

Quick Sets

Managing Editor XT Pro has three methods of creating Gather Sets: Quick Sets, Text Sets and Graphic Sets. By far, the easiest to invoke is the Quick Sets method of creating Gather Sets.

To add a Quick Set, select Add Quick Set from the Do menu. The following dialog will appear:

elect the Set Type you desire, either Text or Graphic and Type the name of the set into the Set Name box. Hit the Done button or press the Enter or Return keys. In this case, call it MEXT Test Set and make it a Text Set and hit the Done key.

The following dialog will appear:

avigate to any folder on the hard disk which contains stories. To add the folder to the Set, click the Add button. To add another folder, navigate to another folder, open it, then click the Add button. When finished, click the Done button. Managing Editor XT Pro will store the information added within its runsheet palette. If the files are not shown, select the Files menu item from under the View menu, or double-click on the folder. The files will appear in list view and are ready for placement onto your QuarkXPress document.

o perform a Quick Set for Graphics, repeat the steps, but Set Type to Graphics Set. When Managing Editor XT Pro gathers files from a folder, it will recognized only files which can be placed in the appropriate XPress box. For instance, it will not gather an EPSF for placement in a Text Set.