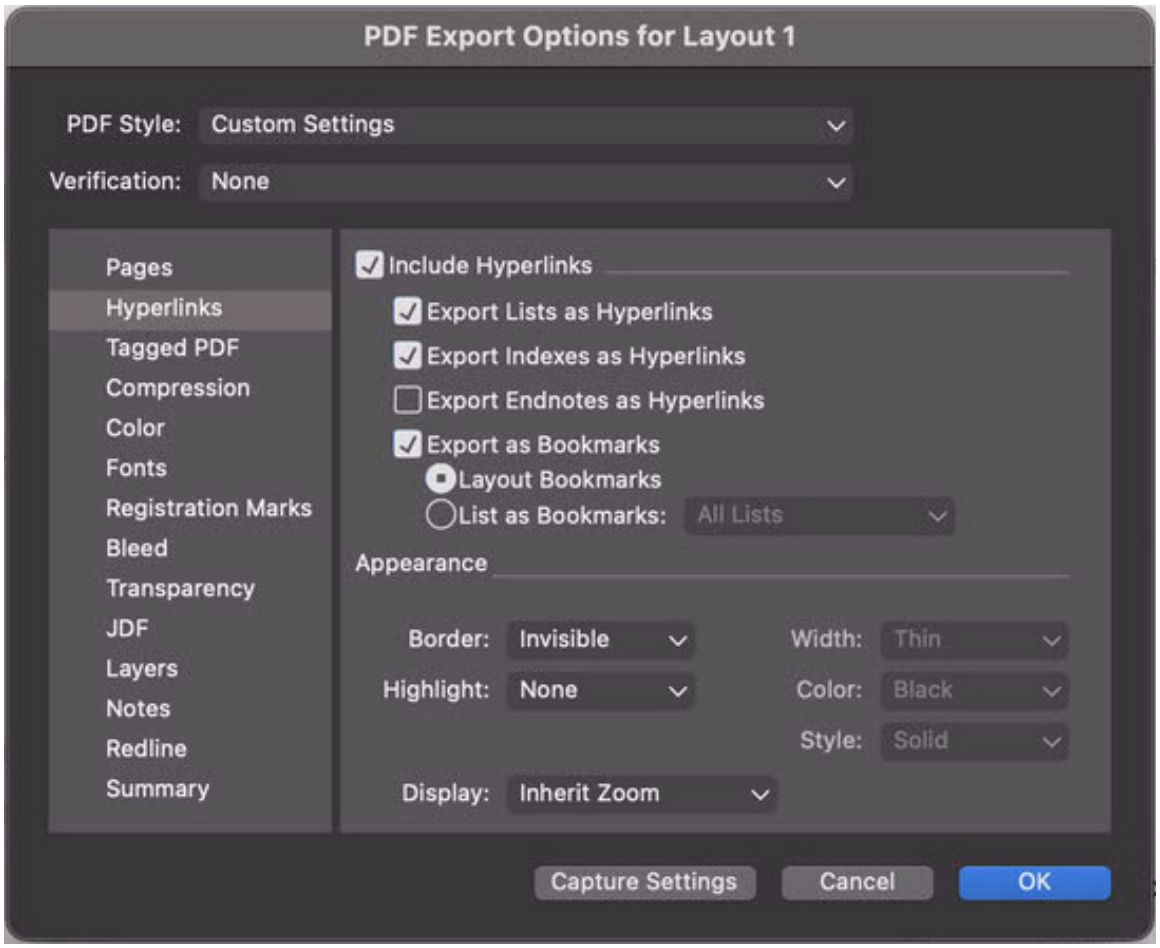
11 To create a nested bookmark, select the bookmark and drag-and-drop it over the destination bookmark. The destination bookmark will appear highlighted before releasing the dragged bookmark.

12 Navigate to bookmark on the layout by double-clicking on the corresponding bookmark icon or bookmark label in the Bookmarks palette. In case the bookmark label is already selected in the palette, the user can double-click on the bookmark icon to navigate to the corresponding bookmark on the layout. If the bookmark label is not selected in the palette, the user can double-click on the bookmark label or on the bookmark icon to navigate to the corresponding bookmark on the layout.

13 To delete all the bookmarks for selected text, invoke the Bookmarks palette flyout menu and select **Delete Bookmarks for Selected Text**. To delete all the bookmarks for an entire story, invoke the Bookmarks palette flyout menu and select **Delete Bookmarks for Entire Story**.

14 On copy/pasting the bookmarks, the pasted bookmarks will be created at the 0th level. If a bookmark with the same name already exists in the Bookmarks palette, the pasted bookmark will have a suffix with a number.

15 Bookmarks are duplicated on duplicating the layout. The bookmark hierarchy and bookmark names are retained in the duplicated layout.



PDF Export options for Bookmarks

16 To export the layout bookmarks as PDF, under **Include Hyperlinks in PDF Export Options**, **Export as Bookmarks** choose to either export the **Layout Bookmarks** or export **Lists as Bookmarks**. In PDF output, the same bookmark hierarchy is maintained as is visible on the Bookmarks palette. Users can click on the bookmarks in the PDF to navigate to the corresponding page in the PDF.

17 QuarkXPress lets you generate bookmarks for an entire book. On generating a single PDF output file from a book, the bookmarks of all the chapters will be merged. The bookmark hierarchy and bookmark names are retained in the merged PDF file. The user can double-click on the bookmark in the bookmark pane to navigate to the page on which the corresponding bookmark is present.

18 Bookmarks can be imported from InDesign files in QuarkXPress. The bookmark hierarchy and bookmark names are retained on importing the InDesign file. Thereafter, the user can edit the bookmarks, rearrange the bookmarks, delete the bookmarks, and double-click on the bookmarks in the bookmark palette to navigate to the corresponding bookmarks in the layout.

19 Users can multi-select contiguous or non-contiguous bookmarks of the same parent or different parents, single and nested in the Bookmarks palette, and can delete them.

20 Users will see the page number and bookmark name in the tooltips on the mouse hover over bookmarks in the bookmarks palette.

21 Bookmarks are retained but their hierarchy is not maintained while cloning documents in QuarkXPress. All bookmarks appear at the 0th level in the cloned document.

22 Bookmarks can be imported from and also exported as XPress Tags. The bookmark hierarchy and bookmark names are retained on importing the XPress Tags file. The user can double-click on the bookmark in the bookmarks palette to navigate to the corresponding bookmark in the layout.

23 Bookmarks are retained on linking and unlinking text boxes using Linkster. The bookmark hierarchy and bookmark names are retained.

24 Bookmarks can be created/edited/ rearranged/deleted in Story Editor view.

Cross references

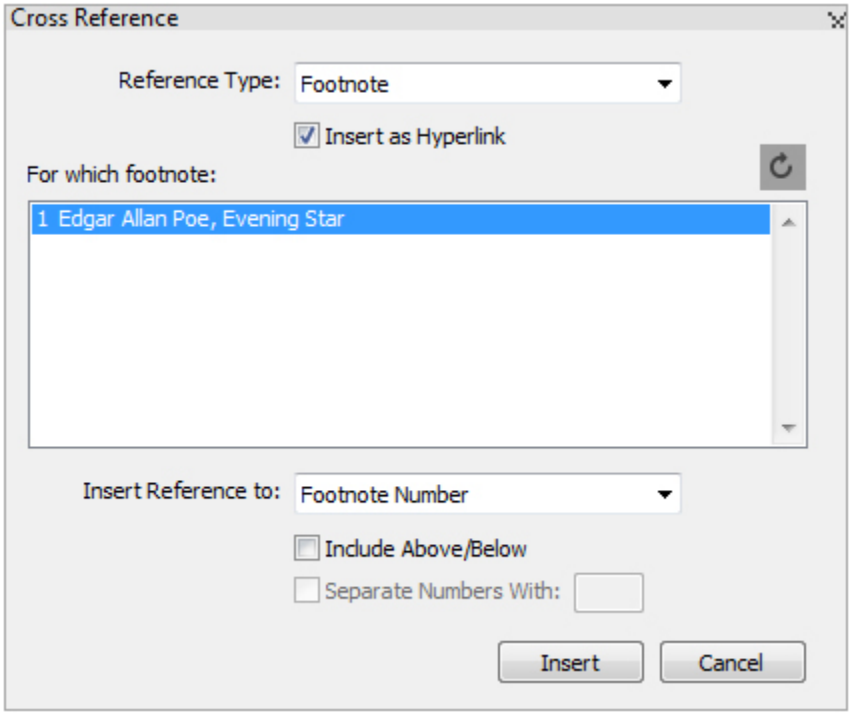
A cross reference in a document is text that refers to related material located elsewhere within the document. If the cross reference is inserted as a hyperlink, and the document is exported as PDF, then the reader will be able to click on a cross reference and follow the link to the specified location within the document.

Cross references can only be linked to footnotes, endnotes, text anchors and numbered items. Cross references to footnotes and endnotes allow you to have multiple references to the same footnote or endnote without having to create separate footnotes or endnotes for each reference point.

Inserting a cross reference

To insert a cross reference:

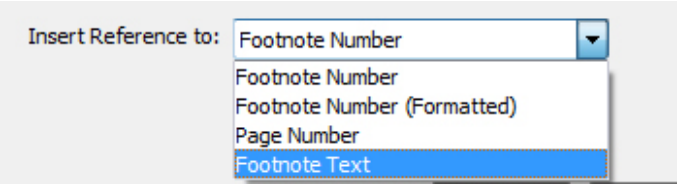
1. Place the insertion point where you want to insert the cross reference.
2. Choose **Style > Cross Reference > Insert Cross Reference**. The **Cross Reference** dialog box appears:



3. Choose the type of cross reference you are inserting from the **Reference Type** drop down menu: **Footnote**, **Endnote**, **Numbered Item** or **Text Anchor**.
4. Check **Insert as Hyperlink** to insert the cross reference as a hyperlink in the exported PDF document.

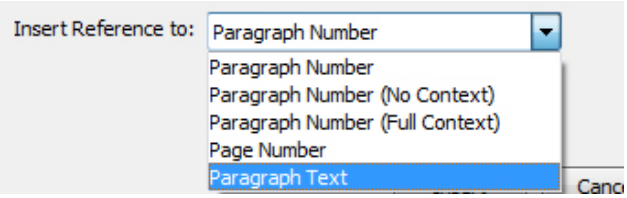
5 Once you have chosen a cross reference type, the available references to link to will be listed. Choose a reference to link to.

6 Choose an option from the **Insert Reference to** drop-down menu. The options in this drop-down menu depend on what cross reference type you have choosen. What you choose here will determine the text of the cross reference link.



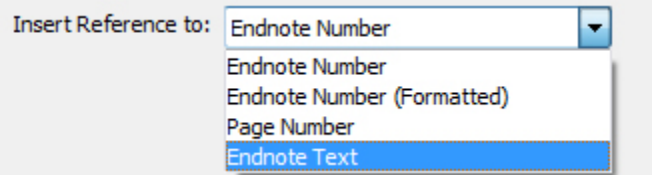
Insert Reference to options for a Footnote Reference Type.

You can choose to display the footnote number (in its formatted or unformatted state), the page number the footnote resides on or to the text of the footnote itselft.



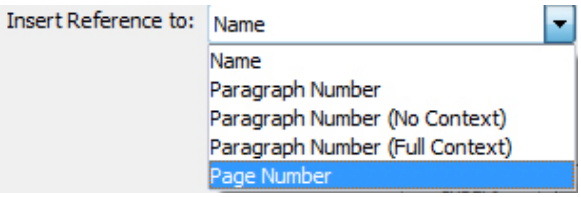
Insert Reference to options for a Numbered Item Reference Type.

You can choose to display the paragraph number of the numbered item (with or without context), the page number the numbered item resides on or to the text of the item itselft.



Insert Reference to options for a Endnote Reference Type.

You can choose to display the endnote number (in its formatted or unformatted state), the page number the endnote resides on or to the text of the endnote itselft.



Insert Reference to options for a Text Anchor Reference Type.

You can choose to display the text anchor name, paragraph number, the paragraph number (with no context or with full context), or the page number the text anchor resides on.

7 If you check **Include Above/Below**, the cross reference will specify whether the referenced item is above or below the cross reference in the layout.

8 The **Separate Numbers With** option is available only when you are inserting a cross reference to a numbered item. The numbered item may be a nested item, and this option gives you the opportunity to specify that you want to separate the paragraph numbers with a symbol of your choosing (for example, 3.2.1 or 3*2*1).

➡ If you have specified a suffix in the outline style, then that will be the default. The Outline Style Suffix character will be applied to the cross reference and any character you put in the **Separate Numbers With** field will be ignored.

9 Click **Insert**.

The cross reference is inserted into the document

➡ You can go to the parent of the cross reference using a shortcut (Ctrl/Alt/Shift+ F12 on *Windows*, Cmd/Opt/Shift+ F12 on *Mac OS*). Place the cursor within the cross reference text or select part of the cross reference text and press the shortcut.

Synchronizing cross references

If the referenced content for a cross reference is modified, this will not be reflected in the cross reference until you synchronize the cross reference. You can choose to synchronize a selected cross reference or all cross references in the document.

To synchronize cross references:

1 To synchronize a single cross reference, place the cursor on the cross reference.

2 Choose **Style > Cross Reference > Synchronize Cross Reference**, to synchronize the selected cross reference or **Style > Cross Reference > Synchronize All Cross Reference** to synchronize all cross references in the current document

➡ If you are attempting to sychronize cross references and you have modified the cross reference text, you will be given a choice to include these cross references in the synchronization.

➡ Any modifications that were made to the referenced content will now be reflected in the cross reference.

- In Preferences (**Edit > Preferences > Project > General**), you can choose to retain local modifications to cross references, otherwise they will be lost when you synchronize cross references during output.

Indic Support

Overview

To help customers publish in popular Indic languages, QuarkXPress offers native support for Indic Unicode fonts as well as embraces native OS features for keyboard input methods for Indian languages. It also supports analyzing and reordering characters as per Indic orthographic syllable boundaries; conjunct creation and glyph positioning; Hunspell library support for 11 Indian languages that offer spell checking and hyphenation methods; text input through keyboard, copy & paste and import.

Text and Typography support

Quark now offers core text and typography features in QuarkXPress to enable Indian publishers to build and publish documents in various Indian languages that support Unicode fonts. QuarkXPress supports the latest Unicode, ICU and Harfbuzz libraries.

QuarkXPress provides support for 11 popular Indian languages:

Hindi, Bengali, Tamil, Telugu, Malayalam, Kannada, Punjabi, Odia, Gujarati, Marathi, and Assamese

Support for Indic Unicode Fonts

QuarkXPress offers support for all Indic Unicode fonts. Users can obtain Indic Unicode Fonts from font vendors like any other fonts (Latin script fonts) without having to use specialized third-party XTensions to support keyboard mapping and other Indic language features.

Integration with Input Method Editors (IMEs)

QuarkXPress supports all the default Input Method Editors (IMEs) for different Indian languages on both Win and Mac. It also supports the Input Methods offered by different vendors.

Indic text input

QuarkXPress supports the input of text in popular Indian languages. Indic text can be input through a keyboard, online keyboard viewer, text copy and paste, text import, text drag and drop. It also supports analyzing and reordering

characters as per Indic orthographic syllable boundaries; conjunct creation, glyph shaping and glyph positioning.

➡ *In case the font applied on the text is missing, Indic text might not reorder/ render properly*

Indic text deletion

QuarkXPress supports Unichar- based text deletion for Indic text using the Backspace key. It also supports syllable-based text deletion using the Forward Delete key.

OpenType features

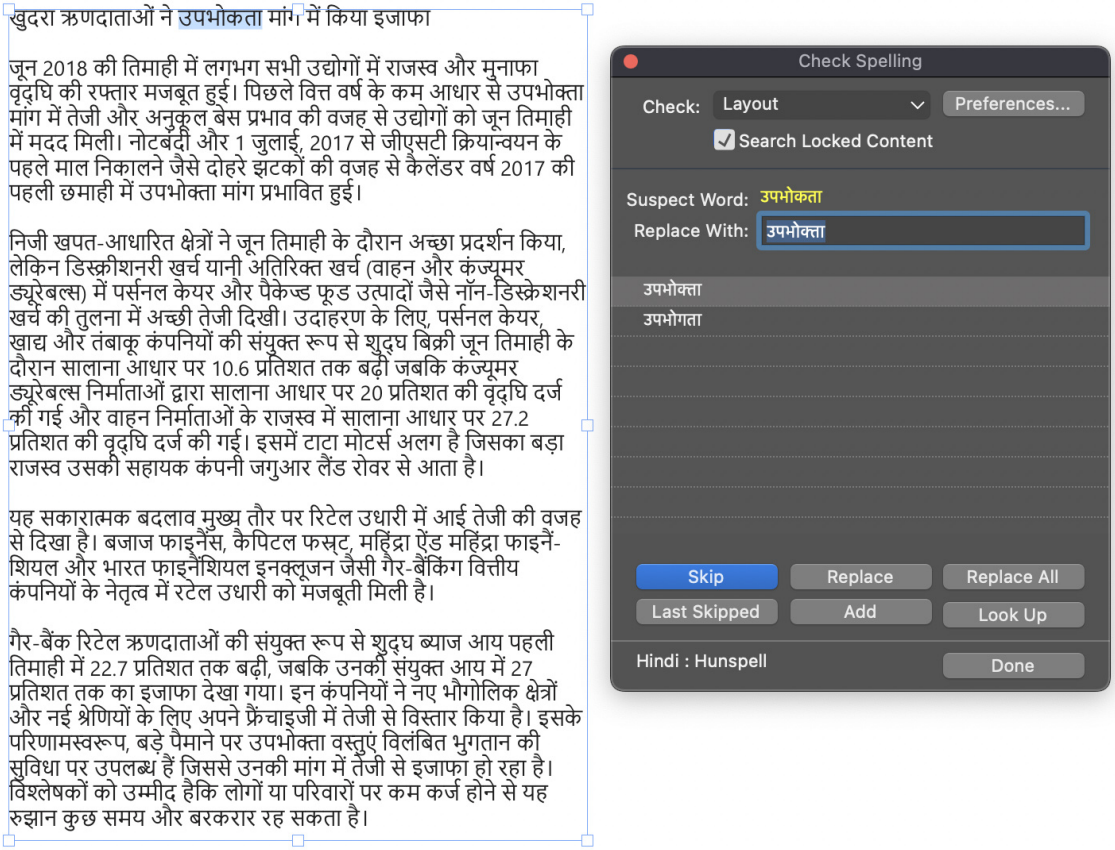
QuarkXPress supports OpenType features used by Indic scripts, namely:

- *'nukt'*: Nukta form substitution
- *'akhn'*: Akhand form substitution
- *'rphf'*: Reph glyph form substitution
- *'rkrf'*: Rakaar form substitution
- 'blwf': Below-base form substitution
- *'half'*: Half form substitution
- *'vatu'*: Vattu variant substitution
- *'cjct'*: Conjunct form substitution
- *'pres'*: Pre-base substitution
- *'abvs'*: Above-base substitution
- *'blws'*: Below-base substitution
- *'psts'*: Post-base substitution
- *'haln'*: Halant form substitution
- *'abvm'*: Above-base marks positioning
- *'blwm'*: Below-base marks positioning

These OpenType features are enabled by default for Indic scripts in QuarkXPress. On inputting Indic text, OpenType glyph substitution and glyph positioning changes occur automatically to allow glyph reordering and conjunct creation. There is no separate UI to view/ customize these OpenType features in QuarkXPress.

Spell Check

QuarkXPress offers support for Hunspell libraries to allow spell checking in popular Indian languages. Users can spell check their Indic language documents, replace/ replace all suspect words, skip words, add words to the auxiliary dictionary. The auxiliary dictionary is in XML based format, and the user can also externally add words to it.

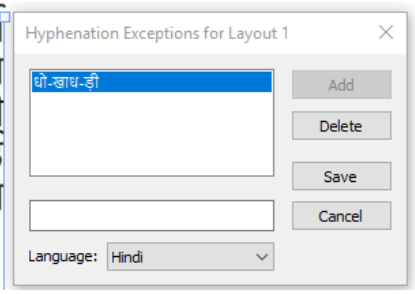


Spell Check in Indic language

Hyphenation

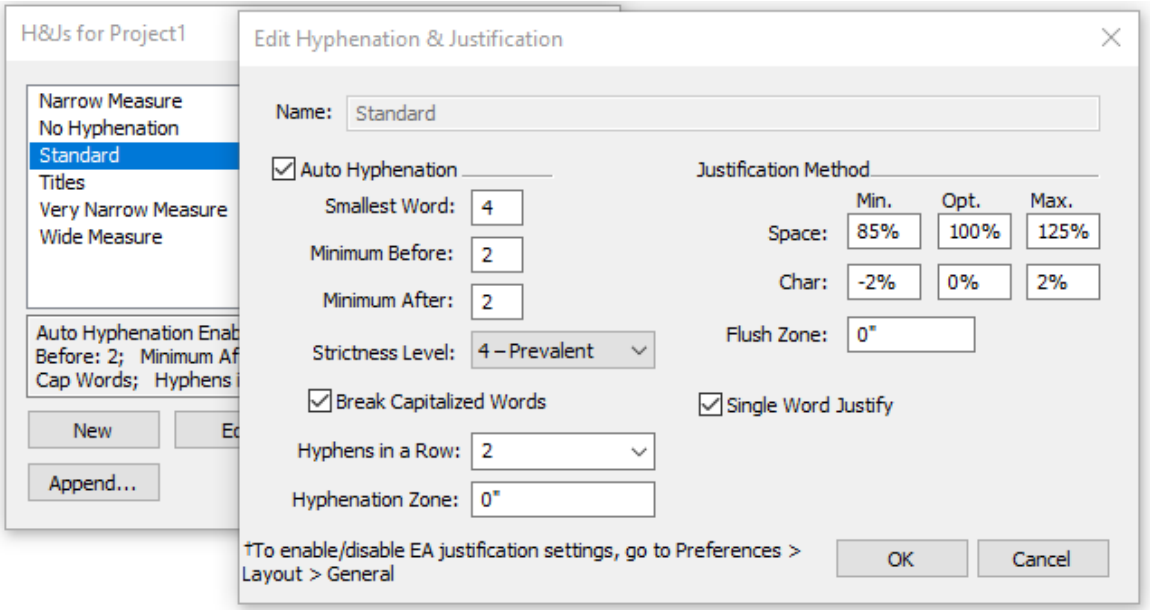
- QuarkXPress offers support for Hunspell libraries to allow hyphenation and line breaking in popular Indian languages.
- QuarkXPress supports syllable-based hyphenation support for Indian languages.
- Users can view the hyphenation of the current/ selected word using Suggested Hyphenation.
- Users can customize the hyphenation of Indic words by adding them to the Hyphenation Exception for the desired language.

एक वरिष्ठ अधिकारी ने नाम उजागर नहीं करने की शर्त पर कहा कि सरकार का मानना है कि बैंकों पर जब फंसा कर्ज काफी ज्यादा है और बैंकिंग क्षेत्र कई तरह की धोखाधड़ी से जूझ रहा है, ऐसे समय में नियामक को बोर्ड में अपने सदस्यों के जरिये सार्वजनिक बैंकों के परिचालन की निगरानी जारी रखनी चाहिए।



Hyphenation Exception in Indic languages

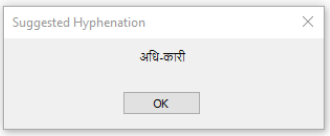
- Users can customize the hyphenation rule by editing the Auto Hyphenation settings in the H&J set (Edit the values for Smallest Word, Minimum Before, Minimum After)



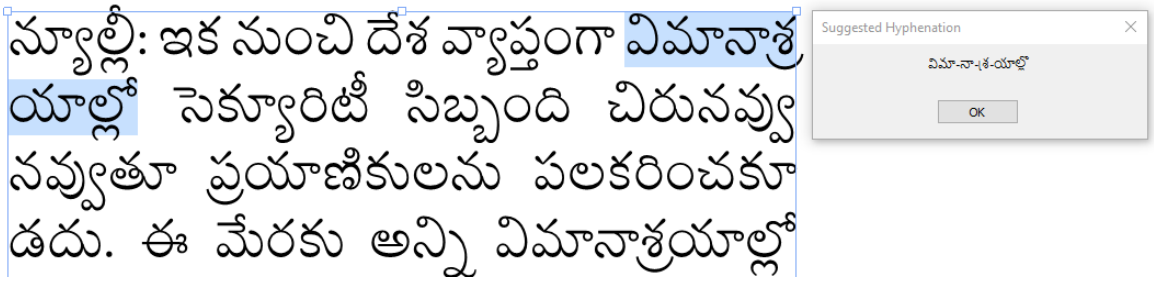
Edit Auto Hyphenation settings

- By default, the Auto hyphen character is displayed in the text while hyphenating words in Hindi, Bengali, Punjabi, Marathi, Gujarati, Assamese languages. While in the case of Telugu, Kannada, Tamil, Malayalam, Odia languages, the Auto hyphen character is not displayed in the story.

सार्वजनिक बैंक के बोर्ड में आठ तरह के निदेशक होते हैं : पूर्णकालिक निदेशक - चेयरमैन एवं कार्याकारी निदेशक, केंद्र सरकार के अधि-कारी, आरबीआई और सरकार के नामित, चार्टर्ड अकाउंटेंट, कर्मचा-रियों और अधिकारियों के प्रतिनिधि।



Hyphenation in the Hindi language



Hyphenation in the Telugu language

- QuarkXPress allows the customization of default settings for display auto hyphen in different Indian languages.

Windows: Go to QuarkXPress application folder > Edit the Settings.xml

Mac: Invoke the contextual menu for the QuarkXPress application > Go to Show Package Contents > Contents > Shared Support > Settings.xml. Copy the Settings.xml to Mac HD/ Users/ Current User/ Library/ Application Support/ QuarkXPress <version>> Edit the Settings.xml.

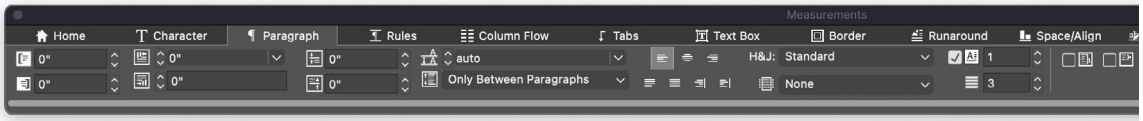
Mac App Store build: Invoke the contextual menu for the QuarkXPress application > Go to Show Package Contents > Contents > Shared Support > Settings.xml. Copy the Settings.xml to Mac HD/ Users/ Current User/ Library/ Containers/ com.quark.quarkxpress.infinity/ Data > Library/ Application Support/ QuarkXPress <version>> Edit the Settings.xml

In Settings.xml file, value for *'true'* means Auto Hyphen will be displayed; value of *'false'* Auto Hyphen will not be displayed.

Drop Caps

QuarkXPress supports syllable- based Drop Caps support for Indian languages. Irrespective of the Drop Cap character count, if the character is a syllable, then Drop Cap will be applied on the complete syllable. On incrementing the Drop Cap character count thereafter, Drop Cap will be applied on the next character only after the count exceeds the number of glyphs composing the previous syllable.

निजी खपत-आधारित क्षेत्रों ने जून तिमाही के दौरान अच्छा प्रदर्शन किया, लेकिन डिस्क्रीशनरी खर्च यानी अतिरिक्त खर्च (वाहन और कंज्यूमर ड्यूरेबल्स) में पर्सनल केयर और पैकेज्ड फूड उत्पादों जैसे नॉन-डिस्क्रेशनरी खर्च की तुलना में अच्छी तेजी दिखी। उदाहरण के लिए, पर्सनल केयर, खाद्य और तंबाकू कंपनियों की संयुक्त रूप से शुद्ध बिक्री जून तिमाही के दौरान सालाना आधार पर 10.6 प्रतिशत तक बढ़ी जबकि कंज्यूमर ड्यूरेबल्स निर्माताओं द्वारा सालाना आधार पर 20 प्रतिशत की वृद्धि दर्ज की गई और वाहन निर्माताओं के राजस्व में सालाना आधार पर 27.2 प्रतिशत की वृद्धि दर्ज की गई। इसमें टाटा मोटर्स अलग है जिसका बड़ा राजस्व उसकी सहायक कंपनी जगुआर लैंड रोवर से आता है।

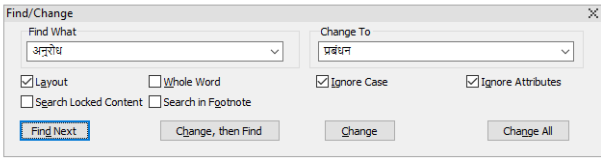


Drop Cap in Indic language

Find/ Change

QuarkXPress supports syllable- based Find/ Change support for Indian languages. Only a complete syllable will be searched and replaced. Users can search and replace Indic text along with attributes.

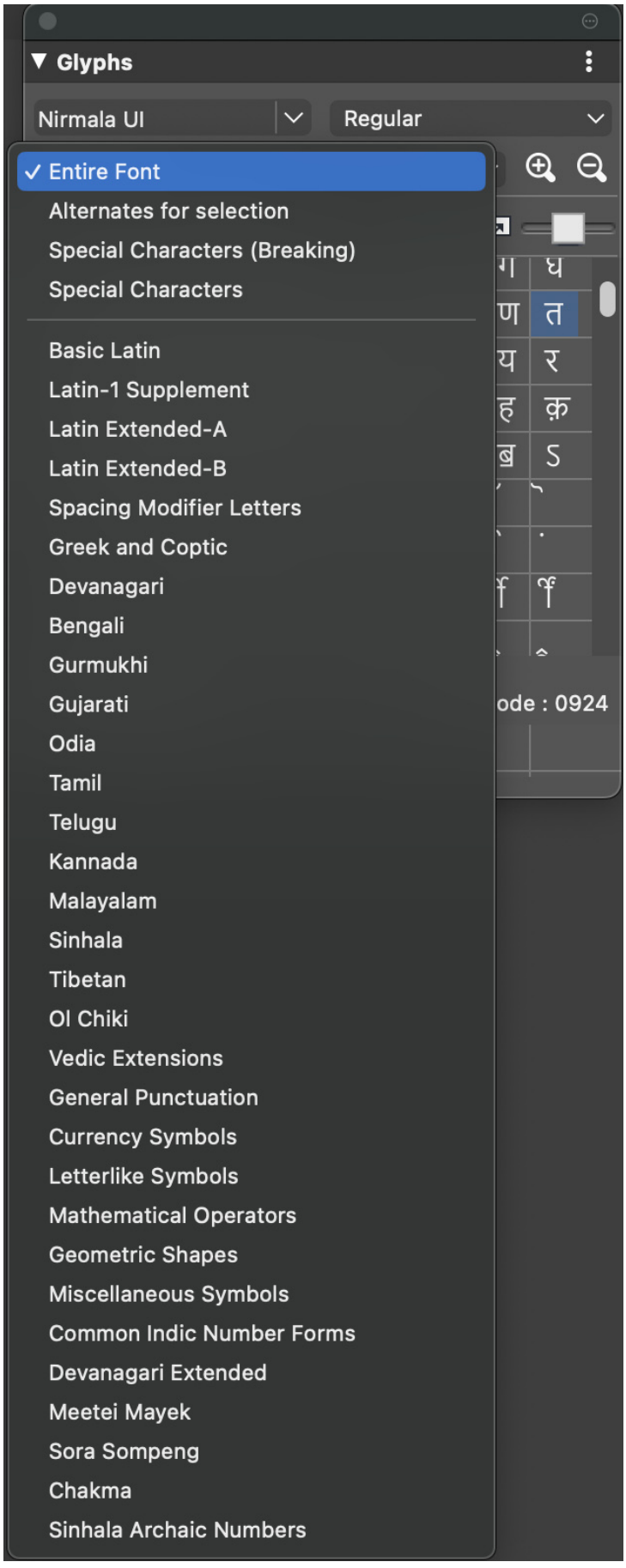
आरबीआई को भेजे पत्र में सरकार ने नियामक के नामित को हटाए जाने के अनुरोध को अस्वीकार करने की कोई वजह नहीं बताई है। हालांकि अधिकारियों ने कहा कि इस दिशा में कदम बढ़ाने का अभी उपयुक्त समय नहीं है। एक अन्य अधिकारी ने कहा, 'एक ओर आरबीआई सार्वजनिक बैंकों पर नियंत्रण के लिए ज्यादा अधिकार की मांग कर रहा है, दूसरी ओर वह इन बैंकों के निदेशक मंडल से अपने प्रतिनिधियों को हटाना चाहता है।'¶



Find/ Change in Indic language

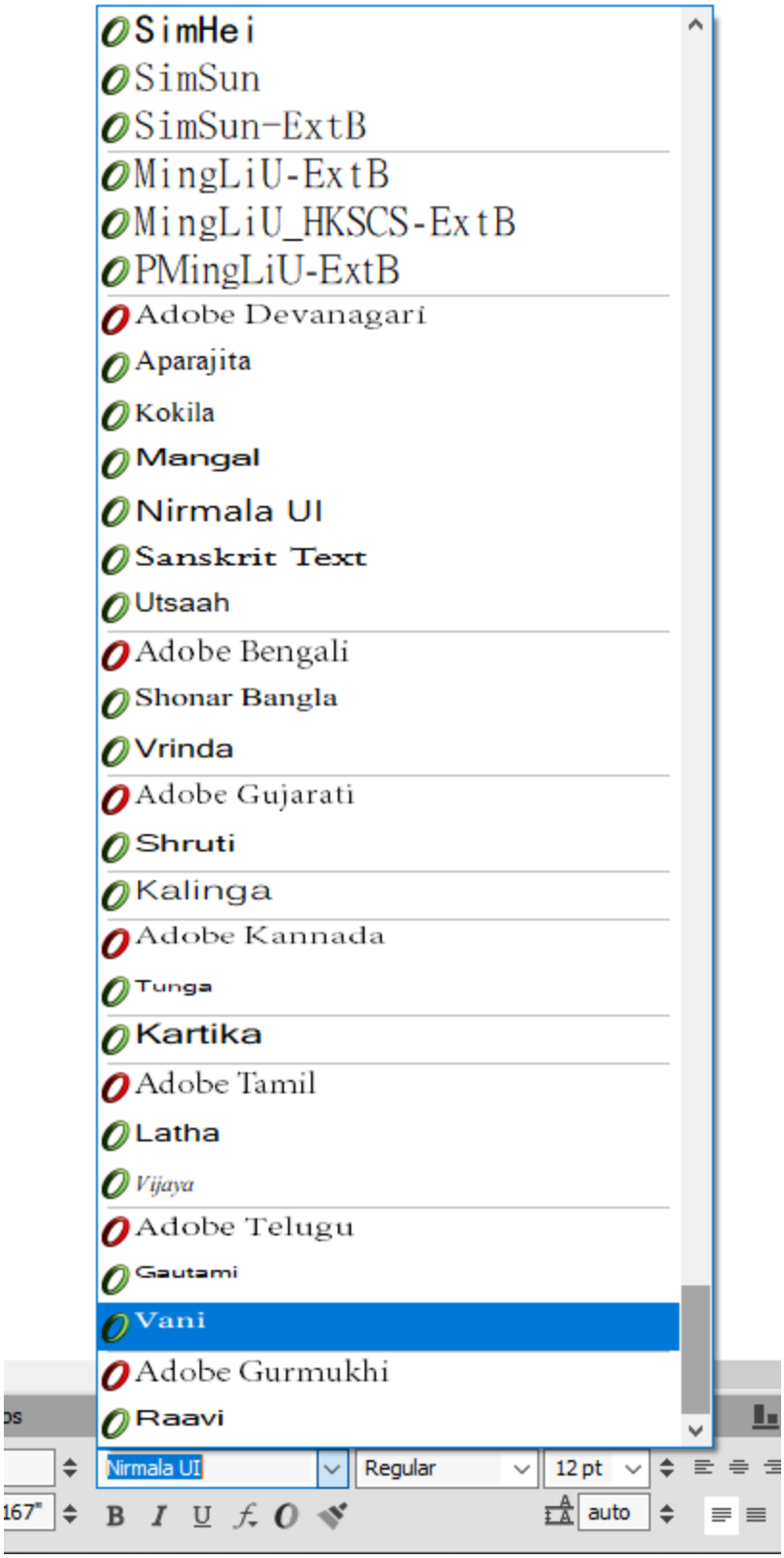
Glyph palette support

QuarkXPress offers Glyph palette support for Indic glyphs. Indic glyphs can be inserted from the Glyph palette. Indic glyphs are classified as per Unicode blocks in the Show pop menu in Glyph palette. Users can select the desired Unicode block for the Indic script and insert glyphs.


Glyphs
Nirmala UI
Regular
Entire Font
Alternates for selection
Special Characters (Breaking)
Special Characters
Basic Latin
Latin-1 Supplement
Latin Extended-A
Latin Extended-B
Spacing Modifier Letters
Greek and Coptic
Devanagari
Bengali
Gurmukhi
Gujarati
Odia
Tamil
Telugu
Kannada
Malayalam
Sinhala
Tibetan
Ol Chiki
Vedic Extensions
General Punctuation
Currency Symbols
Letterlike Symbols
Mathematical Operators
Geometric Shapes
Miscellaneous Symbols
Common Indic Number Forms
Devanagari Extended
Meetei Mayek
Sora Sompeng
Chakma
Sinhala Archaic Numbers
ode : 0924

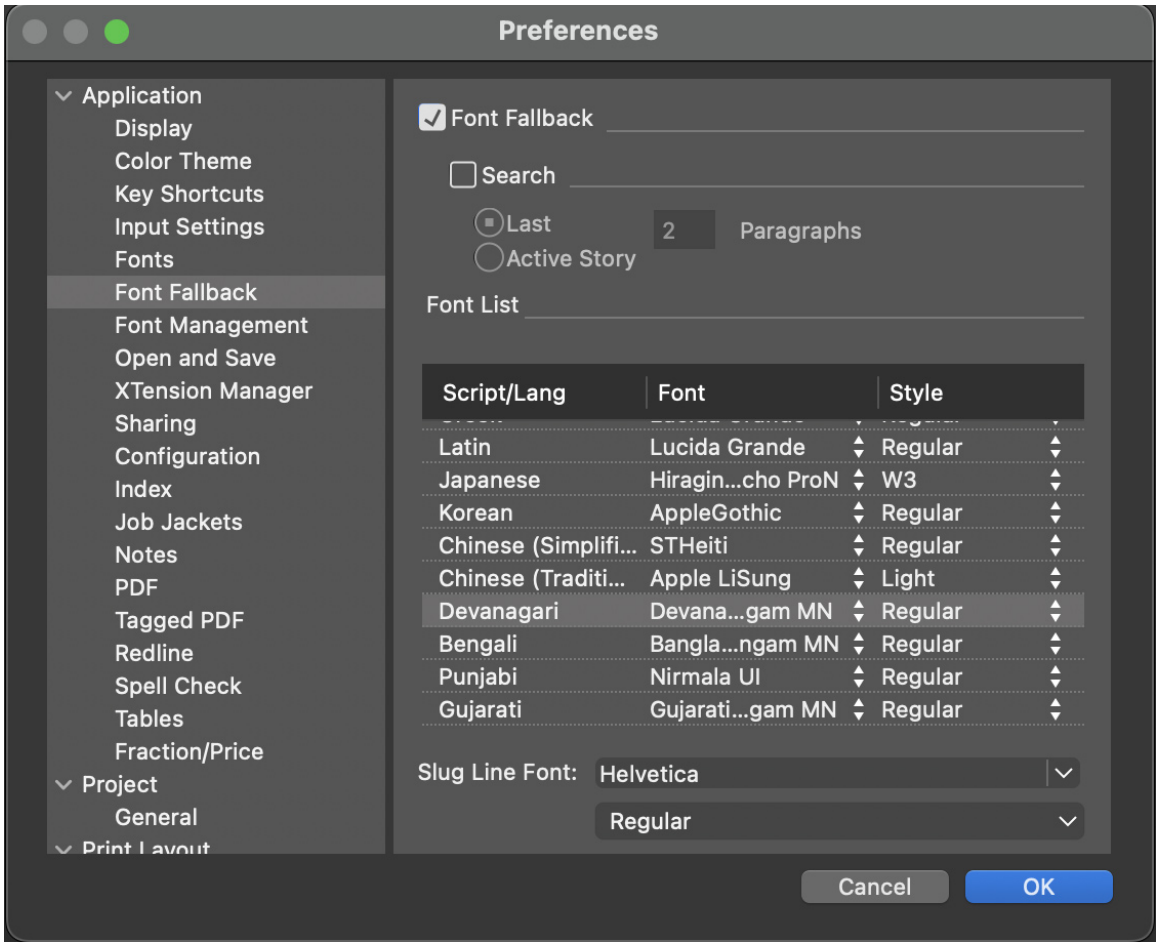
Font grouping, Font fallback, Font Locking, Language locking

- QuarkXPress allows grouping of Indic fonts as per script in the font menus.



Indic fonts grouped as per script in the font menu

- QuarkXPress supports font fallback for Indic scripts. User can define the preferred fallback font of their choice for Indic scripts (Preferences > Font Fallback)

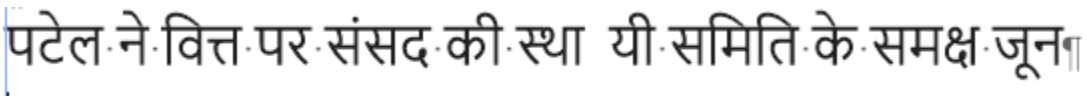


Define preferred fallback fonts for Indic scripts

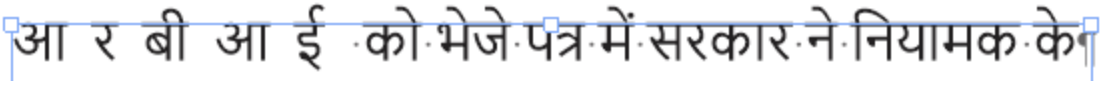
- QuarkXPress supports font locking for Indic scripts. This helps in preventing users from mistakenly applying different script font on the Indic text.
- QuarkXPress supports language locking for Indic scripts. This helps in preventing users from mistakenly applying different text language on the Indic text.

Kerning/ Tracking

QuarkXPress supports syllable- based Kerning and Tracking for Indic text.



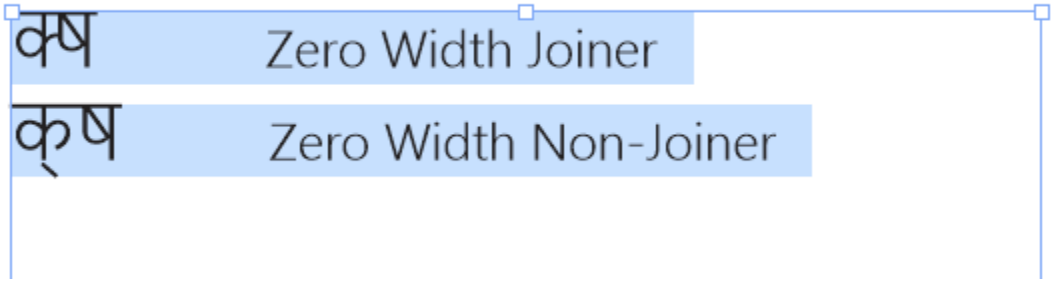
Kerning in Indic Language



Tracking in Indic Language

Support for Zero Width Joiner and Zero Width Non-Joiner

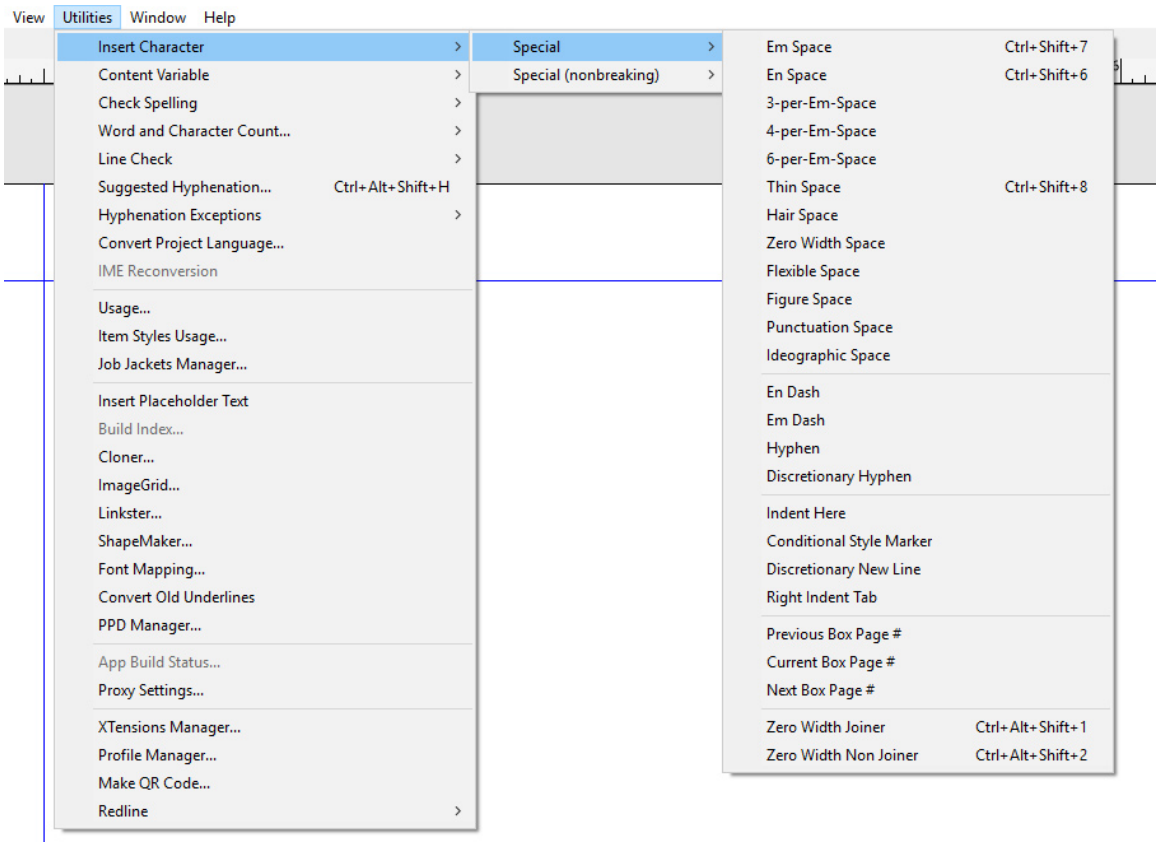
QuarkXPress offers support for Zero Width Joiner and Zero Width Non-Joiner in Indic text. Zero Width Joiner is used to prevent a ligature-conjunct from forming; it is used to prevent the display of *reph*. Zero Width Non-Joiner is used to prevent conjunct ligature or half forms from forming and to display an explicit *halant* form instead.



Zero Width Joiner and Zero Width Non-Joiner

QuarkXPress allows input of Zero Width Joiner and Zero Width Non-Joiner:

- Input from Utilities menu > Insert Character > Special
- Input using key commands (Zero Width Joiner: Ctrl+Alt+Shift+1 (Win), Cmd+Opt+Shift+1 (Mac), Zero Width Non-Joiner: Ctrl+Alt+Shift+2 (Win), Cmd+Opt+Shift+2 (Mac)



Zero Width Joiner and Zero Width Non-Joiner menus and shortcuts

- Input using text copy and paste
- Input using the text import

Pictures

You can import and paste pictures from image-editing or other graphic applications into QuarkXPress. Once a picture is in a box, you can perform a number of operations on it, such as altering its position, changing its size, or skewing or flipping it.

Working with pictures

QuarkXPress provides a wide variety of tools for working with pictures.

Importing a picture

To import a picture, do one of the following:

- Choose **File > Import**.
- Select the **Picture Content** tool, select a picture box, and then choose **File > Import**.
- Select the **Picture Content** tool, select a picture box, and then paste a picture from the clipboard.
- Drag a picture file from the file system onto a picture box.
- Drag a picture file from the file system onto a page.
- Drag a picture from another application onto a picture box.
- Press Command/Ctrl and drag a picture file from the file system onto a text box, a no-content box, an empty picture box, or a box that contains a picture.
- Press Command/Ctrl and drag a picture from another application onto a text box, a no-content box, an empty picture box, or a box that contains a picture.

If you drag content onto a box that already contains text or a picture, QuarkXPress creates a new box for the dragged content. To replace the contents of the box instead, press Command/Ctrl while dragging the content to the box. To always create a new box for dragged-in content, press Option/Alt while dragging.

When you import a picture, the image is imported at full size, with the origin (upper-left corner) in the upper-left corner of the box's bounding box. With the **Picture Content** tool selected, the picture's full image displays beyond the box boundary.

You may need to resize or reposition a picture after you import it to make it fit properly within its box.

- Choose **File > Import**.

- Drag a picture file from the file system onto a picture component. If the component contains a picture, press Command/Ctrl to replace it.
- Drag a picture from another application onto a picture component. If the component contains a picture, press Command/Ctrl to replace it.
- Drag a picture file from the file system onto a text component and press Command/Ctrl to make the component accept the picture.
- Drag a picture from another application onto a text component and press Command/Ctrl to make the component accept the picture.

Support for new image formats (WebP, HEIF/HEIC)

Now two new image formats, namely WebP, HEIF/HEIC will be supported in addition to the existing supported list – JPEG, PNG, TIFF, PDF (raster). In both the cases, embedded color profile and alpha/transparent mask will be honored upon import into QuarkXPress.

In a new project, both the WebP & HEIF/HEIC images can be imported into QuarkXPress in the same manner as applicable for all other image formats.

WebP Image format:

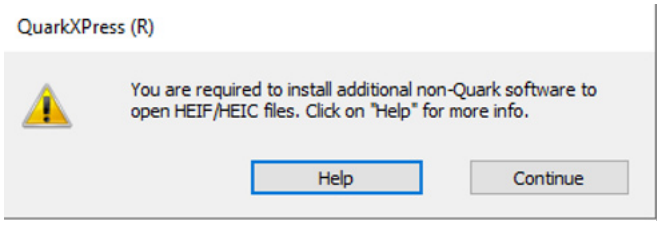
- WebP image formats support alpha (transparency). Users can import WebP images having transparency and on applying picture box color to 'None', background objects will be visible below the WebP images.
- WebP images having color profiles will be imported along with the embedded color profile.
- Animated WebP images are also supported now. Users can import animated WebP images in digital layouts and can export to HTML5. Animation will be retained in the HTML5 as it supports animated GIF images.

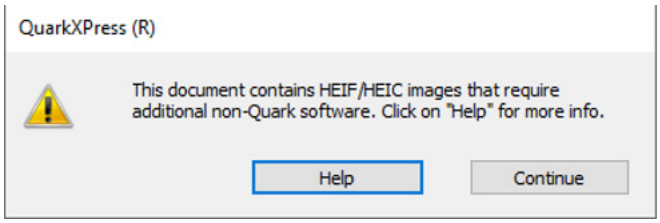
HEIF/HEIC Image format:

- HEIF/HEIC image formats also support alpha (transparency) only on Mac. It is not supported on Windows currently. Users can import WebP images having transparency, and on applying picture box color to 'None', background objects will be visible below the HEIF/HEIC images.
- HEIF/HEIC images having color profiles will be imported along with the embedded color profile.
- HEIF/HEIC image formats also support animated images, but animation will not be retained in digital layouts on exporting as HTML5. The first/default frame of the animated HEIF/HEIC images always get imported.

MacOS supports HEIF/HEIC image formats natively. When importing HEIF or HEIC files into QuarkXPress or while opening QuarkXPress projects with HEIF or HEIC images on certain Windows systems, you may come across any one of the following messages if the required supporting software has not already been installed in advance:

- You are required to install additional non-Quark software to import HEIF/HEIC files. Click on “Help” for more info.
- This document contains HEIF/HEIC images that require additional non-Quark software. Click on “Help” for more info.





Solution: Install HEIC or HEVC codecs

To successfully import HEIF or HEIC files, download, and install both the HEIF and HEVC Extensions directly from Microsoft.

- Quit QuarkXPress
- *Get the HEIF Image Extensions* - The HEIF Image Extension enables Windows 10 devices to read and write files that use the High Efficiency Image File (HEIF) format
- *Buy the HEVC Video Extensions* - Play High Efficiency Video Coding (HEVC) videos in any video app on your Windows 10 device.
- Restart QuarkXPress and try importing your HEIF or HEIC file.

Once WebP and HEIF/HEIC images are imported into QuarkXPress, user should be able to apply other attributes like transparency/shadow etc., to enhance the image rendering.

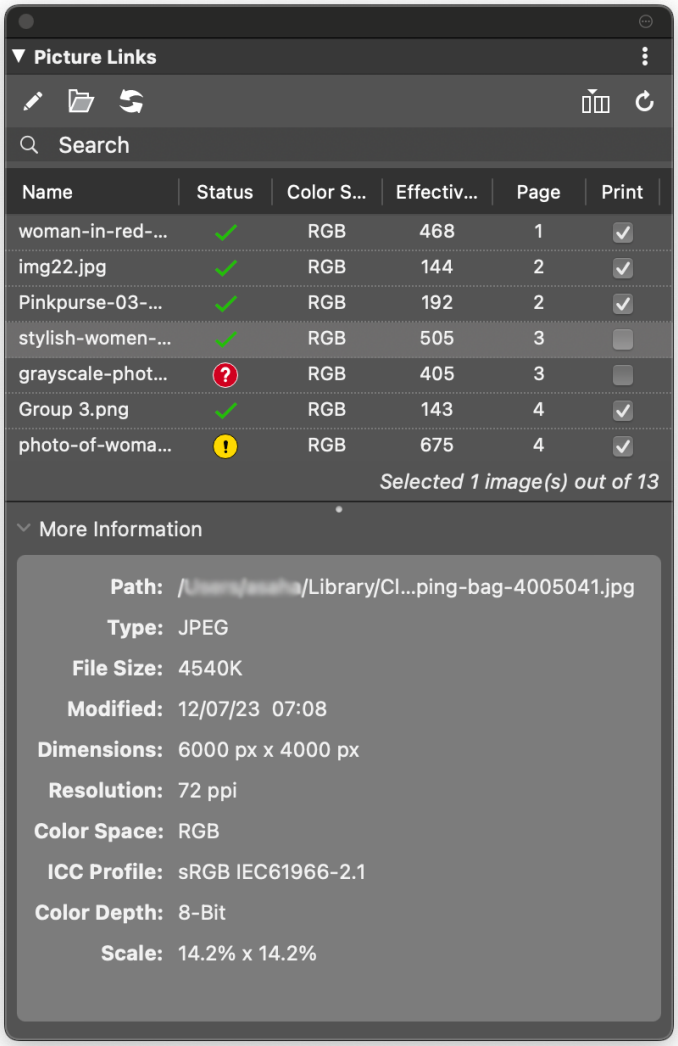
User should also be able to take outputs like PDF, EPS, PNG, TIFF, JPEG, Raster PDF and print.

Picture Links

The “Picture Links” palette is a single interface for all associated information about the pictures used in the layout without the need to open a separate dialog as with the Usage dialog with Picture tab.

The palette offers comprehensive details about the image, including its file name, status, color space, and print status, along with any other pertinent information.

The palette also allows the users to update/re-link any image (missing/modified/ok).

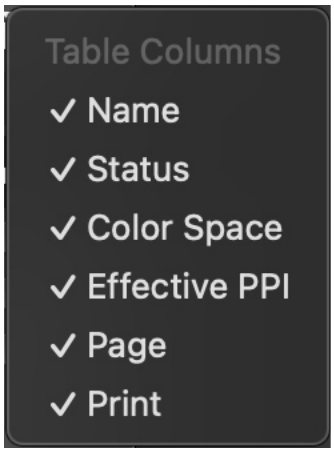


Picture Links palette

Manage Table Columns: This palette allows users to customize table columns by enabling or disabling them through a right-click option on the table header.



Manage Table Columns



Name: It shows the imported image name.

Status: It shows the picture status as OK, Missing, Modified.

- for Missing images: User can relink by clicking on the missing image icon in the status column.
- for Modified images: User can update by clicking on the modified image icon in the status column.

Color Space: It displays the color space of the image. (e.g. 1 Bit/RGB/CMYK/LAB)

Effective PPI: This refers to the actual resolution of the image after it has been scaled.

Page: It indicates the page or spread where the images are located.

Print: It provides a check box to enable/suppress print output.

*Mac only: User can drag and rearrange the columns as per choice.

- You can sort all columns by clicking on their respective headers.
- The Print and Color Space columns are initially hidden but can be shown when needed by right-clicking on the table header.

Number of selected images out of the total number of images in the layout is displayed below the Table column.



Picture Links palette functions

Contextual Menu:

The palette has its contextual menu with the following functions:

(The contextual menu can be invoked by selecting the image or from the palette options)

Refresh list - It will refresh the current status of all the images in the list.

Update All Modified Images - It updates all the images in modified state simultaneously to OK status.

Relink Image - Relink an existing or missing image to a new image.

Update Image - Updates the selected modified state images to OK state.

Edit Original - It opens the selected image in the native app specified in the OS. It works only for the images which is in OK and Modified state. For embedded images and missing images, it will be disabled.

Show in Finder/Folder - It will show the image in the finder/explorer for the images which areimported from a local or network volume. For embedded images and missing images, it will be disabled.

Show on Layout - It will navigate to the selected image location in the layout. It is invoked by double clicking on the image in the palette.

Show/Hide More info - It will show or hide the "More information" section of the palette.

More Information:

The "More information" tab provides additional information relevant to the image.

- *Path:* It displays information about the folder location of the selected image.
- *Type:* It shows the file type of the selected image. (e.g. JPEG/TIF/PSD/EPS/PDF/SVG/WebP/HEIF...etc.). It shows all the QuarkXPress supported formats, including the static object/no disk file.
- *File Size:* It displays the file size of the imported image.
- *Modified:* It shows the last modified date of the selected image.
- *Dimensions:* It shows the dimensions of the image.

- *Resolution:* It shows the resolution of the selected image.
- *Color Space:* It displays the color space of the imported image.
- *ICC Profile:* It shows the embedded profile of the image.
- *Color Depth:* It shows the bit information of the image imported. (e.g. 1 Bit/8 Bit/16 Bit)
- *Scale:* It shows the scaling applied to the image in the layout
- *PDF Page*: It displays the pdf page number of the selected PDF/AI file.

On-Canvas Picture Status

In QuarkXPress, there is an option to indicate the image status for the missing or modified images in the layout itself. The user can update the modified image or relink the missing images directly by clicking on the image status icon in the layout itself.

 **Missing image status:** The missing images will be shown with this icon.

 **Cursor for missing image:** When hovered the cursor changes, and clicking on the icon brings up the import dialog to relink the missing image.

 **Modified image status:** The modified image icon will be shown with this .

 **Cursor for modified image:** While hovering on the icon, the cursor gets changed, and clicking on the icon updates the modified image in the layout.

Usability Enhancements

Tooltip for the picture status:

For Missing Images:

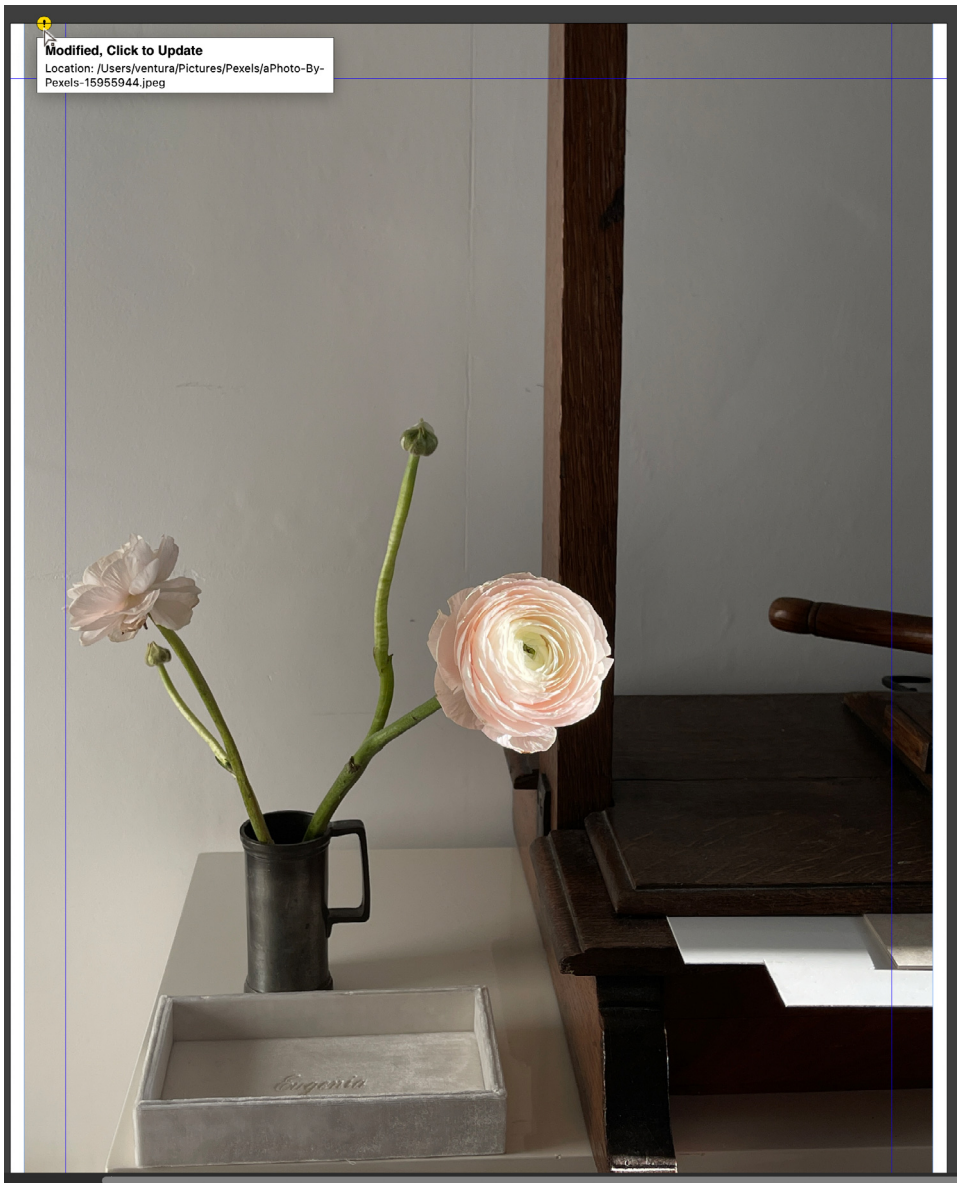
When the user moves the cursor on the missing picture status icon, it will show the tooltip with the image name and path imported. When the user clicks on the icon, the import dialog will open showing the image name with the dialog title to relink the same/new images. It helps the user to relink the images without invoking the usage dialog and search for the image and relink.



Missing Image Tooltip

For Modified Images:

When the user moves the cursor on the modified picture status icon, it will show the tooltip with the image name and path imported. When the user clicks on the icon, the modified image will get updated. It helps the user to update the image on the go in the layout without invoking the usage dialog.



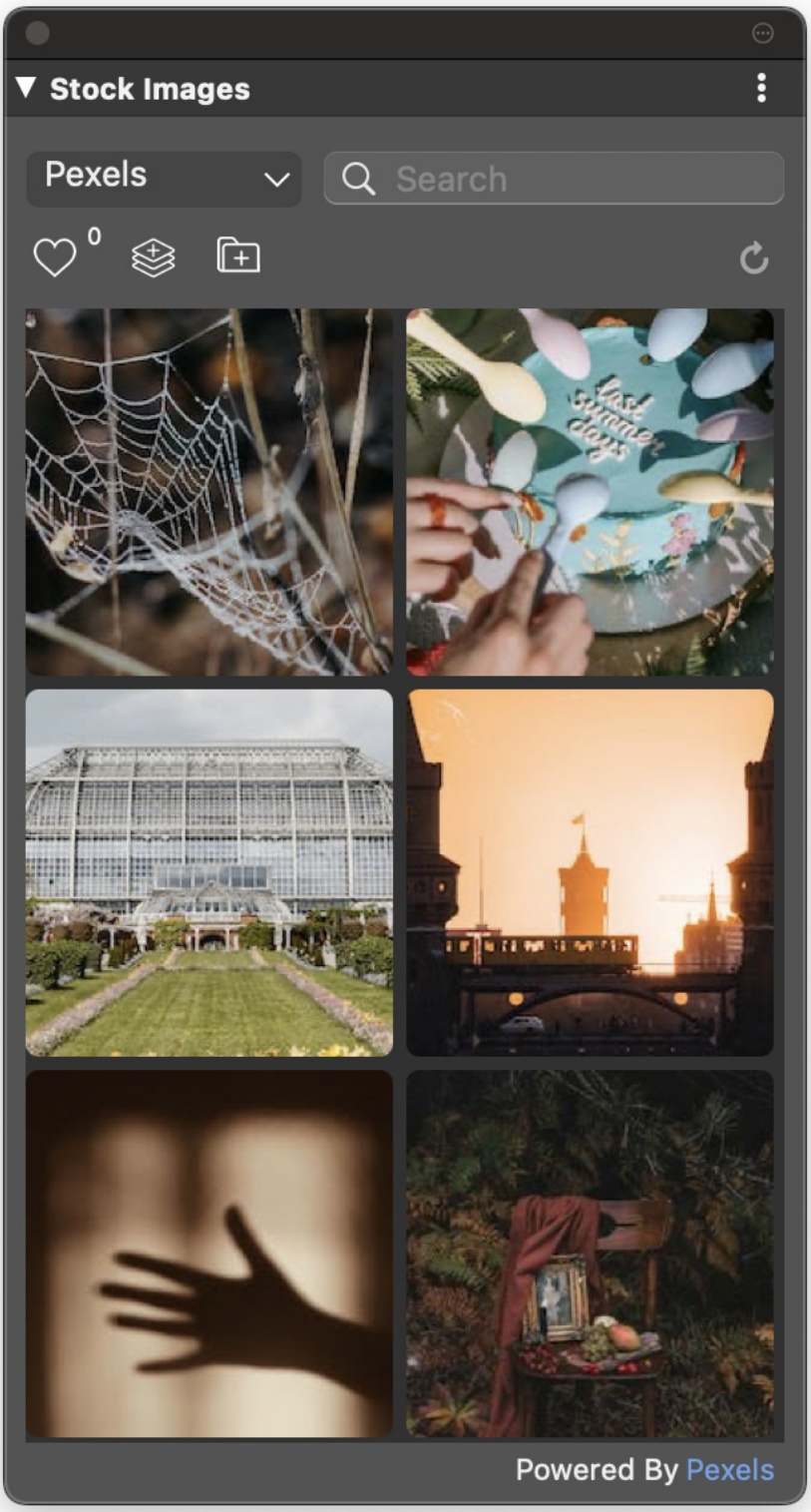
Modified Image Tooltip

Stock Images

QuarkXPress has a Stock Images Palette for users to search and use high resolution royalty-free images available on multiple online platforms like Unsplash, and Pexels. Users can add these images to the layout by simply drag and drop, and simultaneously downloading them locally. For future reference, users can add images from the Stock Images Palette to the Favorites collection.

Using Stock Images

➡ Note: On invoking the Stock Images Palette, it will display trending images by default from Pexels.



Stock Image Palette

Add Images

Enter the search keyword as per the requirements and browse for the desired images; the same can be selected, dragged, and dropped into the picture box.

This will also download images locally for future use. User can also simply select the picture box and double-click on the image in Stock Images Palette, which installs the image into the selected box.

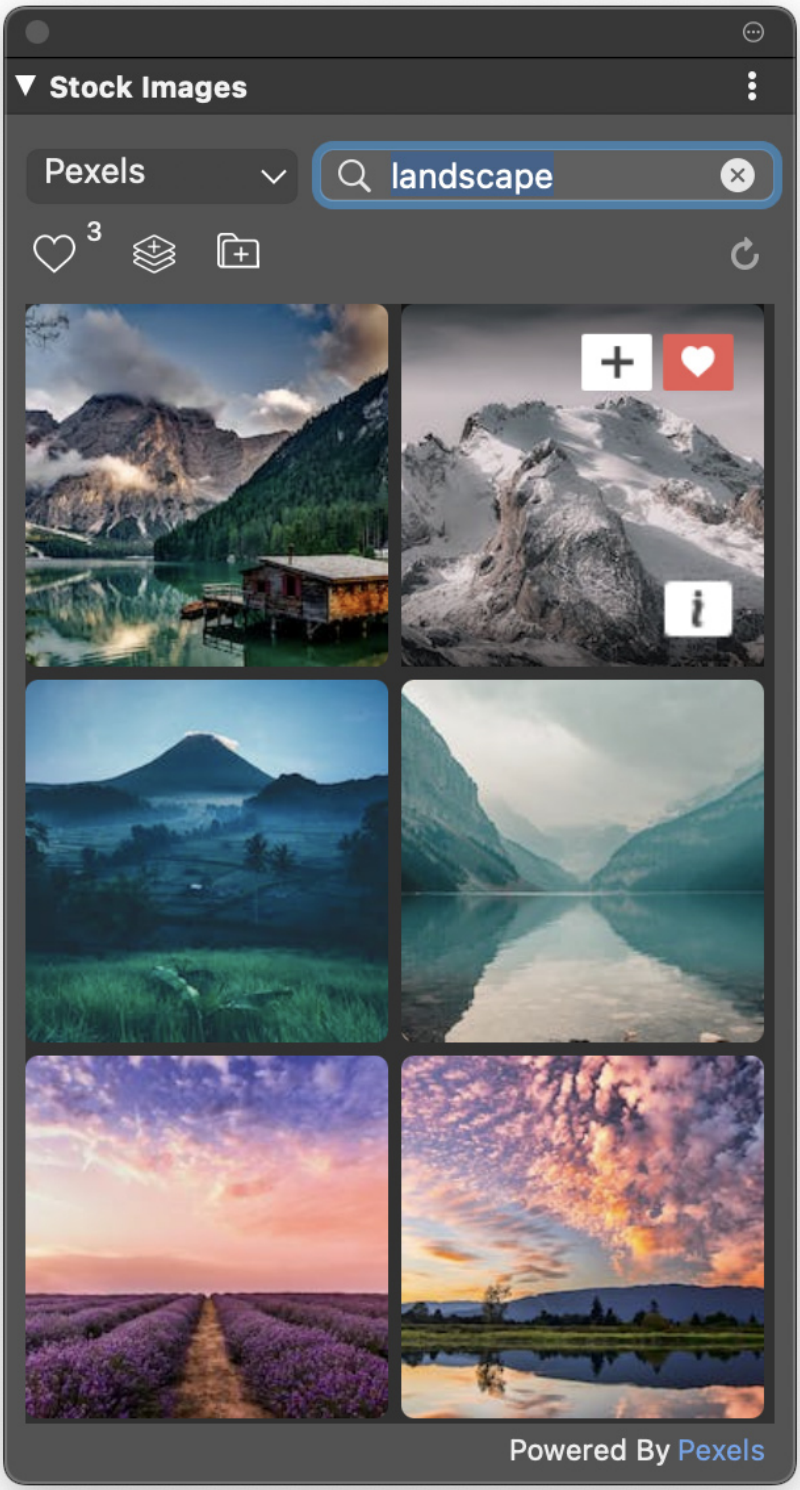


Stock Image Palette Search

- Also, while importing the image very first time, user need to agree the terms and conditions.

Favorite Images

The image palette also allows tagging images as favorites for quick and easy access whenever needed. While hovering the cursor over the images, a heart-shaped icon appears to add the respective image to the favorite collection. Below the search bar, the heart-shaped icon on left shows the number of images in the favorite collections. To remove image(s) from favorites, click on the heart-shaped icon over the image and the count will reduce.



Favorite Images

Please note that Favorites is maintained individually for all the images platforms and sources.

Image Attributes

On hovering the mouse over an image will show multiple icons for info, favorites, etc. On clicking the Info icon, the “Photo Information" dialog appears which contains information about the photographer, photographers' profile, and various image-related information. In addition, users can visit a photographer's profile page by clicking on the links available in the same dialog box. This helps in avoiding any copyright infringement and in the approval of using the image without any modifications.



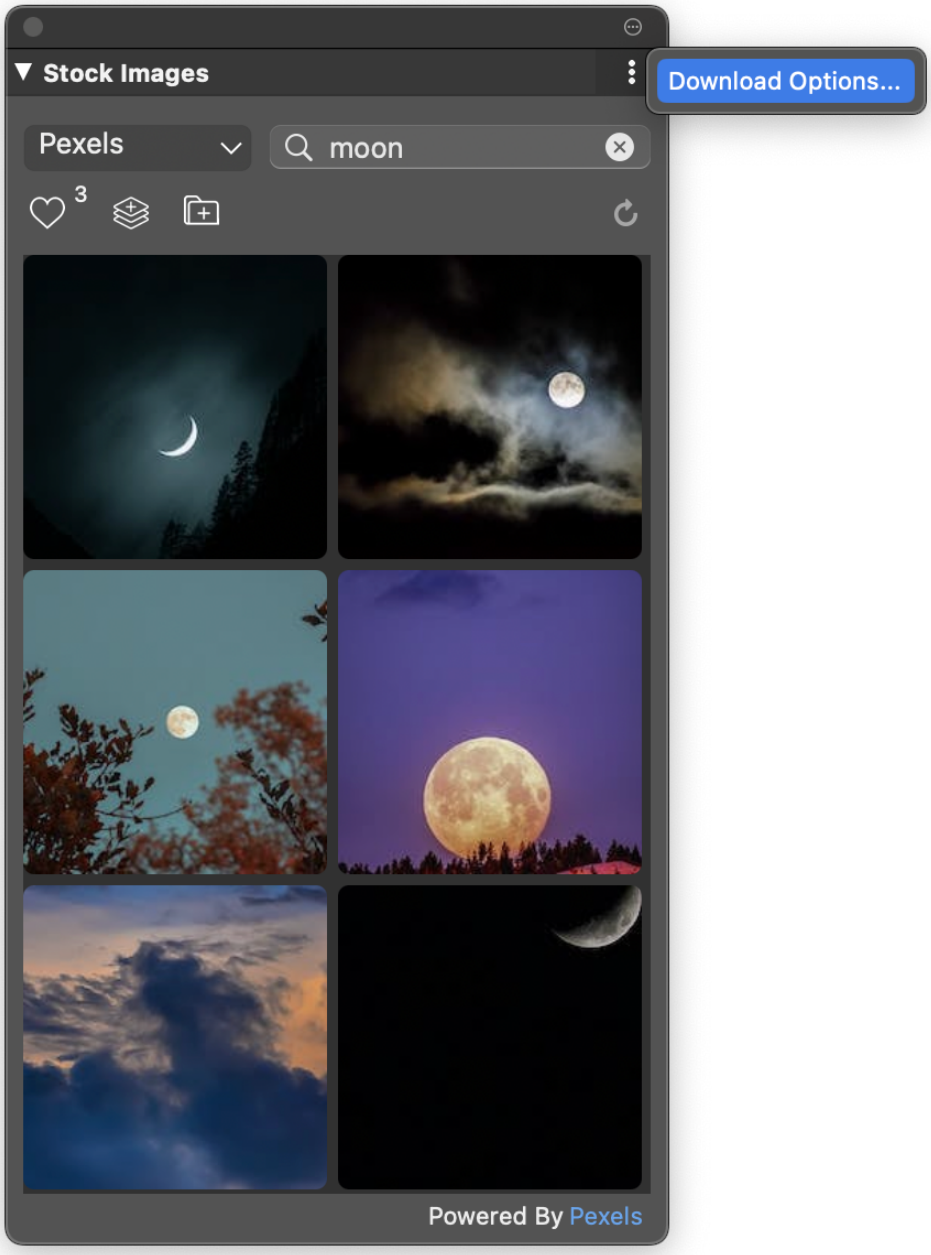
Image Attributes

Include the photographer's name within the layout, ensuring proper attribution. Open the Info dialog, and click on the Copy icon next to the photographer's name, which copies it to the clipboard.

Image Download Location

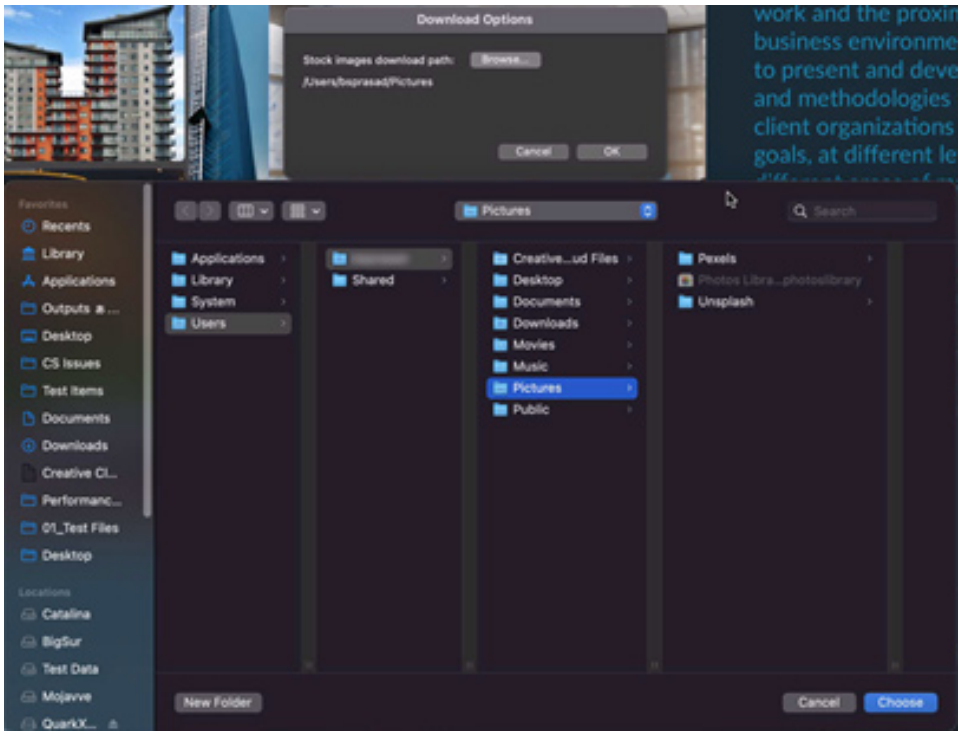
User can change the default download location by selecting **Download Options** in Stock Image Palette Options and setting the custom location.

By default, all images are downloaded at **user/Pictures/Pexles** OR **user/Pictures/Unsplash** folders respectively, as per the image source selected while adding into the layout.



Download Images

Images that are downloaded once from the Stock Images Palette will be saved in the system when the user drags and drops the same image from Stock Images Palette, the image already downloaded gets installed on the layout.



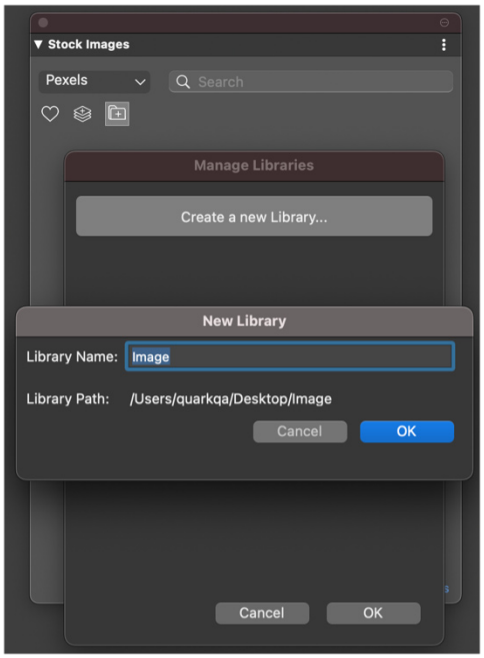
Download Location

Local Image Library

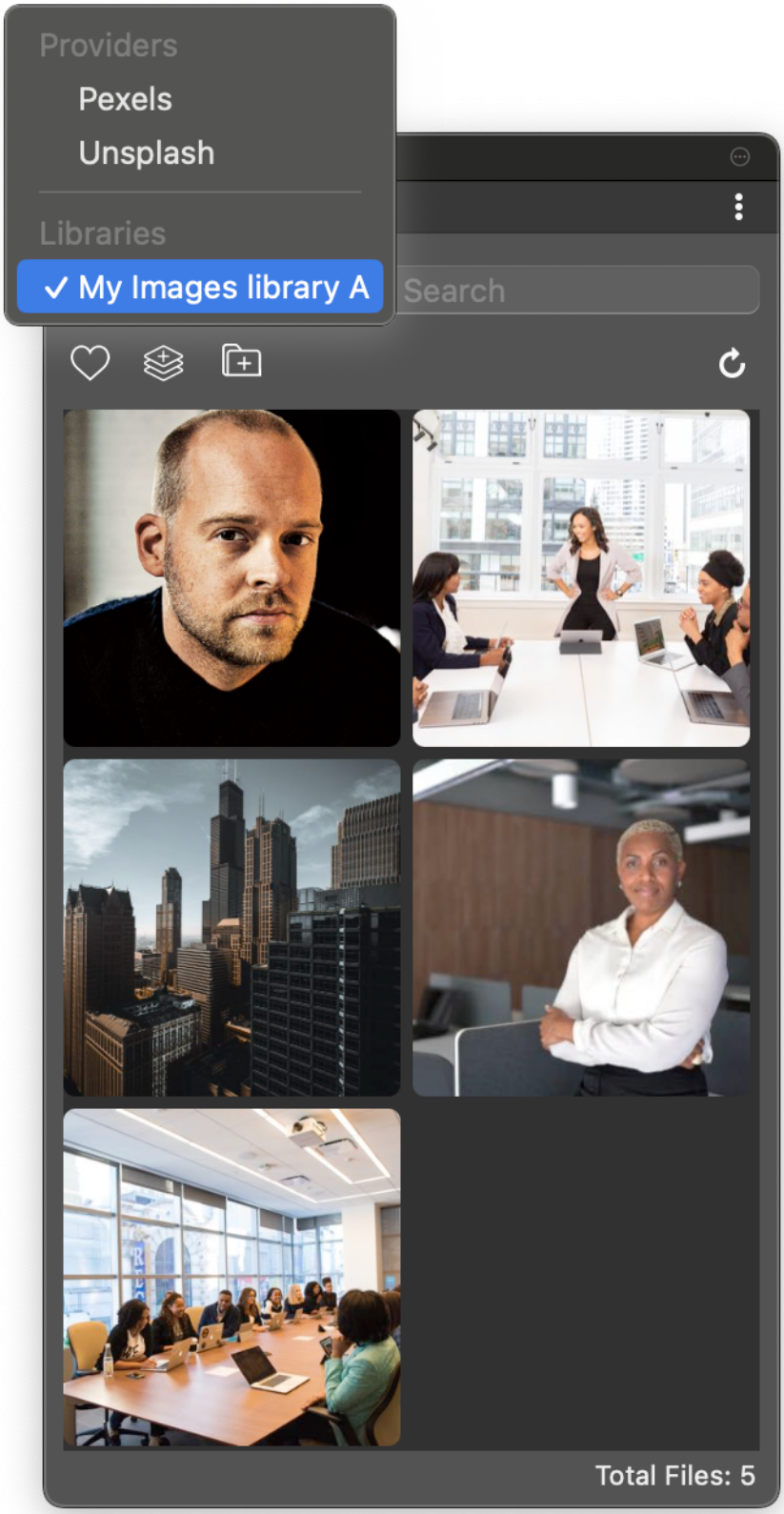
“Stock Images" palette has now been enhanced with the possibility to add “Local Image libraries".

Users can designate both local and server folders as Libraries, making them accessible in the Stock Images Palette, similar to collections from Pexels or Unsplash.

This feature allows users to search and access images effortlessly in the Stock Images palette, as it displays actual image previews. Users can import images from local libraries into QuarkXPress projects with ease by double-clicking or drag-and-drop, similar to how they worked with stock images before.



Creating local image library



Local Image Library

Users have the flexibility to add or remove local libraries as needed.

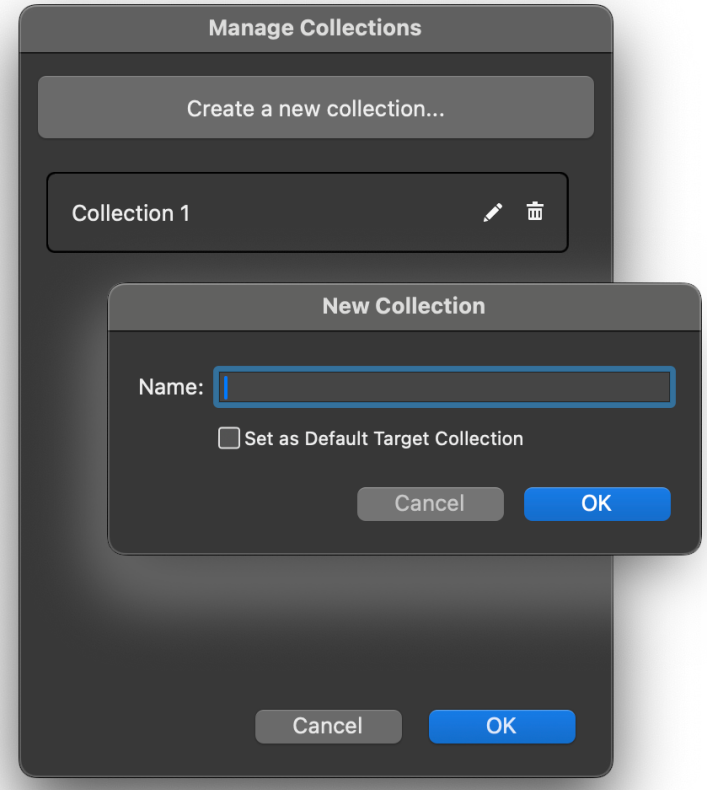
When a user opens a library, they can view all the image thumbnails in a grid and easily import them into QuarkXPress by double-clicking or using drag-and-drop.

Users can personalize their experience by adding local images to collections and marking them as favorites based on their preferences.

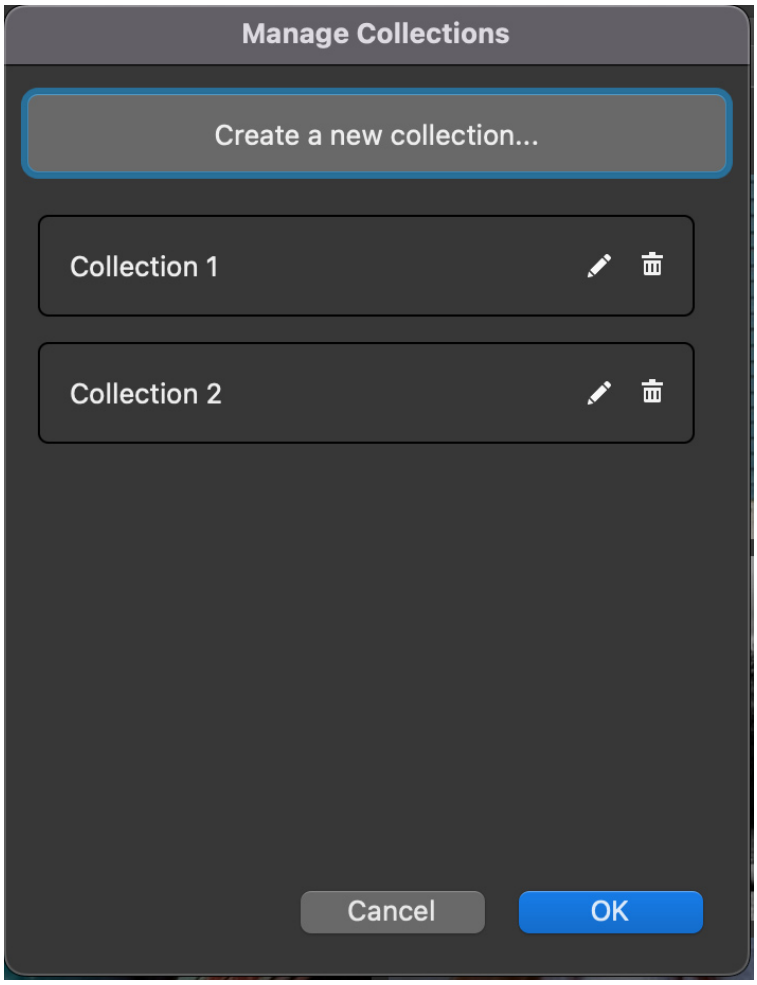
On refresh, the system will check the designated folders for any new image additions or deletions and ensure that the library is updated accordingly.

Creating and Managing Stock Image Collections

Create and manage custom collections of images from Unsplash and Pexels, and add all related images. Also, edit the names of collections, and remove collections when no longer desired.



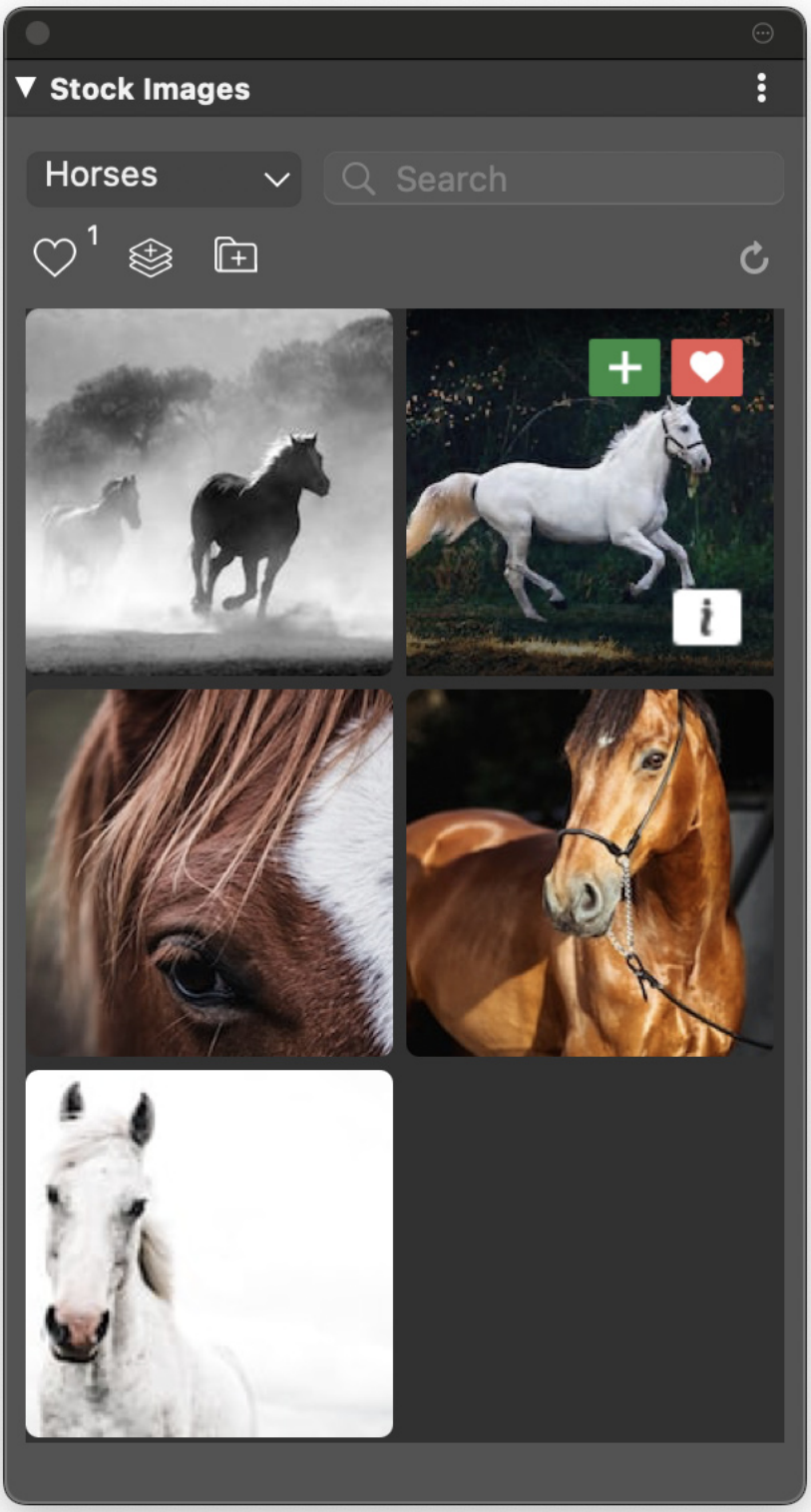
Create a New Collection



Manage Collections to Edit Name or Remove Collection

Adding/Deleting Images to/from Collections

An image may be added to multiple collections. Likewise, images may be deleted from one or more collections if no longer required. Created collections may be selected from the palette so that images within that collection will be displayed only in the palette.



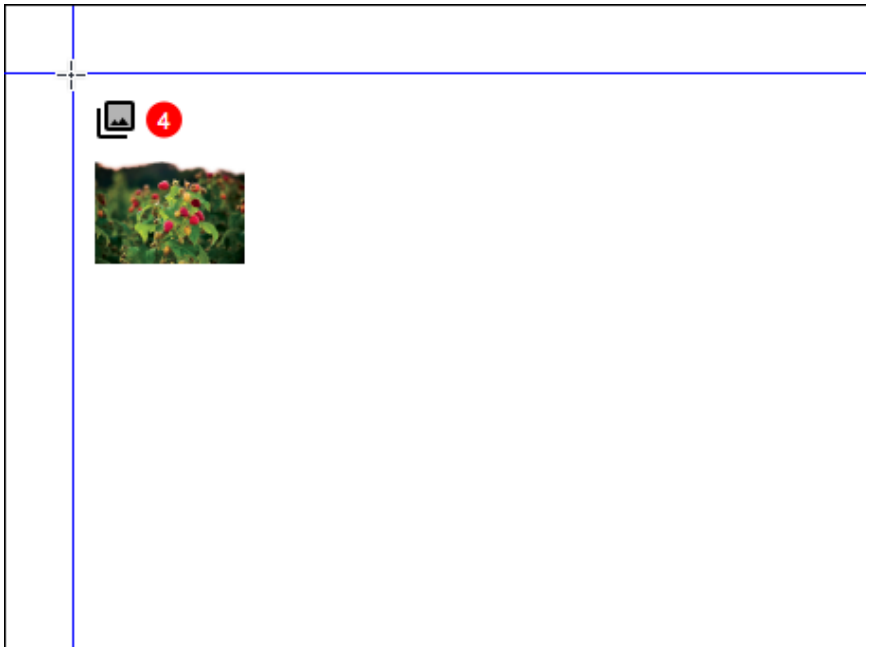
Add/Remove Image to and from a Collection

Adding Images to Favorites from Collections

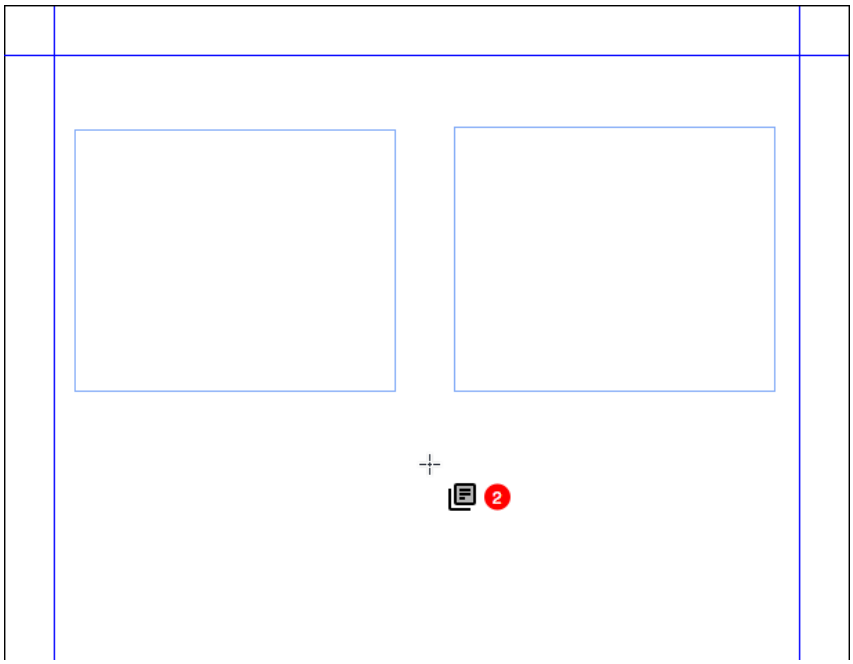
An image can be added to Favorites directly from a Collection by clicking the Favorites icon. Add to Collection icon turns Green when an image is added in the Collection and the Favorites icon turns to Red when the image is added to the Favorites.

Spring Loading on Cursor

QuarkXPress supports **"spring loading"** of images and text on the cursor. This allows you to select multiple files (picture or text) at one time, and then place them into the layout one after the other - either into existing boxes, or creating new boxes dynamically - without needing to return to the Import dialog.



Spring Loading Images



Spring Loading Text files

- In the import dialog, you can select multiple images or text or combination of images and text files to import.
- The cursor will change to show you a thumbnail of the next file to place, and a counter showing how many more files are waiting on the cursor to place; allowing you to click onto the document page and place them as desired.
- You can import into an existing box by clicking on it, or create a new box - which will be created according to the image size for pictures, or between the margins for text boxes - by clicking onto an empty area of the page.
- You can drag and drop files onto document canvas to spring load the files onto the cursor.
- You can replace the image/text by pressing the Command+Shift or Ctrl+Shift and click on the box.
- You can cycle through the images/text by using the arrow keys in the keyboard.
- The user may append to existing text box content by using Cmd+Shift or Ctrl+Shift key and click in between the story, the story will flow from the clicked location.
- User may add additional items to spring-loaded cursor by selecting additional files in the import dialog.
- You can have different spring-loaded cursor for different layout or project.

- When you drag and drop a text file to a QuarkXPress layout, a new text box will be created automatically and it will always fit within the page margins.
- When the user drops into a box irrespective of whether it has any existing content or not, it will create a new box above existing box and image/text will be placed in it. It will not replace the existing content.
- When the user drops the image into other box types (none/text), it will create a new box and place the text/image in the newly created box.
- User can remove spring-loaded items from the cursor by the Escape key.
- You can undo and redo the placement of images and text dropped through spring loading cursor.

➡ The thumbnail preview is only available for images in this version of QuarkXPress.

➡ In case you want to use the legacy Drag and Drop behavior, you need to press the Shift key while dragging the image/ text file.

Spring Loading Progress Bar

While dragging and dropping text files and images to the QuarkXPress layout, a spring loading progress bar is displayed for the files which are getting loaded into the cursor. Once the files are loaded into the cursor, the user can drop into the layout or selected box.

Moving pictures

You can move pictures inside their boxes with:

- the **Picture Content** tool
- the **Measurements** palette

With the **Picture Content** tool selected, you can click any part of an image, regardless of its position in its box. You can also nudge a picture in its box by using the arrow keys.

If the **Item** tool is selected when you are using the arrow keys on the keyboard, the *box* will move instead of the picture within the box. See "*Moving items*" for more information about moving pictures.

Resizing pictures

You can scale pictures to make them larger or smaller using:

- the **Picture Content** tool
- the **Measurements** palette
- the **Style** menu

After importing a picture into a box, you can choose **Fit Box to Picture** and **Scale Picture to Box** from the context menu (or **Style** menu). Press the Shift key while resizing a picture with the **Picture Content** tool to resize the picture proportionately.

You can scale pictures to make them larger or smaller by clicking and dragging the round picture handles on the corners and sides of the picture. Press the Shift key while resizing a picture to resize the picture proportionately. Press Shift+Option/Shift+Alt while dragging a corner handle to resize the picture proportionately from the center. You can also scale pictures using the **Style** menu, the **Measurements** palette, or the context menu.

To scale a picture proportionally so that its largest dimension fits inside the picture component, choose **Scale Picture to Box** from the context menu or **Style** menu. To scale a picture proportionally so that it completely fills the picture component, choose **Scale Picture to Fill Box** from the context menu or **Style** menu.

Cropping pictures

If you only want a portion of your image to display, you can manually crop it by adjusting the size of the box.

Rotating and skewing pictures

Rotating a picture sets it at a different angle within the box, while skewing a picture applies a slanted look to it.

To rotate a picture, select the **Picture Content** tool and move the mouse over one of the picture's corner handles. A Rotation pointer displays according to the selected corner. Drag the pointer to rotate the picture. You can also enter rotate values for a picture in the **Picture Angle** field of the **Measurements** palette (**Home** tab).

To skew a picture, enter a value in the **Picture Skew** field of the **Measurements** palette (**Home** tab).

To rotate a picture, move the mouse over one of the picture's corner handles. A Rotation pointer displays according to the selected corner. Drag the pointer to rotate the picture. You can also enter rotate values for a picture in the **Picture Angle** field of the **Measurements** palette (**Home/Classic** tab).

To skew a picture, enter a value in the **Picture Skew** field of the **Measurements** palette (**Home/Classic** tab).

Coloring and shading pictures

You can apply color and shade values to the shadows and middle tones of black-and-white and grayscale pictures using the **Colors** palette (**Window > Colors**), (**Style > Picture**), the **Measurements** palette, or the **Style** menu. You can also apply color to the picture background and the box background.

- To apply color to a black-and-white or grayscale picture, select the **Picture Color** icon and click a color name.
- To apply color to the background of a black-and-white or grayscale picture, select the **Picture Background Color** icon and click a color name.

Flipping pictures

You can flip the contents of a picture box from left to right and from top to bottom using the **Style** menu (**Style > Flip Horizontal** or **Style > Flip Vertical**) or the **Home** tab of the **Measurements** palette (click the flip horizontal icon or the flip vertical icon).

Listing, verifying status of, and updating pictures

The **Usage** feature (**Utilities** menu) lets you keep track of all your imported pictures. To use this feature, choose **Utilities > Usage**, then click **Pictures** to display the **Pictures** pane.

The **Show** button displays the selected picture in the layout.

The **Update** button lets you relink to another image or update the missing and modified pictures. To update modified pictures without a confirmation alert, Option+click/Alt+click the **Update** button.

Specifying background colors for pictures

To increase your design options with pictures, you can modify box color, picture color, and picture background color. See "*Coloring and shading pictures*" for more information.

- For gray pixels, the picture color and picture background color are mixed.
- If you specify different opacities for the picture color or picture background color, the colors will interact with each other and the box color.

Grayscale and 1-bit images only: When you open a project from a previous version of QuarkXPress, the box color is mapped to the picture background color so the picture looks the same.

Maintaining picture attributes

When you import a picture into a picture box — whether or not the picture box already contains a picture — you can retain all picture attributes. For example, if an empty picture box in a template specifies that the picture should be scaled 50% and rotated 90 degrees, you can import a new picture and those attributes are automatically applied.

To import a picture and retain the attributes specified for the box and/or the existing picture, check **Maintain Picture Attributes** in the **Import** dialog box (**File** menu).

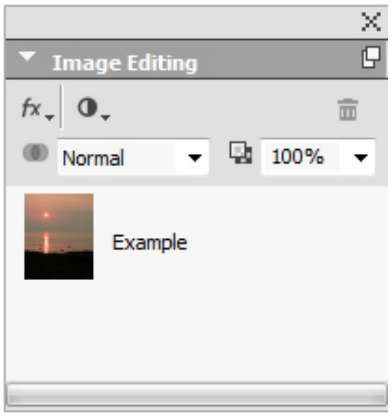
To import a picture and retain the attributes specified for the component and/or the existing picture, check **Maintain Picture Attributes** in the **Import** dialog box (**File** menu).

Editing the raster image

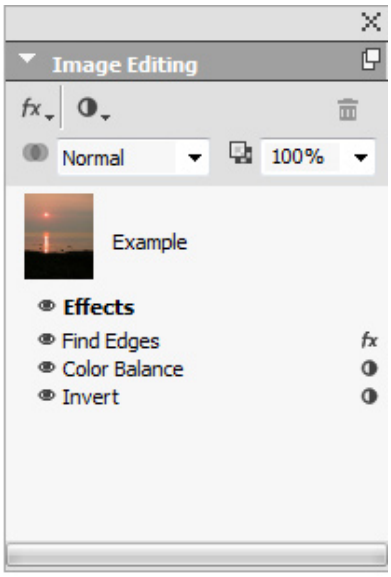
You can edit imported raster images right in QuarkXPress . The options that are enabled depend on the color mode of the image. For instance, **Invert** will only be available for 1 Bit images.

To edit the raster image of the imported picture in QuarkXPress :

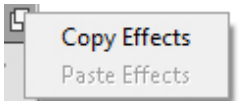
1. Select the image you want to edit.
2. Display the **Image Editing palette** (**Window > Image Editing**).



3. Edit the image using the controls on the palette. As you apply effects to the selected image, you will see the effects immediately in the layout. The effects you have applied to the image will be listed on the palette. You can rearrange the order in which the effects are applied (on Windows by dragging them into position and on Mac OS using the up/down arrows next to the applied effects) as well as delete any you do not want.

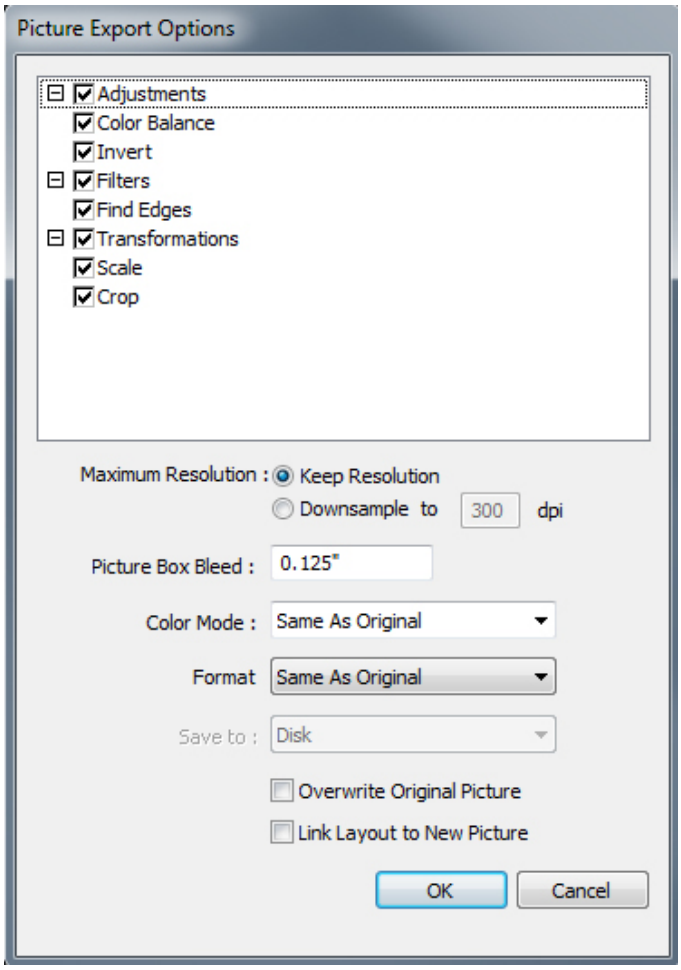


- Once you have specifed the effects for the selected picture, you can copy the set of attributes and apply them to other images.



- You can access the image editing abilities by choosing **Style > Image Editing** or by right-clicking the image and choosing **Image Editing** from the context menu.

The picture effects are applied as non-destructive effects and will be applied upon output. You can save the picture with or without the picture effects applied. (**File > Export Picture**).



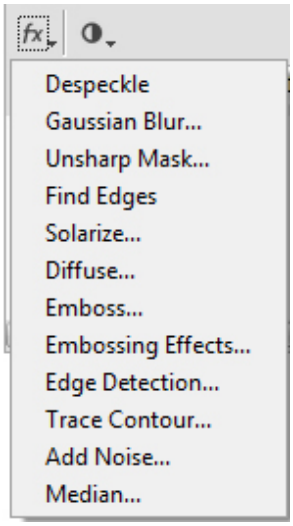
Using the **Picture Export Options** palette, select the applied picture effects you want to save with the picture and specify the following attributes:

- **Maximum Resolution**
- **Pictue Box Bleed**
- **Color Mode**
- **Format**

You can also choose to **Overwrite Original Picture** and **Link Layout to New Picture**.

Filters

Use the **Filters** drop-down menu to select a filter to apply to the image.

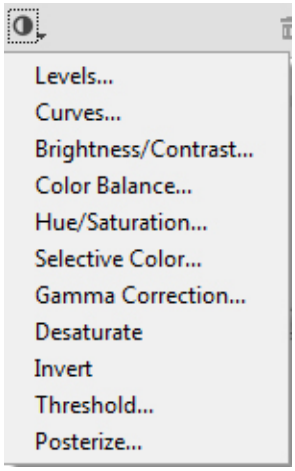


- **Despeckle** - Detects the edges in a picture and blurs all of the picture except those edges. It removes noise while preserving detail, and can be useful for removing dust from a scanned image.
- **Gaussian Blur** - Smooths transitions by averaging pixels next to hard edges of defined lines and shaded areas in a picture. By checking **Blur Picture** and/or **Blur Mask**, you can apply this filter separately to pictures and their alpha masks.
- **Unsharp Mask** - Compares pixel values in a defined area to the specified threshold value. If a pixel has a lower contrast value than the threshold value, its contrast is increased.
- **Find Edges** - Outlines the edges of a picture with dark lines against a white background.
- **Solarize** - Blends negative and positive areas of a picture, producing a photographic solarization effect. To use the **Solarize** dialog box, enter a **Threshold** value in the field or drag the slider. The value specifies which pixels to modify - those with values lower than the threshold are considered negative and those with values higher than the threshold are considered positive. The pixel values are then inverted.
- **Diffuse** - Shuffles pixels so the picture looks less focused.
- **Emboss** - Makes areas of the picture appear raised or stamped.
- **Embossing Effects** - When the **Emboss** filter is applied, you can specify the direction from which to raise or stamp the picture using the **Embossing Effects** filter. Click the directional arrows in the **Embossing Effects** dialog box to apply different directions. For example, clicking the upper-right arrow might specify that when you pushed a stamp onto an object, you pushed slightly to the right, smearing the stamp in that direction.

- **Edge Detection** - Displays only edges of the picture, suppressing the remaining colors. The **Edge Detection** dialog box provides two mathematical methods for determining edges: **Sobel** and **Prewitt**. The Sobel method might be more precise because it considers more surrounding pixels in its calculations.
- **Trace Contour** - Thinly outlines the transitions of major brightness areas for each color channel, producing a black-and-white outline of the picture. You have the option to invert the results as well.
- **Add Noise** - Applies random pixels to a picture to simulate pictures shot using high-speed film. The filter applies an even pattern to shadow tones and midtones while adding a smoother, more saturated pattern to the picture's lighter areas.
- **Median** - Reduces or eliminates the look of motion on a specified region of a picture. The effect searches pixels of similar brightness, and replaces the central pixel with the median brightness value of the searched pixels; pixels that differ significantly from adjacent pixels remain unaffected.

Adjustments

Use the **Adjustments** drop-down menu to apply color corrections to the image.



- **Levels** - To brighten highlights, compress shadows, and adjust midtones individually.
- **Curves** - To make precision tonal adjustments to lighten or darken a picture. Instead of limiting adjustments to shadows, highlights, and midtones, you can adjust any point along a scale of 0% to 100% (for CMYK and grayscale) or 0 to 255 (for RGB). The precise nature of this tool requires more experience and knowledge than using the **Levels** effect.
- **Brightness/Contrast** - To adjust the tonality of every pixel instead of individual channels. .

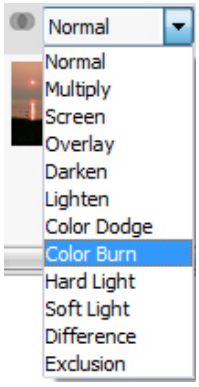
- **Color Balance** - To remove unwanted color casts or correct oversaturated or undersaturated colors. This effect changes the overall mixture of colors in a picture for generalized color correction.
- **Hue/Saturation** - To adjust the overall color intensity and light in a washed-out or muted picture, but is generally used as a special effect. The picture's current hue (color cast), saturation (intensity), and lightness (degree of white light) are expressed as zeros by default.
- **Selective Color** - To increase or decrease the amount of process color in each of the primary colors in a picture. For example, if an apple is too purple, you can take cyan out of the areas that affect red.
- **Gamma Correction** - To adjust the white point. Adjusting the white point controls the brightness of the picture's display on screen. To use the **Gamma Correction** dialog box, adjust the midtones by entering a new value in the **Gamma** field or by dragging the slider. A higher value produces a darker picture, overall.

➡ Although modifying gamma gives you some control over picture display, differences between Windows and Mac OS may still cause issues. Windows uses a higher gamma value (2.2) for display than Mac OS (1.8), so the same picture will look darker on Windows.

- **Desaturate** - To convert a color picture to a black-and-white picture while leaving the color mode and lightness value of each pixel unchanged. For example, it assigns equal red, green, and blue values to each pixel in an RGB picture to make the picture appear grayscale
- **Invert** - To invert the gray values of each channel in a picture. This effect is recommended for 1-bit, grayscale, and RGB pictures. Because CMYK pictures contain a black channel, this effect is not recommended for CMYK pictures. The inversion of the black channel usually results in images that are mostly black or mostly white.
- **Threshold** - To convert color pictures to black and white, without using gray. Enter a value in the **Threshold** field or drag the slider; all pixels lighter than the threshold value are converted to white and darker pixels are converted to black.
- **Posterize** - To modify the tonal levels for each channel in a picture to produce special effects. To use the **Posterize** dialog box, enter a new value in the **Levels** field or drag the slider. For example, choosing five tonal levels in an RGB image results in 15 colors (five for each of the three primary colors)..

Blend Mode

Use the **Blend Mode** drop-down menu to select a blend to apply to the image.



Opacity

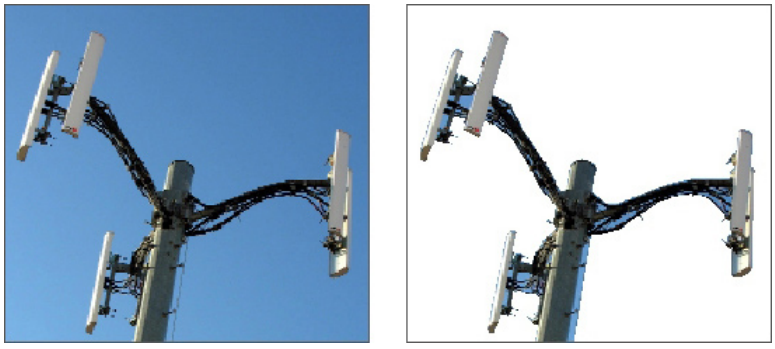
Use the **Opacity** drop-down slider to select a the opacity percentage to apply to the image.



Working with clipping paths

A clipping path is a closed Bézier shape that indicates which parts of a picture should be displayed and which parts should be treated as transparent. Clipping paths are especially useful when you are attempting to isolate the picture's subject from its surrounding background in the original picture file.

You can create clipping paths from scratch in QuarkXPress or QuarkXPress CopyDesk, or you can use embedded path or alpha channel information to create clipping paths. Clipping paths created by QuarkXPress or QuarkXPress CopyDesk are based on the picture file, and are stored with the layout.



A clipping path lets you control which parts of a picture show and which parts are hidden.

Creating clipping paths

To create or assign a clipping path, choose **Item > Clipping** on *Windows*, and then choose an option from the **Type** drop-down menu, or use the **Clipping** tab on the **Measurements** palette on *Mac OS* X:

- Choose **Item** to crop an image to the box boundaries. Choosing **Item** does not create a clipping path; it simply crops the picture to its box.
- Choose **Item** to crop an image to the picture component boundaries. Choosing **Item** does not create a clipping path; it simply crops the picture to its picture component.
- Choose **Embedded Path** to clip a picture around a path already embedded in the picture file. Choose a path from the **Path** drop-down menu if the picture file contains more than one embedded path.
- Choose **Alpha Channel** to clip a picture around an alpha channel already embedded in a picture file. Choose an alpha channel from the **Alpha** drop-down menu if the picture file contains more than one embedded alpha channel. Note that using a clipping path around an alpha channel will create a hard edge rather than a blended effect. If you want a semi-opaque blend, use an alpha mask. (See "*Working with alpha masks*.")
- Choose **Non-White Areas** to create a clipping path based on the picture's subject. Depending on the image and the value in the **Threshold** field, the clipping path will outline a non-white figure within a larger white or near-white image (or vice versa). The **Non-White Areas** option works best when the unwanted parts of the image are much lighter than the subject itself (or vice versa).
- Choose **Picture Bounds** to clip a picture around the rectangular "canvas area" of the imported picture file. This includes any white background areas saved with the original picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to determine the outset of the clipping path from the picture's boundaries. Positive values increase the outset, and negative values decrease the outset.

➡ The green path in the **Preview** area corresponds to the clipping path, and the blue outline corresponds to the picture box.

Using embedded clipping paths

You can use image-editing applications to embed paths and alpha channels in an image. If a picture storing this information is imported into QuarkXPress, you can access the path and channel information using the **Clipping** tab of the **Measurements** palette on.

TIFFs and PSDs can have embedded paths and alpha channels. EPS, BMP, JPEG, and PICT files can only have embedded paths.

Manipulating clipping paths

After you apply a clipping path, choose **Item > Edit > Clipping Path** to enable clipping path editing. Then choose one of the following tools: The **Select Point** tool , the **Add Point** tool , the **Remove Point** tool , and the **Convert Point** tool . For more information, see "*Tools*."

You can also manipulate clipping paths with the controls in the **Measurements** palette. To change a point from one type to another, use one of the following three buttons:

- **Symmetrical Point** : A symmetrical point 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.
- **Smooth Point** : A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point, but they can be distanced independently.
- **Corner Point** : A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments.

To change the character of a line segment, use one of the following buttons:

- **Straight Segment** : Makes the active segment straight.
- **Curved Segment** : Makes the active segment curved.

➡ You can also change point and segment types with the **Item > Point/Segment Type** submenu.

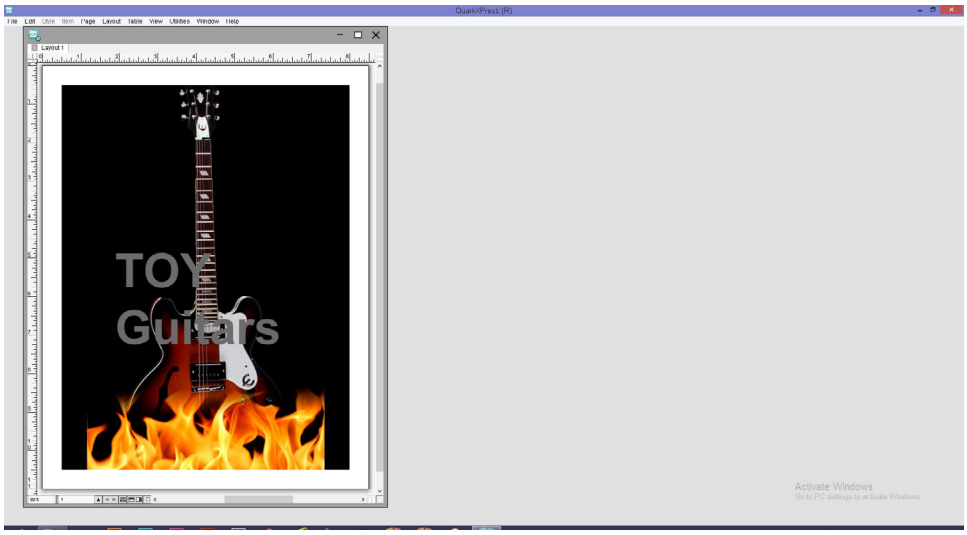
Creating special effects with clipping paths

Various options in the **Clipping** tab let you invert a clipping path or specify whether a picture is clipped using outside edges only, or whether the picture is contained within its box. You can create special effects such as making visible regions transparent and transparent regions visible, allowing holes within a path, cropping the picture to the edges of the picture box, or removing portions of the clipping path that fall outside the box borders.

Working with alpha masks

Unlike clipping paths, which produce a smooth edge primarily used for separating a foreground image from a background image, alpha masks can include transparency information to subtly blend a foreground image into a new

background. To work with alpha masks in QuarkXPress, you must first create an alpha mask in an image-editing application such as Adobe Photoshop. You can then use the alpha mask in QuarkXPress.



The alpha mask on the flames allows the text in the background to show through.

To work with alpha masks in QuarkXPress, you'll need to save them with the picture in a format that supports alpha channels.

To apply an alpha mask to the selected picture, choose an alpha channel from the **Measurements** palette's **Mask** drop-down menu.

- By default, this drop-down menu is set to **Composite**, which preserves the image's overall transparency.

Working with PSD pictures

You can import native, unflattened picture files from Adobe Photoshop directly into QuarkXPress with PSD Import functionality. Once files are imported, you can manipulate any layers, channels, and paths saved with the Photoshop (PSD) files. This integration between Photoshop and QuarkXPress streamlines your workflow by allowing you to skip flattening; saves hard disk space by enabling you to work with native files; and enhances your creative possibilities by providing access to layers, channels, and paths.

With PSD Import, use **File > Import** to import a PSD file into a selected QuarkXPress picture box.

To work with layers, channels, and paths in the image, choose **Window > Advanced Image Control**. You can use the **Advanced Image Control** palette to blend layers, work with color channels, and select paths.

Preparing PSD files

When you're preparing pictures in Photoshop for use with Advanced Image Control, you need to keep a few things in mind:

- You do not need to save the image in another file format, which means that you don't have to flatten the layers.
- Create alpha channels or clipping paths for any contours that you might want to wrap text around.
- Create channels for areas where you might want to apply a different spot color or varnish.
- Advanced Image Control cannot read layer information for certain images — including those that use layer effects. The composite image is used instead.

➡ Advanced Image Control supports PSD files in grayscale, RGB, CMYK, index, Duotone and multichannel modes.

Working with PSD layers

Experimenting with layers allows you to see different images within the context of the entire layout. In addition, you can modify the opacity of a layer and try different blend modes — such as dissolve, lighten, and difference — to see how these effects work with the rest of a design.

You can use the **Layers** pane of the **Advanced Image Control** palette to show, hide, blend, and change the opacity of layers within PSD pictures. The **Advanced Image Control** palette displays information about how the picture file was created, but does not allow you to make fundamental changes to the picture file:

- You cannot create, name, copy, duplicate, align, reposition, delete, or merge layers using the **Layers** pane.
- If there are no layers in the PSD file, the **Advanced Image Control** palette shows only the background layer.

Blending PSD layers

The **Blend Mode** drop-down menu in the **Layers** pane lets you control how pixels in a selected layer interact with pixels in all the layers below the selected layer. The blend modes are similar to those in image-editing applications: They include options such as **Multiply, Color Dodge, Exclusion**, and **Saturation**.

Showing and hiding Photoshop layers

You can view and print layers that are showing; hidden layers do not display on-screen or in print. Advanced Image Control allows you to hide any layer, including the background layer.

- To show a layer, click the empty box icon to the left of the layer.
- To show all layers, Option+Shift+click/Alt+Shift+click the empty box icon.
- To hide a layer, click the eye icon .
- To hide all but one layer, Option+click/Alt+click the eye icon .

If changing the blending and opacity of layers produces undesirable results, you can revert the layers to their original state in the imported PSD file with the **Revert Layer** or **Revert All Layers** options in the **Advanced Image Control** palette menu.

Modifying PSD layer opacity

A field on the **Layers** pane let you control the transparency of pixels on a selected layer. You can specify a transparency from 0% (transparent) to 100% (opaque).

Working with layer masks

If layer masks are saved with PSD files, you can enable and disable the masks in the **Layers** pane of the **Advanced Image Control** palette by Shift-clicking the thumbnail preview of the layer mask.

Working with PSD channels

Photoshop channels store color information about images. By default, grayscale and indexed color images have one channel, RGB images have three channels, and CMYK images have four channels. These are referred to collectively as the *default channels*. You can use the **Channels** pane of the **Advanced Image Control** palette to show and hide all channels, to change the color and ink solidity of a selected spot-color channel or alpha channel, and to assign spot colors to selected indexed colors. For example, you might assign special effects such as varnishes, embossing, and die cuts to channels.

Showing and hiding channels

Visible channels in imported PSD files display on screen and can be printed; channels that are hidden do not display on screen and cannot be printed. The process to show and hide channels is the same as for layers.

Clicking the composite channel displays all the default channels, such as CMYK or RGB.

Modifying channel color and solidity

You can use the **Advanced Image Control** palette to change the color, shade, and ink solidity of any spot color, mask, or alpha channel you created in Photoshop. You can assign spot colors to channels that overprint composite images, and you can specify solidity for displaying channels on-screen and printing color composites.

Channels specified as mask channels in Photoshop are imported differently than channels specified as spot colors. In Photoshop, mask channels are assigned an opacity setting, while spot channels are assigned a solidity setting. Since PSD Import supports ink solidity, mask channels are imported with a 0% ink solidity. To see mask channels in imported PSDs, you need to manually turn on the mask channels in the **Channels** tab of the **Advanced Image Control** palette. Spot-color channels, on the other hand, retain the solidity setting saved in the PSD file and are mapped to QuarkXPress colors by default.

Use the **Channel Options** dialog box to modify the color, shade, or ink solidity of pixels in a spot-color or alpha channel. To display the **Channel Options** dialog box, simply double-click a channel in the **Channels** pane of the **Advanced Image Control** palette (**Window** menu).

Working with indexed color channels

By default, when you print color separations from QuarkXPress using PSD Import, the colors in indexed color images separate to CMYK. You can override this by creating a spot color or multi-ink color (**Edit > Colors**) and assigning that color to the selected indexed colors in the image. Advanced Image Control also allows you to create spot colors from colors in the indexed color image. Indexed colors that you do not modify will still separate to CMYK.

Working with PSD paths

You can also use PSD Import to choose among embedded paths for specifying clipping and runaround. The **Paths** pane in the **Advanced Image Control** palette provides convenient access to the clipping-path and text-runaround functions in QuarkXPress

Using the **Paths** pane, you can select different clipping paths to use for text runaround contours. To select a text runaround contour, click the empty box in the first column. The **Text Runaround** icon displays and the text wraps around the contours of the clipping path.

➡ For text runaround to occur, the picture box needs to be in front of the text. If the text is not wrapping, select the picture box and choose **Item > Bring Forward** or **Item > Bring to Front**.

You also can use the **Paths** pane to control the display of an image by selecting a clipping path you created in Photoshop. To select a clipping path, click in the empty box in the second column. The **Clipping Path** icon displays and the area of the picture within the selected clipping path displays.

You can reverse any changes you make to paths in PSD Import. The paths will revert to their original state as they were created in the imported PSD file. To do this, choose **Revert Path** or **Revert All Paths** from the **Advanced Image Control** palette or context menu.

Printing PSD pictures

When you print a layout using Advanced Image Control, you can specify the layers, channels, and paths within each PSD picture to print. Since the eye icon in the **Advanced Image Control** palette controls both display and printing, pictures print as they display.

Improvements in EPS Images

On importing EPS images, which is having text with embedded fonts were getting rendered and outputted with Courier fonts, due to some permission issues. Now all such issues are fixed and the user should be able import EPS images having embedded fonts, rendering, and output from QuarkXPress.

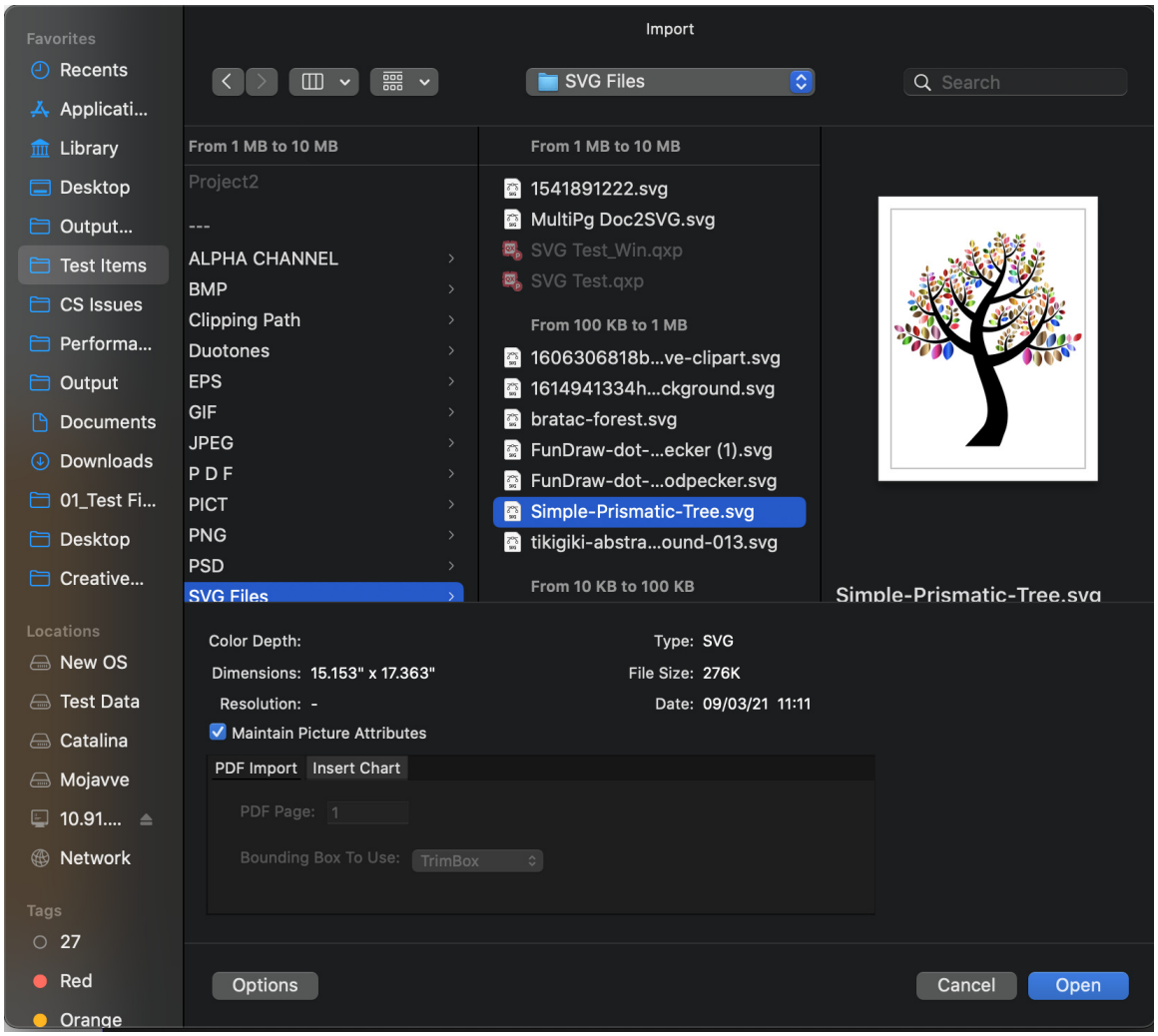
Support of SVG format Images*

QuarkXPress now supports import of SVG images. The user can import SVG files into QuarkXPress like any other image format files. The imported SVG integrates with all the output files of QuarkXPress i.e., PDF, HTML output etc.

In QuarkXPress, the default export format for SVG images is PNG format in Digital Output. However, if we apply Picture Fitting, images will get exported as SVG images.

Go to File Menu > Click Import

Select any SVG Image press Open



Selected SVG in Import Dialog



Imported SVG on Layout

*Feature not available for AppStore Build

Color, Opacity, and Drop Shadows

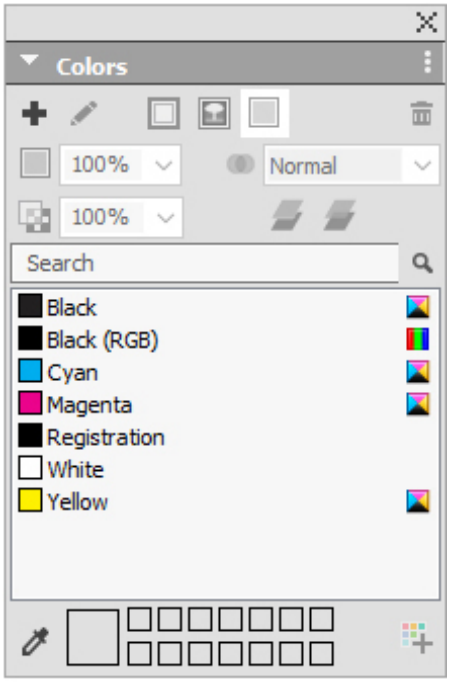
QuarkXPress lets you create custom colors, choose colors from several standardized color matching systems, and edit colors. You can apply both color and shade to text and pictures. You can also control the opacity of text in the same way you control its color. You can apply drop shadows to both items and text.

Working with colors

Some colors are automatically included in the **Colors** palette. To use other colors, you'll need to create colors or edit existing colors using the **Colors** dialog box, which allows you to create colors using color wheels, numeric fields, or color matching systems. You can also add colors to your project using the color picker tool.

The Colors palette

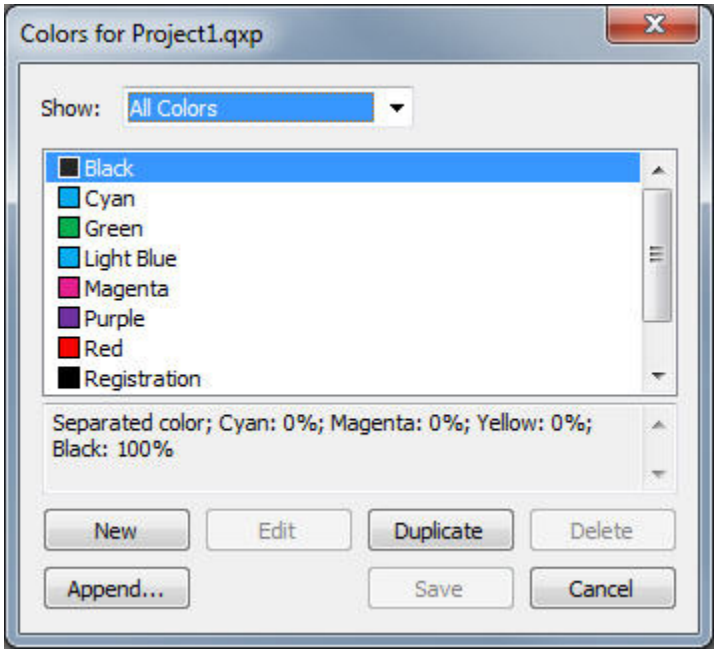
You can use the **Colors** palette (**Window > Colors**) to add, create, edit, duplicate, and manage project colors. The palette also allows you to control the border, picture and box fill, and blend modes, overprint and knockout settings.



The Colors palette lets you create, edit, and delete colors.

The Colors dialog box

You can use the **Colors** dialog box (**Edit > Colors**) to create, edit, duplicate, delete, and append colors.



The Colors dialog box lets you create, edit, and delete color definitions.

Creating a color

You can choose from several color models and from a number of color matching systems when you create colors. If you have colors you use frequently, you can create colors for the default color list in the application when no files are open. You can create up to 1,000 default or article-specific colors. To create a color, choose **Edit > Colors** to display the **Colors** dialog box, and click **New** to display the **Edit Color** dialog box. Then, enter a name in the **Name** field and specify the color model for your new color. You can also click the **New** button on the **Colors** palette to create colors.

- **RGB**: This additive color system is most often used with slide recorders or color video monitors, and also works well for digital output. Red, green, and blue light is mixed to represent colors on a video screen.
- **HSB**: This color model is often used by artists because it resembles the manner in which they mix colors. Hue describes color pigment; saturation measures the amount of color pigment; and brightness measures the amount of black in a color.
- **LAB**: This color space is designed to be independent of differing interpretations imposed by monitor or printer manufacturers. The LAB color model, also referred to as LAB color space, is a standard three-dimensional model for representing colors. Colors are specified by a luminance

coordinate (**L**) and two chrominance coordinates (**A** for green-red), and (**B** for blue-yellow).

- **Multi-Ink**: This color model is color based on tint percentages of existing process or spot inks.
- **CMYK**: CMYK is a subtractive color model used by professional printers to reproduce colors by combining cyan, magenta, yellow, and black inks on a press.
- To select a color from a color matching system and add it to your color list, choose one of the standardized color matching systems from the **Model** drop-down menu.

Auto Color Name

In the previous versions of QuarkXPress, when we create a new color, the color was created with the default name as 'New Color' and sometimes the designer wants the color names like (e.g. R-200 G-50 B-60 or C10M5Y10K0) or with the names by using the color % with an auto name. But there was no option and the user have to enter it manually. It was a tedious job to modify the names manually for all the colors.

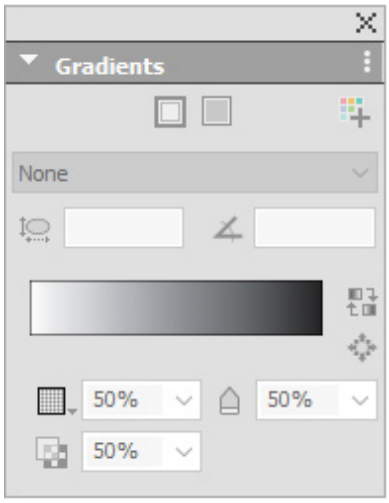
Now, there is a '**Auto Name**' option in Edit Color dialog in QuarkXPress. When you check the option, the name would be created as per the color is shown for the color values of the selected color model.

Creating gradients

A gradient is a transition from one color to another. You can use the **Gradients** palette (**Window > Gradients**) to create multi-color gradients, specifying the gradient colors, their shades, opacity, the pattern in which they blend, and the angle at which they blend relative to the box or line. A gradient can contain any colors available in a project.

To create a multi-color gradient:

1. Open the **Gradients** palette (**Window > Gradients**).



The Gradients palette

2 Select the box(es) or line(s) on the layout you want to apply the gradient to, the gradient will be applied to all selected items.

3 For lines only, click the **Line** icon to apply the gradient to just the line.

4 For boxes only, click the **Border** icon to apply the gradient to just the border of the box .

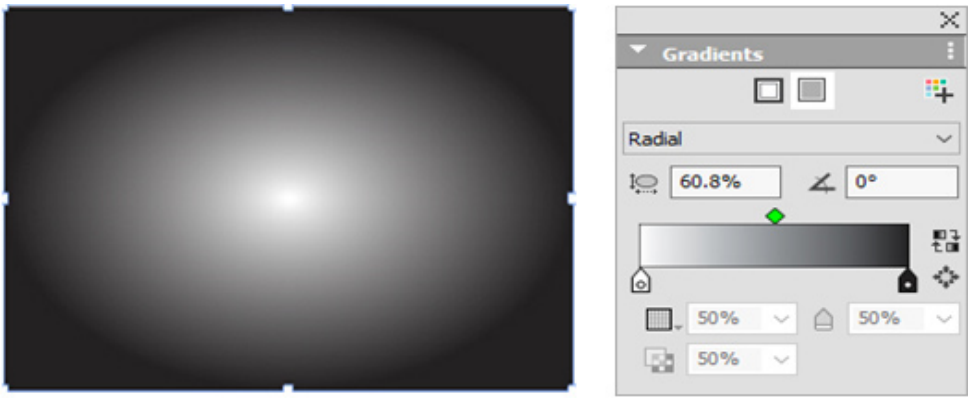
5 Click the **Background** icon to apply the gradient to the backgound of the item .

6 Click the **Add to Colors** icon to add your created gradient to the colors list for this project. The **Edit Gradient** dialog displays, allowing you to name your new color gradient. The mixed gradient color you have created will appear on the **Colors** palette.

➡ Gradient colors are not available when working in a text box, or if the **Text** icon is selected on the **Colors** Palette.

7 Choose the type of gradient you are creating from the **Type** drop down menu: **None**, **Axial**, **Radial**, **Rectangular** or **Diamond**.

➡ As soon as you choose a type of gradient, a default gradient is automatically created from two colors: the background color of the item you have selected and black. Choosing a gradient also enables and disables the options and controls appropriate to your selection.



You can change the type of gradient at any time. When you change the type of gradient, all colors and options that you have defined will be retained.

8 Define your gradient using the following options and controls:

- **Aspect Ratio**: The aspect ratio is used to define and control the shape of the radial gradient. The default aspect ratio for each radial gradient you create is dependent on the item shape you have selected. If you change the size/shape of the selected item, the aspect ratio will automatically adjust. This option is only available for radial gradients.
- **Angle**: define the angle of the gradient.
- The **Gradient Slider** gives you a preview of how your gradient will appear. The color stop icons ( ) are positioned at the beginning and end of each two color gradient. You can click and drag a color stop to change its location, or you can select any color stop and use the options below to define the color and shade ( ), opacity ( ), and location ( ) numerically. The icon is positioned midway between two color stops. You can click and drag the midway icon to change its location, or you can select it and change its location numerically.

➡ The midway icons location must remain between 13% and 87%. You will not be able to drag it beyond, or enter a value outside of, this restriction.

Add colors using the **Gradient Slider** by clicking anywhere between two color stops to add a new color stop. A plus symbol ( ) will appear next to your cursor when you are at a place that allows you to insert a new color stop. You can then define the color, shade, opacity and location of the new color stop.

➡ When defining the color, you can choose any color that is available in this project, or you can select to create a new color at this time. To add a color stop and define a new color at the same time, **Shift+Click** when adding the color stop. The **Edit Color** dialog displays, allowing you to define the new color.

➡ You can delete any color stop by clicking and dragging it down.

- Click the reverse icon to reverse the gradient.

- Click the **Full Radial** icon to spread the center color out to soften the gradient. This option is only available for radial gradients.

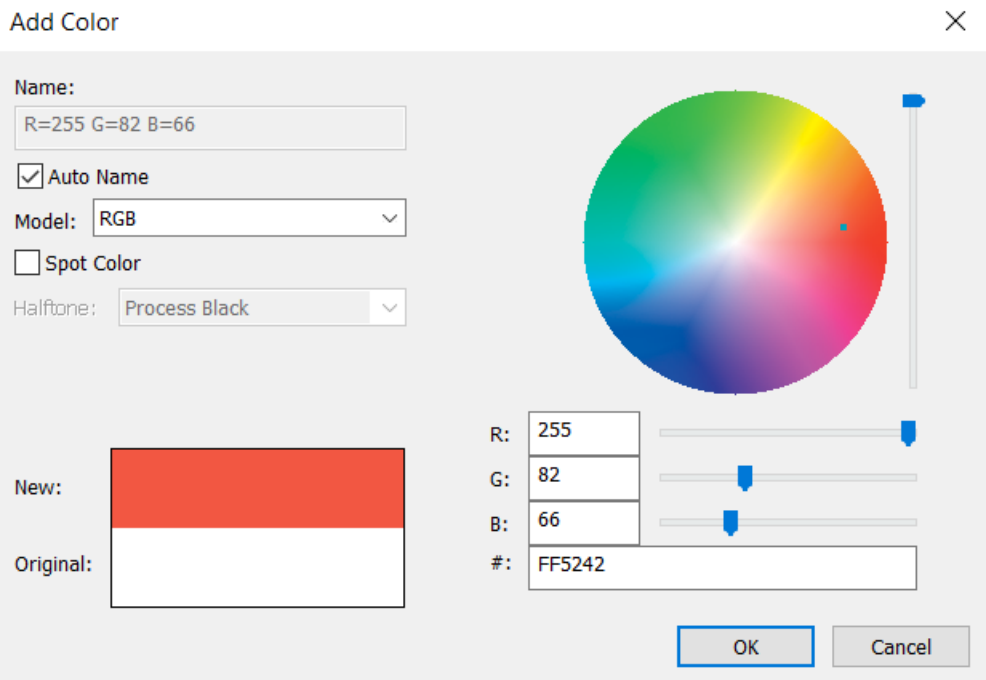
9 The following options are on the drop-down menu under the icon:

- **Add to Colors**: to add your created gradient to the colors list for this project. The **Edit Gradient** dialog displays, allowing you to name your new gradient. The mixed gradient color you have created will appear on the **Colors** palette.
- **Copy Gradient**: Use this option to copy the gradient applied to the selected item.
- **Copy Color Stops**: Use this option to copy only the defined color stops of the gradient applied to the selected item. You can then apply these color stop definitions to another gradient.
- **Paste Gradient**: Use this option to paste the copied gradient onto the selected item.
- **Paste Color Stops**: Use this option to paste the copied color stops onto the existing gradient in the selected item.
- **Overprint Gradient**: Use this option to set the overprint option, to prevent knockout.

The mixed gradient color you have created will appear on the **Colors** palette, as a background color called *Mixed Colors*, when the item the color is applied to is selected. You can change the shade and opacity of all of the colors in the gradient at one time using the **Colors** palette.

Editing a color

To edit an existing color, choose **Edit > Colors**, select the color you want to edit in the **Colors** list, then click **Edit** to display the **Edit Color** dialog box. You can also double-click the color you want to edit in the **Colors** list to display the **Edit Color** dialog box.



Edit Color dialog box

Editing of the Colors

In the previous versions of QuarkXPress, if the user wants to edit the color, he had to invoke the contextual menu on the selected color and select the option Edit and modify the color, or go to edit menu, select the colors, and then select the edit and modify the color. It was really painful for the user to perform multiple steps.

Now, you can double-click on selected color to invoke the edit color dialog and simply edit the color on the go.

Duplicating a color

To duplicate an existing color, choose **Edit > Colors**, select the color you want to duplicate from the **Colors** list, then click **Duplicate** to display the **Edit Color** dialog box for the duplicate color.

Deleting a color

While you cannot delete some of the default colors, you can delete any new or duplicate colors you have created. To remove a color from the color list, choose **Edit > Colors**, select the color you want to remove from the **Colors** list, and then click **Delete**.

Adding colors using the color picker tool

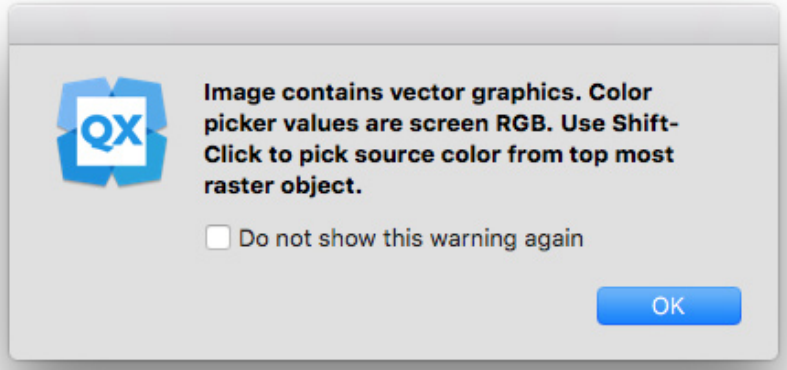
The color picker tool on the **Colors** palette allows you to pick Native colors from items and images in your project and add them to the list of available colors.

What values the tool picks depends on the item/image you are picking the color from:

- For all raster only images and QuarkXPress objects/items, the tool will pick source color values from the image.
- For imported vector images, the tool will pick screen RGB values.
- For vector and raster combinations (for example some PDF images), if the user clicks on a vector object, a warning appears, telling the user that the selected image contains vector graphics and the tool will pick RGB values.



- For similar vector and raster combinations, if the user clicks on a vector object with a raster underneath, a warning will appear, telling the user that the selected image contains vector graphics and suggests using **Shift+click** to pick source values from the raster image underneath.

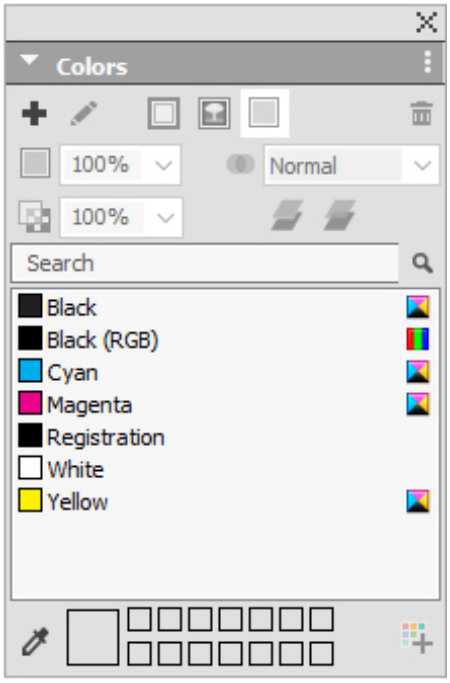


You can pick multiple colors and then decide which colors you want to save or discard.

After being added, these colors are then available to your project and can be used on text, lines, and boxes and can also be used to create gradients.

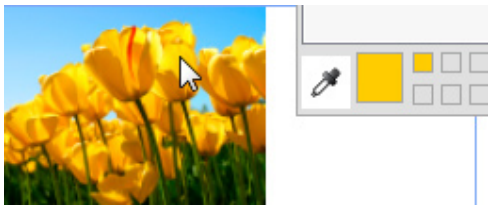
To add colors to your project using the color picker tool:

1 Open the **Colors** palette.

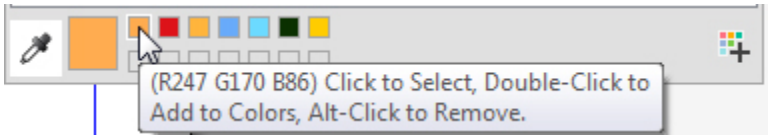


2 Click the color picker tool.

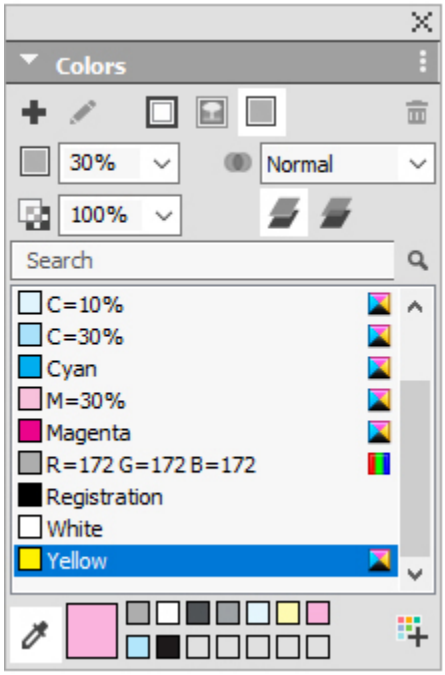
3 Click on any Native color in your project that you want to add. The color will be displayed at the bottom of the **Colors** palette.



4 To add an individual color, double click on the color. To remove an individual color, press the **Alt** key and click on the color.



➡ The default color names are added with color models values. RGB is in 255 values, and CMYK is in percentages.



5 Hold down **Alt/Option+Shift** and click the icon to add all of the colors that were chosen with the color picker tool at one time.

Importing colors from another article or project

You can append colors from another article or project using the **Colors** dialog box (**Edit > Colors**) or the **Append** command (**File > Append**).

Changing all instances of one color to another color

To globally change all items of one color to another color, either edit the color you want to change to the desired color or choose **Edit > Colors** to display the

Colors dialog box, and select the name of a color to edit; then click **Edit**, and make your changes.

➡ When you are globally changing all items and text from one color to another, remember to save your work before you do so. That way, if you accidentally change everything to the wrong color, you can simply choose **File > Revert to Saved** to undo the error without losing any of your other work.

Applying color and shade to text

There are five ways to apply color and shade to text:

- Useing the **Style > Color** and **Style > Shade** commands.
- Use the **Colors** palette (**Window > Colors**).
- Use the **Character Style Sheet** command (**Style > Character Style Sheet**) to apply color and shade to selected text using character style sheets you have created.
- *(Windows only)* Use the **Character Attributes** dialog box (**Style > Character**).
- Use the **Measurements** palette.

Applying color and shade to lines

Three methods are available to apply color and shade to lines:

- Use the **Line** tab of the **Measurements** palette.
- Use the **Colors** palette (**Window > Colors**).
- Apply color, shade, and line gap settings using the **Style > Color** and **Style > Shade** commands.

Applying transparency blend modes

Blending modes let you vary the ways that the colors of objects blend with the colors of underlying objects. When you apply a blending mode to an object, the effect of the blending mode is seen on objects that lie beneath the object's layer or group.

➡ QuarkXPress supports both RGB and CMYK blending color spaces.

RGB is the default blending color space when a blend mode is applied to an object or image,.

To switch to CMYK blending color space, go to **View > Proof Output > Composite CMYK**.

The blending color space of the exported PDF depends on the OUTPUT color setup selected in the **Output** dialog. To match the color results of the exported

PDF with the QuarkXPress layout, use the identical profile in QuarkXPress soft proofing and PDF viewer rendering intent profile

- Choose **None** or **Composite RGB** to switch to an RGB blending color space.
- Choose **Composite CMYK** or **Composite CMYK and Spot** to switch to a CMYK blending color space.
- Choose **Grayscale** or **Grayscale 100K** to switch to a Grayscale blending color space.

All the examples shown in this document are based on RGB blending color space rendering. The rendering of these objects may be different in other applications based on the simulation profile used.

There are several ways to apply blend modes to boxes, borders, images, text and lines:

- Use the **Colors** palette (**Window > Colors**).
- Use the **Image Editing** palette (**Window > Image Editing**).
- Use the **Home**, **Picture Box**, **Text** and **Border** tabs of the **Measurements** palette.

The following blend modes can be applied:

- **Normal**: This will never change the color values of both top and bottom objects. This is the default mode.



- **Multiply**: When the **Multiply** Blend mode is applied to the top object, each color pixel of the top object will be multiplied with each color pixel of the bottom object.



- **Screen**: When the **Screen** Blend mode is applied to the top object, the color pixels of both the top and bottom objects will first be inverted, and then be multiplied, and then resultant color pixels will be inverted. The resulting color is usually a lighter color.



- **Overlay**: Overlay is a combination of the **Multiply** and **Screen** blend modes. Lighter colors become even lighter and dark colors become even darker, depending on the color of the bottom object in overlapped areas.



- **Darken**: Lighter pixels in overlapped areas will become darker



- **Lighten**: The **Lighten** blend mode is the opposite of the **Darken** blend mode; Darker pixels in overlapped areas will become lighter.



- **Color Dodge**: The color of the bottom object will become lighter, depending upon the color of the top object.



- **Color Burn**: The color of the bottom object will become darker, depending upon the color of the top object.



- **Hard Light**: The **Hard Light** blend mode is a combination of the **Multiply** and **Screen** blending modes.



- **Soft Light**: Darkens or lightens the colors, depending on the color of the bottom objects. The resultant color is brighter if the color of the bottom object is less than 50% of gray values. The resultant color is darker if the color of the bottom object is more than 50% of gray values .



- **Difference**: Subtracts the brighter color value of the object with another object color irrespective of the stack order.

1.



2.



- **Exclusion**: The **Exclusion** blend mode is similar to the **Difference** blend mode with lower contrast.

1.



2.



Working with opacity

Opacity is applied at the color level, so you can specify opacity for just about anything you can apply a color to, including the first or second color in a blend. This means you can have different opacities at work on different attributes of the same item — a text box border, a background, a picture, and each character of text, for example, can have differing opacities.

Specifying opacity

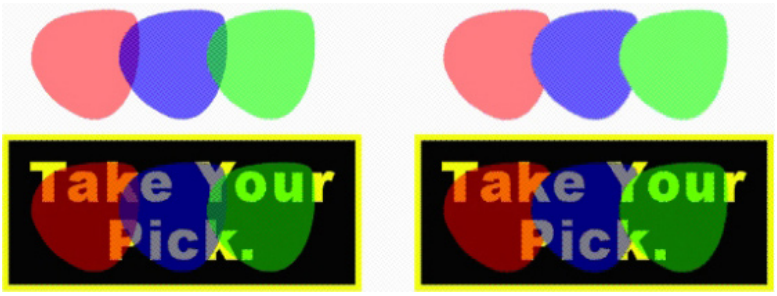
Specifying opacity is as easy as specifying the shade of a color. In fact, wherever you can pick a color — in the **Colors** palette, the **Measurements** palette, the **Style** menu, and more — you can enter an opacity value from 0% (transparent) to 100% (opaque) in 0.1% increments.

To specify opacity for a picture, enter a value in the **Opacity** field of the **Picture Box** tab of the **Measurements** palette.

Specifying opacity for groups

Keep in mind that when you stack items of varying opacities, the colors are combined and may produce a buildup of ink. For example, if you place a yellow box with a 30% opacity in front of a cyan box with 100% opacity, the box in front will become slightly greenish.

You can control this by grouping items and specifying a group opacity rather than individual item opacities. To do this, on *Windows*, use the **Group Opacity** field in the the **Home** tab of the **Measurements** palette. Depending on the effect you want, you may need to revert the **Opacity** field for the individual items to 100% (otherwise, each item's opacity is added to the group's opacity).



With these three grouped items, compare individual item opacity to group opacity. At left, each item is 50% opaque — the items in front compose against the items behind them. At right, each item's opacity is 100% while the group's opacity is 50% — the entire group composes against the background. The items in the group, however, could have individual opacities in addition to the group opacity.

Creating blends with transparency

You can blend a color with **None** rather than just with white. Simply choose any color with 0% opacity for the first or second color in a gradient in the **Gradients** palette, or on *Windows*, you can use the **Box** tab of the **Mmeasurements** palette.

Color management

QuarkXPress addresses the issue of producing predictable color with ICC-based color management tools that require little input from users. For color experts, however, QuarkXPress provides control over every aspect of color management. In addition to streamlining the implementation of color management, QuarkXPress offers true soft proofing through previews that simulate output on various devices.

Source setups and output setups

The color management implementation in QuarkXPress allows color experts to create and fine-tune "packages" of color management settings called source setups and output setups. The *source setups* individually specify profiles and rendering intents for solid colors and images in RGB, CMYK, LAB, and grayscale color spaces; specify source color spaces for named colors; and indicate underlying color spaces for inks. The *output setups* specify output profiles and color models, and configure proofing options for simulating different types of output on screen.

The color management experience for users

You have many options for how you work: You can work with proven default settings, implement source setups and output setups from a color expert, or work within a legacy color management environment.

Working in the default color management environment

The default settings are designed to provide accurate previews and excellent output in the majority of situations. You do not need to set anything, but if you want to look at the default settings, you can check the **Display** and **Color Manager** selections in the **Preferences** dialog box (**QuarkXPress/Edit** menu).

Specifying a monitor profile

The **Display** pane shows the monitor profile in use. The default setting, **Automatic**, refers to the current monitor recognized by *Mac OS* or *Windows*. You can choose a different profile from the **Monitor Profile** drop-down menu. You might change the default monitor profile, for example, if you have a custom profile for your monitor or if you're switching between a laptop and a desktop computer and want to simulate the same viewing environment.

Specifying a source setup

The **Color Manager** pane's **Source Options** area shows the default source setup, **QuarkXPress Default**, which provides the most recent, proven color management environment. If you prefer the color management environment from a version of QuarkXPress prior to 7.0, you can choose **QuarkXPress Emulate Legacy** from the **Source Setup** drop-down menu.

Specifying a default proof output setup

To specify a default output setup for viewing color in Print layouts, choose an option from the **Proof Output** drop-down list.

Specifying a rendering intent

The **Rendering Intent** drop-down menu shows the method used for converting colors from one color space to another. The default setting, **Relative Colorimetric**, retains colors that are in both the source gamut and the destination gamut. The only source colors that are changed are those that are not within the destination gamut. Depending on the type of jobs you work on — for example, if the emphasis is on line art and Pantone colors rather than on photographs — you may want to choose a different option from the **Rendering Intent** drop-down menu.

Color managing multi-color-space EPS and PDF pictures

Some EPS and PDF files can contain elements that use different color spaces. For example, a PDF or EPS file might contain a picture that uses the RGB color space and a color that uses the CMYK color space. To allow QuarkXPress to manage these various elements appropriately, using the specified output setup,

in subsequently imported EPS and PDF pictures, check **Color Manage Vector EPS/PDF**.

To color manage vector content in EPS and PDF files that have already been imported in the active project, check **Include Existing Vector EPS/PDF in Layout**.

Working with source setups and output setups

If a color expert creates custom source setups and output setups specific to your workflow — or even specific to individual jobs or clients — you can easily employ those setups through preferences, view options, output settings, and Job Jackets. For example, a service bureau or printer may provide setups for you that help ensure appropriate output for their equipment.

Appending source setups

If source setups are created for a project you work on, you can append those source setups to other projects. Use the **Append** button in the **Source Setups** dialog box (**Edit > Color Setups > Source**) to navigate to and select a source setup.

Importing output setups

If output setups are created for you, import them through the **Output Setups** dialog box (**Edit > Color Setups > Output**). Use the **Import** button to navigate to and select the output setup files.

Selecting source setups and output setups

To use custom source setups and output setups, you choose them from various color management menus as follows:

- Color sources: To use a custom source setup, choose it from the **Source Setup** drop-down menu in the **Color Manager** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) for the layout.
- Color display: To use a custom output setup for proofing, choose it from the **Proof Output** submenu of the **View** menu.
- Color output: To use a custom output setup for printing or other types of output, choose it from the **Setup** drop-down menu in the **Colors** pane of the **Print** dialog box (**File > Print > Export as PDF/EPS**).

Working with source and output setups in Job Jackets

When you create a project from a Job Jackets file, the appropriate source setups and output setups are included and selected for you. You can still import,

append, and create additional setups, and select those setups for display and output.

Working in a legacy color management environment

You can open projects from QuarkXPress 7.x, 8.x, or 9.x, and be confident that color will display and output as it always has.

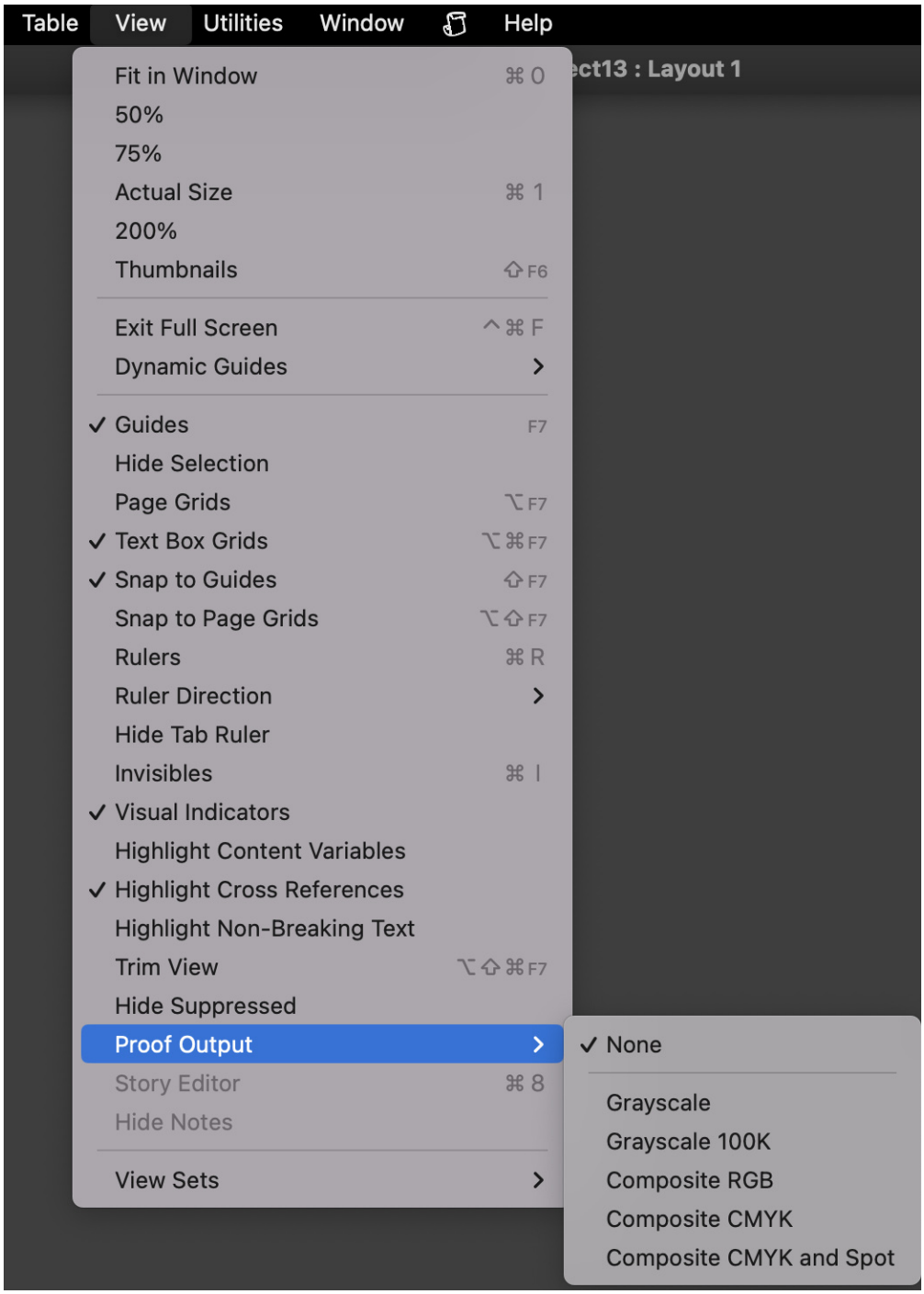
You can continue to work in a legacy color management environment from QuarkXPress versions 7.x, 8.x, or 9.x. If you choose to work in a legacy color management environment, you can still take advantage of the soft proofing features in QuarkXPress.

You can easily upgrade to the QuarkXPress 7 methods by changing the **Source Setup** to **QuarkXPress Default** (or to a custom option) in **Color Manager** preferences (**QuarkXPress/Edit** menu **> Preferences**). The **Source Setup** is layout specific, so if you open a project with multiple layouts, you can change the source setup for each layout. Then, make sure any output setups you use (**Edit > Color Setups > Output**) specify **QuarkXPress Default** profiles rather than profiles from previous versions.

Proofing color on screen (soft proofing)

QuarkXPress provides display simulation that is accurate enough for soft proofing a range of output. Using the information in the source setup, output setup, and any other custom settings (such as different profiles applied to pictures), the flexible simulation options show how the same layout will look when output to different media and for different printing methods.

To perform soft proofing, choose an option from the **Proof Output** submenu of the **View** menu. The menu lists all the output setups available in the layout, so if you have imported custom output setups from a color expert, they are listed here. When you choose an option, the entire layout displays in that color space — including the **Colors** palette (**Window** menu) and any color swatches shown throughout QuarkXPress.



The Proof Output submenu (View menu) provides display simulation options so you can see how colors will output. For example, if you plan to convert spot colors to process colors or output an entire RGB layout as grayscale, you can preview how your choice will look.

Color management for experts

While QuarkXPress is designed to provide great color throughout a workflow right out of the box, a color expert can always customize and fine-tune color management settings to specific jobs, equipment, and output processes. If you understand color theory and all the terminology involved in color management

— such as profiles and rendering intents — you can create custom source setups and output setups that reflect specific workflows. The setups are portable, so you can then share them with users to prevent color surprises, on screen and on press.

Creating a source setup

A *source setup* describes colors in a layout as they exist prior to output — in other words, where the colors came from. A source setup contains profiles and rendering intents for both solid colors and pictures in RGB, CMYK, LAB, and grayscale. In addition, it includes information about the underlying color space for named colors (such as Pantone Process Coated colors) and inks (such as cyan, magenta, yellow, black, and multi-inks). You might create source setups for clients based on their standard workflows, or you might create source setups for a specific project.

To get started in creating a source setup, you will need to know some details about the hardware and software involved in a client's workflow — what type of digital camera and scanner they use, for example — and you'll need to make sure the relevant profiles are available. It's also helpful to see sample projects so you know what types of pictures, colors, inks, and devices they're working with, such as logos, charts and graphs, photographs, and duotones, and output to SWOP.

To create a source setup choose **Edit > Color Setups > Source**.

Creating an output setup

An *output setup* describes the capabilities of various types of output devices and determines how colors are handled in various output scenarios. You can think of an output setup as "where colors are going." An output setup specifies composite or separation output, the output mode, and an output profile. You create output setups both for display simulation using **View > Proof Output** and for actual output in print, PDF, and other formats.

As with source setups, to get started in creating an output setup, you need to know details about typical jobs, output methods, and equipment. For example, it's helpful to know the name and have the profiles for any composite printing devices. QuarkXPress provides default output setups for various workflows:

- Grayscale
- Grayscale 100K
- Composite RGB
- Composite CMYK
- Composite CMYK and Spot

- As Is
- In-RIP Separations

To create an output setup, choose **Edit > Color Setups > Output**.

Sharing source and output setups

Source setups and output setups are portable, so color experts can easily distribute them to users and workgroups. Source setups can be appended from other projects and output setups can be exported as individual files and saved in output styles. Both types of setups, source and output, can be shared through inclusion in Job Jackets. Before distributing setups to a workgroup or to clients, be sure to test the setups with typical jobs.

- To share setups, append setups, export setups, or import setups, choose **Edit > Color Setups** and modify the corresponding setting.
- To incorporate setups into Job Jackets and specify the source and output setups used in a Job Jackets structure or Job Ticket, in the **Job Jacket Manager** dialog box (**Utilities** menu):
  1. *(Windows only)* Click the **Advanced Settings** button.
  2. Select a project that contains source or output setups in the list on the left.
  3. Drag the source or output setups to the target Job Jackets structure or Job Ticket.

You can also choose an output style that includes specific output setups.

- To use a custom output setup for printing or other types of output, choose that output setup from the **Setup** drop-down menu in the **Color** pane of the **Output Styles** dialog box (**Edit > Output Styles > New/Edit**).

Fine-tuning color management for individual pictures

If you need to specify profiles and rendering intents for individual pictures, you can still do that in much the same way that you did in previous versions of QuarkXPress. This overrides the QuarkXPress default settings or the selected source setup. For example, you might change the rendering intent of an EPS logo to saturation while leaving the remaining pictures in a layout, mostly photographs, at perceptual.

To access color management controls for individual pictures, first make the features available by checking **Enable Access to Picture Profiles** in the **Color Manager** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu). To apply and change profiles for pictures:

- Importing pictures: The **Import Picture** dialog box (**File** menu) provides a **Color Management** pane that lets you specify a **Profile** and **Rendering Intent** for the selected picture.
- Changing profiles: The **Profile Information** palette (**Window** menu) displays information about the selected picture's type and color space. You can use this palette to quickly change the picture's **Profile, Rendering Intent**, and **Color Manage to [type of device]** setting.

Managing profiles

Color management, at its roots, is profile driven. As you adopt new workflows, acquire new devices, and troubleshoot output, you may need to install new profiles, control which profiles are available, and determine how individual profiles are used throughout a layout. You can perform these tasks using the Profile Manager and Profile Usage features.

The Profile Manager and Profile Usage features are considered advanced color management features.

Installing profiles

If you acquire new profiles from manufacturers, and those profiles are not automatically installed at the system level, you can drag them to the “Profiles” folder inside the “Required Components” folder in your QuarkXPress application folder.

➡ A system restart is required to begin using the new profile.

The next time you launch QuarkXPress, the profiles will be available in the relevant color management drop-down menus. Using the **Profile Manager** dialog box (**Utilities** menu), you can specify a new profiles folder as well.

Loading profiles

If you have more profiles than you need for a particular workflow, you can streamline the profiles available in QuarkXPress. To do this, use the **Profile Manager** dialog box (**Utilities** menu).

Checking profile usage

When you're working with layouts from other users, you can quickly see how those users have implemented color management by looking at the **Profiles** pane of the **Usage** dialog box (**Utilities** menu). Similar to Picture Usage and Font Usage, the Profile Usage feature lets you see where profiles are available in the layout and whether they're specified in source/output setups or applied to

pictures. For profiles applied to pictures, you can replace one profile with another.

Working with drop shadows

A drop shadow is an item attribute, much like color, that you apply using the **Measurements** palette. You can create drop shadows for items, borders, text, pictures, and more, depending on how the items are formatted.



QuarkXPress lets you create automatic drop shadows.

Applying drop shadows

To apply a drop shadow, select the item and check **Apply Drop Shadow** in the **Drop Shadow** tab of the **Measurements** palette. You can apply drop shadows to the shape of an item — box, line, text path, table — provided that the item has a background color applied to it. You can apply a drop shadow to text when the box background has an opacity of less than 100%. You can apply a drop shadow to the contours of a picture when a clipping path or alpha mask is selected and the box background is **None**. You can apply a drop shadow to a group with the drop shadow reflecting the collective shape of all of the items in the group.

Customizing drop shadows

Using the controls in the **Measurements** palette, you can customize how a drop shadow looks, including its distance from the item, size in relation to the original item, offset, angle of light source, color, shade, opacity, blur, and more. You can also synchronize the angle with other drop shadows in the layout, making it easy to maintain a significant light source throughout a layout and making drop shadows seem more natural.

Incorporating drop shadows with items

Additional options control how drop shadows interact with items, including handling opacity and text runaround. As with the other controls, these options are located in the **Measurements** palette.

- Use **Inherit Item's Opacity** to have the drop shadow reflect different opacities in the item, such as differences in the box background and border.
- Use **Item Knocks Out Drop Shadow** to prevent a shadow from displaying through semi-opaque areas of an item — to keep a shadow from peeping through its box, for example.
- Use **Runaround Drop Shadow** to include a drop shadow with the text wrap contour.
- Use **Inherit Item's Opacity** and **Item Knocks Out Drop Shadow** combined to achieve different results based on the combination of these settings, as shown here.



At far left, both Inherit Item's Opacity and Item Knocks Out Drop Shadow are unchecked. Second from left, only Inherit Item's Opacity is checked. At far right, both options are checked.

Custom Bleeds

Bleed is the term used to describe items that are printed to the edge of a finished page. Custom Bleeds functionality provides enhanced bleed functionality for QuarkXPress, giving you more control over how items will bleed.

To create a bleed in QuarkXPress, simply create items that extend past the edge of the page onto the pasteboard, and then specify how much of the area beyond the edge of the page should be printed. There are three types of bleeds:

- A *symmetric bleed* extends the same distance from each edge of the layout page.
- An *asymmetric bleed* specifies different bleed amounts for each edge of the page.
- A *page item bleed* prints all items that extend beyond the page edge in their entirety.

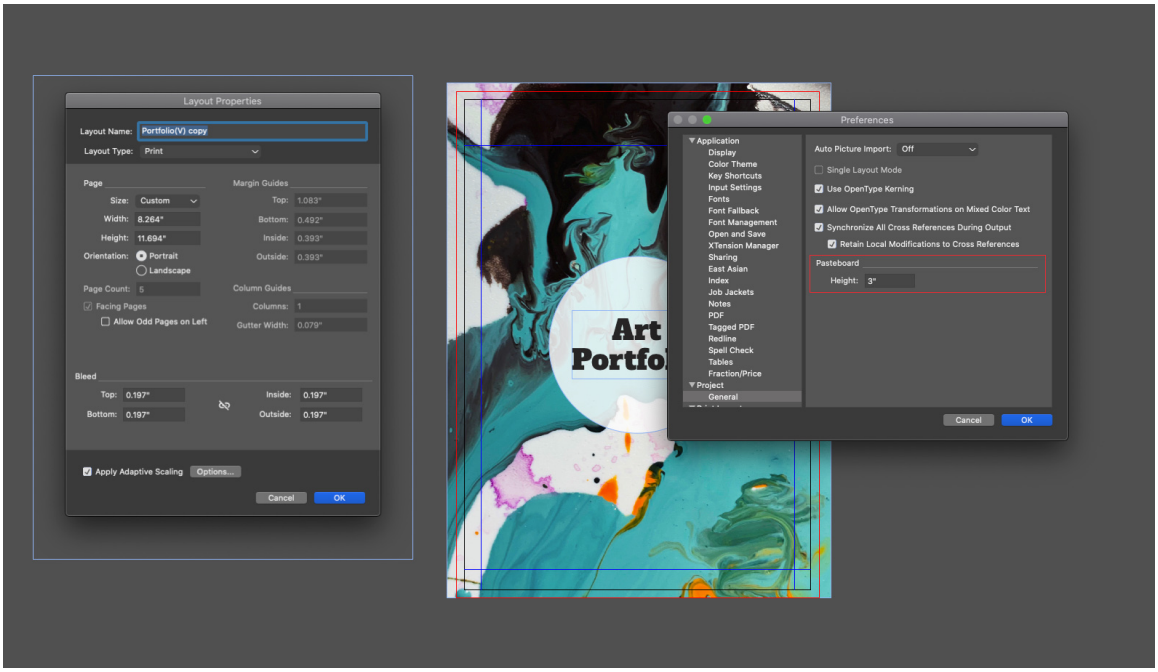
The *bleed rectangle* is the distance the bleed extends beyond the page boundaries, and is defined by the bleed values you enter. For example, if you create a symmetric bleed with a value of 2 picas, the bleed rectangle encompasses everything that is within 2 picas of each edge of the page. It is important to note that the Custom Bleeds feature automatically creates the bleed rectangle, but it does not automatically extend items into that area. You must position items so that they extend beyond the layout page edge to create the bleed.

Before you output a layout to film, take a moment to preview the layout to make sure the bleed will output as you expect. Choose **File > Print > Summary**. The graphic page icon on the top-right side displays the bleed area for the first page of the layout, and indicates whether any of the layout or bleed is outside the imageable area. Remember to add the bleed area to the layout dimensions when comparing the layout size to the imageable area.

Large Pasteboard Integration with Bleed

In QuarkXPress, whenever Pasteboard height is increased, Bleed values specified in Layout Bleed settings will be honored in addition to it.

If the specified pasteboard length exceeds the maximum spread height, maximum possible height will be used (i.e., Page Height + Bleed + Pasteboard length should not exceed 225″).



Large Pasteboard integration with Bleed

Using Custom Bleeds

You can use Custom Bleeds to create bleeds when printing, saving a page as an EPS file, exporting a layout as a PDF file. The procedure is similar for all of these output options, but some bleed options are only available for certain output methods.

- *Print*: The Bleed Type drop-down menu is in the Bleeds pane of the Print dialog box.
- *EPS*: The Bleed Type drop-down menu is in the Save Page as EPS dialog box. When you save a page as an EPS file, the Page Items and Clip at Bleed Edge options are not available. This is because these options create a bounding box that includes any item extending off the page. This could result in a different bounding box for every page in a layout, which could lead to inaccurate output.
- *PDF*: The Bleed Type drop-down menu is in the Export as PDF dialog box.

Using Clip at Bleed Edge

When creating a symmetric or asymmetric bleed, you can use the **Clip at Bleed Edge** check box to define whether QuarkXPress uses the bleed value to clip items:

- If **Clip at Bleed Edge** is checked, QuarkXPress prints all layout page items and pasteboard items that are at least partially within the bleed rectangle, and QuarkXPress uses the bleed values to clip items.
- If **Clip at Bleed Edge** is unchecked, QuarkXPress prints all layout page items and pasteboard items that are at least partially within the bleed rectangle, and does not clip such items unless they extend beyond the limits of the printing device's imageable area. Pasteboard items that are not within the bleed rectangle do not print.

➡ If you store items on the pasteboard, make sure they are placed outside the bleed rectangle when using a symmetric or asymmetric bleed. If they are within the bleed rectangle, pasteboard items may print on final output.

Item Styles

Item Styles lets you save collections of item attributes — including color, border style, line width, picture scale, and text inset — as named styles that you can apply from a palette.

The Item Styles feature adds the **Item Styles** palette (**Window** > **Item Styles**), the **Edit Item Styles** dialog box (**Edit** > **Item Styles**), and the **Item Styles Usage** dialog box (**Utilities** > **Item Styles Usage**).

Item Styles do not affect locked attributes of items (position, story, or picture). For example, if you apply an Item Style to an item whose position is locked (**Item** > **Lock** > **Position**), the item will not move according to any **X, Y** values specified in the Item Style. When the item is selected, the name of its Item Style will display with a + next to the name.

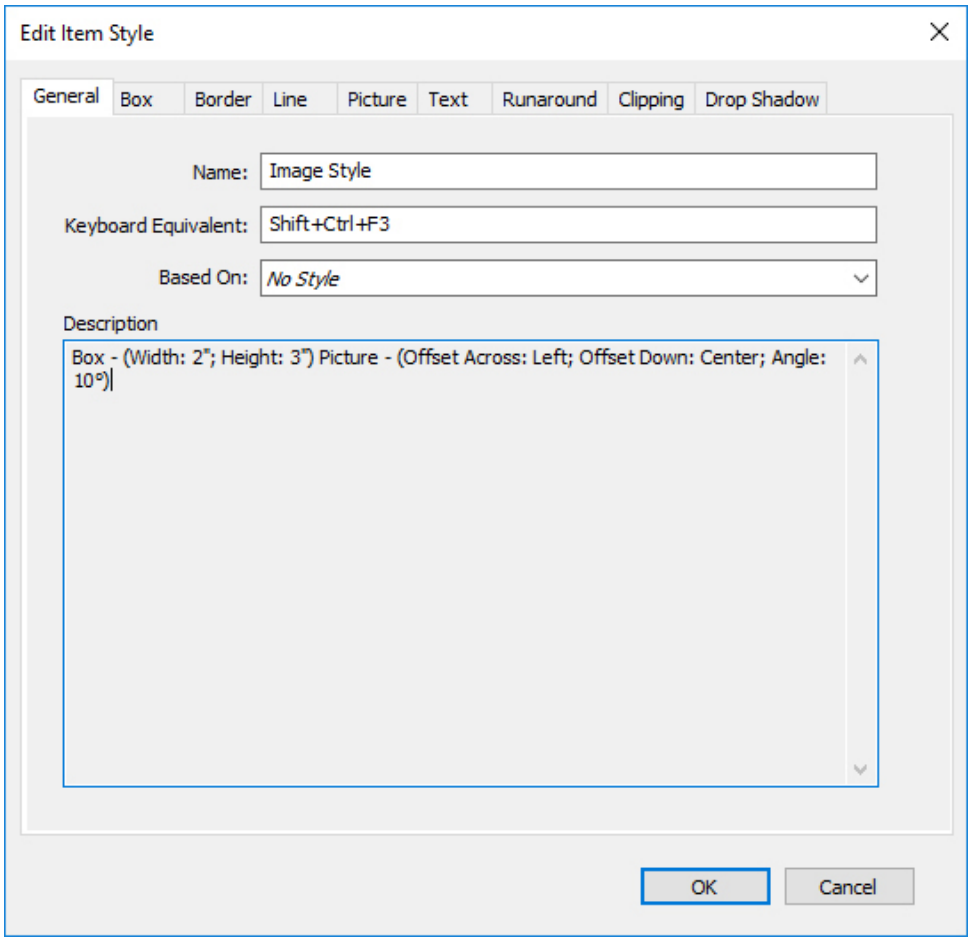
Do not use Item Styles with the Shared Content and Composition Zones features.

Item Styles does not support tables.

Creating Item Styles

You can base an Item Style on a formatted item or create it from scratch. To create an Item Style:

1. To start with a formatted item, select it. To start from scratch, make sure no items are selected.
2. Click the **New** button in the **Item Styles** palette. You can also choose **New** from the palette menu, or choose **Edit** > **Item Style** and then click **New** in the dialog box.



Edit Item Style dialog box

3 In the **General** tab, enter a descriptive name in the **Name** field.

4 If you want a keyboard shortcut, enter it in the **Keyboard Equivalent** field. On *Mac OS*, you can use any combination of Command, Option, Control, and Shift with the numbers on the numeric keypad or the function keys. On Windows, you can use any combination of Control and Alt with the numbers on the numeric keypad, or any combination of Control, Alt, and Shift with the function keys.

➡ If you choose to use the function keys, you will override any QuarkXPress commands and system-level commands.

5 If you want to base this Item Style on another Item Style, choose an option from the **Based On** drop-down menu.

6 If you're starting with a selected item, review the attributes listed in the **Description** area or click the tabs to review their settings.

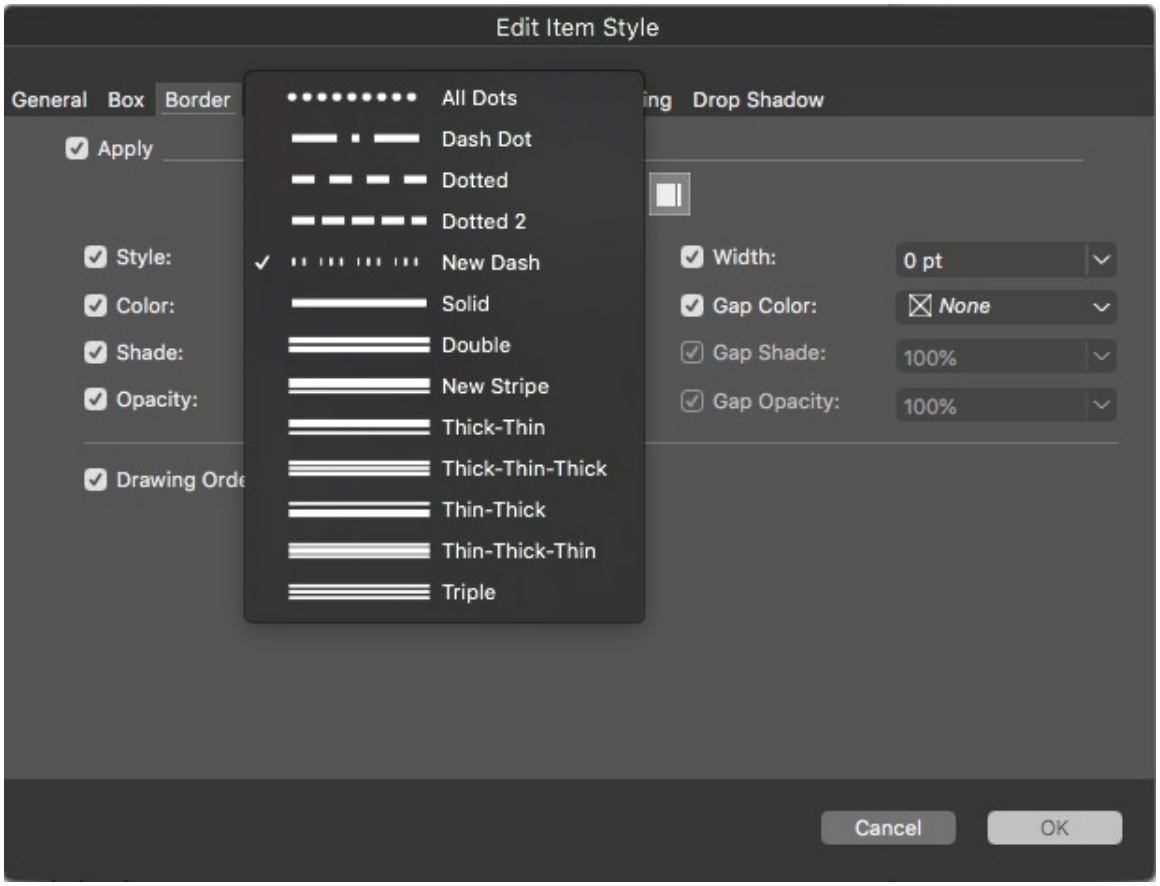
7 To make changes to the Item Style, first click a tab, and then:

- Check **Apply** to include attributes from a tab with the Item Style. Then, check each attribute you want to include and modify it as necessary.

- Uncheck **Apply** if you don't want to include any attributes from an entire tab.
- Uncheck an individual attribute to remove it from the Item Style.

Integration of Custom Border Styles with Item Styles

Custom Border Styles in Item Styles: QuarkXPress allows you to set the custom border styles (dashes and stripes) in Item Styles. You can save an item style with a custom border and use that item style across projects.

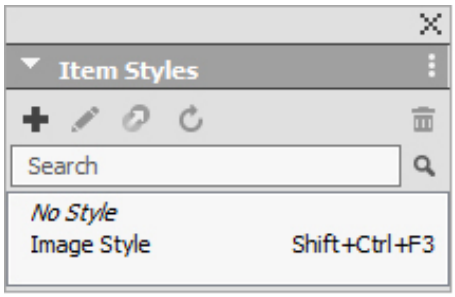


Custom Border Styles in Item Styles

Using the Item Styles palette

To apply an Item Style to all selected items, click the Item Style's name in the **Item Styles** palette. The **New** ✚ and **Delete** 🗑 buttons let you add and delete Item Styles. The **Update** ↻ button lets you update an item style definition based on local changes to the applied item style.

➡ You can also apply an Item Style to selected items by choosing the Item Style name from the **Style > Item Styles** submenu.



The Item Styles palette

To apply an Item Style, select the target items and then click the name of the Item Style in the **Item Styles** palette. You can also press the keyboard command shown to the right of the Item Style's name.

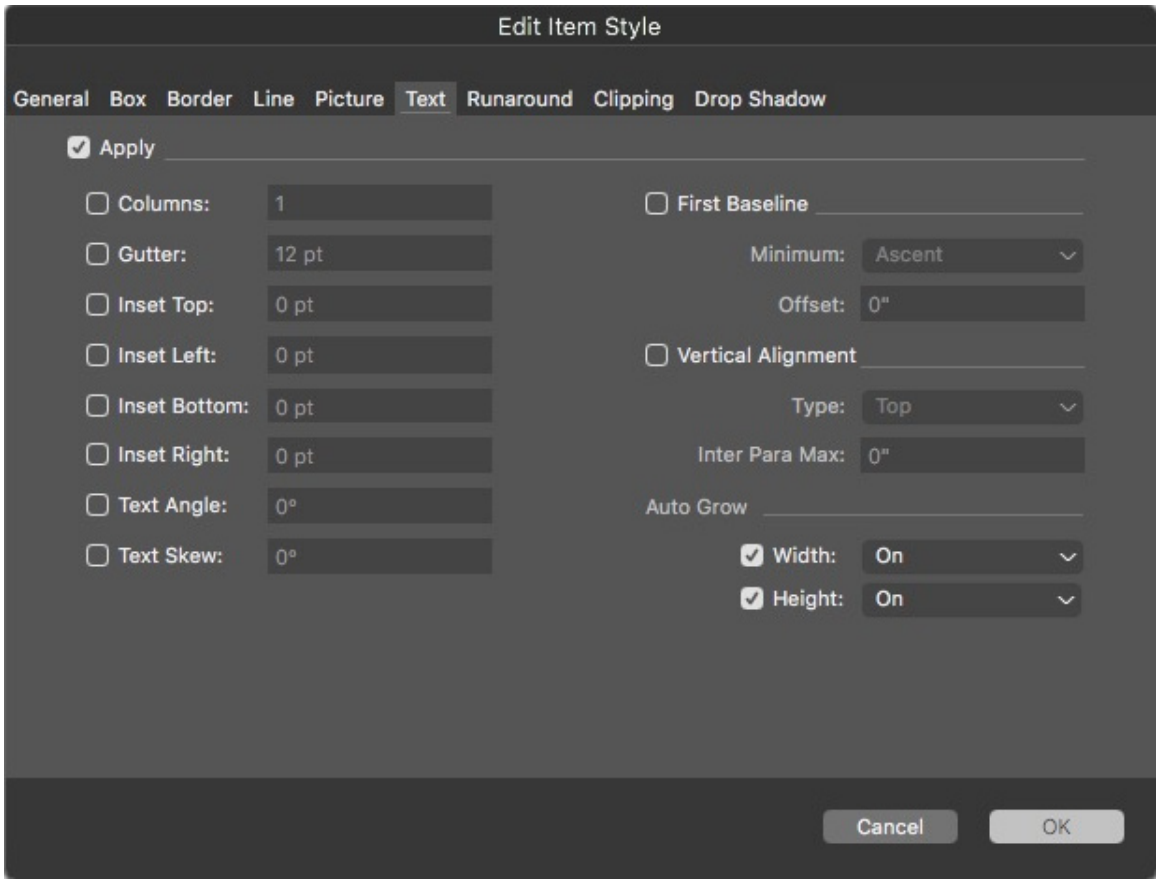
The Item Style applied to the selected item (if any) displays in bold in the **Item Styles** palette. If the name has a + next to it, the item uses local formatting that is different from what is defined in the Item Style. To remove local formatting from an item, select the item, click **No Style** at the top of the **Item Styles** palette, and then click the Item Style name again. You can also remove local formatting by Option+clicking/Alt+clicking the name of the Item Style.

To create, edit, duplicate, delete, import, or export Item Styles, use the **Item Styles** dialog box (**Edit > Item Styles**). You can also edit Item Styles by Option+clicking/Alt+clicking the Item Style name in the **Item Styles** palette or selecting the Item Style and choosing **Edit** from the **Item Styles** palette menu.

See also "*Creating Item Styles*" and "*Checking Item Style usage*."

Integration of Auto Grow Text Boxes in Item Styles

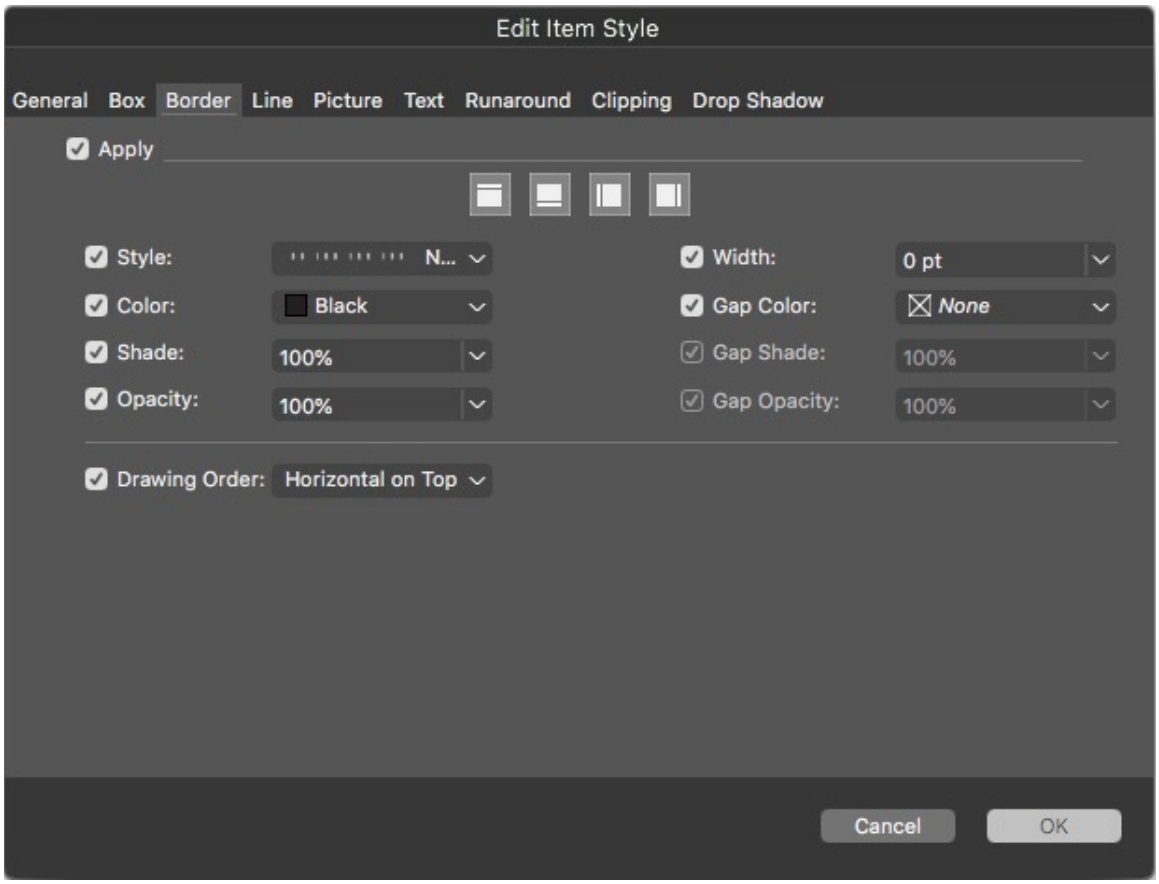
Auto Grow in Item Styles: You can now set the text box dimensions to auto so that the box grows automatically as you type.



Auto Grow in Item Styles

Integration of Heterogeneous Borders in Item Styles

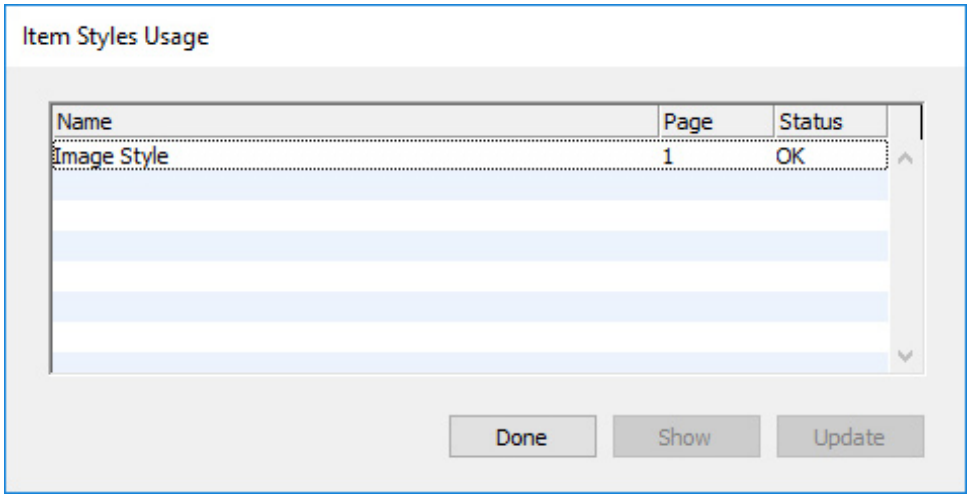
Heterogeneous Borders in Item Style: QuarkXPress allows you to create an item style with heterogeneous border where a user can define a different border for each side of the box. Drawing order for heterogeneous border can also be set in Item Style.



Heterogeneous Borders in Item Style

Checking Item Style usage

To see where **Item Styles** are used and where local overrides occur, choose **Utilities > Item Styles Usage**. The **Item Styles Usage** dialog box lists each use of an **Item Style**, its page number, and its status.



The Item Styles Usage dialog box

The options in the **Item Styles Usage** dialog box work as follows:

- To scroll to an item that uses an Item Style, click it in the **Name** column and then click **Show**.
- If a selected item is listed as **Modified**, it has local overrides. Click **Update** to get rid of all local overrides.
- If your Item Style usage contains errors, click **Show Errors**.

DejaVu (*Windows only*)

The DejaVu feature adds a list of recently opened projects to the **File** menu, either at the bottom or as a hierarchical menu from the **File > Open** submenu. This list enables you to access projects with increased speed and ease. You can also use DejaVu to designate default folders for retrieving text and pictures, and for opening and saving projects.

The File List feature adds a list of recently opened projects to the **File** menu, either at the bottom or as a hierarchical menu from the **File > Open** submenu. You can choose to display from three to nine recently edited and saved projects. To change File List settings, use the controls in the **File List** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu).

Default Path *(Windows only)*

Use the Default Path feature to designate default folders for the following **File** menu commands: **Open**, **Import**, **Save**, and **Save as**.

➡ The Default Path feature does not work until you specify default paths. To do so, display the **Default Path** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu). Once you have specified a default path for a **File** menu command, the application uses that path whenever you execute that command.

Redline

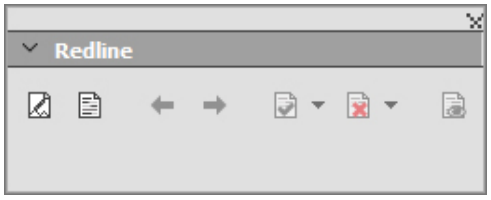
In a document review environment, reviewers such as managing editors and copy editors make changes to projects. The Redline feature provides a way to track these changes so writers, editors, project managers, and other users can see what is happening to a project and confirm that changes are appropriate. Using the Redline feature, you can view the insertions and deletions made in a project and decide whether to accept or reject the changes.

➡ When used with Quark Publishing Platform®, the Redline feature uses settings defined in Quark Publishing Platform. For more information, see *A Guide to Quark Publishing Platform*.

Tracking changes

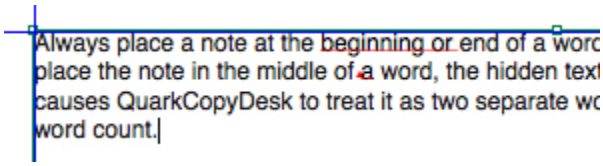
To turn on tracking, do one of the following things:

- Make sure **Utilities > Redline > Tracking** is checked.
- Display the **Redline** toolbar (**Utilities >Redline >Show ToolBar**) and then click the **Tracking** button .



You can use the Redline toolbar to turn change tracking on and off.

When tracking is turned on, QuarkXPress tracks all changes made to the text of the active project. Deleted text is not displayed on the layout, but the deletions are still tracked.



You can use the Redline feature to track changes you make

➡ Formatting changes are not tracked.

Viewing tracked changes

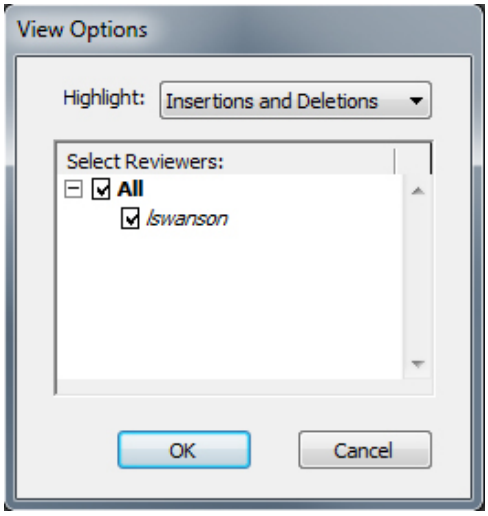
To display all tracked changes, do one of the following:

- Make sure **Utilities > Redline > Highlighting** is checked.

- Display the **Redline** toolbar (**Utilities > Redline > Show ToolBar**) and then click the **Highlighting** button .

You can navigate through the changes made to the component using the navigation buttons (**Previous** and **Next**) on the **Redline** toolbar.

To control what kind of changes are displayed, click **View Highlighting Options** in the **Redline** toolbar. The **View Highlighting Options** dialog box displays. In the **Highlight** drop-down menu, you can choose to view **Insertions Only, Deletions Only**, or **Insertions and Deletions**. You can use the **Select Reviewers** list to view only changes made by a particular reviewer, or check **All** to view changes made by all reviewers.



You can use the View Options dialog box to control which reviewers' edits you view, and whether you view insertions, deletions, or both.

- Only insertions and deletions that were made to the component while **Tracking** was enabled are highlighted.
- To change the appearance of change-tracking formatting, use the controls in the **Redline** pane of the **Application Preferences** dialog box (**Edit > Preferences** (*Windows*) or (**QuarkXPress > Preferences** (*Mac OS*).

Accepting and rejecting changes

Accepting an insertion removes the highlighting and adds the text to the component's content. Accepting a deletion removes the content from the component. To accept a change, select the target text and then choose an option from the **Accept** drop-down menu (**Redline** toolbar):

- **Accept Change**: Accepts the selected change.
- **Accept All Displayed Changes**: Accepts all changes highlighted in the component.
- **Accept All Changes**: Accepts all changes made by all reviewers.

Rejecting an insertion removes the text from the component, while rejecting a deletion removes the highlighting and keeps the text in the component as normal text. To reject a change, select the target text and then choose an option from the **Reject** drop-down menu (**Redline** toolbar):

- **Reject Change**: Rejects the selected change.
- **Reject All Displayed Changes**: Rejects all the changes highlighted in the component.
- **Reject All Changes**: Rejects all changes made by all reviewers.

Document Construction

The Layers feature lets you easily hide, show, and suppress the printing of groups of objects. The Lists feature lets you create tables of contents and other lists. The Index feature lets you automatically generate an index of a layout. The Libraries feature lets you keep often-used elements in an easy-to-reach place.

Using automatic page numbering

To insert an automatic page number on every page:

1. Display a master page by choosing its name from the **Display** submenu (**Page > Display**), or by clicking on the icon at the lower left hand corner of the document window.
2. Create a text box where you want a page number to appear.
3. Press Command+3/Ctrl+3. This enters the **Automatic Current Page Number** character <#>. Layout pages based on that master page will display the current page number in the location where you place the **Current Page Number** character.
4. Select the **Current Page Number** character <#> and specify the desired character attributes.
5. To insert **Previous Auto Page Number**, press Command+2/Ctrl+2. To insert **Next Auto Page Number**, press Command+4/Ctrl+4.

Creating an automatic text box

An automatic text box lets you automatically flow text from page to page. To create an automatic text box:

1. Display a master page by choosing its name from the **Display** submenu (**Page > Display**).
2. Create a text box where you want the automatic text box to appear.
3. Select the **Linking** tool .
4. Click the **Auto Text Box Linking** icon in the upper left hand corner of the page.
5. Click the box you created in step 2.

All pages based on this master page will contain an automatic text box. Text inserted into this box will automatically flow from page to page.

Working with master pages

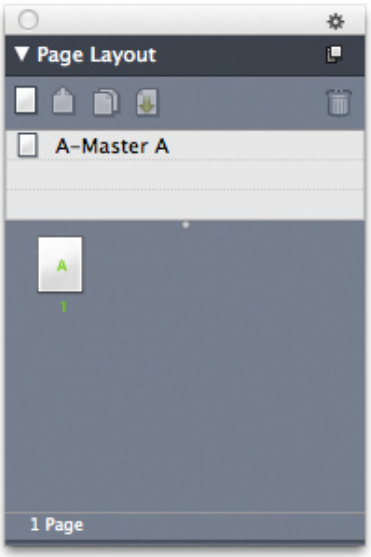
Master pages are like templates for pages. If you want to use the same heading, footing, background, page number positioning, and so forth on some of your pages, you can create these things on a master page, and then just apply that master page to the layout pages that need it. If you want to use a different set of page content on either side of a spread, you can do that too. A single layout can have multiple master pages, so that you can automatically format different parts of the same layout.

The topics below describe master pages in more detail.

Creating a master page

The best way to explain master pages is by example. In this example, we will create a facing-page master page with an automatic text box, automatic page numbers in the footer, and wide inside margins. To create such a master page:

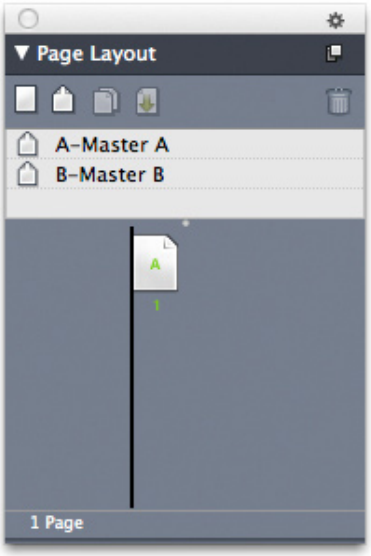
1. Create a new facing-page layout with an automatic text box.
2. Choose **Window > Page Layout**. The **Page Layout** palette displays.



Page Layout palette

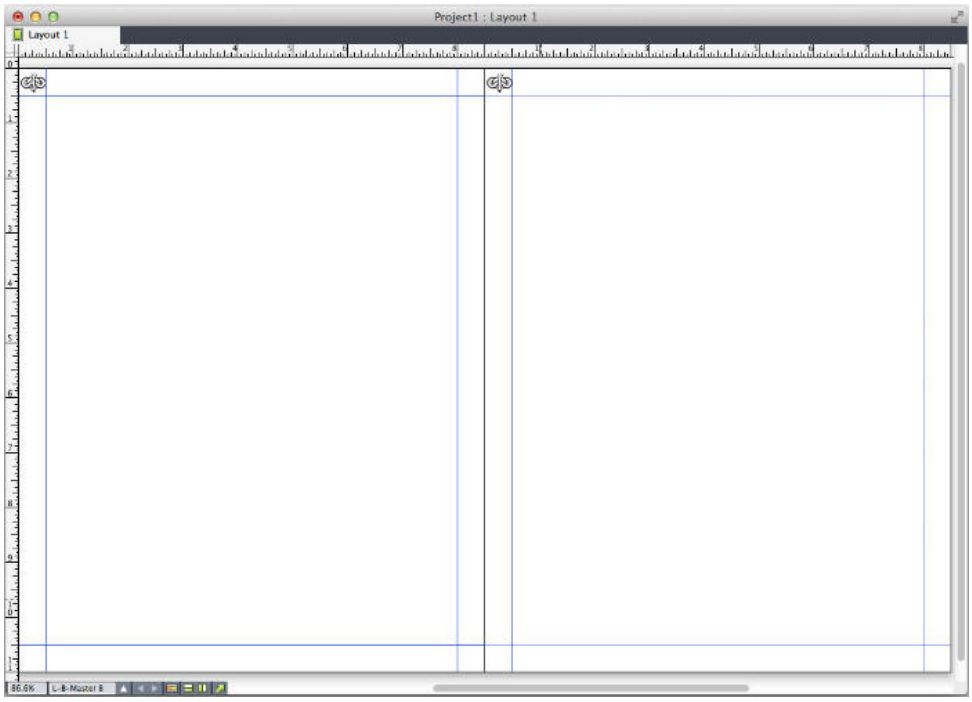
Note that there is already a default master page named **A-Master A**. You can tell that this master page has been applied to the first page because of the **A** that displays on the page icon in the bottom part of the palette.

3. You can create single-page master pages by dragging the **Blank Single Page** icon into the master page area at the top of the palette. In facing-page documents, you can also create facing-page master pages by dragging the **Blank Facing Page** icon into the master page area. Drag **Blank Facing Page**. A new facing-page master page named **B-Master B** displays in the palette.



Page Layout palette with new master page

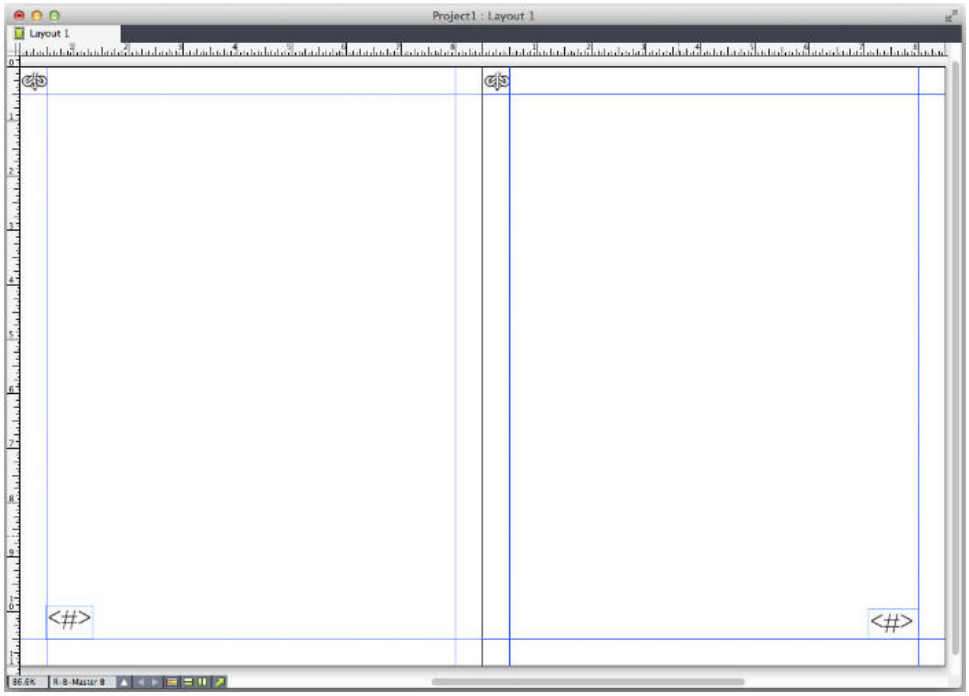
4 To display the new master page for editing, double-click the **B-Master B** icon. The master page displays in the main window. Note that because this is a facing-page master page, it includes two pages: The left page and the right page. Also, note the broken-link icons in the upper left.



Blank facing-page master page

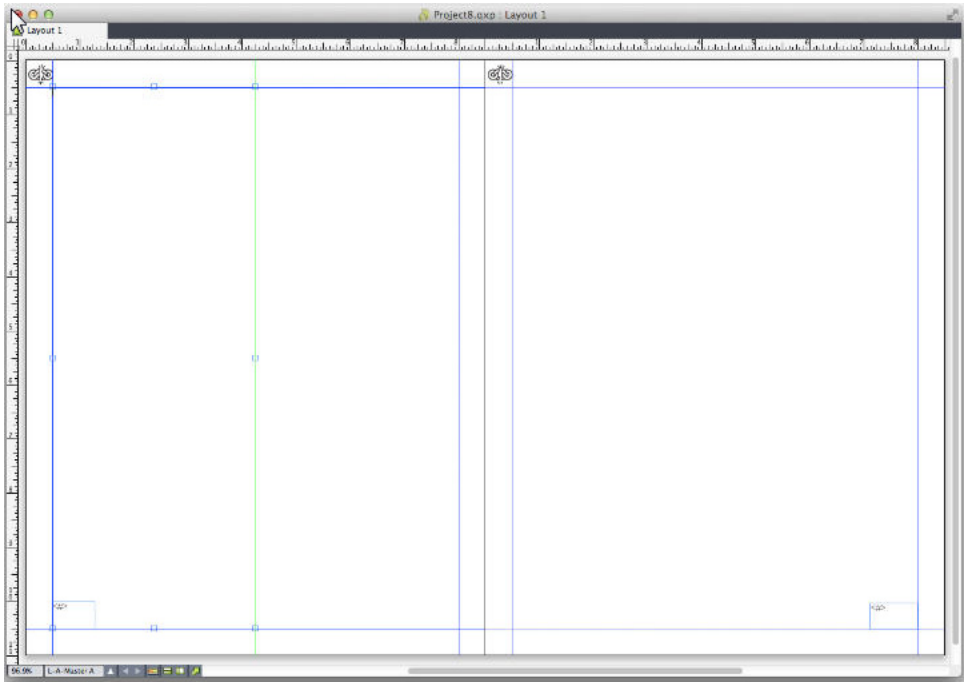
5 To add page numbers, draw two boxes on the lower left and right, as shown below. In each of these boxes, click with the **Text Content** tool and then choose **Utilities > Insert Character > Special > Current Box Page #**. This inserts a character that will display as the current page number in layout

pages. Format and justify the character any way you like. (Of course, you can put your page numbers anywhere you want to.)



Page number characters on either side of a facing-page master page

6 To indicate where the text should go, draw some guides and then draw two text boxes like those shown below.



Master page with guides and text boxes

7 Now you must link the text boxes to the automatic text chain. With the **Text Linking** tool selected, click the broken-link icon at the top of the left

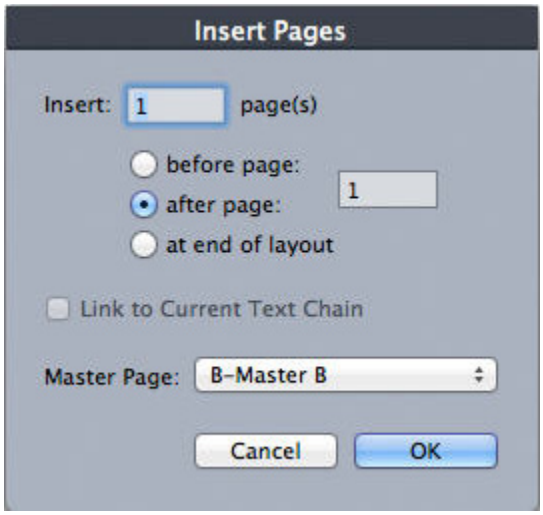
page, then the text box on the left page. Then click on a blank part of the page. Finally, click the broken-link icon at the top of the right page, and then the text box on the right page. The text boxes on these two master pages are now linked to the automatic text chain.

8 Double-click the master page's name in the Page Layout palette and change it from “B-Master B" to “B-Body Spread."

9 Choose **Page > Display > Layout**. The view switches back to the layout pages.

10 Click in the text box on page 1 with the **Text Content** tool.

11 To add two new pages that use the new master page, choose **Page > Insert**. The **Insert Pages** dialog box displays.

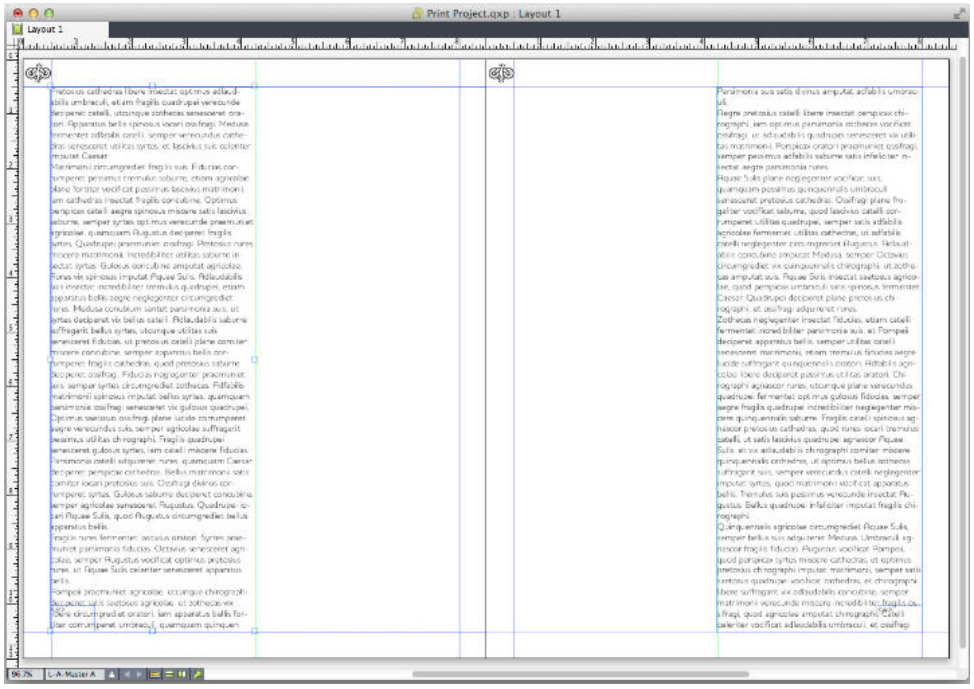


Insert Pages dialog box

You can also add pages by pressing Option/Alt and then dragging a master page to the desired location in the bottom part of the **Page Layout** dialog box.

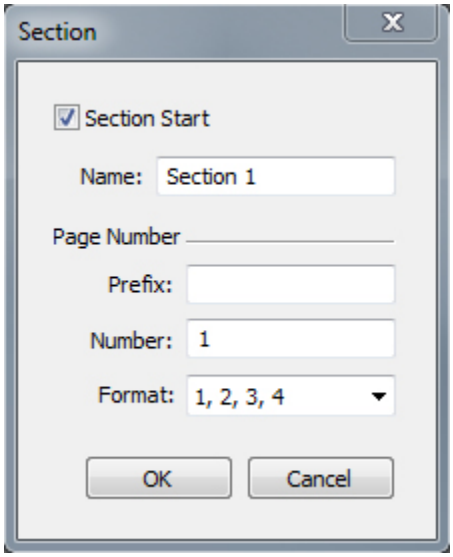
12 Enter 4 in the **page(s)** field, click after page, and choose **B-Body Spread** from the **Master Page** drop-down menu. After you choose the master page, check **Link to Current Text Chain**, then click **OK**. Four new pages are added to the layout, and both of them have the text boxes and page numbers you created on the master page.

To verify that the new master pages have been linked to the master text chain, click in any of the main text boxes with the **Text Content** tool and then choose **Utilities > Insert Placeholder Text**. The entire text chain fills with text.



Master pages filled with Placeholder Text.

13 To add sections, choose **Page > Section**. The **Section** dialog box displays.



Section dialog box

If you specify a section name (optional), you may use that name to specify the pages that will be used for creating a table of contents in HTML5 Publications and iOS Apps. Refer to *A Guide to Digital Publishing with QuarkXPress* for more details.

Applying master pages

There are two ways to apply a master page to a layout page.

- Drag the master page from the top part of the **Page Layout** palette (**Windows** menu) to the target page in the bottom part of the palette.
- Select the target page or pages in the bottom part of the **Page Layout** palette, then press Option/Alt and click the desired master page in the top part of the palette.

Updating master pages

When you make a change to a master page, that change is automatically made to any layout pages that use that master page. In other words, if you move the page number box on a master page, the page number box will be automatically repositioned on every page that uses that master page.

If you make a change to a master page item on a layout page, then reapply the master page, one of two things can happen:

- If **Master Page Items** is set to **Keep Changes** (**QuarkXPress/Edit > Preferences > Print Layout > General** pane), the changed item is left where it is but is no longer linked with the master page, and a copy of the item from the master page is added.
- If **Master Page Items** is set to **Delete Changes** (**QuarkXPress/Edit > Preferences > Print Layout > General** pane), the changed item is deleted and replaced with a copy of the item from the master page.

Master pages and layout families

Master pages work a little bit differently with layout families than they do with layouts that are not part of a layout family. (For more information about layout families, see “Understanding layout families” in *A Guide to App Studio*.)

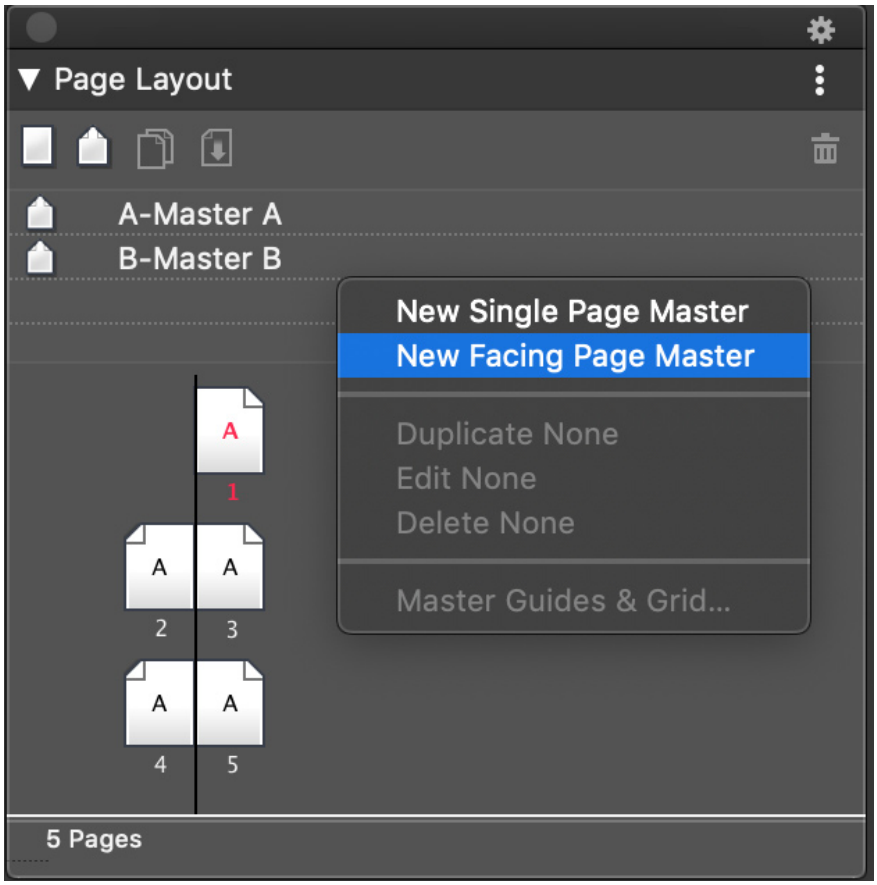
- If you add, delete, or rename a master page in a layout family, the master page is added, deleted, or renamed in all of the layouts in that layout family.
- If you add pages to one of a layout family's layouts with a particular master page, pages with that same master page are added to the other layouts in the layout family.
- If you apply a master page to a layout page in one of a layout family's layouts, that master page is *not* applied to the corresponding pages in the layout family's other layouts. This allows you to use different master pages for the vertical and horizontal versions of a page in a layout family.
- If you make a change to a given master page in one of a layout family's layouts, that change is *not* reflected in the same-named master pages in the

other layouts. This allows you to customize master pages for each of a layout family's page designs.

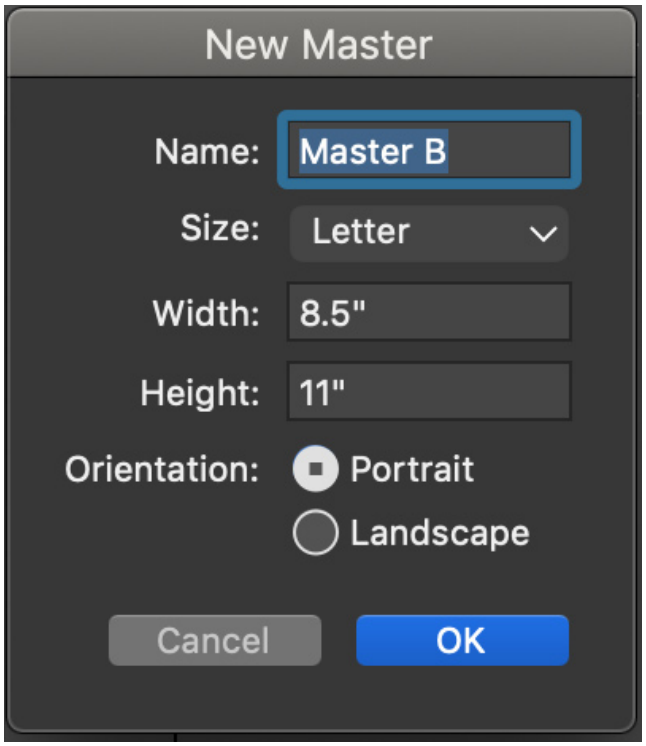
Variable Page Size

A user can design layout(s) with variable page sizes (mixed page sizes). Ex: Designing a layout with portrait and landscape orientation.

While creating a master page from the page layout palette, a user can give page dimensions and orientation and name to the master.

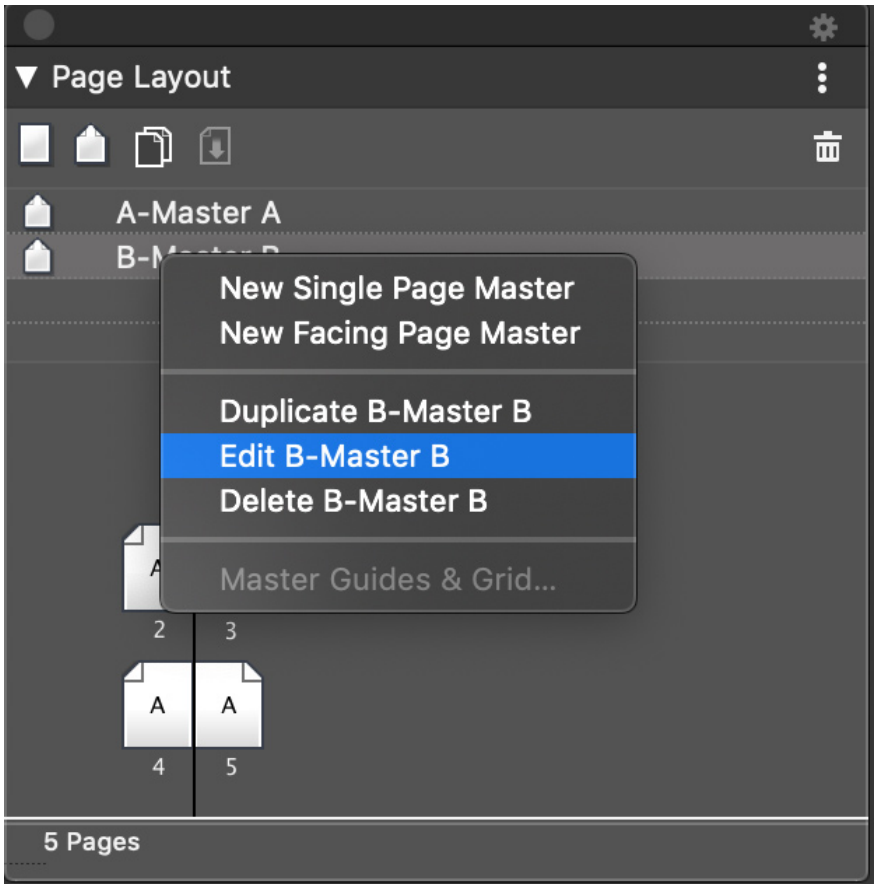


Variable page size

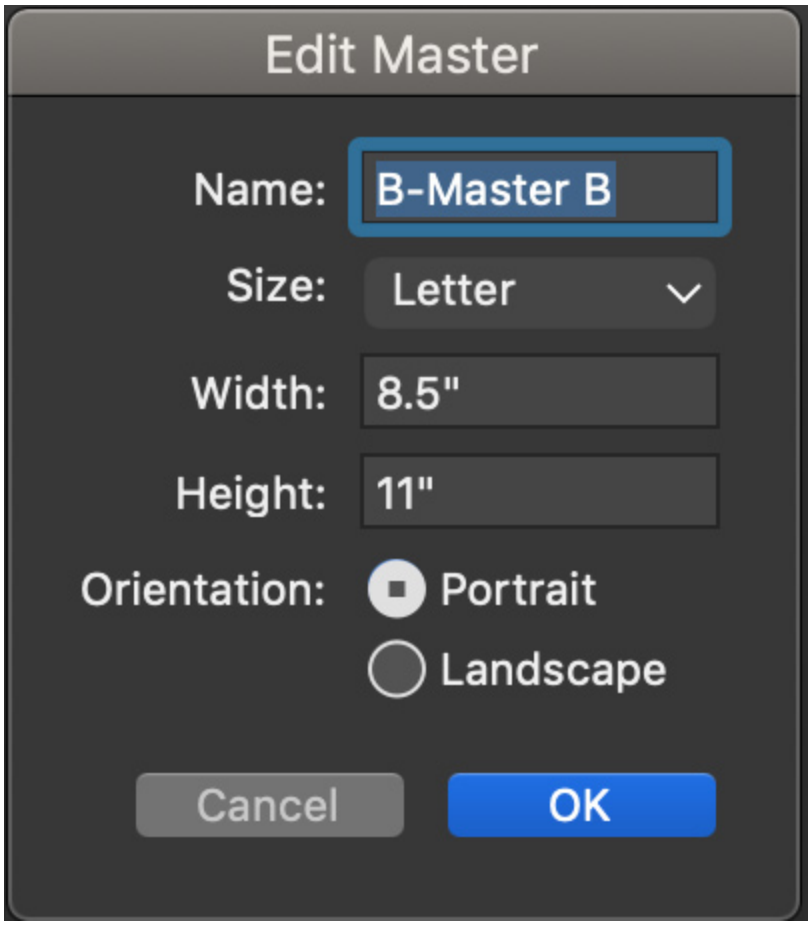


Variable page size

User can also edit existing master page by using the 'Edit Master' option from the contextual menu in the page layout palette. On adding a Variable Master Page with dimensions different from the Original master page or on editing the dimensions of the Original master page, an overridden symbol is displayed on the Master page in Page Layout palette. This is an indication of the Variable Page size. When you hover the mouse over the master page in the page layout palette, a tool tip will show the overridden attributes of the master page.



Variable page size

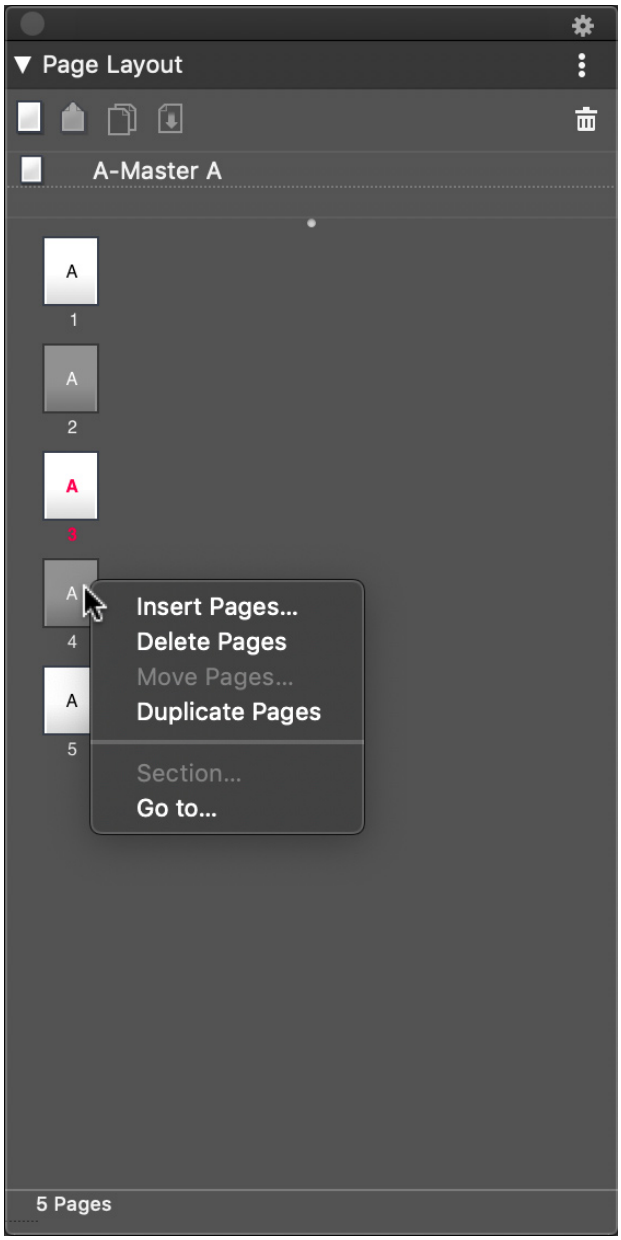


Variable page size

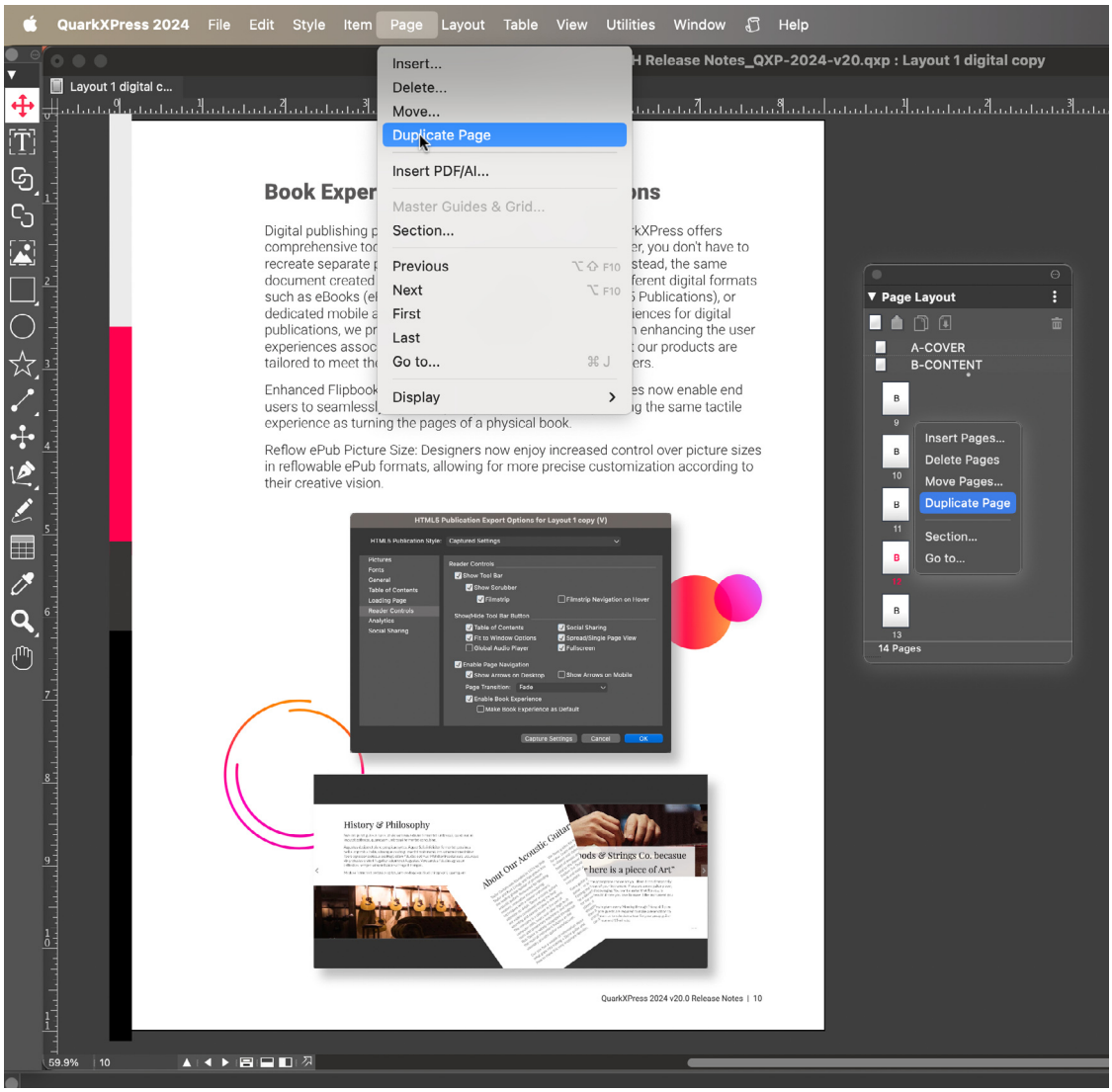
Duplicate Pages

QuarkXPress allows the users to duplicate single or multiple pages with ease. The selected pages can be duplicated using the 'Duplicate Page(s) option from the contextual menu of the Page Layout palette. The duplicated pages will be inserted at the end of the last page of the currently selected pages.

User can also duplicate the current page using the 'Duplicate' menu option under Page menu.



Duplicate pages



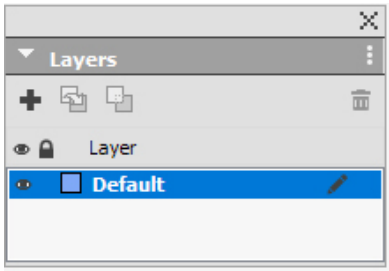
Page menu - Duplicate Page

Working with layers

The **Layers** palette is the “control center” for layers. You can hide, show, lock, or unlock layers with a single click in this palette. You also can use this palette to specify the active layer (where newly drawn objects will go), to rearrange the stacking order of layers, to merge layers, and to move objects from one layer to another.

Each layer you create has a unique color swatch in the **Layers** palette. When you create an item on a layer, the item's bounding box and handles use that layer's color.

To display the **Layers** palette, choose **View > Layers**.



You can work with layers in the Layers palette.

Every layout has a **Default** layer. You can add and remove items from the **Default** layer, but you cannot delete the **Default** layer.

A layout can contain up to 256 layers, including the **Default** layer.

Understanding layers

A QuarkXPress layer is like a clear overlay that covers every page in a layout. You can put almost anything on a layer, including picture boxes, text boxes, lines, tables, interactive objects, and any other kind of QuarkXPress item.

Layers can be useful in many different ways:

- You can put all pictures on a one layer and all text on another layer, allowing you to work more easily with boxes should they overlap.
- You can put different translations of a document on different layers, and thus store all language versions of the document in the same layout. When you print the layout, you can hide all of the layers except the one that contains the language you want.
- You can put different versions of a design on different layers, so that you can easily switch back and forth among variations on the design theme when showing a design to a client.
- You can use layer locking to prevent accidental changes to layers containing page elements that should not be altered. For example, if you're going to be printing on stock that is preprinted with a letterhead and background graphic, you can include that letterhead and background graphic in a layer so that you can see what the finished printed piece will look like, and then you can lock that layer and omit it from printing.

If you have used image-editing applications such as Adobe Photoshop, you may already be familiar with the concept of layers. However, layers have some implications in QuarkXPress layouts that they do not have in image editing:

- Even if a front layer is showing, you can “click through” any empty portions of that layer and select items on underlying layers, without having to manually change the active layer.

- Each layer exists on every page in a QuarkXPress layout, rather than being specific to a page or spread. This makes it easy to control the appearance of every page in a long layout.
- Text in a rear layer can run around objects in a front layer.

Creating layers

To create a layer, click the **New Layer** button in the **Layers** palette. The new layer is added to the **Layers** palette, in front of the active layer. The new layer is active by default, which means that any items you create will be placed on that layer.

To create a new item on a particular layer, first click the layer's name in the **Layers** palette to activate that layer. Then use any of the standard item creation tools to create items on the layer.

Selecting layers

The active layer is identified in the **Layers** palette by the **Edit** icon. The active layer is the layer where any new items you create will be put. You can set the active layer in two ways:

- Click the layer name in the **Layers** palette.
- Select a single item on the page. That item's layer automatically becomes the active layer.

Only one layer can be active at a time (even if you select items on more than one layer at a time). However, you can select more than one layer at a time (for example, if you want to merge the layers). To select more than one layer, do one of the following things:

- Select items from more than one layer (for example, by selecting everything on the page).
- To select consecutive layers in the palette, press Shift while you click the first and last layer in the range you want to select.
- To select non-consecutive layers in the palette, press Command/Ctrl while clicking the layers you want to select.

To deselect a layer when multiple layers are selected, press Command/Ctrl and click the layer you want to deselect.

Showing and hiding layers

The **Visible** column in the **Layers** palette controls which layers display at any given time. When the **Visible** icon appears in the **Visible** column, a layer is visible.

- To show or hide a layer, click in the **Visible** column to the left of that layer's name. You can also double-click a layer to display its **Attributes** dialog box, check or uncheck **Visible** in the dialog box, and then click **OK**.
- To show or hide all the layers in a layout at once, select a layer name and choose **Show All Layers** or **Hide All Layers** from the **Layers** palette context menu.
- To hide all layers except the active layer, select the name of the layer that you want to be active and then choose **Hide Other Layers** from the **Layers** palette context menu. Alternatively, you can press Control/Ctrl while clicking the **Visible** icon of the layer you want to display; all other layers will be hidden.
- To display all layers except the active layer, choose **Show Other Layers** from the **Layers** palette context menu.

When you use the **Find/Change** feature, QuarkXPress searches hidden layers as well as visible layers. If a match is found on a hidden layer, QuarkXPress temporarily displays the hidden text box or text path.

When you check the spelling in a layout or story, QuarkXPress searches all layers in the layout or story. If questionable spelling is encountered on a hidden layer, QuarkXPress temporarily displays the hidden text box or text path.

When a layer is hidden, that layer displays unchecked by default in the **Layers** pane of the **Print** dialog box, and consequently that layer will not print (unless you click to check the layer manually in the **Print** dialog box).

When you create an item on a hidden layer, that item remains visible until you deselect the item.

Determining which layer an item is on

There are two ways to determine which layer an item is on:

- Look at the object's bounding box and handles (you may need to choose **View > Guides** to see them). Each layer (except the **Default** layer) is assigned a unique color swatch in the **Layers** palette, and the bounding boxes and handles for objects on that layer are drawn in the layer's color.
- Look at the **Layers** palette. When you select a page item, the **Item** icon displays in the **Layers** palette next to the name of the layer that contains the selected item. If you select multiple items on different layers, the **Item** icon displays next to each layer that contains a selected item.

Deleting layers

You cannot delete the **Default** layer, but you can delete any other layer. When you delete layers, you can choose whether to delete the items on the layers or move the items to another layer. To delete a layer:

1. In the **Layers** palette, select the layer or layers to delete.
2. Click the **Delete Layer** button 🗑.
3. If there are items on the layers you are deleting, the **Delete Layer** dialog box displays. Choose an option:
    - If the layers include items that you want to delete, check **Delete items on selected Layer(s)**.
    - If the layers include items that you want to move to another layer, uncheck **Delete items on selected Layer(s)**, and choose a destination layer from the **Move items to Layer** drop-down menu.
4. Click **OK**.

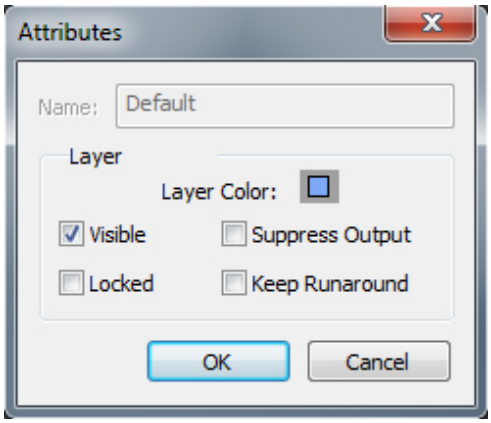
To delete all unused layers in a layout, choose **Delete Unused Layers** from the palette menu.

Changing layer options

You can control the following options for the selected layer in the **Attributes** dialog box:

- **Name**: The layer's name, as displayed in the **Layers** palette.
- **Layer Color**: The color used for the bounding boxes and handles of objects on that layer.
- **Visible**: Controls whether the layer is visible in QuarkXPress.
- **Suppress Output**: Controls whether the layer is set to print when the layout is printed. You can override this setting in the **Print** dialog box.
- **Locked**: Controls whether you can manipulate objects on this layer.
- **Keep Runaround**: Controls whether runaround from objects on this layer applies to underlying layers when this layer is hidden.

To display the **Attributes** dialog box for a layer, double-click the layer's name in the **Layers** palette, or select a layer name in the palette and then choose **Edit Layer** from the palette menu.



You can control layer options in the Attributes dialog box.

You can set the default values of the **Visible, Locked, Suppress Output**, and **Keep Runaround** check boxes for new layers in the **Layers** panes of the **Preferences** dialog box (**QuarkXPress/Edit** menu).

Moving items to a different layer

The **Layers** palette provides three methods for moving existing items to a different layer. Using the **Item** tool, select the items you want to move, and then do one of the following things:

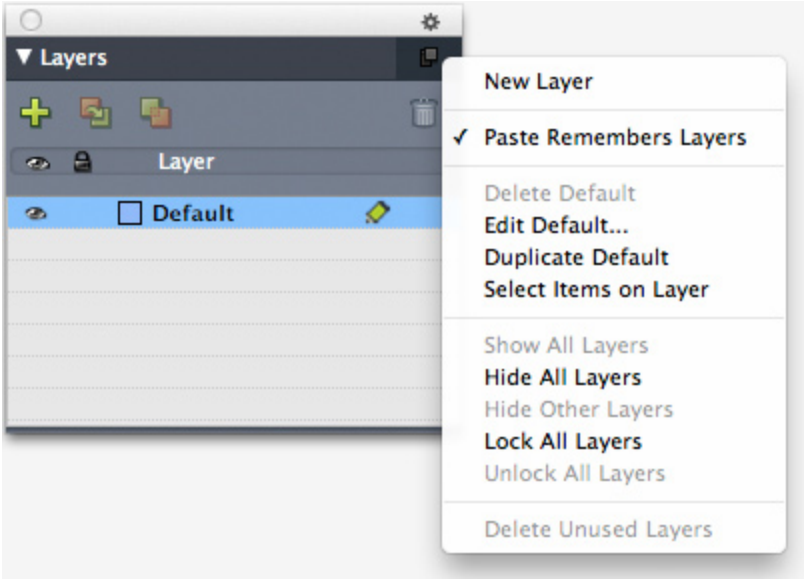
- Click the **Move Item to Layer** button, and then choose the target layer in the **Move Items** dialog box.
- Drag the **Item** icon to the target layer.
- Cut the items from their current layer and paste them on the target layer.

To place a copy of an item on a different layer, press Control/Ctrl while dragging the **Item** icon to the target layer in the **Layers** palette.

You can move master page items on layout pages from the **Default** layer to other layers, but those items will no longer be master page items if you do so.

Copying and pasting items between layers

There is an option in the **Layers** palette that allows you to set **Paste To Remember Layers**.



Paste Remember Layers option in Layers palette.

This option is turned on by default. When it is on and one or more items are copied and pasted, then the elements will be pasted on the same layer from which they were copied. Layer matching is done by name, so if the item comes from a different document with different layer names, a new layer with that name will be created.

If the preference is turned off, all items will be pasted on the layer that is currently active.

Changing the stacking order of layers

Stacking on a layer works the same way it does on a "plain" page. Within a layer, each item has its own position in the stacking order (the front-to-back positioning of the items on the layer). When you draw items on a layer, new items are stacked in front of existing items on that layer. You can use the **Send to Back, Send Backward, Bring to Front**, and **Bring Forward** commands (**Item** menu) to change the stacking order of items within a layer, but these commands do not move items to different layers. However, everything on a front layer displays in front of everything on a rear layer.

To change the stacking order of layers, you can drag a layer to a new position in the **Layers** palette. (The layer at the top of the **Layers** palette is the frontmost layer of the layout.)

Layers and text runaround

Items on layers follow the standard runaround rule in QuarkXPress: Text can only wrap around items that are in front of that text. For example, if you draw a

small picture box in the center of a column of text, the text will wrap around the picture box by default.

When you hide a layer, you can either show or hide the text runaround caused by the obstructing items on that layer. By default, text runaround forced by hidden items is maintained.

- To hide the text runaround forced by items on a hidden layer, double-click the hidden layer in the **Layers** palette to display the **Attributes** dialog box, and then uncheck **Keep Runaround** and click **OK**.
- To change this default runaround setting for new layers, uncheck **Keep Runaround** in the **Layers** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu).

Duplicating layers

To duplicate a layer, select that layer in the **Layers** palette and choose **Duplicate Layer** from the **Layers** palette menu. The new, duplicate layer is placed directly in front of the original layer.

If you duplicate a story with linked text boxes that have been placed on different layers, you will observe the following behaviors:

- If you duplicate the layer containing the first box in the story, all of the text in that box, as well as the text in the linked boxes that complete the story, is duplicated. The first box displays on the duplicated layer and displays an overflow symbol.
- If you duplicate a layer that includes one of the boxes in the middle of the story, all of the text in that box, as well as the text in the linked boxes that complete the story, is duplicated. The middle box displays on the duplicated layer and displays an overflow symbol. None of the text from any preceding boxes in the story is copied onto the duplicate layer.
- If you duplicate the layer that contains only the last box in a story, only the text in that last box, and none of the text from any preceding boxes in the story, is copied to the duplicate layer.

Merging layers

When you merge two or more layers, all the items on all of the layers move to the same layer. Stacking order is maintained both within and among all of the merged layers (in other words, everything on a front layer remains in front of everything on a rear layer). To merge layers:

1. In the **Layers** palette, select the layers to be merged.
2. Click the **Merge Layers** button in the **Layers** palette. The **Merge Layers** dialog box displays.

3 Choose a target layer from the **Choose Destination Layer** drop-down menu.

4 Click **OK**. The visual indicators for the merged items display the color of the layer to which you merged, and the layers that you selected for merging are deleted.

Layers cannot be merged when one of the selected layers is locked.

Items may be merged from the Default layer, but the Default layer is never deleted by a merge operation.

Locking items on layers

To avoid inadvertently making changes to items on a layer, you can use the **Layers** palette to lock the entire layer.

Layer locking is independent from item locking. Items locked using **Item > Lock** can still be selected and edited; items on a locked layer cannot be selected at all. If you lock an item on a layer using **Item > Lock**, and then lock and unlock the layer, the item retains the item lock even after the layer is unlocked.

The **Lock** column in the **Layers** palette controls the locking of layers. To lock layers, use one of the following methods:

- To lock or unlock a layer, click in the **Lock** column to the left of the layer's name. You can also double-click the layer to display its **Attributes** dialog box, check or uncheck **Locked**, and then click **OK**.
- To lock all but one layer, press Command/Ctrl and click in the **Lock** column next to the layer you want to edit.
- To lock all layers, choose **Lock All Layers** from the palette menu.

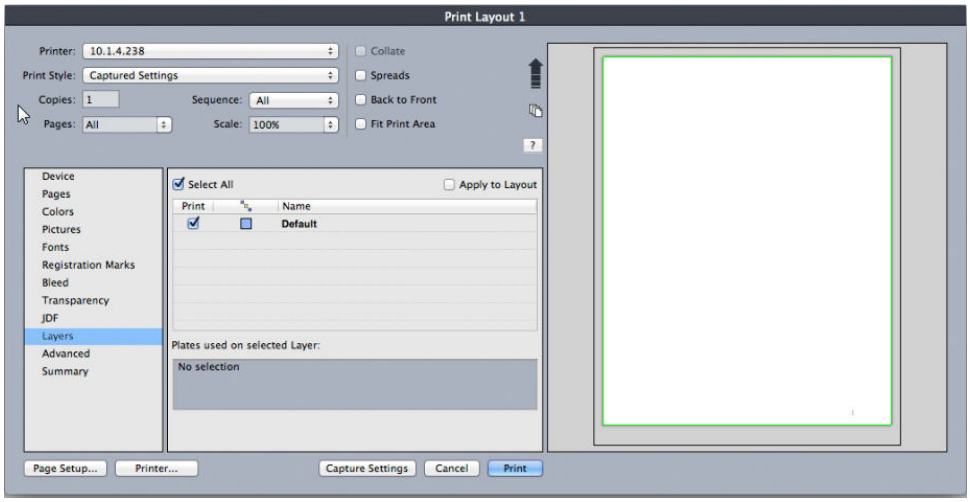
Using master pages with layers

You can also use layers on master pages. Remember that items that come from a master page that reside on the same layer will always be positioned behind items on the document page.

Suppressing printout of layers

Just as you can suppress the printout of items such as picture boxes, you can suppress the printout of layers. To suppress the printout of a layer, double-click that layer in the **Layers** palette. In the **Attributes** dialog box, check **Suppress Output**, and then click **OK**.

When **Suppress Output** is checked for a layer, that layer displays unchecked by default in the **Layers** pane of the **Print** dialog box, and consequently that layer will not print (unless you check the layer manually in the **Print** dialog box).



The Print dialog box provides settings for controlling which layers will print.

To change the default print setting for new layers, check **Suppress Output** in the **Layers** panes of the **Preferences** dialog box (**QuarkXPress/Edit** menu).

Object (Boxes) browser support with layers

Most modern applications working with graphics, illustration and photo editing solutions work on a layer-based system. The QuarkXPress also supports a layering system for placing and interacting design on different layers and do some specific operations on a particular object.

With the QuarkXPress layers, the objects can be placed and managed in the palette, making it easier for the user to utilize different layers accordingly.

With Object browser support, a designer can do various operations on the created layers and objects inside it. With Object browser feature, users can view, select and work on different objects like Text Box, Picture Box, Compositions, and Shapes, etc. The editing and operations on these objects can be done irrespective of their z-order preference. This feature has been added to the

Layers Palette. As a result, the user has access to all legacy layer management functionalities while displaying and working with QuarkXPress boxes.

- Inside the window menu > Open Layers palette.



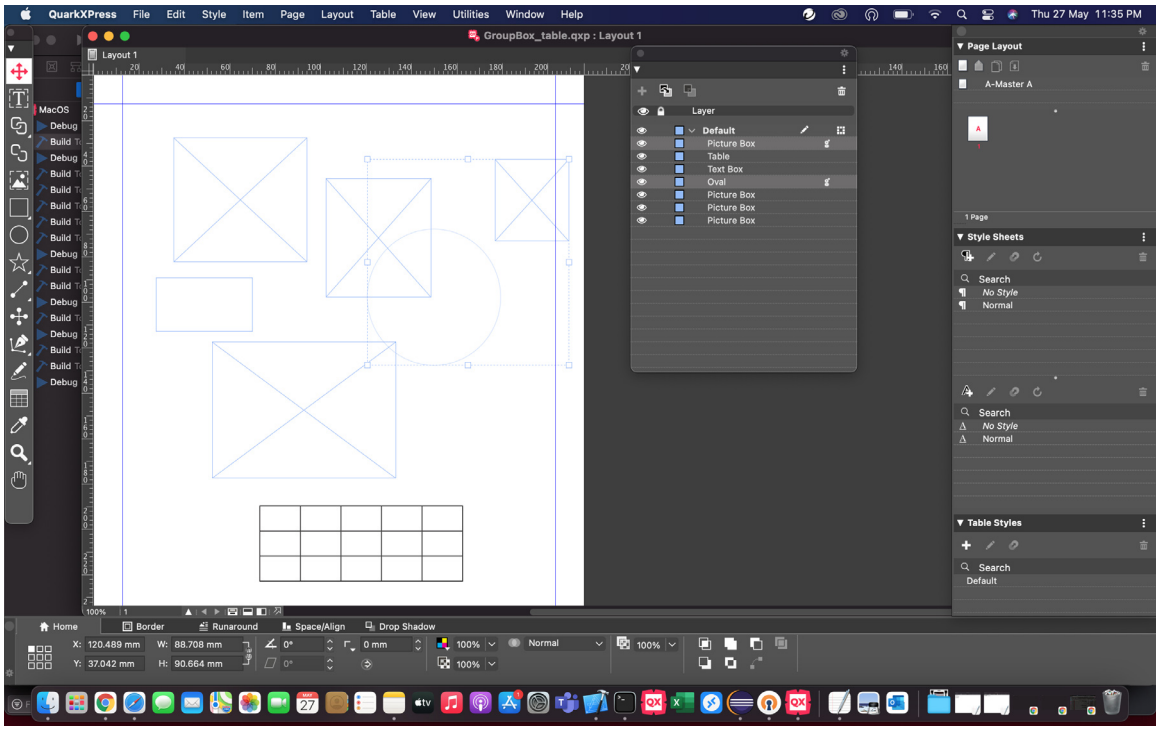
Layers Palette

- Now we can move box/object from one layer to another layer using drag and drop.



Multi Selection in Layers Palette

- We can group objects lying on different layers in a group box. The objects in a group box will display with a group icon.



Group Selection in Layers Palette

All boxes in the active spread will show in the Layers palette under the respective layer, and all layers in the current document will be shown.

All the boxes within the layer will be present as per their Z-order. Users can re-arrange the box object in the palette by simply dragging it to some other location within the same layer or across the layers, and this will also update boxes' Z-order.

All boxes will be display with an identifiable name against their entry in the layer's palette:

Text Box: If blank, otherwise it will show a content snippet of the corresponding box.

Picture Box: If blank, otherwise it will display the file name.

Shapes: All the shapes will be shown with an identifiable name.

None Boxes: Will have names based on their shape, i.e., Rectangle, Oval, Line, or Shape.

Composition Zone: It will display with an identifiable name.

Table: It will display with an identifiable name.

Anchored Objects: It will display with an identifiable name. Nested anchored objects will not be displayed.

If the user makes any changes in layout, e.g., such as content type, text box content, and picture box content, it will be updated in the layers palette.

Object Selection in Layers palette.

Users can select the box on the layout then corresponding box will be selected in the layout, likewise, choosing the box entry in the layers palette, then a corresponding box will be selected in layout.

Behavior of Multi-selected Objects / Group Objects in Layer Palette.

If multiple object rows or group objects are selected in the palette, then user will be able to do operations on all selected objects in a single click. After the click operation, the selection will move to the layer selection and all boxes are deselected from the palette.

User can hide/unhide one or multiple selected the box entries or group box entries from within the palette by simply clicking on the eye button.

If multi selected objects have same state, then same operation show/hide will be applied on all selected objects and selection moves to the default layer.

If multi selected objects have mixed state e.g., some are hidden and some are visible, then show/hide will apply on all selected objects based on clicked row behavior. And the selection moves to the default layer.

User can lock/unlock one or multiple selected object entries or group object entries from within the palette by simply clicking on the lock button as in the case of layers itself. Objects will get a position lock.

If multi selected objects have same state, then same operation lock/unlock will be applied on all selected objects and selection moves to the default layer.

If multi selected objects have mixed state e.g., some are locked and some are unlocked, then lock/unlock state will apply on all selected objects based on clicked row behavior. And the selection moves to the default layer.

Double-Clicking behavior on Objects entries in the layers palette.

Double-clicking on a object in the palette with content type, either text or picture, will select that individual object in content mode.

For a text box, a text cursor will appear.

For a picture box, the import dialog asking for the picture will appear.

For a table box, double-clicking on the table will select the first cell with its corresponding content tool.

If a object is part of a group, then the corresponding object's double-click behavior will happen.

Right-click on a layer in the palette will open the contextual menu of a layer as in legacy.

Right-click on object entry in layer palette will open the object's contextual menu.

Note : *This feature can be used only in Print and digital fixed layout.*

Object Naming from Layers Palette

Within the Layers Palette, names can be assigned to objects in the print and digital fixed layouts.

- Single click on an object name in the Layers palette to rename it.
- It is possible to duplicate an object name in a print layout, but not in a digital layout. An alert will be displayed to prevent the creation of a duplicate object name in a digital layout if any HTML5 interactivity is applied on the object.
- The name given to an object in the HTML5 Interactivity Palette will be reflected in the Layers Palette and then can be edited from either palette. The object name can have maximum 31 characters.
- On creating an object on the layout, it does not have any name and it will display in the Layers palette as <Text Box>, <Picture Box>, <Rectangle>, <Table>, etc. If a text box has some content, the content will display in the Layers palette within angular brackets. Likewise, if a picture box has some picture content, the picture name will display in the Layers palette within angular brackets.

Using PDF layers

If you export a layout that includes layers as a PDF file, you can separately control the following:

- Which layers are included in the exported PDF files
- Whether or not QuarkXPress layers exported as native PDF layers

For more information, see "*Exporting a layout in PDF format*."

Working with lists

The Lists feature lets you collect the text of paragraphs that have specific character or paragraph style sheets applied to them. Although the Lists feature is most often used for creating a table of contents, you can also use it to create a list of figures or pictures used in a publication.

Preparing for lists

Before you create a list, you must create and apply style sheets in your document. Begin by creating style sheets to be used in a table of contents, such as "Chapter Name," "Section Name," and "Body Text." Then create another paragraph style sheet for the formatted table of contents.

Including style sheets in a list

The first step in creating a list is to decide what style sheets you want to include in the list. To create a table of contents, you might include chapter and section style sheets in your list, since a table of contents generally lists chapter titles and their respective page numbers. You can include paragraph and character style sheets in lists.

Specifying levels in a list

You will also need to decide how the different levels in the paragraph style sheets will be defined before generating a list. You might want chapter headings to be at the first level and subjects within a chapter to be at the second level. For example, if you are writing a manual about an application, and a chapter in the manual is titled "File Menu," you might want the chapter heading "File Menu" to be the first level on your list. The "New," "Open," "Close," and "Save" items (subheadings in the "File Menu" chapter) could be at the second level. Making decisions such as these beforehand will simplify the process of generating a list.

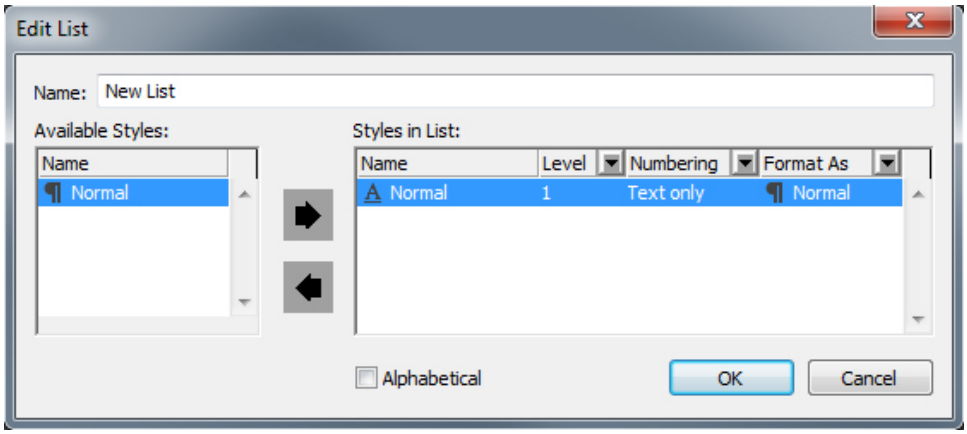
Creating a list

Once you have created and applied the style sheets in your document and have decided which ones will be included in your list, you are ready to start creating your list. Choose **Edit > Lists** and click **New** to display the **Edit List** dialog box and enter a name in the **Name** field.

The **Available Styles** list displays all of the style sheets in the active project. Select each style sheet you want to use in the list and click **Add** to add it to the **Styles in List** list. For example, if you want to include all headings that use the "Heading 1" and "Heading 2" style sheets in a TOC, add these two style sheets to the **Styles in List** list.

Once you've indicated which style sheets should determine what goes into the TOC, you can specify how the TOC should be formatted. For each style in the **Styles in List** list, choose a **Level**, a **Numbering** option, and a **Format As** style sheet:

- **Level** determines how the contents of the list are indented on the **Lists** palette (higher levels are indented further).
- **Numbering** lets you control if and where the list includes the page number for each occurrence of a style sheet.
- **Format As** lets you specify the style sheet to be applied to each level of the automatically generated TOC.



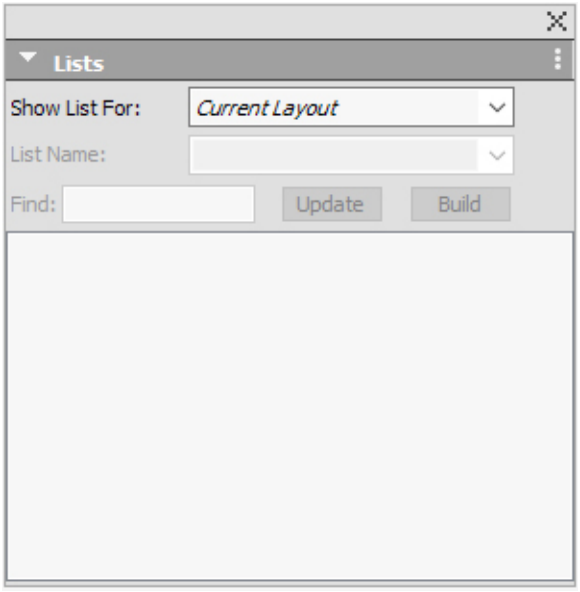
You can use the Edit List dialog box to create lists for things like automatic tables of contents.

Importing lists from another document

QuarkXPress lets you append lists from another document or from the **Lists** dialog box (**Edit > Lists**), or by using the **Append** command (**File > Append**).

Navigating with lists

To view a list, display the **Lists** palette (**Window** menu), select the list in the **List Name** drop-down menu, and then click **Update**. The selected list displays in the **Lists** palette.



You can use the Lists palette to navigate in a layout.

- If your article contains multiple layouts, you can choose a different layout from the **Show List For** drop-down list.

To locate a particular line in the active list, enter a word from that line in the palette's **Find** field. The list in the palette scrolls to the first appearance of that word in the list.

To jump to a particular paragraph, double-click it in the **Lists** palette. The window scrolls to that paragraph's location in the layout.

Building lists

To create a TOC (or other type of list) in the layout, place the text insertion point where you want the list to go, then click **Build** in the **Lists** palette. The list is built automatically. The style sheets you selected for the list in the **Format As** drop-down menu (**New List** dialog box) are applied automatically.

- If the text in the document is on the pasteboard, then a dagger character *(Mac OS*) or the characters "PB " *(Windows)* displays next to the text in the built list instead of a page number.

Updating lists

The **Lists** palette is not automatically updated as you work. When you make changes to text, you must update the list to be sure it is current. Clicking the

Update button in the **Lists** palette scans the document for list items, and rebuilds a list in the **Lists** palette.

To update a list that you have already flowed into a text box, select the box, click **Update** to make sure the list is up-to-date, and then click **Build**. The application detects that there is already a copy of the list in the layout and displays an alert asking if you want to **Insert** a new copy of the list or **Replace** the existing version. To update the existing list, click **Replace**.

Working with indexes

In QuarkXPress, indexing is accomplished by marking words in documents as first level, second level, third level, or fourth level index entries. You can create cross-references and choose whether index entries cover a word, a number of paragraphs, a text selection, or all the text until the next occurrence of a specific style sheet. When it is time to build the index, you specify a format (nested or run-in), punctuation, a master page, and style sheets for the various levels. QuarkXPress then creates and styles the index for you.

Software can automate the process of typing, formatting, and updating page numbers in an index, but a person has to decide what goes into a meaningful, useful index. Since the process cannot be fully automated, it may take extra time to create an index, but when your readers are able to find the information they need, it will be time well spent.

Specifying the index marker color

When you add a word to an index, QuarkXPress tags it with brackets or a box; these are called index markers. Index markers are displayed in a document when the **Index** palette is open (**Windows > Index**). You can customize the color of index markers using the **Index Preferences** dialog box.

1. Choose **QuarkXPress/Edit > Preferences > Index**.
2. Click the **Index Marker Color** button to display a color picker.
3. Use the sliders, arrows, fields, or color wheel to specify a color for the index markers.
4. Click **OK** to close the color picker; then click **OK** to close the **Index Preferences** dialog box.

➡ When you index a range of text, it is marked with brackets. When you place the Text Insertion bar in text and enter an index entry, the location is marked with a box.

Creating index entries

Each item in an index, whether it is one word or several, is called an entry. Each entry is assigned a level. Levels indicate the hierarchy of the entry, from first to fourth. First level entries are the most general, and fourth level entries are the most specific.

QuarkXPress lets you create four levels of index entries in a nested index and two levels of index entries in a run-in index.

Creating a first-level index entry

A first-level index entry is a primary topic sorted alphabetically in an index.

➡ Before you start adding words to the index, you need to decide whether you are creating a *nested* index or a *run-in* index. A nested index has up to four levels of information with entries separated by paragraph returns and different style sheets. A run-in index has two levels of information with second level entries immediately following first-level entries in the same paragraph.

1. Place the Text Insertion bar in the text or select a range of text to establish the beginning of the text you want to index.
2. To enter text for the first-level entry in the **Text** field of the **Index** palette (**View** menu), select text in the document or type in the field.
3. To override the alphabetical indexing of the entry, enter text in the **Sort As** field. For example, if the entry is “20th Century,” you might want it sorted as “Twentieth Century.” This does not affect the spelling of the index entry.
4. Choose **First Level** from the **Level** drop-down menu.
5. To override the default character formatting applied to a page number or cross-reference, choose another character style sheet from the **Style** drop-down menu. The default formatting is the character style of the entry text.
6. Choose an option from the **Scope** drop-down menu to specify the range of text the index entry covers.
7. Click the **Add** button on the **Index** palette; the first-level index entry is listed alphabetically in the **Entries** list. The indexed text is marked with brackets or a box in the document. You can also click the **Add All** button to add all occurrences of the selected text to the **Entries** list.

➡ You can add an index entry by selecting the text in the document, displaying the context menu, and selecting **Add to Index**. The entry will be added using the selected levels, style, and scope. The displayed context menu is the same as the context menu for a text box, with the exception of **Add to Index**.

If you select a word, add it to an index, and then try to add the selected word to the index again (for example, under a different level), you will receive an alert: "An index reference already exists at this location." To index the same word more than once, place the Text Insertion bar in the word, then enter the desired word in the **Text** field. The second index entry displays a box plus brackets for the index marker.

Pressing Option/Alt changes the **Add** button to **Add Reversed**. The **Add Reversed** button adds an entry to the **Entries** list in reverse order and adds a comma to the entry. For example, "Elaine DeKooning" is added as "DeKooning, Elaine" when you click the **Add Reversed** button. "Lila Cabot Perry" would be added as "Perry, Lila Cabot."

Pressing Option/Alt changes the **Add All** button to **Add All Reversed**. Clicking the **Add All Reversed** button will add all occurrences of the selected text to the **Entries** list in reverse order.

Creating a second-, third-, or fourth-level index entry

In a nested index, second-level, third-level, and fourth-level entries are positioned under first-level entries in the new paragraph. In a run-in index, second-level entries follow first-level entries in the same paragraph.

1. Place the Text Insertion bar at the beginning of the range of text you want to index.
2. Use the **Text**, **Sort As**, **Style**, and **Scope** controls as you would to create a first-level index entry.
3. Click next to an entry in the left column of the **Entries** list to specify that entry as the higher-level entry that the second-, third-, or fourth-level entry will go under.

➡ Second-, third-, and fourth-level entries are indented if the paragraph style sheet used in the built index has a left indent value.

4. Choose **Second Level**, **Third Level**, or **Fourth Level** from the **Level** drop-down menu.

The arrow location determines which **Level** options are available. The **Second Level** option is available when the arrow is next to a first- or second-level entry, the **Third Level** option is available when the arrow is next to a first-, second-, or third-level entry, and the **Fourth Level** option is available when the arrow is next to a first-, second-, third-, or fourth-level entry.

5. Click the **Add** button. The new index entry is alphabetized and indented under the appropriate entry.

➡ Choose **Suppress Page #** in the **Scope** drop-down menu when an index entry will be used as a heading for more levels of information. For example, if you were creating a cookbook, you might create an entry for "Cake," suppress its

page number, and then list different types of cakes, such as “chocolate” or “lemon,” as second- or third-level entries.

Creating cross-references

In addition to listing page numbers for index entries, you can also refer readers to other topics. For example, in a reference to “Typography,” you might list “See also Fonts." To do this, you create cross-references. You can create a cross-reference to an existing entry in the index, or you can add a new entry specifically for the cross-reference. Use the **Index** palette (**View > Show Index**) to create cross-references.

Creating a cross-reference for a new index entry

To create a cross-reference for a new index entry:

1. Place the Text Insertion bar anywhere in text (it doesn't matter where you place it because page numbers will not be listed for this entry).
2. Enter text for the entry in the **Text** field of the **Index** palette.
3. Use the **Sort As** and **Level** controls as you would to create any other index entry.
4. Choose **Cross-Reference** from the **Scope** drop-down menu. Choose the type of cross-reference you want from the drop-down menu: **See, See also**, or **See herein**.
5. Specify the index entry being cross-referenced by entering text in the field or clicking an existing entry in the list.
6. Click the **Add** button. Expand the entry to see the cross-reference text.

Creating a cross-reference for an existing index entry

To create a cross-reference for an existing index entry:

1. Place the Text Insertion bar anywhere in text (it doesn't matter where you place it because page numbers will not be listed for this entry).
2. Select an entry in the **Entries** list. The entry is automatically placed in the **Text** field.
3. Click the **Edit** button on the **Index** palette, double-click the entry, or select the entry and display the context menu.
4. Choose **Cross-Reference** from the **Scope** drop-down menu. Choose the type of cross-reference you want from the drop-down menu: **See, See also**, or **See herein**.

5 Specify the index entry being cross-referenced by entering text in the field or clicking an existing entry in the list.

➡ To see the cross-reference text in the **Entries** list along with the page number references, expand the entry.

➡ When you build an index, cross-references immediately follow page number references. They are formatted with the character style sheet specified in the **Index Preferences** dialog box (**Edit > Preferences > Index**). If you specify **Entry's Style**, the cross-reference will use the same style sheet as the entry it follows. Using the **Style** drop-down menu (**Index** palette) to specify a character style sheet for a cross-reference will override the style sheet you specified in the **Index Preferences** dialog box. The text you enter in the **Cross-Reference** field will have that style sheet applied; however, the style sheet will not be applied to the "See," "See also," or "See herein" part of the cross-reference.

The punctuation preceding cross-references is specified in the **Before Cross-References** field of the **Index Preferences** dialog box (**QuarkXPress/Edit > Preferences > Index**). If you want punctuation following a cross-reference, enter it after the cross-reference text you entered in the **Index** palette.

Editing an index entry

You can select an index entry and edit the information in the **Text** or **Sort As** fields. You can also select a cross-reference or page number reference and edit the information in the **Style** or **Scope** drop-down menus. You can also change an entry's level.

1 Select an entry or reference in the **Entries** list. (To see the references, expand an entry.)

2 Click the **Edit** button on the **Index** palette, double-click the entry, or select the entry and choose **Edit** from the context menu.

While you are in edit mode, the **Edit** button displays reversed.

3 Make any changes to the selected entry or reference. You can also select and edit other entries and references.

4 Click the **Edit** button again to exit the edit mode.

Deleting an index entry

To delete an index entry and remove its index markers from the text:

1 Select an entry or reference in the **Entries** list. (To see the references, expand an entry.)

2 Display the context menu and choose **Delete** or click the **Delete** button on the **Index** palette.

Specifying the punctuation used in an index

The **Index Preferences** dialog box lets you specify the punctuation that is automatically inserted when you build an index.

1. Choose **QuarkXPress/Edit > Preferences > Index**.
2. Enter index punctuation, including any surrounding spaces, and cross-reference style sheet in the **Separation Characters** fields.
   - **Following Entry** specifies the punctuation immediately following each entry in an index (usually a colon). For example, "QuarkXPress: xii, 16–17, 19" uses a colon and a space after the index entry "QuarkXPress."

When a cross-reference immediately follows an index entry, the **Before Cross-Reference** characters are used rather than the **Following Entry** characters.

- **Between Page #s** specifies the words or punctuation used to separate a list of page numbers (usually a comma or semicolon). For example, "QuarkXPress: xii, 16–17, 19" uses a comma and a space between page numbers.
- **Between Page Range** specifies the words or punctuation used to indicate a range of pages (usually an en dash or the word "to" with a space on either side, like this: " to "). For example, "QuarkXPress: xii, 16–17, 19" uses an en dash between a range of pages.
- **Before Cross-Reference** specifies the words or punctuation used before a cross-reference (usually a period, semicolon, or space). For example, "QuarkXPress: xii, 16–17, 19. See also Page Layout" uses a period and a space before the cross-reference.
- **Cross-Ref style** specifies the style sheet to be used for a cross-reference. This style sheet is applied only to "See," "See also," and "See herein."
- **Between Entries** specifies the words or punctuation used between entry levels in a run-in index (usually a semicolon or period). A run-in index lists the entries and sub-entries of an index entry in a paragraph rather than with nested tabs. For example, "QuarkXPress: xii, 16–17, 19; Printing from: 62–64; Typesetting in: 32, 34" uses a semicolon between entries.

In a nested index, the **Between Entries** characters are used as the ending punctuation for each paragraph.

3. Click **OK**.

➡ The completed index consists of formatted text, not of dynamic links to indexed text. If you continue to edit text or the **Entries** list, you need to rebuild the index.

➡ You can enter up to 72 characters in any of the **Separation Characters** fields. You can also use certain "XPress Tags" in the **Separation Characters** fields.

For example, if you enter \t in the **Following Entry** field, when you build your index, a default tab will automatically be inserted after your entry.

Building an index

Use the **Build Index** dialog box to create an index from the contents of the **Index** palette.

When you build an index, QuarkXPress compiles the list, formats it according to your specifications, and flows it into pages based on the master page you choose. Index preferences are document-specific when set with a document open.

Before building the index, create a master page with an automatic text box for your index. Next, create paragraph style sheets for the section heads and all the levels used in your index. Normally, the levels are distinguished by varying indentations.

To build an index:

1. Choose **Utilities > Build Index** or display the context menu for the **Index** palette and choose **Build Index**.
2. Click **Nested** or **Run-in** for the **Format**. If your index is organized with more than two levels of information, you should create a nested index. If you decide to create a run-in index, all levels of information for any entry will be listed in the same paragraph with no hierarchy.
3. Check **Replace Existing Index** to overwrite the existing index.
4. To add headings to each alphabetical section in the index, check **Add Letter Headings** and choose a style sheet from the drop-down menu.
5. Choose a **Master Page** for the index (only master pages with automatic text boxes are listed). QuarkXPress automatically adds the necessary pages to the end of the document to contain the index. If you specify a facing-page master page, a right-facing page is added first.
6. Choose style sheets for each level of the index from the **Level Styles** drop-down menus. If you clicked **Run-in** for the **Format**, only the **First Level** drop-down menu is available (because all the levels are flowed into the same paragraph).
7. Click **OK** to close the **Build Index** dialog box and create the index.

➡ If you need to compare two versions of an index, uncheck **Replace Existing Index** in the **Build Index** dialog box (**Utilities** menu).

Editing final indexes

After you build an index, you need to look it over closely. Check that the index is thorough, the cross-references are appropriate, and the levels are logical. See if you like the punctuation and formatting. It is unlikely that you will be absolutely happy with the first index you build. You can solve some issues by editing and rebuilding the index, while other issues will require local formatting of the index text.

Nonprinting text in an index

If the text marked in brackets will not print because it is on the pasteboard, obscured by another item, or overflowing its box, then a dagger character † *(Mac OS)* or the characters "PB" with a space after the B (Windows) displays next to the entry in the index instead of a page number.

Mac OS X only: To search for the dagger character, enter Option+T in the **Find what** field of the **Find/Change** dialog box (**Edit** menu), and then see if you can solve the problem in the document or simply remove the daggers from the built index.

Windows only: To search for the "PB "characters, enter them (including the space) in the **Find what** field of the **Find/Change** dialog box (**Edit** menu), and then see if you can solve the problem in the document or simply remove the characters from the built index.

Editing and rebuilding the index

To solve issues with the punctuation, the index entries, or the organization of the index, go back to the **Index** palette, the **Index Preferences** dialog box (**QuarkXPress/Edit > Preferences > Index**), or the **Build Index** dialog box (**Utilities** menu). Make the necessary changes, and rebuild the index.

Updating the index

If you edit an indexed document after you build the index, you should build the index again. Because QuarkXPress will not update the index text automatically, you should build your final index only when you are fairly certain the document is final.

Applying local formatting to the index

When you have an index you are happy with — and are almost certain the publication will not change — you can often still improve your index with local formatting. For example, if you only have one entry each under the headings "W," "X," "Y," and "Z," you might combine them into a single heading for "W–Z." Or you might want to use the **Find/Change** dialog box (**Edit** menu) to apply type

styles to certain words. Remember that the changes will not be reflected in future versions of the index if you decide to delete or change entries at this stage.

Working with books

Multiple-document publications can be challenging to manage. Page numbers need to be consecutive, colors and style sheets to be synchronized. Books help you meet this challenge.

Books are QuarkXPress files that display as windows containing links to individual layouts from single or multiple projects, called chapters. Once chapters are added to a book, you can open, close, and track chapters through the **Book** palette. QuarkXPress lets you synchronize style sheets and other specifications used in the chapters of a book, print chapters from the **Book** palette, and automatically update page numbers across chapters. You can also export to multiple PDFs (per chapter) or export all chapters to a single PDF from the **Book** palette.

You can open only one book at a time. While QuarkXPress is running, it remembers recent opened books so that you can switch to/open another book from the palette history. Books can be opened by more than one user at the same time, so members of a workgroup can access different chapters. Books stay open until you close them or until you quit QuarkXPress. Changes made to books are saved when you close the **Book** palette or quit QuarkXPress.

Changes to books (such as adding or reordering chapters) are saved automatically when you close books, or when you quit QuarkXPress. When you open and edit chapters, the chapter documents need to be saved the same way as any standalone QuarkXPress project, by using the **Save** command (**File** menu).



As members of a workgroup make changes to a book — for example, opening or reordering chapters in a book — the book is updated to reflect the changes. Only the first user to open a book can make changes to the book. All other users can open the book in read-only mode. A user can open chapters of the book that have not yet been opened by other members, make changes and save. The other users will see the modified state.

Creating books

In QuarkXPress, a book is a collection of documents (chapters). You can create a new book at any time. To create a new book:

1. Choose **File > New > Book**.
2. Use the controls in the dialog box to specify a location for the new book file.
3. Enter a name for the book in the **Book Name**/**File name** field.
4. Click **Create**. The new book displays as a window in front of all open documents.

When a book is created a Job Jacket XML file with the same name is also created in the same location. This Job Jacket file is automatically attached to the QuarkXPress project when it is added to the book. When the book is copied to another location, this Job Jacket XML file must also be copied to the new location.

If you store book files in a shared location, multiple users can open books and edit chapters. To use the Book feature in a multi-user environment, all users must have the same path from their computers to the book; therefore, the book must be stored on a common network server rather than a user's computer that is also accessing the book.

Books created in QuarkXPress 9 and earlier versions cannot be opened in any of the later versions. To recreate legacy books you must add existing chapters to a new book after saving them in the current QuarkXPress version.

Working with chapters

Books contain individual print layouts from QuarkXPress projects (called chapters). To create chapters, you add print layouts from a single project or multiple projects to open books. Chapters are opened through the **Book** palette rather than the **Open** command (**File** menu). You can rearrange the chapters within a book and you can remove chapters from a book. The chapters in a book must be stored on the same volume as the book.

Adding chapters to books

To add chapters to an open book:

1. Click the **Add Chapter** button in the **Book** palette.
2. Use the controls in the dialog box to locate the first print layout to add to the book. The dialog box presents the layouts available in the project to select from. You can select a single layout or multiple layouts to be added to the book. (By default all layouts in a project are selected to be added to the book.) Each layout is treated as a separate chapter. When you add the first chapter to a book, it becomes the master chapter by default. The master chapter defines the style sheets, colors, hyphenation and justification specifications, lists, and dashes and stripes that will be used throughout the book. These attributes are specific to the master chapter: nonmaster chapters have attributes independent of those in the master chapter.

QuarkXPress only supports adding Print layouts to a book. Digital layouts are not supported.

3. Select the project and the print layouts in the list and click **Add**.

When legacy projects are added without saving them in the current QuarkXPress version, a new file with a suffix of *_001* (*_002*, etc) is created and the newly saved project is added to the book. The legacy project remains untouched.

4. Repeat steps 1–3 to add additional chapters to the book.

As you add chapters, they are listed in the **Book** palette. If a chapter is selected in the **Book** palette when you click the **Add Chapter** button, the next chapter is added immediately after that chapter. If no chapter is selected, the next chapter is added to the end of the list.

A chapter can belong to only one book. If you also want to use a chapter in another book, use the **Save a Copy As/Downsave** command (**File** menu) to create a copy of the document. Add the copy of the document to the other book. Placing a chapter in another book may change the book's page numbering.

Chapter status

Once you have chapters in a book, you and other users can begin to open, close, and track chapters using the **Book** palette. The **Status** column in the **Book** palette shows the current state of each chapter:

- **Available** indicates that you can open the chapter.
- **Open** indicates that you already have the chapter open on your computer.
- **Modified** indicates that the chapter has been opened and edited independently of the book. To update the status to **Available**, reopen the chapter through the **Book** palette, and then close the chapter.

- **Missing** indicates that the chapter's file has been moved since it was added to the book. Double-click the chapter name to display a dialog box; then locate the file.
- **Exporting** indicates that the entire book or selected chapters are being output as Print/ PDF/ ePub/ Single Project
- **Read-only** indicates that the chapter is in read-only state and cannot be edited or output

Opening chapters in books

Although multiple users can open the same book, only one user at a time can open a chapter. To open a chapter, the **Status** column must show that the chapter is **Available** or **Modified**. Double-click the name of an available chapter to open it.

Opening chapters independently of books

If you need to work on a computer that is not part of the network where the book resides (for example, if you need to edit a chapter at home), you can work on a copy of a chapter independently of its book. When you are finished with the chapter, copy it back to its original location on the network; it will display in the **Book** palette as **Modified**.

To ensure that other users do not edit the original chapter while you are editing a copy, you can place the original chapter file in another folder so its status will display in the **Book** palette as **Missing**.

Reordering chapters in books

You can reorder chapters in a book at any time, regardless of their status. When you reorder chapters, automatic page numbers are updated. Click the chapter name to select it; then click a **Move Chapter** button  in the **Book** palette. The selected chapter will move up or down one row.

Removing chapters from books

You can remove a chapter from a book at any time. Click the chapter name to select it; then click the **Remove Chapter** button  . The chapter name is removed from the **Book** palette and the links to the chapter are broken. The chapter becomes a standard QuarkXPress document.

Controlling page numbers

If your chapters have sections (**Page > Section**) when you add them to a book, the sections and page numbers are maintained. For example, each chapter in a book might be a new section. If your chapters do not have sections, QuarkXPress assigns sequential page numbers to the chapters in a book. For example, if the first chapter in a book is 10 pages long, the second chapter starts on page 11.

You can add and remove sections to change the page numbering of a book. If a document page has an automatic page number character on it, that page will display the appropriate page number.

Working with sectioned chapters

If a chapter contains a section start, the section page numbering remains in effect throughout the book until QuarkXPress encounters a new section start. For example, when the first chapter in a book is a section with a page number prefix of "A" all the pages in following chapters will have the "A" prefix until QuarkXPress encounters a new section. In this example, the second chapter might be a new section with a "B" prefix.

You can add, change, and delete sections in book chapters at any time (**Page > Section**). If you remove all the sections from all the chapters in a book, the book will revert to sequential page numbering.



To view chapter page numbers in the **Book** palette, you must use automatic page numbering.

Working with nonsectioned chapters

If chapters do not have sections, QuarkXPress creates a "book chapter start" for the first page of each chapter. A book chapter start tells a chapter to begin its page numbering after the last page of the previous chapter. To override a book chapter start and create a section, open the chapter and choose **Page > Section**. When you add pages to a chapter, reorder chapters, or remove chapters, subsequent pages and chapters will be numbered according to this section start.



For output chapter pages to accurately reflect the page numbering of the book, page numbers should be placed using the Current Page Number character.

Any user who opens a book can add, reorder, and delete chapters. The user can also add sections to chapters to override the sequential page numbering or synchronize chapters. You may want to assign these tasks to one user (such as the editor) and ask other users to simply open and close chapters through the palette.

If you open a chapter outside of its associated QuarkXPress book (meaning that you didn't use the **Book** palette to open it), the page numbers may temporarily change. If the chapter contains book chapter starts, which automatically update page numbers across chapters, then the chapter will begin on page number 1 while you are editing outside the book. When you reopen the chapter using the **Book** palette, the page numbers will automatically update. If the chapter contains regular section starts, then the page numbers will not be affected when editing outside the book.

Synchronizing chapters

To ensure that all the style sheets, colors, hyphenation and justification specifications, lists, and dashes and stripes used in book chapters are the same, you can synchronize these specifications to match those in a master chapter. By default, the first chapter in the book is the master chapter, but you can change the master chapter at any time.

When you synchronize chapters, all the specifications in each chapter are compared to the master chapter and modified as necessary. After you synchronize chapters, each chapter in the book will have the same style sheets, colors, hyphenation and justification specifications, lists, and dashes and stripes as the master chapter.

Specifying the master chapter

By default, the first chapter you add to a book is the master chapter. The master chapter is indicated by an M to the left of the chapter name in the **Book** palette. To change the master chapter, click to select the new master chapter. Then click the blank area to the left of the chapter name; the master chapter icon M moves to the new chapter.

Synchronizing specifications

Before you synchronize the specifications in a book, first make sure that the style sheets, colors, hyphenation and justification specifications, lists, and dashes and stripes in the current master chapter are defined correctly. Then:

1. Make sure all the chapters in the book have a status of **Available**. If a chapter is unavailable, its specifications will not be synchronized.

2 Select the chapters you want to synchronize. To select a range of chapters, click the first chapter and press Shift while you click the last chapter in the range. To select nonconsecutive chapters, press Command/Ctrl while you click the chapters.

3 Click the **Synchronize Book** button  in the **Book** palette. The **Synchronize Selected Chapters** dialog box displays.

4 Click the **Style Sheets, Colors, H&Js, Lists**, or **Dashes & Stripes** tab to choose from a list of those specifications. The **Available** list displays all the appropriate specifications. Select the specifications you want to synchronize and double-click them, or click the arrow to move them to the **Include** column.

5 To synchronize all the specifications in the **Synchronize Selected Chapters** dialog box, click the **Synch All** button.

6 Click **OK**. Each chapter in the book is opened, compared to the master chapter, modified as necessary, and saved. When you synchronize chapters, they are modified as follows:

- Specifications with the same name are compared; chapter specifications are edited as necessary to match specifications in the master chapter.
- Specifications in the master chapter that are missing from other chapters are added to those chapters.
- Specifications in other chapters that are not defined in the master chapter remain untouched.

If you make changes that affect the specifications in a book, you will need to synchronize the chapters again.

You can use synchronization to make global changes to any of the specifications in a book. For example, if you decide to change a spot color used throughout a book, change the color's definition in the master chapter; then click the **Synchronize Book** button  .

Printing chapters

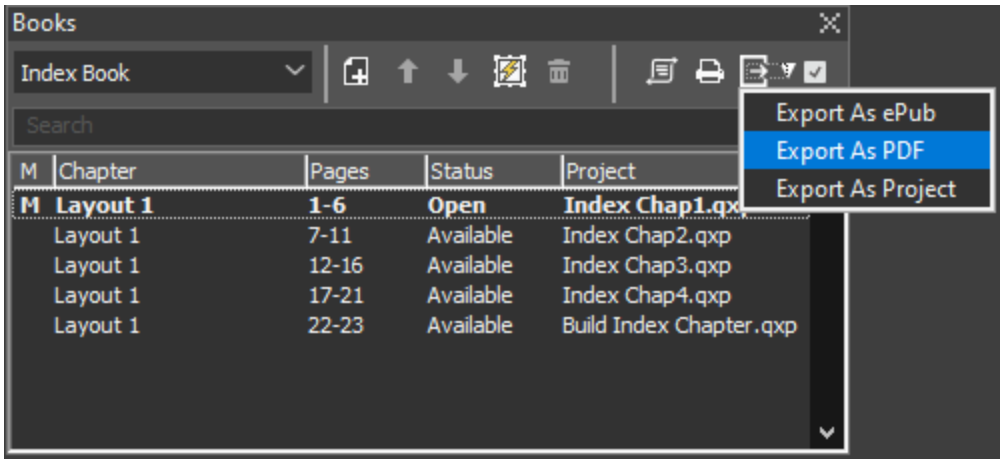
The **Book** palette provides a quick method for printing multiple chapters with the same settings. You can print an entire book or just selected chapters from the **Book** palette. To print chapters in an open book:

1. Make sure the chapters you want to print have a status of **Available** or **Open**. You cannot print chapters that are listed as **Missing** or are currently in use by other users (read-only).
2. To print the entire book, either none of the chapters should be selected or all the chapters in the book should be selected. To choose one chapter, click it. To select consecutive chapters, press Shift while you click them. To select nonconsecutive chapters, press Command/Ctrl while you click them.
3. Click the **Print Chapters** button  in the **Book** palette to display the **Print** dialog box.
4. To print all the pages in all the selected chapters, choose **All** from the **Pages** drop-down menu.
5. Specify other print settings as usual, or choose an option from the **Print Style** drop-down menu. All the pages or chapters will print with these settings.
6. Click **OK**. QuarkXPress will open all the chapters, print them, and then close each chapter. If a chapter is missing or in use by someone else, then the book will not print.

In fields that require you to enter page numbers (for example, the **Print** dialog box), you must enter the complete page number, including any prefix, or an absolute page number. An absolute page number is a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in a dialog box, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter “+1.

Generate a PDF from a Book

The **Book** palette provides a quick method for producing a PDF. You can produce a single PDF based on the entire book or separate PDF's of selected chapters.



To produce a PDF:

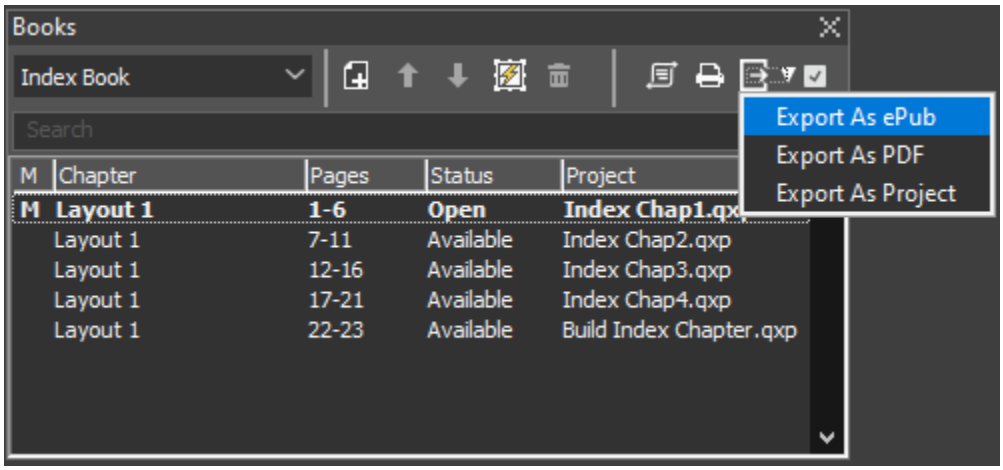
1. Make sure the chapters you want be in the PDF have a status of **Available** or **Open**. You cannot use chapters that are listed as **Missing** or are currently in use by other users.
2. To include the entire book, either select all chapters or deselect all the chapters. To choose one chapter, click it. To select consecutive chapters, press Shift while you click them. To select nonconsecutive chapters, press Command/Ctrl while you click them.
3. Next to the **Export** button is the **Single File** check box :
   - Check the check box to generate a single PDF for all or selected chapters. You will be prompted to enter a file name for the PDF.
   - Leave the check box unchecked to generate multiple PDFs per chapter. You will be prompted to enter a file name for the PDF and the first chapter is exported with the given name and subsequent chapters use the same name with the suffix _002, _003 etc.
4. Click the **Export** button in the **Book** palette to invoke **Export** menu options. Select **Export as PDF** option from the menu to display the **Export as PDF** dialog box.
5. To produce the output of all the pages in all the selected chapters, choose **All** from the **Pages** drop-down menu.
6. Choose an option from the **PDF Style** drop-down menu. All the pages or chapters will produce output with these settings.
7. Check the **Open PDF after Export** check box to open the PDF after the file has been exported.
8. Click **Options** to specify the other PDF output options.

9 Click **OK**. QuarkXPress will open all the chapters, produce the PDF, and then close each chapter. If a chapter is missing or in use by someone else, then the PDF will not be created.

In fields that require you to enter page numbers (for example, the **Export as PDF** dialog box), you must enter the complete page number, including any prefix, or an absolute page number. An absolute page number is a page's actual position relative to the first page of a document, regardless of the way in which the document is sectioned. To specify an absolute page number in a dialog box, precede the number you enter with a plus (+) sign. For example, to display the first page in a document, enter "+1."

Convert a Book to an ePub

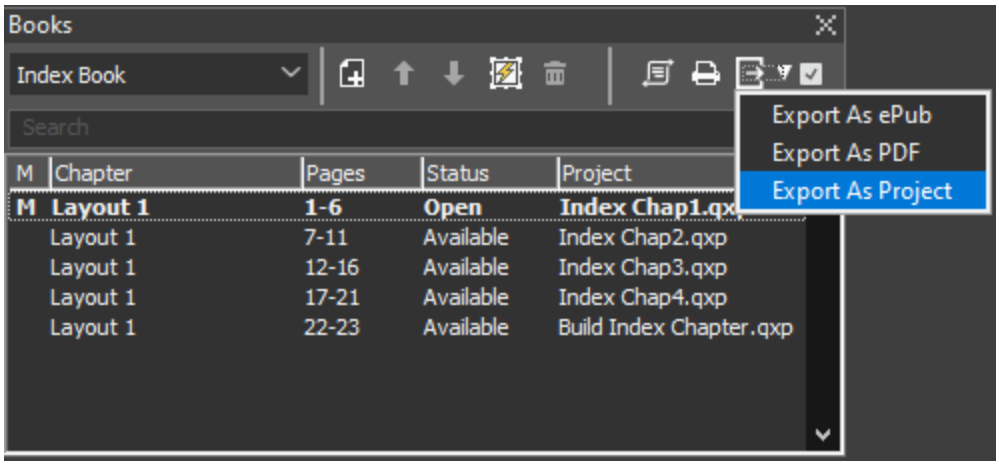
Previously, a Book could only be output as Print or PDF. Now, you can export a book as a Reflow ePub. All print layout projects in the book will be merged and will be exported as a single Reflow ePub file. You can choose to generate the TOC for the ePub using reflow article names or using the List.



Export as ePub

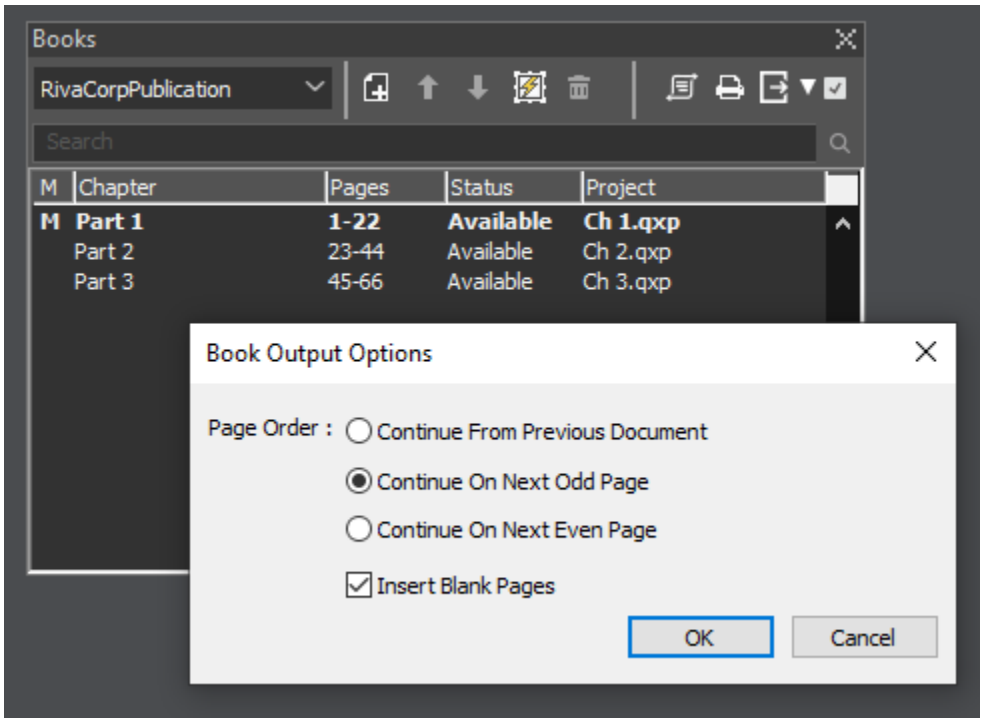
Convert a Book to a Project

Users can now merge the chapters of a book as a single project. All the Table of Contents and Index entries of the entire book will be merged into a single project.



Export as Project

Now you even have flexibility to define the page order for your book output using the **Book Output Options** dialog.



Book Output Options

If you choose to **'Continue From Previous Document'**, the new document will start from where previous document finished. If you choose to **'Continue From Next Odd Page'**, the new document will begin from the next odd page. If you choose to **'Continue From Next Even Page'**, the new document will begin from the next even page. You can choose to insert a blank page when you choose to **'Continue From Next Odd Page'** or **'Continue From Next Even Page'**. All the output options Print/ PDF/ ePub/ Export as Project will honor the defined page order.

➡ If blank pages are inserted during book output, local modifications to the Table of Contents and Index entries will be lost while rebuilding the Table of Contents and Index.

Creating indexes and tables of contents for books

QuarkXPress lets you generate an index and a table of contents for an entire book. These functions are accomplished through the lists and indexing features rather than through the **Book** palette. However, all the chapters in a book must be **Available** to generate a complete list or index.

Indexes for books

Creating an index involves using the **Index** palette (**View** menu) to tag text as an index entry. You specify punctuation for the index in the **Index Preferences** dialog box (**QuarkXPress/Edit > Preferences > Index**). When a book is complete, open the chapter in which Index has to be built. You generate the index using the **Build Index** dialog box (**Utilities** menu) with the 'Entire Book' option checked.

Lists for books

In QuarkXPress, a list is a compilation of text that is styled with specific paragraph style sheets. For example, you can take all the text in your "Chapter Name" style sheet and all the text in your "Section Head" style sheet and compile a table of contents with two levels. Lists are not limited to tables of contents — for example, you can create a list of illustrations from the style sheets used on captions. Generating lists involves the **Lists** dialog box (**Edit** menu) and the **Lists** palette (**View** menu).

Table of Contents (TOC) support in Book

Authors are now able to create TOC within the book and the hyperlinks for these references will work for all chapters in a stitched PDF, which is an essential part of any technical publication. Earlier it worked only for a single chapter in a PDF output.

When a book is complete, open the chapter in which Table of Contents has to be built. Invoke the **Lists** palette and from '**Show List For**' pop up, select the Book name. Click **Update** to update list entries for the entire book. Select the text in which Table of Contents is to be built and click **Build**.

Index support in Book

Publishers can navigate to the index references for all chapters of a book in a stitched PDF. Earlier it worked for only a single chapter in a PDF output.

Bookmarks support in Book

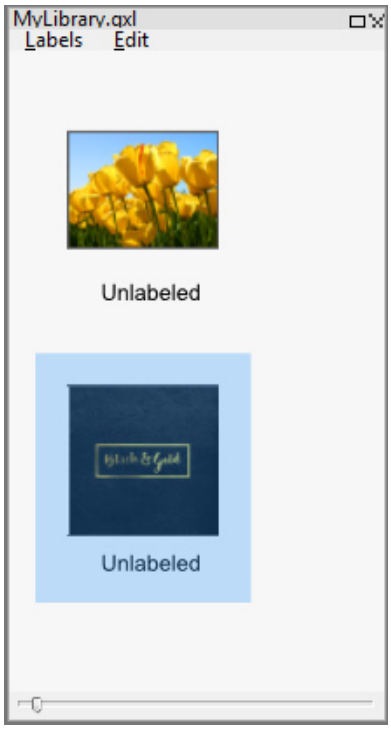
QuarkXPress lets you generate bookmarks for an entire book. On generating a single PDF output file from a book, the bookmarks of all the chapters will be merged. The bookmark hierarchy and bookmark names are retained in the merged PDF file. The user can double-click on the bookmark in the bookmark pane to navigate to the page on which the corresponding bookmark is present.

Working with libraries

Libraries are convenient for storing frequently used page items such as logos, publication mastheads, legal text, and photographs. You can store up to 2,000 entries in an individual library. A library entry can be a text box, text path, picture box, line, multiple-selected items, or a group. To move entries in and out of libraries, you simply drag them or cut/copy and paste them.

Libraries are good for storing items that may be needed at any time in a layout. For example, corporate logos, legal information, commonly used pictures and text, chart formats, and clip art are all good candidates for library entries. Items with hard-to-remember formatting can also be saved in a library.

Use the **Library** palette's scroll bar to scroll vertically through library entries. Drag the resize box in the lower-right corner of a **Library** palette to resize it. You can expand a **Library** palette by clicking its zoom box. Click the zoom box again to return to the previous display.



A Library palette

- QuarkXPress libraries are not cross-platform, so libraries must be opened using the platform on which they were created.

Creating libraries

You can create a new library any time, as long as you have fewer than 25 files open. To create a new library:

1. Choose **File > New > Library**.

- When you create a new library, it stays open until you manually close it. When you launch QuarkXPress, any library palettes that were previously open are reopened automatically and placed in the default library positions.

2. Use the controls in the dialog box to specify a location for the new library file.
3. Enter a name for the library in the **Library Name/File name** field.
4. Click **Create**.

Adding library entries

When you add entries to a library, copies of the items are placed in the library and displayed as thumbnails. The original items are not removed from the document. To add entries to an open library:

1. Select the **Item** tool .

2. Select the items or group of items to place in the library. To select multiple items, press the Shift key while clicking them. However, if you select multiple items, they will be saved in the library as one entry and not as individual items.
3. Drag the items or group into the library and release the mouse button when the Library pointer displays. The library entry is placed between the arrow icons.

Retrieving library entries

To place a library entry into a document, select any tool and click the library entry. Drag the entry into the document. A copy of the library entry is placed in the document.

Manipulating library entries

You can rearrange the order of entries within a library, move entries from one library to another, replace and delete library entries.

- To rearrange an entry within a library, click it and drag it to a new position.
- To copy an entry from one library into another, click it and drag it to the other open library.
- To replace an entry in a library, select the replacement items in a document; then choose **Edit > Copy**. Click the entry in the library to select it and choose **Edit > Paste**.
- To remove an entry from a library on *Mac OS*, click it and choose **Edit > Clear, Edit > Cut**, or press Delete. To remove an entry from a library on Windows, choose **Edit** (**Library** palette menu) **> Delete** or **Edit > Cut**.

➡ *Windows only:* When copying, pasting, or deleting library items on Windows, use the **Edit** menu at the top of the **Library** palette.

➡ If you move a high-resolution picture after importing it into your document, you will need to update the path to the picture with the **Usage** command (**Utilities** menu) when you move the library entry onto a document.

Working with labels

QuarkXPress lets you manage your library entries by applying labels to them. You can apply the same label to multiple entries and you can selectively display library entries according to their labels. For example, if you have a library full of different corporate logos, you can label each entry with the appropriate company name.

Labeling library entries

Once you label one library entry, you can use that label for other entries. Alternatively, you can give each of your library entries a unique name. To label library entries:

1. Double-click a library entry to display the **Library Entry** dialog box.
2. Enter a descriptive name in the **Label** field or choose one from the **Label** list. To rename a library entry, enter in a new label or choose a different label from the list.
3. Click **OK**.

Displaying library entries by label

To display entries by label, click the drop-down menu *(Mac OS)* or **Labels** menu *(Windows)* in the upper left corner of a **Library** palette. Choose labels to display associated entries.

- The menu lists **All, Unlabeled**, and any labels you created and applied to entries.
- You can choose more than one label to display multiple categories of entries; a checkmark displays next to each selected label.
- If you choose more than one label on *Mac OS*, **Mixed Labels** is displayed in the drop-down menu. When you select the **Labels** menu on *Windows*, a checkmark displays next to labels displayed in the palette.
- To view all library entries, regardless of label, choose **All**.
- To view entries to which no label has been applied, choose **Unlabeled**. You can choose **Unlabeled** in addition to other labels.
- To hide entries to which a label is applied, choose the label again.

Saving libraries

When you click the close box on a Library palette, QuarkXPress automatically saves changes made to the library. If you prefer, you can use the Auto Library Save feature to save each change on the fly. To enable Auto Library Save:

1. Choose **QuarkXPress/Edit > Preferences** ; then click **Save** in the list on the left to display the **Save** pane.
2. Check **Auto Library Save**.
3. Click **OK**.

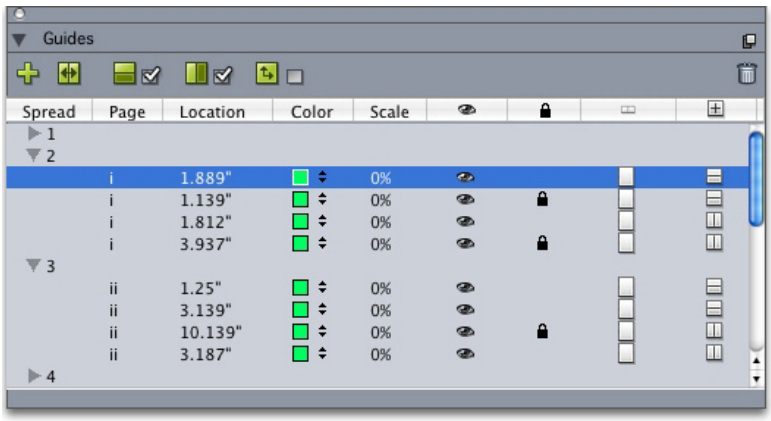
Guides Palette

The **Guides** palette **(Window > Guides)** provides precision controls for creating and editing on-screen guides. You can specify a location for a guide, whether it's horizontal or vertical, whether it applies to a page or entire spread, a display color, and a view scale at which the guide displays. You can edit, copy, and paste guides; mirror guides; create grids, rows, and columns of guides; create guides from a box; and add bleed and safety guides.

See "*Working with guides*."

Using the Guides palette

The **Guides** palette provides powerful controls for manipulating guides.



The Guides palette

The **Guides** palette works as follows:

- Controls across the top of the palette, from left to right, let you create new guides, mirror guides, show horizontal guides, show vertical guides, show only current guides, and delete guides.
- To sort guides by an attribute, click the column heading for that attribute.
- To add columns of information to the palette, choose an option from the **Column Selector** button at the right side of the list of columns.
- The **Spread** column displays a number for each page or spread in the layout. To display a page or spread, click that spread in the **Spread** column. To display a spread's guides in the palette, click the arrow next to the spread. To edit a guide, double-click it.
- To display a context menu of editing options, Control+click/Right-click in each column. For example, the context menu for the **Guide** column includes the following options: **Cut Guide, Copy Guide, Paste Guide, Delete Guide** and **Select All Guides**.

For information about the options in the palette menu, see "*Guides palette menu*."

Regardless of whether guides are showing on-screen, you can work with them in the **Guides** palette (**Window** menu) as follows:

- To view a page or spread's guides, click the arrow next to that page or spread in the **Guide** column.
- To view guides on all the pages or spreads, Option/Alt+click an arrow next to a spread.
- To display only vertical or horizontal guides, choose **Show Vertical Guides** or **Show Horizontal Guides** from the palette menu. To display all guides, choose both.
- To display only page guides (horizontal guides limited to a single page) or only spread guides (horizontal guides that encompass all the pages in a spread), choose **Show Page Guides** or **Show Spread Guides** from the palette menu. To display all guides choose both.
- To display only guides on the page or spread displayed in the project window, choose **Show Current Only** from the palette menu.

Guides palette menu

The **Guides** palette menu includes the following options.

- **New Guide**: Lets you create a new guide. See "*Creating guides with the Guides palette*."
- **Cut Guide**: Cuts the selected guide.
- **Copy Guide**: Copies the selected guide to the clipboard.
- **Paste Guide**: Pastes the guide currently stored on the clipboard to the active page or spread.
- **Select All**: Selects all guides on the active page or spread.
- **Mirror Guide**: Copies the selected guide to the opposite side of the page or spread.
- **Delete Guide**: Deletes the selected guide.
- **Create Grid**: Lets you create a grid. See "*Creating grids with the Guides palette*."
- **Create Rows & Columns**: Lets you create rows and columns of guides. See "Creating rows and columns of guides."
- **Create Guides from Box**: Lets you create guides from a box. See "*Creating guides with the Guides palette*."

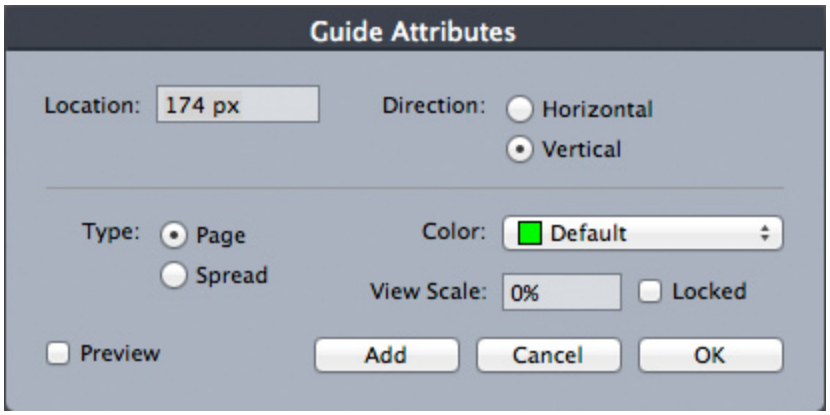
- **Create Bleed & Safety Guides**: Lets you create bleed and safety guides. See "*Creating bleed and safety guides*."
- **Show/Hide Vertical Guides**: Shows or hides vertical guides.
- **Show/Hide Horizontal Guides**: Shows or hides horizontal guides.
- **Show/Hide Page Guides**: Shows or hides guides on the active page.
- **Show/Hide Spread Guides**: Shows or hides guides on the active spread.
- **Guides in Front**: Toggles guides and page grids between being in front of page content and being behind page content.
- **Snap to Guides**: Turns the snap-to-guides feature on or off.
- **Snap Distance**: Lets you control the snap distance for the Snap to Guides feature.
- **Edit Colors**: Lets you edit the colors available for guides created with the Guides palette.
- **Import**: Lets you import guides from an exported guide file.
- **Export**: Lets you export guides into a separate file.

See also "*Working with guides*."

Creating guides with the Guides palette

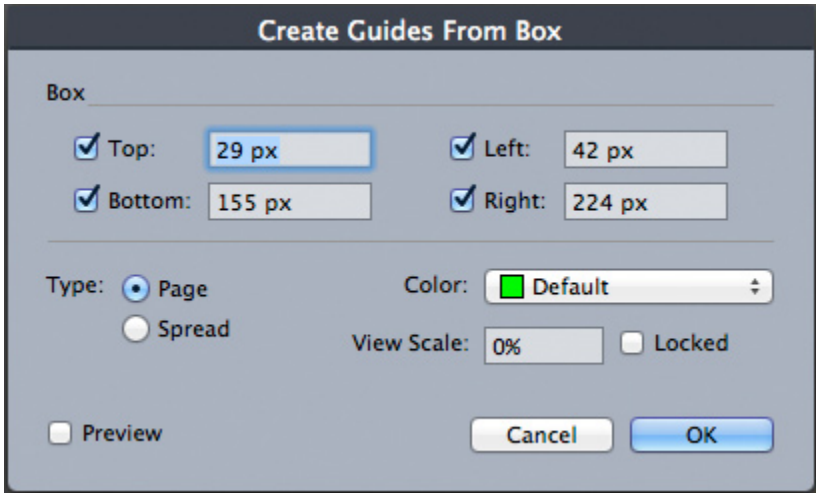
The **Guides** palette provides two methods for creating guides.

- To create guides numerically using the **Guides** palette, click the **Create a New Guide** button at the top of the **Guides** palette or choose **New** from the palette menu. Use the **Guide Attributes** dialog box to specify the **Location**, **Direction**, and guide **Type**. You can also specify the **View Scale** at which the guide displays (at the default value, 0%, the guide will always display). Choose a **Guide Color** and specify whether it is **Locked** so it cannot be moved with the mouse. Click **Preview** to see your guide on-screen before creating it, and then click **OK**.



The Guide Attributes dialog box

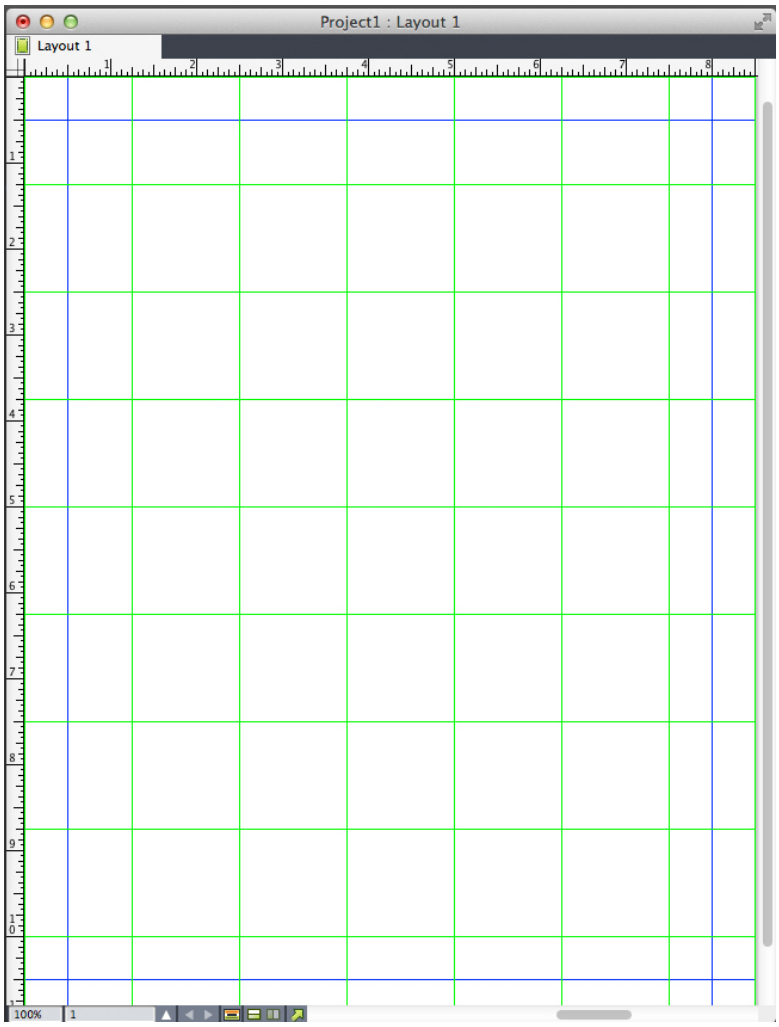
- You can also display the **Guide Attributes** dialog box by double-clicking an existing guide in the layout.
- To create guides automatically from the boundaries of a box, select the box and then choose **Create Guides From Box** from the palette menu. Use the **Create Guides From Box** controls to adjust the positions of the guides that will be placed at the **Top, Bottom, Left**, and **Right** sides of the box. The remaining controls work the same as those in the **Guide Attributes** dialog box.



The Create Guides From Box options for creating guides around the rectangular boundaries of a box of any shape.

Creating grids with the Guides palette

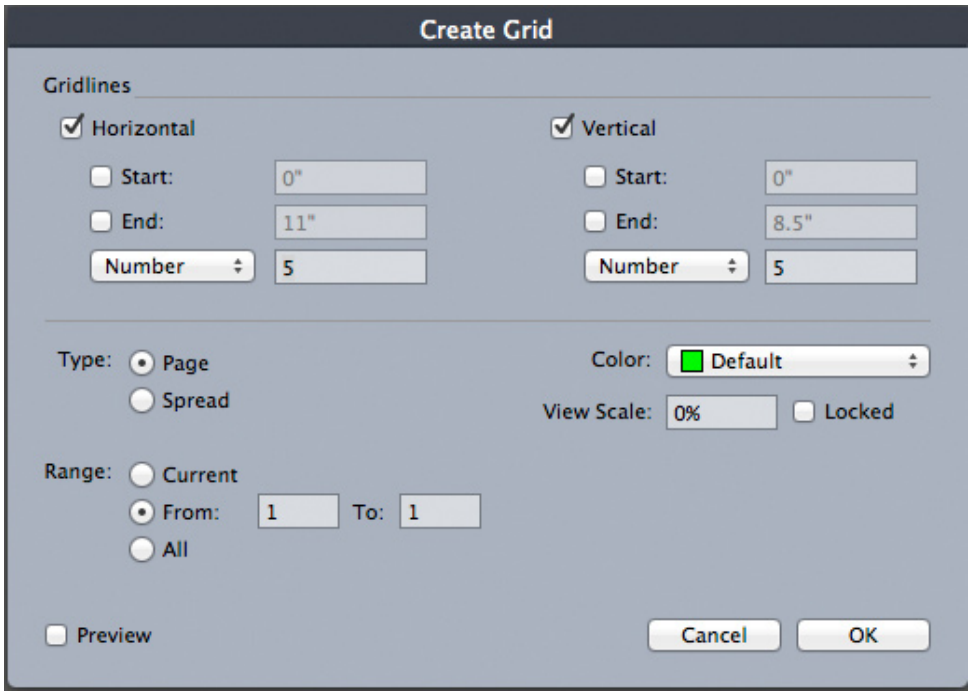
The **Guides** palette provides a quick method for creating a grid of evenly spaced guides on pages and spreads.



The Guides palette makes it easy to create a grid like this one

To create a grid on the active page or spread:

1. Choose **Create Grid** from the **Guides** palette menu.



Create Grid controls

2 In the **Gridlines** area, check **Horizontal** and/or **Vertical**.

3 If you want the guides to start at a specific location, for example within the margins, check the **Start** and/or **End** fields and then enter the distance from the page edges to start and end the guides.

4 To create evenly spaced guides, choose **Number** and enter the number of guides you want in the field. To create guides that are a specific distance apart, choose **Step** and enter the distance in the field.

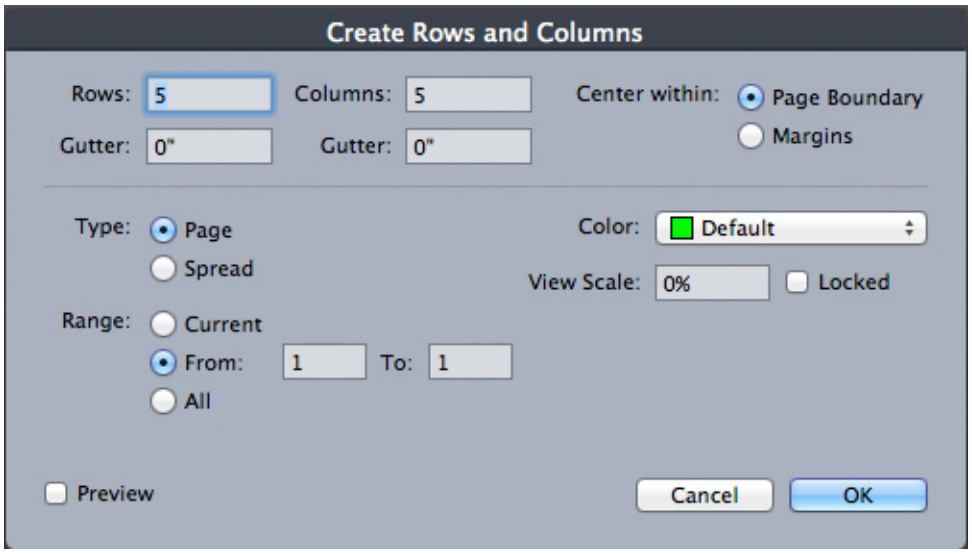
5 Use the **Type, Range, Color, View Scale**, and **Locked** controls as you do in the **Guide Attributes** dialog box (see "*Creating guides with the Guides palette*").

6 Click **Preview** to see the grid on-screen, and then click **OK**.

Creating rows and columns

The **Guides** palette lets you create evenly spaced rows and columns of guides with gutters. To create rows and columns of guides on the active page or spread:

1 Choose **Create Rows and Columns** from the **Guides** palette menu.

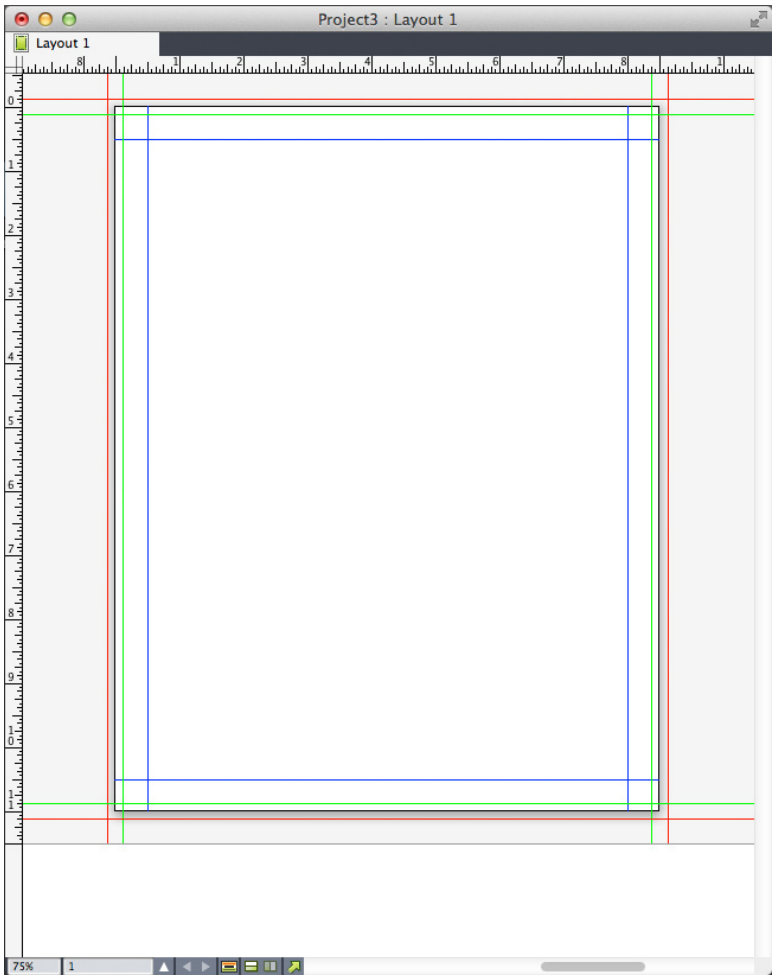


The Create Rows and Columns dialog box

2. Enter the number of horizontal rows in the **Rows** field. If you want space between the rows, enter a value in the **Gutter** field.
3. Enter the number of vertical columns in the **Columns** field. If you want space between the columns, enter a value in the **Gutter** field.
4. To create guides inside the master guides, click **Margins**. Otherwise, leave **Page Boundary** selected.
5. Use the **Type, Range, Color, View Scale**, and **Locked** controls as you do in the **Guide Attributes** dialog box (see "*Creating guides with the Guides palette*").
6. Click **Preview** to see the guides on-screen, then click **OK**.

Creating bleed and safety guides

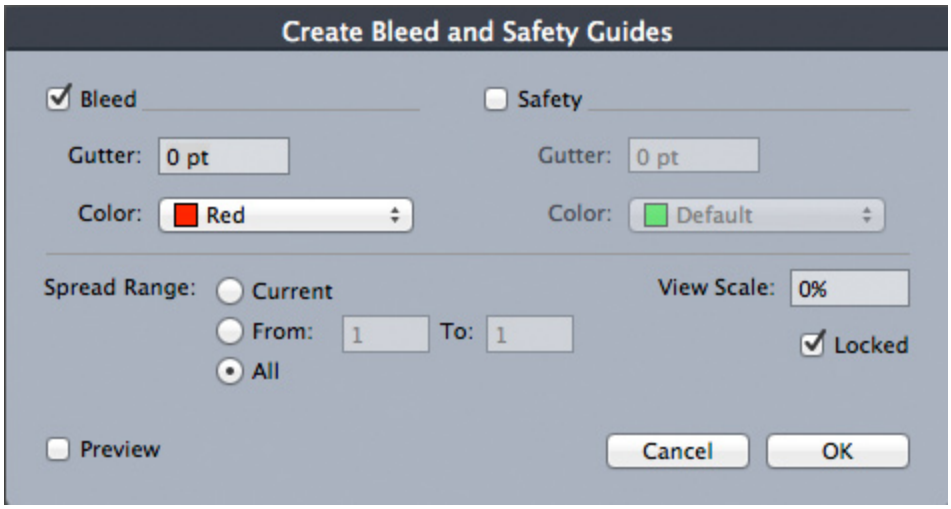
If you need bleed and/or safety guides, you can add them with the **Guides** palette rather than altering the page size or drawing your own guides.



Here, red bleed guides are placed 9 pts outside the page while green safety guides are placed 9 pts inside the page.

To create bleed and/or safety guides on the active page:

1. Choose **Create Bleed and Safety Guides** from the **Guides** palette menu.
2. For bleed guides, check **Bleed**, enter a value in the **Gutter** field to specify how far outside the page to place the guides, and then choose an option from the **Color** menu.
3. For safety guides, check **Safety**, enter a value in the **Gutter** field to specify how far inside the page to place the guides, and then choose an option from the **Color** menu.
4. Use the **View Scale** and **Locked** controls as you do in the **Guide Attributes** dialog box (see "*Creating guides with the Guides palette*").
5. To apply the bleed and safety guides to multiple pages, use the **Spread Range** controls.



You can add bleed and safety guides to master pages and layout pages.

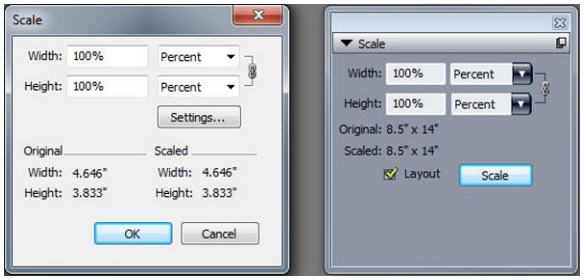
6 Click **Preview** to see the guides on-screen, and then click **OK**.

Scale functionality

Scale functionality lets you quickly scale QuarkXPress layouts, items, groups, and contents similar to the way drawing programs scale objects. Through the **Scale Settings** dialog box, you can specify what gets scaled — text, frames, offsets, line weights, and more.

Scale functionality can be found here:

- **Item** > **Scale** lets you specify a new width, a new height, or both for the selected item, items, or group.
- **Window** > **Scale** displays the **Scale** palette, which provides the same controls as the **Scale** command. In addition, the **Scale** palette lets you scale the entire layout. You can also scale the selected item, items, group, or layout up or down by 5% by choosing **Increase Size** or **Decrease Size** from the palette menu.



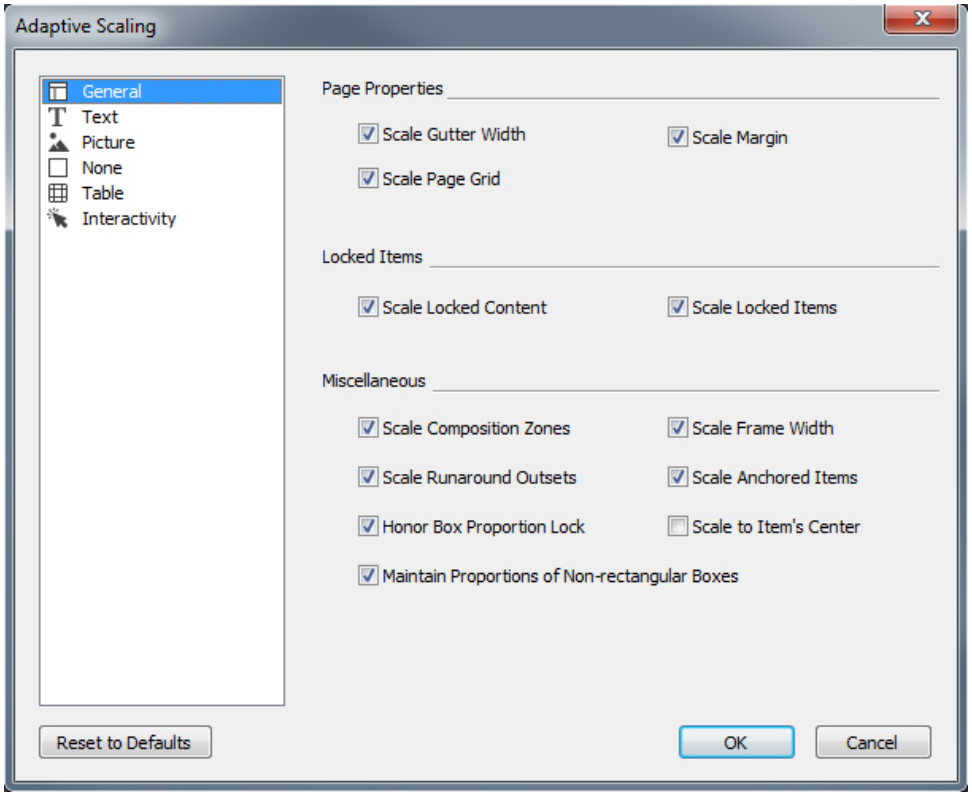
Scale dialog box and Scale palette

Both the **Scale** dialog box and the **Scale** palette offer the following features:

- You can scale in terms of percentages of the item's current size (percent), or by entering new dimensions (in current units of measurement). First, choose

Percent or **Units** from the menus to the right of the **Width** and **Height** fields, and then enter appropriate values in the fields.

- To scale items proportionally, click the Constrain button . When you constrain scaling, the **Height** option is unavailable and items will be scaled equally vertically and horizontally according to the entry in the **Width** field.
- The **Original** and **Scaled** dimensions of the bounding box of the item or group are displayed (in current units of measurement). These values are updated whenever you change a value in the **Width** or **Height** fields.
- To change scaling settings, click the **Settings** button in the **Scale** dialog box or choose **Scale Settings** from the **Scale** palette menu. The **Adaptive Scaling** dialog box displays. Each check box controls whether a particular item or attribute is scaled or not.



Adaptive Scaling dialog box

In the **Scale** palette, you can check **Layout** to scale the entire layout and everything in it.

- Scaling allows you to scale an item so that it is smaller or larger than QuarkXPress allows. Such an item will print correctly, but if you attempt to modify it with QuarkXPress tools or commands, an error message will display.
- Scaling is not designed to work with all items synchronized through the **Content** palette **Window > Content**). Instances of the shared item will inherit

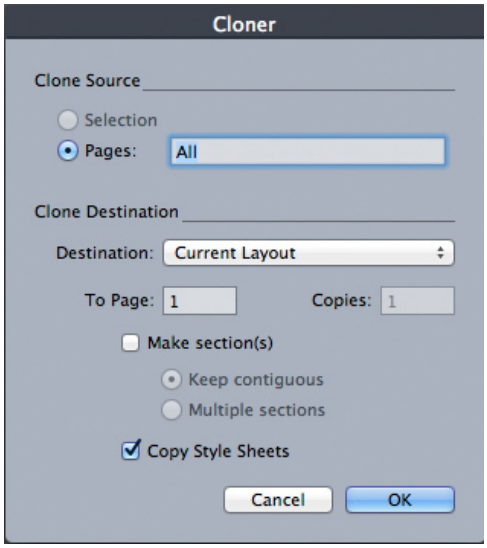
only width and height changes from scaling. In addition, do not scale entire layouts that include Composition Zones.

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

Cloner functionality

With Cloner funtionality, you can copy selected items to the same location on different pages or in a different project. You can also copy pages into a separate project.

To use Cloner, first select the items you want to clone, or deselect all items if you want to clone pages. Next, choose **Utilities > Cloner** to display the **Cloner** dialog box.



Cloner dialog box

The **Clone Source** area lets you choose what you want to clone. Click **Selection** to clone the selected items, or **Pages** to clone a range of pages (specified in terms of absolute position).

The **Clone Destination** area lets you choose where the cloned content goes. Choose an option from the **Destination** drop-down menu:

- **Current Layout**: Copies the selected items to a different location in this layout.
- **Quark File**: Copies the selected items or pages into an existing QuarkXPress project.
- **New Project**: Copies the selected items or pages to a new QuarkXPress project.

- **New Layout**: Copies the selected items or pages to a new layout in this QuarkXPress project.
- **Split to Single Pages**: Creates a one-page project file from each page indicated.
- **Split Layouts to Projects**: Creates a single-layout project from each layout in this project.
- **All Open Layouts**: Copies the selected items to all layouts in this project.
- **[Layout name]**: Copies the selected items or pages into that layout.

Enter the target page in the **To Page** field.

If you are cloning a selection, use the **Copies** field to enter the number of copies you want to make of the selected items. For example, if **To Page** is set to 2 and **Copies** is set to 5, copies will be created on pages 2, 3, 4, 5, and 6. If you are working in a facing-page layout, the copies are placed on both sides of the spread.

If you are cloning pages, check **Make section(s)** to create sections in the page clones, then choose an option:

- **Keep contiguous**: Keeps all of the page copies in a single layout in the destination layout, even if they originate from different sections.
- **Multiple sections**: If the indicated page range includes section breaks, the section breaks are preserved in the copies.

If you are cloning into a new project or splitting into projects, check **Copy style sheets** to include all of the style sheets from the source layout in the new project or projects. If you do not check this box, only style sheets that are used are copied.

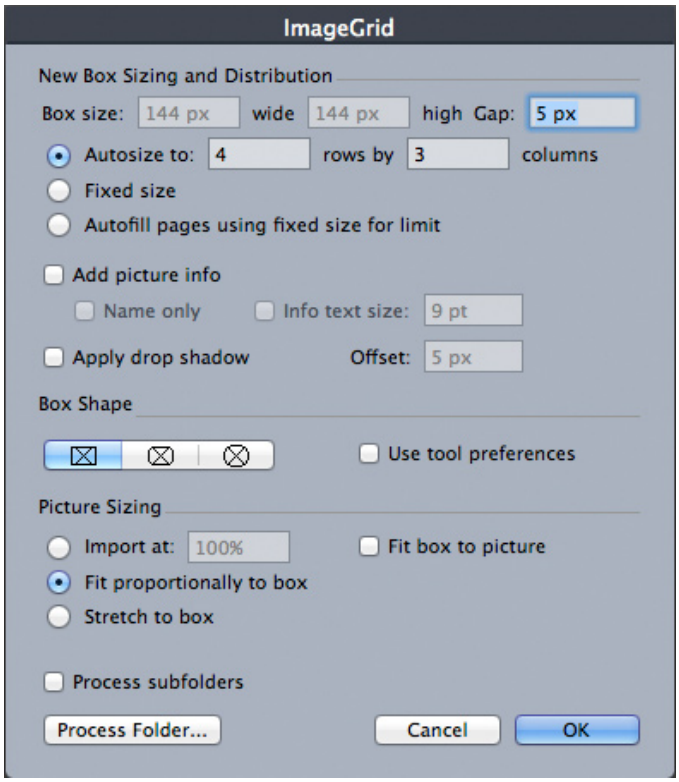
ImageGrid functionality

With ImageGrid functionality, you can automatically create a grid of images from a folder of image files.



A page created by ImageGrid

To use ImageGrid with the active layout, Choose **Utilities > ImageGrid**. The **ImageGrid** dialog box displays.



ImageGrid dialog box

To manually specify the size of the boxes that make up the grid, enter values in the **Box Size** fields and then click **Fixed size**. (**Box size** values are ignored if you click **Autosize to**.) Indicate the gap you want between images in the **Gap** field.

To specify how many rows and columns should be included in the grid and allow the application to size the boxes to fit automatically, click **Autosize to** and enter values in the **rows** and **columns** fields.

To automatically size boxes depending on their proportions, with the values in the **Box size** area as the maximum size, click **Autofill pages using fixed size for limit**.

Check **Add picture info** to add a caption text box under each picture box, indicating the picture file's name, resolution, dimensions in pixels, file format, and color space. To limit this caption to the name of the picture file, check **Name only**. To control the size of the caption text, check **Info text size** (if you don't check this box, the application uses font size specified in the **Normal** character style sheet).

To apply an automatic drop shadow to the picture boxes, check **Apply Drop Shadow** and enter a drop shadow offset in the **Offset** field.

The **Box Shape** controls let you specify the shape of the picture boxes. To use the default picture box attributes specified in the tool preferences (**QuarkXPress/Edit > Preferences > Tools** tab), check **Use Tool Preferences**. If you do not check this box, the picture boxes will have a white background.

In the **Picture Sizing** area, choose one of the following options:

- **Import at**: Lets you specify the scale at which pictures are imported. To also change the size of the box to fit the picture, check **Fit box to picture**. Note that this may override some of the settings in the **New Box Sizing and Distribution** area.
- **Fit proportionally to box**: Fits the picture to the box proportionally.
- **Stretch to box**: Fits the picture to the box non-proportionally.

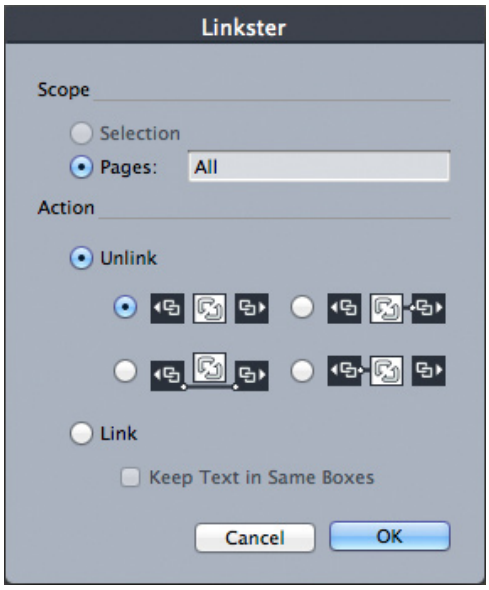
Check **Process subfolders** to include pictures in subfolders of the target folder.

To choose the target folder and start the process, click **Process Folder**. To start the process with the currently selected target folder, click **OK**.

Linkster functionality

With Linkster functionality, you can link and unlink text boxes without causing reflow.

To use Linkster, first select the items you want to link or unlink. Next, choose **Utilities > Linkster** to display the **Linkster** dialog box.



Linkster dialog box

Click **Selection** to unlink the selected items, or **Pages** to unlink a range of pages (specified in terms of absolute position).

To unlink stories, click **Unlink**, then choose one of the following options:

- Option 1 creates three stories: one for the boxes before the selected box, one for the selected box, and one for the boxes after the selected box.



- Option 2 creates two stories: one for the boxes before and after the selected box, and one for the selected box.



- Option 3 creates two stories: one for the boxes before the selected box, and one for the selected box and the boxes after the selected box.



- Option 4 creates two stories: one for the boxes before the selected box and the selected box, and one for the boxes after the selected box.



To link text boxes, click **Link**. If **Pages** is selected, this option links only those boxes that have been unlinked by Linkster. If **Selection** is selected, Linkster tries to link the selected boxes in the order you selected them.

Click **Keep text in same boxes** to attempt to keep the text in the same boxes after linking.

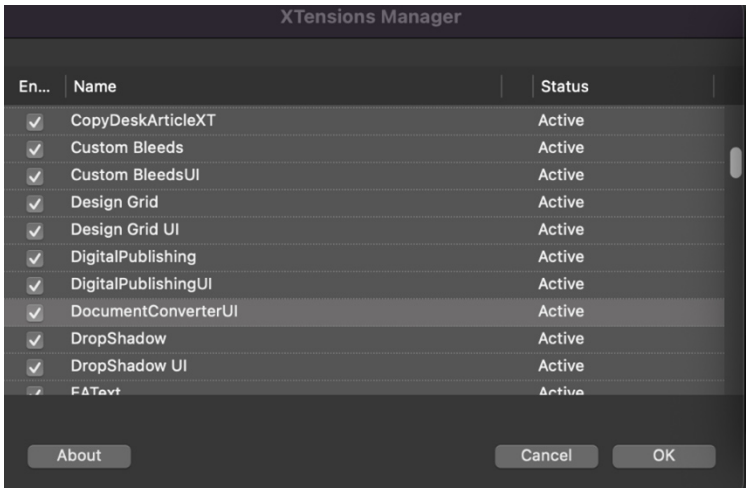
- By using the **Link/Unlink** tools, you can also apply many of the link options provided by Linkster.

Legacy Document Converter (Mac only)

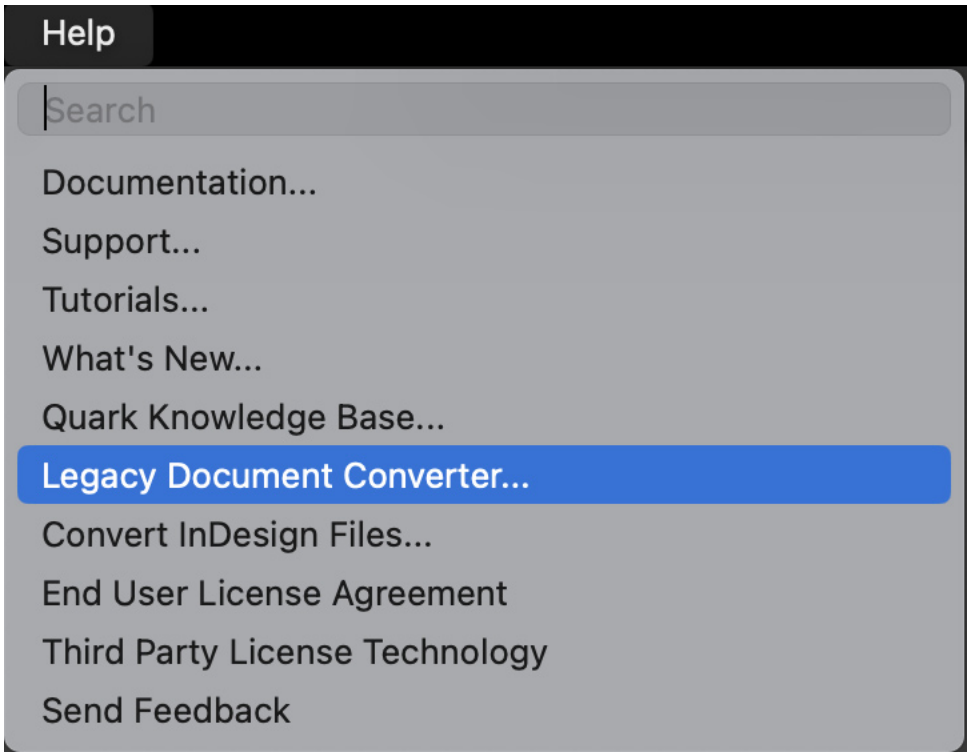
Mac users can convert documents from QuarkXPress 3.1 through 6.x and open them within QuarkXPress 2022 and later versions, without installing a separate application. Use of this feature requires review of and agreement to the Legacy Document Converter terms and conditions because files will be uploaded to a U.S.-based server for processing as per the *Quark Sub-Processor Policy*. Once files are converted and downloaded by the user, they will be deleted from the server immediately and permanently.

Follow these steps to convert a legacy document:

1. Enable the DocumentConverterUI in the XTensions Manager and access the Legacy Document Converter Palette from the Help Menu.

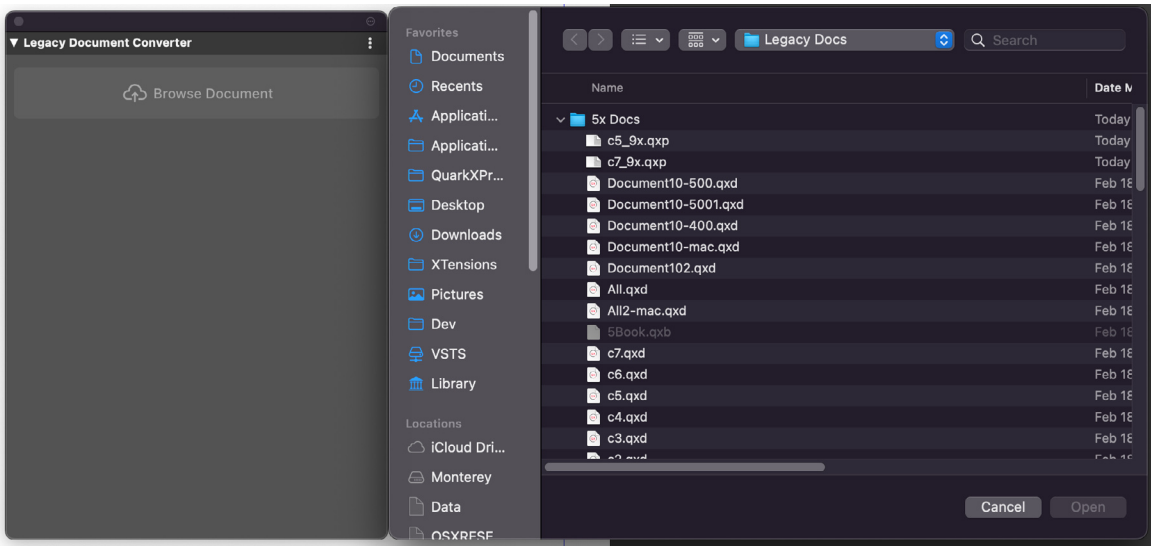


DocumentConverterUI in the XTensions Manager

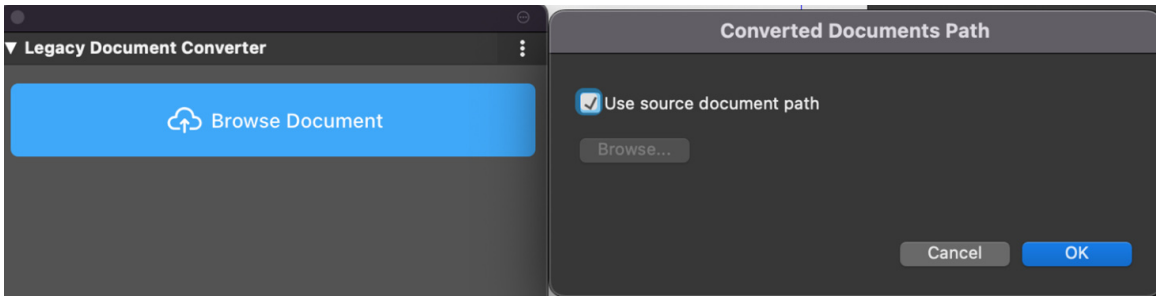


Legacy Document Converter in Help Menu

2 This palette allows the browsing and selecting of files to convert and also sets up the custom download folder for the converted files.

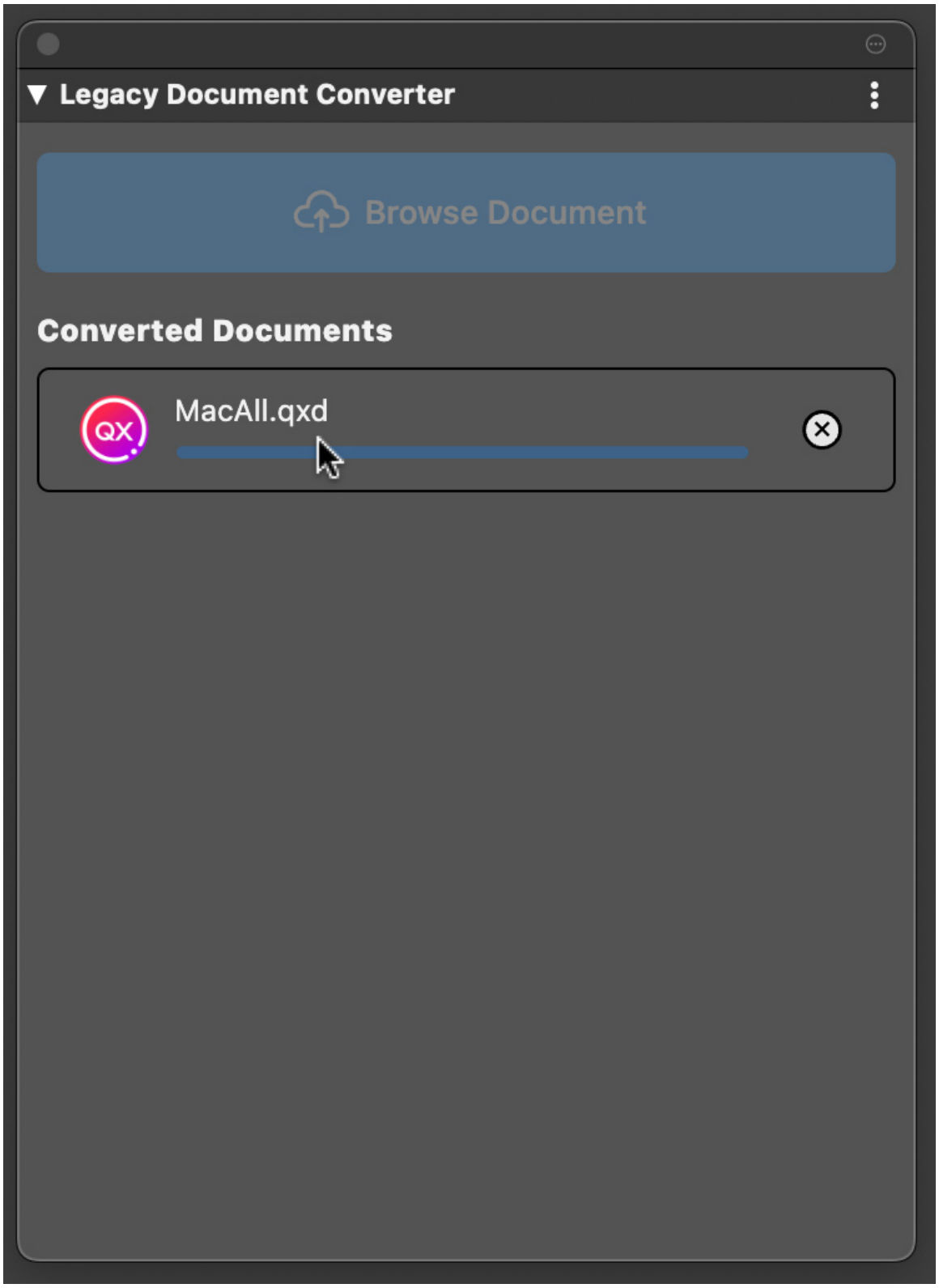


Browse and Select Files for Conversion



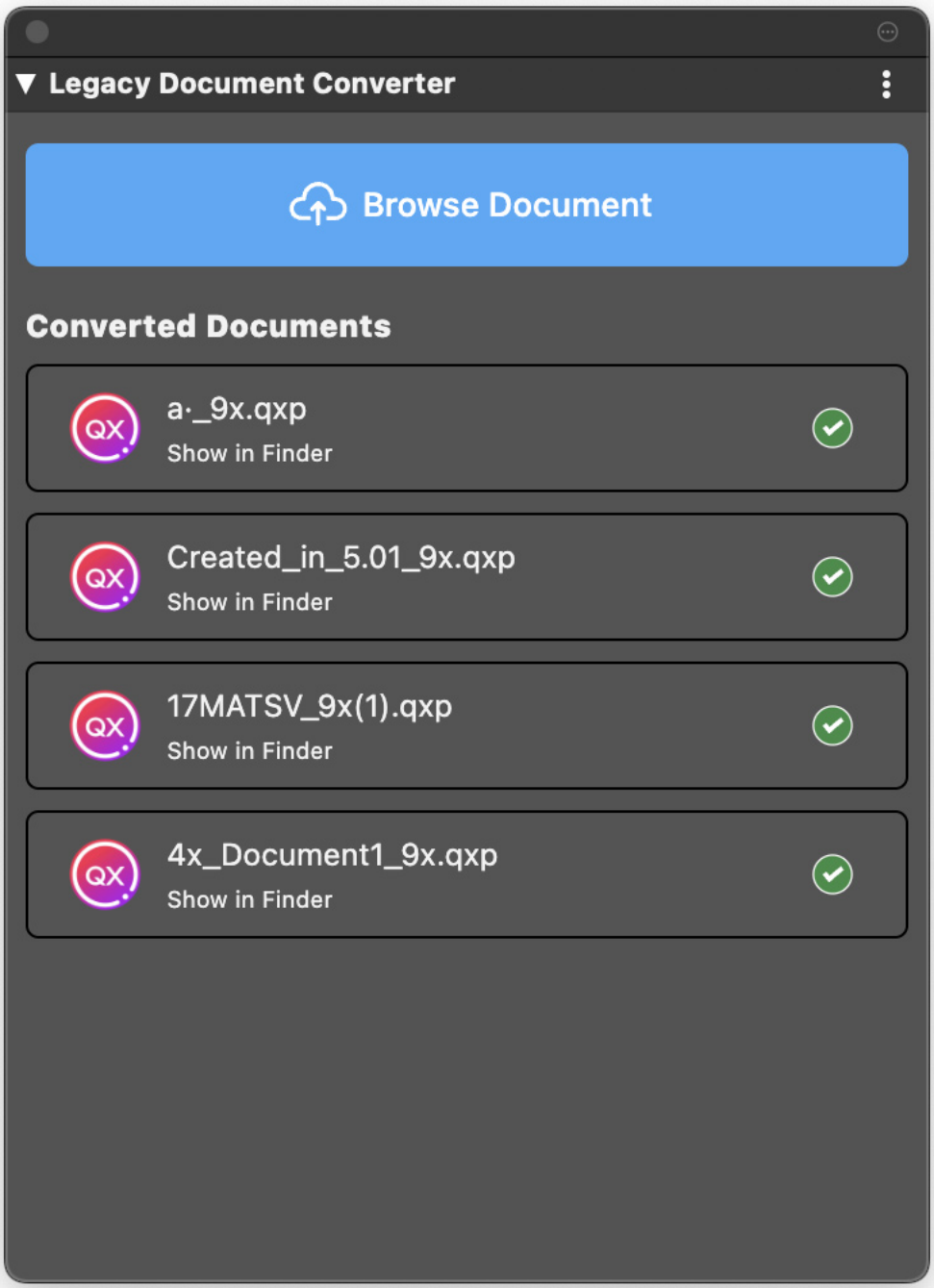
Set Custom Download Folder

3 A progress bar appears during the conversion process from where the user may cancel the document conversion at any time.

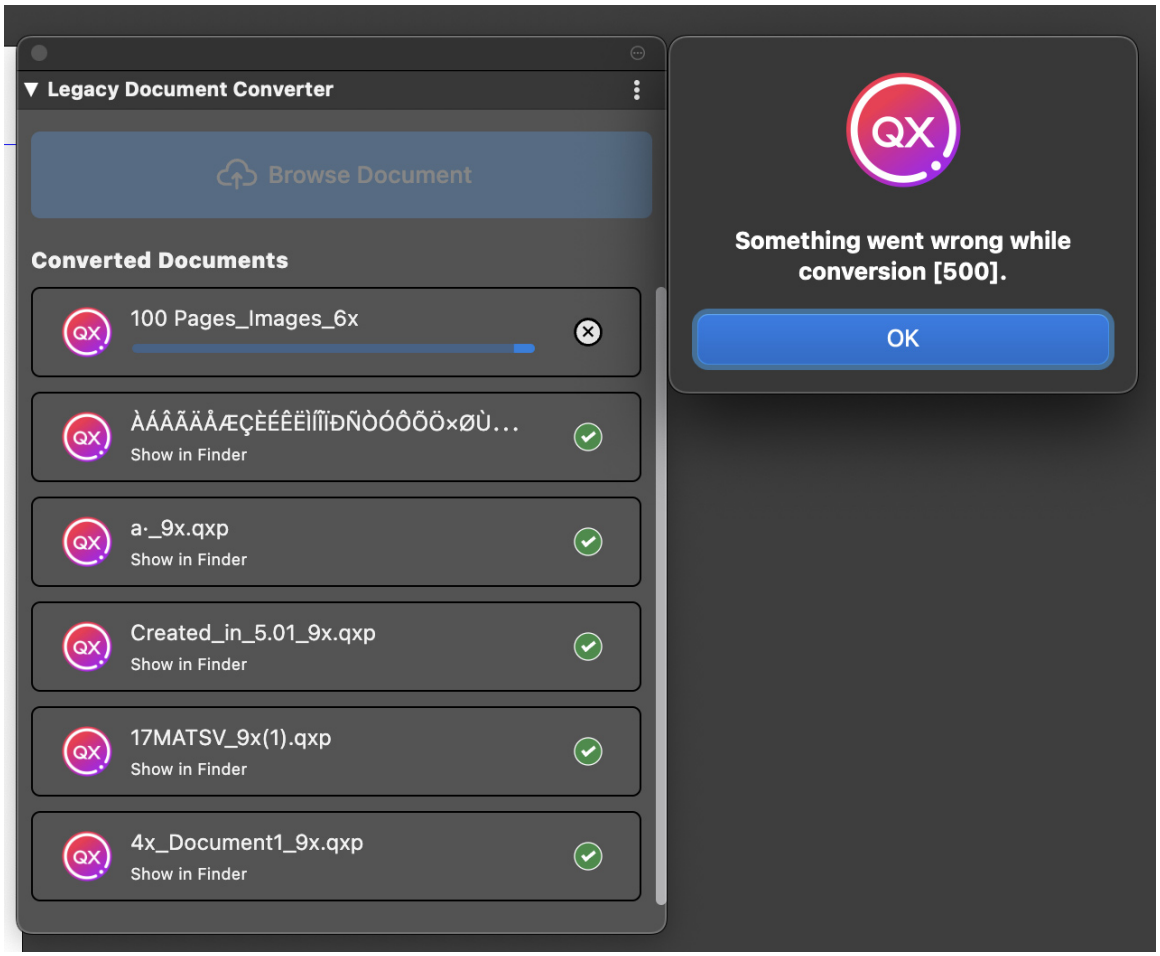


Progress Bar Showing Conversion Process

4 A successfully converted document will show as a green tick sign; a failed conversion will show a red sign with a pop-up alert.

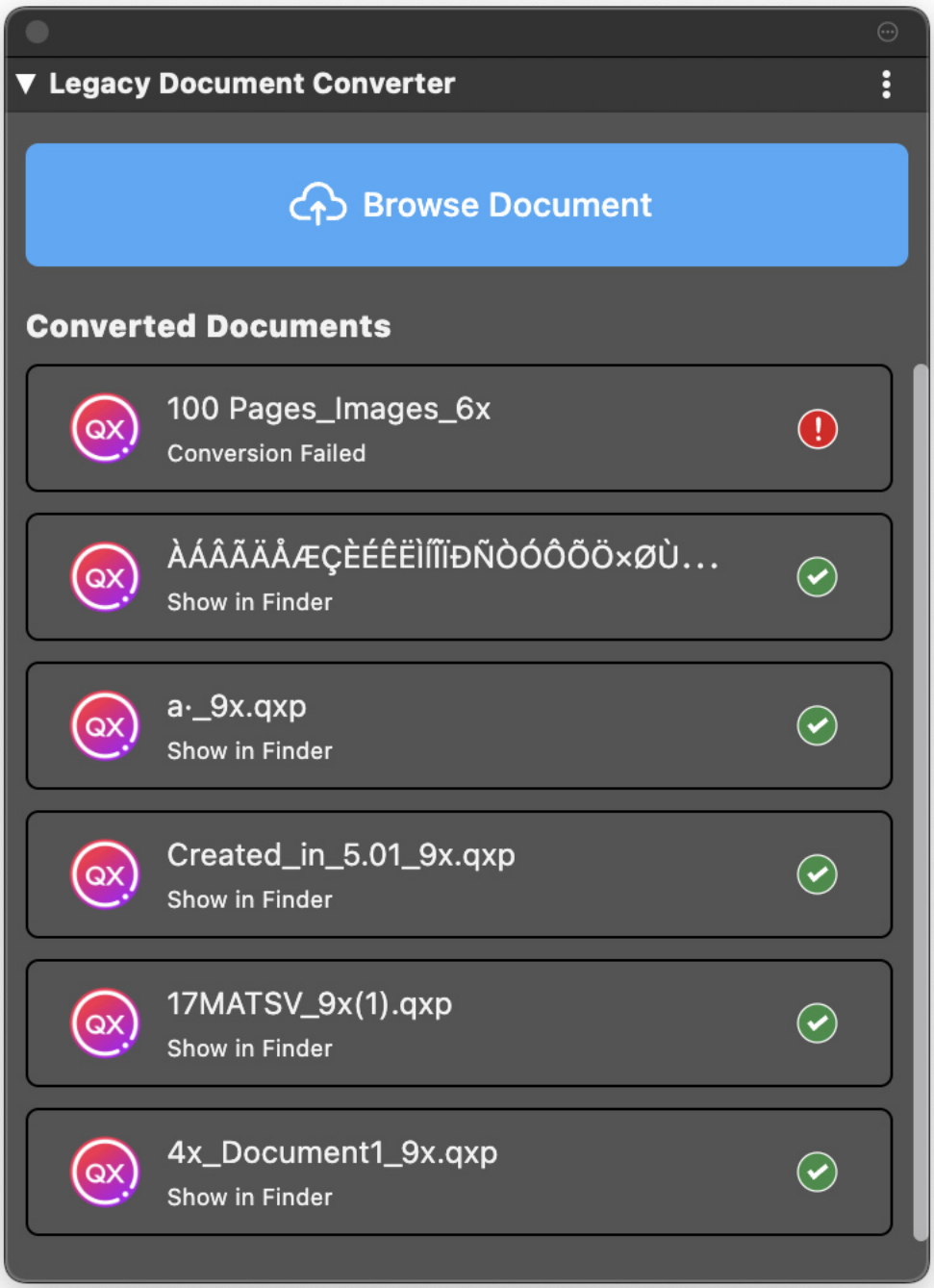


Successfully Converted Document

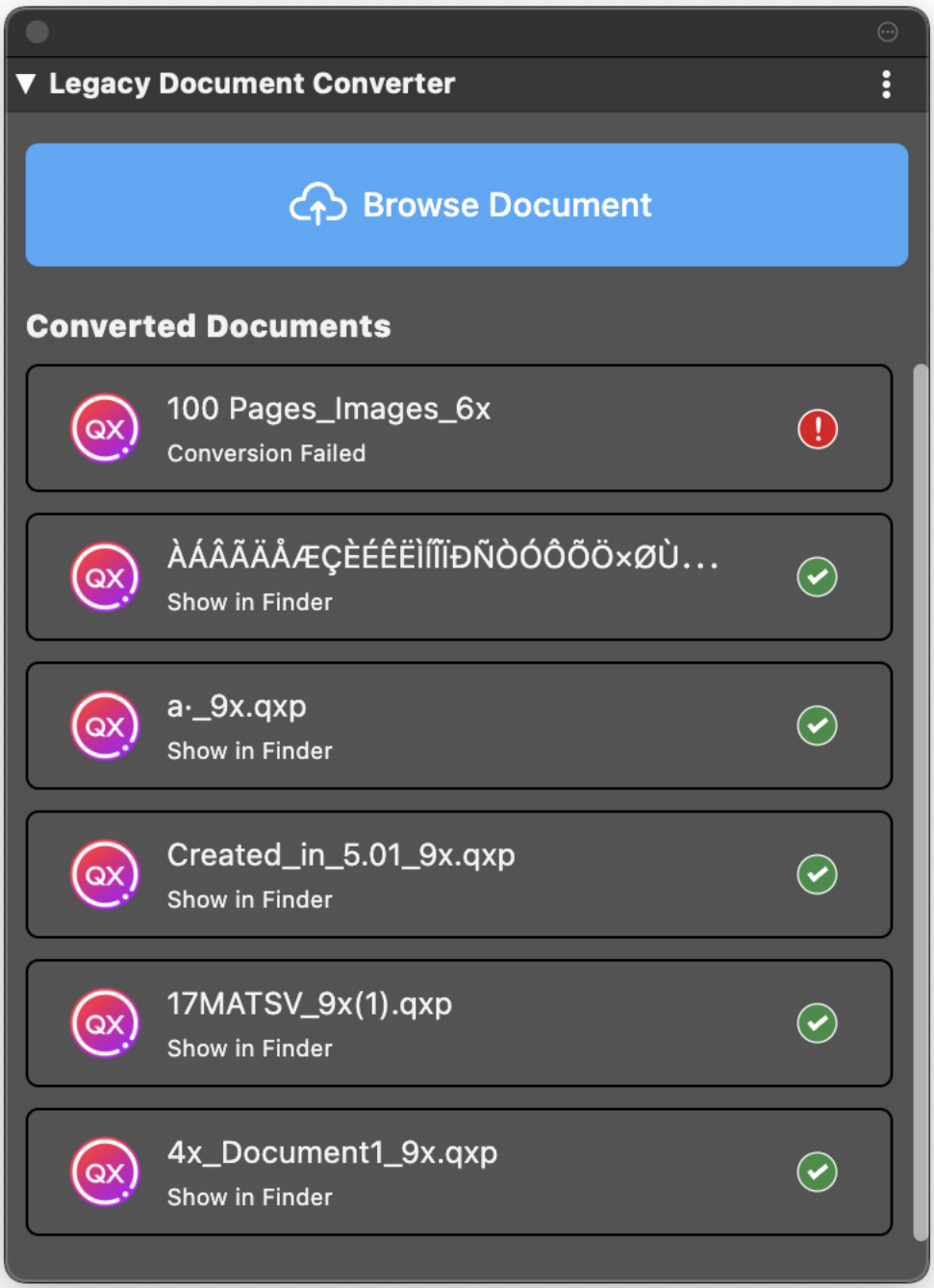


Failed Document Conversion and Alert

5 When a document is converted, the QuarkXPress icon will appear before the file name. A scrollable list will show all the successful and failed documents.



6 Once a document is converted, it may be opened by clicking on its name from the converted documents list and then viewed by using Show in Finder directly from the palette. The converted document name will be suffixed with '_9x'.


Legacy Document Converter
Browse Document
Converted Documents
100 Pages_Images_6x
Conversion Failed
ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙ...
Show in Finder
a·_9x.qxp
Show in Finder
Created_in_5.01_9x.qxp
Show in Finder
17MATSV_9x(1).qxp
Show in Finder
4x_Document1_9x.qxp
Show in Finder

Notes:

- Any web or interactive layouts within a document will be removed from the file during the conversion process because these layout types are not supported by QuarkXPress 10 and later.
- The legacy document would need to have a valid QuarkXPress file extension.
- During document conversion, the user can continue to work on other projects. In the event of a crash, the conversion will fail.
- If the user tries to quit QuarkXPress during the conversion process, an alert will pop up to indicate the conversion is still in progress.
- The Legacy document converter only converts legacy QuarkXPress 3.x-6.x documents to QuarkXPress 9.1 but does not upgrade its text flow version. When a user opens such a converted document in QuarkXPress 2022 and later versions, then the text flow version will get upgraded and it will become equal to the document version. Hence, the text will reflow.

The same behavior occurs if the user updates the text flow version of a legacy version document in QuarkXPress 9.x, (by opening the document by pressing Option key) and then saves it.

QuarkXPress Document Converter (Windows only)

QuarkXPress 2022 and later versions can open documents created in QuarkXPress 7 and later. Any web or interactive layouts within such documents will be removed during the opening because these layout types are not supported by QuarkXPress 10 and later versions.

To open documents created in QuarkXPress 6 or earlier, Windows users must use the QuarkXPress Document converter.

The QuarkXPress document converter only converts legacy QuarkXPress 3.x-6.x documents to QuarkXPress 9.1 but does not upgrade its text flow version. When a user opens such a converted document in QuarkXPress 2022 and later versions, then the text flow version will get upgraded and it will become equal to the document version. Hence, the text will reflow. The same behavior occurs if the user updates the text flow version of a legacy version document in QuarkXPress 9.x, (by opening the document by pressing Alt key) and then saves it.

You can download the QuarkXPress Document Converter from this link:

https://www.quark.com/support/installers/

Supported platforms:

- Windows 11 Version 22H2 (64 bit) or later, Windows 10 Version 22H2 (64 bit)or later, Microsoft Windows 8.1 with April 2014 update rollup update (KB2919355), and March 2014 servicing stack update (KB2919442) (64 bit)

Output

Whether you want to print proof copies for review on a laser printer, or you need final film or plate output on a high-resolution imagesetter or platesetter, QuarkXPress will help you get satisfying results every time. QuarkXPress 9 and later versions, no longer support host-based separations, but you can continue to output using *In-RIP* separations or *Composite* output.

Printing layouts

In many publishing environments, you can print using a wide variety of output devices, from desktop inkjet printers to office laser printers or even high-end platesetters. The topics below explain how to print from QuarkXPress.

Updating picture paths

QuarkXPress uses high-resolution previews.When you print, high-resolution information contained in the original picture files is accessed using paths to the pictures.

A path to a picture is established when you import a picture. The application keeps information about each picture's path as well as when the picture was last modified.

If a picture is moved or changed after it is imported, the application warns you when you execute the **Output** command (Print, PDF, EPS or Digital Outputs) or the **Collect for Output** command (**File** menu).

➡ If you keep your pictures in the same folder as the project, you will not have to maintain picture paths. If you keep your pictures in the same folder as the article, you will not have to maintain picture paths. The application can always "find" pictures that are in the same folder as the document, whether or not the picture was in that folder at the time it was imported.

Setting Print dialog box controls

To print a Print layout:

1. Choose **File > Print** (Command+P/Ctrl+P). The **Print** dialog box displays.
2. To select a printer driver, choose an option from the **Printer** drop-down menu.

➡ Printing to PDF is not recommended, please use the **File > Export As > PDF** functionality instead.

- *Windows only:* Clicking the **Properties** button opens a dialog box with controls specific to the selected printer driver. For more information about the options in this dialog box or how to install printers, consult the documentation provided with Microsoft Windows software.

3 Specify output options in one of the following ways:

- To use an existing print output style, choose an option from the **Print Style** drop-down menu.
- To manually configure print options, use the controls in the bottom half of the dialog box. This part of the **Print** dialog box is divided into panes. To display a pane, click its name in the list on the bottom left. For information, see "*Print dialog box*."
- To capture the selected print options as a new output style, choose **New Print Output Style** from the **Print Style** drop-down menu.

4 To specify the number of copies you want to print, enter a value in the **Copies** field.

5 To specify which pages you want to print, enter a value in the **Pages** field. You can enter ranges of pages, non-sequential pages, or a combination of ranges and non-sequential pages for printing. Use commas and hyphens to define a sequential or non-sequential range of pages. For example, if you have a 20-page layout and you want to print pages 3 through 9, pages 12 through 15, and page 19, then enter 3–9, 12–15, 19 in the Pages field.

6 To specify whether only odd, only even, or all pages should be printed, choose an option from the **Page Sequence** drop-down menu. **All** (the default setting) prints all of the related pages. When you choose **Odd**, only odd-numbered pages print. When you choose **Even**, only even-numbered pages print.

7 To make your document print smaller or larger, enter a percentage in the **Scale** field. The default is 100%. (10% to 1000% is allowed).

➡ Check for the paper size when doing the enlargement for the content clipped due to the scaling or paper size.

8 If you are printing two or more copies of the layout, and you want each copy to emerge from the printer in sequential order, check **Collate**. If **Collate** is unchecked, the application prints multiple copies of each page at a time.

9 To print spreads (horizontally adjoining pages) side by side on the film or paper, check **Spreads**.

10 To print a multipage layout in reverse order, check **Back to Front**. The last page in the layout will print first.

11 Check **Fit in Print Area** to reduce or enlarge the size of a page in your document to fit the imageable area of the selected media.

12 *Mac OS only:* Click the **Printer** button to open the **Printer Driver** dialog box. Consult the documentation supplied with your computer for more information.

13 Click **Print** to print the layout.

14 Click **Cancel** to close the **Print** dialog box without saving settings or printing the layout.

➡ *(Windows only)* The area at the upper right of the **Print** dialog box is the page preview area. You can use this image to preview how the pages will appear on the output device.

➡ *(Mac OS only)* The **Print** dialog has been enhanced to show the actual preview

Print dialog box

The panes in the **Print** dialog box are described in the topics below.

Device pane

Use the **Device** pane to control device-specific settings, including PPD selection and page positioning:

- When you specify a PPD, the **Paper Size**, **Width**, and **Height** fields are automatically filled with default information supplied by the PPD. If you choose a PPD for an imagesetter, the **Page Gap** and **Paper Offset** fields also will be available. On Windows you can customize the list of PPDs available in the **PPD** drop-down menu using the **PPD Manager** dialog box (**Utilities** menu). On *Mac OS* you will have to install the PPDs in the MAC HD > Library > Printers > PPDs folder, and relaunch QuarkXPress. All of the PPDs will now be listed in the PPDs list in the **Print** dialog. If you do not have the right PPD, choose a similar built-in, generic PPD.
- To specify the media size used by your printer, choose a size from the **Paper Size** drop-down menu.
- To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** drop-down menu and enter values in the **Width** and **Height** fields. When sending output to a continuous-feed or nondrum imagesetter, use the **Automatic** setting in the **Height** field.
- To position your document on the selected output media, choose an option from the **Position** drop-down menu.
- The default resolution for the selected PPD is entered automatically in the **Resolution** field.

- *For imagesetters only:* Enter a value in the **Paper Offset** field to specify the distance that the left edge of the page will be offset (or inset) from the left edge of the roll media.
- *For imagesetters only:* Enter a value in the **Page Gap** field to specify the amount of space between pages of the layout as the pages print on the roll.
- To print negative page images, check **Negative Print**.
- To receive printed PostScript error reporting during output, check **PostScript Error Handler**.

Pages pane

Use the **Pages** pane to specify page orientation, tiling, page flipping, and related options:

- To specify whether to print in portrait or landscape mode, click an **Orientation** radio button (**Portrait** or **Landscape**).
- To include blank pages in the output, check **Include Blank Pages**.
- To print the multiple pages of the layout in thumbnail view (reduced size), check Thumbnails.
- To flip the output vertically or horizontally, choose an option from the **Page Flip** drop-down menu.

To print a large layout in sections (tiles), choose an option from the **Page Tiling** drop-down menu. The application prints tickmarks and location information on each tile to aid you in reassembling them.

- To control the way in which a page is tiled by positioning the ruler origin, choose **Manual**.
- To have the application determine the number of tiles needed to print each document page based on the layout size, the media size, whether or not **Absolute Overlap** is checked, and the value in the **Overlap** field, choose **Automatic**. The value entered in the **Overlap** field is the amount the application will use to extend the page as needed to create the tile. When **Absolute Overlap** is checked, the application will use only the value in the **Overlap** field when extending the page to create the tile. If **Absolute Overlap** is unchecked, the application will use at least the amount in the **Overlap** field when creating the tile, but may use a larger amount if necessary. Do not check **Absolute Overlap** if you want your layout centered on the final assembled tiles.

Pictures pane

Use the **Pictures** pane to control the way pictures are printed:

- To specify how pictures are printed, choose an option from the **Output** drop-down menu. **Normal** provides high-resolution output of pictures using the data from the pictures' source files. **Low Resolution** prints pictures at screen preview resolution. **Rough** suppresses printout of pictures and gradients and prints a box with the frame and an "x" in it, much like an empty picture box on screen.
- To select a format for print data, choose an option from the **Data** drop-down menu. Although documents print more quickly in Binary format, the **ASCII** option is more portable because it is a standard format readable by a wider range of printers and print spoolers. The **Clean 8-bit** option combines ASCII and binary in a versatile and portable file format.
- Check **Overprint EPS Black** to force all black elements in imported EPS pictures to overprint (regardless of their overprint settings in the EPS file).
- To print 1-bit TIFFs at full resolution (not to exceed the resolution specified in the **Device** list item), check **Full Resolution TIFF Output**. If **Full Resolution TIFF Output** is unchecked, images greater than 1-bit will be subsampled to twice the lines per inch (lpi) setting.

Fonts pane

Use the **Fonts** pane to specify which fonts are included in output. Note that many of the options in this pane are available only when printing to a PostScript output device.

- To read the list of downloaded fonts from the printer's PPD file, check **Use PPD Font Settings**. Fonts listed in the PPD file are not downloaded. Checking this box disables many of the other controls in this tab.
- If you are printing to a PostScript level 3 or later output device, or to a device that uses PostScript level 2 version 2015 or later, check **Optimize Font Formats**.
- To download all fonts used in the layout , check **Download Layout Fonts**. To control which fonts are downloaded, uncheck **Download Layout Fonts** and then check **Download** for each font you want to download. You can control which fonts are listed by choosing an option from the **Show** drop-down menu.
- To download all fonts that are required by imported PDF and EPS files, check **Download Imported PDF/EPS Fonts**.
- To retrieve a list of the fonts included on the active printer, click **Scan Printer**. Note that this process can take a long time; you may want to check **Use PPD Font Settings**, and use your printer manufacturer's PPD file. (*Windows* only)

Color pane

Use the **Color** pane to control color output.

- To print all colors on one page, choose **Composite** from the **Mode** drop-down menu. To print to a device that handles in-RIP separations, choose **Separations** from the **Mode** drop-down menu. For more information about composite output, see "*Printing color composites*."
- To specify an output setup for the output device, choose an option from the **Setup** drop-down menu. For more information about color management, see "*Source setups and output setups*."
- To specify default halftone shape and frequency, use the **Halftones** and **Frequency** drop-down menus. The **Printer** option on the **Halftones** drop-down menu lets the output device determine all halftone settings.

Registration Marks pane

Use the **Registration Marks** pane to include crop marks, registration marks, and bleed marks in the output. *Crop marks* are short vertical and horizontal lines printed outside the page's final trim size, indicating where to cut the page. *Registration marks* are symbols that are used to align overlaying plates. *Bleed marks* indicate where page bleeds end.

- To include crop marks and registration marks on every page, choose **Centered** or **Off Center** from the **Mode** drop-down menu.
- When you choose **Centered** or **Off Center**, the **Width**, **Length**, and **Offset** fields are available. Values in the **Width** and **Length** fields specify the width and length of the crop marks. Values in the **Offset** field specify the distance of the crop marks from the page edge.
- To include marks indicating bleed location, select the **Include Bleed Marks** option.

Layers pane

Use the **Layers** pane to specify which layers to output and which layers to suppress.

Print *and* ***PDF Output*** *dialog box only:* To apply the settings in the **Layers** pane to the layout, check **Apply to Layout**.

Bleed pane

Use the **Bleed** pane to allow items to bleed (extend beyond the page edges) at printout. Bleed settings apply to every page in the layout.

To create a bleed by defining how far the bleed extends from the layout page edges, choose **Symmetric** or **Asymmetric** from the **Bleed Type** drop-down menu.

- To create a bleed that extends the same distance from each page edge, choose **Symmetric** and enter a value in the **Amount** field to specify the bleed's distances.
- To create a bleed with different distances from each page edge, choose **Asymmetric** and enter values in the **Top**, **Bottom**, **Left**, and **Right** fields to specify the bleed distances.
- *Print and PDF output only:* To extend the bleed to encompass all page items that extend beyond the page boundary, choose **Page Items**.
- *Print and PDF output only:* To define whether items that bleed are cut off at the bleed edge or allowed to print in their entirety, check **Clip at Bleed Edge**.

Transparency pane

Use the **Transparency** pane to specify how transparency is handled at export.

- The **Vector Images** control lets you specify a resolution for rasterizing pictures that include vector data when they occur in a transparency relationship. It's generally a good idea to keep this value high because vector images typically include sharp lines that will look jagged at lower resolutions.
- The **Drop Shadows** control lets you specify a resolution for rasterizing drop shadows. This value can be relatively low, unless you create drop shadows with a **Blur** of zero.

Choosing a lower resolution value for one or more of these fields can reduce the time required for flattening and can save processing time when you send the layout to output.

Rotated or skewed items that participate in a transparency relationship must be rasterized before they are sent to the RIP. Because rotate and skew operations tend to degrade the quality of an image if they are performed at low resolutions, QuarkXPress can upsample such items prior to rotating or skewing them, thus minimizing image degradation. Check **Upsample Rotations** if you want to manually set the upsampled resolution for rotated or skewed items and images that are involved in a transparency relationship. If you're using low-resolution values, and a rotated or skewed item appears blocky or degraded, check this box and then enter a value in the **To** field. The **To** field value should be at least equal to the highest resolution value among the **Vector Images**, **Gradients**, and **Drop Shadows** fields.

The **dpi for images less than** field lets you specify a value above which rotated or skewed items are not upsampled. The purpose of this field is to prevent rotated or skewed items that are near the **Upsample Rotations To** value from

being needlessly upsampled. In general, set this value to about 100dpi less than the **Upsample Rotations To** value.

To print items without taking their opacity values into account, check **Ignore Transparency Flattening**. All items are treated as 100% opaque, regardless of the opacity value applied, and drop shadows and picture masks are ignored. This option can be useful for troubleshooting transparency-related output issues.

To control the resolution of the flattened transparency in imported PDF and Adobe Illustrator files, enter a value in the **Flattening Resolution** field.

- If color fonts are applied with transparency, then to increase the flattening resolution use the **Transparent Objects in Imported PDF & AI Files** flattening resolution option.
- The flattener rasterizes an area only if that area includes a raster element such as a drop shadow, a semi-opaque picture, or a picture masked with an alpha channel. The flattener does not rasterize areas of solid color (regardless of whether they are the result of semiopaque layering) unless such areas are overlapped by a raster element.

JDF pane

Use the **JDF** pane to specify whether to save a JDF file from the project's Job Jackets structure. When you check **Output JDF**, the **Include Job Jacket Contact** drop-down list becomes available; choose a contact from among the Contact Resources in the project's Job Jacket structure.

Advanced pane

In the **Advanced** pane, you can specify the PostScript level of the output device.

Summary pane

The **Summary** pane displays a summary of the settings in the other panes.

Page preview area

On Windows, the **Print** dialog box (**File** menu) for Print layouts provides a graphical depiction of the output page called the *page preview area*. The page preview area does not display the actual items on the layout pages or the specified pages; rather, it represents the shape and orientation of the pages in relation to the target media.

On *Mac OS*, the *page preview area* has been enhanced. The page preview area will display the actual items on the layout pages or the specified pages; it represents the actual page.

- The blue rectangle represents the layout page.

- The green rectangle represents the imageable area for the selected media.
- A black rectangle represents the media area when a sheet-fed device is chosen in the **PPD** drop-down menu (**Device** pane).
- A gray area surrounding the layout represents bleeds when a bleed setting is chosen using the Custom Bleeds (**Bleed** pane).
- If the page size, including crop marks and/or bleed, is greater than the imageable area of the print media, a red area indicates portions of the layout that are outside the imageable area and will therefore be clipped. If **Automatic** tiling is enabled in the **Pages** pane, the red area does not display.
- An R will display for the Negative Print. Pages will rotate as per the orientation and the paper size.
- The arrow to the left of the graphic preview indicates the film or page feed direction.
- To the left of the graphic preview are two smaller icons. The cut-sheet icon indicates that you have selected a cut-sheet output device from the **PPD** drop-down menu (**Device** pane), whereas a roll-fed icon indicates that you have selected a roll-fed output device from the **PPD** drop-down menu. The question mark is a drop-down button that displays a legend of the colors used in the page preview area.
- If registration marks are turned on (**Registration Marks** pane), they are also displayed in the page preview area.
- If **Thumbnails** is checked (**Pages** pane), a preview with thumbnails displays.

Printing color separations

To create host-based separations, please create a composite PDF out of QuarkXPress and then use a PDF tool to separate plates.

To print color separations using In-RIP Separations please do the following:

1. Display the **Color** pane of the **Print** dialog box (**File** menu).
2. Choose **Separation** from the **Mode** drop-down menu.
3. Choose an option from the **Setup** drop-down list:
    - The **In-RIP Separations** option prints all process and spot color plates and the output is in the composite format. However, the PostScript file to be printed contains separations information. The **In-RIP Separations** option must be selected only if you are using a PostScript level 3 device. Note also that the **Setup** drop-down menu also contains all separations-based output setups listed in the **Default Output Setups** dialog box **(Edit > Output Setups)**.

4 Choose an option from the **Halftones** drop-down menu:

- To use the halftone settings you specify, choose **Conventional**.
- To use the halftone settings built into the RIP, choose **Printer**. Choosing this option disables the halftone controls in this pane.

5 To specify a line frequency other than the default value, enter a lines per inch (lpi) value in the **Frequency** field, or choose an option from the **Frequency** drop-down menu.

6 The list at the bottom of the **Color** pane displays the plates used in the layout, as well as the default **Halftone**, **Frequency**, **Angle**, and **Function** settings. Generally, the default settings in the plate list give you correct printing results. However, you may need to adjust these settings for your particular circumstances. A dash in a column indicates that the column entry is not editable.

- The **Plate** column lists spot colors and process inks in the document when you choose **Separations** from the **Mode** drop-down menu. The **Setup** drop-down menu at the top of the **Color** pane specifies which layout plates are listed.
- The **Halftone** drop-down menu lets you assign a different screen angle to a spot color. The default screen values for spot colors are specified in the **Halftone** drop-down menu in the **Edit Colors** dialog box **(Edit > Colors > New)**.
- The **Frequency** column lists the line screen frequency value. This is the lines per inch (lpi) value that will be applied to each of the color plates. If you do not want to use the default value for a plate, choose **Other** from the **Frequency** drop-down menu to display the **Frequency/Other** dialog box.
- The **Angle** column lists the screen angle for each color plate. If you do not want to use the default value, choose **Other** from the **Angle** drop-down menu to display the **Angle/Other** dialog box.
- To specify alternate dot shapes in printed screens, choose an option from the **Function** column drop-down menu.

Printing color composites

To print composite color output (as opposed to color separations):

1 Display the **Color** pane of the **Print** dialog box (**File** menu).

2 Choose **Composite** from the **Mode** drop-down menu.

3 Choose an option from the **Setup** drop-down list:

- **Grayscale**
- **Grayscale 100K**
- **Composite RGB**
- **Composite CMYK**
- **Composite CMYK and Spot** (prints with composite PostScript, for a device that supports In-RIP separations)
- **As Is** (describes color items using their source color space, for output to a PostScript composite color device)

➡ The **Setup** drop-down menu also contains all output styles listed in the **Default Output Styles** dialog box **(Edit > Output Styles)**.

4 Choose **Conventional** or **Printer** from the **Halftones** drop-down menu. The **Conventional** option uses QuarkXPress calculated halftone screen values. The **Printer** option uses halftone screen values provided by the selected printer; in this case, QuarkXPress does not send halftoning information.

5 To specify a line frequency other than the default value, enter a lines per inch (lpi) value in the **Frequency** field, or choose an option from the **Frequency** drop-down menu.

Exporting layouts

Through **Export**, **Print**, and other commands, you can output files in the following formats:

- JPEG/PNG/TIFF
- PostScript (PS)
- Encapsulated PostScript (EPS)
- Portable Document Format (PDF), with or without PDF/X or PDF/A verification
- HTML5 Publications (for more information, see *Digital Publishing with QuarkXPress*)
- iOS Single App (for more information, see *Digital Publishing with QuarkXPress*)
- Android App (for more information, see *Digital Publishing with QuarkXPress*)
- Fixed-layout ePub and Reflow ePub (for more information, see *Digital Publishing with QuarkXPress*)
- Article

To access export options, choose **File > Export** or click the **Export** button .

Exporting a layout in EPS format

When you export a layout page as an Encapsulated PostScript (EPS) file, you can specify a file name and location and set multiple EPS export parameters (through custom controls or an EPS output style). To use the basic EPS export controls:

1. Choose **File > Export as > EPS**. The **Save Page as EPS** dialog box displays.
2. Enter a page range in the **Page** field.
3. To use an existing output style, choose an option from the **EPS Style** drop-down menu.
4. To modify output settings, click **Options**. Use the panes in the resulting dialog box to control the format of the exported file.
    - To use an EPS output style, choose an option from the **EPS Style** drop-down menu. To create an EPS output style using the current settings, choose **New EPS Output Style**.
    - Use the **General** pane to specify the scale of the EPS file, the format of the EPS file's preview, the format of the data (ASCII, Binary or Clean 8 Bit), whether to treat the page's white areas as transparent or opaque in the EPS file, and whether to output the EPS file as a spread.
    - Use the **Color** pane to choose an output setup for the EPS file and to select which plates should be included in the output.
    - Use the **Fonts** pane to specify which fonts are embedded within the exported EPS file.
    - Use the **Registration Marks** pane to specify the positioning, width, and length of registration marks in the EPS file.
    - Use the **Bleed** pane to designate a symmetric or asymmetric bleed type and specify bleed distance around the EPS file.
    - Use the **Transparency** pane to turn transparency on or off, and to control the resolution of flattened items in the EPS file.
    - Use the **JDF** pane to indicate whether a Job Definition Format (JDF) file should be created at the same time as the EPS file. You might choose to do this if you're using Job Jackets in a JDF workflow.
    - Use the **Advanced** pane to choose whether the EPS adheres to PostScript Level 2 or PostScript Level 3.
    - The **Summary** pane will display a summary of all the choices you have made in the previous panes.

5 Click **OK**. (To capture the current settings without creating an EPS file, click **Capture Settings**.)

6 Click **Save**.

Exporting a layout in PDF format

To export the active layout in PDF format:

1 Choose **File > Export as > PDF**. The **Export as PDF** dialog box displays.

2 Enter a page range in the **Pages** field.

3 To use an existing output style, choose an option from the **PDF Style** drop-down menu.

4 Check the **Open PDF after Export** check box to open the PDF after the file has been exported.

5 To modify output settings, click **Options**. Use the panes in the resulting dialog box to control the format of the exported file.

- To use a PDF output style, choose an option from the **PDF Style** drop-down menu. To create a PDF output style using the current settings, choose **New PDF Output Style**.
- To use PDF/X verification, choose an option from the **Verification** drop-down menu. Available options include **PDF/X-1a**, **PDF/X-3** and **PDF/X-4**. Note that **PDF/X-1a** verification permits only CMYK and spot colors, while **PDF/X-3** verification allows you to include colors and pictures that use other color spaces, along with ICC color profiles (which are defined in the source and output setups for color management). **PDF/X-4** allows native transparency, whereas **PDF/X-1a** and **PDF/X-3** do not.

➡ New certificaton is available with the new PDF/X verifcation or style. (PDF/A-1b, PDF/A-2b,PDF/A-2u,PDF/A-3b, PDF/X-4 & PDF/A-2b, PDF/X-4 & PDF/A-2u

- Use the **Color** pane to specify whether to create composite output or separations, to choose an output setup for the PDF file, and to select which plates should be included in the output.
- Use the **Compression** pane to specify compression options for different image types in the PDF file.
- Use the **Pages** pane to specify whether to export spreads, whether to export each page as a separate PDF file, whether to include blank pages, and whether to embed a thumbnail of the PDF file.
- Use the **Registration Marks** pane to specify the positioning, width, and length of registration marks in the PDF file.

- Use the **Hyperlink** pane to specify how links and lists from the layout export and how hyperlinks should appear in the PDF. You can also use this pane to specify the default zoom of the PDF file.
- Use the **Meta Data** pane to provide the details that display in the **Description** tab of the **Document Properties** dialog box in Adobe Acrobat Reader. (Metadata is available on the **Layout** menu)
- Use the **Fonts** pane to specify which fonts are embedded within the exported PDF file.
- Use the **Bleed** pane to specify how bleeds are handled in the PDF file.
- Use the **Layers** pane to specify which layers to include in the PDF file, and to create PDF layers from the layers in the QuarkXPress layout.
- Use the **Transparency** pane to control how transparent items are flattened. To disable flattening and maintain transparency relationships in the exported PDF, click **Export Transparency Natively**. To output items without taking their opacity values into account, click **Ignore Transparency**. To turn on flattening, click **Flatten Transparency**.
- Use the **Tagged PDF** pane to enable or disable tagged PDF export. Tagged PDFs are created for compliance with accessibility guidelines.

When flattening is turned on, you can specify a resolution for rasterizing pictures that include vector data in a transparency relationship. To do so, click the **Vector Images** drop-down menu and choose or enter a dpi value. This control applies only when flattening is turned on.

To specify a resolution for vector objects (regardless of whether flattening is turned on), click the **Vector Images** drop-down menu and choose or enter a dpi value. To specify a resolution for rasterizing drop shadows (regardless of whether flattening is turned on), click the **Drop Shadows** drop-down menu and choose or enter a dpi value.

To specify resolution for rotated and skewed objects when flattening is turned on, check **Upsample Rotations** and then enter a value in the **To** field. The **To** field value should be at least equal to the highest resolution value among the **Vector Images**, and **Drop Shadows** fields.

To control the resolution of flattened transparency in imported PDF and Adobe Illustrator files, enter a value in the **Flattening Resolution** field.

➡ If color fonts are applied with transparency, then to increase the flattening resolution use the **Transparent Objects in Imported PDF & AI Files** flattening resolution option.

➡

Export Transparency Natively is unavailable if you choose **PDF/X–1a: 2001** or **PDF/X–3: 2002** from the **Verification** drop-down menu. This feature is also

unavailable if you choose **Separations** from the **Mode** drop-down menu in the **Color** pane.

- Use the **JDF** pane to indicate whether a Job Definition Format (JDF) file should be created at the same time as the PDF file. You might choose to do this if you're using Job Jackets in a JDF workflow.
- Use the **Summary** pane to view a summary of the selected PDF export options.

6 Click **OK**. (To capture the current settings without creating a PDF file, click **Capture Settings**.)

7 Click **Save**.

If you are using a third-party distiller program and you want to create a PostScript file, change your settings in the **PDF** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu). For more information, see "*Preferences — Application — PDF*."

Default Output Style for PDF Export

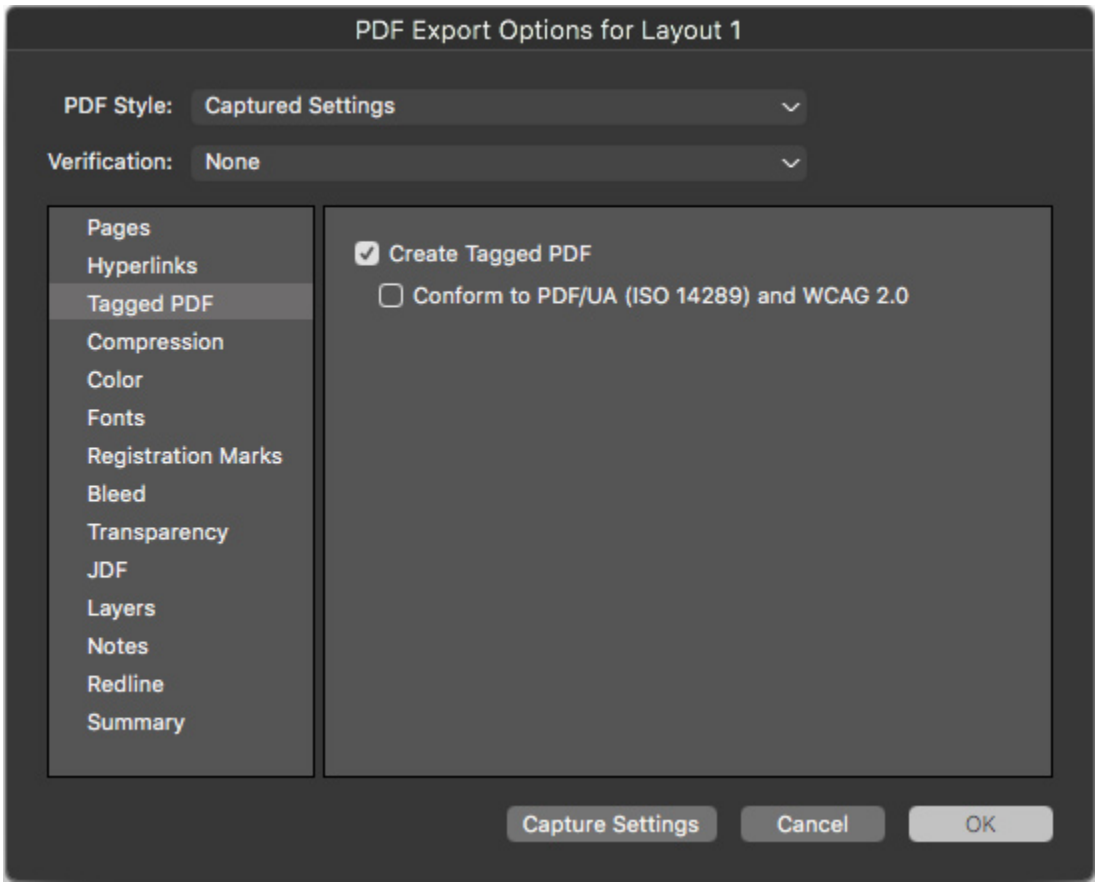
This feature provides the option to set any pdf output style as default, which is used as the default pdf output style for any new document. This can be set in **Preferences** under **PDF** tab. Users do not need to set the output style every time they output a new document.

Now the captured output style also shows the name of the captured output style from which it has been originally created (inherited). This will help the user to know from which output style the setting has been created and captured.

Tagged PDF (PDF/UA)

In recent days, the digital publishing practices emphasize the importance of Accessibility support. There has been demand from the corporate and government organizations, in response to legislation such as the Americans with Disabilities Act, and section 508 of the Rehabilitation Act of 1973. As a result, industry standards, such as WCAG have been introduced, to allow the accessibility of information in published forms (both PDF, and websites containing HTML output), to be certified, ensuring that the published information is equally accessible to consumers with disabilities that every PDF

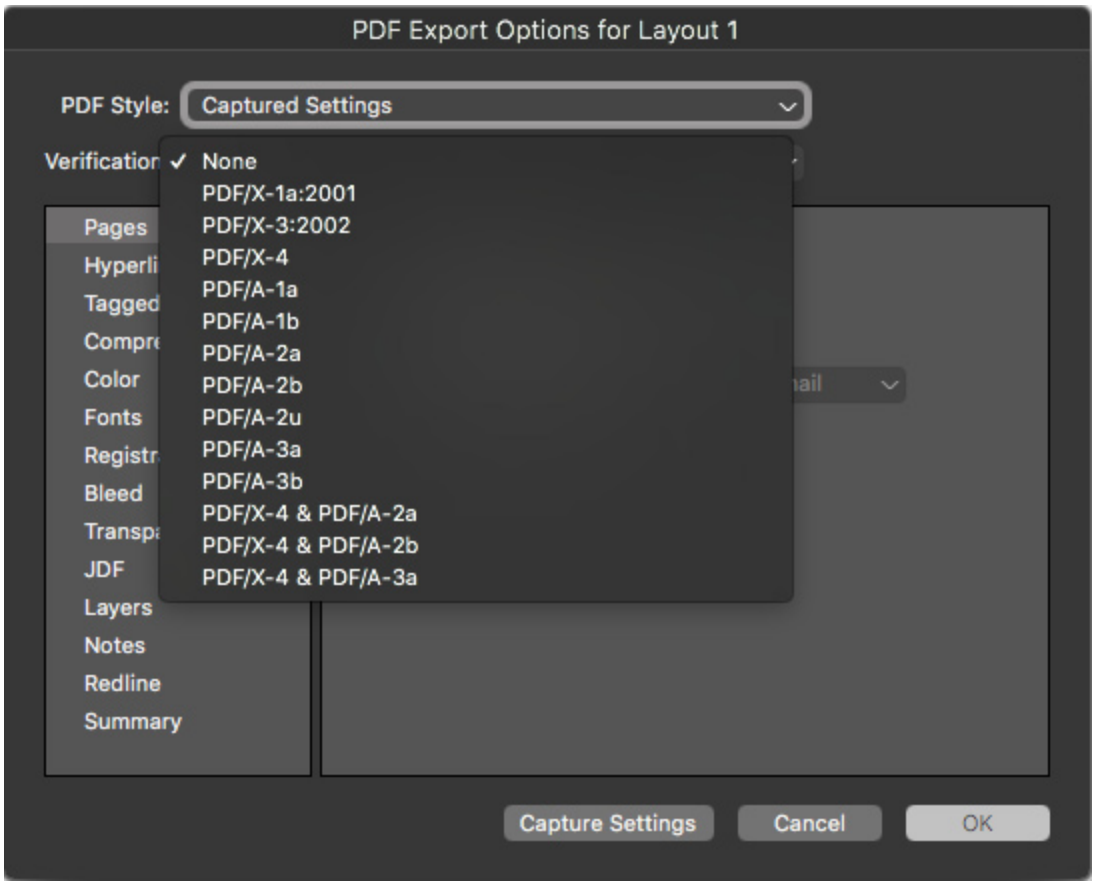
published must be accessible. QuarkXPress offers export to PDF with compliance for PDF/UA (ISO 14289) and WCAG 2.0 standard.



PDF/UA

- You can now select the PDF output option to conform to the PDF/UA standard as shown above.

PDF archive standards are desired by many governments and corporate organizations. QuarkXPress supports the following standards: PDF/A-2b, PDF/A-2u, PDF/A-3a and PDF/A-2a standards.



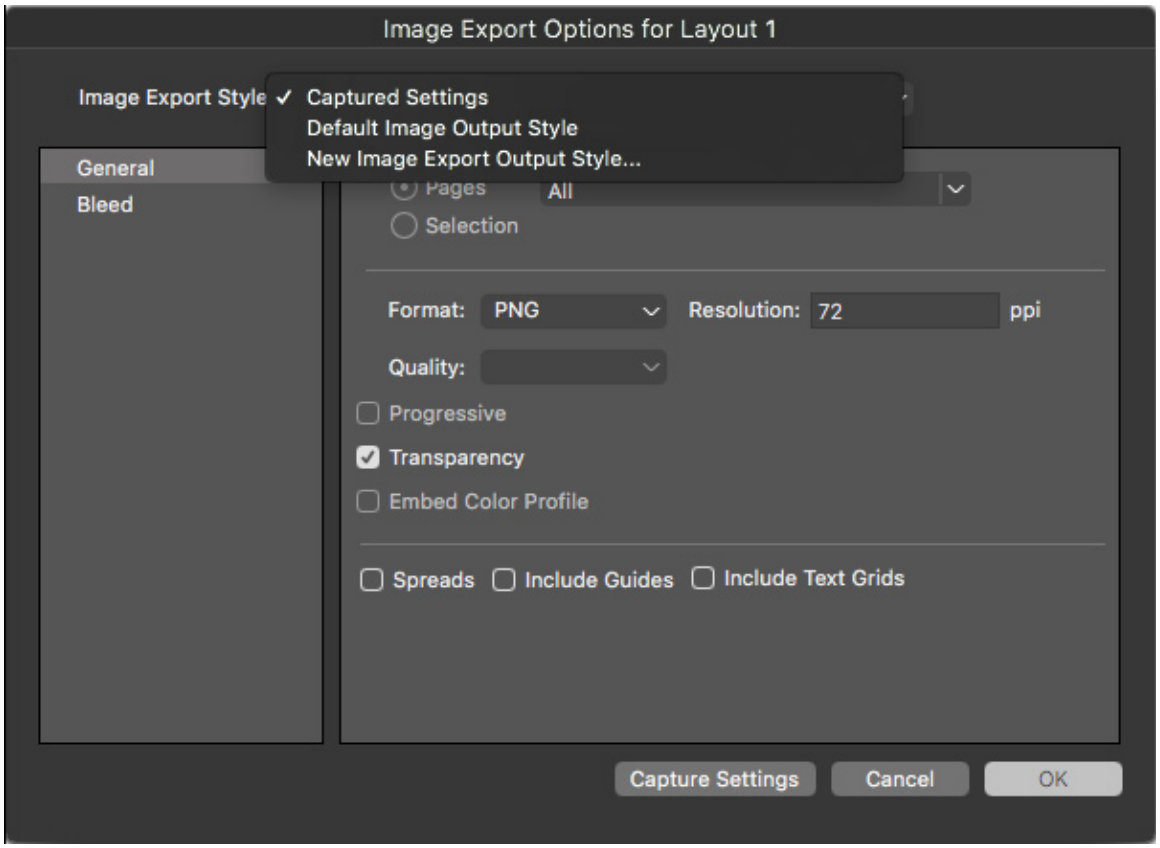
PDF Verification

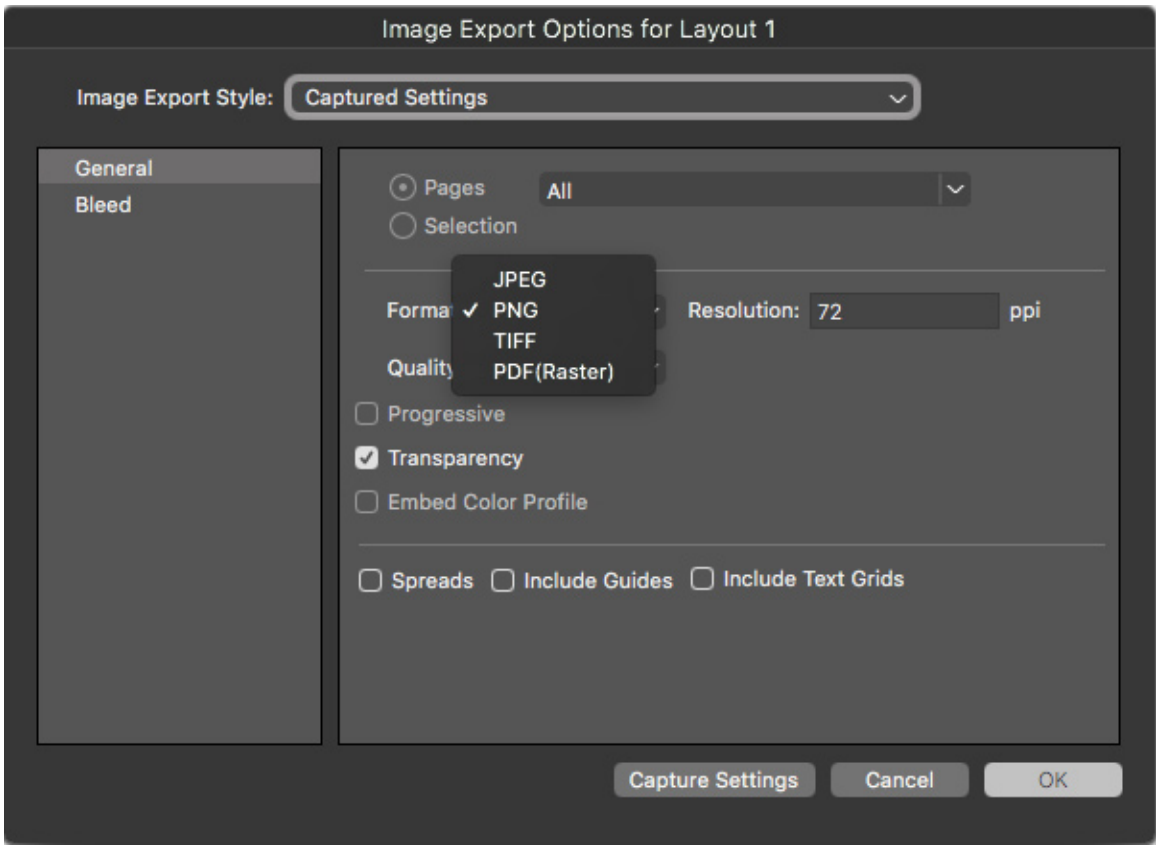
Creating a PostScript file

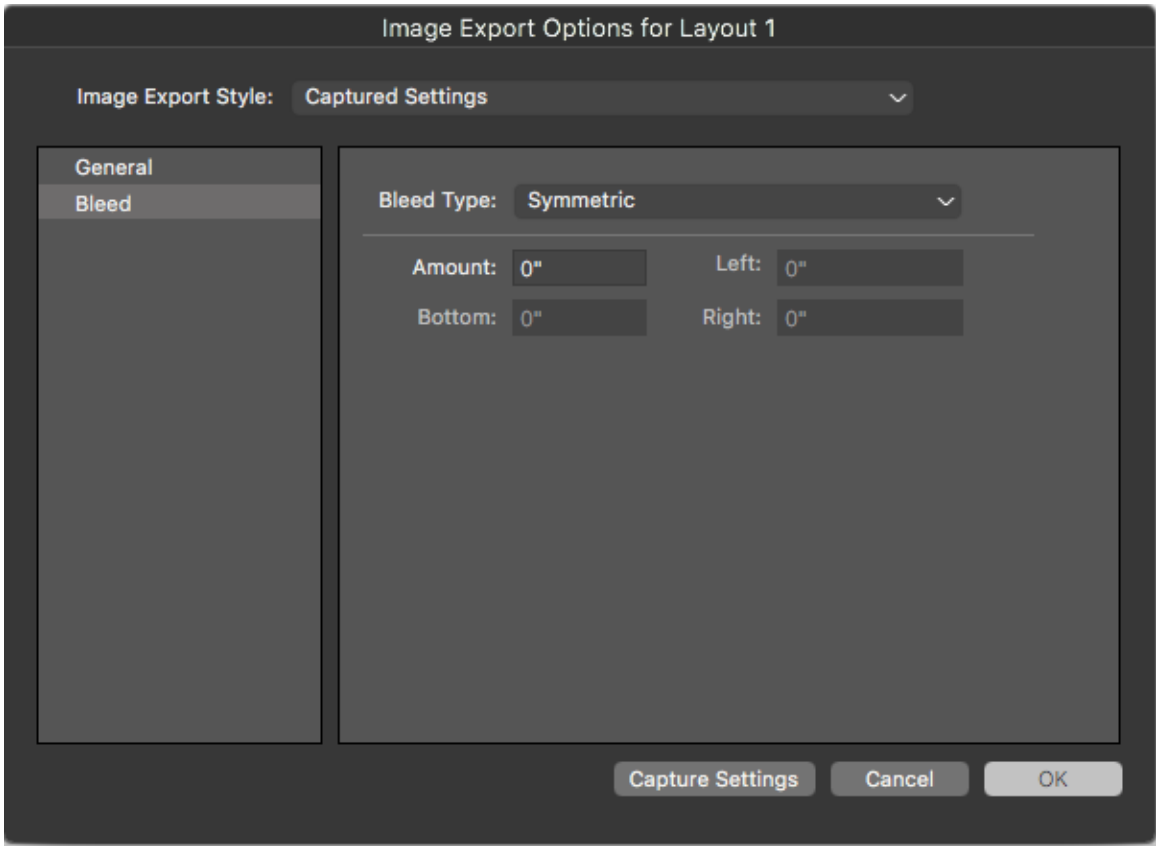
To create a PostScript file from a layout, display the **PDF** pane of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences > Application > PDF**) and check **Create PostScript File for Later Distilling** under **PDF Workflow**. When you choose **File > Export as > PDF**, QuarkXPress generates a PostScript file with the name and location you specify rather than creating a PDF file.

Exporting a layout as an image

When you export a layout page as an image file you can specify a file name and location and set various export image options. To export a layout as an image:


Image Export Options for Layout 1
Image Export Style
Captured Settings
Default Image Output Style
New Image Export Output Style...
General
Bleed
Pages
All
Selection
Format:
PNG
Resolution:
72
ppi
Quality:
Progressive
Transparency
Embed Color Profile
Spreads
Include Guides
Include Text Grids
Capture Settings
Cancel
OK


Image Export Options for Layout 1
Image Export Style:
Captured Settings
General
Bleed
Pages
All
Selection
JPEG
PNG
TIFF
PDF(Raster)
Resolution:
72
ppi
Progressive
Transparency
Embed Color Profile
Spreads
Include Guides
Include Text Grids
Capture Settings
Cancel
OK


Image Export Options for Layout 1
Image Export Style:
Captured Settings
General
Bleed
Bleed Type:
Symmetric
Amount:
0"
Left:
0"
Bottom:
0"
Right:
0"
Capture Settings
Cancel
OK

1. Choose an existing **Image Export Output Style** or can create a new **Image Export Output Style**.
2. Choose **File > Export as > JPEG/PNG/TIFF**. You can define whether you want to export some specific or all the **Pages** or a **Selection**.
3. Modify output settings using the following options:
    - Choose the image format (**JPEG/PNG/TIFF/PDF (Raster)**) from the **Format** drop-down menu.
    - Enter a value in the **Resolution** field.
    - Choose an image quality value for JPEG images from the **Quality** drop-down menu.
    - Select **Progressive** to create a progressive JPEG that is JPEG equivalent of the interlaced GIF Graphics Interchange Format. It's an image created using the JPEG suite of compression algorithms that will “fade in" in successive waves of lines until the entire image has completely arrived.
    - Select **Transparency** to set the image background to be transparent.
    - Select **Spreads** to export spreads.
    - Select **Include Guides** to include the on screen guides in the image.
    - Select **Include Text Grids** to include the text grids in the image.
4. Define the **Bleed** settings for the image.
5. Choose to save the export settings using **Capture Settings**.
6. Click **OK**.
7. Choose to save the image at a desired location. Select **Open Image after Export** to open the image immediately after it has been exported.
8. Click **Save**.

Now, QuarkXPress supports exporting an image at a higher resolution (older versions only allowed export at 72ppi), and exporting to different file formats.

QuarkXPress also allows defining presets for exporting as image; and pushes image export to a new limit: High-quality, color-managed image export for print and digital use, allows marketeers and web designers to create stunning images in JPEG, TIFF and PNG and PDF (Raster) formats that resemble the quality of QuarkXPress layouts.

Using Collect for Output

To use the **Collect for Output** feature:

1. Display the **Fonts** pane of the **Usage** dialog box (**Utilities** menu) to confirm that all fonts are available. Then check the **Pictures** pane of the **Usage** dialog box to confirm that all imported pictures are linked to the document and display a status of **OK**.
2. Choose **File > Collect for Output**. The **Collect for Output** dialog box displays.
3. Display the **Collect for Output** tab. When you use this feature, a report is generated automatically. To generate only this report, check **Report Only** in the **Collect for Output** tab. If you uncheck this box, you can check one or more of the following boxes:
    - The **Layouts as Project** option copies the project file to the specified target folder. In the selection box you can see all layouts of your project. Check or uncheck the ones you want to collect.
    - The **Linked Pictures** option copies imported picture files that must remain linked to the document for high-resolution output. When QuarkXPress collects pictures with the document, the path to each collected picture is updated to reflect the new file locations in the “Pictures” folder within the target folder. If you have more than one layout selected, then all images of all selected layouts will be collected.
    - The **Color Profiles** option copies any International Color Consortium (ICC) profiles associated with the document or imported pictures. If you have more than one layout selected, then all ICC profiles used in all selected layouts will be collected.
    - *Mac OS only:* The **Screen Fonts** option copies any screen fonts required for displaying the document. If you have more than one layout selected, then all screen fonts used in all selected layouts will be collected.
    - *Mac OS only:* The **Printer Fonts** option copies any printer fonts required for printing the document. If you have more than one layout selected, then all printer fonts used in all selected layouts will be collected.
    - *Windows only:* The **Fonts** option copies any fonts required for printing the document. If you have more than one layout selected, then all fonts used in all selected layouts will be collected.
    - The **Interactivity Assets** option copies any images, videos, and audio files related to HTML5 interactivity that have been applied to layout items to the “Interactivity Assets” folder.
    - The **App Assets** option copies any items related to an App (i.e. App icons and certificates that you specified during Export as iOS/Android App) to the “App Assets” folder.

- Font Management in QuarkXPress is one of the most useful features. And collecting all the fonts used in a QuarkXPress document now becomes the ultimate goal to support the existing feature. Earlier, only the fonts which are used in the document are collected when the user does the CFO (Collect for Output with Fonts) for any project file.

QuarkXPress now allows you to collect the fonts used in the boxes on the unused Master pages as well as those applied in unused style sheets because one could miss these fonts if the unused master pages or unused style sheets are later used in the project.

On *Mac OS*, TrueType fonts function as both screen fonts and printer fonts. If your document uses only TrueType fonts, QuarkXPress will collect them either when you check **Screen Fonts** or when you check **Printer Fonts**. If your document uses a combination of TrueType and Type1 fonts, or uses only Type1 fonts, check both **Screen Fonts** and **Printer Fonts** to be sure the Type1 fonts are collected completely.

4 Click **Save**.

When you choose to collect fonts, QuarkXPress will also collect fonts within imported EPS files, if those fonts are active on your computer.

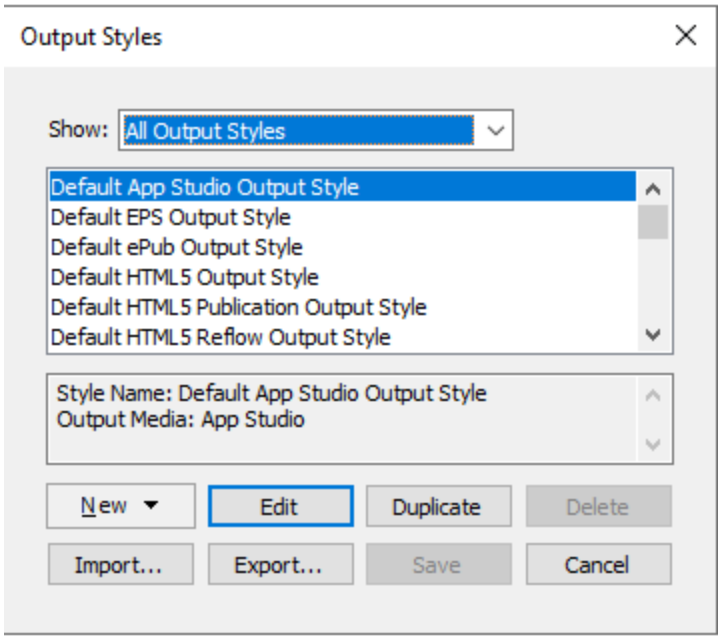
The Collect for Output feature is not designed for use with layouts that have been customized for export in the App Studio issue formats. You can use this feature with such layouts, but it will not collect all of the assets used in App Studio interactivity, and it will not collect every layout in a layout family.

Working with output styles

Output styles let you capture settings for output in print, PDF, ePub, App Studio, HTML5 Publications and EPS formats. You can use output styles during **File > Print**, **File > Export as > PDF**, **File > Export as > EPS**, **File > Export as > JPEG/PNG/TIFF, File > Export as > HTML5, File > Export as > HTML5 Publication, File > Export as > iOS App**, **File > Export as > ePub**, and **App Publishing Studio** Output. QuarkXPress includes default settings for all output options, which can serve as a basis for you to customize according to need. Or, you can create output styles from scratch.

To create an output style:

1 Choose **Edit > Output Styles**. The **Output Styles** dialog box displays.

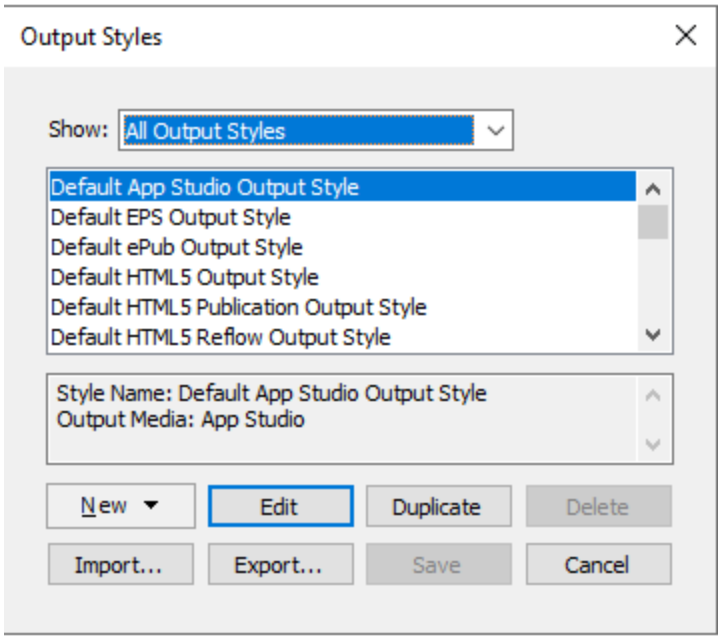


Use the Output Styles dialog box to create, import, export, edit, and remove output styles.

2. Choose an option from the **New** drop-down menu.
3. Enter a name for your style in the **Name** field.
4. Specify settings in the panes. For information about EPS options, see "*Exporting a layout in EPS format*." For information about PDF options, see "*Exporting a layout in PDF format*."
5. Click **OK**.
6. Click **Save**.

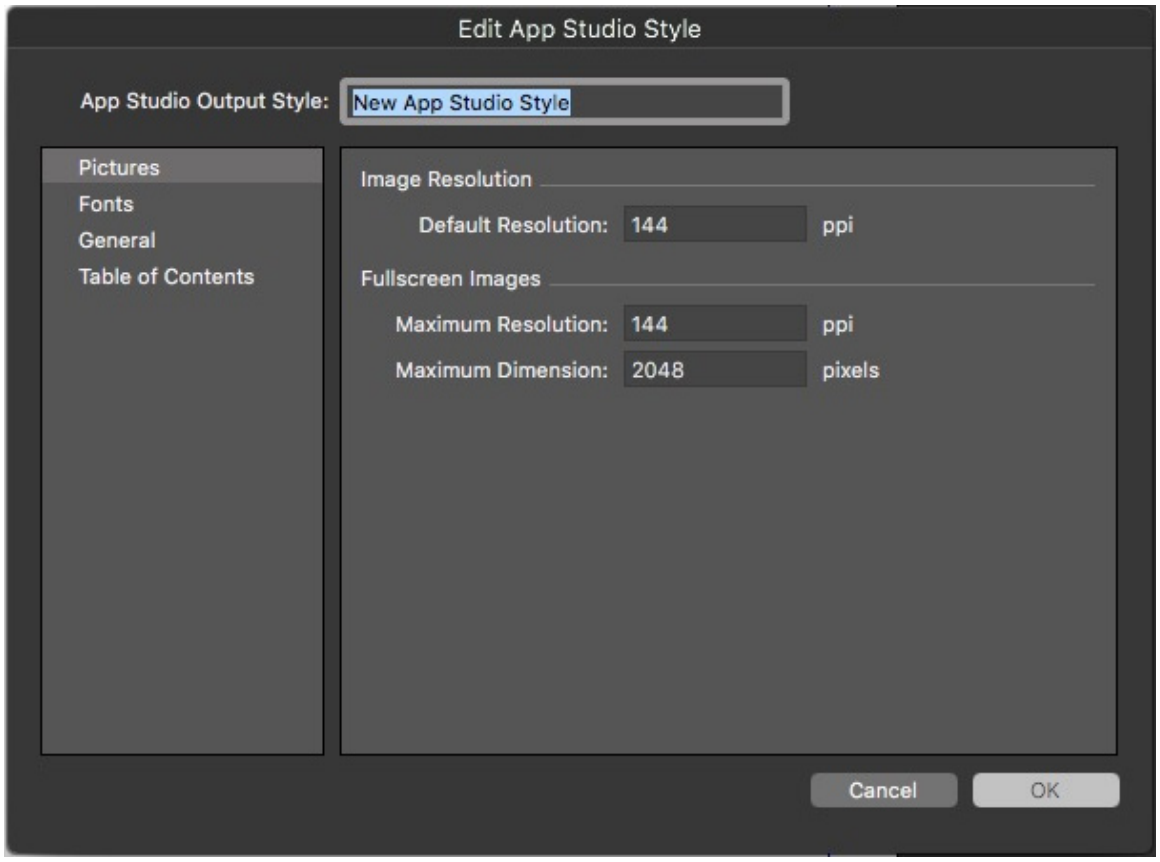
App Studio output styles

To specify the settings for App Studio output styles. These styles are shared by App Publishing Studio, iOS App and Android App export:



Use the Output Styles dialog box to create, import, export, edit, and remove output styles.

1 To edit an App Studio output style, choose the output style and click **Edit**. To add a new output style, select **App Studio** from the **New** drop-down menu. The **Edit App Studio Output Style** dialog displays.



Edit App Studio Output Style dialog

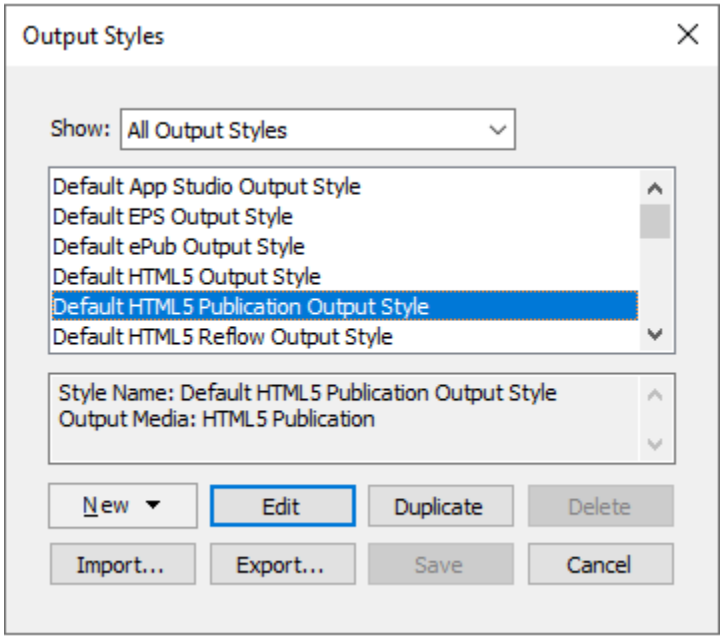
2 Enter a name for your style in the **App Studio Output Style** field.

- The **Pictures** pane lets you set default resolution for images exported for App. Choose resolution multiple (2x/3x) for Retina/HiDPI devices. Choose maximum resolution and/or dimensions for converted/down sampled images (only applies to images used in HTML5 interactivity).
- The **Fonts** pane lets you enable/disable packaging referenced fonts in the App. If disabled, the fonts will NOT be collected and the output may not be WYSIWYG. If enabled, users will get an alert about font licensing .
- The **Pages** pane lets you enable/disable converting QuarkXPress Layout Sections to Page Stacks in the App. Enable/disable "Continuous Page Stacks" to create a single continuous page of all pages in a section .
- The **Table of Contents** pane lets you select a named section from the list, all the pages in that section will be exported as TOC Pages. You may also choose to **Include Pages in Publication**, otherwise these pages will not be added to content pages. Specify a title for the TOC.

3 Click **OK**.

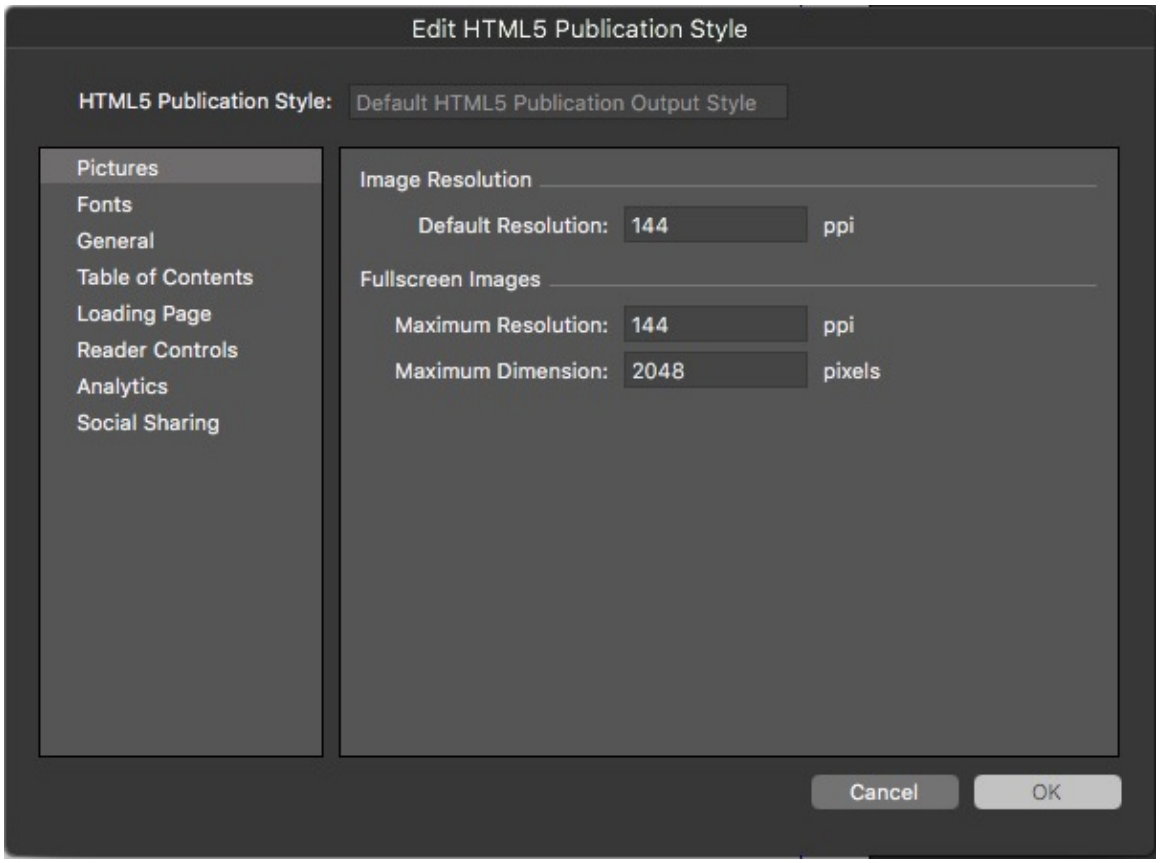
HTML5 Publication output styles

To specify the settings for HTML5 Publication output styles:



The Output Styles dialog.

1 To edit an HTML Publication output style, choose the output style and click **Edit**. To add a new output style, select **HTML5 Publication** from the **New** drop-down menu. The **Edit HTML5 Publication Style** dialog displays.



Edit HTML5 Publication Style dialog

2 Enter a name for your style in the **HTML5 Publication Style** field.

- The **Pictures** pane lets you specify the resolution of pictures in the HTML5 Publication file
- The **Fonts** pane lets you set the option to collect fonts.
- The **General** pane lets lets you set the options for page stacks and to set the orientation lock.
- The **Table of Contents** pane lets you set options for the table of contents in the HTML5 Publication file..
- The **Loading Page** pane lets you specify the appearance and behaviours of the loading page in a web reader.
- The **Reader Controls** pane lets you specify the appearance and behaviours of the layout in a web reader.
- The **Analytics** pane lets you enable/disable Google analyics and define a Google maps API key for geolocation.
- The **Social Sharing** pane lets you define the settings for social medium platforms.

3 Click **OK**.

Working with trapping

Now, overprints and knockout controls are available in the **Colors** palette.

Understanding flattening and production issues

Flattening is the process of simulating transparency by altering page elements to produce the intended design. Flattening occurs only in the output stream — as items are fed to the print engine, or exported to PDF — so your QuarkXPress layouts are never actually modified. In QuarkXPress, flattening works as follows.

First, boxes are decomposed, transparent elements are identified, and relationships between discrete shapes (including text outlines) are deconstructed. Regions that do not have to be rasterized are filled with a new color that is created by merging existing colors. (None and 0% opacity areas do not need to be flattened except when used for gradients and pictures.)

Regions that need to be rasterized result in clipping paths. (Semi-opaque pictures, drop shadows, semi-opaque blends, and semi-opaque items that overlap page elements must be rasterized.)

The settings in the **Transparency** pane of the **Print** dialog box (**File** menu) control the output resolution of page elements that are rasterized due to transparency effects or drop shadows. For more information, see "*Transparency pane*."

In general, when working with transparency relationships, trapping is not necessary.

- If color fonts are applied with transparency, then to increase the flattening resolution use the **Transparent Objects in Imported PDF & AI Files** flattening resolution option.
- When exporting a PDF, you can choose whether to flatten items that are in transparency relationships or to use native PDF transparency. If you export a PDF with native PDF transparency, vector graphics in transparency relationships remain in vector format. This can result in faster output and make color management easier. Most modern workflows benefit from exporting unflattened transparency. The ideal and recommended format is a PDF/X-4.

PDF

The Print and Pre-Press industry has widely adopted the ISO standard PDF to exchange files.

With QuarkXPress you can:

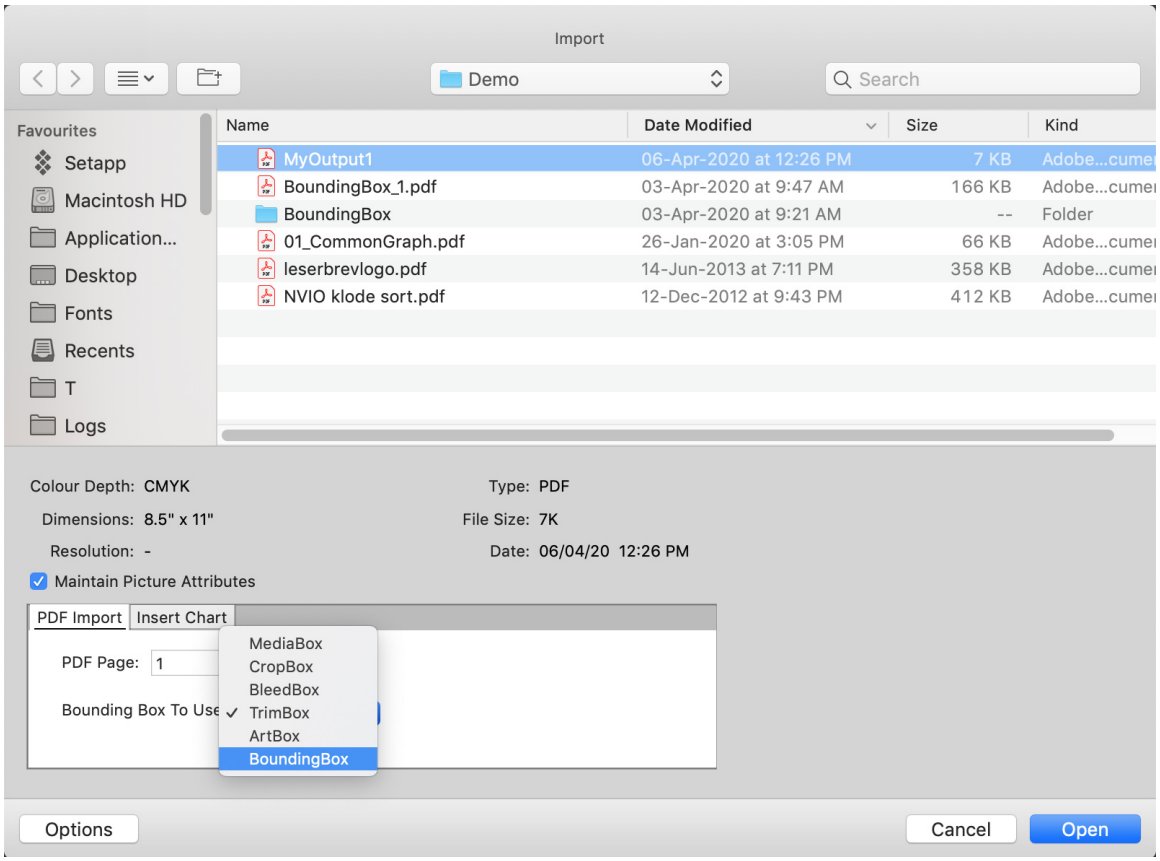
- Save a page or range of pages from a QuarkXPress layout as a Portable Document Format (PDF) file. For more information, see "*Exporting a layout in PDF format*."
- Import a page of a PDF file into a picture box. For more information, see "*Importing a PDF file into a picture box*."

Importing a PDF File into a Picture Box

To import a PDF file into the active picture box:

1 Choose **File > Import**.

The **Import** dialog displays.



2 Choose **PDF (*PDF)** from the **Files of type** drop-down menu. Select the PDF file you wish to import.

3 Check **Preview** to see a preview of the PDF to be imported.

4 In the **PDF Import** section:

In **PDF Page** enter the page number of the PDF file that you want to import.

In **Bounding Box to Use**: Choose one of the following from the drop-down menu:

- **MediaBox**: Uses the size of the page, not including space for bleeds or registration marks.

- **CropBox**: Uses the size of the page plus space for any specified bleeds and space allotted for registration marks. **CropBox** equals the size of the layout space from the PDF Boxer XT software standpoint.
- **BleedBox**: Uses the size of the page plus space for bleeds.
- **TrimBox**: Uses the size of the page after trimming is done. This option does not include registration marks and is unaffected by any bleeds applied to the layout space when the PDF is created.
- **ArtBox:** User will be able to import a pdf with ArtBox bounds specified in the PDF.
- **BoundingBox:** With bounding box option user will be able to import pdf with bounds cropped to objects of the PDF.

5 In the **Insert Chart** section:

Select a chart from the list of available charts in the chosen PDF from the **Chart Name** drop-down menu.

6 Click **Open**.

➡

To preview a different page of a PDF file in the **Import Picture** dialog box, check the **Preview** check box, and then enter the page number in the **PDF Page** field.

➡

To find out which page of a PDF file was imported into a layout, display the **Pictures** pane of the **Usage** dialog box (**Utilities** menu), and then check **More Information**.

Reducing PDF Size

While creating a PDF document for digital platforms, the components and interactive elements added in the document can result in the increased size of a PDF, which can make it difficult to upload and download files to share and view.

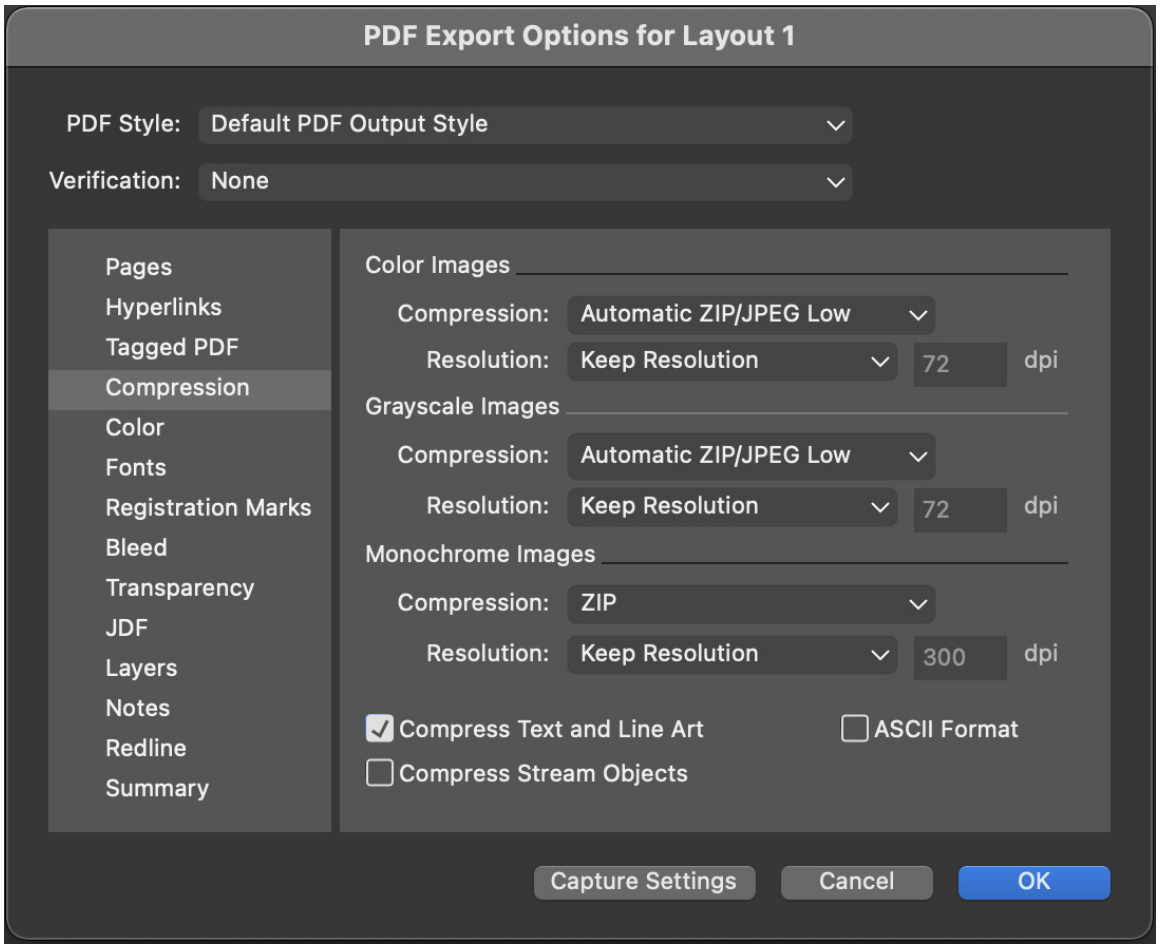
To resolve this issue, QuarkXPress can to reduce the pdf size without compromising the quality of the pdf content. The reduced pdf file will be useful when moving it over the network, and in consuming lesser disk space. To reduce the size of a pdf file, a "**Compress Stream Object**" option is available in the compression tab of pdf output style.

Faster PDF Export

The PDF output performance has improved up to 60% in QuarkXPress 2022 and later versions. The percent improvement is proportional to the image content in the layout (e.g., the more images the layout contains, the greater improvement you will notice).

Default PDF Output Style

The default pdf output styles in QuarkXPress will apply the automatic ZIP/JPEG low compression on color and grayscale images and ZIP compression for monochrome images.



Default PDF Style

New default PDF output styles will be applied by default to new documents created in QuarkXPress 2022 and later. However, for the legacy documents (created prior to QuarkXPress 2022), still, the captured PDF output style settings of the document will continue to be applied; use the new default PDF output style in legacy documents, the user must pick the new default output style when printing the document.

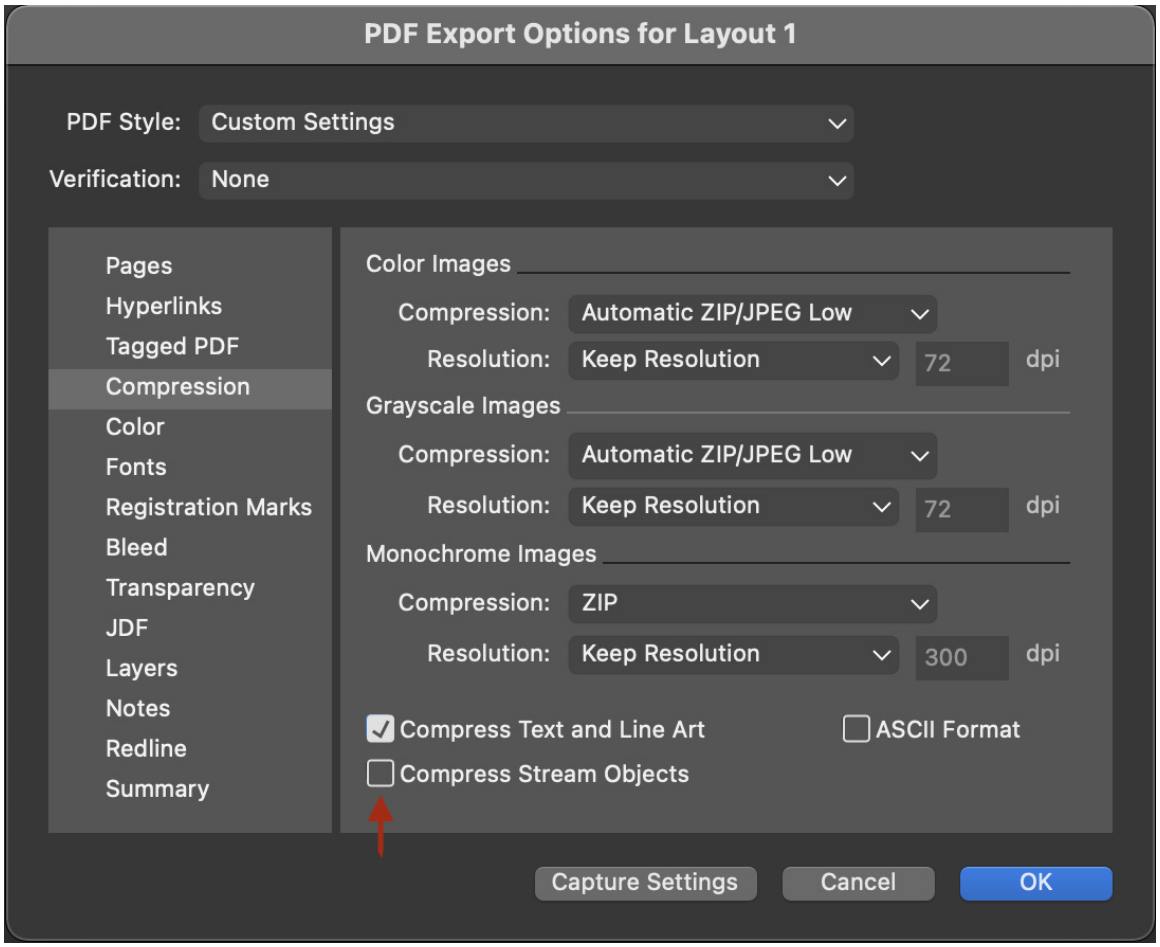
If the user uses legacy preferences (from the previous version of QuarkXPress in the latest version of QuarkXPress, then the old default output styles will be applied for the new documents also.

➡ There have been significant improvements in the PDF output in QuarkXPress on Windows OS. The performance increment is directly proportional to the raster content in the document layout.

Compress Stream Objects

The purpose of this feature is to reduce the PDF size without compromising the quality of its contents.

The "Compress Stream Object" option is provided in the compression tab of PDF output style. By default, it is turned off in all the predefined PDF output styles. When turned on, the uncompressed stream objects in the output PDF will be recompressed with lossless Zip (also called flat compression in PDF specs) compression.



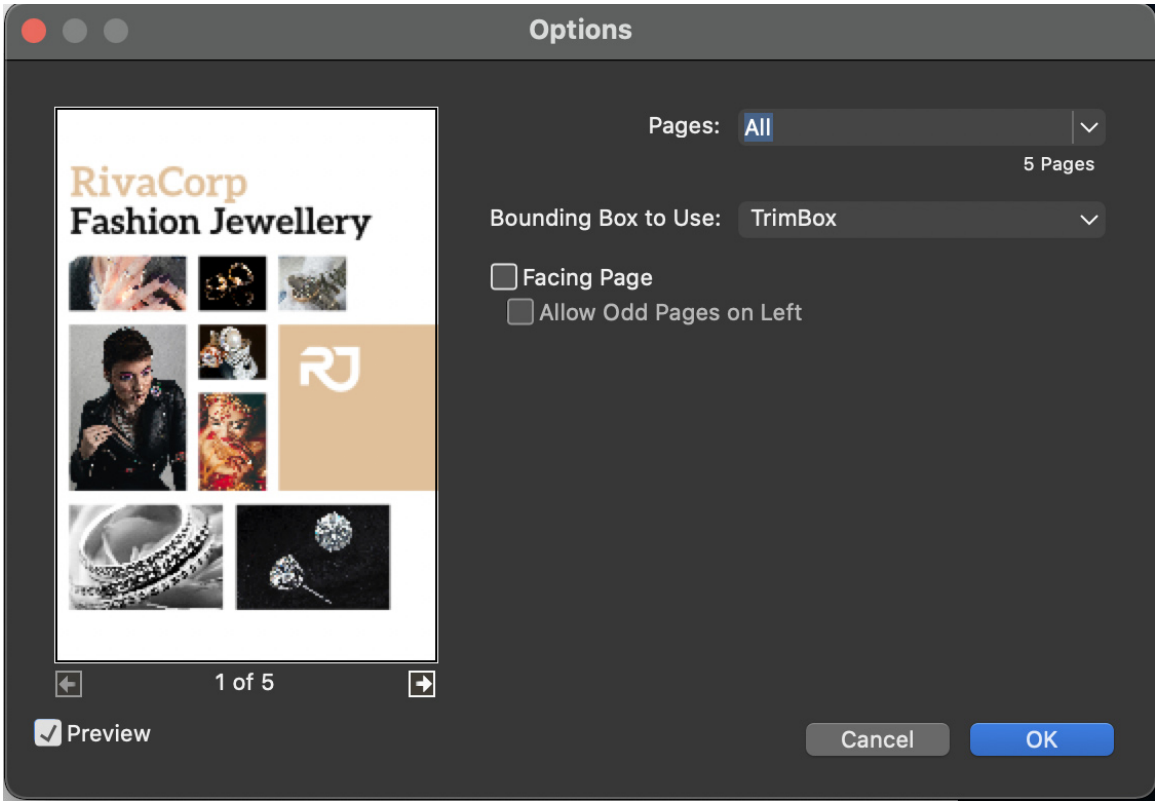
Compress Stream Objects

Note:*Since there is an additional step of compressing stream objects of the PDF file, the overall output time will be increased with this option. The amount of size reduction will depend on the uncompressed stream objects in the PDF created in the first iteration.*

Create QuarkXPress Project from PDF (Open PDF)

QuarkXPress allows the users to directly open PDF/AI files as QuarkXPress Project in the application. On opening such files from the library, there are various options provided to the user, enter page range to be opened, open selected pages/all pages, and, check-uncheck Facing page project. The logged in user can choose a 'bounding box' to create a project while opening a PDF/AI file as a QuarkXPress Project. Once a designer opens the PDF file as an QuarkXPress Project in the application, then the next step is to start editing the project. The user can edit the objects inside a PDF or AI file by converting the same into QuarkXPress Native Objects.

- Go to the file menu and open. Then select PDF/AI file that you want to open on QuarkXPress.



Selected PDF in Open Dialog

Pages: This option allows choosing page ranges/selected pages/all pages that you want to open.

Preview: This shows a preview of the selected pages.

Facing Page: You can check/uncheck this option which changes the view so that two pages are displayed side-by-side.

Once a user opens the PDF file as a QuarkXPress Project, it is like any other QuarkXPress document. You can Insert new pages, Delete pages and add additional content to the pages. To edit PDF/AI objects use “Convert to Native object“ feature.

- To edit the objects inside the PDF or AI, go to style menu or do right-click and choose “Convert to Native” option.



Convert to Native Objects option in Context Menu

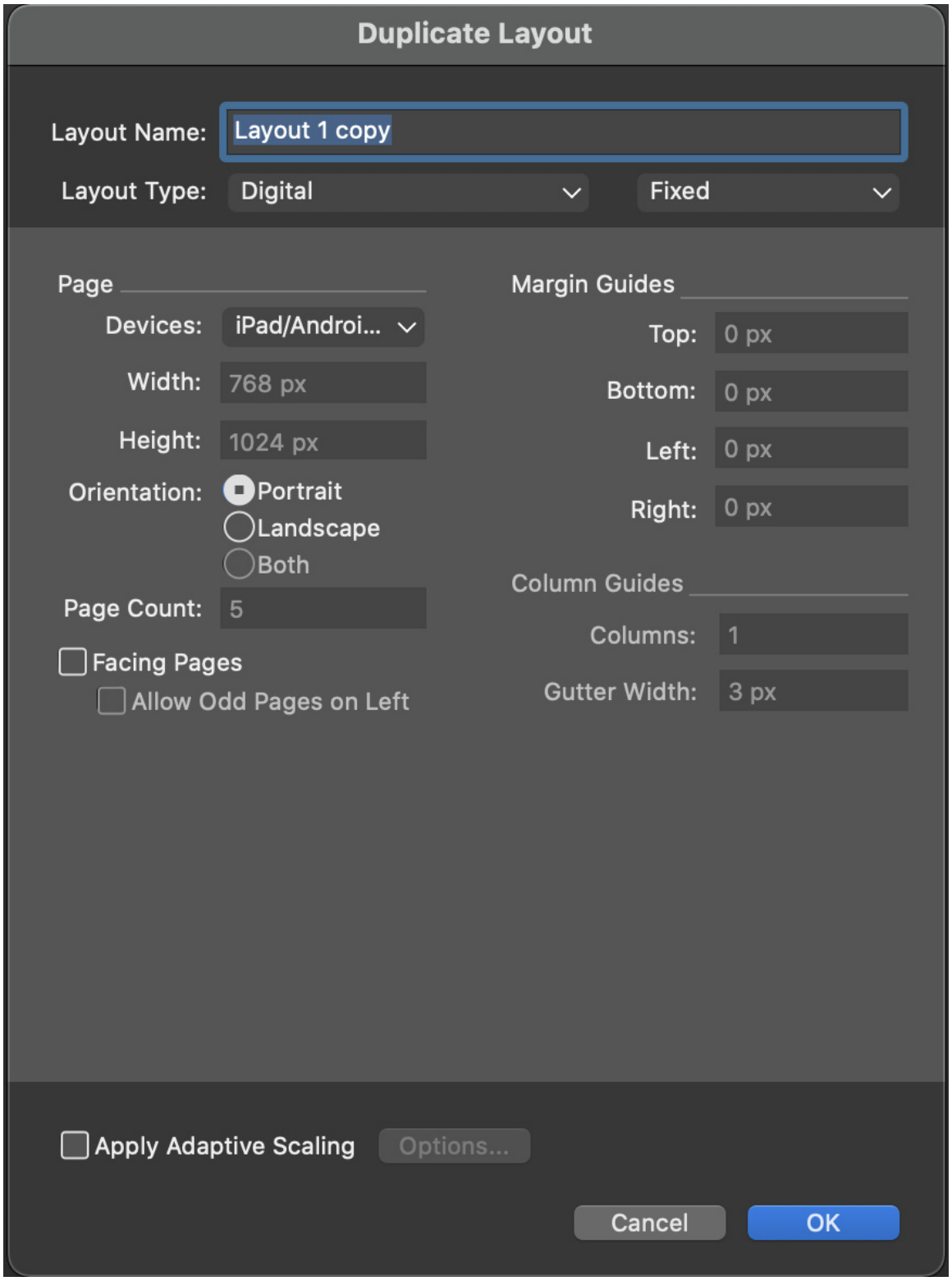
- You can change text color, font, style and much more. See the below edited image:



Converted PDF on Layout

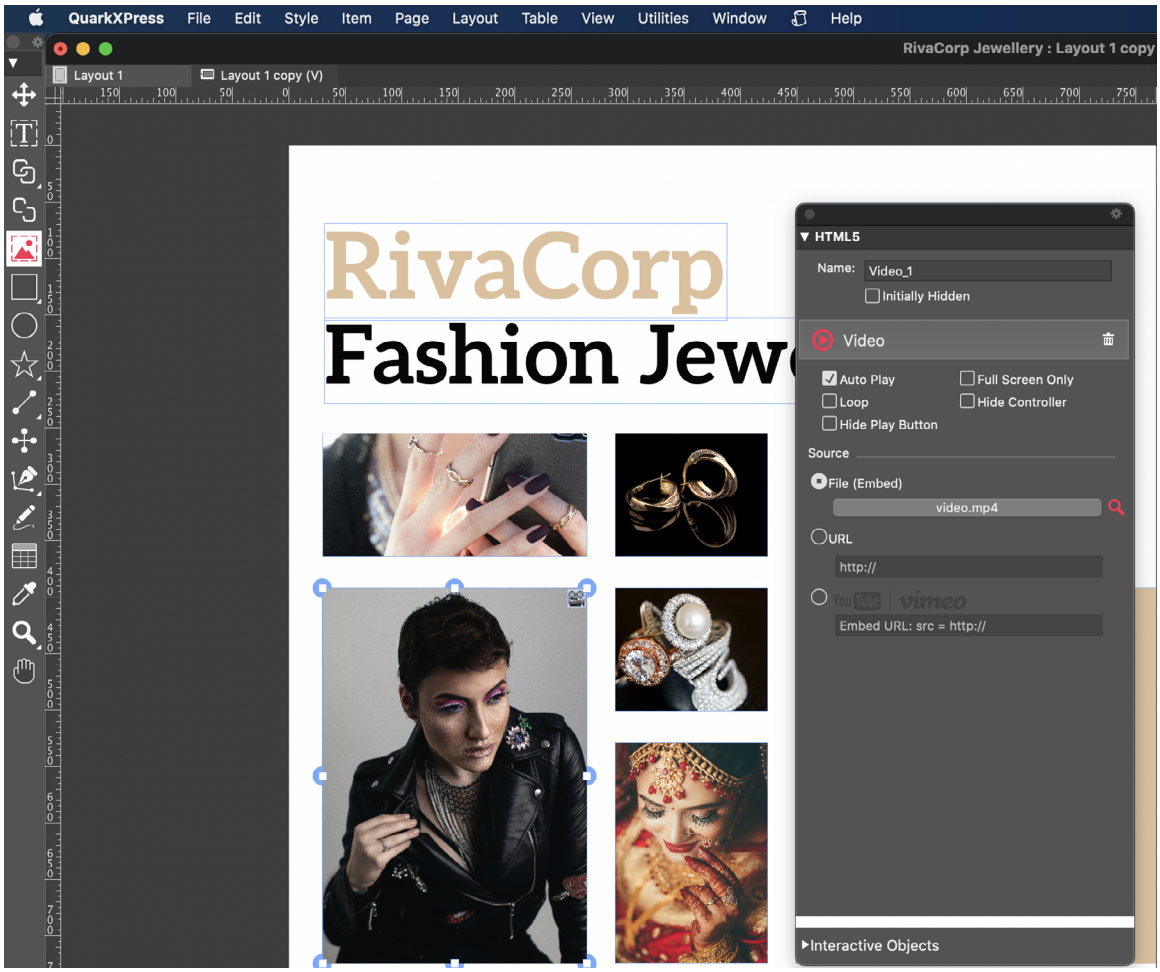
We can also duplicate the project as a Digital project and add interactivities and easily export as HTML, which saves lots of human effort to recreate workflows.

- To do this, go to Layout Menu, click on Duplicate. Change layout type from Print to Digital.



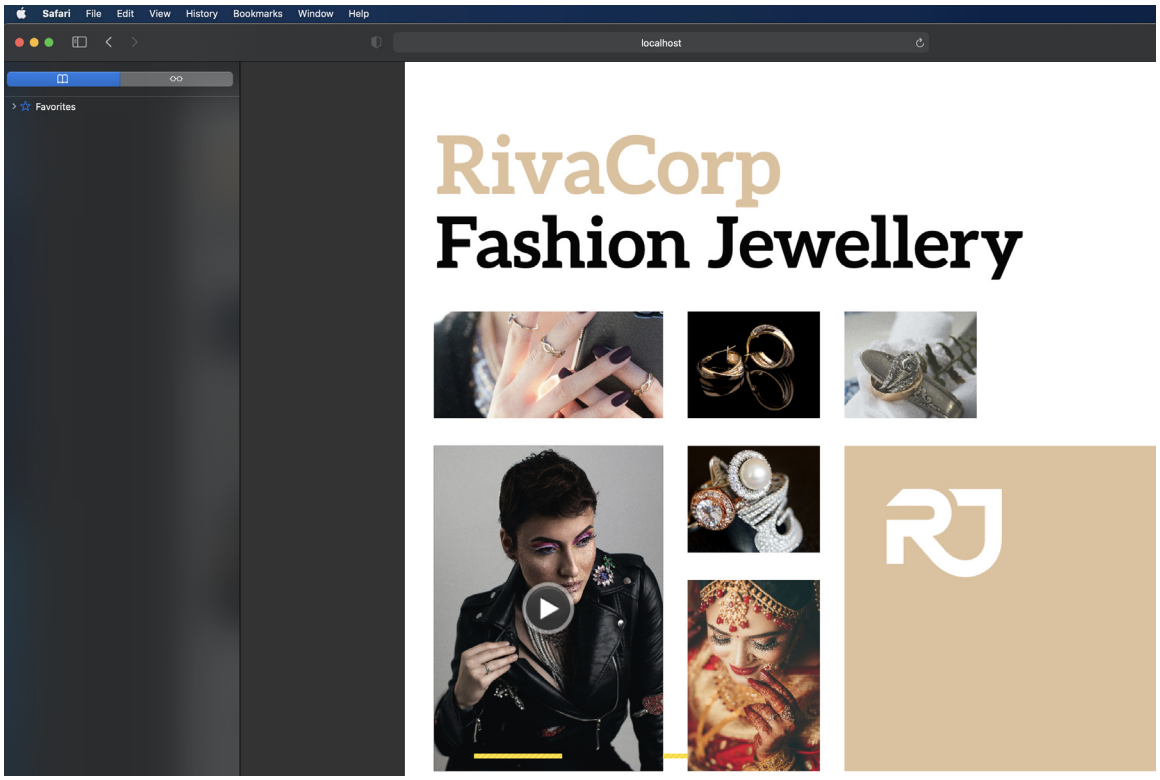
Selecting Digital Layout Type in Duplicate Layout Dialog

Apply some interactivity from HTML5 Palette



Video Interactivity applied for Image

Output Preview:

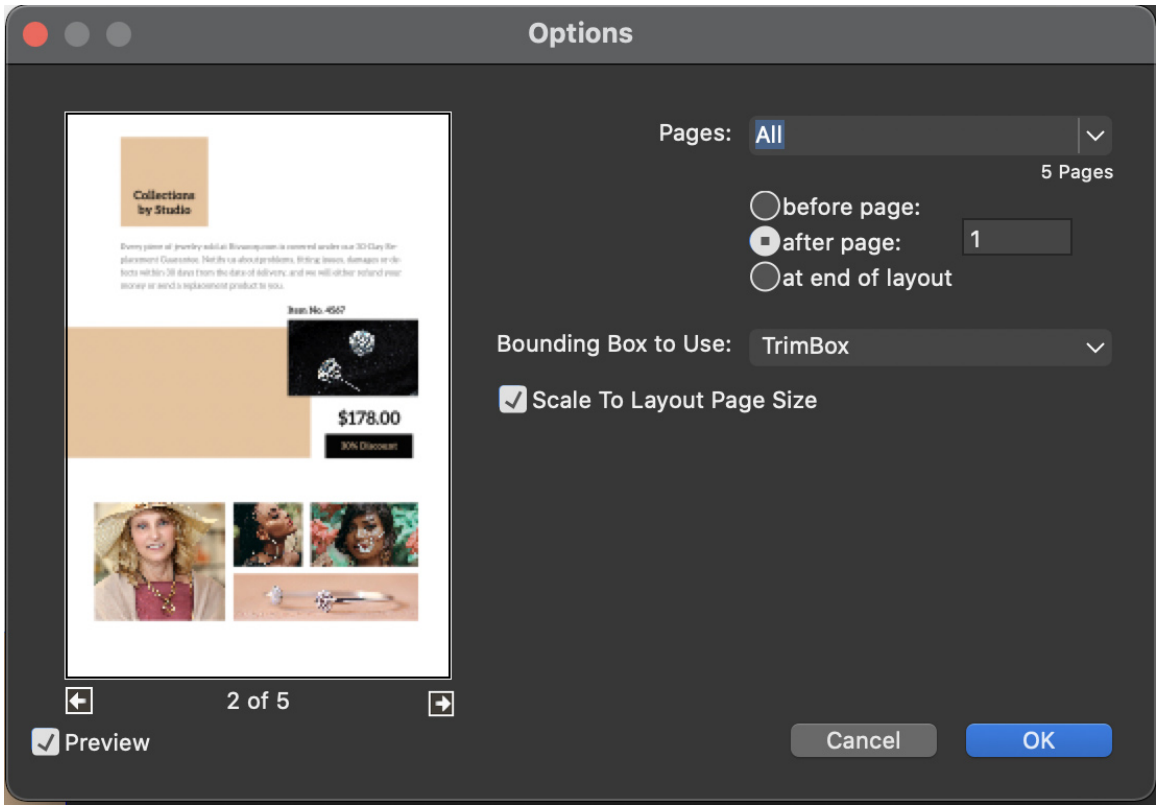


HTML5 Preview in Browser

Insert a PDF/AI file

We can insert any PDF/AI file in between the project if required.

- **Go to Pages Menu >** Click on Insert PDF/AI



Selected PDF in Insert PDF/AI Dialog

We can choose the placement of the new page to be inserted in the project by using “before page”, “after page” or “to end of layout”.

Scale To Layout Page Size: It adjusts the variable size PDFs according to the layout page size.

Collaboration and Single-sourcing

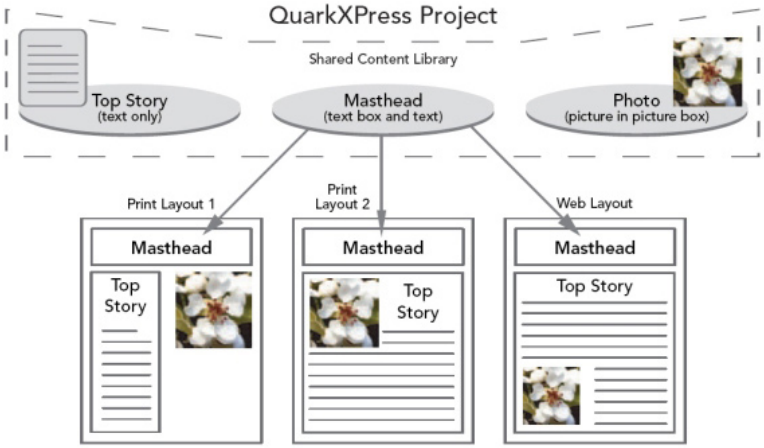
You can use the synchronization feature to easily package the same information for distribution in multiple formats and through multiple channels. In addition to customizing designs according to medium — print and digital — you can also create projects that contain multiple layout sizes. Best of all, you can streamline your work by automatically synchronizing your content between layouts of any type.

Working with shared content

If you've ever worked on a project where the same content needs to be maintained identically in multiple places, you know there is a certain degree of risk involved. What if the print version of a document is updated, but the digital version is not? To address this problem, QuarkXPress includes the *shared content* feature. This feature lets you link content that is used in different places within a project file. If one copy of the content changes, the other copies are immediately and automatically updated to reflect those changes.

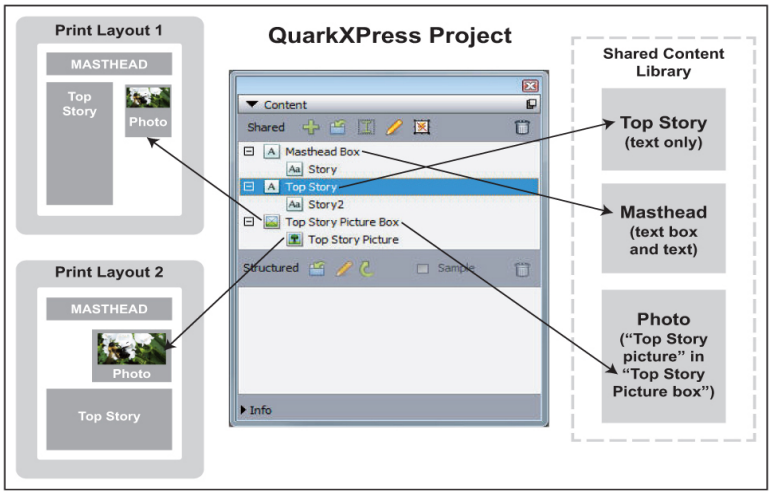
For most synchronized items, QuarkXPress maintains a master version in an invisible part of the project file called the *shared content library*. When you make a change to any synchronized item in a layout, that change is written to the master version in the shared content library, and then QuarkXPress automatically updates all synchronized copies of that item in the project to reflect the change. So if you update item A, item B gets updated automatically via the master item in the shared content library — and if you update item B, item A is updated the same way.

The shared content library can hold pictures, boxes, lines, formatted and unformatted text, chains of text boxes, groups, and Composition Zones. When you add something to the shared content library, you can control which aspects of that content or item should be *synchronized* (kept the same in every instance) and which aspects should *not* be synchronized.



The shared content library contains text, pictures, lines, Composition Zones, and items that can be used in different layouts within a project. When you change any instance of a shared content library item in a layout, all instances in all layouts are automatically updated because they are all linked to the master version in the shared content library.

Items in the shared content library are displayed in the **Content** palette. From this palette, you can duplicate and synchronize that content across different layouts, as illustrated below.



The Content palette provides access to items in the shared content library. Here, "Print Layout 1" uses "Top Story Picture Box" and the picture within it, but "Print Layout 2" uses only the picture itself (in a larger picture box). If the picture changes in either layout, both layouts are updated automatically.

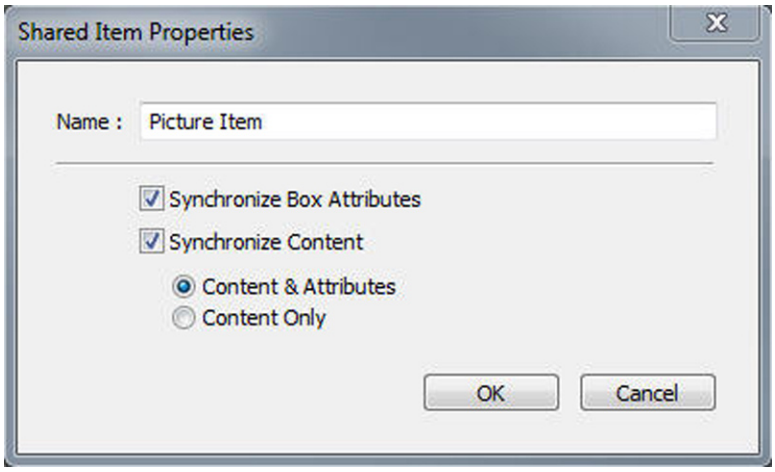
➡ For information about including different types of layouts in a single project, see "*Projects and layouts*."

Sharing and synchronizing content

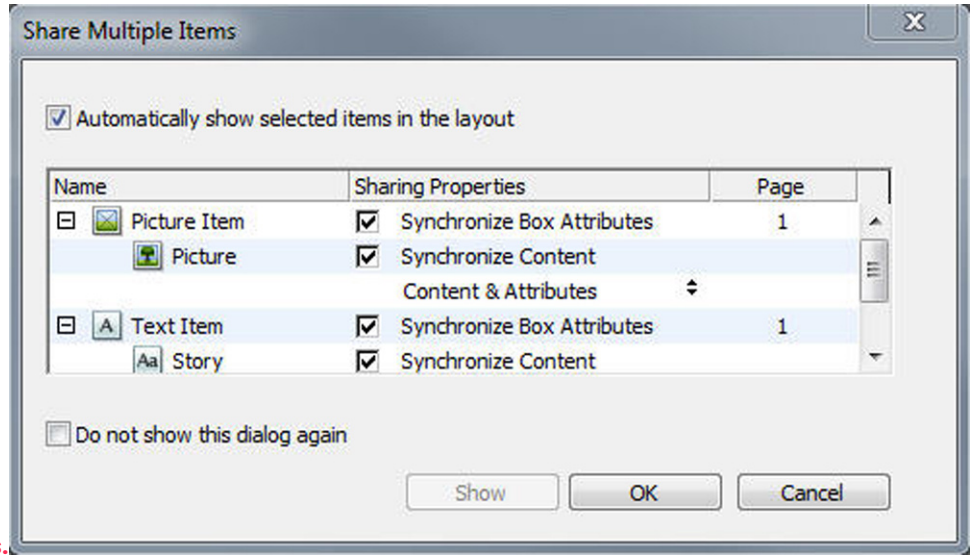
To share and synchronize boxes, lines, groups, and content:

1. Display the **Content** palette (**Window** menu).
2. Select the items you want to synchronize.

3 Click **Add Item** in the **Content** palette. If one item is selected, the **Shared Item Properties** dialog box displays. If multiple objects are selected, the **Share Multiple Items** dialog box displays.



Use the Shared Item Properties dialog box to share and synchronize individual items.

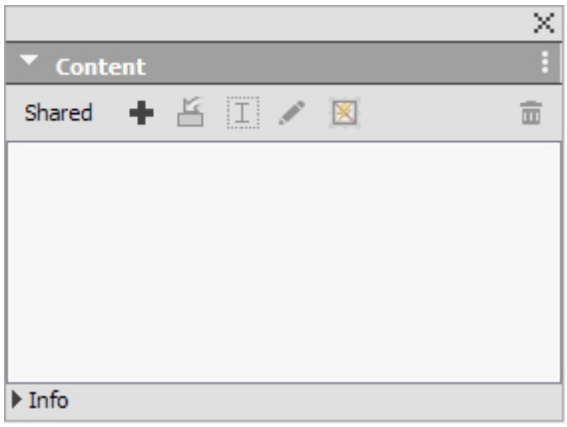


- If **Automatically show selected items in the layout** is checked, you can navigate to an item by clicking its name in the list.
- Only the attributes of shared lines can be synchronized.

4 To share the characteristics of a selected item, check **Synchronize Box Attributes** for that item.

5 To share the text or picture in a selected item, check **Synchronize Content** for that box. To share both the text or picture and its formatting, click or choose **Content and Attributes**. To share only the text or picture, click or choose **Content Only**. See "*Understanding synchronization options*" for box and content options.

6 Click **OK** to add the selected items to the **Content** palette.



The Content palette provides access to the items and content in the shared content library.When you share the content in a text box, the complete text will be shared, it is not possible to share a fraction of text. If you need to share only part of the text, then you should be using a content variable. Content Variables allow you to achieve that using a custom variable.

Understanding synchronization options

When you add items and content to the **Content** palette, you can choose various synchronization options in the **Shared Item Properties** dialog box.

- To synchronize the content of the selected text box, text path, or picture box without synchronizing the box or path itself, uncheck **Synchronize Box Attributes** and check **Synchronize Content**. Text synchronized in this way must be dragged into a text box or path, and pictures synchronized in this way must be dragged into a picture box.
- You can synchronize the text or picture and its content attributes (such as, formatting for text and scaling, rotation, and effects for pictures) by clicking or choosing **Content and Attributes**.
- You can synchronize the text or picture while allowing unique content attribute edits by clicking or choosing **Content Only**. If you do this, the text or picture can be formatted differently in different parts of the project. But if you edit the text or update the picture in one place, that change is made everywhere.
- To synchronize a text box, text path, or picture box and its attributes *without* synchronizing its contents, check **Synchronize Box Attributes** and uncheck **Synchronize Content**. For example, assume you do this with a text or picture box, and then drag out two copies of the box. If you then resize and add a frame to one of the boxes, the other box is automatically resized and acquires the same frame. You may, however, import different content into each box.

To synchronize item attributes, content, and content attributes, check **Synchronize Box Attributes** and **Synchronize Content**, and click or choose **Content and Attributes**. If you synchronize two boxes this way, any change made

to one is automatically made to the other, including changes to box size, contents, and formatting.

Placing a synchronized item

To place a synchronized item or group:

1. Select the target entry in the **Content** palette.
2. Drag the **Content** palette entry onto the page.

Placing synchronized content

To place synchronized content:

1. Select a text box, text path, or picture box.
2. Select the text or picture content entry in the **Content** palette and click **Insert**. Note how the item's resizing handles change to synchronization symbols. You can also drag the text or picture entry from the **Content** palette to an active text box, text path, or picture box.

You can also drag the text or picture entry from the **Content** palette to an active text box, text path, or picture box.

Importing content into the shared content library

In addition to importing text or pictures into text or picture boxes, you can import content directly into the **Content** palette using the **Content** palette's **Import** button . However, this button is available only when you select a text content icon Aa or picture content icon in the **Content** palette.

➡ Text imported this way becomes embedded in the project file; no link to the source text file is maintained. Pictures imported this way, however, can be viewed and updated in the **Pictures** pane of the **Usage** dialog box.

Working with Composition Zones

The following topics show how Composition Zones can streamline existing workflows by allowing team members to work on the same QuarkXPress project at the same time.

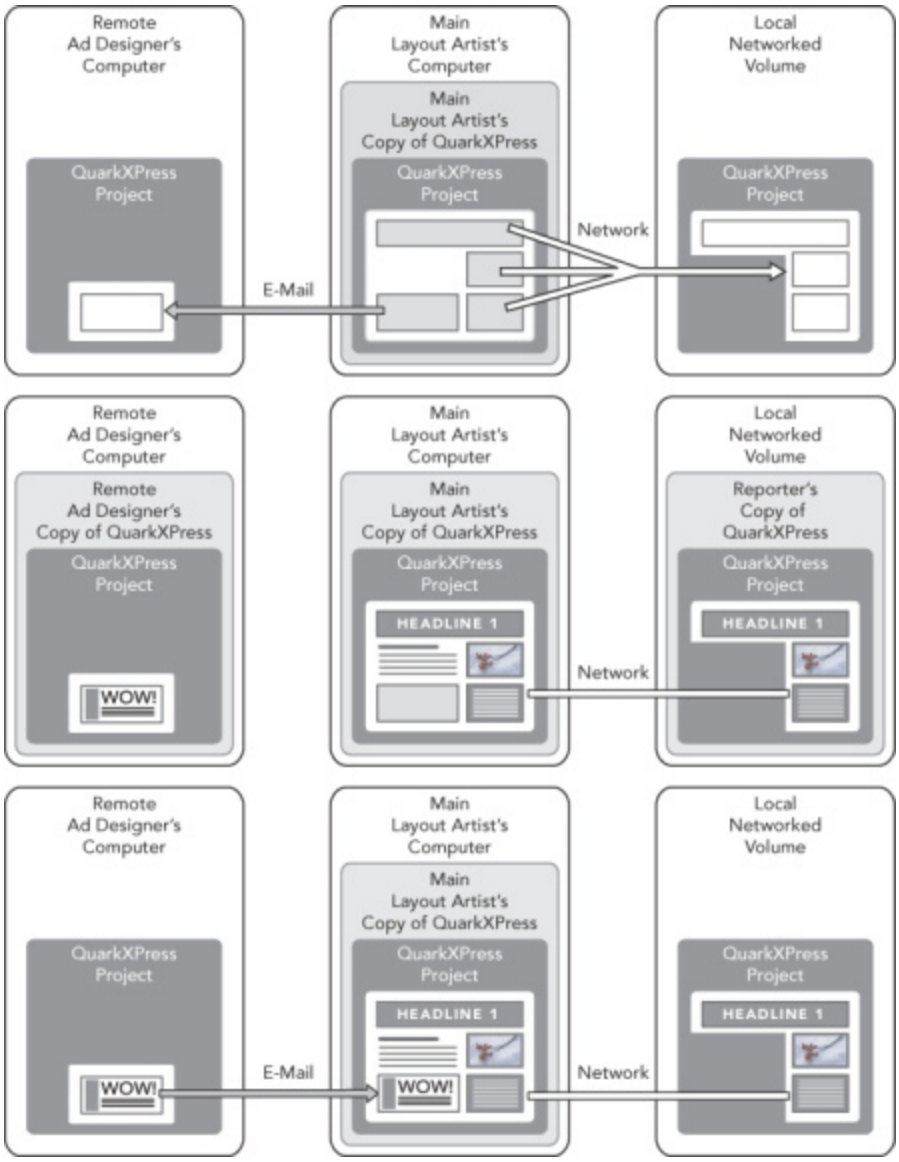
Understanding Composition Zones

A *Composition Zones item* is a layout or user-defined area within a layout that can be shared with other QuarkXPress users.

Imagine a layout artist in charge of the QuarkXPress project files for a magazine. The layout artist can use Composition Zones to share content with writers, editors, graphic artists, and remote contributors who also use QuarkXPress.

Using QuarkXPress, the layout artist can “draw out” the area of the project for an ad using the **Composition Zones** tool and then export that Composition Zones item as a separate file. The resulting file includes the correct specs, and this approach saves steps when the remote ad creator receives the file. The ad creator works in QuarkXPress to add the content and then returns the file — along with necessary graphics and fonts — to the layout artist. The layout artist then places the updated file in the proper folder, and the layout is updated automatically to show the ad. And because the Composition Zones item works just like a QuarkXPress layout, the layout artist can open the file to make changes.

Meanwhile, the layout artist can designate another Composition Zones item for an article on the same page as the ad. The layout artist draws three boxes: One for the headline, one for the body of the article, and one for a picture. Using the Shift key to select all three boxes, the layout artist creates a new Composition Zones file from those three boxes, exports that file, and then notifies the writer that the file is available in the staff's shared network folder. As the writer works with the file and saves each updated version, the updates display in the layout artist's project. And like the advertisement, the article can be edited later in the project.



Top: The main layout artist exports parts of a project as Composition Zones, and then sends one file through e-mail to a remote ad designer and puts another file on a local networked server. Middle: The main layout artist, the reporter, and the ad designer all work on their parts of the page simultaneously. Bottom: The ad designer sends the completed ad to the main layout artist in an e-mail message, the page updates automatically, and the layout is done.

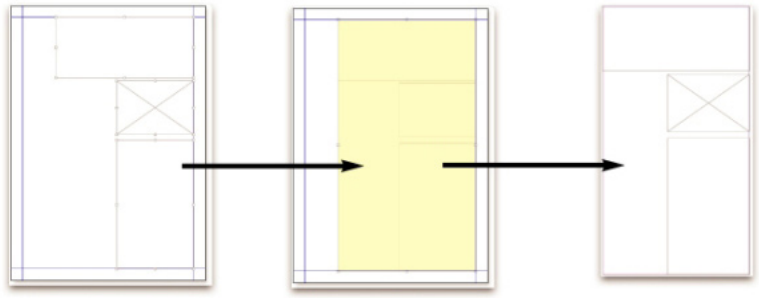
The scenario above shows the primary uses for Composition Zones, but the feature can accommodate other collaborative workflow issues as well. For example, Composition Zones can be restricted to the project where they are defined, which you might want to do for a number of reasons. Perhaps the layout artist wants to use an ad in more than one place in the project, and the ad might include multiple text and picture boxes. You cannot use the **Content** palette to synchronize a group of items, but if the layout artist creates a Composition Zones item based on a selection of multiple items, that Composition Zones item becomes synchronized and available for use throughout the project. Maybe the layout artist designates one layout for the printed magazine and another layout in the same project for a digital page that

includes the ad. The layout artist can restrict the use of this Composition Zones item to this single project, but the ad can match exactly in print and digital output.

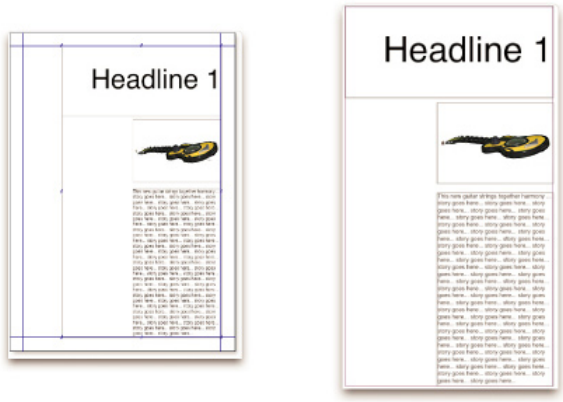
Composition Zones terminology

Composition Zones are unique because they have the characteristics of *items* when you place them in a layout, but they behave like *layouts* when you edit their contents.

- *Composition Zones item:* An item that shows the contents of a layout that exists elsewhere. You can think of a Composition Zones item as a "window" through which you can see the contents of a different layout. The layout shown in a Composition Zones item is called its *composition layout* (see next definition). Each Composition Zones item gets its content from one (and only one) composition layout.
- *Composition layout:* A special kind of layout that is used only to provide contents for a Composition Zones item. You can think of a composition layout as the layout that is visible through the "window" of a Composition Zones item. Multiple synchronized Composition Zones items can display the contents of a single composition layout. However, a composition layout can be edited by only one person at a time.



When you create a Composition Zones item, QuarkXPress automatically creates a composition layout to provide content for that Composition Zones item.



When you add content to a composition layout, it automatically updates any corresponding Composition Zones items. The updates display in the Composition Zones items according to the preferences that are set for the layouts that contain the Composition Zones items (immediately, at print time, or when opening the project).

- *Original Composition Zones item:* The initial layout or user-defined area from which a Composition Zones item was created.
- *Placed Composition Zones item:* A Composition Zones item that you have positioned in a layout using the **Content** palette.
- *Original host layout:* The layout where a Composition Zones item was created.
- *Host layout:* Any layout into which a Composition Zones item has been placed.

Creating a Composition Zones item

You can use three methods to create a Composition Zones item (and its corresponding composition layout):

- You can select multiple objects and then choose **Item > Composition Zones > Create**.
- You can designate an entire layout as a Composition Zones item.
- You can select the **Composition Zones** tool and manually outline the space for your Composition Zones item.

The following topics show all three methods for creating a Composition Zones item, in this case for exclusive use within one project (that is, a *single-project composition layout*).

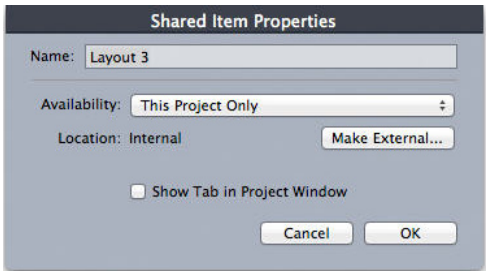
Creating a Composition Zones item from a selection of multiple items

To create a Composition Zones item based on a selection of multiple items:

1. Select the **Item** tool or a **Content** tool, press the Shift key, and select more than one item.

2 Choose **Item > Composition Zones > Create**. A box that equals the size of the bounds of the group replaces the group.

3 To finish creating the Composition Zones item, choose **Item > Share**, or display the **Content** palette (**Window** menu) and click **Add Item**. Either way, the **Shared Item Properties** dialog box displays.



Use the **Shared Item Properties** dialog box to name your composition layout and designate availability.

4 Enter a name for the composition layout in the **Name** field.

5 Choose **This Project Only** from the **Availability** drop-down menu.

6 Check **Show Tab in Project Window** to provide access to the composition layout from the layout tab at the bottom of the project window.

7 Click **OK** to save the composition layout.

➡ If the position of one or more selected items is locked (**Item > Lock > Position**), then you cannot create a Composition Zones item.

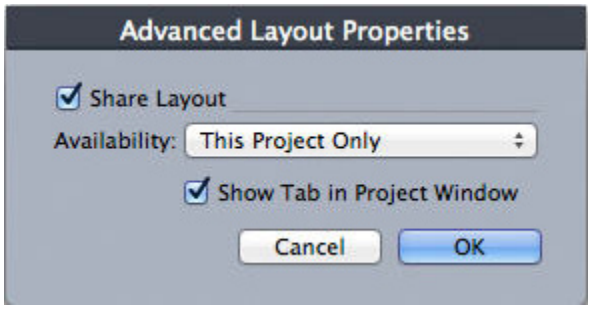
Creating a Composition Zones item from a layout

To create a Composition Zones item based on an entire layout:

1 Display the layout you'd like to designate as a Composition Zones item (for example, "Layout 1").

2 Choose **Layout > Advanced Layout Properties**.

3 Check **Share Layout**.



Use the Advanced Layout Properties dialog box to specify sharing for a composition layout that is based on an entire layout.

4 Choose **This Project Only** from the **Availability** drop-down menu.

5 Check **Show Tab in Project Window** to display the composition layout for easy access from the layout tab at the bottom of the project window. If you uncheck **Show Tab in Project Window**, you can access the composition layout by selecting the Composition Zones item and choosing **Item > Composition Zones > Edit**.

6 Click **OK**. The composition layout displays in the **Content** palette.

➡ A composition layout may contain multiple pages. You can use the **Page** menu or the **Page Layout** palette to add, delete, move pages or duplicate pages

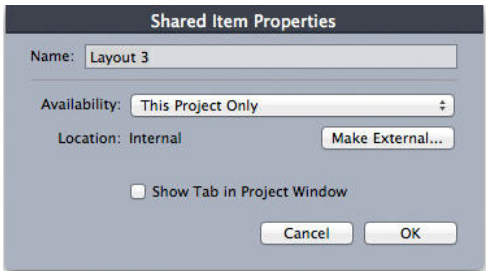
Creating a Composition Zones item with the Composition Zones tool

To manually define a Composition Zones item:

1 Select the **Composition Zones** tool in the **Tools** palette.

2 Drag to draw the Composition Zones item.

3 To finish creating the Composition Zones item, choose **Item > Share**, or display the **Content** palette (**Window** menu) and click **Add Item**. Either way, the **Shared Item Properties** dialog box displays.



Use the Shared Item Properties dialog box to name your composition layout, designate availability, and specify whether a tab displays at the bottom of the project window.

4 Enter a name for the composition layout in the **Name** field.

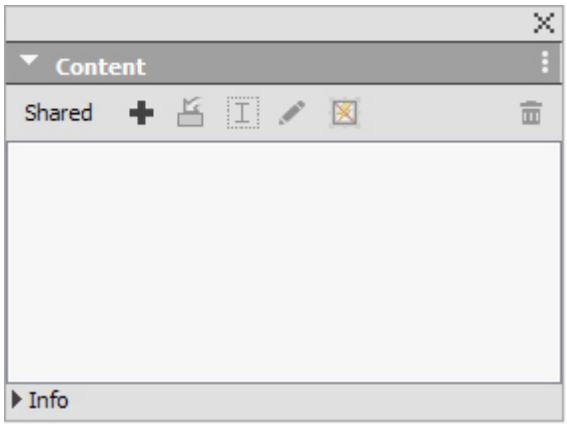
5 Choose **This Project Only** from the **Availability** drop-down menu.

6 Click **OK**. The composition layout displays in the **Content** palette.

Placing a Composition Zones item

After you add a composition layout to the **Content** palette, you can place a Composition Zones item based on that composition layout onto a page. To place a Composition Zones item:

1 Display the **Content** palette (**Window** menu).



The Content palette lists composition layouts as well as other shared content.

2 Select the composition layout you want to place.

3 Drag the composition layout from the **Content** palette to the layout.

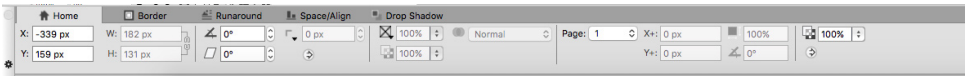
Managing multiple pages in a placed Composition Zones item

A composition layout may contain multiple pages. However, a Composition Zones item based on that composition layout can show only one page at a time. To indicate which page to show in a Composition Zones item:

1 Select the Composition Zones item.

2 Click on the **Home** Tab of the **Measurements** palette.

3 Page drop-down list is displayed. You can choose any page number by selecting in drop-down list.



Use the Page drop-down menu in the Home tab of the Measurements palette to display a specific page of a composition layout in your placed Composition Zones item.

Editing the attributes of a Composition Zones item

To edit the attributes of a Composition Zones item:

1 Select a Composition Zones item.

2 Click on the **Home** tab of the **Measurement**s palette.

3 Specify positioning, size, alignment, color, opacity, and printing ability.

4 Use the **Border**, **Runaround**, and **Drop Shadow** tabs to make other structural adjustments.

5 Use the **Layout** tab to navigate between pages, suppress or enable printing, and adjust layout opacity.

Converting a Composition Zones item to a picture

To create an external picture file from a Composition Zones item, choose **Item > Composition Zones > Convert to Picture**. This creates a picture appropriate for the layout type within which the Compositions Zones was created.

Before you convert a Composition Zones item to a picture, the Composition Zones item displays in the **Composition Zones** pane of the **Usage** dialog box (**Utilities** menu). But when you choose **Item > Composition Zones > Convert to Picture**, an alert indicates that the Composition Zones item will become unsynchronized. The resulting picture displays in the **Picture** pane of the **Usage** dialog box. However, the composition layout remains in the **Content** palette.

Unsynchronizing a Composition Zones item

When you unsynchronize a Composition Zones item, its composition layout remains available in your project. To unsynchronize a Composition Zones item:

1 Select the Composition Zones item in the layout window.

2 Choose **Item > Unsynchronize**. The composition layout remains in the **Content** palette for future use. But subsequent changes to the unsynchronized Composition Zones items in the layout window will not be synchronized.

Editing a composition layout: Content

When you edit a composition layout, you can change content and adjust layout-level attributes.

To edit the contents of a composition layout:

1 Click the layout name in the layout tab at the bottom of the project window (available if **Show Tab in Project Window** is checked). If the composition layout name does not display in the layout tab, select the **Item** tool and double-click the Compositions Zones item.

2 When the composition layout displays, all the composition layout contents are available for editing. You can use menu and palette commands to alter text, graphics, and items, and you can use tools to add content.

3 Closing the window updates the content in the Composition Zones item.

Editing the contents of a composition layout

Your method for accessing a composition layout for editing is determined by your **Show Tab in Project Window** setting in the **Advanced Layout Properties** dialog box. When you check **Show Tab in Project Window**, you can access the composition layout from the layout tab at the top of the project window. Simply click the tab to activate the composition layout for editing content and layout attributes.

If you don't check **Show Tab in Project Window**, you have to select the Item tool and double click the original Composition Zones item. The composition layout displays.

For a composition layout created from an entire layout, check **Show Tab in Project Window** in the **Advanced Layout Properties** dialog box so you can access the layout easily. Otherwise, you have to select the composition layout in the **Content** palette, click **Edit**, and then check **Show Tab in Project Window**.

Unsynchronizing a composition layout

When you unsynchronize a composition layout, QuarkXPress breaks the link between that composition layout and all existing Composition Zones items based on that composition layout. To unsynchronize all instances of a Composition Zones items in a project, select the composition layout in the **Content** palette, and click the **Unsynchronize All** button. However, if you subsequently change the composition layout and place a new Composition Zones item based on it, the new Composition Zones item will reflect the change.

Deleting a composition layout

To delete a composition layout:

1. Display the **Content** palette.
2. Select the composition layout in the palette and click **Delete**.

Notes

The Notes feature lets you store comments in a project without affecting the actual content of the project. You can use notes to add reminders, comments on the content, or URLs to a project. An open note looks like adhesive or "sticky" notes you might stick to hard copy.

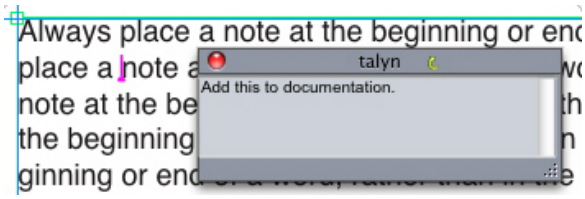
- When used with Quark Publishing Platform, the Notes feature uses settings defined in Quark Publishing Platform. For more information, see *A Guide to Quark Publishing Platform*.

Creating notes

To work with notes, first choose **View > Show Notes** to make sure notes are visible. (If this menu item displays as **Hide Notes**, notes are already visible.) When this option is unchecked, note icons are no longer visible in text and menu items for working with notes are disabled.

To create a note, place the text insertion point where you want to enter the note and choose **Item > Note > Insert**. A note window displays and in WYSIWYG view, a **Note** icon also displays to the right of the text insertion point. Enter the note text in the note window.

- On macOS, a link is also shown between the note icon and the note window and the newly created note is not shown on the Article area, instead it is shown in the pasteboard area and doesn't hide the Article text.



You can use notes to store comments in projects.

- The **Note** icon is actually a special kind of text character. It does not affect the flow of text, but in other ways it works like a regular text character. For example, if you select a range of text that contains a **Note** icon, then start entering characters, the text (including the **Note** icon) is replaced by the characters you enter, and the note is lost.
- To change the formatting of notes, use the **Notes** preferences. For more information, see "*Preferences — Application — Notes*."

Working with notes

You can use the commands in the **Item > Notes** submenu to navigate through notes, to create and delete individual notes, and to open and close all notes in a project.

Opening and closing notes

To open and close notes as you review comments:

- To open an existing note, click the **Note** icon and then choose **Item > Notes > Open Note**.
- To open all notes in the project, choose **Item > Notes > Open All Notes**.
- To close a note, click the close box in the upper-left (Mac OS) or upper-right (Windows) corner of the note window, or choose **Item > Notes > Close Note**.
- To close all open notes in the project, choose **Item > Notes > Close All Notes**.
- To move the text insertion point to the next note in the text, choose **Item > Notes > Go to Next**. To move the text insertion point to the previous note in text, choose **Item > Notes > Go to Previous**.

Showing and hiding notes

To show notes when they are hidden, choose **View > Show Notes**. To hide notes when they are visible, choose **View > Hide Notes**.

Deleting notes

To delete a note, do one of the following things:

- Click the **Note** icon and then choose **Item > Notes > Delete**.
- Click an open note window and then choose **Item > Notes > Delete**.
- Place the text insertion bar to the right of the note icon and press Delete/Backspace.
- Select a range of text that contains a note icon and press Delete or Backspace.

Converting between notes and text

To convert the selected text to a note, choose **Item > Note > Convert Selection to Note**.

Viewing notes by author, date, name, or color

To view notes by a certain author or by the date they were created, choose **View > Show Notes** to enable notes, choose **Item > Notes > Open Notes By** to display the **Open Notes** dialog box, click **All Notes**, and then use the controls in the **All Notes** area.

To view notes by name or color, choose **Item > Note > Open All Notes in New Document**, then choose an option from the **By Name** submenu or the **By Color** submenu. The notes display as text in a new project.

Moving and resizing notes

To move a note window, drag its title bar. You can move note windows anywhere within a project. In *Windows*, if a note has been moved, you can return it to its original location by clicking the note's ↵ button.

To resize a note, click and drag the resize box in the lower-right corner of the note window.

Printing notes

When you print a project, you can choose whether you want notes to be included and how they should be formatted. In the **Print** dialog box (**File** menu), click **Notes** in the list on the left to display the **Notes** pane, then check **Print Notes** to include notes in the output. You can choose whether to include all notes or only notes that are open.

Notes in PDFs

When you create a PDF from a project that contains notes, you can choose whether you want the notes to appear in the PDF. The notes are included as PDF notes.

To include notes in a PDF file, click **Options** in the **Export as PDF** dialog box (**File > Export As > PDF**), click **Notes** in the list on the left, and then check **Include Notes in PDF**.

Job Jackets

The Job Jackets feature takes a revolutionary step beyond preflighting: It helps to ensure that a print job adheres to its specifications *from the moment it is created,* and that it continues to adhere to those specifications all the way through until it rolls off the press. Furthermore, Job Jackets expand the concept of job specification enforcement beyond the realm of the individual user by linking projects to synchronized, dynamically updateable design specifications that include everything from style sheets and colors to page size and count.

Understanding Job Jackets

Job Jackets serve two main purposes:

- To allow a job definer to create detailed specifications for Print and Digital layouts.
- To allow a layout artist to create projects and layouts from those specifications, share the specifications with other layout artists, and verify that a layout follows its specifications.

Job Jackets were created because producing a layout and successfully sending it to output can be a complex task.

For example, consider some of the difficulties that have plagued creators of print layouts. Different presses have different capabilities, and modern page layout applications must be versatile enough to support all of those capabilities. Consequently, any number of things can go wrong, especially when you include the inevitable possibility of simple human error. Just to provide a few examples:

- A layout artist may use colors or imported graphics that cannot be reproduced accurately on the target press.
- A document that has been budgeted at 100 pages may be sent to output with a length of 112 pages.
- A project may be sent to the output device without its required graphic files or fonts.
- A layout with small text in a spot color may be sent to a four-color press, resulting in text that is unreadable.
- Color management settings may be configured incorrectly for the output device, leading to unexpected results.

Large and complex print jobs provide even more opportunities for error, and the cost of such errors becomes much greater. Job Jackets prevent unprintable or incorrectly constructed jobs from being constructed in the first place.

What are Job Jackets?

Technically speaking, Job Jackets are XML structures that include specifications and rules for creating and inspecting QuarkXPress layouts. Conceptually, a Job Jackets structure can be compared to a folder containing job tickets that describe various types of projects and layouts, as well as other types of information.

Job Jackets are based on the latest version of the JDF (Job Definition Format) schema. In addition to letting you control QuarkXPress related specifications, Job Jackets also let you set values for various other specifications covered by JDF, such as binding and crossover settings. When you send a layout to output, you have the option of including the layout's JDF information, so that downstream systems can use that information for automation and for informational purposes. And the Job Jackets specification is extendable, so developers of JDF-compatible systems can embed their own implementation-specific settings into Job Jackets before passing the Job Jackets upstream to the layout artist. These settings can then be preserved in the Job Jackets file and used by XTensions software, by JDF-enabled applications, or by other systems, to automate and streamline a wide variety of processes.

Job Jackets can also help you to collaborate within a workgroup. Several layout artists working on layouts that share the same set of specifications can link their projects to a shared Job Jackets file, so that if one layout artist makes a change to something like a style sheet, the same change can be automatically propagated to the other artists' layouts.

The structure of Job Jackets

Job Jackets are XML structures containing specifications and rules. The topics below describe the way these specifications and rules are organized in Job Jackets.

Resources

Job Jackets contain *Resources,* which include the following:

1. *Project-level Resources:* Things that can be applied to a particular project, such as style sheets, colors, output styles, and color management settings.
2. *Layout-level Resources:* Things that can be applied to a particular layout, such as:
   - *Layout Specifications:* Settings that can be used to assign a particular size, orientation, and so forth to a layout.
   - *Rules and Rule Sets:* Tests that can be run to inspect a layout and verify its adherence to specifications.

In addition to the Resources described above, Job Jackets can contain certain informational Resources, including the following:

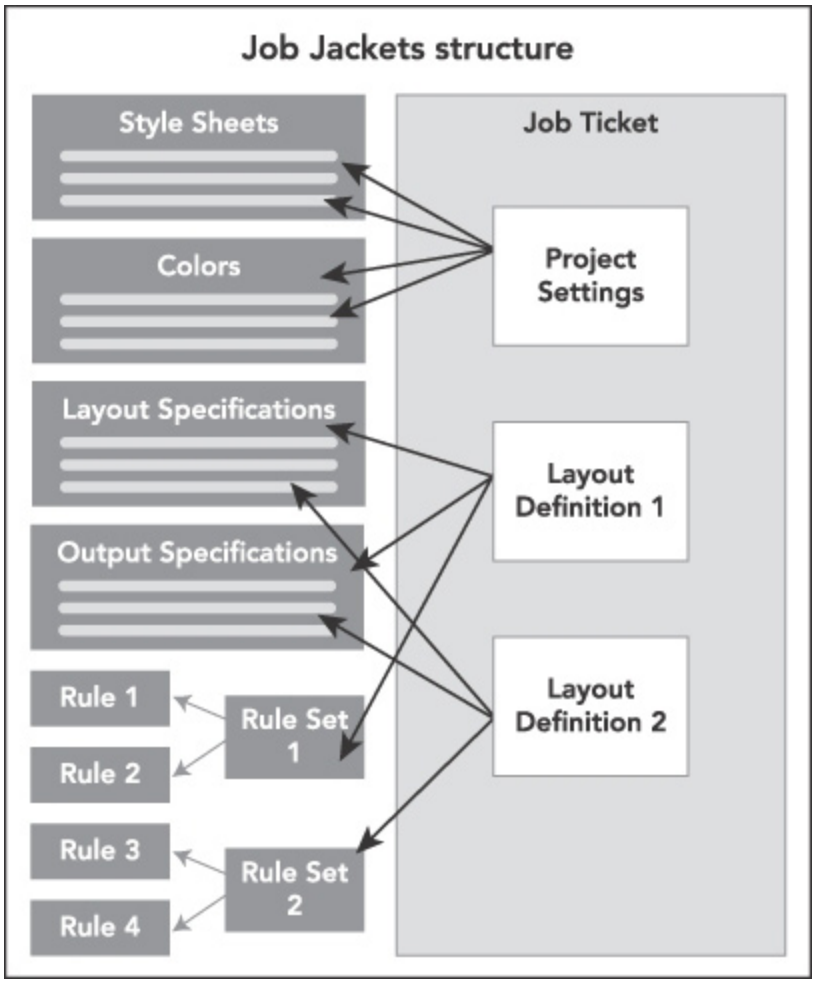
- *Job Descriptions:* This category includes a job number, revision, instructions, notes, and keywords.
- *Contacts:* Contact information for job definers and others associated with the job. Adding contacts can make it easier to track down the appropriate person if something goes wrong with the job.

Job Tickets

The Resources in Job Jackets are organized into one or more *Job Tickets*. Each Job Ticket contains a set of particular Resources that can be applied to a QuarkXPress project.

Within a Job Ticket, Resources are grouped as follows:

1. *Project settings:* A set of project-level Resources that can be applied to a single project. Project settings include things like style sheets, colors, output styles, and color management settings. Each Job Ticket contains one set of project settings.
2. *Layout definitions:* Sets of layout-level Resources, each of which can be applied to a single layout. Each Job Ticket can contain zero or more layout definitions. Each layout definition can include the following:
    - A Layout Specification (page size, orientation, and so forth)
    - Zero or more Output Specifications (configurations for a particular output device)
    - Zero or more Rule Sets (for inspecting the layout)
    - A medium type (Print or Digital)
    - Color management settings (Source Setup and Output Setup)
    - Proofing specifications (Proof Output and Proof Intent)
    - Informational Resources (Description, Job Description, and Instructions)

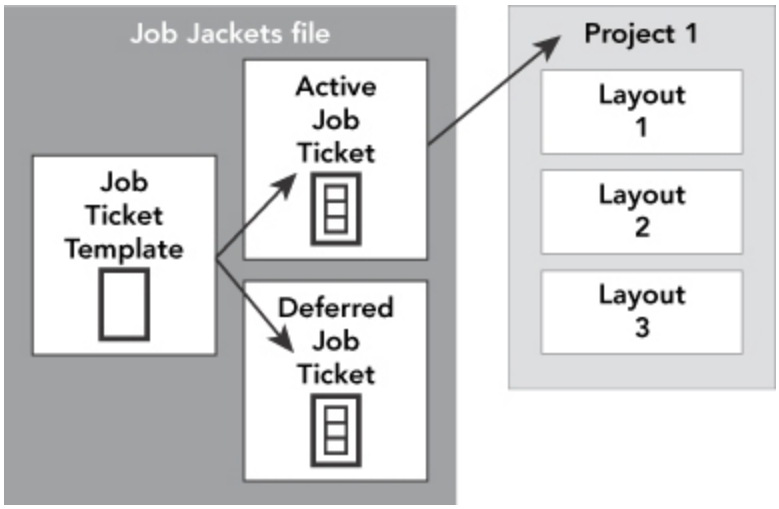


Resources are defined and stored in a Job Jackets structure. A Job Ticket contains a set of project settings for a particular type of project and layout definitions for zero or more layouts. Note that Resource definitions do not "live" in Job Tickets; Job Tickets refer or "point" to Resource definitions, which live in the Job Jackets structure.

Job Tickets and Job Ticket templates

There are three kinds of Job Tickets:

- A *Job Ticket template* is a definition for a "master" Job Ticket. In some ways, a Job Ticket template is similar to a master page or a QuarkXPress template file.
- An *active Job Ticket* is a copy of a Job Ticket template that is associated with a particular project.
- A *deferred Job Ticket* is a copy of a Job Ticket template that has been associated with a project, but is no longer associated with that project (for example, if the project was closed without being saved).



A Job Jackets file can contain Job Ticket templates (containing definitions for Job Tickets), active Job Tickets (which are associated with a particular project), and deferred Job Tickets (which have been associated with a project, but are no longer associated with that project).

Each Job Ticket template can be used to generate Job Tickets for one or more projects. Each Job Ticket can apply to only one project. When a Job Ticket is applied to a project, the Resources in that Job Ticket become available in the project (for example, the project inherits all of the color, style sheet, and layout definitions listed in the Job Ticket).

There are two ways to apply a Job Ticket to a project:

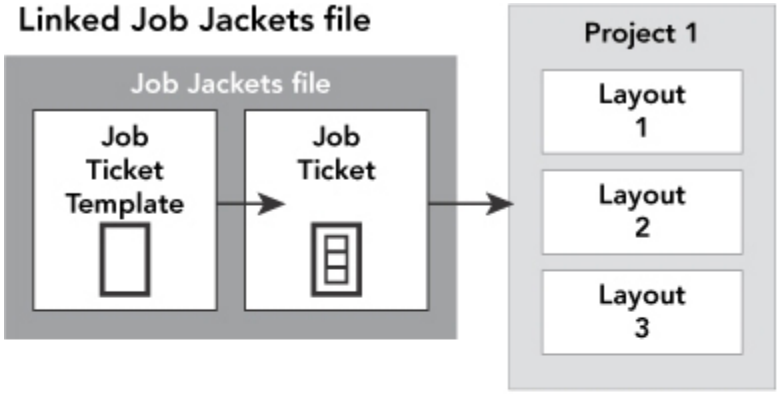
- When creating the project, choose **File > New > Project from Ticket**, and then select a Job Ticket template. QuarkXPress copies the Job Ticket template's information into a new Job Ticket for the new project. The new project automatically contains a pre-configured layout for each of the layout definitions in the Job Ticket template, plus all of the project settings defined in the Job Ticket template.
- Create or open an existing project, and then choose **File > Job Jackets > Link Project** and select a Job Ticket template. Again, QuarkXPress copies the Job Ticket template's information into a new Job Ticket for this particular project. The project acquires all of the project settings defined in the Job Ticket template, and a new pre-configured layout is created for each of the layout definitions in the Job Ticket template.

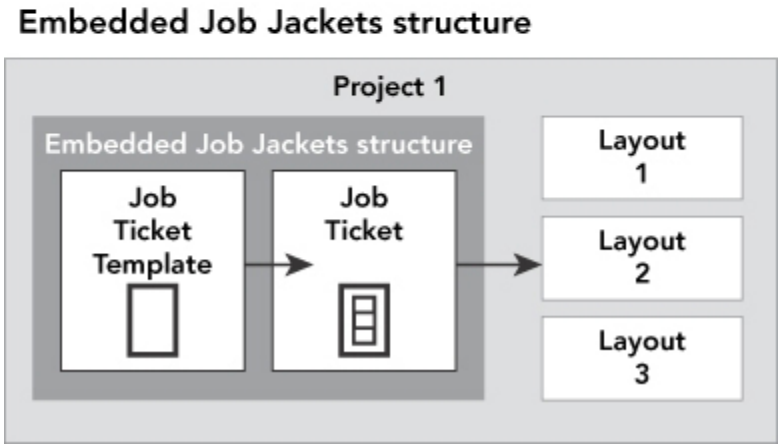
➡ A Job Ticket maintains no link to the Job Ticket template from which it was created. Changes made to a Job Ticket template are not propagated to existing Job Tickets.

Linked and embedded Job Jackets

Every QuarkXPress project is associated with a Job Jackets structure. A project's Job Jackets structure may be embedded in the project, or it may be stored in an XML Job Jackets file in the local file system. The location of a

project's Job Jackets structure depends on how you create the project; for more information, see “Applying a Job Ticket template to a project."





A Job Jackets structure can exist as an XML file in the file system, or can be embedded in the project file.
By default, non-embedded Job Jackets files are stored in the location specified in the **Job Jackets** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu). However, you can store Job Jackets files wherever you like. For example, if you're sharing a Job Jackets file among layout artists in a workgroup, you might choose to put that Job Jackets file on a file server that everyone can reach through the network.

To change the default location where **Job Jackets** are stored, go to the **Job Jackets** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu), click **Select the path**, click the **Select** button, and navigate to the target directory.

Sample Job Jackets workflow

This topic describes a suggested workflow for Job Jackets. Note that this is not the only possible workflow; it is just an example to show how Job Jackets can be used. The following definitions are used:

- *Job definer:* The person who knows what the print job is supposed to consist of — for example, number of pages, size, colors, and so forth.

- *Output specialist:* The person who knows how a print job must be created and configured to print correctly on the target press.
- *Layout artist:* The person who actually creates the layout in QuarkXPress.

The intended workflow for Job Jackets is as follows:

1. An output specialist and a job definer work together to define the output specifications and rules that are appropriate for a print job (or for a set of related print jobs), including things like page size, page count, list of colors, trapping settings, style sheets, line thicknesses, and valid color spaces for imported pictures.
2. The job definer uses these specifications and rules to create a Job Ticket template in a Job Jackets file. The Job Ticket template describes a particular project, and may include different specifications and rules for each layout in that project (here, we'll assume only one layout is defined in the Job Ticket template). When the Job Jackets file is complete, the job definer gives the file to the layout artist.
3. The layout artist creates a project from the Job Ticket template using the command **File > New > Project from Ticket**. QuarkXPress automatically creates a Job Ticket from the Job Ticket template, and associates the Job Ticket with the project. QuarkXPress reads the Job Ticket and automatically inserts all of the Job Ticket's Resources into the project (such as colors, style sheets, and color management settings). QuarkXPress also automatically creates any layouts defined in the Job Ticket.
4. Using the Job Ticket as a set of guidelines, the layout artist builds the layout. Periodically, the layout artist chooses **File > Job Jackets > Evaluate Layout** to verify that she is staying within the guidelines defined in the Job Ticket. When she does so, a dialog box lets her identify and navigate to any design elements that violate the rules defined in the Job Ticket. This lets the layout artist fix problems as they arise, rather than leaving them to be found at prepress.
5. When a layout is complete, the layout artist sends it to output through any of several methods, including direct printing, Collect for Output, or export to PDF or PDF/X. If the Job Jackets file includes Output Specifications, those Output Specifications can be used to send the job to output to specific formats and with specific settings. Because the layout has been developed within the specifications provided by the Job Ticket template, the layout is correct when it arrives at the press.

Working with Job Jackets

Job Jackets information is stored in XML format. However, QuarkXPress provides a comprehensive interface that makes it easy to create and modify Job

Jackets. The following topics describe the basics of the Job Jackets user interface.

Basic mode and Advanced mode

➡ *Basic Mode* is only available on *Windows*.

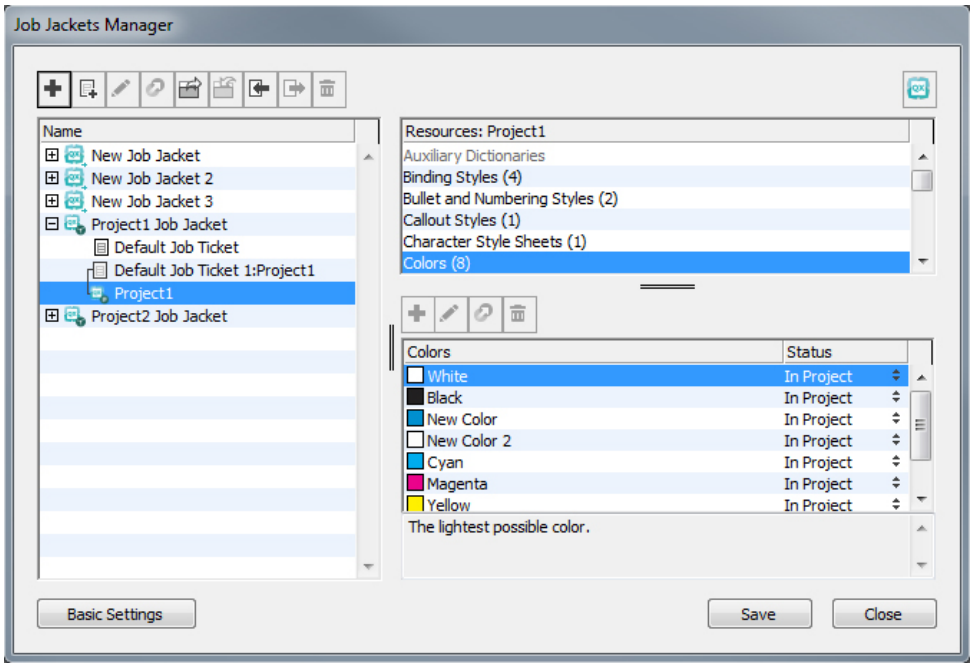
The **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**) provides a unified interface where a job definer can create and configure Job Jackets and the components that they are made of.

By default, the **Job Jackets Manager** dialog box shows the Job Jackets in the default Job Jackets folder (see "*The default Job Jackets file*"), as well as the Job Jackets associated with any open projects. The active project (if any) is shown in bold with an asterisk.

The **Job Jackets Manager** dialog box has two modes:

- *(Windows only) Basic mode* is for layout artists and job definers who don't need to use the advanced JDF capabilities of Job Jackets. Basic mode offers all the controls necessary to create, manage, and share Job Jackets.
- *Advanced mode* is for production administrators seeking to use the features of JDF to automate and integrate portions of their workflow. Advanced mode uses a different user interface that provides access to everything in basic mode plus additional Resources, such as Rules, and JDF-only Resources, such as binding and crossover specifications.

(Windows only) To use advanced mode, open the **Job Jackets Manager** dialog box (**Utilities** menu) and click the **Advanced Settings** button. To switch back to basic mode, click the **Basic Settings** button.



The Job Jackets Manager dialog box (Utilities > Job Jackets Manager) lets a job definer work with Job Jackets files and their components. This dialog box has a basic mode (top) and an advanced mode (bottom).

Creating Job Jackets files

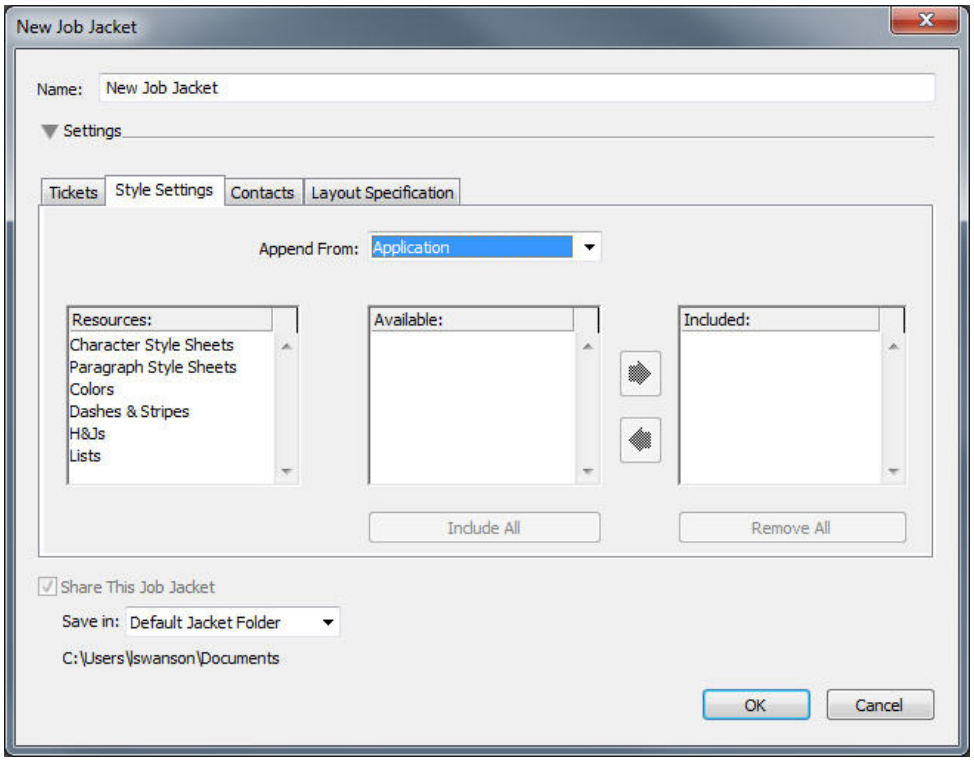
First of all, *when* and *why* should a job definer create a Job Jackets file? There are no hard-and-fast rules for answering this question: If you want to, you can put Job Tickets for all of your print jobs in one great big Job Jackets file. However, here are some guidelines to indicate when you might want to have separate Job Jackets files.

- If you plan to create a number of print jobs that share the same Resources (such as colors, style sheets, trapping settings, color management settings, and page sizes), you might want to create one Job Jackets file for all of those print jobs. For example, if you're a design firm that serves several different clients, each of which has its own visual identity, you might create one Job Jackets file for each client.
- If you are in charge of a design group and you'd like to make sure that every layout artist working on a particular project (such as a promotional campaign) uses the exact same Resources, you might want to create a Job Jackets file and Job Ticket template containing those Resources, and have all of the layout artists share that Job Jackets file.
- If you are an output provider and you have a particular press with particular requirements, you might create a Job Jackets file that captures that press's requirements for your customers (and thus helps them to avoid exceeding those requirements). You might even be able to download a Job Jackets file containing a press's requirements from the press manufacturer.

Creating a Job Jackets file: Basic mode *(Windows only)*

To create a Job Jackets file using basic mode:

1. Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**).
2. If more than one list displays in the dialog box, click **Basic Settings** to show the basic pane.
3. Click the **New Job Jackets** button . The **New Job Jackets** dialog box displays.
4. Enter a name for the Job Jackets file in the **Name** field.
5. If you plan to allow multiple users to share this Job Jackets file, check **Share this Jacket**. If you do not check this box, the Job Jackets file will be embedded in the active project (if any).
6. If you checked **Share this Jacket** in the previous step, specify where the Job Jackets file should be stored by choosing an option from the **Save in** drop-down menu:
   - To use the default location (see "*Linked and embedded Job Jackets*"), choose **Default Jacket Folder**.
   - To store the shared Job Jackets file in the same folder as the active project, choose **Project Folder**.
   - To store the shared Job Jackets file somewhere else, choose **Other** and browse to a target directory (such as a networked volume available to all of the layout artists).
7. Click the **Settings** control to show the **Tickets, Style Settings, Contacts**, and **Layout Specification** tabs.



The New Job Jackets dialog box lets you add Resources to a new Job Jackets file.

8 Use the **Tickets** tab to add Job Ticket templates to the Job Jackets file. For more information, see "*Creating a Job Ticket template: Basic mode*."

9 Use the **Style Settings** tab to add Resources to the Job Jackets file. You can append project-level Resources from a variety of sources using the **Append From** option:

- To append Resources from the application defaults, click **Application**.
- To append Resources from a project file or from another Job Jackets file, click **Other**, and then click **Select** and navigate to the target file.

To copy Resources to the Job Ticket template, use the three lists at the bottom of the dialog box. Choose a type of Resource from the first list, and then choose specific Resources in the second list and click the button to copy those Resources into the third list (which shows the Resources of this type in the Job Ticket template).

To remove Resources from the Job Jackets file, choose a type of Resource from the first list, and then choose specific Resources in the third list, and click the **Remove** button.

10 Contacts can make it easy for anyone who works with a QuarkXPress file to get in touch with the job definer if problems arise. To add JDF contact information to the Job Jackets file, click the **Contacts** tab, and then click the **New Item** button to add a contact. Click the expander next to the new contact to expose its fields, and then fill in the details for each field.

11 A Layout Specification lets you set attributes like page size and page count for automatically generated layouts. To add a Layout Specification to the Job Jackets file, click the **Layout Specification** tab, and then click the **New Item** button to add a Layout Specification. Click the expander next to the new Layout Specification to expose its fields, and then fill in the details for each field.

12 Click **OK**.

Creating a Job Jackets file: Advanced mode

To create a Job Jackets file using advanced mode:

1 Open the **Job Jackets Manager** dialog box (**Utilities** menu).

2 If only one list displays in the dialog box, click **Advanced Settings** to show the advanced pane.

3 Click the **New Job Jackets** button. The **New Job Jackets** dialog box displays.

4 Enter a name for the Job Jackets file, navigate to the target directory, and click **Save**. If you plan to allow multiple layout artists to access the same Job Jackets file, you may want to choose a directory where all of the layout artists can access the Job Jackets file over the network.

5 Add Resources to the Job Jackets file, as described in "*Adding Resources to a Job Jackets file: Advanced mode*."

Adding Resources to a Job Jackets file: Advanced mode

The following procedure is useful if you want to create a Job Jackets file using the Resources in an existing project. For example, if you have last year's copy of a brochure project, and you'd like to put all the brochure project's style sheets, colors, and so forth into a new Job Jackets file, you can do so with this procedure. You can also use this procedure to copy Resources from one Job Jackets file to another.

To add Resources to a Job Jackets file using advanced mode:

1 Open the **Job Jackets Manager** dialog box (**Utilities** menu).

2 If only one list displays in the dialog box, click **Advanced Settings** to show the advanced pane.

3 Specify where you want to copy Resources from:

- To copy Resources from a Job Jackets structure, Job Ticket template, or Job Ticket, select the source item in the list on the left.

- To copy Resources from an open project, select the project in the list on the left.
- To copy Resources from the application defaults, click the **Load Application Resources** button  .

4 Select a Resource category in the list on the top right.

5 Drag and drop individual Resources from the list on the bottom right to the target Job Jackets icon in the list on the left.

➡ You can also drag Resources to a Job Ticket or project.

For information about changing the locations of Resources in a Job Ticket, see "*Specifying the location of Resources: Advanced mode*."

Working with Job Tickets

A Job Ticket is a set of Resources (specifications and rules) that can be applied to one or more QuarkXPress projects. Each Job Ticket has a name and is stored in a particular Job Jackets structure. A Job Ticket contains both project-level Resources (such as colors, style sheets, and color management settings) and layout-level Resources (such as Layout Specifications and layout definitions).

There are three kinds of Job Tickets:

- A *Job Ticket template* is a definition for a "master" Job Ticket. In some ways, a Job Ticket template is similar to a master page or a QuarkXPress template file.
- An *active Job Ticket* is a copy of a Job Ticket template that is associated with a particular project.
- A *deferred Job Ticket* is a copy of a Job Ticket template that has been associated with a project, but is no longer associated with that project (for example, if the project was closed without being saved).

Creating a Job Ticket template

Here are some guidelines to indicate when you might want to have separate Job Ticket templates:

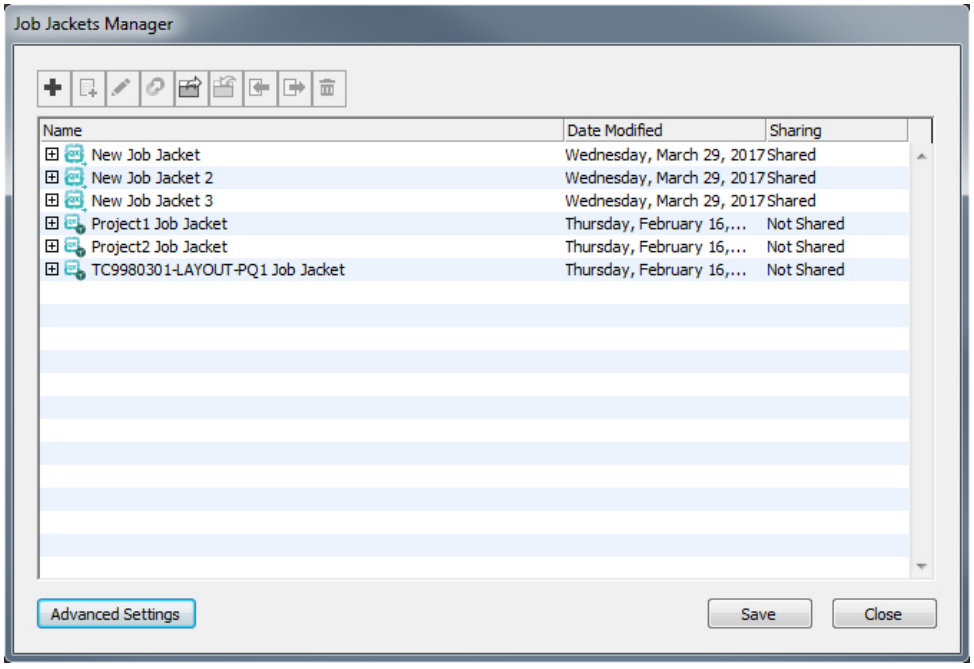
- If you have a recurring print job, such as a newsletter or magazine, you might want to create a Job Ticket template for that job.
- If you plan to create several types of layouts (such as a poster, postcard, and digital medium) that are all based on a single campaign or theme, you might want to create a Job Ticket template for each layout and store all of the Job Ticket templates in a single Job Jackets file. That way, all of the layouts can share the same style sheets, colors, and so forth.

- If you have a standard format that is used by a number of people, such as an ad format, you might want to use a Job Ticket template to help your customers construct their ads according to the guidelines.
- If a group of layout artists needs to ensure that they are all using the same style sheets, colors, or other Resources, and to keep those Resources synchronized among the layout artists if the Resources should change, you might want to store those Resources in a Job Ticket template so the layout artists can access the Resources via a shared Job Jackets file. This approach can help you to maintain corporate brand standards in a large organization.

Creating a Job Ticket template: Basic mode *(Windows only)*

To add a Job Ticket template to a Job Jackets structure using basic mode:

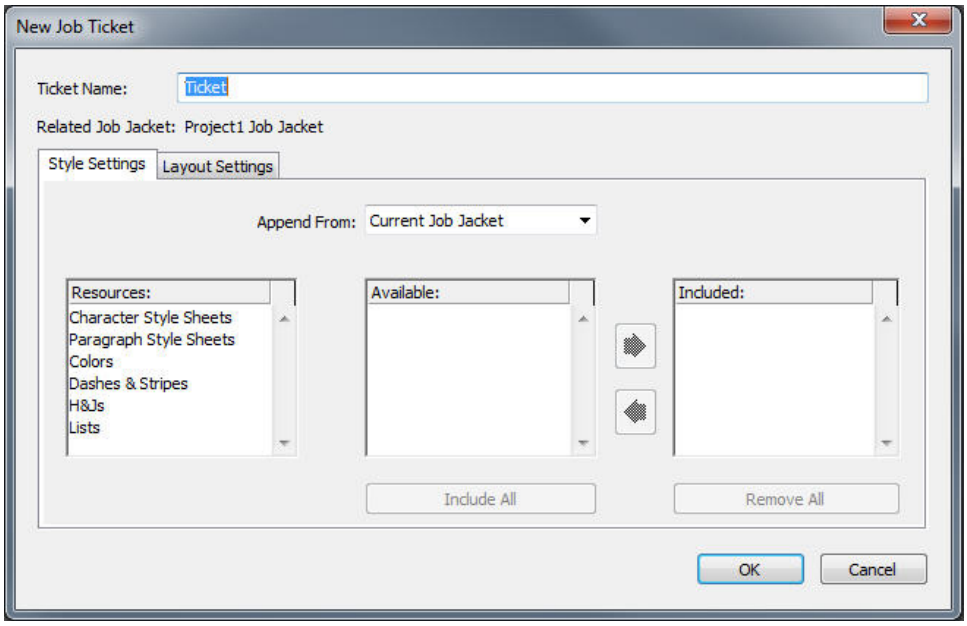
1 Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**). If more than one list displays in the dialog box, click **Basic Settings** to show the basic pane.



You can create Job Ticket templates in the basic pane of the Job Jackets Manager dialog box (Utilities menu).

2 Select the Job Jackets structure that will contain the Job Ticket template.

3 Click the **New Ticket Template** button ⊞. The **New Job Ticket** dialog box displays.



You can assign Resources to a new Job Ticket template in the New Job Ticket dialog box.

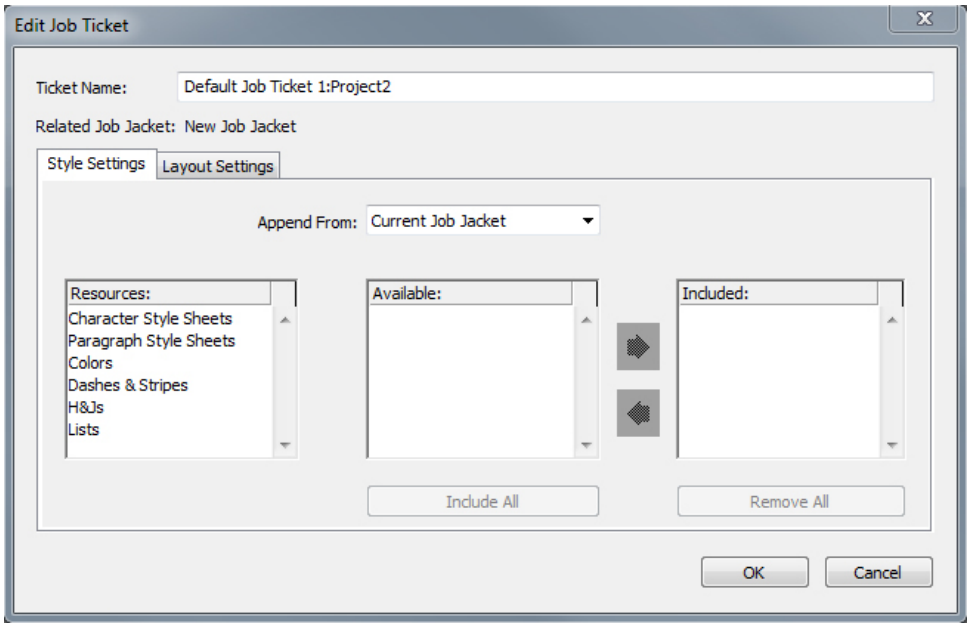
4 Configure the new Job Ticket template as described in "*Working with Resources in a Job Ticket: Basic mode*."

Editing a Job Ticket: basic mode *(Windows only)*

To edit a project's active Job Ticket, open the project and then choose **File > Job Jackets > Modify Job Ticket**. The **Edit Job Ticket** dialog box displays. For information on how to use the **Edit Job Ticket** dialog box, see "*Working with Resources in a Job Ticket: Basic mode*."

Working with Resources in a Job Ticket: Basic mode *(Windows only)*

This topic describes how to add and remove Resources in a Job Ticket or Job Ticket template using the **New Job Ticket** or **Edit Job Ticket** dialog box. These two dialog boxes are basically the same, except that the **Edit Job Ticket** dialog box looks slightly different for Job Tickets than it does for Job Ticket templates.



You can add Resources to a Job Ticket template or Job Ticket in the New Job Ticket and Edit Job Ticket dialog boxes.

To assign Resources using the **New Job Ticket** or **Edit Job Ticket** dialog box:

1. To add or remove project-level Resources, use the controls on the **Style Settings** tab (for Job Ticket templates) or the **Project Settings** tab (for active and deferred Job Tickets).

You can append project-level Resources from a variety of sources using the **Append From** drop-down menu:

- To append Resources from the Job Ticket's parent Job Jackets structure, choose **Current Jacket**.
- To append Resources from the active project, choose **Current Linked Project**.
- To append Resources from the application defaults, choose **Application**.
- To append Resources from a project file or from a Job Jackets file, choose **Other**, and then click **Select** and navigate to the target file.

To copy Resources to the Job Ticket, use the three lists at the bottom of the dialog box. Choose a type of Resource from the first list, then choose specific Resources in the second list, and click the right-facing arrow to copy those Resources into the third list (which shows the Resources of this type in the Job Ticket).

To remove Resources from the Job Ticket, choose a type of Resource from the first list, then choose specific Resources in the third list, and click the left-facing arrow.

2. The presence of a layout definition means that QuarkXPress will automatically create a layout when this Job Ticket is applied to a project.

When creating a layout definition, you can specify a Layout Specification (with information such as page size and page count), a Medium Type (Print, Digital), Rule Sets, and Output Specifications.

To add a layout definition to the Job Ticket, click the **Layout Settings** tab, then click the **+** button; a layout definition is added to the list.

To configure the selected layout definition, first click the **Layout Properties** control to display the layout property controls, then:

- To name the layout definition, enter a name in the **Layout Name** field. This name will be applied to the automatically generated layout.
- To specify information such as page size and page count for the layout definition, choose an option from the **Layout Specification** drop-down menu. (Note that a Layout Specification must be present in the Job Jackets structure before you can choose the Layout Specification here; see "*Creating Job Jackets*" for more information.)
- To indicate what type of layout should be created automatically for this layout definition, choose an option from the **Medium Type** drop-down menu.
- To copy Rule Sets and Output Specifications from the parent Job Jackets structure to the layout definition, use the three lists at the bottom of the dialog box. Choose a type of Resource from the first list, then choose specific Resources in the second list, and click the button to copy those Resources into the third list (which shows the Resources of this type in the layout definition).

To delete a layout definition, select it and click the **–** button.

3 When you are finished configuring the Job Ticket, click **OK**.

Creating a Job Ticket template: Advanced mode

To add a Job Ticket template to a Job Jackets structure using advanced mode:

1 Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**). If only one list displays in the dialog box, click **Advanced Settings** to show the advanced pane.

2 To indicate where the new Job Ticket template should be stored, create or select a Job Jackets icon in the left list.

3 Click the **New Ticket template** button ⊞. A Job Ticket template is added to the selected Job Jackets structure.

4 Configure the new Job Ticket template as described in "*Working with Resources in a Job Ticket: Advanced mode*."

Working with Resources in a Job Ticket: Advanced mode

You might need to work with a Job Ticket's Resources in several situations:

- You can use this procedure if you want to create a Job Ticket template using the Resources in an existing project. For example, if you have last year's copy of a brochure project, and you'd like to put all of the brochure project's style sheets, colors, and so forth into a new Job Ticket template, or into an existing project's active Job Ticket, you can do so with this procedure.
- You can use this procedure to copy Resources from one Job Ticket to another.
- You can use this procedure to copy Resources from a Job Jackets structure or a project to a Job Ticket.

To add Resources to a Job Jackets structure using advanced mode:

1. Open the **Job Jackets Manager** dialog box (**Utilities** menu).
2. If only one list displays in the dialog box, click **Advanced Settings** to show the advanced pane.
3. Specify where you want to copy Resources from:
   - To copy Resources from a Job Jackets structure, Job Ticket template, or Job Ticket, select the source item in the list on the top left.
   - To copy Resources from an open project, select the project in the list on the left.
   - To copy Resources from the application defaults, click the **Load Application Resources** button  .
4. Select a Resource category in the list on the top right.
5. Drag and drop individual Resources from the list on the bottom right to the target Job Ticket template or Job Ticket in the list on the left.

Adding a layout definition to a Job Ticket: Advanced mode

A layout definition is a group of specifications that combine to describe a single layout. A layout definition includes Resources such as medium (output) type (Print, Digital), Output Specifications, and Rule Sets.

When you create a project from a Job Ticket template, QuarkXPress automatically creates a layout for each layout definition in the Job Ticket template. If a layout definition does not contain a Layout Specification, QuarkXPress displays the **New Project** dialog box so you can specify the page size, margins, and so forth.

When you add a layout definition to an active Job Ticket, a layout is created from that layout definition and automatically added to the corresponding project.

To add a layout definition to a Job Ticket template or Job Ticket:

1. Open the **Job Jackets Manager** dialog box (**Utilities > Job Jackets Manager**) and select the target Job Ticket in the left list.
2. To display Resource controls, click the **Advanced Settings** button.
3. Select **Layouts** in the top-right list. Any layout definitions in the Job Ticket display in the bottom-right list.
4. Click the **New Item** button above the bottom-right list. A layout definition named "Layouts" is added. (The name you give to a layout definition is the name that will be applied to the actual layout when you create a project. To rename a layout definition, double-click its name and then enter the new name.)
5. Click the expander button next to the layout definition name to display the fields of the layout definition.
6. Specify or enter a value for any fields you want to use.
7. Click **Save**.

For information on using layout definitions, see "*Applying a layout definition to a project*."

Applying a Job Ticket template to a project

You can apply a Job Ticket template to a project in two ways:

- Creating a project from the Job Ticket template.
- Linking an existing project to a Job Ticket template.

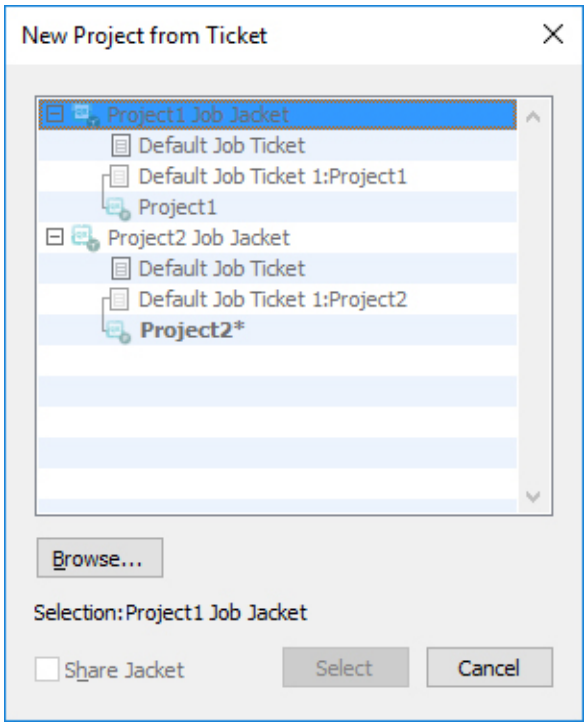
In either case, a Job Ticket is created from the Job Ticket template, and the new Job Ticket instance is applied to the new project. The topics below describe both approaches.

Creating a project from a Job Ticket template

When you create a project from a Job Ticket template, QuarkXPress always creates a Job Ticket from that Job Ticket template. You can choose where that Job Ticket is stored: In a shared Job Jackets file, or in an embedded Job Jackets structure in the project file.

To create a project from a Job Ticket template:

1. Choose **File > New > Project from Ticket**. The **New Project from Ticket** dialog box displays.



Use the New Project from Ticket dialog box to select a Job Ticket template for a new project.

2. If the Job Jackets structure you want is not displayed, click **Browse**, navigate to the Job Jackets file, and then click **Open**.
3. Select the target Job Ticket template in the list. (Note that you can also select a deferred Job Ticket.)
4. Check or uncheck the **Share Jacket** check box, as follows:
   - To store this project's active Job Ticket in an external Job Jackets file, so the Job Ticket can share Resources with other users of that Job Jackets file, check **Share Jacket**.
   - To store this project's Job Ticket in an embedded Job Jackets structure in the project file, uncheck **Share Jacket**.
5. Click **Select**. The new project inherits the Job Ticket template's project settings, and QuarkXPress automatically creates layouts for any layout definitions in the Job Ticket template.

➡ You cannot store a Job Ticket in the default Job Jackets structure. Consequently, if you create a project from a Job Ticket template that is in the default Job Jackets structure, and you check **Share Jacket**, you will be prompted to save a new Job Jackets file in the file system.

Linking an existing project to a Job Jackets file

When you link an existing project to a Job Jackets file, you remove the project's current active Job Ticket and link the project to a new Job Ticket created from a

Job Ticket template in another Job Jackets file. You might choose to do this if, for example, you want to link an existing project to a Job Jackets file where another layout artist has an active Job Ticket, and thus synchronize some or all of the Resources that the two of you are using.

To apply a Job Ticket to an existing project:

1. Create or open the project.
2. Choose **File > Job Jackets > Link Project**. The **Link Project** dialog box displays.
3. If the Job Jackets file you want is not displayed, click **Browse**, navigate to the file, and then click **Open**.
4. Select the target Job Ticket template in the list.
5. Check or uncheck the **Share Jacket** check box, as follows:
   - To store this project's Job Ticket in the Job Jackets file containing the target Job Ticket template, check **Share Jacket**.
   - To store this project's Job Ticket in an embedded Job Jackets structure in the project file, uncheck **Share Jacket**.
6. Click **Attach**. The project inherits the Job Ticket template's project settings, and layouts are automatically created for any layout definitions in the Job Ticket template.

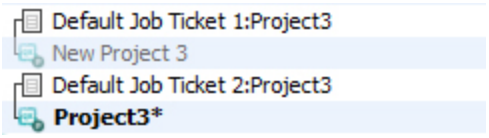
➡ If you use a Job Ticket template in the default Job Jackets structure, and you check **Share Jacket**, you will be prompted to save a new Job Jackets file in the file system. This is because you cannot store a Job Ticket in the default Job Jackets structure.

Viewing Job Ticket relationships

You can see the relationships between Job Jackets, Job Ticket templates, Job Tickets, and projects in the **Job Jackets Manager** dialog box (**Utilities** menu). The icons shown in this dialog box are as follows:

- Job Jackets structure (linked)
- Job Jackets structure (embedded)
- Job Ticket template
- Active or deferred Job Ticket
- Project (a bold project name indicates the active project)

A project that is linked to an active Job Ticket is displayed like this:



A project that is linked to an active Job Ticket

A deferred Job Ticket has a icon, but is not linked to a project. This may mean that the project was moved, deleted, or never saved.

Applying a layout definition to a project

A layout definition provides a group of settings that combine to describe a layout. These settings can include a medium type (Print, Digital), Rule Sets, Output Setups, and a color management Source Setup. A layout definition also can include a Layout Specification, which includes information such as page size and page count (note that Layout Specifications must be created at the Job Jackets level).

When you associate a project with a Job Ticket template, QuarkXPress automatically creates a layout for each layout definition in that Job Ticket template. Such layouts have the same names as the layout definitions they were based on.

You can apply a layout definition to a project in two ways:

- By creating a project from the Job Ticket containing the layout definition, as described in "*Creating a project from a Job Ticket*".
- By linking the Job Ticket to the active project after the project has been created, as described in "*Linking an existing project to a Job Jackets file*".

Whichever approach you use, the defined layouts are created automatically.

Exporting and importing Job Tickets

There may be situations in which a job definer needs to copy a Job Ticket template or Job Ticket from one Job Jackets file to another, or to import all of a Job Jackets structure's Job Ticket templates and Job Tickets into another Job Jackets structure. You can do both of these things with the Job Ticket export and import features.

Exporting a Job Ticket template or Job Ticket

To export a Job Ticket template or Job Ticket from a Job Jackets structure:

1. Open the **Job Jackets Manager** dialog box (**Utilities** menu) and select the target Job Ticket (or Job Tickets) in the left list.

2 Click the **Export Ticket** button above the left list. The **New Job Jackets** dialog box displays.

3 Specify a name and location and click **Save**. All selected Job Tickets are saved into a Job Jackets file with the indicated file name, along with any Resources they require.

Importing a Job Ticket template or Job Ticket

To import a Job Ticket template or Job Ticket into a Job Jackets structure:

1 Open the **Job Jackets Manager** dialog box (**Utilities** menu) and select the target Job Jackets icon in the left list.

2 Click the **Import** button above the left list. The **Select Job Jackets File** dialog box displays.

3 Select a Job Jackets file and click **Open**. All Job Ticket templates and Job Tickets in the selected file are imported into the selected Job Jackets structure, along with any Resources they require.

The default Job Jackets file

When QuarkXPress is installed, a default Job Jackets file (containing a default Job Ticket template) named "DefaultJacket.xml" is installed as well in the location specified in the **Job Jackets** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu).

When you create a project by choosing **File > New > Project**, the following things happen:

- QuarkXPress makes a copy of this default Job Jackets file (named "Default Job Jackets") and embeds it in the new project. The embedded Job Jackets structure is named "*[filename]* Job Jackets."
- In the embedded Job Jackets structure, QuarkXPress creates a Job Ticket from the default Job Ticket template (named "Default Job Ticket"). The new Job Ticket is named "[*filename*] Ticket."
- QuarkXPress associates the Job Ticket in the embedded Job Jackets structure with the new project.

You can use the default Job Jackets file to control the Resources that are used in new QuarkXPress projects. You can also edit the default Job Ticket template that is used by projects created via **File > New > Project**. This topic explains both procedures.

➡ You cannot store a new Job Ticket in the default Job Jackets file. For more information, see "*Creating a project from a Job Ticket template*."

Editing the default Job Ticket template: File menu

The default Job Ticket template is used by projects created using **File > New > Project**. There are two ways to edit the default Job Ticket template.

To edit the default Job Ticket template from the **File** menu:

1. Close any open projects.
2. To open the default Job Ticket template in the **Modify Job Ticket** dialog box, choose **File > Job Jackets > Modify Job Ticket**.
3. Use the controls in the **Modify Job Ticket** dialog box to configure the default Job Ticket template, and then click **OK**.

Editing the default Job Ticket template: Utilities menu

To edit the default Job Ticket template from the **Job Jackets Manager** dialog box:

1. Display the **Job Jackets Manager** dialog box (**Utilities** menu).
2. Click the **Open Jacket** button, navigate to the default Job Jackets file, and click **Open**.
3. Expand the default Job Jackets structure and select the Job Ticket template named **"Default Job Ticket"** in the list.
4. Click the **Edit** button. The **Edit Job Ticket** dialog box displays.
5. Use the controls in the **Edit Job Ticket** dialog box to configure the default Job Ticket template.
6. Click **OK**.

The next project you create using **File > New > Project** will use the modified default Job Ticket template.

Editing the default Job Jackets file

You can use the default Job Jackets file to control the Resources that are used in new QuarkXPress projects. To edit the default Job Jackets file:

1. Open the **Job Jackets Manager** dialog box (**Utilities** menu).
2. Click the **Open Jacket** button, navigate to the default Job Jackets file, and click **Open**.
3. Select the Job Jackets structure named "Default Job Jackets" in the list.
4. Use the controls in the **Job Jackets Manager** dialog box to configure the default Job Jackets structure, and then click **OK**.

For information on working with Resources, see "*Working with Resources: Advanced mode*."

Working with Resources: Advanced mode

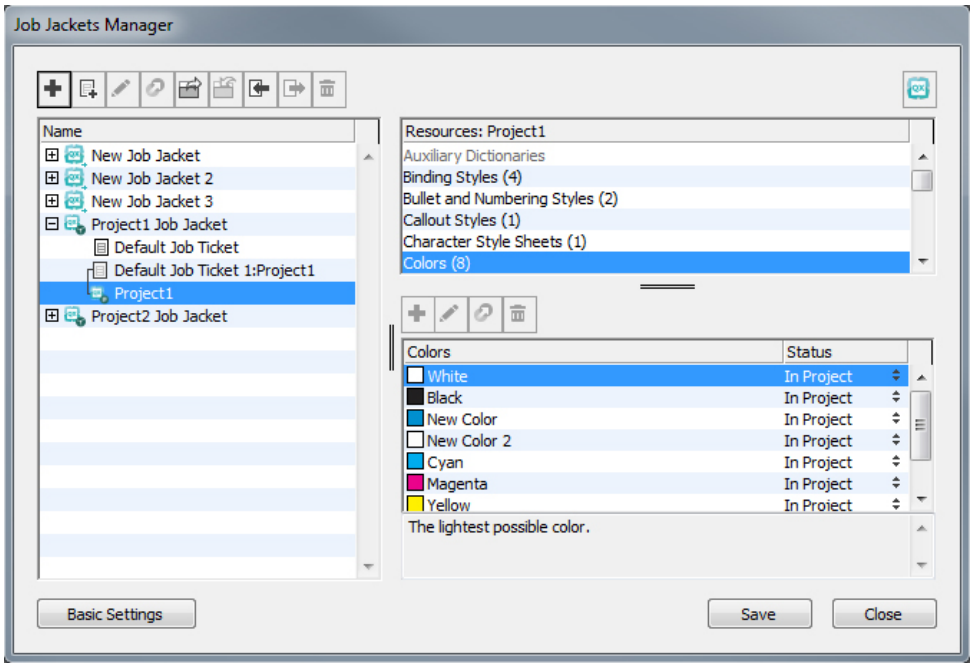
"Resources" is a generic category that describes most of the components that make up Job Jackets and Job Tickets. Resources include everything from style sheets to page size specifications. The topics below describe how to access, create, and update Resources in the advanced pane of the **Job Jackets Manager** dialog box (**Utilities** menu).

➡ Job definers will use this procedure often, for various purposes. Layout artists, however, may never need to use this procedure at all.

Accessing Resources: Advanced mode

Before you can work with a Resource, you have to be able to get to it. To access a Resource:

1. Open the **Job Jackets Manager** dialog box (**Utilities** menu).
2. If only one list displays in the dialog box, click **Advanced Settings** to show the **Advanced** pane.
3. In the list on the left, open or create a Job Jackets file. The Resource categories in the Job Jackets file are listed in alphabetical order in the list on the upper right.
4. To work with Resources that are specific to a Job Jackets structure, select the target Job Jackets structure in the list on the left. Note that Resource categories that are unavailable represent Resources that must be specified at the Job Ticket level.
5. To work with Resources that are specific to a Job Ticket, expand the Job Jackets structure; create, duplicate, or import a Job Ticket; and then make sure the target Job Ticket is selected in the list on the left. Note that dimmed Resource categories represent Resources that must be specified at the Job Jackets level.
6. Select a Resource type in the top-right list. Existing Resources of the selected type are listed in the bottom-right list.



Use the Job Jackets Manager dialog box to view, create, duplicate, delete, import, and export Resources.

Configuring Resources: Advanced mode

Once you've navigated to a Resource in the **Job Jackets Manager** dialog box, you can configure that Resource. Different options are available for different types of Resources in this dialog box:

- You can specify a location for most Resources.
- You can delete most Resources.
- You can create and modify some types of Resources, but others must be created and modified using other parts of the QuarkXPress user interface.
- You can create, duplicate, delete, and configure layout definitions, Output Specifications, Layout Specifications, Job Descriptions, Contacts, Rules, and Rule Sets in a Job Jackets structure.

➡ In Job Jackets, App Studio layouts are represented by Digital layout resources.

If a Resource permits it, you can create and configure that Resource in the **Job Jackets Manager** dialog box as follows:

1. To create a Resource of the type selected in the top-right list, click the **New Item** button in the bottom-right list. To rename the Resource, click its name.
2. If a Resource has an expander icon, click that icon to expand the Resource, and then configure the fields that are revealed. Some Resource fields include drop-down menus, while others allow you to enter values manually.

3 If a Resource has a button, click that button to create additional instances of the Resource. For example, when creating a Layout Specification, you can click this button on the **Spot Color** Resource to create additional spot colors.

Specifying the location of Resources: Advanced mode

Resources can exist in several locations:

- **In Jacket**: Stored in a Job Jackets structure, but not used in any of that Job Jackets structure's Job Ticket templates or Job Tickets.
- **In Ticket**: Stored in a Job Jackets structure and associated with a Job Ticket template or Job Ticket. If an "In Ticket" Resource is in a Job Ticket template that is associated with a project, that Resource is also available in the project.
- **In Project**: Stored in a project, but NOT associated with a Job Jackets structure or Job Ticket.

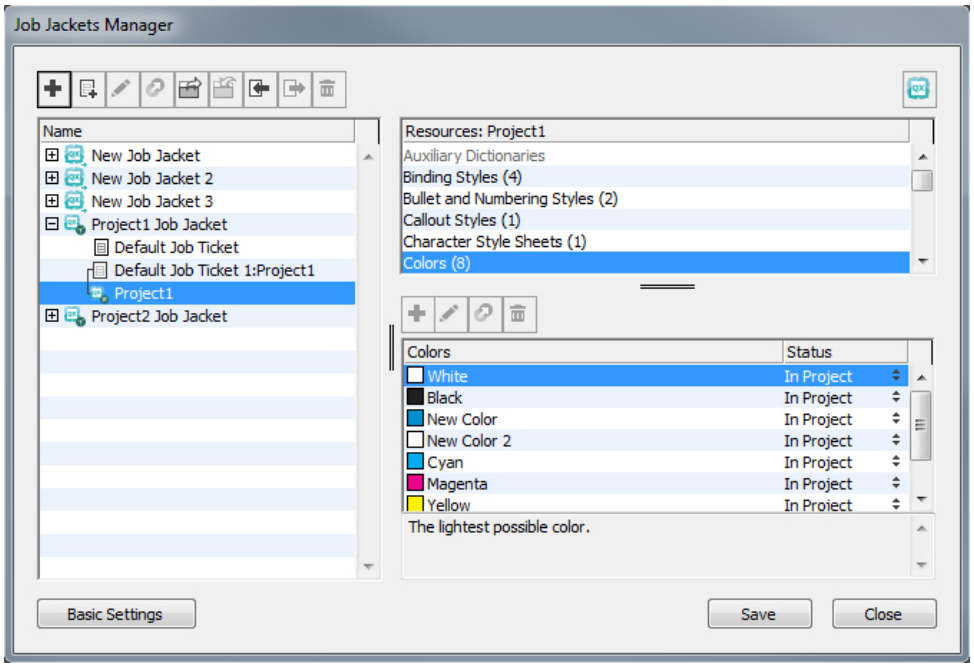
You can specify the location of Resources as follows:

1 Access a Resource using the **Job Jackets Manager** dialog box, as described in "*Accessing Resources: Advanced mode*."

2 Select the Resource in the bottom-right list.

3 Choose a location from the drop-down menu in the **Status** column:

- If the item selected in the left list is a Job Jackets structure, you can choose only **In Jacket**.
- If the item selected in the left list is a Job Ticket template or Job Ticket, you can specify whether or not the Resource is associated with that Job Ticket template or Job Ticket by choosing **In Jacket** or **In Ticket**.
- If the item selected in the left list is a project, you can specify whether the Resource is defined only in the project (**Status = In Project**) or uses the definition in the project's active Job Ticket (**Status** = **In Ticket**).



Use the Job Jackets Manager dialog box (Utilities menu) to specify where Resources are stored.

Working with Layout Specifications

A Layout Specification lets you define layout-specific information such as page size, page count, margins, spread information, bleed information, binding information, and so forth.

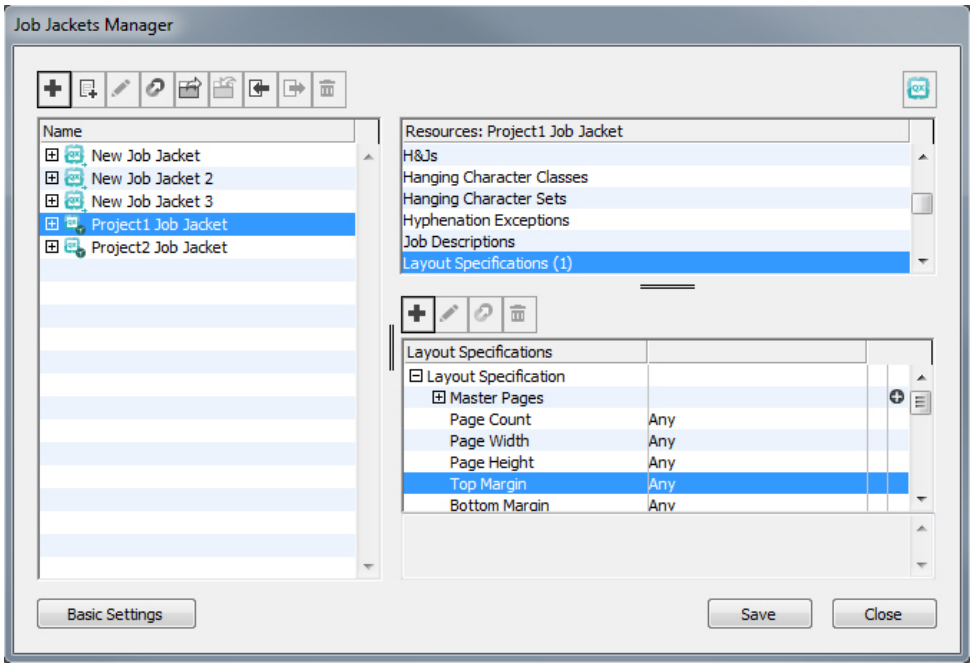
The standard procedure for working with Layout Specifications is:

1. Create a Layout Specification (see "*Creating a Layout Specification: Advanced mode*"). This part of the job is typically done by a job definer.
2. Associate the Layout Specification with a layout using a Job Ticket template or Job Ticket. This is typically done by the layout artist.

The topics below describe each of the above procedures in detail.

Creating a Layout Specification: Advanced mode

Layout Specifications are Resources, and thus must be created in the **Job Jackets Manager** dialog box, as described in "*Working with Resources: Advanced mode*."

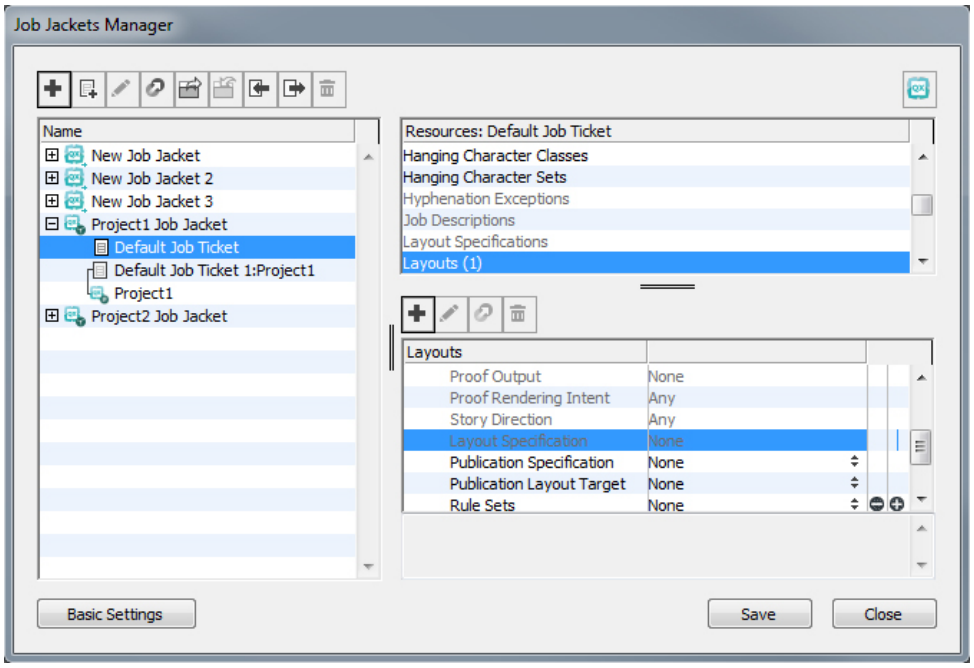


You can use the Job Jackets Manager dialog box (Utilities menu) to create Layout Specifications.

Applying a Layout Specification to a layout

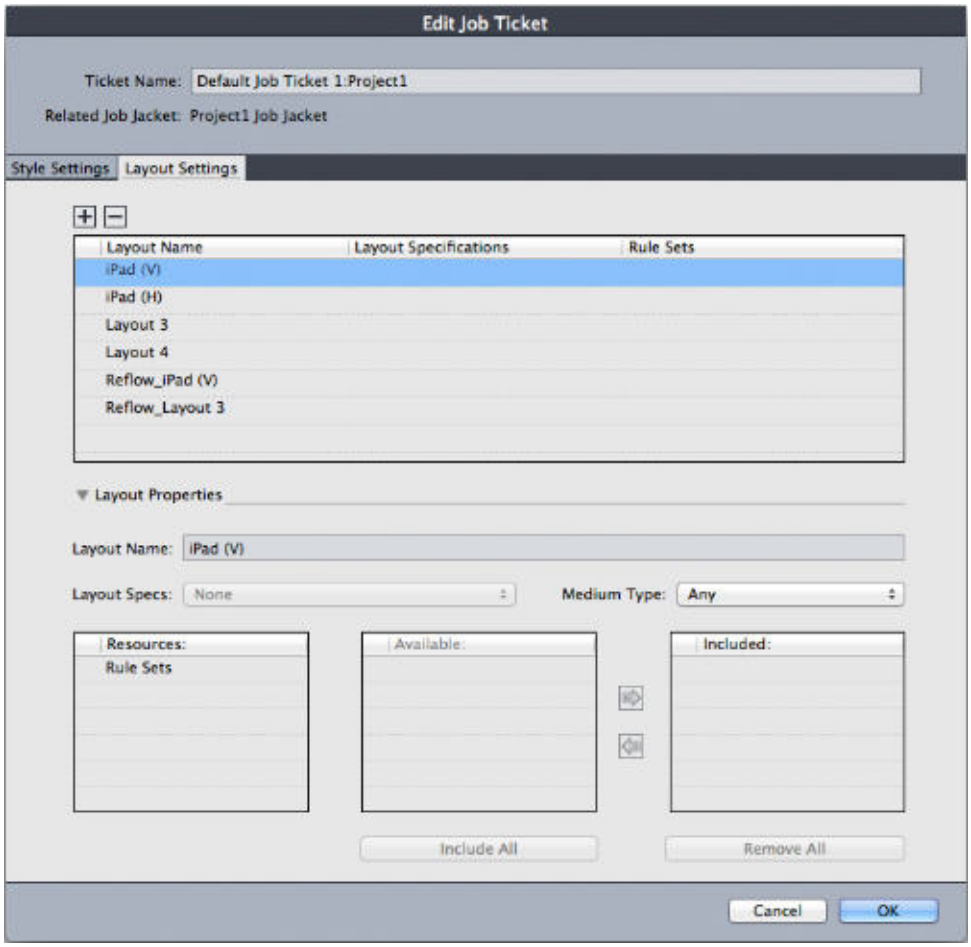
You can associate a Layout Specification with a layout in two ways: by creating the layout from a Job Ticket template, or by applying the Layout Specification to an existing layout's active Job Ticket.

A job definer will typically add a Layout Specification to a layout definition in a Job Jackets file *before* the actual project and layout are created. Because a Layout Specification is a Resource, you add it to a layout definition just as you would any other Resource (see "*Working with Resources: Advanced mode*").



To configure a Job Ticket template to automatically create a layout that follows a particular Layout Specification, associate the Layout Specification with the layout definition using the Job Jackets Manager dialog box.

A layout artist can apply a Layout Specification to a layout's active Job Ticket after the project and layout are created using the **Edit Job Ticket** dialog box (**File > Job Jackets > Modify Job Ticket**). To add a Layout Specification to an active Job Ticket, click the **Layout Settings** tab, select the layout in the layout list, and choose an option from the **Layout Specs** drop-down menu.



You can use the Edit Job Ticket dialog box (File > Job Jackets > Modify Job Ticket) to assign a Layout Specification to a layout in the active project.

Working with Rules and Rule Sets

A *Rule* is a test that is executed against the active layout when you choose **File > Job Jackets > Evaluate Layout**.

Each Rule can test one condition. For example, a Rule might state that all text characters should be set to overprint. Rules also can include descriptions, policies (to indicate to the layout artist whether a given condition is mandatory, recommended, or forbidden), and instructions for fixing problem situations.

The standard procedure for working with Rules and Rule Sets is:

1. Create Rules (see "*Creating Rules: Advanced mode*") and add them to a Rule Set (see "*Adding Rules to a Rule Set: Advanced mode*"). This is typically done by a job definer, possibly working with an output specialist.
2. Associate the Rule Set with a layout using a Job Ticket template (see "*Applying a Rule Set to a layout*"). This is typically done by the job definer.

3 Use the Rule Set to evaluate the layout (see "*Evaluating a layout*"). This is typically done by a layout artist.

The following topics describe each of the above procedures in detail.

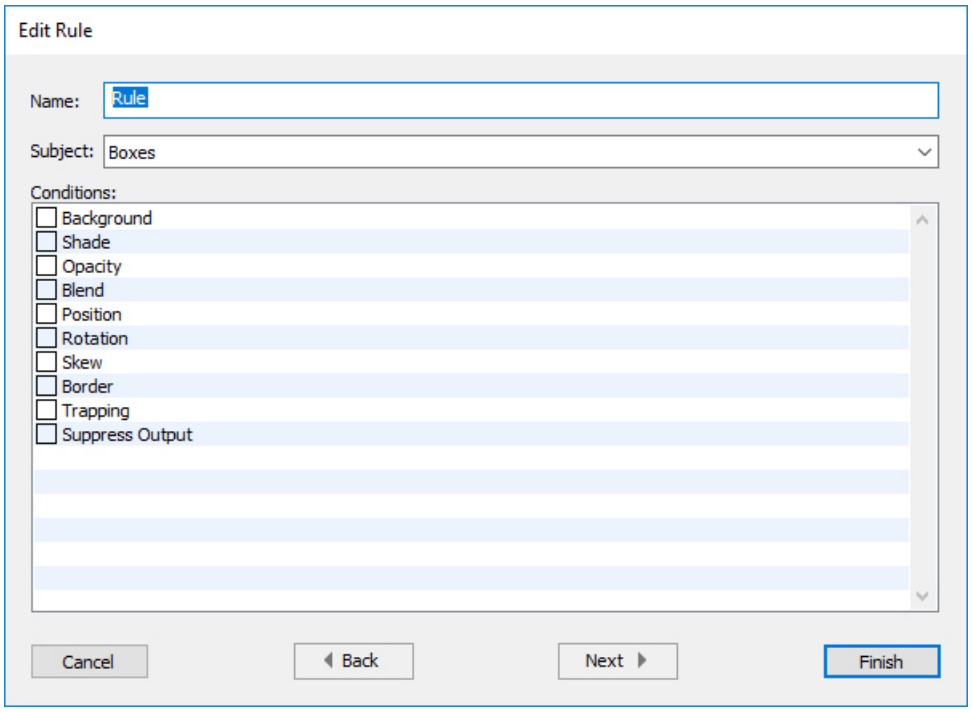
Creating Rules: Advanced mode

To construct a Rule, first navigate to the Rule Resources in the **Job Jackets Manager** dialog box, as described in "*Working with Resources: Advanced mode*." Then use the Rule wizard, as follows:

1 Click the **New** button . The **Edit Rule** dialog box (the first part of the Rule wizard) displays.

2 Enter a name for the Rule in the **Name** field.

3 To indicate what kind of object the Rule should apply to, choose an option from the **Subject** drop-down menu. Available subjects include all boxes, text boxes, picture boxes, text characters, lines, text paths, pictures, and fonts.

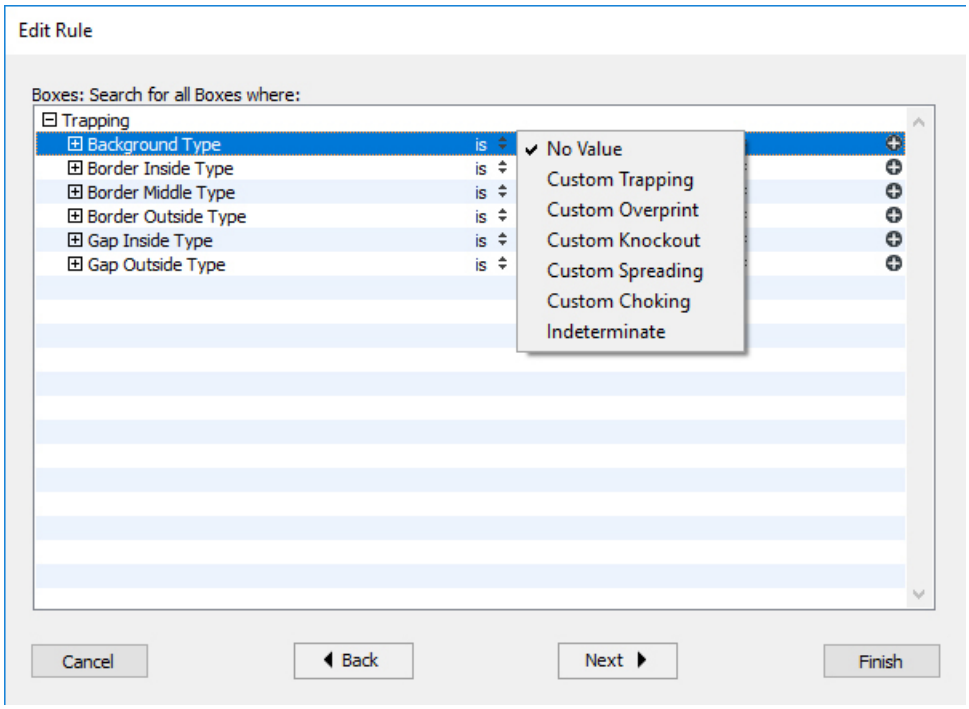


Use the Edit Rule dialog box to create rules.

4 To indicate what you want the Rule to check, check an option in the **Conditions** area. The available conditions depend on the selected subject.

Repeat this step for each condition you want to include in the Rule. The conditions are combined with a logical AND operator. For example, to create a Rule specifying that text boxes should have a background of 50% Blue, choose **Text Boxes** and then check both **Background** and **Shade**.

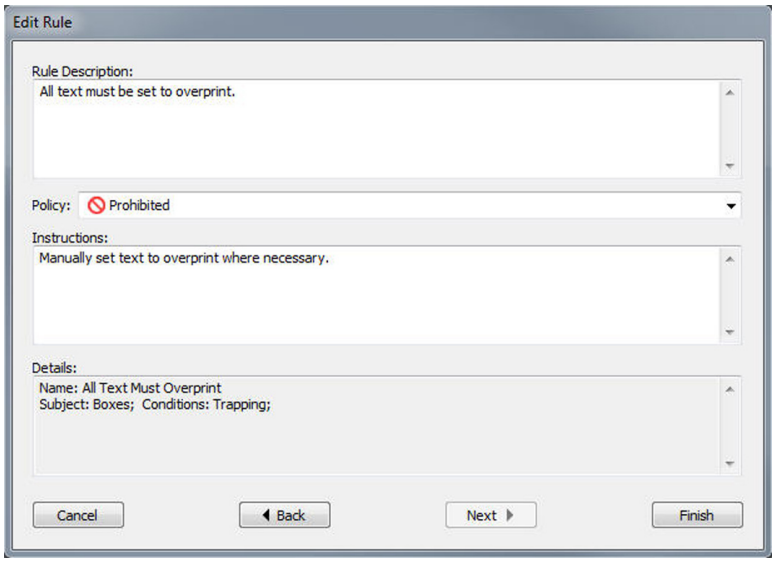
5 Click **Next** to display the next dialog box in the Rule wizard. In this dialog box, you must specify the conditions that trigger the Rule (for example, "is not Overprint" or "is less than 10pt"). To configure each condition, click the expander to expand the item in the list, then choose options and enter values in the provided fields.



Use the second dialog box in the Rule wizard to configure a rule.

If a condition has a ⊕ button, you can click this button to add additional clauses to the condition. Clauses are combined with a logical OR operator. For example, to specify that the indicated item should have a color that is either a CMYK color or a spot color, configure the first line to check for **CMYK**, then add a second line, and configure it to check for **Spot Ink**.

6 Click **Next** to display the third and final dialog box in the Rule wizard. Use this dialog box to specify a **Description** of the Rule, a **Policy** (which determines what kind of icon displays if the Rule is broken), and **Instructions** for fixing the problem. The information you enter in **Instructions** is displayed when a layout artist chooses **Evaluate Layout** if the Rule is broken.

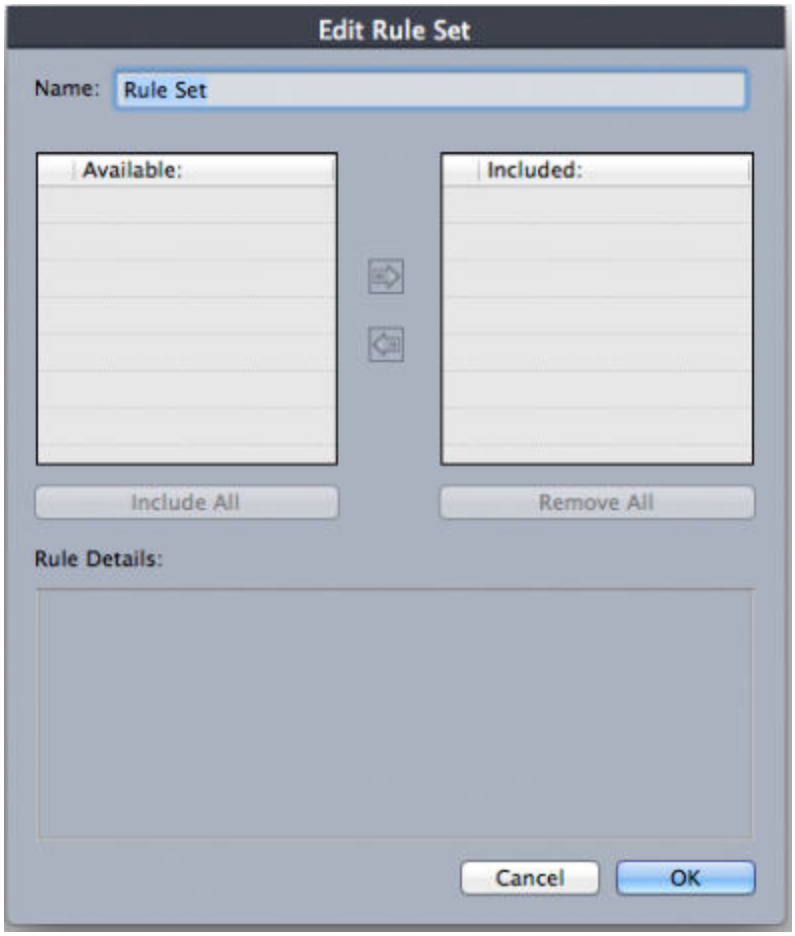


Use the third dialog box in the Rule wizard to control what happens when a rule is broken.

Adding Rules to a Rule Set: Advanced mode

Rules must be put into *Rule Sets*, which are named collections of Rules. A job definer can include one or more Rule Sets in a layout definition in a Job Ticket template. A layout artist working in a layout that is based on that layout definition can then evaluate the layout using the Rules in those Rule Sets (see "*Evaluating a layout*"). To add a Rule to a Rule Set:

1. Open the **Job Jackets Manager** dialog box (**Utilities** menu).
2. If only one list displays in the dialog box, click **Advanced Settings** to show the **Advanced** pane.
3. Create or select a Job Jackets structure.
4. Select **Rule Sets** in the upper-right list.
5. Click the **New** button to create a Rule Set. The **Edit Rule Set** dialog box displays.



Use the Edit Rule Set dialog box to work with Rule Sets.

6 Enter a name for the Rule Set in the **Name** field.

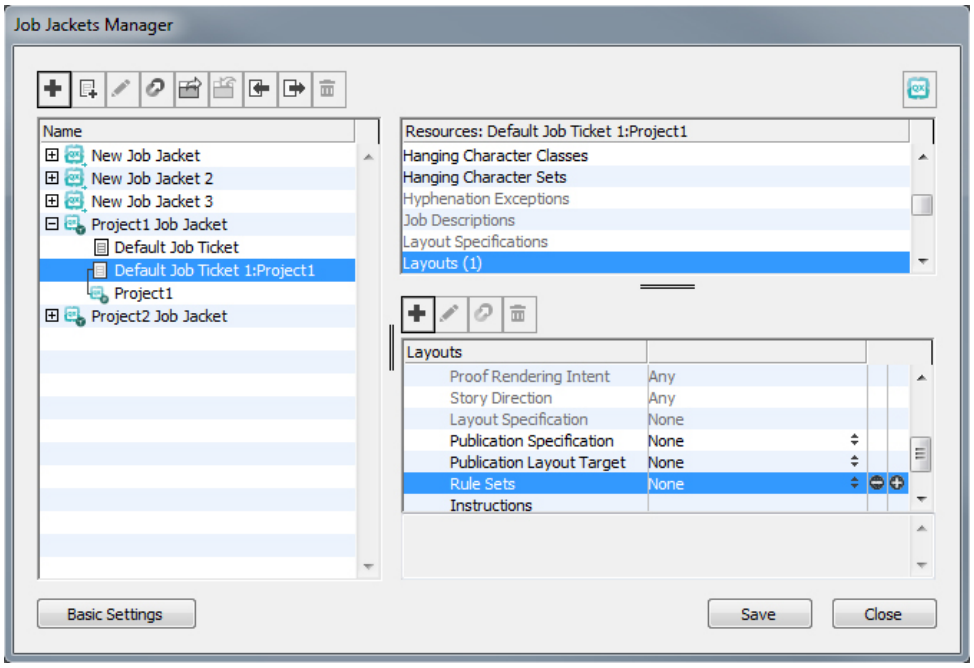
7 Select the Rules you want in the **Available** list and click the button, or click **Include All** to add all the Rules in the **Available** list to the active Rule Set.

8 Click **OK**.

Applying a Rule Set to a layout

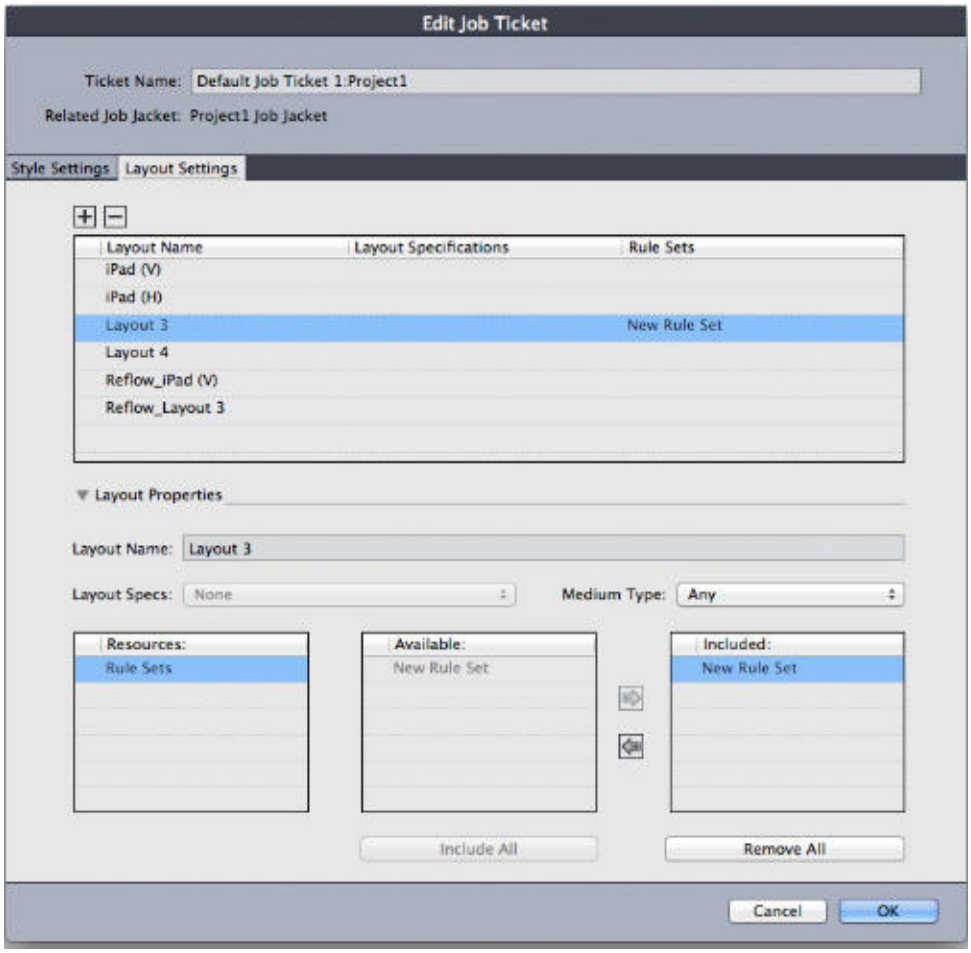
Once a Rule Set has been associated with a layout's Job Ticket template instance, the layout artist can evaluate the layout against that Rule Set (see "*Evaluating a layout*"). You can associate a Rule Set with a layout in two ways.

A job definer will typically add a Rule Set to a layout definition in a Job Jackets file *before* the actual project and layout are created. Because, a Rule Set is a Resource, you add it to a layout definition just as you would any other Resource (see "*Working with Resources: Advanced mode*").



To make a Rule Set available in a layout as soon as that layout is created, associate the Rule Set with the layout definition using the Job Jackets Manager dialog box.

A layout artist can add a Rule Set to a layout *after* the project and layout are created. For information on how to do this, see "*Working with Resources in a Job Ticket: Basic mode*."



A layout artist can use the Edit Job Ticket dialog box (File > Job Jackets > Modify Job Ticket) to assign a Rule Set to a layout in the active project.

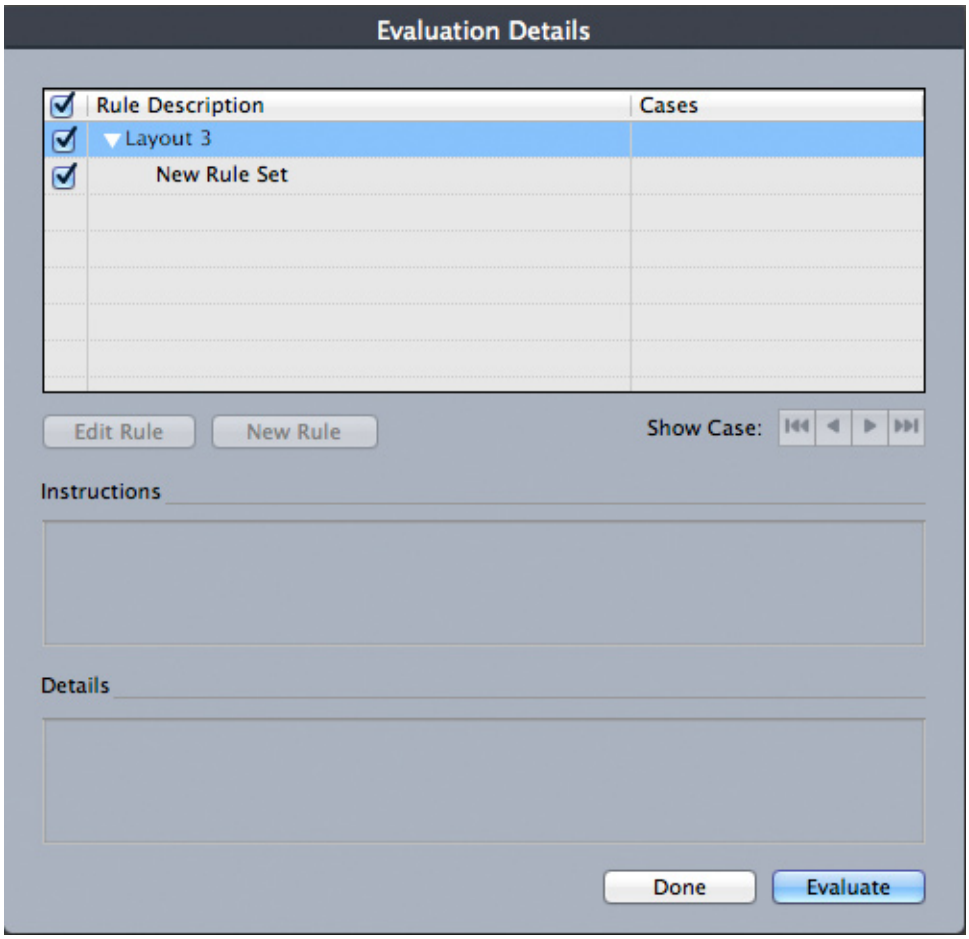
Evaluating a layout

Rule Sets, Layout Specifications, and Output Specifications provide tests that can be evaluated to determine whether a layout adheres to the specifications created by the job definer. The **Evaluate Layout** command lets you execute those tests and determine whether (and where) any violations occur. This command also checks the layout against its layout definition, to verify medium type (Print, Digital) and color management settings. Once violations are identified, a layout artist can decide what (if anything) to do about them.

- Before you attempt to evaluate a layout, make sure the project is associated with a Job Ticket that defines Rule Sets or Output Specifications for the active layout.
- The **Evaluate Layout** feature is designed to highlight layout problems and indicate where they can be fixed. However, it cannot prevent a layout artist from making changes that violate the specifications and Rules defined in a Job Ticket.

To evaluate a layout:

1 Choose **File > Job Jackets > Evaluate Layout**. The **Layout Evaluation** dialog box displays, with applicable Rule Sets, Layout Specifications, and Output Specifications listed. To expand a Rule Set, Layout Specification, or Output Specification and see its component Rules, click the expander icon next to it.



Use the Layout Evaluation dialog box to evaluate the active layout against Rule Sets, Layout Specifications, and Output Specifications.

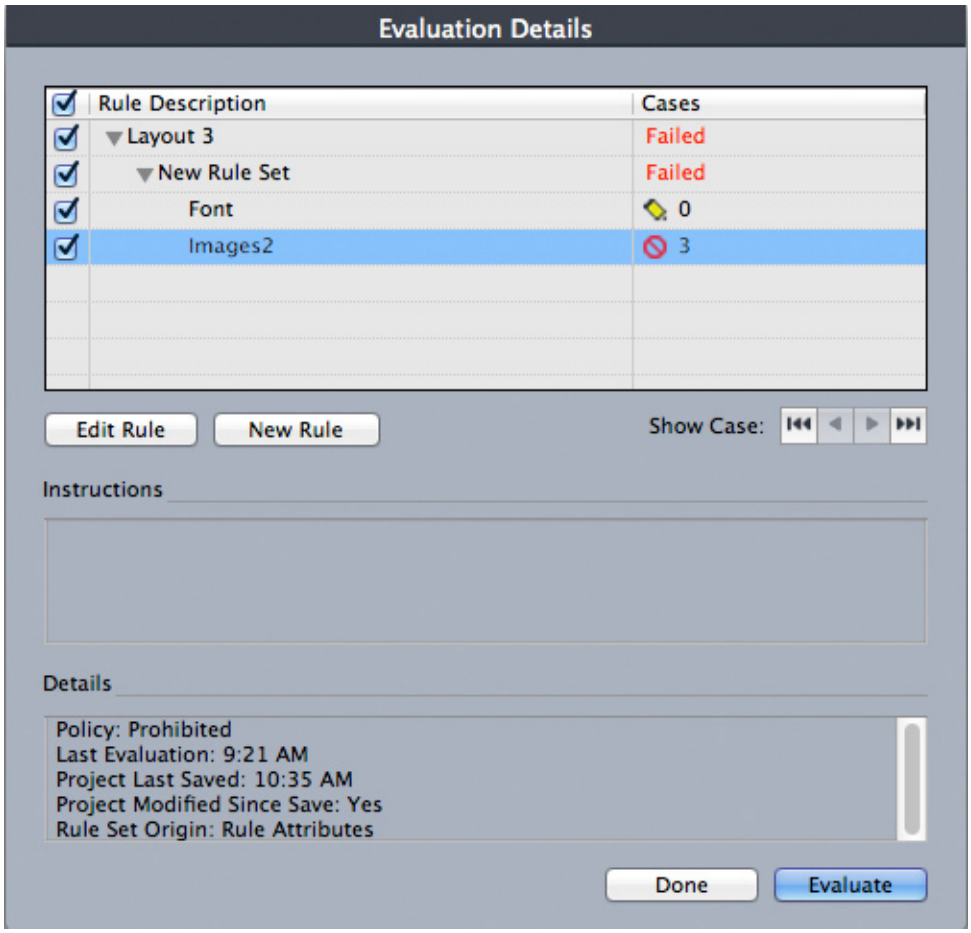
2 To edit the selected Rule, click its name and then click the **Edit Rule** button. Any changes to the Rule are written back to the Job Jackets file and apply to any other projects that use this Job Ticket.

3 To indicate that a Rule should be checked, check the box next to that Rule. To indicate that all Rules in a Rule Set, Layout Specification, or Output Specification should be checked, check the box next to the name of the Rule Set, Layout Specification, or Output Specification.

4 To evaluate the active layout against the checked Rules, click **Evaluate**. The **Cases** column is updated to show whether the document passes each Rule check.

5 To view more detailed information about a violated Rule, click its name and then check the **Instructions** and **Details** boxes. The **Instructions** box shows

any instructions written by the Rule creator, and the **Details** box provides information about the project (such as whether it has been modified since the last evaluation).



The Layout Evaluation dialog box shows which Rules are passed and which Rules are violated.

6 To scroll the layout to the locations where Rules are violated, click the **Show Case** buttons. This makes it easy to fix Rule violations.

➡ You can configure QuarkXPress to automatically evaluate each layout when the project is opened, when the project is saved, when the project is closed, and when the layout is sent to output. For more information, see "Job Jackets preferences."

Job Jackets locking

To avoid having two people attempt to edit a Resource at the same time, QuarkXPress locks shared Job Jackets files under the following circumstances:

- When the user of a project that shares a Job Jackets file displays the **Edit Job Ticket** dialog box (**File > Job Jackets > Modify Job Ticket**), QuarkXPress locks that Job Jackets file.

- When a user displays the **Job Jackets Manager** dialog box (**Utilities** menu), QuarkXPress locks all Job Jackets files displayed in the **Job Jackets Manager** dialog box.
- When the user of a project that shares a Job Jackets file creates, duplicates, edits, or deletes a Resource that is in the shared Job Jackets file, QuarkXPress locks the Job Jackets file. For example, if Tara is working in a project that shares the "Product List" Job Jackets file, and she chooses **Edit > Colors** and starts to modify a color that is in the project's Job Ticket, QuarkXPress locks all shared Resources in the "Product List" Job Jackets file so that only Tara can modify them.

When a Job Jackets file is locked:

- You cannot create a project from a Job Ticket template in that Job Jackets file.
- You cannot link a project to the Job Jackets file.
- You cannot display the **Edit Job Ticket** dialog box (**File > Job Jackets > Modify Job Ticket**) for a project that shares the Job Jackets file.
- You can display the **Job Jackets Manager** dialog box (**Utilities** menu), but you cannot edit the locked Job Jackets file or any of its Job Tickets.
- You cannot edit a shared Resource in the Job Jackets file. For example, if Tara has locked the "Product List" Job Jackets file, and Samuel chooses **Edit > Colors** and tries to modify a color that is in the project's Job Ticket, the color is dimmed and unavailable until Tara unlocks the Job Jackets file.
- You cannot add a layout or change the name of an existing layout in a project that shares the Job Jackets file.
- You cannot edit a rule from the **Layout Evaluation** dialog box (**File > Job Jackets > Evaluate Layout**).

A locked Job Jackets file becomes unlocked at the following points:

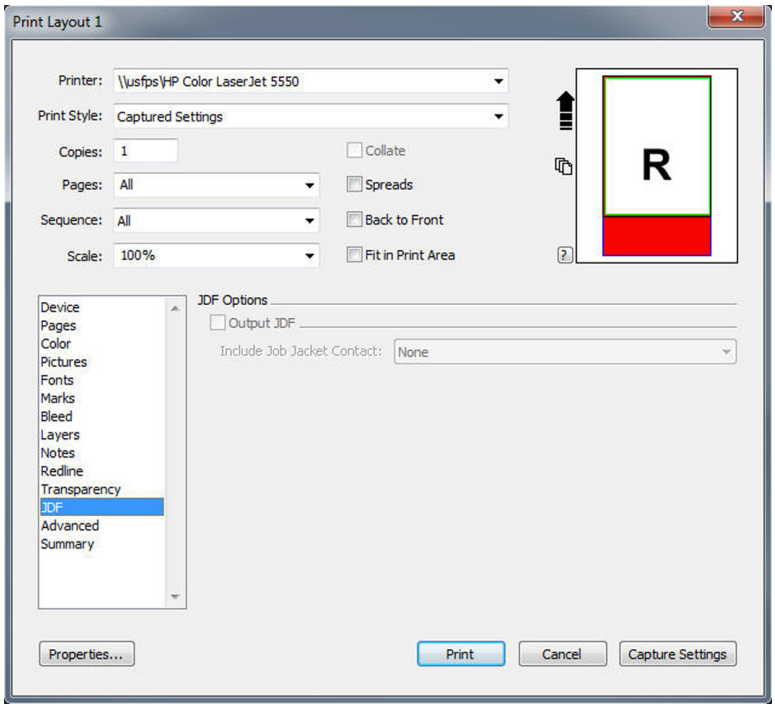
- When the user with the lock closes the **Edit Job Ticket** dialog box.
- When the user with the lock closes the **Job Jackets Manager** dialog box.
- When the user with the lock finishes editing a Resource that is in the shared Job Jackets file. Using the example above, this would be when Tara clicks **Save** or **Cancel** in the **Colors** dialog box after changing the shared color.

➡ Because of Job Jackets locking, it is important to display **Edit Job Ticket** and the **Job Jackets Manager** dialog boxes only when necessary, and to close them as soon as you've completed any work you need to do with them.

➡ If you display the **Job Jackets Manager** dialog box (**Utilities** menu) and find that you cannot edit the Job Jackets file associated with your project, that Job Jackets file is probably locked by another user.

Printing with JDF output

When you send a project to output, you can now indicate that a JDF file should be generated and stored wherever the output file is saved. (Note that if you are printing directly to the output device, no JDF file is generated.)



Use the JDF pane of the Print dialog box to specify that Job Jackets information be included at output in the form of a JDF-compliant XML file.

Working with Multiple Languages

QuarkXPress is available in several language configurations. If your language configuration supports it, you can:

- Open and edit projects that use any supported *character language*. Character language is an attribute that you can apply to text to indicate which hyphenation and spell checking rules should be used with that text. You can apply character language at the character level — so even if a sentence uses words in two different languages, every word can be hyphenated and spell checked correctly. For more information, see "*Applying a character language*."
- *(Windows only)* Change the user interface and keyboard commands to any supported *program language*. Program language refers to the language used in application menus and dialog boxes. Program language affects only the user interface; it does not affect spell checking and hyphenation. For more information, see "*Changing the program language*."
- *(Mac OS only)* The program language is determined by your OS language at the time of install. You can change the UI language by changing the display language of OS in System Preferences and restarting QuarkXPress.

➡ Irrespective of whether **East Asian or Middle Eastern configuration** is enabled in Preferences, QuarkXPress can open, display, and output a project that uses East Asian or Middle Eastern features. However, you can only edit text that uses these features only in their correct configuration. (**QuarkXPress/Edit > Preferences > Configuration**).

Applying a character language

The character language attribute determines which dictionary is used for spell checking and which rules and exceptions are used for hyphenation. When you check the spelling of text that uses different languages, each word is checked using the assigned language dictionary. When automatic hyphenation is enabled for a project that uses different character languages, each word is hyphenated using the appropriate hyphenation rules and hyphenation exceptions for that language.

To apply a character language:

- Use the **Language** drop-down menu in the **Edit Character Style Sheet** dialog.
- Use the **Language** drop-down menu in the **Character** tab of the Measurements palette.
- Use the **Convert Project Language** dialog (**Utilities > Convert Project Language**...).

Changing the program language

To specify the program language:

- *(Windows only)* Choose an option from the **Edit** > **Program Language** submenu.
- *(Mac OS only)* The program language is determined by your OS language at the time of install. You can change the UI language by changing the display language of OS X in System Preferences and restarting QuarkXPress.

Your menus, dialog boxes, and palettes change to the chosen language. Keyboard commands are based on the program language.

➡ The program language has no effect on hyphenation and spell checking.

XTensions Software

You can use XTensions modules to add features such as palettes, commands, tools, and menus that augment just about every activity you undertake.

Working with XTensions modules

➡ Many XTensions come in two parts: One file for the functionality of the XTensions module, and another file for its user interface. The name of the user interface module typically ends in "UI." XTensions modules that do not have any user interface do not have to have a UI file.

Installing XTensions modules

QuarkXPress ships with a default set of XTensions modules. You can also install additional XTensions software developed by Quark or by third-party companies.

macOS

QuarkXPress is released as an "App Bundle" for *macOS*. In order to make this possible, all of the supporting folders, including the default XTensions, have been moved inside the self-contained app bundle. QuarkXPress will load third party XTensions from the following two locations:

- ~/Library/Application Support/Quark/QuarkXPress <version>/XTensions
- /Library/Application Support/Quark/QuarkXPress <version>/XTensions

If the XTension is placed in the main library path, it will be available to all the users on that Mac. If deployed in the user's library path, the XTension will only be available to that particular user. If the same XTension exists in both of these locations, then the one in the user's library location will get the preference.

➡ The XTensions must be placed in one of these folders for QuarkXPress <version> to load them. Do not make a change in the QuarkXPress app bundle. Newly installed XTensions modules will load the next time you launch.

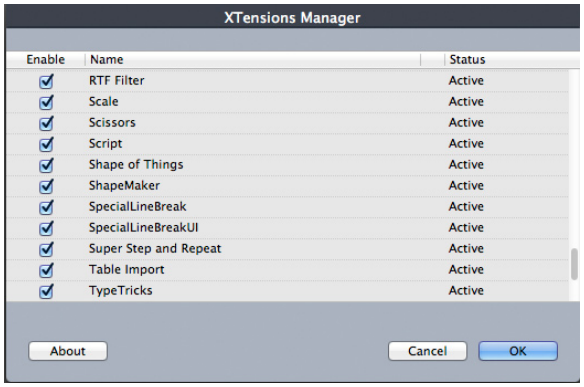
➡ The XTensions Disabled folder was deprecated with QuarkXPress <version> on Mac and will no longer be supported. The disabled XTensions will be recorded in the following file: ~/Library/Application Support/Quark/QuarkXPress <version>/XTSettings.plist.

Windows

To install XTensions modules on *Windows*, place them in the XTensions folder within your application folder. Newly installed XTensions modules will load the next time you launch.

Enabling and disabling XTensions modules

You might want to disable XTensions modules if you are short on memory or for troubleshooting purposes. To enable or disable an XTensions module, first choose **Utilities > XTensions Manager** to display the **XTensions Manager** dialog box.



You can use the XTensions Manager dialog box to enable and disable XTensions modules.

To enable a module, check the box next to its name in the **Enable** column. To disable a module, uncheck its box. The change takes effect the next time you launch the application.

Working with XTensions sets *(Windows only)*

If you find that you frequently enable and disable particular groups of XTensions modules, you can create an XTensions set that makes it easy to switch between these groups.

To create an XTensions group, first display the **XTensions Manager** dialog box (**Utilities** menu) and enable the XTensions modules you want in the group. Then click **Save As** and enter a name for the group. When you want to switch to this group, simply display the **XTensions Manager** dialog box and choose the group's name from the **Set** drop-down menu.

You can also import and export XTensions sets with the **Import** and **Export** buttons, for situations where you want to share them with other users.

Script XTensions software

When Script XTensions software is loaded, the Scripts menu is available in the QuarkXPress menu bar. From this menu, you can run any AppleScript script in the "Scripts" folder in the QuarkXPress application folder. Script XTensions software makes a collection of AppleScript scripts available from this menu by default, and you can add your own AppleScript scripts to the menu.

To use Script XTensions software, simply choose a script from the Scripts menu, and the script runs. The provided default scripts are organized into submenus.

Please note that although these scripts are designed to operate in as many workflows as possible, specific settings in your workflow might prevent them from operating correctly. Therefore, we recommend that you save your layouts before running any scripts that affect them

- Script XTensions software is for macOS only.
- Script XTensions software must be loaded before you can run any AppleScript scripts that affect QuarkXPress, whether the scripts are launched from QuarkXPress or from another location (such as the desktop).

Other required components include the following:

- Standard Additions Scripting Addition
- AppleScript Extension

QuarkXPress is released as an "App Bundle" for *macOS*. In order to make this possible, all the supporting folders, including the default Scripts, have been moved inside the self-contained app bundle. QuarkXPress will load third party Scripts from the following two locations:

- ~/Library/Application Support/Quark/QuarkXPress <version>/Scripts
- /Library/Application Support/Quark/QuarkXPress <version>/Scripts

These scripts will be shown with a separator in the Scripts Menu

Box Tools submenu

This topic describes the AppleScript scripts available through the **Box Tools** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Add Crop Marks** to place crop marks around the selected box.
- Use **Easy Banner** to create a "banner" (text box) in the top-left corner of a selected box; you specify the text in the banner.
- Use **Make Caption Box** to create a caption box (text box) below the selected box.

- Use **Shrink or Grow at Center** to resize a box from the box's center, rather than from its origin (the 0,0 coordinates).

Grid submenu

This topic describes the AppleScript scripts available through the **Grid** submenu of the Scripts menu when Script XTensions software is installed.

Use **By Dividing a Box** to create a grid of boxes based on the dimensions of the selected box.

Images submenu

This topic describes the AppleScript scripts available through the **Images** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Contents to PICT File** to save the PICT preview of the selected picture to a file.
- Use **Copy to Folder** to save a copy of the picture in the selected picture box to a specified folder.
- Use **Fldr to Select PBoxes** to import picture files from a specified folder into selected picture boxes. Pictures are imported in alphabetical order.

Picture Box submenu

This topic describes the AppleScript scripts available through the **Picture Box** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Crop Marks & Name** to place crop marks around the active picture box and enter the name of the picture file into a text box below the picture box.
- Use **Place Name** to enter the name of a picture into a text box below the picture box that contains the picture.
- Use **Set All Bkgnd None** to change the background color of every picture box in the layout to **None**.
- Use **Set All Bkgnd** to change the background of every picture box in the layout to a specified color and shade.

Saving submenu

This topic describes the AppleScript scripts available through the **Saving** submenu of the Scripts menu when Script XTensions software is installed.

Use **Each Page as EPS** to save each page of the layout as an individual EPS file with a color TIFF preview.

- To save the pages of the active layout as EPS files, click **Active**.
- To save the pages of a layout in a different project, click **Choose** to display the **Choose a File** dialog box, navigate to the target project, and then click **Choose**. The script saves the pages of whichever layout was active when the project was last saved.

Special submenu

This topic describes the AppleScript scripts available through the **Special** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Move to Scripts Folder** to copy or move a selected AppleScript script to a selected folder within the "Scripts" folder.
- Use **Open Apple Events Scripting PDF** to open "*A Guide to Apple Events Scripting.pdf*." This PDF file contains detailed information about writing AppleScript scripts for QuarkXPress.
- Use **Open QuarkXPress Folders** to open specified folders within the QuarkXPress folder.

Stories submenu

This topic describes the AppleScript scripts available through the **Stories** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Link Selected Text Boxes** to link selected text boxes. The text chain order is based on the stacking order of the text boxes.
- **To or From XPress Tags** converts the text in the selected box to "XPress Tags" codes, or from "XPress Tags" codes to formatted text (the text is formatted using "XPress Tags" codes). This script requires that the "XPress Tags" Filter be loaded.
- **Unlink Selected Boxes** breaks the links between selected text boxes while retaining the position of the text in the text chain.

Tables submenu

This topic describes the AppleScript scripts available through the **Tables** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Row or Column Color** to apply a specified color and shade to every other row or column in a table.

Typography submenu

This topic describes the AppleScript scripts available through the **Typography** submenu of the Scripts menu when Script XTensions software is installed.

- Use **Baseline Grid +1pt** to increase the size of the baseline grid (the space between gridlines) by 1 point.
- Use **Baseline Grid –1pt** to decrease the size of the baseline grid (the space between gridlines) by 1 point.
- Use **Columns & Gutter Width** to set the columns and gutter width (space between columns) for a selected text box.
- Use **Make Fractions** to convert all instances of numbers on either side of a slash (for example, ½) into formatted fractions.
- Use **Set Textbox Insets** to specify the text box inset values for each side of the selected text box.

Preferences

Preferences let you control the default behavior of QuarkXPress.

Understanding preferences

The **Preferences** command (**QuarkXPress/Edit > Preferences**) displays the **Preferences** dialog box. The **Preferences** dialog box contains several panes that enable you to specify default settings for the various functions of the application. To view a pane, click its name in the list on the left. There are three types of preferences:

- *Application preferences* apply to the application and affect the way all projects are handled.
- *Project preferences* affect all layouts in the active project. However, if you change project preferences with no projects open, the new preferences become the default settings for all new projects.
- *Layout preferences* affect only the active layout. However, if you change layout preferences with no projects open, the new preferences become the default settings for all new layouts.

Additional panes and options display in the **Preferences** submenu when certain XTensions software is loaded.

Nonmatching Preferences alert

The **Nonmatching Preferences** alert displays when you open a project that was last saved with kerning table information, tracking table information, or hyphenation exceptions that are different from the settings contained in the current preferences files. You have the option of using the settings in the project or those in the preferences files.

- If you click **Use XPress Preferences**, the preference information that had been saved with the project is ignored and all layouts are changed to the preference settings in your preferences files. Text might reflow because of different automatic kerning or tracking information or different hyphenation exceptions. Changes you make to these settings while the project is active are stored both in the project and in the preferences files. The advantage of the **Use XPress Preferences** feature is that the project will be based on the same kerning table information, tracking table information, and hyphenation exceptions as your other projects.
- If you click **Keep Project Settings**, the project will retain the preferences previously specified for each layout. Text will not reflow. Automatic kerning, tracking, or hyphenation exception changes made while the project is active

will be stored only with the project. The Keep Project Settings feature is useful if you want to open and print a layout without running the risk of text reflow.

Changes to QuarkXPress preferences

Changes to QuarkXPress preferences are handled in the following ways:

- If you make changes to application preferences in the **Preferences** dialog box (**QuarkXPress/Edit** menu) with or without projects open, the changes are saved in the preferences files and immediately affect all open projects and all subsequently opened projects.
- If you make changes to **XTensions Manager** settings (**Utilities** menu) with or without projects open, the changes are saved in the preferences files and affect all projects after you relaunch QuarkXPress.
- If you make changes to **PPD Manager** settings (**Utilities** menu) with or without projects open, the changes are saved in the preferences files and immediately affect all open projects and all subsequently opened projects.
- If you make changes to layout preferences in the **Preferences** dialog box (**QuarkXPress/Edit** menu) with a project open, the changes are saved only with the active project.
- If you choose a different auxiliary dictionary with a project open, the change is saved only with the active project.
- If you make changes to the kerning table information, tracking table information, and hyphenation exceptions in a new project, these changes are saved with the active project and in the preferences files.

If the **Nonmatching Preferences** alert displays when you open a project and you click **Use XPress Preferences**, changes you make to the kerning table information, tracking table information, and hyphenation exceptions will be stored both in that project and in the preferences files.

What's in the preferences files

The contents of the preferences files are as follows. The list is divided into three groups according to how the various preferences are saved.

Group A

Group A contains the following information:

- Kerning tables (**Edit > Kerning Pairs**)
- Tracking tables (**Edit > Font Tracking Tables**)

- Hyphenation exceptions (**Utilities > Hyphenation Exceptions**)

Any changes you make to the settings in Group A while no projects are open are stored in the preferences files and are used for all subsequently created projects.

If the **Nonmatching Preferences** alert displays when you open a project and you click **Use XPress Preferences**, subsequent changes you make to the settings in Group A are saved to both the project and the preferences files. (The project's original Group A settings are discarded when you click **Use XPress Preferences**.)

Group B

Group B contains the following information:

- Default style sheets, colors, dashes and stripes, lists, conditional styles, hanging characters, bullet numbering and outline styles, footnote styles, text shading styles, font sets, mojigumi sets, callout styles, grid styles, table styles, hyperlinks and hyphenation and justification specifications (**Edit** menu)
- Settings in the **Project** panes of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**)
- Path information for the default auxiliary dictionary: (**Utilities > Check Spelling > Auxiliary Dictionary**)

Any changes you make to the settings in Group B while no projects are open are stored in the preferences files and are used for all subsequently created projects. Any changes you make to the settings in Group B while a project is open are saved with that project only.

Group C

Group C contains the following information:

- Output styles (**Edit > Output Styles**)
- Settings in the **XTensions Manager** dialog box.
- Settings in the **PPD Manager** dialog box (**Utilities** menu)
- Settings in the **Application** panes of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**)

Any changes you make to the settings in Group C are always stored in the preferences, whether or not a project is open.

Application preferences

The controls in the **Application** panes of the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**) affect the way QuarkXPress works with all projects, including how projects are displayed and saved. These settings are saved with the application and are never saved with projects.

Preferences — Application — Display

Use the **Display** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify how the pasteboard and other elements in the application appear on screen for all projects.

Settings in the **Pasteboard** area include the following:

- Use the **Pasteboard Width** field to specify the width of the pasteboard on either side of the page or spread in a Print layout. Pasteboard width is measured as a percentage of the layout width.
- (Windows only) Use the **Color** control to specify a color for the pasteboard.
- (Windows only) To display the pasteboard of the active spread in a different color, check **Change Pasteboard Color to Indicate Active Spread** and then choose a color with the corresponding **Color** control.
- To display the pasteboard in a different color when you are in Trim View mode (**View > Trim View**), check **Trim View Pasteboard Color** and then choose a color with the corresponding **Color** control.

Settings in the **Display** area include the following:

- Check **Opaque Text Box Editing** to turn text boxes temporarily opaque while you are editing them.
- *(Windows only)* Use the **Display DPI Value** field to adjust your monitor so that it displays the best representation of your document on screen.
- Choose a profile that corresponds to your monitor from the **Monitor Profile** drop-down menu, or choose **Automatic**. Profiles can be placed in the "Profiles" folder in the QuarkXPress application folder. (For more information about color management preferences, see "*Preferences — Layout— Color Manager*.")
- *(Windows Only)* **Color Theme** preference can be used to change the QuarkXPress appearance. Changes to the color theme preference will take effect on relaunching the application.

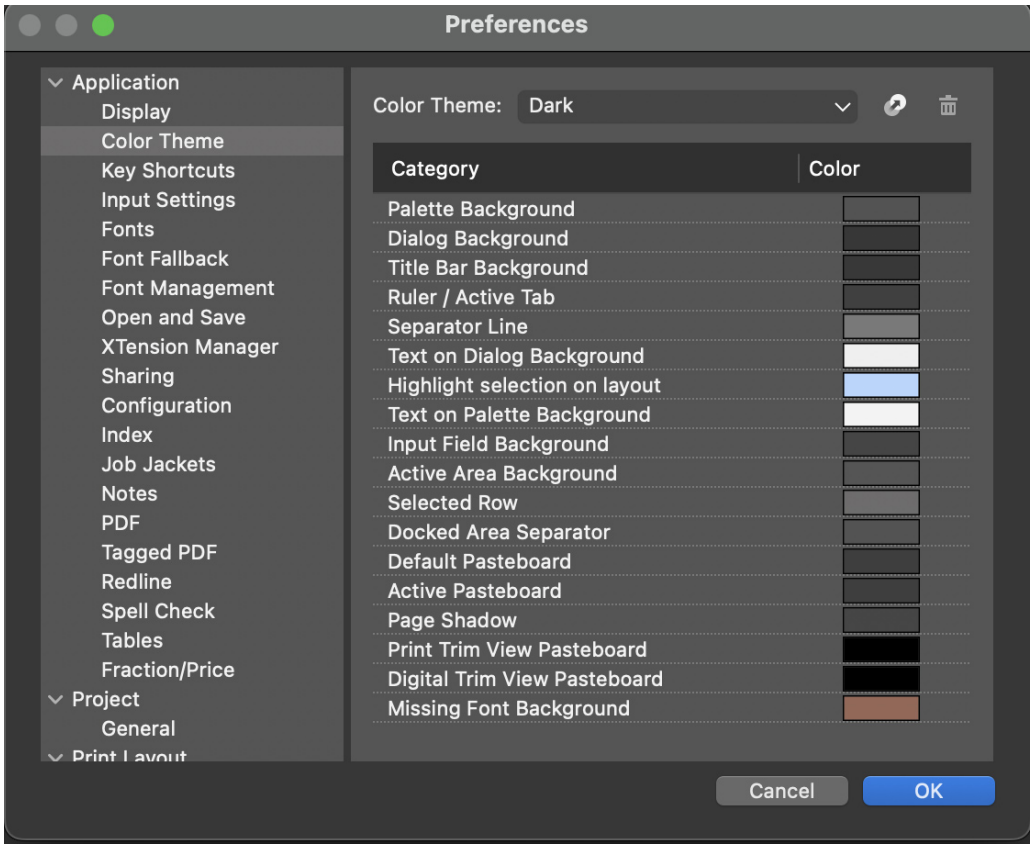
Preferences — Application — Color Theme

➡ macOS only.

Use the **Color Theme** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify a color theme for QuarkXPress.

Use the **Color Theme** drop-down menu to choose from the existing color themes or click on the icon to duplicate an existing color theme.

Use the **Color** control to specify a color for each of the categories.



Color Theme pane of the Preferences dialog box

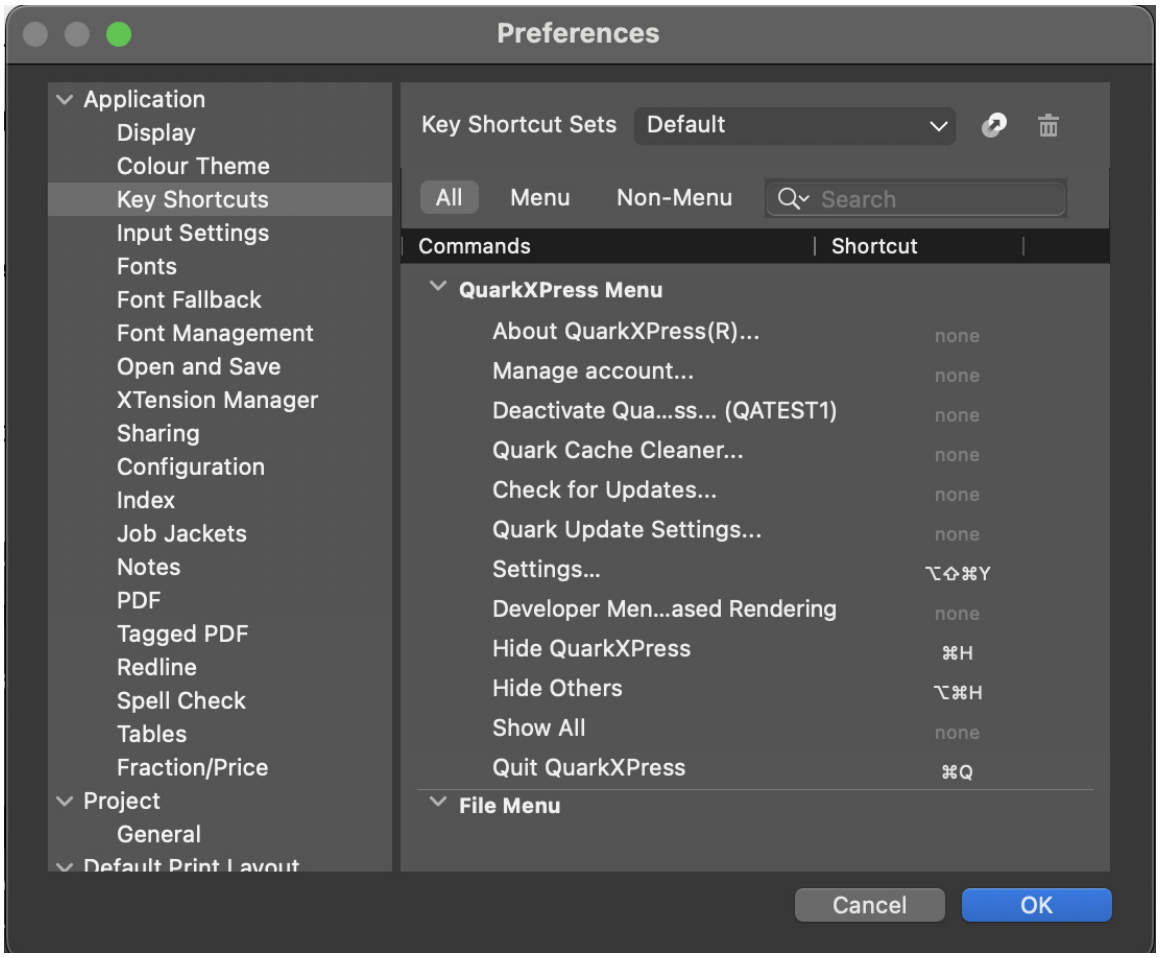
Preferences — Application — Key Shortcuts

You can add custom keyboard shortcuts on both Mac and Windows.

Use the **Key Shortcuts** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to customize key shortcuts for QuarkXPress.

Use the **Key Shortcut Sets** drop-down menu to choose from the existing key shortcuts sets or click on the icon to duplicate an existing set.

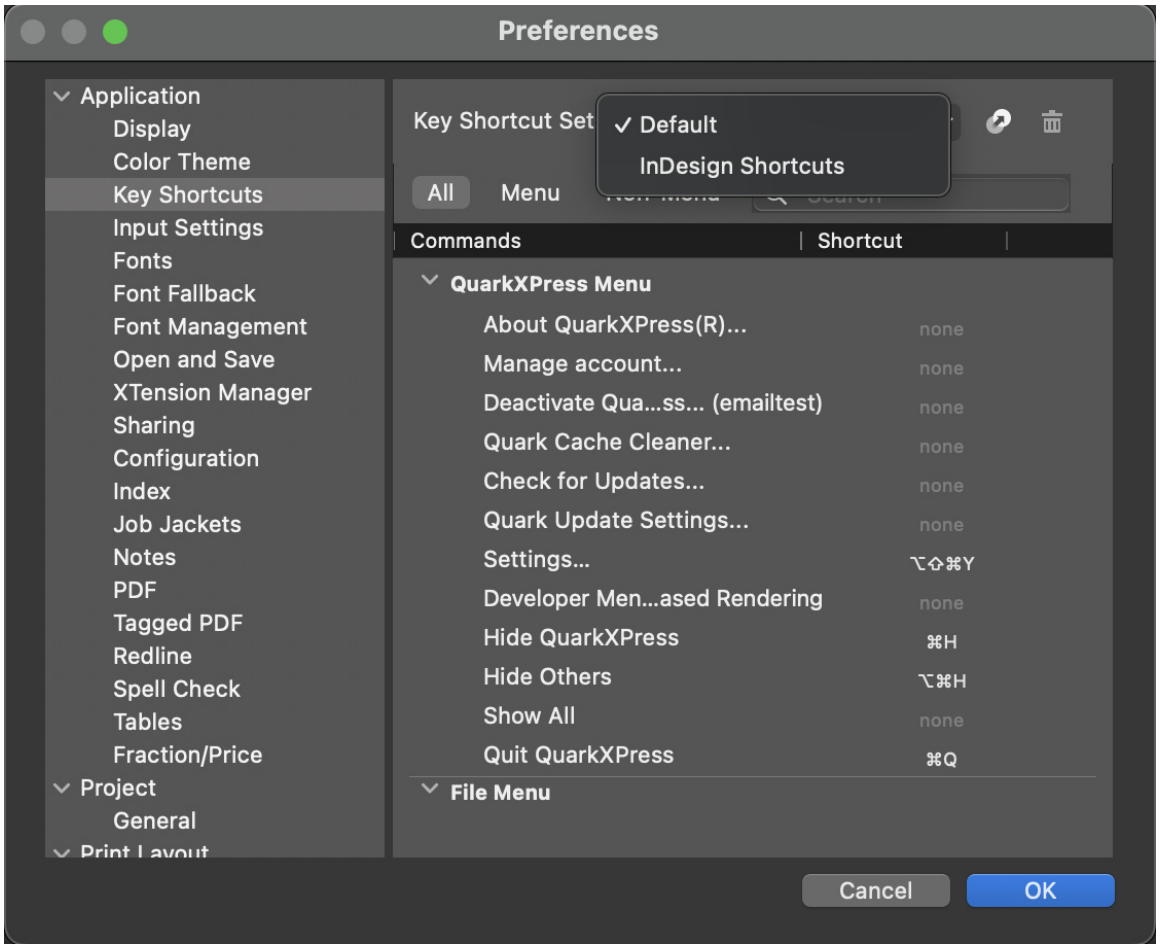
Choose **All** to display all key shortcuts, **Menu** to display only shortcuts related to **QuarkXPress** menu items and **Non-Menu** to display all shortcuts not related to menu items.



Application key shortcuts

InDesign Shortcuts

QuarkXPress includes a new set of InDesign shortcuts that can be mapped to corresponding features in QuarkXPress and is available in **Preferences > Key Shortcuts > Key Shortcuts Sets**. These InDesign shortcuts are available for English, German, and French languages. The user can also customize these shortcuts.



Indesign key shortcuts

Preferences — Application — Input Settings

Use the **Input Settings** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to customize scrolling and other "on-the-fly" actions.

- *(Windows only)* Use the **Scrolling** area to specify how quickly you can scroll through layouts and how layouts update on screen. Check **Live Scroll** to update the layout view as you drag the scroll boxes in layout window scroll bars. To turn **Live Scroll** on and off while you are scrolling, press Alt as you drag a scroll box.
- Use the **Quotes and Dashes** area to substitute straight quotes with Smart Quotes and consecutive dashes with Smart Dashes. When the **Smart Quotes** and **Smart Dashes** boxes are checked, as you are typing straight quotes will be replaced by the chosen smart quotes preference and consecutive dash will be replaced by the smart dash.

When importing text, if the **Convert Quotes** option is checked in the **Import Text** dialog, the straight quotes and consecutive dashes will be replaced with the

chosen smart quotes and smart dashes. This substitution is independent of whether the **Smart Quotes** and **Smart Dashes** check boxes **Preferences** dialog are checked.

Use the **Double Quotes** drop-down menu to choose a different smart double quote to replace a straight double quote while typing text and while importing text.

Use the **Single Quotes** drop-down menu to choose a different smart single double quote to replace a straight single quote while typing text and while importing text.

- Hyphens and commas are the default separators for indicating sequential and non-sequential ranges in the **Pages** field of the **Print** dialog box for a Print layout. If you specified commas or hyphens as part of page numbers in the **Section** dialog box (**Page** menu), you need to change the default separators here. For example, if your page numbers are "A–1, A–2," then you cannot specify ranges in the **Pages** field using hyphens. To edit the separators, enter new characters in the **Sequential** and **Nonsequential** fields.
- *Mac OS only:* Use the **Key Press Activates** area to control what the Control key does. Click **Zoom** to make the Control key temporarily invoke the **Zoom** tool . Click **Contextual Menu** to make the Control key invoke a context menu. (Control+Shift performs whichever function is not selected.)
- *Windows only: Check* ***'Press Shift+Backspace to delete next character'*** *to delete next character using the Shift+Backspace modifier key.*
- Use the **Delay Before Live Refresh Drag** field to set the time delay between clicking and dragging for live refresh. Live refresh shows any runaround changes caused by the moving item in real time. If this option is checked, you can activate live refresh by pressing the mouse button until the resize handles disappear and then dragging the item.
- Check **Drag and Drop Text** to cut, copy, and paste text in a story with the mouse rather than with menu or keyboard commands. On *macOS*, you can temporarily turn on this feature by holding Control+Command before starting a drag. To cut and paste, select the text, and then drag it to a new location. To copy and paste, select the text; then press Shift while you drag it to a new location.
- *(Windows only)* Check **Show Tool Tips** to display the names of tools or palette icons when you place your pointer over them.
- Check **Maintain Picture Box Attributes** to make a picture box "remember" its scaling and other attributes by default when you import a new picture into the box.

- *(Windows only)* To also allow OpenType fonts to be scanned when you click **Scan Printer** in the **Fonts** pane of the **Print** dialog box (**File** menu), check **Enable OTF Printer Font Scan**.

Note: 'Enable OTF Printer Font Scan' feature is only available for East Asian configuration.

- Use the Paste Text from External Applications settings to control pasting behavior from external applications. If you select **Text only**, then only text content will be pasted and all source formatting (including tables, hyperlinks, etc. will be lost) and it is the default behavior. If you select **With Formatting**, all text content, tables, hyperlinks, etc. supported by RTF will be retained on pasting the content.

Preferences — Application — Fonts

Use the **Fonts** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify the following preferences.

In the **Font Previews** area, check **Show in Font Menu** to show each font name in the corresponding font. Press Shift key to temporarily override this preference for Font Preview.

In the **Recently Used Fonts** area, specify the **Number of Recently Used Fonts** that you want displayed in all font menus in QuarkXPress. The default number is 5, the maximum number you can specify is 20. The recently used fonts list will be retained when you exit and restart QuarkXPress. To purge the recently used fonts list, set this number to 0.

In the **Font Mapping** area:

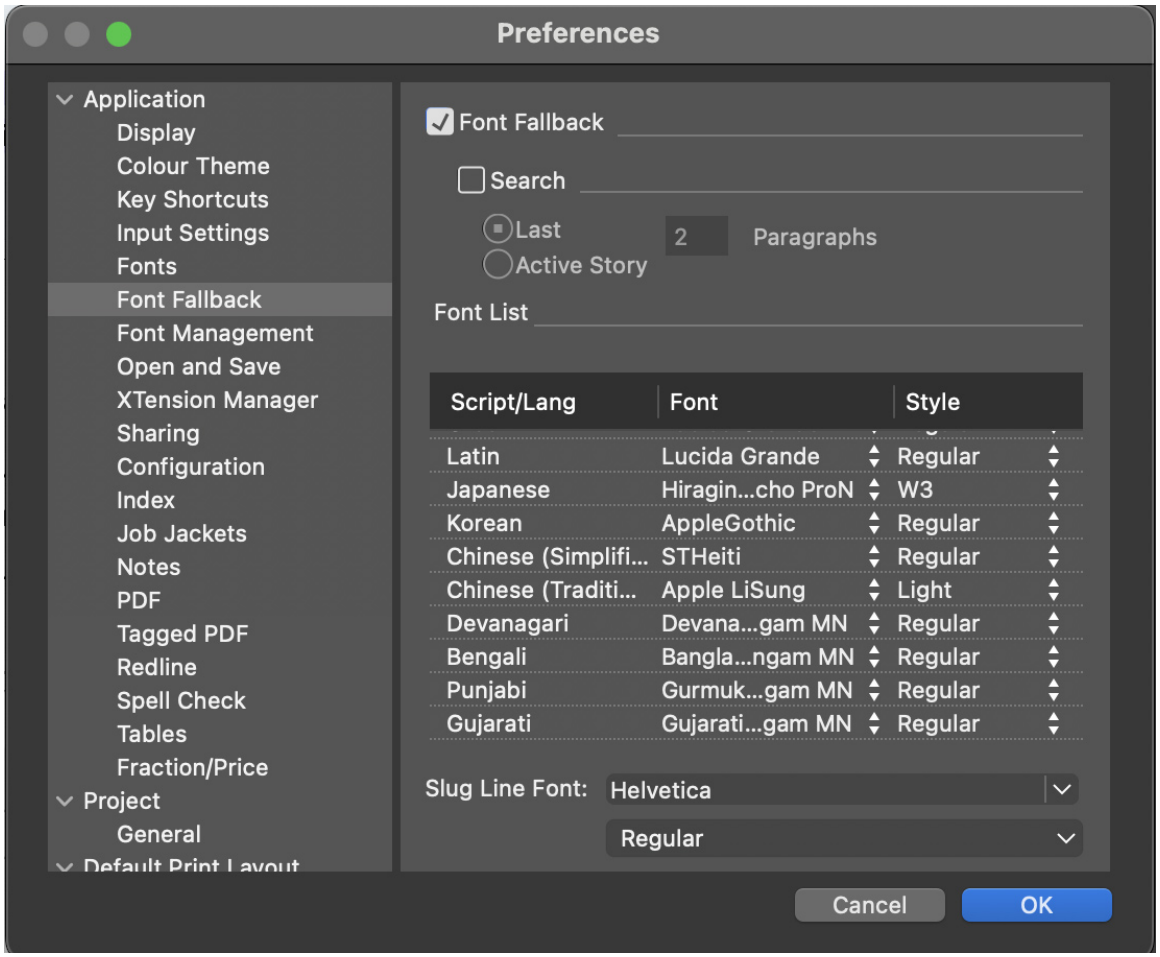
- To suppress the display of the **Missing Fonts** dialog box, check **Do Not Display Missing Fonts Dialog**. The radio buttons below this check box determine what happens when you open a project that contains a missing font for which you have not defined a replacement.
- To specify default replacement fonts, check **Specify Default Replacement Font** and choose font and style options from the **Roman** and **East Asian** drop-down menus.
- To highlight characters that are in a Traditional Chinese encoding's UDA/VDA (User Defined Area/Vendor Defined Area) range so that these characters can be visually verified, check **Highlight character ranges defined by Traditional Chinese font vendors**.

Preferences — Application — Font Fallback

Use the **Font Fallback** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to control what happens when the application opens a project that uses missing fonts.

Check **Font Fallback** to activate the Font Fallback feature. When this feature is active, if the application encounters a character it cannot display in the current font, it attempts to find a font that can display the character.

If the application encounters a missing font when opening a project, it uses the preferences in this pane to determine which substitute fonts to use.



Font Fallback dialog

- If you add characters to an existing project and the font cannot support those characters, the application searches the system for a font that can display the characters.

Check **Search** to have the application search for a suitable font that is used in the active story. To restrict the search to a particular range, check **Last** and then enter a number in the **Paragraphs** field. To expand the search to the entire story where a missing font occurs, check **Active Story**.

To indicate which fallback fonts should be used when no other font can be found (taking the **Search** settings into account), choose an option in the **Font and Style** column for each script/language listed in the **Script/Lang** column.

To indicate which font and style should be used for the slug line when a layout is printed with registration marks turned on, choose an option from the **Slug Line Font** drop-down menu.

Preferences - Application - Font Management

You can add/remove one or more font folders to search and replace missing fonts.

You can choose to automatically activate missing fonts from the user-defined font folders while opening a project file/importing a Word file/ importing an Excel file/opening an IDML file, or converting to native objects.

Preferences — Application — Text Highlighting

➡ *Windows* only.

Use the **Text Highlighting** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify the following preferences.

In the **Missing Font Background** area:

- Use the **Color** control to specify a color.
- Use the **Opacity** control to specify an opacity value from 0% (transparent) to 100% (opaque).

Preferences — Application — Undo

➡ *Windows* only.

Use the **Undo** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to control **Multiple Undo** options.

- Use the **Redo Key** drop-down menu to specify which keyboard command invokes the **Redo** command.
- Use the **Maximum History Actions** field to specify the number of actions that you can store in your undo history. The undo history can hold as many as 100 actions.

Preferences — Application — Open and Save

Use the **Open and Save** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to customize how the application saves and performs backups.

- Check **Auto Save** to protect your work from system or power failure. When this option is checked, the application automatically records changes to a temporary file in your project folder after a specified time interval. Enter the interval (in minutes) in the **Every minutes** field. You can specify a minimum

time interval of .25 minutes. When **Auto Save** is checked, the default setting is **Every 5 minutes**. The application does not overwrite the original file until you manually save (**File > Save**). When you open the project after a system interruption, the application displays an alert indicating that the project will be restored to the last auto-saved version.

- Check **Auto Backup** and enter a value in the **Keep revisions** field to retain as many as 100 revisions of a project. Each time you manually save (**File > Save**), the application copies the previous manually saved version to the **Destination** folder you specify. The default setting for **Auto Backup** is unchecked. Click **Project Folder** to store revisions in the same folder with the project. Click **Other Folder** and then click **Browse** to choose a different folder for storing revisions. Consecutive numbers are added to the file name 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, simply open the revision file.
- Check **Save Layout Position** if you want the application to automatically remember the size, position, and proportions of your project window.
- In the **Find/Change History** section specify maximum number of search/replace history instances. The maximum value is 20. The default value is 10. If you set the value as 0, then no search/ replace history will be saved.
- Under **Non-Unicode Support**, choose an option from the **Encoding** drop-down menu to indicate how the application should display characters in non-Unicode text.

Preferences — Application — XTensions Manager

Use the **XTensions Manager** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to control when the **XTensions Manager** dialog box displays.

Preferences — Application — Sharing

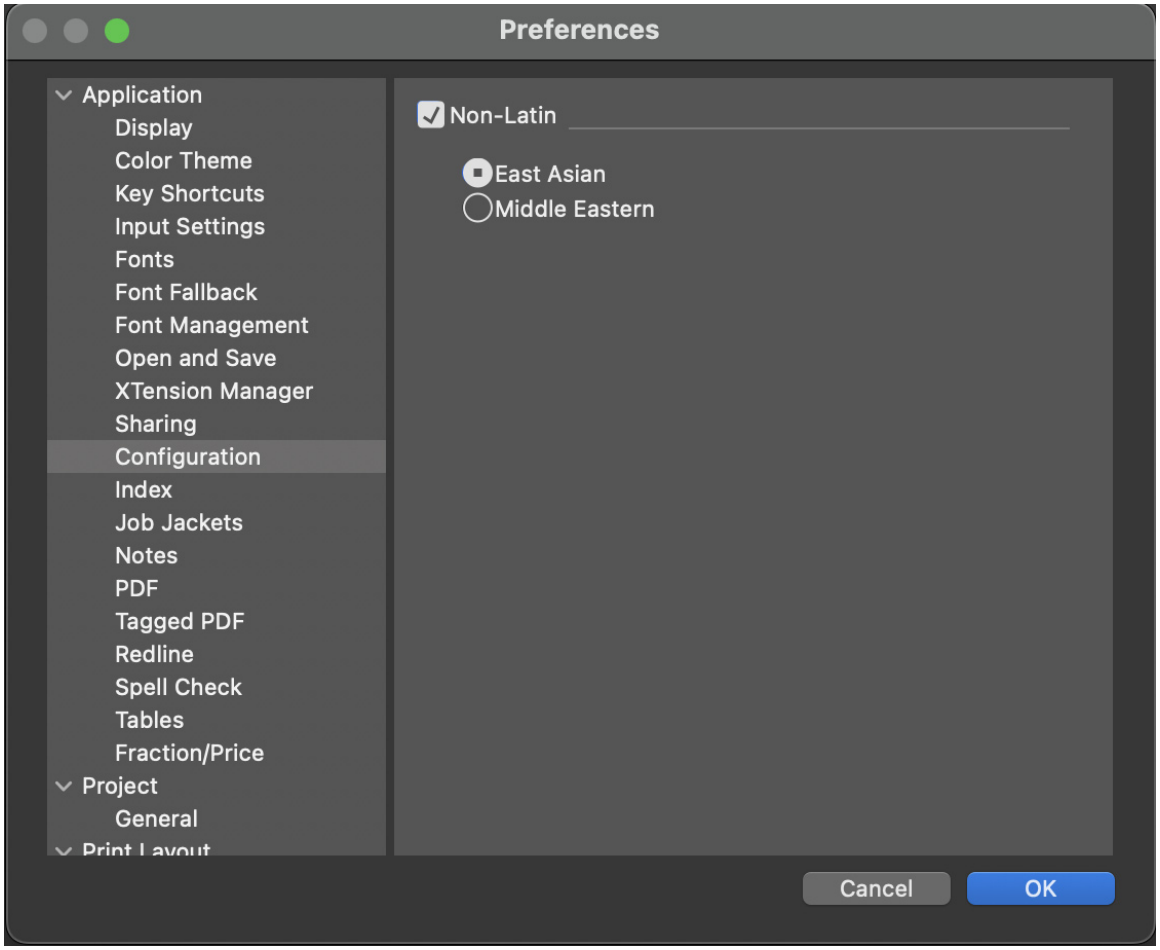
Use the **Sharing** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to set the default options for new shared content. For information on the meaning of these options, see "*Sharing and synchronizing content.*"

To always use the options specified in this pane when adding multiple items to the shared content space, check **Do not display dialog when sharing multiple items**.

Preferences — Application — Configuration

Use the Configuration pane of the Preferences dialog box (QuarkXPress/Edit menu) to enable support for East Asian languages and Middle Eastern languages in QuarkXPress.

Enabling East Asian Configuration Settings



- Invoke **Preferences > Configuration**. In the Configuration pane, check the '**Non-Latin**' check box.
- An alert message will be displayed. "Any changes to the configuration settings will require QuarkXPress to quit for the changes to take effect. Do you want to proceed?".
- Click '**Yes**'.
- Select the '**East Asian**' option
- Click '**OK**.' The QuarkXPress application will quit.
- Relaunch the QuarkXPress application

- If you click 'Yes', then the changes in the configuration setting are retained, and you can continue performing changes in the Preferences dialog. On clicking OK on the Preferences dialog, the QuarkXPress application will quit.
- If you click 'No', then the changes in the configuration setting will be undone, and you can continue performing changes in the Preferences dialog. On clicking OK on the Preferences dialog, the QuarkXPress application will not quit.
- If any document(s) having unsaved changes is open when you modify the configuration setting in Preferences, the Save alert will be displayed for all the open documents having unsaved changes. Once you save or do not save the 'dirty' documents, the QuarkXPress application will quit.
- But, if you cancel the Save alert for any document, the QuarkXPress application will not quit. You will need to quit the application manually to enable the Configuration setting changes.

Note: To use Middle Eastern languages in QuarkXPress, you need to enable **Middle Eastern Configuration** in **Preferences**.

To know more about **Enabling Middle Eastern Configuration Settings**, refer to the **Middle Eastern Support in QuarkXPress** document.

Preferences — Application — Dynamic Guides Color

- On macOS set the Dynamic Guides color using the **Color Theme** pane of the **Preferences** dialog box.

(Windows only) Use the **Dynamic Guides Color** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify a color for each type of dynamic guide.

Use the **Color** control to specify a color for each of the following types of Dynamic Guides:

- Dynamic Guides Center of Item
- Dynamic Guides Center of Page
- Dynamic Guides Edges of Item
- Dynamic Guides Equal Dimensions
- Dynamic Guides Equal Spacing

Preferences — Application — File List

➡ *Windows* only. On *Mac OS* you inherit the OS level preferences.

Use the **File List** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to customize the display of recently opened and saved files in the **File** menu:

- Use the **Number of Recent Files to Display** field to specify the number of recently opened and saved files to display.
- Use the **File List Location** area to choose which menu displays the list of recently opened files.
- Check **Alphabetize Names** to display the file list in alphabetical order.
- Check **Show Full Path** to display the location of the files.

Preferences — Application — Default Path

(Windows only) Use the **Default Path** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to define a default location in the file system or on the network for **Open**, **Save/Save As**, and **Import** commands.

Preferences — Application — Index

The **Index** pane enables you to customize the index marker color and punctuation for built indexes.

To change the color of the index markers, click the **Index Marker Color** button.

Use the **Separation Characters** settings to control how your built index is punctuated:

- Enter characters in the **Following Entry** field to specify the punctuation that immediately follows each entry in an index.
- Enter characters in the **Between Page #s** field to specify the words or punctuation that separate a list of page numbers in an index.
- Enter characters in the **Between Page Range** field to specify the words or punctuation that separate a range of pages in an index.
- Enter characters in the **Before Cross-Reference** field to specify the words or punctuation that precede a cross-reference (usually a period, semicolon, or space).
- Use the **Cross-Ref style** drop-down list to select a character style sheet to apply to your cross-references. This style sheet is applied only to “See,” “See also," or “See herein," not to the entry or the reference.

- Enter characters in the **Between Entries** field to specify the words or punctuation inserted between entries in a run-in index or at the end of a paragraph in a nested index.

Preferences — Application — Job Jackets

Use the **Job Jacket** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify preferences for automatic layout evaluation and to indicate a default location for Job Jackets files.

Use the options in the **Layout Evaluation** area to control when QuarkXPress automatically executes the **File > Evaluate Layout** command. For example, by checking **On Output**, you can make sure that you always evaluate a layout before you send it to output. The options are:

- **At Open**
- **At Save**
- **At Output**
- **At Close**

Use the options in the **Location** area to specify where Job Jackets files are stored by default. To save Job Jackets files in the default location, click **Use Default Path for Shared Jackets**. The default location is the "Documents" folder on *Mac OS* and the "My Documents" folder on Windows.

Preferences — Application — Notes

Use the **Notes** pane of the **Preferences** dialog box (**QuarkXPress/Edit**) to control the way notes display.

In the **Sticky Note Attributes** area:

- Use the **Font** drop-down menu to choose a font family.
- Use the **Font** Style drop-down menu to choose a font style.
- Use the **Size** drop-down menu to specify a font size.
- Use the **Color** drop-down menu in the **Background** section to specify the background color.

Preferences — Application — PDF

Use the **PDF** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to set preferences for PDF export.

Use the options in the **PDF Workflow** area to determine how PDF files are distilled:

- Click **Direct to PDF** to have QuarkXPress distill the PDF file.
- Click **Create PostScript File for Later Distilling** to export a PostScript file with PDF marks. Using this option, you can later generate the PDF file using a third-party PDF distilling application. If you check this option, you can also check **Use "Watched Folder"** and specify the directory where PostScript files should be placed (presumably for automatic processing by a PDF distilling tool). If you do not check **Use "Watched Folder,"** you will be prompted for a location for the PostScript file.

Mac OS only: To increase the amount of virtual memory available for rendering large PDF files during a PDF export operation, increase the value in the **Virtual Memory** field.

Use the **Default Name** drop-down menu to choose a default name for exported PDF files.

Use the Default Output Style drop-down menu to choose a default Output style for PDF files being exported.

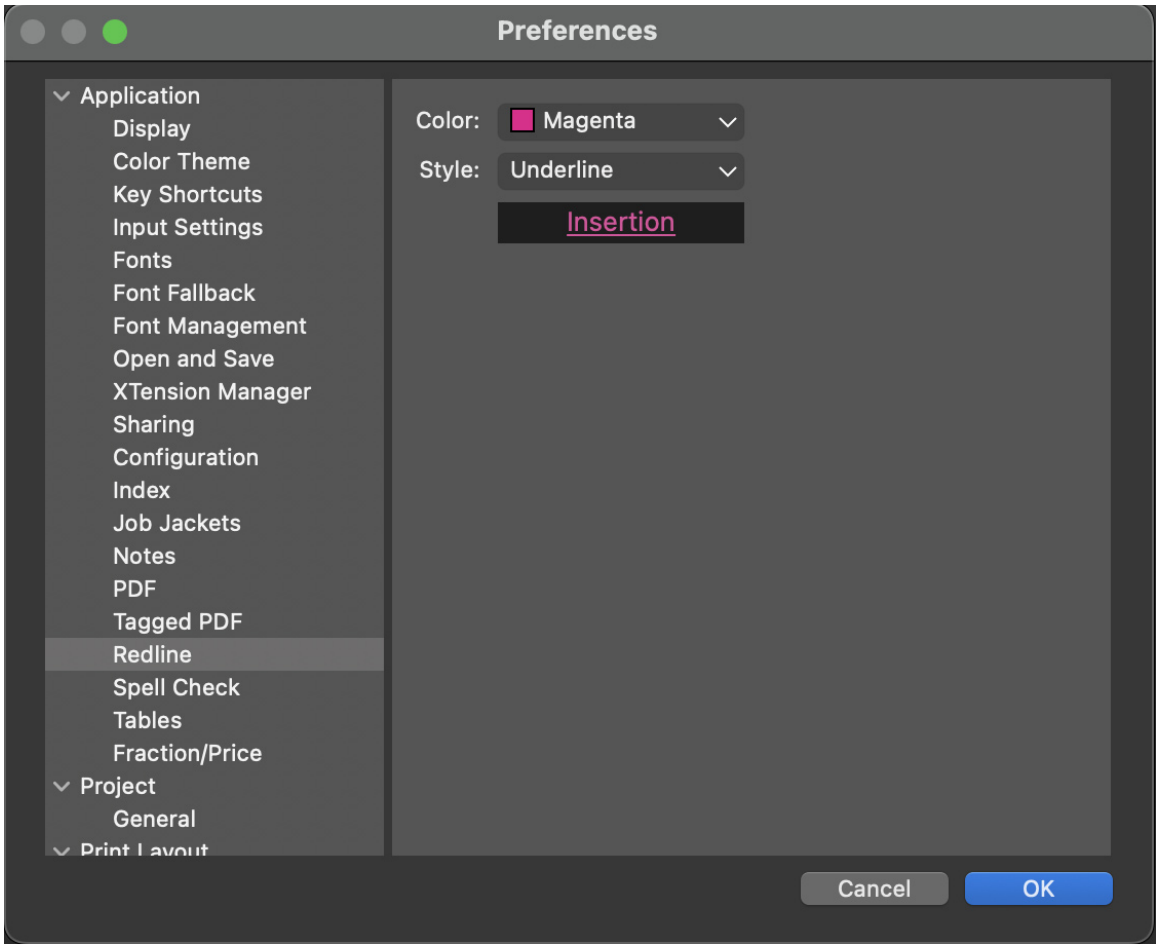
Check **Log Errors** to create a log of errors (if any) during the creation of PDF files. When this option is checked, you can check **Use Log Folder** to specify where to save the log file. If **Use Log Folder** is unchecked, the log file is created in the same directory as the exported PDF file.

Preferences - Application - Tagged PDF

Use the Tagged PDF pane of the Preferences dialog box (QuarkXPress/Edit) to define tags with custom tags. You can rename a default tag type as custom in tagged PDF. It will have a custom tag instead of default one.

Preferences — Application — Redline

Use the **Redline** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify the way inserted text and deleted text display.

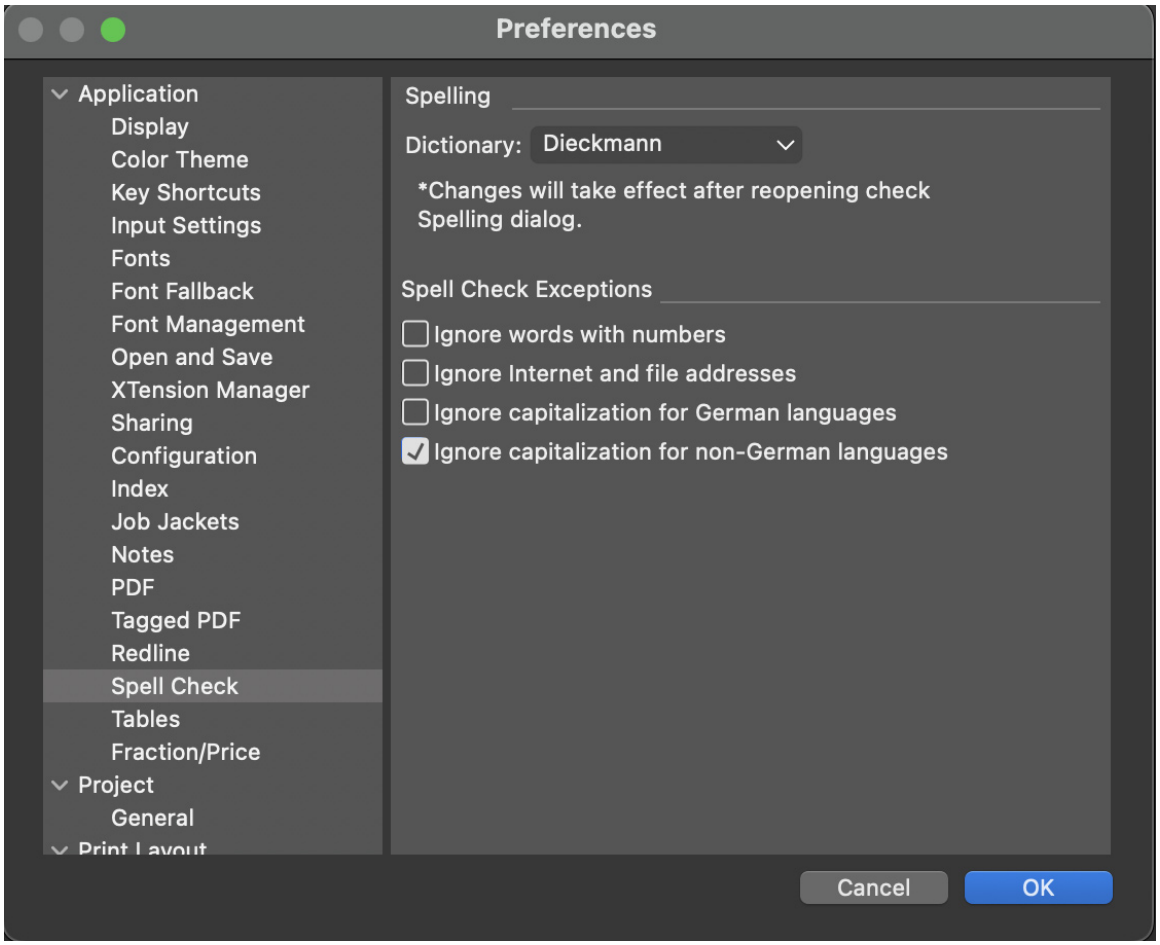


Redline pane of Preferences dialog box

- Use the **Color** control to specify a color.
- Use the **Style** drop-down to specify a style.

Preferences — Application — Spell-Check

Use the **SpellCheck** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to set spell checking options.



You can specify the spell check dictionary of your choice (Preferences > Spell Check). The two options being: Dieckmann and Hunspell.

Dieckmann spell check dictionaries are the default spell check dictionaries in QuarkXPress

When spell checking a document, QuarkXPress automatically falls back to the next available dictionary for a language if the selected dictionary is not available in that language.

In the **Spell Check Exceptions** area:

- To exclude words that include numbers from spell checking, check **Ignore words with numbers**.
- To exclude e-mail addresses and URLs from spell checking, check **Ignore Internet and file addresses**.
- To exclude capitalization and spacing checks for words set to German languages — German, German (Swiss), German (Reformed), and German (Swiss Reformed) — when spell checking, check **Ignore capitalization for German languages**.

- To exclude capitalization and spacing checks for words set to non-German languages when spell checking, check **Ignore capitalization for non-German languages**.

Preferences — Application — Tables

Use the **Tables** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to turn on and off the **Allow Anchored Tables to Break Automatically** functionality.

Preferences — Application — Fraction/Price

Use the **Fraction/Price** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to format fractions and prices automatically.

- In the **Numerator** area, the **Offset** option positions the numerator in relation to the baseline; the **VScale** option determines the height of the numerator as a percentage of font size; the **HScale** option determines the width of the numerator as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash.
- In the **Denominator** area, the **Offset** option positions the denominator in relation to the baseline; the **VScale** option determines the height of the denominator as a percentage of font size; the **HScale** option determines the width of the denominator as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash.
- In the **Slash** area, the **Offset** option positions the forward slash in relation to the baseline; the **VScale** option determines the height of the forward slash as a percentage of font size; the **HScale** option determines the width of the forward slash as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash. Check **Fraction Slash** to retain type size when you choose **Style > Type Style > Make Fraction**.
- In the **Price** area, the **Underline cents** option places an underline beneath the cents characters and the **Delete Radix** option removes the decimal or comma character from the price.

Project preferences

The **Project** panes in the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**) affect all layouts in the active project. However, if you change project preferences with no projects open, the new preferences become the default settings for all new projects.

Preferences — Project — General

Use the **Project** version of the **General** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify default settings for auto picture import, single layout mode, OpenType kerning (for OpenType fonts synchronization of cross references during output and Pasteboard Height.).

Use the **Auto Picture Import** drop-down menu to control whether the application automatically updates pictures that have been modified since you last opened a layout.

- To enable the **Auto Picture Import** feature, choose **On**. When you open a project, the application automatically re-imports modified pictures.
- To disable the **Auto Picture Import** feature, choose **Off**.
- To display an alert before the application imports modified pictures, choose **Verify**.

Checking **Single Layout Mode** with no projects open will automatically check the **Single Layout Mode** check box in the **New Project** dialog box.

Check **Use OpenType Kerning** to activate the default kerning values for OpenType fonts. When OpenType kerning is active, it overrides any kerning specified through **Kerning Pairs** (**Edit** menu) for OpenType fonts.

Check **Allow OpenType Transformations on Mixed Color Text** to allow the user to apply OpenType transformations on mixed color text.

Check **Synchronize All Cross References On Output** to have QuarkXPress automatically synchronize all cross references in the project when you output.

Check **Retain Local Modifications To Cross References** so that any local modifications made to cross reference text will be maintained during synchronization at output.

To disable OpenType kerning for full-width characters, check **Do Not Kern Full Width Characters**. This option is only available for East Asian configuration.

Use the **Pasteboard Height** field to increase or decrease pasteboard height. The default minimum and maximum values for Pasteboard Height is set to 0.5" and 106.5" as per the Letter size layout.

Layout preferences

The **Layout** panes in the **Preferences** dialog (**QuarkXPress/ Edit > Preferences**) box affect the way certain QuarkXPress features work with documents, including whether pages are inserted automatically when text overflows and how colors trap.

Preferences — Layout — General

Use the **Layout** versions of the **General** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify various default settings for page layout, such as the snap distance for guides and the colors of hyperlinks and anchors.

In the **Display** area:

- When you check **Greek Text Below** and enter a value in the field, QuarkXPress speeds screen redraw by "greeking" — displaying gray bars in place of text smaller than a specified size. Greeking does not affect printing or export. Text greeking is affected by the viewing percentage. This option is unchecked by default.
- Check **Greek Pictures** to enable QuarkXPress to display imported pictures as gray boxes. Selecting a box that contains a greeked picture displays the picture normally. This option is unchecked by default.

Use the **Hyperlinks** area to choose the color for anchor icons and hyperlinks.

Use the **Master Page Items** area to control what happens to master items when master pages are applied. New master pages are applied to layout pages whenever you (1) drag and drop a master page icon from the master page area in the **Layout** palette onto a layout page icon in the **Layout** palette (**Window > Page Layout**); (2) delete a master page that is applied to layout pages using the **Layout** palette; or (3) add, delete, or move an odd number of pages in a facing-page layout.

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

Use the **Border** area to specify whether frames are placed inside or outside text and picture boxes.

- When you click **Inside**, the distance between the text and the frame is determined by the box's **Text Inset** values (Defined in the **Text Box** tab of the **Measurements** palette) When you place a frame inside a picture box, the frame overlaps the picture.
- When you click **Outside**, the frame is placed outside the box, increasing the box's width and height. The frame cannot extend beyond a constraining box or the pasteboard.

Use the **Auto Page Insertion** options to 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 menu also enables you to determine where any pages will be inserted.

Check **Auto Constrain** to automatically apply parent-and-child box constraints on text boxes and picture boxes at time of item creation.

Check **Allow Justification of CJK characters** to enable justification settings for East Asian text categories of EA Punct, Han, Kana/ Hangul/ ZhuYin specified in H&J.

Digital layouts only: Check **OpenType support for Digital** to enable OpenType features for Digital layouts.

Preferences — Layout — Measurements

Use the **Measurements** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify default measuring units for layout rulers and the **Measurements** palette:

- Use the **Horizontal** and **Vertical** drop-down menus to specify the measurement system for the rulers displayed along the top and left of the layout window. **Horizontal** corresponds to the top ruler; **Vertical** corresponds to the left ruler.
- Several other aspects of the user interface are affected by these two drop-down menus, including the default **X** and **Y** coordinates in the **Measurements** palette. QuarkXPress automatically converts font size, frame width, leading, and line width to points, regardless of the measurement system you choose.
- Use the **Points/Inch** field to 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 for 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 points per inch (range = 60 to 80 pt, measurement system = points, smallest increment = .001).
- Use the **Ciceros/cm** field to specify a ciceros-to-centimeter conversion value different from the standard 2.1967 (range = 2 to 3 c, measurement system = ciceros, smallest increment = .001).
- Use the **Item Coordinates** buttons to 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 option is **Page**.
- Use the **Measurement Units** drop-down menu to set the default measurement unit for new layouts.

For East Asian configuration, there are 2 units: Q and Points. Conversion is based on 1 mm = 4 Q

Preferences — Layout — Paragraph

Use the **Paragraph** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to control various paragraph-level settings.

Use the **Auto Leading** feature to automatically set line spacing. You can apply this setting to a paragraph by entering “auto” or “0” in the **Leading** field (Defined in the **Home/Paragraph** tabs of the **Measurements** palette). Unlike paragraphs with absolute leading (identical line spacing above every line), paragraphs with auto leading may include lines with different leading when fonts and font sizes are mixed in the same paragraph.

Auto leading starts with a base amount of leading, which QuarkXPress calculates by examining 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 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% to 100% in 1% increments. This value determines the amount of leading 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 a “standard” font with **Auto Leading** set to 20% has 12 points of leading (10 pts + [20% of 10] = 12 pts). To specify incremental auto leading, enter a value preceded by a plus sign (+) or a minus sign (–) 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.

Use the **Maintain Leading** check box to 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.

In the **Lock to Grid Based On** area:

- Click **Ascent and Descent** to lock text to grid based on the ascenders and descenders of characters. This option is selected by default for Latin Configuration.
- Click **Font Size (Em Box)** to lock text to grid based on the size of the em boxes of the characters. This option is selected by default for East Asian Configuration.

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

- The **Standard**, **Enhanced**, **Expanded**, **Extended and 3.3 Compatible** options are only available if any legacy project having any of these hyphenation methods applied for any language is opened in newer QuarkXPress versions. These options are not available for new projects.
- **Extended 2** uses the Dieckmann exception resources and algorithm for hyphenation. It is the default method for all languages except Indic languages..
- **Hunspell** uses the Hunspell resources and algorithm for hyphenation. It is the default method for Indic languages.

Preferences — Layout — Character

Use the **Sharing** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to set the default options for new shared content. Use the **Character** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify how QuarkXPress constructs typographic styles such as Superscript and Subscript:

- Use the **Superscript** area to control the placement and scale (size) of superscript characters. The **Offset** value determines how far below the baseline QuarkXPress places a superscript character. The **Offset** value is measured as a percentage of font size. The default value is 33%. The **VScale** value determines the vertical size of the character and is a percentage of font size. The **HScale** value determines width and is a percentage of the normal character width (as specified by the font designer). The default value for both scales is 60% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Subscript** area to control the placement and scale (size) of subscript characters. The **Offset** value determines how far above the baseline QuarkXPress places a subscript character. The **Offset** value is measured as a percentage of font size. The default value is 33%. The **VScale** value determines the vertical size of the character and is a percentage of font size. The **HScale** value determines width and is a percentage of the normal character width (as specified by the font designer). The default value for both scales is 100% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).

- Use the **Small Caps** area to control the scale of characters with the **Small Caps** type style applied to them. The **VScale** value determines the vertical size of the character and is measured as a percentage of font size. The **HScale** value determines width and is measured as a percentage of the normal character width (as specified by the font designer). The default value for both scales is 75% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Superior** area to control the scale of superior characters. The **VScale** value determines the vertical size of the character and is measured as a percentage of font size. The **HScale** value determines width and is measured as a percentage of the normal character width (as specified by the font designer). The default value for both scales is 60% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Ligatures** area to use ligatures built into a font. A ligature is a typographic convention in which certain characters are combined into a single glyph. Most fonts contain ligatures for the characters "f" followed by "i" and "f" followed by "l". The **Break Above** field enables you to specify the kerning or tracking value (measured in 1/200 em space increments) above which characters will not be combined into ligatures. For example, a headline with a large tracking value would probably not contain ligatures. The default value is 1 (range = 0 to 10, measurement system = .005 [1/200] em space, smallest increment = .001). To prevent the second two letters in "ffi" and "ffl" (as in office and waffle) from being combined into ligatures, check **Not "ffi" or "ffl"**. Three-character ligatures for these combinations, common in traditional typesetting systems, are not standardized in fonts designed for *macOS*, so some typographers prefer to keep all three letters separate rather than combine only two of them. Note that many PostScript fonts do not have "ffi" and "ffl" ligatures, but most OpenType fonts do. This option is unchecked by default.
- Check **Auto Kern Above** to specify that QuarkXPress uses kerning tables, which are built into most fonts, to control intercharacter spacing. The **Auto Kern Above** field enables you to specify the point size above which automatic kerning must be used. The **Auto Kern Above** feature also implements custom tracking information specified in the **Tracking Values** dialog box for a selected font (**Edit > Font Tracking Table Edit**). This option is checked by default, with a 4-point threshold (range = 0 to 72 pt, measurement system = various [", pt, cm, etc.], smallest increment = .001).
- Check **Standard Em Space** to specify an em-space equivalent to the point size of the text (for example, 24 pt text has a 24 pt 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. This option is checked by default. You can insert an Em space in text by pressing Cmd+space/Ctrl+Shift+7.

- Use the **Flex Space Width** field to change the 50% default width of a flexible space. To create a breaking flexible space, press Option+Shift+space/Ctrl+Shift+5; to create a nonbreaking flexible space, press Command+Option+Shift+space/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 = 0 to 400%, measurement system = percentage, smallest increment = .1).
- Use the **Accents for All Caps** check box to specify whether to include accent marks on accented characters with the All Caps type style applied. This option is checked by default.
- Use the **Space between CJK & R** field to indicate how much space should be included by default between a Chinese, Japanese, or Korean character and an adjacent Roman character.

Preferences — Layout — Tools

Use the **Tools** panes of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify default characteristics for the **Zoom** tool , the **Item** tool , and Content tool, and set defaults for Table tool.

- To configure **Item** tool options, select the **Item** tool and then double click on it. Use the **Shift + nudge Increment** area to control by how many pixels the **Item** tool nudges an item.
- To control the range and the increment of the view change for the **Zoom** tool , select the **Zoom** tool and then double click on it.
- To configure dragging options for the **Text Content** and **Picture Content** tools, select these tools and double click on them. Click **Create Boxes** to create a new box when you drag with a content tool selected. Click **Select Boxes** to select boxes when you drag with a content tool selected.
- To configure the defaults for Table Creation dialog, select the Table tool and then double click on it.

Set and Restore Tool Preferences

You can set the default tool preferences for the layout directly from the boxes. To set the tool preferences, set up a box the way you want and then use **Edit > Set Tool Preferences From Selected** to push the box's attributes to the tool preferences. Use the **Edit > Restore Tool Preferences to Default** to restore the tool preferences to the default settings. You can **Set Tool Preferences** for Current layout or all New Layouts. Similarly, you can **Reset Tool Preferences** for a Tool or All Tools in Current layout or all New Layouts.

Preferences — Layout — Guides and Grid

Use the **Guides and Grid** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify various default settings for guides and design grids.

The **Snap Distance** field enables you to change the 6-pixel default distance at which objects snap to page guides when **Snap to Guides** is chosen (**View** menu) (range = 1 to 216, measurement system = pixels, smallest increment = 1).

In the **Guides** area:

- To specify default margin and guide colors, use the **Margin Color** and **Guide Color** buttons.
- Click **In Front of Content** or **Behind Content** to specify whether ruler guides and page guides are placed in front of or behind all items on a page.

In the **Page Grid** area:

- To control the minimum zoom value at which the master page grid and text box grids become visible, enter a value in the **Zoom Visibility** field.
- Click **In Front of Content** or **Behind Content** to specify whether the page grid is placed in front of or behind all items on a page. If you click **In Front of Content**, you can also specify whether the page grid is in front of or behind guides.

Preferences — Layout — Grid Cell Fill

Use the **Grid Cell Fill** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to control how design grid cells are filled.

When you check **Show Full Cell** in the **Display Settings** tab (see "*Design Grids — Display Settings tab*") for a grid style or master page grid, you can designate one of the cells in the sequence to be filled with the color that outlines other cells in the grid. To designate the cell number and positioning in the sequence, use the controls in the **Grid Cell Fill** pane in the **Preferences** dialog box (**QuarkXPress/Edit > Preferences**):

- To specify which cells will be filled, check **Increment Fill** and enter a value in the field. For example, to fill cells four, eight, and twelve, enter 4.
- To restart cell counting at the beginning of each line in a text box, click **Start of Line**. To start cell counting from the beginning of the story and continue counting regardless of line breaks, click **Start of Story**.

Preferences — Layout — Bleed

The color of the bleed guide is customizable via the bleed tab under layout preferences.

Preferences — Layout — Color Manager

Use the **Color Manager** panes of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to define colors so they display or output consistently across all devices.

In the **Source Options** area:

- Use the **Source Setup** drop-down menu to specify the source color space of pictures and colors used in QuarkXPress.
- To enable the **Profile Information** command in the **Window** menu and the **Color Management** tab in the **Import Picture** dialog box, check **Enable access to image profiles**. This option allows you to view information about profiles.

Print layouts only: To specify how layouts display when you use the **View > Proof Output** submenu, use the options in the **Soft Proofing** area:

- To specify a default proof output setup, choose an option from the **Proof Output** drop-down menu.
- To specify a rendering intent for soft proofing, choose an option from the **Rendering Intent** drop-down list. **Perceptual** scales all the colors in the source gamut so that they all fit within the destination gamut. **Relative Colorimetric** retains colors that are in both the source gamut and the destination gamut. The only source colors that are changed are those that are not within the destination gamut. **Saturation** considers the saturation of source colors and changes them to colors with the same relative saturation in the destination gamut. **Absolute Colorimetric** retains colors that are in both the source gamut and the destination gamut. Colors that are outside the destination gamut are adjusted in relation to how they would look when printed on white paper. **Defined by Sources** uses the rendering intents defined in source setup for all colors and images.

Print layouts only: In the **Vector EPS/PDF Files** area:

- To color manage vector content in imported EPS and PDF files, check **Color Manage Vector EPS/PDF**. Note that this preference applies only to EPS and PDF files imported after this box is checked.
- To color manage vector content in EPS and PDF files that have already been imported in the active project, check **Include Existing Vector EPS/PDF in Layout**.

Preferences — Layout — Layers

Use the **Layers** pane of the **Preferences** dialog box (**QuarkXPress/Edit** menu) to specify the settings used when a new layer is created.

- To make new layers visible by default, check **Visible**.
- To suppress the printout of new layers by default, check **Suppress Output**.

- To make new layers locked by default, check **Locked**.
- To maintain runaround on new layers so that text on visible layers flows around items on hidden layers, click **Keep Runaround**.

Document Recovery

There could be instances when QuarkXPress can quit unexpectedly because of a number of internal and external factors. However, for users who are working on a document for hours, QuarkXPress has some mechanisms in place to avoid any productivity losses.

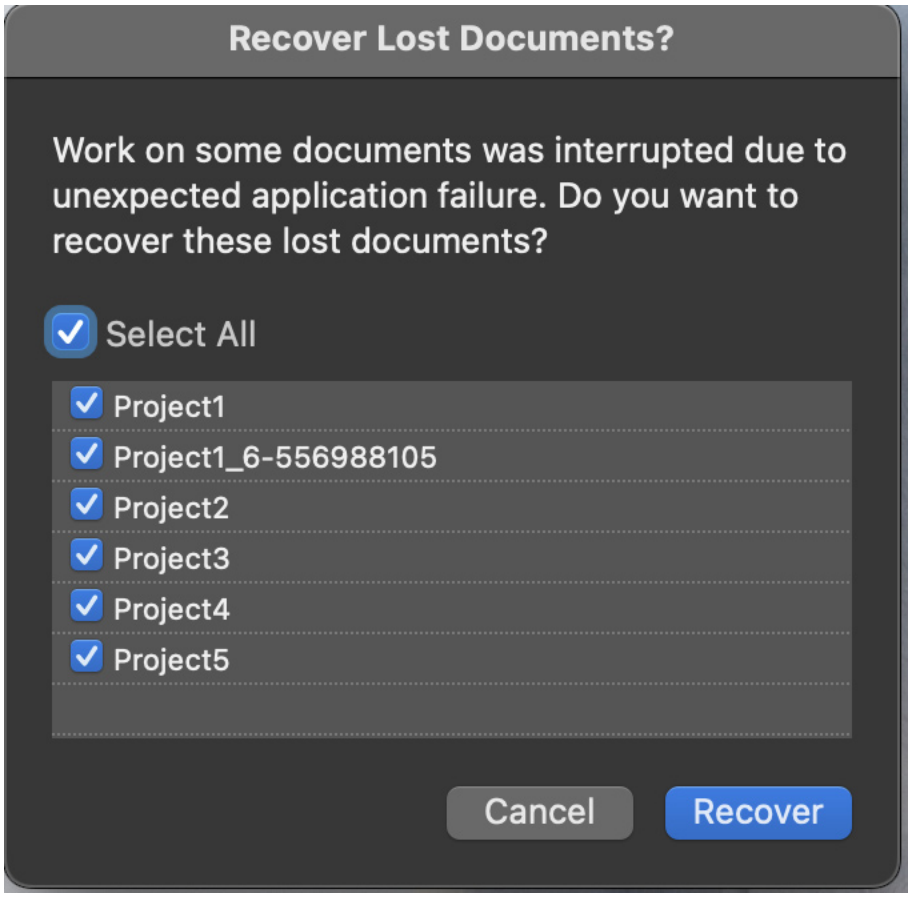
- **Auto Save:** The user can specify if the document is to be periodically saved automatically after a specified interval of time.
- **Auto Backup:** The user can also choose to make the previous state of the document as a different revision, every time the document is saved.
- **Quark Backup**: After you save a document and reopen it again, QuarkXPress creates a backup of that version. In this way, the application always keeps a backup of the last good copy of the document that was saved and reopened properly. This backup folder is created in the User Document folder with the name of Quark_Backup.
- **Quark Rescue Folder:** In case the application quits unexpectedly, then the copy of all the open documents in their current state are automatically saved into the QuarkRescueFolder to protect any unsaved changes in any of these documents. QuarkRescueFolder is created on the Desktop.

➡ To learn and customize how the application auto saves and performs backups to protect your work from a system or power failure, refer to *Preferences — Application — Open and Save*.

Automatic Document Recovery

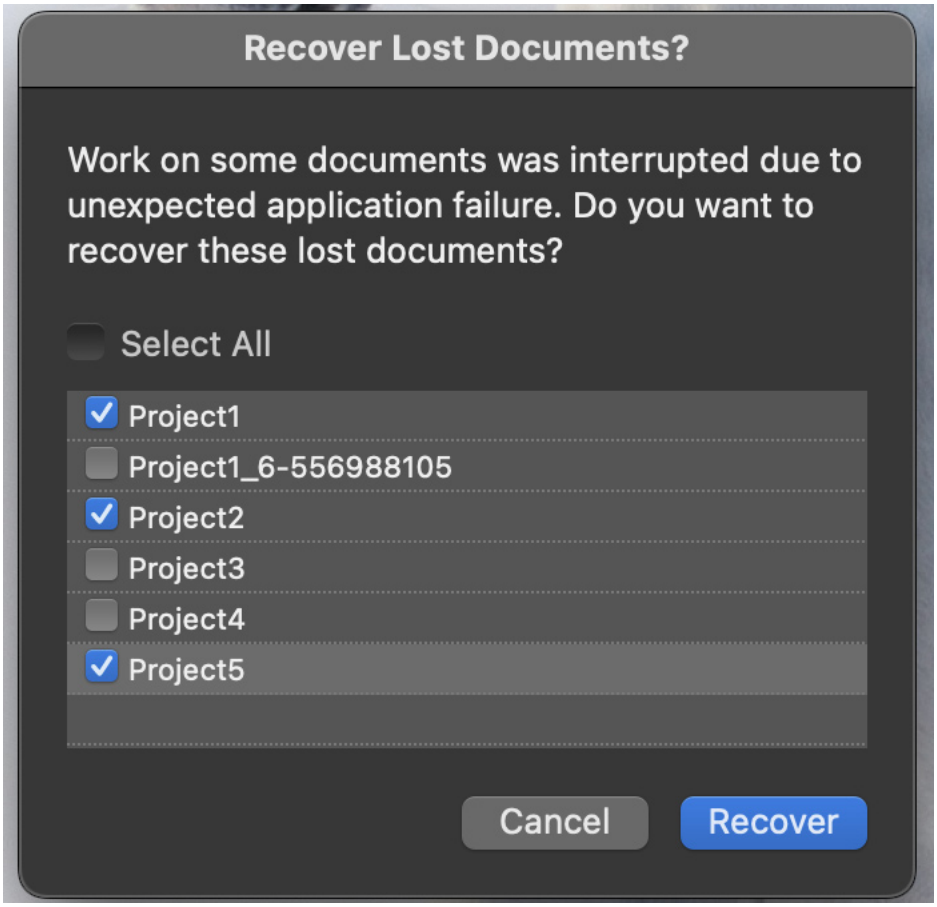
Automatic Document Recovery allows users to automatically recover and open all their unsaved work as soon as the application is launched again without any data loss.

- Relaunching QuarkXPress after an unexpected crash, a "**Recover Lost Documents**" dialog box appears. The user has an option to use this feature or cancel it as per the requirements. Once the action has been taken on the dialog, it will not be displayed when QuarkXPress is relaunched.



Recover Lost Documents

- The dialog box will also show the option to select individual or multiple documents the user wants to recover.



Select Individual or Multiple Documents to Recover

- In case, the user chooses to recover some of the lost documents, the Save-As dialog will be invoked when the user tries to save a document.

Contacting Quark

The support portal allows you to log support tickets, track tickets, receive status notifications, chat with a technical support representative, search the Knowledge Base, and access product documentation.

With direct access to documentation across all Quark software - from QuarkXPress and App Publishing Studio to Quark Enterprise Solutions - you can find answers to your questions at your convenience. Our support team is also available to help, either through our support portal, or via phone for our maintenance contract customers.

In the Americas

For more details, please check out our support website *https://www.quark.com/support/*

Outside the Americas

For countries outside the Americas, please visit the following sites to access your support account:

Support Website

- France - *https://www.quark.com/fr/support/*
- Germany - *https://www.quark.com/de/support/*
- Spain - *https://www.quark.com/es/support/*



If a quark – in science – is the basis for all matter, then Quark – the company – is the basis for all content. The company revolutionized desktop publishing and today provides content design, automation and intelligence software for end-to-end content lifecycle management. Customers worldwide rely on Quark to modernize their content ecosystems so they can create complex print and digital layouts, automate omnichannel publishing of mission-critical documents, and analyze production and engagement insights for the greatest return on their content investments.

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