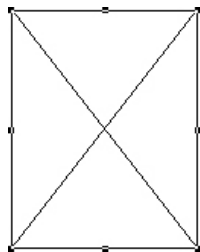# week::nine

QuarkXPress

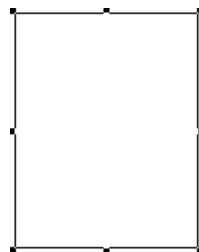### History

Overview
- o Work area
- o Tools
  - ▪ Item tool
  - ▪ Content tool
- o Menus
  - ▪ Contextually-sensitive Style menu
- o Palettes
  - ▪ Measurements
- o Views
  - ▪ Actual Size: Command–1
  - ▪ Fit to Window: Command–0
  - ▪ Zoom In: Command–+
  - ▪ Zoom Out: Command––
  - ▪ Switch cursor temporarily to the Hand tool: Option key
  - ▪ Redraw content while dragging: Click-and-pause

Content Boxes
- o Boxes are defined by what they contain:
  - ▪ Picture
  - ▪ Text
  - ▪ Nothing (None)
- o Box Samples

Picture Box   Text or None Box

- o Boxes can be almost any shape, including Bézier curves.
- o Boxes can be converted from one type to another
  - ▪ Use the Item > Content > *Option* menu to change box types.
  - ▪ Existing content will be removed when the type is changed.

Modifications
- o Most changes to a container box can be made through the Modify menu.
  - ▪ Item > Modify (Command-M)

Working with Images
- o Creating new picture boxes
- o Importing images
  - ▪ With the content tool, select a picture box and select the File > Get Picture… menu item (Command-E).
- o Positioning an image inside a picture box with the Content tool.
- o Scaling an Image
  - ▪ Command-Option-Shift-F: Fit the image into the vertical dimension of the box.
  - ▪ Command-Option-Shift-Drag: Resize the box and image at the same time.
  - ▪ Use either the Measurements palette or the Modify (Command-M) dialog box to scale an image numerically.

Working with Type
- o Creating new text boxes
- o Importing text
  - ▪ With the content tool, select a text box and select the File > Get Text… menu item (Command-E).
- o Defining columns
  - ▪ Item > Modify, then select the Text tab
- o Linking between text boxes
  - ▪ Allows text to flow from one text box to another
  - ▪ Using the Link and Unlink tools
- o Working with runaround
- o Formatting with the Measurements palette

Defining Colors
- o Use Edit > Colors… to define and edit colors.
- o Use View > Show Colors (F12) to display the Color palette.
- o Border, Text and Fill color options
- o Drag and drop of colors is NOT supported in QuarkXPress.

Defining Styles
- o Styles allow you to create a pre-defined set of character and paragraph settings and apply them simultaneously to text in a document.
- o Use Edit > Style Sheets… to define and edit styles.
- o Use View > Show Style Sheets (F11) to display the Style Sheet palette.