



Extensis Corporation
 55 S.W. Yamhill, Fourth Floor
 Portland, OR U.S.A. 97204
 To order: (800) 796-9798
 Telephone: (503) 274-2020 Fax: (503) 274-0530
 http://www.extensis.com e-mail: info@extensis.com
 AOL: EXTENSIS CompuServe: 70242,33

QX-TOOLS

Quick Reference Guide

Introducing QX-Tools 2.0. This collection includes 15 of the most powerful and useful XTensions that let you work faster, easier and more efficiently in QuarkXPress®.

FIVE NEW REASONS YOU CAN'T LIVE WITHOUT QX-TOOLS!

We've added five all new XTensions to the original 10 XTensions that made QX-Tools the bestselling XTension package for QuarkXPress. With QX-Tools 2.0 you can interactively set paragraph rules, create and save custom New Document settings and create drop shadows, glows, bevels, and more! In addition, QX-Tools offers the ability to copy styles and conduct document-wide search and replace for objects.

MORE TOOLS THAN YOU CAN SHAKE A T-SQUARE AT.

QX-Tools includes QX-Smart Bar, so you can create your own customizable toolbars or let QX-Smart Bar build them for you. You can scale multiple objects simultaneously and create and work in layers like with Illustrator and Photoshop. You can also run your favorite Photoshop compatible plug-ins right inside QuarkXPress and save an object or region of your page as an EPS file. And you get a daily tip or trick from David Blatner, coauthor of *The QuarkXPress Book*. The QX-Tools XTensions are designed, tested, and guaranteed to work together. To order, or for more information on any of our award-winning products, simply call us at **1-800-796-9798**.

QX-BARS & QX-SMART BAR

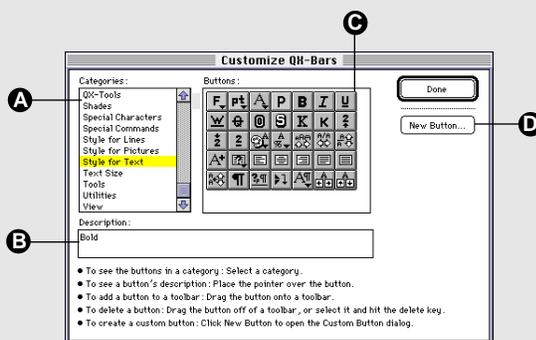
Brings the one-click convenience of toolbars to QuarkXPress. Create your own custom toolbars or let QX-Smart Bars build them for you.

To create your own toolbar:

1. Choose Edit Toolbars from the Edit menu. All available toolbars are displayed. Click in the checkmark column to hide or display toolbars.
2. Click the New... button. An untitled toolbar appears on your desktop.
3. Click the Customize button.
4. Choose a Category.
5. Drag a button from the Category field to a toolbar. To delete buttons, simply drag buttons off the toolbar onto the desktop.

To use Smart Bar:

1. Choose QX-Smart Bar from the View menu. Smart Bar begins watching you work and creates buttons by recording your menu selections.



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 from the QuarkXPress Style menu.

B The Description field displays a description of any button in the Categories field. Simply hold your pointer over a button to read a description of the button.

C The Buttons field displays buttons for the currently selected category. Buttons can be dragged from the Buttons field and added to any new or existing toolbars.

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.



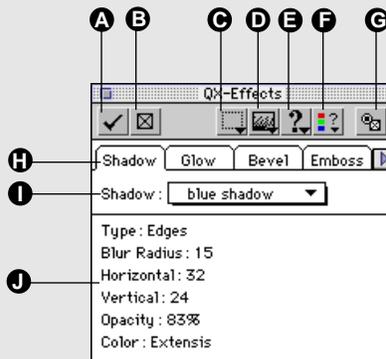
QX-SmartBar automates the task of creating buttons and toolbars by watching and recording your menu selections. Just turn on SmartBar by clicking the "Watch Me" button and SmartBar creates a corresponding list of buttons. To convert a list of SmartBar buttons into a toolbar, just click the "Build Toolbar" button. Then, instead of searching for a command in a menu, you can simply click a toolbar button.

QX-EFFECTS

Visually and interactively create drop shadows, glows, bevels and embosses from type, pictures, boxes or lines directly within QuarkXPress.

To create an effect:

1. Select an image or object.
2. Choose QX-Effects from the Utilities menu. The QX-Effects palette appears. Use the pop-up menus to establish settings for the effect.
3. Click the tab for the effect you want to create.
4. Click the Create Effect button.
5. Use the options in the effect's dialog box to create your desired effect.
6. Click the Apply button.



A The Apply Current Effect button applies the currently selected filter to the selected item.

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.

D The TIFF Resolution menu lets you set the resolution of the resulting TIFF image.

E The TIFF Info menu allows you to view information about the selected TIFF image.

F The Image File Type menu displays the final TIFF image format (RGB, CMYK, etc.)

G The Preferences button displays the Preferences dialog box.

H The QX-Effects tabs establish which effect you'll apply to the selected item.

I The Saved Effects menu contains sets of effects you've previously saved.

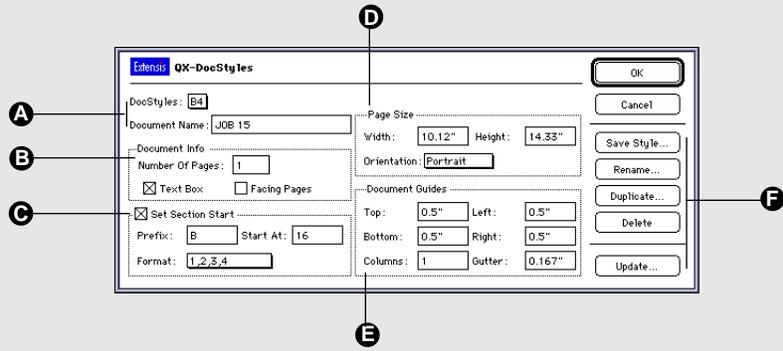
J The Information area displays the current filter settings.

QX-DOCSTYLES

Enables you to create and save custom New Document settings. Define document settings such as page orientation, count and size.

To create a new document style:

1. Open QuarkXPress. Choose New in the File menu and then choose Document. The QX-DocStyles dialog replaces the standard QuarkXPress New Document dialog.
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 appears.
5. Type a name for this document style.
6. Click the OK button. The new style's name appears in the DocStyles pop-up menu.
7. Click the OK button.



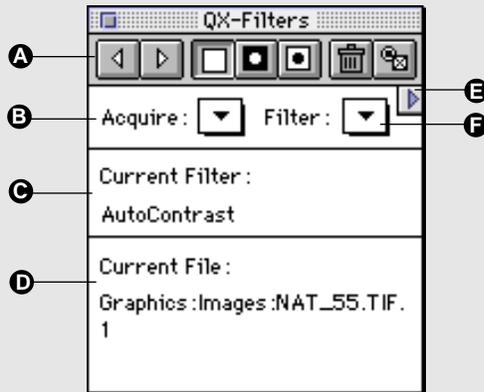
- A The DocStyles and Document Name fields allow you to name and define page size.
- B The Document Info settings offer page count, text box and facing page options.
- C The Set Section Start options enable you to define section parameters such as starting point, prefix, and format.
- D The Page Size options allow you to select page orientation and set page dimensions.
- E The Document Guides settings allow you to define the margins setting, number of columns and gutter dimension.
- F These buttons offer options to save, rename, duplicate, delete, and update document styles.

QX-FILTERS

Apply your favorite Photoshop-compatible plug-in filters to images within QuarkXPress.

To filter images:

1. Choose QX-Filters from the Utilities menu.
2. Select the image to be filtered. QX-Filters can apply filters to gray scale, RGB, CMYK, PICT or TIFF images.
3. Choose an Image filter from the Filter pop-up menu. After the filter has been applied to the image, a new file with a version number will be created in the same folder as the original image file.



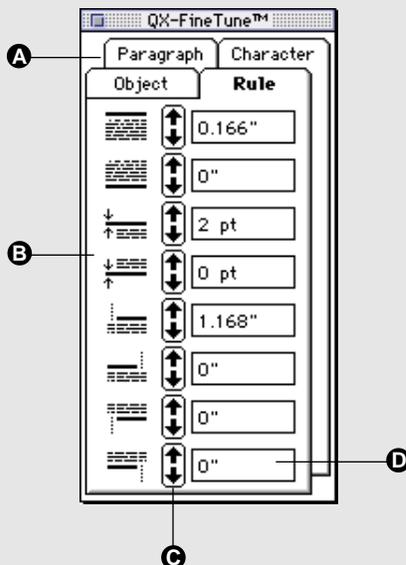
- A The QX-Filters toolbar enables you to move between filtered images, delete unwanted images and offers masking and preferences options.
- B The Acquire pop-up menu displays Acquire plug-ins used for importing an image through a scanner, video digitizer or other output device.
- C The Current Filter field displays the name of the filter used.
- D The Current File field displays the file name of the selected image.
- E The Command pop-up menu offers menu access to the same commands in the toolbar. In addition, options for customizing the palette size are also available.
- F The Filter pop-up menu displays filters. Choose from several Extensis filters or any Photoshop compatible filters you have installed.

QX-FINETUNE

Offers a direct and easy way to interactively edit paragraphs, boxes, text, paragraph rules and objects.

To use the QX-FineTune panels:

1. Depending upon the attributes you wish to edit, choose one of the following;
 - Paragraph:** Use your mouse to highlight one or more paragraphs.
 - Character:** Select a character or block of text.
 - Object:** Select a picture or text box.
 - Rule:** 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 appropriate tab.
3. Determine the attribute you want to change then click its up or down arrow.



- 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 up or down arrow. 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.
- 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 the new value.

QX-LAYERS

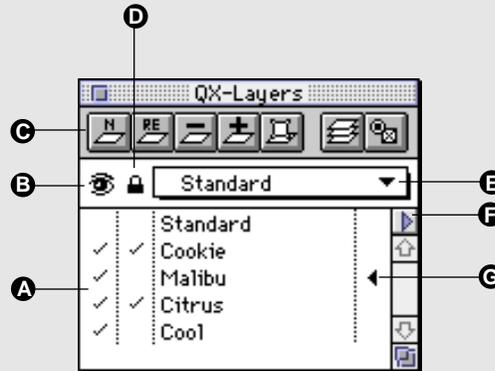
Offers an indispensable layer manager which enables you to easily edit objects while keeping them in the proper stacking order on the page.

To create a new layer:

1. Choose Show QX-Layers from the View menu.
2. Select the items you want to place on a layer.
3. Click the New Layer button on the QX-Layers toolbar.
4. Enter a name for the new layer and click OK.

To modify the stacking order of layers:

1. Open the QX-Layers palette.
2. Select and drag the layer name to a new position in the layer list.



- 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 indicates a layer is 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 options for modifying the size of the QX-Layers palette.
- G The Active Layer triangle indicates which layer the currently selected object is on.

QX-VIEWER

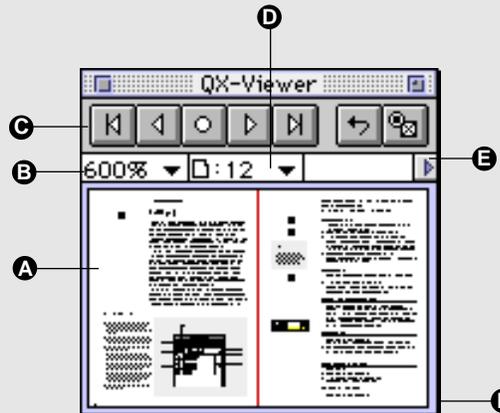
Displays a miniature representation of any page or spread so you can efficiently navigate through your document.

To open the QX-Viewer palette:

1. Choose Show QX-Viewer from the View menu. A preview of the current spread is displayed.

To view other pages in your document:

1. Choose the desired page or spread from the Page pop-up menu. To move to the displayed page simply click on the page in the palette. You can also use the QX-Viewer toolbar buttons to move to the first, last, next, or previous page in a document.



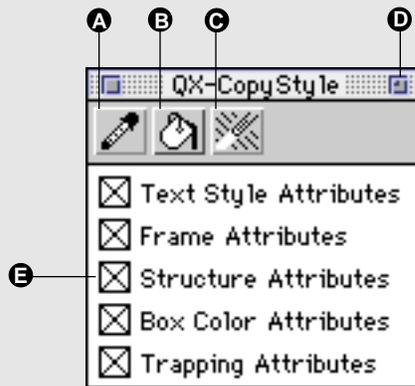
- A The QX-Viewer window displays a representation of any page or spread.
- B The View pop-up menu enables you to change the size of the document view. Choose from viewing levels up to 900% or create your own.
- C The QX-Viewer toolbar offers several options for quickly moving through a document. The preferences button enables you to control the settings that affect QX-Viewer.
- D The Page Number pop-up menu indicates which page is currently displayed in the QX-Viewer window. The pop-up menu lists all the page spreads in the entire document so you can quickly move to any spread.
- E The Command pop-up menu offers menu access to the same commands in the toolbar. In addition, options for customizing the palette size are also available.
- F Click and drag the bottom right corner to resize the QX-Viewer palette.

QX-COPYSTYLE

Instantly copy attributes from objects and text and apply them to other objects—even groups of objects—and text.

To use the QX-CopyStyle palette:

1. Choose Show QX-CopyStyle from the View menu.
2. Click the grow box in the upper-right corner. An expanded QX-CopyStyle palette appears.
3. Select the attributes of the selected object that you want to copy.
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.



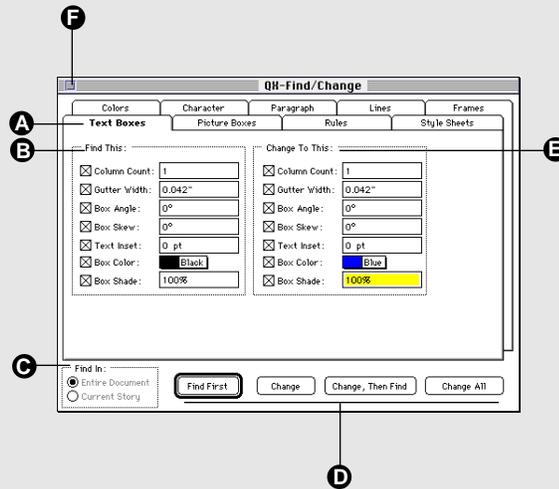
- A The Copy button picks up the style of the object or text block that you've selected.
- B The Apply button changes another object or text block to match the copied style.
- C The Undo button reverses the last action.
- D The Grow box expands and collapses the QX-CopyStyle palette.
- E **Picture Attributes** appears when a graphic is selected. Changes: scale, angle, skew, colorization, contrast, and more.
Paragraph Attributes appears when your cursor is within a paragraph. Changes: indents, leading, alignment, and more.
Text Style Attributes appears if multiple characters are selected. Changes: font, size, style, color, shade, scale, and more
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.
Box Color Attributes changes box color (shade, color and blend).
Trapping Attributes changes background and text behavior.

QX-FINDCHANGE

Extends search and replace to include nearly every type of object, including text and picture boxes, rules, colors, character, lines and more.

To use any QX-FindChange attribute:

1. Choose QX-FindChange from the Utilities menu.
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. Choose 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.



- A The Selection Tabs allow you to select the attribute you want to change.
- B The Find This area displays the search criteria for the selected tab option.
- C The Find In feature (only in some panels) offers an option to apply the change to the current text chain or to the entire document.
- D These search buttons offer several search and replace options.
- E The Change To This area indicates how you want to change the occurrences that match your search criteria.
- F The Close box exits the QX-FindChange dialog box.

QX-MANAGER

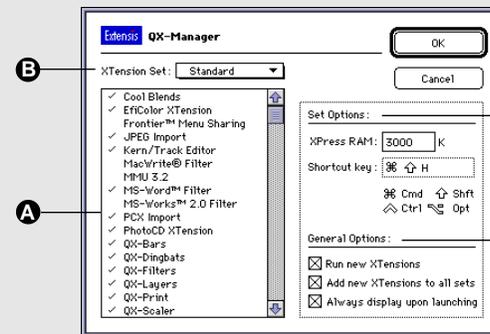
Simplifies the process of loading and unloading QuarkXPress XTensions. Create sets for XTensions for specific projects and clients.

To open QX-Manager:

1. Choose QX-Manager from the Utilities menu. To force QX-Manager to open automatically before QuarkXPress is launched, simply select the "Always display upon launching" checkbox under General Options.

To load and unload XTensions:

1. Open the QX-Manager dialog. To toggle an XTension on or off, click on or to the left of the XTension name.



- A The XTension list displays all your QuarkXPress XTensions. A checkmark next to an XTension indicates that the XTension will be loaded.
- 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.

QX-STYLES

Create character-based style sheets and work with both character styles and paragraph styles from one convenient palette.

To create a character style sheet:

1. Choose Show QX-Styles from the View menu. The top half of the QX-Styles palette lists the character style sheets. The document paragraph style sheets are listed at the bottom half of the palette.
2. Click the Add Styles button. Select the character attributes you want to apply for this style then click OK.



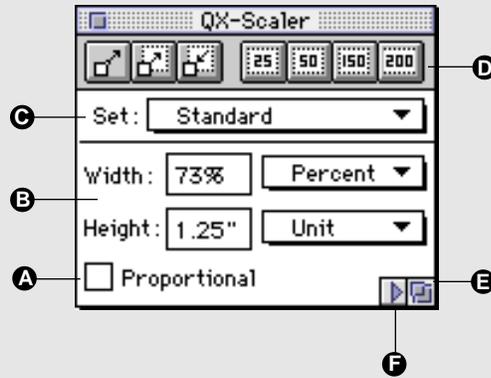
- A The Paragraph Style Sheet field displays the available QuarkXPress paragraph-level style sheets.
- B The Character Style Sheet field displays the QX-Styles character-level style sheets.
- C The Set pop-up menu displays the available sets of character-level style sheets. Multiple style sheet configurations can be created, stored, and opened as needed.
- D The QX-Styles toolbar enables you to quickly modify character attributes such as font, size, and style. 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.

QX-SCALER

Resize any item or group of items such as text, graphics, and lines in a single step.

To resize selected items:

1. Choose QX-Scaler from the View menu.
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.
To undo the last scale, click the undo button.



- A The Proportional checkbox applies equal scaling to the selection's width and height.
- B The Width and Height fields let you apply separate horizontal and vertical scaling. Items can be scaled by a percentage of the items current size or by entering new measurement dimensions.
- C 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.
- D The QX-Scaler toolbar offers scale, interactive scale, and undo scale buttons and quick access to several standard scaling percentages from 25% to 200%.
- E The Grow box lets you to resize the palette.
- F The Command pop-up menu offers menu access to the same commands as the QX-Scaler toolbar. In addition, options for customizing the palette size are also available.

QX-DINGBATS

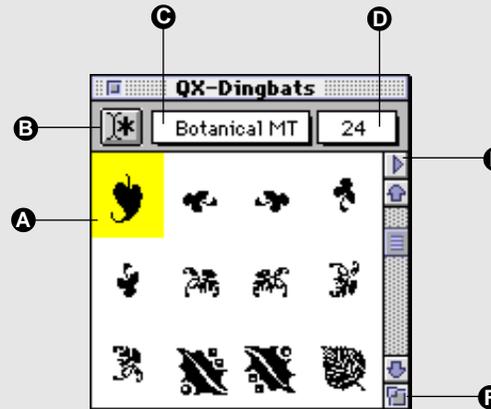
Displays a graphic representation of your fonts. Insert characters with a single mouse click without having to manually change fonts.

To use the QX-Dingbats palette:

1. Choose QX-Dingbats from the Utilities menu.
2. Select a font from the Font pop-up menu.
3. Scroll to find the desired symbol. You can choose to modify the font size before inserting a symbol into the text.
4. Click the Insert button or double-click the symbol.

To add fonts to the Font pop-up menu:

1. Click the Command pop-up menu and select "Show Full Font List".
2. Double-click fonts you want to add to the QX-Dingbat Font pop-up menu.



- 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.
- B The Insert button inserts the selected special character into the text or you may simply double-click on the character.
- C The Font pop-up menu displays the current selection of available fonts.
- D The Size pop-up menu lets you specify the size of the character you want to insert.
- E The Command pop-up menu offers the Full Font List so you can add or remove fonts to the QX-Dingbat Font pop-up menu.
- F The Grow box lets you to resize the palette.

QX-TIPS & TRICKS

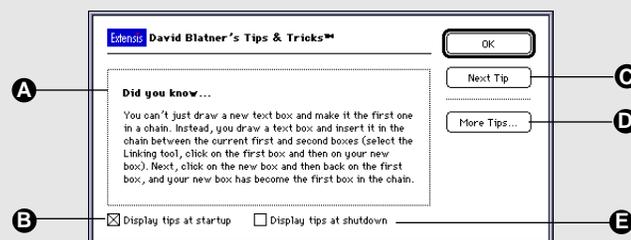
Offers hundreds of timesaving tips—written by David Blatner, author of *QuarkXPress Tips and Tricks*—for experts and novices alike.

To open QX-Tips & Tricks:

1. Choose QX-Tips & Tricks from the Utilities menu.
To view the next tip, click the Next Tip button.

To search for tips by topic:

1. Open the QX-Tips & Tricks dialog box.
2. Click the More Tips button to view tips by topic.
3. Type the topic you wish to search in the "Find" field.
4. Click the Find button.
5. Select a tip title and click View to read the tip.



- A The Tip window displays the QuarkXPress tips.
- B The Display tips at startup checkbox displays a new tip each time QuarkXPress is opened.
- C The Next Tip button enables you to view several tips at a time. Clicking this button displays the next tip in the series.
- D The More Tips button brings up a dialog which displays tips by their subject matter. This dialog also offers a Find field so you can search for tips by topic.
- E The Display tips at shutdown checkbox displays a new tip each time QuarkXPress is shutdown.

QX-PRINT

Print spot colors as process colors, save a region of your page as an EPS file, print discontinuous pages and print multiple plates.

To save a region as an EPS file:

1. Click the Save as EPS button from a toolbar. The cursor appears as a crosshair pointer.
2. Draw a rectangle around the area you want to save as an EPS file.
3. Choose Save Selection as EPS from the File menu. 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.
2. Choose Save Item Bounds as EPS from the File menu.

Printer: "LaserWriter Pro 630" 8.1.1

Copies: 1 Pages: All From: To:

Paper Source: All First from: Auto Select Remaining from: Auto Select

Destination: Printer File

Page Sequence: All Collate Back to Front

Output: Normal Spreads Thumbnails

Tiling: Off Overlap: 5"

Separation: On Plate: Multiple Plates

Registration: Off OPI: Include Images

Options: Calibrated Output Print Colors as Grays Include Blank Pages

Print Range: -3,7,9-12,4,22-

Print Spot Colors as Process

A The Print Range field allows you to enter discontinuous page numbers and page ranges in any order.

B The Print Spot Colors as Process Colors checkbox temporarily converts spot colors to process colors. After printing, the colors are converted back to spot colors.

C The Print Multiple Plates feature allows you to print multiple plates and select only the plates you want to print. Simply hold down to Shift key while selecting plate colors from the Plates pop-up menu.

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.