



Queen Mary
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Computing
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Introduction to **QuarkXPress™**



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This document introduces the use of QuarkXPress
6.5 for laying out print publications. It can also be
used with other versions

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Starting a new publication

Exercise 1

- i) Decide on the measurement units you want. See page 16 to change the settings if necessary
- ii) Follow the procedure below to start a new document with the following settings:

Layout Type: Print	Page size: A4	Orientation: Portrait
Columns: 1	Facing pages off	Automatic Text Box off
Margins: 2.35cm (0.846in) top and bottom, 3cm (1.134in) left and right		

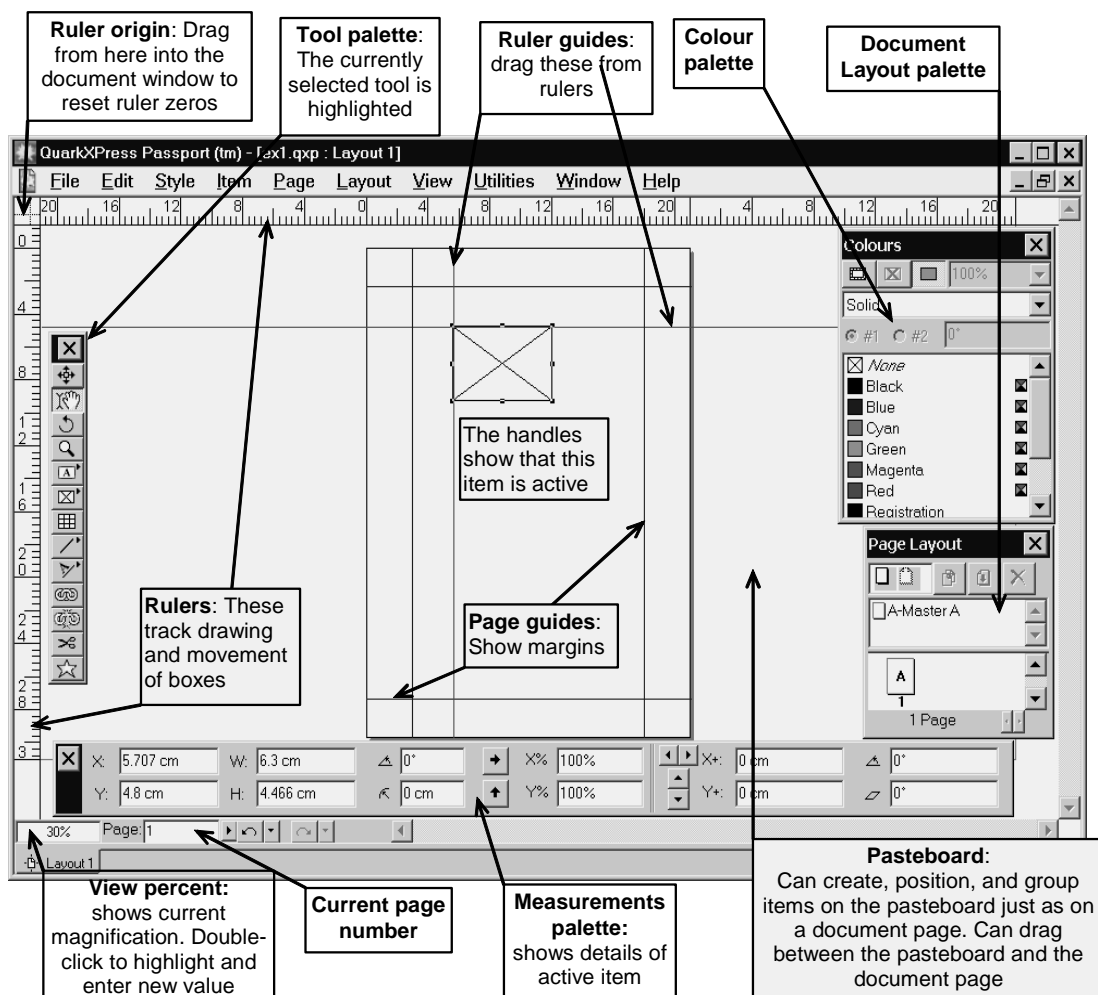
File **New** **Project** to display the **New Project** dialog box. Then you can set the following:

- Page** Click on size *or* enter values in **Width** and **Height** fields
- Margin guides** Enter values in the **Top**, **Bottom**, **Left**, and **Right** fields
Check **Facing Pages** to set up a left- and right-facing spread
For facing pages, **Left** and **Right** margin fields change to **Inside** (between pages) and **Outside** (to left and right of pages)
- Column guides** Enter number of columns in the **Columns** field
Enter the space between columns in the **Gutter Width** field
- Automatic text box** Check **Automatic Text Box** to place a text box on a document's first page and on Master Page 1. If you do this, pages you add will also have a text box on them





















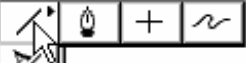
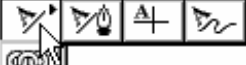






Projects and Layouts

- When you build a new file you create a project
- A project file contains one or more layouts, which are the physical pages of the job you are creating
- A layout is equivalent to a document in previous versions
- Individual layouts within a project can have different page sizes
- A single project can include print and/or Web layouts

Click **OK** and the screen now appears something like this:



The Tool palette

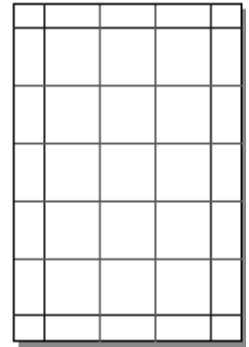
Tool	Use to	More details
 Item	move, delete and copy items (boxes, lines and groups)	Click an item to make it active, indicated by resizing handles and a darkened outline. To activate multiple items, marquee (drag an imaginary box around) them or Shift+click to add to/remove from the active set. Pointer changes to  over an active item. Drag to move it. By waiting until an item flashes after clicking on it and before dragging it, you will see the actual item rather than an outline. Ctrl+Alt+Shift+click (Mac:  +Option+Shift+click) shows successive hidden items. If you press the Ctrl (Mac: ) key on its own, any tool switches temporarily to the Item tool.
 Content	import and change box contents	Pointer changes to I-beam,  over an active text box. Use  to click an insertion point or to highlight text by dragging. Multiple clicks within a text box successively highlight a word, line, paragraph, and the entire story. Pointer changes to  over an active picture box containing a picture. Drag with  to reposition picture in box. Crop a picture by resizing the box.
 Rotation	rotate the active items	Pointer changes to  . Move the pointer to the rotation point you want. Press and hold down the left button. Pointer changes to  .  is displayed at the rotation point. Drag  out of the crosshairs to rotate the item. By waiting until an item flashes after clicking on it and before rotating it, you see actual item rather than outline. Release mouse to place the item. Shift constrains to 45° increments. To keep  selected, hold down Option (PC: Alt).
 Zoom	reduce or enlarge the view	To magnify, click over section where you want greater detail. To zoom out, Ctrl+Click. Additional clicks change the view scale by 25%. Can use  to drag out a rectangle enclosing an area of detail to fill the document window.  stays selected. When another tool is selected, the Zoom tool can be made available temporarily by holding down Ctrl + spacebar. Add Alt to zoom out.
Text Box  Picture Box  Line  Line Text-Path 	The tools in this group are all used to create items	When one is selected, the pointer changes from  into the Item Creation pointer (+) when it is over the page. To create a text or picture box, click on the first corner, drag the mouse to the diagonally opposite corner, release the mouse button. To create a line, click to start, drag to the other end, release the mouse button. Holding down Shift constrains text boxes and rectangle or rounded-corner rectangle picture boxes to squares, oval picture boxes to circles and the orientation of lines drawn with the Line tool to 0°, 45°, and 90°. To keep a creation tool selected (when creating multiple items), hold down Option (PC: Alt) when you select it. The tools with a  in the top right corner provide access to a selection of related tools when the left mouse button is held down.
 Linking  Unlinking	link and unlink text boxes	The Linking tool is used to connect text boxes, allowing flow from one box to another. Establishes a text chain, also called a story. Unlinking tool breaks links. Both tools are also used to set or break links on master pages used in page insertion. When either is selected, the links for the <i>active</i> text chain are displayed. Flow into a text box is shown by an arrowhead going into its upper left corner. Flow out is shown by the tail of an arrow coming out of the lower right corner.
	Scissors	
	Starburst	

Changing the display to help you work

Exercise 2

Follow the procedures below to:

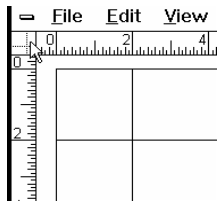
- i) Set the rulers' zero points to the intersection of the margin guides
- ii) Set ruler guides so there is one every 2" (5cm) horizontally and vertically from the margins (see picture on right)
- iii) Set **Snap to Guides** to ON



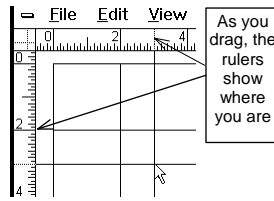
Changing the rulers' zero point

Do this to measure accurately from any position

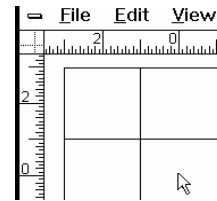
Point to the zero box:



Drag to the new zero and press the left button:



Release the mouse and the zeros are reset:

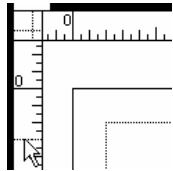


TIP: As you drag, the Measurements Palette shows the exact position of the zero

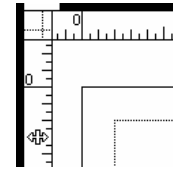
Setting ruler guides

These help you to position items. Drag horizontal guides from the top ruler and vertical guides from the left ruler. Drag onto the pasteboard for guides which extend beyond the page. Ruler guides are green. Can move guides to new positions.

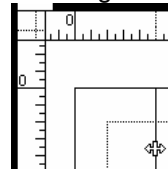
Point to the ruler:



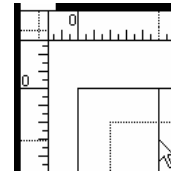
Press the left button:



Drag to where you want a guide:



Release the mouse:



TIP: As you drag, the Measurements Palette shows the exact position of the guide

Using the Guide Manager

- i) The Guide Manager allows you to setup a regular grid very quickly
- ii) **Utilities > Guide Manager...**, make the required settings
- iii) Click **Add Guides** then click **OK**

Snapping to guides

When **Snap to Guides** is set, a box edge, line or item creation pointer snaps to a guide like steel to a magnet when you drag it near. **View > Snap to Guides** to turn on/off. ✓ means ON.

Changing the page view

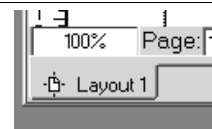
Choose a view from the **View** menu.

Or enter from 10% to 400% in **View Percent** and press ↵.

Or, use  (see page 2).

Or, use a keyboard shortcut: eg Ctrl+0 (Mac: ⌘+0) to Fit in Window

Or, with any tool, Ctrl+click to Zoom in, Ctrl+Alt+click to Zoom out



View Percent field (bottom left of document window). To select, double-click it or PC: Ctrl+Alt+V (Mac: control+V)



Putting a picture on the page

Exercise 3

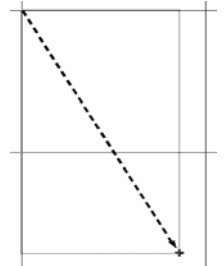
Follow the steps below to:

- i) Draw a rectangular picture box 4" (10cm) high by 2" (5cm) wide, using the grid of ruler guides
- ii) Import the graphic SHIP.TIF from the folder H:\QXP into the rectangular picture box


Create a box to hold the picture

- i) Select  or  etc and move the + to where you want to start the box
- ii) Hold down the mouse button and drag + diagonally
- iii) Release the mouse button when the box is the size and shape you want

NOTE: Hold down Shift while dragging to restrict a box to a square or a circle



Put a picture into a box

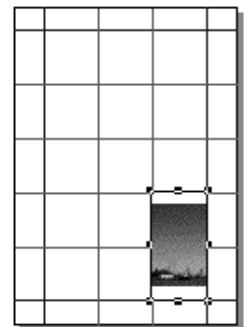
- i) Select  and click on the picture box
- ii) **File** > **Get Picture...** to display the **Get Picture** dialog box
- iii) Locate and select the picture to import, then click **Open**

Adjusting a picture

Exercise 4

Use the procedures below to:

- i) Fit the picture to the box proportionally
- ii) Switch to the Item tool and move the picture so that it is on the margins at the bottom right of the page (see right)
- iii) Save the publication



Changing the size of a picture


Select the picture, then use the following:

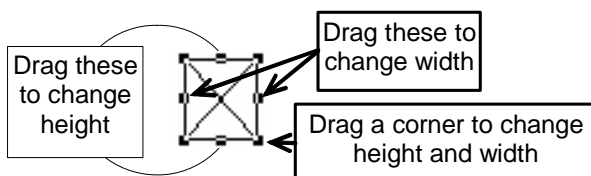
Action	PC	Mac
Style > Fit picture to box	Ctrl+Shift+F	⌘+Shift+F
Style > Fit picture to box (proportionally)	Ctrl+Alt+Shift+F	⌘+Option+Shift+F
Decrease/increase scale of picture by 5%	Ctrl+Alt+Shift+</>	⌘+Option+Shift+</>

You can also enter values in the X% and Y% fields to scale the picture



Resizing and moving a box


To change the size of a box so that it fits a picture, **Style** > **Fit Picture To Box**. Or use the following:

Change the size by dragging a handle when the pointer is :



or enter values in the **Measurements palette** to specify new size and location:

	X: 2.413"	W: 3.853"	
	Y: 1.8"	H: 4.729"	Cols
	Position of top left corner	Width and Height	

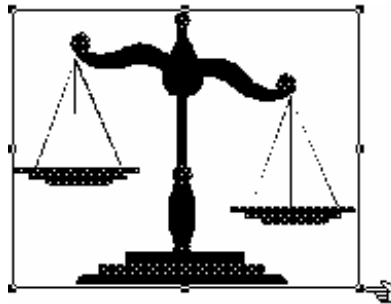
To move a box with its contents, select  and drag the box to new position, or change X and Y values on the Measurements Palette.

Cropping pictures

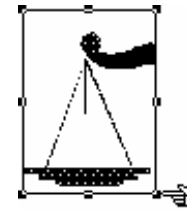
Cropping is a standard technique for selecting the most effective portion of a picture

Just make the box smaller than the picture (see right).

Once you have fixed the box size, you can adjust the position of the picture using the Content tool



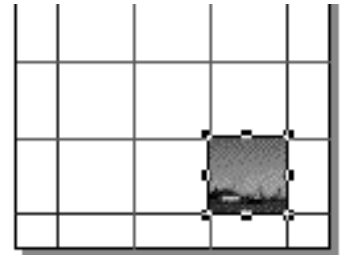
Before cropping



After cropping

Exercise 5

- i) Fit the box to the picture
- ii) Move the box so that its base is on the bottom margin
- iii) Crop sky from the top of the picture so the box becomes a square, ie 2" (5cm) high
- iv) Select the Item tool and move the box so that it is on the bottom and right margins (see the picture on the right)





Changing the position of a picture inside a box

There are three ways of doing this:

Mouse

Drag it with the Content tool, 

Measurements palette

Enter values in the X+ and Y+ fields or click  and 

Keyboard

PC

Ctrl+Option+M

Arrow keys

Alt+arrow keys

Mac

⌘+Shift+M

Arrow keys



Option+arrow keys



centre picture in box

nudge picture in 1-point increments

nudge picture in 0.1-point increments

Deleting a picture

To delete a picture but leave the box, click with  and press the backspace key, 

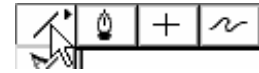
To delete a box with what it contains, click with  and press the backspace key, 

Putting lines on the page

Drawing lines

In typesetting, lines are also referred to as **rules**.

- i) Select one of the tools from the line flyout (see right)
- ii) Position the + and press to establish the first endpoint
- iii) Drag until the line length and the second endpoint are what you want



The tools are Line, Bezier Line, Orthogonal Line and Freehand Line respectively

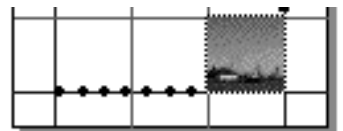
Modifying lines

Select a line (or lines), then **Item** **Modify** to change any attributes. You can also use the **Colours Palette** to change colours. For individual lines you can use the **Style** menu or the **Measurements Palette**:

X1: 0.13 cm	X2: 9.888 cm	Endpoints ▾	W: 12 pt	◆◆◆◆◆◆◆◆ ▾	▬ ▾
Y1: 25.191 cm	Y2: 25.191 cm	↘			
Start point co-ordinates	End point co-ordinates	Choose anything but Endpoints to show line angle:	Click ▾ for width Maximum = 864pt	Click ▾ for styles:	Click ▾ for endcaps:
	▲ 0°	Left Point ▾		▬ Solid	▬
	L: 9.758 cm	↘		▬ Dot	▬
				▬ Dot	▬
				▬ Das	▬
				◆◆◆◆◆◆◆◆ All	▬
				▬ Dot	▬
				▬ Thir	▬
				▬ Thir	▬
				▬ Thir	▬
				▬ Thir	▬
				▬ Thir	▬

You can also change the length and angle of a line by dragging one of its handles.

Exercise 6
Place a rule, of your choice, on the bottom margin (see right)



Deleting a line

Click with and press the Backspace key,

Moving a line

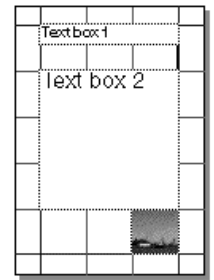
Drag it with

Putting text onto the page


Exercise 7

Follow the procedures below to:

- i) Draw a text box which is 0.8" (2cm) high and on the left, right and top margins
- ii) Draw a second text box which is 2" (5cm) below the top margin, on the left and right margins and 2" (5cm) above the bottom margin (see the picture on the right)
- iii) Type the following into the small text box: **Go to sea with DTP**
by <put your name here>
- iv) Import the text file LEAFLET.DOC from H:\QXP into the large text box
- v) Move the second paragraph so that it comes before the first




Creating a box to hold text

- i) Select , and move the + to where you want to start the box
- ii) Press the mouse button, drag the + diagonally and release it when the box is the size and shape you want

NOTE: Hold down Shift to restrict the box to a square

Typing, selecting and deleting text



Select , click in a text box, and start typing at the Insertion point.


To select text, drag with the mouse, click from 2 to 5 times to select successively the current word, line, paragraph and story, or use Shift and cursor movement keys. Or click at start and Shift+click at end. Use Delete, Insert in the usual way.

To delete text, select and press the Delete key.



Bringing in text from a file

You can import text into an empty box or into a box that already contains text.

- i) Click on a text box with  and place the Text Insertion bar at the place you want to insert text. To *replace* a range of text with text from a file, highlight it.
- ii) **File**  **Get Text...** to display the **Get Text** dialog box.
- iii) Select type of file to import from the **Files of Type** list.
- iv) Select the file you want and click **OK**.

NOTE: If there is more text than fits in the box, the text overflow indicator, , appears at the bottom right


Moving text

To copy/move text, highlight it then use **Edit**  **Copy/Cut** and **Edit**  **Paste**. The ability to drag and drop text can be turned on via the **Application Interactive** preferences.


Moving a text box

Drag it with the **Item** tool, , use the **Measurements Palette** or use **Item**  **Modify**

Deleting a text box

To delete a box with what it contains, click with  and press the Delete key

Showing non-printing characters

View  **Show/Hide Invisibles** to display/hide invisible characters (tab, space etc).

Text formatting

Font formatting

Fonts are collections of typefaces. Examples of fonts:

Serif and Sans Serif

abcdefghijklmnop ABCDEFG Times New Roman. This is a Serif typeface. A serif is a decorative addition to the basic character shape.

abcdefghijklmnop ABCDEFG Arial. This is a Sans Serif typeface. It has no serifs.

Font size and style


Font size is measured in points. One inch is approximately 72 points. The point size is the design size, not the actual height. The following characters are 36 pt. The box is 0.5 inch (1.28cm) square.

xjfH Hfjx

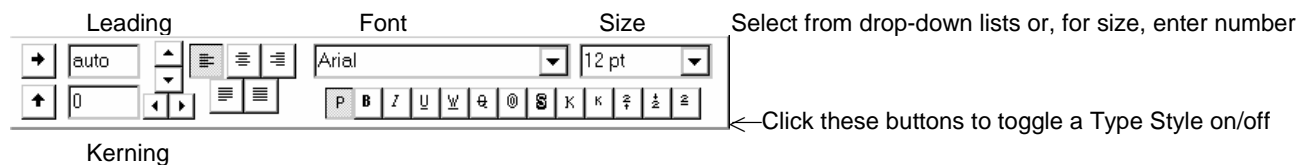
Font styles include Roman (or Plain), **Bold** and *Italic*

Making changes

QuarkXPress applies changes to highlighted text or, for new text, at the text insertion point.

Style  **Character** to display the dialog box, then make desired settings.

You can change some things using the **Measurements Palette**:



Character formatting commands are also available separately in the top half of the Style menu.

Exercise 8

- i) Format the headline in a Sans Serif font and set its size so that it runs across the width of the box. Add bolding etc to suit your taste
- ii) Format the byline in a bold Sans Serif font at a reasonable small size
- iii) Format the body text in the large box in a Serif font. Resize it so the text ends above the picture

Proportional and non-proportional fonts

Most typesetting fonts are *proportional*: the horizontal space each character occupies depends on its width:


Mniwul

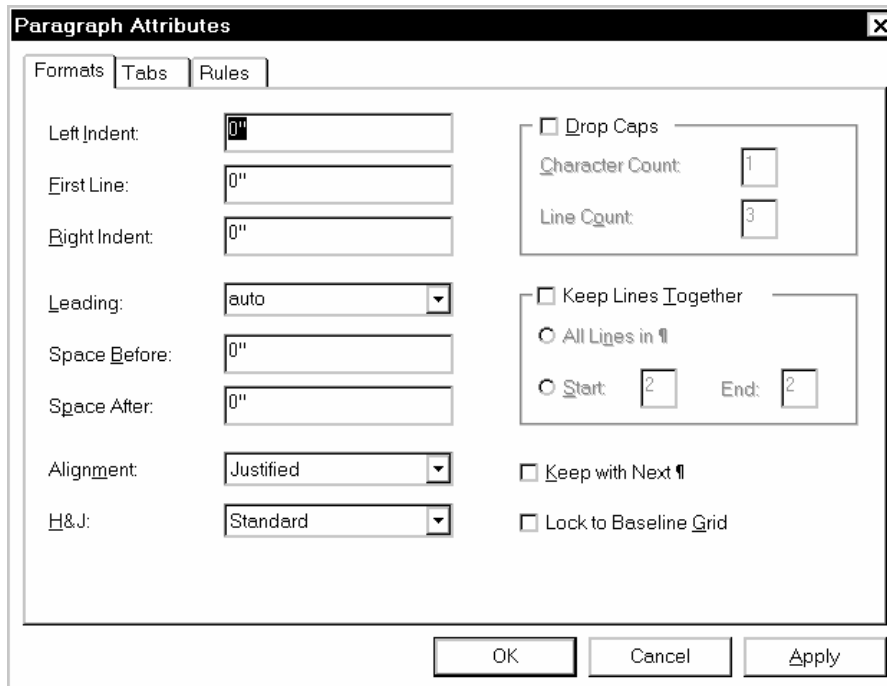
Non-proportional fonts, such as Courier New, originated on typewriters which had to use the same amount of space for each character:

Mniwul

Paragraph formatting: Indents, Alignment, Spacing and Hyphenation

The following all apply to paragraph(s) which you have selected by highlighting or, for one paragraph, by clicking in.

All paragraph specifications are available via the **Style**  **Formats** command:



TIP

Although settings in the Paragraph Attributes dialog box are displayed in the units of measurement that are specified on the General tab of the Document Preferences, you can enter values using any units you please.


Valid examples include:

6pt 2p5
3in 0.3cm
4mm

At the same time as the dialog box is displayed, a ruler is displayed over the text box. The First, Left and Right indent markers can be dragged to set indents. Whether values are set via the box or the ruler, the effect of changes may be seen by clicking the **Apply** button.



To set **Alignment**, you can also use  on the **Measurements Palette**.

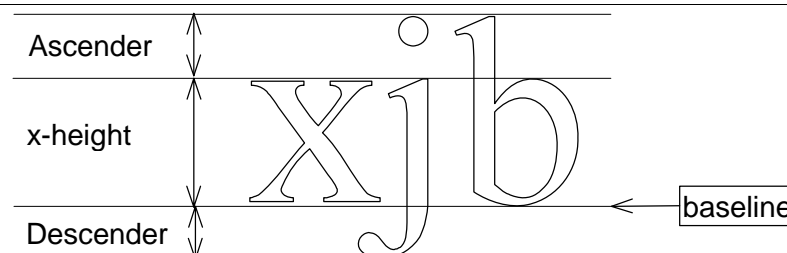
NOTE: To create a new hyphenation rule of your own, eg to turn off hyphenation, **Edit**  **H&Js**, click **New** and make settings in the dialog box.

Exercise 9

In the large text box:

- i) Remove the extra line space between each paragraph
- ii) Set all text to be justified
- iii) Set the first line indent to 0.1" (0.25cm) for all paragraphs except the first
- iv) Save the publication

Some of the parts of a letter



Typography – adjusting text spacing

Typographic control facilities allow you to fit text precisely and to enhance its appearance.

Exercise 10

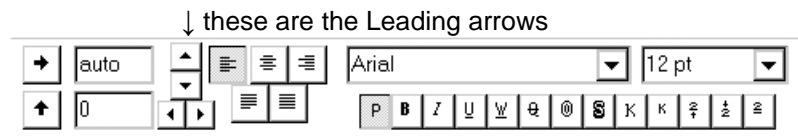
Use the techniques below to:

- i) Increase the size of the headline by 5pt
- ii) Select the headline and adjust its tracking so that it fits on one line
- iii) Decrease the leading of the heading so that the byline reappears in the box
- iv) Set the leading of the text in the large text box to 14pt

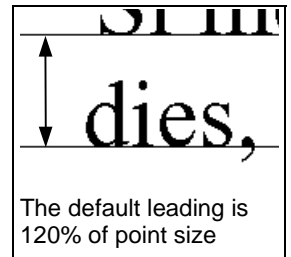
Changing Leading (line spacing)

Leading is the distance between the baselines of two lines of text.

Select the paragraphs you want to change the leading for. Then ,



Click to increase and to decrease leading in 1-point increments



Hold down Ctrl (Mac: Option) while clicking to change leading in 0.1-point increments.

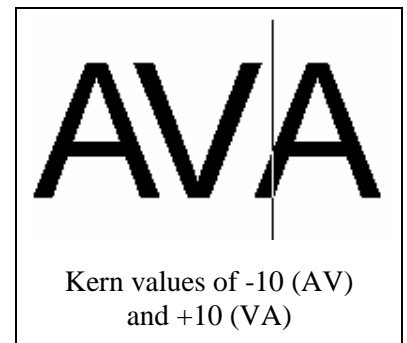
You can also apply leading values by entering a value in the leading field (default is *auto*) to the right of the leading arrows. Apply the value entered by pressing the tab key, or exiting the Measurements palette.

Kerning

Kerning allows you to adjust the space between character pairs. QuarkXpress automatically kerns character pairs which require it. The kerning described here is in addition to this. **1 kerning unit = 1/200 of an em space.**

NOTE: 1 em is the point size. So, for 12 point text, 1 em = 12 points

First, place the Text Insertion bar between the two characters. Then use the kerning arrows on the Measurements palette:



These are the Kerning arrows

Click the left/right kerning arrows to decrease/increase kerning in 1/20-em increments. Hold down CTRL (Mac: $\text{⌘} + \text{Opt}$) while clicking the arrows to kern in increments of 1/200 em. Or, enter a value in the kerning field to the right of the kerning arrows. To apply your value, tab to the next field, select another field, or exit the palette.

Tracking

Tracking auto Tracking-20 Tracking +20

Tracking allows you to adjust the space between letters and words in a range of text. Negative values decrease the space; positive values increase the space.


First, highlight the range of text to track. Then, use the same procedures as kerning.

Exercise 11

Insert a subhead "Printing" before the last main text paragraph. Format it as 15pt Arial Bold with a space before setting of 6pt. Then follow the steps below to:

- i) Change the number of columns to 2
- ii) Set the baseline grid so that its increment is the same as the text leading (ie 14pt)
- iii) Lock the main text paragraphs to the baseline grid so that the column bases align

Changing the number of columns

- i) Activate the text box
- ii) **Item**  **Modify**
- iii) Set **Columns** to the number you want and **Gutter Width** to the distance between them

The baseline grid



The baseline grid is a horizontal grid which you can use to align the baselines of text regardless of the text size. A specific use is to ensure that the base of columns are aligned.

To see the the baseline grid: **View**  **Show Baseline Grid**. It shows as magenta lines.




Here, the start of the grid has been set to 2 inches and the grid itself has been set to 36 points (1/2 inch). The text is locked to the grid

Defining the baseline grid

- i) **Edit**  **Preferences**  **Typographic**
- ii) Enter a value between 0 and 13.889 in (35.2 cm) in the **Start** field of the Baseline Grid area to specify the distance from the top of the page to the first line of the grid.
- iii) Enter a value in the **Increment** field for vertical distance between the grid lines.
- iv) Click **OK**.

Locking paragraphs to the baseline grid

You can align baselines from column to column and from box to box across a page and across spreads by locking paragraphs to the baseline grid.

- i) Select a paragraph or range of paragraphs
- ii) **Style**  **Formats**
- iii) Check **Lock to Baseline Grid**.
- iv) Click **Apply** to preview the new format.

Master pages

Exercise 12




- i) Start an A4 single column publication with Facing Pages. Set top and bottom margins to 1.5cm (0.6 in), inside margins to 2cm (0.8 in) and outside margins to 4cm (1.6 in)
- ii) Create a new facing pages master page, B-Master B
- iii) Modify B-Master B as follows:
 - On the left master page, place a heading that reads "This is a Left Page Header"
 - On the right master page, place a heading that reads "This is a Right Page Header"
- iv) Add 4 pages based upon B-Master B to the document
- v) Apply B-Master B to page 1

Place guides and items on master pages if you want them to appear automatically on document pages.

The settings in the **New Project** dialog box specify the format of the default master page.

Adding and deleting master pages

Up to 127 are allowed

To add a new master page, drag a new single page, , or a facing page, , into the master page section. Or select a master page icon and click Duplicate, 

To delete a master page, click it and then click the delete button,



Modifying master pages


- i) In the Document Layout palette, double-click on the master page to modify or **Page** ⇨ **Display** and select a Master Page
- ii) Make changes then double click on document page icon or **Page** ⇨ **Display** ⇨ **Layout**

Applying master pages

To apply a master page to existing document page(s):

- i) Display the Page Layout palette (**Window** ⇨ **Show Page Layout** if necessary)
- ii) Drag a master page icon onto a document page icon

Add document pages

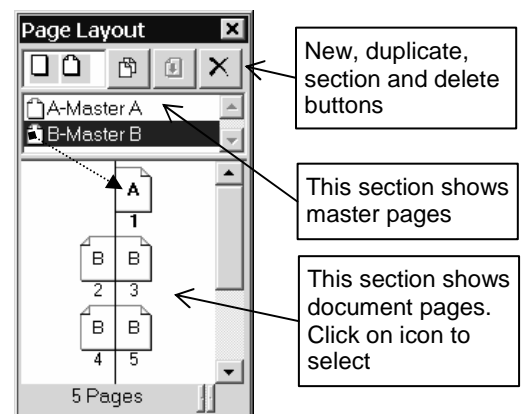
- i) In the Document Layout palette, drag a master page icon to where you want to insert a page. A pointer ( etc) appears indicating the direction pages will reflow if you insert a page at that position. A page icon appears if inserting the page will not affect the placement of existing pages. To add a document page which has no associated master page, drag an appropriate blank page button into the document area
- ii) Release the mouse when the page is in the desired position

Alternatively, **Page** ⇨ **Insert...**

Delete document pages

- i) In the Document Layout palette, select the pages to delete (Ctrl+click to add pages to a selection, Shift+click to select a range)
- ii) Click the Delete button,

Alternatively, **Page** ⇨ **Delete...**



Apply Master page B to document page 1

Move document pages

In the Page Layout palette, drag the page icons to a new location

Exercise 13

Follow the steps below to:

- i) Insert page numbers on all pages
- ii) Check that all master items appear correctly on each document page
- iii) Suppress the master items on page 1


Automatic page numbering

- i) Display master page and create a text box
- ii) Type Ctrl+3 (Mac: ⌘+3) to put the page number character, <#>, into the text box, then format it

Suppressing master items

To stop master items appearing on a particular document page, delete them from that page

Changing page margins and columns

- i) Display the master page as above, then **Page**  **Master Guides**
- ii) Enter new values in the **Margin** and/or **Column Guides** fields
- iii) Click **OK**

Exercise 14



Change the page settings to 3cm margins and 2 columns with a 1cm gutter

Linking and unlinking text boxes

Exercise 15

- i) Create two text boxes, each filling one of the columns
- ii) Follow the steps below to link the boxes together
- iii) Import the text from LEAFLET.DOC
- iv) Adjust the size of the text boxes until both are full and each column of text on the page is the same length
- v) Save the publication as Links in My Documents


Linking boxes with the Linking tool,

- i) Select  and click on the box to flow from. Note the moving dotted borders (called marquees) indicating that a "from" box has been activated.
- ii) Click on the box to flow to. Get an arrow, , showing the new link.

If you hold down Alt when you select the Linking tool (to keep it selected), the box you link to is now marquee'd. This is the new "from" box. Can continue to click on boxes to create an entire text chain.


NOTE:If you link to a text box that is part of a chain, the box is extracted from its chain before the new link is made. If your "from" box is in the middle of a chain, the "to" box is inserted after it. You can't link two boxes that both contain text.

Unlinking boxes with the Unlinking tool,

Select  and click on the link to break: the arrowhead entering the box to break the flow in, or the tail of the arrow exiting the box to break the flow out. Text stays with the section of the chain containing the head of the chain.

When you click on the arrowhead or tail, the arrow disappears. If you pull off the box without releasing the button, the link will not be broken.

Extract a text box from a chain

Press Shift and click on box with  to extract. Links are rerouted and text stays in the chain.

Supplementary Material

Basic file management

Saving a document

- i) **File**☞**Save As** to save a new document for the first time.
- ii) In the **File Name** box type a name
- iii) Select appropriate drive and directory
- iv) Press ↵

For subsequent saves, use **File**☞**Save**.

Automatic save and backup

This causes QuarkXPress to save changes periodically to protect from system failure.

- i) **Edit**☞**Preferences**☞**Application**☞**Save**
- ii) Check **Auto Save** and specify a time interval in the **Minutes** field
- iii) Click **OK**

Automatic save and backup

This causes QuarkXPress to keep previous revisions of a publication.

- i) **Edit**☞**Preferences**☞**Application**☞**Save**
- ii) Check **Auto Backup** and set the number of revisions in the **Keep** box.
- iii) Click **OK**

Open an existing document

- i) **File**☞**Open** . If necessary, select a different disk drive
- ii) If necessary, move to the directory which contains the file
- iii) Click on the file to open
- iv) Press ↵ or click **OK**

Automatic backup

Lets you keep previous versions of documents

- i) **Edit**☞**Preferences**☞**Application**
- ii) Check **Auto Backup** and put number of revisions (up to 100, all taking up disc space!) to keep in the **Revisions** field
- iii) Click button next to **Destination** to select a new directory for backup
- iv) Click **OK**

Working with items in general


The following apply to active items. Picture boxes, text boxes and lines are all *items*.

Make one copy of an item

Item Duplicate


A duplicate of the item will appear at the offsets defined in the **Step and Repeat** dialog box (see next).


Make any number of copies at regular intervals


- i) **Item  Step and Repeat**
- ii) Put number of copies in **Repeat Count**
- iii) Enter values in the **Horizontal/Vertical Offset** fields to specify distance to left or right/up or down that copies are to be placed.
- iv) Click **OK**

The **Super Step and Repeat** command allows you to modify numerous additional attributes.

Rotating items

Item  Modify then enter a value from -360° to $+360^\circ$ in 0.001° increments in the **Angle** field and click **OK**

or Use the Measurements palette: enter a value in place of 0° in the  0° field and press **ENTER**

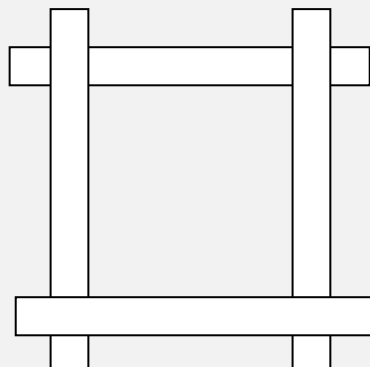
or Use  See description of tools on page 2

Changing the stacking order of overlapping items

Select the item to move and then use **Send Backward**, **Send to Back**, **Bring Forward** and **Bring to Front** on the **Item** menu

Exercise 16

- i) Start a new document: A4, margins: top=1.5cm (0.4in), bottom=1.2cm (0.49in), left=1cm (0.3in), right=1cm (0.35in)
- ii) Draw a square of side 3cm (1.2in) at top left margins. Duplicate it with horizontal offset=2cm (0.8in) and vertical offset=3cm (1.2in) so that a series of square runs down the diagonal of the page. Colour all the squares
- iii) Draw a text box 30cm (12in) wide and 5cm (2in) high, type your name into it, then rotate it so that it runs along the other diagonal. Resize it if necessary so that it fits on the page. Increase the size of the text until it fills the box
- iv) Draw a circle from the left margin to the right and place it in the centre of the page. Colour it and then put it behind all other items
- v) Save and close the document
- vi) In a new document, draw a rectangle 1cm * 8cm, frame 1 point. Duplicate it three times so that you now have four. Rotate and arrange as follows:



Miscellaneous features

Changing preferences

Edit➤**Preferences** allows you to change a wide range of basic settings.

Changes made while no document is open apply to all new documents.

Changes made while a document is active apply to that document, except for Application preferences, which always apply to all documents.

Adding document pages

- i) Go to the page that you want to insert before or after
- ii) **Page**➤**Insert**
- iii) Enter the number of pages to insert in the **Insert Pages** field

Deleting document pages


Page➤**Delete**. Enter page number(s) and click OK

Moving and copying pages between documents

- i) **View**➤**Thumbnails**
 - ii) Drag page between documents
- or use **Edit**➤**Cut/Copy** and **Paste**

To see source and destination documents simultaneously, do **Windows**➤**Tile**

Moving and copying items between documents

- i) **View**➤anything except Thumbnails
 - ii) Select item(s) with  and drag item(s) between documents
- or use **Edit**➤**Cut/Copy** and **Paste**



Text and picture display

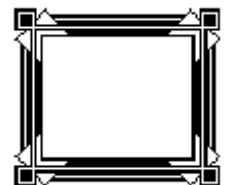
Greeking can help speed screen display; it does not affect printing

- i) **Edit**➤**Preferences**➤**General**
- ii) Check **Greek Below**, and enter a point size from 2 to 720 points to replace the screen display of characters below that size with a grey bar. Check **Greek Pictures** to replace the screen display of pictures with grey boxes

Putting a frame (border) on a box

When you create a box, the width of its frame is zero (unless the default has been changed via **Edit**➤**Preferences**➤**Tools**). What you see on the screen is a *guide*. It does not print. To make the frame printable,

- i) Select the box with  or  then **Item**➤**Frame**
- ii) Set Width, Style, Colour and Shade as required and click OK




NOTES

- When you frame a text box, you may need to change **Text Inset** (see *Changing the inset of text in a box* on page 17)
- When you frame a picture box, you may need to resize the picture so that the frame does not obliterate part of it.

Changing the inset of text in a box

When you frame a text box, the space between the text and the frame (the *inset*) is determined by the default preferences value. This will probably be too small. To change it,

- i) Select the box, then **Item**  **Modify** and select the **Text** tab
- ii) Set **Text Inset** as required and click **OK**

To change the default, double-click on the Text tool, , then click **Modify**.

Desktop publishing software runs on standard business computer. There are a range of desktop publishing programs, varying in cost, capabilities.

Text Inset = 0


Desktop publishing software runs on standard business computer. There are a range of desktop pub-

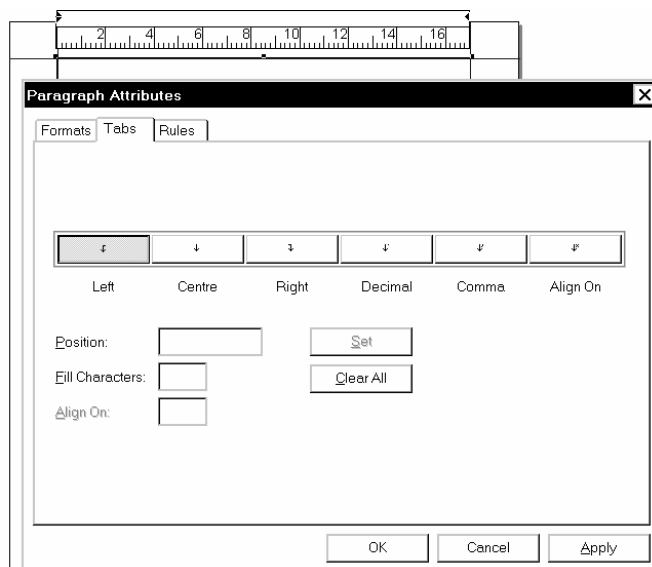
Text Inset = 8 pt

Exercise 17

- i) Put a frame on the headline box
- ii) Set the text inset to 5 points
- iii) Readjust the point size, tracking etc appropriately (increase the size of the box temporarily if necessary)

Setting tabs

- i) **Style**  **Tabs**. A ruler is placed at the top of the text box and the **Tabs** dialog box is displayed (see right)
- ii) Select the tab alignment button required
- iii) Click on the ruler to place a tab stop. Drag tab stops to reposition. Drag off the ruler to delete. *OR* enter a value in the **Position** field, click one of the alignment buttons and click **Apply**
- iv) Enter one or two characters in the **Fill Characters** field to create a leader.
- v) Click **OK** to set the tabs, **Cancel** not to set them




Exercise 18

- i) Start a new document, A4, 1 column, with an Automatic Text Box
- ii) Click in the Automatic Text box with the content tool, set up the correct kind of tabs for the following layout and then key in the text:

The kind of tab	that you should use	depends upon what you want to achieve	1.225 2.34 12.1006 675.7	The space between columns is important
-----------------	---------------------	---------------------------------------	-----------------------------------	--
- iii) Make a copy of this text and adjust the tabs so that the space between columns is the same.

Vertical text alignment

- i) Activate text box(es) for which you want to apply a new vertical alignment
- ii) **Item**  **Modify**
Choose alignment from the **Type** list:

Top

THIS IS
TOP

Bottom

THIS IS
BOTTOM

Centred

THIS IS
CENTRED

Justified

THIS
IS
JUSTIFIED

- iii) If you choose **Justified**, the **Inter ¶ Max** field becomes active. If you enter a 0 (zero) in the **Inter ¶ Max** field, QuarkXPress distributes space evenly between lines and paragraphs when vertically justifying lines of text.

Some more keyboard shortcuts

Font formatting

Plain Text	⌘/Ctrl+Shift+P	Bold	⌘/Ctrl+Shift+B	<i>Italic</i>	⌘/Ctrl+Shift+I
<u>Underline</u>	⌘/Ctrl+Shift+U	<u>Word Underline</u>	⌘/Ctrl+Shift+W	Strike Thru	⌘/Ctrl+Shift+/,
Outline	⌘/Ctrl+Shift+O	Shadow	⌘/Ctrl+Shift+S	ALL CAPS	⌘/Ctrl+Shift+K
SMALL CAPS	⌘/Ctrl+Shift+H	Superior	⌘/Ctrl+Shift+V	(⌘ on Mac, Ctrl on PC)	

Leading

⌘+Option+Shift+" (PC: Ctrl+Alt+Shift+") increases leading in 0.1-pt increments

⌘+Option+Shift+: (PC: Ctrl+Alt+Shift+:) decreases leading in 0.1-pt increments


Kerning and Tracking

	PC	Mac
decrease kerning 1/20 em	Ctrl+Shift+{	⌘+Shift+{
increase kerning 1/20 em	Ctrl+Shift+}	⌘ Ctrl+Shift+}
decrease kerning 1/200 em	Ctrl+Alt+Shift+{	⌘+Option+Shift+{
increase kerning 1/200 em	Ctrl+Alt+Shift+}	⌘+Option+Shift+}

Exercise 19

This is an optional exercise on Tracking, Kerning and Leading

- Start a new document with margins of 3cm all round and create a text box on them
- Type in the following so that they describe themselves
This sentence is in 16 point Times New Roman on 16 point leading
THIS SENTENCE IS IN 18 POINT ARIAL AND ITS LEADING IS SET SO THAT THERE IS NO SPACE BETWEEN THE LINES
This sentence is in 12 point Times New Roman and its tracking is 0
This sentence is in 12 point Times New Roman and its tracking is -15
This sentence is in 12 point Times New Roman and its tracking is +20

-  an you set up a sentence like this?


- Key in the word Work. Set the letter W to 72 pt and the rest of the word to 24 pt
- Zoom in close and kern so that the space between W and o is the same as the rest of the word:

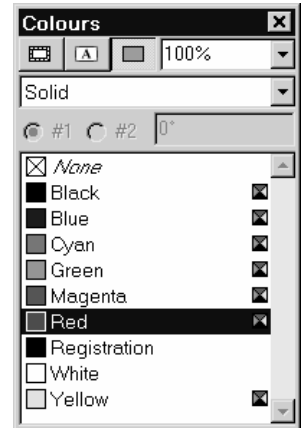
W_ork

Working with colours

Applying colours

You can apply colours to text, lines, frames, box backgrounds, and some picture types.

- i) **Window** ⇨ **Show Colours** to display the Colours palette.
- ii) Highlight the text or activate the box, line, or group.
- iii) Click the relevant Colours palette icon.  are Frame, Text and Background respectively
- iv) Click on a colour in the Colours palette.
- v) Select a shade from the drop-down list in the upper right corner of the palette
- vi) If desired, select a blend type from the second drop-down list and set a second colour




Creating and editing colours

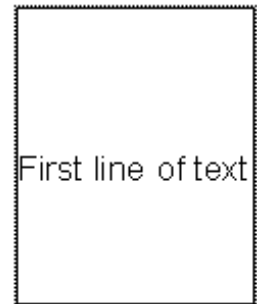
You can create colours in a variety of colour models, edit existing colours, and share colours with other documents

- i) **Edit** ⇨ **Colours**
- ii) Click **New** to create a new colour.
Or, select a colour from the **Colour** scroll list and click **Edit** or **Duplicate**.
- iii) Set the following:
 - Name:** enter a name for a new colour or change the name of an existing colour
 - Model:** choose an option to specify or change the colour model
 - Spot Colour:** clear to specify a process colour that will separate into its CMYK components
- iv) Use the right of the dialog box to specify the colour according to the model:
 - RGB** drag the **Brightness** scroll bar and click on the colour wheel or enter values in the **Red**, **Green**, and **Blue** fields
 - HSB** drag the **Brightness** scroll bar and click on the colour wheel or enter values in **Hue**, **Saturation**, and **Brightness** fields
 - CMYK** drag the **Brightness** scroll bar and enter values in the **Cyan**, **Magenta**, **Yellow**, and **Black** fields
 - LAB** see **Color Model Options** in Help for details of this colour model
 - Multi-Ink** create a colour based on tint percentages of existing process or spot inks
 - PANTONE etc** click on a colour swatch or enter the colour's number in the **No.** field (the colour's name automatically changes to the manufacturer's name)
- v) Click **OK** to close the **Edit Colour** dialog box.
- vi) Click **Save** in the **Colours** dialog box to add changes to the document's list.

Positioning the first baseline in a text box

You can specify where text starts by positioning the first baseline in a text box.

- i) **Item**  **Modify**
- ii) Enter a value in the **Offset** field to specify the distance between the first text baseline in the box and the top inside edge of the box.
Choose an option from the **Minimum** drop-down list to specify the minimum distance between the first text baseline in an active text box and the text inset at the top edge of a text box:




Option	is equal to the height of
Cap Height	a 0 (zero) in the font of the largest character on the first line of text
Cap + Accent	a 0 (zero) in the font of the largest character on the first line of text plus the vertical space necessary for an accent mark over an uppercase character in that font.
Ascent	ascenders in the font of the largest character on the first line of text. The ascender is the portion of a lowercase letter that rises above its main body, as in the upright stem on the letters b, d, f, h, k, and t (see <i>Some of the parts of a letter</i> on page 16)

QuarkXPress uses the larger value of the Offset distance or Minimum setting you choose to position the first line of text in a box.


Shifting characters above/below their baselines

You can shift characters without affecting a paragraph's line spacing:

- i) Highlight the character(s) to shift
- ii) **Style**  **Baseline Shift**
- iii) Enter a value in **Baseline Shift** (in .01pt increments). Positive values shift characters up; negative values shifts characters down.

na, **poemata** rei
ritum qui decedit,
is finis "Est ut
shifted above

Anchoring rules to paragraphs

- i) **Style**  **Rules** and check **Rule Above** and/or **Rule Below**
- ii) Choose **Indents** or **Text** from the **Length** drop-down list. **Indents** extend the rule from the left indent; **Text** bases the length on the first line of text for a **Rule Above** and the last line of text for a **Rule Below**.
- iii) Enter a value in the **From Left/Right** to change position of left/right endpoint relative to the selection you make in the **Length** drop-down list.

Offset can be an absolute amount (eg 10 pt) or a % to increase the distance between the paragraph and the rule

- iv) Click **OK**

Si meliora dies, ut vina, poe-
mata reddit, scire velim, char-
tis pretium
quotus arroget annus: scrip-
tor abhinc annos centum qui
decedit, inter perfectos vet-
eresque referri debet an in-
ter vilis atque novos?
Excludat iuria finis "Est

4 pt rules with 0.5" indents

Exercise 21



- i) Open the file LINKS that you saved earlier and insert a heading before each main paragraph
- ii) Set all the headings to Keep with Next and format them as display text
- iii) Set a 3 line Drop Cap in each paragraph of body text
- iv) Set a rule below each paragraph of body text
- v) Adjust the height of the text box to balance the columns



Text checking and changing

Exercise 22

- i) Check and correct the spelling of the document
- ii) Change all occurrences of *you* to *users* and *programs* to *software*
- iii) In the story in LINKS, replace all occurrences of 2 new paragraphs in succession with one new paragraph
- iv) Format all headings so that there is 12 pt before and 6 pt after each
- v) Improve the appearance of the story as you wish
- vi) Put the top heading and the first paragraph into a separate box and reverse the text

Checking spelling





- i) To check a story, click in the story.
- ii) **Utilities**  **Check Spelling**  **Story/Document**. The **Word Count** dialog box is displayed, giving the **Total**, **Unique** and **Suspect** counts.
- iii) If no suspect words are identified, click **OK** to return to the document. Otherwise, click **OK** to display the **Check Story/Document** dialog box. The suspect word is displayed in the dialog box. You can then choose to: **Replace** it with a word from the scroll list or a word you type in the field; **Lookup** a list of possible replacement words; **Skip** the word, and all other instances of the word; **Keep** the word and add it to an open auxiliary dictionary; **Cancel** and return to the document without making any changes

NOTES: To check a single word, Highlight word, then **Utilities**  **Check Spelling**  **Word**. Select a replacement and click Replace or click **Cancel**.

To check Master page spelling, **Page**  **Display** and select a master page.

Searching for and replacing text


To search

an entire document 
from this point on 
an entire story 
specific text 

Do this

have no text boxes active
click at that point
click at the start of the story
highlight the text

Then,

- i) **Edit**  **Find/Change**
- ii) Enter the text to search for in the **Find what** field. Enter the text to replace it with in the **Change to** field.
- iii) Check **Document** to search the entire document; **Whole Word** to find the complete word, rather than the word embedded in other characters; **Ignore Case** to find all uppercase and lowercase variations; **Ignore Attributes** to search all text, regardless of any styles applied
- iv) Click **Find Next** to start the search. (Or hold down Alt to change **Find Next** to **Find First** so as to find the first occurrence of the word within the specified text). The found text is highlighted in the document.
- v) Click: **Find Next** to skip that occurrence of the text; **Change** to change the occurrence to the new text; **Change, then Find** to change the occurrence then continue to search; **Change All** to change all occurrences of the text to the new text
- vi) Click **Close** to finish

Advanced search and replace



To specify invisible characters in the **Find what** and **Change to** fields:

Character	Enter	Character	Enter
New Column	\c	New Line	\n
New Box	\b	Previous Box Page #	\2
Tab	\t	Current Box Page #	\3
New Paragraph	\p	Next Box Page #	\4

To specify a wild card character to search for variations of the **Find what** text:
Put \? within a word in the **Find what** field. Eg, **Analy\?e** will find "Analyze" and "Analyse."

More on boxes

Creating a polygon box


- i) Select  from the **Bézier Picture Box tool** flyout (or alternatively the Bézier Text Box tool) on the **Tools Palette**
- ii) Click the mouse to place the first polygon vertex
- iii) Move the + to place the second vertex and click. Repeat for additional vertices
- iv) To close the polygon, double-click OR move the pointer over the first vertex you created and click when the cursor changes to the Handle Creation pointer, .

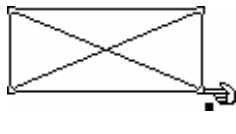
Changing the shape of boxes

- i) Click on the box to make it active
- ii) **Item Shape** and select a new shape

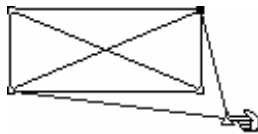
Reshaping a Bézier box

Bézier boxes, whether picture or text, can be reshaped in any way that you please. Since any box can be changed into a Bézier box, any box can therefore be reshaped.

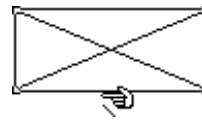
- i) **Item Shape** 
- ii) You can now drag a side, or a handle, in any direction.



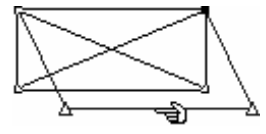
Click on handle





Then drag



Click on side



Then drag

Alt+click to add or delete point. (If you hold down Alt, the mouse pointer changes to  over a handle and to  elsewhere. You can delete a point by clicking with the former and create a new one by clicking with the latter.)

Combining text and pictures

Running text around items and pictures

Text runaround lets you control the way text flows around, behind, or within items and pictures. To specify the runaround for an active item:

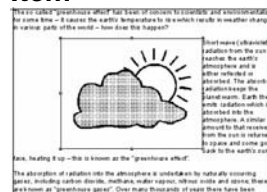
- i) **Item Runaround** and select from the **Type** list, which includes the following:

None



Flows text behind the box

Item



Flows text around the box

Auto Image



Flows text around the picture

If the active item is a text box or a rectangular picture box, the **Top**, **Left**, **Bottom** and **Right** fields become active when the mode is **Item**. Otherwise **Outset** is active.




To set the distance between the active box and text that runs around it, enter values in these fields.

Exercise 23

- i) Start a new publication using the same settings as the first one
- ii) Import the files Global.doc and Sun.tif, which are in the folder \Stu\Qxp, onto a page
- iii) Fit the picture box to the picture
- iv) Move the picture box into the text box so that it is positioned approximately in the centre of the text
- v) Set Mode to Auto Image and set the Outset to 5pt

Editing the runaround path manually

To edit the path manually:

- i) **Item**  **Runaround** and select **Non-White Areas** from the **Type** list
- ii) **Item**  **Edit**  **Runaround**

You can now reshape the runaround curve using the same procedure as reshaping Polygon boxes (see page 23). The runaround curve is coloured purple and you will need to zoom in to work on it.

Exercise 24

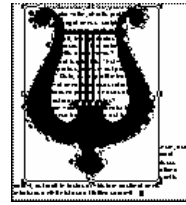
Adjust the runaround polygon manually so that it as close to the shape of the sun and cloud as possible

Putting text in the shape of a picture

Check the **Invert** box in the Runaround Specifications dialog box. Text will then run *inside* the image polygon. See Help for more information on this.









Text box with picture on top



Manual Image Runaround with Invert checked





More on boxes in general

Flipping box contents

- i) Select  then **Style**  **Flip Horizontal** to flip from left to right.
 - ii) Select  then **Style**  **Flip Vertical** to flip from top to bottom.
- Or use  and  buttons on the Measurements palette.

Anchoring a box to text


You can paste a box within text so that the box acts like a character and flows with the text.

- i) Use  to activate the box you want to anchor
- ii) **Edit**  **Cut** or **Copy**
- iii) Select  and click an insertion point where you want to anchor the box
- iv) **Edit**  **Paste**


Modifying an anchored box

You can resize an anchored box like any other, except that it has only three handles.

To position an anchored box in relation to the text:

- i) **Item**  **Modify**
- ii) In **Align with Text**, choose **Baseline** to align bottom of box with the baseline of the line or **Ascent** to align top of box with the ascent of the tallest font on the line


Deleting an anchored box

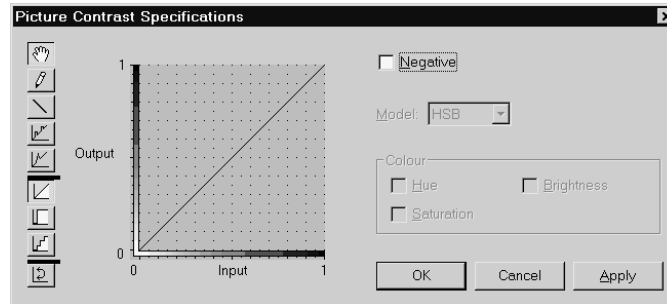
- i) Select 
- ii) Click immediately to the right of the box and press the BACKSPACE (←) key

Working with pictures

Applying a predefined or custom contrast to pictures

You can modify imported greyscale pictures in TIFF and bitmap picture formats

i) **Style**  **Contrast...** to displays the **Picture Contrast Specifications** dialog box



- ii) Select one of the tools (tooltips show the names), and make and desired changes to the curve
- iii) Click **Apply** to see the effect of changes. **Apply** stays depressed if you hold down Alt and then click. Changes are then applied continuously. To end continuous apply, click **Apply**
- iv) Click **OK**

Example



Original picture






High Contrast

Grouping items



You can combine multiple items on a page or spread into a group, which can then be treated as a single item. Eg, you can duplicate and rotate groups and change the stacking order of overlapping groups and items.

Grouping and ungrouping items


- i) Select two or more items by holding down SHIFT and clicking with 
- ii) **Item**  **Group**. Bounding box of the group will display as a dotted border behind it
To ungroup, **Item**  **Ungroup**

Constraining and unconstraining groups


Modifies a group so that all items are constrained by (ie, cannot be resized or moved beyond the edge of) a single box that is behind the other items and completely contains them.

- i) Create or activate a group
- ii) **Item**  **Constrain**
To unconstrain, **Item**  **Unconstrain**. Note that unconstraining a group does not ungroup it.


Modifying items within a group

Use  to modify the content of an individual item in an active group.

Modifying a group

- i) **Item**  **Modify**.
- ii) Put values in **Origin Across**, **Origin Down**, and **Angle** to define the bounding box
- iii) Specify a **Background Colour** or **Shade** to apply to all items in the group.
- iv) Click **OK**.



Spacing and aligning items and groups

- i) **Item**  **Space/Align**
- ii) Check **Horizontal** and/or **Vertical** and then enter values in the fields:
- Space** Increase or decrease the amount of horizontal or vertical space between items as a percentage of the current space.
- Distribute Evenly** Distribute space evenly between the left and right items (horizontal) and the top and bottom items (vertical).



Use **Between** to specify how space is measured and distributed between the active items.

Printing

Viewing a publication as it will print

- i) **View**  **Hide Guides** to hide all non-printing guides
- ii) **View**  **Actual Size**

Printing a document

- i) **File**  **Print** or Ctrl+P (Mac: +P) to display the **Print** dialog box.
- ii) Specify the document pages to print by clicking **All**, or enter a number in the **From** and **To** fields to select a range of pages to print. Other controls in the **Print** dialog box allow you to specify other conditions for printing your document.


Printing oversized documents


Reducing the Page Size

File  **Page Setup** (CTRL+ALT+P) to display the **Print** dialog box, click **Options** enter a value in the **Scaling** field of less than 100% in 1% increments.

Tiling Documents

You can print documents with pages that are larger than the paper in the printer by printing the document in sections, or tiles. Piece the tiles together to form the complete document.

Manual Drag the ruler origin to where you want the upper left corner of the tile. To include the upper left portion of the document in a tile, reset the ruler origin by double-clicking in the ruler origin box, **File**  **Print**, choose **Manual** from the **Tiling** drop-down list and click **OK**. Repeat as necessary.




Automatic **File**  **Print**, choose **Automatic** from the **Tiling** drop-down list and specify a value from 0 cm to 152.4 cm in the **Overlap** field. (This value sets the portion of adjacent tiles that prints on each tile.) Enter > before the overlap value if you want the leftmost and rightmost tile on each row to be of equal size. Finally, click **OK**.




Assembling Tiles Using Automatic Tiling

- i) Tick marks print at each corner of each tile, as well as at each point of overlap, to help assemble the tiles.
- ii) Tile location information is printed in the upper left corner of each tile. Eg, "Page 3 (2,1)" indicates that the tile is the 2nd tile in the 1st row on page 3.
- iii) Cut or fold on tick marks to assemble the tiles. Or, if the overlap is large enough, you can fold on a column edge or the edge of a picture box.

Sharing items between documents

Storing items in a library

You can store and retrieve copies of frequently used items in libraries. First, a document and a library must be open. **File**  **New**  **Library** starts a new one. **File**  **Open** an old one. Show the Library palette, then

- i) Select the item you want to store in the library
- ii) Use  to drag the item over the library palette until  turns into the Library pointer, . The facing arrow icons indicate where the item will be placed.
- iii) Release the mouse button. Alternatively, use **Copy** and **Paste**

Retrieving library items

- i) Drag the item out of the library into the document
- ii) Release the mouse button. Alternatively, use **Copy** and **Paste**

Going further

You can download or request a demonstration version of the current QuarkXPress from <http://www.quark.com/service/desktop/downloads/>. A demonstration version of QuarkXPress 6.5 is available via www.softpedia.com/progDownload/QuarkXPress-Download-39122.html

See www.quark.com/service/desktop/training/ or euro.quark.com/en/service/desktop/training/ for a wide range of practical exercises.