

# UnGroupIt Demo

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This document contains instructions for using the UnGroupIt XTension<sup>®</sup> from a lowly apprentice production. You may want to print this document so that the instructions will be available when you need them. This document uses the following fonts: Helvetica, Times.

DEMO VERSIONS OF QUARKXPRESS. PLEASE READ THE DEMO DIALOGS AS THEY ARE PRESENTED TO YOU.

## Using this Document

This document covers all aspects of UnGroupIt Demo please take a few moments to read it. This document assumes that you are already familiar with QuarkXPress and makes no attempt to guide you in use of the application.

## Installing the UnGroupIt XTension

UnGroupIt is an XTension to QuarkXPress and like other XTensions, it operates only when located in the same folder as the QuarkXPress application. Before installation, quit QuarkXPress if it is running. To install UnGroupIt, double-click the Installer icon and when asked where the XTension is to be placed, open your QuarkXPress folder and select the QuarkXPress application. (For more detailed information on XTensions and their general use, refer to Appendix B of the QuarkXPress Reference Manual.)

## About the UnGroupIt XTension

UnGroupIt, like its name implies, will ungroup all items within a selection with a single command. This applies to all groupings, no matter how complex or layered as in groups within groups. UnGroupIt is compatible with QuarkXPress version 3.11 or later.

## Using the UnGroupIt XTension

To use UnGroupIt, select any group or multiple items in a document and choose UnGroup All from the Item menu. All grouped elements contained in the selection will be ungrouped.



KitchenSink user can click the UnGroupIt icon on the Command Pad, to perform a UnGroup All command.

NOTE: DOCUMENTS SAVED WITH DEMO VERSIONS OF QUARKXPRESS CANNOT BE OPENED IN NON-

### KitchenSink

Does everything but the dishes! Featuring Command Pad and the Co-Pilot palette. This XTension provides one-click access to nearly every QuarkXPress menu item plus some other commonly used features. For example: one click opens a document; show or hide the Measurements palette with a click; scroll to any part of the page with one click; click to check spelling; and so on.

KitchenSink also includes window-management controls, a page pop-up menu, a customizable document-magnification menu (define your own magnification levels up to 1200%, three times the QuarkXPress limit), a Nudge palette and a palette for control of text scaling & baseline shift.\*

And that's not all: advanced copy and paste features; quick color conversion from spot to process colors and back; preference settings for image import, interface appearance, and measurements; an option that fits a box to a picture.... And we're probably forgetting to mention something this is not just an XTension, it's everything but the kitchen sink!

### ScaleIt

Have you ever wished there was an easy way to resize items in QuarkXPress? How about a command, or better yet, a tool you could use for scaling, just like in most graphics programs? Well, with ScaleIt, you can use the Scale tool or the Scale command to quickly and easily scale lines, text boxes, picture boxes (and their contents) in seconds you can even scale groups!

### FaceIt

At last! Completely flexible character level text styling with the ease of Style Sheets....

Changing the attributes of a word or phrase within a paragraph used to involve choosing a variety of options from the Style menu and the process had to be repeated for each instance of the word or phrase. Further, if you changed the Style Sheet assigned to the paragraph, all such refinements were lost. Now, aceIt provides the same flexibility for highlighted text that Style Sheets provide for paragraphs.

### StyleIt

A major breakthrough in the selection of text in QuarkXPress. StyleIt will change the way you work in QuarkXPress forever. So smooth in its use and application, StyleIt will quickly become that extra pair of hands you've been wishing for! Here's how it works.

StyleIt places a special marquee tool in the QuarkXPress tool bar. With this tool you draw a marquee around the text you wish to select. All the text within or touching the marquee will be selected, including text that is not contiguous!

The selection of the text is only the first part of the process. Once you drag a marquee across an area on the spread containing text, you have the choice of applying styles in a variety of formats and combinations to that selected text. The styles can be, character level attributes you choose from the StyleIt dialog, aceIt styles created with the aceIt XTension (also from alap), or paragraph style sheets used in the document.

You'll soon get used to the ease and power of StyleIt and it will become a valued tool in your production repertoire.

### MarkIt

You do everything else to get your job ready for printing, why not place the press marks too? With MarkIt, you can make your pages completely press-ready. Position press marks such as trim lines, registration targets, and color/gray-scale bars simply by dragging them into a proxy of the active document. You can customize MarkIt by adding your own marks (created in any graphics program and saved as EPS files).

Adding custom-marks such as trim lines, registration targets, and color/gray bars to QuarkXPress is easy with MarkIt. You can even add your company logo.

### Crop&RegIt

Select any element or group of elements on a QuarkXPress page and instantly have crop marks, registration targets, color indicators and gray-scale bars drawn around that selection. The marks Crop&RegIt places on the page are completely editable items so you can easily modify them.

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## LayerManager II

As you know, doing more in QuarkXPress means more boxes, more lines and more time spent moving between them. Fortunately, whatever the job, from newsletter layout to magazine design, LayerManager II makes dealing with Quark XPress elements much simpler.

LayerManager II lets you create view groups items in a view group are moved and made visible or invisible as a unit. This can eliminate the need for multiple versions of a partially variable document. For example, with a regional ad in which only dealer addresses change, each region s address information would be assigned to a separate view group and made visible or invisible as necessary.

And, while you are working, you can use LayerManager II to hide those pictures that take so long to redraw...

With LayerManager II you can, lock layers, easily move items from layer to layer, send layers forward or backward, automatically return items to pre-set layers. As well as, view the total number of layers (items) per spread, you can even specify the layer to which an item is to be moved.

## ScriptIt

ScriptIt, featuring the Script Player and NameIt, bring new power and accessibility to QuarkXPress by making AppleScript and other OSA compliant languages readily available and compoundable. Multiple scripts are linked into a chain that is executed as if it is one script, thus, each script becomes part of a larger script-chain.

The Script Player is a sizeable palette with two adjustable, scrollable lists. The top list is composed of scripts loaded into the Script Player roster. The bottom list is of script-folders that each contain a script-chain. To launch a single script from the top list, just double-click the name of the script. To launch a script-chain from the bottom list, just click on the name of the script-folder. To create a script-chain, you can drag the name of each of the the scripts from the top window onto the name of a folder in the bottom window.

NameIt, actually part of the Script Player, is a useful tool for those users writing or performing scripts within XPress. When activated, a small, non-printing box is placed at the bottom of any object. NameIt will display either a number indicating the box s position in the stack-ing order of the page or the box s name, or both. You can also use NameIt to apply a custom name to an object, thus allowing that object to be referenced by

name from a script.

ScriptIt represents a conceptual shift in the way XTensions are developed. Scripting can tailor QuarkXPress to fit your precise publishing needs.