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Extensis Corporation
55 SW Yamhill, 4th Floor
Portland, OR 97204
Telephone: (503) 274-2020
Fax: (503) 274-0530
Technical Support: (503) 274-7030
AOL: Extensis
CompuServe: 70242,33
<http://www.extensis.com>
E-Mail: info@extensis.com

QX-Tools

Introduction

Welcome to Extensis QX-Tools. You've just purchased a collection of XTensions™ that enable you to work faster, easier and more efficiently in QuarkXPress®. QX-Tools was designed to address the everyday needs of QuarkXPress users.

The 15 XTensions in QX-Tools share a consistent user interface and are designed and tested to work smoothly with QuarkXPress 3.32. We believe you'll find QX-Tools a natural extension of QuarkXPress. QX-Tools and QuarkXPress—standard equipment for creative professionals.

System and Software Requirements

To use QX-Tools, you need the following software:

- Apple® Macintosh® System 7.1.1 or later
- QuarkXPress 3.32 or later

Installation

Before installing, turn off any anti-virus software and extensions, except for your CD-ROM extensions. Then restart your computer.

1. **Insert the disk that came with your product.**

If you received a CD-ROM version, you will notice that other Extensis products are available for you to install. These products are full working versions of Extensis products that you can run in Demo mode.

2. **Double-click the installer icon.**

The Introduction dialog box appears.

3. **Click the Continue button.**

The Welcome dialog box appears. Release notes and special instructions are displayed in this window. It is important that you read these release notes since they contain information not included in the manual. You should save or print these release notes before continuing the installation.

4. **Click the Continue button.**

The Installation dialog box appears.

5. **Click the Install button.**

The Disk Selection dialog box appears. The dialog box requests that you select the disk on which you want the Extensis product installed.

6. **Select a disk.**

Once a disk has been selected, you will need to locate the application for which you want to install the Extensis product.

7. **Click the Select button.**

Once installation is complete, the successful installation dialog appears. The installer will prompt you to restart your computer if necessary.

Registration

It is important to register your copy of QX-Tools so we can provide you with service. Registered users of QX-Tools are eligible for technical support, information regarding new versions, products and discounts and special offers on new products.

QX-Tools includes electronic registration, so registering has never been easier! The first time QuarkXPress is launched, after QX-Tools is installed, the QX-Tools Personalize dialog box appears. To personalize QX-Tools, type your name, company and QX-Tools registration number. Your product registration number is located on your QX-Tools manual. If you choose not to personalize your copy, QX-Tools will run in a 30-day demonstration mode.

Once you have personalized QX-Tools, a dialog box appears asking if you would like to register. To register QX-Tools, click the Register QX-Tools button and an electronic registration screen appears. After you've completed the registration screen, a Market Research screen and a System Configuration screen will follow. The Market Research screen asks basic questions which enable us to better understand your needs. The System Configuration screen provides a "snapshot" of your system configuration which enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional, if you don't want to send this information to Extensis, you may check the checkbox at the bottom of these screens.

If you have a modem connected to your computer, you can register toll-free by modem. If you do not have a modem, you can print the registration sheet and register either by faxing it to (503) 274-0530 or drop it in the mail in the postage-paid envelope provided. If you don't have access to a modem or printer, you can still register by filling out a registration sheet located at the end of this manual.

Technical Support

For questions regarding QX-Tools, please first refer to this manual, which describes the features and basic operations. If you have a question or problem that is not addressed in the Troubleshooting section or the manual, technical support is available at **(503) 274-7030**, Monday through Friday, between the hours of 8:00 a.m to 5:00 p.m. Pacific time.

When calling technical support, please be at your Macintosh® and have the following information available: your QX-Tools registration number, your Macintosh configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

Tip

We can also be reached via fax at **(503) 274-0530**, or through the online services listed below.

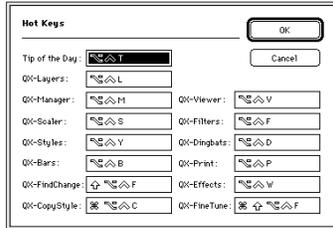
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E-Mail: support@extensis.com
Web: <http://www.extensis.com>

Suggestions

We'd love to hear your comments about QX-Tools, ideas for new XTensions, or improvements on existing XTensions. A suggestion sheet is included at the end of this manual. Please fax or mail your comments and suggestions to Extensis.

QX-Tools Keyboard Shortcuts

The QX-Tools XTensions can be quickly accessed by a keyboard shortcut. Each XTension has its own default hot key and you can modify hot keys to your preference. To modify the QX-Tools hot keys, choose QX-Tools Prefs from the Preferences submenu of the Edit menu.



QX-Bars



QX-Bars button



QX-Bars brings the one-click convenience of toolbars to QuarkXPress, offering instant access to hundreds of QuarkXPress commands, tools and menus. Several preconfigured toolbars are provided that include tools and commands that any QuarkXPress user will find immediately useful.

But since not all users are the same, QX-Bars gives you the power to customize toolbars by adding, removing or arranging buttons to your preference. Also, toolbars can be displayed or hidden as needed. For example, you can create a toolbar specifically for formatting text but keep it hidden until needed.

QX-Bars even allows you to create custom buttons for accessing QuarkXPress menus, files, folders and other applications through the toolbar. For example, the Font menu, QuarkXPress files and folders or an application, such as Photoshop, can be launched through toolbar buttons. QX-Bars gives you the power to work more efficiently by putting the commands you use most, right at your fingertips.

SmartBars

SmartBar automates the task of creating buttons and toolbars by watching and recording your menu selections. Just turn on the SmartBar option and SmartBar begins watching you work. As you use QuarkXPress menu commands, SmartBar creates a corresponding list of buttons (up to 15). With a click of a button, you can convert these SmartBar buttons into a toolbar. Then, instead of searching for a command in a menu, just click a toolbar button.



The Watch Me button

To turn on or off SmartBar:

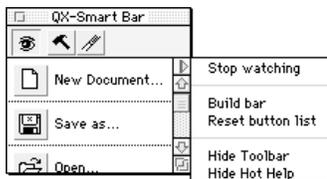
- **Choose SmartBar in the View menu.**

SmartBar immediately begins watching you work and creates a button for each menu command you select. ("Watch Me" only functions when SmartBar is open and Watch Me is turned on.) You can turn SmartBar on and off by clicking the "Watch Me" button in SmartBar.

To see SmartBar options:

- **Click the arrow above the SmartBar scroll bar.**

A pop-up menu appears, displaying a list of options. The first three options correspond to the buttons along the top of the SmartBar palette. The fourth option allows you to hide the toolbar at the top of the SmartBar palette. The final option allows you to turn on and off Hot Help.

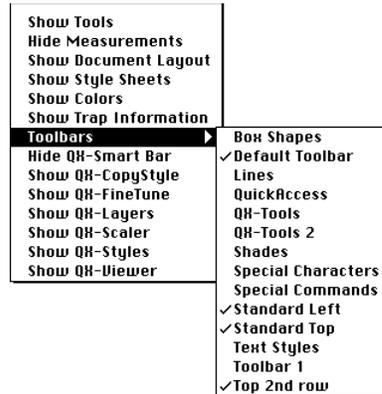


Displaying or Hiding Toolbars

To display or hide toolbars:

1. Choose Toolbars from the View menu.

A pop-up list of toolbars appears. Checked toolbars are visible.



2. Select a toolbar from the list.

Selecting an unchecked toolbar displays it, selecting a checked toolbar hides it.

Resizing and Embedding Toolbars

To move a floating toolbar:

- Click and drag the toolbar's title bar or any gray area around the buttons and move to the desired location.

To resize a floating toolbar:

1. Position the cursor over the resize box at the bottom right corner of the toolbar.

2. Click and drag the toolbar in any direction.

The cursor displays as a two-way arrow and an outline appears as the toolbar is resized. As you drag, the outline indicates the toolbar's new size which snaps to fit the buttons.

To embed a floating toolbar:

- Drag the floating toolbar to the top, bottom, left or right side of the screen.

When you release the mouse button, the toolbar embeds into the side of the screen.

To detach an embedded toolbar:

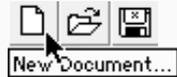
1. Position the pointer in the gray area surrounding the buttons.

2. Drag the toolbar away from the edge of the window.

The embedded toolbar becomes a floating palette with a title bar.

Tip

Hot Help enables you to hold the pointer over any toolbar button to instantly view a button's name. This is useful for discovering a button's function and is available for all QX-Tools XTensions.



Tip

Double-clicking the title bar or gray area around toolbar buttons embeds a floating toolbar to the edge of the screen. Double-clicking an embedded toolbar detaches it to become a floating toolbar.

Creating and Editing Toolbars

To automatically create buttons and toolbars using SmartBar:

- Click the “Build Bar” button to create a toolbar containing all buttons listed. Or, select one or more buttons in the SmartBar palette using the Shift key and click the “Build Bar” button. A QX-Bar containing the SmartBar buttons is automatically created for you.



The Build Bar button



The Reset List button



The Edit Toolbars button



Fit box to picture



Fit picture to box



Ungroup all

Tip

Three special feature buttons are available in the QX-Tools Category. The Fit box to picture button instantly resizes the picture box to fit the picture. The Fit picture to box button resizes the picture to fit the picture box. The Ungroup all button ungroups nested sets of grouped objects.

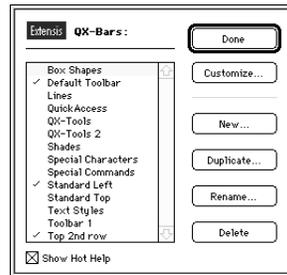
To clear the SmartBar button list:

1. Click the “Reset List” button.
2. To empty the button list in SmartBar, click OK in the dialog box that appears.

To create and edit toolbars:

1. Choose Edit Toolbars from the Edit menu or click the Edit Toolbar button on a toolbar.

The Edit QX-Bars dialog box appears. A list of available toolbars is displayed. A checkmark to the left of the toolbar name indicates the toolbar is visible. To hide a toolbar, click on the checkmark. The toolbar and checkmark disappear.



To create a new toolbar, click the New button.

To duplicate a toolbar, click the Duplicate button.

A New Toolbar Name dialog box appears. Once the toolbar is named, the new toolbar will include the same buttons as the original.

To rename a toolbar, click the Rename button.

To delete a toolbar, click the Delete button.

The highlighted toolbar is deleted.

To customize a toolbar, click the Customize button.

Adding and Deleting Buttons

A toolbar needs to be visible before adding or deleting toolbar buttons.

To add buttons to a toolbar:

Tip

To instantly create a new toolbar, simply drag a button to the desktop from the Customize dialog box.

1. Choose Edit Toolbars from the Edit menu.

The QX-Bars dialog box appears.

2. Click the Customize button.

The Customize QX-Bars dialog box appears.

3. Select a Category.

Once a Category is selected, the buttons from that category appear in the Buttons field. If you hold your pointer over a button, the Description field displays the button's description.

4. Click and drag a button to the toolbar.

Once the button is dragged onto the toolbar, the toolbar will update to display that button on the toolbar.

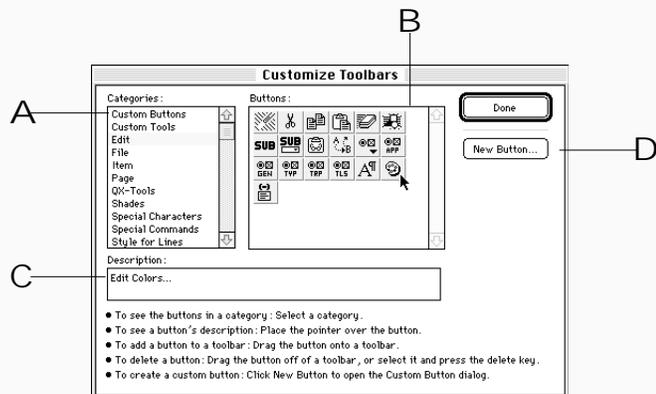
The Customize QX-Bars dialog box

A The Categories field displays a list of available categories. Each category contains its own set of buttons. For example, the Style Category displays buttons that represent the commands available from the QuarkXPress Style menu.

B The Buttons field displays buttons for the currently selected Category. Holding your pointer over a button displays a description of the button in the Description field. Buttons can be dragged from the Buttons field and added to any new or existing toolbars.

C The Description field displays a description of the currently selected button.

D The New button displays the Edit Custom Button dialog box. You can create new buttons to access keystroke commands, menu items and Finder items.



Tip

To delete buttons without opening the Customize dialog box, simply drag a button off a toolbar while holding down the Command key.

To delete buttons from a toolbar:

- **Toolbar buttons can be deleted by holding down the Command key while dragging a button off a toolbar or selecting a button and pressing the Delete key while the Customize dialog box is open.**

Tip

To open the Customize dialog box directly, use the Customize button on the QX-Tools toolbar.



The Customize button

Tip

To Move or modify a button's spacing without opening the Customize QX-Bars dialog box, hold down the Command key while dragging a button.

Moving and Adding Space Between Buttons

Moving and adding space between buttons enables you to customize toolbars and group similar function buttons.

To move buttons on a toolbar:

1. **Open the Customize QX-Bars dialog box.**
2. **Select the button you want to move and drag it to a new location on the toolbar.**

When the mouse button is released, the button appears in its new location. You can also move buttons to other toolbars simply by dragging the button to a toolbar while holding down the Command key.

To add space between buttons on a toolbar:

1. **Open the Customize QX-Bars dialog box.**
2. **Drag a button slightly to the right on a horizontal toolbar or down on a vertical toolbar.**

The button appears inverted as it is selected and dragged. When the mouse button is released, space is inserted before the selected button. Dragging a button slightly to the right or left (horizontal) or up or down (vertical) inserts or removes space accordingly. Repeat this process to add double space between buttons.

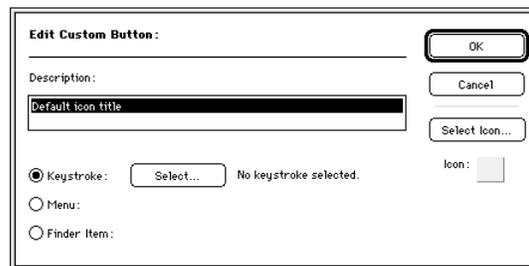
Creating Your Own Buttons

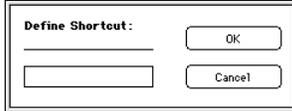
You can create buttons for custom hot keys, XTensions, QuarkXPress menus, files, or folders and other applications. For example you can create a button to access the Font menu, a QuarkXPress file or folder, or launch your favorite application through a QX-Bars toolbar button.

To create a New button:

1. **Open the Customize QX-Bars dialog box.**
2. **Click the New button.**

The Edit Custom Button dialog box appears. You can create buttons for Keystroke commands, Menu items and Finder items.





To create a keystroke command button:

1. **Select the keystroke text-entry field.**
A dialog box appears for entering a keystroke.
2. **Type the desired keystroke combination and click OK.**
Whenever you select the toolbar button the keystroke will be activated.

To create menu buttons:

1. **Click the Menu radio button.**
A pop-up menu appears to the right of the menu radio button. This pop-up allows you to scroll through the menus to choose a menu to attach to the custom button.
2. **Select a menu or menu item.**
If you choose a pop-down menu, the button will display the entire menu that was selected.

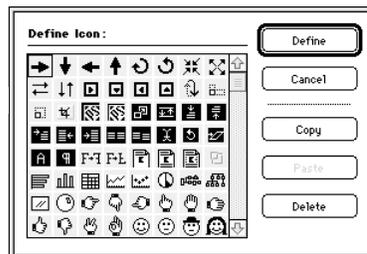
To create buttons for files or folders:

1. **Click the Finder Item radio button.**
A dialog appears asking if you want to attach a file or folder to the custom button. If you attach a folder, it will display the contents of the folder as items in a pop-up menu.
2. **Select a file or folder option.**
A menu appears so you can find the appropriate file or folder on your hard drive.
3. **Select the file or folder you want to attach.**
Once a file or folder is selected, it or its contents will be directly accessible through this button.

To select an icon for a custom button:

1. **Open the Customize dialog box.**
2. **Click the Select Icon button.**
The Define Icon dialog box appears. Select an icon from the several sample icons provided, design your own icons using any Macintosh paint program or copy and paste images from other documents. Once a custom designed icon is pasted from the Clipboard, QX-Bars automatically adds an icon border.

Tip
For best results, custom designed icons should be 19 x 17 pixels (width/height).



3. **Select an icon and click the Delete button.**

QX-Styles



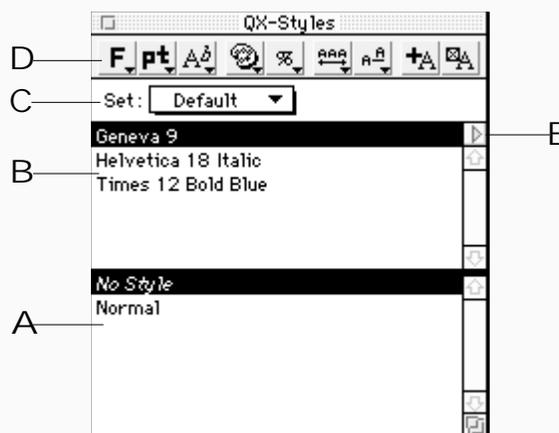
The QX-Styles button

How many times have you wanted to apply different style sheets to multiple items in the same paragraph? With QuarkXPress, it's impossible to apply multiple style sheets in the same paragraph since QuarkXPress style sheets are paragraph-based. Therefore, any style sheet you use is applied to the entire paragraph. Now, QX-Styles offers character-based style sheets that allow you to change the attributes of selected text, not the entire paragraph. QX-Styles is ideal for formatting footnote numbers, run-in heads, drop cap styling and caption numbers.

Not only does QX-Styles let you create character-level style sheets but it also displays any QuarkXPress paragraph style sheets in the QX-Styles palette. Now you can work from one palette instead of two. The QX-Styles toolbar offers buttons to quickly create or modify styles or apply "on the spot" style changes. QX-Styles stores character-level style sheets globally so no matter what document you're working on, you have access to all of your QX-Style sheets.

The QX-Styles palette

- A The Paragraph Style Sheet field displays the available QuarkXPress paragraph-level style sheets.
- B The Character Style Sheet field displays the QX-Styles character-level style sheets.
- C The Set pop-up menu displays the available sets of character-level style sheets. Multiple style sheet configurations can be created, stored and opened as needed.
- D The QX-Styles toolbar enables you to quickly modify character attributes such as font, size, style, color, shade, tracking and baseline shift. The Add Styles and Edit Styles buttons enable you to quickly add or edit styles.
- E The Command pop-up menu offers menu access to the QX-Styles toolbar buttons. In addition, several options are available to modify the size of the QX-Styles palette to your preference.



Creating, Using and Editing Character Style Sheets

To create a character style sheet:



The QX-Styles button



The Add Styles button

Tip

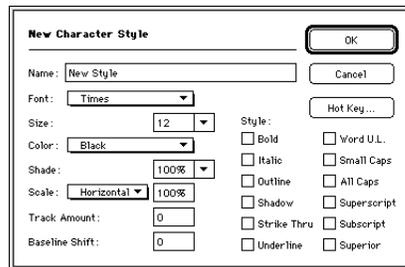
To create a new style based on existing text, select the text and click the Add Styles button, the new character style will have the style options preselected to match the selected text.

1. **Choose Show QX-Styles from the View menu or click the QX-Styles button on a toolbar.**

The QX-Styles palette appears. The top half of the QX-Styles palette lists the character style sheets. The document paragraph sheets are shown at the bottom half of the palette.

2. **Click the Add Styles button.**

The New Character Style dialog appears. Select the character attributes you want to apply for this style then click OK. Once the new character style has been created, simply highlight text and select the desired style from the QX-Styles palette to apply the new style.



To edit a character style sheet:

- **Click the Edit Styles button.**

The Edit Character Style dialog box appears. From this dialog box you can create, edit, duplicate or delete a character style sheet.

After changes are made to the style sheet, a dialog box will appear to confirm that you want to apply the new style attributes to text styled with the old style attributes.



The Edit Styles button

Set : Default ▾

Tip

To directly edit a QX-Styles or QuarkXPress style sheet, hold down the Command key and select the style in the QX-Styles palette.

Creating and Editing Style Sets

You can create several “sets” of character style sheets to be used for particular jobs or clients. Style sheets can be loaded and unloaded by switching sets.

To create or remove a set:

1. **Choose Edit from the Set pop-up menu.**

The Edit Sets List dialog box appears. From this dialog box you can create, edit, duplicate or delete sets.

2. **Click the New button.**

Once the new set is named, it will appear in the Set pop-up menu.

To add or remove character style sheets from a set:

- 1. Choose a set from the Set pop-up menu.**
- 2. Click the Edit Styles button on the QX-Styles toolbar.**

The Edit Styles List dialog box appears. All character style sheets are displayed. Click directly to the left of the style name to add or remove a style from the set. A checkmark appears next to the style name when it has been selected.



Tip

To reapply a style sheet to text that has been modified, simply highlight the altered text, hold down the Option key, and select the style sheet from the QX-Styles palette. The original style is reapplied to the text.

Using the QX-Styles Toolbar

The QX-Styles toolbar offers quick access for applying “on the spot” style changes. Choose from character attributes such as font, size, type style, color, shade, tracking and baseline shift buttons. Several default settings are available but you can also create your own settings to customize the buttons to your preference.

To edit the character attributes toolbar buttons:

- 1. Select Edit from any QX-Styles toolbar button.**

The Edit dialog box appears. From this dialog box you can add, remove or edit colors and fonts. You can create, edit, delete or duplicate any predefined setting. For instance, you can create a 14.5 pt. size option or add a 62% shade setting to the Shade toolbar button. Any changes made to these buttons is stored in the currently selected set.

QX-Layers



The QX-Layers button

When items such as picture boxes, text boxes or lines are created in a QuarkXPress document page, each item assumes a position (or layer) in a stacking order on the page. Stacking order refers to the position of an item in relation to other items in front of or behind it. When items are stacked on top of each other, it can become difficult to select, edit and correctly restack the objects in the proper order. QX-Layers offers precise layer control to easily manage and navigate layers.

With QX-Layers you can easily edit items while keeping them in order. For example, you can assign a drop shadow to the bottom layer and a graphic to the top layer. Layers can also be hidden. For example, for a project with multiple price points, you could produce one document and create a layer for each price point but modify the visibility of layers. You can also lock layers so that they cannot be inadvertently moved or resized. If the layer order is inadvertently modified with the Bring to front/Send to back command, layers can be instantly reordered with one click.

QX-Layers lets you create sets of layers so you can switch between groups of layers to have them instantly accessible when needed. You can also choose to have QX-Layers show layers locally from spread to spread, or globally by showing all layers in the document. For your basic or complex projects, QX-Layers is a powerful XTension that makes layer management easy.

The QX-Layers palette

- A** The Layer field displays the layers in the document. The listed layer order represents the stacking order on the page. In this example, the Standard layer is the top layer and the Cool layer is the bottom layer.
- B** The Show/Hide column displays which layers are visible or hidden. A checkmark in this column indicates the layers that are currently displayed.
- C** The QX-Layers toolbar offers quick access buttons for modifying layers.
- D** The Lock/Unlock column displays which layers are locked or unlocked. A checkmark in this column indicates which layers are currently locked.
- E** The Set pop-up menu displays the available sets of layers. Multiple layer configurations can be created, stored and selected as needed.
- F** The Command pop-up menu offers menu access to the same commands as the QX-Layers toolbar. In addition, several options enable you to modify the size of the QX-Layers palette.
- G** The Active Layer triangle indicates which layer the currently selected object is on.

Creating, Deleting and Modifying Layers



The QX-Layers button



The New Layer button

Tip

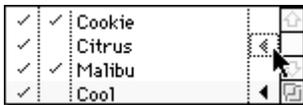
To delete a layer and all items assigned to the layer, select the Delete Layer and Boxes option from the Command pop-up menu.



The Delete Layer button



The Select Boxes in Layer button



The Add Layer button

To create a new layer:

1. Choose QX-Layers from the View menu or click the QX-Layer button on a toolbar.
2. Select the items that you want to place on a layer.
3. Click the New Layer button on the QX-Layers toolbar.

The New Layer dialog box appears. The Standard layer is a default layer where items which haven't been assigned a layer are stored. This layer is always in the stacking order and cannot be deleted.

4. Enter a name for the new layer and click OK.

The newly named layer appears in the palette list with an active checkmark to the left of the layer name.

To delete a layer:

1. Select the layer you want to delete in the QX-Layers palette list.
2. Click the Delete Layer toolbar button.

The layer name is deleted from the palette list and the items that were assigned to that layer return to the Standard layer.

To modify the stacking order of layers:

- Select and drag a layer to a new position in the layer list.

The layer list represents the stacking order on the page. For example the first layer is the top layer while the last layer is the bottom layer. Once the mouse button is released, the selected layer will occupy its new position in the layer list and the surrounding layers will shift to accommodate the new layer.

To select all items in a layer:

1. Select a layer from the palette list.
 2. Click the Select Boxes in Layer button.
- All items assigned to that layer are selected.

To merge layers:

1. Select a layer from the palette list.
The Active Layer triangle updates to indicate the layer selected.
2. Move the triangle up or down to another layer in the column.
Items are reassigned and merged into the selected layer.

To add a selected item to a layer:

1. Select an item on the page.
2. Select a layer from the palette list.
3. Click the Add selected to Layer button.

The selected item is added to the layer.

Creating Layer Sets



To create a set:

1. Choose Edit from the Set pop-up menu.

The Set dialog box appears. From this dialog box you can create, edit, duplicate or delete sets.

2. Click the New button.

Once the new set is named, it is displayed in the Set pop-up menu.

Using Show/Hide and Lock/Unlock

To show/hide layers:



Clicking next to the layer name under the “Eye” column toggles the visibility of the items in that layer. If a checkmark appears, the items are visible; if the checkmark is not there, the items are invisible.

To lock/unlock layers:



Clicking next to the layer name under the “Lock” column toggles the mobility of the items in that layer. If a checkmark appears, the items are locked; if the checkmark is not there, the items are unlocked.

QX-Layers Preferences

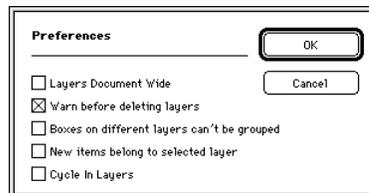
To customize the QX-Layers preferences:

• **Click the Preferences button on the QX-Layers toolbar.**

You can choose to show all layers for the entire document or to display warning dialog boxes before deleting layers.



The Preferences button



Three other options include:

Boxes on different layers can't be grouped—If you select this option, you cannot group objects in separate layers.

New items belong to selected layer—If you select this option, new items will be placed on the current active layer and be in front of the stacking order within that layer. If you do not select this option, all objects default to the “Standard” layer and are placed at the top of the stacking order for that layer.

Cycle In Layers—If you select this option, all objects moved to the front or sent to the back will be moved within the current layer. If you do not select this preference, objects will be able to move between layers when Bring to Front or Send to Back is selected.

QX-Scaler



The QX-Scaler button

QX-Scaler quickly resizes any item or group of items such as text, graphics and lines in one step. Items can be scaled in proportional or non-proportional percentages, dimensions or combinations of both. QX-Scaler is ideal for resizing an advertisement to fit a new publication or changing a half page layout to a full page in seconds.

QX-Scaler goes beyond basic scaling features in QuarkXPress by allowing you to individually control the scaling of text, graphics and lines. You can create sets of scaling options so you can store several preconfigured scale settings. Interactive scaling allows you to scale by dragging the item handles until the item looks visually correct.

The QX-Scaler toolbar enables you to choose custom scale options or select predefined scaling percentages from 25% to 200%. And most importantly, QX-Scaler features an unprecedented Undo Scale button so you can instantly undo unintended results. Once QX-Scaler has saved you valuable time reducing or enlarging an existing layout, you will find QX-Scaler an indispensable tool for scaling items in QuarkXPress.

The QX-Scaler palette	
<p>A The QX-Scaler Options field enables you to individually control scaling for lines, text, graphics and boxes. A checkmark next to the scaling option indicates that it is active.</p> <p>B The Proportional checkbox applies equal scaling to the width and height of the selection.</p> <p>C The Width and Height pop-up menu lets you apply separate horizontal and vertical scaling. Items can be scaled by a percentage of the item's current size or by entering new measurement dimensions.</p> <p>To choose the exact height or width of a scaled object, select the Proportional checkbox and select Units in the pop-up menu.</p> <p>D The Set pop-up menu displays the available sets of scaling option configurations. Multiple groups of scaling selections can be created, stored and selected as needed.</p> <p>E The QX-Scaler toolbar offers scale, interactive scale and undo scale buttons and quick access to several standard scaling percentages from 25% to 200%.</p> <p>F The Command pop-up menu offers menu access to the same commands as the QX-Scaler toolbar. In addition, the toolbar, sets menu and options area can be hidden to make the QX-Scaler palette smaller.</p>	<p>The screenshot shows the QX-Scaler palette with the following callouts:</p> <ul style="list-style-type: none"> A points to the list of scaling options (e.g., Text: Point Size, Text: Character Scale). B points to the Proportional checkbox. C points to the Width and Height pop-up menus. D points to the Set pop-up menu. E points to the toolbar buttons at the top. F points to the Command pop-up menu at the bottom right.

Scaling Items With QX-Scaler

To resize selected items:



The QX-Scaler button

1. **Choose QX-Scaler from the View menu or click the QX-Scaler button on a toolbar.**

The QX-Scaler palette appears. The height and width edit boxes allow you to scale items vertically or horizontally by any percentage or unit. The Proportional checkbox scales both the height and width equally without typing the same amount twice.

2. **Select the item(s) to be scaled.**
3. **Type the desired scaling in the edit boxes.**

Any percentage lower or higher than 100% reduces or increases the selected items respectively.

4. **Click the Scale button on the toolbar or press the Enter key.**

The selected items are resized according the specified percentages or units. If you're unhappy with the results of the scale, simply click the undo button to undo the last scale.



Undo Scale button

Using Interactive Scaling

Interactive scaling enables you to resize by visually dragging items to a new desired size.

To interactively scale items:

1. **Select the item(s) to be scaled.**

If you want to scale multiple items, you need to Group the items before scaling.

2. **Click the Interactive Scale button on the QX-Scaler toolbar.**

Drag the handles of the selected items to the desired dimension.



Interactive Scaling button

Using the Individual Scaling Options

Scaling Options:

The QX-Scaler options enable you to individually control scaling for lines, text, graphics and boxes. The following briefly describes the custom scaling options available:

Text: Point Size—Scales the point size of text.

Text: Character Scale—Scales text horizontally while maintaining relative proportions.

Text: Paragraph Attributes—Scales paragraph attributes such as leading, indents and spacing.

Text: Text Chain—Scales all text linked to the selected text.

Text Box: Size—Scales the text box itself, not the contents of the text box.

Text Box: Insets—Scales the text box insets.

Text Box: Gutters—Scales the text box gutters.

Text Box: Anchored Box—Scales anchored text boxes such as inline graphics.

Text Box: 1st Baseline—Scales the first baseline, which is the first line of text in each column of an active text box.

Text Box: Inter-Para Max—Scales the maximum amount of space between paragraphs when you have justified alignment.

Picture Box: Size—Scales the picture box itself, not the contents of the picture box.

Picture Box: Graphics—Scales the contents of picture boxes.

Runaround Outset—Scales the flow of the text around an object.

Frame Weight—Scales the line thickness of text and picture box borders.

Line Weight—Scales the thickness of lines.

Line Length—Scales the length of lines.

Keep Relative Positions—Retains the position of objects in relation to each other.

Scale From Centers—Object centers remain centered while scaling.

QX-Tips & Tricks



The QX-Tips button

QX-Tips & Tricks offers hundreds of valuable QuarkXPress tips selected by David Blatner, author of *QuarkXPress Tips & Tricks*, to help you use QuarkXPress more productively. If you click the “Show tips at startup” checkbox, a new QuarkXPress tip is displayed each time you start up or shut down QuarkXPress.

Reading QX-Tips

To view tips at any time:

- **Choose QX-Tips & Tricks from the Utilities menu.**
You see the Tips & Tricks dialog box. Click the Next Tip button to read the next tip.

To search for tips by topic:

1. **Click the More Tips button in the Tips & Tricks dialog box.**
You see the More Tips dialog box.
2. **In the Find field, type the text you want to search for.**
Both the title and body of the tip are searched.
3. **Click Find to see the first tip matching your text.**
Click Find All to reset the list and see all tips and tricks.
4. **Select a tip title and click View to read it.**

The QX-Tips & Tricks dialog boxes

A The Tip window displays QuarkXPress tips in a scrolling field.

B The Next Tip button enables you to view an additional tip. Clicking this button displays the next tip in the series.

C The More Tips button displays a dialog box that shows all available tips by their title. You can quickly browse or find tips by topic.

D The Show tips at startup checkbox displays a new tip each time you open QuarkXPress. Show tips at shutdown displays a new tip each time you exit QuarkXPress.

E The Find field contains topic text for which you want to search.

F The Find button displays all topics matching your search criteria. The Find All button resets the list to display all topics.

G The View button displays the selected tip in the Tip window.

The top dialog box, titled "David Blatner's Tips & Tricks", features a scrollable text area containing a tip: "One Step Layer Deletion" with the text "You can delete both a layer and all the text and picture boxes assigned to that layer in QX-Layers by using the Delete Layers and Boxes command from the Command popup menu in the Layers palette." Below the text area are two checkboxes: "Show tips at startup" and "Show tips at shutdown", both of which are checked. To the right of the text area are four buttons: "OK", "Next Tip", "More Tips...", and "About...".

The bottom dialog box, titled "More Tips", has a "Find:" label followed by a text input field containing the word "Layers". Below the input field is a list of tip titles: "Nudging Pictures", "Closing Multiple Windows", "Preformatting Picture Boxes", "Keep Document Settings", "It Never Hurts to Save As", "Continuous Apply", "Windows Menu Shortcut", "Full Size Window", and "Interruptible Screen Redraw". To the right of the list are four buttons: "Find", "Find All", "View", and "Done". At the bottom right of the dialog is an "Import Tips..." button.

QX-Manager



The QX-Manager button

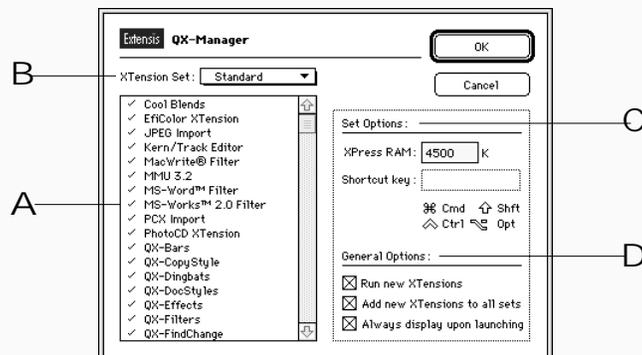
XTensions such as QX-Tools are independent software modules that add features or abilities to QuarkXPress. Since XTensions increase QuarkXPress' RAM requirements, it is advantageous to load only the XTensions you need at any given time. Unfortunately, it is tedious to enable and disable XTensions by dragging them in and out of the QuarkXPress XTension folder. QX-Manager simplifies this process by allowing you to choose which XTensions to load prior to launching QuarkXPress. QX-Manager allows you to easily manage which XTensions are loaded and to change the QuarkXPress memory partition, therefore saving valuable memory space.

Along with QX-Manager comes the QX-Manager Init, which allows QX-Manager to move unused XTensions to a Disabled XTensions folder. This fully disables demo XTensions that would cause QuarkXPress to become a demo version. Also, QuarkXPress loads faster because there are fewer XTensions to load. The QX-Manager Init provides support for more than 50 XTensions and promotes better memory usage.

With QX-Manager you can also create and store multiple sets of preselected XTensions so they are available when needed. For example, you can create a Daily set for the XTensions you use everyday and a Table set for XTensions that simplify the process of creating and editing tables and charts. Each set can be assigned its own QuarkXPress memory partition size and a shortcut key for quick access. There is also a "Run new XTensions" checkbox so any new XTensions are loaded and included for all sets. You can also choose to have QX-Manager appear before QuarkXPress is launched, so you can choose which XTensions or sets you want to load depending upon your workload for the day. QX-Manager is an essential tool for managing all your QuarkXPress XTensions.

The QX-Manager dialog box

- A** The XTension list displays all the QuarkXPress XTensions. A checkmark next to an XTension indicates that it will be loaded the next time QuarkXPress is launched.
- B** The XTension Set pop-up menu displays sets of XTension selections. Multiple groups of XTension configurations can be created, stored and selected as needed.
- C** The Set Options fields let you change the amount of RAM allocated to QuarkXPress and assign a shortcut key for changing sets when launching QuarkXPress without going through the dialog box.
- D** The General Options checkboxes offer options for launching and incorporating new XTensions into sets. In addition, you can choose to have QX-Manager appear every time before starting QuarkXPress so you can instantly change sets or make adjustments to the loading XTensions.



Using QX-Manager



The QX-Manager button

Tip

To modify XTensions before launching QuarkXPress, hold down the spacebar when the QuarkXPress splash screen appears to display the QX-Manager dialog box.

To enable or disable XTensions:

You can bring up the QX-Manager dialog box while in QuarkXPress or choose to have it appear prior to launching QuarkXPress. A checkmark to the left of the XTension name indicates that the XTension is enabled and will be loaded the next time you launch QuarkXPress.

No checkmark indicates that the XTension is disabled and will not be loaded the next time QuarkXPress is launched. (Disabled XTensions are stored in a folder called “Disabled XTension.” This folder is located in the QuarkXPress folder at the same level as the XTension folder. If you have a specific XTension in the “Disabled” folder and attempt to install a duplicate of it, the “Disabled” XTension is moved to the “Duplicate Items” folder and the new XTension takes its place in the “Disabled” folder. This is also true if you try to copy an extension into the XTension folder and an XTension by that name already exists.)

To toggle an XTension on or off, click on or to the left of the XTension name. To quickly select/deselect a range of XTensions, select and drag up or down the column.

To force QX-Manager to open before launching:

You can choose to have the QX-Manager open before QuarkXPress is launched so you can load or unload XTensions or change sets.

- **Select the “Always display upon launching” checkbox under General Options.**

To create an XTension set:

1. **Choose Edit from the XTension Sets pop-up menu.**

An Edit XTension Sets dialog box appears.

2. **Click the New button.**

A Name New Set dialog box appears.

3. **Name the new set and click OK twice.**

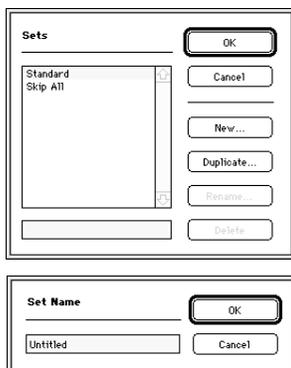
Your new set will appear in the XTension Sets pop-up menu. You can then select the XTensions you wish to load when the set is selected.

To switch XTension sets:

1. **Choose a set from XTension Set pop-up menu.**

2. **Close the QX-Manager dialog box by clicking OK.**

The new set will be launched the next time you start QuarkXPress. If you have assigned hot keys to a set you can simply hold down the set’s hot keys when launching QuarkXPress to load that set of XTensions.



QX-Viewer

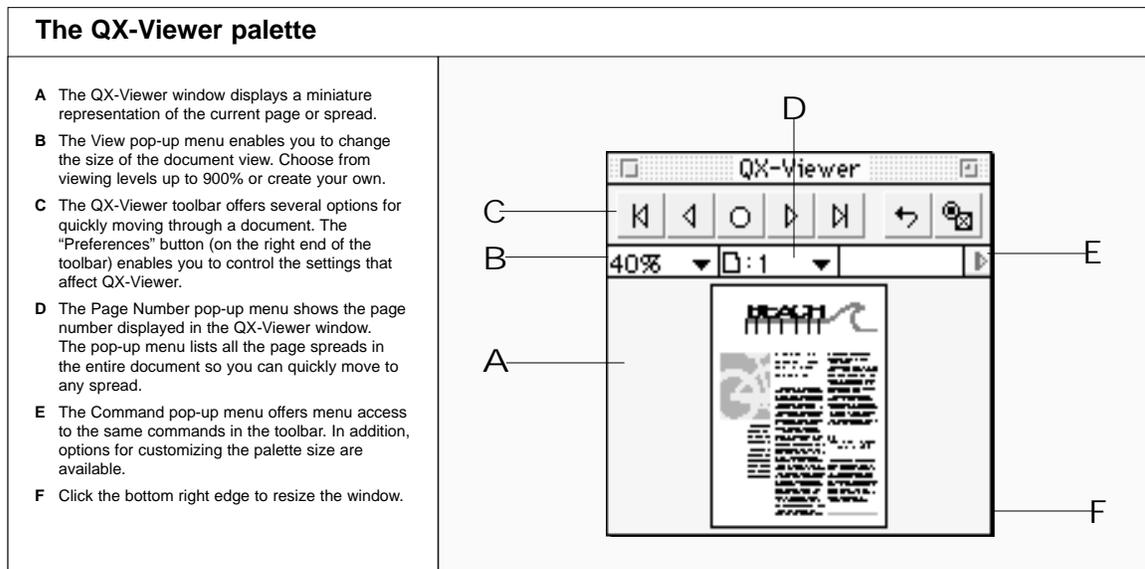


The QX-Viewer button

The QX-Viewer palette displays a miniature representation of the current page or spread. This floating resizable palette enables you to efficiently navigate through the pages of a QuarkXPress document.

QX-Viewer can be used to locate a page in your document or to simply display two views of the same page simultaneously. Clicking the displayed thumbnail places the corresponding section of the document at the center of the screen. For instance, if you are working on the top of page 8 at 400% and you want to view the graphic at the bottom of page 9, simply click the graphic displayed in the palette and the graphic on page 9 is placed in the center of the screen. Also, if you click and drag in the QX-Viewer palette, it has the same effect as using the QuarkXPress grabber hand. You can also change the magnification of the page through the QX-Viewer palette. Choose document magnifications from Thumbnails to 900%. QX-Viewer also displays a red “you are here” triangle in the QX-Viewer palette so you can see where you are on the current spread.

The QX-Viewer toolbar buttons provide quick access for viewing the first, last, next, previous page or to manually refresh the screen. You can also customize the QX-Viewer dialog box to suit your needs. For example, you can create your own magnification settings and hide or display the QX-Viewer toolbar to modify the palette size to your preference.



Using QX-Viewer

To open the QX-Viewer palette:



The QX-Viewer button

- **Choose Show QX-Viewer from the View menu or click the QX-Viewer button on a toolbar.**

The QX-Viewer palette appears. A small preview of the current spread is displayed in the palette window.

To resize the QX-Viewer palette:

- **Position your cursor at the bottom right side of the QX-Viewer palette.**

Click the bottom right side of the QX-Viewer palette and drag.

The cursor changes to a double arrow and an outline appears to indicate the palette's new size. When the mouse button is released, the QX-Viewer palette is redrawn to the new size.

To change the view size of the document:

- **Choose the desired view size from the View pop-up menu.**

You can choose views from Thumbnails to 900% or you can select Edit to create your own view settings.

To view a specific spread in the document:

- **Choose the desired spread from the Page pop-up menu.**

To move to the displayed spread simply click on the page in the palette. A red navigational triangle indicates your location on the page. You can also use the QX-Viewer toolbar buttons to move the first, last, next, or previous page in a document.

To customize the QX-Viewer Preferences:

- **Choose the Preferences button from the QX-Viewer toolbar.**

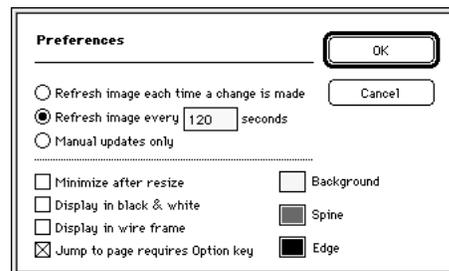
You can choose instant QX-Viewer updates, preset automatic updates or manual updates only. Minimize after resize adjusts the new size of the palette to minimize any unused space. You can choose to modify the palette to display in black and white or wire frame. The color of the background, spine and edge can be modified to any color. In the final option, select the checkbox so the Option key will be required when jumping to another page.

Tip

Instantly move to a selected page spread and access master pages by holding down the Command key and selecting the Page pop-up menu.



The Preferences button



QX-Filters



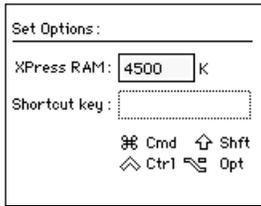
The QX-Filters button

QX-Filters allows you to apply Photoshop-compatible plug-in filters to images within QuarkXPress. Filters can alter or distort images to produce many interesting visual effects. Previously, filters could only be applied in a photo-retouching package such as Adobe Photoshop™. Now, QX-Filters offers an easy-to-use XTension which enables you to run virtually any Photoshop compatible filter directly within QuarkXPress.

You don't even need to own a photo-retouching package to use QX-Filters, several built-in image filters such as Blur, Emboss and Sharpen are included with QX-Filters. QX-Filters keeps a copy of each new filtered image so you can undo filters or create several different filter versions for each image. Once a filtered image has been selected, you can delete unwanted filtered images with one click.

The QX-Filters masking feature offers several options for applying filters to image areas masked by QuarkXPress objects. For example, if you have text on top of an image you can choose to apply a filter to the entire image, just the portion of the image covered by text (mask), or all of the image except the portion covered by text (invert mask).

The QX-Filters palette	
<p>A The Acquire pop-up menu displays Acquire Plug-ins used for importing an image through a scanner, video digitizer or other input device.</p> <p>B The Filter pop-up menu displays filters. Choose from several Extensis filters or any Photoshop compatible filters you have installed.</p> <p>C The Current Filter field displays the name of the filter used.</p> <p>D The Current File field displays the file name of the selected image.</p> <p>E The QX-Filters toolbar enables you to move between filtered images, delete unwanted images and offers masking and preferences options.</p> <p>F The Command pop-up menu offers menu access to the same commands as the toolbar buttons. In addition, options for reducing the palette size are available.</p>	<p>The screenshot shows the QX-Filters palette window. At the top is a toolbar with icons for navigation and actions, labeled 'E'. Below the toolbar are two pop-up menus: 'Acquire' (labeled 'A') and 'Filter' (labeled 'B'). Below these are two text fields: 'Current Filter' (labeled 'C') showing '(unfiltered)' and 'Current File' (labeled 'D') showing 'QuarkXPress™ 3.3:QuarkXPress:Samples:Sample Documents:Beach Cruiser:Wave.PICT(missing)'. A third pop-up menu is visible on the right side of the palette, labeled 'F'.</p>



The QX-Filters button

Using QX-Filters

Since QX-Filters applies complex filters directly within QuarkXPress, it may be necessary to increase the QuarkXPress memory partition by at least one megabyte. You can increase the memory partition of QuarkXPress in the QX-Manager dialog box. The more memory allocated to QuarkXPress, the faster QX-Filters can acquire or filter images.

To open QX-Filters:

- **Choose QX-Filters from the Utilities menu or click the QX-Filters button on a toolbar.**

The QX-Filters palette appears. If this is the first time you are opening QX-Filters, a dialog box appears asking you to locate your Plug-in folder. The Extensis Filters are installed in the XTension folder. Once you have located the folder, QX-Filters remembers the location until the plug-ins are moved.

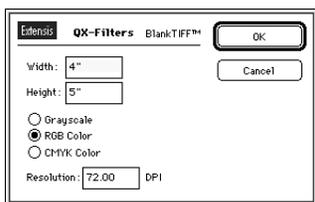
Note: If any Photoshop-compatible filters are already installed on your computer, you should move the Extensis Filters folder to the same location as your other Plug-ins. For example, if you use Photoshop, the Extensis Filters should be moved to the Photoshop plug-ins folder. When all Plug-ins are located in one folder, QX-Filters can quickly display all available filters.

To acquire images:

Acquire Plug-ins are used for importing images into your QuarkXPress document. BlankTIFF, Extensis-TWAIN and Video SnapShot are the three built-in acquire filters included with QX-Filters. If you have any other acquire filters installed, they can also be accessed through the QX-Filters Acquire pop-up menu.

1. **Select or create a picture box.**
2. **Choose the desired Acquire Plug-in from the Acquire pop-up menu.**

A dialog box appears, asking if over-writing the currently existing image in the picture box is desired. If confirmed, QX-Filters begins to execute the Acquire Plug-In selected. After dismissing the dialog box, QX-Filters requests that you name and place the TIFF image that will be created during the acquisition process. The image will be subsequently placed in the QuarkXPress picture box.



Acquire Plug-ins:

BlankTIFF: This plug-in generates a blank TIFF. The size, format and resolution of the blank TIFF can be specified in the BlankTIFF dialog box. This plug-in is useful when you want to run an image filter that creates its image from scratch, rather than manipulating an existing image.

Extensis-TWAIN: This plug-in acquires images which have been scanned from a TWAIN-compatible scanner.

VideoSnapshot: This plug-in captures an image from a standard QuickTime Video digitizer. You can select the depth, freeze and frame.

Filtering and Masking Images

QX-Filters File Type				
	Gray 8-bit	Index Color	RGB	CMYK 32-bit
PICT	✓	---	✓	N/A
TIFF	✓	---	✓	✓

QX-Filters Compatibility			
Filters	RGB	Gray	CMYK
Gradient	✓		
Saturation	✓		
TintShift	✓		
AutoContrast	✓	✓	
Blur	✓	✓	✓
Bright/Contrast	✓	✓	✓
Convolution	✓	✓	✓
Curves	✓	✓	✓
Despeckle	✓	✓	✓
Emboss	✓	✓	✓
Sharpen	✓	✓	✓

To filter images:

1. Select the image to be filtered.

QX-Filters can apply filters to gray scale, RGB or CMYK PICT or TIFF images. Refer to the QX-Filters File Type table for a more information on the types of files supported.

2. Choose an Image filter from the Filter pop-up menu.

After the filter has been applied to the image, a new file will be created in the same folder as the original image file, appended with a version number. For example, an image entitled Sunset would become Sunset.1, Sunset.2 and so forth. You can step forward and backward through these images using the toolbar. When you're satisfied with your final image, click the trash icon to delete the other images. The trash can deletes all versions of the filtered image except the image that is currently displayed. Refer to the QX-Filters Compatibility table for a compatibility list of file types and filters.

Warning: If you already have a file named Sunset.1 in the image folder and you run a filter on an image entitled Sunset, QX-Filters will overwrite the Sunset.1 file with the new filtered image.

To mask an image:

The QX-Filters masking feature offers several options for filtering images with QuarkXPress objects on top of images.

1. Place the desired QuarkXPress object on top of the image.

Any QuarkXPress object such as text, line, rectangles and circles can be placed on top of an image.

2. Select the image.

3. Click either the Mask Selection or Invert Mask button.

The Mask Selection option applies the filter to the portion of the image underneath the QuarkXPress object. The Invert Mask option applies the filter to the whole image except the portion covered with the QuarkXPress object.



Mask Selection



Invert Mask

Extensis Filters

AutoContrast: This filter searches for the white-point and black-point of an image and stretches the tonal range between 0% to 100%.

Blur: This filter eliminates the noise in the parts of the image where significant color transitions occur. This produces a softening effect since the image transitions are smoothed by averaging the pixels next to the hard edges of defined lines and shaded areas.

Brightness & Contrast: This filter allows you to edit the brightness and contrast of an image.

Convolution: This editable convolution filter changes a pixel based upon an equation relating to its neighboring pixels. You can manipulate the image simply by entering numerical values in the nine entry fields. In order for the picture to remain relatively cohesive, the numbers should add up to 1, but an interesting effect could result if they do not.

The following sample Convolution matrices offer some interesting visual effects.

0	1	0
1	-3	1
0	1	0

Very blurry

-1	2	-1
-1	2	-1
-1	2	-1

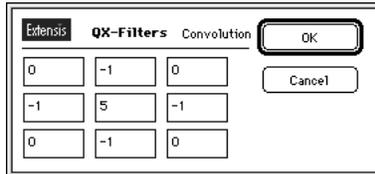
V line detect

-1	-1	-1
2	2	2
-1	-1	-1

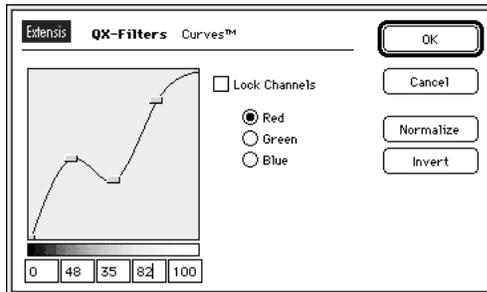
H line detect

2	0	2
2	-11	2
2	0	2

Outline

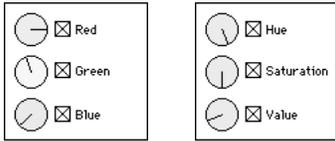


Curves: This sophisticated tone curve filter is useful for working with scanned images that often have very dark, shadowy areas that if lightened via a brightness control, would wash out the whites and lighter areas of the image. This filter enables you to adjust specific areas of an image while leaving other ranges alone.



Despeckle: This convolution filter examines neighboring pixels to see if the current pixel belongs. If the pixel is not within a tolerance value, the pixel is averaged with its neighbors.

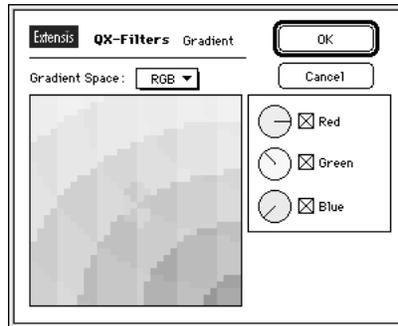
Emboss: This filter makes a selection appear raised or stamped by suppressing the color within the selection and tracing its edges with black.



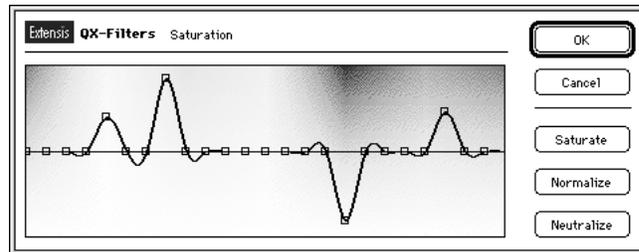
Select either the HSL or RGB color model to modify gradient colors. Colors can be edited by selecting the checkboxes or changing the direction of the gradient definition line in the sphere.

The gradient line represents the gradual transition of color from dark to light. To edit the gradient line, click another area within the sphere. The displayed color gradient and gradient line update to reflect the new color direction.

Gradient: This filter replaces an existing image with gradient colors.



Saturation: This is an effective filter for making select colors of a dull image pop out.



Tip

If you have access to the Web, you'll find more tips on using filters at <http://www.extensis.com>.



The Preferences button

Sharpen: This filter sharpens blurry images by increasing the contrast of adjacent pixels. The filter finds areas in the image where significant color changes occur and sharpens them.

TintShift: This filter takes the foreground color into account and gradually tints all of the colors toward the foreground color.

QX-Filters Preferences

The QX-Filters Preferences dialog box enables you to select another folder containing filters. The Preferences dialog box also offers options for changing foreground and background colors since many plug-ins incorporate the foreground and background colors in their algorithms.

Tip

To improve images automatically, use Intellihance, another great product from Extensis. Intellihance improves the way your digital images appear in print or on the screen. It intelligently analyzes each image's needs and then automatically applies filters to optimize contrast, brightness, saturation, sharpness and despeckle.

QX-Dingbats



The QX-Dingbats button

For an easier way to find and enter special symbol characters, QX-Dingbats offers quick visual access to all those hidden and hard to find symbols. All symbols from the selected font are displayed in the QX-Dingbats dialog box. With QX-Dingbats, you can scroll to find the symbol, change the size and insert it into your text. QX-Dingbats also includes several Monotype symbol fonts such as Botanical, X-Mas, Parties, Sports and Transport.

The QX-Dingbats palette	
<p>A The QX-Dingbats window displays the special characters available from the selected font. Use the scroll bar to quickly view all characters or resize the palette.</p> <p>B The Insert button inserts the selected special character into the text or you may double-click the character.</p> <p>C The Font pop-up menu enables you to quickly change the font of the special character.</p> <p>D The Size pop-up menu lets you specify the size of the character you want to insert.</p> <p>E The Command pop-up menu offers the Full Font List so you can add or remove fonts to the QX-Dingbats Font pop-up menu.</p>	

Using QX-Dingbats

To open the QX-Dingbats dialog box:

- **Choose QX-Dingbats from the Utilities menu or click the QX-Dingbats button on a toolbar.**

The QX-Dingbats dialog box appears. The symbols for the selected font are displayed in the QX-Dingbats window.

To insert a symbol:

1. **Insert your cursor into a text box where you want the symbol to be inserted.**
2. **Open the QX-Dingbats palette.**
3. **Select the desired symbol.**
You can view several different font symbols and change the size before inserting a symbol into the text.
4. **Click the Insert button or double-click the symbol.**

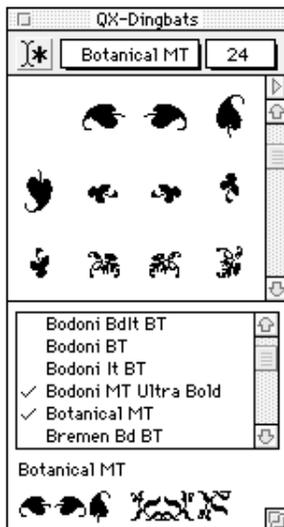
To add or remove fonts:

1. **Open the QX-Dingbats palette.**
2. **Choose Show Full Font List from the Command pop-up menu.**
3. **Select the Fonts you wish to display.**

Simply click to the left of a font name to select a font. A sample of the selected font is displayed at the bottom of the palette.



The QX-Dingbats button



QX-Print



The QX-Print button

QX-Print adds several new printing features to QuarkXPress including the ability to print discontinuous pages and page ranges, print multiple plates and print spot color as process colors all from within the QuarkXPress Print dialog box. QX-Print also offers the ability to switch between the Print and Page Setup dialog boxes via a user-defined hot-key and save a graphically defined portion of a page as an EPS file.

The QX-Print features

<p>A The Print Range field allows you to enter discontinuous page numbers and page number ranges in any order.</p> <p>B The Print Spot Colors as Process checkbox prints any spot colors as process colors.</p> <p>C The Print Multiple Plates feature allows you to print multiple plates and select the plates you want to print.</p> <p>D The Switch Modifier feature offers a user-defined hot key that can switch between the Print and Page Setup dialog box while saving your settings.</p>	
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Printing Discontinuous Pages

To print discontinuous pages:

QX-Print adds a discontinuous print range text-entry field to the bottom of the Print dialog box.

1. **Choose Print from the File menu or click the Print button on a toolbar.**
2. **Enter the desired page numbers or range of page numbers into the text-entry field.**

Enter combinations of page numbers and page number ranges in any order. For instance, in the print selection displayed to the left, QX-Print prints page ranges 1 through 3, page 7, pages 9 through 12, page 4, and from page 22 to the last page of the document.

If the minus (-) sign is included as part of the page number, use the backslash (\) to signal QX-Print to treat the very next character as part of a page number. For example, to print page numbers *App-5* through *App-9* you would enter *App\ -5-App\ -9* into the text-entry field.

3. **Click the Print button.**

If an entered page number or range is invalid, QX-Print displays an alert. The invalid page or page range is highlighted in the text-entry field. Simply correct the page number or range, then click the Print button again to continue printing.

Note: Master pages cannot be printed with QX-Print. If a master page is selected, the QX-Print options are grayed-out.

Printing Multiple Plates

To print multiple plates:

1. **Choose On from the Separations pop-up menu.**
2. **Hold down the Shift key while selecting the plate color from the Plates pop-up menu.**

When more than one plate color is selected, *Multiple Plates* will be displayed instead of the plate color name. To deselect a selected plate color, hold down the Shift key and select the plate color again. Only the selected plates will print when the Print button is selected.

Note: Spot color plates are removed from the Plates pop-up menu when the Print Spot Colors as Process checkbox is selected.



The QX-Print button

Print Range:

Tip

To enter page selections in the QX-Print text-entry field, use a comma (,) or slash (/) to separate pages or page ranges and use a minus (-) between page ranges. To print absolute page numbers, use a plus (+) before the page number.

Tip

Holding down the shift key and selecting All Plates will toggle between selecting the All Plates item and individually selecting all the plate colors.

Printing Spot Colors as Process Colors

To Print Spot Colors as Process colors:

QX-Print adds a Print Spot Colors as Process checkbox to the bottom of the Print dialog.

1. Select the Print Spot Color as Process checkbox.

All the spot plate names are removed from the Plates pop-up menu.

2. Click the Print button.

Just before printing, all the spot colors in the document are temporarily converted to process colors and, after printing is finished, the colors are converted back to spot colors.

Switching Between Dialog Boxes

To switch between the Print dialog and Page Setup dialog:

This QX-Print feature enables you to instantly switch between the Print and the Page Setup dialog boxes without losing any current settings.

- **Hold down the Option key and click the Print button in the Print dialog box.**

The Print dialog box closes and the Page Setup dialog box opens. The print settings are saved including any pages or page ranges in the QX-Print text-entry field.

Warning: Settings not normally saved between printing jobs—such as the number of copies, OPI and the Plate to print—are not saved when you transfer to the Page Setup dialog box.

To switch from the Page Setup to the Print dialog box:

- **Hold down the Option key and click the OK button.**

This saves the page settings, closes the Page Setup dialog box and opens the Print dialog box.

Tip

You can change the Switch Modifier key(s) in the QX-Print Preferences dialog box. The Option key is assigned as the default Switch-Modifier key.

Saving a Region as an EPS File

To save a region as an EPS file:

With QX-Print you can select a portion of a page to be saved as an EPS file by either selecting objects or drawing a rectangle around a selection of objects. QX-Print can also save the area enclosed by the bounding rectangle of a selected item or items (including grouped items) as an EPS file.



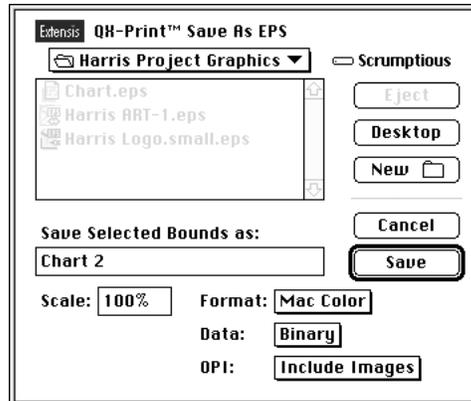
The Save as EPS button

- 1. Click the Save as EPS button on a toolbar.**

Once the button is activated, the cursor appears as a crosshair pointer.

- 2. Draw a rectangle around the area you want to save as an EPS file.**

A marquee indicates the area selected to be saved. This marquee can be resized and moved either with the mouse or in the Measurements Palette. To delete the marquee, click in the document outside of the marquee or delete the marquee by pressing the Delete key.



- 3. Choose Save Selection as EPS from the File menu.**

The Save as EPS dialog box appears. Specify the name, scaling, type of EPS file, data format and OPI settings for the EPS file.

To save a selected object:

- 1. Select an object to save as an EPS.**

- 2. Choose Save Item Bounds as EPS from the File menu.**

The Save as EPS dialog box appears. Specify the name, scaling, type of EPS file, data format and OPI settings for the EPS file.

QX-FineTune



The QX-FineTune button

Tip

To multiply the value in a field by 10, hold down the Shift key while clicking the up or down arrow. For finer tuning, hold down the Option key while clicking the up or down arrow to adjust the value by 1/10 units.

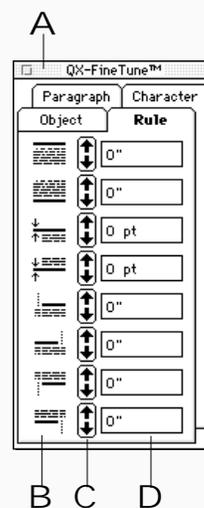
QX-FineTune allows you to quickly change the appearance of objects, rules, paragraphs and characters. QX-FineTune provides a tab for each of these attributes.

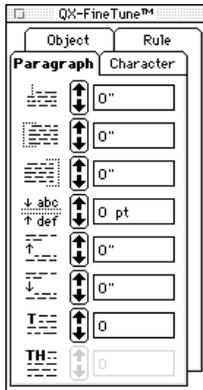
Without QX-FineTune if you want to add a floating rule to the bottom of a paragraph, you select Rules in the Styles menu, select a rule below and try to determine what the appropriate settings are (such as length, offset and width). Then, you'd close the dialog box and see if the values were correct. If not, you would need to repeat these steps until you see the results you want.

With QX-FineTune, you simply use the Rule palette and adjust the controls until you see the results you want. QX-FineTune makes fine tuning direct and easy.

QX-FineTune palette overview

- A** Each of the four QX-FineTune palettes function similarly. Rule is shown here as an example. Modifying an attribute is as simple as clicking the up or down arrow or entering a value in a text field and pressing Return or Enter.
- B** The left-most column displays a graphical representation of a specific attribute.
- C** The up and down arrows allow you to increase or decrease an attribute's value by clicking the arrow.
- D** The text fields provide an alternative method for adjusting an attribute's value. Enter a specific value in the attribute's text field and press Return to apply a new value.





Paragraph

The Paragraph panel provides multiple controls over leading and indents all in one palette.

To use the Paragraph panel:

1. Use your mouse to highlight one or more paragraphs.
2. Choose Show QX-FineTune in the View menu. Then click the Paragraph tab.
3. Determine the attribute you want to change and then click its up or down arrow.

You can also type a value in a text field and press Return.

Paragraph Options:

Below are descriptions of each attribute in the panel.



First Line Indent—To make the first line indent, enter a positive number. To make the first line of a paragraph extend beyond the subsequent lines, enter a negative number in this text field.



Right Indent—Left indent plus the right indent must be less than the width of the box. Enter a positive number in this field.



Left Indent—Left indent plus the right indent must be less than the width of the box. Enter a positive number in this field.



Leading—The behavior of this XTension is identical to the leading control in the QuarkXPress measurements palette. (Leading is the space between lines of text.)



Space before a paragraph—Changes the preceding interparagraph spacing (shown as “Space Before” in the QuarkXPress Format dialog box).



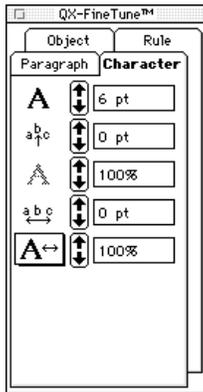
Space after a paragraph—Changes the following interparagraph spacing (shown as “Space After” in the QuarkXPress Format dialog box).



Drop cap - line count—Controls the number of lines deep that a drop cap spans. This value is never less than two and is disabled if the value for Drop Cap-Character Count is zero.



Drop cap - character count—Controls the number of characters that are enlarged in a drop cap set. If this value is zero or 1, then the Drop Cap-Line count is disabled.



Character

The Character panel modifies character attributes, such as point size, baseline shift, shading, kerning/tracking and horizontal/vertical scaling.

To use the Character panel:

1. Select a character or block of text.
2. Choose Show QX-FineTune in the View menu. Then click the Character tab.
3. Determine the attribute you want to change and then click its up or down arrow.

You can also type a value in a text field and press Return. (For example, type 24 in the point size text field instead of repeatedly clicking the point size up arrow.) To change the scaling of a character, click the Vertical/Horizontal scaling pop-up menu.

Character Options:

Below are descriptions of each attribute in the panel.



Point size—Changes the character’s point size.



Baseline shift—Positions a character above or below the baseline. (The baseline is the imaginary horizontal line on which the standard letters sit.)



Character shading—Changes grayness or shading from 0% to 100%.



Kerning/Tracking—Changes spacing between characters. If more than one character is selected, tracking is changed. If only one character is selected or there is an insertion point, kerning is changed. Behavior is identical to the Kern/Track option in the QuarkXPress Measurements palette.

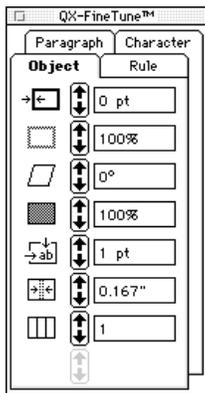
Vertical/Horizontal scaling—Changes the scaling of a character. This attribute functions as a pop-menu menu. Click the Vertical/Horizontal button. You can only adjust one type of scaling at a time.



Vertical scaling increases the height of a character without changing the width.



Horizontal scaling increases the width of a character without changing the height.



Object

The Object panel affects text and picture boxes. The attributes it affects include frame thickness and shading, box skew, background shading, text inset, gutter width and number of columns.

To use the Object panel:

1. Select a picture or text box.
2. Choose Show QX-FineTune in the View menu. Then click the Object tab.
3. Determine the attribute you want to change and then click its up or down arrow to adjust the picture or text box.

You can also type a value in a text field and press Return.

Object Options:

Below are descriptions of each attribute in the panel.



Frame thickness—Changes a box’s frame width. This attribute is only active if a picture or text box is selected.



Frame shade—Changes a box’s frame shade. This attribute is only active if a picture or text box is selected and the thickness of the frame is greater than zero and the frame color is not white.



Box skew (slant)—Measured in degrees. This attribute is only active if a picture or text box is selected.



Background shade—If the background color of a box is “white” or “none” the background color spinner becomes inactive.



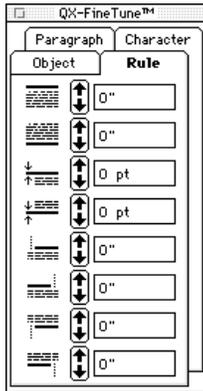
Text inset—This controls the distance between the edge of a text box and the text within it. A value of zero places text tangent to the box. For example, a value of 6 points will create a distance of 6 points between the box edge and the bounding box of the character. This attribute is only active if a text box is selected.



Gutter width—This controls the space between columns. This attribute is only active if a text box is selected and the text box contains more than one column.



Number of columns—This controls the number of columns in a text box. This attribute is only active if a text box is selected.



Rule

The Rule panel controls paragraph rules. Rules can be above and below a paragraph and have thickness, offset and indent properties.

To use the Rule palette:

1. Select a paragraph or add an insertion point and change the thickness of the rule to greater than zero.
2. Choose Show QX-FineTune in the View menu. Then click the Rule tab.

The related arrows are active in the palette.

3. Determine the rule attribute you want to change and then click its up or down arrow.

You can also type a value in a text field and press Return.

Rule Options:

Below are descriptions of each attribute in the panel.



Offset of a rule above a paragraph—Controls the distance, in units, between the top of a paragraph and the rule. This attribute is disabled until the thickness of a rule is greater than zero.



Offset of a rule below a paragraph—Controls the distance, in units, between the bottom of a paragraph and the rule. This attribute is disabled until the thickness of a rule is greater than zero.



Thickness of a rule above a paragraph—Increases or decreases the thickness (width) of a rule. Thickness is calculated in QXP Units, which is set in the QuarkXPress General Preferences.



Thickness of a rule below a paragraph—Increases or decreases the thickness (width) of a rule. Thickness is calculated in QXP Units, which is set in the QuarkXPress General Preferences.



Left inset of a rule above a paragraph—Controls the offset from the right margin. This attribute is disabled until the thickness of a rule is greater than zero.



Right inset of a rule above a paragraph—Controls the offset from the left margin. This attribute is disabled until the thickness of a rule is greater than zero.



Left inset of a rule below a paragraph—Controls the offset from the right margin. This attribute is disabled until the thickness of a rule is greater than zero.



Right inset of a rule below a paragraph—Controls the offset from the left margin. This attribute is disabled until the thickness of a rule is greater than zero.

QX-CopyStyle



The QX-CopyStyle button

QX-CopyStyle picks up attributes from objects and text and applies them to other objects (even groups of objects) and text. It even works between documents. QX-CopyStyle has the unique ability to capture and apply attributes such as box skew (slant), color and trapping.

For example, imagine your QuarkXPress document contains a box with a 0.5 point red frame, a 10 degree skew and the text within the box is 12 point Times. You can capture and apply all of these attributes with just two mouse clicks. Use QX-CopyStyle to quickly pick up and apply these styles. On an object by object basis, you can even undo QX-CopyStyle Applies.

The QX-CopyStyle dialog box

A The Copy button picks up the style of the object or text block that you've selected. The Apply button changes another object or text block to match the copied style. Undo reverses the last action.

B The Grow box expands and collapses the view.

C The expanded view displays additional copy options:

Picture Attributes appears if you select a graphic. Scale (X and Y), offset (X and Y), angle, skew, colorization, shade, negative, contrast, screens and flip (horizontal and vertical) are copied.

Paragraph Attributes appears if you position the cursor within a paragraph. Indents, space before and after, leading, lock to baseline, drop caps, keep with next paragraph, keep lines together, alignment, H&J (hyphenation and justification) and any applied style sheets are copied.

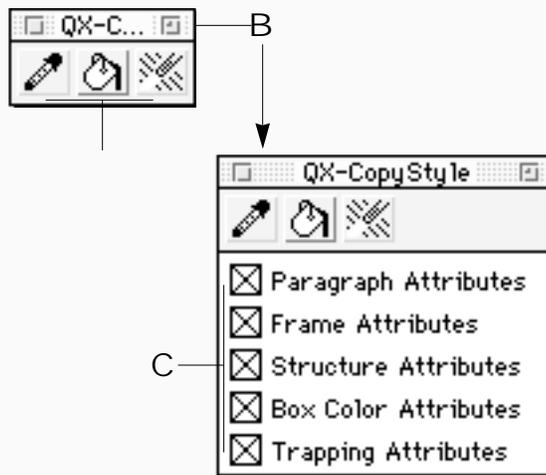
Text Style Attributes appears if you select multiple characters. Font, size, style, color, shade, scale, kern and baseline shift are copied. You can only copy text styles that do not conflict with each other.

Frame Attributes changes width, color, shade and style.

Structure Attributes changes angle, skew, corner radius, columns, gutter width, text inset, baseline, alignment and background color (shade, color and blend).

Trapping Attributes changes background and text behavior.

Box Color Attributes changes box color (shade, color and blend).



Using QX-CopyStyle

To use QX-CopyStyle:

1. Open the QX-CopyStyle palette.

Click its button in the QX-Bars palette or choose Show QX-CopyStyle in the View menu.

2. Click the grow box in the upper right corner.

You see an expanded QX-CopyStyle palette.

3. Select the attributes of the selected object that you want to copy.

The first option changes, depending upon what is currently selected.

Note: Conflicting text styles cannot be copied. For example, if you attempt to copy bold *and* plain text, a dialog box appears, indicating that some attributes conflict with each other.

4. Select the text or object you want to copy and click the Copy button.

5. Select the text or object you want to attach the attributes to and click the Apply button.

To undo an action:

1. Select the object(s) you want to revert to its original state.

2. Click the Undo button on the QX-CopyStyle palette.

The Undo option does not apply to text style changes. Also, if you have the Item tool selected in the QuarkXPress tool palette when you undo an action, the reversal only effects the last box level attribute change. If you have the Contents tool selected in the QuarkXPress tool palette when you undo an action, the reversal only effects the last paragraph level attribute change.



The grow box



The Copy button



The Apply button



The Undo button

Tip

The Undo option still works, even after you've saved a document.



Item tool



Contents tool

QX-FindChange



The QX-FindChange button

QX-FindChange extends search and replace to include nearly every type of object in QuarkXPress, including Text Boxes, Picture Boxes, Rules, Style Sheets, Colors, Character, Paragraph, Lines and Frames.

QX-FindChange operates as a tabbed dialog box. Clicking a tab displays a panel of tools for a specific design element. (Refer to the QuarkXPress documentation for descriptions of these QuarkXPress design elements.) Experimenting with new attributes has never been easier. Just select the options in a QX-FindChange panel and apply them to your document.

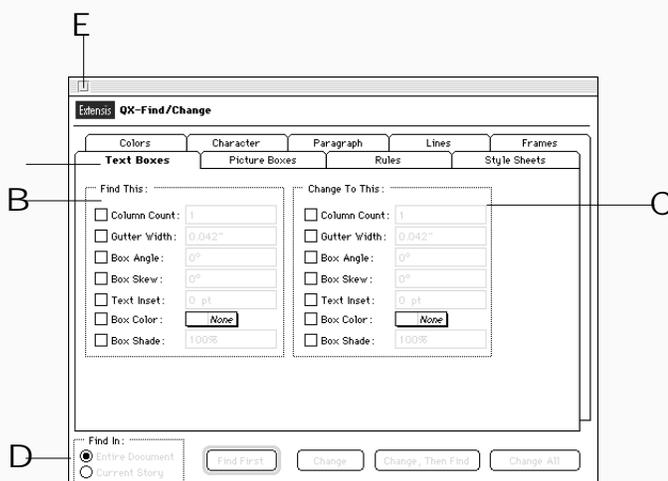
On the next few pages, you'll see each panel and learn the usefulness of each. As you read about these powerful, flexible features, try them on your own.

To use any QX-FindChange attribute:

- 1. Choose QX-FindChange in the Utilities menu.**
The QX-FindChange dialog box appears.
- 2. Click the tab corresponding to the attribute you want to change.**
- 3. Select the options and provide the information for the changes.**
- 4. Click the Find First button to locate the first occurrence matching your search criteria.**
Found objects appear selected in the upper left corner of the document window.
- 5. Click the "Change," "Change, Then Find" or "Change All" button.**
- 6. Click the Close box in the upper, left corner to exit the QX-FindChange dialog box.**

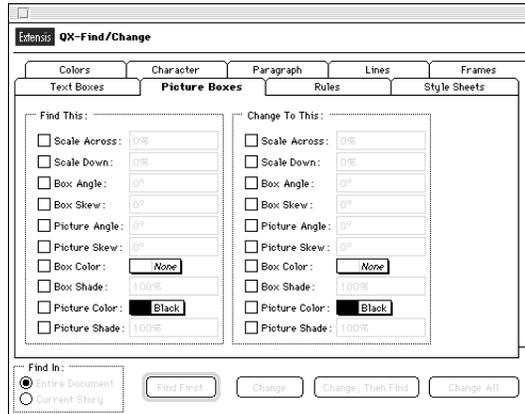
The Text Boxes panel and descriptions of common options

- A** In the Text Boxes panel, you can search for numbers of columns, gutter width and characteristics associated with text boxes. Search for box angle, skew, text inset and box color and shade.
- B** The Find This area contains the options for which to search.
- C** The Change To This area indicates how you want to change the occurrences that match your search criteria.
- D** Some panels include a feature for applying the change to the current text chain or to the entire document.
Find First locates the first occurrence of your search criteria.
The Change button changes the current occurrence without looking for the next.
The Change, Then Find button changes the selected occurrence and immediately searches for the next.
The Change All button changes all occurrences of the search criteria.
- E** The Close box exits the QX-FindChange dialog box.



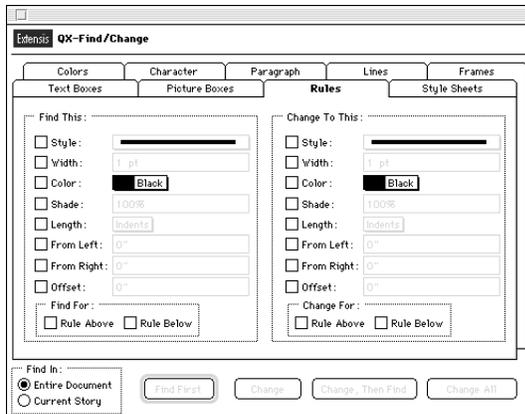
The Picture Boxes Panel

In the Picture Boxes panel, you can search for many of the attributes you set in the QuarkXPress Picture Box Specifications dialog box. Select **Modify** in the QuarkXPress Item menu to see this dialog box. For example, you can search for and change attributes specific to the picture within the box, or you can search for attributes specific to the box.



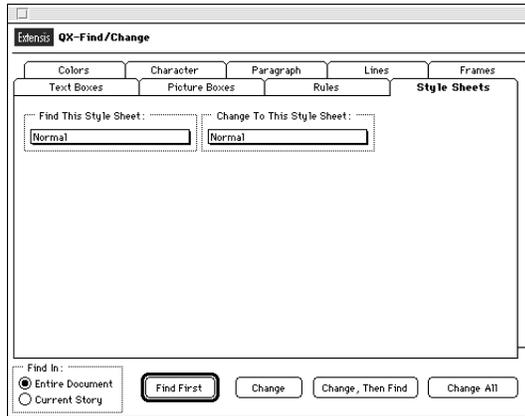
The Rules Panel

In the Rules panel, you can search for paragraph rules (as opposed to line objects).



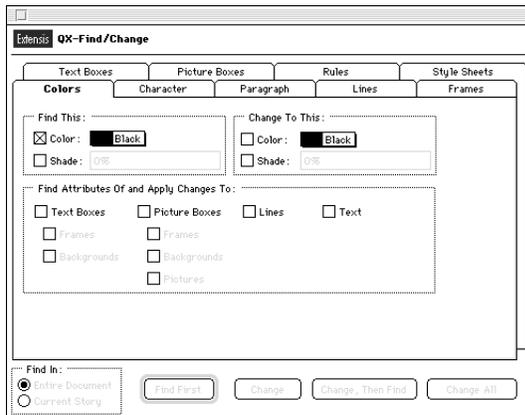
The Style Sheets Panel

In the Style Sheets panel, you can search for text that has been tagged with a specific style and replace it with another style.



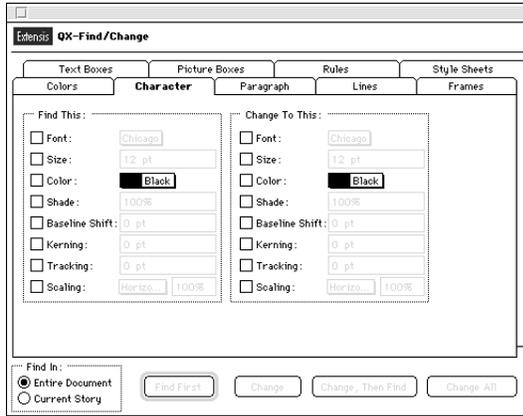
The Colors Panel

In the Colors panel, you can search for and replace color and shade applied to an object. Color can be applied to text boxes, picture boxes, lines and text.



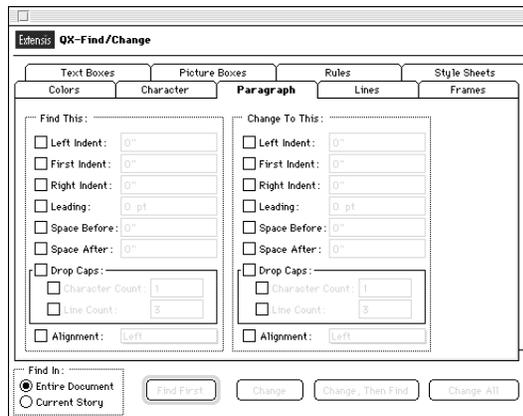
The Character Panel

In the Character panel, you can search for text by its font, size, color, shade, baseline shift, tracking and scaling.



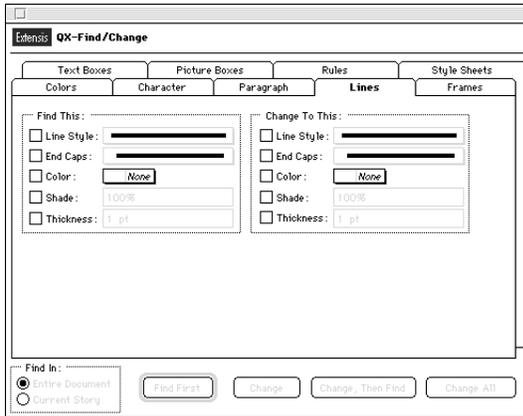
The Paragraph Panel

In the Paragraph panel, you can search for a paragraph by multiple attributes, including its indents, leading, space before and after the paragraph, drop caps and alignment.



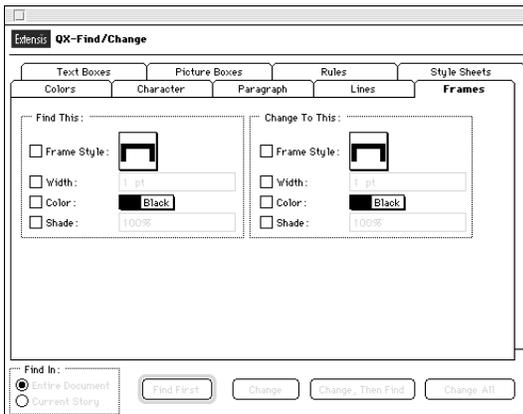
The Lines Panel

In the Lines panel, you can search for lines (not paragraph rules). Search for and change the line's style, end caps, color, shade and thickness.



The Frames Panel

In the Frames panel, you can search for frames surrounding a picture or a text box by its styles, width, color and shade.



QX-DocStyles

QX-DocStyles helps you begin thinking about the printing process early. QX-DocStyles asks you to determine many of the printing specifications when you first create a document. You can then save and reuse them.

For example, as a designer you may have a specific set of printing requirements for a 16 page, 8-1/2x11 newsletter and another set for a 150 page, 5x9 user's guide. It's also a great idea to save Standard Advertising Units (SAU) for the ads you create. You can use these SAUs over and over again, without having to recreate them each for each ad.

QX-DocStyles adds these options:

- Landscape or portrait orientation
- Multiple choices of document sizes
- Section start options for saving frequently used section numbering schemes, such as an appendix or an introduction
- Ability to select among standard styles (US Letter, US Legal, A4, B5 and others) and new styles you've added
- The ability to predefine the number of pages in your document

The QX-DocStyles dialog box

A The Page Size settings allow you to select either landscape or portrait orientation and set page dimensions. The Page Size is a part (or subset) of the DocStyle.

B The Document Guides settings allows you to define the margin settings, the number of columns per page and the gutter (space between pages).

C The Set Section Start settings checkbox controls whether the values in the Prefix and Start At fields are used. The Format pop-up menu contains number formatting options.

D This area contains the option of selecting among several predefined document styles or any new style you've created, the name that will appear in the Title bar and the estimated number of pages that your document will be. Also, you can choose whether the new document contains a text box within the page margins and organize your pages so they appear side by side.

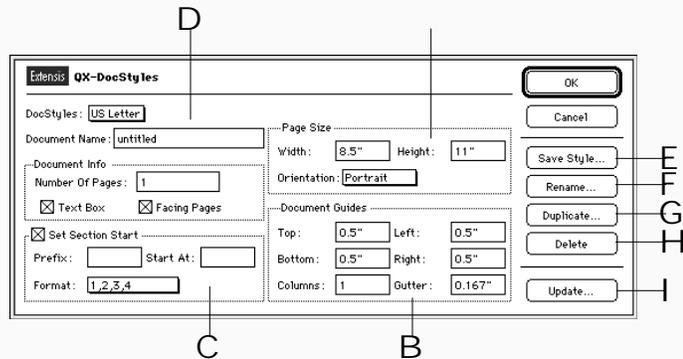
E The Save Style button displays a dialog box, allowing you to save the current settings for later use.

F The Rename button displays a dialog box, allowing you to rename the current document style.

G The Duplicate button displays a dialog box, allowing you to save the current settings under a different name. This saves time by allowing you to use existing settings for a slightly different set of styles.

H The Delete button removes the selected document style.

I The Update button changes the selected DocStyle to match the current settings in the QX-DocStyles dialog box.



Using QX-DocStyles

To create a new document style:

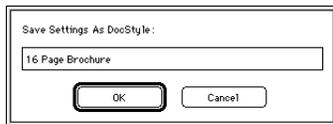
1. **Open QuarkXPress. Choose New in the File menu and then choose Document.**

The QX-DocStyles dialog box appears, replacing the standard QuarkXPress New Document dialog box.

2. **Enter the desired settings for this style.**
3. **Type a name for the new document window in the Document Name field.**
4. **Click the New button.**

The Save Settings As DocStyle dialog box appears.

5. **Type a name for this document style.**
Give the style a descriptive name.
6. **Click the OK button.**
The new style's name appears in the DocStyles pop-up menu.
7. **Click the OK button.**



DocStyles : 16 Page Brochure

To rename an existing document style:

1. **Choose the name of the document style you want to change in the DocStyles pop-up menu.**
2. **Click the Rename button.**

The “Rename Selected DocStyle to” dialog box appears with the current name highlighted.

3. **Type a new name.**
4. **Click the OK button.**



To duplicate a document style:

If you have an existing document style that is similar to a new one you want to create, you can save time by duplicating the existing style. Then, just change the make the minor changes, name it and save it.

1. **Choose the existing document in the Document Name pop-up menu.**
2. **Click the Duplicate button.**

The Enter New DocStyle Name dialog box appears.

3. **Enter a new name for the document style.**
4. **Click the OK button.**



To delete a document style:

1. **Choose the name of the style you want to delete in the DocStyles pop-up menu.**
2. **Click the Delete button.**
3. **Click the OK button in the confirmation dialog box.**

To update a document style:

If you want to change a DocStyle, use the Update button.

1. **Choose the DocStyle to update from the pop-up menu.**
2. **Make the desired changes in the QX-DocStyles dialog box.**
3. **Click the Update button.**
4. **Click OK in the dialog box that appears to confirm the update.**

QX-Effects

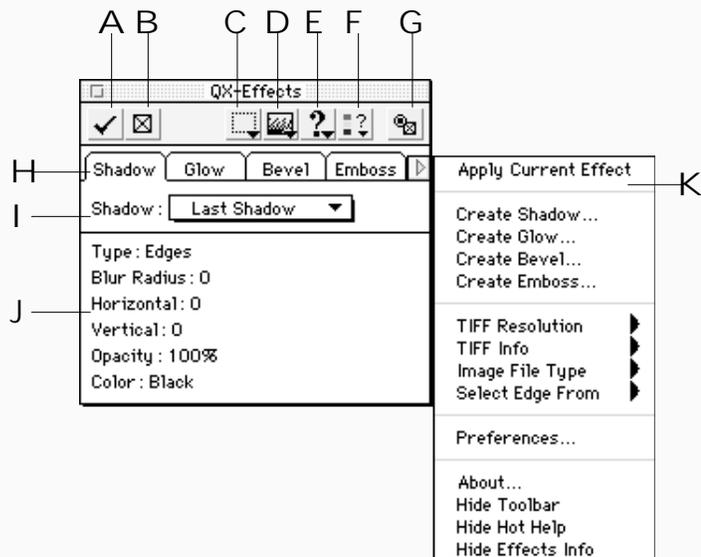


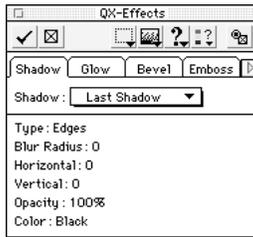
The QX-Effects button

QX-Effects provides a suite of type effects. Access Bevel, Emboss, Glow and Shadow effects, all from one palette. Each effect has its own dialog box.

The QX-Effects dialog box

- A** The Apply Current Effect button applies the currently selected filter setting to the selected item in the document.
- B** The Create Effect button displays the dialog box for the currently selected effect.
- C** Defines what part of the image the effect considers the edge. Auto Image applies the effect to the inside of the box around the image. Item applies the effect to the edge of the box containing the image.
- D** The TIFF Resolution pop-up menu allows you to set the resolution of the resulting TIFF image.
- E** The TIFF Info pop-up menu allows you to see information about the selected TIFF image.
- F** The Image File Type pop-up menu indicates whether the resulting TIFF image will be in RGB, CMYK, 8-bit grayscale or 1-bit dither format.
- G** The Preferences button displays the preferences dialog box.
- H** The QX-Effects tabs establish which effect you'll apply to a selected item in the document.
- I** The pop-up menu contains sets of effects you've previously saved. Selecting one of these saved sets and clicking the Apply (Checkmark) button, immediately applies the effect to the selected item. The last item in the pop-down menu allows you to edit the effect.
- J** The Information area displays the current filter settings without requiring you to open the effect's dialog box.
- K** This pop-up menu provides access to many of the same options found in the QX-Effects dialog box, in addition to other options.





The Create Effect button

Tip

QX-Bars provides a quick, convenient way to access previously saved effects. Click the Saved Effects button in the QuickAccess toolbar to see a list of all saved effect sets. Choosing a set in this list immediately applies the effect to the selected image.



The Apply Current Effect button

Using QX-Effects

To create an effect using QX-Effects:

1. Choose an image or object in QuarkXPress to which you want to add an effect.
2. Choose QX-Effects from the Utilities menu.

The QX-Effects palette appears. Use the pop-up menus in the palette to establish settings for this effect:

“**Select edge from**”—Defines what part of the image the effect considers the edge. Auto Image applies the effect to the inside of the box around the image. Item applies the effect to the edge of the box containing the image.

“**TIFF Resolution (DPI)**”—Determines the DPI of the image created by the effects. In this pop-up menu, choose Edit to add or remove DPI values. You can also input values from 32-4800 dpi, but under 300 is recommended.

“**TIFF Info**”—If you select this button while a TIFF file is selected, you will see the information about the TIFF, such as its file name, location, type, mode, width, height, resolution and file size

“**Image File Type**”—Determines whether your image will be created as an RGB, CMYK or grayscale.

3. Click the tab for the effect you want to create.
4. Click the Create Effect button.
5. Enter a name and select a location for the graphic file and click the Save button.
6. Use the options in the effect’s dialog box to create the desired effect (explained later in this chapter).
7. Click the Apply button to see the resulting effect.

To save QX-Effects settings for later use:

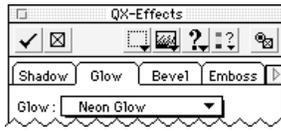
1. Once you’ve established the settings exactly as you want them, click the Save button in the effect’s dialog box.

A Save dialog box appears, allowing you to name and save the current effect’s settings.



2. Type a name for the settings.
3. Click Save.

The name of the new settings appears in the QX-Effects palette in the saved sets pop-up menu. It also appears in the pop-up menu toward the bottom, left corner of the effect’s dialog box.



The Apply Current Effect button

To use QX-Effects settings that you've saved:

1. **Choose an image or object in QuarkXPress to which you want to add an effect.**
2. **Choose QX-Effects from the Utilities menu.**
The QX-Effects palette appears.
3. **Click the tab for the effect you want to use.**
4. **Choose the name of the saved effect in the pop-up menu.**
5. **Click the Apply Current Effect button.**

To remove effect settings that you've saved:

1. **Choose QX-Effects from the Utilities menu.**
The QX-Effects palette appears.
2. **Click a the tab for the effect you want to delete.**
3. **Choose Edit in the pop-up menu.**
4. **Choose the name of the saved effect in the pop-up menu in the bottom, left corner of the dialog box.**
5. **Click the Delete button.**
6. **Click Delete in the dialog box that appears, asking you to confirm the deletion of the set.**

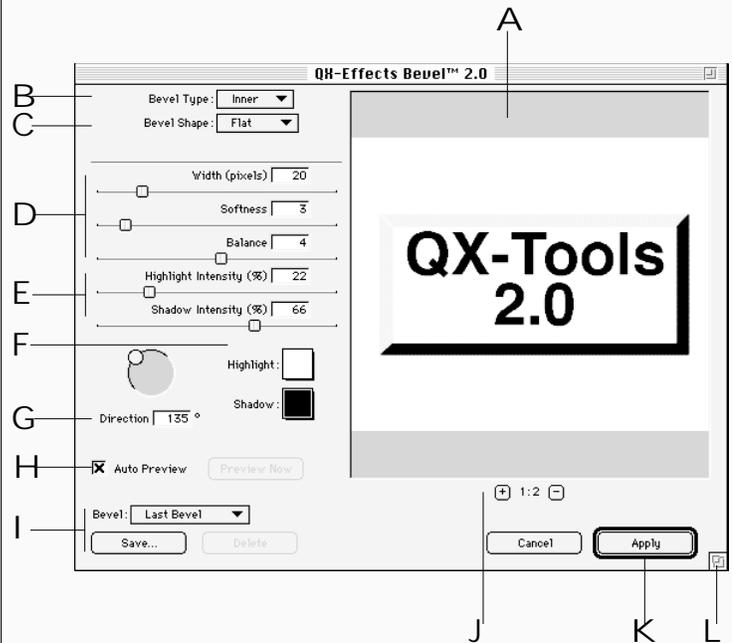
Bevel

Bevels give an image a raised appearance by applying highlights and shadows to its inside and outside edges.

QX-Effects provides several tools for adding a bevel to an image. In addition to choosing whether the bevel is applied to the inside or outside edge of the selection area, you can select one of the four different bevel shapes (Flat, Round, Slope and Double) and control the darkness of the shadow. A Smoothness option is useful for softening the ridges of the bevel and controls for the brightness and sharpness of the highlight are at your fingertips. Selecting the direction of the light is as easy as entering a value. As with all QuarkXPress effects tools, you can instantly preview a bevel's effect on an image, or preview it on demand by clicking the Preview Now button.

The Bevel dialog box

- A** The Preview Area shows a sample of the Bevel options before you apply them to your image.
- B** The Bevel Type pop-up menu contains an Inner and Outer Bevel option.
- C** The Bevel Shape pop-up menu controls the shape (either Flat, Round, Slope or Double) of the bevel.
- D** Width determines the width of the bevel in an image.
Softness softens the edge of the bevel.
Balance adjusts the balance between the Highlight and the Shadow of the bevel. Further left indicates more highlight color; further right indicates more shadow color.
- E** Highlight Intensity and Shadow Intensity control the strength of the bevel highlights and shadows.
- F** The Bevel Color pop-up palettes include an assortment of colors. (These are the colors you've already created in QuarkXPress.) These palettes are disabled if you're creating a grayscale image.
- G** The Light Direction field indicates and adjusts the direction of the light source.
- H** The selected Auto Preview checkbox immediately shows how the options you've established effect the image. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- I** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved bevel sets appear in the Bevel pop-up menu. Selecting a set displays its settings in the dialog box. You can then apply these bevel settings to the current image.
- J** Zooms in and out.
- K** The Apply button adds your created effect to the image and closes the Bevel dialog box.
- L** The grow box resizes the dialog box and preview.



Emboss

Emboss works like no other embossing tool. Its unique control and emboss styles give you the ability to create cutouts, embosses, reliefs, recesses and many other special effects.

Emboss includes options for selecting the emboss type, along with the amount of embossing. You control the contrast, softness, highlight and shadow of the embossing. In addition, you can add a directional light source and customize the color of the emboss highlight and shadow.

The Emboss dialog box

A The Preview Area shows a sample of the Emboss options before you apply them to your image.

B The Emboss Type pop-up menu provides four options:
Cutout pushes in the selection area.
Raise pushes out the selection area.
Edges applies the highlight and shadow emboss colors around the inside and outside of the selection edge. This effect more dramatically defines the selection edge.
Blur creates an off focus, fuzzy emboss.
Invert changes the light direction 180 degrees.

C Amount indicates the width of the emboss.

D Contrast controls the amount of difference between lightness and darkness in the image.

E Softness is a blur type setting to diffuse the transition from light to dark.

F Highlight controls the strength of the emboss highlights.

G Shadow controls the darkness of the emboss' shadow edge.

H The Emboss Color pop-up palettes include an assortment of colors. (These are the colors you've already created in QuarkXPress.) These palettes are disabled if you're creating a grayscale image.

I The Direction field indicates and adjusts the direction of the light source.

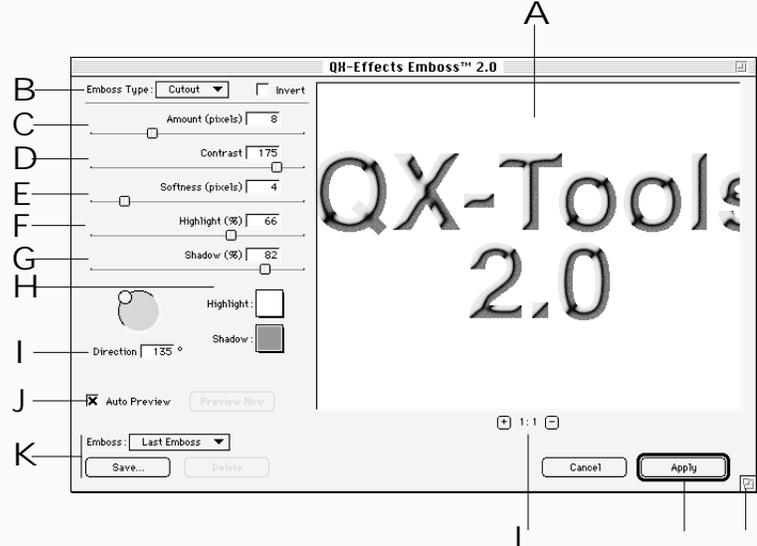
J Selecting the Auto Preview checkbox immediately shows changes to your created effect. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.

K The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved emboss sets appear in the Emboss pop-up menu. Selecting a saved effect displays its settings in the dialog box. You can then apply these emboss settings to the current image.

L Zooms in and out.

M The Apply button adds your created effect to the image and closes the Emboss dialog box.

N The grow box resizes the dialog box and preview.



The screenshot shows the 'QH-Effects Emboss™ 2.0' dialog box. It features a preview window on the right displaying the text 'QX-Tools 2.0' with an embossed effect. The left side contains various controls: a dropdown menu for 'Emboss Type' (set to 'Cutout'), an 'Invert' checkbox, sliders for 'Amount (pixels)' (8), 'Contrast' (175), and 'Softness (pixels)' (4), percentage sliders for 'Highlight (%)' (66) and 'Shadow (%)' (82), a 'Direction' field (135°), a color selection area for 'Highlight' and 'Shadow', an 'Auto Preview' checkbox, a 'Preview Now' button, a 'Save...' button, a 'Delete' button, and 'Cancel' and 'Apply' buttons. A zoom control (1:1) and a grow box are also present. Annotations A through N point to these specific elements.

Glow

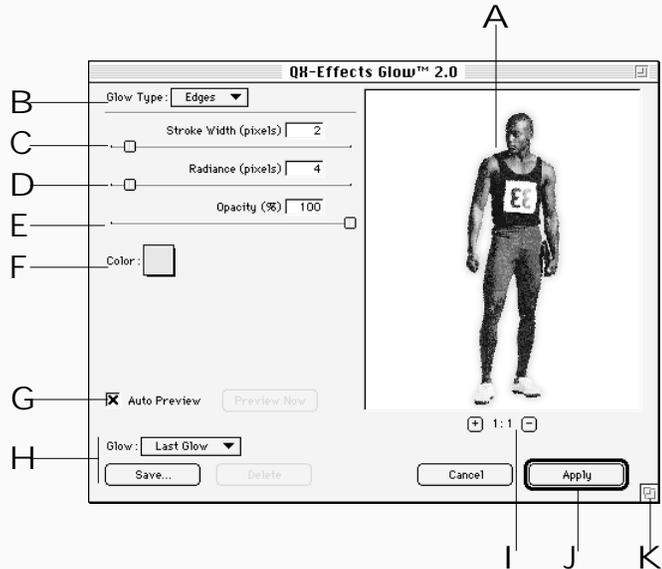
As an artist, imagine creating an image of a neon sign or a candle. You'd typically add a glow effect around the outer edges of the neon sign and around the candle's flame. QX-Effects makes this process easy with its Glow feature.

Adding a glow is as easy as selecting the object and experimenting with Glow's tools. You can apply a glow to the entire image, or just to its edges. You determine how far the glow should extend and determine its radiance (or brightness). In the above candle example, you could apply a low radiance for a soft glow, or a high radiance for an intense, bright glow.

Also, the glow opacity (or darkness) is at your control. A good use of opacity is on images containing light text applied to a light background. Slightly increasing the opacity of the letters' glow makes them more visible against the light background.

The Glow dialog box

- A** The Preview Area shows a sample of the Glow options before you apply them to your image.
- B** The Glow Type pop-up menu provides two options (mostly used for text purposes):
 - The Solid option fills in the holes in objects, such as solid circles.
 - The Edges option does not fill in holes in objects.
- C** Stroke Width controls the number of pixels from the image that the glow extends. A higher number indicates a further distance from the image.
- D** Radiance indicates the brightness of the glow. A high number indicates more light intensity.
- E** Opacity indicates the percentage that entire image is decreased in creating the glow effect.
- F** The Color pop-up palette includes an assortment of colors. (These are the colors you've already created in QuarkXPress.) The color that you select determines the color of the glow.
- G** The selected Auto Preview checkbox immediately shows how the options you've established effect the image. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- H** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved glow sets appear in the Glow pop-up menu. Selecting a set displays its settings in the dialog box. You can then apply these glow settings to the current image.
- I** Zooms in and out.
- J** The Apply button adds your created effect to the image and closes the Glow dialog box.
- K** The grow box resizes the dialog box and preview.



Shadow

Shadows give flat images a 3-dimensional, raised appearance. Use Effects to customize a set of shadow preferences that you can apply to the current selection. Then, you can save the set to use again later on another image.

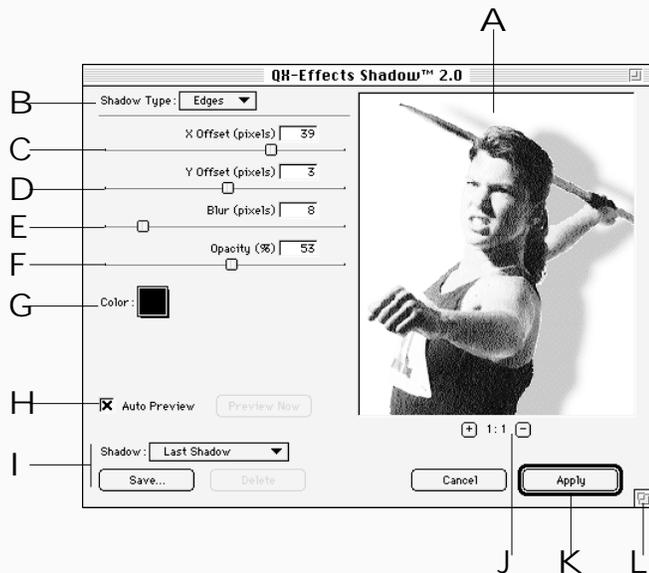
Tip

Holding down the Option key with the mouse over the preview will turn the Hand tool into a pointer tool that allows you to interactively adjust the X/Y positioning.

Features of Shadow include the ability to use the selection area's silhouette or its outline to create a shadow. You have control over the distance that the shadow will offset the image. (The shadow will be the same shape as the selected image.) In addition, you have control over the amount of shadow's blur and opacity. As you adjust the Shadow settings, you can preview the image in real time or on demand before you apply the shadow to the image.

The Shadow dialog box

- A** The Preview Area shows a sample of the options before you apply them to your image.
- B** The Shadow type pop-up menu provides two options:
 - Outline applies the shadow effect to the area defined by the outline of the selection.
 - Silhouette applies the shadow effect to all non-white pixels in the selection.
- C** X Offset (pixels) establishes the number of pixels to the left (negative number) or right (positive number) to offset the shadow from the image.
- D** Y Offset (pixels) establishes the number of pixels up or down to offset the shadow from the image.
- E** Shadow Blur controls the amount that the shadow is blurred. A higher number indicates a stronger blur.
- F** Opacity indicates the percentage that entire shadow's image is decreased.
- G** The Shadow Color pop-up palette includes an assortment of colors. (These are the colors you've already created in QuarkXPress.)
- H** The selected Auto Preview checkbox immediately shows how the options you've established effect the image. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- I** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved shadow sets appear in the Shadow pop-up menu. Selecting a set displays its settings in the dialog box. You can then apply these shadow settings to the current image.
- J** Zooms in and out.
- K** The Apply button adds your created effect to the image and closes the Bevel dialog box.
- L** The grow box resizes the dialog box and preview.



Troubleshooting

QX-Filters or QX-Effects

▶ **Why is my disk space sometimes lower after using QX-Filters or QX-Effects?**

When you run a filter on an image, QX-Filters and Effects create a copy of that image in the same location as the original image (or in the case of Effects, in the location you specify). If you are working with large or complex images you can quickly create several copies of these large filtered images which can begin to take up disk space. To avoid wasted disk space, you should promptly delete unwanted images by clicking Trash button in the QX-Filters dialog box or for Effects, going to the Finder and dragging the unwanted images to the Trash. If you are no longer in the QX-Filters dialog box, you can simply drag unwanted image files to the desktop trash icon.

▶ **Why do I sometimes have trouble running Photoshop-compatible filters within QX-Filters?**

Since QX-Filters applies complex filters directly within QuarkXPress, it may be necessary to increase the QuarkXPress memory partition by at least one megabyte, especially if you want to use other Photoshop compatible filters such as Kai's Power Tools. The more memory allocated to QuarkXPress, the faster the QX-Filters can acquire or filter images.

▶ **How can I get the best results with QX-Effects?**

You can try several things to make your effects look better when using QX-Effects:

- If you are creating shadows and glows from images, use EPS images with clipping paths as your "source." QuarkXPress is able to work with these types of images more successfully than TIFFs or PICTs. The resulting shadows and glows will be TIFF files, as these produce more pleasing results than would be possible with EPS files.
- Use "8-bit grayscale" when creating TIFFs whenever possible. They'll be smaller, print faster and will give you more control if you are trying to place them on top of other images.
- If you create a bevel or emboss effect, you may wonder where the "source" text box went. It was not deleted, rather, QX-Effects assigned it to a hidden layer. To view this layer, use QX-Layers and look for the "Hidden by QX-Effects" layer. Making this layer visible will show you the source box for which you are looking.

► **Dealing with "Jaggy" TIFFs**

Working with shadows, glows and other effects produced by QX-Effects can be troublesome if you are trying to combine them with other elements. This is not a defect in QX-Tools, rather it is a result of trying to mix vector data (such as type or QuarkXPress elements) with raster data (such as TIFF files which are created by QX-Effects) in a PostScript environment.

Here are a few solutions:

- Above all, do not change the background color of the TIFF to "None."
- Change the color of the TIFF to match the background object. (Choose Modify from the Item menu or use the background color button from QX-Bars). This works when the background object surrounds the effect image and the effect image is grayscale (not RGB or CMYK).
- If you need to place a QX-Effect on top of two differently colored objects or on top of a photographic image, you'll need to combine the two images, or create a "burn." Your best tool for this is a photo-manipulation program, such as Adobe Photoshop.

This is a complex process and you will need to keep an eye on details such as dpi and color balance.

► **Using "1-bit Dithered" images instead of 8-bit grayscale images**

As discussed, TIFF files don't work well when placed on top of other QuarkXPress elements. Creating a burn in Photoshop or another image editing program is one solution, but doesn't work if the TIFF is on top of anything other than another TIFF file. For example, a TIFF file cannot be "burned" into a colored QuarkXPress text box.

There is another solution that takes advantage of the way QuarkXPress responds to one-bit images. Most TIFF images are "eight bits deep" or better, which means that any pixel can be white, black or one of 255 shades of gray. Changing the background color of an 8-bit image to "none" will cause QuarkXPress to create a jagged run-around. However, it is also possible to create a TIFF file that contains pixels that can only be white or black, or "one-bit deep." Changing the background color of a 1-bit image to "none" will cause QuarkXPress to show the background through the image, which is what you probably wanted in the first place.

QX-Effects provides an efficient way to generate drop shadows and glows in 1-bit dithered format. This option appears in the QX-Effects palette, under the "Image File Type" pop-up menu. Select this when creating shadows and glows, and QX-Effects will produce images that can be placed over other QuarkXPress elements.

Tip

An updated list of technical support questions and answers can be found at: <http://www.extensis.com>

► For More Information

If you need more information, we'd suggest you pick up one of David Blatner's books about QuarkXPress. In these books you'll find tips and tricks that will get you through some situations. Another source is Quark's Technical Support, specifically the tech note titled "Jaggy TIFFs" available either at the Quark web site or via the Quark Fax Facts line. You'll find some tips at the Extensis web site (www.extensis.com).

QX-Layers

► Although the QX-Layers locked column is checked, I can still move layers which contain grouped objects.

Grouped objects cannot be locked with QX-Layers.

QX-Manager

► Why does the following QX-Manager dialog box appear when launching QuarkXPress?



Since QuarkXPress' RAM allocation can be altered through QX-Manager or the Finder's QuarkXPress Info window, a conflict can occur if each of these locations is assigned a different memory partition size. To resolve this conflict, QX-Manager displays the above dialog box to determine which memory partition size you want to use. Clicking the Cancel button starts QuarkXPress with the memory partition size assigned in the Finder. To quit QuarkXPress and re-enter a new memory partition size in the QX-Manger dialog box, click the OK button. To avoid this conflict, simply use QX-Manager to make all your memory partition size changes.

QX-Print

► **Why are EPS images sometimes slightly clipped when I use the Save as EPS feature.**

There is a bug in QuarkXPress which can cause a slight amount of clipping (less than 1 pt.) on the top and right edges of a saved EPS file, when saving selected item bounds to an EPS file. This occurs when the origin of the selected item is on a non-integral offset (in points) from the origin. For example, a horizontal offset of 23.5 pts. can exhibit the clipping, whereas an offset of 23.0 pts. will not.

QX-Scaler

► **Why doesn't QX-Scaler recognize when an object has been previously scaled using the QuarkXPress scaling options.**

When an object is selected to be scaled, QX-Scaler considers that object 100% or normal size. It does not recognize other previous scaling.