Using the Managing Editor XT Pro

step-by-step instructions in your new XTension's use

Now that you've installed the Managing Editor XT Pro, go to your copy of QuarkXPress and double-click on its icon to launch that program.

If there have been any errors in the installation process, or if the serial number in Managing Editor XT Pro does not match that of the QuarkXPress you are opening, you'll receive an appropriate message and should respond accordingly.

Opening Managing Editor XT Pro Palette

To display Managing Editor XT Pro, go to Quark's View Menu and select "Show Managing Editor XT." Managing Editor XT Pro Palette will appear, looking like the as shown below.

ou may position the palette anywhere within your QuarkXPress workspace — its location and whether or not the palette is opened or closed are remembered each time you leave QuarkXPress and will be restored when you restart the program.

The palette window can be dragged and resized in standard Macintosh fashion. When it is open on screen, the XPress View Menu option changes to read "Hide Managing Editor XT Pro." You can close the palette either by selecting this option or by clicking in the palette's close box located in its title bar.

To quickly move Managing Editor XT Pro from one side of the QuarkXPress workspace to another, you can hold down your option key and click anywhere in Managing Editor XT Pro palette. The palette will be redisplayed on the opposite side of the screen at the same vertical height, collapsed to its smallest size. This allows you to work in the area previously obscured by the MEXT Pro palette.

Palette elements

The top area of the palette is called the Control Bar and contains the controls you use to change Managing Editor XT Pro options and perform different actions.

Beneath the Control Bar is Managing Editor XT Pro's Editing Bar, where you can rename different Managing Editor XT Pro Sets and obtain information about files and folders.

Below the Editing Bar is the Gather List which displays different lists of elements depending upon the current view. Beside the Gather List is a scroll bar that can be used to move up and down within the list if all its elements are not visible.

The control bar

The Control Bar includes several items:

• Current View Icon: At the far left is the Current View icon which changes depending on the view you have selected using Managing Editor XT Pro's View Menu.   Right now you should be looking at Sets View.

• Alerts Checkbox: The box marked Alerts is used to turn Managing Editor XT Pro's alerting feature on and off. When the box is checked, as it should be now, you will receive warnings whenever you are about to undertake an action Managing Editor XT Pro wants you to think about first. As you become more accustomed to the XTension, you might want to turn this feature off.

• Keys Checkbox: The box marked Keys is used to turn Managing Editor XT Pro's extended key set on and off. When checked, Managing Editor XT Pro will "intercept" your XPress keystrokes and determine whether they should be used by Managing Editor XT Pro or by XPress. For instance, when Keys are on and you press the cursor down key, Managing Editor XT Pro will scroll down one selection in any of its lists. With keys off, XPress will handle this keystroke instead. A full list of Managing Editor XT Pro's extended key set is included at the end of this manual.

• Trash Can: The trash can is where you dispose of any items in any of Managing Editor XT Pro's lists. If you no longer want to keep a Gather Set, Gather Folder or an item, you can drag it to the Trash, release the element and it will be permanently removed. When Alerts are turned on, Managing Editor XT Pro will always ask whether or not you want to delete the item.

• View Menu: The View Menu, shown below, is used to change between Managing Editor XT Pro's three different list views: Sets View, Folders View and Files View. Click here to see the pop-up menu. Right now the Sets menu item is checked because you are in Sets View. The Folders and Files menu items should be dimmed because you have not selected any set (we haven't created one as yet).

• Do Menu: Depending on the current view, the Do Menu changes to reflect the actions that can be performed. Menu items will be dimmed if they are unavailable.

Principles of Managing Editor XT Pro

Managing Editor XT Pro, in essence, is a readily-available filing system — you could call it the Finder — displayed directly on your QuarkXPress desktop. To make it function, you create what are known as Gather Sets which contain lists of folders Managing Editor XT Pro should search for documents you want to place within QuarkXPress.

A Gather Set can be one of two types: either a Text Set, or a Graphics Set. A Text Set will only display documents that XPress can place in text boxes while a Graphics Set will only display documents that can be placed in picture boxes.

Once a set is created, you can add and remove Folders   from that set. Each folder in a Gather Set represents an actual file folder located somewhere on your hard drive or network. A Gather Set can contain as many folders as you want from as many locations as you desire.

When you have finished adding folders to a Gather Set, all you have to do is double-click on the set name when in Sets View and — automatically — all the files within that folder set that can be used by XPress will be displayed in the Gather List. From there, all you have to do is drag a file out onto a XPress page and it will be placed automatically and marked as used in the Gather list.