

A Guide to QuarkXPress Addendum



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Introduction

QuarkXPress 6.0 lets you create rich, expressive Web and print output in an enhanced, intuitive work environment.

Layout spaces, new to QuarkXPress 6.0, allow you to easily repurpose content and move content between layouts. You can even synchronize text between layouts, saving you time and effort.

*Enhancements to Web tools let you create even more comprehensive, interactive Web pages. For instance, you can create two-position rollovers and cascading menus, as well as CSS font families. The **Hyperlinks** palette has also been redesigned to make it easier to use, and you can use hyperlinks in print-optimized and Web-optimized layouts.*

*Working with items on-screen just got easier — you can view full-resolution previews of graphics, and the **Multiple Undo** feature gives you even greater flexibility in creating layouts.*

Layers and tables functionality has also been improved to allow you to suppress layers at print time, link text cells in a table, apply clipping settings to a picture in a table cell, and more.

Important printing enhancements, including support for As Is composite color and support for PostScript Level 3 features such as SmoothShading, let you create vivid, detailed printed output.

Because QuarkXPress 6.0 supports Mac OS X and Windows XP, the interface has changed slightly, but don't let that throw you — these changes just mean that your work environment is even more intuitive and well-organized than before.

QuarkXPress 6.0 still gives you the precision and control you rely on to create magnificent, powerful output.

Chapter 1: Layout Spaces

Layout spaces let you create one project that encompasses multiple media publishing possibilities. Perhaps you are designing a brochure that you will produce using offset printing, and you also plan to repurpose the brochure to post it on your Web site.

You want the same basic content for each of these products, but you must customize each layout to accommodate its medium and maximize the impact of the information. QuarkXPress layout spaces let you perfect both designs within one project.

UNDERSTANDING PROJECT AND LAYOUT SPACE CONCEPTS

When you create a new QuarkXPress file, you create a “project.” The project consists of individual layout spaces that you can use to define independent content. You can create text that is shared between layout spaces, while specifying other text that is restricted to one particular layout.

WHAT IS A PROJECT?

A *project* is the actual QuarkXPress file and is a container for all of the document layouts and elements. Every project contains at least one layout space, and you can add more layout spaces to a project as your needs require.

Since every project must contain a layout space, this guide does not refer to files as “documents.” Instead, it refers to a “project” when discussing functions that affect the entire file, and a “layout space” or “layout” when discussing functions that affect individual layouts.

Specifications that you can append from another file are defined at the project level. This means that they apply uniformly to every layout in the project. Specifications that you define across an entire project are:

- Application preferences
- Style sheets
- Colors
- H&Js
- Lists
- Dashes and stripes
- Cascading menus (Web layouts only)
- Meta tags (Web layouts only)
- Menus (Web layouts only)



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.

For detailed information about creating and saving projects, see “Working with Projects” in this chapter.

WHAT IS A LAYOUT SPACE?

A *layout space* or *layout* is the design space that you use to create content for a specific type of job. The layout space contains your design elements, such as pages, text, and pictures.

QuarkXPress offers two media targets for layout spaces: print and Web. These media targets are called *medium types*. When you create a layout space, you choose the medium type that specifies how you intend to distribute your content. Using this approach you can use one project to create content that you will publish in different media, including print, Portable Document Format (PDF), and Web pages.

When you choose the layout medium type, QuarkXPress imposes the restrictions and liberties that are defined for that form of distribution: print layouts follow the parameters that applied to print documents in QuarkXPress 5.0, and Web layouts follow the parameters that applied to Web documents in QuarkXPress 5.0.

Each layout space uses a set of rules imposed by the medium type, but you can take it a step further by applying different restrictions to individual layout spaces that are of the same medium type. For example, you can create an advertisement and a brochure that contain much of the same content. If they are in different print-optimized layout spaces, you can specify different page sizes for each, while sharing the content that the two jobs have in common. This allows you to present and distribute your content in the fashion that you want.

Many specifications are defined at the layout space level rather than the project level. This means that you can specify them differently for every layout in the project. Following are important details about specifications that you define for individual layouts:

- You define page settings at the layout level in QuarkXPress 6.0, so you will no longer find the **Document Setup** command in the **File** menu for print layouts. To specify the page settings, choose **Layout** → **Layout Properties**.
- Each layout space can contain as many as 2,000 pages.
- Each print layout space can be as large as 48" x 48" in size (or 24" x 48" for a two-page spread).
- A project can contain as many 25 layout spaces.

You can change the following specifications for an individual layout space by changing settings when the layout space is active:

- Layout preferences (**QuarkXPress** → **Preferences** → **Layout** or **Web Layout** on Mac OS or **Edit** → **Preferences** → **Layout** or **Web Layout** on Windows)
- **Kerning** (**Style** → **Kern**) (*Print layouts only*)
- **Tracking** (**Style** → **Track**) (*Print layouts only*)
- **Hyphenation Exceptions** (**Utilities** → **Hyphenation Exceptions**)
- **Trapping** (**Window** → **Show Trap Information**) (*Print layouts only*)
- Zoom values



If the **Nonmatching Preferences** alert displays when you open a project, you are prompted to choose **Keep Document Settings** or **Use XPress Preferences**. If you click **Use XPress Preferences**, all layouts revert to the preference settings in your “XPress Preferences” file. If you click **Keep Document Settings**, the project will retain the preferences that you previously specified for each layout. For more information about the **Nonmatching Preferences** alert, see *A Guide to QuarkXPress: Using QuarkXPress*.

When you cut and paste or copy and paste items to a different medium type than the original layout, media-dependent items (for example, form controls) will be altered. For information about how QuarkXPress treats media-dependent items during this conversion, see “Print/Web Conversion Issues” in the Appendices in *A Guide to QuarkXPress: Using QuarkXPress*.

For detailed information about creating and editing layout spaces, see “Creating, Editing, and Deleting Layout Spaces” in this chapter.

SYNCHRONIZING TEXT

The concept of sharing text content among different layout spaces is called *synchronizing text*. Synchronizing allows you to create text content that is either independent of or dependent on another layout space.

For example, say your project contains a print layout and a Web layout. You want the layouts to share some of the same text, but they will also contain some different text. Enter the shared text into the *layout independent space*, called the **Synchronized Text** palette, which allows you to edit the text characters simultaneously in both layouts. Text that you don’t want to synchronize is independent of the other layout spaces, and you enter it directly in the appropriate layout.



You can copy or cut and paste synchronized text to or from any layout space, but the new text will not be synchronized.

For more information about synchronizing text, see “Synchronizing Text Among Layouts” in this chapter.

WORKING WITH PROJECTS

A “project” encompasses a QuarkXPress file and all the layout spaces and page items that the file contains. Once you have created a project and its default layout space, you can add as many as 25 layouts to create a project you can output to print, PDF, or the Web.

CREATING A NEW PROJECT

Every QuarkXPress project contains at least one layout space. Therefore, when you create a project, you must specify a default layout space for the file. You can specify a print-optimized or Web-optimized default layout.

To create a new project:

- 1 Choose **File** → **New** → **Project** (⌘+N on Mac OS, Ctrl+N on Windows). The **New Project** dialog box displays.
- 2 Use the default layout name or enter a new name for the layout in the **Layout Name** field.
- 3 Choose the default layout medium type from the **Default Layout** pop-up menu:
 - Choose **Print** to create a layout that is optimized for printed output.
 - Choose **Web** to create a layout that is optimized for a Web page.

When you choose the layout medium type, QuarkXPress imposes the restrictions and liberties that are defined for that form of distribution. Print layouts follow the parameters applied to print documents in QuarkXPress 5.0, and Web layouts follow the parameters applied to Web documents in QuarkXPress 5.0.

- 4 After you choose a layout type, the **New Project** dialog box displays parameters appropriate to the layout type. Specify the remaining layout parameters and then click **OK**.
- 5 The “A-Master A” master page is defined by the parameters you specified for the default layout space.



To open the **New Project** dialog box with **Web** as the default medium type, press ⌘+Option+Shift+N (Mac OS) or Ctrl+Alt+Shift+N (Windows).

The 'New Project' dialog box for a print-optimized layout is shown. It features the following settings:

- Layout Name: Layout 1
- Default Layout: Print Optimized
- Page:
 - Size: US Letter
 - Width: 8.5"
 - Height: 11"
 - Orientation: Portrait (indicated by icons)
- Margin Guides:
 - Top: 0.5"
 - Bottom: 0.5"
 - Left: 0.5"
 - Right: 0.5"
 - Facing Pages
- Column Guides:
 - Columns: 1
 - Gutter Width: 0.167"
- Automatic Text Box

Buttons: Cancel, OK

The 'New Project' dialog box for a web-optimized layout is shown. It features the following settings:

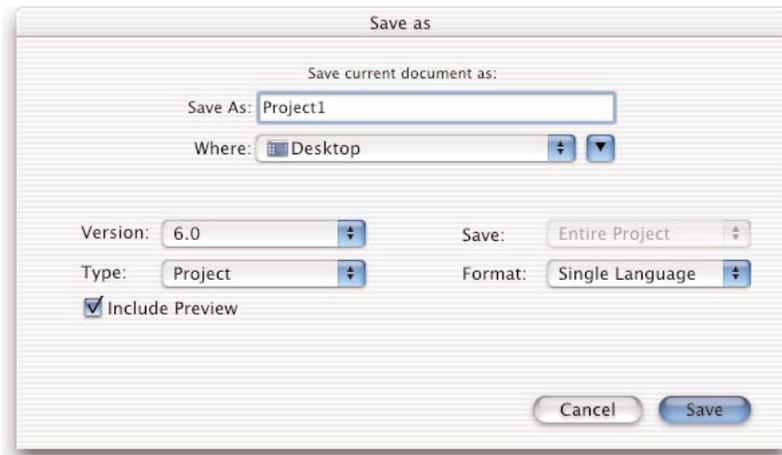
- Layout Name: Layout 1
- Default Layout: Web Optimized
- Colors:
 - Text: Black
 - Background: White
 - Link: Blue
 - Visited Link: Web Purple
 - Active Link: Red
- Background Image (Select...)
- <None>
- Repeat: None
- Layout:
 - Page Width: 600 px
 - Variable Width Page
 - Width: 100%
 - Minimum: 300 px

Buttons: Cancel, OK

When you specify a print-optimized layout (top), the **New Project** dialog box displays parameters for print layouts. When you specify a Web-optimized layout (bottom), the **New Project** dialog box displays parameters for Web layouts.

SAVING AND NAMING A QUARKXPRESS PROJECT

When you save a QuarkXPress project for the first time the **Save As** dialog box displays. Use this dialog box to specify where and how the project will be saved.



Use the **Save As** dialog box to save and name a new project.

To use the **Save As** feature:

- 1 Choose **File** → **Save As** (⌘+Option+S on Mac OS, Ctrl+Alt+S on Windows).
- 2 On Mac OS, enter a name for the project in the **Save As** field. On Windows, enter a name for the project in the **File Name** field.
- 3 In the **Where** area (Mac OS) or **Save In** area (Windows), use the dialog box controls to specify a location for the new project file.
- 4 Choose **6.0** or **5.0** from the **Version** pop-up menu:
 - If you chose **6.0**, choose **Project** or **Project Template** from the **Type** pop-up menu.
 - If you chose **5.0**, choose **Document** or **Template** from the **Type** pop-up menu.
- 5 *Mac OS only:* Check **Include Preview** to create a thumbnail preview of the project in the **Open** dialog box. The preview is the first page of the layout space that is active when you save the project.
- 6 Click **Save**.



For information about how QuarkXPress handles projects when you save as a 5.0 document, see “Saving Projects as QuarkXPress 5.0 Documents” in this chapter.

Earlier versions of QuarkXPress are unable to open projects saved in the current version of QuarkXPress.



Windows only: The file extension for a QuarkXPress project is “.qxp.” The file extension for a project template is “.qpt.”

SAVING PROJECTS AS QUARKXPRESS 5.0 DOCUMENTS

When you save a project as a 5.0 document and the project contains multiple layouts, an alert displays to notify you that you are downsaving multiple layouts. If you elect to continue, QuarkXPress creates a folder that is named the same as the project and places each layout space in that folder as a separate document or template file, appropriate to the layout’s medium type. For example, QuarkXPress saves each Web-optimized layout as a QuarkXPress 5.0 Web document or template, and it saves each print-optimized layout as a QuarkXPress 5.0 print document or template.

When you open a QuarkXPress 5.0 document in QuarkXPress 6.0, all 5.0 information is retained. However, when you save a 6.0 project as a 5.0 document, many 6.0-specific attributes are lost or altered:

- If the project specifies As Is composite color output, settings default to composite RGB color space in the **Print** dialog box, the **Save Page as EPS** dialog box, and the **PDF Options** dialog box.
- When you downsave a project that specifies DeviceN output, the composite color space is changed to Composite CMYK.
- Layer locking behavior reverts to 5.0 functionality.

OPENING OLDER QUARKXPRESS FILES

You can use QuarkXPress 6.0 to open any QuarkXPress document or template that has been saved as QuarkXPress 3.3x, 4.0, or 5.0.

A print document saved in QuarkXPress 5.0 or earlier opens as a project with a single, print-optimized layout. A Web document opens as a project with a single, Web-optimized layout. QuarkXPress assigns the legacy document’s name as the project name and the default layout space name.

Windows only: QuarkXPress retains the file extension (“.qxd” or “.qwd”) for the legacy file until you save the file as a QuarkXPress 6.0 project (**File** → **Save As**).



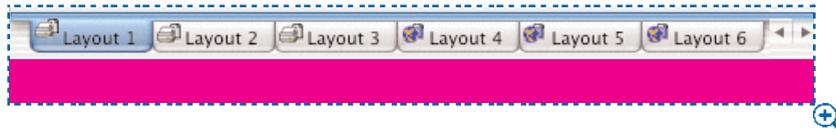
To update an older document's version to QuarkXPress 6.0, press Option (Mac OS) or Alt (Windows) as you click **Open** in the **Open** dialog box (**File** → **Open**).

CREATING, EDITING, AND DELETING LAYOUT SPACES

Each project contains a default layout space, and you can create additional layout spaces as needed. You can edit, duplicate, or delete a layout space.

NAVIGATING AMONG LAYOUTS

The project window replaces the document window of previous QuarkXPress versions. When you create a new project, a tab for the default layout displays at the bottom of the project window. As you create additional layouts, QuarkXPress adds a tab for each layout at the bottom of the project window. The tab displays the name of the layout along with a printer icon for print layouts, and a Web icon for Web layouts.



At the bottom of the project window, QuarkXPress displays a tab for each layout in the project.

To display a different layout, click the tab for the layout that you want to view. Alternatively, you can use commands in the **Layout** menu to specify which layout becomes active:

- Choose **Previous** to activate the layout tab that is positioned to the immediate left of the active layout.
- Choose **Next** to activate the layout tab that is positioned to the immediate right of the active layout.
- Choose **First** to activate the far left layout tab.
- Choose **Last** to activate the far right layout tab.
- To activate a specific layout, choose **Go To**, and then choose the layout you want from the submenu.

CREATING ADDITIONAL LAYOUTS

When you create a new project, one layout space is created by default. You can later add additional layouts to the project as needed for your particular job. To create a layout:

- 1 In an open QuarkXPress project, choose **Layout** → **New** (XXXXXX on Mac OS, XXXXXX on Windows). Alternatively, you can click a layout tab and choose **New** from its context menu. The **New Layout** dialog box displays.
- 2 Use the default layout name or enter a new name for the layout in the **Layout Name** field.
- 3 Choose the default layout medium type from the **Layout Type** pop-up menu:
 - Choose **Print** to create a layout that is optimized for printed output.
 - Choose **Web** to create a layout that is optimized for a Web page.

When you choose the layout medium type, QuarkXPress imposes the restrictions and liberties that are defined for that form of distribution. Print layouts follow the parameters applied to print documents in QuarkXPress 5.0, and Web layouts follow the parameters applied to Web documents in QuarkXPress 5.0.
- 4 After you choose a layout type, the **New Layout** dialog box displays parameters appropriate to the layout type. Specify the remaining layout parameters and then click **OK**.
- 5 QuarkXPress adds a new **Layout** tab to the bottom of the project window.



Use the **New Layout** dialog box to specify parameters for a layer as you create it.

DUPLICATING A LAYOUT

When you want to create two similar layouts, you can duplicate one layout to copy its items and content to another. You can adjust the new layout's parameters as you create the copy. To duplicate a layout:

- 1 Display the layout you want to duplicate.
- 2 Choose **Layout** → **Duplicate**, or choose **Duplicate** from the layout tab context menu.
- 3 Specify the layout parameters for the new layout and then click **OK**.

Here are a few things to consider when you duplicate a layout:

- Text that is synchronized in the source layout is synchronized in the duplicate layout.
- Pasteboard items that are not within the source layout's page boundaries are not included in the duplicate layout.
- When you choose a different medium type than the original layout, media-dependent items (for example, form controls) will be altered. For information about how QuarkXPress treats media-dependent items during this conversion, see "Print/Web Conversion Issues" in the Appendices of *A Guide to QuarkXPress: Using QuarkXPress*.

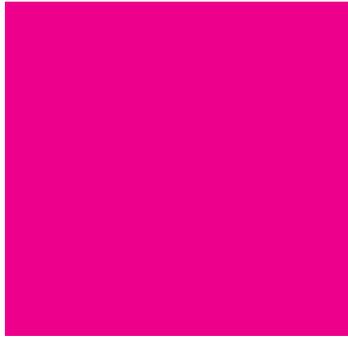


If the duplicated layout is smaller than the original, the top leftmost item is positioned at the 0,0 coordinates, so items positioned in the lower right of the layout space may not display. To move undisplayed items to the visible window, resize the duplicated layout space to the source layout's size (**Layout** → **Layout Properties**) so you can see the items, then move the items to position them within the new parameters. After you have moved the items, you can resize the layout space back to its correct size.

EDITING LAYOUT PROPERTIES

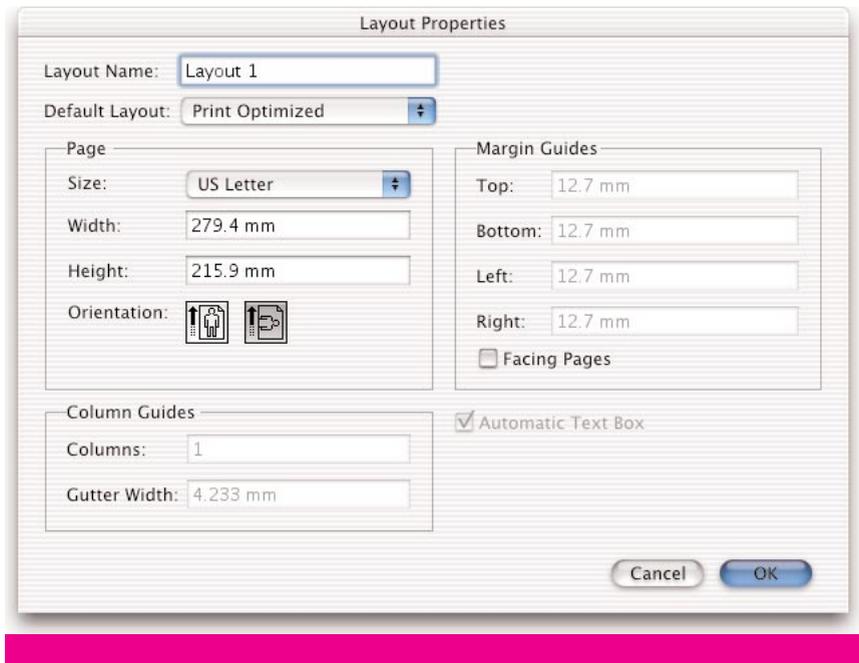
At any given time, you can rename a layout or change its medium type. To change properties for a layout:

- 1 Display the layout you want to edit.
- 2 Choose **Layout** → **Layout Properties** or choose **Layout Properties** from the **Layout** tab context menu. The **Layout Properties** dialog box displays.



Context menu for a **Layout** tab

- 3 Specify the layout parameters that you want to change.
- 4 Click **OK** to apply the changes.



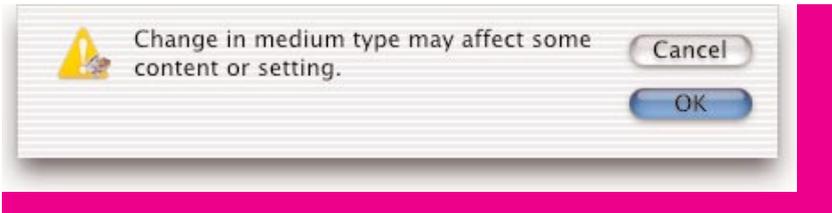
The **Layout Properties** dialog box lets you change the name or medium type of a layout.

CHANGING THE LAYOUT MEDIUM TYPE

To change the layout medium type:

- 1 Display the layout you want to edit.
- 2 Choose **Layout** → **Layout Properties** or choose **Layout Properties** from the layout tab context menu. The **Layout Properties** dialog box displays.

- 3 Choose the new medium type from the **Layout Type** pop-up menu.
- 4 Click **OK**.
- 5 A confirmation dialog box displays to inform you that content or settings may be affected if you change the layout medium type.



When you change medium types, this alert notifies you that the content of the layout may not be appropriate for the new medium.

- 6 If you click **OK** to continue, the **Layout Properties** dialog box displays again, this time with parameters appropriate to the new medium type.
- 7 Specify the layout parameters for the new medium type and then click **OK**.



When you apply a different medium type to a layout, content may be changed to accommodate the new layout medium type. For example, if you change a print-optimized to a Web-optimized layout, TIFF files will be changed to JPEG format.

Some items, for example form controls, are dependent on a particular medium type. When you change the medium type of a layout, items that are restricted by medium type will be altered. For information about how QuarkXPress treats media-dependent items during this conversion, see “Print/Web Conversion Issues” in the Appendices in *A Guide to QuarkXPress: Using QuarkXPress*.

DELETING A LAYOUT

QuarkXPress makes it easy to remove a layout from your QuarkXPress project. To delete a layout:

- 1 Display the layout you want to edit.
- 2 Choose **Layout** → **Delete** (XXXXXX on Mac OS, XXXXXX on Windows) or choose **Delete** from the **Layout** tab context menu.
- 3 Confirm the deletion by clicking **OK**.



If a project contains a single layout space, you cannot delete that layout.

WORKING WITH MULTIPLE LAYOUT SPACES

While most QuarkXPress features work the same within layout spaces as they did in QuarkXPress 5.0, you must consider the following when you design projects that contain multiple layout spaces:

- Layers apply to the layout space 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 layout spaces. For example, if you create a color then create a box and apply the color to it in “Layout 1,” you can then display “Layout 2” and undo the color creation. If you do this, the color is removed from both layouts, and the box creation performed in “Layout 1” is also undone because it was performed after the color was created and actions cannot be undone out of sequence.
- When you check spelling (**Utilities** menu), QuarkXPress checks only the active layout space.
- The **Find/Change** feature (**Edit** menu) only searches the active layout space.
- Although a list definition can be used in any layout in the project, a list only draws from the active layout when you build it. This lets you define your list once in the project, and then build a different list for each layout space.
- You can add a project to a book when the project contains a single, print-optimized layout space. If your project contains multiple layout spaces, you must move the relevant layout space to a new project by itself so that you can synchronize it with other book chapters.
You cannot change the medium type of a layout space from print to Web while it is included in a book.
- Indexes apply on a layout-by-layout basis so that you can build a different index for each individual layout in your project.

PRINTING AND EXPORTING LAYOUTS

Output from QuarkXPress occurs on a layout-by-layout basis. The layout space that is active at the time you choose an output command is the layout that prints or exports.

PRINTING AND EXPORTING FROM A PRINT-OPTIMIZED LAYOUT

When you output from a print layout, the following rules apply:

- When you choose **File** → **Export** → **PDF**, QuarkXPress exports the active layout.
- When you choose **File** → **Save Page as EPS**, QuarkXPress saves the active layout page.
- When you choose **File** → **Collect for Output**, QuarkXPress gathers files for the active layout.
- When you choose **File** → **Print**, the active layout prints.

PRINTING AND EXPORTING FROM A WEB-OPTIMIZED LAYOUT

When you output from a Web layout, the following rules apply:

- When you choose **File** → **Export** → **HTML**, QuarkXPress exports the active layout.
- When you choose **File** → **Print**, the active layout previews and prints from your Web browser.

SYNCHRONIZING TEXT AMONG LAYOUTS

Synchronizing allows you to create text content that you can update simultaneously in multiple layouts — when you update synchronized text in one layout, the edits apply to the same text in every layout that contains it. This allows you to target your synchronized text to a specific medium type or layout space, or you can share it among different medium types and layout spaces.

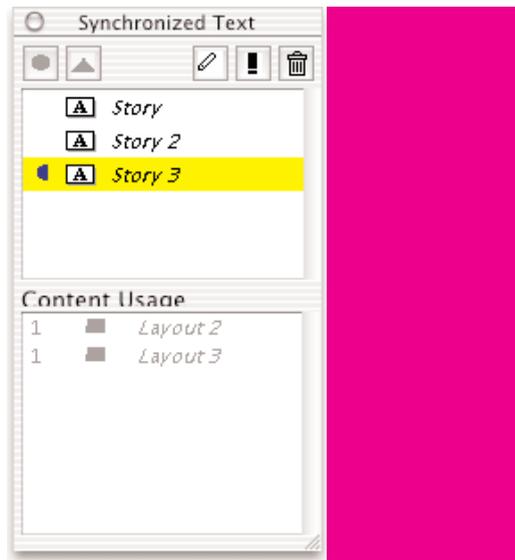
*You synchronize text entries by adding text to the layout independent space (the **Synchronized Text** palette) and then inserting the text from the layout independent space into other layout spaces.*

UNDERSTANDING THE SYNCHRONIZED TEXT PALETTE

Synchronized text resides in the layout independent space that is called the **Synchronized Text** palette. You can use this palette to store text that is already synchronized to one or more layout spaces, but you can also use it to store text that is not synchronized to any layouts. This provides you with a container to store text that you may want to synchronize in the future. To display the **Synchronized Text** palette, choose **Window** → **Show Synchronized Text**.



This section contains a brief overview of the **Synchronized Text** palette. For specific details about synchronizing text, see the following sections in this chapter.



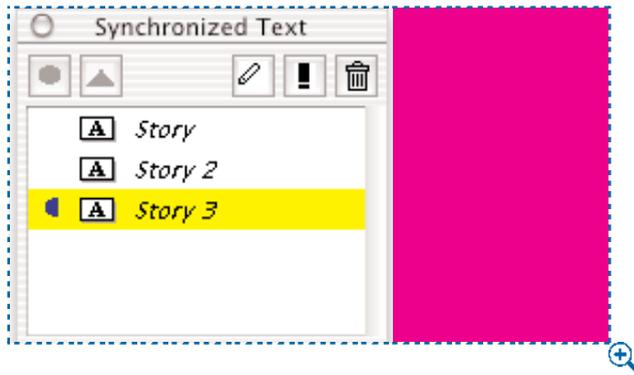
The **Synchronized Text** palette is the storage container for layout-independent text.

Across the top of the **Synchronized Text** palette are five buttons:

- To add a text entry to the layout independent space, select text in a layout space and then click the **Synchronized Text** button . Once you have added it, you can share that text with multiple layouts.
- To insert synchronized text into a text box or path, select a text entry in the palette and click the **Insert Text** button . Alternatively, you can drag the text entry and drop it on a text box or path to insert it into a layout.
- To change the name of a text entry, select the entry in the palette and click the **Edit Name** button .
- To unsynchronize all instances of synchronized text, select the entry in the palette and click the **Unsyncronize All** button .
- To unsynchronize all instances of synchronized text and remove the text entry from the **Synchronized Text** palette, select a text entry in the palette and click the **Remove Entry** button .

THE TEXT ENTRY LIST

The **Text Entry** list displays in the top section of the **Synchronized Text** palette. This area lists all text entries that you have added to the layout independent space. Text entries display in this area regardless of whether it is synchronized to any layout spaces.

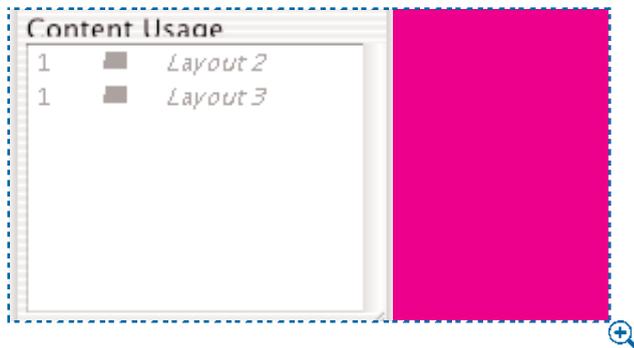


The top section of the **Synchronized Text** palette lists all text entries that have been synchronized in the project.

THE TEXT USAGE AREA

The **Text Usage** area is the lower section of the **Synchronized Text** palette. This area displays a list of layouts that are synchronized with the selected text entry.

If no information displays in the **Text Usage** area, then the selected text entry is not synchronized to any layout spaces.



The lower section of the **Synchronized Text** palette lists all layouts that have been synchronized with the selected text entry.

CREATING A SYNCHRONIZED TEXT ENTRY

Before you can share text from one layout space to another, you must add it to the **Synchronized Text** palette. To add a text entry to the **Synchronized Text** palette:

- 1 In a layout where you want the shared text, create a text box or text path and enter the text that you want to synchronize with other layouts.

- 2 Select the text to synchronize by selecting the text box or text path with the **Content** tool  or placing the Text Insertion bar  in the text using the **Content** tool .
- 3 In the **Synchronized Text** palette (**Window** → **Show Synchronized Text**, click the **Synchronize Text** button . Alternatively, you can choose **Style** → **Synchronize Text** or display the text box or text path context menu and choose **Synchronize Text**.
- 4 The **Synchronize Text** dialog box displays. Enter a name for the text entry in the **Entry Name** field and then click **OK**.
- 5 QuarkXPress lists the new entry in the **Text Entry** list in the **Synchronized Text** palette.



Attributes that you apply to the text before adding it to the **Synchronized Text** palette apply to the text in all layouts that you synchronize with it, unless you change the attributes in the layout.

You cannot synchronize text to or from a text box or path residing on a master page.

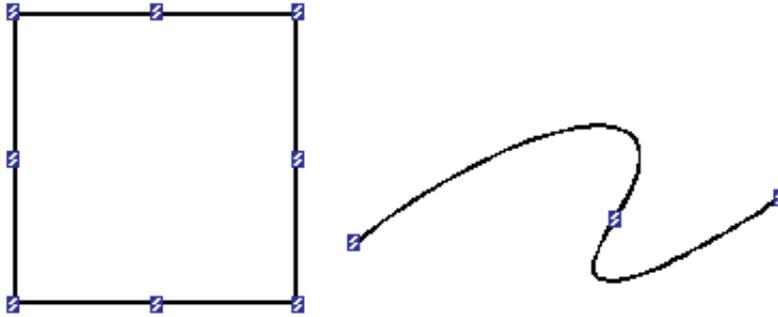
If you change the content type of a box containing synchronized text (**Item** → **Content** → **Picture** or **None**), the content of that box is no longer synchronized.

INSERTING SYNCHRONIZED TEXT INTO A LAYOUT

After you have added an entry to the **Synchronized Text** palette, you can then insert it into other layout spaces that will share the text:

- 1 In the layout where you want to insert synchronized text, create a text box or text path and select it with the **Content** tool .
- 2 Select the appropriate synchronized text entry in the **Synchronized Text** palette **Text Entry** list.
- 3 Click the **Insert Text** button , or display the **Synchronized Text** palette context menu and choose **Insert Text into Text Box**. Alternatively, you can drag the text entry from the **Synchronized Text** palette **Text Entry** list and drop it into the selected text box or path.

After you have synchronized text with a text box or text path, a visual indicator displays on each of the box or path resizing handles.



Visual indicators display on the box resizing handles so you can readily see that the box contents are synchronized.



If you insert synchronized text into a text box or path that already contains text, the previous contents are replaced by the shared text.

Although the text can be synchronized, the text attributes are not synchronized; after you have synchronized the text, you can then apply different text styles or attributes in each layout. Remember, however, that style sheets are defined at the project level. If you modify the attributes in a style sheet that was applied to any portion of text before it was added to the **Synchronized Text** palette, QuarkXPress updates all synchronized instances that you have not modified with local formatting.

You cannot synchronize text to or from a text box or path residing on a master page.

EDITING THE NAME OF A SYNCHRONIZED TEXT ENTRY

At any time, you can rename a text entry that you have listed in the **Synchronized Text** palette:

- 1 Select the text entry in the **Text Entry** list in the **Synchronized Text** palette.
- 2 Click the **Edit Name** button  or display the palette context menu and choose **Edit Name**. The **Edit Name** dialog box displays.
- 3 Enter the new name in the **Entry Name** field.
- 4 Click **OK**.

UNSYNCHRONIZING TEXT

After you have synchronized text among various layouts, you can unsynchronize a single instance of a text entry without affecting other layouts that use the shared text. You can also unsynchronize all instances of a text entry so that it is no longer shared by any layout spaces.

UNSYNCHRONIZING ONE INSTANCE OF A TEXT ENTRY

To unsynchronize a single instance of a text entry:

- 1 In the layout space, select the text box containing the synchronized text using the **Content** tool .
- 2 Choose **Style** → **Unsyncronize Text**. Alternatively, you can display the context menu and choose **Unsyncronize Text**.
- 3 An alert displays to let you confirm that you want to unsyncronize the selected box content. Click **Yes**.
- 4 When you unsyncronize a text instance the text remains in the text box, but it is no longer linked to the **Syncronized Text** palette or any other layout spaces. You can then edit that text independently of text in any other layout space.

UNSYNCHRONIZING ALL INSTANCES OF A TEXT ENTRY

To unsynchronize all instances of a text entry:

- 1 Select the text entry in the **Text Entry** list in the **Syncronized Text** palette.
- 2 Click the **Unsyncronize All** button  or display the palette context menu and choose **Unsyncronize All**.
- 3 An alert displays to let you confirm that you want to unsyncronize all instances of the selected text. Click **Yes**.
- 4 When you unsyncronize a text entry the text remains in each of the text boxes that were syncronized with that text entry, although their text is no longer syncronized. You can then edit that text independently of text boxes in any other layout space.

When you unsyncronize all instances, the text entry remains in the **Syncronized Text** palette so that you can later re-syncronize the text. For information about re-syncronizing text, see “Resyncronizing Text” in this section.

RESYNCHRONIZING TEXT

To resyncronize text after you have unsyncronized it, treat it as a new syncronization:

- 1 In the layout space where you want to resyncronize text, select the text box with the **Content** tool .
- 2 Select the text entry in the **Text Entry** list in the **Syncronized Text** palette.
- 3 Click the **Insert Text** button , or display the **Syncronized Text** palette context menu and choose **Insert Text into Text Box**. Alternatively, you can drag the text entry from the **Syncronized Text** palette **Text Entry** list and drop it in the selected text box.

- 4 The text box content is replaced with the text contained in the text entry from the **Synchronized Text** palette.



When you insert synchronized text, QuarkXPress replaces all text box contents with the synchronized text regardless of the range of text that you select before you initiate the insertion action.

REMOVING SYNCHRONIZED TEXT FROM THE SYNCHRONIZED TEXT PALETTE

When the **Synchronized Text** palette contains a text entry that you no longer want, you can remove it from the palette:

- 1 Select the text entry in the **Synchronized Text** palette **Text Entry** list.
- 2 Click the **Remove Entry** button  or display the palette context menu and choose **Remove Entry**.
- 3 An alert displays to let you confirm that you want to unsynchronize all instances of the selected entry when you remove the entry from the palette. Click **Yes**.

After you remove a text entry from the **Synchronized Text** palette, the text remains in each of the text boxes that were synchronized with that text entry, although the text is no longer synchronized. You can then edit that text independently of text boxes in any other layout space.

Chapter 2: Mac OS X Support — Mac OS Only

This version of QuarkXPress is designed specifically to run in a native Mac OS X environment, and supports XTensions™ software that are developed to run in native Mac OS X. When you run QuarkXPress on Mac OS X, you will notice visible changes in QuarkXPress, including the introduction of the Aqua appearance, a couple of new menus, and font family grouping.

FAMILIARIZING YOURSELF WITH THE AQUA APPEARANCE

The immediately noticeable change in QuarkXPress for Mac OS is the introduction of the OS X Aqua appearance. The QuarkXPress interface has been updated to run in Mac OS X native mode with the same appearance as other OS X applications.

Some dialog boxes and palettes, and the fields and options within them, were resized or moved slightly when QuarkXPress was updated to be compatible with OS X standards. Although the dialog boxes, palettes, and project windows display differently than in previous versions of QuarkXPress, you'll find that the feature options themselves remain the same — you can continue to use the pictures in *A Guide to QuarkXPress: Using QuarkXPress* as your reference to features and their options. In situations where the QuarkXPress interface has changed significantly as a result of OS X compatibility or QuarkXPress 6.0 feature enhancements, the change is explained in this addendum.

The Aqua appearance has no effect on output of QuarkXPress projects.

USING THE QUARKXPRESS AND WINDOW MENUS

*Two additions to the QuarkXPress menu bar on Mac OS are a direct result of Mac OS X compatibility: the **QuarkXPress** menu and the **Window** menu.*

QUARKXPRESS MENU

The **QuarkXPress** menu is a standard Mac OS application menu that contains commands for QuarkXPress, including **About QuarkXPress**, **Show** and **Hide** commands for the **Finder**, preference commands, and the **Quit** command.

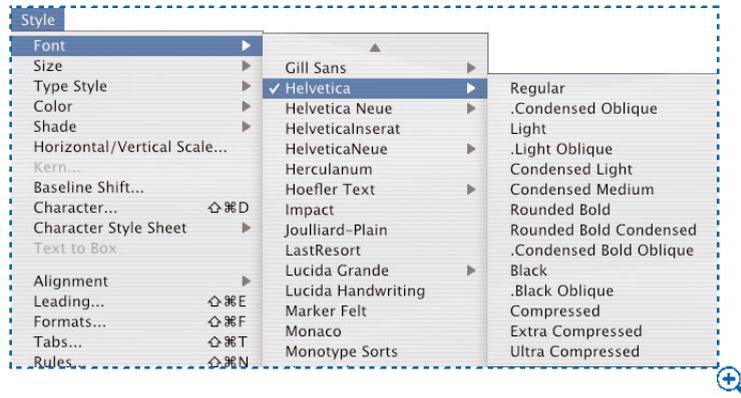
For details about this menu, see the “Other Changes in QuarkXPress 6.0” chapter in this document.

WINDOW MENU

The **Window** menu is new to QuarkXPress for Mac OS. The addition of this menu makes QuarkXPress for Mac OS more consistent with QuarkXPress for Windows. For details about this menu, see the “Other Changes in QuarkXPress 6.0” chapter in this document.

GROUPING FONTS BY FAMILY

QuarkXPress now groups fonts within their font families. When you choose a font from any **Font** pop-up menu, a submenu displays, showing you all the typefaces available for the chosen font. Font menus are located in the **Style** menu, the **Measurements** palette (**View** → **Show Measurements**), the **Find/Change** palette (**Edit** → **Find/Change**), the **Replace Font** dialog box (**Utilities** → **Usage** → **Fonts** tab → **Replace**), the **Edit Character Style Sheet** dialog box (**Edit** → **Style Sheets**), and the **Character Attributes** dialog box (**Style** → **Character**).



Use the **Font** submenu to choose a typeface within its font family.

Chapter 3: Windows XP Support — Windows Only

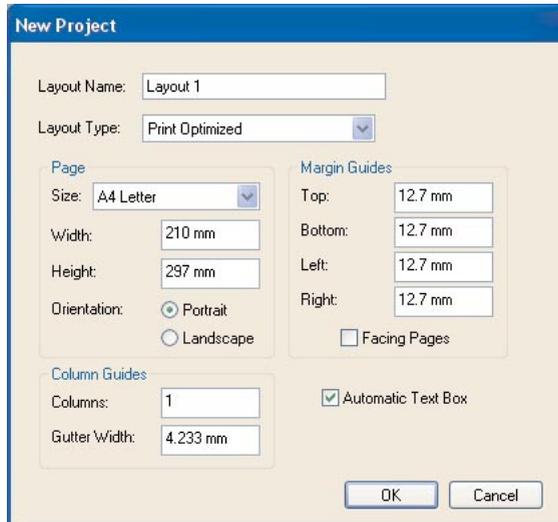
QuarkXPress 6.0 will run on Windows XP. Although there are some changes to the appearance of QuarkXPress, the functionality remains largely the same.

FAMILIARIZING YOURSELF WITH THE WINDOWS XP APPEARANCE

The most noticeable change in QuarkXPress for Windows XP is the introduction of the Windows XP appearance. The QuarkXPress interface has been updated to run in Windows XP with the same appearance as other Windows XP applications.

Some dialog boxes and palettes, and the fields and options within them, were resized and moved slightly when QuarkXPress was updated to reflect the Windows XP appearance. However, the controls within dialog boxes remain the same — you can continue to use the screen shots in *A Guide to QuarkXPress* as a reference to features.

The Windows XP appearance has no effect on the output of QuarkXPress projects.



The Windows XP appearance in the **New Project** dialog box

UNDERSTANDING WINDOWS XP SUPPORT

- You cannot run two instances of QuarkXPress on the same machine; if you try to launch a second instance of QuarkXPress from a different user account (using the Fast User Switching feature of Windows XP) while the first instance is running, you will receive an alert.
- QuarkXPress cannot run simultaneously from multiple terminal server clients.
- QuarkXPress will work with Remote Desktop if no other instance of QuarkXPress is running on the machine.
- QuarkXPress will work with the onNow power management system of Windows XP. When the computer enters **Sleep** mode, QuarkXPress also powers down. While the computer remains in **Sleep** mode, QuarkXPress does not perform auto backups or check for a Quark License Administrator (QLA) license server. When you wake up the system, QuarkXPress resumes normal functioning.

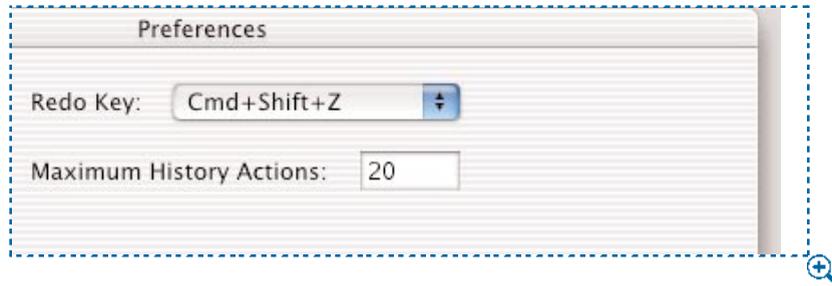
Chapter 4: Multiple Undo

*How many times have you taken several steps to edit an item, only to decide that you preferred the way it looked before you changed it? The **Multiple Undo** feature extends the **Undo** and **Redo** capabilities that you've always used with QuarkXPress. Now you can undo several consecutive edits, returning an item to its previous state. Use **Multiple Undo** to reverse one action, a series of actions, or to reimplement a series of actions that you have "undone."*

SETTING PREFERENCES FOR MULTIPLE UNDO

QuarkXPress lets you set preferences for **Multiple Undo** options. Use the **Preferences** dialog box **Undo** pane to specify which keyboard command will invoke the **Redo** command, and to define the size of your Undo History.

To display the **Preferences** dialog box **Undo** pane, choose **QuarkXPress** → **Preferences** on Mac OS or **Edit** → **Preferences** on Windows, and then click **Undo** in the pane on the left.



Specify **Multiple Undo** settings in the **Preferences** dialog box **Undo** pane.

SPECIFYING THE KEYBOARD COMMAND FOR REDO

You can specify which keyboard command to use for the **Redo** function.

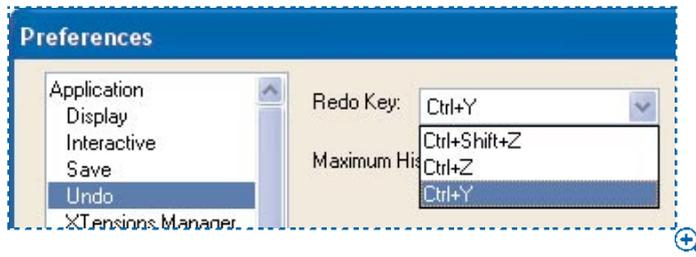
On Mac OS, ⌘+Shift+Z is the default keyboard command for the **Redo** function. To specify a different keyboard command, choose ⌘+Z or ⌘+Y from the **Redo Key** pop-up menu.



If you designate ⌘+Z for **Redo**, then press ⌘+Option+Z to step back through the Undo History.

The **Undo** keyboard command remains ⌘+Z, regardless of your preference setting for **Redo**. This lets you toggle back and forth between **Undo** and **Redo**, as in previous versions of QuarkXPress.

On Windows, Ctrl+Y is the default keyboard command for the **Redo** function. To specify a different keyboard command, choose **Ctrl+Shift+Z** or **Ctrl+Z** from the **Redo Key** pop-up menu.



Use the **Redo** pop-up menu to choose the keyboard command for the **Redo** function.



If you designate Ctrl+Z for **Redo**, then press Ctrl+Alt+Z to step back through the Undo History.

The **Undo** keyboard command remains Ctrl+Z, regardless of your preference setting for **Redo**. This lets you toggle back and forth between **Undo** and **Redo**, as in previous versions of QuarkXPress.

SPECIFYING THE SIZE OF THE UNDO HISTORY

QuarkXPress lets you specify the number of actions that can be stored in your Undo History. To do this, enter the maximum number of actions that you want to keep in your Undo History in the **Maximum History Actions** field. The Undo History can hold as many as 30 actions; the default setting is 20.

When the number of actions exceeds the maximum that you specify, the oldest action is removed from the list.

UNDERSTANDING NEW UNDO CAPABILITIES

You can use **Multiple Undo** to reverse or reimplement almost any action that modifies the project or its items. You can use it to undo many actions that

you couldn't reverse in previous versions of QuarkXPress. Following is a list of operations that are new to the **Undo** feature in QuarkXPress 6.0:

- Linking and unlinking text boxes
- **Get Text**
- **Get Picture**
- **Crop to Box** for runaround and clipping paths
- **Convert Text to Table, Convert Table to Text, and Convert Table to Group**
- Edits that you enter during a session in the **Style Sheets** dialog box (**Edit** → **Style Sheets**)
- Several functions in the **Layers** palette, including **New Layer, Delete Layer, Duplicate Layer, Move Item to Layer, Merge Layers, Edit Layer Attributes, Move Layer, and Delete Unused Layers**
- Page operations such as **Insert Pages, Delete Pages, Move Pages, and Delete Master**



Although you cannot undo or redo actions that you perform in the **Edit Colors** dialog box, you can use **Multiple Undo** to reverse several color edits when you perform them from the **Colors** palette context menu. These actions include **New Color, Edit Color, Duplicate Color, Delete Color, Make Spot, and Make Process**.



For information about how Multiple Undo works with regard to layout spaces, see the “Layout Spaces” section of this document.

UNDOING MULTIPLE ACTIONS

*In previous versions of QuarkXPress, the **Undo** command (**Edit** menu) reversed only one action. Depending on the situation, either **Undo** or **Redo** displayed in the menu, but not both. With the **Multiple Undo** feature, the **Redo** command now occupies its own position in the **Edit** menu so that you have the option to reimplement multiple actions, as well as having the option to reverse your most recent action.*

To reverse the last action that you implemented, choose **Edit** → **Undo** (⌘+Z on Mac OS, Ctrl+Z on Windows). You may then choose **Edit** → **Undo** again to reverse the next most recent action, and so on until no actions remain in the Undo History.

REVERSING ACTIONS USING THE UNDO BUTTON

The **Undo** button ( on Mac OS,  on Windows) functions like the **Undo** command in the **Edit** menu. This button is available at the bottom of

the project window whenever the last action you performed is reversible. When you click it, QuarkXPress reverses the last action that you initiated. Continue clicking the button to reverse each subsequent action in reverse order of how you implemented them. For information about reversing multiple actions in one operation, see the section “Using the Undo History.”



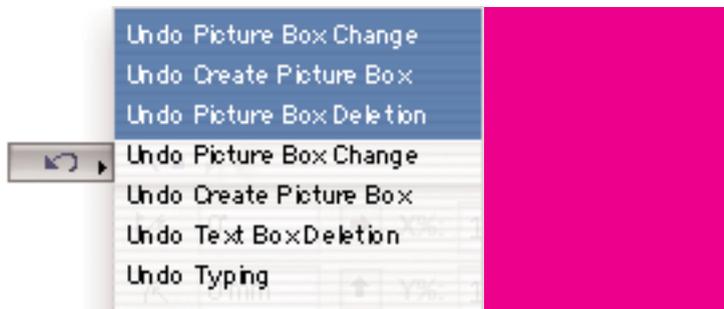
When the Undo History is empty, the **Undo** command and the **Undo** button are unavailable.

USING THE UNDO HISTORY

Each time you perform an action, QuarkXPress adds it to the **Undo History** pop-up menu. To display this menu, click and hold the **Undo** button  (Mac OS) or click and hold the disclosure triangle  next to the **Undo** button (Windows).

Actions are listed sequentially in the **Undo History** pop-up menu, with your most recent actions at the top. Actions are selected as you drag the mouse down the menu. When you release the mouse, all the actions that you selected are reversed.

You cannot select non-consecutive actions to undo; when you click an item in the list, that action and all subsequent actions are selected and reversed.



Use the **Undo History** pop-up menu to choose a series of consecutive actions to undo.

CLEARING THE UNDO HISTORY

When you initiate an action that cannot be reversed, QuarkXPress automatically clears the Undo History.



There are a few exceptions to this rule; the following actions do *not* clear the Undo History:

- Creating a new master page
- Duplicating a master page
- Applying a master page to a project page
- Creating a ruler guide on a project page
- Moving a ruler guide on a project page
- Deleting a ruler guide on a project page
- Checking Use OPI for a picture (**Item** → **Modify** → **OPI** tab).

QuarkXPress also empties the Undo History when you close a project or when you choose **File** → **Revert to Saved**. However, merely saving a project (**File** → **Save**) does not cause QuarkXPress to empty the Undo History.

When the Undo History is empty, the  button is unavailable.

REDOING MULTIPLE ACTIONS

*Previously, the **Redo** command was positioned in the same place as the **Undo** command in the **Edit** menu. Depending on the situation, either **Undo** or **Redo** displayed in the menu, but not both. With **Multiple Undo**, the **Redo** command now has its own position in the menu and its own keyboard shortcuts. Choose **Edit** → **Redo** to reimplement actions that you previously reversed. When you choose **Edit** → **Redo**, QuarkXPress reimplements your last reversed action. Then you may choose **Edit** → **Redo** again to reimplement the next most recent action reversal, and so on until no actions remain in the Redo History.*

REIMPLEMENTING ACTIONS USING THE REDO BUTTON

The **Redo** button ( on Mac OS,  on Windows) functions like the **Redo** command in the **Edit** menu. When you click it, QuarkXPress reimplements the last action that you reversed. Continue clicking the button to reimplement each successive action reversal. For information about reimplementing multiple actions in one operation, see the section “Using the Redo History.”



When the Redo History is empty, the **Redo** command and the  button are unavailable.

USING THE REDO HISTORY

Each time you undo an action, QuarkXPress adds it to the **Redo History** pop-up menu. To display this menu, click and hold the **Redo** button  (Mac OS) or click and hold the disclosure triangle  next to the **Redo** button (Windows).

Reversed actions are listed sequentially in the **Redo History** pop-up menu, with the most recent reversals at the top. Actions are selected as you drag the mouse down the menu. When you release the mouse, all the actions that you selected are reimplemented.

You cannot select non-consecutive actions to redo; when you click an item in the list, that action and all subsequent actions are selected and reimplemented.



Choose multiple options in the **Redo History** pop-up menu to reverse a series of consecutive actions.

CLEARING THE REDO HISTORY

You will discover that the Redo History is usually empty. This is because QuarkXPress clears the Redo History when you perform an action other than **Undo** or **Redo**. When the Redo History is empty, the  button is unavailable.

Chapter 5: Tables Enhancements

The QuarkXPress tables feature is even more powerful than before. For instance, you can link text cells to any text box in a layout and apply clipping paths to pictures in picture cells. This chapter explains these and other enhancements of the tables feature.

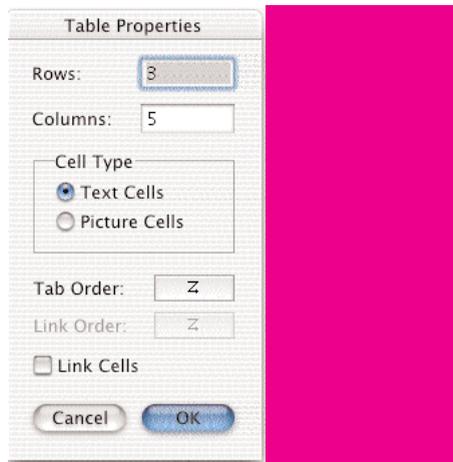
LINKING TEXT CELLS

You can now link text cells in a table to any text box in a QuarkXPress layout, or link cells to one another.

APPLYING AUTOMATIC TEXT CELL LINKING

To automatically link text cells in a table:

- 1 Select the **Table** tool  and draw a table. When you release the mouse button, the **Table Properties** dialog box displays.



The **Table Properties** dialog box

- 2 Click **Text Cells** to create a table of text cells.
- 3 Click **Link Cells** to automatically link text cells in the table.
- 4 When **Link Cells** is checked, the **Link Order** pop-up menu is available. Choose from four options:

- Choosing **Left to Right, Top Down** links text cells starting with the leftmost cell of the top row and continuing across to the rightmost cell of the top row; that cell is then linked to the leftmost cell of the second row, and linking continues from left to right across the row.
- Choosing **Right to left, Top Down** links text cells starting with the rightmost cell of the top row and continuing across to the leftmost cell of the top row; that cell is then linked to the rightmost cell of the second row, and linking continues from right to left across the row.
- Choosing **Top Down, Left to Right** links text cells starting with the leftmost cell of the top row and continuing down to the leftmost cell of the bottom row; that cell is then linked to the second leftmost cell of the top row and linking continues from top to bottom down the column.
- Choosing **Top Down, Right to Left** links text cells starting with the rightmost cell of the top row and continuing down to the rightmost cell of the bottom row; that cell is then linked to the second rightmost cell of the top row and linking continues from top to bottom down the column.



You can also specify the linking order of text cells by selecting a table and choosing **Item** → **Modify**. Click the **Table** tab and choose an option from the **Link Order** pop-up menu.

Specifying the linking order does not automatically link text cells; you must link text cells manually, by displaying the context menu for a table and choosing **Tables** → **Link Text Cells**, or by selecting the table and choosing **Item** → **Tables** → **Link Text Cells**.

To make a particular linking order a default setting for tables, choose **QuarkXPress** → **Preferences** → **Preferences** (Mac OS) or **Edit** → **Preferences** → **Preferences** (Windows) and select the **Tools** pane in the **Preferences** dialog box. In the **Tools** list, select the **Table** tool and click the **Modify** button. In the **Modify** dialog box, choose an option from the **Link Order** pop-up menu.



If a table with manually linked text cells is selected, the **Link Order** pop-up menu is not available in the **Modify** dialog box.

SPECIFYING TEXT CELL LINKING MANUALLY

To manually link text cells to one another, or to link text cells to another text box in a QuarkXPress layout:

- 1** Select the **Linking** tool  and click the first text cell in the table.
- 2** Click the text cell you want to link to, or click the text box you want to link the first text cell to.



You cannot link a text cell to form controls in a Web layout.

REMOVING TEXT CELL LINKING

To unlink text cells:

- 1 With the **Content** tool , select the table containing the text cells you want to unlink.
- 2 Select the **Unlinking** tool .
- 3 Click the tailfeather or arrowhead between the linked text cells or boxes.
- 4 The text is unlinked. Unlinked text will reflow into the first text cell or box of the chain; if the cell or box cannot contain the text, the overflow symbol  will display.

UNDERSTANDING LINKING BEHAVIOR IN TABLES

When table cells are combined, text linking is not maintained and text flows into the first cell of the range of combined cells. To re-establish text links, use the **Linking** tool  to manually link text cells.

If a combined cell is split, text linking will be maintained; the text will flow into the split cells based on the tab order specified in the **Table Properties** or **Modify** dialog box.



Linked text cells behave the same as linked text boxes in QuarkXPress; refer to Chapter 7, “Document Basics,” in *A Guide to QuarkXPress* for more information.

DOWNSAVING LINKED TEXT CELLS

When a project containing a table with linked text cells is downsaved to 5.0 format, text linking is not maintained. If you downsave a QuarkXPress 6.0 project containing a table with linked text cells, an alert displays, offering two choices:

- Choosing **Remove Lining** breaks the text links but saves the table in QuarkXPress 5.0 format. QuarkXPress 5.0 will recognize the object as a table, and the table can be manipulated using QuarkXPress 5.0 table controls. Text will remain in the cells; it simply will not be linked.
- Choosing **Keep Links** saves the table as a group of QuarkXPress 5.0 objects. The text cells remain linked; however, QuarkXPress 5.0 recognizes the cells as a group of text boxes rather than a table. The converted text cells can be manipulated individually using QuarkXPress 5.0 box controls (**Item** → **Modify** → **Box** tab).

SPECIFYING CLIPPING PATHS FOR PICTURE CELLS

You can now apply clipping settings and other specifications to a picture imported into a picture cell. To do so:

- 1 With the **Content** tool , select the picture cell that you want to modify.
- 2 Choose **Item** → **Modify**. In the **Clipping** tab, modify the settings for the selected picture cell. You can apply the same settings as any picture, except that the **Restrict to Box** check box is unavailable for picture cells.

APPLYING COLOR TO CELLS AND TABLES

In QuarkXPress 6.0, you can apply color to a cell, to the table box, and to the table's gridlines. (The table box is the larger box containing all the table cells.)

APPLYING COLOR TO A TABLE CELL

- 1 With the **Content** tool , select the table cell.
- 2 Choose **Item** → **Modify**. In the **Cell** tab, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Cell** area. Click **OK**.

You can also use the **Colors** palette to apply color to a cell. To do so:

- 1 Choose **Window** → **Show Colors Palette** to display the **Colors** palette.
- 2 Select the table cell with the **Content** tool.
- 3 In the **Colors** palette, click a color in the colors list. Or, click a color swatch in the **Colors** palette and drag it onto the table cell.



You can also use an AppleScript script (Mac OS only) to modify the color of table cells; for information about writing AppleScript scripts, see *A Guide to Apple Events Scripting*.

CHANGING THE DEFAULT COLOR OF TABLE CELLS

By default, table cells are white. To change the default color of table cells:

- 1 Choose **QuarkXPress** → **Preferences** → **Preferences** (Mac OS) or **Edit** → **Preferences** (Windows) and select the **Tools** pane in the **Preferences** dialog box.
- 2 In the **Tools** list, select the **Table** tool  and click **Modify**.
- 3 In the **Cell** tab of the **Modify** dialog box, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Cell** area. Click **OK**.

CHANGING THE COLOR OF THE TABLE BOX

By default, the table box (the larger box that contains all the table cells) has a color of *None*. To change the color of the table box:

- 1 With the **Item** tool , select the table.
- 2 Choose **Item** → **Modify**. In the **Table** tab, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Box** area. Click **OK**.

You can also use the **Colors** palette to apply color to the table box. To do so:

- 1 Choose **Window** → **Show Colors** to display the **Colors** palette.
- 2 Select the table with the **Item** tool.
- 3 In the **Colors** palette, click a color in the colors list. Or, click a color swatch in the **Colors** palette and drag it onto the table.



You can also apply a blend to a table box. To create a blend, see Chapter X, “Box Basics,” in *A Guide to QuarkXPress: Using QuarkXPress*.

You can also use an AppleScript script (Mac OS only) to modify the color of table boxes; for information about writing AppleScript scripts, see *A Guide to Apple Events Scripting*.

CHANGING THE GRIDLINE COLOR

You can change a table’s gridlines to any color, including *None*. To change an individual gridline:

- 1 With the **Content** tool , Shift+click to select a gridline.
- 2 Choose **Item** → **Modify**. In the **Grid** tab, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Line** area. Click **OK**.

You can also use the **Style** menu to apply color to an individual gridline. To do so:

- 1 Select the gridline with the **Content** tool .
- 2 Choose **Style** → **Color** and select a color from the list.

You can also use the **Colors** palette to apply color to an individual gridline. To do so:

- 1 Choose **Window** → **Show Colors** to display the **Colors** palette.
- 2 Click a color swatch in the **Colors** palette and drag it onto the gridline.



You can also use an AppleScript script (Mac OS only) to modify the color of gridlines; for information about writing AppleScript scripts, see *A Guide to Apple Events Scripting*.

To change the color of all the gridlines in a table:

- 1 Select the table.
- 2 Choose **Item** → **Modify**. In the **Grid** tab, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Line** area. Click **OK**.

You can also use the **Style** menu to apply color to an individual gridline. To do so:

- 1 Select the gridline with the **Content** tool .
- 2 Choose **Style** → **Color** and select a color from the list.

CHANGING THE COLOR OF THE TABLE BOX FRAME

By default, the color of the table box's frame is black. You can change a table box's frame to any color except *None*. To do so:

- 1 With the **Item** tool , select the table.
- 2 Choose **Item** → **Modify**. In the **Frame** tab, choose a color and a shade from the **Color** and **Shade** pop-up menus in the **Frame** area. Click **OK**.

You can also use the **Colors** palette to apply color to the table box frame. To do so:

- 1 Choose **Window** → **Show Colors** to display the **Colors** palette.
- 2 Select the table with the **Item** tool .
- 3 Click the  button in the **Colors** palette and select a color from the colors list. This will also change the color of all the gridlines in the table. Or, click a color swatch in the **Colors** palette and drag it onto the gridline.



When you modify a table box's frame, you can choose any frame style from the **Modify** dialog box, including dashes and stripes. You can apply color to the frame gap just as you do the frame gap of any box; to apply frames to boxes, see Chapter 7, "Box Basics," in *A Guide to QuarkXPress: Using QuarkXPress*.

You can also use an AppleScript script (Mac OS only) to modify the color of frames; for information about writing AppleScript scripts, see *A Guide to Apple Events Scripting*.

WORKING WITH GRIDLINES

REMOVING GRIDLINES

You can now remove gridlines, so that table cells abut one another. To remove gridlines for the entire cell:

- 1 Select the table with the **Item** tool .
- 2 Choose **Item** → **Modify**.
- 3 In the **Grid** tab of the **Modify** dialog box, enter 0 in the **Width** field. Click **OK**.
- 4 A dotted line will display to indicate the cell boundaries; this line does not print.

You can also turn individual gridlines off. To do so:

- 1 Shift+click to select the gridline with the **Content** tool .
- 2 Choose **Item** → **Modify**.
- 3 In the **Grid** tab of the **Modify** dialog box, enter 0 in the **Width** field. Click **OK**.
- 4 A dotted line will display to indicate the cell boundaries; this line does not print.



If you are creating tables in a Web layout, and the tables are not set to be converted to a graphic, the gridlines cannot be removed, unless the frame width of the table is set to 0 and all the gridlines in the table are set to 0. However, if the table is set to be converted to a graphic, the gridlines can be removed.

When tables are saved in QuarkXPress 5.0 format, any gridlines that are set to 0 will be converted to **Hairline** width.

SNAPPING GRIDLINES TO GUIDES

You can now snap a gridline to guides. To do so:

- 1 Choose **View** → **Snap to Guides**. When **Snap to Guides** is on (checked), any gridline moved within the **Snap to Guides** distance will automatically snap to guides.
- 2 To change the **Snap to Guides** distance, choose **QuarkXPress** → **Preferences** → **Preferences** (Mac OS) or **Edit** → **Preferences** (Windows). In the **General** pane of the **Preferences** dialog box, enter a new value in the **Snap Distance** field.

OTHER TABLE IMPROVEMENTS

MAINTAINING GEOMETRY

The **Maintain Geometry** control (**Item** → **Modify** → **Table** tab) prevents the width and height of a table from changing. When **Maintain Geometry** is on, rows and columns within the table are resized proportionally to accommodate the changes. When **Maintain Geometry** is off, the table becomes larger as the sizes of rows and columns change. The **Maintain Geometry** control is now available in the **Tables** context menu. To apply it:

- 1 Select the table and display the context menu.
- 2 Choose **Tables**. In the **Tables** submenu, choose **Maintain Geometry**.



The **Maintain Geometry** check box is also available in the **Modify** dialog box (**Item** → **Modify**).

SPECIFYING THE ORDER OF TABLE CELLS

You can use the **Tab Order** pop-up menu to set the order of cells. The tab order indicates what cell the text insertion point will jump to when you press Control+Tab (Mac OS) or Ctrl+Tab (Windows) to jump to the next cell; Control+Shift+Tab (Mac OS) or Ctrl+Shift+Tab (Windows) to jump to the previous cell and select its text; or the arrow keys to move from cell to cell.

When you create a table, the **Table Properties** dialog box contains the **Tab Order** pop-up menu:

- Choosing **Left to Right, Top Down** orders text cells starting with the leftmost cell of the top row and continuing across to the rightmost cell of the top row; that cell is then linked to the leftmost cell of the second row, and ordering continues from left to right across the row.
- Choosing **Right to left, Top Down** orders text cells starting with the rightmost cell of the top row and continuing across to the leftmost cell of the top row; that cell is then linked to the rightmost cell of the second row, and ordering continues from right to left across the row.
- Choosing **Top Down, Left to Right** orders text cells starting with the leftmost cell of the top row and continuing down to the leftmost cell of the bottom row; that cell is then linked to the second leftmost cell of the top row and ordering continues from top to bottom down the column.
- Choosing **Top Down, Right to Left** orders text cells starting with the rightmost cell of the top row and continuing down to the rightmost cell of the bottom row; that cell is then linked to the second rightmost cell of the top row and ordering continues from top to bottom down the column.

You can change the tab order after you create a table. To do so, select the table and choose **Item** → **Modify**. In the **Table** tab, choose an option from the **Tab Order** pop-up menu. Click **OK**. Content remains in its original cell.



Tab order and linking order can be different.

CONVERTING TABLES TO GROUPS

You can convert a table to a group of related boxes. You might want to do this when you save a layout containing features that are not supported in previous versions of QuarkXPress. To convert a table to a group:

- 1 Select the table.
- 2 Display the context menu and choose **Table** → **Convert Table to Group**.
- 3 The table cells will be converted to a group of boxes. This group will replace the original table.



You can also convert a table to a group by selecting the table and choosing **Item** → **Table** → **Convert Table to Group**.

WORKING WITH CELL ATTRIBUTES

Cells and gridlines can now assume the attributes of adjacent cells. This is useful when you need to insert rows or columns that have the same formatting as adjacent rows and columns.

To insert rows or columns that have the same attributes as adjacent rows or columns:

- 1 With the **Content** tool , select a row or column.
- 2 Choose **Item** → **Tables** → **Insert Rows** or **Item** → **Tables** → **Insert Columns**. Or, display the context menu and choose **Tables** → **Insert Rows** or **Tables** → **Insert Columns**.
- 3 In the **Insert Rows** or **Insert Columns** dialog box, check **Keep Attributes**. When **Keep Attributes** is checked, cells and gridlines will take on the attributes of the adjacent row or column:
 - If you choose **Insert Above Selection**, the inserted row takes on the attributes of the row below it.
 - If you choose **Insert Below Selection**, the inserted row takes on the attributes of the row above it.
 - If you choose **Insert to Left of Selection**, the inserted column takes on the attributes of the column to the right of it.

- If you choose **Insert to Right of Selection**, the inserted column takes on the attributes of the column to the left of it.

Attributes that will be copied include: any text attributes, such as style sheets local paragraph formatting; picture attributes, such as angle, skew, and offset; and any settings in the **Cell** or **Text** tab of the **Modify** dialog box.



When **Keep Attributes** is unchecked, inserted rows and columns use the default table settings.

OPI ENHANCEMENTS

Any OPI settings for the layout (**File** → **Page Setup** → **Options**) will be applied to pictures in picture cells.

APPLESCRIPT SCRIPTING ENHANCEMENTS

You can link text cells using AppleScript scripting. To write AppleScript scripts, see *A Guide to AppleScripting Events*.

Chapter 6: Layers Enhancements

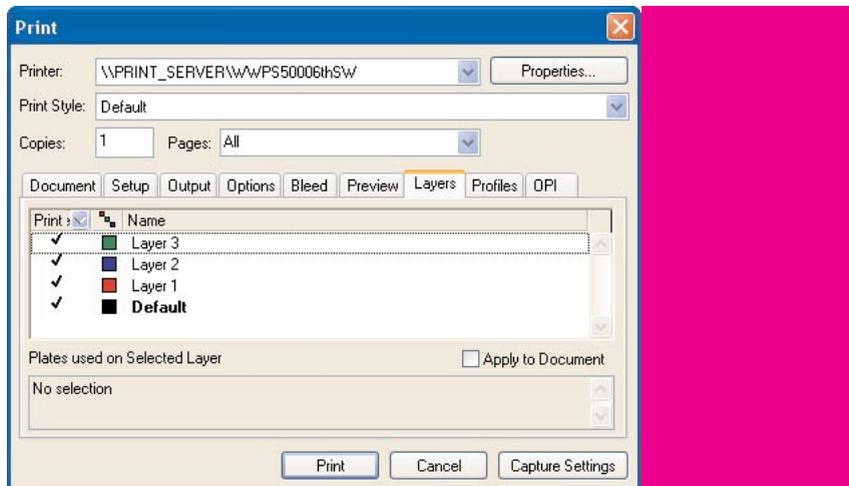
*QuarkXPress 6.0 introduces several changes to the **Layers** feature. Among other enhancements, the **Layers** feature includes a change in the behavior of items on locked layers and a new command in the **Layers** palette context menu. Most notably, you can now specify which layers will output as you define settings in the **Print** dialog box.*

PRINTING LAYERS — PRINT LAYOUT SPACES ONLY

*Your workflow might require that you print different layers of a layout at different times. In previous versions of QuarkXPress, you would handle this process by opening the **Attributes** dialog box for each individual layer, and checking (or unchecking) **Suppress Output**. Now QuarkXPress lets you specify at print time which layers will print and which ones won't, saving you the time and trouble of opening attributes for each individual layer.*

SUPPRESSING LAYERS AT PRINT TIME

To suppress layer printout at print time, choose **File** → **Print** to display the **Print** dialog box, and then click the **Layers** tab.



Use the **Print** dialog box **Layers** tab to specify which layers will print.

The **Layers** tab displays a list of all layers in the active layout. A checkmark in the **Print** column next to a layer name indicates that the layer will print.

When you click a checkmark, it no longer displays and output is suppressed for that layer. Click to place a checkmark in the **Print** column for a layer that has previously been suppressed.

Alternatively, you can use the pop-up menu at the top of the **Print** column to indicate which layers will print:

- Choose **All** to print all layers.
- Choose **Yes** to print selected layers.
- Choose **No** to suppress selected layers.
- Choose **None** to suppress all layers.



If you have suppressed printout for an individual item (**Item** → **Modify**), that item will never print, regardless of whether or not its layer is suppressed.

If you have hidden a layer (and thus suppressed it), checking the **Print** column causes the layer's items to print.

The **Layers** tab is unavailable when you are printing a book.

DISPLAYING A LIST OF LAYER INKS

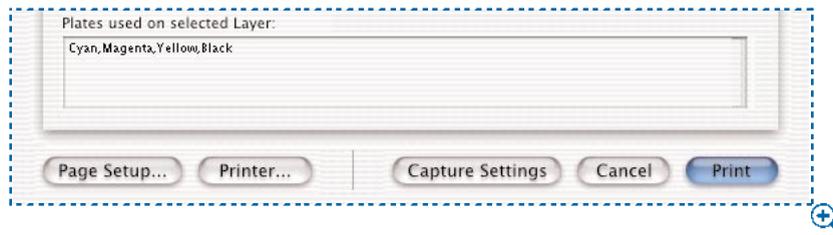
The **Plates Used on Selected Layer** information area displays a list of the inks that are used on the selected layer. This includes the inks used by all printable items, such as text, box backgrounds, and paragraph rules. If printout is suppressed for an item, that item's inks will not be included in the list.



The **Plates Used on Selected Layer** list is for your information only; the inclusion of an ink in this list does not necessarily mean the ink will print. In other words, if the layer is suppressed its inks still display in this list. To specify which inks will print, use the **Print** dialog box **Output** tab. For information about the **Output** tab, see *A Guide to QuarkXPress: Using QuarkXPress*.



When you select multiple layers, the **Plates Used on Selected Layer** area lists all inks used on all of the selected layers. If an ink is used on multiple layers, it will be listed only once.



The **Plates Used on Selected Layer** area indicates which inks are used on the selected layer.

APPLYING CHANGES TO THE LAYER

If you want to apply settings in the **Layers** tab to the layout, check **Apply to Layout**. The settings you specify in the **Layers** tab will be applied to the appropriate layers when you click **Capture Settings** or **Print**. For example, if you uncheck the **Print** column for the Default layer, check **Apply to Layout**, and then print the layout, the Default layer will be suppressed, and **Suppress Output** will be checked in the **Attributes** dialog box for the Default layer.



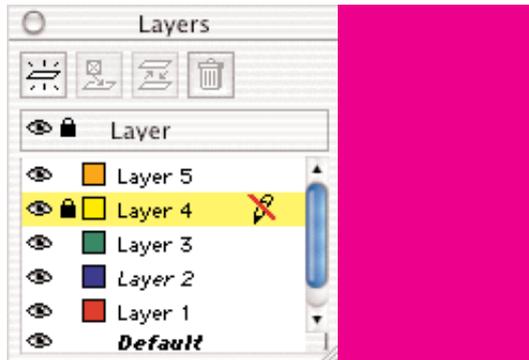
If you check the **Print** column for a hidden layer and check **Apply to Layout**, the layer will no longer be hidden, and its output will no longer be suppressed.

OTHER LAYERS ENHANCEMENTS

LOCKING LAYERS

When you lock a layer in this version of QuarkXPress, the application prevents items on the locked layer from being selected or modified. This results in the following changes from locking behavior in previous versions:

- You cannot unlock a box that resides on a locked layer.
- You cannot create new items on a locked layer.
- If the active layer is locked, a red line displays through the pencil icon on the **Layers** palette.



A red line displays through the pencil icon when the active layer is locked.

- If an item in a group resides on a locked layer, none of the grouped items can be selected with the **Item** tool .
- When linked text boxes reside on different layers, each text box honors the attributes of the layer it resides on. However, text on a locked layer can reflow if you edit the contents of a preceding linked box on an unlocked layer.
- When you use the **Item** tool  or **Content** tool  to marquee multiple items, QuarkXPress selects only items on unlocked layers. Similarly, when you choose **Edit** → **Select All**, QuarkXPress selects only items on unlocked layers.
- When you press \mathbb{A} +Option+Shift (Mac OS) or Ctrl+Alt+Shift (Windows) and click to move through the stacking order of a page, QuarkXPress skips over items on locked layers.
- The **Lock Other Layers** command has changed to the **Lock All Layers** command. To lock items on all but the active layer, choose **Lock All Layers** from the context menu and manually unlock the active layer. (This is a change to “Locking Items on Layers” section of Chapter 15, “Layers,” in *A Guide to QuarkXPress: Using QuarkXPress*.)



When you save a project as a QuarkXPress 5.0 document, the locking behavior reverts to version 5.0 functionality.

EXCEPTIONS FOR ITEMS ON LOCKED LAYERS

In the following cases, you can modify items that reside on locked layers:

- The **Spell Checking** feature can select and correct text on locked layers.
- You can update pictures that reside on locked layers.
- When you modify appendable items such as style sheets or H&Js, the changes can affect items on locked layers.

- You can select indexed text on a locked layer when you double-click an index entry in the **Index** palette.
- You can modify text on a locked layer using the **Find/Change** feature.
- You can select list text on a locked layer by double-clicking a list entry in the **Lists** palette.

ENHANCEMENTS TO THE RELATIONSHIP BETWEEN LAYER ATTRIBUTES AND ITEM ATTRIBUTES

This version of QuarkXPress contains a change in the behavior of items when you lock or suppress output for the layer that they reside on. A layer's **Locked** and **Suppress Output** setting overrides, but doesn't modify, the **Lock** and **Suppress Output** settings for each individual item on that layer:

- When you check **Suppress Output** for a layer, none of the items on the layer prints. When you uncheck **Suppress Output** for a layer, QuarkXPress honors the **Suppress** setting (**Item** → **Modify**) for each item on that layer.
- When you check **Locked** for a layer, all of the items on the layer are locked. When you uncheck **Locked**, QuarkXPress honors the **Lock** setting (**Item** menu) for each item on that layer.

LAYERS PALETTE CONTEXT MENU

A new command, **Select All Items on Layer**, has been added to the **Layers** palette context menu. Use this command to select all items on the selected layer, within the active page or spread.

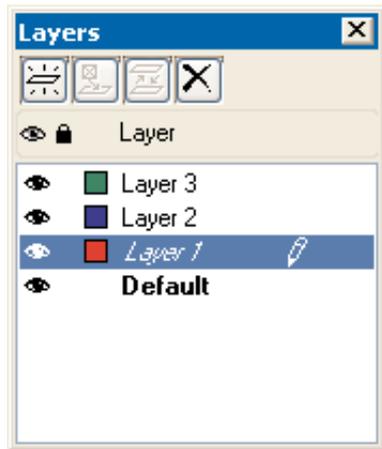


This context menu command is unavailable if the selected layer is locked or hidden.

NEW ATTRIBUTE INDICATORS IN LAYERS PALETTE

New text attributes help you easily identify layer attributes in the **Layers** palette:

- If a layer name displays in italics, you have checked **Suppress Output** for that layer.
- If a layer name displays in bold, you cannot delete the layer.



When a layer name displays in italics, output of the layer is suppressed.

REORDERING LAYERS IN THE PALETTE

You no longer need to use a modifier key to change the order of layers in the **Layers** palette. Instead, you simply click and drag the layer name to its new position in the hierarchy. As you drag the layer name, a separator line displays to indicate where the layer will be placed when you release the mouse button.

COPYING LAYERS FROM ONE LAYOUT TO ANOTHER

When you copy a layer from one layout to another, the layers will be stacked in the destination layout with the same relationship to the Default layer that they had in the source layout:

- Layers located above the Default layer are positioned as the topmost layers in the destination layout, in the same order they were stacked in the source layout.
- Layers located below the Default layer are positioned immediately below the Default layer in the destination layout, in the same order they were stacked in the source layout.



You can drag a layer from one layout to another layout that resides in the same project or to a layout in a different project.



You can drag an item from one layout to another; when you do this, the item's layer also copies to the destination layout.

Chapter 7: Printing Enhancements — Print Layouts Only

QuarkXPress 6.0 offers several improvements to its superior suite of printing features. Use these enhancements to create smoother blends, manage color at the final output device, or create a print layout space that can output composite as well as separations.

APPLYING SMOOTHSHADING

If a blend is too long, or the color or shade change in a blend is too dramatic for its length, visible bands can print to a PostScript Level 1 or 2 device. PostScript Level 3, on the other hand, gives you the ability to print blends without using separate bands and static halftone values; this is called SmoothShading. Use QuarkXPress 6.0 with a PostScript Level 3 device to print a smooth gradient from end to end, resulting in substantial improvements in the quality of your blends. For information about using blends, see “A Guide to QuarkXPress: Using QuarkXPress.”

To print a gradient using SmoothShading, all you need to do is print to a PostScript Level 3 device.

When you print a blend to a PostScript Level 1 or 2 device, the blend prints using the technology from previous versions of QuarkXPress. In other words, it prints using static halftone values that may result in visible bands on output if the blend is too long or the gradient is too steep for the length of the blend. For more information about banding, see “Understanding DPI and LPI” in Chapter 23 of *A Guide to QuarkXPress: Using QuarkXPress*.



When you apply As Is composite color to a blend, QuarkXPress applies the source color space of “Color 1” to the blend. For information about As Is color, see “Using As Is Composite Color” in this chapter.



A blend within a QuarkXPress-generated EPS file prints to a PostScript Level 3 device using SmoothShading, even if the EPS file was created in a version of QuarkXPress prior to 6.0.

USING AS IS COMPOSITE COLOR

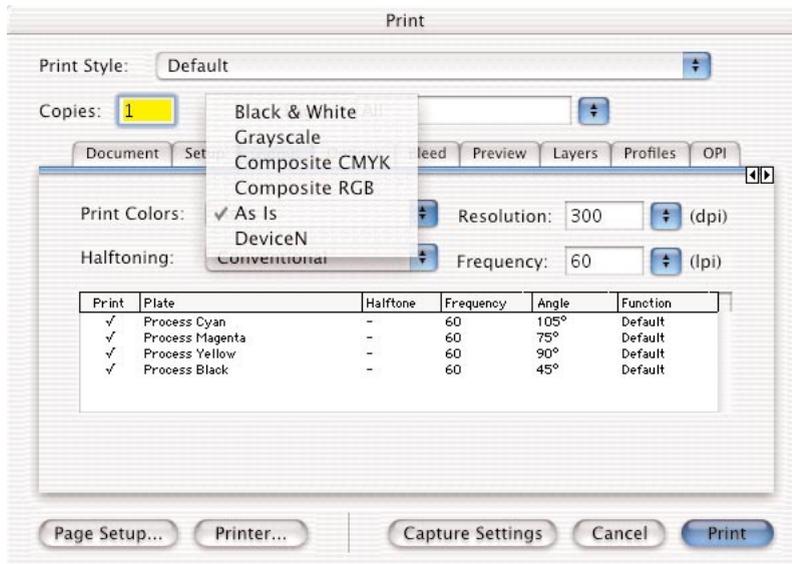
When you want to color manage your printed output at the final output device, QuarkXPress can help. The new As Is color feature lets you describe colored items from their source color space when you output to a PostScript composite color device. You can apply As Is color to printed projects, PDF files, and EPS files that you create in QuarkXPress.

You can apply As Is composite color to print-optimized layout spaces. For information about using layout spaces, see the “Layout Spaces” chapter in this document.

SPECIFYING AS IS COMPOSITE COLOR FOR PRINTING

To specify As Is composite color for a layout that you will print:

- 1 In a print-optimized layout space, choose **File** → **Print** to display the **Print** dialog box.
- 2 Click the **Setup** tab and choose a PostScript composite color PPD from the **Printer Description** pop-up menu.
- 3 Click the **Output** tab and choose **As Is** from the **Print Colors** pop-up menu.
- 4 Specify all the other print settings for the project, and then click **Print**.



After you have specified a composite color PPD, you can choose **As Is** from the **Print Colors** pop-up menu in the **Print** dialog box **Output** tab.



As Is composite color is not applied when QuarkCMS™ is active.

When you apply As Is composite color to a blend, QuarkXPress applies the source color space of “Color 1” to the blend.



When you save a project that specifies As Is composite color output as a QuarkXPress 5.0 document (**File** → **Save As**), settings default to composite RGB color space in the **Print** dialog box, the **Save Page as EPS** dialog box, and the **PDF Options** dialog box.

You can define As Is composite color in print styles for which you have chosen a color PPD (**Edit** → **Print Styles**).

SPECIFYING AS IS COMPOSITE COLOR FOR PDF FILES

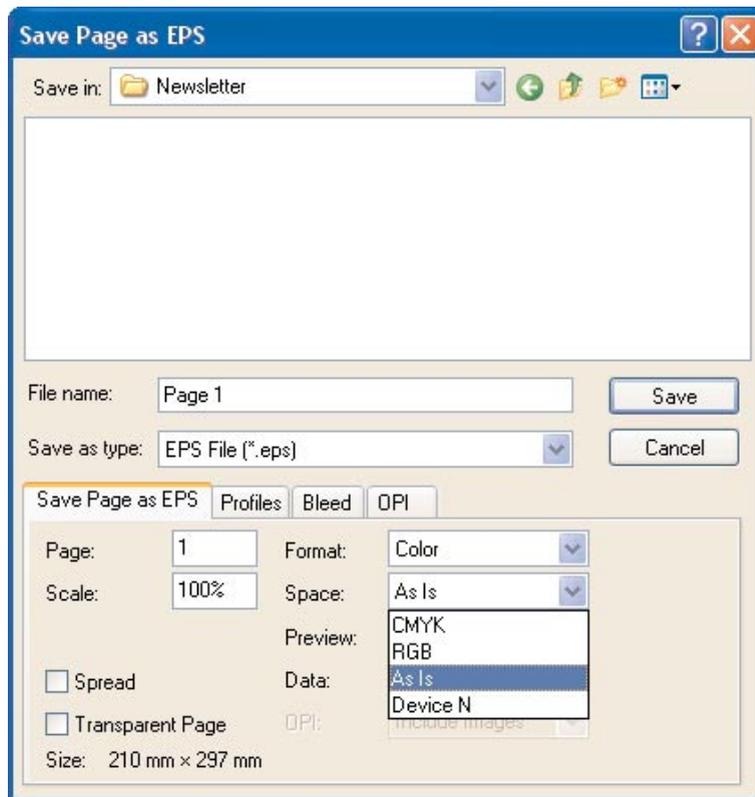
To specify As Is composite color for a PDF file:

- 1** In a print-optimized layout space, display the **PDF Export Options** dialog box (**QuarkXPress** → **Preferences** → **PDF** → **Options** on Mac OS or **Edit** → **Preferences** → **PDF** → **Options** on Windows) and click the **Output** tab.
- 2** Choose a PostScript composite color PPD from the **Printer Description** pop-up menu.
- 3** In the **Color Output** area, choose **Composite** from the **Type** pop-up menu.
- 4** Choose **As Is** from the **Print Colors** pop-up menu.
- 5** Specify all the other PDF settings for the project, and then click **OK**.
- 6** Click **OK** to close the **Preferences** dialog box.

APPLYING AS IS COMPOSITE COLOR IN QUARKXPRESS EPS FILES

To apply As Is composite color to an EPS file that you create in QuarkXPress:

- 1** Choose **File** → **Save Page as EPS** to display the **Save Page as EPS** dialog box.
- 2** Choose **Color** from the **Format** pop-up menu.
- 3** Choose **As Is** from the **Space** pop-up menu.
- 4** Specify all the other settings for the EPS, and then click **Save**.



Specify **As Is** settings in the **Space** pop-up menu.



As Is composite colors are applied only when the **Format** pop-up menu is set to **Color**.

SPECIFYING DEVICEN

*The advent of recent technologies such as Portable Document Format have led to an increase in the popularity of composite color output. In a workflow where you create files for PDF and offset printing, you may find that you need to output a layout as composite output as well as in separations. QuarkXPress now has DeviceN capabilities that let you create a file with composite PostScript, and output it using a device that supports In-RIP separations. Use DeviceN to output blends, multi-inks, colored TIFFs, and other items as composite, while retaining their color separation definitions. You can even apply DeviceN to EPS files that you create using the QuarkXPress **Save Page as EPS** feature.*

DeviceN stores a list of each ink name and an alternative color description in a dictionary. When you use DeviceN, QuarkXPress defines an item's color by listing its ink name and the ink percentages that combine to create the color. If you output the item to separations, the ink percentages are used to print on the plates; if you output the item as composite, the ink percentages and their colorants are combined in the alternative color space to create a composite color.

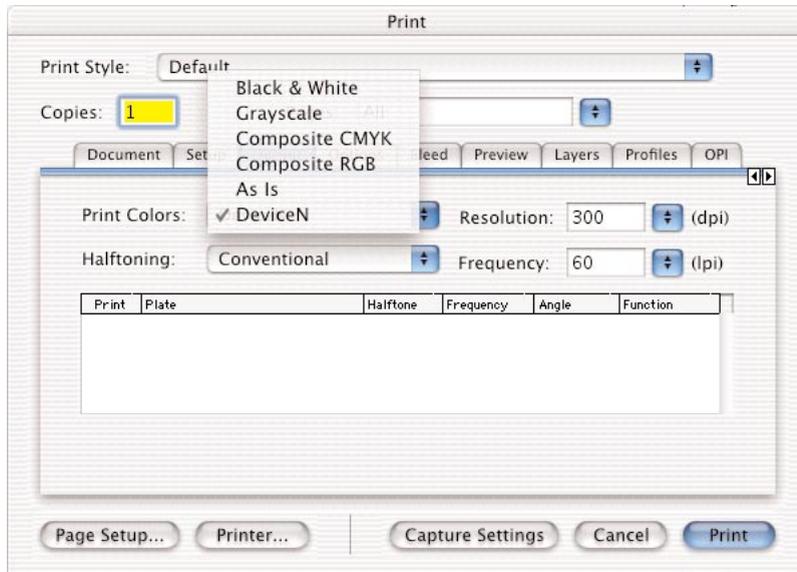


If you are using QuarkCMS for color management, see the section “Using DeviceN with QuarkCMS” in this chapter.

SPECIFYING DEVICEN FOR PRINTING

To specify DeviceN for composite printing:

- 1 In a print-optimized layout space, choose **File** → **Print** to display the **Print** dialog box.
- 2 Click the **Setup** tab and choose the PPD for a color PostScript device from the **Printer Description** pop-up menu.
- 3 Click the **Output** tab and choose **DeviceN** from the **Print Colors** pop-up menu.
- 4 Specify all the other print settings for the project, and then click **Print**.



Choose **DeviceN** from the **Print Colors** pop-up menu if you want to use DeviceN for composite color output.



If you specify DeviceN and then print to a PostScript Level 2 color device, the project will output as CMYK.

If the project contains DCS pictures, a message will display to alert you that separations will be restricted for those files. When the composite PostScript descriptions are generated, composite descriptions of the DCS files will be used.

When you save a project as a QuarkXPress 5.0 document (**File** → **Save As**), the composite color DeviceN space is changed to Composite CMYK.

You can apply DeviceN composite color only to print-optimized layout spaces. For information about using layout spaces, see the “Layout Spaces” chapter in this document.



If you use DeviceN regularly, you can save time by defining the DeviceN composite color option in a **Print Style** (**Edit** → **Print Styles**).

SPECIFYING DEVICEN FOR PDF FILES

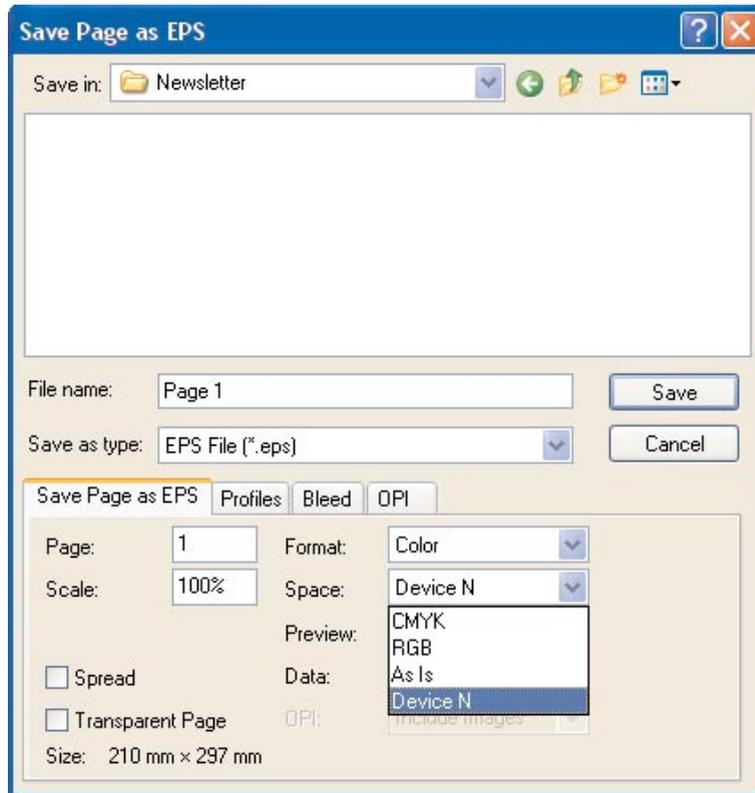
To specify DeviceN composite color for a PDF file:

- 1** In a print-optimized layout space, display the **PDF Export Options** dialog box (**QuarkXPress** → **Preferences** → **PDF** → **Options** on Mac OS or **Edit** → **Preferences** → **PDF** → **Options** on Windows) and click the **Output** tab.
- 2** Choose a PostScript composite color PPD from the **Printer Description** pop-up menu.
- 3** In the **Color Output** area, choose **Composite** from the **Type** pop-up menu.
- 4** Choose **DeviceN** from the **Print Colors** pop-up menu.
- 5** Specify all the other PDF settings for the project, and then click **OK**.
- 6** Click **OK** to close the **Preferences** dialog box.

APPLYING DEVICEN IN QUARKXPRESS EPS FILES

To apply DeviceN capabilities to an EPS file that you create in QuarkXPress:

- 1** Choose **File** → **Save Page as EPS** to display the **Save Page as EPS** dialog box.
- 2** Choose **Color**, **DCS**, or **DCS 2.0** from the **Format** pop-up menu.
- 3** Choose **DeviceN** from the **Space** pop-up menu.
- 4** Specify all the other settings for the EPS, and then click **Save**.



Choose **DeviceN** settings from the **Space** pop-up menu.

USING COLOR MANAGEMENT WITH DEVICEN

To apply DeviceN settings when you use QuarkCMS, activate color management in the **Color Management Preferences** dialog box (**QuarkXPress** → **Preferences** → **Color Management** on Mac OS or **Edit** → **Preferences** → **Color Management** on Windows).

When you specify the DeviceN composite color option for output and QuarkCMS is active, QuarkXPress applies the ICC profile that you specify in the **Color Management Preferences** dialog box **Separation Output** pop-up menu.



Although QuarkCMS preferences affect settings in the **Print** dialog box, they do not affect the **Save Page as EPS** dialog box. The **Composite** and **Separation** pop-up menus default to **None** in the **Save Page as EPS** dialog box **Profile** tab, regardless of the QuarkCMS preference settings.

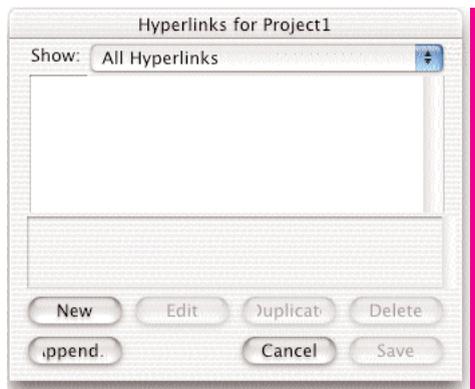
For more information about using QuarkCMS with QuarkXPress, see *A Guide to QuarkXPress: Using QuarkXPress*.

Chapter 8: Hyperlinks Enhancements

You can still create hyperlinks to URLs and anchors, but QuarkXPress 6.0 also lets you create page-to-page hyperlinks within a print-optimized or Web optimized layout. The **Hyperlinks** palette has also been updated to make it easier to use.

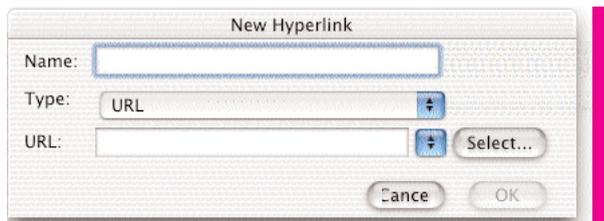
CREATING A HYPERLINK

- 1 Choose **Edit** → **Hyperlinks**. The **Hyperlinks** dialog box displays.



The **Hyperlinks** dialog box

- 2 Click **New**. The **New Hyperlink** dialog box displays.



The **New Hyperlink** dialog box

- 3 In the **Name** field, enter the name of the hyperlink. This name will only display in the **Hyperlinks** palette and the **Hyperlinks** dialog box; it will not be visible in the printed or exported layout.
- 4 Choose the type of **Hyperlink** from the **Type** pop-up menu:
 - Choose **URL** to specify a hyperlink to a URL, such as <http://www.quark.com>.

- Choose **Page** to specify a hyperlink to another page within the layout.
- Choose **Anchor** to specify a hyperlink to an anchor; an anchor is a marker attached to a specific place in a layout.

5 If you choose **URL**, the **URL** pop-up menu and field is available:

- Choose **http://** to precede the URL with http://.
- Choose **https://** to precede the URL with https://.
- Choose **ftp://** to precede the URL with ftp://.
- Choose **mailto:** to create a hyperlink to an e-mail address. When you click this hyperlink, your e-mail client or Web browser will launch and open a new e-mail message with the specified e-mail address in the **To** field.

If you chose **http://**, **https://**, or **ftp://**, enter the URL.

If you chose **mailto:**, enter the e-mail address.



Although URL and mailto: hyperlinks can be specified in a print-optimized layout, they only work if the layout is exported as a PDF.

- 6** If you chose **Page** in the **Type** pop-up menu, the **Page** pop-up menu is available; choose a page in the selected layout.
- 7** If you chose **Anchor** in the **Type** pop-up menu, the **Anchor** pop-up menu is available; choose an anchor location.
- 8** Click **OK**. The **New Hyperlink** dialog box closes. Click **Save** in the **Hyperlinks** dialog box.



You can use the **Hyperlinks** palette to create a hyperlink. To do so, choose **Window** → **Show Hyperlinks**. Click the **New Hyperlink** button  and repeat steps 1–8 in “Creating a Hyperlink.”

You can also use the **Hyperlinks** context menu to create a new hyperlink. To do so, select text or a picture, display the context menu and choose **Hyperlinks** → **New**. The **New Hyperlink** dialog box displays; repeat steps 1–8 in “Creating a Hyperlink.”

EDITING A HYPERLINK

You may need to edit existing hyperlinks. For example, if a URL changes, you can quickly enter the new URL in the hyperlink; the URL will be updated wherever that hyperlink is applied. To edit a hyperlink:

- 1** Choose **Edit** → **Hyperlinks**. The **Hyperlinks** dialog box displays.

- 2 In the **Hyperlinks** list, select the hyperlink you want to edit.
- 3 Click the **Edit** button. The **Edit Hyperlink** dialog box displays.



The **Edit Hyperlink** dialog box

- 4 If the hyperlink is associated with a URL, the **Name** and **URL** controls are available. Enter a new **Name** in the **Name** field, or a new URL in the **URL** field and pop-up menu.

If the hyperlink is associated with a page in the layout, the **Name** and **Page** controls are available. Enter a new name in the **Name** field, or choose a new page from the **Page** pop-up menu.

If the hyperlink is associated with an anchor, the **Name** and **Anchor** controls are available. Enter a new name in the **Name** field, or choose a new anchor destination from the **Anchor** pop-up menu.

- 5 Click **OK** to save your changes.

DELETING A HYPERLINK

To delete a hyperlink:

- 1 Choose **Edit** → **Hyperlinks**. The **Hyperlinks** dialog box displays.
- 2 In the **Hyperlinks** list, select the hyperlink you want to delete.
- 3 Click the **Delete** button. An alert will display, asking you if you want to delete this hyperlink. Click **OK**.



If a hyperlink is applied to multiple items, deleting a hyperlink using the **Hyperlinks** dialog box or the **Hyperlinks** palette will delete the hyperlink from *all* items. If you only want to remove a hyperlink from one instance, select the instance and display the context menu; choose **Hyperlinks** → **Remove**. The hyperlink will be removed from the instance but will still be defined in the project.



To delete a hyperlink using the **Hyperlinks** palette, choose **Window → Show Hyperlinks**. In the **Hyperlinks** palette, select the hyperlink you want to delete and click the **Delete** button .

APPENDING HYPERLINKS

*You can use the **Append** feature to append hyperlinks from other projects.
To do so:*

- 1 Choose **Edit → Hyperlinks**. The **Hyperlinks** dialog box displays.
- 2 Click the **Append** button.
- 3 Use the **Append** dialog box to navigate to the project containing the hyperlinks you want to append and click **OK**.
- 4 In the **Available** list, select the hyperlinks you want to append.
- 5 Click the **Add** arrow to add the hyperlinks to the **Include** list. Or, click **Include All** to append all the hyperlinks in the project.
- 6 Click **OK**; the hyperlinks will be added to the project.



You can only append hyperlinks associated with a URL; hyperlinks associated with anchors or pages are not available in the **Append** dialog box.



For information on handling append conflicts, see Chapter 3, “File Menu,” in *A Guide to QuarkXPress 5.0*.

USING THE HYPERLINKS PALETTE

*You can specify the way the **Hyperlinks** palette displays hyperlinks and anchors.
To do so:*

- 1 In the **Show** area, click an icon:
 - Click the **URLs** button  to display hyperlinks to URLs.
 - Click the **Anchors** button  to display hyperlinks associated with anchors.
 - Click the **Pages** button  to display hyperlinks associated with pages.



The **Hyperlinks** palette

- 2 Clicking an icon hides or shows the hyperlinks associated with it. For example, if no hyperlinks associated with URLs are displayed, clicking **URLs** displays them in the **Hyperlinks** palette. If hyperlinks associated with URLs are displayed, clicking **URLs** hides them.
- 3 In the **Show** pop-up menu, choose an option:
 - Choosing **Name** displays the names of the hyperlinks. These are the names you assigned in the **Name** field of the **New Hyperlink** dialog box.
 - Choosing **Link** displays the link the hyperlink is associated with, such as “http://www.quark.com.”

APPLYING HYPERLINKS TO TEXT

To apply a hyperlink to text:

- 1 Choose **Window** → **Show Hyperlinks** to display the **Hyperlinks** palette.
- 2 Select the text you want to apply the hyperlink to.
- 3 Click a hyperlink in the **Hyperlinks** palette.

APPLYING HYPERLINKS TO PICTURES

To apply a hyperlink to a picture:

- 1 Choose **Window** → **Show Hyperlinks** to display the **Hyperlinks** palette.
- 2 Select the picture you want to apply the hyperlink to.
- 3 Click a hyperlink in the **Hyperlinks** palette.

Chapter 9: Web Features Enhancements

CASCADING MENUS

*The **Cascading Menu** feature lets you create Web-optimized layouts that provide great user interface and visual interest. Using cascading menus lets you simplify your design by “hiding” menu items until the user moves the mouse pointer over a specific item.*

CREATING CASCADING MENUS

Before you can apply a cascading menu, you must create it. To do so:

- 1 Choose **Edit** → **Cascading Menus**. The **Cascading Menus** dialog box displays.



The **Edit Cascading Menu** dialog box

- 2 Click **New**; the **Edit Cascading Menu** dialog box displays.
- 3 In the **Menu Name** field, enter a name for the cascading menu.
- 4 In the **Menu Properties** tab, choose a color for the cascading menu from the **Background Color** pop-up menu. Choose a style sheet for the cascading menu from the **Style Sheet** pop-up menu.
- 5 Enter a value in the **Text Inset** field to specify how far from the edge of the cascading menu box the text of the menu will display.
- 6 In the **Menu Orientation** area, click **Horizontal** or **Vertical** to specify which direction the menu should read.
- 7 In the **Box** area, specify a width and height for the entire cascading menu. The **Auto** value is calculated using the character count of the name of the menu item or submenu item and the font size.

- 8 In the **Border** area, specify a line width in the **Line** field and a color for the line in the **Color** pop-up menu. This line and color will be applied to the entire cascading menu box.
- 9 In the **Separator** area, specify a line width in the **Line** field and a color for the separators in the **Color** pop-up menu. This line width and color will be applied to the separators between menu items.
- 10 In the **Opening Animation** area, choose an option from the **Direction** pop-up menu:
 - Choosing **Top to Bottom** displays the menu from top to bottom.
 - Choosing **Bottom to Top** displays the menu from the bottom to the top.
 - Choosing **Left to Right** displays the menu from left to right.
 - Choosing **Right to Left** displays the menu from right to left.
 - Choosing **None** specifies that the menu displays with no animation.
- 11 If you chose an option other than **None** from the **Opening Animation** pop-up menu, the **Speed** field is available. Enter a value between 0 and 10,000; speed is measured in milliseconds. Entering a value of 0 specifies that there is no delay between the time the cascading menu is invoked and when it displays.
- 12 In the **Offset** fields, enter a value in the **X** and **Y** fields to specify how far the menu items should be offset from the menu.
- 13 The **Menu Items** tab allows you to specify the menu and submenu items. In the **Menu Structure** area, choose **Menu Item** from the **New** pop-up button to create a new menu item.
- 14 In the **Menu Item Name** field, enter a name for the menu item.
- 15 To specify a hyperlink for the menu item, choose a hyperlink from the **Hyperlink** pop-up menu, or enter a hyperlink in the **Hyperlink** field. Only hyperlinks associated with URLs display in the **Hyperlink** pop-up menu.
- 16 To specify a submenu item, select the menu in the **Menu Structure** list, and choose **Submenu Item** from the **New** pop-up button.
- 17 In the **Submenu Item Name** field, enter a name for the submenu item.
- 18 To specify a hyperlink for the submenu item, choose a hyperlink from the **Hyperlink** pop-up menu, or enter a hyperlink in the **Hyperlink** field. Only hyperlinks associated with URLs display in the **Hyperlink** pop-up menu.
- 19 Continue adding menu items and submenu items until you are satisfied with the menu structure.



Submenu items will always be added under the selected menu item and will display indented in the **Menu Structure** list.

- 20** In the **Menu Item Mouseover** area, choose a color for the menu item from the **Font** pop-up menu and a color for the background from the **Background** pop-up menu. When the mouse pointer is moved over the menu item, the menu item will display using these colors.
- 21** In the **Submenu Item** mouseover area, choose a color for the submenu item from the **Font** pop-up menu and a color for the background from the **Background** pop-up menu. When the mouse pointer is moved over the submenu item, the submenu item will display using these colors.
- 22** Click **OK**; the **New Cascading Menu** dialog box closes. Click **Save** in the **Cascading Menu** dialog box.

APPLYING A CASCADING MENU TO A BOX

Once you have specified a cascading menu, you can apply it to any item that has been specified to export as a graphic (**Item** → **Modify** → **Export** → **Convert to Graphic**). To do so:

- 1** Select the item.
- 2** Choose **Item** → **Cascading Menu**, or display the context menu and choose **Cascading Menu**. In the **Cascading Menu** submenu, choose the cascading menu you want to apply to the box.
- 3** Save the layout. Choose **Page** → **Preview HTML** to export and preview the HTML.
- 4** In your Web browser, verify that the cascading menu displays as you want it to.

EDITING A CASCADING MENU

To edit a cascading menu:

- 1** Choose **Edit** → **Cascading Menus**.
- 2** In the **Cascading Menus** dialog box, select the cascading menu you wish to edit and click **Edit**.
- 3** In the **Edit Cascading Menu** dialog box, make the changes. Click **OK** when you are done. The **Edit Cascading Menu** dialog box closes. Click **Save** in the **Cascading Menu** dialog box.

APPENDING CASCADING MENUS

You can append cascading menus from other Web-optimized layouts. This is useful when you have several menus that are the same throughout a variety

of layouts, such as a menu that provides contact information and options. To append cascading menus:

- 1 Choose **Edit** → **Cascading Menus**.
- 2 In the **Cascading Menu** dialog box, click **Append**. The **Append From** dialog box displays.
- 3 Navigate to the project that contains the cascading menus you want to append and click **OK**.
- 4 In the **Append** dialog box, select a cascading menu in the **Available** list and click the **Add** arrow to move the cascading menu to the **Include** list. Or, click **Include All** to append all the cascading menus in the layout.
- 5 Click **OK**.

DELETING CASCADING MENUS

To delete a cascading menu from a layout:

- 1 Choose **Edit** → **Cascading Menus**.
- 2 In the **Cascading Menu** dialog box, select the cascading menu you want to delete and click **Delete**.
- 3 If the cascading menu is applied to a box in the layout, an alert will display, asking you if you wish to delete the menu. Click **OK** to delete the cascading menu or **Cancel** to stop the deletion.

DUPLICATING CASCADING MENUS

The ability to duplicate a cascading menu is useful when you have specified complicated menus that you need to use elsewhere, but with slightly different information. For example, if you were creating a multilingual layout, and wanted to use U.S. English in one area of the layout but international English in another area, duplicating a cascading menu would save you the trouble of recreating the entire menu. To duplicate a cascading menu:

- 1 Choose **Edit** → **Cascading Menu**.
- 2 In the **Cascading Menu** dialog box, select the cascading menu you want to duplicate and click **Duplicate**.
- 3 A new cascading menu will be created; its contents will be the same as the original menu, but its name will be different. For example, if the original menu was named “Contacting Us,” the new menu will be named “Copy of Contacting Us.”
- 4 Select the duplicated cascading menu and click **Edit**; use the **Edit Cascading Menu** dialog box to make changes to the duplicated menu. When you are

finished making changes, click **OK**; the **Edit Cascading Menu** dialog box closes. Click **Save** in the **Cascading Menus** dialog box.

REMOVING A CASCADING MENU FROM A BOX

To remove a cascading menu from a box:

- 1** Select the box and choose **Item** → **Cascading Menu** → **Remove Cascading Menu**, or display the context menu and choose **Cascading Menu** → **Remove Cascading Menu**.
- 2** The cascading menu is removed from the box; the contents of the box remain intact.



Removing a cascading menu from a box does not delete it from the project; to delete a cascading menu from a project, follow the steps in “Deleting a Cascading Menu.”

ROLLOVERS

You can still create basic rollovers in QuarkXPress 6.0, but the two-position rollovers feature of QuarkXPress 6.0 allows you to add greater visual interest to your Web layouts.

CREATING A BASIC ROLLOVER

A basic rollover is the same as a rollover in QuarkXPress 5.x. In a basic rollover, both the default content and the rollover content are displayed in the same box. The method of creating and using a basic rollover is the same as it was in QuarkXPress 5.x; however, the **Create Rollover** dialog box has been enhanced to use the same controls as the **Get Picture** dialog box, so that you can see previews of the images you are importing.



When creating a rollover in a Web layout, you can only select a GIF, JPEG, or PNG file for the rollover image. The default image may be of another file type, but should be changed (in the **Modify** dialog box) to export as a GIF, JPEG, or PNG.



You can also create a rollover for any text box for which you have checked **Convert to Graphic on Export** in the **Modify** dialog box.

CREATING A TWO-POSITION ROLLOVER

You can now create a two-position rollover. In a two-position rollover, the object you move your mouse pointer over is separate from the object that dis-

plays the rollover. This means you can make text or picture boxes in different areas of the page rollovers. To create a two-position rollover:

- 1** Create a text or picture box. This is the origin box — the box that the mouse pointer will be moved over to invoke the rollover.
- 2** If the box is a text box, choose **Item** → **Modify** and check **Convert to Graphic on Export**.
- 3** Import a picture or text into the box.
- 4** Create another text or picture box. This is the target box — the box that will change its contents when the mouse pointer is moved over the origin box.
- 5** If the box is a text box, choose **Item** → **Modify** and check **Convert to Graphic on Export**.
- 6** Import a picture or text into the box. This is the default content for the box. The default content displays whenever the rollover effect is not active.
- 7** With the target box selected, display the context menu and choose **2-Position Rollovers** → **Create 2-Position Target**, or choose **Item** → **Rollovers** → **Create 2-Position Target**.



Context menu for a two-position rollover

- 8** Import a new picture or text into the target box; this content displays when the rollover is active.
- 9** In the **Web Tools** palette, select the **2-Position Rollover Linking** tool.
- 10** Click the origin box, then click the target box. This links the origin and target boxes so that when the mouse pointer is moved over the origin box, the content of the target box displays.
- 11** Save the layout. Choose **Page** → **Preview HTML** to export and preview the HTML.
- 12** In your Web browser, verify that the rollover displays as you want it to.

ADDING MULTIPLE TARGETS TO A TWO-POSITION ROLLOVER

You can have more than two targets in the same rollover box; this is useful if you want the target box to display a variety of images.

To add multiple target areas to a two-position rollover:

- 1** Repeat steps 1–9 in "Creating a Two-Position Rollover," creating the same number of origin boxes as target boxes.
- 2** Repeat steps 8–9 in "Creating a Two-Position Rollover" for each additional target you want to create.
- 3** Once all the targets are created, display the context menu and choose **2-Position Rollovers** → **Show**, or choose **Item** → **2-Position Rollovers** → **Show**. The **Show** submenu displays a list of all the target content (for example, "Picture 1," "Sunset," and so on).
- 4** In the **Show** submenu, choose the target you want to link the rollover to.
- 5** In the **Web Tools** palette, select the **2-Position Rollover Linking** tool.
- 6** Click the origin box, then click the target box. This links the origin and target boxes so that when the mouse pointer is moved over the origin box, the content of the target box displays.
- 7** Repeat steps 3–6 for each additional origin and target box.
- 8** Save the layout. Choose **Page** → **Preview HTML** to export and preview the HTML.
- 9** In your Web browser, verify that the rollover displays as you want it to.

LINKING A BASIC ROLLOVER AND A TWO-POSITION ROLLOVER

You can combine basic rollovers with two-position rollovers. To do so:

- 1** Create a basic rollover using a raster text box or a picture box.
- 2** Repeat steps 4–13 in "Creating a Two-Position Rollover," using the basic rollover as the origin box.



You cannot link two-position rollovers to two-position rollovers.

REMOVING TARGETS FROM TWO-POSITION ROLLOVERS

To remove the target from a two-position rollover:

- 1** Select the box containing the two-position rollover.
- 2** Display the context menu and choose **2-Position Rollover** → **Remove 2-Position Rollover**, or choose **Item** → **2-Position Rollover** → **Remove 2-Position Rollover**.

REMOVING A TARGET FROM A TWO-POSITION ROLLOVER BOX

To remove only a single target from a two-position rollover box:

- 1 Select the box containing the two-position rollover.
- 2 Display the context menu and choose **2-Position Rollover** → **Remove Target**, or choose **Item** → **2-Position Rollover** → **Remove Target**.
- 3 In the **Remove Target** submenu, select the image you want to remove.

UNLINKING A TWO-POSITION ROLLOVER

To unlink a two-position rollover:

- 1 In the **Web Tools** palette, select the **2-Position Rollover Unlinking** tool.
- 2 Click the origin box, then the target box, to be unlinked; this removes the link between the origin and target, but does not remove the content from the boxes.

FORM CONTROLS

QuarkXPress 6.0 provides several enhancements to form controls.

CHANGING THE CONTENT OF A BOX

You can easily change the content type of an existing box to **Form**. To do so:

- 1 Select the box.
- 2 Choose **Item** → **Content** → **Form**. The box is now a form box.



You can also display the context menu and choose **Content** → **Form**.

SPECIFYING A NEW MENU

The **New** button in the **Form** tab of the **Modify** dialog box has been changed to the **Menu** pop-up menu, from which you can choose **New** or an existing menu. The **Menu** pop-up menu is only available for pop-up menu and list box controls. Choosing **New** from the **Menu** pop-up menu displays the **Edit Menu** dialog box; for information about this dialog box, see Chapter 23, “Form Controls,” in *A Guide to QuarkXPress: Using QuarkXPress*.

DOWNSAVING FORMS

When a QuarkXPress project is saved in QuarkXPress 5.0 format, any form box that resides in a table cell will be converted to a table cell with a content of *None*.

OTHER ENHANCEMENTS TO FORM CONTROLS

- You can place a form on a layer.
- You can create form boxes in table cells.
- You can apply a color to a form box using the **Colors** palette or the **Color** pop-up menu in the **Box** tab of the **Modify** dialog box. However, you cannot specify a blend.
- Form boxes cannot overlap one another.
- You can place QuarkXPress items in a form box or form controls.

PREVIEWING AND EXPORTING HTML

*To make preview and export more convenient, **HTML Preview** and **HTML Export** features have been added to the context menu.*

PREVIEWING HTML

- 1 In a Web-optimized layout, display the context menu.
- 2 To preview the contents of your Web-optimized layout, choose **Preview HTML**.



Context menu for **Preview HTML**

- 3 In the **Preview HTML** submenu, choose the Web browser you want to use to display the pages. (Web browsers are specified in the **Preferences** dialog box.)
- 4 If you previously checked **Launch Browser** in the **HTML Export** dialog box, your Web browser will launch and display the Web-optimized layout as an HTML document.



You can also access the **Preview HTML** and **Export HTML** commands by displaying the context menu when a page in the **Layout** palette is selected, or from the **Page** menu.

EXPORTING HTML

- 1** In a Web-optimized layout, display the context menu.
- 2** To export the contents of your Web-optimized layout, choose **Export** → **HTML**.
- 3** Specify the location of the exported HTML in the **Export HTML** dialog box.
- 4** If you checked **Launch Browser** in the **HTML Export** dialog box, your Web browser will launch and display the Web-optimized layout as an HTML document.

OTHER ENHANCEMENTS TO WEB TOOLS

CHANGING A BROWSER NAME IN THE PREFERENCES DIALOG BOX

You can now change the name of a browser in the **Preferences** dialog box. To do so:

- 1** Choose **QuarkXPress** → **Preferences** (Mac OS) or **Edit** → **Preferences** (Windows).
- 2** In the **Browsers** pane of the **Preferences** dialog box, select the browser you want to rename and click **Edit**.
- 3** In the **Display Name** field of the **Edit Browser** dialog box, enter a new name for the selected Web browser and click **OK**.



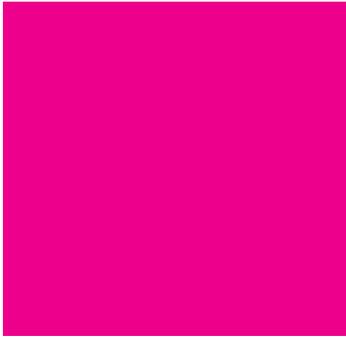
Changing the browser name only changes the way the name displays in QuarkXPress menus; it does not change the name of the application itself.

SPECIFYING CSS FONT FAMILIES

Creating font families for cascading style sheets gives you greater control over your design. By specifying a font family, you can determine what fonts will be used to display your Web page if the original font is not available to the user.

To specify a font family:

- 1** Choose **Edit** → **CSS Font Families**.
- 2** In the **CSS Font Families** dialog box, click **New**; the **Edit Font Family** dialog box displays.



The **Edit CSS Font Families** dialog box

- 3** Select the font you want to create a font family for; the name of the font displays in the **Name** area.
- 4** Choose a font from the **Generic Font** pop-up menu; the type of font you specify in the **Generic Font** pop-up menu will be used if none of the fonts specified in the font family are available to the browser displaying the Web page.
 - Choosing **Serif** specifies that the generic font is any standard serif font, such as Times.
 - Choosing **Sans Serif** specifies that the generic font is any standard sans serif font, such as Arial.
 - Choosing **Cursive** specifies that the generic font is any standard script font, such as Freestyle Script.
 - Choosing **Fantasy** specifies that the generic font is any special display font, such as Western.
 - Choosing **Monospace** specifies that the generic font is any standard monospace font, such as Courier.



You must specify a generic font.

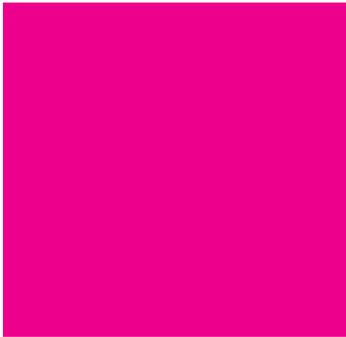
- 5** To add fonts to the font family, click a font in the **Available Fonts** list and click the **Add** arrow to move the font to the **Fonts in Font Family** list.
- 6** As fonts are added, they are assigned a level; levels are assigned in descending order. A level 1 font is the first font the browser will search for when the page is displayed; a level 2 font is the second font the browser will look for (if the first font cannot be found); and so on. You can enter up to 29 fonts in the **Font Family** list.
- 7** To change the level of a font, select the font in the **Font Family** list and click **Move Up** or **Move Down**.

- 8 To remove a font from the **Font Family** list, select the font in the **Font Family** list and click the **Remove** arrow.
- 9 Click **OK**. In the **CSS Font Families** dialog box, click **Save**.

SPECIFYING ADDITIONAL IMAGE EXPORT FOLDERS

You can now specify additional export folders for pictures and raster text boxes in Web layouts. To do so:

- 1 Select the text or picture box and choose **Item** → **Modify**, or display the context menu and choose **Modify**.
- 2 If you have selected a text box, check **Convert Image to Graphic on Export**.
- 3 In the **Export** tab, enter a name for the export folder in the **Export To** field. If multiple folders have been specified, the **Export To** field changes to the **Export To** pop-up menu and displays up to seven folders.



The **Export** tab

- 4 Click **OK**. When the Web-optimized layout is exported, a folder with the name you specified will be created and the selected image will be exported to that folder.



All folders are created at the root level of the export directory.

You can multiple-select pictures and raster text boxes, then specify an export directory in the **Export** tab of the **Modify** dialog box.

Chapter 10: Other Changes in QuarkXPress 6.0

CHANGES TO QUARKXPRESS MENUS

New features and changes in operating system support have led to changes in some QuarkXPress menus and their commands. A new menu, **Layout**, is now part of the QuarkXPress interface on Mac OS and Windows. On Mac OS, you can take advantage of the new **QuarkXPress** and **Window** menus. Additionally, you'll notice that some commands have moved from the **View** menu to the **Window** menu.

You may notice menu changes besides those detailed in this section. For information about other menu changes, see the information about the individual feature for the menu command.

USING THE LAYOUT MENU

The **Layout** menu contains the commands that let you manipulate layout spaces. Use this menu to create, edit, delete, or duplicate a layout space, and to maneuver between layout spaces within a project.



For more information about layout spaces, see Chapter 1, "Layout Spaces."

USING THE QUARKXPRESS MENU — MAC OS ONLY

The **QuarkXPress** menu is the first menu on the left. This menu contains the same commands that you find in the application menu for other OS X applications. Use this menu to display information about QuarkXPress, to hide or show QuarkXPress and other applications, to access preferences, and to quit QuarkXPress.



The **QuarkXPress** menu contains the same options as other OS X applications.

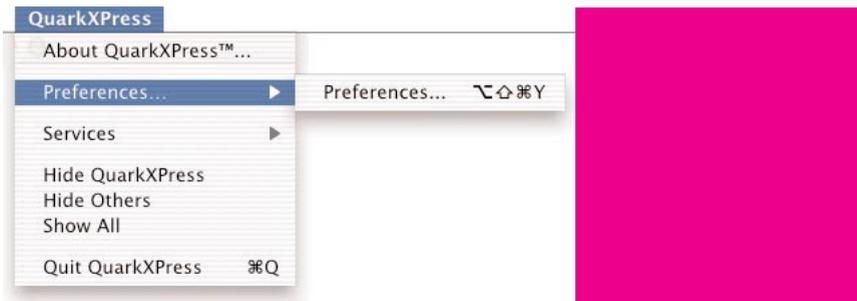
DISPLAYING INFORMATION ABOUT QUARKXPRESS

The **About QuarkXPress** command lets you display the splash screen for QuarkXPress and the **QuarkXPress Environment** window. The **QuarkXPress Environment** window displays information specific to the active QuarkXPress application, including a list of active QuarkXTensions software and third-party XTensions software.

- To display the QuarkXPress splash screen, choose **QuarkXPress → About QuarkXPress**.
- To display the **QuarkXPress Environment** window, press Option as you choose **QuarkXPress → About QuarkXPress**.

ACCESSING PREFERENCES

In earlier versions of QuarkXPress, you accessed preference settings through the **Edit** menu. The **Preferences** command is now located in the QuarkXPress menu. To access the **Preferences** dialog box, choose **QuarkXPress → Preferences**.



Use the **Preferences** submenu to access preference commands on Mac OS.

USING SERVICES

To use an application service, choose **QuarkXPress → Services**, and choose the appropriate service from the submenu. For information about services, see the documentation provided with Mac OS X.

SHOWING AND HIDING APPLICATIONS

The **QuarkXPress** menu **Show** and **Hide** commands let you specify which applications display on your screen:

- Choose **QuarkXPress → Show QuarkXPress** to display QuarkXPress and the active project. Choose **QuarkXPress → Hide QuarkXPress** to remove QuarkXPress from the screen without quitting the application.
- Choose **QuarkXPress → Show Others** to display all other applications that are running. Choose **QuarkXPress → Hide Others** to remove all other applications from the screen without quitting them.
- Choose **Show All** to display all applications that are running.

QUITTING QUARKXPRESS

In earlier versions of QuarkXPress, you accessed the **Quit** command in the **File** menu. The **Quit** command is now located in the **QuarkXPress** menu.

VIEW MENU CHANGES

The **Show** and **Hide** commands for all QuarkXPress and QuarkXTensions software palettes have been removed from the **View** menu. These commands are now located in the **Window** menu. Use the **Show** command to display a given palette; use the **Hide** command to close a given palette.



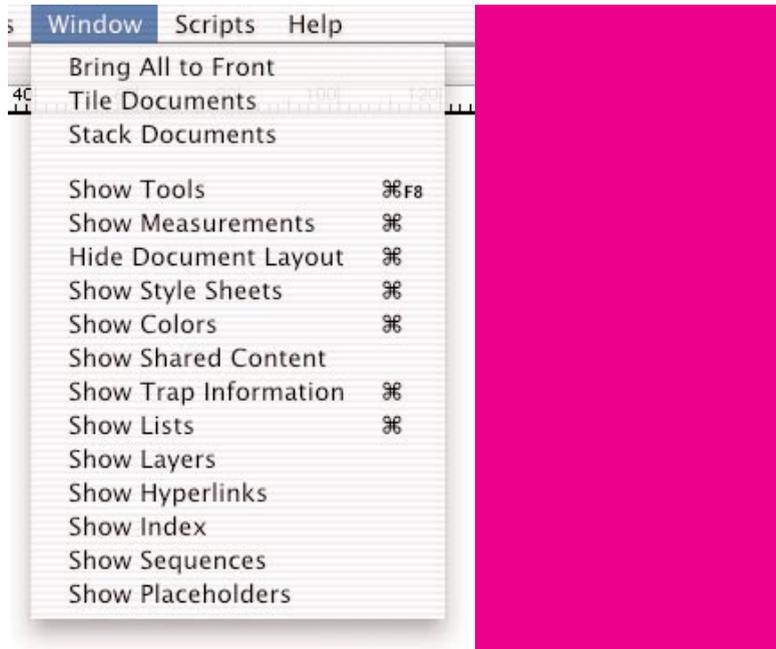
While the **Show** and **Hide** commands for palettes are now located in the **Window** menu, the **Show** and **Hide** commands for project features — guides, baseline grid, rulers, invisibles, and visual indicators — remain in the **View** menu.

WINDOW MENU CHANGES — WINDOWS ONLY

The **Show** and **Hide** commands for all QuarkXPress and QuarkXTensions palettes have been moved to the second section of the **Window** menu. Use the **Show** command to display a given palette; use the **Hide** command to close a given palette.

USING THE WINDOW MENU ON MAC OS — MAC OS ONLY

The **Window** menu has been added to QuarkXPress for Mac OS, and its functionality parallels the behavior of the **Window** menu in QuarkXPress for Windows. Use this menu to specify how open projects display on-screen, and to specify which palettes display.



Use the **Window** menu to specify how projects display on-screen and to open or close a palette.

The first section of the **Window** menu lets you specify how multiple open projects display on the monitor:

- Use the **Bring All to Front** command to bring forward all open QuarkXPress windows, while maintaining their current locations, sizes, and stacking order on the screen.
- Use the **Tile** command to resize project windows so equal portions of all open projects display on-screen. The active project always displays in the upper left part of the main monitor; the most recently active projects display from left to right and top to bottom. If **Tile to Multiple Monitors** is checked in the **Display** pane of the **Preferences** dialog box (**QuarkXPress** → **Preferences**), you can use more than one monitor for tiling projects. The **Tile** command performs the same function as the **Tile Documents** command chosen from the **View** menu (**View** → **Windows** → **Tile Documents**) in previous versions of QuarkXPress for Mac OS.
- When you choose **Stack**, QuarkXPress layers multiple open projects so a small portion of each project's menu bar displays. The **Stack** command performs the same function as the **Stack Documents** command chosen from the **View** menu (**View** → **Windows** → **Stack Documents**) in previous versions of QuarkXPress for Mac OS.

The **Show** and **Hide** commands for all QuarkXPress and QuarkXTensions palettes are now located in the second section of the **Window** menu. Use the **Show** command to display a given palette; use the **Hide** command to close a given palette.



While the **Show** and **Hide** commands for palettes are now located in the **Window** menu, the **Show** and **Hide** commands for project features — guides, baseline grid, rulers, invisibles, and visual indicators — remain in the **View** menu.

The third section of the **Window** menu displays a list of all open projects. Use this menu to choose which project is active (in the front). Projects containing unsaved changes display a bullet next to their names.

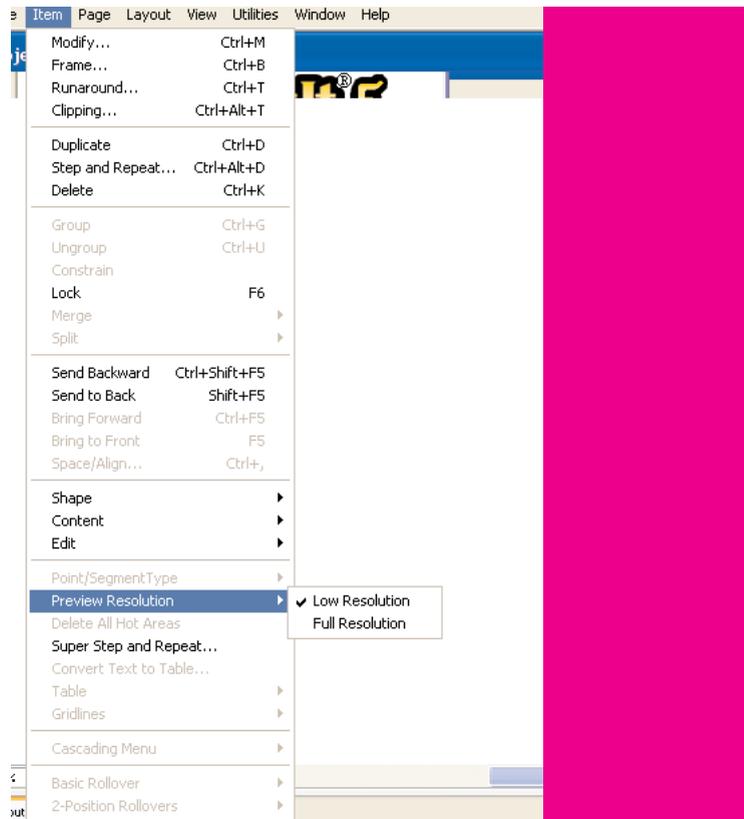
FULL-RESOLUTION PREVIEW

QuarkXPress 6.0 can display pictures on-screen using the picture file's full resolution. This allows you to scale or magnify the image with minimal pixelation (as long as the source image has a high enough resolution to accommodate the magnification).

APPLYING FULL RESOLUTION PREVIEW TO SELECTED IMAGES

To apply the **Full-Resolution Preview** feature to selected images:

- 1** Select the picture. (You can also multiple-select pictures.)
- 2** Choose **Item** → **Preview Resolution** → **Full Resolution**. When **Full Resolution** is checked, the full resolution of the image is used to display the image.



To display selected pictures at full resolution, choose **Item** → **Preview Resolution** → **Full Resolution**.



If the image is listed as **Missing** or **Modified** in the **Picture** tab of the **Usage** dialog box, an alert will display, allowing you to update the path to the pictures.

Full Resolution Preview will not be applied to GIF files, PICT files, or WMF files.

APPLYING FULL RESOLUTION PREVIEW WHEN IMPORTING PICTURES

To apply the **Full Resolution Preview** feature to a picture at import:

- 1 Select a picture box and choose **File** → **Get Picture**.
- 2 In the **Get Picture** dialog box, click the **Full Resolution Preview** tab.
- 3 In the **Full Resolution Preview** tab, check **Create Full-Resolution Preview**.
- 4 Click **OK** to import the picture with a full-resolution preview.

DISPLAYING FULL RESOLUTION PREVIEWS IN A LAYOUT

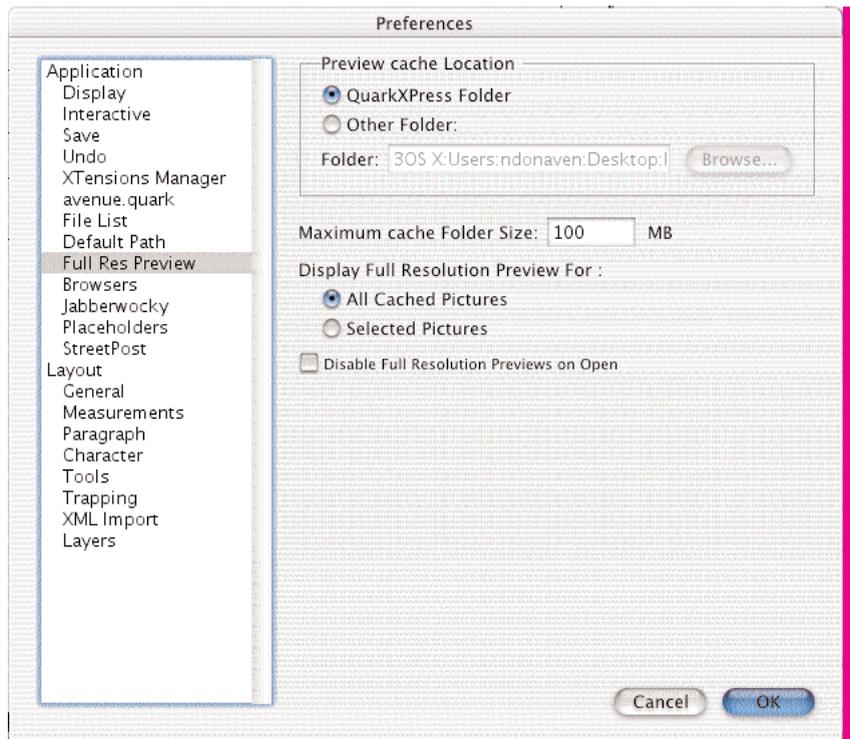
To display full-resolution previews for the entire layout:

- 1 Choose **View → Show Full Res Previews**.
- 2 Any pictures that are set to display at full resolution (**Item → Preview Resolution → Full Resolution**) will do so.

SETTING PREFERENCES FOR FULL RESOLUTION PREVIEW

When **Show Full Res Previews** is on, the preview files for any pictures imported from a network volume will be cached in a folder named “Preview Cache.” To change the location of this cache folder, and to change other preferences for **Full Resolution Preview**:

- 1 Choose **QuarkXPress → Preferences (Mac OS)** or **Edit → Preferences (Windows)**.



Change the way **Full Resolution Preview** works by editing the settings in the **Full Res Preview** pane of the **Preferences** dialog box.

- 2 In the **Full Res Preview** pane, click **Other Folder** in the **Preview cache location** area. When **Other Folder** is selected, the **Browse** button is available; navigate to another folder and click **OK**.

- 3 To change the maximum size of the folder containing the preview cache files, enter a value in the **Maximum Cache Folder Size** field. The default value is 100MB.



If you import pictures from a network volume and do not have enough disk space to create the full resolution preview, an alert will display and the image will display at low resolution.

If the resolution of any selected pictures is lower than 91 dpi, an alert will display and the image will display at low resolution.

- 4 To specify when pictures are displayed at full resolution, click a radio button in the **Display Full Resolution Preview For** area:
 - When **All Full Resolution Previews** is selected, all pictures in the project that are set to display at full resolution will be displayed at full resolution. **All Full Resolution Previews** is the default setting.
 - When **Selected Pictures** is checked, pictures set to display at full resolution will only do so when they are selected. When a picture is not selected, it will display a low-resolution preview.
- 5 To turn off **Full Resolution Preview** when opening a project, check **Disable Full Resolution Previews on Open**. When **Disable Full Resolution Previews on Open** is checked, projects opened in QuarkXPress do not display images at full resolution when opening the project. If **Full Resolution Preview** has been specified for selected pictures, the pictures retain that setting; however, they do not display at full resolution unless you chose **View → Show Full Resolution**. When **Disable Full Resolution Previews on Open** is unchecked, pictures that were set to display at full resolution will display at full resolution when the project is opened (if **View → Show Full Resolution** is selected).



The **Disable Full Resolution Previews on Open** check box is useful if you have a project containing many graphics that are set to display at full resolution; by checking **Disable Full Resolution Previews on Open**, you can significantly decrease the amount of time it takes to open a project.

To turn **Full Resolution Preview** off while you are working in the layout, choose **View → Hide Full Res Preview**.

PRINTING WITH FULL RESOLUTION PREVIEW

If you specify **Low Resolution** in the **Print** dialog box (**Options** tab → **Output** pop-up menu), all pictures in the layout, including any pictures set to display at full resolution, will print at low resolution.

If you print a raster EPS file to a non-PostScript device, and the picture is set to display at full resolution, the full-resolution preview will print.

SUPPRESSING ITEM OUTPUT

The **Suppress Output** check box replaces the **Suppress Printout** check box in the **Attributes** dialog box (**Layers** palette), the **Modify** dialog box (**Item** → **Modify**), and the **Layer** preferences (**QuarkXPress** → **Preferences** → **Layers** pane on Mac OS or **Edit** → **Preferences** → **Layers** pane on Windows).

The **Suppress Picture Output** check box replaces the **Suppress Picture Printout** check box in the **Modify** dialog box **Picture** tab (**Item** menu).

ENTERING ZAPF DINGBATS OR SYMBOL FONT FOR A SINGLE CHARACTER — MAC OS ONLY

The keyboard command to enter a single character in the Zapf Dingbats font has been changed to ⌘+Option+Z.

The keyboard command to enter a single character in the Symbol font has been changed to ⌘+Option+Q.

OTHER CHANGES

Following is feature information that changed in QuarkXPress 5.x after “A Guide to QuarkXPress: Using QuarkXPress” was completed. These changes are also relevant to QuarkXPress 6.0.

QUARKCMS QUARKXTENSIONS SOFTWARE

Windows only: If you are using QuarkXTensions software, QuarkCMS, the **Color Management** pop-up menu in the **Color Management Preferences** dialog box has been changed to the **Color Management Active** check box; activate QuarkCMS by checking **Color Management Active**. Because of this change, QuarkCMS for Windows will use the Kodak CMM (Color Management Module); you will not be able to choose a different CMM. (This is a change to “Setting Color Management Preferences” and “Changing Profiles Before Printing” in the “Using Color Management” section of Chapter 12, “Color,” in *A Guide to QuarkXPress: Using QuarkXPress*.)

CHANGES TO QUARKXPRESS PASSPORT*ENHANCED SPELL CHECKING FEATURE*

An additional spelling dictionary is available for Dutch, French, German, Italian, Reformed German, and Swiss German in QuarkXPress Passport™. When you check spelling for these languages, you can now choose whether you want to use the new dictionary, or the original dictionary from QuarkXPress or QuarkXPress Passport 5.0.

QuarkXPress automatically uses the new dictionary to check spelling when AltSpellchecker QuarkXTensions software is loaded. AltSpellchecker is loaded by default when you install QuarkXPress.

To use the original QuarkXPress dictionary to check spelling, disable AltSpellchecker either using the **XTensions Manager (Utilities menu)**, or by removing it from the “XTension” folder before launching QuarkXPress.

ENHANCED HYPHENATION FEATURE

An additional hyphenation option called **Extended 2.0** is available for Dutch, French, German, Italian, Reformed German, and Swiss German. To change the hyphenation option, choose **Edit → Preferences → Paragraph** pane, and then choose the option in the **Hyphenation area Method** pop-up menu. **Extended 2.0** is the default option.

USING REFORMED GERMAN

For users running German operating systems, the default paragraph language is German, so existing layouts do not reflow. However, if you want to use Reformed German as your default paragraph language, regardless of your **Program Language** setting (**Edit menu**), follow these steps.

- 1 Close all open projects.
- 2 Choose **Edit → Style Sheets**.
- 3 Select the **Normal** paragraph style sheet and click **Edit**.
- 4 In the **Formats** tab, set the **Language** pop-up menu to **German, Reformed**.
- 5 Click **OK** and then click **Save**.

If your program language is Swiss German, continue to set your program language to **Swiss German (Edit → Program Language)** if you want to use Swiss German keyboard commands. This will still allow you to set the paragraph language to **Reformed German** so you can use the Reformed German hyphenation rules and dictionary.