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# Guide Master

Version 1.0



# Guide Master

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# Guide Master

## Introduction

Guide Master is an XTension for QuarkXPress<sup>®</sup> versions 3.1 and higher. Guide Master allows the user to create, modify and add guides to XPress documents by defining their coordinates. Additionally, Guide Master creates grids of guides and can place guides around text or picture boxes.

## Minimum System Requirements

Guide Master is designed for QuarkXPress 3.1.

Guide Master is network protected and is fully compatible with floppy, RAM, or hard disks.

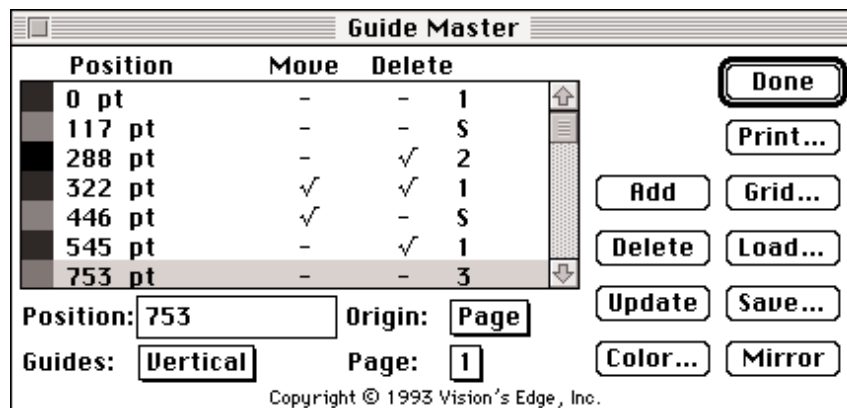
This manual assumes that you are familiar with standard Macintosh procedures such as basic use of the mouse, clicking, pulling down menus, copying files, and copying disks. If any of these procedures are new to you, please refer to your Macintosh user's manual.

## Installing Guide Master

The Guide Master disk that you have purchased contains the file Guide Master. To install Guide Master, drag the file into the same folder that contains the QuarkXPress application. After this has been done, place the original Guide Master disk in a safe place.

## Viewing Guides

Guide Master allows the user to view and change system guides and the XTension's own guides through the Guide Master dialog. To activate the Guide Master dialog, select Guide Master from the Utilities menu.



The Guide Master dialog

To choose whether to view horizontal or vertical guides, make a selection from the Guides popup menu.

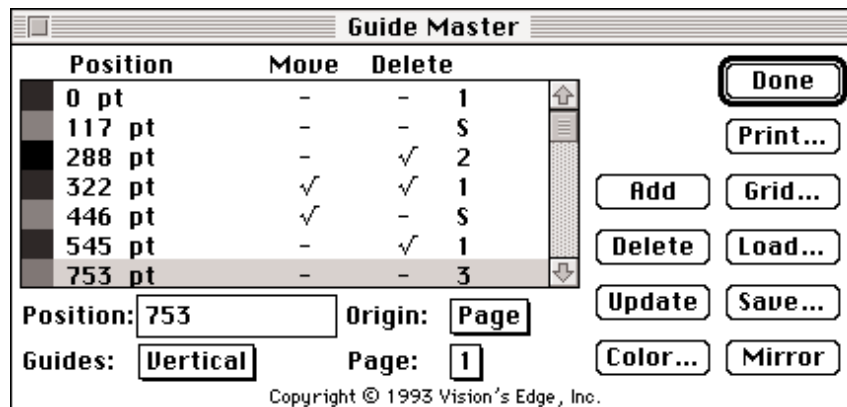


The user may also choose to view page guides (which extend only to the edges of the page) or spread guides (which extend across the entire spread) by selecting either Page or Spread from the Origin popup menu. The popup menu found beneath the Origin menu on the dialog allows the user to select either the page or spread number whose guides are being viewed.

# Guide Master

Origin:  Page  
 Spread

The Guide Master dialog displays all of the horizontal or vertical guides on the specified page or spread in a scrolling window. At the left side of the window, a swatch of color indicates the color in which the guides display on the screen. The next column indicates the position of each guide.



The Guide Master dialog showing check marks in the guide display window

The following two columns are labeled Move and Delete and display either a dash (-) or a check mark (>). Clicking on the dash or check mark toggles between the two symbols. Guides displaying a check mark in the Move column are locked into position. A locked guide may not be moved by dragging it around the document with a mouse. Likewise, a guide displaying a check mark in the Delete column is not deletable. An undeletable guide may not be deleted from the document by dragging it off into the ruler bar. The final column in the Guide Master's guide display window indicates the guide's type.

There are four types of guides displayed and manipulated through Guide Master. One is the system guide, which displays as S in the guide display window. A system guide is the default guide a user can create in QuarkXPress by dragging the mouse out of the ruler bar. The other three types of guides manipulated in the Guide Master are the XTension's own Master Guides, displayed as 1, 2, and 3 in the guide display window.

The color in which each type of guide is displayed on the screen may be changed by selecting a guide in the guide display window of the appropriate type, then clicking the Color button. The user may then select a color from the color picker dialog, then click the OK button to return to the Guide Master dialog.

## Changing Guides

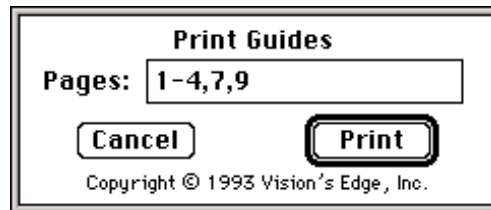
To add a guide to the current page or spread, enter a number to indicate the horizontal or vertical coordinate of the new guide in the Position field, then click the Add button. The new guide appears in the guide display window as Master Guide type 1. To change the type of a guide, click on the colored swatch at the left side of the guide information. The guide type changes each time this is clicked from 1 to 2 to 3 to S, then back to 1 to allow the user to choose the guide type.

# Guide Master

An already existing guide's location may be quickly changed, as well. First, select the guide in the guide display window. Then enter a new number in the Position field to give the guide a new horizontal or vertical coordinate. Finally, click the Update button. Removing guides is just as easy. Simply select the desired guide in the guide display window and click the Delete button.

Guide Master allows the user to reverse the position of the currently displayed set of guides. Click on the Mirror button and the guides displayed in the scrolling list flip to a mirror image of their previous positions.

The user may also print out a listing of the location of the guides in the document. Click the Guide Master dialog's Print button to activate the Print Guides dialog.

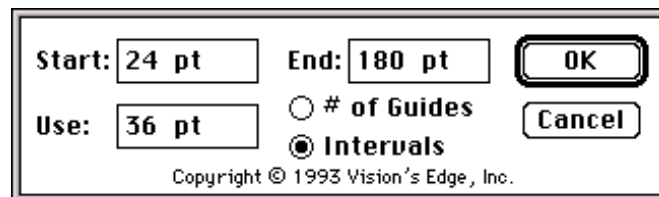


The Print Guides dialog

Enter the pages whose guides are to be printed into the Pages field. Pages may be listed by number, separating them with commas, or a range of pages may be specified using a hyphen, as shown in the example above. To print out information on guides on all pages of a document, enter ALL into the Pages field. Click the Print button to print a listing of the guides on the indicated pages.

## Creating a Grid of Guides

Guide Master offers the user the convenience of automatically creating an evenly-spaced grid of guides. To create a grid, first select the page or spread the guides should appear on and choose whether the guides are to be horizontal or vertical using the popup menu on the Guide Master dialog. Next click the Grid Master dialog's Grid button. The Guide Grid dialog appears.



The Guide Grid dialog

When creating a grid of guides, first select the starting coordinate and ending coordinate for the grid. Enter these values into the Start and End fields. Next, select either the # of Guides radio button or the Interval radio button.

Choosing the # of Guides radio button indicates that the grid will consist of the number of guides entered in the Use field. This allows the user to divide a certain area of the page or spread into a specific number of even areas using the guides.

# Guide Master

Choosing the # of Guides radio button indicates that the grid will consist of guides spaced apart according to the distance entered in the Use field. This allows the user to specify the distance the guides in the grid are placed from each other.

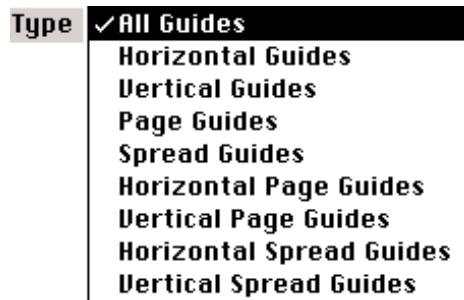
When the controls on the Guide Grid dialog are set, click the O K button. Guide Master quickly calculates the position of the guides and adds them to the guide display window.

## Storing and Retrieving Guide Sets

Guide Master makes it easy to save a set of guides to use over and over again. To save the guides for the page and spread which is currently displayed on the Guide Master dialog, click on the dialog s Save button. A dialog appears, prompting the user to select a location and name for the saved data file.

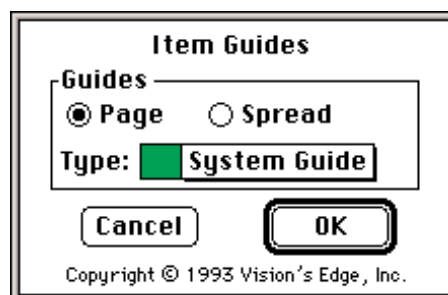
Guides are saved to a file, they may be retrieved into another document by using the Guide Master dialog s Load button. When the Load button is clicked, a dialog appears. Select the desired data file whose guides should be imported into the document.

At the bottom of the Load Guides dialog is a popup menu and a check box. The check box, labeled Overwrite Guides, allows the user to choose whether to add the guides from the data file to the document s existing guides or if the already-resident guides should be removed before the new guides are added to the document. The Type popup menu allows importation of only a particular type of guides from the data file. These choices include:



## Creating Item Guides

Another convenient way Guide Master allows the user to place guides is by creating item guides. Item guides are guides which are placed on all four sides of a text or graphic box. To create item guides, select a box in the document and select Item Guides from the Utilities menu. A dialog appears.

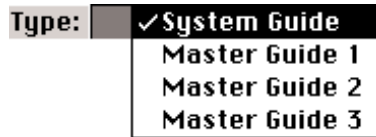


The Item Guides dialog

# Guide Master

On the Item Guides dialog, use the Page and Spread radio buttons to choose whether the guides created should be page guides or spread guides. Then select the type of guide from the Type popup menu to tell Guide Master what kind of guides are to be created.

The choices of guide types are:



When the controls on the dialog are set as desired, click the O K button. Guide Master creates the guides along all four sides of the box.