

Creating a Gather Set

To create your first Gather Set, go to the Do Menu and select the Add Text Set menu option. A new set will be added as shown below. Right now the set is “Untitled” and its name appears highlighted in the Editing Bar, ready for you to enter a new name.

type the name “Text Folders” and press either the Return or Enter key on your keyboard. The set will be renamed and displayed in the Sets listing under the name “Text Folders.”

Whenever you want to change the name of a Gather Set, all you have to do is select its name in the Gather List, then click in the Editing Bar. The name will become highlighted, and you can type in a new title for the set.

Now go back to the Do Menu and select the option named Add Graphics Set. This time, when the new set appears, type in the name “Graphic Folders” and press Return or Enter.

As you can see below, the text set has a different icon next to its name than does the graphics set. This feature lets you quickly distinguish between different types of gather sets. Remember, as we noted earlier, text sets will only show you text files which XPress knows how to import while graphics sets will only display picture types which XPress can place.

ow that we have created our two Gather Sets, let's add some folders to them so we can see the power of Managing Editor XT Pro.

Adding Folders to a Set

Position your cursor over the name of our Graphics Folder set we just created. Click to select the set (its name will become highlighted in the Gather List). Now go to the View Menu and select the Folders option.

Folders View will be displayed as shown below. Notice the new icon for this view and that the Editing Bar shows information about the folders in the Graphic Folders set (right now there are none).

hen you move into Folders View, the Do Menu changes to reflect the actions that can be performed in this view, as shown below. Right now, the Delete Folder and Check Folders options are dimmed because they're unavailable.

o to the Do Menu and select the Add Folder option. You will see the standard Macintosh dialog box shown below. This dialog is used to locate all the folders you want to incorporate into your Gather Set.

t the bottom of the dialog is an instruction line which, in this instance, should read “To add a graphic folder, open it and click ‘Add’”. Use the dialog to locate a folder in which you know there are pictures.

As you open folders, Managing Editor XT Pro helps out by displaying any pictures within the folder that can be placed by XPress. When adding text folders, only those stories that can be read by XPress are displayed in the dialog.

When you have located a folder in which pictures are stored, click the Add button. (Remember, as the instruction notes, that you must open the appropriate folder so that its name appears in the pop-up menu above the files listing in this dialog). As the folder is added to the Gather Set, the name of its “path” appears in your Gather List.

(A path name is the full listing of the disk drive and folders Managing Editor XT Pro must go through to locate your files. The only time you will have to worry about this path name is when you rename or move disk drives or folders on your network. When that happens, refer to the Folder Maintenance section of this manual.)

You can continue to add as many folders to the Gather List as you want by locating and adding them in the manner described above.

When you are finished adding folders to your set, simply click the Done button and the dialog will be removed. You’ll see that Managing Editor XT Pro now displays a list of folders similar to the one shown below (your list, of course, will be different because your folder path names will be different).

o return to Sets View you can select Sets from the View Menu.

If you want, you can perform the same folder addition process for the Text Folders set we created earlier. Select the Text Folders name in the Sets List, choose Folders from the View Menu, and proceed to add text folders in the fashion we have just described.

Viewing the Contents of a Set

Now that we have folders within our Gather Sets, we can quickly see what's in them. Two methods are available to move from Sets View to Files View: you can choose Files from the View Menu or — the quickest method — you can double-click on the set name.

You will now be in Files View, as shown below (again, the listing of your files will depend on the contents of the folders in your newly-created set). Notice that the Current View icon changes to display an opened folder, indicating you're in Files View.

n Files View, a new bar appears just beneath the Editing Bar. This element is the Folder Name Bar, and will always display the name of the folder set whose contents you are viewing. Double-clicking on this bar, as well as on the Current Folder icon, will return you to Sets View.

If there are more file names than will fit in the list, then the vertical scroll bar will become active and you can easily scroll up and down to view the entire contents of the list. Similarly, you can resize Managing Editor XT Pro palette by clicking in its lower right-hand size box and dragging out the palette to a new size.

View Thumbnails

With gathered elements in the list view of the Managing Editor XT Pro palette, the user has the choice of viewing elements as thumbnails, or like 35mm slides on a light table. With the list view open, select Thumbnail View from the Do menu. If picture previews are available, then thumbnails of the graphic items will be displayed in the palette as shown below. To switch back to list view, select List View from the Do menu and the palette will switch back to list view.

Managing Editor XT Pro also allows for the viewing of text as thumbnails as shown below. It will show the first few lines of the text as a thumbnail representation. To learn how to invoke this feature, turn to the chapter named MEXT Pro 2.0 Preferences.

ameo View

Only graphics or photos can be shown in Cameo, or full-size view as shown below. If the graphic has the preview available, Managing Editor XT Pro will show the user a full-size version of the picture as well as any text that may be available.

To show the Cameo, select Cameo View under the Do menu. (Shortcut: SHIFT double-click any item in list or thumbnail view of files.) In Cameo view, graphic or photo placement cannot occur. Placement can only be done in List or Thumbnail view.

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When in Thumbnail view, photos, graphics and text can be “greeked” by holding down the control key and clicking on the graphic or photo. When a photos, graphics, or text will appear as a gray box as shown below.

File Information

To see information about a file, click on its name in the listing. The Editing Bar will display file information as in the above dialog box.

The information consists of the type of document at the left, followed by the date and time the file was last modified and ending with the size of the file in kilobytes (multiples of 1,024).

The file size does not tell you how long a story will run or the image area of a graphic, it is purely a display of the amount of space the document takes up on your hard disk.

Sometimes, when viewing file listings, special icons will appear to the left of the file name. The icon shown below means that the listed file is being used by somebody else on your network, and as such is probably unfinished. A lock icon indicates that the file is locked on your hard disk and therefore cannot be deleted.

Searching by Keywords

To perform a search for a graphic by its keyword, select the Find by Keyword... menu choice in the Do menu when in the file view, either list view or thumbnail view. A dialog will ask for the keyword for which to search. If it finds the keyword, the associated file will be selected in the list or thumbnail view, and if the file has been placed in the QuarkXPress document, it will scroll to it.

Note: The keyword is located in the pnot resource of the picture or graphic file. In order

to find the keyword, the graphic or photo must have a keyword designated in the print resource.

Find again by keyword, selected in the Do menu, will look for the next occurrence of the keyword past the point at which it was last found.